

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 4.75
Responsibility:	Financial Services Director	
Major Strategy Focus:		
Planned Outcome:	All rate and revenue opportunities are maximised and managed in a professional, equitable and cost effective manner	



OBJECTIVES 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. To maximise the return from Council's investment portfolio.		
Monitor performance of market.	20 points above Bank Bill Index.	FYTD June 2009 performance of total portfolio is 20 points (5.68%) above index (5.48%).
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.	3% outstanding

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.1		Revenue Management			
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	22.6	22.6	22.6	0.0	22.6
Rates & Revenue Collection	1,200.3	1,170.3	1,198.5	(10.0)	1,160.3
TOTAL	1,223.0	1,193.0	1,221.2	(10.0)	1,183.0
RECURRENT INCOME					
Corporate Support Management Service	(0.5)	(0.5)	(0.8)	0.0	(0.5)
Rates & Revenue Collection	(30,552.7)	(30,552.7)	(30,589.7)	0.0	(30,552.7)
TOTAL	(30,553.2)	(30,553.2)	(30,590.5)	0.0	(30,553.2)
RECURRENT NET COST	(29,330.3)	(29,360.3)	(29,369.3)	(10.0)	(29,370.3)
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	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					
Corporate Support Management Service	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	(29,330.3)	(29,360.3)	(29,369.3)	(10.0)	(29,370.3)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.2:	Financial Management	EFT 9.15
Responsibility:	Financial Services Director	
Major Strategy Focus:	 	
Planned Outcome:	Council is financially secure with operations conducted in a cost-effective manner which optimises return on Council assets	



OBJECTIVES 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. To ensure sound financial management of Council's operations		
To monitor, review and refine Council's Management Plan and Budget process.	2008-2013 Management Plan and Budget adopted by 30 June 2008 reviewed on a quarterly basis.	2008-2013 Management Plan adopted 10.6.08.
To empower Managers through training and regular meetings to effectively manage and be financially accountable for their operations.	Regular training courses/information sessions offered on relevant issues on use of financial system.	Training of new staff and existing staff ongoing, in particular new product releases.
To ensure Council meets all administrative and financial statutory reporting obligations.	100% statutory reporting obligations met.	2007-2008 Financial Statements lodged with DLG 6.11.08

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7	FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT				
Council Service 7.2	Financial Management				
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	22.6	22.6	22.6	0.0	22.6
Fixed Items	4,580.2	7,500.2	1,850.8	960.6	8,460.8
Financial Management	721.1	721.3	738.8	0.0	721.3
Accounts Payable/Receivable	238.2	238.2	229.0	(9.0)	229.2
TOTAL	5,562.2	8,482.4	2,841.3	951.6	9,434.0
RECURRENT INCOME					
Corporate Support Management Service	(0.5)	(0.5)	(0.8)	0.0	(0.5)
Fixed Items	(6,030.6)	(9,087.6)	(9,486.7)	(994.6)	(10,082.2)
Financial Management	(6.7)	(6.7)	(13.4)	0.0	(6.7)
Accounts Payable/Receivable	0.0	0.0	0.0	0.0	0.0
TOTAL	(6,037.8)	(9,094.8)	(9,500.9)	(994.6)	(10,089.4)
RECURRENT NET COST	(475.7)	(612.5)	(6,659.6)	(43.0)	(655.5)
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	0.0	0.0	0.0	0.0	0.0
Fixed Items	3,400.0	3,400.0	0.0	(1,966.0)	1,434.0
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	(1,966.0)	1,434.0
PRIORITY / IMPROVEMENT INCOME					
Corporate Support Management Service	0.0	0.0	0.0	0.0	0.0
Fixed Items	(3,400.0)	(3,400.0)	(1,433.9)	1,966.0	(1,434.0)
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)	(1,433.9)	1,966.0	(1,434.0)
PRIORITY / IMPROVEMENT NET COST	0.0	0.0	(1,433.9)	0.0	0.0
TOTAL NET COST	(475.7)	(612.5)	(8,093.4)	(43.0)	(655.5)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.3:	Customer Services Management	EFT 12.45
Responsibility:	Corporate Support & Performance Director	
Major Strategy Focus:	 	
Planned Outcome:	Establish a culture of continuous improvement, transparency innovation and responsiveness to ensure quality service	



OBJECTIVES 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	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.		
Maintain resources and personnel to deliver a high level of customer services.	Improve knowledge of council staff by making available accessible information on the Council Intranet over a range of services (wiki). Counter and foyer upgrade to enable greater customer access including electronic data for FOI requests	Underway Completed
Implement programs and operational procedures that provide a consistently high level of information.	Easy access to information registers, maps and forms both electronically on Council's website and in hard copy. Regular statistical reporting to senior MANEX on call centre phones and outstanding customer requests.	Completed & ongoing Completed
Review existing policies and procedures in order to meeting current customer needs and by cutting through red tape.	Work with other areas of Council to ensure processes are reviewed regularly and refined to improve service delivery.	Completed & ongoing

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 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	28.3	28.3	28.3	0.0	28.3
Help & Service Centre	846.6	846.8	939.6	93.0	939.8
TOTAL	874.8	875.1	967.9	93.0	968.1
RECURRENT INCOME					
Corporate Support Management Service	(0.6)	(0.6)	(1.0)	0.0	(0.6)
Help & Service Centre	0.0	0.0	(0.4)	0.0	0.0
TOTAL	(0.6)	(0.6)	(1.4)	0.0	(0.6)
RECURRENT NET COST	874.2	874.5	966.5	93.0	967.5
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	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					
Corporate Support Management Service	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	874.2	874.5	966.5	93.0	967.5

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.4:	Information Technology	EFT 19.05
Responsibility:	Corporate Support & Performance Director	
Major Strategy Focus:	 	
Planned Outcome:	Delivery of business systems and related support services through the use of appropriate technological resources.	

OBJECTIVES 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. Enhance business functions through the use of appropriate cost effective technologies.		
Increase functionality of corporate software in line with Council's business needs.	Develop and implement corporate software. (PIP \$57,000)	Pathway booking implementation commenced. General upgrades ongoing.
Upgrade internal phone system.	Upgrade PABX to a more scalable and flexible system to take advantage of new technologies. (PIP \$98,000)	Project commenced.
2. Maintain and improve computer hardware to ensure flexibility in future service delivery.		
Ensure continued flexibility and high performance of existing infrastructure.	Continue maintenance contracts on existing primary technical infrastructure such as servers. (PIP \$65,000)	Maintenance contracts ongoing. Upgrade of infrastructure for 08/09 completed.
	Upgrade desktop PCs where required. (PIP \$50,000)	2008/2009 rollout completed.
Enhance and consolidate Council's asset management capabilities.	Standard asset management product project and licences. (PIP \$165,400)	
3 ELECTRONIC COMMUNICATIONS Council's website and Intranet.		
Improve Council business functions through improved electronic means.	Further enhancements to Council's website. (PIP \$25,000)	Stage completed
Implement e-business initiatives.	Integrate corporate systems to Council's website.	
	<ul style="list-style-type: none"> ePathway and Pathway3 (PIP \$30,000) Pathway to Dataworks – DA document publishing to website (PIP \$60,000) Web-mapping – integration of Exponaire maps to Pathway and Hansen 	Stage completed In progress (80% completed) Completed

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
4. ELECTRONIC DOCUMENT MANAGEMENT		
Electronic document management is available to all staff.	Continuation of the EDM project. Pathway customer request links integration (2 way flow) to Dataworks. (PIP \$60,000)	Completed - training ongoing.


Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.4		Information Technology			
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	22.6	22.6	22.6	0.0	22.6
Information Services	2,167.1	2,215.3	2,120.8	(99.0)	2,116.3
Records Management	800.9	800.9	800.7	0.8	801.7
TOTAL	2,990.6	3,038.8	2,944.1	(98.2)	2,940.6
RECURRENT INCOME					
Corporate Support Management Service	(0.5)	(0.5)	(0.8)	0.0	(0.5)
Information Services	(5.0)	(5.0)	(7.6)	0.0	(5.0)
Records Management	(5.0)	(5.0)	(4.3)	0.0	(5.0)
TOTAL	(10.5)	(10.5)	(12.6)	0.0	(10.5)
RECURRENT NET COST	2,980.1	3,028.3	2,931.4	(98.2)	2,930.1
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	0.0	0.0	0.0	0.0	0.0
Information Services	485.4	423.4	407.1	(9.0)	414.4
Records Management	175.0	175.0	180.2	7.0	182.0
TOTAL	660.4	598.4	587.3	(2.0)	596.4
PRIORITY / IMPROVEMENT INCOME					
Corporate Support Management Service	0.0	0.0	0.0	0.0	0.0
Information Services	0.0	0.0	0.0	0.0	0.0
Records 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	660.4	598.4	587.3	(2.0)	596.4
TOTAL NET COST	3,640.5	3,626.7	3,518.7	(100.2)	3,526.5

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Mgt Plan No.	Project I.D.	Carry over from 07/08	Org Budget 2008/09	Curr Budget 2008/09	Actual June 2009	Var June 2009	Rev Budget 2008/09	Carryover 09/10	Status / Comments
	<i>Information Services</i>								
7.4	253001007 - PC Replacement - 5300_5100	0.0	70.0	0.0	0.0		0.0		Completed.
7.4	253001207 - 100/1 Gig Switches /NIC Cards - 5300_5100	0.0	20.0	20.0	18.4		20.0		Completed.
7.4	253001399 - Asset Management Project - 5300_5101	0.0	165.4	165.4	163.0		165.4		Completed.
7.4	253001533 - Upgrade Network Infrastructure - 5300_5100	0.0	15.0	15.0	14.8		15.0		Completed.
7.4	253001534 - Upgrade Printers - 5300_5100	0.0	10.0	10.0	5.9	(4.1)	5.9		Completed.
7.4	253001535 - Upgrade to VOIP Telephone Network - 5300_5100	0.0	98.0	98.0	98.0		98.0		Phase one complete.
7.4	253001537 - Modification to Corporate Software Packages - 5300_5101	0.0	20.0	20.0	18.3		20.0		Completed.
7.4	253001602 - Server Replacement - 5300_5100	0.0	20.0	20.0	16.6	(3.4)	16.6		Completed.
7.4	253001705 - Chris 21 Upgrade - 5300_5101	0.0	20.0	20.0	18.6		20.0		Completed.
7.4	253001775 - WCC LTFP Model - 5300_5101	0.0	0.0	2.5	2.4		2.5		Completed.
7.4	253001828 - Mobile Computing (DA Assessment Tools) - 5300_5101	0.0	30.0	30.0	30.3		30.0		Completed.
7.4	353001704 - BIS Labour Module - 5300_5101	8.0	5.0	10.5	20.9	10.5	21.0		Completed.
7.4	353001829 - BIS (MES) 9 Upgrade - 5300_5101	0.0	12.0	12.0	0.0	(12.0)	0.0	Y	Scheduled for Sep 09.
	<i>Record Management</i>								
7.4	253101608 - EDM Core Systems - 5310_5160	0.0	60.0	60.0	64.8	4.8	64.8		Completed.
7.4	253101610 - ePathway + Pathway3 - 5310_5160	0.0	30.0	0.0	0.0		0.0		Completed.
7.4	253101612 - Redesign Improvements - 5310_5160	0.0	30.0	30.0	11.7	(16.6)	13.4		Stage completed.
7.4	253101707 - Upgrade/Replace Business Papers Software (Minute Manager) - 5310_5160	0.0	30.0	60.0	69.3	9.3	69.3		Completed.
7.4	353101248 - Website Upgrades / Review - 5310_5151	0.0	25.0	25.0	34.5	9.5	34.5		Stage completed.
7.4	TOTAL PRIORITY IMPROVEMENT EXPENDITURE	8.0	660.4	598.4	587.3	(2.0)	596.4		

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.5:	Administrative Support	EFT 0.8
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 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	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.	Code of Conduct, Complaints Management Policies reviewed. Finance & Purchasing, Council & Councillors sections of Policy Register reviewed.
2. Governance reporting requirements.		
To ensure Council meets all administrative and governance reporting requirements.	100% statutory reporting requirements are met.	Requirements being met.
3. Administrative Procedures Manual		
Administrative Procedures Manual to be updated and made available on Intranet.	Manual to be updated and reviewed on an ongoing basis.	Ongoing when time permits.
4. Local Government Health Check		
To measure Council's compliance with Local Government Health Check Standards.	Complete Local Government Health Check on an annual basis. Achieve a rating of 3-4 for all standards.	Code of Conduct & Complaints Management reviewed. Legislative compliance to be considered.
5. Companion Animals Management		
To implement the Companion Animals Management Plan.	Management Plan strategies to be updated and reviewed.	Ongoing

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.5		Administrative Support			
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	938.3	938.3	939.5	0.0	938.3
TOTAL	938.3	938.3	939.5	0.0	938.3
RECURRENT INCOME					
Corporate Support Management Service	(21.1)	(21.1)	(32.2)	0.0	(21.1)
TOTAL	(21.1)	(21.1)	(32.2)	0.0	(21.1)
RECURRENT NET COST	917.2	917.2	907.3	0.0	917.2
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	0.0	0.0	0.0	0.0	0.0
TOTAL	0.0	0.0	0.0	0.0	0.0
PRIORITY / IMPROVEMENT INCOME					
Corporate Support Management Service	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	917.2	917.2	907.3	0.0	917.2

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.6:	Compliance	EFT 20.85
Responsibility:	Compliance Unit Manager	
Major Strategy Focus:		
Planned Outcome:	To provide a compliance service to ensure that Council regulations are observed	


OBJECTIVES 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	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.	Ongoing enforcement of Australian Road Rules with attention to safety over convenience program around schools.
Enforce litter laws to reduce pollution.	Enforce provisions of the Protection of the Environment (Operations) Act and Environmental Planning and Assessment Act, Local Government Act and other relevant legislation.	Continued programmes to monitor and take appropriate action as required to prevent pollution events.
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.	Enforcement of unauthorised work and uses ongoing with inspections and orders.
Undertake enforcement policies on Abandoned Vehicles, Abandoned Shopping Trolleys, Companion Animals and Noxious Weeds.	Enforce provisions of Impounding Act; Companion Animals Act; and Noxious Weeds Act.	Action undertaken to enforce breaches of relevant Acts.
Undertake Inspection of food and health premises. New role for Compliance at 1.9.2008.	Environmental Health Officers regularly inspect food and health premises and take appropriate enforcement action to ensure compliance with the Food Act and Public Health Act.	Food premises inspections undertaken in accordance with NSW Food Authority and legislative requirements.

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.6		Compliance			
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Environmental Services Administration	45.1	45.1	46.1	0.6	45.7
Compliance Unit	2,527.6	2,710.2	2,982.6	236.0	2,946.2
TOTAL	2,572.7	2,755.3	3,028.7	236.6	2,991.9
RECURRENT INCOME					
Environmental Services Administration	(0.6)	(0.6)	(0.3)	0.0	(0.6)
Compliance Unit	(3,474.8)	(3,644.8)	(3,961.8)	(319.0)	(3,963.8)
TOTAL	(3,475.4)	(3,645.4)	(3,962.1)	(319.0)	(3,964.4)
RECURRENT NET COST					
	(902.6)	(890.1)	(933.4)	(82.4)	(972.5)
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					
	(902.6)	(890.1)	(933.4)	(82.4)	(972.5)

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.7:	Risk Management	EFT 1.75
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 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. In conjunction with managers and staff, develop and install effective risk management procedures to enhance public safety and protect Council's assets.		
Efficiently manage all third party compensation claims against Council.	Restrain average claims cost.	On-going
Reduce Council's exposure to third party claims.	Adopt Risk-e-map as a risk assessment tool for Council. Reduce Council's motor accident losses through the Motor Vehicle Safety Committee.	Statewide going to tender to replace Risk-e-map Ongoing
Develop integrated Risk Management Plan.	Develop culture of risk management as a fundamental component of duties for staff.	Training
2. Efficiently manage Council's Workers Compensation by providing an excellent level of safety and service for staff and external providers.		
Maintain and review OH&S strategies.	Maintain safe working environment and eliminate hazards and risk.	Ongoing
Continued implementation of effective claims processing systems.	Control of Workers Compensation cost through early intervention, strong working relationship with employees and insurer.	Ongoing
Effective Return to Work programs in place.	Raise profile of Risk and Safety section within Council.	Induction training posters

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

PRINCIPAL ACTIVITY 7		FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT			
Council Service 7.7		Risk Management			
	Original Budget 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Corporate Support Management Service	22.6	22.6	22.6	0.0	22.6
Risk Management	225.9	226.1	324.4	97.3	323.4
TOTAL	248.6	248.7	347.0	97.3	346.0
RECURRENT INCOME					
Corporate Support Management Service	(0.5)	(0.5)	(0.8)	0.0	(0.5)
Risk Management	(18.5)	(18.5)	(163.3)	(141.6)	(160.1)
TOTAL	(19.0)	(19.0)	(164.0)	(141.6)	(160.6)
RECURRENT NET COST	229.6	229.7	183.0	(44.3)	185.4
PRIORITY / IMPROVEMENT EXPENDITURE					
Corporate Support Management Service	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					
Corporate Support Management Service	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	229.6	229.7	183.0	(44.3)	185.4

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.8:	Stores and Purchasing	EFT 3.63
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 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. To support the provision of Council's services by providing a cost effective and responsive purchasing and stores system.		
Review Council's purchasing procedures in line with Policy.	Continue to revise procedures and systems to reflect current policy and operations.	Fairwear Policy adopted January 2009
To maintain a purchasing facility to procure items to support Council's operations.	All purchasing requests are met.	All procurement requests are met.
Train all staff in purchasing procedures to ensure Purchase Orders are raised for required purchases.	All relevant staff trained. Requisition/Purchase Order raised for required purchases.	All staff using online requisition system are trained and supported by Purchasing Co-ordinator. All purchases are made through approved system.
To work closely with NSROC purchasing group to ensure cost efficiencies through group buying power.	Maximum savings on all purchases.	Council continues to participate in all relevant NSROC contracts.

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 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Purchasing	87.9	87.9	90.5	0.0	87.9
Infrastructure Services Administration	25.4	25.5	30.6	5.1	30.6
Manager Works	29.1	29.1	30.1	0.0	29.1
Technical Support Works	74.8	74.9	75.4	0.0	74.9
Stores	85.4	85.4	93.5	8.1	93.5
TOTAL	302.6	302.7	320.1	13.2	316.0
RECURRENT INCOME					
Purchasing	(4.0)	(4.0)	(4.2)	0.0	(4.0)
Infrastructure Services Administration	(0.8)	(0.8)	0.0	0.0	(0.8)
Manager Works	0.0	0.0	(0.5)	0.0	0.0
Technical Support Works	(1.8)	(1.8)	(1.8)	0.0	(1.8)
Stores	0.0	0.0	0.0	0.0	0.0
TOTAL	(6.6)	(6.6)	(6.5)	0.0	(6.6)
RECURRENT NET COST	296.0	296.1	313.6	13.2	309.4
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	296.0	296.1	313.6	13.2	309.4

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT

Council Service 7.9:	Procurement and Maintenance of Council's Vehicles and Plant	EFT 9.6
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 2008/2013

STRATEGIES	TARGETS July 2008 to June 2009	PROGRESS
1. To support the provision of Council's services by providing a cost effective and sustainable fleet of vehicles and plant.		
To maintain Council's vehicles in a roadworthy condition.	All vehicles are roadworthy.	0 days hired plant was required due to non-operating plant.
To maintain Council's plant in good operating condition.	All items of plant are operational. Fleet policy considers both fuel efficiency as well as cost and resale value in terms of fleet composition.	
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 and sustainability issues.	All vehicles and plant identified for replacement are replaced on schedule.	.

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 2008/2009 \$000's	Current Budget 2008/2009 \$000's	Actual June 2009 \$000's	Variation June 2009 \$000's	Revised Budget 2008/2009 \$000's
RECURRENT EXPENDITURE					
Infrastructure Services Administration	28.6	28.6	34.5	5.8	34.4
Manager Works	48.5	48.5	50.1	0.0	48.5
Technical Support Works	124.7	124.8	125.7	0.0	124.8
Plant Works	3,947.9	3,948.0	3,952.5	101.7	4,049.7
TOTAL	4,149.7	4,150.0	4,162.8	107.5	4,257.4
RECURRENT INCOME					
Infrastructure Services Administration	(0.9)	(0.9)	0.0	0.0	(0.9)
Manager Works	0.0	0.0	(0.8)	0.0	0.0
Technical Support Works	(3.0)	(3.0)	(3.1)	0.0	(3.0)
Plant Works	(3,574.0)	(3,574.0)	(3,338.0)	(165.0)	(3,739.0)
TOTAL	(3,577.9)	(3,577.9)	(3,341.8)	(165.0)	(3,742.9)
RECURRENT NET COST	571.8	572.1	820.9	(57.5)	514.5
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	571.8	572.1	820.9	(57.5)	514.5

Principal Activity 7: FINANCE, ADMINISTRATION AND CORPORATE MANAGEMENT