



Alpine Shire

Alpine Shire Council Quarterly Report

1 July 2013 – 30 September 2013

Presented to Ordinary Council Meeting – 5 November 2013

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Acting CEO's report

1 July 2013 – 30 September 2013

The July – September quarter was a busy one, with new staff welcomed into key management positions and plenty of work taking place on projects.

INSPIRED COMMUNITY LEADERSHIP

Sustainability

Council adopted its 2012/13 Annual Report, which outlined Council's performance against the Council Plan, delivery of key projects, and financial performance for the past year. Council is already well underway with delivery of projects and initiatives for the 2013/14 year, and will demonstrate its performance through the quarterly reports presented to Council.

Harrietville/Bright Trail

Public information sessions were held regarding the Harrietville/Bright shared trail to answer questions and share information about the project's guiding principles, alignment options and expected delivery timeframe. Attendance at each information session was strong, and shows a keen interest in the trail and its development.

ENHANCING THE ENVIRONMENT AND LIVEABILITY

BAL Plan Technology

Council's Bushfire Attack Level Plan iPad application (BAL Plan) was recognised with two awards at the Victorian Spatial Excellence Awards, and a Planning Institute of Australia Planning Excellence award. This is a fantastic result for Council, and congratulations to the staff members involved in the application's development.

Development

Council recorded 41 per cent more building permit applications than at the same period in 2012. The increase in building permit applications provides a positive outlook for the local development industry and for Council's building team.

STRENGTHENING THE COMMUNITY

Community Atlases

Council's Communities team has been busy updating the Community Atlases, providing data relevant to 10 townships within our Shire plus an overall Alpine Shire summary. These important documents provide the latest data from the 2011 Census, and give a picture of the population of each town.

Youth Initiatives

Youth Services have been working on a youth street art project focusing on climate change, with eight large panels of street art created by local secondary students. The project provides a different means of communicating climate change from a young person's perspective, and the panels will soon be permanently installed at school bus shelters across the Shire.

PROSPEROUS ECONOMY, EMPLOYMENT AND INVESTMENT

Economic development

Council once again hosted the highly successful Business and Tourism Awards on 26 September, recognising successful and proactive local businesses. This biennial event provides some great recognition for Alpine Shire businesses, showcased in front of 100 community members showing their support.

Dinner Plain

Projects to increase visitor numbers to Dinner Plain are gaining momentum, with the Dinner Plain gravity park project securing \$150,000 financial and \$100,000 in-kind support through private investment. A network of tracks and trails through Dinner Plain has also been highlighted by the release of a package of nine comprehensive track and trail notes developed in conjunction with several key industry bodies. These all help add to the year-round appeal of the village.

Rural Land Strategy

Councillors met with local farmers to develop their understanding of the work being undertaken in preparing the draft Rural Land Strategy and to hear from them about the issues affecting their livelihoods. This is an important means of Councillors understanding the issues facing farmers, and will help guide the development of the Rural Land Strategy.

PERFORMANCE FOCUSED ORGANISATION

Organisation

Council welcomed new appointees to the positions of Manager Communities and Manager Finance and Business Services. Their appointment means that Council once again has a full suite of managers, providing direction and support for respective teams.

Governance

Council policies are important for the smooth running of the organisation, and regular updates are required for occasions when legislation changes, accepted practices change, or when it is identified that a policy is required. Council updated both the Fraud and Corruption Control and Protected Disclosure policies during the first quarter. A review is being undertaken of Council's remaining policies, and will continue in the coming quarter.

Financial Management

A review of the quarterly budget review process was completed and implemented. Regular monitoring and review of Council's budget is important to ensure transparency, accountability and fiscal responsibility. The changes to the quarterly budget review process build on existing controls and processes to strengthen Council's budget and financial reporting.

A number of initiatives were identified during quarter one which were not budgeted for. It is proposed that these initiatives be funded through the surplus funds from the 2012/13 cash budget. A small cash surplus will also be retained.

Council's cash position as at 30 September 2013 is favourable compared to prior years. This was due to grants once again being received in advance (June 2013) and expenditure on the majority of capital works expected to be incurred later in the year.

Heather Green, ACTING CHIEF EXECUTIVE OFFICER

Alpine Shire Council Plan 2013-2017 – Progress Report

1 July 2013 – 30 September 2013

Please note: KSA below indicates that the measure is a Key Strategic Activity, and will form part of Council's Performance Statement in the 2013/14 Annual Report. Where there is no entry in the "Key Strategic Activity" column, the performance measure forms part of Council's annual activity plan.

Theme 1: Inspired community leadership "Council values effective community advocacy and partnership"

Highlights to end of September 2013

- Council's Marketing and Communications team updated the Alpine Shire Council's corporate style guide to incorporate a more vibrant selection of colours and a more contemporary font. This was reflected in a new look for the September Alpine Views newsletter.

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 1.1 To effectively communicate and engage with stakeholders.					
<i>Strategy 1.1.1 Regularly inform and involve our community</i>					
-	Grow the use of internet-based communications	-	Communications	One of the keys to achieving this will be growing Council's database of email addresses for residents and ratepayers. Methods of doing this are being considered. Eventually moving to EDM versions of Alpine Views is seen as desirable in the long-term.	Not Complete (due end of financial year)
(KSA) Develop and implement a communications and marketing plan	Time: Communications and marketing implementation plan developed.	December 2013	Communications	First draft complete, awaiting feedback from new CEO.	Not Complete (due next quarter)
	Quantity: Establishment of a marketing and communications team.	1	Communications	Appointment of Marketing and Communications Team Leader means that team is now complete.	Complete

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
	Quality: Community engagement index score (Community Satisfaction Survey)	>60	Corporate Governance	Community Satisfaction Survey conducted during March / April 2014. Results are therefore only annual.	Not Complete (due end of financial year)
Strategic Objective 1.2 To advocate on behalf of and represent stakeholders on key issues					
<i>Strategy 1.2.1 To advocate on behalf of and represent stakeholders on key issues</i>					
-	Prepare an advocacy strategy addressing key accountabilities under legislation	-	Corporate Governance	The advocacy strategy is an important document for the councillors and executive and will be developed in consultation after the commencement of the new CEO.	Not Complete (due end of financial year)
Strategic Objective 1.3 To provide exceptional emergency response and recovery services					
<i>Strategy 1.3.1 To provide exceptional emergency response and recovery services</i>					
-	Support the Alpine Resilience Committee	-	Communities	Organising events for Resilience Week 19-26 October.	Not Complete (due end of financial year)

Theme 2: Enhancing the environment and liveability *"An environment managed for now and the future"*

Highlights to end of September 2013

- Council's iPad application, BAL Plan, won two awards at the Victorian Spatial Excellence Awards for "Spatial Enablement" and "Spatial Excellence". BAL Plan also won the Victorian Planning Institute of Australia award for "Improving Planning Processes and Practices". BAL Plan assists landowners planning development on land covered by the Bushfire Management Overlay.
- During the first quarter, Council's building team received 41% more applications than in the same period in 2012. The increase in Building Permit applications provides a positive outlook for the local development industry, and for Council's building team.

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 2.1 To provide and maintain quality parks, gardens and natural environment					
<i>Strategy 2.1.1 Use sustainable practices to manage open spaces</i>					
-	Develop an open spaces management strategy	-	Public Works and Services	Open space maintenance management plan - a draft has been prepared, and is being reviewed by officers. This document will lead in to the preparation of the open spaces management strategy.	Not Complete (due end of financial year)
Strategic Objective 2.2 To improve the quality of the built environment and amenity					
<i>Strategy 2.2.1 Minimise the impact of Council services on environmental amenity of the community</i>					
-	Introduce an organics collection service	-	Public Works and Services	Planning approval for the Gerogery processing facility was refused by NSW government. This was one option for processing - others are still being investigated.	Not Complete (due end of financial year)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
<i>Strategy 2.2.2 Control development to protect the environment</i>					
-	Review the Municipal Strategic Statement – as part of the legislated review of the Alpine Planning Scheme	-	Strategic Planning	Comments from the Department of Transport, Planning and Local Infrastructure have been received and the Local Planning Policy Framework is now being amended accordingly.	Not Complete (due end of financial year)
Strategic Objective 2.3 To improve the condition and management of Council's assets.					
<i>Strategy 2.3.1 Manage Council assets to ensure sustainability</i>					
-	Finalise a 10 year plant replacement program	-	Public Works and Services	Ongoing data refinement has occurred with the consultant regarding the draft 10 year plant replacement program, in order to finalise the document.	Not Complete (due next quarter)
(KSA) Undertake a condition audit of Council's local road network to assess and report on condition of network and to identify priority renewal works. Components of road network to be audited to include: <ul style="list-style-type: none"> • unsealed pavements; • sealed pavements; • road seals; • kerbs 	Time: Completion of assessment and completion of report	March 2014	Project Delivery	Quotations sought. On track for completion by March 2014.	Not Complete (due end of financial year)
	Quality: Average condition of the road assets.	Average asset condition to be equal to or better than 2010/11 audit	Project Delivery	Cannot report on outcome of assessment until audit completed in early 2014.	Not Complete (due end of financial year)
	Quality: Percentage of assets falling below desired condition standard.	Percentage of assets below desired standard to be less than or equal to 2010/11 audit	Project Delivery	Cannot report on outcome of assessment until audit completed in early 2014.	Not Complete (due end of financial year)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 2.4 To reduce Council's ecological footprint					
<i>Strategy 2.4.1 Reduce impact of Council's operations on the environment</i>					
-	Conduct an annual audit of Council's carbon footprint for water and energy consumption	-	Environment	Quarterly reporting will commence December 2013 for the July to September 2013 quarter. This will be followed by an annual report at the end of the financial year.	Not Complete (due next quarter)

Theme 3: Strengthening the community *"A community supported to be healthy, active and involved"*

Highlights to end of September 2013

- Council's community atlases were updated for ten townships within the Alpine Shire as well as an Alpine Shire overview. The atlases were updated with the most recent data available from the 2011 Census, and are due to be launched in early October.
- As part of Youth Week 2013 Council invited 32 students (eight from each of the four secondary schools), four art teachers and one local artist to participate in a stencil art workshop that had as its focus the effects of climate change on our local environment and was lead by Melbourne indigenous stencil artist Reko Rennie. With Reko's guidance the students created eight stencilled boards highlighting the effects of climate change, these boards will go on exhibition in the three Alpine libraries before being installed in bus shelters across the Shire in an effort to raise awareness of the effects of climate change.
- The Myrtleford round of the North East Skate Park series was held on 10 August. The event is part of an eight round series run on a monthly basis, and is a joint project between Alpine Shire Council and Indigo Shire Council funded by the FReeZA program, a Victorian Government initiative. The North East Skate Park series has also enabled students from both shires to completed Certificate III in Event Management. The Hume Regional Battle of the Bands final will be held in conjunction with the Bright round of the North East Skate Park Series on 5 October.

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 3.1 To support the health and wellbeing of communities					
<i>Strategy 3.1.1 Facilitate increased community participation</i>					
-	Deliver priority actions from the Alpine Liveability Plan	-	Communities	<ul style="list-style-type: none"> - Three Youth Council meetings were held. - In association with the North East Skate Park series, three Youth Councillors received a Certificate III in Events Management. - Youth Forum on Justice held. - Supported the Communities That Care (Myrtleford) group to deliver key messages to young people on the dangers of alcohol. - Myrtleford skate park event attended by 120. - Youth Climate Change Art workshop held. 	Not Complete (due end of financial year)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 3.2 To improve the resilience of communities					
<i>Strategy 3.2.1 Strengthen the capacity and resilience of communities</i>					
-	Prioritise and implement actions from the Alpine Community Resilience Plan	-	Communities	Planning for events for Resilience Week 19-26 October is well advanced. Implementation of the Resilience Champions project is under way.	Not Complete (due end of financial year)
Strategic Objective 3.3 To ensure appropriate services and programs for early years, youth and families					
<i>Strategy 3.3.1 Best possible start for children and families within the Alpine Shire</i>					
-	Deliver priority actions from the Alpine Early Years Plan	-	Communities	<ul style="list-style-type: none"> - Revised the first time parents group. - Surveyed first time parents group attendees – surveys returned and to be collated and assessed. - Infant Mental Health Clinic – first clinic conducted 21 August – 1 September. Family from each township attended. - Service Improvement Plan completed and lodged. 	Not Complete (due end of financial year)
Strategic Objective 3.4 To support positive living and ageing					
<i>Strategy 3.4.1 Support independence and accessibility</i>					
(KSA) Develop and implement the Positive Ageing Strategy	Time: Development of a Positive Ageing Strategy implementation plan.	December 2013	Communities	Task will be completed in 2 nd quarter	Not Complete (due next quarter)
	Cost: Delivery of year 1 initiatives.	\$40,000	Communities	Implementation plan will include initiatives that utilise the operational funds available, \$48,500 per annum for the next two years.	Not Complete (due end of financial year)
	Quantity: Appointment of Project Officer.	1	Communities	Officer commenced on 9 September 2013.	Complete

Theme 4: Prosperous economy, employment and investment *“A dynamic local economy that is sustainable and supported to respond to opportunities and attract appropriate new investment”*

Highlights to end of September 2013

- The 2013 Alpine Shire Business and Tourism Awards took place on 26 September 2013. 16 businesses entered into this year’s awards, slightly down from two years ago. 100 people attended the awards evening, which was a large increase and a great success.
- New tourism branding “Bright and Surrounds” and supporting tag line has been rolled out across the Shire with mixed reviews. The tourism team has now presented four community forums, outlining the process that has been followed over the past 12 months of this project. The feedback from these forums has been positive.
- Council has been successful in attracting private investment for the Dinner Plain Gravity Park project, bringing the total project budget to \$775,000, including \$375,000 from Council, \$250,000 from the Tourism Industry Regional Development Fund, and \$150,000 from the private investor, plus \$100,000 in kind contribution. The project will result in a robust snow making solution, and operation of the ski run by Victorian leaders in ski experience.
- Dinner Plain has also launched a package of nine comprehensive new track notes ahead of the official 2013/14 bushwalking season. The track notes offer visitors practical advice as well as interesting background information about the flora, fauna, history, geology and other points of interest that walkers can experience along each of the key trails.

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 4.1 To effectively plan and deliver strategic and major projects.					
<i>Strategy 4.1.1 Develop and deliver a major projects plan</i>					
(KSA) Adopt an Environment Strategy and commence implementation priority actions.	Time: Strategy adopted	December 2013	Environment	Environment Strategy is due to be adopted at the October 2013 Council meeting.	Not Complete (due next quarter)
	Cost: Strategy delivered within budget	\$15,000	Environment	On budget to date.	Not Complete (due end of financial year)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
	Quantity: Implementation plan adopted	Year 1 priorities identified and delivery commenced.	Environment	Not yet commenced.	Not Complete (due next quarter)
(KSA) Establishment and delivery of the Alpine Community Plantation project.	Time: Community plantation operational	March 2014	Economic Development	Memorandum of Understanding (MOU) in place between Council and Hancock Victorian Plantations. Funding obtained from the Victorian State Government. Implementation underway. Project milestones being met.	Not Complete (due next quarter)
	Cost: Council commitment not exceeded	\$25,000	Economic Development	\$150,000 funding obtained from the Victorian State Government, alongside the commitment from Council and Hancock Victorian Plantations.	Not Complete (due next quarter)
(KSA) Adopt and implement an Economic Development Strategy	Time: Strategy adopted	September 2013	Economic Development	Economic Development Strategy delayed to January 2014.	Not Complete (due end of financial year)
	Cost: Strategy delivered within budget	\$2,000	Economic Development	Council funding commitment not exceeded.	Not Complete (due end of financial year)
Strategic Objective 4.2 To support investment and existing enterprise					
<i>Strategy 4.2.1 Implement targeted tourism and business support</i>					
-	Focus on event attraction as a way of promoting growth in tourism	-	Economic Development	There has been a greater focus on attracting new events into the Alpine Shire as a way of increasing economic impact through visitation and increase expenditure within the region. Approximately seven new events have been attracted to the Alpine Shire filling the quieter times in the region such as October, March and now overflowing into April.	Not Complete (due end of financial year)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
<i>Strategy 4.2.2 Support a diverse and sustainable economy</i>					
(KSA) Adopt a Rural Land Strategy that provides a vision for the future of rural land in the Shire and guidance for amendments to the Alpine Planning Scheme.	Time: Draft Strategy endorsed	December 2013	Strategic Planning	The draft strategy is on target to be presented to Council in December 2013 with it being endorsed for Community input in early 2014.	Not Complete (due next quarter)
	Time: Strategy adopted	April 2014	Strategic Planning	It is anticipated that the strategy will be presented to Council for adoption at either the April or May 2014 Council meetings depending on the significance of submissions received.	Not Complete (due end of financial year)
	Cost: Strategy delivered within budget	\$10,000	Strategic Planning	On budget to date.	Not Complete (due end of financial year)
	Quantity: Implementation plan adopted	Year 1 priorities identified and delivery commenced.	Strategic Planning	Not yet commenced.	Not Complete (due end of financial year)

Theme 5: Performance focused organisation *"A customer focused, equitable and sustainable service to the community"*

Highlights to end of September 2013

- Council prepared and submitted its 2012/13 Annual Report to the Minister for Local Government within the legislated timeframe. The document was due to be adopted at the 1 October Council meeting.
- Council has undertaken a review of its legislative delegations, with updated "Council to CEO" and "Council to Staff" delegations due to be adopted at the 1 October Council meeting. This is in line with requirements of the *Local Government Act 1989* to conduct a review of staff delegations within 12 months of the Council elections.
- The Councillor Code of Conduct, and the Councillor Reimbursement of Expenses policy were updated for the new Council.
- Policies adopted by Council during the quarter include the Fraud and Corruption Control Policy (no. 091) and the Protected Disclosure Policy (no. 090).

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategic Objective 5.1 To provide excellent customer service.					
<i>Strategy 5.1.1 Deliver outstanding customer service</i>					
(KSA) Develop and implement a customer service strategy.	Time: Customer service charter adopted	September 2013	Corporate Governance	Draft Customer Service Charter completed in September 2013. Awaiting review and approval by new CEO.	Not Complete (due next quarter)
	Quality: Customer satisfaction index score (Community Satisfaction Survey)	≥ 70%	Corporate Governance	Community Satisfaction Survey conducted during March / April 2014. Results are therefore only annual.	Not Complete (due end of financial year)
Strategic Objective 5.2 To manage resources well to ensure sustainability					
<i>Strategy 5.2.1 Deliver responsible and prudent financial management</i>					
-	Reach agreement on the 2014 Enterprise Agreement	-	Human Resources	In principle agreement reached. To be certified according to legislated timeframes.	Not Complete (due next quarter)

Key Strategic Activity	Performance Measure	Performance Target	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
<i>Strategy 5.2.2 Deliver best value programs and services</i>					
(KSA) Develop and adopt service plans for priority program areas	Time: Service Plans developed for priority areas	June 2014	Corporate Governance	Preparation of Service Delivery Option (SDO) papers has commenced, with 18 being presented to Council out of a total of 38. Service Plans will be further developed after SDOs are finalised.	Not Complete (due end of financial year)
	Quantity: The number of service plans developed.	6	Corporate Governance	Nil to date – see commentary above.	Not Complete (due end of financial year)
Strategic Objective 5.3 To support people and business practices					
<i>Strategy 5.3.1 Develop and maintain a dedicated and passionate workforce</i>					
-	Develop an Alpine@Home workforce strategy	-	Alpine @ Home	Not yet commenced.	Not Complete (due end of financial year)
<i>Strategy 5.3.2 Deliver effective and innovative process and technology solutions</i>					
-	Investigate and deliver business improvement opportunities through the development of innovative technology solutions	-	Corporate Governance	Council has undertaken a Business Systems review in the last financial year. There are a number of projects recommended from this review which are currently being prioritised.	Not Complete (due end of financial year)
Strategic Objective 5.4 To ensure a high standard of governance					
<i>Strategy 5.4.1 Provide good governance</i>					
-	Continued implementation of fraud minimisation strategy	-	Finance and Business Services	Controls currently underway include: - Upgrade of cash handling procedures across transfer stations - Key Audit scheduled to be undertaken prior to end of 2013.	Not Complete (due end of financial year)

Alpine Shire Council Plan 2013-2017 – Indicators

The Alpine Shire Council Plan 2013-2017 contains indicators sourced from the Local Government Performance Reporting Framework, with many of them a 'calculation' returning a numeric result. These indicators are intended to be collated at 'end of year', however where possible, a quarterly result is shown below.

Theme 1: Inspired community leadership

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 1.1 To effectively communicate and engage with stakeholders		
<i>Strategy 1.1.1 Regularly inform and involve our community</i>		
Engagement: No. of submissions received under s223 / No. of s223 submission opportunities	Governance	7.0 (for Budget only)
Compliance: Community satisfaction with engagement	Governance	Community Satisfaction Survey conducted during March / April 2014. Results are therefore only annual.
Strategic Objective 1.2 To advocate on behalf of and represent stakeholders on key issues		
<i>Strategy 1.2.1 To advocate on behalf of and represent stakeholders on key issues</i>		
Attendance: Councillors attendance at council meetings / Total eligible council meetings	Governance	100%. Three ordinary Council meetings in first quarter
Strategic Objective 1.3 To provide exceptional emergency response and recovery services		
<i>Strategy 1.3.1 To provide exceptional emergency response and recovery services</i>		
No. of resilience committee meetings held	Communities	One

Theme 2: Enhancing the environment and liveability

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 2.1 To provide and maintain quality parks, gardens and natural environment		
<i>Strategy 2.1.1 Use sustainable practices to manage open spaces</i>		
Service Standard: Adoption of Open Spaces Management Strategy	Public Works and Services	Open space maintenance management plan - a draft has been prepared, and is being reviewed by officers. This document will lead in to the preparation of the Open Spaces Management Strategy.

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 2.2 To improve the quality of the built environment and amenity		
<i>Strategy 2.2.1 Minimise the impact of Council services on environmental amenity of the community</i>		
Service level: Number of kerbside garbage and recycling bin collection requests / Total no. of kerbside collection households	Public Works and Services	0.0 (Actual result: 0.0124)
Service standard: No. of kerbside garbage and recycling collection bins missed / Total no. of scheduled garbage and recycling collection bin lifts	Public Works and Services	0.0 (Actual result: 0.0013)
Service cost: Direct cost of garbage bin collection service / Total number of kerbside garbage collection bins	Public Works and Services	Measure will be determined by end of year result
Service cost: Direct cost of kerbside recyclables bin collection service / Total no. of kerbside recyclables collection bins	Public Works and Services	Measure will be determined by end of year result
<i>Strategy 2.2.2 Control development to protect the environment</i>		
Timeliness: Median days to make a planning decision	Development Services and Amenity	33
Service Standard: No. of planning decisions completed within 60 days / Total no. of planning decisions made	Development Services and Amenity	85%
Service cost: Direct cost of service / Total planning applications decided	Development Services and Amenity	Measure will be determined by end of year result
Compliance: No. of VCAT decisions in favour of council / Total no. of VCAT referrals	Development Services and Amenity	No VCAT decisions in quarter
Strategic Objective 2.3 To improve the condition and management of Council's assets		
<i>Strategy 2.3.1 Manage Council assets to ensure sustainability</i>		
Service Level: No. of kilometres of local roads renewed / Total kilometres of local roads	Project Delivery	Cannot report on this indicator until late in financial year once road renewal works (i.e. gravel resheeting, road resealing and pavement rehabilitation) have been completed.

Performance Measure	Responsible Department	Progress to end of September 2013
Service level: No. of kilometres of local roads maintained / Total kilometres of local roads	Project Delivery	Cannot report on until end of financial year.
Cost of renewal / maintenance: Renewal expenditure on local roads / Total kilometres of local roads renewed	Project Delivery	Will be able to report some indicative cost information when tenders awarded but cannot report accurately until end of financial year.
Cost of renewal / maintenance: Maintenance expenditure on local roads / Total kilometres of local roads maintained	Project Delivery	Will be able to report some indicative cost information when tenders awarded but cannot report accurately until end of financial year.
Strategic Objective 2.4 To reduce Council's ecological footprint		
<i>Strategy 2.4.1 Reduce impact of Council's operations on the environment</i>		
Timeliness: Annual energy and water audit report	Environment	Quarterly reporting will commence December 2013 for the July to September 2013 quarter. This will be followed by an Annual Report at the end of the financial year

Theme 3: Strengthening the community

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 3.1 To support the health and wellbeing of communities		
<i>Strategy 3.1.1 Facilitate increased community participation</i>		
Participation: No. of visits to pool facilities / Total municipal population	Communities	0.25 based only on Bright Sports Centre pool visitation divided by entire Alpine Shire population. Data not currently available for all pool facilities across Shire due to outdoor pools not currently being open.
Safety: Days lost to due to pool water quality / Total No. available days of operation	Communities	0 at Bright Sports Centre.
Safety: Number of pool water safety incidents / Total No. of visits to the facility	Communities	0 at Bright Sports Centre
Service cost: Net operating cost of pool service / Total visits	Communities	Measure will be determined by end of year result

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 3.2 To improve the resilience of communities		
<i>Strategy 3.2.1 Strengthen the capacity and resilience of communities</i>		
Service Standard: No. of community groups assisted by community grants / Total No. of community grant applications	Communities	Currently managing 18 grants from previous rounds. 2013 Round closes 31 October.
Strategic Objective 3.3 To ensure appropriate services and programs for early years, youth and families		
<i>Strategy 3.3.1 Best possible start for children and families within the Alpine Shire</i>		
Service standard: No. of infants enrolled at M&CH service / Total eligible infants	Communities	17 enrolled in first quarter.
Service cost: Direct cost of service / Total number of hours of service delivered	Communities	Measure will be determined by end of year result
Participation: No. of eligible children who are fully vaccinated / Total number of eligible children	Environmental Health	96% (based on 2011/12 statistics)
Service cost: Direct cost of service / Total number of vaccinations administered by Council	Environmental Health	Measure will be determined by end of year result
Strategic Objective 3.4 To support positive living and ageing		
<i>Strategy 3.4.1 Support independence and accessibility</i>		
Participation: No. of people receiving HACC service / Target population for HACC services	Alpine @ Home	27.8%
Service cost: Direct cost of domestic assistance service / Total No. hours of domestic assistance service provided	Alpine @ Home	Measure will be determined by end of year result

Theme 4: Prosperous economy, employment and investment

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 4.1 To effectively plan and deliver strategic and major projects.		
<i>Strategy 4.1.1 Develop and deliver a major projects plan</i>		
4.1.1 Timeliness: No. of major projects delivered within project timeline / Total No. major projects	Project Delivery	Cannot report until end of financial year.
Strategic Objective 4.2 To support investment and existing enterprise		
<i>Strategy 4.2.1 Implement targeted tourism and business support</i>		
4.2.1 Service Effectiveness: No. of new events attracted to the Alpine Shire	Economic Development	<ul style="list-style-type: none"> • Harvest N Graze • Thule B24 Mountain Bike Race • Bright Mountain Bike Festival • Dinner Plain Alpine Funduro • Dinner Plain Trail Run • Buffalo Stampede • Ned Kelly Chase

Theme 5: Performance focused organisation

Performance Measure	Responsible Department	Progress to end of September 2013
Strategic Objective 5.1 To provide excellent customer service		
<i>Strategy 5.1.1 Deliver outstanding customer service</i>		
Timeliness: Customer Service strategy adopted	Governance	Draft of Customer Service Charter complete. Awaiting review and approval by new CEO.
Strategic Objective 5.2 To manage resources well to ensure sustainability		
<i>Strategy 5.2.2 Deliver best value programs and services</i>		
Underlying Result: Adjusted net surplus / Total underlying revenue	Finance and Business Services	Measure will be determined by end of year result
Liquidity: Current Assets / Current Liabilities	Finance and Business Services	Measure will be determined by end of year result
Indebtedness: Non-current liabilities / Own sourced revenue	Finance and Business Services	Measure will be determined by end of year result
Self-financing: Net Operating cash flow / Underlying revenue	Finance and Business Services	Measure will be determined by end of year result

Performance Measure	Responsible Department	Progress to end of September 2013
Capital Replacement: Capital Spend: Depreciation	Finance and Business Services	Measure will be determined by end of year result
Renewal Gap: Renewal Expenditure: Depreciation	Finance and Business Services	Measure will be determined by end of year result
Capital Works: Capital / Operational expenditure	Finance and Business Services	Measure will be determined by end of year result
Strategic Objective 5.3 To support people and business practices		
<i>Strategy 5.3.1 Develop and maintain a dedicated and passionate workforce</i>		
Attendance: Total paid and unpaid sick days / Total No. employees	Finance	1.19
Strategic Objective 5.4 To ensure a high standard of governance		
<i>Strategy 5.4.1 Provide good governance</i>		
Decision making: No. of council resolutions for noting / Total No. of council agenda items	Governance	35%. 10 reports for noting / receiving out of a total of 28 reports. Excludes resolutions for minutes, assemblies of council, reports by delegates

Alpine Shire Council Plan 2009-2013 – Carryover Report

The following report provides an update on those indicators in the 2009-2013 Council Plan (2012) that were not marked 'complete' at 30 June 2013. These have not been incorporated into the new Council Plan, but have been reported on here to provide clarification around their progress.

Leadership

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 1.1: Demonstrate outstanding leadership			
<i>Initiative: Develop an implementation strategy for the Alpine Liveability Plan</i>			
Community Atlases renewed. Review of Liveability Plan commenced (in collaboration with Alpine Health)	Communities	The community atlases have been reviewed and updated, and will be launched on Wednesday 2 October.	Not Complete (due next quarter)
<i>Initiative: Review Municipal Emergency Management Plan and Township Plans and implement findings</i>			
Implement initiatives identified in Victorian Bushfire Royal Commission Implementation Plan	Infrastructure Services	Report still to be finalised. Expected to be undertaken by December 2013.	Not Complete (due next quarter)
<i>Initiative: Develop and implement a strategy to be a leader in emergency management</i>			
Implement initiatives identified in "Be a Leader in Emergency Management Strategy" Implementation Plan	Infrastructure Services	Awaiting further update from State Government following release of White Paper in late 2012. Review of Strategy to be completed by December 2013.	Not Complete (due next quarter)
<i>Initiative: Review Municipal Emergency Management Plan and Township Plans and implement findings</i>			
Complete design of Myrtleford floodways and levees in accordance with the implementation plan	Infrastructure Services	Tender documentation being revised in October, in preparation for tender documents to be issued in November. This is a complex design process, particularly due to private landowner implications and likely high cost outcomes. Council may need to seek a further extension on the funding agreement (Department of Justice had previously approved an extension of time for design works to 30 April 2014).	Not Complete (due end of financial year)
Strategy 1.2: Engage our community and stakeholders			
<i>Initiative: Develop and implement communication strategy</i>			
Communication strategy reviewed and adopted	Communications	First draft complete, awaiting feedback from new CEO.	Not Complete (due next quarter)

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 1.3: Provide responsible governance			
<i>Initiative: Develop and implement Continuous Improvement Plan (CIP)</i>			
Development of Continuous Improvement Plan	Dir. Corporate and Community	Priority given to the development of Service Delivery Options and Service Plans (components of a Continuous Improvement Plan). 18 out of 38 complete, including library services, civil construction, accounting services, ICT services, strategic land use planning, swimming pools management and tourism. All Service Delivery Options papers expected to be finalised by December 2013.	Not Complete (due end of financial year)
<i>Initiative: Develop departmental plans to provide direction and Key Performance Indicators (KPIs)</i>			
Departmental business plans (incorporating appropriate KPIs) completed and responsibilities delegated	All directorates	Corporate and Community directorate business planning workshops completed. Corporate and Community business plan expected to be completed in November 2013. This will then form the template for business plans for the two remaining directorates.	Not Complete (due end of financial year)
<i>Initiative: Develop and implement Continuous Improvement Plan (CIP)</i>			
Service standards reviewed for customer service, records, open spaces and marketing	Corporate Governance	Service delivery options program completed for records. Customer Service strategy underway.	Not Complete (due next quarter)
	Public Works and Services	Open spaces service review undertaken in the first quarter of 2013/14, with presentation to Councillors expected in October.	Not Complete (due next quarter)
	Economic Development	Marketing Service Standards: Ongoing quarterly reporting to council Tourism statistics compiled and presented to Council.	Complete
Development of a Grants Strategy aligned with forward capital works priorities	Project Delivery	No progress due to the need to review Council's priority projects and to clearly establish objective of Strategy.	Not Complete (under review)

Community

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 2.1: Support environments conducive to good health			
<i>Initiative: Deliver seamless Home and Community Care services to the community</i>			
Successful National Standards audit (for combined HACC service)	Alpine @ Home	19 out of 26 improvement opportunities have now been completed. All improvement opportunities are scheduled to be completed by December 2013.	Not Complete (due next quarter)
<i>Initiative: Improve access for the community</i>			
2012/13 priorities from the Disability Action Plan implemented	Communities	Project Officer has been appointed. Prepared a draft Community Building Plan of Action July 2013 - June 2015 (includes actions from the Disability Action Plan). Setting up three reference groups to assist with improving access for people with disabilities.	Not Complete (due end of financial year)
<i>Initiative: Develop, monitor and provide recreational and leisure facilities</i>			
Bright Recreation Reserve Management Plan adopted	Communities	Appointed consultant to prepare Bright Recreation Reserve Management Plan.	Not Complete (due end of financial year)
Strategy 2.2: Promote opportunities for a vibrant community			
<i>Initiative: Develop and implement an Alpine Older Person Plan (AOPP) for the Alpine Shire</i>			
AOPP adopted and priorities identified	Communities	Project Officer has been appointed - commenced September 2013. Next step is to prepare an Alpine Older Persons Action Plan for the next two years.	Not Complete (due end of financial year)
<i>Initiative: Develop a Volunteer recruitment and retention strategy</i>			
Volunteers Strategy adopted	Communities	Meetings will be held with key internal staff in the next quarter to progress Volunteer arrangements.	Not Complete (due end of financial year)
<i>Initiative: Implement, monitor and review an Arts & Culture Strategy</i>			
Arts and Culture Strategy reviewed and adopted	Communities	Some revisions have been conducted - meeting will be held with portfolio councillor in mid-October to discuss priority actions.	Not Complete (due end of financial year)

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 2.3: Strengthen community confidence and security			
<i>Initiative: Implement a Road Safety Strategy</i>			
Implementation plan complete	Project Delivery	No progress in 1st quarter due to competing priorities. Strategy is quite old so needs to be reviewed to confirm relevancy of content. Also need to re-assess priority of this initiative. Review of existing Strategy scheduled to be undertaken by December 2013.	Not Complete (due next quarter)

Place

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 3.1: Recognise and strengthen the unique character of the Shire			
<i>Initiative: Review and update the Alpine Planning Scheme</i>			
New Planning Scheme (amendment) commenced by June 2013	Development Services and Amenity	Comments from the Department have been received and the LPPF is now being amended accordingly.	Not Complete (due end of financial year)
<i>Initiative: Develop township character guidelines for each of the major towns</i>			
Character guidelines adopted	Development Services and Amenity	Not yet commenced. Priorities in other areas have not allowed this project to proceed at this time.	Not Complete (under review)
Strategy 3.2: Deliver and promote sustainable development			
<i>Initiative: Develop and implement the Mount Beauty Airport Master Plan</i>			
Finalise property acquisition / transfer agreements as per implementation plan. Seek funding opportunities from Victorian and Australian Governments for future development	Dir. Sustainable Development	Engineering estimates currently underway - expected in October 2013. Further background work for vegetation removal and noise levels required.	Not Complete (due next quarter)
<i>Initiative: Develop and implement a Total Asset Management Plan</i>			
Completion and adoption of the Total Asset Management Plan	Project Delivery	Little progress in 1st quarter. Work continuing as a high priority and first cut Asset Management Plans expected to be completed by January 2014.	Not Complete (due end of financial year)

Economy

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 4.2: Strengthen economic resilience			
<i>Initiative: Develop and implement the Rural Land Strategy</i>			
Rural Land Strategy adopted, and amendment commenced	Development Services and Amenity	Significant consultation undertaken with individual property owners and this will continue into October. New zones released which will allow completion of the strategy.	Not Complete (due next quarter)
Strategy 4.3: Respond to the challenges of sustainability			
<i>Initiative: Develop an implementation plan to deliver the Integrated Economy model</i>			
Implement the Economic Development Strategy	Economic Development	Additional consultation with Council to occur next quarter to enable the draft to be finalised.	Not Complete (due next quarter)

Environment

2012/13 INDICATORS	Responsible Department	Progress to end of September 2013	Status at 30 September 2013
Strategy 5.1: Promote Environmental Sustainability			
<i>Initiative: Identify and implement environmentally efficient projects and buildings to deliver water conservation and energy efficient design</i>			
Harrierville 'Green Village' project plan developed and adopted	Environment	Solar lighting quotes have been received. The quote has been accepted and lighting should be completed by Christmas. The Harrierville Green Village project plan is currently being developed.	Not Complete (due next quarter)
<i>Initiative: Develop an Environment Policy and key environment objectives</i>			
Environment Strategy adopted (of which the Environment Policy is a key component)	Environment	The strategy is due to be presented to Council for adoption at its October 2013 meeting.	Not Complete (due next quarter)
<i>Initiative: Continue the implementation of the Alpine Shire Greenhouse Local Action Plan and Sustainable Water Use Plan</i>			
Audit against annual targets by June each year	Environment	A quarterly report is being prepared on first quarter results to be presented to the December 2013 Council meeting.	Not Complete (due next quarter)

Financial Progress Report

1 July 2013 – 30 September 2013

Summary

The following table provides a summary of financial performance year to date and the expected forecast to the end of the financial year. The table also shows a reconciliation subtracting wages which were processed as at 1 October 2013. This pay period has been incorrectly reflected in the above year to date report for quarter 1 (and supporting departmental summaries later in this report). This pay period has also been forecast in October, thus overstating the year end forecast by the same amount. This is an error which occurred in generating the report and does not reflect a real variance. The variance will not occur in the next quarters report.

Key areas highlighted during the quarter one review which will be monitored closely include:

- Capital expenditure on the Public Bin Replacement Program which may exceed budget by approximately \$13K due to a commitment to fulfil a grant from Packaging Stewardship (through Nevrwaste) to install public place bins.
- Visitor Information Centres are expected to exceed budget by approximately \$23K due to the Mt Beauty and Bright centres not being able to secure tenants to receive the budgeted rental income. There may be an opportunity to make savings through reducing operational/service levels at the VIC's.
- Grants Commission income is approximately \$31K less than budgeted for.
- The recruitment of the new CEO was not originally budgeted for.
- Insurance expense exceeded budget \$33K due to a change in the way the premium is calculated.
- The unfunded superannuation liability is forecast in this report based on Option 2 in the Finance Committee report.

These areas will be monitored closely over the next quarter.

Summary

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
Finance & Business Services Total	- 10,794,739	- 10,836,496	- 41,757	0%	- 254,213	- 11,576,558	- 11,830,771	- 11,804,473	- 26,298	0%
Governance Total	475,912	500,212	24,300	5%	4,000	2,165,900	2,169,900	2,237,921	- 68,021	-3%
Public Relations Total	36,368	67,246	30,878	46%	-	280,000	280,000	257,607	22,393	8%
HR Total	74,679	57,738	- 16,941	-29%	-	270,000	270,000	281,975	- 11,975	-4%
Community Services Total	164,226	246,572	82,346	33%	234,681	1,090,700	1,325,381	1,405,736	- 80,355	-6%
HACC Services Total	18,255	64,061	45,806	72%	101,405	414,700	516,105	490,040	26,065	5%
Total Economic Development	212,094	219,033	6,939	3%	81,635	1,080,500	1,162,135	1,154,460	7,675	1%
Environment Services Total	22,227	36,092	13,865	38%	23,857	157,908	181,765	180,336	1,429	1%
Total Development Services	197,469	218,510	21,041	10%	63,705	829,000	892,705	890,904	1,801	0%
Public Works and Services Total	- 1,484,020	- 1,522,505	- 38,485	3%	592,142	2,145,250	2,737,392	2,760,777	- 23,385	-1%
Total Project Delivery	330,085	329,640	- 445	0%	-	1,118,300	1,118,300	1,118,297	3	0%
Total Emergency Management	-	5,722	5,722	100%	10,000	22,100	32,100	30,228	1,872	6%
Capital Total	- 891,310	114,781	1,006,091	877%	2,581,343	2,002,200	4,553,883	4,662,529	- 108,646	-2%
Total	- 11,638,753	- 10,499,394	1,139,359	-11%	3,438,555	-	3,408,895	3,666,339	- 257,444	-8%
Less 1 October Wages									335,692	
Expected year end forecast									78,248	
Total Dinner Plain	- 1,203,899	- 987,918	215,981	-22%	224,256	-	224,256	186,525	37,731	-7%

Unfunded initiatives

There are a number of initiatives which have been identified during quarter one which are not in the budget. It is proposed that these initiatives be funded through the surplus funds from the 2012/13 cash budget.

At the end of the financial year Council reviewed the carry forward projects against what was budgeted. This process identified a surplus of \$240,056 in the cash budget from the prior year. It is recommended that this surplus be used to fund items which have been identified as unbudgeted for the current financial year. This total of the initiatives still leaves a small surplus of \$2,072. The list is as follows:

Details of Initiative	Department	Amount Requested
Mt Beauty Mens Shed	Communities	\$ 8,600.00
Emergency Management Payments to SES & CFA	Communities	\$ 31,500.00
All swimming pools - operations	Communities	\$ 62,000.00
Youth Climate Change Grant	Communities	\$ 1,884.00
Health & Wellbeing Plan Implementation	Communities	\$ 12,000.00
Planning Support - Paternity Leave	Development Services	\$ 12,000.00
Additional Planner (last 4 months of year)	Development Services	\$ 30,000.00
Cycling Australia	Economic Development	\$ 50,000.00
Mt beauty Golf Club - kerbing and bitumen carpark	Capital - estimated	\$ 30,000.00
Total		\$ 237,984.00
Surplus Carry Forwards from 2012/13 financial year		\$ 240,056.00
Variance		\$ 2,072.00

Departmental Summaries

The following pages show a breakdown of each department's performance in the first quarter ending 30 September 2013. Explanations have been provided for variances that are greater than \$10,000 or 10%.

Governance

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
1.11 Council Representation Total	\$32,111	\$61,199	\$29,088	48%	\$0	\$253,700	\$253,700	\$252,387	\$1,313	1%
Notes:	YTD: Favourable due to raising invoices for outstanding fines from 2012 LG election.									
1.12 Council Executive Total	\$188,484	\$185,177	-\$3,307	11%	\$0	\$798,800	\$798,800	\$860,164	-\$61,364	-8%
Notes:							Forecast: Unfavourable due to recruitment of new CEO being unbudgeted.			
2.11 Risk Management Total	\$26,692	\$24,533	-\$2,159	-9%	\$0	\$115,000	\$115,000	\$118,652	-\$3,652	-3%
2.33 Customer Service and Council support	\$97,988	\$91,321	-\$6,667	-7%	\$0	\$400,200	\$400,200	\$406,047	-\$5,847	-1%
2.34 Compliance and Reporting Total	\$56,590	\$55,893	-\$697	-1%	\$4,000	\$247,200	\$251,200	\$253,124	-\$1,924	-1%
2.35 Business Improvement Total	\$43,316	\$53,184	\$9,868	19%	\$0	\$227,000	\$227,000	\$221,721	\$5,279	2%
Notes:	YTD: Favourable due to business improvement wages being allcoated to other cost centres from organisation restructure last year.									
2.36 Procurement Total	\$30,732	\$28,905	-\$1,827	-6%	\$0	\$124,000	\$124,000	\$125,827	-\$1,827	-1%
Governance Total	\$475,912	\$500,212	\$24,300	53%	\$4,000	\$2,165,900	\$2,169,900	\$2,237,921	-\$68,021	-12%

Public Relations

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
2006 Public Relations Total	\$36,368	\$67,246	\$30,878	46%	\$0	\$280,000	\$280,000	\$257,607	\$22,393	8%
Notes:	YTD: Favourable due to team leader not commencing until August and some staff being on leave. Newsletters were also not printed and distributed in Q1							Forecast: Favourable due to team leader not commencing until August and some staff being on leave.		

HACC

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
2.41 HACC Services Total	\$18,255	\$64,061	\$45,806	72%	\$101,405	\$414,700	\$516,105	\$490,040	\$26,065	5%
Notes:	YTD: Favourable due to greater HACC grant being received than budgeted for as a result of CPI. Also HACC is block funded and variance is also due to the demand of hours of service required decreasing.							Forecast: Expected demand for service (cost) to decrease, however demand can fluctuate from month to month without being able to predict.		

Finance

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
2.12 Revenue Collection Total	-\$11,063,286	-\$10,911,760	\$151,526	-1%	\$35,979	-\$10,838,600	-\$10,802,621	-\$10,862,676	\$60,055	-1%
2.13 Accounting Services Total	-\$259,323	-\$471,871	-\$212,548	45%	\$1,216,715	-\$2,132,974	-\$916,259	-\$942,954	\$26,695	-3%
Notes:	YTD: Grants commission grant received in advance (June) thus Q1 receipt was less.									
2.14 IT Services Total	\$210,263	\$187,829	-\$22,434	-12%	\$0	\$539,800	\$539,800	\$550,990	-\$11,190	-2%
Notes:	YTD: Unfavourable due to timing of payments versus month budgeted. Should be recovered across the year.									
2.15 Property Management Total	-\$60,883	-\$59,485	\$1,398	-2%	\$10,682	-\$258,600	-\$247,918	-\$263,410	\$15,492	-6%
2.17 Corporate Overheads Total	\$359,298	\$381,723	\$22,425	6%	-\$1,540,377	\$795,400	-\$744,977	-\$628,848	-\$116,129	16%
Notes:							Forecast: Unfavourable due to property and public liability insurance exceeding budget by \$33K. Also the amount of the Fire Services levy attributed to Council owned buildings was not budgeted for \$22K. Also variance attributed to wages for cleaning not being correctly budgeted to this cost centre.			
9.11 - Office Equipment & Furniture Total	\$12,680	\$19,068	\$6,388	34%	\$0	\$175,416	\$175,416	\$175,266	\$150	0%
9.21 IT equipment & office furniture upgrade Total	\$6,513	\$18,000	\$11,487	64%	\$22,788	\$143,000	\$165,788	\$167,160	-\$1,372	-1%
Notes:	YTD: Favourable due to timing of payments versus month budgeted. Year end forecast will remain consistent.									
Finance & Business Services Total	-\$10,794,739	-\$10,836,496	-\$41,757	0.39%	-\$254,213	-\$11,576,558	-\$11,830,771	-\$11,804,473	-\$26,298	0%

HR

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
2.51 Human Resources Total	\$74,679	\$57,738	-\$16,941	-29%	\$0	\$270,000	\$270,000	\$281,975	-\$11,975	-4%
Notes:	YTD: Unfavourable due to some wages costs being incorrectly costed to the HR department. Will be amended for next quarter.						Forecast: Unfavourable due to some wages costs being incorrectly costed to the HR department in Q1.			
HR Total	\$74,679	\$57,738	-\$16,941	-29%	\$0	\$270,000	\$270,000	\$281,975	-\$11,975	-4%

Community Services

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
Community Services										
2.21 Community Development Total	\$40,028	\$10,795	-\$29,233	-271%	\$204,474	\$237,500	\$441,974	\$483,789	-\$41,815	-9%
Notes:	YTD: Unfavourable due to allocation of salaries and wages across various projects needing to be realigned after organisational restructure.						Forecast: Unfavourable due to a grant being budgeted to be received in this financial year however received last year.			
2.22 Senior Citizens Total	-\$11,508	-\$3,383	\$8,125	-240%	\$0	-\$800	-\$800	-\$9,909	\$9,109	-1,139%
2.23 Youth Services Total	\$7,359	\$1,992	-\$5,367	-269%	\$1,871	\$32,000	\$33,871	\$56,750	-\$22,879	-68%
Notes:	YTD: Youth officer working additional hours relating to the Livability Plan.						Forecast: Forecast for Youth officer to increase hours to deliver project outcomes for the Liveability Plan.			
2.24 Art & Culture Total	\$997	\$834	-\$163	-20%	\$0	\$14,000	\$14,000	\$14,004	-\$4	0%
2.25 Library Services Total	\$94,498	\$89,334	-\$5,164	-6%	\$0	\$379,000	\$379,000	\$378,999	\$1	0%
2.26 Emergency Services Total	-\$23,989	-\$24,450	-\$461	2%	\$0	\$2,800	\$2,800	\$33,667	-\$30,867	-1,102%
							Forecast: A contribution as set out in an agreement with SES and CFA totaling \$31,500 was unbudgeted for.			

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
2.27 Swimming Pools Management &Ma	\$45,696	\$143,148	\$97,452	68%	\$0	\$233,000	\$233,000	\$233,331	-\$331	0%
Notes:	YTD: Favourable due to salaries and wages being evenly budgeted across the year instead of allocated to the summer period. Reforecasting has amended this.									
2.28 Maternal & Child Health Total	-\$14,932	-\$1,784	\$13,148	-737%	\$24,336	\$5,000	\$29,336	\$16,467	\$12,869	44%
Notes:	YTD: Favourable due to under budgeting of grant income.						Forecast: Favourable due to under budgeting of grant income.			
2.29 Recreation Total	\$26,077	\$30,086	\$4,009	13%	\$4,000	\$188,200	\$192,200	\$198,639	-\$6,439	-3%
Community Services Total	\$164,226	\$246,572	\$82,346	-1459%	\$234,681	\$1,090,700	\$1,325,381	\$1,405,736	-\$80,355	-6%

Economic Development

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
4.11 Economic Development Total	\$39,278	\$71,553	\$32,275	45%	\$78,000	\$316,000	\$394,000	\$354,499	\$39,501	10%
Notes:	YTD: Favourable due to a Business Specialist grant being received which was not budgeted for and the M2M Rail Trail contribution not yet being paid when budgeted for in Q1.						Forecast: Favourable due to an unbudgeted grant expected from Alpine Community Plantations.			
4.12 Tourism Total	\$62,995	\$40,653	-\$22,342	-55%	\$3,635	\$229,500	\$233,135	\$245,134	-\$11,999	-5%
Notes:	YTD: Unfavourable due to the timing of the Regional Tourism Board Contribution budgeted for later in the year but being paid in Q1.									
4.13 Festivals & Events Total	\$34,324	\$40,112	\$5,788	14%	\$0	\$248,000	\$248,000	\$244,046	\$3,954	2%
4.14 Visitor Information Centres Total	\$75,497	\$66,715	-\$8,782	-13%	\$0	\$287,000	\$287,000	\$310,781	-\$23,781	-8%
Notes:							Forecast: Unfavourable due to the Mt Beauty and Bright VIC's having budgeted for rental income, however buildings are yet to be rented and unlikely to be rented this financial year.			
Total Economic Development	\$212,094	\$219,033	\$6,939	-9%	\$81,635	\$1,080,500	\$1,162,135	\$1,154,460	\$7,675	-2%

Environment Services

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
4.31 Environment Services Total	\$22,227	\$36,092	\$13,865	38%	\$23,857	\$157,908	\$181,765	\$180,336	\$1,429	1%
Notes	YTD: Favourable due to grant being received in Q1 which was budgeted for later in the year.									

Development Services and Amenity

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
4.21 Statutory Planning Services Total	\$75,918	\$93,456	\$17,538	19%	\$21,825	\$457,300	\$479,125	\$469,461	\$9,664	2%
Notes:	YTD: Variance due to a vacancy in the planning department.									
4.22 Municipal Building Services Total	\$9,140	\$11,217	\$2,077	19%	\$0	\$63,500	\$63,500	\$61,423	\$2,077	3%
4.23 Environmental Health Services Total	\$66,050	\$64,067	-\$1,983	-3%	\$34,988	\$158,000	\$192,988	\$194,971	-\$1,983	-1%
4.24 Local Laws Enforcement Total	\$46,361	\$49,770	\$3,409	7%	\$6,892	\$155,200	\$162,092	\$170,049	-\$7,957	-5%
4.32 Strategic Planning Total	\$0	\$0	\$0	0%	\$0	-\$5,000	-\$5,000	-\$5,000	\$0	0%
Total Development Services	\$197,469	\$218,510	\$21,041	\$0	\$63,705	\$829,000	\$892,705	\$890,904	\$1,801	-1%

Dinner Plain

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
4.41 Dinner Plain Operations Total	-\$1,214,039	-\$1,017,918	\$196,121	-19%	\$28,500	-\$622,000	-\$593,500	-\$632,268	\$38,768	-7%
Notes:	YTD: Favourable due to the timing of DP bus expenditure. Also favourable due to a refund being received from the RMB due to low visitation/entry fees.						Forecast: Favourable due to the refund being received from the RMB due to low visitation/entry fees.			
4.42 Dinner Plain Projects Total	\$10,140	\$30,000	\$19,860	66%	\$195,756	\$622,000	\$817,756	\$818,793	-\$1,037	0%
Notes:	YTD: Favourable due to timing of works being undertaken against the timing included in the budget.									
Total Dinner Plain	-\$1,203,899	-\$987,918	\$215,981	47%	\$224,256	\$0	\$224,256	\$186,525	\$37,731	-7%

Public Works and Services

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
3.101 Airports Total	\$307	\$6,381	\$6,074	95%	\$0	\$9,750	\$9,750	\$9,750	\$0	0%
3.102 Local Roads Total	\$145,695	\$26,373	-\$119,322	-452%	\$565,161	\$26,800	\$591,961	\$599,447	-\$7,486	-1%
Notes:	YTD: Unfavourable due to a grant being received in advance in June 2013 when budgeted for in July 2013.									
3.103 Local Bridges Total	\$13,478	\$18,633	\$5,155	28%	\$0	\$116,300	\$116,300	\$111,145	\$5,155	4%
3.104 Street & Toilet Cleaning Total	\$57,384	\$66,170	\$8,786	13%	\$0	\$376,000	\$376,000	\$367,214	\$8,786	2%
3.105 Footpath Kerb & Channel Total	\$27,242	\$17,200	-\$10,042	-58%	\$0	\$81,000	\$81,000	\$79,916	\$1,084	1%
Notes:	YTD: Unfavourable due to first quarter wages being higher than budgeted for in this area. This is due to timing of works over the year.									
3.107 Operations expenditure clearance account	-\$131,672	-\$109,671	\$22,001	-20%	-\$91,019	-\$440,000	-\$531,019	-\$553,020	\$22,001	-4%
Notes:	YTD: Favourable due to budgeted timing of work differing from actual timing across the year.						Forecast: Unfavourable and will see employee costs from 3.110 allocated to this area in Q2. Variance also due to (a) costs being higher over a 6 month period due to seasonal factors, e.g. mowing, planting, noxious weeds (b) costs associated with tree pruning are higher than budgeted due to high risk issues being identified and addressed; and (c) walking track maintenance budget is inadequate and will need to be supplemented from another area in the public works budget.			

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
3.108 Open Spaces Total	\$367,253	\$325,192	-\$42,061	-13%	\$0	\$1,596,500	\$1,596,500	\$1,623,289	-\$26,789	-2%
Notes:	YTD: Unfavourable due to first quarter wages being higher than budgeted for in this area. This is due to timing of works over the year.									
3.109 Rail Trail Maintenance Total	\$7,646	\$11,438	\$3,792	33%	\$0	\$52,500	\$52,500	\$48,708	\$3,792	7%
3.110 Operations Engineer Total	\$106,938	\$77,006	-\$29,932	-39%	\$0	\$326,400	\$326,400	\$356,332	-\$29,932	-9%
Notes:	YTD: Unfavourable due to first quarter wages being higher than budgeted for in this area. This is due to timing of works over the year.						Forecast: Unfavourable due to wages being incorrectly allocated to this cost centre. Will be amended in Q2 for next forecast and should see a favourable result.			
3.111 Waste Management Total	-\$2,078,289	-\$1,961,227	\$117,062	-6%	\$118,000	\$0	\$118,000	\$117,998	\$2	0%
Notes:	YTD: Favourable due to timing of new baling equipment and other works and services and unbudgeted proceeds from sale of plant.									
Public Works and Services Total	-\$1,484,020	-\$1,522,505	-\$38,485	-419%	\$592,142	\$2,145,250	\$2,737,392	\$2,760,777	-\$23,385	-1%

Emergency Management

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
3.31 Emergency Management										
2320 Emergency Management Total	\$0	\$5,722	\$5,722	100%	\$10,000	\$22,100	\$32,100	\$30,228	\$1,872	6%
Notes:	Timing variance and reforecast to be spent during the remainder of the year.						Variance due to wages and to be reforecast to balance to zero.			
Total Emergency Management	\$0	\$5,722	\$5,722	100%	\$10,000	\$22,100	\$32,100	\$30,228	\$1,872	6%

Project Delivery

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
3.21 Project Delivery Manager Total	\$34,398	\$36,325	\$1,927	5%	\$0	\$154,500	\$154,500	\$154,500	\$0	0%
3.22 Development Engineering Total	\$163,227	\$152,065	-\$11,162	-7%	\$0	\$534,300	\$534,300	\$534,298	\$2	0%
Notes:	YTD: Unfavourable due to allocation of wages.									
3.25 Building Maintenance Total	\$132,461	\$141,250	\$8,789	6%	\$0	\$429,500	\$429,500	\$429,500	\$0	0%
Total Project Delivery	\$330,085	\$329,640	-\$445	4%	\$0	\$1,118,300	\$1,118,300	\$1,118,297	\$3	0%

Capital

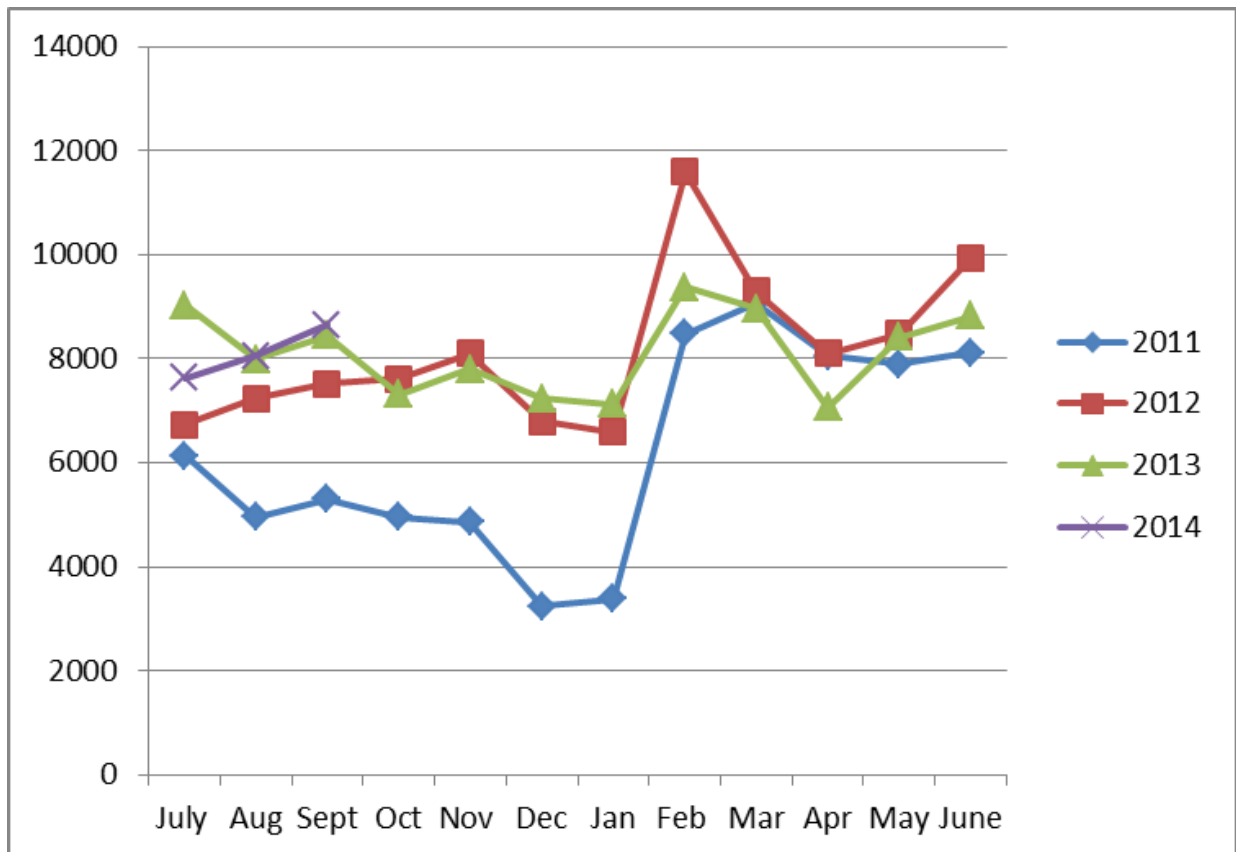
Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
9.12 Plant & Motor Vehicles Total	\$79,531	\$119,782	\$40,251	34%	\$579,073	\$611,000	\$1,190,073	\$1,199,003	-\$8,930	-1%
Notes:	YTD: Favourable due to timing of purchases.									
9.13 - Roads Total	\$19,809	\$0	-\$19,809	-100%	\$205,223	\$1,980,800	\$2,186,023	\$2,174,917	\$11,106	1%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									
9.14 - Bridges Total	\$7,224	\$0	-\$7,224	-100%	\$183,386	\$294,000	\$477,386	\$477,386	\$0	0%
9.15 - Kerbs Total	\$45,000	\$0	-\$45,000	-100%	\$50,298	\$52,500	\$102,798	\$102,798	\$0	0%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									
9.16 - Footpaths Total	\$0	\$0	\$0	0%	\$59,321	\$50,000	\$109,321	\$109,321	\$0	0%
9.17 - Drainage Total	\$26,716	\$0	-\$26,716	-100%	\$61,282	\$42,000	\$103,282	\$114,015	-\$10,733	-10%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.					Forecast: Unfavourable due to drainage works being undertaken in Q1 and going over budget.				
9.18 - Buildings Total	\$63,322	\$0	-\$63,322	-100%	\$63,203	\$104,250	\$167,453	\$175,661	-\$8,208	-5%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
9.19 - Recreation & Other Projects Total	\$56,839	\$0	-\$56,839	-100%	\$226,720	\$312,000	\$517,478	\$531,041	-\$13,563	-3%
Notes:	YTD: Unfavourable due to Bright Caravan Park fire service works of \$22K being undertaken that were unbudgeted & timing of works overall against the original monthly budget allocated.									
9.20 Strategies & Reviews Total	\$14,538	\$0	-\$14,538	-100%	\$274,626	\$70,000	\$344,626	\$325,606	\$19,020	6%
Notes:	YTD: Costs incurred in Q1 when not originally budgeted for till later in the year. Will even out over the year.						Forecast: Environment strategy and Myrtleford Levies design projects still forecast to be spent however not reforecast yet.			
9.23 - Roads Total	\$26,668	\$0	-\$26,668	-100%	\$180,390	\$467,000	\$647,390	\$649,370	-\$1,980	0%
Notes:	YTD: Costs incurred in Q1 when not originally budgeted for till later in the year. Will even out over the year.									
9.24 - Bridges Total	\$0	\$0	\$0	0%	\$0	\$26,250	\$26,250	\$26,250	\$0	0%
9.27 - Drainage Total	\$24,259	\$0	-\$24,259	-100%	\$148,634	\$0	\$148,634	\$151,491	-\$2,857	-2%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									
9.28 - Buildings Total	-\$58,200	\$0	\$58,200	-100%	\$179,437	\$8,400	\$179,419	\$182,699	-\$3,280	-2%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									
9.29 - Recreation and Other Projects Total	\$30,257	\$0	-\$30,257	-100%	\$677,517	\$545,000	\$1,222,517	\$1,210,084	\$12,433	1%
Notes:	YTD: Unfavourable due to works commencing earlier than forecast.									
9.36 - Footpaths Total	\$375	\$0	-\$375	0%	\$19,290	\$1,010,000	\$1,029,290	\$1,029,290	\$0	0%

Activity	YTD Actuals	Sep YTD Budget	Q1 Budget Variance	Q1 Variance Percentage Variance	Carried Forward to 13/14	2013/2014 Original Budget	Original Budget + Carry FWD	Annual Forecast Total	Q1 Annual Forecast Variance to Budget + Carry FWD	Annual Forecast Percentage Variance
9.39 - Recreation and Other Projects Total	\$16,014	-\$5,001	-\$21,015	420%	\$75,053	\$0	\$75,053	\$147,826	-\$72,773	-97%
Notes:	YTD: Unfavourable due to the Mt Beauty Kinder relocation having funds allocated to a trust account being held on the kinder's behalf (\$39K) and refunding a grant \$23K. This was partly offset by a grant received in July 2013 for the Bright netball club upgrade.						Forecast: Unfavourable due to Mt Beauty Kinder relocation having funds allocated to a trust account and refunding a grant which were not budgeted for.			
9.41 Flood Recovery Total	-\$244,095	\$0	\$244,095	0%	-\$255,463	\$0	-\$255,463	-\$244,095	-\$11,368	4%
Notes:	YTD: Grants received in July and August which were budgeted for in the prior year (included in carry forwards).						Forecast: Unfavourable due to wages being allocated to this cost centre which needs to be amended.			
9.42 Bushfire Recovery Total	\$434	\$0	-\$434	0%	-\$93,130	\$0	-\$93,130	-\$93,256	\$126	0%
9.5 Projects Grant income Total	-\$1,000,000	\$0	\$1,000,000	0%	-\$17,640	-\$3,010,000	-\$3,027,640	-\$3,010,000	-\$17,640	1%
Notes:	YTD: Grant of \$1M received in July. Usually budgeted to be received in advance in June each year.									
Capital Total	-\$891,310	\$114,781	\$1,006,091	877%	\$2,581,343	\$2,002,200	\$4,553,883	\$4,662,529	-\$108,646	-2%

Cash

The graph below shows the cash position as at 30 September 2013 and the fluctuations from month to month. This is favourable compared to prior years. This is due to grants once again being received in advance (June 2013) which will be expended over the year. The effect however inflates the cash balance at the beginning of the financial year. Further the cash balance is higher due to the majority of capital works expected to be incurred later in the year.



Capital Works Budget and Status

1 July 2013 – 30 September 2013

This quarterly report provides an overall summary of capital works progress and focuses on the delivery of infrastructure projects.

Plant & IT purchases, while part of the capital budget, are not included in this report. Capital works in the Dinner Plain and Waste budgets are also excluded for this quarterly report but it is proposed to include them in future.

The first quarter has seen significant work put into scoping, design and tender preparation. This has allowed a good proportion of works to be awarded for this stage of the year; however no new significant projects have commenced construction in this period.

2013/14 Capital Works budget and status 1st quarter update

Just over 20% of the total capital projects budget (including projects carried forward) have been committed or spent at the end of the first quarter. This is a solid start for the 2013/14 year given the focus early in the year on scoping and tendering.

Description	Amount
Original 2013/14 capital budget (infrastructure projects)	\$4.9m
Projects carried forward from 2012/13	\$2.5m
Total capital works projects (excluding plant & IT purchases, strategies, Dinner Plain projects and capital projects at Waste facilities)	\$7.4m
Amount spent or committed to 30 September 2013	\$1.5m

There are significant further projects being worked on totalling just under \$3million which will potentially be committed during the second quarter.

Completed projects (First Quarter)

- Cundy Park Toilet Block, Myrtleford

Ongoing capital works

- Gavan Street Footpath Works, Bright
- Suspension Bridge Repairs, Bright & Porepunkah
- Loudens Lane Construction and Seal, Tawonga
- Freeburgh Hall Turning Lane, Freeburgh
- Hazardous Tree Management Project, Rosewhite / Mudgegonga

Recently awarded contracts commencing soon

- Barwidgee Creek Rail Trail Bridge Repairs, Myrtleford (\$375,173)
- Buyers Lane Culvert Replacement, Rosewhite (\$134,917)
- Other NDF works in the Ovens and Kiewa Valleys (\$112,275)
- Suspension Bridge Repairs, Bright (\$114,000)
- Camp St Drainage Upgrade, Bright (\$42,403)

Other significant projects progressed in first quarter

- Harrietville Bright Shared Trail (\$1m)
- Resealing Program (\$500,000)
- Bright Foreshore Redevelopment (\$485,000)
- Sealed Roads Rehabilitation (\$240,000)
- Rural Roads drainage improvements (\$160,000)
- Lakeside Ave pavement reconstruction (\$180,000)
- One Mile Creek Road sealing (\$130,000)