



PRINCIPAL ACTIVITY 7 FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Purpose Statement

To creatively develop innovative systems and support services that facilitate and enhance quality outputs of Council, anticipating future directions and opportunities

PRINCIPAL ACTIVITY 7

FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Major Programs

- **Revenue Management:** All rate and revenue opportunities to be maximised and managed in professional, equitable and cost-effective manner
- **Financial Management:** Planning and controls in place to ensure Council is financially secure, with operations conducted in a cost-effective manner which optimises return on Council assets
- **Customer Service:** To ensure that accurate, timely and targeted service is provided to Council's customers
- **Information Technology:** Appropriate technology utilised to deliver relevant business systems and related support services
- **Administrative Support:** Administrative support services developed and allow the Council to achieve set objectives
- **Compliance:** Enforcement of Council regulations in a fair and equitable fashion
- **Risk Management:** Systems and procedures developed which ensure that Council's activities promote a safe and healthy environment for residents, visitors and employees
- **Stores and Purchasing:** Implemented to ensure cost effective supply of resources
- **Plant and Equipment:** The provision, maintenance and management of plant and equipment

The Next Five Years

Financial Management

Develop improved financial reporting and ensure all Managers have sufficient information to manage and be financially responsible for their operations

Customer Service

Customer needs to be continually reassessed and services redefined to ensure that customer satisfaction continues to improve

Operational Efficiency

Develop improved information systems by engaging current technology capable of supporting Council's operations and improving service delivery

Compliance

Develop an efficient and co-ordinated method of responding to and eliminating breaches of Council's regulations

Risk Management


Develop and implement an integrated risk management plan which will be able to be successfully implemented with measurable results

PRINCIPAL ACTIVITY 7
FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Plant and Equipment

Replacement programs to be reviewed which will optimise the effectiveness of Council's operational assets and support the provision of Council's services

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.1: Revenue Management		EFT 4.4
Responsibility:	Financial Services Manager	
Major Strategy Focus:		
Planned Outcome:	All rate and revenue opportunities are maximised and managed in a professional, equitable and cost effective manner	



OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. To maximise the return from Council's investment portfolio.		
Monitor performance of market.	20 points above Bank Bill Index.	June 2008 YTD performance was 7.91% for internally managed investments and 7.99% overall when managed funds are included. Compared to the YTD index of 7.32%, Council's portfolio returned 67 points above the Bank Bill Index.
2. To manage Council's rating and revenue operations in an equitable and cost effective manner.		
Council's billing system to ensure timely issue and collection of monies due to Council.	% rates outstanding < Industry averaged as published by DLG.	2.46 Industry Average 4.8%.
3. Maximise revenue from Rate Levies.		
Review category and sub category rating structure to ensure equity of charging.	Options paper prepared for consideration in development of the 2008/2009 Management Plan.	e.restore 3 Special Variation approved together with 10% increase in the minimum rate.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7	FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT				
Council Service 7.1	Revenue Management				
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Rates & Revenue Collection	1,129.6	1,122.6	1,061.7	(52.0)	1,070.6
TOTAL	1,153.1	1,146.1	1,073.3	(54.8)	1,091.4
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Rates & Revenue Collection	29,503.2	29,503.2	30,277.8	46.0	29,549.2
TOTAL	29,503.2	29,503.2	30,277.8	46.0	29,549.2
RECURRENT NET COST	(28,350.1)	(28,357.1)	(29,204.5)	(100.8)	(28,457.8)
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Rates & Revenue Collection	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Rates & Revenue Collection	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	(28,350.1)	(28,357.1)	(29,204.5)	(100.8)	(28,457.8)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.2:		Financial Management	EFT 8.1
Responsibility:	Financial Services Manager		
Major Strategy Focus:	 		
Planned Outcome:	Council is financially secure with operations conducted in a cost-effective manner which optimises return on Council assets		



OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. To ensure sound financial management of Council's operations		
<p>To monitor, review and refine Council's Management Plan and Budget process.</p> <p>To empower Managers through training and regular meetings to effectively manage and be financially accountable for their operations.</p> <p>To ensure Council meets all administrative and financial statutory reporting obligations.</p>	<p>2007-2012 Management Plan and Budget adopted by 30 June 2007 reviewed on a quarterly basis.</p> <p>Regular training courses/information sessions offered on relevant issues on use of financial system.</p> <p>100% statutory reporting obligations met.</p>	<p>2007-2012 Management Plan adopted 12.6.06.</p> <p>Training conducted for financial related systems for new staff and newly released software.</p> <p>2006/07 Financial Statements lodged with Department of Local Government 30.10.07.</p>

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.2		Financial Management			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Fixed Items	1,630.3	3,320.3	4,884.1	1,701.6	5,021.9
Financial Management	690.4	690.4	610.8	(7.3)	683.1
Accounts Payable/Receivable	228.1	228.1	226.5	0.0	228.1
TOTAL	2,572.3	4,262.3	5,732.9	1,691.6	5,953.9
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Fixed Items	2,700.0	4,433.5	5,888.6	1,709.7	6,143.2
Financial Management	6.7	6.7	13.3	4.4	11.1
Accounts Payable/Receivable	0.0	0.0	0.0	0.0	0.0
TOTAL	2,706.7	4,440.2	5,901.9	1,714.1	6,154.3
RECURRENT NET COST	(134.4)	(177.9)	(169.0)	(22.6)	(200.4)
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Fixed Items	3,400.0	3,400.0	0.0	2,556.4	5,956.4
Financial Management	0.0	0.0	0.0	0.0	0.0
Accounts Payable/Receivable	0.0	0.0	0.0	0.0	0.0
TOTAL	3,400.0	3,400.0	0.0	2,556.4	5,956.4
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Fixed Items	3,400.0	3,400.0	6,236.7	2,556.4	5,956.4
Financial Management	0.0	0.0	0.0	0.0	0.0
Accounts Payable/Receivable	0.0	0.0	0.0	0.0	0.0
TOTAL	3,400.0	3,400.0	6,236.7	2,556.4	5,956.4
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	(6,236.7)	0.0	0.0
TOTAL NET COST	(134.4)	(177.9)	(6,405.7)	(22.6)	(200.4)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.3:		Customer Services Management	EFT 13.8
Responsibility:	Communications & Information Manager		
Major Strategy Focus:	 		
Planned Outcome:	Establish a culture of continuous improvement, transparency innovation and responsiveness to ensure quality service		



OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. QUALITY SERVICE & CUSTOMER SATISFACTION To supply a quality based customer and telephone service to Council's customers and improve access to all services.		
To maintain an up-to-date knowledge of services and information to staff. Analyse and improve service delivery. Improve customer satisfaction by simplifying processes and cutting out red tape (bureaucracy).	Easy access to information registers and Council maps, both electronically (website) and hard copy. Work with other areas of Council to ensure processes are reviewed regularly and refined to improve delivery. Regular statistical reporting to senior management/Council on call centre phones and outstanding customer requests.	Completed. New maps added to website. New efficient business processes created for Tree Preservation Orders and building certificates. New reports designed and sent to manager each month. Resident & Ratepayer Customer Satisfaction Survey completed.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.3		Customer Services Management			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Help & Service Centre	771.3	782.5	838.1	70.0	852.5
TOTAL	794.8	806.0	849.7	67.3	873.3
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Help & Service Centre	0.0	0.0	5.2	0.0	0.0
TOTAL	0.0	0.0	5.2	0.0	0.0
RECURRENT NET COST					
	794.8	806.0	844.5	67.3	873.3
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Help & Service Centre	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Help & Service Centre	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST					
	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST					
	794.8	806.0	844.5	67.3	873.3

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.4:		Information Technology	EFT 6
Responsibility:	Communications & Information Manager		
Major Strategy Focus:	 		
Planned Outcome:	Delivery of business systems and related support services through the use of appropriate technological resources.		

OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. Enhance business functions through the use of appropriate technologies.		
Increase functionality of corporate software in line with Council's business requirements.	Develop and implement corporate software. (PIP \$59,000)	Web publishing of documents underway.
Upgrade internal wireless links.	Upgrade systems software to improve security and recovery. (PIP \$20,000) Faster and more secure wireless links to PC's. (PIP \$35,000)	Completed. Completed.
2. Maintain and improve computer hardware to ensure flexibility in future service delivery.		
Ensure continued reliability and performance of existing technology infrastructure.	Continue maintenance contracts on existing primary technical infrastructure (eg servers). (PIP \$40,000) Upgrade personal computers where required. (PIP \$40,000)	Completed. 2007 batch roll out completed. Program ongoing
Enhance and consolidate Council's asset management capabilities.	Standard asset management product further licences. (PIP \$117,000)	Stage 1 completed.
Postman Implementation	Barcoding of letters to reduce postal costs.	Completed and used in large mailouts.
Upgrade IT Disaster Recovery Site	More up to date facility to cater for business requirements in the event of a disaster. (PIP \$65,000)	50% completed awaiting new Depot fitout.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
3 ELECTRONIC COMMUNICATIONS Council's website and Intranet.		
Facilitate communication of Council's business functions through electronic means. Set strategies in place to implement ebusiness initiatives.	Further enhancements to Council's website. (PIP \$39,500) Internet development stages 3 and 4 (interactive online forms and integration with corporate systems) including: <ul style="list-style-type: none"> • Web upgrade (PIP \$25,000) 	Epathway Stage 3 completed. Forms completed. Online applications being tested with live data.
4. ELECTRONIC DOCUMENT MANAGEMENT		
Electronic document management is available to all staff. Fully electronic document management environment implemented.	Continue implementation of document management system. (PIP \$60,000)	Completed – Avand rendering and access installed.


Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.4		Information Technology			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Information Services	1,864.1	2,037.7	1,714.4	(283.1)	1,754.6
Records Management	730.1	718.9	695.8	(16.6)	702.3
TOTAL	2,617.7	2,780.1	2,421.8	(302.5)	2,477.6
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Information Services	4.8	4.8	9.2	3.0	7.8
Records Management	4.9	4.9	4.2	0.0	4.9
TOTAL	9.7	9.7	13.4	3.0	12.7
RECURRENT NET COST	2,608.0	2,770.4	2,408.4	(305.5)	2,465.0
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Information Services	376.0	454.0	499.3	47.0	501.0
Records Management	124.5	189.4	187.3	(3.4)	186.0
TOTAL	500.5	643.4	686.6	43.6	687.0
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Information Services	0.0	100.0	100.0	0.0	100.0
Records Management	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	100.0	100.0	0.0	100.0
PRIORITY / IMPROVEMENT NET COST	500.5	543.4	586.6	43.6	587.0
TOTAL NET COST	3,108.5	3,313.8	2,995.0	(261.9)	3,052.0

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Mgt Plan No.	Project I.D.	Carry over from 06/07	Org Budget 2007/08	Curr Budget 2007/08	Actual June 2008	Var June 2008	Rev Budget 2007/08	Carryover 08/09	Status / Comments
	Information Services								
7.4	253001007 - Upgrade Older PC`s - 5300_5100	0.0	40.0	0.0	0.0		0.0	N	Completed.
7.4	253001207 - 100/1 Gig Switches /NIC Cards - 5300_5100	0.0	20.0	0.0	0.0		0.0	N	Completed.
7.4	253001399 - Asset Management Project - 5300_5101	169.0	117.0	286.0	359.4	73.4	359.4	N	Commenced.
7.4	253001533 - Upgrade Network Infrastructure - 5300_5100	0.0	10.0	0.0	0.0		0.0	N	Completed;Savings transferred to recurrent exp.
7.4	253001536 - Wireless Lan Networks - 5300_5100	0.0	15.0	15.0	14.4	(0.4)	14.6	N	Completed.
7.4	253001537 - Modification to Corporate Software Packages - 5300_5101	0.0	10.0	10.0	8.9	(1.0)	9.0	N	Completed.
7.4	253001538 - IBIS Rates Modelling - 5300_5101	15.0	0.0	22.0	21.7		22.0	N	Completed.
7.4	253001602 - Server Replacement - 5300_5100	0.0	30.0	30.0	27.9	(2.0)	28.0	N	Completed.
7.4	253001606 - Upgrade MS Office to latest version - 5300_5101	53.6	0.0	0.0	0.0		0.0	N	Completed. Trf to recurrent budget.
7.4	253001705 - Chris 21 Upgrade - 5300_5101	0.0	41.0	41.0	40.8		41.0	N	Completed.
7.4	253001706 - Citrix Trial - 5300_5101	0.0	20.0	20.0	20.0		20.0	N	Completed.
7.4	253001775 - WCC LTFP Model - 5300_5101	0.0	0.0	7.0	6.2		7.0	N	Completed.
7.4	353001701 - Disaster Recovery - SN Storage - 5300_5101	0.0	25.0	0.0	0.0		0.0	N	Transfer fund for lease payment.
7.4	353001702 - Disaster Recovery - Servers && Tape Backup - 5300_5101	0.0	25.0	0.0	0.0		0.0	N	Transfer fund for lease payment.
7.4	353001703 - Disaster Recovery - Vmware Licence - 5300_5101	0.0	15.0	15.0	0.0	(15.0)	0.0	N	Current.
7.4	353001704 - BIS Labour Module - 5300_5101	0.0	8.0	8.0	0.0	(8.0)	0.0	Y	Delay in CHRIS21 upgrade, project will commence in FY2008/09.
	Record Management								
7.4	253101607 - EDM Barcoding - 5310_5160	30.0	0.0	18.0	30.0	12.0	30.0	N	Current.
7.4	253101608 - EDM Core Systems - 5310_5160	0.0	60.0	60.0	58.4	2.5	62.5	N	Completed.
7.4	253101610 - ePathway + Pathway3 - 5310_5160	6.4	0.0	6.4	0.0	(6.4)	0.0	N	Current.
7.4	253101611 - Web Mapping - 5310_5160	4.0	0.0	4.0	3.9		4.0	N	Current.
7.4	253101612 - Redesign Improvements - 5310_5160	24.5	0.0	24.5	15.7	(8.8)	15.7	N	Current.
7.4	253101707 - Redesign Improvements - 5310_5160	0.0	39.5	39.5	40.6	0.7	40.2	N	Current.
7.4	353101248 - Website Review - 5310_5151	0.0	25.0	37.0	33.6	(3.4)	33.6	N	Current.
7.4	TOTAL PRIORITY IMPROVEMENT EXPENDITURE	302.5	500.5	643.4	681.5	43.6	687.0		

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.5:	Administrative Support	EFT 6.1
Responsibility:	Administrative Services Manager	
Major Strategy Focus:		
Planned Outcome:	An administrative support service for the Organisation (Councillors and staff) which facilitates the achievement of Council's objectives	

OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. Refine and improve Policy Register.		
Policy Register to be made available on line to Councillors and external customers.	Policy Register updates and reviews ongoing.	7 sections of register reviewed.
2. Governance reporting requirements.		
To ensure Council meets all administrative and governance reporting requirements.	100% statutory reporting requirements are met.	Ongoing.
3. Ward boundaries.		
Adjust ward boundaries to ensure compliance with LGA Act.	Report to Council and exhibition of options prior to final determination.	Ward boundaries finalised and accepted by Electoral Commissioner.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.5		Administrative Support			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Administrative Services	935.4	935.4	1,059.0	25.0	960.4
TOTAL	959.0	959.0	1,070.6	22.3	981.2
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Administrative Services	24.9	24.9	42.9	0.0	24.9
TOTAL	24.9	24.9	42.9	0.0	24.9
RECURRENT NET COST	934.1	934.1	1,027.7	22.3	956.3
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Administrative Services	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Administrative Services	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	934.1	934.1	1,027.7	22.3	956.3

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.6:	Compliance	EFT 16.1
Responsibility:	Compliance Unit Manager	
Major Strategy Focus:		
Planned Outcome:	To provide a compliance service to ensure that Council regulations are observed	

OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. To promote an efficient and co-ordinated compliance section.		
Enforce compliance with car parking restrictions for safety, parking and traffic management.	Provisions of Australian Road Rules and Council objectives for safety, traffic and parking enforced.	Officers continue to issue cautions and fines for breaches of the Australian Road Rules throughout the City of Willoughby.
	Introduction of electronic hand-held devices for enforcement purposes.	Officers are succeeding with the "Safety Over Convenience" programme around school zones and parking/traffic issues in the CBD and Artarmon industrial area.
Enforce litter laws to reduce pollution.	Enforce provisions of the Protection of the Environment (Operations) Act and Environmental Planning and Assessment Act and other relevant legislation.	Electronic hand-held devices successfully introduced in 2007 and continue to proceed well.
Enforce building site compliance for consent conditions and environmental protection.	Development Enforcement Officers to enforce consent conditions and ensure compliance with Council's environmental policies.	Officers continue to be amongst industry leaders with the enforcement of the State's litter laws.
		Building sites continue to be inspected pro-actively and in response to specific complaints. Warning letters, Notices, Orders & Fines are issued for breaches of Development Consents, EP & A and POEO Acts.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
Undertake enforcement of policies on Abandoned Vehicles, Companion Animals and Noxious Weeds.	Enforce provisions of Impounding Act; Companion Animals Act; and Noxious Weeds Act.	<p>Officers continue to enforce the provisions of the Impounding Act, Companion Animals Act & Noxious Weeds Act pro-actively and in response to specific complaints.</p> <p>Officers have commenced a programme of impounding abandoned/unattended shopping trolleys.</p>

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.6		Compliance			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Environmental Services Administration	45.3	45.3	43.8	0.0	45.3
Compliance Unit	2,498.7	2,420.7	2,294.5	(96.0)	2,324.7
TOTAL	2,544.0	2,466.0	2,338.3	(96.0)	2,370.0
RECURRENT INCOME					
Environmental Services Administration	0.5	0.5	0.3	0.0	0.5
Compliance Unit	3,656.9	3,498.9	3,231.2	(255.0)	3,243.9
TOTAL	3,657.4	3,499.4	3,231.5	(255.0)	3,244.4
RECURRENT NET COST	(1,113.4)	(1,033.4)	(893.2)	159.0	(874.4)
PRIORITY / IMPROVEMENT EXPENDITURE					
Environmental Services Administration	0.0	0.0	0.0	0.0	0.0
Compliance Unit	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Environmental Services Administration	0.0	0.0	0.0	0.0	0.0
Compliance Unit	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	(1,113.4)	(1,033.4)	(893.2)	159.0	(874.4)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.7:	Risk Management	EFT 1
Responsibility:	Risk Manager	
Major Strategy Focus:		
Planned Outcome:	Risk management program in place consisting of systems and procedures which monitor and influence Council's activities with the aim of ensuring a safe and healthy environment for residents, visitors and employees.	


OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. In conjunction with managers and staff, develop and install effective risk management procedures to enhance public safety and protect Council's assets.		
<p>Efficiently manage all third party compensation claims against Council.</p> <p>Reduce Council's exposure to third party claims.</p> <p>Develop integrated Risk Management Plan.</p>	<p>Restrain average claims cost.</p> <p>Adopt Risk-e-map as a risk assessment tool for Council.</p> <p>Reduce Council's motor accident losses through the Motor Vehicle Safety Committee.</p> <p>Develop culture of risk management as a fundamental component of duties for staff.</p>	<p>Ongoing.</p> <p>A review of the revised Risk-e-Map Assessment tool to be arranged.</p> <p>Ongoing involvement.</p> <p>Crash Card purchased for fleet.</p> <p>Induction training/continued education.</p> <p>Risk assessment document on Intranet.</p>
2. Efficiently manage Council's Workers Compensation portfolio and provide an excellent level of service for staff and external providers.		
<p>Continued implementation of effective claims processing systems.</p> <p>Effective Return to Work programs in place.</p>	<p>Control of Workers Compensation cost through early intervention, strong working relationship with employees and insurer.</p> <p>Raise profile of Risk and Safety section within Council.</p>	<p>Ongoing/training.</p> <p>Induction/Continued education e.g. Posters/Toolbox talks etc.</p>

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.7		Risk Management			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Management Services	23.5	23.5	11.6	(2.8)	20.8
Risk Management	217.1	217.1	197.2	120.0	337.1
TOTAL	240.7	240.7	208.8	117.3	357.9
RECURRENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Risk Management	17.9	17.9	159.7	144.0	161.9
TOTAL	17.9	17.9	159.7	144.0	161.9
RECURRENT NET COST	222.8	222.8	49.1	(26.8)	196.1
PRIORITY / IMPROVEMENT EXPENDITURE					
Management Services	0.0	0.0	0.0	0.0	0.0
Risk Management	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Management Services	0.0	0.0	0.0	0.0	0.0
Risk Management	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	222.8	222.8	49.1	(26.8)	196.1

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.8:	Stores and Purchasing	EFT 2.9
Responsibility:	Purchasing Manager	
Major Strategy Focus:		
Planned Outcome:	Enable Council to operate efficiently and effectively by providing sufficient resources to support Council to carry out its day to day operation.	


OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. To support the provision of Council's services by providing a cost effective and responsive purchasing and stores system.		
<p>Review Council's purchasing procedures in line with Policy.</p> <p>To maintain a purchasing facility to procure items to support Council's operations.</p> <p>Train all staff in purchasing procedures to ensure Purchase Orders are raised for required purchases.</p> <p>To work closely with NSROC purchasing group to ensure cost efficiencies through group buying power.</p>	<p>Continue to revise procedures and systems to reflect current policy and operations.</p> <p>All purchasing requests are met.</p> <p>All relevant staff trained.</p> <p>Requisition/Purchase Order raised for required purchases.</p> <p>Maximum savings on all purchases.</p>	<p>Revised Policy & Procedures adopted by MANEX 15.6.07.</p> <p>All purchases are made through approved system.</p> <p>All staff using Online Requisition System are trained and supported by Purchasing Coordinator.</p> <p>Council participates in all NSROC contracts.</p>

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.8		Stores and Purchasing			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Purchasing	86.3	86.3	83.2	0.0	86.3
Infrastructure Services Administration	23.5	23.5	24.6	0.0	23.5
Manager Works	28.2	28.2	27.3	0.0	28.2
Technical Support Works	70.1	70.1	67.7	0.0	70.1
Stores	85.0	85.0	67.5	(15.3)	69.7
TOTAL	293.1	293.1	270.3	(15.3)	277.8
RECURRENT INCOME					
Purchasing	3.9	3.9	2.7	0.0	3.9
Infrastructure Services Administration	0.8	0.8	0.4	0.0	0.8
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	1.7	1.7	1.9	0.0	1.7
Stores	0.0	0.0	0.0	0.0	0.0
TOTAL	6.4	6.4	4.9	0.0	6.4
RECURRENT NET COST	286.7	286.7	265.4	(15.3)	271.4
PRIORITY / IMPROVEMENT EXPENDITURE					
Purchasing	0.0	0.0	0.0	0.0	0.0
Infrastructure Services Administration	0.0	0.0	0.0	0.0	0.0
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	0.0	0.0	0.0	0.0	0.0
Stores	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Purchasing	0.0	0.0	0.0	0.0	0.0
Infrastructure Services Administration	0.0	0.0	0.0	0.0	0.0
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	0.0	0.0	0.0	0.0	0.0
Stores	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	286.7	286.7	265.4	(15.3)	271.4

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.9:		Procurement and Maintenance of Council's Vehicles and Plant	EFT 9.5
Responsibility:	Works Manager		
Major Strategy Focus:			
Planned Outcome:	To ensure that Council's operational fleet of vehicles and plant are able to satisfy the purpose for which it was provided		

OBJECTIVES 2007/2012

STRATEGIES	TARGETS July 2007 to June 2008	PROGRESS
1. To support the provision of Council's services by providing a cost effective and appropriate fleet of vehicles and plant.		
To maintain Council's vehicles in a roadworthy condition.	All vehicles are roadworthy.	0 days hired.
To maintain Council's plant in good operating condition.	All items of plant are operational.	Plant was required due to new operating plant.
2. Optimise effectiveness of Council's fleet through appropriate replacement strategy.		
To replace Council's plant at their most cost effective changeover periods subject to available funding.	All vehicles and plant identified for replacement are replaced on schedule.	100% of replacement program completed.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.9		Procurement and Maintenance of Council's Vehicles and Plant			
	Original Budget 2007/2008 \$000's	Current Budget 2007/2008 \$000's	Actual June 2008 \$000's	Variation June 2008 \$000's	Revised Budget 2007/2008 \$000's
RECURRENT EXPENDITURE					
Infrastructure Services Administration	26.4	26.4	27.7	0.0	26.4
Manager Works	47.0	47.0	45.5	0.0	47.0
Technical Support Works	116.9	116.9	112.8	0.0	116.9
Plant Works	3,806.9	3,806.9	4,019.4	0.0	3,806.9
TOTAL	3,997.2	3,997.2	4,205.3	0.0	3,997.2
RECURRENT INCOME					
Infrastructure Services Administration	0.9	0.9	0.5	0.0	0.9
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	2.9	2.9	3.2	0.0	2.9
Plant Works	3,445.4	3,445.4	3,682.1	0.0	3,445.4
TOTAL	3,449.2	3,449.2	3,685.7	0.0	3,449.2
RECURRENT NET COST	548.0	548.0	519.6	0.0	548.0
PRIORITY / IMPROVEMENT EXPENDITURE					
Infrastructure Services Administration	0.0	0.0	0.0	0.0	0.0
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	0.0	0.0	0.0	0.0	0.0
Plant Works	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Infrastructure Services Administration	0.0	0.0	0.0	0.0	0.0
Manager Works	0.0	0.0	0.0	0.0	0.0
Technical Support Works	0.0	0.0	0.0	0.0	0.0
Plant Works	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	0.0	0.0	0.0
TOTAL NET COST	548.0	548.0	519.6	0.0	548.0

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT