

STRATEGIC SERVICE PLAN

Finance Services

2023-2027

The Finance strategic service leads Council's short and long-term financial planning processes and implements sound investment strategies to ensure the organisation's financial sustainability.

The service enables delivery of Casey's integrated strategic planning framework, provides specialist advice and analysis in relation to the cost of delivering services, and ensures Council meets its reporting and legislative obligations in relation to financial management, procurement and contract management.

The Finance strategic service administers rates and revenue activities to fund services and infrastructure to the community. Council's procurement function supports the selection of suitable suppliers and administration of contracts to ensure effective spend of Council funds.

Finance sub-services

The Finance strategic service consists of four sub-services: Financial Planning, Financial Reporting and Control, Rates and Valuations, and Procurement and Contract Management.

Sub service	Purpose	How this is achieved
Financial Planning	Ensure sustainability through long-term financial planning and budgeting.	• Development of Council Budget and long-term financial plan. • Providing costing to support robust prioritisation and decision making. • Submission of acquittals to various parties.
Financial Reporting and Control	Prepare accurate and timely financial reports to support strong decision making.	• Preparation of periodic and annual financial statements, tax and statutory returns. • Preparation of internal reports to support decision making and governance. • Coordinating the external audit with the Victorian Auditor General's office. • Ensuring the timely and accurate payment of suppliers and employees
Rates and Valuations	Raise and collect rates and other revenue to fund the provision of Council services.	• Providing easy-to-understand rates notice and accessible payment options. • Debt recovery processes that are empathetic and responsive to community needs. • Sound management of Valuation and Supplementary Assessments. • Robust management of property ownership and ratepayer data.
Procurement and Contract Management	Support Council to meet legislative requirements and achieve value for money in the procurement of	• Ensuring an appropriate Procurement Policy and procedures are in place. • Providing advice and support to Council departments. • Ensuring processes are in place to prevent and mitigate probity issues and ensure appropriate oversight of procurements.

	goods, services and works	• Providing purchasing services for the provision of stationery, creation of new suppliers
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Finance Strategic Service Goals

Goal 1: Enhance financial outcomes to support a growing municipality and ensure its long-term financial sustainability.

- Stable or improved financial results, with Council's actual and long-term budgeted results within the Victorian Auditor-General's Office (VAGO) recommended thresholds.

Goal 2: Improve decision-making and financial insights through forging stronger strategic partnerships and enhancing the level of finance literacy across the Council.

- Strong correlation between forecast and actual financial results.

Goal 3: Deliver efficient and cost-effective Finance services through increased automation and seamless integration of systems and services.

- Reduction in number of manual tasks undertaken.
- Increase in the number of customer self-serve transactions.
- Requests for copies of rates notices processed within five working days.
- Land Information Certificate requests processed within three working days and urgent requests processed within one working day. Over 90 per cent of invoices paid within 30 days.
- Reduction in number of days to deliver internal month-end reporting.

Goal 4: Create a fit-for-purpose procurement function that effectively enables Council to deliver services to the community whilst achieving value for money.

- Reduction in number of exemptions to the procurement process.
- Increase in compliance with contract service level agreements.