



AGENDA APPENDIX
Council Meeting
Wednesday 23 September 2015

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.

E.6 DRAFT ANNUAL REPORT 2014-2015

Appendix 1 – Annual Report 2014 – 2015 (Report of Operations)

SOUTH GIPPSLAND SHIRE COUNCIL

Annual Report 2014 - 2015

An overview of South Gippsland
Shire Council operations between
1 July 2014 and 30 June 2015



South Gippsland
Shire Council

Contents

Contents	
Welcome to the Report of Operations 2014-15	4
Snapshot of Shire:	4
Demographic profile:	4
Fast Facts:	6
Highlights of the year	7
Challenges and Future Outlook	11
The Year in Review	12
A Message from our Mayor	12
Financial Summary & Operation Position	15
Liquidity & Obligations	16
Stability and Efficiency	17
Description of Operations	18
Economic Factors	18
Major Capital Works Projects	18
Major Changes	19
Major Achievements	19
Shire Profile	20
Councillors and Executive Team	22
Organisation Structure	23
Council Staff	24
Equal Employment Opportunity Program	25
Other Staff Matters	26
Preventing Violence against Women	28
Health and Safety	28
Our Performance	29
Plannning and Accountability Framework	29
Council Plan	30
Performance	30
Strategic Objective 1: A Prosperous Shire	31
Strategic Objective 2: Closely Connected Communities	39
Strategic Objective 3: Integrated Services and Infrastructure	46
Strategic Objective 4: A Leading Organisation	50
Governance, Management and other Information	57

Our thanks go to Council's Economic Development Coordinator, Ken Fraser for the generous use of many of his outstanding images in this Report.

Meetings at Council	58
Special Committees	59
Code of Conduct	63
Conflicts of Interest	63
Councillor Allowances	64
Councillor Expenses	65
Management	66
Audit Committee	66
Internal Audit	66
External Audit	67
Risk Management	67
Governance and Management Checklist	68
Statutory Information	72
Documents Available for Public Inspection	72
Best Value	73
National Competition Policy	73
Carers Recognition	74
Contracts	74
Disability Action Plan	74
Domestic Animal Management Plan	75
Food Act Ministerial Directions	75
Freedom of Information	76
Protected Disclosure Procedures	77
Victorian Local Government Indicators	78
Councillor Discretionary Grants	79



9 Smith Street, (Private Bag 4)

Leongatha Vic 3953

Phone: 5662 9200

Fax: 5662 3754

Email: council@southgippsland.vic.gov.au

Websites: www.southgippsland.vic.gov.au

Facebook: www.facebook.com/southgippslandshirecouncil



Welcome to the Report of Operations 2014-15

Council is committed to transparent reporting and accountability to the community and the Report of Operations 2014-15 is the primary means of advising the South Gippsland Shire community about Council's operations and performance during the financial year.

Snapshot of Shire:

Demographic profile:

A statistical snapshot of South Gippsland Shire provided by the 2011 Australian Bureau of Statistics:

- A resident population of 27,208 was recorded in the 2011 census.
- (The current estimated population is 27,937 at April 2015: an increase of 729 residents from the 2011 Census).
- The most populous towns were Leongatha (5,332), Korumburra (4,373), Mirboo North (2,296), Foster (1,677) and Nyora (1,332).
- There were a further 26 townships and hamlets.
- The dominant family type was 'couples without children' comprised 32% of the population and 'couples with children' comprised 26% of the population. Lone persons 26%.
- The average household size was 2.4 people.
- The median age of people was 44 years.
- The population density was 0.08 persons per hectare.
- 4% of the population comes from non-English speaking backgrounds.
- 3.7% of the population were unemployed in 2011.



Purpose:

Council's role is to provide leadership for the good governance of the Shire and its local communities. Council undertakes its responsibilities in accordance with the Local Government Act 1989 and other Acts for the peace, order and good government of the Shire.

Council's Vision 2020 developed in 2006-07 represents the aspirations of our diverse communities and articulates a vision of what South Gippsland should be like in the year 2020. The vision has been refined slightly by the current Council to reflect changing community needs and expectations. This vision still aspires to achieve a number of key outcomes with the aim of creating South Gippsland into a place which has:

- A caring community where people feel safe and secure.
- A wide range of recreation and leisure amenities.
- High grade transport links.
- Appropriate infrastructure to meet community needs.
- Respect for the environment by being clean and green.
- Sustainable economic growth.
- Coordinated health services.
- Youth who are valued and participate in the community.
- A sustainable agricultural industry, including direct and indirect support for businesses.
- A sustainable thriving tourism industry.
- Arts and culture that is encouraged and promoted.



Fast Facts:

- \$289,980 was provided to fund 66 Community Grant applications
- \$35,895 was provided in Discretionary Grants
- 119 kilometres of footpaths maintained
- 2,087 kilometres of roads maintained
- 23,956 hours of ageing and disability care support provided
- 4,159 tonnes of waste collected
- 2,013 tonnes of recyclables collected
- 159 bridges maintained
- 578 planning applications received
- 19,341 rateable properties
- 158,378 visits to aquatic facilities
- 1,004 children attended the Maternal and Child Health service at least once in the year.
- 225,260 library collection item loans



Highlights of the year

Strategic Objective: A Prosperous Shire

To achieve our objective of a Prosperous Shire, we will work with the business community to support existing businesses, diversify employment opportunities and attract new businesses, we will raise the awareness of local and regional issues with State and Federal decision makers and we will improve the sustainability of the local and regional environment.

Achievements:

- The Priority Projects for 2015 resulted in securing the balance of funding for the Karmai Integrated Children's Centre. Advocacy work to continue the focus on the Corner Inlet Tourism Development and advocating for funding necessary to see safety improvements to the South Gippsland Highway, were also actively pursued.
- The Toora to Welshpool section of the Great Southern Rail Trail was opened in February and repairs to the Tarwin River Bridge at the Black Spur section of the trail have been made.
- A major branding project to support the Great Southern Rail Trail was completed and projects arising from it commenced.
- The Economic Development and Tourism Strategy was adopted in November 2014.
- The Leongatha Heavy Vehicle Alternate Design Route plans were finalised.
- The 'Agricultural Resilience and Climate Change Opportunities' grant was successfully implemented resulting in eight well attended and diverse events.
- 306km (49 roads) were treated for regionally controlled weeds as part of the Roadside Weed Control Program. The In-house team sprayed 237.3km (45 roads) at approximately a third of the cost of engaging an external contractor.



Highlights of the year

Strategic Objective: Closely Connected Communities

To achieve our objective of Closely Connected Communities we will engage and work collaboratively with our community.

Achievements:

- The draft Municipal Emergency Management Plan was audited on 28 May and successfully passed all 24 questions of which seven received best practice.
- Community Engagement Conference was held with 30 participants attending workshops on Mental Health, Governance, Grants, Volunteer Fatigue and the development of a Community Skills Bank.
- Council was briefed on the impact of the National Aged Care Reforms on Home and Community Care Services provided by Local Government in Victoria. Council's continuing involvement in HACC service delivery will be considered at future briefings prior to the proposed changes in funding in July 2018.
- A Council Meeting Day was held at South Gippsland Secondary College, Foster in May 2015. Students participated in a range of activities on the day that built their understanding of local issues and local democracy.
- Planning for the 'Deadly in Gippsland' event to be held in late 2015 has progressed with artwork selected, most of the program finalised and a team of young people recruited to assist with running the conference.



Highlights of the year

Strategic Objective: Integrated Services and Infrastructure

To achieve our objective of Integrated Services and Infrastructure we will deliver affordable modern community services and facilities through an integrated approach to planning and infrastructure development.

Achievements:

- The draft Strategic Direction for Aquatic Facilities in South Gippsland 2015–2020 was endorsed by Council for Public Exhibition on 25 March. Community feedback received was incorporated into the final document tabled for adoption in July.
- South Gippsland Shire Council received full funding for the Priority Project, Karmai Integrated Children's Centre (\$1.6m from both State and Federal Governments), with works anticipated to commence in October 2015.
- 92.3% of grant applications submitted for funding requested from other levels of government were funded.
- Council's Road Re-sheet Program was completed. An additional \$500K allocated by Council allowed the program to be expanded beyond the original program resulting in better management of many of Council's local roads.
- The Cluster Review for Social Community Infrastructure in Venus Bay/Tarwin Lower and Meeniyan was completed and endorsed for public exhibition in May 2015.



Highlights of the year

Strategic Objective: A Leading Organisation

To achieve our objective of a Leading Organisation we will improve the financial sustainability of Council, including diversifying revenue streams and pursue best practice in organisational development and operations of the organisation.

Achievements:

- The Annual Budget 2015-16, containing the Annual Plan initiatives and the Long Term Financial Plan, was adopted by Council on 24 June 2015 following an extensive community engagement program involving around 800 community members.
- Council conducted a public Wi-Fi trial in September 2014 via the launch of a public Wi-Fi hotspot in Leongatha.
- The Korumburra Roundtable meetings continue with a range of events held including the Korumburra Futures Workshop, attended by approximately 55 people from across all community sectors.
- Council's website redevelopment commenced with the draft website structure completed and content migration and creation continuing. Anticipated launch is August/September 2015.



Challenges and Future Outlook

Challenges

- Rate Capping will be introduced in 2016. Council's focus on improving productivity and achieving efficiencies will, in part, assist the anticipated loss of revenue in future years. The community will be invited to assist in providing suggestions to Council on the priorities for future budgets, given this restriction in funding capacity.

The Future

- Council has restructured the organisation to position itself for the future. The use of technology to support service delivery is a key element of the restructure aimed at increasing the efficiency and effectiveness of service delivery.
- The future funding arrangement of the Home and Community Care Service by the Federal Government is currently subject to review. Council will need to consider the best way to respond to the government changes for this service in the next few years.
- Slight but steady population growth is expected in future years for the Shire. The Nyora and Poowong areas are anticipated to have the greatest levels of growth once the sewerage systems are in place and subdivisions constructed.
- The Gippsland Local Government Network is undertaking a regional benchmarking project of internal services that will allow us to compare information, collaborate on better ways to work together and pursue best practice improvements to the delivery of services.

By understanding our differences and similarities we will find ways to work smarter and a shared service model could be an outcome in the future.

The Year in Review

A Message from our Mayor

Dear Minister.

I highly commend our Annual Report on the activities of Council for the 2014-15 financial year and am proud to present this document to you as a measure of our achievements.

It has been another year of significant change in South Gippsland Shire. We continue to deal with the pressures of balancing community need and expectation with the capacity of the Council to raise the revenue it needs to meet these expectations. With a small population in a large geographical area, the reality is that we will always struggle to manage the asset renewal gap, let alone the implications of cost shifting from Federal and State governments.

In addition to these inherent tensions, Councils across Victoria are now coming to terms with the impending cap on rates that the Victorian Government committed to prior to its election in November 2014. As a rural Council we have but one significant financial lever to pull and that is rates. It seems that rural and regional Councils are being punished for the perceived excesses of large urban Councils. The City of Melbourne or Port Phillip for example can raise comparable levels of revenue from parking fines and fees as South Gippsland can raise in rates – so a cap on rates for a metropolitan Council does not have the same potentially dire consequences as it will for Councils such as ours.

Grants seeking and advocacy have become even more important in this environment. We have – and will continue to – advocate to anyone in a position to assist us to achieve the things we need for our community. The best example of that this year is the commitment we received for the Karmai Integrated Children's Centre in Korumburra. We have also worked in partnership with the community and the local newspapers to advocate for better funding for our local VicRoads road network.

In order to best understand the priorities of our community Council trialled a new engagement program in 2014-15. OurSay gave residents the opportunity to articulate their wishes for their shire in coming years. It provided us as Councillors with a snapshot of the future infrastructure needs and community priority projects for each of our towns and regions – which in turn help to inform how we plan for our future budgets and advocacy.

Finally, I would like to commend the management and staff of our organisation. They have, as always, done an outstanding job providing scores of services to our community. Notably, they have done this while a significant restructure was being undertaken. It is a reflection of their commitment to their work and the people they look after that many in our community would have been unaware of the internal pressures they were under. This document demonstrates this commitment to success.

Cr Jeanette Harding

Mayor



A Message from the Chief Executive Officer

On behalf of South Gippsland Shire Council it is a great pleasure to present Council's Annual Report for the year 2014-15. The Chief Executive Officer is responsible for:

- Providing organisational leadership and management of all operational matters
- Establishing and maintaining an appropriate organisational structure for the Council
- Overseeing the implementation of Council decisions
- Providing timely advise to the Council
- Advocating to other levels of government for Council's Priority Projects
- Representing South Gippsland on local and regional committees to progress Council's vision and prosperity of the Shire



Highlights

Council completed 36 of the 39 annual indicators and activities with the remaining 3 progressed by the end of the financial year. Key highlights of the year:

- Secured \$1.6 million from the National Stronger Region's Fund for the Karmai Integrated Children's Centre. This project is now fully funded.
- Received the National Australian Local Government Association Award for Excellence in Road Safety for the development of Gippsland Safe Freight.
- A significant review of the Budget was undertaken for the development of the 2015-16 Budget. The program involved over 800 interested community members in on-line activities, community workshops, face to face meetings with champions of the highest voted ideas and Councillor deliberations' arising from the community engagement, to inform the Budget 2015-16.
- Opened the Toora to Welshpool section of the Great Southern Rail Trail in February. Repair works on the Tarwin River Bridge at the Black Spur section has also been completed.
- Council adopted the Economic Development and Tourism Strategy 2014. It was also exciting to have new and expanded businesses such as the Leongatha Aldi supermarket open, host the South East Australia Transport Strategy Committee February meeting, deliver the Resilient Communities Program to businesses and participate in the Regional Living Expo.
- Final design of the Leongatha Heavy Vehicle Alternate Route has been prepared; a long awaited project for the Shire.
- The Coastal Townships Seasonal Study survey was conducted and distributed to over 5000 people with over 800 respondents (16%). Seventy visitor interviews were collected over the Australia Day weekend.
- An increased budget allocation of \$500k was invested into the road re-sheet program allowing additional projects to be completed beyond the original planned program.

Organisational Performance

At the end of June 2015, Council's financial position remains strong with more than \$487 million of community assets under Council's stewardship. The operating result of \$9.98 million was in line with the projected outcome of \$5.05 million after allowing for \$4.27 million 2015-16 Victoria Grants Commission income received in advance. Council's Long Term Financial Plan projects ongoing surpluses over the next 15 years, providing a sustainable level of funding for the refurbishment and replacement of community assets.

A significant restructure of the organisation was undertaken at the end of the financial year, as the first stage in adapting to an ever-changing economic and political environment. The organisation is pro-actively aiming to perform more efficiently, effectively and with the support of the community in delivering a range of services to the community.

The next stages include undertaking further service reviews and seeking out and implementing new systems and processes to improve and streamline the way we do business.

Thank you

I would like to take the opportunity to acknowledge Council, the local community and all South Gippsland Shire staff who have contributed to delivering a wide range of achievements in line with our Council Plan 2013-2017 and Annual Budget 2014-15.

Tim Tamlin

Chief Executive Officer



Financial Summary

Council's financial position continues to remain sound.

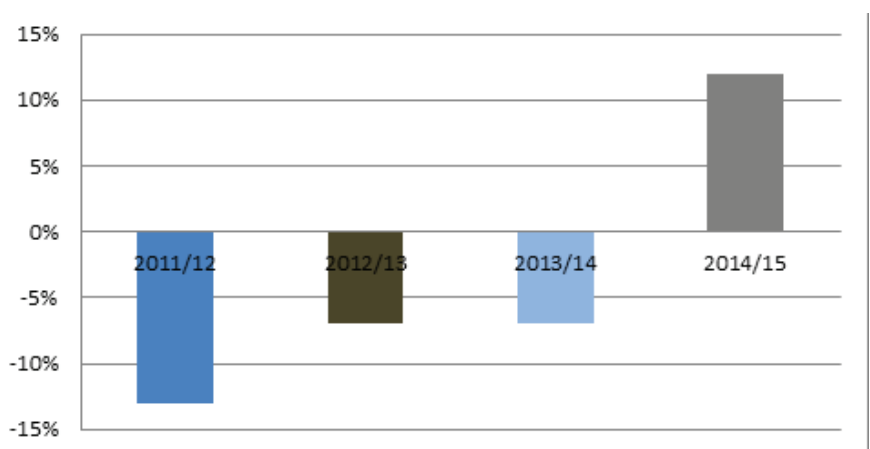
A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included within the Financial Statements and Performance Statement sections of this Report.

Operation Position

Council achieved a surplus of \$9.98 million in 2014-15. This surplus compares favourably to the prior year deficit of \$1.94 million. As per the Comprehensive Income Statement in the Financial Report, the favourable variance is mainly due to the Australian Accounting Standard requirement to recognise \$4.27 million Victoria Grants Commission allocation for 2015-16 as income in 2014-15 because it was received in advance.

The adjusted underlying surplus of Council, after removing non-recurrent capital grants, cash capital contributions and non-monetary capital contributions, is a surplus of \$7.93 million or 12% when compared to adjusted underlying revenue. This compares favourably to the expected target of >0%.

Adjusted underlying result ratio %



Again, this indicator is favourably distorted by the Australian Accounting Standard requirement to recognise grant income as revenue when Council obtains control over the assets comprising these receipts. Sustaining an adjusted underlying surplus is a critical financial strategy that provides capacity to renew the \$487 million of community assets under Council's control.



Liquidity

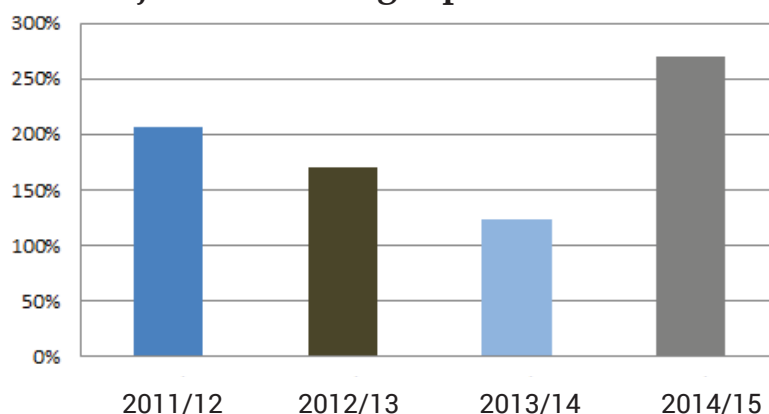
Cash has increased by \$3.99 million from the prior year mainly due to receiving \$4.27 million Victoria Grants Commission allocation in advance for 2015-16. The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 270% is an indicator of satisfactory financial position and within the expected target band of 100% to 300%. Again, this indicator is favourably distorted by the Australian Accounting Standard requirement to recognise grant income as revenue when Council obtains control over the assets comprising these receipts.

Obligations

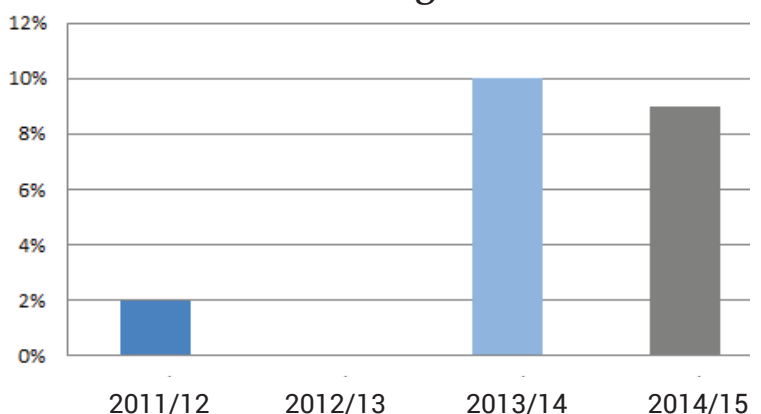
Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. To bridge the infrastructure gap, Council invested \$8.91 million in renewal works during the 2014-15 year.

At the end of the 2014-15 year Council's debt ratio, which is measured by comparing interest bearing loans and borrowings to rate revenue, was 9% which indicates that Council has no concern over its ability to repay debt. Council's asset renewal ratio which is measured by comparing asset renewal expenditure to depreciation was 84% which was behind the expected target band of 90%-110%. Council carried forward \$1.83 million capital work funding into 2015/16 for projects that had not been completed by 30 June 2015.

Adjusted working capital ratio %



Loans and borrowing ratio %

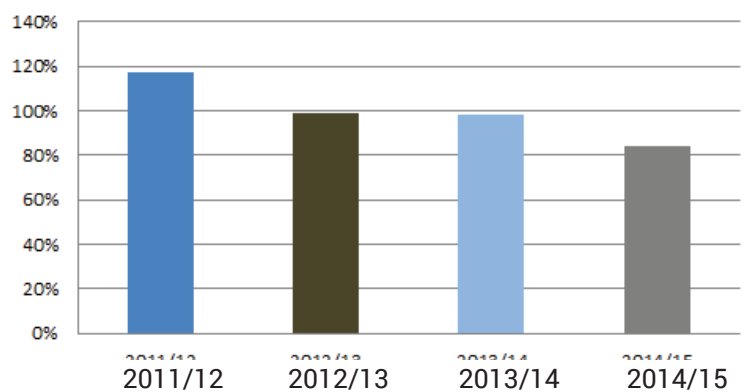




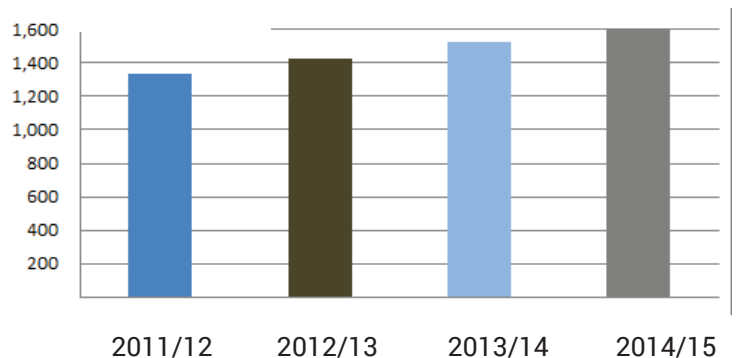
Stability and Efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Council's rates concentration, which compares rate revenue to adjusted underlying revenue, was 56% for the 2014-15 year, which is in the mid-range of the expected target band of 40%-80%. This indicator has again been distorted downwards by the Australian Accounting Standard requirement to recognise grant income as revenue when Council obtains control over the assets comprising these receipts. The average residential rate per residential assessment is \$1,607.

Asset renewal ratio %



Revenue level ratio \$





Description of Operations

South Gippsland Shire Council is responsible for more than 100 services, from family and children's services, traffic regulation, open space, youth facilities, waste management and community buildings; to matters concerning business development, planning for appropriate development and ensuring accountability for Council's budget. This broad range of community services and infrastructure for residents supports the wellbeing and prosperity of our community. Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan 2013-2017 and the associated Annual Budget 2014-2015 and reported upon in this document. Refer to the section on Our Performance for more information about Council services.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures. Council also has a wide range of responsibilities under the Victorian and Australian legislations.

Economic Factors

Council was faced with a financial challenge following the Federal Government announcement that it would freeze the indexation on Victoria Grants Commission allocation to councils for three years to 2016-17.

Major Capital Works Projects

During 2014-15 the major capital works included the following:

- Great Southern Rail Trail – Toora to Welshpool Section.
- Great Southern Rail Trail – Black Spur Section.
- Nyora Hall Refurbishment.
- Victory Avenue, Foster.
- Allambee Estate Bridge.
- Public Toilet Reconstructions at Toora,
- Fish Creek and Yanakie.
- Mirboo North New Soccer Lighting.
- Yanakie Recreation Reserve Improvements.
- Meeniyon Recreation Reserve Youth Space.
- Korumburra Bowls New Synthetic Green.
- Korumburra Training of Excellence.
- Koonwarra Landfill Cell 1 and 2 Rehabilitation Cap.
- TP Taylor Reserve Redevelopment, Sandy Point.
- Henrys Road, Nyora.
- Gray Street Reconstruction, Leongatha.



Major Changes

In the last three months of the financial year, the Chief Executive Officer coordinated a restructure of the organisation as a means to establish a strong foundation for the future. The restructure became effective on 1 July 2015.

The first stage of the Rating Strategy 2014-2018 was implemented for the 2014-15 financial year. The majority of recommendations presented to Council for the Rating Strategy Steering Committee were supported when the Rating Strategy was adopted at the 25 June 2014 Council Meeting.

The Rating Strategy 2014-2018 provides a more equitable distribution of the rates. The Municipal Charge was removed and a new differential rating structure for land types developed. The changes resulted in increases for higher valued properties and decreases for lower valued properties. The strategy is being implemented over two years, as the changes were considered too significant to implement in one year.

Major Achievements

Council introduced an exciting community engagement program to inform the Annual Budget 2015-2016 . Concerns that the formal submission process for the Proposed Budget did not give the community adequate opportunity to inform the development of the budget were taken on board by Council.

The new engagement program was implemented at the commencement to Council's budget planning. An innovative on-line engagement activity engaged over 760 people in providing Council with suggestions for the budget. The highest priorities voted from this activity were taken to two community workshops for further deliberation.

The Council considered all of the feedback received and undertook a further three engagement activities to inform their decision making prior to the final adoption of the 2015-16 Annual Budget.

Over 800 people participated in the various engagement activities and the Annual Budget 2015-16 has incorporated a number of these community suggestions.



Shire Profile

South Gippsland Shire is located in coastal south eastern Victoria, approximately 100 kilometres south-east of Melbourne. It is made up of three Shire wards (Tarwin Valley, Strzelecki and Coastal-Promontory), each represented by three councillors.

South Gippsland is named for the southern part of Gippsland, which honoured Sir George Gipps, the then Governor (1838-1846). The original inhabitants of the South Gippsland area were the Gunnai, Bun Wurrung and Wurundjeri Aboriginal people.

The Shire is a rural, residential and tourist area. It encompasses 3,308 square kilometres, including extensive coastal areas and the spectacular Wilsons Promontory National Park.

Other major attractions of the Shire include Cape Liptrap Coastal Park, Strzelecki Ranges, Coal Creek Community Park and Museum, The Great Southern Rail Trail, South Gippsland Tourist Railway, Grand Ridge Rail Trail, Nyora Speedway, Stony Creek Racecourse, Mirboo North Regional Park, Agnes Falls, Grand Ridge Brewery and specialist wineries.

Much of the rural area is used for forestry and agriculture; with dairy, beef, sheep, and snow pea farming being the main agricultural pursuits.

Fishing, viticulture and tourism are also important industries that contribute economic diversity to the Shire.

Council elections are held every four years. Voting for Council elections is compulsory for residents (residents 70 years of age or over are excused from voting). Non-resident ratepayers are encouraged to vote, but do not have to.

Council Meetings are held on the fourth Wednesday of each month and are open to the public.

Public presentation sessions are held on the third Wednesday to allow Councillors fair consideration of the issues before the next meeting. Meeting dates may change if the meeting falls on a public holiday. All meetings are advertised each week in local newspapers under Council Noticeboard and on the website.

Council Offices

South Gippsland Shire Council Office
9 Smith Street, Leongatha VIC 3953

Phone: (03) 5662 9200

Fax: (03) 5662 3754

Email: council@southgippsland.vic.gov.au

Web: www.southgippsland.vic.gov.au

Business hours: 8:30am – 5:00pm Monday to Friday



Tarwin Valley Ward

3 Councillors

Strzelecki Ward

3 Councillors

Coastal-Promontory Ward

3 Councillors



Councillors and Executive Team

Coastal-Promontory Ward



**Councillor
Mohya Davies**



**Councillor
Jeanette Harding
(Mayor)**



**Councillor
Kieran Kennedy**

Strzelecki Ward



**Councillor
Lorraine Brunt**



**Councillor
Andrew McEwen**



**Councillor
Robert (Bob) Newton**

Tarwin Valley Ward



**Councillor
James (Jim) Fawcett**



**Councillor
Don Hill**



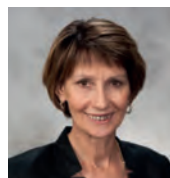
**Councillor
Nigel Hutchinson-Brooks
(Deputy Mayor)**

Chief Executive Officer



Tim Tamlin

Directors



**Jan Martin
(Community Services)**



**June Ernst
(Corporate Services)**



**Anthony Seabrook
(Engineering Services)**

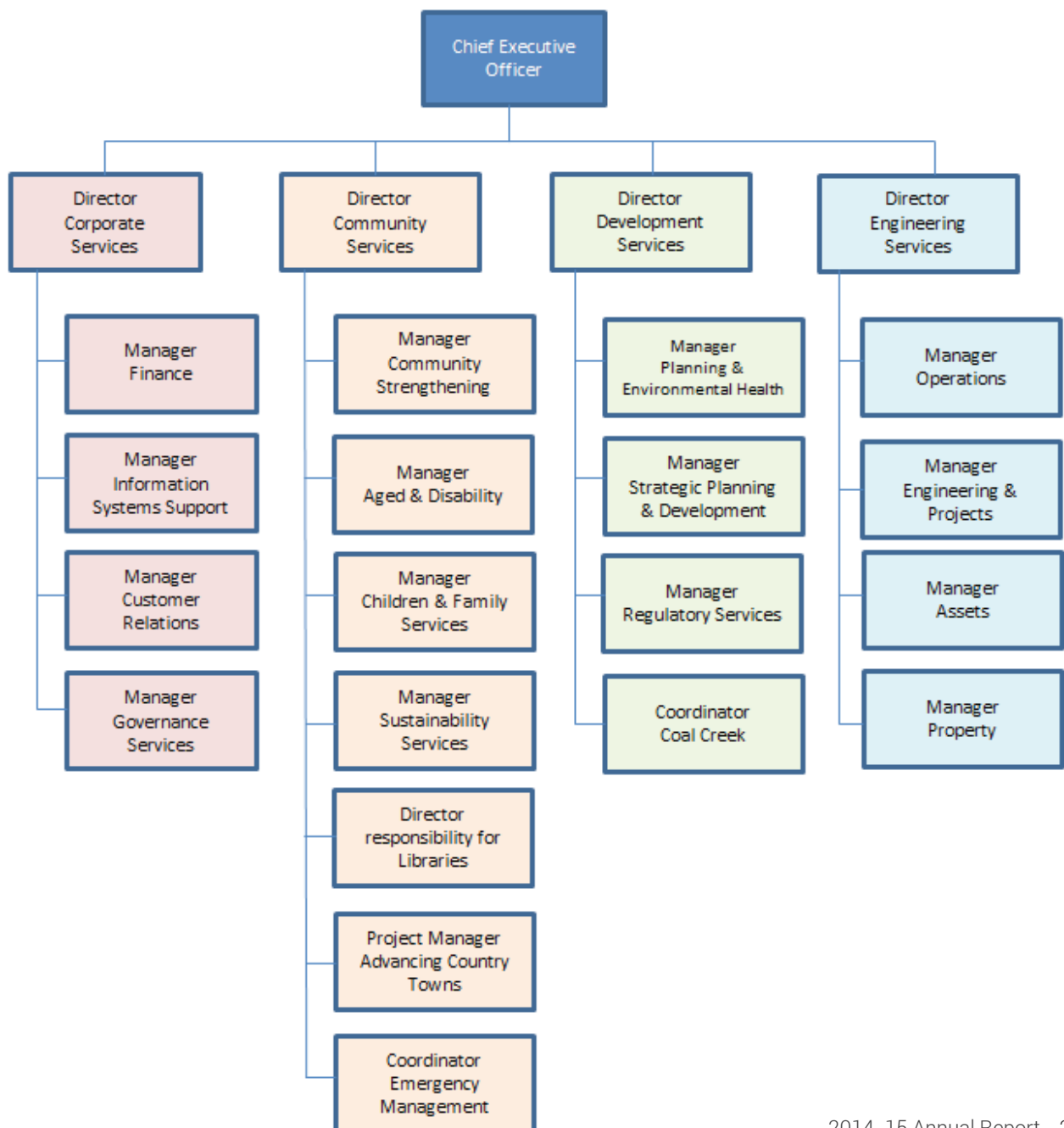


**Bryan Sword
(Development Services)**



Organisation Structure

A chart setting out the organisation structure of the council is shown below:

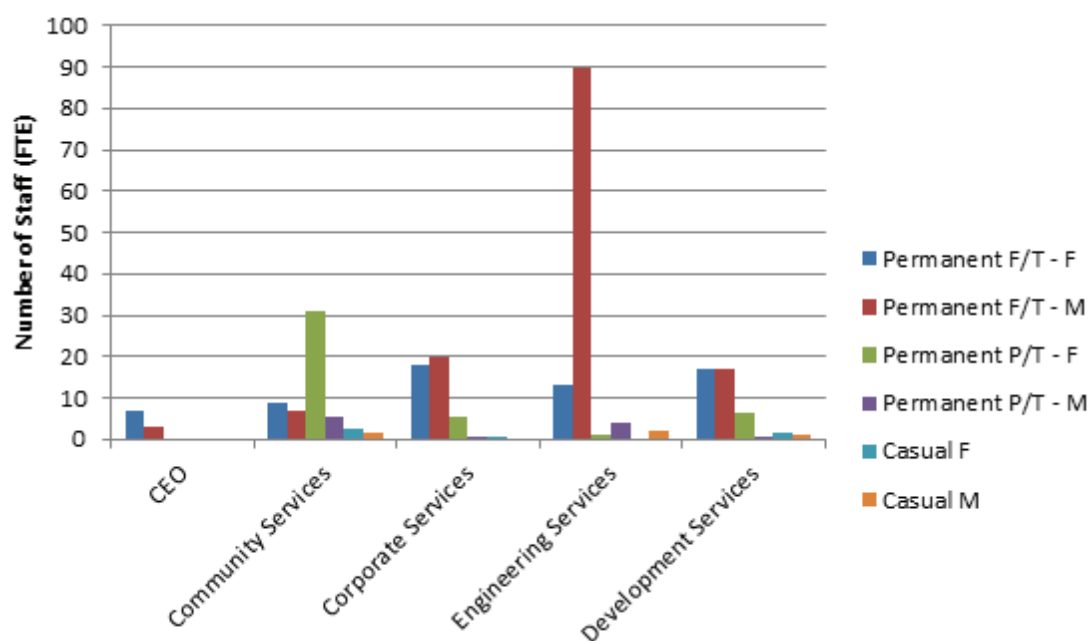




Council Staff

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender is set out below.

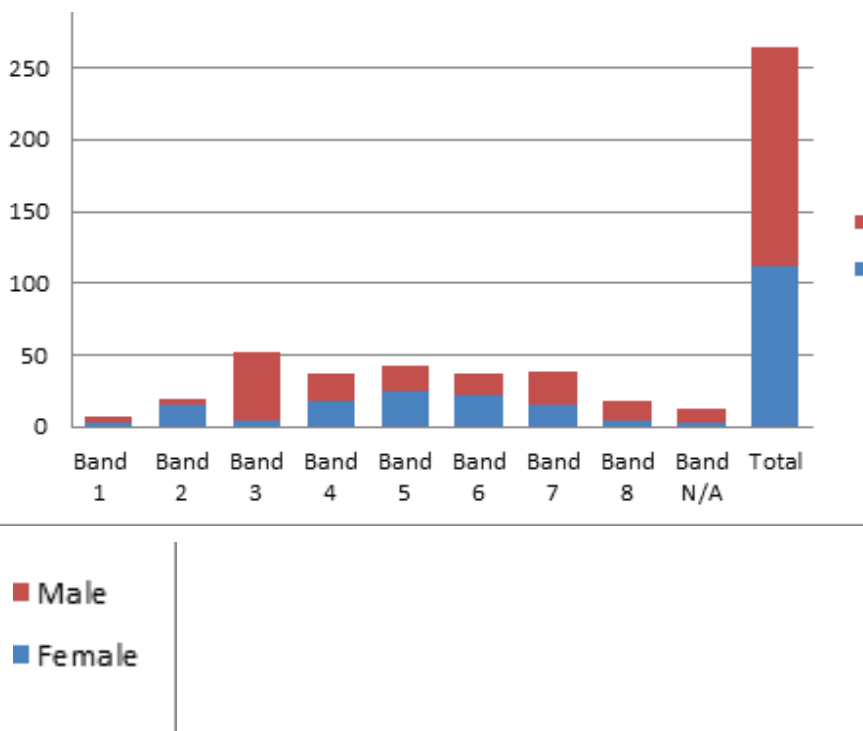
Employment Classification	CEO	Community Services	Corporate Services	Engineering Services	Development Services	Total
Permanent F/T – F	7	9	18	13	17	64
Permanent F/T – M	3	7	20	90	17	138
Permanent P/T – F	0	30.87	5.62	1.19	6.23	43.91
Permanent P/T – M	0	5.21	0.2	4	0.28	9.69
Casual – F	0	2.47	0.54	0	1.7	4.71
Casual – M	0	1.62	0	1.99	0.97	4.58
Total	10	56.17	44.36	110.18	44.18	264.89





A summary of the number of full time equivalent (FTE) staff categorised by employment classification and gender is set out below:

Employment Classification	Female Full Time	Male Full Time	Female Part Time	Male Part Time	Casual Female	Casual Male	Total FTE
Band 1	0	0	2.49	3.4	0.07	1.96	7.69
Band 2	0	0	14.55	2.61	1.41	1.31	19.88
Band 3	4	46	0	0.84	0.74	0	51.58
Band 4	13	18	4.17	0	1.63	0.75	37.55
Band 5	15	17	9.22	0	0.2	0.56	41.98
Band 6	14	12	8.74	2	0.13	0	36.87
Band 7	11	22.6	4.14	0	0.34	0	38.08
Band 8	4	13	0.6	0.2	0.19	0	17.99
Band not applicable	3	10	0	0	0	0	13
Total	64	138.60	43.91	9.09	4.71	4.58	264.89



Equal Employment Opportunity Program

Council is committed to the principles of equal employment opportunity. Discrimination in employment, and in the supply of goods and services, is unlawful under Commonwealth and Victorian legislation.

Council provides a workplace free from discrimination in which employees can develop their capabilities. Anti-Discrimination, Bullying & Harassment policy inductions have been rolled out to 65 new employees over the past year.



Other Staff Matters

Enterprise Bargaining Agreement

Council's Enterprise Bargaining Agreement was approved by Fair Work Australia in August 2012 and is due to expire on 30 June 2016.

Four union representatives involved in the negotiations included:

- Australian Municipal Administrative, Clerical and Services Union
- The Association of Professional Engineers, Scientists and Managers Australia
- Australian Nursing Federation
- Australian Education Union

Professional Development

In 2014-15 Council supported the following staff development programs:

- 16 employees participating in the study assistance program.
- 1 trainee working between Customer Service and Finance.
- 3 apprentices in the Parks & Gardens team.

A Leadership Development Program commenced in 2015 for Coordinators, Supervisors and Team Leaders as a means of developing their management skills.

Council provided a Corporate Calendar of events as follows:
26 South Gippsland Shire Council

Governance

Induction to Local Government

Corporate Induction

Customer Service

Negotiation Skills

Dealing with Conflict & Difficult Behaviour

Conflict Resolution

Managing Conflict & Difficult Behaviour - Managers

Business Skills

Microsoft Office suite – Excel, Word, Power Point

Project management

Time management

Writing Reports & Business Documents for Council

Business Writing Skills

Writing Skills – Report, Email, Grammar & Punctuation, Writing for Local Government

Writing for WEB Accessibility

Communication

Behavioural Styles

Dealing with Difficult Customers/Situations/Conflict

Customer Service

Emotional Intelligence

Cultural Diversity

Presenting to Council and the Executive Leadership Team

Facilitation Skills

Engagement Fundamentals

Speaking & Presentation Skills



Personal Development	Managers Skills Program
Courageous Conversations	Management of Unsatisfactory Performance & Behaviours
Introduction to Local Government	Introduction to Performance Management
Performance Improvement Program	Managing Change and Preventing Stress
Personal productivity	Performance Review & Development Process Explained
Mental health	Managing Recruitment, Selection & Induction process
How to Manage Workplace Conflict	Leadership responsibilities
Introduction to Change Management	Payroll responsibilities
How to Communicate effectively in the workplace	Know Your Award
360 Degree Feedback	Coaching Skills Workshop
	Performance Performance and Motivation Conversations
Finance & Information Management	Other
Processing Accounts & Purchase Orders	Aboriginal Cultural Awareness
Managing your Documents	Disability Awareness
Information Privacy	Equal Opportunity - general
Budgeting	Equal Opportunity - Non office based staff
Contract Management	Equal Opportunity for Supervisors
Internal Systems	Compliance Training - Coordinated by OHS Coordinator
TRIM (Records management system)	OHS Rep initial and refresher training
Pathway (Customer request and business management system)	OHS Workshop Executive, Management & Coordinators
Oracle (Finance system)	Manual Handling / Back Care
BIS (Business (Finance information system)	Hazardous Substances and dangerous Goods in the Workplace
GIS (Geographic information system)	Noise & Hearing Conservation training
Leadership Programs	Emergency Warden (including appliance training)
LGMA Management Challenge	First Aid (CPR and Level 2)
Leadership Program for Coordinators & Supervisors	Sun Smart Awareness
Effective Leadership Development	Business Continuity Training
Mentoring Program	Corporate Risk Training
Future Leaders	Situational Awareness Training
LG Pro Emerging Leaders 2016	Contact Officer



Preventing Violence against Women Health and Safety

Council coordinated a training event for the community funded by the 'Regional Prevention of Men's Violence Against Women' project. The accredited training was in 'Mentor's Violence Prevention.' Sixteen Council and community participants attended the course held in Meeniyan.

An internal working group has been established to raise awareness of prevention of violence against women and children. This group contains representatives from all areas of Council and in the last 12 months has developed an action plan. This group will be responsible for reviewing policies supporting prevention of violence, information sessions for staff and a white ribbon breakfast that will be open to the community.

Council has continued implementing its Occupational Health and Safety Program that aims to take preventive action prior to injuries or illnesses developing. The program has included educative activities designed to improve staff knowledge of caring for their own health and has encouraged early reporting of twinges or stiffness to implement early intervention. These activities have reduced the severity of injuries, particularly of staff undertaking manual handling and physically demanding roles.

Council has a pro-active Occupational Risk Committee that considers ways of minimising injuries and accidents, monitors trends and advises improvements to policies pertaining to health and safety.



Our Performance

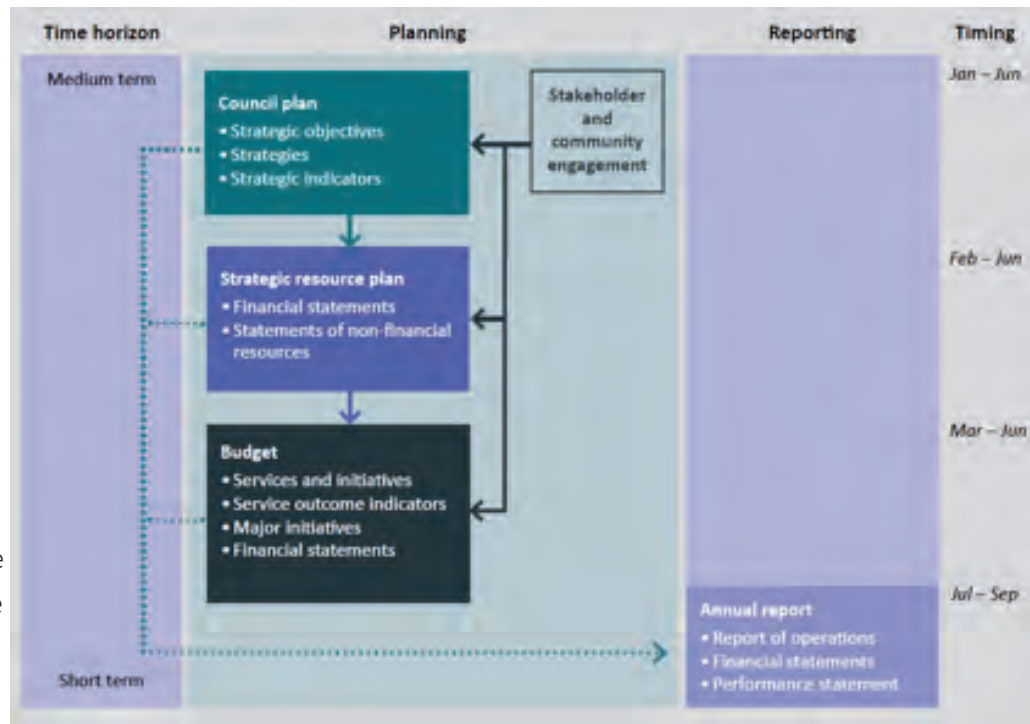
Planning and Accountability Framework

The Local Government Act 1989 requires Council to prepare the following planning and reporting documents:

- A Council Plan within the first six months after each general election or by 30 June, whichever is the later;
- A Strategic Resource Plan for a period of at least four years and include this in the Council Plan;
- A Budget for each financial year;
- An Annual Report in respect of each financial year.

Source: Department of Environment,
Land, Water and Planning

Council adopted the Council Plan 2013-2017 in June 2013. It has been updated annually to include the rolling four-year Strategic Resource Plan. The Annual Budget is adopted in June each year. Council reports quarterly on its financial performance and on its achievement of the Annual Initiatives contained in the Annual Budget along with Department highlights that are working towards achieving the objectives in the Council Plan 2013-2017.



The diagram above shows the relationship between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.



Council Plan

The Council Plan 2013-2017 includes strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the four strategic objectives as detailed in the Council Plan.

<p>1. A Prosperous Shire</p>	<p>Objective 1.1 Work with the business community to support existing businesses, diversify employment opportunities and to attract new businesses</p> <p>Objective 1.2 Raise the awareness of local and regional issues with State and Federal decision makers</p> <p>Objective 1.3 Improve the sustainability of the local and regional environment</p>
<p>2. Closely Connected Communities</p>	<p>Objective 2.1 Engage and work collaboratively with our community</p>
<p>3. Integrated Services and Infrastructure</p>	<p>Objective 3.1 Deliver affordable modern community services and facilities through an integrated approach to planning and infrastructure development</p>
<p>4. A Leading Organisation</p>	<p>Objective 4.1 Improve the financial sustainability of Council, including diversifying revenue streams.</p> <p>Objective 4.2 Pursue best practice in organisational development and operations of the organisation.</p>

Performance

Council's performance for the 2014-15 year has been reported quarterly and in this final year-end report against each strategic objective to demonstrate how council is performing in achieving the 2013-2017 Council Plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators for each objective in the Council Plan;
- Progress in relation to the Major Initiatives and the Initiatives set out in Section 3 of the Annual Budget 2014-15;
- Services funded in the Annual Budget 2014-15 by Department supporting the achievement of each objective; and
- Results against the prescribed service performance indicators and measures.

Strategic Objective 1: A Prosperous Shire

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan:

Council Plan 2013/2017 Indicator	Target	Result/Status
The value of total investments in the Shire measured through Building Permits, by investment sector	Aim for an increase in investments annually (Baseline: To be established)	<p>Target Achieved</p> <p>Value of building work approved \$79.5 million which is up 29.7% compared to 2013-14 FY.</p>
Shovel ready projects prepared	Aim for at least two ready at any time	<p>Target Achieved</p> <p>Ten projects are ready for construction subject to funding: Agnes River Road, Agnes Bridge; Dale Drive, Leongatha Court Bowl; Mirboo North Transfer Station; Karmai 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.</p> <p>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.</p>
Number of representations made to State and Federal politicians	At least one delegation annually	<p>Target Achieved</p> <p>The Mayor, CEO and Vice President Karmai Integrated Children's Centre met with key Ministerial Advisors in Canberra to further progress Federal Funding applications for the Karmai Integrated Children's Centre and the Long Jetty – Port Welshpool.</p>



The following statement reviews the progress of Council in relation to major initiatives identified in the 2014-15 Budget for the year:

Major Initiatives	Progress
<p>The Nyora Development Plan will be advanced by undertaking required traffic, drainage, flora and fauna and other studies to inform a development plan and developer contributions for the Nyora Township that is in accordance with the Development Plan Overlay. A key component will be the Developer Contributions apportionment calculations, which will enable Council to retrieve adequate funding from developers to provide necessary infrastructure for expected population growth.</p>	<p>Target Achieved In Part</p> <p>This action could not be commenced until an agreement on developer contributions was reached. To proceed in the absence of an agreed developer contribution would have subjected Council to unnecessary financial risk.</p> <p>Developer contributions agreements were finalised in June. The consultant brief for the Nyora Development Plan has been prepared. The project will commence in October 2015.</p>
<p>'Priority Projects' for the Shire will be determined by Council and used in advocacy activities with State and Federal politicians and other relevant stakeholders or potential funding partners. These projects, when supported, will provide a range of economic benefits to the Shire.</p>	<p>Target Achieved</p> <p>Priority Projects were approved at the February Council Meeting. The focus of 2015 was on securing the balance of funding for the Karmai Integrated Children's Centre, continuing to project the Corner Inlet Tourism Development Project, and advocating to the State for the funding necessary to see safety improvement works on the South Gippsland Highway 'Black Spur'.</p> <p>Council has received full funding for the Karmai Integrated Children's Centre (\$1.6m from both State and Federal Government), with works anticipated to commence in October 2015.</p> <p>Funding for the Long Jetty Refurbishment is currently being sought through the Federal National Stronger Regions Fund.</p>
<p>Continued development of the Great Southern Rail Trail will be pursued by implementing funding grants received, seeking further funding and marketing of the Rail Trail. Working towards joining the existing sections of the Great Southern Rail Trail to form one connected corridor, will increase tourism opportunities and in turn improve the economic benefits this community asset brings to the Shire.</p>	<p>Target Achieved</p> <p>The Toora to Welshpool section of the Great Southern Rail Trail was opened in February. Repair works on piles for the first Tarwin River Bridge on Black Spur section have been completed. Piling and footing construction at the Black Spur bridge has commenced. The planning permit for the part demolition and redevelopment of the heritage bridges between Koonwarra and Meeniyah has been issued.</p> <p>The branding project for the Great Southern Rail Trail (GSRT_) has been completed.</p> <p>Works continuing on Black Spur section of GSRT are on schedule for completion prior to end of 2015. The Marketing Subcommittee has been convened to commence development of content for future brochures, website and signage. This aspect of the project working to schedule for completion in early 2016.</p>

The following statement reviews the progress of Council in relation to the initiatives identified in the 2014-15 Budget for the year:

Initiatives	Progress
<p>Implement the Economic Development and Tourism Strategy 2014, and support representative groups to develop a collaborative approach to tourism and economic development.</p>	<p>Target Achieved</p> <p>The Economic Development and Tourism Strategy was adopted by Council in November 2014 and is being implemented. Highlights for the year include new and expanded businesses such as Leongatha Aldi supermarket, hosting of South East Transport Strategy (SEATS) Committee February meeting, delivery of Resilient Communities Program, final design of Leongatha Heavy Vehicle Alternate Route, delivery of Business Workshop Program, development of Great Southern Rail Trail marketing plan, participation in the Regional Living Expo and the Caravan and Camping Show and announcement of mobile phone blackspots funding.</p>
<p>The Korumburra Town Centre Framework Plan directions will be prioritised for the 2015/16 Budget, in partnership with the Korumburra Roundtable Committee. Projects will be reviewed, prioritised and presented to Council for inclusion in the 15 year Capital Works Budget for funding consideration. The Korumburra Town Centre Framework Plan aims to provide the environment for investment into the town centre of Korumburra and encourage the reinvigoration of the township.</p>	<p>Target Achieved</p> <p>A planning and design consultant has been appointed (June 2015) to prepare a Streetscape Master Plan (SMP) for Korumburra. The SMP will build on the findings of the KTCFP and provide detailed plans for how the town centre can be improved over the long term. In consultation with VicRoads, the SMP investigates options to reduce highway traffic to a single lane in both directions.</p>
<p>A 'Coastal Townships Seasonal Population Change Study' will be developed to determine the impact of fluctuating seasonal populations on our coastal towns. This study will seek to enable efficient, flexible planning for coastal towns; responsive to both large summer and small winter populations.</p>	<p>Target Achieved</p> <p>Survey of resident and non-resident ratepayers on Seasonal Population Impact on Coastal Towns distributed to over 5000 people with over 16% response rate (800 respondents) during December - January. Survey summaries developed for all coastal towns. Seventy visitor interviews collected in coastal towns over Australia Day weekend.</p>
<p>A Domestic Wastewater Management Plan to identify and manage public health and environmental risks associated with the disposal of domestic waste water (septic tanks) will be developed. This strategy will establish Council's approach to enact and enforce its legislative responsibilities.</p>	<p>Target Achieved</p> <p>A Domestic Wastewater Management Plan incorporating a compliance and enforcement program has been developed and is on target for presentation to Council at the September Council meeting.</p>
<p>A joint project with South Gippsland Water to develop a 'Tarwin River Water Supply Catchment Policy' will provide clarity for the assessment of planning permits for new dwellings and other developments within the declared Tarwin River Water Supply Catchment.</p>	<p>Target Achieved</p> <p>Tarwin Water Supply Catchment Water Quality Management Plan is complete. A Tarwin River Water Supply Catchment Policy is on target for presentation to Council at the December Council meeting.</p>

Initiatives	Progress
<p>The 'Agricultural Resilience and Climate Change Opportunities' grant will be actioned and utilised to progress sustainability activities that will assist the Shire's agricultural businesses.</p>	<p>Target Achieved</p> <p>The project has been successfully implemented this financial year, resulting in eight well attended and diverse events covering varied topics such as mental health, soil health, crop diversification, efficient irrigation, fruit tree management, understanding local weather patterns and climate risk mitigation.</p> <p>The Project Steering Committee has worked cooperatively to find innovative ways to reach target audiences with project messages from which the Climate Cafe concept has been developed and continues to be implemented.</p>
<p>The 'Integrating Climatic Impacts Into Government Processes' grant will be actioned and utilised to progress organisational sustainability processes.</p>	<p>Target Achieved</p> <p>Arup, Loop and RMIT have been engaged in Interviews with key staff (a total of 13 staff) to determine the stage Council is at in relation to integrated climate change planning. A draft report on the findings of the interviews has been provided and feedback provided to the report writer. The final report will be provided to the Executive Leadership Team when completed.</p>
<p>A Roadside Weed Management Plan will be prepared with service levels and budget implications articulated. This initiative is required in response to the State Government re-allocating this responsibility to Local Government and Council's 2000 kilometres of sealed and unsealed roads that will need to be managed.</p>	<p>Target Achieved</p> <p>A Roadside Weed Control Plan was developed for 2014-15 and implemented with 306 kilometres sprayed. A draft Roadside Weed Management Plan has been prepared, detailing proposed roadsides to be treated in 2015-16 and 2016-17. A copy of the plan has been provided to the Landcare Network and DEDJTR for information/comment. Additional roads may be added following feedback from these groups.</p>
<p>A pilot trial of a kerbside green waste and organic waste collection will be implemented in a designated part of the Shire. This initiative is aimed at reducing waste to landfill.</p>	<p>Target Achieved</p> <p>Green waste bin roll out completed to compulsory service properties mid-May. Optional properties were offered the service. At 30 June, more than 200 additional property owners had opted into the service, resulting in approximately 6,950 properties provided with a service on 1 July 2015.</p>



The following statement provides information in relation to the services funded in the 2014-15 Budget and the persons or sections of the business area responsible:

Business Area	Description of Services provided	Net Cost Actual Budget Variance \$000
Strategic Planning and Development	The Strategic Planning and Development Department promotes the careful business, tourism, community and residential development of the shire.	1,403 1,758 355
Planning and Environmental Health	<p>The Planning and Environmental Health Department is responsible for the regulation and enforcement of a variety of Victoria's legislation. Key functions include assessment of planning permit applications and the registration and inspection of food, health and accommodation premises including caravan parks.</p> <p>The Department responds to a variety of community enquiries and undertakes public health and nuisance complaint investigations.</p>	786 652 (134)
Development Services Management	The Development Services Directorate is responsible for the coordinated delivery of Strategic Planning and Development Services, Planning and Environmental Health Services, Regulatory Services and Coal Creek.	252 307 55
Regulatory Services	<p>The Regulatory Services Department is responsible for administering and enforcing various State Acts along with Council's General Local Law. Services include</p> <ul style="list-style-type: none"> • animal management, • building/planning enforcement, • building/property information, • building records, • fire prevention, • local laws development and enforcement, • occupancy permits for places of public entertainment, • parking control, • report and consent applications for new building work; and • school crossings. 	526 550 24
Sustainability Services	The Sustainability Department delivers Waste Management, Biodiversity and Sustainability Services through the implementation of key strategies and management plans.	2,838 2,861 23

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations:

Local Government Service Performance Reporting Indicators		
Service	Result	Material Variation
Statutory Planning		
	60.0	
Timeliness		
<i>Time taken to decide planning applications</i>		
[The median number of days between receipt of a planning application and a decision on the application]		
<i>Normal Range</i>		
20 to 200 days		
Service standard		
	82.55%	
<i>Planning applications decided within 60 days</i>		
[Number of planning application decisions made within 60 days / Number of planning application decisions made] x100		
<i>Normal Range</i>		
50% to 100%		
Service cost		
	\$1,470.59	
<i>Cost of statutory planning service</i>		
[Direct cost of the statutory planning service / Number of planning applications received]		
<i>Normal Range</i>		
\$500 to \$5,000		
Decision making		
	0%	
<i>Council planning decisions upheld at VCAT</i>		
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100		
<i>Normal Range</i>		
20% to 100%		
		Council had one planning application sent to VCAT. Council's decision was set aside only to adjust a few conditions to the permit.



Local Government Service Performance Reporting Indicators

Service	Result	Material Variation
Waste collection		
	87.78	
Satisfaction		
<i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000		
<i>Normal Range</i> 20 to 200 requests		
Service standard		
<i>Kerbside collection bins missed</i>	5.31	
[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000		
<i>Normal Range</i> 1 to 100 bins		
Service cost	\$127.46	
<i>Cost of kerbside garbage bin collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]		
<i>Normal Range</i> \$20 to \$200		
Service cost	\$47	
<i>Cost of kerbside recyclables collection service</i> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]		
<i>Normal Range</i> \$10 to \$200		
Waste diversion	33%	
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100		
<i>Normal Range</i> 20% to 80%		



Local Government Service Performance Reporting Indicators

Service	Result	Material Variation
Animal Management	64.21%	
<p>Service standard <i>Animals reclaimed</i> [Number of animals reclaimed / Number of animals collected] x100</p> <p><i>Normal Range</i> 40% to 90%</p>		
<p>Service cost <i>Cost of animal management service</i> [Direct cost of the animal management service / Number of registered animals]</p> <p><i>Normal Range</i> \$10 to \$60</p>	\$64.12	As one of the largest geographically dispersed rural shires in Victoria, increased expenses are experienced in responding in accordance with response standards to animal management requests.
<p>Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]</p> <p><i>Normal Range</i> 0 to 50 prosecutions</p>	20	
Food safety	96.56%	
<p>Service standard <i>Food safety assessments</i> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100</p> <p><i>Normal Range</i> 60% to 100%</p>		
<p>Service cost <i>Cost of food safety service</i> [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]</p> <p><i>Normal Range</i> \$500 to \$1,200</p>	\$550.60	
<p>Health and safety <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p> <p><i>Normal Range</i> 70% to 100%</p>	93.75%	

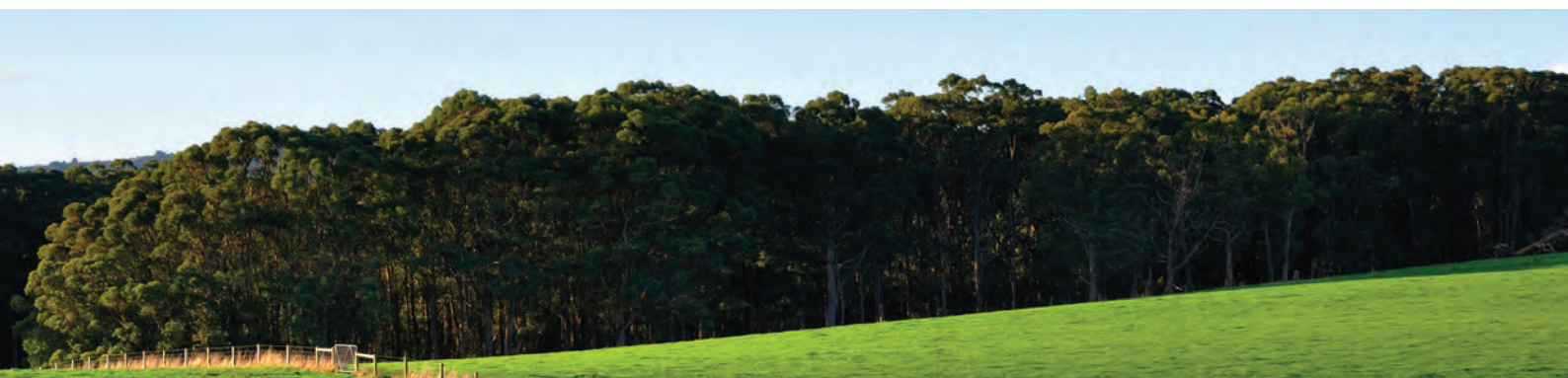
Strategic Objective 2: Closely Connected Communities

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Council Plan 2013/2017 Indicator	Target	Result/Status
Council supported Community Direction Statement priority projects identified and reported to Council for consideration.	Council supported priority projects from Community Directions Statements to be funded in the following financial year, identified and funded by 30 June annually	Target Achieved 29 projects identified as being under active consideration for 2015-16. Funds allocated in 2015-16 to develop a business case for an indoor equestrian centre at Stony Creek, upgrade of Fish Creek Hall, the Foster Streetscape and investigation of Waratah Bay-Sandy Point shared trail.
Development activities for volunteers provided.	A program of activities developed and implemented annually	Target Achieved 8 workshops for volunteers provided via the Community Engagement Conference in June with 36 volunteers representing over 50 organisations participating. Public Relations training held at Sandy Point 20 participants.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2014-15 Budget for the year:

Major Initiatives	Progress
A review of the Home and Community Care Services will be undertaken to identify options for the future directions of the service, to align with the Commonwealth Government Aged Care reforms.	Target Achieved Council was briefed In April 2015 on the National Aged Care Reforms. Council considered the scope of options to be investigated and analysed and the timing of future briefings in order that they can make an informed decision about Council's future involvement in HACC service delivery prior to the proposed changes in funding in July 2018.



The following statement reviews the progress of Council in relation to the initiatives identified in the 2014-15 Budget for the year:

Initiatives	Progress
<p>Planning will be prepared for the Deadly in Gippsland event, to be held in late 2015. This event is a significant cultural event that is a celebration of Aboriginal people and culture, and what can be achieved in partnership.</p>	<p>Target Achieved</p> <p>Official artwork for the conference selected. Planning Committee continuing to meet. Most of the program is finalised. Increased participation on the Planning Committee from State Government agencies. A team of young indigenous people recruited to assist with running the conference.</p>
<p>The Community Grants Program funding will continue to be provided to support Community initiatives and to capitalise on grant funding opportunities in partnership with our local communities. The program provides funding assistance to community groups to implement projects that will benefit their local communities.</p>	<p>Target Achieved</p> <p>Community Grant Program Round 1 was adopted by Council on 26 November 2014 and presented to recipients on 10 December 2014. Round 2 was determined by Council on 24 June 2015 and presented to recipients on 8 July 2015.</p>
<p>A Business Plan for Coal Creek will be developed that supports the 'Strategic Direction of Council for Coal Creek'. This plan will explore the integration of Coal Creek with other visitor services functions, develop new governance options, develop new retail opportunities for buildings in Coal Creek and develop options for the management of museum and arts collections across the Shire.</p>	<p>Target Achieved</p> <p>Council deliberated on a range of operational and strategic considerations for Coal Creek in the Financial Sustainability Committee.</p> <p>KPMG (consultants) were engaged to complete a financial review of Coal Creek.</p> <p>An organisational restructure has integrated Coal Creek with Customer Service, Caravan Parks and Visitor Information Services.</p>
<p>Preparation for the three year external audit of the Municipal Emergency Management Plan will be completed, in readiness for the July 2015 audit.</p>	<p>Target Achieved</p> <p>The Municipal Emergency Management Plan 2015-2018 was endorsed by the Municipal Emergency Management Planning Committee at their February meeting. The 3 yearly external audit of the Plan was completed on 28 May. A pass against all 24 criteria was achieved with 7 criteria achieving Best Practice.</p>
<p>Educating and engaging our young people in understanding local democracy will be achieved by holding a Council Meeting Day in one of the Shire's Secondary Colleges. Activities held on the day will encourage students to share their thoughts and ideas on local community issues with Council.</p>	<p>Target Achieved</p> <p>A Council Meeting Day was held at South Gippsland Secondary College, Foster on 27 May 2015. Students participated in a range of activities on the day that built their understanding of local issues and local democracy.</p>

The following statement provides information in relation to the services funded in the 2014-15 Budget and the persons or sections of the business area responsible:

Business Area	Description of Services provided	Net Cost Actual Budget Variance \$000
Aged and Disability Services	<p>The Aged and Disability Services Department provides Home and Community Care services (HACC) including:</p> <ul style="list-style-type: none"> • Personal Care, • Home Care, • Respite, • Community Transport, • Meals on Wheels and Home Maintenance to support the frail aged, people with a disability and their carers. <p>The Aged and Disability team contributes to maintaining a safe, secure and independent environment for clients and works towards building a more inclusive community across the South Gippsland Shire.</p> <p>The Department also manages Senior Citizens grant funding from the Department of Health and the Community Register in partnership with Victorian Police and Citizens Advice Bureau.</p>	<p>405 580 <hr/>175</p>
Children and Family Services	<p>The Children and Family Services Department provides strategic planning to ensure services and infrastructure across the Shire meet future demand, and supports key partners in the provision of children and family services in the Shire.</p> <p>The Department provides Maternal and Child Health, Immunisation, Preschool Inclusion Support and Supported Playgroups and aims to maximise the health and wellbeing and development of children, ensure services are universally accessible and supports families.</p>	<p>480 550 <hr/>70</p>
Coal Creek	<p>Coal Creek exists to enhance the liveability of South Gippsland Shire as a key community and cultural asset, operating to minimise the rate payers subsidy, while maximising long term community, cultural and economic benefits for all shire residents.</p> <p>Its aim is to become a community icon in South Gippsland through an integrated marketing strategy across key areas of community, culture, education and commerce.</p>	<p>395 328 <hr/>(67)</p>

Business Area	Description of Services provided	Net Cost
		Actual Budget Variance \$000
Community Safety	The Emergency Management Department ensures Council has a current, relevant and implementable Municipal Emergency Management Plan detailing Council's preparedness to respond to, and recover from, any Municipal Emergency that may arise.	188 155 <hr/> (33)
Community Services Management	The Community Services Directorate is responsible for the coordinated delivery of Sustainability Services, Children and Family Services, Aged and Disability Services, Community Strengthening, Community Safety and for Library Services.	1,611 1,593 <hr/> (18)
Community Strengthening	<p>The Community Strengthening Department's role is to promote and support participation by the community in:</p> <ul style="list-style-type: none"> • civic activities, • recreation, • arts and cultural pursuits, • community service and planning for their own communities' future. <p>The Department works with other Council teams to implement joint activities and to encourage Council's involvement with the community to be inclusive of all people and be integrated with the work of other levels of government and service agencies where possible.</p>	1,703 1,702 <hr/> (1)
Customer Relations	<p>The Customer Relations Department provides a primary role in receiving and administering customer requests for Council's products and services and provides the community with up to date information on current events within South Gippsland Shire.</p> <p>The provision of information communicated with our customers includes print and electronic publications, public relations, media enquiries, advertising, marketing and website management.</p>	821 707 <hr/> (114)



Local Government Service Performance Reporting Indicators

Service Indicator/Measure	Result	Material Variation
Libraries		
Utilisation	4.92	
<i>Library collection usage</i> [Number of library collection item loans / Number of library collection items] x 100		
<i>Normal Range</i> 1 to 10 items		
Resource standard	53.32%	
<i>Standard of library collection</i> [Number of library collection items purchased in the last 5 years / Number of library collection items] x100		
<i>Normal Range</i> 50% to 100%		
Service cost	\$9.39	
<i>Cost of library service</i> [Direct cost of the library service / Number of visits]		
<i>Normal Range</i> \$3 to \$20		
Participation	24.99%	
<i>Active library members</i> [Number of active library members / Municipal population] x100		
<i>Normal Range</i> 10% to 50%		
Aquatic Facilities	0	Health Inspectors advised a change in legislation no longer requires inspections of aquatic facilities.
Service standard		
<i>Health inspections of aquatic facilities</i> [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]		
<i>Normal Range</i> 1 to 4 inspections		
Health and Safety	0	
<i>Reportable safety incidents at aquatic facilities</i> [Number of WorkSafe reportable aquatic facility safety incidents]		
<i>Normal Range</i> 0 to 20 incidents		
Service cost	\$3.80	
<i>Cost of indoor aquatic facilities</i> [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]		
<i>Normal Range</i> -\$10 to \$10		

Local Government Service Performance Reporting Indicators

Service Indicator/Measure	Result	Material Variation
<p>Service Cost</p> <p><i>Cost of outdoor aquatic facilities</i></p> <p>[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]</p> <p><i>Normal Range</i></p> <p>-\$5 to \$50</p>	\$7.51	
<p>Utilisation</p> <p><i>Utilisation of aquatic facilities</i></p> <p>[Number of visits to aquatic facilities / Municipal population]</p> <p><i>Normal Range</i></p> <p>1 to 10 visits</p>	5.67	
<p>Home and Community Care (HACC)</p> <p>Timeliness</p> <p><i>Time taken to commence the HACC service</i></p> <p>[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]</p> <p><i>Normal Range</i></p> <p>1 to 30 days</p>	0.04	
<p>Service standard</p> <p><i>Compliance with Community Care Common Standards</i></p> <p>[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100</p> <p><i>Normal Range</i></p> <p>80% to 100%</p>	94.44%	
<p>Service cost</p> <p><i>Cost of domestic care service</i></p> <p>[Cost of the domestic care service / Hours of domestic care service provided]</p> <p><i>Normal Range</i></p> <p>\$40 to \$60</p>	\$52.68	
<p>Service cost</p> <p><i>Cost of personal care service</i></p> <p>[Cost of the personal care service / Hours of personal care service provided]</p> <p><i>Normal Range</i></p> <p>\$40 to \$60</p>	\$49.89	
<p>Service Cost</p> <p><i>Cost of respite care service</i></p> <p>[Cost of the respite care service / Hours of respite care service provided]</p> <p><i>Normal Range</i></p> <p>\$40 to \$60</p>	\$53.13	

Local Government Service Performance Reporting Indicators

Service Indicator/Measure	Result	Material Variation
<p>Participation</p> <p><i>Participation in HACC service</i></p> <p>[Number of people that received a HACC service / Municipal target population for HACC services] x100</p> <p><i>Normal Range</i></p> <p>10% to 40%</p>	28.60%	
<p>Participation</p> <p><i>Participation in HACC service by CALD people</i></p> <p>[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100</p> <p><i>Normal Range</i></p> <p>10% to 40%</p>	28.45%	
<p>Maternal and Child Health</p>	103.70%	
<p>Satisfaction</p> <p><i>Participation in first MCH home visit</i></p> <p>[Number of first MCH home visits / Number of birth notifications received] x100</p> <p><i>Normal Range</i></p> <p>80% to 110%</p>		
<p>Service standard</p> <p><i>Infant enrolments in the MCH service</i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</p> <p><i>Normal Range</i></p> <p>90% to 110%</p>	\$101.35%	
<p>Service cost</p> <p><i>Cost of the MCH service</i></p> <p>[Cost of the MCH service / Hours worked by MCH nurses]</p> <p><i>Normal Range</i></p> <p>\$50 to \$200</p>	\$50.63	
<p>Participation</p> <p><i>Participation in the MCH service</i></p> <p>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</p> <p><i>Normal Range</i></p> <p>80% to 100%</p>	79.47%	
<p>Participation</p> <p><i>Participation in the MCH service by Aboriginal children</i></p> <p>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</p> <p><i>Normal Range</i></p> <p>80% to 100%</p>	76.19%	

Strategic Objective 3: Integrated Services and Infrastructure

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Council Plan 2013/2017 Indicator	Target	Result/Status
Number of grants submitted to State and Federal programs for funding and number of grants announced for South Gippsland Shire projects where possible.	Aim for 30% of applications submitted to be funded.	Target Achieved Of the 14 grant applications applied for, 12 have been funded, 1 not approved and 1 pending. 92.3% of applications submitted that were determined were funded.
Sustainability activities for various sectors provided, in partnership with others where possible.	A program of activities developed and implemented annually.	A diverse program of sustainability activities has been undertaken in 2014-15 including the commencement of a new program, the Climate Cafe series, which facilitates climate discussion in a non-formal setting. A series of sustainable farming workshops was undertaken in conjunction with Grow Lightly. The Sustainability Festival, delivered in partnership with Bass Coast was very successful. The Sustainability Victoria initiative the Love Food Hate Waste program was implemented in partnership with the Mirboo North Community Kitchen. Energy information and displays were provided at the Council's children's festival in conjunction with Council's Family Services team.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2014-15 Budget for the year:

Major Initiatives	Progress
Stage 2 of the Social Community Infrastructure project will be completed with capital works allocated and potential funding sources identified. This project will assist Council in planning future social infrastructure requirements for various sized towns, villages and hamlets within the Shire.	Target Achieved The Cluster Review for Social Community Infrastructure in Venus Bay/Tarwin Lower and Meeniyan was completed and endorsed for public exhibition on 27 May 2015. Two submissions were received and amendments made, where appropriate, to the final document. The final Cluster Review will be presented at the 22 July 2015 Council Meeting for adoption.
An increased investment of \$500,000 into Council's Road Re-sheet program is aimed at improving the gravel road network. This increased investment is provided in response to community concerns and customer requests for improvements to the gravel road network.	Target Achieved The Re-sheet program was completed. Additional projects included in the program resulting from the additional \$500k were completed and all budget expended.

The following statement reviews the progress of Council in relation to the initiatives identified in the 2014-15 Budget for the year:

Initiatives	Progress
Investigation into the most appropriate land use/location for a Municipal Precinct is to be undertaken that includes a Municipal Office, Library, Council Chambers, Community meeting spaces and other integrated community facilities, with site selection and a concept drawing plan developed	<p>Target Achieved In Part</p> <p>Project slightly behind schedule. Preferred site identified. Draft report completed and circulated to the Project Groups for comment. Report being finalised.</p>
Shorter term requirements for placement of the Library in Leongatha will be reviewed and investigated in time for a decision to be made prior to the expiry of the current lease	<p>Target Achieved</p> <p>A Confidential Councillor Briefing was presented on 24 July 2014 detailing options for the Leongatha Library. These options will be included in consultancy work for the Municipal Precinct Brief.</p>
Increasing public awareness and involvement in finding solutions to the financial sustainability of Council's swimming pools will be a focus of community discussions this year. The financial implications of managing six swimming pools in a Shire of 27,500 people, places an increased burden on all ratepayers.	<p>Target Achieved</p> <p>Council briefed on community responses to the draft Aquatic Strategy. A final Strategy has been developed for presentation to Council at the July 2015 meeting.</p> <p>Current swimming pool committees at Korumburra, Foster and Mirboo North directly consulted on proposal to revoke Section 86 Committees and replace with Pool Support Groups. Briefing to Council on outcomes of 2014-15 pool seasons, new contract, and on future of Foster Pool.</p> <p>The joint contracts have resulted in an operational cost saving of \$65,000.</p>



The following statement provides information in relation to the services funded in the 2014-15 Budget and the persons or sections of the business area responsible:

Business Area	Description of Services provided	Net Cost Actual Budget Variance \$000
Engineering and Assets	<p>The Engineering and Assets Department is responsible for:</p> <ul style="list-style-type: none"> • The co-ordination and delivery of Council's Capital Works Program in accordance with project timelines and budget. • To project manage and deliver contract administration for the Capital Works Program. • To procure design and associated documentation for Council's forward Capital Works Program. • Fleet and Plant - vehicles will be purchased with the highest safety rating and lowest Green House emissions where available within Council's purchasing scope. • Infrastructure Assets - to proactively plan Council's infrastructure networks in order to meet current and future needs of the community and to integrate with State networks through continuous improvements to Council's Asset Management Plans. • Assets System - the collection, analysis and management of appropriate infrastructure related data to effectively manage Council's infrastructure assets. • Development - To clearly define Council requirements for the design and development of infrastructure that is, or will become, a civil Council asset. To standardize development submissions and thus to expedite Council's Engineering approvals for civil assets; and to ensure that minimum design criteria are met in regards to the design and construction of civil infrastructure within the Shire. These functions underpin our services to assist in providing a healthy and safe community. 	<p>2,037</p> <p>4,306</p> <hr/> <p>2,269</p>
Engineering Services Management	<p>The Engineering Services Directorate is responsible for the coordinated delivery of Operations (Depot), Engineering and Projects, Property and Assets.</p>	<p>307</p> <p>300</p> <hr/> <p>(7)</p>
Operations	<p>The Operations Department delivers two main functions:</p> <ul style="list-style-type: none"> • Roads, streets and drainage operations, maintenance and construction (including the delivery of Council's internal capital works program). • Parks and Gardens operations, maintenance and construction. 	<p>13,972</p> <p>15,627</p> <hr/> <p>1,655</p>
Property	<p>The Property Department provides the following services:</p> <ul style="list-style-type: none"> • To support Council services by managing Council's property portfolio including the acquisition, disposal, leasing/licensing and responsibilities as a Committee of Management of Crown Land. • To provide assistance to developers within the Shire with internal and external stakeholders by ensuring a strong customer focus. • To work collaboratively across Council's departments with dealings on Council land. • To manage and enhance Council-owned and managed building portfolio to ensure these facilities are maintained to maximise their long term benefit to the community. • To manage the Yanakie and Long Jetty Foreshore Caravan Parks. • These functions underpin our services to assist in providing a healthy and safe community. 	<p>1,973</p> <p>1,914</p> <hr/> <p>(59)</p>

The following statement provides the results of the prescribed service performance indicator and measure including explanation of material variation:

Local Government Service Performance Reporting Indicators		
Service Indicator	Result	Material Variation
Roads		
<p>Satisfaction of use <i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads] x100</p> <p><i>Normal Range</i> 0 to 200 requests</p>	19.90	
<p>Condition <i>Sealed local roads below the intervention level</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100</p> <p><i>Normal Range</i> 70% to 100%</p>	98.95%	
<p>Service cost <i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</p> <p><i>Normal Range</i> \$30 to \$300</p>	\$44.67	
<p>Service cost <i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</p> <p><i>Normal Range</i> \$5 to \$30</p>	\$5.36	
<p>Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p> <p><i>Normal Range</i> 50 to 100</p>	27	The lower than adequate condition of State Government roads within the Shire continually impacts on Council's satisfaction standards. Council has been working with VicRoads to address community concerns.

Strategic Objective 4: A Leading Organisation

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Council Plan 2013/2017 Indicator	2013/17 Target	Result/Status
Policy portfolios and/or specific project groups developed and implemented	Portfolio or project scope and committee structure endorsed by Council prior to establishment	<p>Target Achieved</p> <p>Council has not commenced any additional Portfolio committees in the current financial year.</p> <p>The Korumburra Roundtable developed and endorsed by Council in 2013-14 is still continuing.</p>
An Annual Plan and Annual Budget developed	Adopted by Council by 30 June annually	<p>Target Achieved</p> <p>The Annual Budget 2015-2016, containing the Annual Plan initiatives and the Long Term Financial Plan was adopted by Council on 24 June 2015.</p> <p>The Council Plan 2013-2017 was updated and includes the 2015-16 to 2018-19 Strategic Resource Plan. This was also adopted on 24 June 2015.</p> <p>The Annual Plan initiatives are contained in Chapter 3 of the Annual Budget 2015-2016. These have been developed following a major community engagement program involving three on-line participatory opportunities, community workshops, network briefings, Council briefings with idea champions, formal and informal submissions, media engagement and a Community Question and Answer session.</p>
Council will encourage community members to provide information to Council on matters affecting them	Public presentations sessions will be available for community members to participate	<p>Target Achieved</p> <p>All scheduled public presentation sessions have been widely advertised and conducted each month.</p> <p>Further to Public Presentations, Council has undertaken an extensive community engagement program to encourage participation in the development of the Annual Budget 2015-2016. This has incorporated:</p> <ul style="list-style-type: none"> • Three on-line Town Hall forums; • Two community workshops • Briefings with idea champions for the highest voted ideas; • Network meeting briefings; • A formal submission and informal feedback process on the Proposed Budget; • Media briefings and involvement • Community Question and Answer sessions • Notification of all opportunities through Council networks and to all participants of these activities and to the broader community.

Council Plan 2013/2017 Indicator	Target	Result/Status
Department Service Summaries, Business Plans and corresponding Budgets will be developed annually	By 30 June annually	<p>Target Achieved</p> <p>Department Service Summaries, Business Plans and corresponding Budgets have been developed and finalised.</p> <p>They will require adjustments to align to the revised organisation structure commencing 1 July 2015.</p>
Community Satisfaction Survey results published annually	By 30 June annually	<p>Target Achieved In Part</p> <p>The Community Satisfaction Survey results were published and presented to Council at the 23 July 2015 Council meeting.</p> <p>The delay in achieving the June 30 timeline was required to provide Councillors and the Executive Leadership Team time to consider and discuss the results prior to release.</p>



The following statement reviews the progress of Council in relation to major initiatives identified in the 2014-15 Budget for the year:

Major Initiatives	Progress
<p>A cyclical program to review all Council services over a series of years will be continued, with an annual timetable prepared and implemented for 2014-15. These reviews will look at the services provided, the standards/levels of service provided and the costs and opportunities to make the services more efficient and effective.</p>	<p>Target Achieved</p> <p>The Financial Sustainability Steering Committee has provided guidance into the review of Aquatic facilities through the Aquatic Strategy review and into the review of Coal Creek. A review of the Aquatic Strategy is nearing completion following community consultation. A final strategy is being presented to Council on 23 July 2015.</p> <p>A Business Case is currently under development for Coal Creek. This requirement has followed on from an initial service review conducted and discussed by Council in 2014. The initial review of HACC services was paused in 2014, awaiting further information from the Federal Government. The review of HACC services has now recommenced with a briefing planned for Council's consideration.</p> <p>The Financial Sustainability Steering Committee has supported ongoing internal reviews of services. These were agreed by the Committee to be coordinated within each Directorate and brought back to Council for consideration of any service level changes.</p>
<p>The following seven principles will be considered for each review:</p> <ul style="list-style-type: none"> • User Pays Principle – are there components that could be user pays or cost recovery? • Efficiency Principle – are there efficiency gains to be made? If so how are these to be made? • Compliance Principle – is Council obligated to undertake this service? Can we give it to someone else and if so to what level? If we have to do it, where does the funding come from and how much is covered? • Cost Shifting Principle – if it is cost shifting, does Council want to keep doing it? • Community Good / Social Justice Principle – is it something that Council has to do for the benefit of the community? • Change to the service levels – are changes to the levels required? • Effective use of time investment relative to potential savings – consider the workload to do this work for the savings likely to be achieved. 	<p>Target Achieved</p> <p>The service reviews for Coal Creek, HACC services and the Aquatic services considered an overview of the various principles applicable to the service. Some principles were more relevant to specific services, so more time was placed on considering those principles.</p> <p>Coal Creek and Aquatic services – the principles of user pays, efficiency, community good/social justice and change to the service levels, were the most relevant principles applying to these reviews.</p> <p>HACC services – the principles of user pays, cost shifting, community good/social justice and effective use of time, were the most relevant principles applying to this review.</p>

The following statement reviews the progress of Council in relation to the initiatives identified in the 2014-15 Budget for the year:

Initiatives	Progress
Improvements to Council's website will be implemented to improve the ability of community members to find information and interact with Council 24/7.	<p>Target Achieved</p> <p>The Website redevelopment including internal workshops and content management training completed. Draft website structure completed. Content migration and creation commenced. Launch date is scheduled for late August/early September 2015.</p>
Advocacy activities will be pursued seeking grant funding for a range of community projects including Yanakie Recreation Reserve, Nyora Hall development, Tarwin Lower Recreation Reserve, Agnes Falls development and the Korumburra Bowls Club. These funds are being sought to assist local community groups develop facilities that they value in their local areas.	<p>Target Achieved</p> <p>Project Proposals have been submitted for the Tarwin Lower Recreation Reserve and Agnes Falls Project and whilst endorsed by Regional Development Victoria, funding is currently unavailable until further advice is provided by the State Government or relevant funding bodies. The Korumburra Bowls Club application has been approved.</p>
The establishment of Public Wi-Fi in the Leongatha Township will be investigated as a pilot to determine if a public hot spot can be established and to determine the range (distance) that it may cover. This enabling technology would provide an enhanced means of connecting visitors and local businesses in one of our main rural townships to the wider world.	<p>Target Achieved</p> <p>Council conducted a public Wi-Fi trial in September via the launch of a public Wi-Fi hotspot.</p>

The following statement provides information in relation to the services funded in the 2014-15 Budget and the persons or sections of the business area responsible:

Business Area	Description of Services provided	Net Cost Actual Budget Variance \$000
Executive Office/ Management	Build strong and productive relationships with government and key regional agencies to strengthen the performance of Council.	608 1,226 <hr/> 618
Corporate Services Management	The Corporate Services Directorate is responsible for the coordinated delivery of Finance, Governance, Information Technology and Customer Relations services. Development of the Council Plan and Annual Plans, along with coordination of Department Business Plans and the Organisation's Performance Reporting, are key responsibilities of this team.	370 398 <hr/> 28
Finance	The Finance Department's focus is to provide: <ul style="list-style-type: none"> • Strategic financial advice, • Planning, • Accounting services, • Management accounting support • Financial reporting to Council in accordance with legislative and regulatory requirements, • Maintenance of Council's accounting records in accordance with legislative and regulatory requirements, • High quality accounting support to the organisation; and • Administration of all legislative requirements in relation to rates, charges and valuation services. 	1,721 1,240 <hr/> (481)

Business Area	Description of Services provided	Net Cost Actual Budget Variance \$000
Governance Services	<p>The Governance Services Department co-ordinate services that enables organisation-wide good governance and compliance through the following functions:</p> <ul style="list-style-type: none"> • Governance support: including policy development and review, Council elections, Internal Audit, regulatory and statutory compliance, Advisory and Special Committees, Council Meeting management, Freedom of Information, Privacy, Legal services and Procurement; • Grants: including Community Grants and Councillor Discretionary Funds administration and external grant applications; and • Risk Management, Occupational Health and Safety and Return to work programs. 	<p>2,268 1,967 <hr/>(301)</p>
Information Services	<p>The Information Systems and Support Department is responsible for:</p> <ul style="list-style-type: none"> • Delivering information systems, services and technology infrastructure to enable the organisation to effectively and efficiently deliver the Council Plan and all Council services; • Investigating new technology advances and evaluating new opportunities; • Managing Council's Corporate Records; • Developing, reviewing and implementing new policies and procedures to ensure the management and delivery of business information systems, services and IT infrastructure is efficient, effective and meets corporate objectives; and • Managing Information System strategies and programs to ensure works are completed on time, within budget and with the required quality. 	<p>2,108 2,040 <hr/>(68)</p>
People and Culture	<p>The People and Culture Department provides advice and support to Departments in the management of staff through the effective undertaking of the following functions:</p> <ul style="list-style-type: none"> • Organisational Development • Industrial Relations • Payroll • Corporate training and development • Recruitment and induction of staff • Human Resource management support 	<p>944 1,101 <hr/>157</p>

The following statement provides the results of the prescribed service performance indicator and measure including explanation of material variation:

Local Government Service Performance Reporting Indicators		
Service Indicator	Result	Material Variation
Governance		
<i>Transparency</i>		
<i>Council decisions made at meetings closed to the public</i>		
[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100		
<i>Normal Range</i>		
0% to 25%		
Consultation and engagement		
<i>Satisfaction with community consultation and engagement</i>		
Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement		
<i>Normal Range</i>		
50 to 100		
	49	The results from the 2015 survey indicate the community's satisfaction with Council's performance against the survey's core performance measures continues to be below the average of the Large Rural Council Group and the State-wide council average. Council was disappointed to see a decline in this indicator given the extensive pre-budget community engagement program implemented this year involving over 800 interested community members. Council was also disappointed that the extensive funding achieved through its advocacy to other levels of government.
Attendance		
<i>Councillor attendance at council meetings</i>		
[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100		
<i>Normal Range</i>		
80% to 100%		
Service cost		
<i>Cost of governance</i>		
[Direct cost of the governance service / Number of Councillors elected at the last Council general election]		
<i>Normal Range</i>		
\$10,000 to \$100,000		
	\$46,584.22	

Local Government Service Performance Reporting Indicators

Service Indicator	Result	Material Variation
<p>Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p> <p><i>Normal Range</i> 50 to 100</p>	<p>44</p>	<p>The results from the 2015 survey indicate the community's satisfaction with Council's performance against the survey's core performance measures continues to be below the average of the Large Rural Council Group and the State-wide council average. There has been minimal shift in the perception of Council with most indicators shifting up or down slightly compared to the past year.</p> <p>This is the first year this indicator has been asked in the Community Satisfaction Survey. The result is reflective of the lower than average scores across the board compared to other large rural shires.</p>



Governance, Management and other Information

South Gippsland Shire Council is constituted under the Local Government Act 1989 to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- responsibly taking into account the diverse needs of the local community in decision making;
- providing leadership by establishing the policy direction of Council, setting strategic objectives to be achieved and monitoring progress;
- achieving good governance through delegations of authority and establishing frameworks for the management of advisory portfolio committees and formally appointed Section 86 Committees of Council;
- advocating the interests of local communities to other communities and governments, including
- external funding to supplement Council and Community funded projects;
- ensuring resources are managed in a responsible, accountable and sustainable manner; and
- fostering community cohesion and encouraging active participation and engagement in civic life and decision making;

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring the Council and its administration meets the community's priorities.

The community has many opportunities to provide input into Council decision making processes including community consultation and engagement activities, public presentations to Council, community workshops/forums and the ability to make formal submissions to major strategic documents. Community members and groups are also able to speak directly to Councillors, submit petitions and ask questions in public question time at Council Meetings.

Council's formal decision making processes are conducted through Ordinary and Special meetings of Council. Council delegates the majority of its decision making to Council staff. Council has also delegated decision making for specific facilities/reserves through Section 86 Committees.



Meetings at Council

Council aims to ensure its decision making is informed; having considered the legislative requirements it must meet and the diverse needs and opinions of the community. Assemblies of Councillors are held in open and closed briefing sessions to provide the background information Councillors require to consider matters being brought before Council. The topics covered and Councillors attending these sessions are reported in the Ordinary meetings to provide transparency for these meetings.

Public participation sessions are Assemblies of Councillors that provide an opportunity for community members to present issues of interest to Council. These sessions allow community members affected by potential decisions of Council to present their viewpoint to assist Council's informed decision making processes. These sessions are held on the third and fourth week of the month, prior to each Ordinary meeting.

Council conducts open public meetings, known as Ordinary Meetings on the fourth Wednesday of each month. Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit a question to the Council.

For the 2014-15 year Council held the following meetings:

- 11 Ordinary Council meetings
- 3 Special Council meetings
- 151 resolutions were determined

The following table provides a summary of Councillor attendance at Council meetings and Special Council meetings for the 2014-15 financial year.

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Councillor	Council Meeting	Special Council Meeting	Total
Cr Jeanette Harding (Mayor 4 Nov 2014 to 30 Jun 2015)	10	3	13
Cr Nigel Hutchinson-Brooks	10	2	12
Cr Mohya Davies	11	2	13
Cr Kieran Kennedy	10	3	13
Cr James Fawcett (Mayor 1 Jul 2014 to 4 Nov 2014)	10	3	13
Cr Don Hill	11	2	13
Cr Lorraine Brunt	10	3	13
Cr Robert Newton	11	3	14
Cr Andrew McEwen	10	3	13

Special Committees

The Local Government Act 1989 allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

Council has established Special Committees of Council to hear formal submissions for various Section 223 public consultations.



The following table provides a summary of Councillor attendance at Council meetings and Special Council meetings for the 2014-15 financial year

Special Committee	Date	Councillors	Officers	Other	Purpose	Comments
Hearing of Section 223 Submissions by Committee regarding the Road Closure of Korumburra Integrated Children's Centre - Road Discontinuance For three Roads - Jumptown Lane & Part Mair Crescent & Part Little Princes Street, Korumburra.	17 September 2014	-	-	-	To hear submissions under Section 223 of the Act regarding the Road Closure of Korumburra Integrated Children's Centre - Road Discontinuance For three Roads - Jumptown Lane & Part Mair Crescent & Part Little Princes Street, Korumburra.	Special Committee called however no meeting conducted as nil submissions were made.
Hearing of submissions by Committee regarding proposed Discontinuance Of Government Road, Part Of Flinders Street, Korumburra.	10 December 2014				To hear submissions made under Section 223 of the Act.	Special Committee called however no meeting conducted as nil submissions were made.
Hearing of Section 223 Submissions regarding the Proposed Budget and Long Term Financial Plan.	20 May 2015	8 Councillors Fawcett, Kennedy, Brunt, Newton, Harding, Hutchinson-Brooks, Hill and Davies.	5 Tim Tamlin, June Ernst, Jan Martin, Anthony Seabrook, Bryan Sword,		To hear submissions made under Section 223 of the Act. The consideration and determination of submissions was made at a subsequent Special Meeting of Council.	11 submitters requesting to speak their submissions on the Proposed 2015-2016 Budget were heard at a hearing by Council. The Committee hearing the submissions consisted of Councillors in attendance and was chaired by the Mayor Cr Harding.



Council has established a number of Section 86 Committees in accordance with section 86 of the Local Government Act. These committees have limited delegations, including minor financial delegations for site specific facilities/areas of responsibility. The following table contains a list of all Section 86 Committees established by Council that are in operation and the purpose for which each committee was established:

Section 86 Committee	Councillors	Officers	Other	Purpose
Allambee South Community Hall.	-	-	21	Committee of Management with limited delegation for the purpose of management of Hall.
Corner Inlet Drainage Area	-	1	4	Committee of Management with limited delegation for the purpose of management of Drainage Area.
Dumbalk Hall and Ladies Auxiliary	-	-	21	Committee of Management with limited delegation for the purpose of management of Hall.
Foster Showgrounds	1 Cr Davies	1	14	Committee of Management with limited delegation for the purpose of management of Showgrounds.
Foster Stockyard Gallery	-	1	5	Committee of Management with limited delegation for the purpose of management of Building.
Foster Swimming Pool	-	-	8	Committee of Management with limited delegation for the purpose of management of Swimming Pool and associated grounds.
Foster War Memorial Arts Centre	1 Cr Davies	1	9	Committee of Management with limited delegation for the purpose of management of Hall.
John Terrill Memorial Park and Fish Creek Reserve	1 Cr Hutchinson-Brooks	1	10	Committee of Management with limited delegation for the purpose of management of Park and Reserve.
Korumburra Access Centre	-	-	6	Committee of Management with limited delegation for the purpose of management of Building.
Korumburra Botanic Park Advisory Committee.	-	-	10	Committee of Management with limited delegation for the purpose of management of Botanic Park.
Korumburra Recreation Reserve	1 Cr Newton	1	7	Committee of Management with limited delegation for the purpose of management of Reserve.
Korumburra Swimming Club	-	-	10	Committee of Management with limited delegation for the purpose of management of Swimming Pool and associated grounds.



Section 86 Committee	Councillors	Officers	Other	Purpose
Leongatha Court House	1 Cr Hutchinson- Brooks	1	9	Committee of Management with limited delegation for the purpose of management of Building.
Mardan Hall	-	-	16	Committee of Management with limited delegation for the purpose of management of Hall.
Meeniyah and District Sports Stadium	1 Cr Newton	1	7	Committee of Management with limited delegation for the purpose of management of Building.
Mirboo North Hall	-	-	5	Committee of Management with limited delegation for the purpose of management of Hall.
Mirboo North Swimming Pool	-	-	6	Committee of Management with limited delegation for the purpose of management of Swimming Pool and associated grounds.
Port Welshpool and District Maritime	-	-	7	Committee of Management with limited delegation for the purpose of management of Building.
Toora and District Swimming Pool	-	-	15	Committee of Management with limited delegation for the purpose of management of Swimming Pool and associated grounds.
Toora Tennis Reserve	-	-	6	Committee of Management with limited delegation for the purpose of management of Reserve.
TP Taylor Reserve	2 Cr Davies and Cr Harding	-	15	Committee of Management with limited delegation for the purpose of management of Reserve.
Walter J Tuck Recreation Reserve	1 Cr Hill	1	12	Committee of Management with limited delegation for the purpose of management of Reserve.



Code of Conduct

The Local Government Act 1989 requires Councils to develop and approve a Councillor Code of Conduct within 12 months after each general election. On 26 June 2013, Council adopted a revised Councillor Code of Conduct which is designed to:

- Assist Councillors to maintain the highest standards of conduct and behaviour as well as provide a means to deal with problems they may encounter;
- Attract the highest level of confidence from Council's stakeholders; and
- Assist the Mayor and Councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- Other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest;
- Roles and relationships; and
- Dispute resolution procedures.

Conflicts of Interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires Councillors to act in the public interest. When a Council delegates its powers to a Council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests. During 2014-15, three Councillor and three Officer conflicts of interest were declared at Council and Special Committee meetings.



Councillor Allowances

In accordance with Section 74 of the Local Government Act 1989, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of each Council. In this instance South Gippsland Shire Council is recognised as a Category 2 Council.

Each Council must determine the precise annual amount to be paid to the Councillors and Mayor by way of a Council resolution. This must be done by 30 June in the year following a general election. The amount must be within the limits of the Council Category, set by the State Government, and will apply and remain in effect from the day of resolution until the time of the next election.

The following table contains a summary of the Councillor allowances for 2014 -15:

Councillor	Allowance
Cr Jeanette Harding (Mayor 8 months)	\$60,500
Cr Nigel Hutchinson-Brooks	\$25,499
Cr Mohya Davies	\$25,499
Cr Kieran Kennedy	\$25,499
Cr James Fawcett (Mayor 4 months)	\$43,692
Cr Don Hill	\$25,499
Cr Lorraine Brunt	\$25,499
Cr Robert Newton	\$25,499
Cr Andrew McEwen	\$25,499

Councillor Expenses

In accordance with Section 75 of the Local Government Act 1989, Council is required to reimburse a Councillor for expenses incurred whilst performing his or her duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors.

The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each Councillor and member of a Council Committee paid by the Council.

The details of the expenses for the 2014-15 year are set out in the following table:

Councillor	CM \$	IC \$	CT \$	Total \$	
Cr Jeanette Harding (Mayor)	\$8,200	\$749	\$3,760	\$12,709	Legend: CM-Car Mileage, IC-Information and Communication expenses, CT-Conferences and Training expenses *Training and professional development expenses for Cr Kennedy includes \$6000 for completing a Diploma of Local Government
Cr Nigel Hutchinson-Brooks	\$8,570	\$687	\$3,457	\$12,714	
Cr Mohya Davies	\$8,069	\$1,124	\$3,025	\$12,218	
Cr Kieran Kennedy	\$9,828	\$1,030	\$13,718*	\$24,576	
Cr James Fawcett	\$0	\$589	\$266	\$855	
Cr Don Hill	\$6,448	\$1,583	\$1,017	\$9,048	
Cr Lorraine Brunt	\$8,611	\$1,604	\$2,524	\$12,739	
Cr Robert Newton	\$7,933	\$492	\$41	\$8,466	
Cr Andrew McEwen	\$7,716	\$1,167	\$2,087	\$10,970	



Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having a strong governance and management framework leads to better decision making by Council. The Act requires Council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations. Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

Audit Committee

The Audit Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment. The Audit Committee consists of three independent members, Dr Irene Irvine (Chair), Dr Craig Nisbet, and Dr John (AJ) Purcell, and two Councillors, Cr Harding (Mayor) and Cr Davies. Independent members are appointed for a three - year term, with a maximum of two terms. The chair is elected from amongst the independent members.

The Audit Committee met four times in 2014-15. The Internal Auditor (HLB Mann Judd), Chief Executive Officer, Director Corporate Services and Manager Governance Services attended all relevant Audit Committee meetings. Other management representatives attended as required to present reports. The external auditors attended in February, May and August each year to present the audit plan and independent audit report.

Internal Audit

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. This function is outsourced to HLB Mann Judd, who was appointed, following a public tender in June 2011, for an initial term of three years which concluded in 30 June 2014. Council subsequently exercised its two, one year extension options, the second of which is due to expire on 30 June 2016. HLB Mann Judd has extensive local government experience. A risk based Internal Audit Program (IAP) is revised annually to ensure the audit resources remain focused on the appropriate areas. The review process considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment, prior audit coverage and outcomes and management input. The IAP is reviewed and approved by the Audit Committee annually.



The Internal Auditor attends each Audit Committee meeting to report on the status of the IAP to provide an update on the implementation of audit recommendations and to present findings of completed reviews. The responsible Director for each area reviewed attends the Audit Committee meeting to respond to questions in relation to the review. All audit issues identified are risk rated. Recommendations are assigned to the responsible Manager and tracked in Council's Internal Audit Action Plan. Managers provide six monthly status updates that are reported to Council's Strategic Risk Committee and Audit Committee.

The IAP for 2014-15 was completed with the following reviews conducted:

- Road Management;
- Caravan Park Operations;
- Accounts Payable and Councillor Expenditure; and
- IT Governance.

External Audit

Council is externally audited by the Victorian Auditor-General. For the 2014-15 year the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative. The external auditors attend the May and September Audit Committee meetings to present the annual audit plan and Independent Audit Report. The external audit management letter and responses are also provided to the Audit Committee.

Risk Management

In May 2012, Council adopted the Risk Management Framework and Policy in line with current best practice in the management of business enterprise risks and current AS/NZS 31000 guidelines. The Risk Management Framework and Policy addresses items such as:

- risk management culture;
- communication and training;
- best practice in risk management;
- responsibilities of and to internal and external stakeholders;
- risk registers; and
- Council planning cycle, budget cycle and annual audit cycle.



Governance and Management Checklist

No.	Governance and Management Items	Assessment	
1.	Community Engagement Policy (policy outlining council's commitment to engaging with the community on matters of public interest)	Communication and Community Engagement Policy Date of adoption of current policy: 25 May 2014	✓
2	Community Engagement Guidelines (guidelines to assist staff to determine when and how to engage with the community)	Community Engagement Plan and Toolkit Guidelines incorporated into the plan were endorsed by the Executive Leadership Group: Date of endorsement 3 April 2014	✓
3	Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act Date of adoption: 24 June 2015	✓
4	Annual Budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date of adoption: 24 June 2015	✓
5	Asset Management Plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Asset Management Plans – Dates of operation: Buildings - 1 May 2013 Roads – 13 March 2013 Bridges - Included in Roads Asset Management Plans Footpaths and Cycle-ways - Included in Roads Asset Management Plans Drainage – 13 March 2013 Parks and Open Space – 6 March 2013	✓
6	Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges)	Rating Strategy 2014-2018 Date of adoption of current strategy: 25 June 2014	✓



No.	Governance and Management Items	Assessment	
7	Risk Policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Risk Management Policy and Framework Date of adoption of current policy: 23 May 2012	✓
8	Fraud Policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Fraud Policy Date of operation of current policy: 16 April 2014	✓
9	Municipal Emergency Management Plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986 Date of endorsement by CEO 1 April 2015. Revised Draft endorsed by Council for public consultation 24 June 2015	✓
10	Procurement Policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the Local Government Act 1989 Date of approval: 25 June 2014 Updates to align to the new structure approved 1 July 2015	✓
11	Business Continuity Plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	No adopted plan A draft Business Continuity Plan has been developed and tested. Further refinements are being made prior to adoption	✗
12	Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges)	Rating Strategy 2014-2018 Date of adoption of current strategy: 25 June 2014	✗



No.	Governance and Management Items	Assessment	
13	Risk Management Framework (framework outlining council's approach to managing risks to the Council's operations)	Risk Management Framework Date of adoption of current framework: 23 May 2012	✓
14	Audit Committee (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	The Audit Committee was established in accordance with section 139 of the Act Date of establishment: 1 January 1998 Information relating to the operations of this committee can be found in the Audit Committee section above.	✓
15	Internal Audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal Auditor Engaged Date of engagement of current provider: 1 July 2011	✓
16	Performance Reporting Framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Adopted in accordance with section 130 of the Act Date of adoption: 24 June 2015	✓
17	Council Plan Reporting (report reviewing the performance of the council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Council Plan and Annual Plan reporting is provided in Quarterly Performance Reports to Council. First Half Year Report adopted 25 February 2015 Full Year Report adopted 26 August 2015	✓
18	Financial Reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Financial Reporting is provided in Quarterly Performance Reports to Council. Date statements presented: First Quarter Report – 24 September 2014 Second Quarter Report – 17 December 2014 Third Quarter Report – 25 March 2015 Fourth Quarter Report – 26 August 2015	✓
19	Risk Reporting (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports Date of reports: First Half Year – 16 February 2015 Full Year – 18 May 2015	✓



No.	Governance and Management Items	Assessment	
20	Performance Reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Performance Reports Council Plan and Annual Plan reporting is provided in Quarterly Performance Report to Council. First Half Year Report adopted 25 February 2015 Full Year Report adopted 26 August 2015	✓
21	Annual Report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	The 2013-14 Annual Report was considered at a meeting of Council in accordance with section 134 of the Act Date statements presented and adopted by Council was 24 September 2014	✓
22	Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	The Councillor Code of Conduct was reviewed in accordance with section 76C of the Act	✓
23	Delegations (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)	The Delegations were reviewed in accordance with section 98(6) of the Act The delegations were signed on 9 February 2015. The Delegations have since been reviewed and updated in line with the organisation structure. These were signed by the CEO effective 1 July 2015	✓
24	Meeting Procedures (a local law governing the conduct of meetings of council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 19 May 2010	✓

I certify that this information presents fairly the status of Council's governance and management arrangements.

Tim Tamlin

Chief Executive Officer

Dated: 23 September 2015

Cr Jeanette Harding

Mayor

Dated: 23 September 2015



Statutory Information

The following information is provided in accordance with legislative and other requirements applying to Council.

Documents Available for Public Inspection

In accordance with Part 5 of the Local Government (General) Regulations 2004 the following is a list of the prescribed documents that are available for inspection or copies of the documents can be obtained for the purposes of section 222 of the Local Government Act 1989 at 9 Smith Street, Leongatha VIC:

- details of current allowances fixed for the Mayor and Councillors;
- details of senior officers' total salary packages for the current financial year and the previous year;
- details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months;
- names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted;
- names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted;
- agendas for and minutes of ordinary and special meetings held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public;
- a list of all special committees established by Council and the purpose for which each committee was established;
- a list of all special committees established by the Council which were abolished or ceased to function during the financial year;
- minutes of meetings of special committees held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public;
- a register of delegations;
- submissions received in accordance with Section 223 of the Act during the previous 12 months;
- agreements to establish regional libraries;



- details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as lessor or lessee, including the name of the other party to the lease and the terms and the value of the lease;
- a register of authorised officers;
- a list of donations and grants made by the Council during the financial year;
- a list of the names of the organisations of which the Council was a member during the financial year and details of
- all membership fees and other amounts and services provided during that year to each organisation by the Council; and
- a list of contracts valued at \$150,000 or more which the Council entered into during the financial year without first engaging in a competitive process.

Best Value

In accordance with section 208B(f) of the Local Government Act 1989, at least once every year a Council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation. To further reflect Council's commitment to Best Value, Council has commenced the design and planning of a Service Planning Program which is being rolled out to the whole organisation. This program provides review and improvement mechanisms to ensure that Council's services achieve better practice standards in regards to service performance.

The following Best Value initiatives were undertaken during 2014-15:

- Budget process – rigorous review of each section in the preparation of the Annual Budget including a detailed community engagement program.
- A review of the Aquatic Facilities service was completed with new directions established and adopted in the Aquatic Strategy.

National Competition Policy

The Victorian Government is obligated to demonstrate that Local Government is compliant with competition policies on an ongoing basis. Council has a National Competition Policy and Council to the best of its knowledge has, in undertaking its functions, complied with Competition and Consumer legislation, has not undertaken any anti-competitive behaviour and has complied with the requirements of Council's National Competition Policy during 2014-15.



Carers Recognition

In accordance with the Carers Recognition Act 2012, Council is required to report annually on its care measurement obligations under Section 11 of that Act. Council has taken all practicable measures to comply with its responsibilities outlined in the Carers Recognition Act 2012. Council has promoted the principles of that Act to people in care relationships who receive council services, to people in care relationships, and to the wider community by:

- Distributing printed material through relevant council services
- Providing information to organisations represented in council/community networks.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed about the principles and obligations of the Act by including information on the care relationship in:

- council induction and training programs for staff working in Aged and Disability Services;
- council induction and training programs for staff working in front-line positions with the general community; and
- induction and training programs for volunteers working directly with the community.

Council has taken all practicable measures to review and modify policies, procedures and supports to include recognition of the carer relationship and has provided the following additional activities and resources to recognise the care relationship:

- recognising carers during National Carers Week in October 2014 at a ceremony held at the Corporate Centre; and
- provision of respite services for carers.

Contracts

During the year council did not enter into any contracts valued at \$150,000 or more without first engaging in a competitive process.

Disability Action Plan

In accordance with section 38 of the Disability Act 2006, as Council has prepared a Disability Action Plan it must report on the implementation of the Disability Action Plan in its annual report.

Council has prepared a Disability Action Plan and implemented the following actions:

- develop and implement a Volunteer Strategy that integrates the needs of people with a disability;
- promote events such as Carers Week and International Day of People with a Disability; and
- develop accessible publication guidelines.



Domestic Animal Management Plan

In accordance with the Domestic Animals Act 1994, Council is required to prepare a Domestic Animal Management Plan at four-yearly intervals and evaluate its implementation in the annual report.

Council adopted the Domestic Animal Management Plan 2013-2017 in June 2013. Actions that have been completed or have been completed on an ongoing basis as required by the plan are:

- Animal registration compliance doorknocking program undertaken in late 2014;
- Compliance and enforcement policy adopted in February 2015;
- Animal information articles provided for the public on a quarterly basis i.e. press release, Facebook, website, etc;
- Lost/found dogs and cats advertised on Council's website, Facebook and local newspaper;
- Cat trapping program extended with 8 new cages purchased;
- Annual audits undertaken of premises where declared menacing, dangerous and restricted breed dogs are housed;
- Animal registration database assessed regularly to identify unregistered Domestic Animal Businesses;

- Press releases prepared and issued for successful dog attack prosecutions;
- Menacing, dangerous and restricted breed dog legislation actively enforced;
- Process for investigating dog attacks introduced;
- Training register developed and maintained for individual officers;
- Officers attend at least one training/networking session each year; and
- Officers provided with access to the Bureau of Animal Welfare extranet site.

Food Act Ministerial Directions

In accordance with section 7E (6) of the Food Act 1984, if a council, or the chief executive officer of a council, is given a direction under subsection (1), a copy of the direction must be published in the annual report required to be published by the council under section 131 of the Local Government Act 1989.

No such Ministerial Directions were received by Council during the financial year.



Freedom of Information

In accordance with section 7(4AA)(a) and 7(4AA) (b) of the Freedom of Information Act 1982, Council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information available. Council has published the statements separately on its website, however provides the following summary of the application and operation of the Freedom of Information Act 1982.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing;
- it should identify as clearly as possible which document is being requested; and
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged online or by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information regarding FOI can be found at www.foi.vic.gov.au and on the South Gippsland Shire Council website.



Protected Disclosure Procedures

In accordance with section 69 of the Protected Disclosure Act 2012 a Council must include in their annual report information about how to access the procedures established by the Council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The Protected Disclosure Act 2012 aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available Council's website.

Council's Protected Disclosure Guidelines are available on its the South Gippsland Shire Council website on the Policies and Delegations page. During the 2014-15 year no disclosures were notified to the Council officers appointed to receive disclosures, or to IBAC.

Road Management Act Ministerial Direction

In accordance with section 22 of the Road Management Act 2004, Council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by Council during the financial year.



Victorian Local Government Indicators

The Victorian Government requires all Victorian councils to measure and annually report against 11 Victorian Local Government Indicators (VLGIs). These indicators provide information regarding expenditure, cost of services and infrastructure provision, customer satisfaction and governance. The following table presents the results of the VLGIs for the 2014-15 year compared to 2013-14.

Indicator	Calculations	2014-15	2013-14
1 Average rates and charges per assessment	Total rates and charges receivable at beginning of year/ Number of assessments in the adopted budget	\$1838	\$1,755
2 Average residential rates and charges per assessment	Rates and charges declared for residential assessments receivable at beginning of year/Number of residential assessments in the adopted budget	\$1572	\$1,466
3 Average liabilities per assessment	Total liabilities/Number of assessments in the adopted budget	\$706	\$788
4 Operating result per assessment	Net surplus/Number of assessments in the adopted budget	\$521	\$(102)*
5 Average operating expenditure per assessment	Operating expenditure/Number of assessments in adopted budget	\$2933	\$2,981
6 Average capital expenditure per assessment	Capital expenditure/ Number of assessments in the adopted budget	\$574	\$661
7 Renewal gap	Capital renewal/Average annual asset consumption	72%	81%
8 Renewal and maintenance gap	Capital renewal and maintenance/Average annual asset consumption plus planned maintenance	89%	91%
9 Community satisfaction rating for overall performance generally of Council	Result from the Annual Local Government Community Satisfaction Survey	49	49
10 Community satisfaction rating for Council's advocacy and community representation on key local issues	Result from the Annual Local Government Community Satisfaction Survey	45	49
11 Community satisfaction rating for Council's engagement in decision making on key local issues	Result from the Annual Local Government Community Satisfaction Survey	49	51

*Operating Result Per Assessment is less for 2013-14 due to the timing of 50% of Victorian Grants Commission grants having been received in advance during 2012-13. This has affected the average figure.



Councillor Discretionary Grants

Councillors are able to provide discretionary funds to individuals and community groups to undertake smaller activities that do not generally fit within the guidelines for the Community Grants. The discretionary grants allocated by Councillors for 2014-15 are outlined below:

Cr. Davies

Recipient	Purpose of Allocations	Amount
Friends of Agnes Falls	To assist with the purchase of a Marquee.	\$ 80.00
South Gippsland Hospital	To assist with costs of running a program of older members of the community; in particular the Monday's Men's Group	\$ 400.00
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
Welshpool and District Horticultural Society	To assist with the costs of purchasing a portable PA system and TV, CD and DVD to be used during meetings	\$ 100.00
Toora Swimming Pool	To cover costs of hiring a Jumping Castle for the Toora Community Christmas Party at the Pool.	\$ 100.00
South Coast Board Riders Club Inc.	To assist with costs of purchasing 2 shade tents	\$ 200.00
Foster War Memorial Arts Centre	To cover costs of hall hire for the 2014 Community Carols	\$ 102.00
Manna Community Garden (Foster) & Fish Creek Community Garden	To assist with the costs of printing a booked called Our Gardens with proceeds going to the two community gardens.	\$ 250.00
TP Taylor Recreation Reserve	Sponsorship for the 2nd Sandy Point Community Centre Wedding Expo.	\$ 200.00
Grants Only Group	To assist with the cost of purchasing a printer/scanner and copier.	\$ 50.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 150.00
Foster Historical Society	For the purchase of an interpretive sign that will be located on the south-east corner of the old Young Farmers room at Foster Showgrounds.	\$ 195.00
Prom Coast Arts Council	To assist with the costs of facilitating the 10 Year Anniversary Retrospective Exhibition of the Great Southern Portrait Prize	\$ 100.00
Port Franklin Tennis & Sports Club Inc.	To assist with costs of holding the 8th annual 'Alf Wilder Junior Memorial Fishing Experience'	\$ 150.00



Cr. Davies cont...

Recipient	Purpose of Allocations	Amount
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 233.00
University of the Third Age Prom Coast Incorporated	To cover the costs of supply and installation of dual pull-down blinds where the U3APC meet within the Foster Showgrounds (Basketball Pavilion)	\$ 395.00
Fish Creek Kindergarten PCCC	To assist with costs of replacing and purchasing equipment required for special needs children, in particular children with sensory issues such as Autism,	\$ 295.00
Foster Arts Music and Drama Association (FAMDA)	Sponsorship for the South Gippsland One Act Play Festival youth section prize with the aim of encouraging South Gippsland schools to participate.	\$ 250.00
Sandy Point Community Group	Contribution towards the slashing of the former fire access track between Ned's Neale Lookout, Sandy Point and the GAP, Waratah Bay.	\$ 250.00
TP Taylor Reserve Committee of Management	To assist with costs associated with the annual Easter Sandy Point Art Show	\$ 200.00
Stockyard Gallery	To assist with costs of promoting and opening night activities for the NAIDOC Exhibition	\$ 100.00
Total Allocated		\$ 3,900.00

Cr. Harding

Recipient	Purpose of Allocations	Amount
Welshpool and District Horticultural Society	To assist with the costs of purchasing a portable PA system and TV, CD and DVD to use during meetings.	\$ 100.00
Port Welshpool Working Group Inc.	To assist with costs of covering insurance for the Sea Days Festival 2015	\$ 500.00
Friends of Agnes Falls	To assist with the purchase of a Marquee.	\$ 100.00
South Gippsland Hospital	To assist with costs of running a program of older members of the community; in particular the Monday's Men's Group	\$ 100.00
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
Foster Community Association Inc.	To assist with the purchase of directional signage for long vehicle parking at Foster Station Park.	\$ 200.00
Toora Swimming Pool	To cover costs of hiring a Jumping Castle for the Toora Community Christmas Party at the Pool.	\$ 150.00
Toora Tennis Club	Sponsorship for presentation party for the Toora Tennis Club and Bocce Group.	\$ 200.00



Cr. Harding cont...

Recipient	Purpose of Allocations	Amount
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 250.00
TP Taylor Recreation Reserve	Sponsorship for the 2nd Sandy Point Community Centre Wedding Expo.	\$ 200.00
Corner Inlet Pony Club	To assist with the costs of purchasing and installing a wall mounted urn for recently renovated kitchen.	\$ 300.00
Grants Only Group	To assist with the cost of purchasing a printer/scanner and copier.	\$ 100.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 150.00
Port Franklin Tennis & Sports Club Inc.	To assist with costs of holding the 8th annual 'Alf Wilder Junior Memorial Fishing Experience'	\$ 150.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 100.00
University of the Third Age Prom Coast Incorporated	To cover the costs of supply and installation of dual pull-down blinds where the U3APC meet within the Foster Showgrounds (Basketball Pavilion)	\$ 400.00
Bennison Adult Riding Club Inc.	To assist with costs of holding a 2 day Horse Trails	\$ 300.00
Welshpool Memorial Hall committee	Assist with upgrade to signage and occupational health and Safety equipment for the hall.	\$ 600.00
Total Allocated		\$4,000

Cr. Kennedy

Recipient	Purpose of Allocations	Amount
Welshpool and District Horticultural Society	To assist with the costs of purchasing a portable PA system and TV, CD and DVD to use during meetings.	\$ 100.00
Port Welshpool Working Group Inc.	To assist with costs of covering insurance for the Sea Days Festival 2015	\$ 500.00
Friends of Agnes Falls	To assist with the purchase of a Marquee.	\$ 50.00
South Gippsland Hospital	To assist with costs of running a program of older members of the community; in particular the Monday's Men's Group	\$ 100.00
Venus Bay, Tarwin Lower & District Men's Shed Inc.	To assist with the costs of purchasing an appliance testing machine.	\$ 1000.00
Venus Bay Community Centre Inc.	To assist with costs of running the 2013/2014 Venus Bay Free Summer Beach Shuttle service	\$ 1000.00
Friends of Venus Bay Peninsula Inc.	For purchase of three purpose built cages for wildlife in South Gippsland	\$ 1000.00



Cr. Kennedy cont...

Recipient	Purpose of Allocations	Amount
Grants Only Group	To assist with the cost of purchasing a printer/scanner and copier.	\$ 100.00
Tarwin River Canoe Club	To assist with costs of purchasing an aluminium equipment box for its canoe trailer.	\$ 150.00
Fish Creek Kindergarten PCCC	Total Allocated	\$ 4000.00

Cr. Brunt

Recipient	Purpose of Allocations	Amount
Poowong Recreation Reserve	To assist with the cost of the purchasing a turf wicket marker.	\$ 225.00
Korumburra Cricket Club	Purchase 18 size 5 basketballs to use for the Under 9 Age Group	\$ 215.00
Poowong Amateur Basketball Association	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 170.00
South Gippsland District Scouts	To assist with the costs of installing a reverse cycle air conditioner	\$ 100.00
MDU Cricket Club	Sponsorship towards the Pathways to Possibilities project - specifically the sustainable food production component	\$ 365.00
Poowong Consolidated School	To assist with the cost of pressure cleaning the courts as a result of drainage works recently completed	\$ 500.00
Poowong Tennis Club	To assist with the costs to write and publish a booklet regarding the history of the Loch Memorial Recreation Reserve	\$ 400.00
Loch Memorial Reserve	To assist with costs of purchasing a plaque to honour the sacrifice made by Sergeant Brett Wood who was killed in Afghanistan May 2011.	\$ 200.00
Loch Memorial Reserve	To assist with the costs towards purchasing new uniforms for staff of the newly developed committee	\$ 133.00
Karmai Community Children's Centre	To assist with costs of marketing and rental assistance	\$ 333.00
Lavenders Blue Steiner Playgroup - Kongwak	To assist with the costs of running the Celebrate Christmas for Children Program	\$ 270.00
Korumburra Community Development and Action Inc.	Sponsorship for prize money for Battle of the Bands Open class at the 2015 Korumburra Show	\$ 334.00
Korumburra & District Agricultural & Pastoral Society	To assist with costs of hosting a joint community commemoration of the ANZAC Centenary on ANZAC Eve 2015.	\$ 134.00
Loch Community Development Association	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 200.00



Cr. Brunt cont...

Recipient	Purpose of Allocations	Amount
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 50.00
Loch Primary School	To assist with the costs of participating in the Stephanie Alexander Program. Funds will go towards the purchase of an automated rain sensor.	\$ 166.00
Team Luca and Eli Fundraising Group	To assist with the costs for a fundraising event for Team Luca and Eli.	\$ 100.00
Poowong Loch Junior Football Club	To assist with costs associated with commencing the newly formed club	\$ 105.00
Total Allocated		\$4,000

Cr. Newton

Recipient	Purpose of Allocations	Amount
Poowong Recreation Reserve	Purchase 3 display signs to promote the reserve.	\$ 227.00
Korumburra Cricket Club	To assist with the cost of the purchasing a turf wicket marker.	\$ 215.00
Poowong Amateur Basketball Association	Purchase 18 size 5 basketballs to use for the Under 9 Age Group	\$ 170.00
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
MDU Cricket Club	To assist with the costs of installing a reverse cycle air conditioner	\$ 365.00
Poowong Tennis Club	To assist with the cost of pressure cleaning the courts as a result of drainage works recently completed	\$ 300.00
Loch Memorial Reserve	To assist with the costs to write and publish a booklet regarding the history of the Loch Memorial Recreation Reserve	\$ 200.00
Loch Memorial Reserve	To assist with costs of purchasing a plaque to honour the sacrifice made by Sergeant Brett Wood who was killed in Afghanistan May 2011.	\$ 133.00
Karmai Community Children's Centre	To assist with the costs towards purchasing new uniforms for staff of the newly developed committee	\$ 334.00
Lavenders Blue Steiner Playgroup - Kongwak	To assist with costs of marketing and rental assistance	\$ 272.00
Korumburra Community Development and Action Inc.	To assist with the costs of running the Celebrate Christmas for Children Program	\$ 333.00



Cr. Newton cont...

Recipient	Purpose of Allocations	Amount
Loch Community Development Association	To assist with costs of hosting a joint community commemoration of the ANZAC Centenary on ANZAC Eve 2015.	\$ 200.00
Korumburra & District Agricultural & Pastoral Society	Sponsorship for prize money for Battle of the Bands Open class at the 2015 Korumburra Show	\$ 133.00
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 200.00
Buffalo Community Centre Inc.	To assist with costs for minor repairs to the Tennis Courts	\$ 150.00
Kongwak Community Group Inc.	To assist with costs of putting on the Community Christmas BBQ.	\$ 100.00
Loch Primary School	To assist with the costs of participating in the Stephanie Alexander Program. Funds will go towards the purchase of an automated rain sensor.	\$ 168.00
Korumburra and District Darts Association	To assist with costs of purchasing 6 new dart boards for season 2015/2016	\$ 100.00
South Gippsland Miners Baseball Club	To assist with costs to purchase equipment for the newly formed South Gippsland Miners Baseball Club that will compete in the Latrobe Valley Baseball Association in 2015.	\$ 100.00
St Joseph's Primary School	To assist with the costs of creating a native and diverse environmentally space within an area that is currently neglected.	\$ 200.00
Total Allocated		\$ 4,000.00

Cr. McEwen

Recipient	Purpose of Allocations	Amount
Poowong Recreation Reserve	Purchase 3 display signs to promote the reserve.	\$ 225.00
Korumburra Cricket Club	To assist with the cost of the purchasing a turf wicket marker.	\$ 215.00
Poowong Amateur Basketball Association	Purchase 18 size 5 basketballs to use for the Under 9 Age Group	\$ 170.00
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
MDU Cricket Club	To assist with the costs of installing a reverse cycle air conditioner	\$ 270.00
Poowong Tennis Club	To assist with the cost of pressure cleaning the courts as a result of drainage works recently completed	\$ 300.00



Cr. McEwen cont...

Recipient	Purpose of Allocations	Amount
Loch Memorial Reserve	To assist with the costs to write and publish a booklet regarding the history of the Loch Memorial Recreation Reserve	\$ 200.00
Loch Memorial Reserve	To assist with costs of purchasing a plaque to honour the sacrifice made by Sergeant Brett Wood who was killed in Afghanistan May 2011.	\$ 134.00
Karmai Community Children's Centre	To assist with the costs towards purchasing new uniforms for staff of the newly developed committee	\$ 333.00
Lavenders Blue Steiner Playgroup - Kongwak	To assist with costs of marketing and rental assistance	\$ 270.00
Korumburra Community Development and Action Inc.	To assist with the costs of running the Celebrate Christmas for Children Program	\$ 333.00
Korumburra & District Agricultural & Pastoral Society	Sponsorship for prize money for Battle of the Bands Open class at the 2015 Korumburra Show	\$ 134.00
Loch Community Development Association	To assist with costs of hosting a joint community commemoration of the ANZAC Centenary on ANZAC Eve 2015.	\$ 200.00
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 100.00
Manna Community Garden (Foster) & Fish Creek Community Garden	To assist with the costs of printing a book called Our Gardens with proceeds going to the two community gardens.	\$ 250.00
Buffalo Community Centre Inc.	To assist with costs for minor repairs to the Tennis Courts	\$ 150.00
Kongwak Community Group Inc.	To assist with costs of putting on the Community Christmas BBQ.	\$ 100.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 100.00
Loch Primary School	To assist with the costs of participating in the Stephanie Alexander Program. Funds will go towards the purchase of an automated rain sensor.	\$ 166.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 100.00
Team Luca and Eli Fundraising Group	To assist with the costs for a fundraising event for Team Luca and Eli.	\$ 50.00
South Gippsland Miners Baseball Club	To assist with costs to purchase equipment for the newly formed South Gippsland Miners Baseball Club that will compete in the Latrobe Valley Baseball Association in 2015.	\$ 50.00
Poowong Loch Junior Football Club	To assist with costs associated with commencing the newly formed club	\$ 50.00
Total Allocated		\$ 4,000.00



Cr. Fawcett

Recipient	Purpose of Allocations	Amount
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
Leongatha Primary School	To cover the cost of hiring the Memorial Hall for a fundraising event with proceeds going towards the construction of a basketball court.	\$ 180.00
Leongatha Rotary Club	To assist with the costs of installing a concrete cross over in the curb at the Leongatha Rotary Club Storage Shed.	\$ 800.00
Dumbalk & District Progress Association Inc.	For the purchase of a First Aid Kit for the Dumbalk Community Centre	\$ 120.00
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 100.00
Manna Community Garden (Foster) & Fish Creek Community Garden	To assist with the costs of printing a booked called Our Gardens with proceeds going to the two community gardens.	\$ 250.00
Leongatha Town Cricket Club	To assist with the cost of purchasing a single Pitch Cover for the new turf wicket.	\$ 334.00
Buffalo Community Centre Inc.	To assist with costs for minor repairs to the Tennis Courts	\$ 150.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 200.00
Leongatha Lyric Theatre	To assist with the costs of showcasing the 50 years of costumes, photos and memorabilia celebrating the 150 plus shows put on by the Lyric Theatre.	\$ 267.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 100.00
Leongatha Chamber of Commerce	To assist with costs of replacing four new Community Service club signs.	\$ 333.00
Leongatha Fun Run Organising Committee	To assist with costs associated with the inaugural Leongatha Fun Run.	\$ 333.00
Korumburra and District Darts Association	To assist with costs of purchasing 6 new dart boards for season 2015/2016	\$ 200.00
Fish Creek Kindergarten PCCC	To assist with costs of replacing and purchasing equipment required for special needs children, in particular children with sensory issues such as Autism,	\$ 133.00
Leongatha Croquet Club Inc.	To assist with the costs of purchasing a new line making machine	\$ 400.00
	Total Allocated	\$ 4,000.00



Cr. Hill

Recipient	Purpose of Allocations	Amount
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
Leongatha Primary School	To cover the cost of hiring the Memorial Hall for a fundraising event with proceeds going towards the construction of a basketball court.	\$ 180.00
Mirboo North Arts Council Inc.	To assist of materials for stage repairs.	\$ 200.00
Mirboo North Swimming Pool Committee	To assist with costs of holding a New Release Movie Night during the 2015 Australia Day celebrations	\$ 1,000.00
Leongatha Town Cricket Club	To assist with the cost of purchasing a single Pitch Cover for the new turf wicket.	\$ 333.00
Buffalo Community Centre Inc.	To assist with costs for minor repairs to the Tennis Courts	\$ 150.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 200.00
Leongatha Lyric Theatre	To assist with the costs of showcasing the 50 years of costumes, photos and memorabilia celebrating the 150 plus shows put on by the Lyric Theatre.	\$ 266.00
Leongatha Chamber of Commerce	To assist with costs of replacing four new Community Service club signs.	\$ 333.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 100.00
Leongatha Fun Run Organising Committee	To assist with costs associated with the inaugural Leongatha Fun Run.	\$ 333.00
Fish Creek Kindergarten PCCC	To assist with costs of replacing and purchasing equipment required for special needs children, in particular children with sensory issues such as Autism,	\$ 300.00
Lions Club of Mirboo North Inc.	Sponsorship towards the 10 years celebrations which will be held in conjunction with new office bearer's induction.	\$ 200.00
South Gippsland Miners Baseball Club	To assist with costs to purchase equipment for the newly formed South Gippsland Miners Baseball Club that will compete in the Latrobe Valley Baseball Association in 2015.	\$ 100.00
St Lawrence's Primary School Parent and Friends Association	To cover hall hire costs for a fundraising event which will raise funds to create an environmental area.	\$ 200.00
Total Allocated		\$ 3,995.00



Cr. Hutchinson-Brooks

Recipient	Purpose of Allocations	Amount
South Gippsland District Scouts	Sponsorship for leadership program held 8 November 2014 at the Stony Creek GO Karts. The event will be opened for all senior scouts across the district.	\$ 100.00
Leongatha Primary School	To cover the cost of hiring the Memorial Hall for a fundraising event with proceeds going towards the construction of a basketball court.	\$ 180.00
Mirboo North Arts Council Inc.	To assist of materials for stage repairs.	\$ 200.00
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 200.00
Leongatha Town Cricket Club	To assist with the cost of purchasing a single Pitch Cover for the new turf wicket.	\$ 333.00
Leongatha Community House	To assist with the operational costs of the South Gippsland House Network	\$ 200.00
Leongatha Lyric Theatre	To assist with the costs of showcasing the 50 years of costumes, photos and memorabilia celebrating the 150 plus shows put on by the Lyric Theatre.	\$ 267.00
Prom Coast Arts Council	To assist with the costs of facilitating the 10 Year Anniversary Retrospective Exhibition of the Great Southern Portrait Prize	\$ 300.00
Leongatha Chamber of Commerce	To assist with costs of replacing four new Community Service club signs.	\$ 334.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 133.00
Leongatha Fun Run Organising Committee	To assist with costs associated with the inaugural Leongatha Fun Run.	\$ 334.00
Korumburra and District Darts Association	To assist with costs of purchasing 6 new dart boards for season 2015/2016	\$ 200.00
Fish Creek Kindergarten PCCC	To assist with costs of replacing and purchasing equipment required for special needs children, in particular children with sensory issues such as Autism,	\$ 220.00
Lions Club of Mirboo North Inc.	Sponsorship towards the 10 years celebrations which will be held in conjunction with new office bearers' induction.	\$ 200.00
South Gippsland Miners Baseball Club	To assist with costs to purchase equipment for the newly formed South Gippsland Miners Baseball Club that will compete in the Latrobe Valley Baseball Association in 2015.	\$ 300.00
St Lawrence's Primary School Parent and Friends Association	To cover hall hire costs for a fundraising event which will raise funds to create an environmental area.	\$ 100.00
Team Luca and Eli Fundraising Group	To assist with the costs for a fundraising event for Team Luca and Eli.	\$ 200.00
Leongatha and District Cricket Association	To assist with the costs of bus transport for participants to the Gippsland Girls Carnival.	\$ 199.00
Total Allocated		\$ 4,000.00



Mayoral

Recipient	Purpose of Allocations	Amount
Casey Comets Ladies Soccer Club	Sponsorship for local Oliva Methven to participate in a Victorian Under 18 Girls self-funded tour of Singapore	\$ 200.00
GippSport	To assist costs associated with hosting an event to celebrate International Day of People with Disability and Social Inclusion Week.	\$ 100.00
Tarwin River Canoe Club	To assist with costs of purchasing an aluminium equipment box for its canoe trailer.	\$ 100.00
Leongatha Lyric Theatre	To assist with the costs of showcasing the 50 years of costumes, photos and memorabilia celebrating the 150 plus shows put on by the Lyric Theatre.	\$ 200.00
Prom Coast Arts Council	To assist with the costs of facilitating the 10 Year Anniversary Retrospective Exhibition of the Great Southern Portrait Prize	\$ 100.00
Tour De Tarwin Inc.	To assist with costs of funding Tour De Tarwin Promotional shirts	\$ 234.00
Leongatha Fun Run Organising Committee	To assist with costs associated with the inaugural Leongatha Fun Run.	\$ 200.00
Bennison Adult Riding Club Inc.	To assist with costs of holding a 2 day Horse Trails	\$ 200.00
Foster Arts Music and Drama Association (FAMDA)	Sponsorship for the South Gippsland One Act Play Festival youth section prize with the aim of encouraging South Gippsland schools to participate.	\$ 250.00
Foster Arts Music and Drama Association (FAMDA)	Sponsorship for the South Gippsland One Act Play Festival youth section prize with the aim of encouraging South Gippsland schools to participate.	\$ 250.00
Sandy Point Community Group	Contribution towards the slashing of the former fire access track between Ned's Neale Lookout, Sandy Point and the GAP, Waratah Bay.	\$ 250.00
Leongatha and District Cricket Association	To assist with the costs of bus transport for participants to the Gippsland Girls Carnival.	\$ 166.00
Total Allocated		\$ 2,000.00



9 Smith Street, (Private Bag 4)

Leongatha Vic 3953

Phone: 5662 9200

Fax: 5662 3754

Email: council@southgippsland.vic.gov.au

Websites: www.southgippsland.vic.gov.au

Facebook: www.facebook.com/southgippslandshirecouncil