



Council Plan 2013-2017

Year 4 Actions

Quarterly Report

30 September 2016



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Table of Contents

Council Plan 2013-2017 Year 4 – Highlights	5
1. Our Council.....	8
1.1 Leadership.....	9
Key Performance Indicators.....	9
Leadership Year 4 Actions	10
1.2 Customer Service	14
We will deliver quality customer outcomes by implementing better ways of doing things	14
Key Performance Indicators.....	14
Customer Service Year 4 Actions	16
1.3 Financial Sustainability	17
Key Performance Indicators.....	17
1.4 Staff	20
Key Performance Indicators.....	20
Staff Year 4 Actions	21
2. Our Community.....	25
2.1 Health and Wellbeing.....	26
Key Performance Indicators.....	26
Health and Wellbeing Year 4 Actions.....	27
2.2 Social Connectedness	32



**Council Plan 2013-2017
 Year 4 Actions
 Quarterly Report – September 2016**

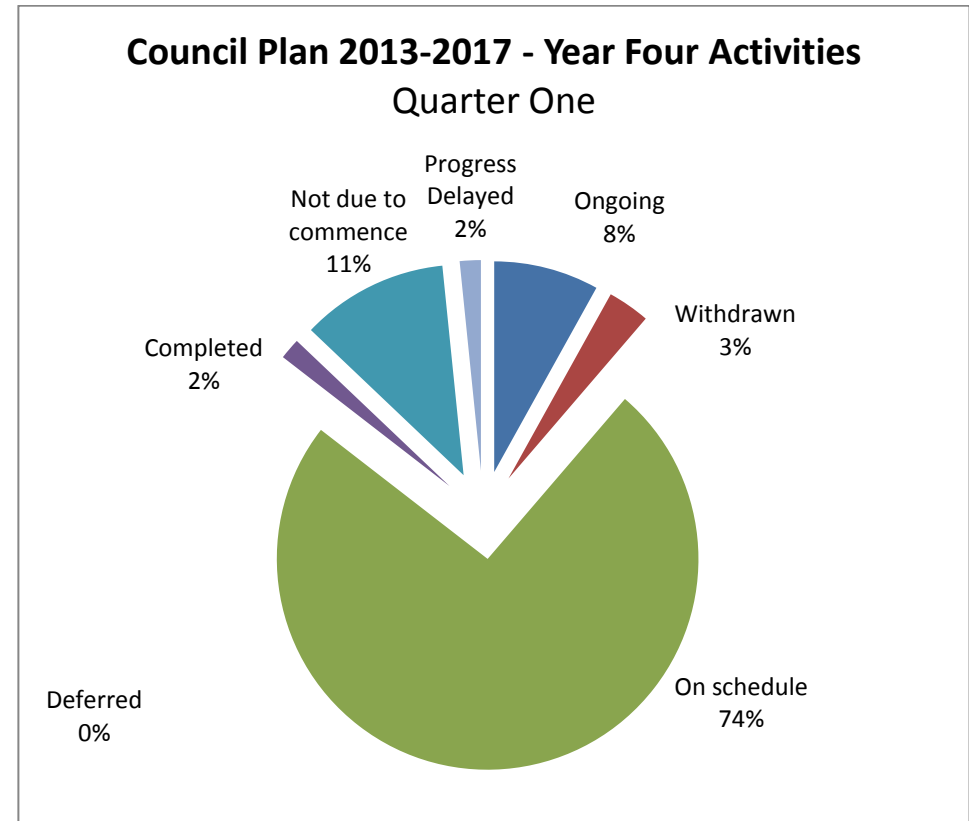
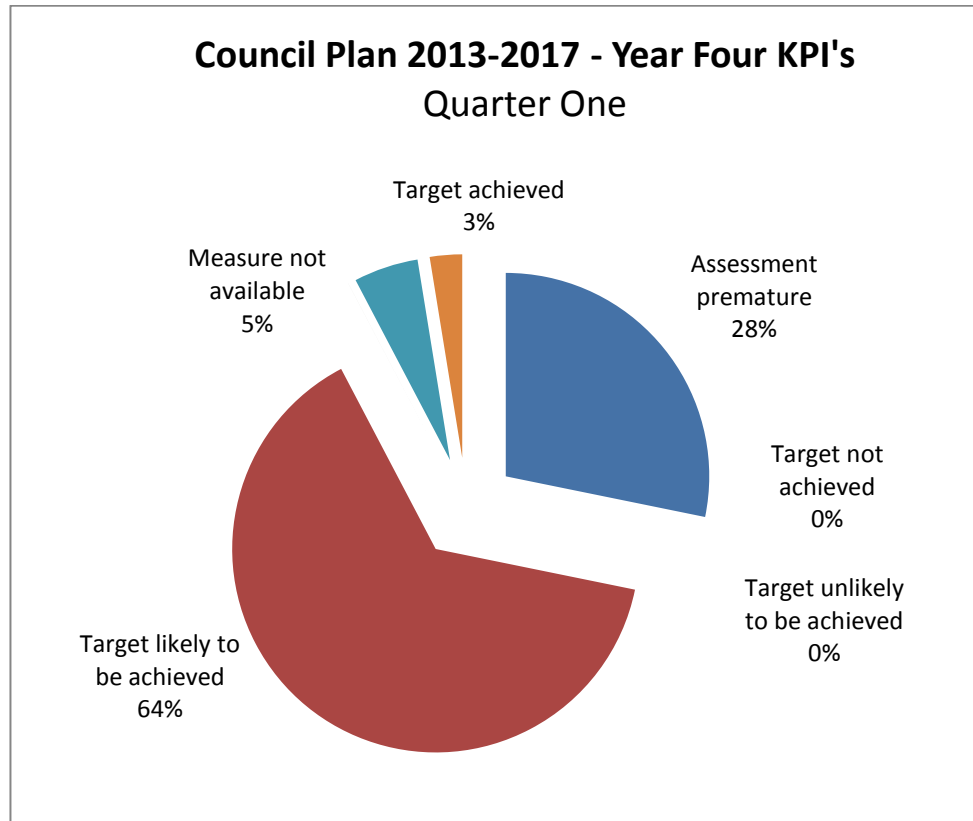
Key Performance Indicators.....	32
Social Connectedness Year 4 Actions	34
2.3 Community Engagement.....	37
Key Performance Indicators.....	37
Community Engagement Year 4 Actions.....	38
3. Our Environment.....	39
We will manage our natural and built environment in a responsible manner.	39
3.1 Conservation of Resources.....	40
We will use resources more efficiently and effectively	40
Key Performance Indicators.....	40
Conservation of Resources Year 4 Actions	41
3.2 Protection of the Natural Environment.....	44
Key Performance Indicators.....	44
Protection of the Natural Environment Year 4 Actions.....	46
3.3 Planning for Future Growth	47
Key Performance Indicators.....	47
Planning for Future Growth Year 4 Actions	49
3.4 Asset Management.....	52
Key Performance Indicators.....	52
Asset Management Year 4 Actions	53
4. Our Economy.....	55
4.1 Workforce Development.....	56



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Key Performance Indicators.....	56
Workforce Development Year 4 Actions.....	57
4.2 Improving Business Infrastructure.....	58
Key Performance Indicators.....	58
Improving Business Infrastructure Year 4 Actions.....	59
4.3 Investment Attraction.....	61
Key Performance Indicators.....	61
Investment Attraction Year 4 Actions.....	61
4.4 Tourism Development.....	64
We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector.....	64
Key Performance Indicators.....	64
Tourism Development Year 4 Actions.....	65

Council Plan 2013-2017 Year 4 – Highlights



The highlights for the year include the following:

The establishment of the Goulburn Regional Partnership during the quarter has enabled the Chief Executive Officer to advocate to state government in relation to local issues such as the Murray Darling Basin Constraints Management Strategy, support for agricultural activities and upgrade of telecommunications services.

Council prepared and presented submissions to two Victorian parliamentary inquiries on rate capping and bushfire preparedness and prepared a submission to a third parliamentary inquiry on the control of invasive animals and plants.

Council ran two information sessions (Alexandra and Kinglake) to discuss with the community Council's 2016/17 Draft Annual Budget and Council Plan 2013-2017.

Council has worked in collaboration with Mitchell Shire Council to procure line marking services as a part of Council's road management responsibilities which will provide efficiency improvements and cost savings to both Councils.

Council was successful in its application for \$100,000 to deliver the Age Friendly Communities Project aiming to work with older people to identify ways to improve the liveability of our communities for older people.

Further meetings with the Taungurung Clan Aboriginal Corporation have taken place to progress the Early Years Indigenous Language Cards Project which will be delivered through local schools.

Early Years service provides in Alexandra and Yea are currently being supported to access funding through the Children's Facilities Capital Fund grant program to improve service infrastructure.

Continued - The highlights for the year include the following:

34.7% of all waste collected or received by Council was recycled during the quarter.

Council officers have worked with the Goulburn Broken Greenhouse Alliance to develop a regional energy efficiency program for local government building stock to reduce energy consumption and costs.

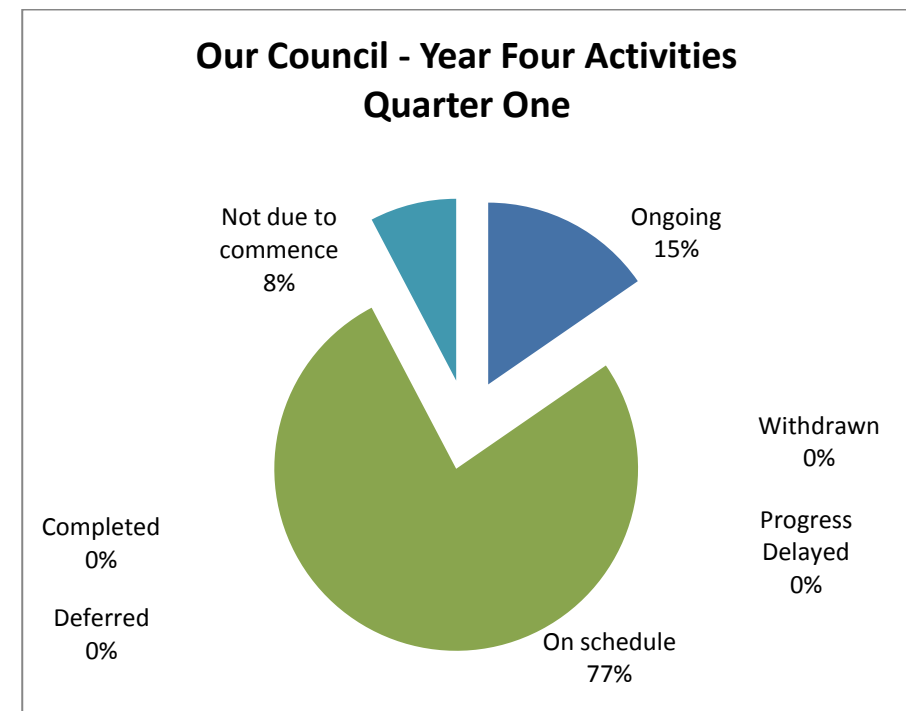
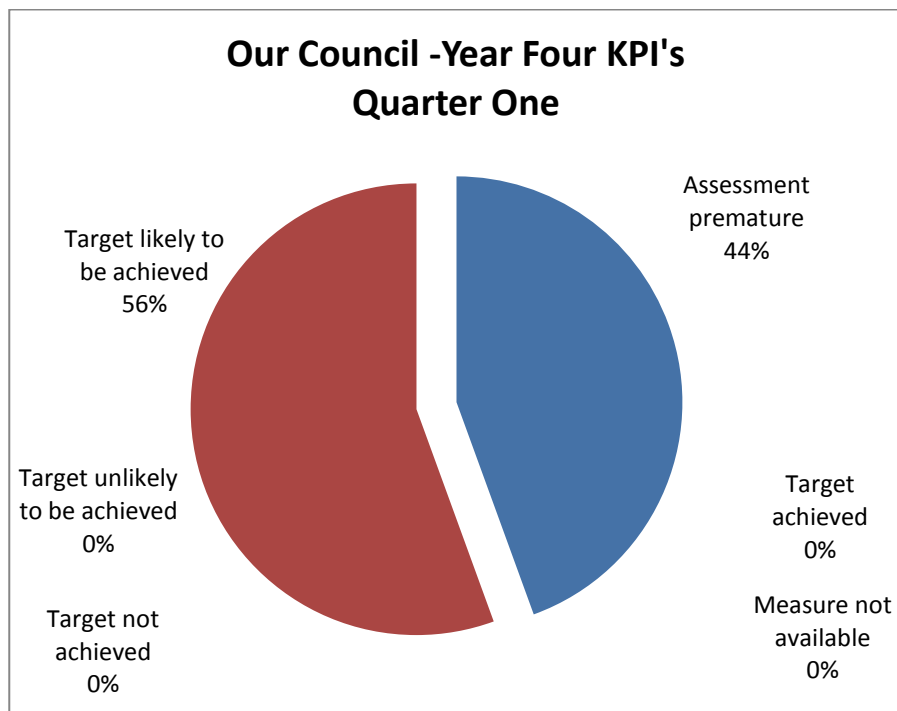
The PlanSmart app has been developed during the quarter to assist businesses throughout the shire to plan for emergencies.

The implementation of an integrated asset management system has commenced which will greatly improve Councils ability to more accurately allocate resources across different asset groups

1. Our Council

We will provide strategic leadership and effective governance that supports the aspirations of our community.

By ensuring our long term financial sustainability, Council's priorities will be directed towards the implementation of the Murrindindi Vision 2030. Achieving the outcomes of this community-driven vision will be our strong advocacy to all levels of government on local needs and issues, the implementation of a master plan to grow the Murrindindi rate base through sound planning and support for economic development and the effective and efficient operation of the Council. By achieving this Murrindindi Shire will be a place of prosperity and opportunity





**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

1.1 Leadership

We will deliver leadership and advocacy

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Community participation in forums: Number of forums held	Deliver a minimum of one non-statutory community forum a year that actively encourages community participation.	June-17	Target likely to be achieved	Several consultation forums and information sessions with the community were held during the quarter. These are detailed under action 1.1.3.1 below.
Advocacy to the State and Federal Governments	Advocate on behalf of the community on a minimum of 10 issues a year	June-17	Target likely to be achieved	Council advocated across a range of issues during the quarter. These are detailed under action 1.1.1.1 below.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Leadership Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.1.1	Involve community leaders in regular advocacy to State and Federal Governments on local needs and issues	1.1.1.1	Advocate on behalf of the community on relevant local issues	June-17	On schedule	With the establishment of the Goulburn Regional Partnership the Chief Executive Officer has been able to advocate to state government in relation to local issues such as the Murray Darling Basin Constraints Management Strategy, support for agricultural activities and upgrade of telecommunications services. Council met with the Department of Environment Land Water and Planning (DEWLP) and EPA to discuss broadening the schedules for the Bushfire Management Overlay to provide more properties with certainty around building regulations when the Overlay is updated. Council was on the reference group for the Victorian Environment Assessment Council's Investigation into Historic Places on Public Land and contributed to its Final Report.



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy	Year 4 Action	Estimated Completion Date	Status	Comments		
						<p>Council attended a Local Government focus group meeting to advocate for the needs of small rural communities in relation to the introduction of the National Disability Insurance Scheme. Council prepared a submission to a Victorian parliamentary inquiry into the control of invasive animals and plants. Council officers also presented at Victorian parliamentary inquiries on rate capping and bushfire preparedness. Council also prepared a submission to VicForests, proposed changes to the Timber Release Plan 2016 for forestry plans in the Central Highlands Forest area (of Murrindindi Shire). Council participated in the stakeholder engagement process led by the Victorian Government to assist in the development of the Victorian Climate Change Adaptation Plan, including by</p>

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
						<p>providing comment to a draft Plan, and attending regional workshops.</p> <p>Council also prepared and submitted a submission on the review of the Local Government Act.</p>
1.1.2	Actively develop and implement a long term vision for Murrindindi Shire	1.1.2.1	Actively develop and implement a long term vision for Murrindindi Shire	June-17	Ongoing	Council has continued to draw on the Murrindindi 2030 Vision in planning its activities and implementing actions.
1.1.3	Building community relationships and trust through community forums and engagement	1.1.3.1	Through the establishment of issue based community advisory committees engage with community and business leaders to better inform Council decision making	June-17	On schedule	In relation to community forums and engagement Council ran two information sessions (Alexandra and Kinglake) to discuss with the community Council's 2016/17 Draft Annual Budget and Council Plan 2013-2017. Council arranged a community consultation session to discuss the proposed Kinglake West Caravan Park and Motel planning application to enable detailed community discussion of this



**Council Plan 2013-2017
 Year 4 Actions
 Quarterly Report – September 2016**

Council Plan Strategy	Year 4 Action	Estimated Completion Date	Status	Comments
				<p>issue. Council held five drop-in information sessions in Murrindindi for event organisers and community groups to add their event on the new Australian Tourism Data Warehouse (ATDW) website. At these drop in sessions, Council also provided assistance to the community in using Council's new community directory application on Council's new website. As part of a broader engagement process to develop an Environment Strategy, Council conducted a community survey to assess the community's attitudes about the environment. Council participated in the Yea Garden Expo by providing a stall to provide information and advice about treating invasive weeds.</p>

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.1.4	Communicate key Council decisions and strategies to the community in a variety of ways	1.1.4.1	Commence community engagement to identify required service levels across all Council services	June-17	On Schedule	Initial planning commenced during the quarter to identify services that will form basis of the service level reviews.

1.2 Customer Service

We will deliver quality customer outcomes by implementing better ways of doing things

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Community perception of performance for customer service	Achieve a score of 66 or more in the annual community satisfaction survey	Jun-17	Assessment Premature	The next survey is scheduled to occur between February and March 2017.



**Council Plan 2013-2017
 Year 4 Actions
 Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Number of business processes implemented	Improve a minimum of five business processes a year	Jun-17	Target likely to be achieved	During the first quarter of 2016/17, a number of operational processes have been improved, particularly with regard to rates management and delegations to officers from Council.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Customer Service Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.2.1	Build on our customer service and communications with the community	1.2.1.1	Further develop Council's customer request tracking processes and establish indicators of Council's responsiveness.	June-17	On Schedule	Project planning was undertaken during the quarter to identify and schedule improvements to processes and technology which are necessary to advance Council's customer request tracking capability. This includes a major IT upgrade which is scheduled to occur in mid 2017.
		1.2.1.2	Further incorporate customer feedback into the review and delivery of Council's services	June-17	On schedule	Council finalised a new draft Customer Complaints and Feedback Policy and created an accompanying procedure to assist with recording customer feedback. The draft documents will be finalised during the next quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.2.2	Continue to improve our processes to enhance the efficiency and effectiveness of the organisation	1.2.2.1	Explore the potential and consequences of shared services and collaborative activities across the Local Government sector.	June-17	Ongoing	In the first quarter, Council has worked in collaboration with Mitchell Shire Council to procure line marking services as a part of its road management responsibilities. The new schedule of rates that have been agreed will provide efficiency and cost savings to both Councils across the life of the contract.

1.3 Financial Sustainability

We will administer sound financial management practices

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Rate base increased by overall Capital Improved Value	Increase the Shire's Capital Improved Value by 1.5% each year	June-17	Assessment premature	Supplementary valuations will be updated through Council's rating database in the second quarter of the 2016/17 financial year, which will allow a meaningful estimation to be

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
				provided in the December quarter report.
Rate base increased by new and quality developable lots	Increase the number of lots for development across the Shire	June-17	Target likely to be achieved	This indicator will be available for measure at the conclusion of the 2016/17 financial year.

Financial Sustainability Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.3.1	Growing our rate base through diligent planning	1.3.1.1	Growing our rate base through diligent planning	June-17	On schedule	Officers commenced the development of a financial profile during the quarter that will assist in establishing future targets for rate base growth in Shire.
1.3.2	Provide value for money through the delivery of long term financial plans	1.3.2.1	Incorporate the Council's strategies for asset renewal and greater community stewardship of asset management into Council's Longer Term Financial Planning	June-17	On schedule	Preparations for the review of Council's Strategic Resource Plan, Long Term Financial Plan and Annual Budget for 2017/18 have commenced.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.3.3	Practice responsible grants management and how we access grants	1.3.3.1	Continue to source grants to support the achievement of Council's strategic objectives.	June-17	On schedule	A draft grants policy has been produced and a draft grant prioritisation tool has been adopted for a trial use over the next six months. Council made an application to VicRoads for \$371,000 to improve road safety and address black spots on King Parrot Road.
1.3.4	Promote an equitable rating strategy for all ratepayers	1.3.4.1	Review the Council's Rating Strategy to examine the feasibility and impacts of introducing a Township Amenity differential rate.	June-17	Not due to Commence	Council's Rates unit has been focussed on finalising rates notices and valuation data for the 2016/17 financial year in the first quarter. The feasibility assessment is scheduled to commence in the second quarter of the financial year.

1.4 Staff

We will have engaged and professional staff

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Staff Satisfaction	<p>Improve internal staff satisfaction results year on year</p> <p>Reduce staff sick leave days by 1% per annum</p>	June-17	Assessment premature	<p>General Managers and Department Managers continue to work with employees to address items raised in the November 2015 survey.</p> <p>Time lost to sick leave during the quarter is at 3.67%. This is a slight improvement on the first quarter in the 2015/16 year.</p>
Number of staff training days	Increase staff training days by 1% per annum	June-17	Target likely to be achieved	Training opportunities totalled 364 enrolments in 24 different courses resulting in 176 staff training days during the quarter. This is an increase on the same quarter in the previous year.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Health and safety	Reduce Time Lost through workplace injury by 5% per annum	June-17	Assessment premature	There have been no new workplace injury claims in the first quarter of the year. Lost time due to injury during the quarter is at a low 0.6%.

Staff Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.4.1	Ensure a healthy and safe workplace for all staff	1.4.1.1	Ensure Council's OHS framework adequately addresses the needs of an ageing workforce.	June-17	On Schedule	Council undertook a procurement process to engage 'Health @ Work' to deliver parts of an integrated Health and Wellbeing program for the organisation, including base line health tests. The program has a focus on supporting our mature workforce to be active and healthy.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
						Other activities in the quarter included a Pedometer Challenge (32 staff participated), a Men's Health promotion and information in the staff newsletter to encourage participation and engagement in key health promotion actions.
1.4.2	Provide staff training and professional development opportunities	1.4.2.1	Continue to implement leadership development and multi-skilling opportunities across all levels of the organisation.	June-17	On schedule	Council has engaged a new online learning provider to deliver online programs more effectively and at less cost to Council. The new supplier has improved access to learning and improved flexibility in building online courses. The first quarter has seen a pilot and transition phase to the new system, including developing a new online induction, with the system going live to all staff in August. In the quarter 202 people have enrolled in 16 different online courses.



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy	Year 4 Action	Estimated Completion Date	Status	Comments
				<p>Six staff were enrolled in Certificate IV (4) or Diploma (2) in Leadership and Management, being delivered over the next 12 months in conjunction with other Councils in the north east.</p> <p>Other training opportunities in the quarter involved 364 enrolments in 24 different courses resulting in 176 staff training days. Highlights included:</p> <ul style="list-style-type: none"> • Custodians of Culture and Bullying Workshops which were interactive with actors • A range of workshops of Community Engagement • Introduction to Local Government • First Aid • Numerous specialist workshops relevant to different areas including Planning and Building Services and Child protection

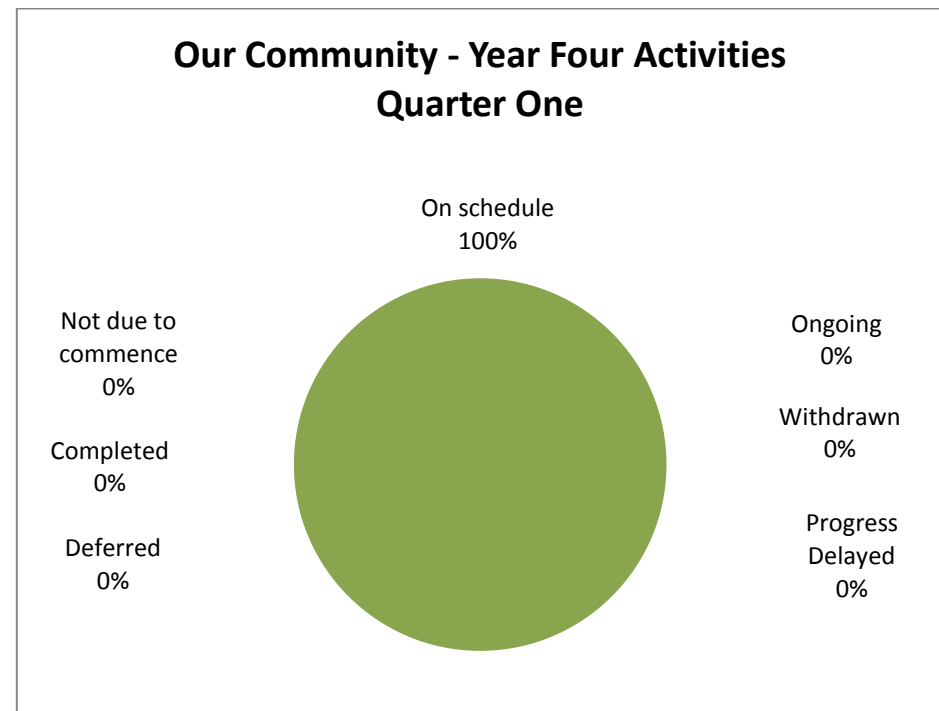
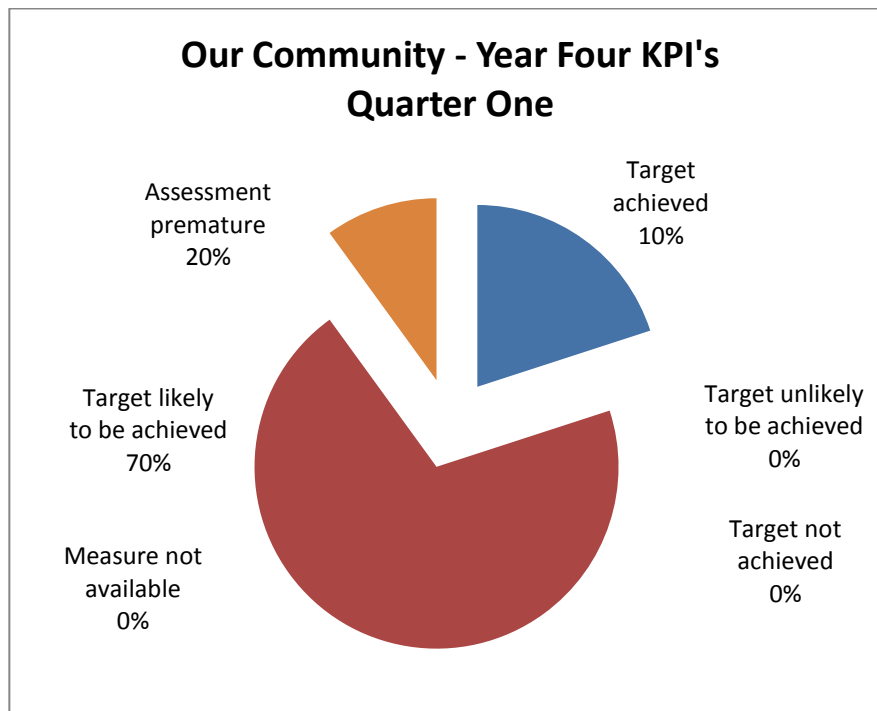
**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
1.4.3	Provide workforce development and succession planning opportunities	1.4.3.1	Identify opportunities to incorporate cadetships, traineeships and apprenticeships into the workforce.	June-17	On schedule	The capacity to engage a trainee in the Infrastructure Operations outdoor team has been explored during the quarter. A vocational placement in Infrastructure Assets is under consideration.

2. Our Community

We will support and promote health and well being, social connectedness and community involvement.

Our goal is to create vibrant, interconnected and inclusive communities. Murrindindi Vision 2030 supports a strong sense of pride and belonging across the Shire. From arts programs, improved footpaths, on-going support of fire affected communities and new and upgraded recreational facilities we aim to put the pieces in place for healthy and active communities. We will achieve this vision through strong support programs and robust policy decisions.



2.1 Health and Wellbeing

We will advocate for and support the lifelong needs of our communities at all ages and all stages.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Implementation of actions in the Municipal Public Health and Wellbeing Plan	100% completion by June 2017	June-17	Target likely to be achieved	The delivery of actions in the Municipal Public Health and Wellbeing Plan progressed well during the quarter. See 2.1.5.1 for further information.
Home and Community Care (HACC) services delivered to the community in accordance with Service Agreements	95% of HACC targets reached	June-17	Target likely to be achieved	Service delivery targets were met during the quarter.
Development of a Recreation and Open Space Plan in partnership with the community	Complete by July 2017	June-17	Assessment premature	The development of the Recreation and Open Space Plan has been delayed due to delays in securing external funding. While it is hoped that the project will be complete by July 2017, an extension of the project to December 2017 may be required.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Health and Wellbeing Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
2.1.1	Advocate for and support flexible delivery of early years services	2.1.1.1	Advocate for and support flexible delivery of early years services	June-17	On schedule	Opportunities to provide flexible care by engaging additional educators in areas of high demand have continued to be explored. Council has met with a local primary school to explore the potential to trial a school holiday program to meet the needs of working parents during these periods.
2.1.2	Promote and deliver effective transition through integrated aged care options	2.1.2.1	Support a partnership between aged care providers to retain and strengthen aged care services in the Shire.	June-17	On schedule	Work progressed towards the development of a group consisting of aged care service providers across the Shire. The first meeting is scheduled for October 2016.
2.1.3	Support older people to remain active and healthy and connected to their community	2.1.3.1	Support older people to remain active and healthy and connected to their community	June-17	On schedule	Council operates the Planned Activity Group program providing a wide variety of opportunities for older people within the community to remain independent and connected to their community. Activities with a physical exercise component include the



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
						<p>Wednesday Walkers, the Magpie's gentle exercise group and the Water Exercise group. Council has successfully applied for \$100,000 to deliver the Age Friendly Communities project aiming to work with older people to identify ways to improve the liveability of our communities for older people. Council is working in partnership with Alexandra District Health, Nexus Primary Health, Yea and District Memorial Hospital and the Lower Hume Primary Care Partnership to design and deliver a community consultation process to complete phase one of the project.</p>

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
2.1.4	Strengthen partnerships with service providers to meet the demonstrated health needs of our communities	2.1.4.1	Strengthen partnerships with service providers to meet the demonstrated health needs of our communities.	June-17	On schedule	Council coordinates a range of networks that support and strengthen partnerships across service providers including the Murrindindi Youth Partnership, the Murrindindi Children's Network, the Access and Inclusion Group, the Murrindindi Community Services Group and the Aged Care Service Providers Network. Council officers are also active members of other networks aiming to support improved collaboration. A range of projects are underway across these networks including the Youth Resilience project, the Age Friendly Communities Project, NAIDOC week celebrations and the 'Don't Park in the Blue Spot' initiative aiming to increase awareness of the appropriate use of disability parking.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
2.1.5	Actively engage with community health and wellbeing issues through implementation of the Municipal Public Health and Wellbeing Plan.	2.1.5.1	Undertake key initiatives outlined in the Municipal Public Health and Wellbeing Plan, in conjunction with community and service partners.	June-17	On schedule	The progress report on the Year 3 Implementation Plan has been completed by all partners and presented to Council. The Year 4 Implementation Plan has been finalised with all reporting partners. Key initiatives that have been completed include continuation of the PEEP program, roll out of the second year of the Murrindindi Resilience survey, NAIDOC week celebrations and communications training for customer service and library staff.
2.1.6	Work with young people and service providers to identify and respond to youth priorities across their respective communities	2.1.6.1	Implement a youth engagement program to encourage all young people to participate in their community and to support youth leadership skills development.	June-17	On schedule	The Youth Participation and Resilience Officer role was advertised and interviews conducted in September. It is anticipated that the new role will commence in early November.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
2.1.7	Support participation in a range of sport recreation and leisure activities	2.1.7.1	Undertake an assessment of community needs in order to progress development of Council's Recreation and Open Space Strategy.	June-17	On schedule	Officers have requested the scope of the project be varied to enable the project to be predominantly undertaken by Council staff with limited requirement to engage external consultants. A decision by Sport and Recreation Victoria on the revised scope will be confirmed by the end of October, at which time external funding will be confirmed.

2.2 Social Connectedness

We will encourage inclusive, creative and resilient communities.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Facilitate an increase in multi-community participation in artistic and cultural events	Measured participation matches or exceeds the Victorian average. Support a minimum of four events per annum	June-17	Target likely to be achieved	The Community Indicators Victoria measure has not been updated in the past three years. However, Council is in the process of supporting a range of arts and cultural events through the Community Service Department, Community Grants Program and Economic Development Unit.
Progress the Urban Access Program (pathways and related infrastructure, total identified projects – 101)	100% of annual identified projects completed per annum	June-17	Target likely to be achieved	Eight projects have been identified for delivery this year. The projects are currently being scoped, designed and prepared for quoting.
Update and progress on the Missing Links program (total projects identified – 29)	5 projects per annum	June-17	Target likely to be achieved	Two medium sized projects are identified in this year's program rather than five smaller projects. The projects are currently being scoped, designed and prepared for quoting.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Audit of disability access issues regarding pathways and missing links.	Audit of disability access issues complete by June 2015	Jun-15	Completed	This audit was completed in the 2014/15 year.
Number of community network building activities initiated by Council	One event between July and December and one event between January and June each year	June-17	Target likely to be achieved	Several events are planned for the coming months.
Promote and acknowledge volunteers	Minimum of 1 Council-initiated event per annum Ongoing participation in the Murrindindi Volunteer Advisory Group	June-17	Target likely to be achieved	Council celebrations of volunteers are planned for the first half of 2017. Positive working relationships with key organisations supporting and promoting volunteerism have continued during the quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Social Connectedness Year 4 Actions

Council Plan Strategy		Year 4 Actions		Estimated Completion Date	Status	Comments
2.2.1	Prioritise the activities of Council and engage other stakeholders to improve peoples' access and inclusion	2.2.1.1	Continue to strengthen relationships with indigenous and culturally diverse communities across the Shire in order to deliver culturally appropriate services.	June-17	On schedule	The Integrated Diversity Plan has been updated and agreed across all partners including Murrindindi Shire Council, Alexandra District Health, Yea and District Memorial Hospital, Nexus Primary Health and Lower Hume Primary Care Partnership. Further meetings with the Taungurung Clan Aboriginal Corporation have taken place to progress the Early Years Indigenous Language Cards project. Council staff participated in the NAIDOC celebrations in partnership with Alexandra District Health.
2.2.2	Ensure access and social connectedness is considered in the planning and development of facilities and infrastructure	2.2.2.1	Undertake an audit of disability car parking in Murrindindi Shire to promote disability awareness and appropriate use.	June-17	On schedule	An audit of disability car parking has taken place in Alexandra and presented to the Access and Inclusion Committee. Works planned to improve disability car parking in Alexandra are scheduled. Audits of other townships are planned.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Actions		Estimated Completion Date	Status	Comments
2.2.3	Support participation in a wide range of artistic and cultural pursuits.	2.2.3.1	Support participation in a wide range of artistic and cultural pursuits.	June-17	On schedule	Several community groups were supported to submit community grant applications for artistic and cultural events. Council officers continued to support and progress the Marysville Tourism and Arts Project in partnership with the Marysville and Triangle Business and Traders Association and Community Arts Groups. Council officers worked with Regional Development Victoria and Community groups to plan community consultation across the Kinglake Ranges to support the allocation of available grant funding to meet the artistic and cultural needs of these communities.
2.2.4	Work with communities to build resilience and prepare for future unplanned events	2.2.4.1	Work with communities to build resilience and prepare for future unplanned events	June-17	On schedule	The Emergency Management and Fire Coordinator has attended two community information sessions with the Country Fire Authority and the Department of Environment, Land, Water and Planning to enhance community understanding of risk

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Actions		Estimated Completion Date	Status	Comments
						and the importance of planning for emergencies.
2.2.5	Support people and groups to work together to strengthen connections and community networks	2.2.5.1	Strengthen the capacity of the community to access available grant funds to meet community objectives.	June-17	On schedule	Community groups continue to be supported to access Council's Community Grants program. Early years services in Alexandra and Yea are currently being supported to access funding through the Children's Facilities Capital Fund grant program.
2.2.6	Recognise, support and value volunteers	2.2.6.1	Work collaboratively with key partners to support the co-ordination of volunteer recruitment and training.	June-17	On schedule	Discussions were held with CEACA, Kinglake Neighbourhood House and Yea and District Memorial Hospital around recruitment and training of volunteers. An Expression of interest process has been undertaken with volunteers regarding the offer of training.
2.2.7	Advocate for better access to public and social housing options	2.2.7.1	Advocate for better access to public and social housing options	June-17	On schedule	This action has not progressed this quarter, however further discussions are planned through the Lower Hume Primary Care Partnership Leadership group.



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

2.3 Community Engagement

We will actively engage with our communities to increase participation and community input.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Community perceptions of performance for health and human services	The Community Satisfaction Survey achieves a score in this category that is more than or equal to the indexed mean of 77.	June-17	Assessment premature	The Community Satisfaction survey will be conducted during February to March 2017.



**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

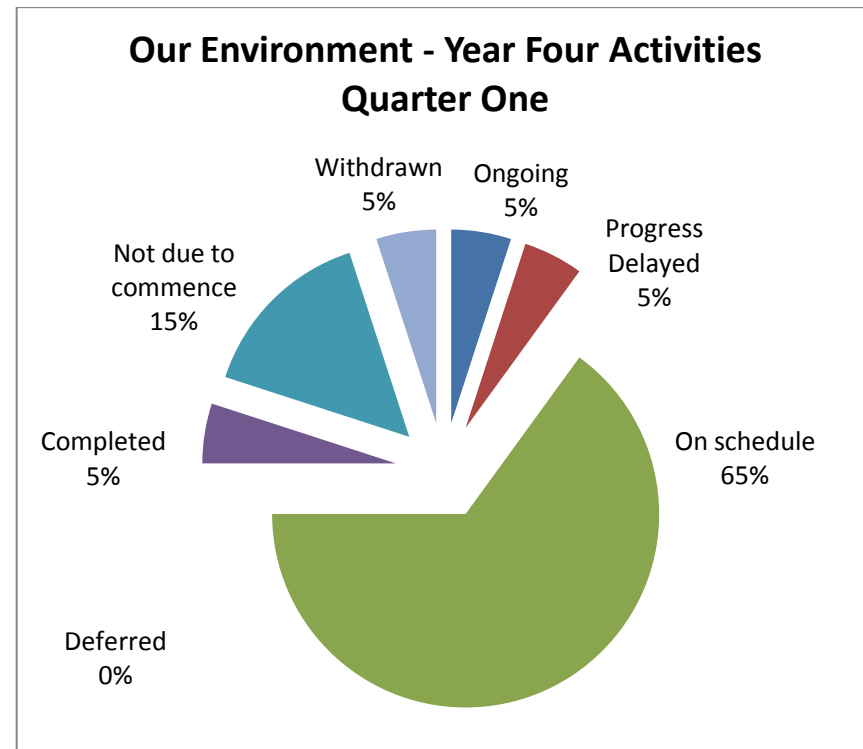
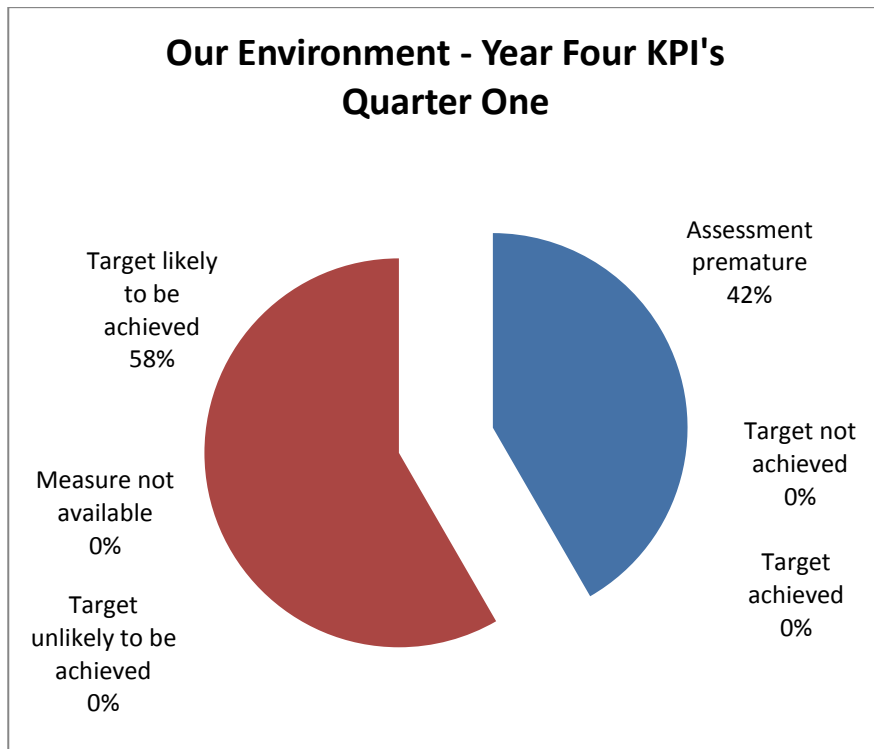
Community Engagement Year 4 Actions

Council Plan Strategy		Year 4 Actions		Estimated Completion Date	Status	Comments
2.3.1	Trial and evaluate locality-based planning, in conjunction with local communities.	2.3.1.1	Work to increase the capacity of communities to undertake their own local planning and management of community projects and facilities.	June-17	On schedule	Phase one of the Community Planning Initiative has commenced during the quarter which focused on exploring different community engagement approaches with the aim developing a community engagement and planning framework to present to Council.

3. Our Environment

We will manage our natural and built environment in a responsible manner.

Council will continue to protect significant environmental values and assets whilst balancing the need to develop and manage our built environment. This will be achieved through leadership and cooperation with other agencies and community networks. Our Council will be recognised for its environmental practices as we look to balance our natural surrounds with our need to grow. We aim to achieve communities that are sustainable in the use of natural resources while developing planning policies that embrace and protect our rural landscapes.



3.1 Conservation of Resources

We will use resources more efficiently and effectively

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Our practices show a reduction in the use of energy, waste, paper and water resources	<p>35% diversion of waste from landfill</p> <p>Overall reduction of 5% annually in paper consumption is targeted on 2013-2014 baseline information.</p> <p>Overall reduction of 5% in energy consumption across a selection of high use Council buildings per annum.</p>	June-17	Target likely to be achieved	<p>34.7% of all waste received by Council was recycled.</p> <p>There has been a 38% reduction in paper consumption in the first quarter compared to the baseline year of 2013/2014.</p> <p>The performance report for energy consumption is not available for this quarter's report.</p>
Implementation of the Waste Management Strategy	Implementation of year three actions	June-17	Assessment premature	Work is not scheduled to commence until later in the year.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Revision of Environment Strategy	Adoption of Revised Environment Strategy	June-17	Target likely to be achieved	A draft Environment Strategy has been developed. A survey was released to the community to assist Council assess the community's attitudes and values towards the environment. The survey will assist in the further development of the Environment Strategy.

Conservation of Resources Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.1.1	Reduce our corporate footprint by using energy, water and materials more responsibly	3.1.1.1	Continue to monitor Council's energy and natural resource consumption practices.	June-17	On schedule	Energy and water monitoring has occurred via Council's resource consumption monitoring system, Planet Footprint. A corporate resource consumption and greenhouse gas emissions report for 2015/2016 was in preparation during the quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.1.2	Encourage and recognise environmentally responsible behaviour and practices within Council and across the Murrindindi Shire community	3.1.2.1	Encourage and recognise environmentally responsible behaviour and practices within Council and across the Murrindindi Shire community.	June-17	On schedule	During the quarter Council assisted Landcare with activities associated for National Tree Day and participated in the Yea Garden Expo with information provided on weed identification.
3.1.3	Strengthen Council's capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks	3.1.3.1	Strengthen Council's capacity to use resources more sustainably by cooperating with the Goulburn Broken Greenhouse Alliance (GBGA) and community networks.	June-17	On schedule	Council officers have attended Goulburn Broken Greenhouse Alliance meetings throughout the quarter and have been involved in the scoping and development of a regional energy efficiency program for local government building stock. Officers have continued to support the implementation of existing programs including the Climate Smart Agriculture Project, and a project to compare performance in environmental sustainability across Councils in the region.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.1.4	Implement the Waste Management Strategy that seeks to promote waste minimisation strategies and increase opportunities for recycling and reuse of resources	3.1.4.1	Develop a Business Case which investigates viable options to increase the recovery of household and commercial food and organic waste.	June-17	Not due to commence	This action is scheduled to commence in the next quarter.
		3.1.4.2	Develop a plan for the Resource Recovery Centres to identify further opportunities to increase recycling and further development of scavenging / reuse (tip) shops.	June-17	Not due to commence	This action is scheduled to commence in the January to March 2017 quarter.

3.2 Protection of the Natural Environment

We will protect and enhance the natural environment.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Plans, policies and processes to protect the environmental values on Council owned land are developed and continually refined	Annual action plans for managing the environment on Council owned land are implemented	June-17	Target likely to be achieved	The Roadside Weed Control Program has been developed for the year. Roads have been mapped and a range of treatment regimes are proposed. Reserve Management Implementation Plans have also been scoped for Kinglake Number One Creek, Castella Central Park and UT Creek Alexandra.
Partnerships developed that deliver regionally funded projects across the Murrindindi Shire	Number of partnerships with other organisations developed	June-17	Target likely to be achieved	Council has partnered with UGLN on the continuation of two key projects including the Green Army 2016/17 and the Ribbons of Remnant Roadside Program. Council has also partnered with the Goulburn Broken Greenhouse Alliance on scoping a regional energy efficiency program for local government building stock and delivery of

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
				the Environmental Sustainability Reporting in Local Government Project, known as 'Collaborative Climate Change Reporting'. In addition, Council continues to partner with the Goulburn Broken Catchment Management Authority (via the Local Government Biodiversity Reference Group) on developing a business case for a regional voluntary offsets program.
Number of communication materials planned and delivered with and/or to agencies, households and business groups	At least one environmental communication activity is held with each group	June-17	Target likely to be achieved	Council's education and extension program has been designed for the year. Activities supported in the quarter include the National Tree Day and participation in the Yea Garden Expo.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Protection of the Natural Environment Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.2.1	Ensure Council operations are managed in a way that minimises impact on the natural environment.	3.2.1.1	Continue to implement Council's agreed native vegetation offset management actions.	June-17	On schedule	Council has worked with the Upper Goulburn Landcare Network to progress Council's native vegetation offsets program. Key progress made in this quarter included completion of environmental assessments on thirteen properties and the short listing of eight (8) sites for this project.
3.2.2	Conserve high value sites on Council controlled land and roadside reserves by reducing environmental threats	3.2.2.1	Implement and seek to enhance Council's roadside weed control program.	June-17	On schedule	Council has developed its Roadside Weed Control Program this quarter, including mapping of roads and developing proposed treatment regimes.
3.2.3	Encourage property development across the Shire that protects and enhances environmental values	3.2.3.1	Develop Council's Domestic Wastewater Management Plan.	June-17	Not due to commence	Work scheduled to commence in the December 2016 quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.2.4	Strengthen Council's capacity to work with key agencies that have responsibility to deliver local, regional, state and federal environmental policy and programs	3.2.4.1	Collaborate with key local Landcare networks, agencies and community stakeholders to identify and deliver environmental projects in Murrindindi Shire and to advocate for relevant funding.	June-17	On schedule	During this quarter, Council has collaborated with local landcare networks on delivery of the Green Army Project, Ribbons of Remnant Roadside and National Tree Day. Council officers have also helped advocate for funding for the Healthy Hectares Project.

3.3 Planning for Future Growth

We will plan for future growth that is sensitive to the constraints of our natural environment whilst considering development needs.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Adoption of environmentally sustainable design principles	The inclusion of environmentally sustainable features in new developments	June-17	Target likely to be achieved	100% of building permit applications were assessed for adherence to the 6 star minimum energy rating for new buildings.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Implementation of ongoing changes to the Murrindindi Planning Scheme (MPS)	Implementation of year four actions	June-17	Assessment Premature	There has been no specific action on this during the quarter. Work will progress in the remainder of the year.
Strategic and settlement planning adequately addresses bushfire risk and strengthens community resilience	Implementation of Bushfire protection measures	June-17	Target likely to be achieved	The updated Bushfire Management Overlay mapping has been released for consultation with Councils. Officers have met with DELWP in relation to some requested changes to extend the scheduled areas for Marysville and await the final implementation of the mapping updates.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Planning for Future Growth Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.3.1	Improve the flexibility of the Murrindindi Planning Scheme to respond to growth in a way that balances environmental values and improves the level of safety of our community.	3.3.1.1	Conduct a review of the Significant Landscapes Study.	June-17	Withdrawn	The Lower Hume High Country Region Landscape Assessment Study was exhibited and has now been placed on hold by the Department of Environment, Land, Water and Planning subject to further funding by the Department. This Study will inform a review of Council's Significant Landscapes Study. No action has therefore been taken on this Study this quarter.
3.3.2	Ensure that Council's emergency management planning responds to community safety needs.	3.3.2.1	Continue to update emergency management plans to prepare for and mitigate risks to the community.	June-17	On schedule	Reviews have been completed on the Council's Relief & Recovery Plan, the Municipal Fire Management Plan and the Neighbourhood Safer Places Plan.
3.3.3	Improve Council and community capacity to respond to the impacts of extreme weather events and longer term	3.3.3.1	Improve Council and community capacity to respond to the impacts of extreme weather events and longer term climate change.	June-17	On schedule	The PlanSmart app has been developed to assist businesses throughout the shire plan for emergencies. Expressions of interest have been received for community representation of Council's Municipal

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
	climate change					Emergency Management Committee to assist with planning for future emergency response and recovery.
3.3.4	Adopt and implement the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan	3.3.4.1	Adopt and implement the Municipal Strategic Statement (MSS) to establish future directions that align to the Council Plan	June-17	Completed	Amendment C54 to the Murrindindi Planning Scheme which revised the MSS to reflect the directions of the Council Plan was gazetted in March 2016 and is now incorporated into the Scheme.
3.3.5	Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment	3.3.5.1	Promote environmentally sustainable design in future developments to achieve more energy and water efficient outcomes in our built environment	June-17	Ongoing	Environmentally sustainable principles are applied through Building and Planning regulations and statutory approvals. These are regularly reviewed and updated by the State Government. Any changes to regulations are implemented at a local level through the statutory approval processes.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.3.6	Review and progress Council's implementation of the Urban Design Frameworks for settlements within the Shire	3.3.6.1	Develop a program to implement Council's existing Structure Plans, Development Plans and Urban Design Frameworks	June-17	Progress Delayed	Progress on this action has been delayed due to an ongoing staff vacancy that is proving difficult to fill.
		3.3.6.2	Support sustainable industries within the region through the provision of infrastructure, advice and support.	June-17	On schedule	The Murrindindi Investment Prospectus which was recently launched includes investment attraction activities which provide a referral service for potential investors to Murrindindi Shire.

3.4 Asset Management

We will apply a whole of life approach to the management and maintenance of Council's assets.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Reduction in the infrastructure renewal gap	Develop strategies to ensure resources are appropriately allocated across all asset groups to reduce the infrastructure renewal gap over time.	June-17	Assessment premature	The implementation of an integrated asset management system has commenced. This system will greatly improve Council's ability to more accurately allocate resource across asset groups to more effectively address the infrastructure renewal gap.
Delivery of the capital works program	Deliver 95% of annual scheduled Capital Works projects	June-17	Assessment premature	The first quarter involved the scoping and design work required to deliver the capital works program. This work has commenced and is well underway.
Defined levels of service for maintenance activities.	Implement levels of service for roads and drainage maintenance by June 2017	June-17	Assessment premature	The review of the Road Management Plan is planned to commence in the next quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Asset Management Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.4.1	Manage and renew our existing infrastructure assets in a responsible manner.	3.4.1.1	Continue to incorporate funding opportunities into the consideration of future capital works, with a priority on infrastructure renewal.	June-17	On schedule	Additional Federal Government Roads to Recovery funding is to be allocated across roads and bridge renewal projects. Further grant finding has been obtained under the State Government's Black Spot road funding.
		3.4.1.2	Implement Council's new asset management system.	June-17	On schedule	Contracts were let for the supply and implementation of a new asset management system. Initial meetings have been held with the supplier and a 'gap' analysis undertaken. Work has commenced in preparation for data transfer to the new system.
3.4.2	Engage with relevant communities on the development of community infrastructure and services	3.4.2.1	Implement Council's strategy to give greater responsibility to communities for managing infrastructure.	June-17	On schedule	Planning has been undertaken during the quarter to establish the strategies to ensure communities take on greater responsibility for managing infrastructure. This included a meeting with the Regional Director of DELWP to consider implications for assets on crown land reserves.



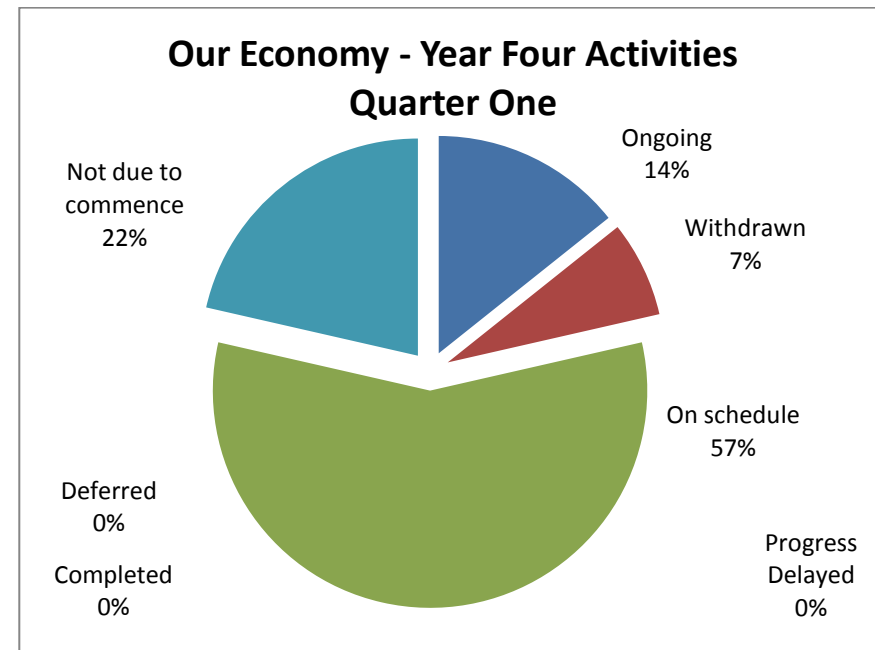
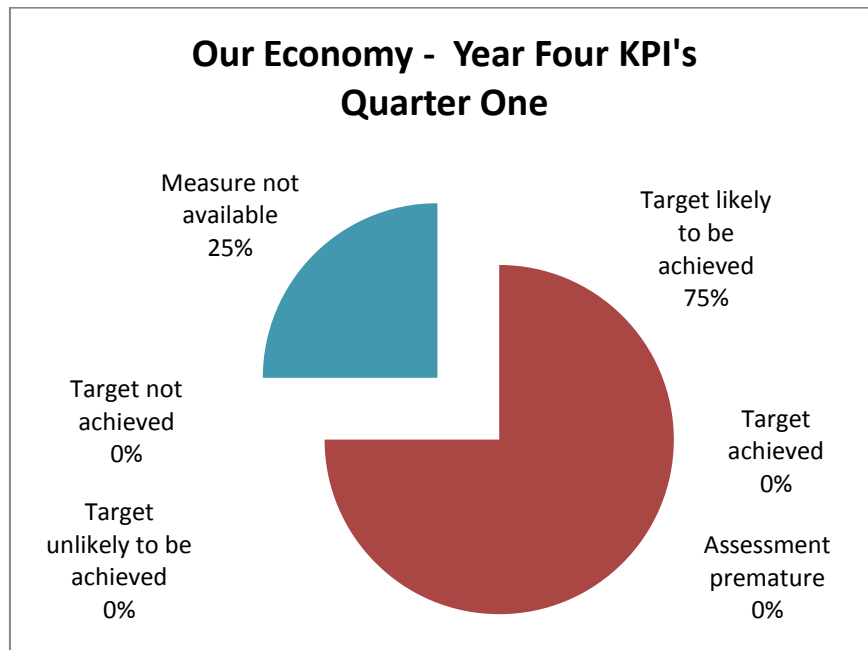
**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
3.4.3	Develop and deliver services with consideration of the impacts on the natural environment that meet community needs	3.4.3.1	Develop and deliver services with consideration of the impacts on the natural environment that meet community needs.	June-17	On schedule	A refresher course on environmental considerations for road works was completed with Council staff during the quarter with reference to the Council's Rural Roadside Code of Practice.

4. Our Economy

We will support the sustainable growth of Murrindindi’s businesses and the local economy.

A vibrant economy will attract people to our region and in turn will open further opportunities for business expansion and investment. This will increase employment prospects, social and cultural benefits and population growth. A key focus of our activities will be the further development and enhancement of educational and training options across the shire. While our attention will continue to be focused on a vibrant tourism and agricultural-based economy, we need to also advocate for improved telecommunications networks that will encourage diverse and entrepreneurial businesses the opportunity to establish.



4.1 Workforce Development

We will maximise the potential of the local workforce through education, training and employment opportunities.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Number of training and/or workforce development initiatives implemented that address needs identified in the Murrindindi Training Needs Analysis 2013	2 new initiatives per annum.	June-17	Target likely to be achieved	Work on this action is not scheduled to commence until the third quarter. See item 4.4.4.4 for further details.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Workforce Development Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.1.1	Advocate for and support initiatives to improve post-secondary education opportunities in the Shire, including development of the Murrindindi Training Institute	4.1.1.1	Continue to advocate and support the provision of education and training opportunities within the Murrindindi Shire.	June-17	Not due to commence	The key action for this financial year is to review the Murrindindi Training Needs Analysis to identify further training opportunities and existing gaps. This work is due to be carried out in the third quarter (April – June).
4.1.2	Support initiatives and activities of the Murrindindi Strategic Skills Training and Employment Network	4.1.2.1	Support initiatives and activities of the Murrindindi Strategic Skills Training and Employment Network.	June-17	Withdrawn	This action cannot be further progressed as the Network has disbanded.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.1.3	Work closely with the Central Ranges Local Learning and Employment Network (CRLLEN) to improve local workforce development opportunities	4.1.3.1	Work closely with the Central Ranges Local Learning and Employment Network (CRLLEN) to improve local workforce development opportunities.	June-17	Ongoing	The 100 ways in 100 days initiative is underway by CRLLEN. This initiative is about finding ways for 100 people to transition from school into meaningful employment, study or training and includes the Murrindindi Shire.

4.2 Improving Business Infrastructure

We will advocate for the provision of infrastructure and services that support business growth.

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Number of actions implemented from the Council's Economic Development Strategy	4 initiatives implemented per annum	June-17	Target likely to be achieved	In support of the 'Tourism' Focus, five drop-in information sessions were held during the quarter to assist event organisers and community groups to add their event on the new Australian Tourism Data Warehouse (ATDW) website.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Number of initiatives to improve business infrastructure and service	2 initiatives per annum	June-17	Target likely to be achieved	Officers facilitated discussions during the quarter between Regional Development Victoria and agricultural businesses in Yarck in regards to the potential provision of an irrigation pipeline which if implemented would enhance the opportunities for business growth.

Improving Business Infrastructure Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.2.1	Support the development and implementation of the Hume ICT (Digital) Strategy and the Hume NBN Business Readiness Plan	4.2.1.1	Provide opportunities for mobile phone providers to establish the provision of additional infrastructure to address the blackspots in Murrindindi Shire.	June-17	On schedule	Officers continue to provide information to the regional Information Technology Action Group established by the Office of the Federal Minister for Indi. A second round of blackspot funding opportunities is currently being established.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.2.2	Support further growth and development of the Yea Saleyards subject to the availability of grant and reserve funds	4.2.2.1	Complete the project to expand the Yea Saleyards.	June-17	On schedule	Contracts for the construction of yardings and scale house were let in September. All construction is on track to be completed in accordance with the Federal Grant specifications and timelines.
4.2.3	Facilitate opportunities to increase utilisation of available land (eg. industrial, commercial and overnment owned) in the Shire.	4.2.3.1	Enhance the provision of data access to support existing and potential future business opportunities.	June-17	On schedule	The NBN roll out has continued within Murrindindi Shire. Officers continue to provide advice as required by NBNC0 to assist in the smooth delivery of this important infrastructure.

4.3 Investment Attraction

We will support local business retention and growth and attract new business and residential investment to the Shire

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Value of new commercial and industrial building developments	3% increase per annum	June-17	Target likely to be achieved	The value of commercial and industrial building permits for this quarter totalled \$1,796,799.
Number of investment attraction events/initiatives delivered	2 per annum	June-17	Target likely to be achieved	No specific events or initiatives were delivered by Council during this quarter.

Investment Attraction Year 4 Actions

Council Plan Strategy	Year 4 Action	Estimated Completion Date	Status	Comments
4.3.1 Implement a business attraction and investment campaign	4.3.1.1 Assess proposals for appropriate seed funding to support the establishment of new and expanded businesses or associated development in the Shire	June-17	On schedule	Seed Funding Guidelines have been drafted and are undergoing internal review before progressing to Council for consideration.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
		4.3.1.2	Deliver the Murrindindi Investment Prospectus and Plan Smart initiatives	June-17	Ongoing	The PlanSmart Implementation schedule was prepared during quarter which will lead to the delivery of the program to businesses during the October to December 2016 quarter.
4.3.2	Investigate opportunities to attract investment in residential facilities for retiree and aged sectors.	4.3.2.1	Investigate opportunities to attract investment in residential facilities for retiree and aged sectors.	June-17	Not due to commence	Action on this item was not scheduled to commence this quarter.
4.3.3	Identify and promote opportunities for growth in housing and business development in and around the Shire's main townships	4.3.3.1	Identify and promote opportunities for growth in housing and business development in and around the Shire's main townships.	June-17	Not due to commence	Action on this item was not scheduled to commence this quarter.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.3.4	Facilitate business and community groups to attract new business and residential investment in the Shire.	4.3.4.1	Continue to assist Murrindindi Inc. to deliver the Better Business program of business events including the Business Excellence Awards.	June-17	On schedule	The Marketing and Events Plan has been received and accepted by Officers and 23 Events have been scheduled for the 2016/17 financial year, culminating with the Business Excellence Awards scheduled for July 2017.

4.4 Tourism Development

We will increase the economic, social and cultural benefits to the Shire of a growing tourism sector

Key Performance Indicators

Year 4 Key Performance Indicator	Target	Estimated Completion Date	Status	Comments
Tourism visitation to the Shire	3% per annum increase in day trips	June-17	Measure not available	This information is no longer being sourced by Goulburn River Valley Tourism
Tourism visitation to the Shire	3% per annum increase in overnight stays	June-17	Measure not available	This information is no longer being sourced by Goulburn River Valley Tourism
Visitation to Visitor Information Centres	3% per annum increase in visits	June-17	Target likely to be achieved	This quarter's data was not available at the time of preparing this report.

**Council Plan 2013-2017
Year 4 Actions
Quarterly Report – September 2016**

Tourism Development Year 4 Actions

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.4.1	In partnership with Goulburn River Valley Tourism Limited, actively encourage investment and support development of new tourism product and attractions as a result of the Destination Management Plan.	4.4.1.1	Continue to support the partnership with Goulburn River Valley Tourism Limited.	Mar-16	On schedule	A continued partnership approach has delivered a growing newsletter database to in excess of 700 contacts and a growing social media presence. Advice and information continue to be supplied to GRVT to assist with advocacy for funding and investment attraction.
4.4.2	Maintain strong relationships with government departments and agencies to promote enhanced tourism opportunities and infrastructure in the Shire such as the Giant Trees Trail.	4.4.2.1	In Partnership with other agencies, undertake a feasibility study for the Giant Trees Trail linking all our State and National Parks.	June-17	On schedule	A draft scope for this project was drafted during the quarter for review by Council and will be used to assess Government Agency support for the initiative.



**Council Plan 2013-2017
 Year 4 Actions
 Quarterly Report – September 2016**

Council Plan Strategy		Year 4 Action		Estimated Completion Date	Status	Comments
4.4.3	Assess the feasibility of extending the Great Victorian Rail Trail from Alexandra to Eildon	4.4.3.1	Complete the design and cultural planning work for the proposed trail link between Alexandra and Eildon	June-17	On schedule	The design for the trail extension is complete and preparation of the cultural heritage progressed during the quarter and will be completed in the next quarter.

Statement A						
Murrindindi Shire Council						
Income Statement						
For the period ended 30th September 2016						
	Original Budget	Revised Budget	YTD Budgets	YTD Actual	Budget/ Actual Variance (unfav)	%
	2016/17	2016/17	30/09/16	30/09/16		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	19,237,317	19,237,317	19,105,059	19,116,588	11,529	0%
Special Charge	-	-	-	-	-	
Statutory fees and fines	703,595	698,214	140,268	145,920	5,652	4%
User fees	2,081,750	2,081,750	454,424	310,324	(144,100)	-32%
Grants - Recurrent	9,414,951	9,260,559	1,652,563	1,714,387	61,824	4%
Grants - Non-Recurrent	262,042	1,160,304	302,212	302,212	-	0%
Contributions - Cash	43,825	67,909	38,728	44,173	5,445	14%
Contributions - Non Cash	-	-	-	-	-	
Reimbursements	263,994	269,132	78,919	82,235	3,316	4%
Other revenue	843,203	813,203	77,863	76,639	(1,224)	-2%
Total Revenue	32,850,677	33,588,388	21,850,036	21,792,478	(57,558)	0%
Expenses						
Employee Benefits	13,866,469	13,976,913	3,378,410	3,025,296	353,114	10%
Materials and Services	9,988,157	11,426,074	2,512,176	2,101,801	410,375	16%
Depreciation and amortisation	8,431,514	8,431,514	-	76,255	(76,255)	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	290,967	290,967	33,237	21,262	11,975	36%
Finance Costs (Interest)	239,617	196,853	(23,817)	(23,818)	1	0%
Total Expenses	32,816,724	34,322,321	5,900,006	5,200,797	699,209	12%
Net gain(loss) on disposal of property, infrastructure, plant and equipment	(33,007)	(157,101)	-	-	-	
Surplus (deficit) for the period	946	(891,034)	15,950,030	16,591,681	641,651	4%
<i>Net gain (loss) on disposal of property, infrastructure, plant & equipment</i>						
<i>Proceeds from Sale of Fixed Assets</i>	395,640	838,190	-	-	-	####
<i>Carrying value of assets sold</i>	428,647	995,291	-	-	-	
<i>Total</i>	(33,007)	(157,101)	-	-	-	
Total Materials and Contractors						
Utilities	538,305	538,305	125,194	89,559	35,635	28%
Contractors	6,869,915	7,992,193	1,523,178	1,283,706	239,472	16%
Legal Expenses	241,063	241,063	59,531	52,091	7,440	12%
Insurance	483,797	483,797	425,956	404,374	21,582	5%
Materials	969,360	989,526	226,951	144,189	82,762	36%
Contributions	644,040	838,556	120,275	93,999	26,276	22%
Consultants	241,677	342,634	31,091	33,884	(2,793)	-9%
	9,988,157	11,426,074	2,512,176	2,101,801	410,375	16%

Statement A (Alternative Format)						
Murrindindi Shire Council						
Income Statement						
Underlying Operational Result Format						
For the period ended 30th September 2016						
	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	Budget/ Actual Variance (unfav)	%
	2016/17	2016/17	30/09/16	30/09/16		
	\$	\$	\$	\$	\$	
Revenue						
Rates & Charges	19,237,317	19,237,317	19,105,059	19,116,588	11,529	0%
Statutory fees and fines	703,595	698,214	140,268	145,920	5,652	4%
User fees	2,081,750	2,081,750	454,424	310,324	(144,100)	-32%
Grants - Recurrent Operating	6,777,753	6,779,376	1,652,563	1,714,387	61,824	4%
Grants - Non-Recurrent (Operating Only)	262,042	557,540	268,212	268,212	-	0%
Contributions - Cash (Operating Only)	18,825	42,909	30,178	35,623	5,445	18%
Reimbursements	263,994	269,132	78,919	82,235	3,316	4%
Other revenue	843,203	813,203	77,863	76,639	(1,224)	-2%
Total Revenue	30,188,479	30,479,441	21,807,486	21,749,928	(57,558)	0%
Expenses						
Employee Benefits	13,866,469	13,894,112	3,378,410	3,025,296	353,114	10%
Materials and Services	9,988,157	11,508,875	2,512,176	2,101,801	410,375	16%
Depreciation and amortisation	8,431,514	8,431,514	-	76,255	(76,255)	0%
Bad and Doubtful Debts	-	-	-	-	-	-
Other Expense	290,967	290,967	33,237	21,262	11,975	36%
Finance Costs (Interest)	239,617	196,853	(23,817)	(23,818)	1	0%
Total Expenses	32,816,724	34,322,321	5,900,006	5,200,797	699,209	12%
Underlying Surplus (deficit) for the period	(2,628,245)	(3,842,880)	15,907,480	16,549,131	641,651	-12%
Reconciliation to Income Statement						
<i>Proceeds from Sale of Fixed Assets</i>	395,640	838,190	-	-	-	###
<i>Less Carrying value of assets sold</i>	(428,647)	(995,291)	-	-	-	
Capital Grants	-	602,764	34,000	34,000	-	0%
Grants - Recurrent Capital	2,637,198	2,481,183	-	-	-	0%
Capital Contributions	25,000	25,000	8,550	8,550	-	0%
Contributions - Non Cash	-	-	-	-	-	
Contributed Assets	-	-	-	-	-	
Net Movement in Asset Revaluation Reserve	-	-	-	-	-	
Special Charge Rate for Capital Projects	-	-	-	-	-	
Operating Result as per Income Statement	946	(891,034)	15,950,030	16,591,681	641,651	4%

Statement B						
Murrindindi Shire Council						
Balance Sheet						
as at 30th September 2016						
	Original Budget	Revised Budget	YTD Budget	Actual	Variance (unfav)	%
	2016/17	2016/17	30/09/16	30/09/16		
	\$	\$	\$	\$	\$	
Assets						
Current assets						
Cash and cash equivalents	23,233,658	22,458,925	22,589,385	23,101,156	511,771	2%
Trade and other receivables	2,487,171	2,487,171	18,637,835	19,233,314	595,479	3%
Other financial assets				-	-	
Accrued Income	135,000	135,000	-	-	-	
Prepayments	135,000	135,000	-	(158)	(158)	
Non Current Assets Held for sale			434,094	434,094	-	
Inventories	50,000	50,000	40,000	34,272	(5,728)	-14%
Total current assets	26,040,829	25,266,096	41,701,314	42,802,678	1,101,364	3%
Non current assets						
Intangible Assets	223,471	3,797,721	3,815,721	3,739,466	(76,255)	
Property & Plant & Equipment	303,770,080	303,893,373	302,436,521	302,080,053	(356,468)	0%
Receivables	24,300	24,300	30,000	26,783	(3,217)	-11%
				-	-	
Total non-current assets	304,017,851	307,715,394	306,282,242	305,846,302	(435,940)	0%
Total assets	330,058,680	332,981,490	347,983,556	348,648,980	665,424	0%
Liabilities						
Current liabilities						
Trade and other payables	2,542,459	2,538,209	200,000	120,325	79,675	40%
Trust funds and deposits	562,769	562,769	888,341	1,063,730	(175,389)	-20%
Provisions - Employee Entitlements	3,432,400	3,112,130	3,112,130	3,091,734	20,396	1%
Interest-bearing loans and borrowings	447,830	405,420	-	-	-	
Total Current Liabilities	6,985,458	6,618,528	4,200,471	4,275,790	(75,319)	-2%
Non-Current Liabilities						
Provisions - Employee Entitlements	322,603	349,589	349,589	298,044	51,545	15%
Provisions - Other	1,541,142	5,301,037	5,301,037	5,301,037	0	0%
Interest-bearing loans and borrowings	1,830,558	1,449,091	2,028,150	2,028,150	(0)	0%
				-	-	
Total Non Current Liabilities	3,694,303	7,099,717	7,678,776	7,627,231	51,545	1%
TOTAL LIABILITIES	10,679,761	13,718,245	11,879,247	11,903,021	(23,774)	0%
NET ASSETS	319,378,919	319,263,245	336,104,309	336,745,960	641,651	0%
Equity						
Accumulated Surplus	124,780,894	127,565,932	128,493,089	128,493,089	(0)	0%
Surplus for the Year	946	(891,034)	15,950,030	16,591,681	641,651	4%
Asset Revaluation Reserve	180,546,910	177,714,345	177,714,345	177,714,345	0	0%
Other Reserves	14,050,169	14,874,002	13,946,845	13,946,845	0	0%
TOTAL EQUITY	319,378,919	319,263,245	336,104,309	336,745,960	641,651	0%

Statement C					
Murrindindi Shire Council					
Cash Flow Statement					
For the period ended 30th September 2016					
	Original Budget 2016/17 Inflows/ (Outflows)	Revised Budget 2016/17 Inflows/ (Outflows)	YTD Budget 30/09/16 Inflows/ (Outflows)	Actual 30/09/16 Inflows/ (Outflows)	Variance (unfav)
	\$	\$	\$	\$	\$
Cash Flow From Operating Activities					
Rates & Charges	19,102,179	19,201,552	2,907,230	2,022,045	(885,185)
User charges and other fines	3,483,346	3,716,839	1,156,563	1,228,852	72,288
Grants	9,876,993	10,624,339	2,158,251	2,318,404	160,153
Interest	513,725	613,556	174,526	177,444	2,917
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(10,257,124)	(12,159,188)	(4,729,560)	(4,380,999)	348,561
Payments to employees	(13,614,531)	(13,969,199)	(3,800,696)	(3,519,523)	281,173
Net cash flow provided by operating activities	9,104,588	8,027,899	(2,133,686)	(2,153,778)	(20,092)
Cash flow from investing activities					
Payment for property, plant and equipment, infrastructure	(7,153,893)	(12,374,765)	(1,943,202)	(1,586,734)	356,468
Payments for investments	-	-	-	-	-
Proceeds from sale of property, plant and equipment, infrastructure	395,640	838,190	-	-	-
Net cash used in investing activities	(6,758,253)	(11,536,575)	(1,943,202)	(1,586,734)	356,468
Cash flows from financing activities					
Trust funds and deposits	(24,744)	(410,784)	(85,212)	90,184	175,395
Finance costs	(166,766)	(199,461)	(0)	-	0
Proceeds from interest bearing loans and borrowings	500,000	500,000	-	-	-
Repayment of interest bearing loans and borrowings	(731,154)	(673,639)	-	-	-
Net cash provided by (used in) financing activities	(422,664)	(783,884)	(85,212)	90,184	175,396
Net increase/(decrease) in cash and cash equivalents	1,923,671	(4,292,560)	(4,162,100)	(3,650,328)	511,772
Cash and cash equivalents at the beginning of the financial year	21,309,987	26,751,484	26,751,484	26,751,484	-
Cash and cash equivalents at the end of the financial year	23,233,658	22,458,925	22,589,385	23,101,156	511,772
Reconciliation of result from ordinary activities with net cash from operations					
Surplus for the financial year	946	(891,034)	15,950,030	16,591,681	641,651
Depreciation and amortisation	8,431,514	8,431,514	-	76,255	76,255
Bad and Doubtful debts	-	-	-	-	-
Contributions Non Monetary Assets	-	-	-	-	-
Financing Costs (Cash Portion)	166,766	199,461	0	-	(0)
(Profit)/loss on disposal of property, plant and equipment, infrastructure	33,007	157,101	-	-	-
Change in assets and liabilities	-	-	-	-	-
(Increase)/decrease trade and other receivables	180,566	540,991	(15,615,373)	(16,207,639)	(592,266)
(Increase)/decrease in inventories	20,000	(8,507)	1,493	7,219	5,726
(Increase)/decrease in other current assets	(55,000)	97,381	367,381	367,539	158
Increase/(decrease) in provisions	147,975	71,941	71,941	0	(71,941)
Increase/(decrease) in trade and other payables	178,814	(570,949)	(2,909,158)	(2,988,833)	(79,675)

Statement D						
Murrindindi Shire Council						
Statement of Capital Works						
For the period ended 30th September 2016						
	Original Budget	Revised Budget	YTD Budget	Actuals	Budget/ Actual Variance (unfav)	%
	2016/17	2016/17	30/09/16	30/09/16		
	\$	\$	\$	\$	\$	
Land	-	-	-	-	-	
Land Under Roads			-	-	-	
Buildings	745,094	2,802,256	802,655	823,354	(20,699)	-3%
Plant , Machinery & Equipment	939,118	1,870,360	-	-	-	0%
Roads & Paths	3,642,897	4,523,250	223,787	236,543	(12,756)	-6%
Bridges	1,146,861	1,915,851	768,990	368,079	400,911	52%
Footpaths and Cycleways	167,721	417,151	104,857	121,993	(17,136)	-16%
Stormwater Network	242,300	325,011	3,000	-	3,000	100%
Heritage	-	-	-	-	-	
Furniture, Office Equipment and Software	173,000	423,984	31,410	28,860	2,550	8%
Library Materials	96,902	96,902	8,503	7,905	598	7%
Works in Progress	-	-	-	-	-	
Total Capital Works	7,153,893	12,374,765	1,943,202	1,586,734	356,468	18%
Property, Infrastructure, Plant and Equipment						
movement Reconciliation Worksheet	Original Budget	Original Budget	YTD Budget	YTD Actual	Variance	
	2016/17	2016/17	30/09/16	30/09/16		
	\$	\$	\$	\$	\$	
Total Capital Works	7,153,893	12,374,765	1,943,202	1,586,734	356,468	
Impaired assets					-	
Asset revaluation movement			0	-	(0)	
Depreciation & amortisation	(8,413,514)	(8,413,514)	-	-	-	
Written down value of assets sold	(428,647)	(995,291)	-	-	-	
Contributed Assets			0	-	-	
Transfer to intangibles						
Transfer to Non Current assets held for sale			0	0		
Net movement in property, infrastructure plant and equipment	(1,688,268)	2,965,960	1,943,202	1,586,734	356,468	

Statement E					
Murrindindi Shire Council					
Reconciliation of Non Discretionary Cash & Reserves as at 30th September 2016					
Cash Flow Statement Reconciliation - Non discretionary Cash Requirements					
Required Cash at year End	Original Budget	Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2016/17	2016/17	30/09/16	30/09/16	
Non discretionary Cash Requirements to be held:					
Reserves					
Account		\$	\$	\$	
070300 Public Open Space Reserve	(476,754)	(448,754)	(423,754)	(423,754)	(0)
070305 Infrastructure Contributions - Parking	(41,080)	(41,080)	(41,080)	(41,080)	-
070312 - Infrastructure Maintenance Reserve 2% Rates	(1,016,760)	(1,016,760)	(734,760)	(734,760)	-
070313 - Infra. Maint. New & Expanded Assets (bal. \$1.2m)	(3,421,834)	(3,721,268)	(3,816,268)	(3,816,268)	-
070314 - Infra. Maint. Gifted & Novated Assets - \$920K	(920,000)	(920,000)	(920,000)	(920,000)	-
070316 - Infra. Balance MAP's Funding	(434,022)	(434,022)	(434,022)	(434,022)	-
070336 - Marysville Community Fund	(63,531)	(63,531)	(63,531)	(63,531)	-
070315 - Defined Benefits Superannuation	(600,000)	(900,000)	(900,000)	(900,000)	-
070325 Garbage Reserve	(5,908,552)	(6,011,631)	(5,620,300)	(5,620,300)	-
070340 Coster Street Units Reserve	-	-	-	-	-
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	(16,384)	(13,106)	(13,106)	(13,106)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(363,000)	(13,371)	(336,064)	(336,064)	-
070430 Alexandra Saleyards Reserve	-	-	-	-	-
070440 Yea Caravan Park Reserve	(49,200)	(4,200)	-	-	-
070445 Marysville Caravan Park Reserve	(187,983)	(152,791)	(92,891)	(92,891)	-
070318 - Infra. Unexpended Capital Works	(491,273)	(1,073,692)	(491,273)	(491,273)	-
Total Cash backed reserves	(14,050,169)	(14,874,002)	(13,946,845)	(13,946,845)	(0)
Other Cash Requirements					
070000 Deposits	(325,500)	(325,500)	(497,478)	(665,107)	(167,629)
70041 Provision for Employee Entitlement - A/L 25%	(299,825)	(275,595)	(281,680)	(281,680)	-
070040 Provision for Employee Entitlement LSL (progression to 25% over 4 years)	(558,276)	(502,438)	(502,438)	(491,254)	11,184
070060 General Trust Accounts	(17,115)	(17,115)	(33,115)	(29,201)	3,914
Quarry Security ANZ	(19,500)	(19,500)	(19,500)	(19,500)	-
Fires Service Property Levy	(140,154)	(140,154)	(277,748)	(277,698)	50
carry forw ard - operating projects - grant funded	-	-	-	-	-
carry forw ard - capital projects - less grant funding & reserves	-	-	-	-	-
	-	-	-	-	-
Total Required Cash	(15,410,538)	(16,154,304)	(15,558,803)	(15,711,285)	(152,481)
Total Available Cash	23,233,658	22,458,925	22,589,385	23,101,156	511,772
Surplus/(Deficit)	7,823,120	6,304,621	7,030,581	7,389,872	359,290

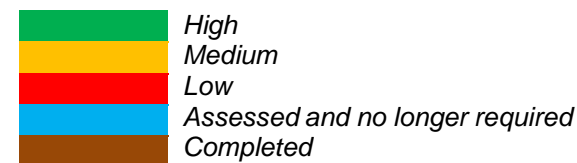
Operating Report
June 2016

	Annual Revised Budget 2015/16	YTD Actuals 30/06/2016	YTD Revised Variance	YTD Revised Var %	Comments	Carry Forward Requests
Community Recovery Fund						
002498 - Bushfire Memorials - Expense	462,662	19,898	442,764	96	c/fwd 2016/17	442,764
050648 - Bushfire Memorials	-62,858	0	-62,858	100	c/fwd 2016/17	-62,858
002605 - Bushfires Donations / Expenditure	37,588	820	36,768	98	c/fwd 2016/17	36,768
003124 - Insurance - Miscellaneous Assets (Replace)	82,356	0	82,356	100	c/fwd 2016/17	82,356
Carrying Cost of Asset Sale/Disposal						
003782 - Plant & Equipment sold - carrying amount	294,989	199,678	95,311	32	carrying value of Plant Sales carried forward	132,550
Fire Services Levy						
000382 - Fire Services Levy Expenses	90,343	32,765	57,578	64	savings to be carried forward - State grant funded	57,578
Commonwealth Respite Care						
000880 - Caregivers - CRC	108,223	85,098	23,125	21	Carry forward requested of \$16,516 in unspent CRC funds and \$6,609 in unspent project funds (carried forward from 2015/16).	25,128
EACH - Extended Aged Care at Home Pkgs						
000879 - (EACH) Direct Care	93,987	64,078	29,909	32	reduced expenditure in service purchase and equipment- funding c/fwd to 2016/17.	18,100
HACC - Home Care						
000860 - Caregivers - GHH	621,629	606,963	14,666	2	Carry forward of \$14,666 unspent equipment budget required (this component was part of transition funding).	14,666
050200 - Home Care (13026)	-580,894	-607,760	26,866	-5	Minor works and transition payments of \$47,060 unbudgeted. Carry forward requested to support CHSP transition and A&D review implementation in 2016/17	47,060
HACC - Service System Resourcing						
000852 - Special Projects- Hacc Minor capital funds	97,688	31,400	66,288	68	under expenditure of wages and projects. Carry forward requested of \$66,288	66,288
050386 - Age Friendly Communities Project	0	-100,000	100,000	0	new funding - c/fwd to 2016/17	100,000
050390 - Service System Resourcing (13038)	-102,443	-123,018	20,575	-20	\$20,000 project funding received (Community Planning IGA) unbudgeted. New Community Planning project set up in 2016/17 - c/fwd \$20K.	20,000
Children Services						
001284 - Universal Access Project	1,153	109	1,044	91		1,044
001294 - ACT Early Years	16,993	10,276	6,717	40	under expenditure in projects year to date.	6,717
050161 - Walk to School 2016 - Vic Health Funding	0	-10,000	10,000	0	additional funding of \$10,000 received for Walk to school grant. New project 2016/17.	10,000
Projects						
001258 - ASM Strengthening Partnerships	3,091	298	2,793	90	grant funded project c/fwd	2,793
Recreation General						
003485 - MSC Recreation and Opens Space Strategies	24,900	0	24,900	100	carry forward, project will be undertaken in 2016/17	24,900
051102 - Recreation- Other Programs	0	-909	909		Vic Cricket Grant Funding c/fwd	909
051104 - Alexandra Showgrounds & Rec Res Netball Courts	0	-85,500	85,500	0	Carry fwd \$85,000 SRV funding for project delivery in 16/17	85,500
FreeZA Youth Concerts						
001235 - Freeza Youth Concerts	48,226	20,152	28,074	58	Under expenditure in FReeZA program (activity) funds. Carry forward of \$6860 for bushfire donated funds.	29,658
Other Services						
001236 - Youth Resilience Activities	10,000	0	10,000	100	funding to support youth resilience activities provided by Nexus in 2015/16. C/fwd.	10,000

	Annual Revised Budget 2015/16	YTD Actuals 30/06/2016	YTD Revised Variance	YTD Revised Var %	Comments	Carry Forward Requests
Community Development						
050425 - Advancing Country Towns	-125,000	0	-125,000	100	ACT Project has been extended to November 2016.	-125,000
007072 - MRV - Repay DHS Equity Units 7 & 8	142,000	0	142,000	100	Equity exchange for William Street - Land. Write out of Asset.	142,000
Service Review Adjustments						
000066 - Carrying Amount Assets Sold - Land	702,224	0	702,224	100	<i>carrying amount of land to be sold</i>	434,094
050972 - Sale of Land - Service Review	-585,000	0	-585,000	100	Sales of Kinglake RAC and 23 & 25 Murchison St. did not eventuate. 23 & 25 Murchison Street sales will proceed in 2016/17	-310,000
Doing Business Better						
002755 - Doing Business Better 1 - Business Awards	25,400	3,682	21,718	86	Timelines on delivery of this 3 year project have been pushed back - late start.	21,718
002756 - Doing Business Better - Business Netwk Events	3,000	909	2,091	70		2,091
002757 - Doing Business Better 1 - Business Workshops	2,000	909	1,091	55		1,091
002758 - Doing Business Better 1 - Prospectus Implementation	20,000	5,000	15,000	75	The prospectus project contractor was appointed later than initially planned and therefore activity started later than anticipated (budgeted).	15,000
002759 - Doing Business Better 1 - Events Support	89,600	58,512	31,088	35	Event funding continues to be rolled out. Timelines on provision of some funding support are later than anticipated due to some event organisers still developing their applications.	31,088
050198 - Doing Business Better Stage 1 - Funding	-140,000	-99,360	-40,640	29	Some of the activities associated with this multi-part, 3 year project got underway later than expected. The second RDV milestone payment will be invoiced for October 2016.	-40,640
002512 - Planning Projects	154,338	46,485	107,853	70	Bushfire Planning Provisions \$33,000 7 KFT Plan & design Frame Work \$10,538	43,538
Assets & Development						
050891 - Sale of Major Plant & Machinery	-82,675	-43,273	-39,402	48	Tenders in progress	-57,675
050892 - Sale of Passenger Vehicles	-229,269	-179,047	-50,222	22	income when vehicles are charged over	-74,875
Environmental Programs						
001049 - Roadside Weeds and Pests Program (GR808)	28,862	15,800	13,062	45		13,062
001093 - Mount Pleasant Reserve GBCMA Project (PR1680)	11,646	1,430	10,216	88	Council are auspicing the funds for Mt Pleasant Reserve CoM	10,216
001099 - Watts Working Better	1,108	864	244	22		244
Other Capital Expenditure						
050984 - Putting Locals First Program	-376,160	-318,000	-58,160	15	Project funding carried forward.	-58,160
050995 - Pools Eildon , Alex, Marysvilie (GR757) (DPTLI)	-17,000	0	-17,000	100		-17,000
050979 - Kinglake Art History Walk	-21,000	0	-21,000	100		-21,000
050265 - Roads to Recovery Program	-2,283,442	-2,439,457	156,015	-7	<i>over claimed in 2015/16 - adjusted in 2016/17 Budget.</i>	156,015
050935 - Vic Roads - Blackspot Funding	-199,823	-167,954	-31,869	16	<i>cfwd to be based on cfwd of capex budget.</i>	-31,869
			1,337,592			1,285,859

Attachment 1.

INFRASTRUCTURE CAPITAL WORKS PROGRESS REPORT



Project	Anticipated Commencement Date	Anticipated Completion Date	\$	Level of Confidence in Delivery	Comments
Sealed Road/Bituminous Sealing Program	January, 2017	June, 2017	\$1,841,325	High	Works currently out to tender. Tenders close mid October.
Road Safety Program	August, 2016	March, 2017	\$95,667	High	Flowerdale Service Road Safety Improvements currently underway.
Gravel Road Resheeting Program	January, 2017	June, 2017	\$1,499,246	High	Works will be out to tender by the start of October.
Bridge Program	July, 2016	June, 2017	\$1,915,851	High	Moore's Bridge replacement has been completed. Level three bridge inspections underway.
Path Program	August, 2016	May, 2017	\$245,318	High	Design works underway.
Kerb and Channel Program	August, 2016	May, 2017	\$97,150	High	Design Works underway
Stormwater Program	January, 2017	June, 2017	\$278,211	High	
Community Land Program - Eildon Alliance Boatramp	August, 2016	July, 2017	\$30,000	Medium	Delays expected as unable to access areas required due to high water levels.
- Marysville Community Centre – Car park Lighting	October, 2016	October, 2016	\$15,000	High	Works awarded and due to commence on 4 October.
Community Buildings Program - Shade Sail Renewal and Major Repairs	November, 2016	June, 2017	\$34,790	High	
- Pools Renewal – Marysville Pool – Renewal to Chlorine Shed	August, 2016	October, 2016	\$13,000	Completed	Works Completed

- Kinglake Memorial Reserve Football Pavilion – Toilet Upgrade	August, 2016	April, 2017	\$50,000		Works scoped. Consultation currently underway with the user group.
- Kinglake Community Centre Signage	July, 2016	August, 2016	\$9,900		Works Completed
- Leckie Park Expansion Facilities	July, 2016	June, 2017	\$177,143		Construction works currently out for tender. Tenders close mid October.
- Yea Shire Hall – Clock Tower Repairs and associated works	August, 2016	June, 2017	\$95,510		Planning approval being sought.
Swimming Pools Program	August, 2016	June, 2017	\$284,730		A majority of works will be completed prior to the pool season commencing
Bus Shelters/Bus Routes Program	July, 2016	June, 2017	\$20,000		Works currently being scoped
Waste Management Facilities Program	July, 2015	June, 2016	\$628,302		Due to the various environmental factors involved in this project, delays are possible
Timber Tramway Museum - Renewal			\$50,098		Project has been postponed. Awaiting the completion of the master plan.
Public Conveniences -Settlers Reserve Toilet Block - Renewal	August, 2016	November, 2016	\$22,000		Works awarded and due to commence mid October.
- Bakers Lane Carpark Toilets	August, 2016	May, 2017	\$80,000		Works currently being quoted
Corporate Buildings Program - Alexandra Shire Offices – Disabled Access	January, 2016	June, 2017	\$30,000		
- Alexandra Shire Offices – Toilet Renewal	October, 2016	December, 2016	\$40,000		Works awarded and due to commence early November.
- Alexandra Library – Render repairs/Painting/Partial Roof Replacement	November, 2016	January, 2017	\$40,000		Works awarded and due to commence early November.
- Alexandra Library – Roof Renewal	November, 2016	January, 2017	\$23,000		Currently obtaining quotations.
- Chambers & Majors Room – Floor coverings	July, 2016	August, 2016	\$10,051		Works completed

Grant Funded Works					
- Kinglake Art History Walk	November, 2015	November, 2016	\$244,837		Majority of works completed. Awaiting final signage. Opening scheduled for 18 November.
- Eildon Town Centre – Stage 1 and 2	July, 2016	November, 2016	\$326,269		Works well underway
- Yea Civic Centre Precinct Works	September, 2015	November, 2016	\$258,965		Works nearing completion
- Vegetation Projects	July, 2015	June, 2017	\$126,000		Upper Goulburn Landcare Network has recommended 8 properties. Letters have been sent to owners notifying them of the approval.
- Design of the Alexandra to Eildon Rail Trail	February, 2016	September, 2017	\$100,000		Works completed
- Alexandra to Eildon Rail Trail – Cultural Heritage Plan	April, 2016	October, 2017	\$50,000		Works nearing completion
- Supply and installation of generators to four library sites	March, 2016	December, 2016	\$139,000		Generators have been installed to all library sites with the exception of the mobile library. This has been deferred until a decision can be made about the future of this vehicle.
- Yea Regional Saleyards – Upgrade – Stage Two	January, 2016	June, 2017	\$851,000		Construction works awarded.



MINUTES
of the
AUDIT ADVISORY COMMITTEE MEETING
held on
FRIDAY 16 SEPTEMBER 2016
in the
YEA COMMUNITY HOUSE
commencing at
2.00 pm

INDEX

<u>1.</u>	<u>ELECTION OF CHAIR OF AUDIT COMMITTEE FOR 2016-2017.....</u>	<u>2</u>
<u>2.</u>	<u>PRESENT/APOLOGIES.....</u>	<u>2</u>
<u>3.</u>	<u>DECLARATIONS OF INTEREST</u>	<u>2</u>
<u>4.</u>	<u>CONFIRMATION OF MINUTES</u>	<u>3</u>
<u>9.</u>	<u>AUDITS – EXTERNAL</u>	<u>3</u>
9.1	Consider External Auditors Comments on Control Environment and Management Letters	3
<u>10.</u>	<u>FINANCIAL REPORT.....</u>	<u>3</u>
10.1	Review Significant Accounting and Reporting Issues.....	3
10.2	Consideration of The 2015/2016 Financial Statements	4
<u>5.</u>	<u>REVIEW OF AND BUSINESS ARISING FROM PREVIOUS MINUTES.....</u>	<u>4</u>
<u>6.</u>	<u>2016 AUDIT COMMITTEE ANNUAL PLAN</u>	<u>5</u>
<u>7.</u>	<u>RISK MANAGEMENT</u>	<u>5</u>
7.1	Review Risk Register.....	5
7.2	CEO's Report Into Legal and Policy Compliance	5
<u>8.</u>	<u>AUDITS – INTERNAL.....</u>	<u>5</u>
8.1	Fraud Management Final Report	5
8.2	Recent Reports and Publications of Interest To Local Councils	6
8.3	Follow Up Significant Issues Raised By Internal Audit	6
8.4	Review Implementation of Previous Audit Actions.....	6
8.5	Review Scopes of Audits By Crowe Horwath	6
<u>11.</u>	<u>MANAGEMENT REPORTING.....</u>	<u>7</u>
11.1	Local Government Performance Reporting Framework.....	7
<u>12.</u>	<u>GENERAL BUSINESS & FUTURE PLANNING</u>	<u>7</u>
12.1	Annual Leave and Long Service Leave.....	7
<u>13.</u>	<u>OTHER REPORTS</u>	<u>9</u>
<u>14.</u>	<u>NEXT MEETING.....</u>	<u>9</u>

1. ELECTION OF CHAIR OF AUDIT COMMITTEE FOR 2016-2017

The Mayor, as an ex-officio (non-voting) member of the Committee, opened the meeting and conducted the election of the Chair.

As per Section 2c of the Audit Committee Charter, the Audit Committee is to “elect the Chair of the committee in the first quarter of each financial year. The term of the Chair is to be 12 months, with a maximum of three (3) consecutive years with a break of at least one (1) year.”

As per Section 2g of the Audit Committee Charter, “The Chairperson shall be appointed from the external members of the Committee by the Audit Committee subject to Council’s approval”.

Nominations for the Chair of the Committee for the 2016-17 financial year were called for. It is noted that until such time as the election result is approved by Council at the next available Ordinary Council Meeting, the Chair elected will be in an Acting capacity.

Officer Recommendation:

That it be recommended to Council that (name) be approved as Chair of the Audit Advisory Committee.

RESOLUTION:

I McKaskill / Cr J Kennedy

That it be recommended to Council that Michele Sheward be approved as Chair of the Audit Advisory Committee.

CARRIED

2. PRESENT/APOLOGIES

Present:

Michele Sheward (Chair)
Ian McKaskill
Cr Margaret Rae (Mayor)
Cr John Kennedy

Apology: Richard Rogerson

In Attendance

Michael Chesworth, General Manager Corporate and Community Services
Alan Cassell, Financial Accountant
Audrey Kyval, Governance Officer
John Gavens, Crowe Horwath
Stephen Clarke, JMME (by phone)

3. DECLARATIONS OF INTEREST

No declarations of interest tendered

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Audit Advisory Committee Meeting held 20 May 2016.

Officer Recommendation:

That the Minutes of the Audit Advisory Committee Meeting held 20 May 2016 be confirmed.

RESOLUTION:

Cr J Kennedy / I McKaskill

That the Minutes of the Audit Advisory Committee Meeting held 20 May 2016 be confirmed.

CARRIED

4.2 Minutes of the Audit Advisory Committee Special Meeting held 6 July 2016.

Officer Recommendation:

That the Minutes of the Audit Advisory Committee Special Meeting held 6 July 2016 be confirmed.

RESOLUTION:

I McKaskill / Cr J Kennedy

That the Minutes of the Audit Advisory Committee Special Meeting held 6 July 2016 be confirmed.

CARRIED

Items 9.1, 10.1 and 10.2 were brought forward due to the external auditor (Johnsons MME) being present on the phone.

9. AUDITS – EXTERNAL

9.1 CONSIDER EXTERNAL AUDITORS COMMENTS ON CONTROL ENVIRONMENT AND MANAGEMENT LETTERS

Attachments: VAGO Closing report to the Audit Advisory Committee (refer *Attachment 9.1a – TRIM 16/51122*)
VAGO Final Management Letter (refer *Attachment 9.1b – TRIM 16/51123*)

Council's appointed external auditors, Johnsons MME, attended the meeting by phone and addressed any matters raised during the Audit. Discussion regarding any management letter points was led by Johnsons MME and was referenced in consideration of the financial statements presented at item 10.2.

Noted.

10. FINANCIAL REPORT

10.1 REVIEW SIGNIFICANT ACCOUNTING AND REPORTING ISSUES

Nil to report.

10.2 CONSIDERATION OF THE 2015/2016 FINANCIAL STATEMENTS

Attachments: Financial Statements 2015/16 (refer *Attachment 10.2* – TRIM 16/47425)

Background:

Council Officers will present to the committee the Financial Statements inclusive of the Standard Statements and Performance Statement for the financial year ended 30 June 2016.

Representatives of Council's appointed external auditors, Johnsons MME, will be in attendance at the meeting to address any matters raised during the Audit. Council Officers will also be in attendance to provide input where required.

Following the review of the Financial Statements by the Audit Committee, it is proposed that the Committee recommend approval of the statements by Council subject to any changes required by the Auditor General's Office.

The resolution by Council involves approval of the financial statements in principle, and will require authorisation by two (2) Councillors to certify the financial statements in their final form.

A draft copy of the 2015/16 financial statements are attached to the agenda.

Purpose:

The purpose of this report is to present the Financial Statements for the financial year ended 30 June 2016 for Audit Committee review.

Officer Recommendation:

1. That it be recommended to Council that the Murrindindi Shire Council Financial Statements and Performance Statement be presented to Council for consideration, subject to the review of VAGO for the year ended 30 June 2016 as tabled;
2. That the Audit Advisory Committee acknowledges that the council will authorise two (2) Councillors to certify the Financial Statements and Performance Statement subject to the review of VAGO in their final form after any changes recommended, or agreed to, by the Auditor have been made.

RESOLUTION:

I McKaskill / Cr J Kennedy

That it be recommended to Council that:

1. **That it be recommended to Council that the Murrindindi Shire Council Financial Statements and Performance Statement be presented to Council for consideration, subject to the review of VAGO for the year ended 30 June 2016 as tabled;**
2. **That the Audit Advisory Committee acknowledges that the council will authorise two (2) Councillors to certify the Financial Statements and Performance Statement subject to the review of VAGO in their final form after any changes recommended, or agreed to, by the Auditor have been made.**

CARRIED

5. REVIEW OF AND BUSINESS ARISING FROM PREVIOUS MINUTES

It was noted that the Committee resolved in May 2016 that the external auditor is to meet with the Committee without officers present at the same meeting as the presentation as the external audit report. It was requested that this requirement be added to the Annual Plan.

6. 2016 AUDIT COMMITTEE ANNUAL PLAN

Attachment: 2016 Audit Committee Annual Plan (*refer Attachment 6 – TRIM 16/2060*)

The Audit Advisory Committee Annual Plan was reviewed at the May 2016 meeting and has been updated to reflect the outcomes of the review and is presented as *Attachment 6*.

Officer Recommendation:

That the Committee endorse the revised Audit Advisory Committee Annual Plan as contained in *Attachment 6*.

RESOLUTION:

I McKaskill / Cr J Kennedy

That the Committee endorse the revised Audit Advisory Committee Annual Plan as contained in *Attachment 6* with further amendments as follows:

- 1. Election of Chair – to be the last item at the Quarter 2 Committee meeting.**
- 2. Additional item under General Business and Future Reporting to review the Audit Advisory Committee Annual Plan in Quarter 4**

CARRIED

7. RISK MANAGEMENT

7.1 REVIEW RISK REGISTER

Council's strategic risk register was presented at the May 2016 Audit Committee meeting. There have been no changes to the risk profile since that meeting.

Noted.

7.2 CEO'S REPORT INTO LEGAL AND POLICY COMPLIANCE

The CEO was scheduled to present a verbal report "CEO's Report Into Legal and Policy Compliance" at the meeting.

Report was not presented as the CEO was not able to attend the meeting. A report will be provided at the next meeting.

8. AUDITS – INTERNAL

8.1 FRAUD MANAGEMENT FINAL REPORT

Attachments: Internal Audit - Fraud Management Final Report (*refer Attachment 8.1 – TRIM 16/46277*)

Crowe Horwath presented the Fraud Management Final Report.

Noted.

The Fraud Prevention and Control Policy and other policies which describe a role for the Audit Advisory Committee are to be provided to the Committee and discussed as part of the CEO's report on compliance with policies.

8.2 RECENT REPORTS AND PUBLICATIONS OF INTEREST TO LOCAL COUNCILS

Attachments: Internal Audit - Recent Reports and Publications of Interest to Local Councils (refer *Attachment 8.2 – TRIM 16/46278*)

Crowe Horwath presented the Recent Reports and Publications of Interest to Local Councils.

Noted.

8.3 FOLLOW UP SIGNIFICANT ISSUES RAISED BY INTERNAL AUDIT

Nil to report.

8.4 REVIEW IMPLEMENTATION OF PREVIOUS AUDIT ACTIONS

Attachments: Internal Audit Recommendations - Status of Actions August 2016 (refer *Attachment 8.4 – TRIM 16/47241*).

The attachment shows the status of implementation of internal audit actions. The number of overdue or at-risk actions continues to decrease (from 22 in April to 19 in August), with a total of 13 audit actions completed since the last Committee meeting. The Executive Management Team continues to monitor the status of audit actions on a monthly basis. At this stage all of the overdue or at risk actions are expected to be resolved prior to the follow-up audit to be conducted in November 2016.

Noted.

It was requested that outstanding high risk recommendations be incorporated into the risk register and the latter should be reported to the Audit Advisory Committee at each meeting.

Cr J Kennedy left the meeting at 3.00pm, at this point the meeting lapsed due to an inability to maintain a quorum. The Chair announced the meeting as lapsed.

The Chair noted that the remainder of the meeting was for information only and no decisions could be made.

8.5 REVIEW SCOPES OF AUDITS BY CROWE HORWATH

Attachments: Internal Audit - IT Security Audit Final Scope (refer *Attachment 8.5 – TRIM 16/46742*)

Crowe Horwath presented the IT Security Audit Final Scope.

Noted.

11. MANAGEMENT REPORTING

11.1 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK

The Manager Business Services will provide a verbal update regarding the 2015-16 submission and timelines for the "Know Your Council" website (www.knowyourcouncil.vic.gov.au) that was launched in November 2015.

It was noted that the process of submission and cleansing of data is underway with Local Government Victoria and a report will be provided to the next meeting.

12. GENERAL BUSINESS & FUTURE PLANNING

Nil

12.1 ANNUAL LEAVE AND LONG SERVICE LEAVE

REF: 16/46598

Attachments: Employee Annual Leave Report In Excess of 6 Weeks (refer *Attachment 12.1a* – TRIM 16/46598)
Trend Graph of Accrued Annual Leave (refer *Attachment 12.1b* – TRIM 16/46598)
Annual Leave Balance Against Benchmark (refer *Attachment 12.1c* – TRIM 16/46598)

Purpose:

The purpose of this report is to provide the Audit Committee with an overview of the status of Council's excess annual leave and long service leave balances.

This report is provided as an annual report.

Officer Recommendation:

That the Audit Committee notes the report on accrued annual leave and long service leave balances.

Discussion:

Annual Leave

All managers have access to a leave report that enables them to view excess leave for their staff. The Human Resources (HR) Unit reports to the Executive Team bi-monthly on staff with leave in excess of 8 weeks.

Staff With Excess 6 Weeks Annual Leave

As at 31 August 2016, there were 48 staff with leave in excess of 6 weeks. This is seven fewer than in August 2015. The hours accrued by this group has fluctuated over the last twelve months with an overall net decrease of 877 hours over the previous year.

Previous year	# of staff with excess of 6 weeks	Available Hours for staff with excess of 6 weeks	Change in hours for staff with excess over previous year
Sep-13	54	12,895.88	
Aug-14	54	12,979.54	83.66
Aug-15	55	12,852.38	-127.16
Aug-16	48	11,975.36	-877.02

All Staff Annual Leave

The total of accrued hours (annual leave accrual for all staff) has dropped from the same date last year (less 886 hours). The total accrual is still 897 hours more than at the same time in 2008, and fewer (-1334 hours) than at the same time in 2009. Though this figure is an improvement on last year, the result would ideally be closer to 2008 levels as staffing numbers are comparable.

Year	All AL hours accrued	+/- over previous year
10/09/08	23,585.56	
09/09/09	25,816.14	2,230.58
08/09/10	28,388.17	2,572.03
07/09/11	29,318.57	930.40
05/09/12	26,517.96	-2,800.61
06/09/13	23,225.37	-3,292.59
04/09/14	23,790.91	565.54
03/09/15	25,368.40	1,577.49
31/08/16	24,482.30	-886.10

In the 2015 report the accrual had risen on the previous year. In 2016 this has been reversed and the annual leave accrual is falling again. The challenge remains on continuing to reduce the overall leave balance, closer to the target benchmarks (set in the 2013-14 year):

- Benchmark 1 = an average of 20 days (4 weeks or 152 hours) per EFT
- Benchmark 2 = an average of 12.5 days (2.5 weeks or 95 hours) per EFT

The focus by Human Resources has been primarily on those employees with leave in excess of 8 weeks. The HR Coordinator again contacted all managers and as well as the affected staff and required that a leave plan was put in place for all staff with excess leave. The Annual Leave Policy has also recently been updated and circulated to remind employees that they can be directed to take leave to reduce their balance.

The 2015 Enterprise Agreement clause which enabled staff to cash out excess annual leave has not had a major impact overall, with this provision only being taken up by six employees to date.

These six employees are all in the Community Services department (where some large balances had built up) resulting in a reduction of 232 hours (6.1 weeks; or the equivalent of 16 weeks at their normal hours of work). This is pleasing as the department has struggled to encourage this cohort of employees (Community Support Officers) to reduce their annual leave accrued hours in the past. Work will continue on this strategy.

The attached tables report by Department the number of staff and their amount of excess hours. Managers have access to full details. Note also:

1. While employees may have agreed leave plans, the actual leave request is not always lodged in the database as approved leave until close to the time of leave (therefore does not reduce pending balances in the report)
2. Staff without access to online leave approval, may have approved leave but the paper work is not entered until the leave is taken (also not reducing pending balances)
3. In areas such as Community Services staff with low workloads (eg. 7 hours/week), may have excess number of weeks leave, but once calculated as Full Time Equivalent weeks, the amount of time (liability) appears more manageable, and the number of staff with more than 8 full time equivalent weeks reduces significantly.

Long Service Leave (LSL)

The following provides an annual indication of the LSL accrued entitlement for the past four years.

Council's LSL balance reduced by 3,425 hours (approx 90 full time equivalent weeks) in the past 12 months partly due to some staff taking LSL and some long term staff retiring and being paid out their leave.

Annual	TOTAL LSL hours	Change +- accrued hours	Change in FTE* weeks
01/10/12	54,500.90		
21/08/13	54,387.60	-113.30	-2.98
04/09/14	55,420.94	1,033.34	27.19
19/08/15	53,187.21	-2,233.73	-58.78
31/08/16	49,762.76	-3,424.45	-90.02

* Full Time Equivalent

Conclusion:

The Coordinator HR and Executive Management Team will continue to monitor and report on trends, and support managers to implement leave plans for employees with outstanding leave balances.

Attachment 12.1a: Annual Leave Report – excess of 6 weeks, by Department (those without excess leave not listed)

Attachment 12.1b: Trend Graph of Accrued Annual Leave

Attachment 12.1c: Accrued annual leave compared to benchmark of four (4) weeks per EFT and benchmark 2 of 95 hours per EFT

Noted.

As the meeting had lapsed due to inability to maintain a quorum the Officer Recommendation for Item 12 “Annual Leave and Long Service Leave” is to be considered at the time of approving the meeting minutes at the next committee meeting.

13. OTHER REPORTS

Nil

14. NEXT MEETING

Thursday 8 December 2016 at 3.00 pm in the Alexandra Council Chambers.

Whilst the meeting had lapsed at 3:00pm due to lack of a quorum, the hearing of the remaining matters by those present was concluded by the Chairperson at 3:20pm.

CONFIRMED THIS _____

CHAIRPERSON _____

SUBJECT TO CONFIRMATION