

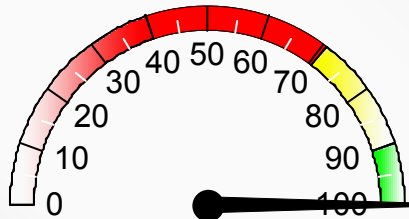


Scenic Rim Regional Council

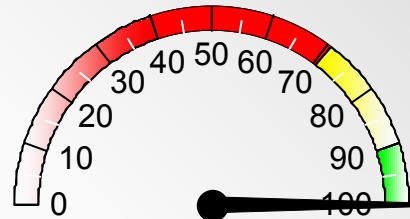
Corporate Performance Report

July to September 2015

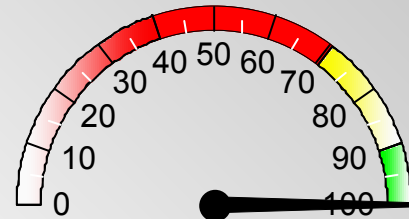
Action Progress Against Goals



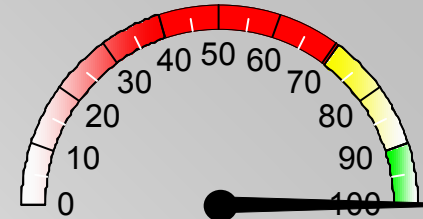
1 Spectacular Scenery and Healthy Environment



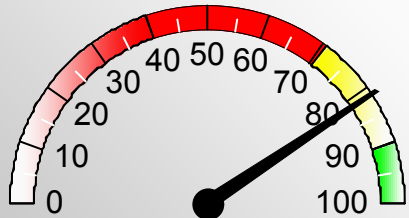
2 Sustainable and Prosperous Economy



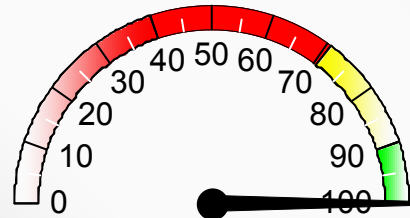
3 Open and Responsive Government



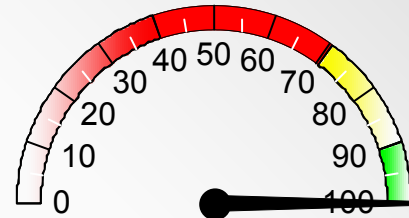
4 Relaxed Living and Rural Lifestyle



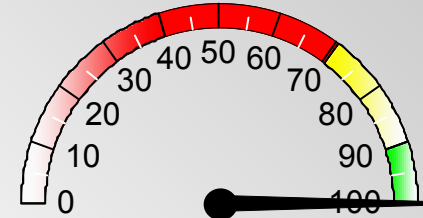
5 Vibrant Towns and Villages



6 Accessible and Serviced Regions






7 Healthy, Engaged and Resourceful Communities

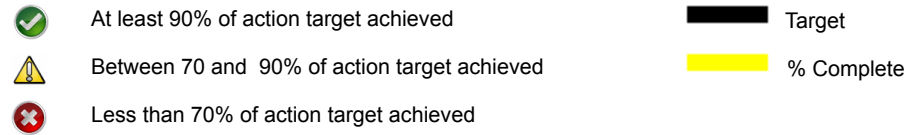


8 Organisational Sustainability

Corporate Plan Performance Report - July to September 2015

GOAL AREA	ACTIONS REPORTED ON	ACTIONS AT LEAST 90% OF TARGET 	ACTIONS BETWEEN 70 and 90% OF TARGET 	ACTIONS LESS THAN 70% OF TARGET 	ONGOING ACTIONS	ACTIONS WITH NO TARGET
1 Spectacular Scenery and Healthy Environment	16	5	0	0	10	1
2 Sustainable and Prosperous Economy	4	1	0	0	3	0
3 Open and Responsive Government	14	1	0	0	11	2
4 Relaxed Living and Rural Lifestyle	10	4	0	0	6	0
5 Vibrant Towns and Villages	9	1	0	1	6	1
6 Accessible and Serviced Regions	27	12	0	0	13	2
7 Healthy, Engaged and Resourceful Communities	6	1	0	0	5	0
8 Organisational Sustainability	29	6	0	0	23	0
TOTAL	115	31	0	1	77	6

Project or Program Summary



Project or Program

1.1.1 SHE1 Ensure environmental considerations and sustainability principles are integrated into key decision making processes, policies and procedures including future land use planning, and infrastructure and organisational service delivery.

1.1.1.1 Flying Fox Management

1.1. Develop an Urban Flying Fox Management Strategy for consideration by Council

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Health Building and Environment	01/07/2015	30/06/2016	In Progress	25	25	✔

Comments:

The final Scenic Rim Flying-Fox Strategy was endorsed by Council. The strategy provides direction for the management of flying-foxes across the region and outlines response efforts including roost management actions. The strategy will guide the development of roost management plans for existing roosts within the shire.

The Strategy has been uploaded to Councils website to provide an information toolkit for the community in understanding health risks associated with flying-foxes as well as managing community/flying-fox conflicts.

1.1.1.1 Waste Strategy

1.1. Waste Strategy Implementation Plan delivered.

2.2. Waste Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Property and Operations	01/07/2015	30/06/2016	In Progress	25	24	✔

Comments:

Strategy has been adopted and implementation plan is currently being reviewed.

Project or Program

1.1.1.2 Roadside Weed Management

Due Date

1.1. Main Roads Contract

30/06/2016

2.2. Local Government Controlled Roads

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Council's tender for weed eradication has been successful with the contract being awarded for 2015 -16 financial period. There has been limited activity to date however minor work has included addressing customer requests and treatment of mother of millions. It is proposed to commence on ground treatment in November 2015.

1.1.1.3 Habitat Protection Program

Due Date

1.1. Land for Wildlife

30/06/2016

2.2. Voluntary Conservation Agreements

30/06/2016

3.3. Nature Refuge and Conservation Covenant Program

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

The section completed forty three land for wildlife revisits with two visits completed for the period. No significant activity occurred for the respective period.

1.1.1.4 Waterways

Due Date

1.1. Develop strong partnerships with key government and non-governmental organisations (eg. Healthy Waterways).

30/06/2016

2.2. Deliver Healthy Country Program

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Coordinated meetings with SEQ Catchment, Healthy Waterways and Council successfully established a partnership to deliver projects that will address, Salinity, Natural Resources and Mines education for rural land holders and businesses, including environmental education and training. Current deliberations are being considered to finalise sub catchments that have been identified.

Project or Program

1.1.1.5 Reserve Management

Due Date

1.1. Deliver nominated actions from Reserve Management Plans

30/06/2016

2.2. Undertake bushfire mitigation in accordance with Management Plans

30/06/2016

3.3. Pest animal and plant control

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

The tender process for the maintenance of fire trails and fire breaks has been finalised and contracts awarded. Mitigation works on the respective reserves have commenced with landscaping and re-vegetation planting occurred at Ill-bogan and Fassifern Reserves. The Green Army has undertaken re-vegetation and rehabilitation at River Bend reserve and Moriarty Park Canungra.

1.1.1.6 Community Environmental Management

Due Date

1.1. Deliver community education and awareness program

30/06/2016

2.2. Deliver Community Environmental Grants program in accordance with Community Grants Policy

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Environmental grant application for the 2015-16 financial period have been assessed, and the successful applicants endorsed by Council. Over \$75,000 worth of environmental projects has been funded. Funding agreements have been issued to successful applicants.

New arrangements have been established in collaboration with the Libraries to help facilitate advertisement of events. The following events occurred throughout the region; feral animal workshops, weeds workshops, green gardening workshop, children's environmental workshops including an information stand at the Beaudesert and Boonah shows.

Project or Program

1.1.1.7 Pest Management Plan regulatory activities

Due Date

1.1. Deliver private property inspection program in accordance with approved inspection program

30/06/2016

2.2. Deliver wild dog baiting program

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Private property inspections for the period were scrutinized to detect areas that have emerging declared pest plants, including but not limited to, Giant Rats Tail Grass and Parthenium. Through the inspection program areas identified were Boonah, Kalbar, Aratula and Rathdowney.

Quarterly 1080 baiting programs and the biannual program have been performed on identified properties. Participant numbers were down compared to the previous year, this may be a result of school holiday period. Future programs will be scheduled outside the school holiday period to maximise the participation rate of property owners and focus on media releases to promote the programs.

1.1.1.8 Regulatory Services under Environmental Protection Act 1994

Due Date

1.1. Provide sediment and erosion regulatory services

30/06/2016

2.2. Provide environmental nuisance regulatory services

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

No domestic complaints received regarding sediment erosion. Sediment and erosions complaints from development sites are now investigated by development compliance. Twenty one complaints received for environmental nuisance or pollution for the period.

Complaints included responding to smoke nuisances from people burning their green waste, and odour from excessive animal keeping.

Project or Program

1.1.1.10 Reserve Network Review Management

Due Date

1.1. Review and report to the Chief Executive Officer the Reserve network to determine the conservation status of the vegetation communities

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

In Progress

% Complete

20

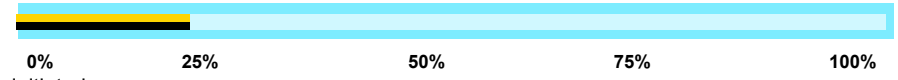
Sep 2015 Target %

20



Comments:

Formulation of mapping methodologies have been agreed upon, commencement of trial mapping has been initiated



1.1.1.11 Reserve Management and Rehabilitation Plan

Due Date

1.1. Review and update Rivers Management and Rehabilitation Program 2010 - 2015.

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

Not Started

% Complete

0

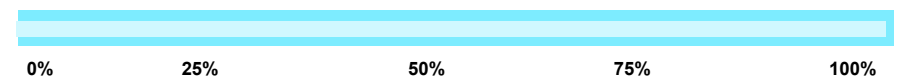
Sep 2015 Target %

0



Comments:

This project is planned to commence in Quarter 2.



1.1.1.12 Energy Efficiency

Due Date

1.1. Review energy efficiency audit of required actions.

30/06/2016

2.2. Deliver nominated energy efficiency upgrades.

30/06/2016

Responsible Officer

Team Leader Environmental Policy

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Sep 2015 Target %

n/a

Comments:

Implementation of energy efficient strategies for this financial year has not commenced.

Project or Program

1.1.1.13 Environmental Partnerships

Due Date
30/06/2016

1.1. Provide a report to the Chief Executive Officer on the development of a strategy to improve the management of our partnerships.

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

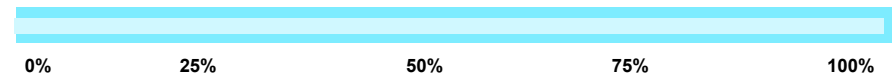
Not Started

% Complete

0

Sep 2015 Target %

0



Comments:

This project is planned to commence in Quarter 3.

1.1.2 SHE2 Conserve, protect and enhance the region's unique biodiversity, scenic vistas, natural resources and ecological processes. This will include taking steps to minimise the impact of pest species, improving degraded land and waterways, and protecting and enhancing environmental corridors.

1.1.2.1 Million Trees -Scenic Rim

Due Date

1.1. Rural Trees program delivered

30/06/2016

2.2. External investment opportunities investigated

30/06/2016

3.3. Community Trees program delivered.

30/06/2016

4.4. Parks Tree Program delivered.

30/06/2016

5.5. Habitat Tree Program delivered.

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The Rural tree initiative opened for applications in August. The initiative received a total of thirty nine applicants requesting a total of 20,000 trees. Applications are currently being collated and assessed.

Negotiations with SEQC, Bremer River Fund and Healthy Waterways have occurred in seeking support for the Million Trees Program.

Three separate applications were made to the Commonwealth Government totalling \$150,000.00 as part of the nationwide 20 million trees program. The applications were made to support on-ground re-vegetation efforts as part of Councils Million Trees Program. If successful, the projects are scheduled to commence in the second and third quarter.

Habitat tree and parks tree initiatives are scheduled for commencement in the second quarter.


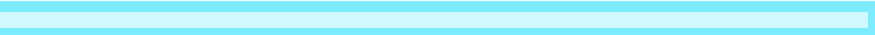
Project or Program

1.1.5 SHE5 Provide innovative waste reduction, recycling and management practices to minimise adverse effects of waste on the environment and impacts on the community.

1.1.5.1 Waste Disposal Planning

- 1.1. 10 year Waste Capital Works program review.
- 2.2. 10 year Waste Capital Works program review considered by Council.
- 3.3. Preplanning of 2016/2017 Waste Capital Works projects undertaken.

Due Date
31/12/2015
31/01/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %		
Manager Property and Operations	01/10/2015	30/06/2016	Not Started	0	0		
							
Comments:			0%	25%	50%	75%	100%
Project due to commence in October.							

1.1.5.2 Waste Disposal Capital Works Program

- 1.1. Waste Capital Works program delivered.

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Property and Operations	01/07/2015	30/06/2016	Ongoing	n/a	n/a	
Comments:						
The Waste Capital Works Program as at the end of September is on schedule to be delivered.						

Project or Program

2.1.1 SPE1 Encourage local investment and sustainable business practices and provide appropriate tools, opportunities, incentives and support to our business sector to build capacity, expertise, broaden the region's economic base and enhance innovation.

2.1.1.1 Economic Development

1.1. Implement Economic Development Framework 2015 - 2016.

2.2. Implement Tourism Strategy priority recommendations.

Due Date

30/06/2016

30/06/2016

Responsible Officer

Manager Community and Culture

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Eat Local Week and Winter Harvest Festival 2015 completed and 2016 planning underway.

Ekka presentation completed.

Business Excellence Awards process underway.

New Scenic Rim Regional Guide completed and distributed.

2.1.2 SPE2 Invest in appropriate infrastructure to stimulate the ongoing development of our region.

2.1.2.1 Visitor Information Centres

1.1. Coordinate the operation of accredited Visitor Information Centres at Beaudesert, Boonah, Canungra, Rathdowney and Tamborine Mountain.

2. Coordinate the operation of accredited Visitor Information Centres at Beaudesert Boonah Canungra

Rathdowney and Tamborine Mountain

Due Date

30/06/2016

30/06/2016

Responsible Officer

Manager Community and Culture

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

All Visitor Information Centres (VICs) have completed their Visit Queensland audit.

Most VICs attending the Queensland Information Centres Association (QICA) Conference.

Project or Program

2.1.2.1 Alliance and Contract Works

1.1. Routine Maintenance Performance Contract

Due Date

30/06/2016

2.2. Works for other Councils

30/06/2016

3.3. Private works

30/06/2016

4.4. Other Department of Transport and Main Roads Contracts

30/06/2016

Responsible Officer

Manager Works

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The revenue for the Road Maintenance Performance Contract to the end of September is slightly higher than expected with the rate of return in line with budget requirements.

The revenue for Works for other Councils to the end of September is higher than expected with the rate of return above budget expectation.

The revenue for Private Works to the end of September is lower than expected with the rate of return in line with budget expectation.

No Other Department of Transport and Main Roads Contract works have been performed to the end of September. Council have provided a tender submission for a Minor Works Performance Contract.

2.1.3 SPE3 Ensure we operate in a way that recognises and supports business needs and aspirations while protecting broader community and environmental interests.

2.1.3.1 Develop a New Planning Scheme

1.1. Draft Planning Scheme endorsed by Council for State Interest Review.

Due Date

31/12/2015

2.2. Draft Planning Scheme endorsed by Council for community consultation.

30/06/2016

3.3. Draft Local Government Infrastructure Plan endorsed by Council for State Interest Review.

31/03/2016

4.4. Draft Local Government Infrastructure Plan endorsed by Council for community consultation.

30/06/2016

Responsible Officer

Manager Planning

Start Date

01/07/2015

End Date

30/06/2016

Status

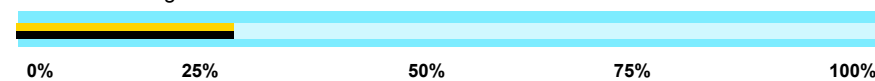
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

Drafting of the Development Codes of the Planning Scheme occurred during September. The review of the draft Strategic Plan, draft Tables of Assessment, draft Zone Codes and draft Use Codes for policy alignment and workability has commenced. Workshops on draft policy matters of Planning Scheme codes relevant to individual Council departments were held. Community consultation of the draft Planning Scheme is not expected to occur at this stage of the plan making process.

Identification of Council's existing trunk infrastructure network based on the draft Desired Standards of Service commenced.

Community consultation of the draft LGIP is not expected to occur at this stage of the plan making process.

Project or Program

3.1.1 ORG1 Continue to develop initiatives and processes to communicate and engage with our diverse community.

3.1.1.1 Information Access and Privacy

1.1. Deliver compliant statutory and performance reporting

Due Date

30/06/2016

2.2. Maintain compliant information / disclosure registers

30/06/2016

3.3. Maintain compliant right to information publication scheme and information request management process

30/06/2016

4.4. Maintain compliant information privacy functions

30/06/2016

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Council's Information Access and Privacy functions were delivered in compliance with regulatory requirements.

Project or Program

3.1.1.1 Community Connectivity

Due Date

1.1. Provide community engagement advisory function and ensure activities are consistent with Community Engagement Policy

30/06/2016

2.2. Utilise social media and other communication channels to connect with Scenic Rim community

30/06/2016

3.3. Provide a communication channel to the community in disaster situations for the Local Disaster Management Group through the Emergency Operations Centre

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Communications and Councillor Support Coordinator

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Website activity:

21,610 visits and 13,747 unique users/browsers

(August 20,429 visits and 13,169 unique users/browsers).

Social media:

Organisational Facebook page at 2301 likes (Up from 2283 likes in August).

September total audience reach was 23,312 (23,934 in August).

Twitter feed has 438 followers (435 in August).

Disaster management Facebook page has 5957 likes (5959 in August).

Blumbergville Clock Facebook page has 235 likes (235 in August).

Facebook Favourites:

23/09/2015 Changes to the Scenic Rim divisional boundaries - reach 3000+.

23/09/2015 Are you prepared for the storm and bushfire season? - 2500+.

Enewsletter:

Number of direct email subscribers to news@ScenicRim enewsletter 260.

August/September enewsletter

119 Opens, 43 online click throughs.

Project or Program

3.1.1.2 Strategic Communication

- 1.1. Maintain positive relationships with media organisation and ensure enquiries are responded to within agreed timeframes
- 2.2. Prepare corporate communication materials and distribute to media and external stakeholders as required.
- 3.3. Monthly media monitoring reports provided to Councillors and Executive Team

Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Communications and Councillor Support Coordinator</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Media releases: 20 releases.

Most popular: Eat Local Week feeds Scenic Rim Economy (Fassifern Guardian, The Hinterlander, Beaudesert Times, Beaudesert Times online, Tamborine Mtn News)
Pipeline Grant application (ABC Toowoomba, Beaudesert Times, Guardian).

Media enquiries: 11 enquiries.

Website activity: 21,610 visits and 13,747 unique users/browsers (August 20,429 visits and 13,169 unique users/browsers).

3.1.1.2 Complaints Management

- 1.1. Maintain the Complaints Management Program
- 2.2. Deal with complaints in a manner compliant with legislative requirements

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Coordinator Governance & Corporate Policy</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Complaints have been recorded and reported to management in accordance with the Policy.

Project or Program

3.1.1.3 Corporate Identity

1.1. Maintain Council website presence and deliver continuing improvement to online environment

Due Date

30/06/2016

2.2. Provide graphic design support to Council to assist in delivery of operational and organisational objectives

30/06/2016

3.3. Ensure material complies with Council branding and professional standards

30/06/2016

Responsible Officer

Communications and Councillor Support Coordinator

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Design concept developed for Council project signage

Preparation of 14-15 Annual Report document progressing on schedule

3.1.1.4 Regional Collaboration

1.1. Provide support to the Mayor and Chief Executive Officer in maintaining inter-governmental and inter-regional relationships

Due Date

30/06/2016

Responsible Officer

Communications and Councillor Support Coordinator

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Reviewed SEQ Mayors Federal Advocacy document and provided input on Scenic Rim strategic projects for inclusion.

Media promotion of Council's application under Stronger Regions program to construct Bromelton water pipeline in partnership with QUU.

Promotion of MotoFest at Qld Moto Park at Wyaralong

communication of SEQwater advisories in relation to closure of lake Moogerah and Wyaralong.

3.1.1.5 Corporate Photography

1.1. Portraiture of 2016-20 Councillors, Council Executive and Management.

Due Date

30/06/2016

Responsible Officer

Communications and Councillor Support Coordinator

Start Date

02/05/2016

End Date

30/06/2016

Status

Not Started

% Complete

0

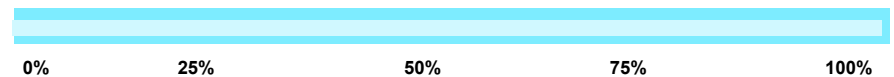
Sep 2015 Target %

0



Comments:

To be delivered post March 2016 election.



Project or Program

3.1.1.6 Review Branding Guidelines

- 1.1. Consult internally regarding present branding practices.
- 2.2. Review branding guidelines based on internal feedback.
- 3.3. Produce draft branding document.
- 4.4. Draft documented presented to Chief Executive Officer for consideration.

Due Date

- 30/09/2015
- 31/12/2015
- 31/03/2016
- 30/06/2016

Responsible Officer

Communications and Councillor Support Coordinator

Start Date

01/04/2016

End Date

30/06/2016

Status

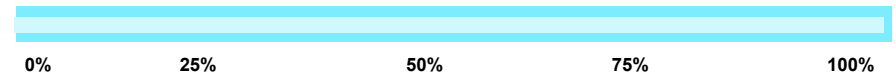
Not Started

% Complete

0

Sep 2015 Target %

0



Comments:

Planned for Q4 2015-16.

3.1.2 ORG2 Facilitate community participation in decision making.

3.1.2.1 Local Government Election

- 1.1. Election period protocol complied with.
- 2.2. Election conducted and outcomes determined.
- 3.3. Post-election meeting held.
- 4.4. Councillor induction program undertaken.

Due Date

- 31/03/2016
- 30/04/2016
- 30/04/2016
- 30/06/2016

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2015

End Date

30/06/2016

Status

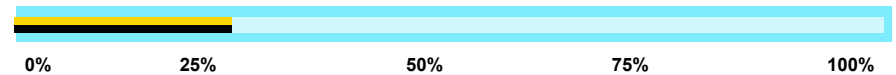
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

Liaison has commenced with the Electoral Commission of Queensland (ECQ) regarding pre-poll and poll planning. Finalisation of the divisional boundary review occurred, with the ECQ adopting Council's submission. A review of the caretaker period protocol has been completed and it is anticipated that a revised version will be adopted in October 2015.

Project or Program

3.1.3 ORG3 Create a corporate environment underpinned by ethical behaviour that fosters a proactive customer service culture, processes and procedures that progress open and accountable governance and apply a risk management approach.

3.1.3.2 Policy Development and Review

Due Date

1.1. Maintain policy register

30/06/2016

2.2. Provide coordinated policy development and support services

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Coordinator Governance & Corporate Policy

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Preliminary policy development work has commended on the use of audio and visual recording devices and fraud and corruption control.

3.1.3.3 Delegations and Authorisations

Due Date

1.1. Maintain compliant delegations processes and registers

30/06/2016

2.2. Maintain compliant local government authorised persons and worker systems

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Coordinator Governance & Corporate Policy

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Delegations and authorisations are maintained in accordance with service standards and updated to incorporate LGAQ delegations service updates.

3.1.3.4 Corporate Compliance Training and Development

Due Date

1.1. Implement Corporate Compliance Training and Development Program

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Coordinator Governance & Corporate Policy

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Training program has commenced. Induction training delivered to commencing employees, corporate risk management system training delivered across the organisation and risk management training delivered to the leadership group.

Project or Program

3.1.4 ORG4 Provide streamlined and practical regulatory services that deliver on the shared vision with the community.

3.1.4.1 Revenue Management

- 1.1. Ensure rates are levied in accordance with statutory timeframes
- 2.2. Monitor outstanding rates and enforce collection actions.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Chief Finance Officer</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Rates were levied in July 2015 and were due by 20 August 2015 in accordance with established timeframes.

3.1.4.1 Information Management

- 1.1. Management of incoming correspondence
- 2.2. Internal audit program on compliance with records standards
- 3.3. Provide information archiving services

Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Information Services</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Information Management within FY15/16 has commenced and is ongoing.

Project or Program

4.1.1 RRL1 Assist the community to build capacity to respond to their needs and aspirations while also delivering programs and supporting events that promote active participation across all sections of our community.

4.1.1.1 Arts and Culture

- 1.1. Implement Arts and Culture Plan objectives including the development work for the 2016 program theme "Caring for our Communities".
- 2.2. Operate Beaudesert and Boonah Cultural Centres
- 3.3. Heritage and Public Art program

Due Date
30/06/2016

30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Community and Culture</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

War Stories and Our Town programming continues with highlights for the quarter including the Peacemakers forum. Planning for 2016 programming has commenced. Attendances for both Centres have been strong with year to date figures up by 10.5%.

Project or Program

4.1.1.2 Community Development

- 1.1. Implement Social Plan priorities including Healthy & Active Program, Sport & Recreation, Youth, Seniors, & Caring for our Community Program.
- 2.2. Deliver Council events program
- 3.3. Deliver Youth Leadership Program
- 4.4. Annual Sports Forum and annual review

Due Date
30/06/2016

30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Community and Culture	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

A combined meeting of the former Social Plan / Sport and Recreation Plan Steering Committees has been scheduled for 1 October 2015 to discuss the establishment of a NEW Scenic Rim Health and Wellbeing Advisory Committee.

Council once again hosted a promotional stand at this year's annual Beaudesert Show on 4 and 5 September.

Forty-four Scenic Rim residents were welcomed as new Australian Citizens by the Mayor and Councillors at an official ceremony at the Centre on 17 September.

Council's Youth Leaders continue to enjoy their monthly workshops with professional development coach Selina Scoble. Preparations are well underway for the Youth Symposium in October.

Council's annual Sports Forum was held on 28 July 2015.

4.1.1.3 Social Plan and Sport and Recreation Plan Review

- 1.1. Review completed
- 2.2. Draft Social Plan and Sport and Recreation Plans presented to Council for consideration
- 3.3. Adoption of final Social and Sport and Recreation Plans

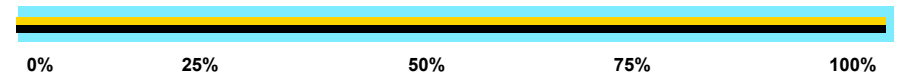
Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %
Manager Community and Culture	01/07/2015	30/06/2016	Completed	100	100



Comments:

The Scenic Rim Health and Wellbeing Plan 2015-2020 was adopted by Council on 28 July 2015.



Project or Program

4.1.3 RRL3 Create a region that is home to a diverse range of residential options, a place where people desire to live, work and play.

4.1.3.1 Implement Boonah Planning Scheme Amendment No. 5.

Due Date

1.1. Boonah Planning Scheme Amendment No. 5 gazetted

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Sep 2015 Target %



Manager Planning

01/07/2015

30/06/2016

In Progress

60

25



Comments:

Amendment No. 5 has been placed on hold pending the outcome of interrelated planning processes upon which the progression of the amendment package depends.

Project or Program

4.1.4 RRL4 Develop a planning vision and supporting planning instruments for the region which promotes community aspirations and clearly articulates the unique qualities of our natural assets and the identity of our towns, villages and communities.

4.1.4.1 Building and Plumbing

- 1.1. Building approval services
- 2.2. Building compliance services
- 3.3. Plumbing approval services
- 4.4. Plumbing compliance services
- 5.5. Education and Awareness

Due Date
30/06/2016
30/06/2016
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Health Building and Environment</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

There were a total of forty nine building application lodged with Council for assessment in the period July to September. An overall performance of 92% of the application have been assessed within the required statutory time frames.

A total of two hundred and twenty four building application have been lodged for assessment for the Region which includes sixty six applications for single detached dwellings and six applications for duplex dwellings. There has been a twenty four percent increase in building activity compared to the same period last year.

The building section received thirty one requests for compliance action for the period July to September with five being resolved with satisfactory outcomes. An overall performance outcome of Seventy three percent of requests were action within the desired time frame. This is a consequence of staff resource issues within the building and plumbing regulatory area.

A total of ninety nine plumbing application were lodged with Council for compliance assessment in the period July to September with ninety three percent of application assessed within the statutory time frames. Sixty seven applications were associated with on-site sewerage facilities.

Council performed 17 regulatory audit inspection associated with the Notifiable Works process under the Plumbing and Drainage Act 2002. An overall performance of ninety three percent of applications were assessed within the regulatory time frames for the period.

A total of four request for compliance action was received for the period July to September. An overall performance of sixty six percent response within the desired time frames has been achieved. The limited response action within the desired time frame is due to core function responsibilities with resources available.

Continual review of public information available on Council's web site continued for the period July to September. All officers communicate with external stakeholders ensuring technical information is delivered in an easy to understand format.

Project or Program

4.1.4.1 Development Assessment

1.1. Development Application Assessment Services

2.2. Planning and Flooding Certificates

3.3. Pre-lodgement and development advisory services

Due Date

30/06/2016

30/06/2016

30/06/2016

Responsible Officer

Manager Planning

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Planning and Flooding Certificates continue to be assessed in accordance with statutory requirements. Applications generally assessed and determined in accordance with IDAS timeframes.

4.1.4.2 Natural Hazard Areas (flood) in the Scenic Rim

1.1. Deliver ongoing flood hazard investigation and mapping of the catchments within the Scenic Rim local government area.

Due Date

30/06/2016

Responsible Officer

Manager Planning

Start Date

01/07/2015

End Date

30/06/2016

Status

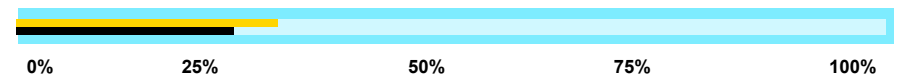
In Progress

% Complete

30

Sep 2015 Target %

25



Comments:

A draft Albert River Flood Study was presented to Council during September for review prior to finalisation.

Project or Program

4.1.4.2 Development Compliance

- 1.1. Proactive Higher Risk Development compliance assessment
- 2.2. Community response to High Risk Developments
- 3.3. Community response - non conforming developments
- 4.4. Compliance Management services to internal departments

Due Date

30/06/2016
30/06/2016
30/06/2016
30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Three high risk development assessments were undertaken during the period July to September. The Environment and Development Compliance team have been short staffed during the quarter, and were therefore unable to prioritise pro-active compliance inspections.

A total of three customer requests which relate to development that meets the criteria for inclusion in the high risk development register (i.e. impact assessable or other development likely to draw high numbers of submissions such as poultry farms, water extraction, large subdivisions, and quarries) were received for the quarter.

A total of fifty eight customer requests actionable by the Environment & Development Compliance team were received during the period July to September with sixty three requests actioned during this period including outstanding requests for the preceding period.

A total of thirteen customer requests were internally generated during the period, this equates to 22% of all customer requests actionable by Environment & Development Compliance team.

4.1.4.3 Land Use Planning

- 1.1. Respond to and implement changes to state and regional planning policy and legislation

Due Date

30/06/2016

Responsible Officer

Manager Planning

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

A submission was provided to the Department of Infrastructure, Local Government and Planning on the 20 July 2015 responding to the release of a Consultation Paper regarding a proposed Multifunctional Farming land use planning concept.

A review of the potential implications of the draft Planning Bill (and associated instruments) released for consultation has commenced. Submissions are due on the 23 October 2015.

Project or Program

4.1.4.7 Mobile Technology

Due Date

1.1. Provide a report to the Chief Executive Officer on the implementation of mobile technology in the Building and Plumbing Area.

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

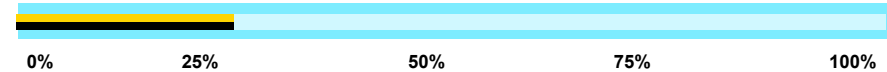
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

The use of mobile technology went live September 2014. Usability issues have been frustrating and still are being experienced due to connectivity issues (signal strength). Program issues have also been experienced however these are being addressed by internal staff and in some cases escalated to Technology One for a resolution to the problem.

With the upgrade to Technology One programs it is expected the functionality of the mobile devices will improve. For the devices to have an optimal efficiency connectivity issues have to be resolved including the purchase of new devices.

Mobile technology will be introduced into the building certification section after proven performance can be demonstrated through the plumbing section.

The current device used (Motion) is robust however consideration should be given to alternative devices that suits the need of the section. Investigations are currently underway for selection of an appropriate device to suit the section needs.

5.1.1 VTV1 Provide support to the community to own, develop and deliver diverse initiatives that reflect their individual character.

5.1.1.1 Grants Programs

Due Date

1.1. Community and cultural grants

30/06/2016

2.2. Regional Arts Development Fund (RADF) grants

30/06/2016

3.3. Sport and recreational grants

30/06/2016

Responsible Officer

Manager Community and Culture

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Round 1 of the Community Grants Program has been delivered.

The Annual Sport and Recreation Grants Program has been allocated to seven community-based sport and recreation groups.

Project or Program

5.1.1.1 Vibrant and Active Towns and Villages

1.1. Deliver capital projects

2.2. Create and deliver project master plans

Due Date

30/06/2016

30/06/2016

Responsible Officer

Director Regional Services

Start Date

01/07/2015

End Date

30/06/2016

Status

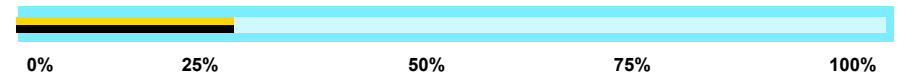
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

The consultant process is progressing as planned.

5.1.5 VTV5 Ensure the provision of parks, open spaces and community infrastructure is consistent with identified local and regional needs.

5.1.5.1 Parks, Gardens and Cemeteries Planning

1.1. 10 Year Parks, Gardens and Cemeteries Capital Works program reviewed.

2.2. 10 Year Parks, Gardens and Cemeteries Capital Works program considered by Council.

3.3. Preplanning of 2016/2017 Parks, Gardens and Cemeteries Capital Works projects undertaken.

Due Date

31/12/2015

31/01/2016

30/06/2016

Responsible Officer

Manager Property and Operations

Start Date

01/10/2015

End Date

30/06/2016

Status

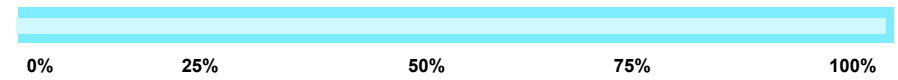
Not Started

% Complete

0

Sep 2015 Target %

0



Comments:

Project is not yet due to commence. Due to commence 1 October 2015.

5.1.5.2 Facilities Planning

1.1. Preparation of 10 year Capital Works program.

2.2. Preplanning for 2016/2017 projects.

Due Date

30/06/2016

30/06/2016

Responsible Officer

Manager Property and Operations

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

10 Year Facilities Capital Works Program list of identified projects for prioritisation currently under review.

Project or Program

5.1.5.3 Facilities Capital Works Program

Due Date

1.1. Facilities Capital Works program delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Property and Operations

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

The Facilities Capital Works Program as at the end of September is on schedule to be delivered.

5.1.5.4 Parks, Gardens and Cemeteries Capital Works Program

Due Date

1.1. Parks, Gardens and Cemeteries Capital Works program delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Property and Operations

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

The Parks, Gardens and Cemeteries Capital Works Program as at the end of September is on schedule to be delivered.

5.1.5.5 Parks, Gardens and Cemeteries Operations and Maintenance

Due Date

1.1. Parks, Gardens and Cemeteries operations and maintenance program delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Property and Operations

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Parks, Gardens and Cemeteries Operations and Maintenance Program as at the end of September 2015 is in line with the first quarter expectations.

Project or Program

5.1.5.6 Facilities Operations and Maintenance

1.1. Facilities Operations and Maintenance program delivered.

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Property and Operations	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Facilities Operations and Maintenance Program as at the end of September 2015 is in line with the first quarter expectations.

5.1.5.7 Parks and Amenities Strategy

1.1. Parks and Amenities Strategy Implementation Plan delivered.

Due Date
31/12/2015

2.2. Parks and Amenities Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

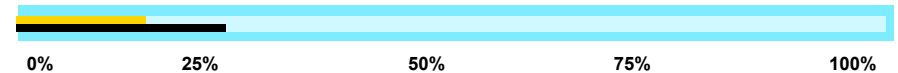
Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %
Manager Property and Operations	01/07/2015	30/06/2016	In Progress	15	24



Comments:

Strategy Implementation Plan is currently being developed.



6.1.1 ASR1 Apply asset management, financial and environmental sustainability principles as fundamental components of infrastructure planning and management.

6.1.1.1 Facilities Planning

1.1. 10 year Facilities Capital Works program review.

Due Date
31/12/2015

2.2. 10 year Facilities Capital Works program review considered by Council.

Due Date
31/01/2016

3.3. Preplanning of 2016/2017 Facilities Capital Works projects undertaken.

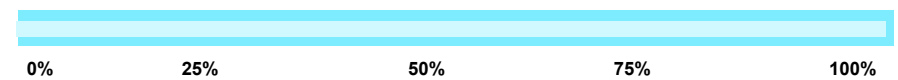
Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %
Manager Property and Operations	01/10/2015	30/06/2016	Not Started	0	0



Comments:

Project due to commence in October.



Project or Program

6.1.1.1 Bridge Strategy

1.1. Bridge Strategy Implementation Plan delivered.

Due Date

30/06/2016

2.2. Bridge Strategy Implementation Plan presented the Chief Executive Officer.

30/06/2016

Responsible Officer

Manager Works

Start Date

01/07/2015

End Date

30/06/2016

Status

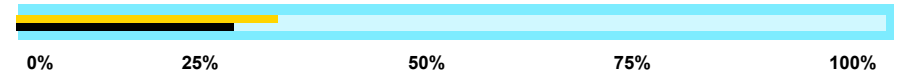
In Progress

% Complete

30

Sep 2015 Target %

25



Comments:

First quarter Implementation Plan items are completed with some second quarter items underway.

Information gleaned through the delivery of the Bridge Strategy Implementation Plan is being collated for inclusion in a finalisation report to the Executive Team toward the end of the 2015/16 reporting period.

6.1.1.1 Asset Management Strategy

1.1. CorePlus 2018 Asset Management Improvement Plan Year 1 actions delivered.

Due Date

30/11/2015

2.2. CorePlus 2018 Asset Management Improvement Plan Year 1 action outcomes reported to the Chief Executive Officer.

31/12/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2015

End Date

30/06/2016

Status

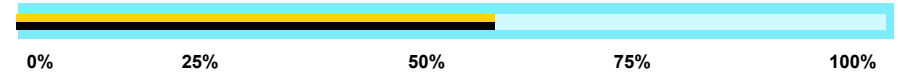
In Progress

% Complete

55

Sep 2015 Target %

55



Comments:

Actions delivered in accordance with CorePlus 2018 Asset Management Improvement Plan.

6.1.1.1 Asset Valuations

1.1. Review of asset valuation assumptions prior to preparation of annual financial statements.

Due Date

30/06/2016

2.2. Desktop asset valuations performed for the year ended 30 June 2016.

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

A valuation is occurring for the year ended 30 June 2015 by Australian Pacific Valuers. There have been some delays in finalising this but it is expected that this will be available prior to the Audit & Risk Committee meeting to be held 9 September 2015.

Project or Program

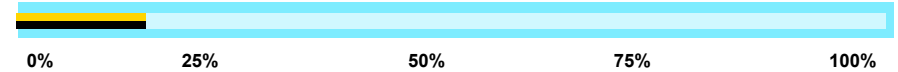
6.1.1.2 Property Management Strategy

- 1.1. Property Management Strategy Implementation Plan delivered
- 2.2. Property Management Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

Due Date
31/12/2015
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Property and Operations	01/07/2015	30/06/2016	In Progress	15	15	

Comments:
Implementation plan is currently being developed, and is scheduled to be completed by the due date.



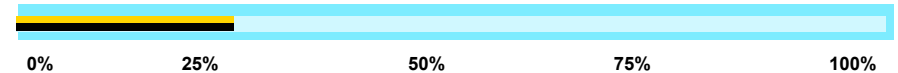
6.1.1.2 Asset Management Maturity

- 1.1. Facilities Asset Management Plan updated.
- 2.5. Data Collection & Condition Assessment of infrastructure assets.
- 3.2. Facilities Asset Management Plan considered by Council.
- 4.3. Bridges Asset Management Plan developed.
- 5.4. Bridges Asset Management Plan considered by Council.

Due Date
30/11/2015
30/06/2016
31/12/2015
28/02/2016
31/03/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Director Infrastructure Services	01/07/2015	30/06/2016	In Progress	25	25	

Comments:
Renewal models prepared and financial data gathered for Facilities Asset Management Plan.
Floodway data collection and condition assessment in completed. Preparing to commence major culvert inspections.



6.1.1.2 Roads and Streets Strategy

- 1.1. Roads Strategy Implementation Plan delivered.
- 2.2. Roads Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Works	01/07/2015	30/06/2016	In Progress	25	25	

Comments:
Items identified for delivery in the 1st Quarter of the Road Strategy Implementation Plan are completed with some items from future Quarters started also.
Information for inclusion in a report to the Executive team is being collated as required.



Project or Program

6.1.1.3 Roads and Streets Planning

- 1.1. 10 Year Roads and Streets Capital Works Program reviewed.
- 2.2. Reviewed 10 Year Roads and Streets Capital Works Program considered by Council.
- 3.3. Preplanning of 2016/2017 Roads and Streets Capital Works projects undertaken.

Due Date
31/01/2016
28/02/2016
30/06/2016

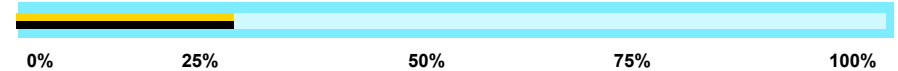
Responsible Officer
Manager Works

Start Date 01/07/2015
End Date 30/06/2016

Status
In Progress

% Complete
25

Sep 2015 Target %
25



Comments:

Information pertaining to projects contacted within the current list of projects identified for inclusion in a new 10 year Road and Street Capital Works program is currently being reviewed. Preliminary review of information required for presentation to Council or the new 10 year Road and Street Capital Works Program is underway.

6.1.1.4 Bridge Planning

- 1.1. 10 Year Bridges Capital Works Program reviewed.
- 2.3. Preplanning of 2016/2017 Bridge Capital Works projects undertaken.
- 3.2. Reviewed 10 Year Bridges Capital Works Program considered by Council.

Due Date
31/01/2016
30/06/2016
28/02/2016

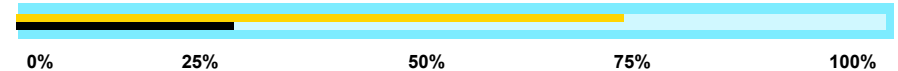
Responsible Officer
Manager Works

Start Date 01/07/2015
End Date 30/06/2016

Status
In Progress

% Complete
70

Sep 2015 Target %
25



Comments:

An updated review of the 10 year program has been undertaken with a draft version available for peer review and comment. Level 3 bridge inspections reports have been received. Bridges to Renewal application has been submitted. Level 2 inspection schedule has been updated in order to collect data to formulate the 2016/17 Bridge Rehabilitation Program and the 2016/17 Bridge Replacement Program.

Project or Program

6.1.1.5 Floodways and Causeway Planning

- 1.1. 10 Year Floodways and Causeway Capital Works Program reviewed.
- 2.3. Preplanning of 2016/2017 Bridge Capital Works projects undertaken.
- 3.2. Reviewed 10 Year Floodways and Causeway Capital Works Program considered by Council.

Due Date
31/01/2016
30/06/2016
28/02/2016

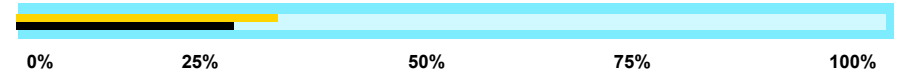
Responsible Officer
Manager Works

Start Date 01/07/2015
End Date 30/06/2016

Status
In Progress

% Complete
30

Sep 2015 Target %
25



Comments:

10 Year Floodways and Causeway Capital Works Program information on floodways has been collected in the field and requires review and collating. Process of identification of projects is underway for the Preplanning of 2016/2017 Floodways and Causeway Capital Works Projects. Information gathering for presentation of a report to Council has commenced for the Review of the 10 Year Floodways and Causeway Capital Works Program.

6.1.1.6 Floodways and Causeway Strategy

- 1.1. Floodways and Causeway Strategy Implementation Plan delivered.
- 2.2. Floodways and Causeway Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

Due Date
30/06/2016
30/06/2016

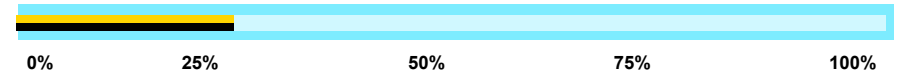
Responsible Officer
Manager Works

Start Date 01/07/2015
End Date 30/06/2016

Status
In Progress

% Complete
25

Sep 2015 Target %
25



Comments:

1st Quarter Floodway and Causeway Implementation Plan items are completed with some second quarter items underway. Information as required is being collated for inclusion in a report to Executive Team on progress of the roll out of the Implementation Plan.

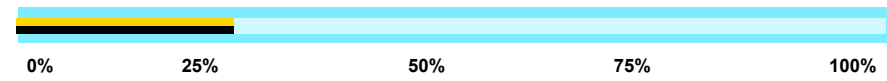
Project or Program

6.1.1.7 Footpaths and Bikeways Planning

- 1.1. 10 Year Footpaths and Bikeways Capital Works Program reviewed.
- 2.3. Preplanning of 2016/2017 Bridge Capital Works projects undertaken.
- 3.2. Review of 10 Year Footpaths and Bikeways Capital Works Program considered by Council.

Due Date
31/12/2015
30/06/2016
31/01/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
Manager Works	01/07/2015	30/06/2016	In Progress	25	25	



Comments:

10 Year Footpaths and Bikeway Capital Works Program list of identified projects for prioritisation has been generated with new potential projects to be added. Information gathering for presentation of a report to Council has commenced for the Review of the 10 Year Footpaths and Bikeways Capital Works Program.

6.1.1.8 Roads and Streets Capital Works

- 1.1. Roads and Streets Capital Works Program delivered.

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

The Roads and Streets Capital Works Program as at the end of September is on schedule to be delivered.

6.1.1.9 Roads and Streets Operations and Maintenance

- 1.1. Roads and Streets Operations and Maintenance Program delivered.
- 2.2. Private Infrastructure Roads managed.
- 3.3. Unconstructed roads issues managed.

Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Roads and Streets Operations and Maintenance Program as at the end of September 2015 is in line with first quarter expectations. Enquiries related to Private Infrastructure Roads is currently managed within agreed timeframes. Unconstructed roads issues that arise have been assessed on a case by case basis to identify the most suitable method of managing these issues. Additional information is being compiled for roads that Council may consider as assets in the future.

Project or Program

6.1.1.10 Bridge Capital Works

1.1. Bridge Capital Works Program delivered.

Due Date
30/06/2016

Responsible Officer

Manager Works

Start Date

30/06/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The Bridge Capital Works Program as at the end of September is expected to be delayed due to the timing of the award of contract.

6.1.1.11 Floodways and Causeway Capital Works

1.1. Floodways and Causeway Capital Works program delivered.

Due Date
30/06/2016

Responsible Officer

Manager Works

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The Floodway and Causeway Capital Works Program as at the end of September is on schedule to be delivered.

6.1.1.12 Floodways and Causeway Operations and Maintenance

1.1. Floodways and Causeway Operations and Maintenance program delivered.

Due Date
30/06/2016

Responsible Officer

Manager Works

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Floodways and Causeway Operations and Maintenance Program is only small with an overall regional budget of \$24,000 . A list of defects is has been generated for backlogging purposes following recent asset data collection.

Project or Program

6.1.1.13 Footpaths and Bikeways Capital Works

1.1. Footpaths and Bikeways Capital Works program delivered.

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:
The Footpaths and Bikeways Capital Works Program as at the end of September is on schedule to be delivered.

6.1.1.14 Footpaths and Bikeways Operations and Maintenance

1.1. Footpaths and Bikeways Operations and Maintenance program delivered.

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:
Identified defects for the Footpaths and Bikeways Operations and Maintenance program generated as a result of the most recent inspection programme have been rectified as required.

6.1.2 ASR2 Promote a sustainable infrastructure network which provides adequate accessibility across the region.

6.1.2.1 Design Services

1.1. Design and Construction Manual reviewed and updated.

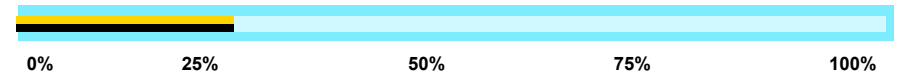
2.2. Reviewed Design and Construction Manual considered by the Chief Executive Officer.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %
Director Infrastructure Services	01/07/2015	30/06/2016	In Progress	25	25



Comments:
Design and Construction Manual review continuing to ultimately become a Policy under the new Scenic Rim Regional Council Planning Scheme.



Project or Program

6.1.2.1 Footpaths and Bikeways Strategy

1.1. Footpaths and Bikeways Strategy Implementation Plan delivered.

Due Date

30/06/2016

2.2. Footpaths and Bikeways Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

30/06/2016

Responsible Officer

Manager Works

Start Date

01/07/2015

End Date

30/06/2016

Status

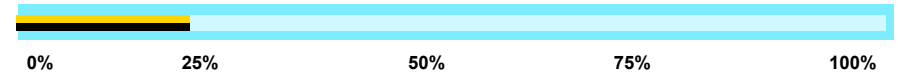
In Progress

% Complete

20

Sep 2015 Target %

20



Comments:

1st Quarter identified activities within the Footpath and Bikeways Strategy Implementation Plan are nearing completion with some second quarter items also underway. Information as required is collated for inclusion in a report the Executive Team to report on the Implementation plan progress for the Footpath and Bikeway Implementation Plan.

6.1.2.1 Property Management

1.1. Council owned property managed.

Due Date

30/06/2016

Responsible Officer

Manager Property and Operations

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Council land review is currently ongoing. All property matters are progressing.

6.1.2.1 Stormwater Network Analysis

1.1. Hydraulic capacity of stormwater networks analysed and improvement projects identified.

Due Date

30/04/2016

2.2. Hydraulic capacity of stormwater network outcomes considered by Council.

31/05/2016

Responsible Officer

Director Infrastructure Services

Start Date

01/01/2016

End Date

31/05/2016

Status

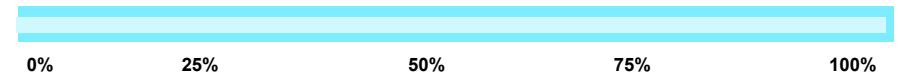
Not Started

% Complete

0

Sep 2015 Target %

0



Comments:

Project due to commence in January 2016.

Project or Program

6.1.2.2 Infrastructure Flood Recovery

Due Date

1.1. Flood Recovery Program finalised.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Works

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Closeouts are ongoing and are likely to be all complete by late October early November.

6.1.2.2 Development Assessment - Operational Works

Due Date

1.1. Operational Works assessment services delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Director Infrastructure Services

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Development Assessment services provided by Operational Works as required.
Operational Works have provided Development Assessment services as required.

6.1.2.3 Bridge Operations and Maintenance

Due Date

1.1. Bridge Operations and Maintenance Program delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Works

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Level 1 and 2 inspections and general maintenance are being carried out as required. Termite spraying has been completed on all timber bridges for this year.

Project or Program

6.1.2.3 Design Services

- 1.1. Undertake Delivery of required designs for asset construction, renewal and maintenance.
- 2.2. Technical Advice on Development Applications.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Director Infrastructure Services	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Designs provided to meet agreed Works Program.
Operational Works Officers have provided technical advice as required/requested.

7.1.3 HER3 Provide a contemporary and independent library service throughout the region and partner state government agencies to ensure services reflect agreed State standards.

7.1.3.2 Libraries

- 1.1. Operate library branches and mobile library service
- 2.2. Implement Library Services Strategic Plan priorities.
- 3.3. Provide events, activities and services to engage children, adults and people with special needs

Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Community and Culture	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Visits to libraries rose by 7.2% over the same quarter last year from 50,972 to 54,626.

Project or Program

7.1.5 HER5 Deliver public health and safety risk management initiatives, education and healthy lifestyle programs that promote and support a safe and healthy living environment.

7.1.5.1 Waste Disposal Operations and Maintenance

Due Date

1.1. Waste Disposal operations and maintenance program delivered.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Sep 2015 Target %

Manager Property and Operations

01/07/2015

30/06/2016

Ongoing

n/a

n/a

Comments:

Waste Disposal Operations and Maintenance Program as at the end of September 2015 is in line with the first quarter expectations.

7.1.5.1 Disaster Management

Due Date

1.1. SES Support Management Plan reviewed.

30/11/2015

2.2. SES Support management plan considered by Council.

31/12/2015

3.3. Disaster Management Strategy and Implementation Plan delivered.

30/06/2016

4.4. Disaster Management Strategy Implementation Plan outcomes considered by the Chief Executive Officer.

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Sep 2015 Target %

Director Infrastructure Services

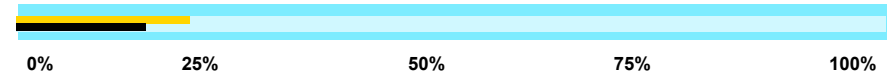
01/07/2015

30/06/2016

In Progress

20

15



Comments:

Review of SES Support Management Plan underway.

Project or Program

7.1.5.1 Public Health

1.1. School-based immunisation program

Due Date

30/06/2016

2.2. Public health regulatory services

30/06/2016

3.3. Food safety licensing and regulatory services

30/06/2016

4.4. Local law community response and approvals

30/06/2016

5.5. Mosquito Management

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Project or Program

The Team Leader of Health Services and the Quality Assurance and Systems Officer of Health Building & Environment both attended the Metro South Public Health Units' School Immunisation Program Meeting. Items discussed include provision of the 2016-2018 Service Level Agreement, Proposed Funding Model, Scheduled Site Audits, Immunisation Data Submission Processes and General feedback of the School Immunisation Program.

To improve the School Immunisation Program Data Submission Process, officer attended a meeting with Scan Conversion Services to explore the possibility of annually scanning all immunisation consent forms prior to program activities commencing. It is hoped this process will be utilised within the preparations of 2016 School Immunisation Program.

Twenty seven complaints were received for environmental nuisance or pollution this for the period July to September which included responding to smoke nuisances from people burning their green waste, and odour from excessive animal keeping.

Seven public health complaints were investigated the period July to September. An Officer from Environmental Health has been working closely with community services on a property previously issued with a public health order for hoarding. Residents have seen a physical difference in the property for the first time in years.

Council officers also began preparing for the Asbestos public health hand over from QLD Health which commenced on 1 September.

Twenty three applications were received for new food businesses including fixed, mobile and temporary businesses. The annual food licence renewals were issued mid-August, and must be submitted back to Council on 30 September.

Council Officers presented a 1 hour speech to the local Beaudesert High School hospitality students to help increase their awareness of food safety and hygiene obligations.

Officers also attended the Beaudesert Show to inspect the local food vendors operating at the show.

Officers from Environmental Health have been working with a number of community organisations to help local residents with an ongoing hoarding issue. Due to the mental health issues associated with such problems, Officers are required to take more tactful approach rather than the normal approach of regulation and enforcement.

By liaising with various community organisations, they were able to tackle the issue in a manner which resulted in direct help to the owners of the property and an improved visual amenity of the affected property for the first time in years.

No complaints received requiring mosquito management or control during the period July to September. Council officers attended the Regional Mosquito Management Group to collaborate with various government departments to discuss vector issues. The main topics discussed were preparing for the upcoming warm weather seasons and monitoring for the presence of *Aedes aegypti*, mosquitoes that can potentially harbour the Dengue virus within the region

To improve the School Immunisation Program Data Submission Process, a meeting has been scheduled with Scan Conversion Services to explore the possibility of annually scanning all immunisation consent forms prior to program activities commencing. The process will include exporting data to a compatible file and importing to Council Electronic Immunisation Register known as WINvaccs or City Manager. The Team Leader of Health Services and the Quality Assurance and Systems Officer of Health Building & Environment will both attended to view the presentation and process involved. It is hoped this process will be utilised within the preparations of 2016 School Immunisation Program.

7 public health complaints were investigated this quarter.

An Officer from Environmental Health has been working closely with community services on a property previously issued with a public health order for hoarding. Residents have seen a physical difference in the property for the first time in years.

Project or Program

Council officers also began preparing for the Asbestos public health hand over from QLD Health which commenced on 1 September.

4 complaints were received regarding food safety issues received for this month.

23 applications were received for new food businesses including fixed, mobile and temporary businesses. The annual food licence renewals were issued mid-August, and were due to be submitted back to Council on 30 September. Restoration fees are raised for those who fail to pay.

Council Officers presented a 1 hour speech to the local Beaudesert High School hospitality students to help increase their awareness of food safety and hygiene obligations.

Officers also attended the Beaudesert Show to inspect the local food vendors operating at the show.

21 complaints received under the local laws this month. Complaints ranged from unsafe structures and buildings to businesses blocking footpaths making it difficult for people to use the footpath.

Council also issued the annual food licence renewals in late August, which are due 31 September.

Officers from Environmental Health have been working with a number of community organisations to help local residents with an ongoing hoarding issue. Due to the mental health issues associated with such problems, Officers are required to take more tactful approach rather than the normal approach of regulation and enforcement.

By liaising with various community organisations, they were able to tackle the issue in a manner which resulted in direct help to the owners of the property and an improved visual amenity of the affected property for the first time in years.

No complaints received requiring mosquito management or control during the month. Council officers attended the Regional Mosquito Management Group to collaborate with other officers from various government departments to discuss vector issues. The main topics discussed were preparing for the upcoming warm weather seasons and monitoring for the presence of *Aedes aegypti*, mosquitoes that can potentially harbour the Dengue virus within the region.

Project or Program

7.1.5.2 Animal Management

Due Date

1.1. Dog registration

30/06/2016

2.2. After hours response

30/06/2016

3.3. Community response

30/06/2016

4.4. Stock control

30/06/2016

5.5. Education Program

30/06/2016

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

4,956 Domestic Dogs currently registered with Council, 2015-2016 dog registration period commenced on 1 August, dog registration renewal reminder letters will now be sent to owners of unpaid renewals in first week of November 2015.

A revised after hours service for Health, Building and Environment commence on 1 September 2015, this service has transitioned with no identified issues raised. There is an actual cost benefit to Council due to combining two services into one.

Four hundred and sixty two customer requests were raised during the period July to September.

No livestock impounded and limited after hours stock issues for the period.

During the period July to September, three regional one day landholder wild dog workshops were held in Beaudesert, Boonah and Canungra. Council Health Services participated with education events at Beaudesert Show and the affiliated Ag Ed School based education program.

7.1.5.2 Disaster Management

Due Date

1.1. State Emergency Service (SES) operations supported as required by Legislation

30/06/2016

2.2. Local Disaster Coordination Centre maintained

30/06/2016

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Support provided to State Emergency Services operations, as required.

The annual exercise for testing of the readiness the Local Disaster Coordination Centre to coordinate a natural disaster event was undertaken in September. The exercise was based on a dam break at Maroon Dam; with early warning alerts tested with State Disaster Coordination Centre.

Project or Program

8.1.1 OS1 Implement and maintain an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles.

8.1.1.1 Long Term Financial Forecast including Annual Budget

Due Date

1.1. Deliver annual budget in accordance with statutory timeframes and Council's endorsed budget timetable

30/06/2016

2.2. Perform quarterly budget reviews.

30/06/2016

3.3. Report actual performance against budget to Council monthly.

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

No action relating to the budget required yet.

8.1.1.2 Delegations review

Due Date

1.1. Conduct review of delegations in accordance with regulatory requirements

30/06/2016

2.2. Review outcomes and recommendations considered by Council

30/06/2016

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2015

End Date

30/06/2016

Status

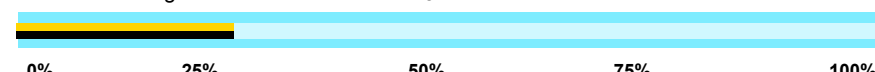
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

Delegations review has been undertaken utilising the LGAQ delegations service. Additional legislative powers have been identified as a result of this review and this project is on track for completion within relevant timeframes.

8.1.1.2 Treasury Management

Due Date

1.1. Invest funds surplus to requirements in accordance with legislation and Council's Investment Policy

30/06/2016

2.2. Management of forecast cash flows ensuring sufficient liquidity to support Council's operations

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Investment of surplus funds is occurring in accordance with Council policy and management of cashflows occurs daily.

Project or Program

8.1.1.3 Financial Sustainability Strategy

1.1. Progress alignment of Asset Management Plan funding requirements with Long Term Financial Forecast.

Due Date

30/06/2016

2.2. Progress alignment of Local Government Infrastructure Plan funding requirements with Long Term

30/06/2016

Financial Forecast.

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

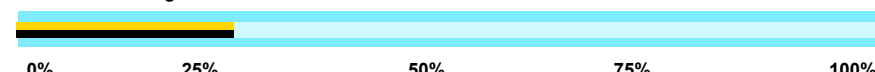
In Progress

% Complete

25

Sep 2015 Target %

25



Comments:

Asset management plan funding requirements are being considered by the Asset Management Steering Committee.

8.1.1.4 Accounts Receivable & Payables Management

1.1. Management of staff and Councillor payments in accordance with required time frames.

Due Date

30/06/2016

2.2. Management of supplier payments in accordance with established time frames.

30/06/2016

3.3. Monitor outstanding debtors and enforce collection actions.

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Payments to suppliers and employees occurring in accordance with required timeframes and sundry debt recovery occurring in accordance with policy.

8.1.1.5 Statutory Financial Reporting

1.1. Deliver annual financial reports in accordance with statutory timeframes

Due Date

30/06/2016

2.2. Coordinate external audit and delivery of requirements in accordance with the external audit timetable

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Draft annual financial statements have been prepared and currently awaiting finalisation once the asset valuation by Australian Pacific Valuers is complete.

Project or Program

8.1.2 OS2 Deliver quality customer-focused services while recognising the impact on the capacity of ratepayers to pay, and contain rate increases as much as practicable.

8.1.2.1 Staffing and Administration

- 1.1. Effective, efficient and legally compliant recruitment and selection practices
- 2.2. An organisational structure that reflects appropriate relativities
- 3.3. Accurate and legally compliant personal records and administration

Due Date
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Human Resources	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

All recruitment and selection practices are carried out strictly in accordance with Council policy and procedures as well as relevant legislation. Positions within the organisational structure are classified by using a formal job classification system, which ensures that appropriate relativities are at all times maintained within the organisational structure. All records and administration practices are carried out strictly in accordance with the Queensland State Archives Legislation including the disposal of documents in line with the Qld State Archives Retention and Disposal Schedule.

8.1.2.1 Customer Service

- 1.1. Operate Council Customer Contact Centres including call centre.
- 2.2. Implement priorities from Customer Contact strategy.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Community and Culture	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Project or Program

8.1.2.1 Corporate Procurement Management

- 1.1. Management of centralised procurement function
- 2.2. Management of stores inventory in accordance with operational requirements
- 3.3. Conduct annual stocktake of stores inventory
- 4.4. Coordinate equipment safety inspections in accordance with required timeframes

Due Date
 30/06/2016
 30/06/2016
 30/06/2016
 30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Chief Finance Officer</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Management of centralised purchasing and inventory occurring in accordance with Council policy and business requirements.

8.1.2.2 Training and Development

- 1.1. Annual Corporate Training Programs addressing Training needs identified through the annual Personal Performance and Development (PPD) process.
- 2.2. Corporate Induction that is timely, professional and informative.
- 3.3. Management and Leadership Development that contributes to ethical and highly competent Management and Leadership across the organisation.

Due Date
 30/06/2016
 30/06/2016
 30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Human Resources</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Training and development activities are being delivered based on the data received through the completed Personal Performance and Development (PPD) process. In addition, a number of Corporate Training Programs are also being conducted including Presentation Skills, Dealing with Conflict and Aggression, Time Management, Customer Service Training, MS Word, Excel, Outlook etc.

Professional and informative Corporate Induction sessions are presented monthly.

This is continuously done at Leadership Forums, as well as through individual professional development opportunities.

Project or Program

8.1.2.3 Workplace Health and Safety

Due Date

1.1. A Workplace Health and Safety Management System that ensures compliance with Workplace Health and Safety legislation and minimises risk to the health and safety of all workers.

30/06/2016

2.2. A Rehabilitation and Return to Work Framework that ensures compliance with Workers' Compensation legislation.

30/06/2016

3.3. An Employee Wellbeing Framework that enhances the wellbeing of our employees and contributes to higher staff morale and productivity.

30/06/2016

Responsible Officer

Manager Human Resources

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Safepan 2 has been adopted as the organisation's workplace health and safety management system. This system ensures that risk to the health and safety of all workers is minimised on a continuous basis. This system also intends to ensure compliance with Work Health and Safety legislation. This compliance is evidenced by the fact that no compliance notices have been issued by Workplace Health and Safety Queensland during the reporting period.

Council has been accredited under the Local Government Association of Queensland Worker' Compensation Self Insurance Scheme. All rehabilitation and return to work actions are carried out strictly in accordance with policy and procedures approved under the Workers' Compensation and Rehabilitation Act 2003. As such, compliance with the Workers' Compensation legislation is being met.

Employee well being activities are continuously introduced as appropriate opportunities arise.

Project or Program

8.1.2.4 Employee Relations

- 1.1. Employee Relations practices that enhance productivity through prompt and effective resolution of all staff disciplinary and performance related matters.
- 2.2. Deliver a Corporate Citizenship Program that ensures that all staff are familiar with behavioural expectations based on employment legislation, Code of Conduct and Corporate Values.

Due Date
30/06/2016

30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Human Resources	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

All staff disciplinary and performance related matters are managed through Council's Staff Formal Disciplinary Policy. Supervisors at all levels of the organisation are continuously engaged to ensure prompt and effective resolution of these matters with a view to enhancing productivity.

The Corporate Citizenship Program is delivered through Induction sessions as well as Effective Workplace Behaviour Training through which all staff are made aware of behavioural expectations based on employment legislation, Code of Conduct and Corporate Values.

8.1.2.5 Organisational Development

- 1.1. Staff engagement through biannual Corporate Culture and Climate Surveys.
- 2.2. Action Plans to address matters identified in the biannual Corporate Culture and Climate Surveys.
- 3.3. A contemporary Workforce Planning Framework
- 4.4. A Staff Reward and Recognition Framework

Due Date
30/06/2016

30/06/2016

30/06/2016

30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Human Resources	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

A survey will be conducted during February 2016.

Action Plans will be developed following the completion of the above survey.

Workforce Planning is currently being undertaken as part of the annual budget build process.

Council's Staff Reward and Recognition Framework continues to operate successfully. The Valued Employee Award and the various service recognition awards have been presented at the annual end of year staff function.

Project or Program

8.1.3 OS3 Provide corporate business systems to drive effective and efficient delivery of services and infrastructure.

8.1.3.1 Fleet Business Plan

1.1. Fleet Business Plan actions delivered.

Due Date

31/12/2015

2.2. Fleet Business Plan outcomes considered by the Chief Executive Officer.

31/01/2016

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2015

End Date

30/06/2016

Status

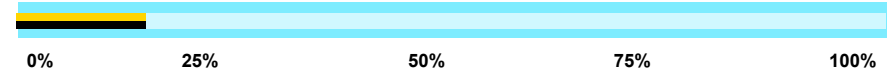
In Progress

% Complete

15

Sep 2015 Target %

15



Comments:

Delivery of Fleet Business Plan action continuing

8.1.3.2 Financial Management

1.1. Ensure general ledger structure supports new and emerging business information requirements

Due Date

30/06/2016

2.2. Prepare and submit monthly Goods & Services Tax returns in accordance with statutory time frames.

30/06/2016

3.3. Prepare and submit annual Fringe Benefits Tax return in accordance with statutory time frames.

30/06/2016

4.4. Management of Council's loan program.

30/06/2016

5.5. Annual stocktake of portable and attractive asset register.

30/06/2016

6.6. Investigate implementation of ePayments and online applications for Technology One.

30/06/2016

Responsible Officer

Chief Finance Officer

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Various key actions occurring in accordance with required timeframes.

8.1.3.2 Fabrication Services

1.1. Fabricated items delivered in accordance with requirements.

Due Date

30/06/2016

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2015

End Date

30/06/2016

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Fabricated items delivered in accordance with requirements.

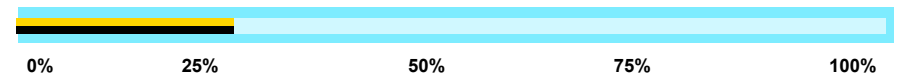
Project or Program

8.1.3.2 Correspondence Guidelines review

- 1.1. Review the correspondence guidelines.
- 2.2. Conduct awareness program to staff of the correspondence guidelines.
- 3.3. Quality assurance and audit review of guidelines.

Due Date
30/09/2015
31/12/2015
31/03/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %	
<i>Coordinator Governance & Corporate Policy</i>	01/07/2015	30/06/2016	In Progress	25	25	



Comments:

Significant progress has been made in identifying updates to the guidelines. Liaison with key internal stakeholders has been undertaken in this process and amendments will be progressed over coming months.

8.1.3.3 Fleet Service Operations and Maintenance

- 1.1. Workshop operations maximising fleet availability.
- 2.2. Fleet maintained to manufacturers' requirements.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Director Infrastructure Services</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Workshop operations undertaken as required, ensuring fleet availability.
Fleet maintained to manufacturer's requirements.

8.1.3.3 Software Management

- 1.1. Management of software licences and support agreements
- 2.2. Maintenance and support of business systems

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Information Services</i>	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Progressing as per annual plans.

Project or Program

8.1.3.3 Property and Land Record Management

Due Date
30/06/2016

1.1. Ensure name and address records and land and property records are updated in accordance with required timeframes.

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Chief Finance Officer	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Property and land records are being maintained in accordance with Council's legislative and business requirements.

8.1.3.4 Fleet Procurement

Due Date
30/06/2016

1.1. Fleet Procurement Program delivered

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Director Infrastructure Services	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Procurement of fleet, in accordance with Plant Replacement Program, commenced.

8.1.3.4 Geographical Information Systems (GIS)

Due Date
30/06/2016
30/06/2016
30/06/2016
30/06/2016

- 1.1. Maintain internal mapping system and integration with core property and rating system
- 2.2. Maintain and update mapping component of online property enquiry system.
- 3.3. Maintain street and rural road numbering in conjunction with relevant Departments.
- 4.4. Assist with mapping requirements for new Planning Scheme.

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Information Services	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Progressing as per annual plans.

Project or Program

8.1.3.5 Helpdesk System of Information Technology
1.1. Delivery of helpdesk services

Due Date
30/06/2016

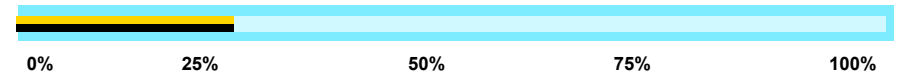
Responsible Officer <i>Manager Information Services</i>	Start Date 01/07/2015	End Date 30/06/2016	Status Ongoing	% Complete n/a	Target % n/a
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Comments:
 Progressing as per annual plans.

8.1.3.6 Introduce ICT-as-a-Service
1.1. Implement IaaS Hosted Solution.
2.2. Migrate On-premise Technology One.

Due Date
30/06/2016
30/06/2016

Responsible Officer <i>Manager Information Services</i>	Start Date 01/07/2015	End Date 30/06/2016	Status In Progress	% Complete 25	Sep 2015 Target % 25
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Comments:
 Internet-facing DMZ virtual servers have been relocated to OntheNet and the fibre link bandwidth has been increased to 20Mbps to enable future cloud services. The Office 365 pilot migration project has begun. The TechnologyOne Cloud has been ordered. RFPs have been received for other cloud services and are being reviewed.

8.1.4 OS4 Implement effective risk management and maintain contemporary business processes.

8.1.4.1 Insurance Risk Management

- 1.1. Ensure Council's insurance requirements are met and adequate coverage is maintained.**
- 2.2. Management of insurance claims**

Due Date
30/06/2016
30/06/2016

Responsible Officer <i>Chief Finance Officer</i>	Start Date 01/07/2015	End Date 30/06/2016	Status Ongoing	% Complete n/a	Target % n/a
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Comments:
 Insurance policies in place for 2015-16 and claims management is occurring as required.

Project or Program

8.1.4.1 Risk Management

- 1.1. Administer Risk Management documents
- 2.2. Maintenance and review of organisational risk registers
- 3.3. Provide advice and support on risk management to Council service areas
- 4.4. Administer internal audit function
- 5.5. Audit and Risk Committee

Due Date
30/06/2016
30/06/2016
30/06/2016
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Coordinator Governance & Corporate Policy	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

Strategic/corporate risks have been updated through the Risk Reference Group and this register is current. Significant progress has been made in migrating operational (Level 3) risks to the cycle environment and responsibility delegated to Management Group. Emerging risk processes have been established through the Risk Reference Group and registers updated accordingly.

8.1.4.1 Business Continuity for Information Technology

- 1.1. Annual test of Information Technology disaster recovery procedures

Due Date
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Information Services	01/07/2015	30/06/2016	Ongoing	n/a	n/a

Comments:

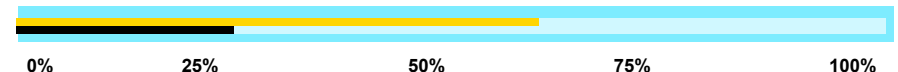
Progressing as per annual plans.

8.1.4.2 Implement Risk Management module

- 1.1. Implement Risk management module.
- 2.2. Conduct training for staff.

Due Date
30/06/2016
30/06/2016

Responsible Officer	Start Date	End Date	Status	% Complete	Sep 2015 Target %
Coordinator Governance & Corporate Policy	01/07/2015	30/06/2016	In Progress	60	25



Comments:

Training has been provided to key users, and corporate risks have been implemented into the software. The software went live on 31 July in accordance with the project plan. Additional training has been scheduled to capture staff unavailable for initial round, and operational risks are scheduled to be entered into the system over coming months.

Project or Program

8.1.5 OS5 Build effective leadership and management capabilities across the organisation, encourage teamwork and innovation.

8.1.5.1 Internal Communication

Due Date

1.1. Provide internal communication function which assists in promoting organisational culture, reflects Council's values and fosters staff awareness of the organisation and its activities

30/06/2016

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Communications and Councillor Support Coordinator

01/07/2015

30/06/2016

Ongoing








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Comments:

Daily staff bulletin circulated via email, monthly staff newsletter circulated electronically and via print.











1. Spectacular Scenery & Healthy Environment

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Environmental Pollution and Nuisance	1. Requests for Action for all customer requests responded to within applicable service standards	%	100.00	0.00	 RED
Nature Conservation - 1. Site visits undertaken for all Land for Wildlife participating properties	1. Site visits undertaken for all Land for Wildlife participating properties	%	50.00	30.00	 RED
Nature Conservation - 2. Site visits undertaken for all Voluntary Conservation Agreement participating properties	2. Site visits undertaken for all Voluntary Conservation Agreement participating properties	%	100.00	20.00	 RED
Pest Management - 1. Programed property inspections undertaken in accordance with Pest Management Plan	1. Programed property inspections undertaken in accordance with Pest Management Plan	%	95.00	90.00	 RED
Pest Management - 2. Nominated roadside (local road) weed control activities undertaken in accordance with operational guidelines	2. Nominated roadside (local road) weed control activities undertaken in accordance with operational guidelines	%	95.00	100.00	 GREEN
Reserve Management - Undertake bushfire mitigation works in accordance with Management Plan	1. Undertake bushfire mitigation works in accordance with Management Plan	%	95.00	80.00	 RED
State Road Weed Control - Nominated weed control activities on State roads undertaken in accordance with treatment schedule	Nominated weed control activities on State roads undertaken in accordance with treatment schedule	%	95.00	10.00	 RED


2. Sustainable and Prosperous Economy

KPI	Comments	Unit	Target	Actual	Progress
Development Assessment - 1. Development application assessed within statutory timeframes	1. Development application assessed within statutory timeframes	%	100.00	100.00	 GREEN
Development Assessment - 2. Measurement of timeframes	2. Measurement of timeframes for assessment of Development Applications including negotiated decision notices, change to conditions and change to approvals against Council of Mayors targets: a) Total time from lodgement to Decision b) Average time to issue Acknowledgement Notice (if one required) c) Average time taken to complete information request (if requested) d) Time to contact applicant after lodgement e) Time for Application to be allocated to an Officer	%	100.00	100.00	 GREEN
Operational Works - 1. Operational Works development application processing timeframes against Council of Mayors targets	1. Operational Works development application processing timeframes against Council of Mayors targets	%	100.00	100.00	 GREEN
Planning Certificates - 1. Planning certificates issued within statutory timeframes	1. Planning certificates issued within statutory timeframes	%	100.00	100.00	 GREEN
Survey Plans - 1. Signing and sealing of survey plans managed in accordance with statutory timeframes	1. Signing and sealing of survey plans managed in accordance with statutory timeframes	%	100.00	100.00	 GREEN








3. Open and Responsive Government

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Complaints Management - 1. Customer acknowledgement of complaints within 14 business days	1. Customer acknowledgement of complaints within 14 business days	%	100.00	50.00	 RED
Complaints Management - 2. Provide a written outcome response to the complainant within 28 business days of complaint finalisation	2. Provide a written outcome response to the complainant within 28 business days of complaint finalisation	%	100.00	0.00	 RED
Customer Service Standards - Requests for Action	2. Provide a response within the relevant service standard for the service you requested	%	90.00	97.00	 GREEN
Customer Service Standards - Telephone Based Services	1. Agreed services delivered and general information requests responded to at first contact resolution	%	80.00	80.00	 GREEN
Customer Service Standards - Written Correspondence	3. When you write or email Council, we aim to: -- Respond to you within 10 working days -- If we cannot complete your request within that time an expected completion date will be supplied with an acknowledgement of your correspondence within 10 working days. This acknowledgement can be in written form, by telephone, facsimile or email.	%	90.00	94.00	 GREEN
Delegations and Authorisations - 1. Chief Executive Officer delegation requests processed within 10 business days	1. Chief Executive Officer delegation requests processed within 10 business days	%	100.00	100.00	 GREEN
Delegations and Authorisations - 2. Updates to delegation register recorded within 5 business days	2. Updates to delegation register recorded within 5 business days	%	100.00	100.00	 GREEN
Information Access and Privacy - 1. Right to Information and Information Privacy Applications processed within statutory timeframes	1. Right to Information and Information Privacy applications processed within statutory timeframes	%	100.00	100.00	 GREEN
Information Access and Privacy - 2. Requests to update Councillor Register of Interests processed within statutory timeframes	2. Requests to update Councillor Register of Interests processed within statutory timeframes	%	100.00	100.00	 GREEN
Policy Development and Review - Council policies reviewed within nominated review schedule	1. Council policies reviewed within nominated review schedule	%	100.00	81.00	 RED










3. Open and Responsive Government

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Statutory Financial Reporting - Annual financial statements audited and signed by QAO by 31 October	1. Annual financial statements audited and signed by QAO by 31 October	%	100.00	100.00	 GREEN





4. Relaxed Living and Rural Lifestyle

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Building and Plumbing - 1. Building applications approved within statutory timeframes	1. Building applications approved within statutory timeframes	%	100.00	92.00	 RED
Building and Plumbing - 2. Plumbing applications approved within statutory timeframes	2. Plumbing application approved within statutory timeframes	%	100.00	93.00	 RED
Building and Plumbing - 3. Requests for action are responded to in line with service standards	3. Requests for action are responded to in line with service standards	%	100.00	69.00	 RED
Development Compliance - Compliance assessments for Higher Risk Developments undertaken within 3 months of commencement of use	1. Compliance assessments for Higher Risk Developments undertaken within 3 months of commencement of use	%	95.00	30.00	 RED
Healthy and Active Program - 1. Deliver nominated activities in accordance with program schedule	1. Deliver nominated activities in accordance with program schedule	%	90.00	95.00	 GREEN
Land Use Planning - 1. Submissions to proposed changes to state and regional planning policy and legislation provided within public consultation timeframes	1. Submissions to proposed changes to state and regional planning policy and legislation provided within public consultation timeframes	%	100.00	100.00	 GREEN
Sporting Facility Availability - 1. All Council sporting facilities available for scheduled fixtures	1. All Council sporting facilities available for scheduled fixtures	%	90.00	100.00	 GREEN

5. Vibrant Towns and Villages

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Community Facility Maintenance - 1. Libraries available for use during nominated opening hours	1. Libraries available for use during nominated opening hours	%	90.00	100.00	 GREEN
Community Facility Maintenance - 2. Swimming Pool water tested monthly during pool season	2. Swimming Pool water tested monthly during pool season	%	90.00	100.00	 GREEN
Community Facility Maintenance - 3. Swimming Pools available for use during nominated opening hours	3. Swimming Pools available for use during nominated opening hours	%	90.00	100.00	 GREEN
Nurseries and Gardens - 1. Request for Action responded to within 5 business days	1. Request for Action responded to within 5 business days	%	90.00	100.00	 GREEN
Nurseries and Gardens - 2. Plant stock available satisfy requests in accordance with Free Tree Program	2. Plant stock available satisfy requests in accordance with Free Tree Program	%	90.00	100.00	 GREEN
Park Buildings and Furniture - 1. Request for Action responded to within 5 business days	1. Request for Action responded to within 5 business days	%	90.00	100.00	 GREEN
Park Buildings and Furniture - 2. Playground equipment inspected annually	2. Playground equipment inspected annually	%	100.00	100.00	 GREEN
Parks - 1. Requests for action responded to within 5 business days	1. Requests for Action responded to within 5 business days	%	90.00	100.00	 GREEN
Parks - 2. Requests for Action for Tree Work responded to within 10 working days	2. Requests for Action for Tree Work responded to within 10 working days	%	90.00	100.00	 GREEN
Parks - 3. Parks slashing schedule delivered in the month specified or in the month immediately after (excluding areas to be slashed monthly)	3. Parks slashing schedule delivered in the month specified or in the month immediately after (excluding areas to be slashed monthly)	%	90.00	100.00	 GREEN
Public Amenity Facilities - Requests for Action for public amenity facility maintenance responded to within 48 hours	1. Requests for Action for public amenity facility maintenance responded to within 48 hours	%	90.00	100.00	 GREEN


6. Accessible and Serviced Region

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Alliance and Contract Works - 1. Annual operating surplus	1. Annual operating surplus >20%	%	20.00	31.70	 GREEN
Bridge Program - 1. Load limits for timber bridges above acceptable load limit total	1. Load limits for timber bridges above acceptable load limit total >75%	%	75.00	77.00	 GREEN
Camping Grounds - 1. Camp facilities available for use during scheduled State school and public holidays	1. Camp facilities available for use during scheduled State school and public holidays	%	90.00	100.00	 GREEN
Cemeteries - 1. Requests for Action for mowing and maintenance responded to within 5 business days	1. Requests for Action for mowing and maintenance responded to within 5 business days	%	90.00	100.00	 GREEN
Cemeteries - 2. Process all applications for burials within 2 business days	2. Process all applications for burials within 2 business days	%	90.00	100.00	 GREEN
Footpaths - 1. Footpath network inspected, with defects logged, prioritised and programmed	1. Footpath network inspected, with defects logged, prioritised and programmed	%	95.00	100.00	 GREEN
Manage Council Buildings and Depots - 1. RCD testing completed 6 monthly	1. RCD testing completed 6 monthly	%	100.00	100.00	 GREEN
Manage Council Buildings and Depots - 2. Test and tagging completed quarterly	2. Test and tagging completed quarterly	%	90.00	100.00	 GREEN
Manage Council Buildings and Depots - 3. Fire extinguisher testing completed every 6 months	3. Fire extinguisher testing completed every 6 months	%	90.00	100.00	 GREEN
Property Management - 1. Leases /agreements maintained within currency period	1. Leases /agreements maintained within currency period	%	90.00	90.00	 GREEN
Road and Street Program - Number of road surface and reliability complaints per one million trip kilometres, 5 valid complaints or less	1. Number of road surface and reliability complaints per one million trip kilometres Target: 5 valid complaints or less	#	5.00	4.60	 GREEN
Waste Collection - 1. Missed collection serviced within next business day	1. Missed collection serviced within next business day	%	100.00	100.00	 GREEN
Waste Collection - 2. Replacement bins delivered within 3 business days	2. Replacement bins delivered within 3 business days	%	100.00	100.00	 GREEN












6. Accessible and Serviced Region

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Waste Collection - New Service: 3. New collection commenced within 15 business days	3. New Service: New collection commenced within 15 business days	%	100.00	100.00	 GREEN







7. Healthy, Engaged and Resourceful Communities

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Animal Management - 3. Livestock wandering within a road reserve area responded to within 24 hours	3. Livestock wandering within a road reserve area responded to within 24 hours	%	90.00	95.00	 GREEN

8. Organisational Sustainability

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Asset Management - Portable and attractive assets stocktake completed by 30 June each year	1. Portable and attractive assets stocktake completed by 30 June 2016	%	100.00	100.00	 GREEN
Fabrication - 1. Fabricated items supplied to end user on time	1. Fabricated items supplied to end user on time	%	90.00	96.00	 GREEN
Financial Performance - 1. Annual rates outstanding less than 6% at 30 June each year	1. Annual rates outstanding less than 6% at 30 June	%	200.00	200.00	 GREEN
Financial Performance - 2. Levy rates six monthly by 31 July and 31 January each year	2. Levy rates six monthly by 31 July and 31 January each year	%	100.00	100.00	 GREEN
Financial Performance - 3. Investment returns to be greater than average QTC overnight cash rate	3. Investment returns to be greater than average QTC overnight cash rate	%	100.00	100.00	 GREEN
Financial Performance - 4. Investments to remain within credit rating and counterparty limits set in the Investment Policy	4. Investments to remain within credit rating and counterparty limits set in the Investment Policy	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - 1. Annual budget adopted by 30 June each year	1. Annual budget adopted by 30 June each year	%	0.00	0.00	 GREEN
Financial Planning, Measurement and Reporting - 2. Fringe Benefits Tax return submitted by 21 May each year	2. Fringe Benefits Tax return submitted by 21 May each year	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - 3. Monthly and year to date financial results reported to Finance Committee at next available meeting following end of month	3. Monthly and year to date financial results reported to Finance Committee at next available meeting following end of month	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - 4. Insurance for the following financial year finalised by 30 June each year	4. Insurance for the following financial year finalised by 30 June each year	%	100.00	100.00	 GREEN
Fleet - 1. Fleet availability	1. Fleet availability	%	90.00	90.00	 GREEN
Fleet -2. Fleet Capital Purchases completed	2. Fleet Capital Purchases completed	%	N/A	N/A	

8. Organisational Sustainability

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Information Management - 1. Records Management Helpdesk requests resolved within one working day	1. Records Management Helpdesk requests resolved within one working day	%	90.00	90.00	 GREEN
Information Management - 2. IT Helpdesk requests of Priority 4 and above resolved within 30 days	Information Management 2. IT Helpdesk requests of Priority 4 and above resolved within 30 days	%	80.00	94.00	 GREEN
Information Management - 3. Incoming correspondence registered into ECM and tasked within one business day of being received	3. Incoming correspondence registered into ECM and tasked within one business day of being received	%	90.00	85.00	 RED
Payables Management - 1. Staff and Councillors paid fortnightly in accordance with established pay periods	1. Staff and Councillors paid fortnightly in accordance with established pay periods	%	100.00	100.00	 GREEN
Payables Management - 2. Goods & Services Tax returns submitted by the 21st of each month	2. Goods & Services Tax returns submitted by the 21st of each month	%	100.00	100.00	 GREEN
Procurement Management - Inventory turnover ratio to be greater than 2 times for Supply section for preceding 12 months	1. Inventory turnover ratio to be greater than 2 times for Supply section for preceding 12 months Calculated by 2013-14 stock issues divided by average inventory balance 30 June 2014/30 June 2013	%	100.00	100.00	 GREEN