



AGENDA APPENDIX
Council Meeting
Wednesday 26 February 2014

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

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

**D.1 QUARTERLY PERFORMANCE REPORT OCTOBER TO
DECEMBER 2013**

Appendix 1 – Quarterly Performance Report October to December 2013



2013 / 2014

SOUTH GIPPSLAND SHIRE COUNCIL

Quarterly Performance Report

OCTOBER TO DECEMBER

Coal Creek, Korumburra



www.southgippsland.vic.gov.au

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To be tabled at Council on
26 February 2014

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executive overview & key highlights



INTRODUCTION

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

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

It is not intended to capture every achievement during the quarter, just those that contribute to the delivery of the corporate priorities. The contents reflect the performance situation as at the end of December 2013.

HIGHLIGHTS FOR THE SEPTEMBER TO DECEMBER 2013 QUARTER

A number of significant highlights during the October to December 2013 period include:

- ◆ Annual maintenance grants for South Gippsland's 20 Recreation Reserve committees were doubled and a Recreation Reserves in South Gippsland brochure, highlighting the location and facilities offered was produced. This helpful brochure is also available on Council's website.
- ◆ A grant of \$20,280 was provided by the Transport Accident Commission (TAC) for a new Visual Messaging Service (VMS) mobile road safety and communication trailer board. This new equipment will be used for road safety initiatives, warnings and emergency information. The new equipment will be able to be updated remotely or manually and will enhance Council's ability to support key road safety initiatives, assist community events with traffic management issues and warn road users of specific issues.
- ◆ The Aged and Disability team were proud finalists in the LGPro Aged and Disability 2013 Awards for:
 - SGSC Home and Community Care Consultative Group. This is a group of clients, primary carers and volunteers who meet to discuss and advise on planning and delivery of current services and suggestions for improvement; and
 - From the 'Garden to the Plate' Improving Liveability for Older People Project. This project was designed to increase cooking skills, nutrition and connectedness of older people.
- ◆ The Active Retirees Advisory Committee (ARAC) was formally adopted by Council in November. Aged and Disability Services are working in partnership with Prom Coast U3A to establish the committee. ARAC will provide Council with a point of reference for engagement and information dissemination and sits well within Council's direction of collaborative partnerships with the community.

- ◆ Following the announcement by UnitingCare Gippsland to withdraw from managing the children's centres at Foster and Mirboo North Council have been working closely with the affected communities. In December YMCA Ballarat was announced as the preferred Service Provider for St Andrew's Child Care Centre at Mirboo North and the Corner Inlet community was united in pursuing a community based model of service delivery.
- ◆ Council applied successfully to the competitive stream of the Victorian Adaptation & Sustainability Partnerships funding program to deliver a climate adaptation and opportunity seminar and mentoring program to agricultural and small holder community members. The program will be delivered over 3 years in partnership with Bass Coast Shire Council and has attracted \$86,091 government funding (Total Project cost \$126,255).
- ◆ The Sustainability Gippsland (www.sustainabilitygippsland.com) web portal was launched in November at GippsTAFE by the Hon. Russell Northe, Member for Morwell. The site has attracted many community groups from across the region to interact on the site to support positive sustainability action.
- ◆ Planning Scheme Amendments gazetted in the quarter:
 - Amendments C66 and Part 1 of C52 have been gazetted which has completed the rezoning of approximately 90ha in Korumburra. Part 2 for the remaining 15 ha will be presented to Council for approval or abandonment in May 2014
 - Amendment C72 Western Towns Structure Plans and C84 SP Ausnet Mixed Use Zone were gazetted in October
 - Amendment C68 MSS Policy neutral review and C77 Eastern District Urban Design Frameworks Part 1 were gazetted in November
 - Amendment C87 Foster and Leongatha Hospital Helipads was gazetted December
- ◆ Korumburra Town Centre Framework Plan consultation concluded. Over 300 submissions for all stages were received representing considerable community interest. The Korumburra Town Centre Framework Plan was adopted by Council and a Planning Scheme Amendment to implement the recommendations has commenced.
- ◆ Designs for the Leongatha Heavy Vehicle Alternate Route were finalised and approved in conjunction with VicRoads in December.
- ◆ RV Strategy was approved by Council at its December meeting for exhibition.
- ◆ A number of significant local projects either commenced or intensified works during the quarter; including the Aldi supermarket and Salvation Army developments in Leongatha and the Bald Hills Wind Farm in Tarwin Lower.
- ◆ The Anne Frank exhibition profiling Korumburra and Coal Creek with over 1,000 people visiting the exhibition.
- ◆ Draft General Local Law 1 adopted by Council for public exhibition at the November Council Meeting.
- ◆ Awarded Tender Procurement Australia Tender 1404/0905 Truck, Plant and Equipment Purchases.

- ❖ Severe rain and wind events occurred in August and September resulting in numerous trees down and floods across the Shire. There were landslips, damage to bridges and culverts, washed out roads and erosion from streams.
- ❖ Landslip repairs were completed at Carmichael Road, Stony Creek; Ross and Witherdons Road, Wild Dog Valley; Grand Ridge Road, Trida; Mirboo Road, Mirboo; Leongatha - Yarragon Road, Hallston; Ameys Track, Foster. Landslip repairs have commenced at Amietts Road, Wild Dog Valley and Old Canavans Road, Mt Eccles South.
- ❖ The bridge at McIndoe Park, Leongatha was replaced.
- ❖ Guardrail works were completed at Grand Ridge Road, Trida and Amietts Bridge, Wild Dog Valley Road, Wild Dog Valley.
- ❖ Completed footpath extension works at Jupiter Boulevard, Venus Bay. Completed rotunda works at McIndoe Park, Leongatha and the Lighting project at the Korumburra Showgrounds. Remediation works were completed at the Port Welshpool Jetty, drainage works were undertaken at Turner Street, Leongatha and intersection works were completed at Stony Creek Dollar Road, Stony Creek.
- ❖ The official opening of the Great Southern Rail Trail Stage 1 – Foster to Toora was held on 25 August 2013.
- ❖ Completed the Korumburra Traffic and Drainage Study on 20 December 2013.
- ❖ Commenced the direct management of the Long Jetty Foreshore Caravan Park in November 2013.
- ❖ Completed discussion with Trustees of the Kongwak Tennis Court land for Council to become the land owners.
- ❖ The Community Engagement and Evolving Vision Steering Committee has instigated engagement activities to inform the Annual Plan, commencing with a small Community Focus Group held in November. Insights gained from this forum will inform engagement activities and further research in the new year.
- ❖ Council's Rating Strategy Steering Committee has been formed with seven community representatives and three Councillors. The Committee is preparing a Rating Strategy Discussion Paper to take to Council and the Community in February.
- ❖ The Financial Sustainability Steering Committee has reviewed the capital works program, the long term financial strategies and commenced the zero based service reviews. Further work on the reviews will continue throughout January.
- ❖ Launched the 'Repairing Our Roads' Campaign and Survey to lobby Government for increased funding to repair the South Gippsland road network.
- ❖ Special Committees completed the review of Foster Swimming Pool, Korumburra Pool, Toora Pool and Mirboo North Pool
- ❖ Coordinated the Local Government Investigations and Compliance Inspectorate audit to assess Council's compliance against the Victorian Local Government Act 1989
- ❖ Presentation of the 33 successful recipients to the 2013/2014 Community Grants Round 1 was held in December.

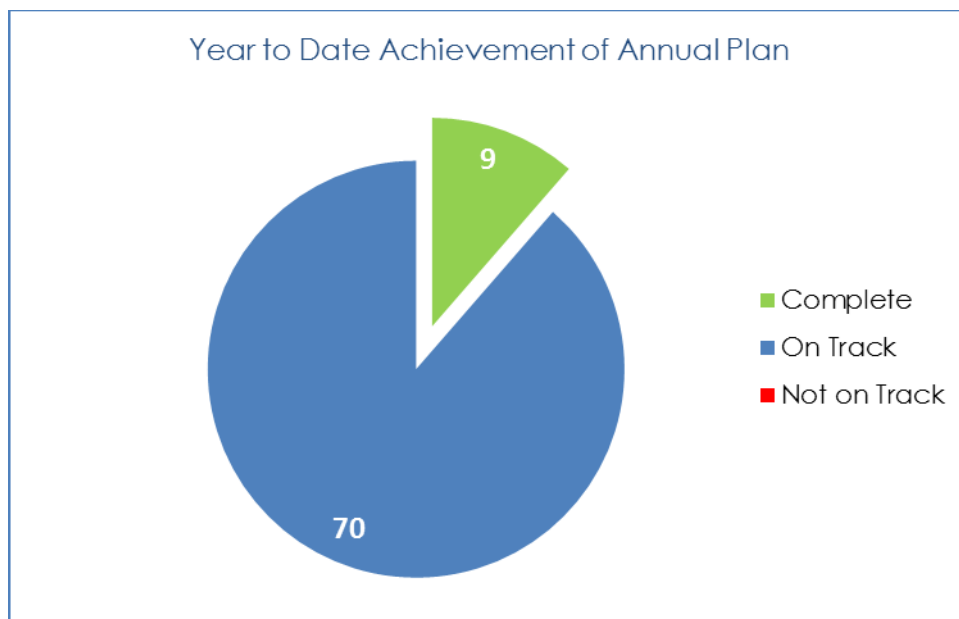
- ◆ Project Proposals for the Yanakie Recreation Reserve Development Project and Nyora Hall Upgrade submitted to Regional Development Victoria.
- ◆ The Information Technology and Finance departments have undertaken a joint initiative to introduce an electronic invoice process. This has significant efficiency and effectiveness benefits for departments that utilise accounts payable services.
- ◆ Completed the procurement for replacement printer and multifunction devices with the project delivering improved functionality with an estimated saving of \$120,000 per annum in the cost of producing print media.
- ◆ Updated the proposed Bushfire Management Overlay in Council's Geographic Information System (GIS) to assist in identifying impacted properties within the Shire.



PERFORMANCE AGAINST COUNCIL PLAN COMMITMENTS

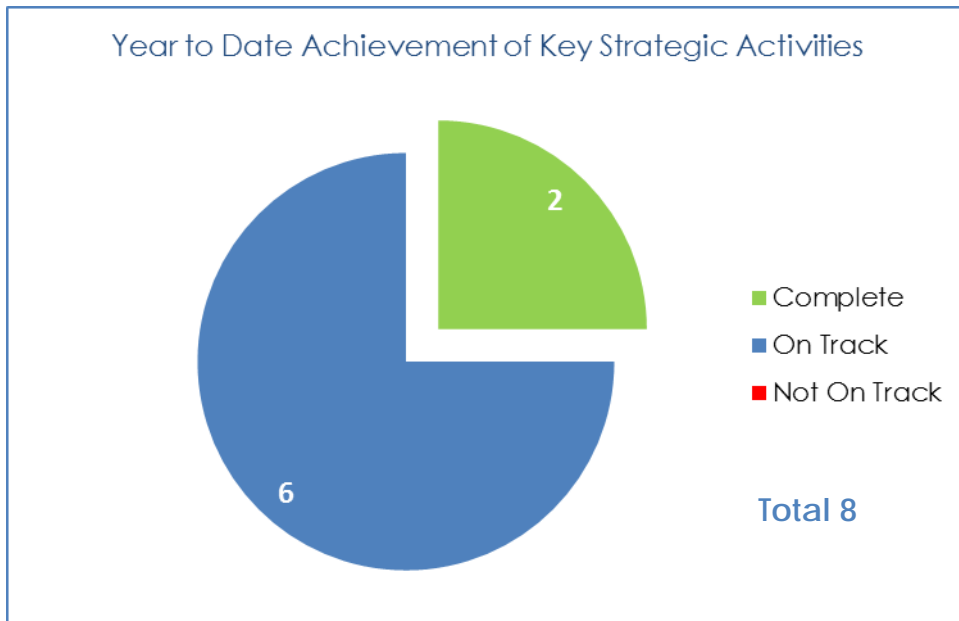
For the quarter ending December 2013, achievement of Annual Plan commitments has been reported as per the following chart. Additional detail can be found in Attachment 3 of this report.

Of the 79 Annual Plan commitments; seven were achieved, 70 are on track. *(Note that these figures incorporate the KSA's which are shown separately on the next graph).*



PERFORMANCE AGAINST KEY STRATEGIC ACTIVITIES

For the quarter ending December 2013, achievement of Key Strategic Activities (KSA) has been reported as per the following chart. Further detail is provided in Attachment 4. Of the eight KSA's; two are now complete and six are on track.



organisational overview



Structure

Our Councillors



Councillor
Mohya Davies



Councillor
Jeanette Harding



Councillor
Kieran Kennedy

Coastal Promontory Ward



Councillor (Mayor)
James Fawcett



Councillor
Don Hill



Councillor
Nigel Hutchinson-Brooks

Tarwin Valley Ward



Councillor
Lorraine Brunt



Councillor
Andrew McEwen



Councillor
Bob Newton

Strzelecki Ward

Our Chief Executive Officer



Tim Tamlin

Our Directors



June Ernst
Corporate
Services



Phil Stone
Development
Services



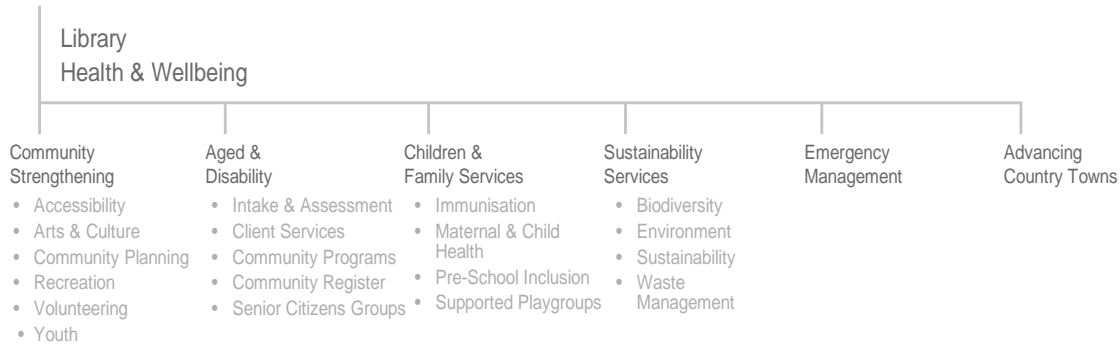
Anthony Seabrook
Engineering
Services



Jan Martin
Community
Services

community services

Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

COMMUNITY STRENGTHENING

- Annual maintenance grants for South Gippsland's 20 Recreation Reserve committees were doubled and a Recreation Reserves in South Gippsland brochure, highlighting the location and facilities offered was produced. This helpful brochure is also available on Council's website.
- A grant of \$20,280 was provided by the Transport Accident Commission (TAC) for a new Visual Messaging Service (VMS) mobile road safety and communication trailer board. This new equipment will be used for road safety initiatives, warnings and emergency information. The new equipment will be able to be updated remotely or manually and will enhance Council's ability to support key road safety initiatives, assist community events with traffic management issues and warn road users of specific issues.
- Meeniyen Community Family Fun Day, provided in partnership with the South Coast Access Alliance. This very successful event, held as part of Social Inclusion Week in November, attracted approximately 150 families and individual participants which was hosted by people with disabilities. This event, which was hosted by people with disabilities, was well supported by the local community, and highlighted the contribution by people with disability in sporting activities, games, crafts, bike riding and photography.

AGED AND DISABILITY

- The Aged and Disability team were proud finalists in the LGPro Aged and Disability 2013 Awards for:

 - SGSC Home and Community Care Consultative Group. This is a group of clients, primary carers and volunteers who meet to discuss and

advise on planning and delivery of current services and suggestions for improvement; and

- From the 'Garden to the Plate' Improving Liveability for Older People Project. This project was designed to increase cooking skills, nutrition and connectedness of older people.

- ◆ Years of Service awards were presented to 4 Community Support Workers equating to 65 years of service. One Community Support Worker has been working within the Home and Community Care department for 30 years.
- ◆ The Active Retirees Advisory Committee (ARAC) was formally adopted by Council in November. Aged and Disability Services are working in partnership with Prom Coast U3A to establish the committee. ARAC will provide Council with a point of reference for engagement and information dissemination and sits well within Council's direction of collaborative partnerships with the community.

CHILDREN AND FAMILY SERVICES

- ◆ MCH staff involved in White Ribbon Breakfast on December 6. This was a combined agency planned event highlighting the impact of family violence in South Gippsland.
- ◆ Mirboo North Secondary School was recognised for achieving 100% return rate of immunisation consent cards for all age groups during the secondary school immunisation program.
- ◆ Following the announcement by UnitingCare Gippsland to withdraw from managing the children's centres at Foster and Mirboo North Council have been working closely with the affected communities. In December YMCA Ballarat was announced as the preferred Service Provider for St Andrew's Child Care Centre at Mirboo North and the Corner Inlet community was united in pursuing a community based model of service delivery.

SUSTAINABILITY SERVICES

- ◆ Council applied successfully to the competitive stream of the Victorian Adaptation & Sustainability Partnerships funding program to deliver a climate adaptation and opportunity seminar and mentoring program to agricultural and small holder community members. The program will be delivered over 3 years in partnership with Bass Coast Shire Council and has attracted \$86,091 government funding (Total Project cost \$126,255).
- ◆ Applied successfully to the non-competitive stream of the Victorian Adaptation & Sustainability Partnerships funding to work towards developing an adaptation plan. The program will be delivered over 3 years in partnership with all Gippsland LGA's. \$40,000 was received for each Council. East Gippsland will lead the project.
- ◆ The Sustainability Gippsland (www.sustainabilitygippsland.com) web portal was launched in November at GippsTAFE by the Hon. Russell Northe, Member for Morwell. The site has attracted many community groups from across the region to interact on the site to support positive sustainability action.

EMERGENCY MANAGEMENT

- ◆ Completion of a set of Standard Operating Procedures for Relief Centre's in partnership with the other Gippsland LGA's.
- ◆ Attendance by 103 absentee landholders at the Fire Ready meeting held at the City of Whitehorse

ADVANCING COUNTRY TOWNS

- ◆ Of the seven projects, two have been officially launched with the remaining progressing well. The Digital Arts project is near completion with 12 films produced featuring Tarwin Valley artists.

LIBRARIES

- ◆ The West Gippsland Regional Library Corporation (WGRLC) Board endorsed the 2014/15 Library Budget. South Gippsland's contribution represents a 5.5% increase.
- ◆ WGRLC conducted a Review of Service Hours of all libraries. This review showed an improved satisfaction in opening hours with a 65% satisfaction rating compared to the last review completed in 2002 of 41%.



YEAR TO DATE INCOME / EXPENDITURE FOR COMMUNITY SERVICES AS AT 31 DECEMBER 2013

Department	Actuals	Budgets	Variance	Full Year Budget
Income				
Aged and Disability Services	(923,429)	(890,194)	33,235	(1,810,696)
Children and Family Services	(230,209)	(182,087)	48,122	(408,378)
Community Safety	(86,088)	(85,705)	383	(85,705)
Community Services Management	0	(156,000)	(156,000)	(195,000)
Community Strengthening	(141,997)	(138,221)	3,776	(280,908)
Sustainability Services	(1,906,086)	(1,904,098)	1,988	(3,986,867)
Income Total	(3,287,808)	(3,356,305)	(68,497)	(6,767,554)
Expenditure				
Aged and Disability Services	1,153,311	1,141,012	(12,299)	2,361,240
Children and Family Services	478,869	467,937	(10,932)	934,962
Community Safety	137,055	136,706	(349)	227,833
Community Services Management	1,058,587	772,381	(286,206)	1,884,213
Community Strengthening	989,711	1,132,563	142,852	2,112,685
Sustainability Services	2,325,691	2,625,674	299,983	5,225,680
Expenditure Total	6,143,224	6,276,273	133,049	12,746,613
Total	2,855,415	2,919,968	64,553	5,979,059

SIGNIFICANT VARIANCES TO NOTE:

Aged and Disability Services

Income: Additional grant funding received for the Home and Community Care service.

Expenditure: Increased expenditure to meet increased targets associated with additional grant funding received.

Children and Family Services

Income: Reimbursement sought from UnitingCare for prepayment of operation costs for Prom Coast Centre for Children.

Expenditure: Additional labour expenses for part time Project Officer employed to assist with childcare services in Mirboo North and Corner Inlet following the announcement of withdrawal by UnitingCare Gippsland.

Community Services Management

Income: State Government grant for the Advancing Country project not received as scheduled. Payment anticipated in January 2014.

Expenditure: Quarterly contribution to the West Gippsland Library Corporation paid a day earlier than budgeted.

Community Strengthening

Expenditure: Recreation budget underspent due to timing of December invoices for some outdoor pools, the second stage payment to Pool Master Plans consultants and Life Saving Victoria services.

Sustainability Services

Expenditure: Delays in infrastructure delivery has resulted in delays in the installation of the Green Street Lighting project. James Harvey bequest for tree planting in Mirboo North not yet spent. Savings in mulching costs of greenwaste and claims for waste disposal through privilege cards lower than budgeted



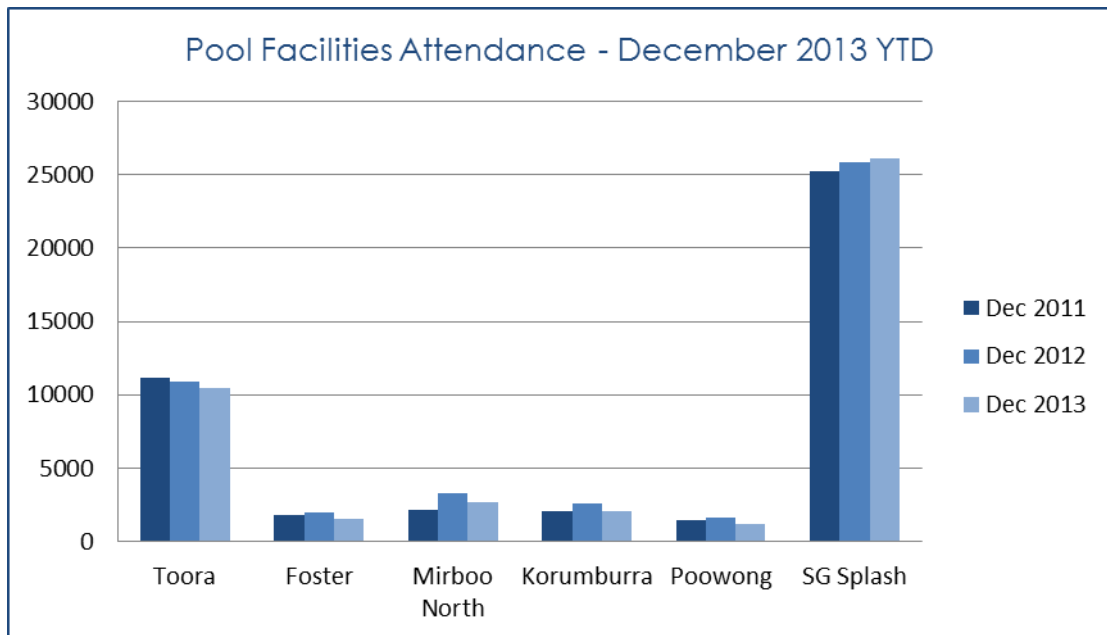
COMMUNITY SERVICES PERFORMANCE DATA

AGED & DISABILITY SERVICES

HOME AND COMMUNITY CARE – QUARTERLY SERVICE OUTPUTS			
SERVICE	DoH ANNUAL TARGET	OCT – DEC	JUL - SEP
Assessment	3320	994*	1247
Domestic Assistance	18660	3845	4138
Personal Care	4839	1095	900
Property Maintenance	900	214	207
Respite	3554	962	833
Delivered Meals	11883	3784	4623
Community Transport	-	3718	3358
Private Works (da, pa & respite)	-	408	720
Private Works (Meals)	-	258	277

* Lower assessment hours undertaken for this quarter are associated with public holidays and staff leave taken. YTD targets have been met

COMMUNITY STRENGTHENING



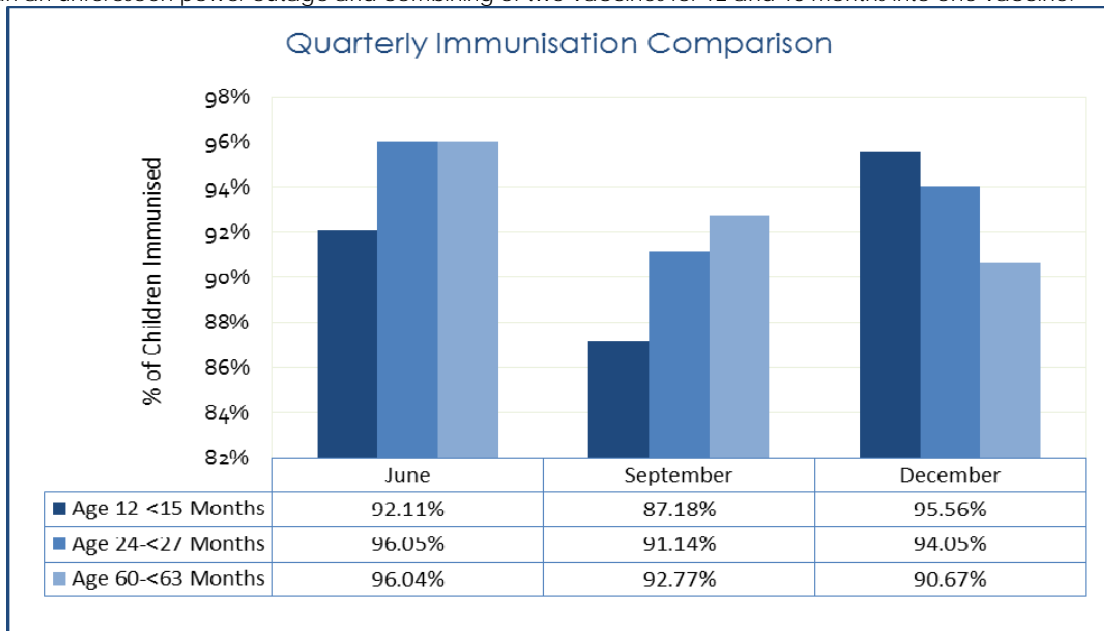
LIBRARIES

	VISITATION		MEMBERSHIP	
	DEC 2013	DEC 2012	DEC 2013	DEC 2012
<i>*Mobile library stop</i>				
NYORA*	265	364	38	41
FOSTER	10,877	10,178	1,275	1,260
KORUMBURRA	12,072	12,929	1,923	1,944
LEONGATHA	29,159	30,055	4,415	4,498
MIRBOO NORTH	9,880	10,682	1,273	1,267
POOWONG	3,593	2,603	234	234
SOUTH COAST*	1,128	1,548	400	451

CHILDREN & FAMILY SERVICES

NUMBER OF VACCINATIONS		
AGE GROUPS	OCT - DEC 2013	OCT - DEC 2012
0-6 Child Child encompasses all children immunised under the schedule.	137*	198
7-18 Adolescent Adolescent encompasses the children who missed the high school immunisations.	46	28
19 + Adult Adult includes all optional immunisation such as Boostrix (whooping cough), Hep A, Hep B.	10	20

* The significant reduction compared to the same period in 2012 due to the cancellation of sessions during an unforeseen power outage and combining of two vaccines for 12 and 18 months into one vaccine.





Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

STRATEGIC PLANNING AND DEVELOPMENT

- ◆ Planning Scheme Amendments gazetted in the quarter:
 - Amendments C66 and Part 1 of C52 have been gazetted which has completed the rezoning of approximately 90ha in Korumburra. Part 2 for the remaining 15 ha will be presented to Council for approval or abandonment in May 2014
 - Amendment C72 Western Towns Structure Plans and C84 SP Ausnet Mixed Use Zone were gazetted in October
 - Amendment C68 MSS Policy neutral review and C77 Eastern District Urban Design Frameworks Part 1 were gazetted in November
 - Amendment C87 Foster and Leongatha Hospital Helipads was gazetted December
- ◆ VicRoads exhibited C74 Public Acquisition Overlay for a highway alignment in Korumburra in December
- ◆ C73 with rezones VicTrack land was submitted to the Minister for approval in November
- ◆ Korumburra Town Centre Framework Plan consultation concluded. Over 300 submissions for all stages were received representing considerable community interest. The Korumburra Town Centre Framework Plan was adopted by Council and a Planning Scheme Amendment to implement the recommendations has commenced.
- ◆ Designs for the Leongatha Heavy Vehicle Alternate Route were finalised and approved in conjunction with VicRoads in December.

- ◆ Leongatha Social and Community Infrastructure Plan were exhibited in December and the Korumburra Social and Community Infrastructure were approved in October.
- ◆ RV Strategy was approved by Council at its December meeting for exhibition.

PLANNING AND ENVIRONMENTAL HEALTH

- ◆ Council decided 97 planning applications during the quarter; 88 applications were approved, 8 were withdrawn and 1 was refused.
- ◆ 80% of planning applications during the quarter were decided within the 60 day statutory timeframe. This was comparable with the regional Council average of 72%.
- ◆ A number of significant local projects either commenced or intensified works during the quarter; including the Aldi supermarket and Salvation Army developments in Leongatha and the Bald Hills Wind Farm in Tarwin Lower.
- ◆ 187 Food, Health and Accommodation inspections were completed. Council completed a further 56 Tobacco Act inspections. 28 public health Customer Service Requests were actioned with 10 related to odour and noise concerns, 2 related to Food Contamination. 8 Food Recalls were processed.
- ◆ Council issued 47 permits for domestic waste water treatment systems and actioned 31 planning permit referrals.

COAL CREEK

- ◆ Visitation was down by 6% for the quarter compared to last year mainly due to extreme wet weather conditions in October. In total Coal Creek received 19,595 visitors compared to 20,896 for the same time last year.
- ◆ Income comparisons are higher than same quarter last year showing an increase of 16% spend per person.
- ◆ The Anne Frank exhibition profiling Korumburra and Coal Creek with over 1,000 people visiting the exhibition.
- ◆ The Education Program received an increase of \$7,500 to cover costs with delivering the Strategic Partnerships Program. These extra monies will allow expansion of the Young Ambassadors Program into the Port Welshpool School, utilising the Port Welshpool Maritime Museum and local residents engaging with students to learn about their local history.

REGULATORY SERVICES

- ◆ The value of approved building work for the quarter is \$13.6 million, down 46% compared to the same quarter last year, which included the Leongatha Secondary School redevelopment (\$9.1 million). Residential construction is \$12.3 million which is down approximately 12% compared to the corresponding quarter.
- ◆ Draft General Local Law 1 adopted by Council for public exhibition at the November Council Meeting.

- Fire prevention inspections undertaken for townships. Approximately 1,300 fire prevention notices issued requiring property owners to cut grass and/or remove combustible material.
- Leongatha dog owner prosecuted at the Magistrates Court in relation to a dog attack on a person's pet animals. Dog owner pled guilty and required to pay compensation to the animal owner and Council's costs.

YEAR TO DATE INCOME / EXPENDITURE FOR DEVELOPMENT SERVICES AS AT 31 DECEMBER 2013

Department	Actuals YTD	Budgets YTD	Variance YTD	Annual Budget
Income				
Coal Creek	(169,298)	(140,117)	29,181	(368,393)
Economic Development	(10,027)	(10,000)	27	(32,000)
Environmental Health	(240,983)	(216,281)	24,702	(287,311)
Local Laws	(78,431)	(96,528)	(18,097)	(509,123)
Municipal Building	(56,059)	(60,864)	(4,805)	(121,730)
Statutory Planning	(148,485)	(165,559)	(17,075)	(302,548)
Strategic Planning	(56,084)	(18,000)	38,084	(18,000)
Tourism	(8,270)	(7,452)	818	(14,905)
Income Total	(767,637)	(714,801)	52,836	(1,654,010)
Expenditure				
Coal Creek	421,625	358,980	(62,645)	718,787
Development Services Management	139,081	135,379	(3,702)	270,761
Economic Development	107,194	107,150	(44)	250,520
Environmental Health	215,061	215,371	310	429,849
Local Laws	332,719	354,827	22,108	691,993
Municipal Building	207,750	215,132	7,382	429,092
Planning and Environmental Health Management	72,275	71,431	(844)	142,860
Statutory Planning	316,579	329,162	12,583	676,315
Strategic Planning	584,821	576,518	(8,303)	1,056,596
Strategic Planning and Development Management	79,848	73,473	(6,375)	146,072
Tourism	183,424	199,541	16,117	469,126
Expenditure Total	2,660,379	2,636,964	(23,415)	5,281,971
Total	1,892,741	1,922,163	29,422	3,627,961

SIGNIFICANT VARIANCES TO NOTE:

Environmental Health

Income: Registration renewal exemptions have not been finalized as yet. Income is anticipated to be up on budget projection but cannot be estimated until fully processed. This is anticipated to be finalized by the end of January pending applicant responses, and a subsequent budget adjustment made.

Strategic Planning and Development

Income: Unanticipated Planning Scheme Amendment fees received.

Coal Creek

Income: Increase in patronage to the Café has increased revenue year to date.

Expenditure: Due to increased patronage casual labour has increased in the retail and education programs.

Local Laws

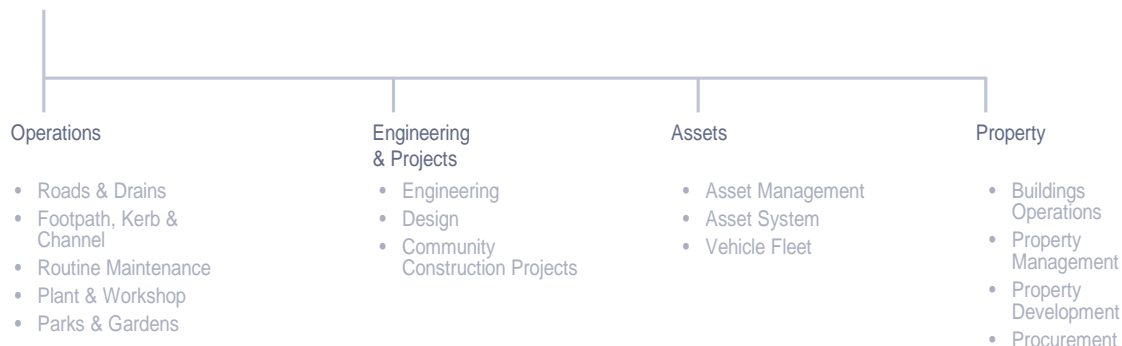
Expenditure: Payments for the Pound services delayed later than expected.

STRATEGIC PLANNING AND PLANNING SCHEME AMENDMENTS UPDATE

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



Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

OPERATIONS

- ◆ Completed landslip repairs at Amietts Road, Wild Dog Valley; Mount Eccles Road, Mount Eccles; McNaughtons Road, Arawata; Dollar Road, Dumbalk; Old Canavans Road, Mt Eccles South; Olsens Road, Poowong North (including culvert replacement); Main South Road, Poowong (including culvert replacement); Boolarra - Mirboo North Road, Mirboo North; Bells Road, Bena; and Canobios Road, Bena.
- ◆ Completed bridge replacement works at Beverlys Road, Poowong.
- ◆ Completed road reconstruction works at O'Connell Road, Foster.
- ◆ Completed Mossvale Park concrete floodway works.
- ◆ Customer requests – 1,587 requests were received with 781 (51%) completed on time. The backlog is due to the severe weather events which occurred in August and September 2013.

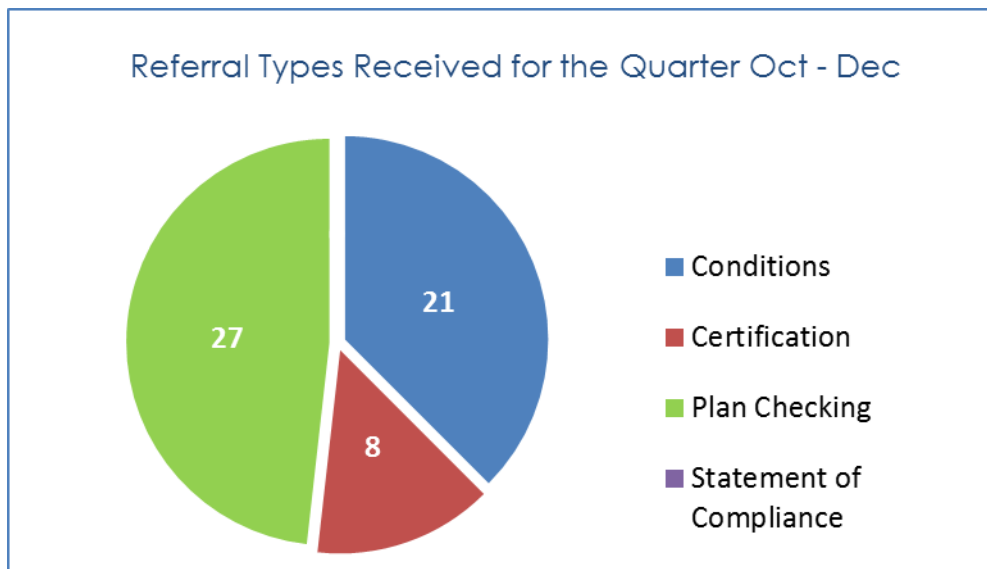
ENGINEERING

- ◆ Awarded the following Tenders:
 - SGC14/04 – Reconstruction of Station Street, Stage 1a, Korumburra.
 - SGC14/07 – Design & Construction of Goads Road Bridge and Roadworks, Dumbalk North.
 - SGC14/05 – Construction of the Great Southern Rail Trail Stages 2 and 3 – Toora to Welshpool
 - SGC14/08 - Design and Construction of 3 Bridges for the Great Southern Rail Trail – Toora to Welshpool

- ◆ Commenced Station Street, Korumburra reconstruction.
- ◆ Completed Hedley Hall and Mount Best Hall renovation works.
- ◆ Completed Beach Parade, Sandy Point car park and footpath works.
- ◆ Completed footpath extension works at Shingler Street, Leongatha and footpath renewals at Turner Street, Leongatha; and Farmers Road, Dumbalk.
- ◆ Commenced the construction of Cell 3, Stage 2 at the Koonwarra Landfill.
- ◆ Customer requests - 83 requests were received with 68 (82%) completed on time.

ASSETS

- ◆ Completed the Korumburra Traffic and Drainage Study on 20 December 2013.
- ◆ Completed the development and testing of the Building Inspections by Mobile Computing via Conquest Asset Management System in October 2013.
- ◆ Tested the development of the Plant Management component in the Conquest Asset Management System in December 2013.
- ◆ Road opening formalised in Foster off Devlin Road.
- ◆ Development Planning Referrals to Engineering:



Description	Service Levels (Days)	Avg (Days)	% Compliant	On time	Not on time	In progress (in time)	Total
Conditions	10	8	100%	19	0	2	21
Certification	12	2	100%	6	0	2	8
Plan Checking	20	11	100%	24	0	3	27
Statement of Compliance	10	0	100%	0	0	0	0
Service Levels - 85% compliance							

- ◆ Customer requests - 24 requests were received with 22 (92%) completed on time.

PROPERTY

- ◆ Commenced the direct management of the Long Jetty Foreshore Caravan Park in November 2013.
- ◆ Progressing land sales identified through the Strategic Review of Landholdings project.
- ◆ Completed discussion with Trustees of the Kongwak Tennis Court land for Council to become the land owners.
- ◆ Completed 19 Building Programmed Maintenance Projects on time and within budget. Completed 317 inspections / services of Essential Safety Measures in Council buildings.
- ◆ Customer requests for building maintenance - 180 requests were received with 151 (84%) completed on time.



YEAR TO DATE INCOME / EXPENDITURE FOR ENGINEERING SERVICES AS AT 31 DECEMBER 2013

Department	Actuals	Budgets	Variance	Revised Budget
Income				
Civil Assets	(133,127)	(142,786)	(9,659)	(491,879)
Engineering & Projects	(687,532)	(514,823)	172,709	(2,932,305)
Operations	(2,413,013)	(2,569,997)	(156,985)	(12,838,516)
Property	(664,936)	(573,670)	91,266	(1,238,200)
Income Total	(3,898,608)	(3,801,276)	97,332	(17,500,900)
Expenditure				
Civil Assets	840,439	846,782	6,343	2,222,824
Engineering & Projects	2,411,911	2,565,392	153,481	8,855,838
Management	145,972	149,080	3,108	298,171
Operations	8,557,532	9,105,703	548,171	22,966,172
Property	1,895,884	1,932,195	36,311	3,871,385
Expenditure Total	13,851,739	14,599,152	747,413	38,214,390
Total	9,953,131	10,797,876	844,745	20,713,490

SIGNIFICANT VARIANCES TO NOTE:

Engineering & Projects

Income: Grant funding was received earlier than anticipated for the Community Hall Refurbishment Projects in Toora, Hedley and Mount Best (\$203k).

Expenditure: Koonwarra Landfill Cells 1 and 2 rehabilitation is yet to commence (\$498k).

Koonwarra Landfill Cell 3 Stage 2 ahead of schedule (\$122k).

Operations

Income: Plant income lower than anticipated due to wet season (\$199k).

Expenditure: Sealed roads program behind schedule as focus has been directed to unsealed roads due to wet weather conditions. Anticipate that the program will be back on track as the weather improves (\$301k).

Underground stormwater program is slightly behind schedule due to wet weather. Anticipate that the program will be back on track as the weather improves (\$20k).

Road Reseal Preparation program is behind schedule as focus has been directed to unsealed roads due to wet weather conditions (\$178k).

Property

Income: Invoices raised for all annual site holders at the Long Jetty Foreshore Caravan Park in November 2013 (\$75k).

Expenditure: Purchase of Long Jetty Foreshore Caravan Park equipment and supplies as per settlement agreement (\$33k).

YEAR TO DATE INCOME / EXPENDITURE FOR YANAKIE AND LONG JETTY FORESHORE CARAVAN PARKS AS AT 31 DECEMBER 2013

YANAKIE CARAVAN PARK

YANAKIE	Actuals	Budgets	Variance	Revised Budget
Income				
Park Income	(348,328)	(347,709)	619	(435,145)
Income Total	(348,328)	(347,709)	619	(435,145)
Expenditure				
Labour	74,122	64,024	(10,098)	191,571
Utilities	7,768	7,000	(768)	35,750
Office Costs	53,786	37,775	(16,011)	133,648
Park Maintenance / Capital	81,648	76,076	(5,572)	114,228
Expenditure Total	217,325	184,875	(32,450)	475,197
Total	(131,003)	(162,834)	(31,831)	40,052

SIGNIFICANT VARIANCES TO NOTE:

Expenditure: The profiling of labour does not reflect the peak period (i.e. the budget has been profiled on a monthly basis).

Bulk purchases for chemical supplies and peak period kiosk supplies contributed to a slight variation in office costs.

Purchase of additional hand tools and electrical equipment contributed to a slight variation in park Maintenance/Contractors.

LONG JETTY FORESHORE CARAVAN PARK

LONG JETTY FORESHORE	Actuals	Budgets	Variance	Revised Budget
Income				
Park Income	(127,838)	(52,620)	75,218	(251,132)
Income Total	(127,838)	(52,620)	75,218	(251,132)
Expenditure				
Labour	16,494	24,664	8,170	113,690
Utilities	3,710	2,500	(1,210)	19,250
Office Costs	4,985	16,474	11,489	34,467
Park Maintenance / Capital	21,086	7,239	(13,847)	36,717
Expenditure Total	46,274	50,877	4,603	204,124
Total	(81,564)	(1,743)	79,821	(47,008)

SIGNIFICANT VARIANCES TO NOTE:

Income: Invoices have been raised for all annual site holders at the Long Jetty Foreshore Caravan Park in November 2013 (\$75k).

Expenditure: The profiling of labour does not reflect the peak period (i.e. the budget has been profiled on a monthly basis).

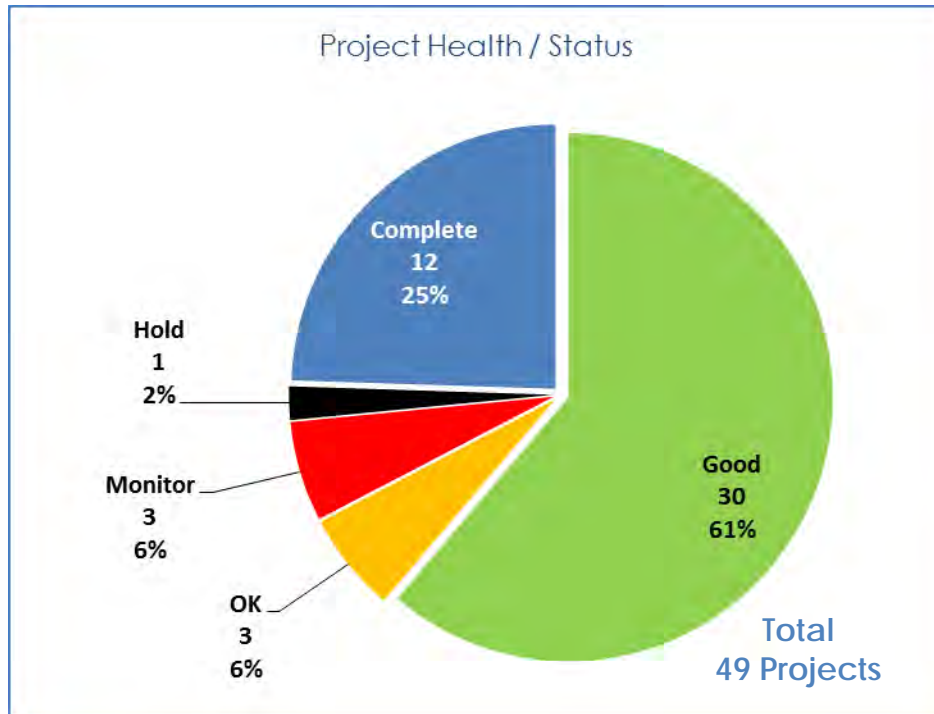
Slight variation in office costs reflects the cost of contracted labour assistance during initial takeover as well as repair costs to electrical goods.

Cost of new grounds maintenance equipment contributed to a slight variation in Park Maintenance/Contractors.



CAPITAL WORKS SUMMARY UPDATE

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





Directorate Structure



HIGHLIGHTS AND KEY OUTCOMES

CORPORATE SERVICES MANAGEMENT

- ◆ The Community Engagement and Evolving Vision Steering Committee has instigated engagement activities to inform the Annual Plan, commencing with a small Community Focus Group held in November. Insights gained from this forum will inform engagement activities and further research in the new year.
- ◆ Council's Rating Strategy Steering Committee has been formed with seven community representatives and three Councillors. The Committee is preparing a Rating Strategy Discussion Paper to take to Council and the community in February.
- ◆ The Financial Sustainability Steering Committee has reviewed the capital works program, the long term financial strategies and commenced the zero based service reviews. Further work on the reviews will continue throughout January.

CUSTOMER RELATIONS

- ◆ Launched the 'Repairing Our Roads' Campaign and Survey to lobby Government for increased funding to repair the South Gippsland road network.
- ◆ Community Engagement and Evolving Vision Steering Committee – reviewed Policy and Toolkit

GOVERNANCE SERVICES

- ◆ Special Statutory Meeting of Council was held in October at which Mayor and Deputy Mayor were elected and Councillors appointed to Council Committees and external bodies
- ◆ Fraud training for staff across the organisation was completed
- ◆ Theresa Glab has been appointed as Chair of Audit Committee
- ◆ Special Committees completed the review of Foster Swimming Pool, Korumburra Pool, Toora Pool and Mirboo North Pool
- ◆ Council meeting timetable for 2014 has been adopted by Council
- ◆ Event Management internal review completed
- ◆ Coordinated the Local Government Investigations and Compliance Inspectorate audit to assess Council's compliance against the Victorian Local Government Act 1989
- ◆ Procurement processes reviewed – Minor, Intermediate and Major Quotation, and Tender processes have been reviewed.
- ◆ Internal training program for procurement developed – Two Training Sessions are scheduled for 28 January and 13 February 2014.
- ◆ 14 Tenders and Major Quotations to the value of \$3,438,925.74 have been processed and awarded.
- ◆ Presentation of the 33 successful recipients to the 2013/2014 Community Grants Round 1 was held in December.
- ◆ Project Proposals for the Yanakie Recreation Reserve Development Project and Nyora Hall Upgrade submitted to Regional Development Victoria.

FINANCE

- ◆ Rates 2nd Instalment notices issued.
- ◆ Rates & Valuation team are dealing with significant system issues with newly introduced Fire Service Levy. This is causing an impact on recurrent operational tasks.
- ◆ Victoria Grants Commission Return completed
- ◆ The Information Technology and Finance departments have undertaken a joint initiative to introduce an electronic invoice process. This has significant efficiency and effectiveness benefits for departments that utilise accounts payable services.
- ◆ Secondary budget view implemented that will assist all departments with their annual budgeting process.
- ◆ Finance staff providing support to Rating Strategy Steering Committee

HUMAN RESOURCES

- ◆ Registered employment website hits of 7,873 for the quarter.
- ◆ Implementation of Casual for a Cause and Fundraising policies.
- ◆ Recruited for 9 vacancies with 44 applications processed
- ◆ Scheduled corporate training for the quarter has included training staff in:
 - Apply First Aid Level II
 - Cardiopulmonary resuscitation training (CPR)
 - Leadership
 - Fraud
 - Asbestos
 - Microsoft Excel
 - Recruitment and Selection
 - Minute Taking
- ◆ Major Project Update:
 - Continued development and review of corporate policies, including the Corporate Uniform, Recruitment and Learning and Development policies.
 - Continued development of On-boarding tools for induction of new staff including reviewing Employee and Manager hand-books and CEO induction sessions.

INFORMATION SYSTEMS

- ◆ Completed the procurement for replacement printer and multifunction devices with the project delivering improved functionality with an estimated saving of \$120,000 per annum in the cost of producing print media.
- ◆ Commenced capturing invoices in the Electronic Document and Records Management System as a process improvement.
- ◆ Updated the proposed Bushfire Management Overlay in Council's Geographic Information System (GIS) to assist in identifying impacted properties within the Shire.



YEAR TO DATE INCOME / EXPENDITURE FOR CORPORATE SERVICES AS AT 30 DECEMBER 2013

Department	Actuals	Budgets	Variance	Full Year Budget
Income				
Corporate Services Management	(8,500)	(8,500)		(8,500)
Customer Relations	(55)		55	0
Finance	(24,169,278)	(24,034,033)	135,245	(48,295,346)
Governance Services	(128,174)	(85,509)	42,665	(153,311)
Information Services	(267)	0	267	0
Income Total	(24,306,275)	(24,128,042)	178,233	(48,457,157)
Expenditure				
Corporate Services Management	158,337	247,072	88,735	656,479
Customer Relations	317,583	329,462	11,879	688,701
Finance	8,202,578	8,228,833	26,255	18,846,963
Governance Services	1,185,203	1,325,573	140,370	2,212,886
Human Resources	343,629	315,108	(28,521)	663,384
Information Services	1,189,973	1,144,231	(45,742)	3,011,970
Expenditure Total	11,397,302	11,590,279	192,977	26,080,383
Total	(12,908,973)	(12,537,763)	371,210	(22,376,774)

SIGNIFICANT VARIANCES TO NOTE:

Corporate Services Management

Income: Income received is reimbursement of partial course fees for staff successfully completing studies for which a non recurrent grant has been awarded.

Expenditure: The Corporate Services Management budget is under budget due to delays in receiving invoices for corporate training program expenses, an unfilled vacancy and funds not yet utilised for community survey and engagement activities.

Finance

Income: The issuing of supplementary rates has been delayed due to the Rates and Valuation team having to deal with newly introduced Fire Services Levy matters. It is expected that supplementary rate notices will be processed and issued in the following quarter.

Expenditure: The Finance area holds the balancing budget for internal transfers for employee oncosts for both the Operating and Capital components of Council's total expenditure. The variation shown is due to this balancing process and is a non-cash expense.

Governance Services

- Income** Infringements received from the Council election have been higher than originally budgeted. Insurance reimbursements have been received ahead of schedule.
- Expenditure:** The Grants budget is \$139,244 under budget, which will be fully expended once the Community Grants Program Round 1 is completed.

Information Services

- Expenditure:** Information Services capital projects are in the planning phase and additional consideration to priority and timing is required from the IS Governance Board. A programme and strategy framework for Information Services is under development to assist the Board in determining the schedule of capital projects to be undertaken.
- Annual Software Support and Licence payments have been made ahead of schedule. These will balance out in coming months.

attachment 1 capital works traffic light report



● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
9679	Bridge	Summers Rd Bridge Replacement - Fish Creek <i>(Country Roads and Bridge Funding)</i>	102,248	Not yet commenced.	●
9706	Bridge	Goads Road Bridge Replacement - Dumbalk North (CRandB)	528,875	Tender awarded. Design commenced.	●
9709	Bridge	Agnes River Bridge Replacement - Agnes <i>(Country Roads and Bridge Funding)</i>	0	Project removed from program as per Council Resolution of 28 August 2013.	●
8097	Buildings	Toora Hall, Hedley Hall and Mount Best Hall Refurbishment	262,311	Complete.	✓
9425	Buildings	Child Care Hub - Korumburra	412,726	Final design nearing completion.	●
9531	Buildings	Caravan Park Rotunda and Camp Kitchen - Waratah Bay	153,000	Contract awarded. Works scheduled to commence in February.	●
9816	Buildings	Neighbourhood Safer Place - Sandy Point	221,601	Complete.	✓
3451	Caravan Parks	Yanakie Caravan Park	236,000	Park assets purchased as part of the transition phase.	●
3461	Caravan Parks	Long Jetty Caravan Park	250,593	Commenced the direct management of the Long Jetty Caravan Park.	●
8314	Civil	Foster Streetscape Design (Main and Station Street)	9,625	Concept design being amended to incorporate VicRoads comments.	●
8770	Civil	Capital Works Design	208,545	Rolling design program. Progressing well.	●
8697	Drainage	Hanna Rise Cr, Jumbunna Rd and Melville Ave - Korumburra (LGIP)	883,060	Design completed. Works scheduled to commence in January.	●
9721	Drainage	Rehabilitation Program (LGIP)	46,694	Program not yet scheduled commenced.	●
8841	Footpaths	Footpath Renewals	263,646	Completed Turner Street, Leongatha and Farmers Road, Dumbalk.	●
8854	Footpaths	Shingler Street - Leongatha	38,000	Complete.	✓

● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
8863	Footpaths	Beach Parade over crest - Sandy Point	72,483	Complete.	✓
8895	Footpaths	Station Road, Foster	23,400	Project yet to commence.	●
9570	Footpaths	Jupiter Boulevard, Venus Bay	67,059	Footpath complete. Variation to grant funding for rotunda construction.	●
9415	Guard Rails	Wild Dog Valley Road (Amiets Bridge) - Wild Dog Valley	32,566	Complete.	✓
9803	Guard Rails	Yannathan Rd - Nyora	18,584	Design complete. Scheduled to commence in the new year.	●
9563	Playgrounds	Replacement Program - Beach Parade, Sandy Point - Falls Road, Fish Creek - Allambee South Community Centre - Helens Park, Meeniyon - Meeniyon Park (next to IGA)	159,375	Allambee South complete.	●
9511	Playgrounds	Kindergartens Playground Replacement Program - Loch	15,000	Community consultation underway.	●
8001	Recreation	Korumburra Recreation Reserve Turf Wicket	100,000	Contract awarded. Works scheduled to commence March 2013 at the end of cricket season.	●
8095	Recreation	Korumburra Showgrounds Lighting	27,304	Complete.	✓
8271	Recreation	Toora Dredging	55,873	Survey complete. Design underway.	●
8881	Recreation	Leongatha Town Centre Bicycle Facility	44,000	In progress.	●
8882	Recreation	Meeniyon Dumbalk United (MDU) Football Netball Club - Netball Court Redevelopment Project	170,000	Design completed. Tenders being developed.	●
8885	Recreation	Great Southern Rail Trail - Toora to Agnes	1,085,058	Contract awarded. Construction to commence in January.	●
9510	Recreation	Public Jetty Upgrade - Port Welshpool	181,894	Complete.	✓
9515	Recreation	McIndoe Park Rotunda Extension - Leongatha	66,204	Complete.	✓
9577	Recreation	TP Taylor Reserve Redevelopment, Sandy Point	177,250	Not yet commenced.	●
9620	Recreation	Nyora Hall - Renovation	42,500	Design complete.	●

● Good ● Okay ● Monitor ● Hold ✓ Complete					
Cost Centre	Asset Class	Project	Budget (\$)	Comments	Status
2459	Roads	Betterment Works - Natural Disaster Relief Funding	840,000	Application lodged, pending approval.	●
8152	Roads	Rehabilitation Program (CRandB and R2R)	1,191,574	Program progressing.	●
8157	Roads	Stabilisation Program	33,949	Program not yet commenced.	●
8772	Roads	Reseals (Partially funded R2R)	1,603,161	Asphalt tender awarded. Program scheduled to commence 11 February 2014.	●
8774	Roads	Reseal Preparation	711,008	Complete.	✓
9739	Roads	Anderson Street, Leongatha - Town Entrance	16,294	Discussion with VicRoads continuing on design matters.	●
9748	Roads	Kongwak Inverloch Rd - Kongwak (R2R)	394,743	Rural section to commence in the new year.	●
9762	Roads	Station Street Rehabilitation - Korumburra (<i>Roads to Recovery Funding</i>)	556,831	Tender awarded at the 23 October 2013 Council meeting. Works have commenced.	●
9764	Roads	Lower Franklin Road Rehabilitation - Foster (LGIP)	649,669	Works have commenced.	●
9785	Roads	Lower Toora Road, Toora - Design	42,080	Complete.	✓
9790	Roads	Bridge Street, Korumburra	64,720	Not yet commenced.	●
9811	Roads	Mossvale Park Flood Recovery Project - Berrys Creek	51,106	Complete.	✓
9814	Roads	Deviation of Koonwarra-Pound Creek Road - Leongatha	21,000	Negotiations continuing with land owners.	●
9815	Roads	Stony Creek Dollar Road Intersection Improvements - Stony Creek	183,325	Complete.	✓
9817	Roads	Outtrim Moyarra Road Blackspot, Outtrim	52,600	Not yet commenced.	●
8567	Waste	Koonwarra Cell 3 Construction - (LGIP - Partial funding 13/14)	398,663	Works commenced. To be completed by end of February.	●
8559	Waste	Koonwarra Landfill Cells 1 and 2 Cap	500,000	Design nearing completion for Environmental Protection Authority (EPA) approval.	●

attachment 2 strategic planning traffic light report



STRATEGIC PLANNING PROJECTS

● Good ● Okay ● Monitor ● Hold		
Project	Description	Status
Korumburra Town Centre Framework Plan	The purpose of this project is to address the requirements of the Priority Development Panel's report on the Korumburra Town Centre and Structure Plan. The Draft report has been exhibited and public exhibition was completed in September with Council adopting the report and requesting a Amendment be prepared to implement the findings.	●
Port Welshpool Master Plan	The Port Welshpool Marina Project is examining the economic benefit and viability of improving marine facilities in the port area.	●
Leongatha Highway Bypass Long Street / Hughes Street for VicRoads	VicRoads project to create a new Leongatha Heavy Vehicle Bypass Route on Long Street and Hughes Street was successfully concluded in 2013 with Council and VicRoads endorsing a design.	●
Burra Foods - Possible PSA for amenity issue	Burra Foods have approached Council to prepare a planning scheme response to discourage the establishment of sensitive land uses in the curtilage of the factory. Council is awaiting further technical modelling on amenity issues from Burra Foods before progressing further.	●
Smart Roads project	SmartRoads has been developed to improve the long term operational management of arterial roads across Victoria. The plan provides the operational direction that supports broader strategies around land use and transport.	●
Rural development guidelines	Prepare guidelines to assist landowners in siting and locating their dwellings and buildings in rural areas	●
Korumburra and Leongatha detailed traffic and drainage studies	Determine infrastructure requirements and locations to plan and cost new growth areas in Leongatha and Korumburra. The Leongatha study has been completed and the Korumburra Study was completed in December 2013.	●



PLANNING SCHEME AMENDMENTS

● Good ● Okay ● Monitor ● Hold		
Number	Description	Status
C52	Jumbunna Road, Korumburra Application to rezone 20ha from the Farming Zone to the Residential 1 Zone was split into 2 parts with one landowner agreeing on contributions and this part approved by council in December. Part 2 will go to Council for approval or abandonment in May 2014.	●
C59	Western District Sewage Scheme (Loch, Nyora and Poowong) – Rezones land and approves works required for the Western Towns Sewage Scheme. On hold while SGW review design and costs. Third	●
C64	Foster Fish Creek Road, Foster Application to rezone 20ha of land from Farming Zone to the Low Density Residential Zone. The land is located west of Jay Road and east of the abovementioned land proposed to be rezoned Rural Living. On hold while applicant subdivides existing house from the property.	●
C65	Rezones 105 Old Korumburra Road to Residential 1 Zone with a Development Plan Overlay. In discussions with applicant over S173 detail.	●
C66	Western Korumburra Rezoning and Development Plan was completed in October and gazetted in December following agreements on developer contributions via a S173 agreement.	●
C68	Municipal Strategic Statement - policy neutral review gazetted November 2013	●
C71	Korumburra Library Rezoning from Public Use to Business 4 Zone adopted by Council 2013 and sent to Minister of planning for gazettal in December 2013.	●
C72	Western Township Structure Plans. Structure Plans guiding the use and development of land have been developed for the townships of Loch, Nyora, Poowong and Meenyan. Gazetted October 2013	●
C73	Combined Rezoning from Public Use Zone (PUZ) to Township Zone (TZ) and subdivision Planning Permit by VicTrack in Bena Rezone part of rail reserve land from PUZ4 to TZ (and removal of ESO) to facilitate a 4 lot subdivision. This has been adopted by Council and sent to the Minister for Planning November 2013.	●
C77	Eastern Districts Urban Design Framework (UDF) Implement the Eastern District UDF in the Planning Scheme. Adopted by Council July and split into 3 parts to reflect ownership issues associated with Prom Views at Toora and land at Agnes. Part 1 was approved by the Minister for Planning in November 2013	●
C79	General amendment Annual “fix up” amendment of 15 to 20 items. Minor queries resolved and sent to the Minister for Approval in September. Awaiting decision.	●
C80	Safe, Healthy and Active Communities relevant inclusion of adopted documents into the Planning Scheme (Healthy by Design / Public Open Space Contributions / IDM /NBN, Housing and Settlement Strategy) is on exhibition finishing 26 January 2014.	●
C81	WGCMA Flooding Amendment Application of the LSIO and FO to the WGCMA catchment. This was authorised by Council in September and exhibition is planned for late October/November.	●

● Good ● Okay ● Monitor ● Hold

Number	Description	Status
C82	Allows existing Business to operate outside of normal zoning provisions for 3 years to transition to new location. RDV are in discussion with applicant over concerns with operation of spray booth on site. Awaiting Ministers decision.	●
C83	Public Acquisition Overlay for Korumburra Children's Hub Allows existing Business to operate outside of normal zoning provisions for 3 years to transition to new location. Council adopted the amendment in September and Part 1 (the Public Acquisition Overlay) was sent to the Minister for Approval in October.	●
C84	SP Ausnet Special Use Zone and Incorporated Document Special Use Zone to facilitate existing operations in a safe manner. Approved by the Minister October.	●
C85	Implement recommendations of Leongatha CBD Parking Study into the Planning Scheme and was adopted by Council October 2013. Awaiting Ministers approval.	
C86	Hughes St Rezone FZ to Ind1Z. Council has met with the applicant who is finalising detailed studies of the land. Awaiting further information from applicant.	●
C87	Helipad Amendment - Replaces Amendment C57. Introduction of DDO's on Foster and Leongatha Helipads for DHS. Adopted by council and approved by Minister in December 2013	●
C88	Work with landowners in Leongatha to rezone to Business 4 Zone following Framework Plan support provided by C72 & C76. Discussions with landowners are continuing awaiting their engagement of a planning consultant to progress the amendment.	●
C91	Rezones South Gippsland Water site at Foster to Public Use Zone 1 from Public Use Zone 6. Report to Council March 2014	●
C92	Volunteer Heritage Study – Identify and implement the Heritage Overlay on properties when requested by landowners. Council report due in February 2014.	●
C93	Amendment to implement the key findings of the Korumburra Town Centre Framework Plan into the Planning Scheme.	●
C95	Implement the key findings of the Leongatha Industrial Land Supply Study into the Local Planning Policies of the Planning Scheme	●
C96	Rezone 3ha of Farm Zone to General Residential Zone at Korumburra Warragul Road. Section 173 for development contributions signed and amendment authorised by Council at Dec 2013 meeting	●
GC?	Tarwin Declared Water Catchment ESO - Address the planning scheme anomaly where the declared water catchments are not recognised by an Environmental Significance Overlay. This was authorised by Council to progress to a combined Planning Scheme Amendment with Baw Baw Shire, Latrobe City Council in September. In discussions with water authorities.	●



South Gippsland
Shire Council

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annual plan 2013-2014

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A Prosperous Shire

Closely Connected Communities

Integrated Services & Infrastructure

A Leading Organisation

LEGEND

COMPLETE



ON TRACK








NOT ON TRACK

OUTCOME 1.**a prosperous shire**

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
The value of total investments in the Shire measured through Building Permits, by investment sector. <i>Responsible Unit: Development Services</i>	Aim for an increase in investments annually. <i>(Baseline: To be established.)</i>		Baseline being established as a mechanism for measuring economic investment confidence in the shire.
Shovel ready projects prepared. <i>Responsible Unit: Engineering Services</i>	Aim for at least two ready at any time.		Six projects are ready for construction subject to funding.




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

strategy	action	measure / target	status	comment
<p>1.1.1: We will actively plan for growth and economic development.</p> <p><i>Responsible Unit: Development Services</i></p>	Advocate for Development Contributions process from State Government.	Progress reported in the Quarterly Performance Report.		Advocacy continuing, State Government yet to release full details of amendment. Council is proceeding with S173 process.
<p><i>Responsible Unit: Community Services</i></p>	Contribute to the development of a Library Corporation 'Community Learning Strategy'.	Progress reported in the Quarterly Performance Report.		Not yet commenced.
<p><i>Responsible Unit: Development Services</i></p>	Facilitate the Industrial Land Use Strategy for Leongatha.	Planning Scheme amendments commenced by 30 June 2014.		Strategy adopted, planning scheme amendment documentation underway and on exhibition finishing 17 February 2014. Council report for the March Council meeting.
<p><i>Responsible Unit: Development Services</i></p>	Develop options for redevelopment of the Leongatha rail yards as a commercial, retail residential and/or civic precinct.	Advocate for redevelopment options for the Leongatha rail yards to State Government by 30 June 2014.		No progress at this time, discussions scheduled with VicTrack in the first quarter of 2014 to secure car park use as a first step.
<p>1.1.1: We will actively plan for growth and economic development.</p> <p>1.1.3: We will actively encourage sustainable development and growth of agriculture, industry and commercial business; and</p> <p>1.1.4: We will promote and encourage tourism through development support.</p> <p><i>Responsible Unit: Development Services</i></p>	Conduct a review of the South Gippsland Economic Development and Tourism Strategy 2012-2017 and commence implementation based on Council's priority actions.	Establish a committee and terms of reference to oversee a review of the strategy and provide recommendations for Council's consideration by 30 June 2014.		Steering committee established and development underway.

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

strategy	action	measure / target	status	comment
<p>1.1.2: We will protect and retain the unique identity of town, villages and farming districts. <i>Responsible Unit: Development Services</i></p>	<p>Develop Township Character Studies for new residential zones and present to Council for adoption.</p>	<p>By 30 June 2014.</p>	<p></p>	<p>Project to commence early 2014.</p>




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

strategy	action	measure / target	status	comment
<p>1.2.1: We will advocate for effective integrated transport connectivity for people and freight. <i>Responsible Unit: Chief Executive Officer</i></p>	<p>Advocate for the Gippsland Transport Strategy through regional groups and advocacy activities.</p>	<p>Progress reported in the Quarterly Performance Report.</p>		<p>CEO and Mayor participated in the official launch of the Gippsland Transport Strategy on 18 September 2013 at Parliament House. The launch was designed to seek support from the Victorian Government to implement the priority actions from the Gippsland Freight Strategy. Council through the Gippsland Local Government Network has made a submission to the Commonwealth Government's High Speed Rail Phase 2 Study which looks at Transport modelling and economic assessment of high speed commuting between Melbourne and Traralgon.</p>
<p><i>Responsible Unit: Development Services</i></p>	<p>Advocate for funding to undertake a feasibility study for the return of the freight and passenger service to Leongatha.</p>	<p>Advocate for funding for the feasibility study by 30 June 2014.</p>		<p>Discussions with State Government targeted for the third quarter. Council has resolved that it will assist the West Gippsland Transport Strategy.</p>
<p><i>Responsible Unit: Development Services</i></p>	<p>Support the South East Australian Transport Strategy through Council's membership and participation in events to encourage the development of road, rail, sea and air facilities.</p>	<p>Progress reported in the Quarterly Performance Report.</p>		<p>Economic Development Coordinator represented South Gippsland Shire Council at the November SEATS meeting in Queanbeyan.</p>

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

strategy	action	measure / target	status	comment
<i>Responsible Unit: Engineering Services</i>	Advocate for the upgrading and improved maintenance of our main roads.	Progress reported in the Quarterly Performance Report.	😊	Items of importance are raised at the VicRoads/South Gippsland Shire Council Liaison Meetings. Council will continue its strong working relationship with VicRoads to drive the necessary road improvements for our communities. Council and VicRoads are continuing to work together to look at better ways of delivering road maintenance through shared services and collaborative partnerships rather than segregation of responsibility.
1.2.2: We will advocate for priority projects that assist in stimulating economic growth, agricultural development, tourism infrastructure and community facilities. <i>Responsible Unit: Development Services</i>	Advocate for the Corner Inlet Tourism Development Project.	Progress reported in the Quarterly Performance Report.	😊	Great Southern Rail Trail extension opened between Foster and Toora. Council, in association with the Friends of Agnes Falls, an economic impact study commenced during December on the Agnes Falls component and this will then be incorporated into an update of the overall CITDP economic impact study.
<i>Responsible Unit: Engineering Services</i>	Implement the review of Caravan Parks.	Implementation commenced by 30 June 2014.	😊	Caravan Parks Steering Committee held monthly to implement the review of Council's Crown Land Caravan Parks.
<i>Responsible Unit: Development Services</i>	Advocate for bringing forward sewerage for Poowong, Loch, Nyora and for the solving development barriers in the Tarwin Potable Water Catchment.	Progress reported in the Quarterly Performance Report.	😊	Active communication with South Gippsland Water, Office of Living Victoria and the community to develop pathways for the Poowong Loch Nyora Sewerage scheme. Decision on sewerage scheme expected February 2014

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

strategy	action	measure / target	status	comment
<p>1.3.1: We will actively engage businesses, farmers, industries and individuals in creating a clean, green Shire, where environmental sustainability is embraced and practiced. <i>Responsible Unit: Community Services</i></p>	<p>Sustainability Festival held with a focus on improving the health, wellbeing and sustainability of the South Gippsland Community and wider region.</p>	<p>Festival held by 30 June 2014 and the number of exhibitors participating and number of attendees in the festival reported.</p>		<p>Planning for the 2014 is well advanced with brochures and other printed material finalised and currently being distributed. A meeting was held with Bass Coast sustainability staff in December and discussions are continuing to determine the proposed future direction of the Festival with the view to hold a joint annual event to maximise the benefits to the broader Gippsland community.</p>
<p>1.3.2: We will promote sustainable waste management practices, energy efficiency and management of our natural resources. <i>Responsible Unit: Community Services</i></p>	<p>Waste Management Strategy implemented and outcomes reported:</p> <ul style="list-style-type: none"> • Waste to landfill from transfer stations reduced by up to 3% compared to 2012/13 • Landfill airspace consumption reduced by up to 10% compared to 2011/12 	<p>Progress reported in the quarterly performance report and annual outcomes reported to Council by 30 June 2014</p> <ul style="list-style-type: none"> • Baseline 2011/12 (2,830 tonnes) - (reported quarterly) • Baseline 2011/12 - 1.52 c/m per tonne • Target - 1.37 c/m per tonne (reported quarterly) 		<p>Waste to landfill from transfer stations has reduced by 12% (149 tonnes) when compared to the corresponding 6 months in 2012/13. Landfill airspace usage from July - December 2013 attributable to waste and cover material was 1.46 cubic metres of airspace per tonne of waste.</p>
<p><i>Responsible Unit: Community Services</i></p>	<p>Sustainability Strategy actions implemented:</p> <ul style="list-style-type: none"> • Greenhouse gas reduction plan implemented. 	<p>Progress reported in the quarterly performance report and annual outcomes reported to Council by 30 June 2014.</p>		<p>Briefing to Council on 11 December provided an update on the implementation of the Greenhouse Gas Reduction Plan. CEEP round 2 funding has been confirmed for efficiency works in the main and Carinos staff offices. Plans underway to utilise the 2012/13 revolving sustainability fund for efficiency actions at the Leongatha depot.</p>

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




strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Advise Council of bio-composting approaches and other modern waste management innovations.	By 30 June 2014.		Matt Peake, Executive Officer - Gippsland Regional Waste Management Group briefed Council on regional bio-composting trials and results in November. Report due to Council later in the financial year recommending a course of action to reduce organic waste going to landfill.

OUTCOME 2.


closely connected communities

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
Council supported Community Direction Statement priority projects identified and reported to Council for consideration. <i>Responsible Unit: Community Services</i>	Council supported priority projects from Community Directions Statements to be funded in the following financial year, identified and funded by 30 June annually.	😊	Key projects assisted include Nyora Hall redevelopment, Mirboo North Health and Well Being hub, Toby's Paddock Community Park Nyora, Meeniyar Recreation Reserve development planning, Foster-Welshpool Rail Trail extension (this featured as a key priority in 3 community plans-Toora, Welshpool and district, Foster).
Development activities for volunteers provided. <i>Responsible Unit: Community Services</i>	A program of activities developed and implemented annually.	😊	Presentation on community festival management provided to 18 arts volunteers at November arts network meeting. Training sessions provided for 3 L2P mentors in October. Skills workshop in Occupational Health and Safety provided to 30 Men's Shed volunteers in December. End of year function provided for L2P mentors.

objective 2.1 ENGAGE AND WORK COLLABORATIVELY WITH OUR COMMUNITY.



strategy	action	measure / target	status	comment
<p>2.1.2: We will develop an integrated approach to planning with the community incorporating budgeting/funding strategies and project development. <i>Responsible Unit: Development Services</i></p>	<p>Develop and implement a Korumburra Community Roundtable as a trial for modelling future partnership projects.</p>	<p>Progress reported in the quarterly performance report.</p>		<p>Steering Committee established and inaugural meeting held on 17 October 2013. John Davies has been elected Interim Chair for six months until the committee has full membership. Active recruitment of wider group is underway.</p>
<p>2.1.3: We aim to minimise barriers and find ways to support our volunteers, community groups and committees to provide services beyond those that Council, by itself, can provide. <i>Responsible Unit: Corporate Services</i></p>	<p>Community Grants Program effectively administered to support Community Events and Organisations.</p>	<p>Two rounds of Community Grants presented to Council for adoption by 30 June 2014 and updates on program outcomes reported in Council's Quarterly Performance Report.</p>		<p>Community Grants Presentation for Round held 11 December.</p>
<p><i>Responsible Unit: Community Services</i></p>	<p>Support community volunteers:</p> <ul style="list-style-type: none"> • Community Engagement Conference held, including a speaker on new incorporation legislation • Training program delivered 	<p>By 30 June 2014.</p>		<p>Training provided in business and marketing skills (November), Festival Management (November) OHS skills (December). Planning for 2014 Community Engagement Conference on track.</p>

objective 2.1 ENGAGE AND WORK COLLABORATIVELY WITH OUR COMMUNITY.



strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Review the support provided to the Recreation Reserve Committees and consider a participatory budgeting approach for a portion of the funding allocation.	Progress reported in the quarterly performance report.		Council resolution 27 November increased allocation to all reserves. Funds distributed to reserves during December. All reserves invited to contribute suggestions for use of remaining funds with specific network meeting to consider suggestions to be held in February 2014.

OUTCOME 3.





integrated services and infrastructure

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
<p>Number of grants submitted to State and Federal programs for funding and number of grants announced for South Gippsland Shire projects.</p> <p><i>Responsible Unit: Corporate Services</i></p>	<p>Aim for 30% of applications submitted to be funded.</p>		<p>No formal applications were submitted in this period however 2 Project Proposals have been submitted and are currently waiting for an invitation to proceed to application stage. Four outstanding applications are still pending.</p>
<p>Sustainability activities for various sectors provided, in partnership with others where possible.</p> <p><i>Responsible Unit: Community Services</i></p>	<p>A program of activities developed and implemented annually.</p>		<p>Draft revised Sustainability Strategy has been discussed with management. Pending approval. On approval it will be presented to Council. Have been continuing to implement actions from the strategy.</p>

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

strategy	action	measure / target	status	comment
<p>3.1.1: We will deliver Council and community projects and leverage project funds to attract investment from external sources.</p> <p><i>Responsible Unit: Engineering Services</i></p>	Annual Capital Works Program delivered.	80% of the Capital Works Civil Program expended in accordance with approved Council decisions by 30 June 2014 and progress reported in the quarterly performance report.		Capital Works program tracking to schedule. Refer to Attachment 1 'Capital Works Traffic Light Report' for the list of projects.
<p><i>Responsible Unit: Community Services</i></p>	External funding sought for the Korumburra Integrated Children's Centre.	By 30 June 2014.		<p>A Working Group selected a name for the amalgamation of Birralee Childcare Centre and Korumburra Kindergarten – Karmai Community Children's Centre. The integration of these services is the first step towards the establishment of a new governance structure.</p> <p>An announcement of successful applicants for a \$250,000 Child Care Accessibility Grant has yet to be made and an expression of interest for funding of \$1.6 million has been made to the State Government. It was confirmed that the Regional Development Australia Round 5 grant would not be paid due to the change in Federal Government.</p> <p>Preliminary outdoor landscaping designs have been completed by Haskell Architects and all design components will be finalised in January 2014.</p>






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

strategy	action	measure / target	status	comment
<p>3.1.2: We will collaborate with other agencies and service providers to focus attention on growth areas and avoid duplication of services. <i>Responsible Unit: Engineering Services</i></p>	Develop a Relocation Plan for Foster for co-locating services with other government agencies.	By 30 June 2014.		Project brief prepared and anticipated to be presented at a Councillor Briefing Session on 2 April 2014.
<p><i>Responsible Unit: Community Services</i></p>	Establish formal partnerships and/or arrangements in place between Community Services Directorate and other agencies/ service providers.	Formal partnerships established with 2 new agencies or service providers by 30 June 2014.		A Memorandum of Understanding was finalised with Bass Coast Shire Council to formalise the partnership for the Southern Gippsland FoodMap, an Advancing Country Towns project.
<p>3.1.3: We will develop an integrated planning approach for our townships and villages, so that facilities are located in areas where they are most appropriate. <i>Responsible Unit: Community Services</i></p>	Plan for library infrastructure in the Western area of South Gippsland.	Reported to Council By 30 June 2014.		Council committed to the appointment of a consultant to develop a plan for Social Community Infrastructure at its meeting held 18 December 2013. This additional resource will also consider library infrastructure as part of the plan and will consult with the West Gippsland Regional Library Corporation.
<p><i>Responsible Unit: Community Services</i></p>	Commence the development of a strategy for community facilities including the potential development of Community Hubs.	By 30 June 2014.		Meetings of the Social Community Infrastructure Committee continue. An appointment of a consultant to manage Stage 1 of the project will be made in late January 2014 with a blueprint of Social Community Infrastructure expected by the end of June 2014.




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

strategy	action	measure / target	status	comment
3.1.4: We will plan for the service needs of the Shire's changing demographic. <i>Responsible Unit: Engineering Services</i>	Implement Asset Management Plans for all major asset classes.	Service levels achieved by 30 June 2014: Roads (<i>only a part of indicators given</i>).		
		1. Annual customer satisfaction survey results.	✓	2013 survey results received: - 'Best thing about Council' - 5% indicated Road & Street Maintenance. - 'Council Needs to Improve' - 49% indicated Sealed Road Maintenance.
		2. % of customer requests completed in time.	😊	Customer requests – 879 requests received for Road/Infrastructure Maintenance with 595 (68%) completed on time. The backlog is due to the severe weather events which occurred in August and September 2013.
		3. Number of approved claims against Council.	😊	No approved claims for the quarter.
		4. % compliance with Road Management Plan.	😊	92% compliance.
		5. Renewal of 40,000 to 50,000 sq.m of road pavement per year.	😊	In progress. Overall % to be reported in the final Quarterly Report.
		6. Reseal 300,000 to 430,000 sq.m of sealed surface.	😊	Program scheduled to commence in February 2014. Overall % to be reported in the final Quarterly Report.
<i>Responsible Unit: Engineering Services</i>	Forward Capital Works Program reviewed annually.	By 30 June 2014.	😊	The draft 15 Year Capital Works Program presented to Councillors on 11 September 2013 and 4 December 2013.


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

strategy	action	measure / target	status	comment
<i>Responsible Unit: Development Services</i>	Development of short, medium and long term social infrastructure plans for the Shire: <ul style="list-style-type: none"> • Mirboo North • Venus Bay/Tarwin Lower • Leongatha • Nyora 	Completed by 30 June 2014.		Leongatha Community Infrastructure Plan Draft approved for public exhibition Dec 2013. Closing 14 Feb 14 Nyora is anticipated to be complete by May 2014. Mirboo North is anticipated to be complete by the end of June 2014. Please note the Venus Bay report to Council is anticipated to be presented to council at the July meeting.
<i>Responsible Unit: Community Services</i>	Youth supported: <ul style="list-style-type: none"> • Learner Driver Program (L2P) delivered. 	30 young people participating.		Participation rate maintained at 32 active learners. Participation rate has exceeded initial contract for 1st 6 months of 2013/14.
<i>Responsible Unit: Community Services</i>	Arts and Culture supported: <ul style="list-style-type: none"> • Shire-wide Arts and Culture brochure developed and distributed with a preference to electronic media distribution. 	By 30 June 2014.		Brochure finalised with 59 separate listings including 4 new galleries and 6 new events and cultural organisations.
<i>Responsible Unit: Community Services</i>	Access and Inclusion supported: <ul style="list-style-type: none"> • Accessibility audits of Council's recreation facilities and parks. 	6 facilities audited by 30 June 2014.		Project Officer appointed to complete suite of assessments during January to June 2014. Priority list of facilities to be assessed developed.
<i>Responsible Unit: Community Services</i>	Access and Inclusion supported: <ul style="list-style-type: none"> • Advocate for additional accessible bus stop in Leongatha. 	Representation made to VLine by 30 June 2014.		Consultation undertaken with South Gippsland Road Safety Partnership Committee. Invitation extended by Leongatha Chamber of Commerce for Council staff to address February 2014 meeting on this issue.

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

strategy	action	measure / target	status	comment
<i>Responsible Unit: Community Services</i>	Cultural Diversity supported: • Plans prepared for the indigenous event 'Deadly in Gippsland' to be held in 2015.	Organising committee established and plans prepared by 30 June 2014.		Staff members participated on East Gippsland 2014 Deadlies in Gippsland planning group meeting. Date for initial planning meeting for 2015 event set for early February 2014.
3.1.5: We will encourage sustainable development that promotes the health, well-being and unique character of the community. <i>Responsible Unit: Community Services</i>	Implement the Municipal Public Health & Wellbeing Plan 2013-2017.	Progress reported in the Quarterly Performance Report and with an annual review by 30 June 2014.		Key achievements from the Implementation Plan include: - Children's Week Play & Share event held at SG SPLASH as part of the Supported Playgroup and Parent Initiative. - Council commenced a staff Health and Wellbeing Program funded through a successful Worksafe grant. This will include education about managing stress, exercise and healthy eating. - Maintenance of community public open space continued in preparation for the summer period.
<i>Responsible Unit: Development Services</i>	Safe, Healthy and Active Communities Plan implemented into the Planning Scheme.	Adopted by Council by 30 June 2014.		Planning Scheme amendment exhibition closes 24 January with Council Report February 2014.

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

strategy	action	measure / target	status	comment
<p>3.1.6: We will refine the provision of Council services through reviews focused on evolving community needs, realistic and affordable service standards and efficient management of resources. <i>Responsible Unit: Engineering Services</i></p>	Review the Capital Works Program.	Review and present the Capital Works Program to Council by 30 June 2014.		The draft 15 Year Capital Works Program presented to Councillors on 11 September 2013 and 4 December 2013.





OUTCOME 4.

a leading organisation

COUNCIL PLAN 2013/17 INDICATOR	TARGET	STATUS	COMMENT
Policy portfolios and/or specific project groups developed and implemented. <i>Responsible Unit: Chief Executive Officer</i>	Portfolio or project scope and committee structure endorsed by Council prior to establishment.	✓	Council has established seven Steering Committees with governance protocols established to guide their operation. The Rating Strategy Steering Committee Terms of Reference has been adopted by Council. The Community Engagement and Evolving Vision forward approach was referred by Council to the Community Engagement and Evolving Vision Steering Committee.
An Annual Plan and Annual Budget developed. <i>Responsible Unit: Corporate Services</i>	Adopted by Council by 30 June annually.	😊	Annual Plan development has commenced.
Council will encourage community members to provide information to Council on matters affecting them. <i>Responsible Unit: Corporate Services</i>	Public presentations sessions will be available for community members to participate.	✓	Council conducted all scheduled public presentations sessions in accordance with the Public Presentation Session Schedule review conducted in June 2013.
Department Service Summaries, Business Plans and corresponding Budgets will be developed annually. <i>Responsible Unit: Corporate Services</i>	By 30 June annually.	😊	Departments have commenced the development of their Budgets and Business Plans. The Service Reviews completed in December are being used as the basis for the 2014/2015 plans and budgets.
Developer contributions will be established and implemented. <i>Responsible Unit: Development Services</i>	By 30 June 2014.	😊	Developer contributions have been successfully negotiated for new developments in Korumburra, via the use of s173 agreements. The anticipated State Government scheme will guide council as to the best options for proceeding from here. In the absence of a state-wide scheme, s173 agreements are an effective method of implementing developer contributions.
Community Satisfaction Survey results published annually. <i>Responsible Unit: Corporate Services</i>	By 30 June annually.	😊	The 2014 Community Satisfaction Survey is scheduled to be conducted in February/March 2014.



objective 4.1

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





strategy	action	measure / target	status	comment
<p>4.1.1: We will explore innovative ways of increasing revenue and reducing expenditure where appropriate. <i>Responsible Unit: Engineering Services</i></p>	Implement the adopted 'South Gippsland Shire Council Strategic Review of Land Holdings' project.	Progress reported in the Quarterly Performance Report.		Project ongoing with regular reporting to Council on status of land sales. The next report is anticipated to be presented at the 26 February 2014 Council Meeting.
<i>Responsible Unit: Development Services</i>	Implement adopted future direction for Coal Creek.	By 30 June 2014.		Steering Committee has discussed the draft Coal Creek Development Strategy which will inform a Council report by early 2014. A Site Rationalisation project is under final stages of planning.
<i>Responsible Unit: Corporate Services</i>	Initiate a zero based budgeting review of service.	All services reviewed, including fees & charges and staffing structure by 28 February 2014.		Service Reviews for each Department have been prepared for consideration by the Financial Sustainability Steering Committee in January. Fees and Charges are included in the Department Reviews. A staff structure review is being undertaken concurrently.
<i>Responsible Unit: Corporate Services</i>	Identify potential for shared services.	Investigate opportunities for shared services by 30 June 2014.		<p>Council looks forward to receiving the results of the Bass Coast Benchmarking Project in the near future. It is anticipated that these learnings may assist Council to identified areas where efficiencies can be gained and where there is potential to share services.</p> <p>Council continues it progressive work to establish an IT Cloud Solution for Data Replication and Disaster Recovery. The opportunity for sharing this work with Gippsland Council's continues to be discussed at Gippsland Local Government Network Meetings.</p> <p>The LGPro 'Gippsland Innovation Summit' is scheduled for 28 February 2014 and provides a platform for senior management from all six Gippsland Local Governments to share unique projects which have improved efficiency in their Council. The focus will be on opportunities to gain efficiency through shared services between Council's and other levels of government, some areas already of interest include Emergency Management and Waste.</p>

objective 4.1







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

strategy	action	measure / target	status	comment
<i>Responsible Unit: Development Services</i>	To develop business cases for investment in Council service areas to reduce costs and increase revenue.	Development and implementation of a business case for Coal Creek by 30 June 2014.		A business case for the Core Technology Route will be developed in early 2014, depending on grant opportunities and council decision on the development strategy.
<i>Responsible Unit: Engineering Services</i>	To develop business cases for investment in Council service areas to reduce costs and increase revenue.	Development and implementation of a business case for Caravan Parks by 30 June 2014.		A Caravan Parks Steering Committee has been established and meets monthly to develop and implement the business case for Council's Crown Land Caravan Parks.

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

strategy	action	measure / target	status	comment
<p>4.2.1: We will establish portfolio core leadership groups to draft policy and shape specific projects. <i>Responsible Unit: Corporate Services</i></p>	Seek advice on options for portfolio groups and governance protocols.	Provide a report to Council by 30 June 2014.		Council has established seven Steering Committees with governance protocols established to guide their operation. The Rating Strategy Steering Committee Terms of Reference has been adopted by Council. The Community Engagement and Evolving Vision forward approach was referred by Council to the Community Engagement and Evolving Vision Steering Committee.
<p>4.2.2: We will monitor corporate governance processes, including risk management and skills development with the aim of ongoing improvement. <i>Responsible Unit: Corporate Services</i></p>	Implement the Council Policy review program.	Progress reported in the Quarterly Performance Report to Council.		The Policy Review Timetable was updated in December. 26 corporate policies are scheduled to be completed by 30 June 2014 in accordance with the timetable. Two policies have been approved, 8 policies are in draft form ready to progress to Council and 1 policy is to be revoked.
<p><i>Responsible Unit: Corporate Services</i></p>	Deliver approved Information Technology projects.	By 30 June 2014.		Completed the procurement for replacement printer and multifunction devices with the project delivering improved functionality with an estimated saving of \$120,000 per annum in the cost of producing print media. Commenced capturing invoices in the Electronic Document and Records Management System as a process improvement. Updated the proposed Bushfire Management Overlay in Council's Geographic Information System (GIS) to assist in identifying impacted properties within the Shire.
<p><i>Responsible Unit: Corporate Services</i></p>	Adopt and publish the Council Annual Report.	Report presented to the Minister by 30 September 2013.		The Annual Report was adopted by Council and provided to the Minister for Local Government by 30 September.

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




strategy	action	measure / target	status	comment
<p>4.2.3: We will make informed decisions and provide opportunities for the community to participate in the decision making process.</p> <p><i>Responsible Unit: Corporate Services</i></p>	South Gippsland Shire Council Community Satisfaction Survey results published.	By 30 June 2014.		The 2014 Community Satisfaction Survey is scheduled to be conducted in February/March 2014.
<p><i>Responsible Unit: Development Services</i></p>	Update of Council General Local Laws 1 and 2.	Completed and presented to Council for adoption by 30 June 2014.		Draft Local Law adopted for by Council for public exhibition. Public exhibition period ends 7 February 2014
<p><i>Responsible Unit: Corporate Services</i></p>	Commence an update of Council's Local Law No 3 - 2010 Processes of Municipal Government.	Review commenced by 30 June 2014.		Planning has been undertaken to commence an update of Council's Local Law No 3 – 2010 Processes of Municipal Government. Material gathered for initial review and proposed Council Briefing in May 2014.
<p><i>Responsible Unit: Corporate Services</i></p>	Develop a Social Media Strategy.	By 30 June 2014.		A Draft Social Media Policy is currently being developed for consideration by the Community Engagement and Evolving Vision Committee.
<p><i>Responsible Unit: Corporate Services</i></p>	Council Plan reviewed and Annual Plan 2014-15 developed.	By 30 June 2014.		Councillors have considered a revised approach for the 2014-2015 Annual Plan and are currently planning a more detailed community engagement process to inform this review.
<p>4.2.4: We will create an environment for people to be their best, to optimise the performance of the organisation and to deliver quality outcomes for the community.</p> <p><i>Responsible Unit: Corporate Services</i></p>	An annual corporate training program developed and implemented.	Corporate training activities reported quarterly in Council's performance report.		Corporate Training Sessions completed are: Leadership, First Aid & CPR, Fraud, Asbestos, Microsoft Excel, Recruitment & Selection and Minute Taking.

key strategic activities for 2013-2014

chief executive office

outcome / strategy	action	measure / target	status	comment
<p>1: A Prosperous Shire. <i>Responsible Unit: Chief Executive Officer</i></p>	Number of representations made to State and Federal politicians.	At least one delegation annually.	✓	<p>Mayor and CEO have made representations as follows to progress Council's Priority Projects:</p> <ul style="list-style-type: none"> - Peter Ryan MP – Deputy Premier - Philip Davies MP - Edward O'Donohue MP - Johan Scheffer MP - Peter Hall MP - Ken Smith MP <p>In addition, a meeting dedicated to progress the Korumburra Integrated Children's Centre and continue Council's efforts to pursue Federal funding has taken place with Russell Broadbent MP.</p>
<p>1.2.2: We will advocate for priority projects that assist in stimulating economic growth, agricultural development, tourism infrastructure and community facilities. <i>Responsible Unit: Chief Executive Officer</i></p>	Identify and advocate adopted Priority Projects.	Developed and advocated by 30 June 2014.	😊	<p>Preparatory work on the 2014/2015 Priority Projects will commence in early 2014 and will consist of briefings and discussions to determine the inclusions and advocacy efforts.</p> <p>Based on the progress made against the 13/14 Projects, it is anticipated that Council's focus will remain steady and we will continue to pursue these projects throughout the year ahead so as not to lose momentum.</p>

community services

strategy	action	measure / target	status	comment
<p>1.3.1: We will actively engage businesses, farmers, industries and individuals in creating a clean, green Shire, where environmental sustainability is embraced and practiced.</p> <p><i>Responsible Unit: Community Services</i></p>	Commence implementation of Council's Roadside Weeds and Pest Management Plan in conjunction with South Gippsland Land-Care.	<p>By 30 June 2014</p> <ul style="list-style-type: none"> • Consultation program developed, and • 4 meetings held with Land-Care groups • Progress reported in the Quarterly Performance Report 		<p>Roads to be included in the 2014 weed control program were selected in consultation with SG Landcare, other local interest groups and with consideration of requests from individual land owners.</p> <p>Contractors have been appointed and weed control and mapping works have commenced.</p>
<p>1.3.2: We will promote sustainable waste management practices, energy efficiency and management of our natural resources.</p> <p><i>Responsible Unit: Community Services</i></p>	Sustainability Strategy actions implemented: Green street lighting project implemented.	Project implemented by 30 June 2014.		<p>Installation was delayed due to the installation contractors wanting to have the busy coastal towns in Bass Coast finished before the Christmas period. Installation is now focussed on South Gippsland with 649 lights installed by 20 December. Installation is due to be completed in early February.</p>
<p>3.1.6: We will refine the provision of Council services through reviews focused on evolving community needs, realistic and affordable service standards and efficient management of resources.</p> <p><i>Responsible Unit: Community Services</i></p>	Develop Master Plans for swimming pools: <ul style="list-style-type: none"> • Toora • Poowong • Foster 	Master Plans completed and reported to Council for adoption by 30 June 2014.		<p>Consultants appointed and have commenced community consultations at Poowong and Toora. Foster withdrawn from process while pool review is undertaken.</p>

corporate services

strategy	action	measure / target	status	comment
<p>2.1.1: We will develop a continually evolving Vision for the Shire that encourages community participation in defining what it wants, needs and can afford to guide rationalisation, consolidation and achievement of desired community outcomes.</p> <p><i>Responsible Unit: Corporate Services</i></p>	<p>Develop and commence implementation of new approaches to engage community participation in creating a continually evolving Vision for the Shire.</p>	<p>A report presented to Council outlining approaches to be introduced in 2013-2014 by 30 September 2013.</p>	<p>✓</p>	<p>A report was presented to Council in September 2013. The report was adopted and the approaches proposed have been provided to the Community Engagement and Evolving Vision Steering Committee to pursue. A focus group workshop was held in early December at the request of the committee with the results being used to guide further consultation.</p>
<p>4.1.1: We will explore innovative ways of increasing revenue and reducing expenditure where appropriate.</p> <p><i>Responsible Unit: Corporate Services</i></p>	<p>Review and revise Council's Rating Strategy to align with amended State Government requirements and ensure equity as far as practicable.</p>	<p>Report presented to Council by 30 June 2014.</p>	<p>😊</p>	<p>Committee was established in November and meetings have been held to develop the DRAFT Rating Strategy Discussion Paper.</p>
	<p>The Long Term Financial Plan implemented to ensure financial sustainability.</p>	<p>Weighted average of 5 key financial ratios being indebtedness, underlying working capital ratio, self-financing, investment gap and underlying result for the 2013-2014 Budget is greater than or equal to 98%.</p>	<p>😊</p>	<p>106% The current status is comfortably above the 98% target, largely due to the favourable impact of the net financial carry forward budget projections made at the start of the financial year.</p>



2013 / 2014

SOUTH GIPPSLAND SHIRE COUNCIL

Quarterly Performance Report

OCTOBER TO DECEMBER

Coal Creek, Korumburra



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