

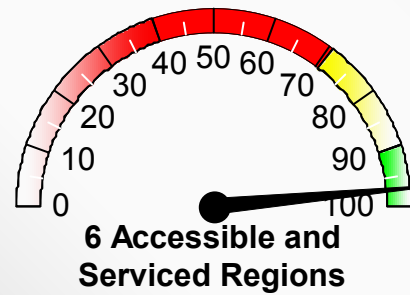
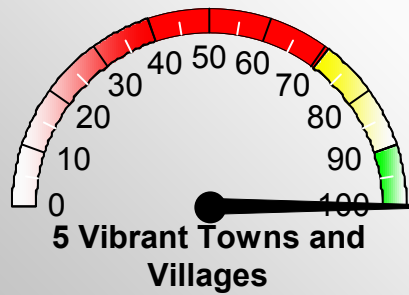
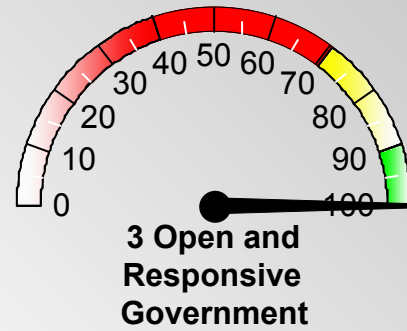
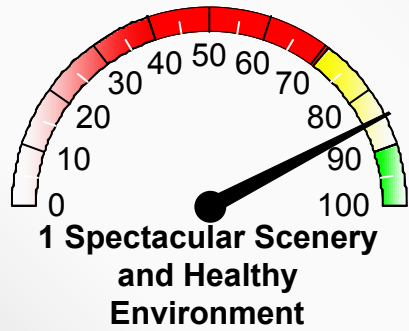


Scenic Rim Regional Council




Corporate Performance Report

October to December 2014

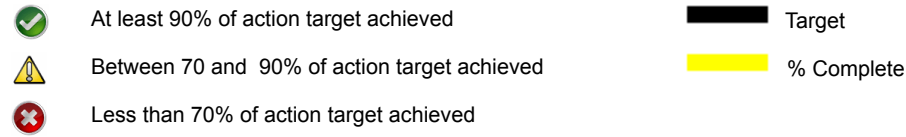
Action Progress Against Goals



Corporate Plan Performance Report - October to December 2014

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	15	4	0	2	9	0
2 Sustainable and Prosperous Economy	5	3	0	0	2	0
3 Open and Responsive Government	20	8	0	0	11	1
4 Relaxed Living and Rural Lifestyle	16	4	2	0	9	1
5 Vibrant Towns and Villages	9	3	0	0	6	0
6 Accessible and Serviced Regions	21	14	0	1	6	0
7 Healthy, Engaged and Resourceful Communities	8	3	1	0	4	0
8 Organisational Sustainability	42	20	1	3	16	2
TOTAL	136	59	4	6	63	4

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
- 2.2. Design and implement a flying fox management system

Due Date
 31/12/2014
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Manager Health Building and Environment	01/07/2014	30/06/2015	In Progress	50	50	✔

Comments:

The best approach has been considered in the development of the strategy. A specialist in Flying Fox Ecology has been appointed to draft the Flying Fox Strategy.

The Flying Fox Management system will be implemented when strategy is completed.

Specialist in Flying fox ecology appointed and draft strategy about 80% complete
 Management system will be implemented when strategy is completed.

Project or Program

1.1.1.1 Waste Strategy

1.Waste strategy developed and considered by Council to ensure viable term management of waste within the region.

Due Date
30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

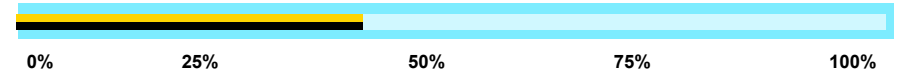
In Progress

% Complete

40

Dec 2014 Target %

40



Comments:

Draft waste strategy completed and is currently under review.

1.1.1.2 Waste Disposal

1.1. Transfer station network operations

2.2. Recycling programs

3.3. Council landfill activities

4.4. Waste education program

Due Date

30/06/2015

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Kerbside recycling plus other recycling matters delivered as per defined service levels.
The education program has commenced and is ongoing for the next 12 months.
The annual monitoring program for Council's active landfill and the closed landfills has commenced.
The seven waste transfer stations are operating as per defined service levels.

1.1.1.2 Roadside Weed Management

1.1. Main Roads Contract

2.2. Local Government Controlled Roads

Due Date

30/06/2015

30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Formal response from Main Roads has been received including a purchase order and subsequent weed control work commenced. During the reporting period the weed team has focused on the delivery of the Main Roads contract and treatment of Council Roads, Parks and Reserves.

Project or Program

1.1.1.3 Habitat Protection Program

Due Date

1.1. Land for Wildlife

30/06/2015

2.2. Voluntary Conservation Agreements

30/06/2015

3.3. Nature Refuge and Conservation Covenant Program

30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Environment Section staff have developed templates and tracking software for the monitoring of all habitat properties. Trials for the the use of the software will commence in quarter 3.

17 Land for Wildlife properties were visited during quarter 2.

No Conservation Agreements or Covenants were undertaken this quarter.

1.1.1.3 Waste Collection

Due Date

1.1. Collection contract administered

30/06/2015

2.2. Service requested delivered

30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Waste collection service is being provided with serviced areas as per defined service levels.

Project or Program

1.1.1.4 Waterways

- 1.1. Develop strong partnerships with key government and nongovernmental
- 2.2. Deliver 5-year Rivers Program
- 3.3. Deliver Healthy Country Program

Due Date
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Health Building and Environment</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

The Environment Section has continued to enhance its strong relationships with SEQ Catchments, Scenic Rim and Bremer River Trusts to deliver quality waterways outcomes.

Significant weed treatment of riparian weeds occurred in the upper Warril and Bremer catchment in partnership with SEQC.

Celtis management in partnership with the River Improvement Trust occurred along upper Bremer river.

Delivery of program in the upper Warril Creek has commenced.

1.1.1.5 Reserve Management

- 1.1. Deliver nominated actions from Reserve Management Plans
- 2.2. Undertake bushfire mitigation in accordance with Management Plans
- 3.3. Pest animal and plant control

Due Date
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Health Building and Environment</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

The scheduled inspection program and associated works undertaken in accordance with the reserve management plans for the central and western parks has been completed.

Council's consultant has completed 10 reserve bush fire management plans during the quarter. The Environment team have obtained quotes for the associated mitigation works and contractors have commenced the mitigation works.

Project or Program

1.1.1.6 Community Environmental Management

Due Date

1.1. Deliver community education and awareness program

30/06/2015

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

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

The Environment Section has delivered a number of quality community education programs during quarter 2. These programs were delivered internally and in collaboration with council's Library section and external stakeholders.

Four environmental workshop program as part of the libraries school holiday program were delivered as well as a number of workshops including Managing Pastures in the Dry, Pasture improvement and vegetation control and 4 Natural Resource Management Agricultural workshops.

Council made a formal resolution during the quarter to award the Environmental Grants for the 2014/15 Financial year. Staff within the Environment Section undertook the required internal processes to formally release the awarded grant funding to the recipients.

1.1.1.7 Climate Change

Due Date

1.1. Undertake review of legislative changes to the carbon tax

30/06/2015

2.2. Deliver nominated energy efficiency upgrades

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Federal government has repealed the carbon tax however are yet to release any policies in regards to emission recording or reduction.

Awaiting release of federal government policy. An interim agreement with Councils facilities section to undertake an energy audit as an alternative to an emissions audit.

Project or Program

1.1.1.8 Pest Management Plan regulatory activities

- 1.1. Deliver private property inspection program in accordance with approved inspection program
- 2.2. Deliver wild dog baiting program

Due Date
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Health Building and Environment	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

For the second quarter property inspections and re inspections were conducted to ensure control measures have been taken for Declared Pest on private lands. Species targeted, though not limited to were mother of millions, groundsel bush, annual ragweed and giant ratstail grass.

Discussions with landholders and Biosecurity to conduct a 1080 baiting program in Tamborine Mountain area were undertaken and will be delivered in the third quarter.

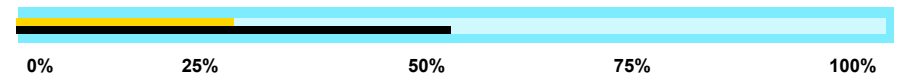
1.1.2 SHE2 Conserve, protect and enhance the region’s unique biodiversity, scenic vistas, natural resources and ecological processes. This will include taking steps to minimise the impact of pest species, improving degraded land and waterways, and protecting and enhancing environmental corridors.

1.1.2.1 Review Pest Management Plan to incorporate parts of Bio-Security Act

- 1.1. Review the implications of the Bio-Security Act 2014 on Pest Management Plan
- 2.2. Report outcomes to Council

Due Date
30/03/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Health Building and Environment	01/07/2014	30/06/2015	In Progress	25	50



Comments:

Pest and Animal Management will continue to work with Biosecurity representatives to ensure a Biosecurity Plan has been drafted inline with legislation. Council will continue with the current Pest Management Plan until the Land Protection (Pest and Stock Route Management) Act 2002 is repealed and the Biosecurity Act 2014 is the current legislation.

Outcome report to be submitted on completion of review.

Project or Program

1.1.2.2 Million Trees -Scenic Rim

1.1. Parks & Reserves plantings identified

2.2. Rural trees program delivered

3.3. Partner organisation identified and reported to Chief Executive Officer

4.4. Project update reported to Chief Executive Officer

5.5. Project outcome report provided to Council

Due Date

30/09/2014

31/12/2014

31/12/2014

31/01/2015

30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

50

Dec 2014 Target %

50



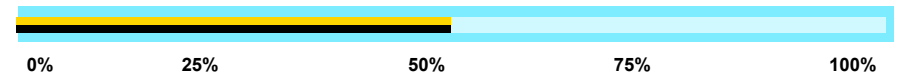
Comments:

Significant work has been undertaken during the quarter to establish relationships and to source external funding to realise the Million Tree Program. The ongoing internal programs are progressing to deliver a significant number of tree plantings in the area.

Previous Parks and Reserves identifies and now on list of priority planting sites.

Approximately 20,000 trees have been allocated to 65 rural properties for plantings over this quarter and into quarter 3.

Million Trees "Parks stewardship program" support material including fact sheets, application forms and media kits have been launched to the public and are accessible via Council website. An application made to the Commonwealth's 20 Million Trees program, this application was done in consultation with SEQC. Further work is being undertaken to access other Commonwealth green funding initiatives.



1.1.2.3 Wild Dog Program

1.1. Develop a Wild Dog Action Plan

2.2. Present Action Plan to Chief Executive Officer

Due Date

30/03/2015

30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

30

Dec 2014 Target %

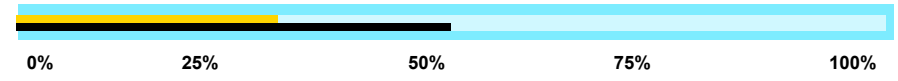
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Comments:

After consultation with Biosecurity representatives the consensus was, the Wild Dog action plan would be incorporated within Councils Draft Biosecurity Plan, as this will enable landholders and key stakeholders greater understanding of their responsibilities to all declared pest species.

Action Plan to be submitted on completion of project.



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 Fuel Reduction Strategy

1.1. Fuel Reduction Strategy reviewed

Due Date

31/12/2014

2.2. Fuel Reduction Strategy Action Plan delivered and reported to Chief Executive Officer

30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

60

Dec 2014 Target %

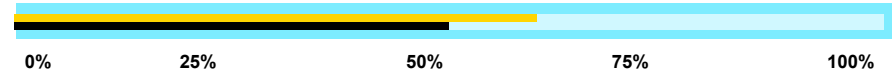
50



Comments:

Fuel Reduction Strategy reviewed.

Action Plan delivered accordingly.



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 Investment Ready Projects

1.1. Consult with Council and Trade and Investment Queensland on identifying investment projects in the Scenic Rim

Due Date

31/12/2014

2.2. Make an application to have those projects classified as "investment ready" by Trade and Investment Queensland

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

50

Dec 2014 Target %

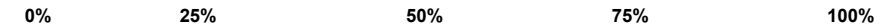
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Comments:

Awaiting feedback from G20 summit prospectus before re-submitting to T&IQ. Bromelton intermodal hub, Beaudesert by-pass and Beaudesert town centre redevelopment included on COMSEQ prospectus for the G20 summit.

Continuing dialogue with Trade and Investment Queensland and Council of Mayors to develop a regional investment prospectus.



Project or Program

2.1.1.2 Tourism & Regional Promotion

Due Date

1.1. Progress recommendations from Signage Strategy, including the Scenic Rim Way (East-West Tourist Route)

30/06/2015

2.2. Annual marketing and promotions plan implemented including reviewed Regional Guide and cooperative campaigns

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

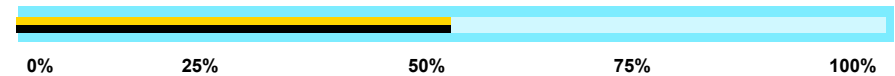
In Progress

% Complete

50

Dec 2014 Target %

50



Comments:

2014/2015 marketing plan reviewed by the TAC

Work started on redevelopment of the website.

Planning sessions completed for the Greater Brisbane Campaign: October (Phase 1) and Feb 2015 (Phase 2)

2.1.1.3 Economic Development

Due Date

1.1. Implement key Agriculture Strategy recommendations including Regional Agribusiness Forum and Eat Local Week

30/06/2015

2.2. Partner relevant groups to deliver the Scenic Rim Business Excellence Awards

30/06/2015

3.3. Delivery of seminars and planning workshops tailored to small business sector

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Consolidation of COMSEQ working groups into a single Economic Development Committee has occurred.

Successful Application for Tourism & Events Queensland event funding for Eat Local Week and Winter Harvest Festival.

Six business workshops were completed in the last quarter, 72 participants.

Business Excellence Awards completed with 200 people attending presentation event.

Final draft of 2015 joint Chambers of Commerce training plan circulated

Project or Program

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

2.1.2.1 Visitor Information Centres

- 1.Coordinate the operation of accredited Visitor Information Centres (VICs) 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
30/06/2015

30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Community and Culture	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

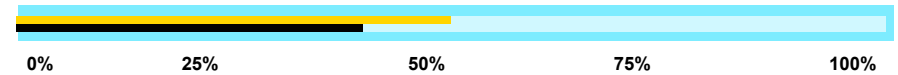
Acquittals completed and funds distributed. Regular committee meetings ongoing. Training plan in place. VICs updating listings on the ATDW website
Positive response from QICA conference and Volunteers conference held in Boonah.

2.1.2.1 Alliance and Contract Works

- 1.1. Routine Maintenance Performance Contract
- 2.2. Works for other Councils
- 3.3. Private works
- 4.4. Other Department of Transport and Main Roads Contracts

Due Date
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Works	01/07/2014	30/06/2015	In Progress	50	40



Comments:

Routine Maintenance Performance Contract (RMPC) is in line with budget expectation and forecast. More works than expected performed for other Councils to date and currently ahead of budget forecast. Only small amount of private works have been undertaken to date. Currently behind the budget forecast. The Department of Transport and Main Roads have deferred other works until later in the year.

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 Local law review

Due Date

1.1. Implement amended local law instruments

30/09/2014

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %



Coordinator Governance & Corporate Policy

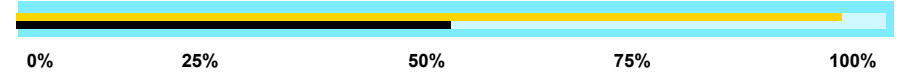
01/07/2014

30/06/2015

In Progress

95

50



Comments:

State interest checks have been undertaken and feedback has been incorporated into the drafts.

3.1.1.2 Community Connectivity

Due Date

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

30/06/2015

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

30/06/2015

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

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %

Communications and Engagement Coordinator

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Engaged with community through social media and website to promote Council activities.

Website activity:

20,085 visits and 13,330 unique browsers

(December 15,325 visits and 10144 unique browsers)

Social media

Organisational Facebook page at 1807 likes as of 2 February (up from 1700 likes in December).

January total audience reach was 34, 029 (December 5179, average weekly reach 1294)

Twitter feed has 354 followers (up from 323 in December)

Disaster management Facebook page has 5272 likes (up from 4906 in December)

Blumbergville Clock Facebook page has 209 likes (up from 206 in December)

Project or Program

3.1.1.2 Information Access and Privacy

Due Date

1.1. Develop and implement a procedure for processing Non-Party Disclosure Applications made under section 134A of the Evidence Act 1977

30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

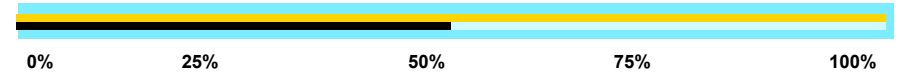
Completed

% Complete

100

Dec 2014 Target %

50



Comments:

Non-party disclosure procedure was finalised and endorsed by the CEO in October.

3.1.1.3 Information Access and Privacy

Due Date

1.1. Deliver compliant statutory and performance reporting

30/06/2015

2.2. Maintain compliant information / disclosure registers

30/06/2015

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

30/06/2015

4.4. Maintain compliant information privacy functions

30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Information Privacy Principles have been considered in the processing of right to information requests under the Right to Information Act 2009.

Privacy collection notices are present when collecting personal information in accordance with the IP Act.

Applications for information were processed within legislative timeframes..

A compliant publication scheme has been adopted by Council and is provided on Council's website.

Council's Annual Report was adopted within relevant statutory timeframes.

Council's registers of material personal interest (MPI) for Councillors and senior contract officers are maintained in accordance with the relevant provisions of the Local Government Act 2009.

An extract of the Councillor MPI register is published on Council's website.

Other registers maintained include delegations, roads, policies, local laws, impounded animals, fees and charges, infrastructure charges, pest notices and certain building decisions.

Project or Program

3.1.1.4 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 necessary
- 3.3. Media requests from metropolitan media responded to within 24 hours and local media requests responded to within agreed timeframes
- 4.4. Monthly media monitoring reports provided to Councillors and Executive Team

Due Date

30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer

Communications and Engagement Coordinator

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

11 media enquiries actioned within agreed timeframes
11 media releases issued.

3.1.1.4 Complaints Management

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

Due Date

30/06/2015
30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Status reports have been developed and are now provided to the Executive Team to satisfy Internal Audit recommendations. Reports to date indicate improvements in response timeframes, however service standards are presently below KPI targets and this program remains a priority as a result.

Project or Program

3.1.1.5 Corporate Branding and Identity

Due Date

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

30/06/2015

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

30/06/2015

3.3. Ensure material complies with Council branding and professional standards

30/06/2015

4.4. 5-day turnaround for standard graphic design requests

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Communications and Engagement Coordinator

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Website updated in accordance with requests from internal departments.

Graphic design and multimedia support delivered within agreed timeframes.

3.1.1.6 Regional Collaboration

Due Date

1.1. Provide support to the Mayor and CEO in maintaining inter-governmental and inter-regional relationships

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %

Communications and Engagement Coordinator

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Inter-governmental correspondence and tasks actioned.

Project or Program

3.1.2 ORG2 Facilitate community participation in decision making.

3.1.2.1 Property Management

- 1.1. Council's Community Leasing Program managed as required
- 2.2. Acquisitions and resumptions of land and easements managed, as required
- 3.3. Council's Agistment program managed
- 4.4. Signing and sealing of survey plans administered, as required
- 5.5. Purchasing and sale of Council land
- 6.6. Council's Legal Document Register managed

Due Date
 30/06/2015
 30/06/2015
 30/06/2015
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Manager Property and Operations</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

- 1. Leases being managed in accordance with adopted Council policies.
- 2. Acquisitions and resumptions of land being managed as necessary.
- 3. 2014 Agistment program finalised September 2014.
- 4. 100% of signing and sealing of survey plans administered within statutory timeframes.
- 5.1 One sale at Teviot Rise Estate, Boonah, 10 lots continue to be listed for sale;
- 6. Legal Document Register is up to date.

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.

3.1.3.1 Statutory Financial Reporting

- 1.1. Deliver annual financial reports in accordance with statutory timeframes
- 2.2. Coordinate external audit and delivery of requirements in accordance with the external audit timetable
- 3.3. Information required for Community Financial Report provided in accordance with required timeframes for inclusion in the Annual Report

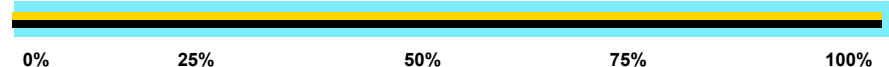
Due Date
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Chief Finance Officer</i>	01/07/2014	30/06/2015	Completed	100	100



Comments:

The financial statements have been completed and an unqualified audit report was received. This will be reported to the Audit & Risk Committee on 10 December 2014.



Project or Program

3.1.3.1 Organisational Management System

1.1. Finalise implementation of staff performance management system component

Due Date
30/06/2015

Responsible Officer

Manager Human Resources

Start Date

01/07/2014

End Date

30/06/2015

Status

Completed

% Complete

100

Dec 2014 Target %

50



Comments:

Implemented. Personal Performance and Development Plans have been concluded within the new system.

0% 25% 50% 75% 100%

3.1.3.3 Community Safety Program

1.1. Implement Community Safety Program

Due Date
31/12/2014

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

31/12/2014

Status

Completed

% Complete

100

Dec 2014 Target %

50



Comments:

Council resolved to recognise existing actions as its community safety plan in July 2014.

0% 25% 50% 75% 100%

3.1.3.4 Caretaker Period Protocol Review

1.1. Undertake a review of Council's Caretaker Period Protocol

Due Date
30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

Not Started

% Complete

0

Dec 2014 Target %

0



Comments:

Not due to commence until February 2015.

0% 25% 50% 75% 100%

Project or Program

3.1.3.5 Corporate Compliance Training and Development

Due Date

1.1. Develop draft 5-year Corporate Compliance Training and Development Plan

30/09/2014

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/09/2014

Status

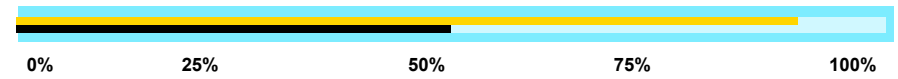
In Progress

% Complete

90

Dec 2014 Target %

50



Comments:

Mapping of training needs has been undertaken and drafting is substantially complete.

3.1.3.6 Policy Development and Review

Due Date

1.1. Maintain register

30/06/2015

2.2. Provide coordinated policy development and support services

30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

The Council Policy Register is maintained on Council's website. An administrative policy register is maintained on Council's intranet site.

3.1.3.7 Delegations and Authorisations

Due Date

1.1. Maintain compliant delegations processes and registers

30/06/2015

2.2. Maintain compliant local government authorised persons and worker systems

30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Council's authorised person and local government worker systems are maintained in accordance with the Local Government Act 2009. Training for authorised persons has been delivered and training for local government workers is scheduled for early 2015.

Council's delegation register is maintained on the intranet site and satisfies the relevant regulatory requirements of the Local Government Act 2009.

Project or Program

3.1.3.8 Corporate Compliance Training and Development

Due Date

1.1. Implement Corporate Compliance Training and Development Program

30/06/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

30/06/2015

Status

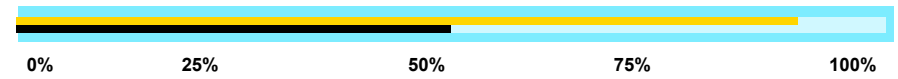
In Progress

% Complete

90

Dec 2014 Target %

50



Comments:

Training needs identified and drafting of training schedule has commenced

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

Due Date

1.1. Ensure rates are levied in accordance with statutory timeframes

30/06/2015

2.2. Monitor outstanding rates and debtors and enforce collection actions

30/06/2015

3.3. Preparation of monthly outstanding rates and debtors reconciliation's and reports

30/06/2015

4.4. Provision of advice to internal and external customers relating to rating and property matters

30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

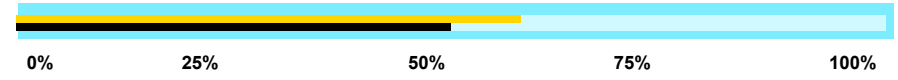
In Progress

% Complete

58

Dec 2014 Target %

50



Comments:

Rates have been levied in July 2014 and January 2015 in accordance with required timeframes. Rates recovery remains in accordance with previous year performance. 2015 Sale of Land for Overdue Rates and Charges process has been initiated with properties that meet the criteria being recommended to Council for inclusion in February 2015.

Project or Program

3.1.4.1 Information Management

Due Date

- 1.1. Management of incoming correspondence 30/06/2015
- 2.2. Provision of information management services to support Council operations 30/06/2015
- 3.3. Provision of ongoing training and support on information management and ECM to internal customers 30/06/2015
- 4.4. Internal audit program on compliance with records standards 30/06/2015
- 5.5. Provide information archiving services 30/06/2015

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

All programs are being progressed; records staff have been attending staff meetings to roll out records management tools such as ECM Connect to assist with reducing network drive storage issues and assist with records compliance.

3.1.4.1 Development Assessment Improvement Program

Due Date

- 1.1. Endorsement by Chief Executive Officer of Departmental Business Plan 30/06/2015
- 2.2. Development of a Risk Assessment Framework 31/05/2015
- 3.3. Review of Plan Endorsement process 31/05/2015
- 4.4. Implement improvement plan for Operational Works 31/05/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Development Assessment Improvement Program being reviewed for 2014/15 projects. Upgrade of PD Online platform to new ICON Software - Development Application and Property Online (DAP Online) has been completed.

Report format and process workflow implemented to enable electronic review and signoff for both council and delegated reports.

Review of current survey plan endorsement process and risks being undertaken.

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 War Stories theme for 2015
- 2.2. Operate Beaudesert and Boonah Cultural Centres
- 3.3. Heritage and Public Art program

Due Date
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Community and Culture</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Attendances for the Financial Year to date for the cultural centres combined are 20,766. Overall, this represents a slight increase compared with the same period in 2013/2104.

Council has been successful in the 2nd round of QAnzac funding receiving \$59,145 for War Stories and Our Towns.

Studios and Cultural Trails of the Scenic Rim Booklet and War Stories and Our Town Program booklets are in development. A record number of artists are participating in Open Studios for 2015.

Project or Program

4.1.1.2 Community Development

Due Date

- 1.1. Implement Social Plan including continuation of Scenic Rim Community Transport Initiative, community events and activities and Annual Review 30/06/2015
- 2.2. Implement Sport and Recreation Plan including Healthy & Active Program, youth and community sport and recreation promotion, and Professional Development Workshops. 30/06/2015
- 3.3. Deliver Council events program 30/06/2015
- 4.4. Deliver Youth Leadership Program 30/06/2015
- 5.5. Annual Sports Forum and annual review 30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The 2015 Be Healthy & Active program is now finalised and will be officially launched at the Free Dive In Movies and Pool Parties in January 2015.

More than 130 members of the community attended 2014 First Aid courses. Several community groups who attended the courses accessed financial assistance through Council's Community Grants program to purchase defibrillators from QAS, which is a great outcome from this initiative.

More than 80 guests attended International Men's Day dinner on Tuesday evening 18 November 2014. Guest speakers included Mike Wood, local Psychologist and Neville Kerr from the Stroke Foundation. Council received lots of positive feedback from attendees.

27 student leaders graduated from Council's Youth Leadership Program at a memorable Youth Symposium in front of 150 guests on 21 October.

Nominations for 2015 Australia Day Awards have been received and the Awards ceremony will be held on 23 January.

4.1.1.3 Social Plan and Sport and Recreation Plan Review

Due Date

- 1.1. Review completed 30/04/2015
- 2.2. Draft Social Plan and Sport and Recreation Plans presented to Council for consideration 31/03/2015
- 3.3. Adoption of final Social and Sport and Recreation Plans 30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

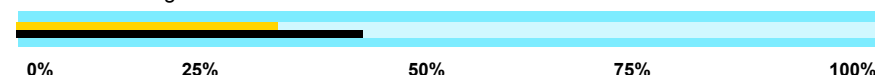
In Progress

% Complete

30

Dec 2014 Target %

40



Comments:

The reviewing consultant has been selected, engaged and project has been initiated.

Project Plan developed and distributed to Ross Planning and CD staff 19 December. Key strategic documents forwarded to Ross Planning for background and research. Dates secured for February consultation workshops and date claimers issued to Crs, Exec and key SRRC staff.

Project or Program

4.1.2 RRL2 Identify, plan and respond to the sport, recreation and leisure needs of our region by providing appropriate facilities and open space, and supporting a range of programs that will foster a healthy and active community.

4.1.2.1 Camping Grounds

1.1. Camping ground maintained and operated

Due Date

30/06/2015

2.2. Camping grounds upgrades undertaken as programmed

30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Camp grounds have been maintained and operated in line with agreed service levels.

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 a Streamlined Plumbing Compliance Certificate and Assessment Process for Class 1 & 10

Due Date

Buildings Connected to Sewer

1.1. Report to Council the requirements of the amendments required under the Plumbing and Drainage Act 2002

30/12/2014

2.2. Implement changes to internal processes to facilitate legislative reforms

31/03/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

31/03/2015

Status

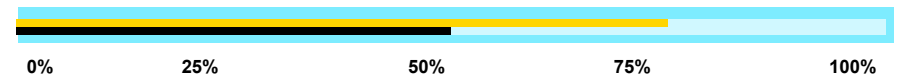
In Progress

% Complete

75

Dec 2014 Target %

50



Comments:

Following the report to a Councillor and Executive Workshop in quarter 1 the Compliance Certificate process is being reviewed, the mobile technology was implemented in the live environment. Over the quarter the process is continually being improved as technical improvements are identified.

Project or Program

4.1.3.1 Develop New Planning Scheme

- 1.1. Draft Strategic Framework endorsed by Council
- 2.2. Draft planning scheme mapping considered by Council
- 3.3. Draft zone codes considered by Council
- 4.4. Draft overlay codes considered by Council

Due Date

- 31/12/2014
- 30/06/2015
- 30/06/2015
- 30/06/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

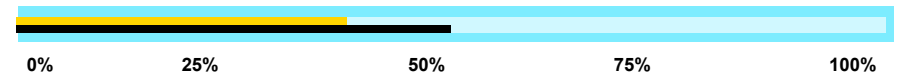
In Progress

% Complete

38

Dec 2014 Target %

50



Comments:

A first draft Strategic Framework has been prepared and distributed to key project personnel for review. A first draft Strategic Framework map has been prepared.

An initial conversion exercise of the existing Planning Scheme's zone mapping to equivalent 'best fit' zones under the QPP template has been undertaken. A draft Strategic Framework map has been prepared.

Drafting of the Overall Outcomes of a number of Zone Codes has commenced.

Drafting of a number of Overlay Codes is continuing, including Development Constraints (Flood, Bushfire and Landslide Hazard), Local Heritage and Agricultural Land.

4.1.3.2 Implement Boonah Planning Scheme Amendment No. 5.

- 1. Public consultation of Boonah Planning Scheme Amendment Package No. 5 (Lake Moogerah Reserve)
- 2.1. Boonah Planning Scheme Amendment No. 5 gazetted

Due Date

- 30/06/2014
- 30/06/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

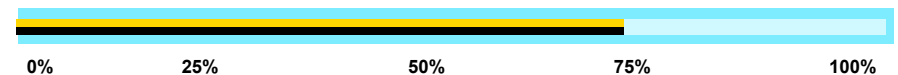
In Progress

% Complete

70

Dec 2014 Target %

70



Comments:

State interest review comments in relation to Amendment No. 5 were received on 13 August 2014.

Amendment No. 5 was placed on hold pending the outcome of other interrelated planning processes required to be undertaken by Council upon which the progression of Amendment No. 5 relies.

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 2014 Regional Plan Review

Due Date

1.1. Investigate opportunities presented for the region by the 2014 Regional Plan Review

30/06/2015

2.2. Report considered by Council

30/06/2015

Responsible Officer

Director Regional Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Not Started

% Complete

0

Dec 2014 Target %

0



Comments:

The progress of the Regional Plan Review has been stalled by the State Government and a draft document is now not expected until after the State election. A timeframe for completion of this project is unknown.

0% 25% 50% 75% 100%

4.1.4.1 Planning Information Systems Implementation

Due Date

1.1. Implement new modules to support development of the new Scenic Rim Planning Scheme

31/08/2014

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

31/08/2014

Status

In Progress

% Complete

50

Dec 2014 Target %

50



Comments:

Project is progressing as per the endorsed project plan.

0% 25% 50% 75% 100%

Signed STAGE Closure Certificate – TRACK & PLAN BROWSE - 08/10/2014

Project or Program

4.1.4.1 Development Assessment

Due Date

1.1. Development Application Assessment Services

30/06/2015

2.2. Planning and Flooding Certificates

30/06/2015

3.3. Pre-lodgement and development advisory services

30/06/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Copy of all development approvals, show cause and enforcement notices maintained. On Council's website Council items for meeting agendas are available to be viewed and downloaded or printed. On Council's new DAP online system MCU,ROL and OPW applications can be viewed. Copies of the 3 planning schemes and any amendments are available on Council's website to view. Further development assessment fact sheets have been drafted and reviewed. Pre-lodgement form updated and being utilised. Old files continuing to be scanned to electronic system.

Services provided as per Council policies and standards. Counter, email and phone services. Site inspections, pre-lodgement meetings and written correspondence. Certificates and reports prepared for delegated officer and Council meetings. Internal advice to Council Officers and also to State Government Officers.

Certificates issued as per Council's Customer Service Standards and guidelines. Phone, email and counter advice given as well as physical Certificates issued.

Services provided as per Council policies and standards. Counter, email and phone services. Site inspections. Pre-lodgement meetings 1 hour in office or on-site or 15 minute counter time, and written meeting correspondence. Certificates prepared for delegated officer. Reports prepared for delegated officer and Council meetings. General planning advice about Schemes.

4.1.4.1 Operational Works

Due Date

1.1. Development Application Operational Works assessment services meet Integrated Development Assessment System (IDAS) timeframes

30/06/2015

2.2. Pre-lodgement and development advisory services

30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

All Operational Works applications were assessed within the Integrated Development Assessment Systems (IDAS) timeframes.

Pre-lodgement meetings and advisory services were conducted as requested.

Project or Program

4.1.4.1 Building and Plumbing

Due Date

1.1. Building approval services

30/06/2015

2.2. Building compliance services

30/06/2015

3.3. Plumbing approval services

30/06/2015

4.4. Plumbing compliance services

30/06/2015

5.5. Education and Awareness

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Target %

Manager Health Building and Environment

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Fifty nine (59) development applications for building work were lodged with Council for the second quarter October to December 2014. Ninety five percent of application were assessed within the statutory time frames.

Twenty (20) requests for compliance action related to building work were received in the second quarter, October to December 2014. All requests were actioned within the required time frame.

One hundred and seven (107) plumbing applications were lodged with Council for the second quarter, October to December 2014. Ninety eight percent of applications were assessed within the statutory time frame.

Three (3) requests for compliance action related to plumbing were received in the second quarter, October to December 2014. All requests were actioned within the required time frames

Information has been reviewed on Councils web site for various matters related to building and plumbing. Continual review of legislative change and information provided to stakeholders through officers in the field.

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
 30/06/2015
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Health Building and Environment	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

During the quarter the Development Compliance team spent a good deal of time reviewing assessing monitoring and undertaking compliance action on the Ground Water Extraction issues. This work will continue through into quarter 3.

Two High Risk Development assessments were undertaken in December and a total of two High Risk Development Assessments were undertaken in Q2.

During December there was one customer request which related to development which may fall within the High Risk Development category. Overall for Q2, there were three customer requests which related to development that could or does fall within the High Risk development category.

Environment and Development Compliance team received 10 Customer Requests, and completed 13 Customer Requests in December. In Q2 Environment and Development Compliance received 38 Customer requests.

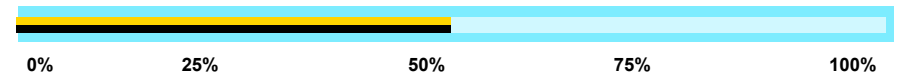
A total of six internal customer request referrals were received this quarter.

4.1.4.2 Identify 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
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Planning	01/07/2014	30/06/2015	In Progress	50	50



Comments:

The flood studies for the Logan River, Bremer River and Warrill Creek system were finalised and completed.

Project or Program

4.1.4.3 Planning Customer Service

1.1. Establishment of Customer Service Charter

Due Date

30/06/2015

2.2. Integrate Development Assessment into Council's Customer Satisfaction Survey process

30/06/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

As part of the Development Assessment Improvement Program for 2015 the Customer Service Charter for Development Assessment is proposed to be established and refined. No further action commenced on this matter during this period.

4.1.4.4 Land Use Planning

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

Due Date

30/06/2015

Responsible Officer

Manager Planning

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

No legislation or policy having implications for land use planning or development assessment matters commenced or required the lodgement of submissions in quarter 2 of the 2014/15 financial year.

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 Vibrant and Active Towns and Villages

1.1. Project scope is considered by Council

Due Date

30/10/2014

2.2. Town visioning process completed for towns and/or villages

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

20

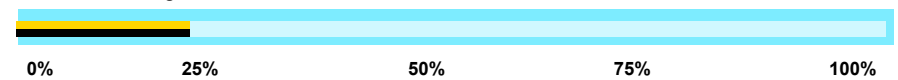
Dec 2014 Target %

20



Comments:

Capital projects for 2014/2015 have been agreed. Project Coordinator has been appointed and commenced 15 December.



Project or Program

5.1.1.2 Grants Programs

1.1. Community and cultural grants

2.2. Regional Arts Development Fund (RADF) grants

3.3. Sport and recreational grants

Due Date

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Round 2 Community Grants finalised and presented to Corporate & Community Services Committee on 1 December.

Successful Round 1 RADF applicants have been notified and cheque presentations were held at the December Arts Dinner.

5.1.2 VTV2 Create attractive and engaging places and spaces with a focus on town and village centres.

5.1.2.1 Graffiti Management

1.1. Guidelines for the management of graffiti developed

2.2. Service levels for graffiti management established

Due Date

30/08/2014

31/12/2014

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Graffiti managed on a needs basis in accordance with identified service standards.

5.1.2.2 Parks

1.1. Mowing maintenance services to parks delivered as per service levels

2.2. Aesthetics and functionality of parks achieved through regular maintenance

3.3. Slashing program delivered as per schedule

Due Date

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Program has commenced and being delivered as per defined service levels.

Regular maintenance is occurring.

Project or Program

5.1.2.3 Nurseries and Gardens

- 1.1. Landscape and garden maintenance as per agreed service level
- 2.2. Tree Management Program delivered
- 3.3. Free Tree Program delivered

Due Date
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Property and Operations</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

First Tree Distribution program has commenced for the year.
 Standard maintenance occurring.

5.1.2.4 Public Amenity Facilities

- 1.Public amenity facility maintenance
- 2.1. Public amenity facilities maintained and operated
- 3.2. Public amenity facility upgraded as programmed

Due Date
 30/06/2014
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Property and Operations</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Maintenance program delivered as per agreed level of service.
 Twelve month scheduled maintenance program: Facilities maintained and operated in accordance with agreed service levels.
 Service contracts, reactive and scheduled maintenance programs have been implemented.

Project or Program

5.1.2.5 Park buildings and furniture

- 1.1. Park buildings and furniture maintained and operated as programmed
- 2.2. Park buildings upgraded as programmed
- 3.3. Playground equipment maintained and operated as programmed
- 4.4. Playground equipment upgrades undertaken as programmed

Due Date
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Property and Operations	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:


- 1. Park Buildings and Furniture maintained and operated over a twelve month program. Reactive, routine and scheduled maintenance undertaken.
- 2. Park building upgrades in progress.
- 3. Playground equipment is maintained and operated over a twelve month program. Playground equipment inspected and managed as required. Reactive, routine and scheduled maintenance has been implemented.
- 4. Playground equipment upgrades undertaken over a twelve month program.

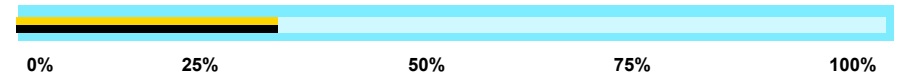
5.1.5 VTV5 Ensure the provision of parks, open spaces and community infrastructure is consistent with identified local and regional needs.

5.1.5.1 Parks and Amenities Strategy

- 1.1. Park and Amenities Strategy developed and considered by Council

Due Date
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Manager Property and Operations	01/07/2014	30/06/2015	In Progress	30	30	



Comments:

Project commenced, with drafting of strategy underway

Project or Program

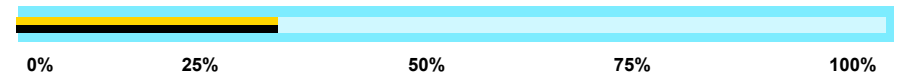
5.1.5.2 Park Management

- 1.1. Park Management procedures developed, implemented and reported to Chief Executive Officer
- 2.2. Park refuse management reviewed and actions implemented

Due Date
31/12/2014
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Manager Property and Operations	01/07/2014	30/06/2015	In Progress	30	30	

Comments:
Project has commenced, currently research and data collection phase is progressing well.



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

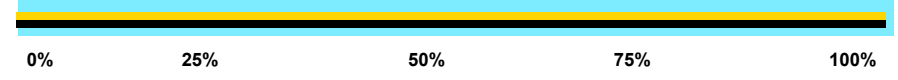
6.1.1.1 Asset Management

- 1.Revaluation including condition assessment of all asset classes
- 2.1. Sealed road condition assessment to be incorporated into asset valuations for the year ended 30 June 2015

Due Date
30/06/2014
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Chief Finance Officer	01/07/2014	30/06/2015	Completed	100	100	

Comments:
2013-14 Asset Valuation was completed with final valuation reports received during August 2014.



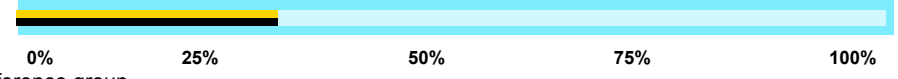
6.1.1.1 Property Management Strategy

- 1.1. Property Management Strategy reviewed, updated and considered by Council

Due Date
30/11/2014

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Manager Property and Operations	01/07/2014	30/11/2014	In Progress	30	30	

Comments:
Project has commenced. Land bank is currently being reviewed through the establishment of an internal reference group.



Project or Program

6.1.1.1 Asset Management Strategy

1.1. Asset Management Strategy Reviewed updated and considered by Council

Due Date
30/11/2014

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/11/2014

Status

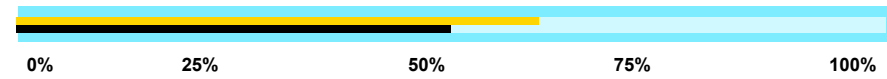
In Progress

% Complete

60

Dec 2014 Target %

50



Comments:

Asset Management Strategy drafted. Strategy to be presented to Council early 2015.

6.1.1.1 Drainage Strategy

1.1. Drainage Strategy Implementation Plan developed

2.2. Drainage Strategy Implementation Plan considered by Council

3.3. Delivery of 2014/15 Implementation Plan

Due Date

31/07/2014

31/03/2015

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

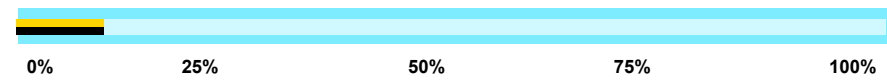
In Progress

% Complete

10

Dec 2014 Target %

10



Comments:

Review of issues identified in the Strategy has been undertaken. These issues are yet to be prioritised to form the basis for the implementation plan.
Council consideration of the Drainage Implementation Plan to be undertaken on finalisation of the plan.
Some initial high priority issues of the Drainage Implementation Plan have been initiated.

6.1.1.2 Road Strategy

1.1. Road Strategy Implementation Plan developed

2.2. Report considered by Council

3.3. Delivery of 2014/15 Implementation Plan

Due Date

31/07/2014

30/08/2014

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

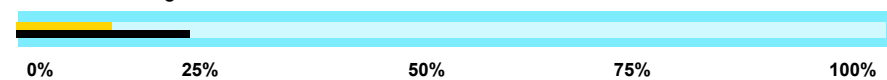
In Progress

% Complete

11

Dec 2014 Target %

20



Comments:

Review of issues identified in the Strategy has been undertaken. These issues are yet to be prioritised to form the basis for the implementation plan.
Council consideration of the Road Implementation Plan to be undertaken on finalisation of the plan.
Some initial high priority issues of the Road Implementation Plan have been initiated.

Project or Program

6.1.1.2 Asset Management Maturity

1.1. Asset Management Improvement Plan Actions delivered

Due Date
30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

20

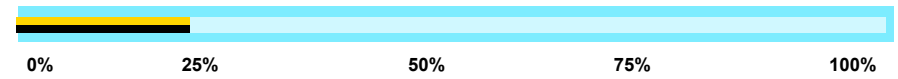
Dec 2014 Target %

20



Comments:

Asset Management Action Plan is under review.



6.1.1.2 Asset Management

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

2.2. Annual stocktake on portable and attractive asset register

3.3. Provision of ongoing training and support to internal customers

Due Date

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

58

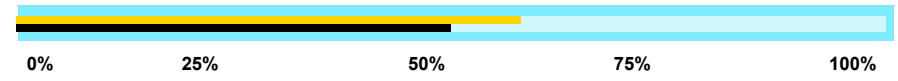
Dec 2014 Target %

50



Comments:

Key deliverables are not yet due to commence although ongoing support and advice is provided.



Project or Program

6.1.1.2 Community Facility Management

Due Date

- 1.1. Libraries maintained, operated and upgrades undertaken as programmed
- 2.10. Street lighting management
- 3.2. Swimming pool maintained, operated and upgrades undertaken as programmed
- 4.3. Community facilities maintained, operated and upgrades undertaken as programmed
- 5.4. Visitor Information Centre maintained, operated and upgrades undertaken as programmed
- 6.5. Memorial management
- 7.6. Flood warning systems management
- 8.7. Saleyards management
- 9.8. Black-spot Television management
- 10.9. Rental property management

30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %

Manager Property and Operations

01/07/2014

30/06/2015

Ongoing

n/a

n/a

Comments:

Visitor Information Centres are operated and maintained over the 12 month period.
No memorial maintenance required to date.
Black spot TV is operated and maintained over a twelve month period.
Swimming pools operated and maintained over a twelve month program.
Street lights operated over a twelve month period. Street lights maintained by Energex.
Flood warning systems inspected annually. Reactive maintenance completed as required.
Rental properties maintained over a twelve month period.
Libraries operated and maintained over a twelve month program.
Community Facilities operated and maintained over a twelve month program.

6.1.1.3 Floodways and Causeway Strategy

Due Date

- 1.1. Floodways and Causeway Strategy developed
- 2.2. Report considered by Council

31/07/2014
31/03/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %

Manager Works

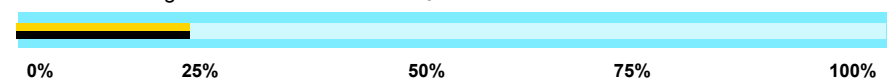
01/07/2014

30/06/2015

In Progress

20

20



Comments:

Draft Strategy document preparation is underway.

Project or Program

6.1.1.3 Cemetery Operations

- 1.1. Cemetery maintenance delivered as per Council service level
- 2.2. Grave digging services delivered
- 3.3. Cemetery reservations and interments managed
- 4.4. Grave maintenance services delivered

Due Date
 30/06/2015
 30/06/2015
 30/06/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Property and Operations</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

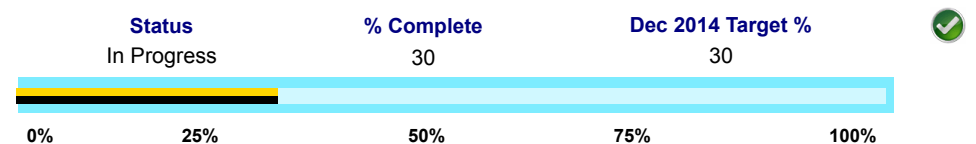
Service delivered as per identified program. Cemetery and interments services provided as required.
 Program progressing as per schedule. Service delivered effectively where required.
 Administration services delivered.
 Digging contractual requirements met.
 New installations inspected for compliance and Councils obligations for maintenance met.
 Cemetery mowing services are being delivered to required service levels.
 The grave digging contractual requirements are being met and monitored via the monthly check-list.
 The cemetery administration services are being delivered.
 New installations are being inspected for compliance and Council's obligations for maintenance are being met.

6.1.1.4 Bridge Strategy

- 1.1. Develop Bridge Strategy
- 2.2. Report considered by Council
- 3.3. Implement Bridge Strategy plan

Due Date
 30/12/2014
 31/03/2015
 31/05/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Manager Works</i>	01/07/2014	31/05/2015	In Progress	30	30



Comments:

Preliminary review of identified Road Strategy elements undertaken in readiness for developing plan.

Project or Program

6.1.1.5 Unconstructed Roads Management

1.1. Identify and establish listing of unconstructed roads

Due Date

30/03/2015

2.2. Develop and establish risk approach to unconstructed roads

31/03/2015

3.3. Develop Planning / Operational Guidelines for the management of unconstructed roads

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

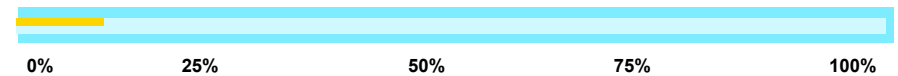
In Progress

% Complete

10

Dec 2014 Target %

0



Comments:

Initial identification of unconstructed roads has been undertaken.

Developing a risk approach for unconstructed roads has not yet commenced.

Developing Planning/Operational Guidelines for the management of unconstructed roads has yet to commence.

6.1.1.6 Private Infrastructure in Road Reserves

1.1. Undertake risk assessment and establish level of risk associated with private infrastructure in road reserves

Due Date

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

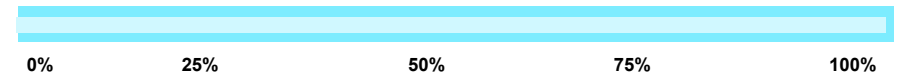
Not Started

% Complete

0

Dec 2014 Target %

0



Comments:

This project is not yet due to start.

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

6.1.2.1 Footpaths and Bikeways Strategy

1.1. Footpaths and Bikeways Strategy Reviewed and Updated

Due Date

30/03/2015

2.2. Report considered by Council

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

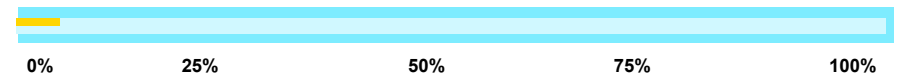
In Progress

% Complete

5

Dec 2014 Target %

0



Comments:

Not yet due to start.

Project or Program

6.1.2.1 Stormwater Network Analysis

- 1.1. Hydraulic capacity of stormwater networks analysed and improvement projects identified
- 2.2. Report considered by Council

Due Date
31/03/2015
30/04/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/04/2015

Status

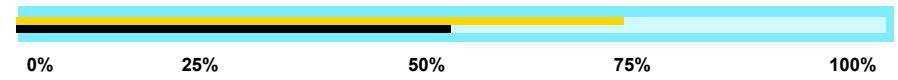
In Progress

% Complete

70

Dec 2014 Target %

50



Comments:

Stormwater system assessment and improvement plan has been completed for the Beaudesert and Boonah Study Areas. Project overview, including report to be presented to Council in February 2015.

6.1.2.2 Design and Construction Manual and Standard Drawings

- 1.1. Design and Construction Manual and the Standard Drawings reviewed and updated
- 2.2. Approved by Chief Executive Officer

Due Date
29/05/2015
30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

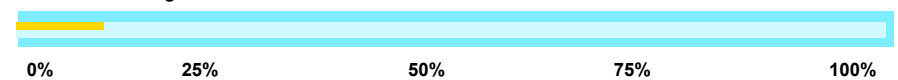
In Progress

% Complete

10

Dec 2014 Target %

0



Comments:

Review of Design and Construction Manual and Standard Drawings has commenced

Project or Program

6.1.2.2 Infrastructure Flood Recovery

1.1. Landslips and major erosion

2.2. Bridges and major culverts

3.3. Sealed roads and minor culverts

4.4. Unsealed roads

5.5. Emergent works

Due Date

30/06/2015

30/06/2015

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

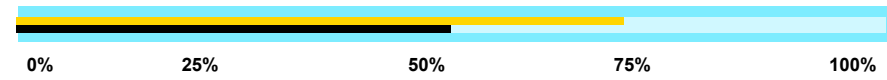
In Progress

% Complete

70

Dec 2014 Target %

50



Comments:

The landslip projects are complete apart from Cawley Lane that is expected to commence late January 2015.

Major Culvert works are completed. Major bridge replacements: Geiger & Murphy Bridges tender has been awarded with works expected to start late January 2015. Minor bridge works repair works are nearing completion.

All contracts for sealed roads and minor culverts have now been let. Council delivered projects are continuing.

Unsealed Roads: All works complete except for one betterment related project that will be programmed with other works in the vicinity.

All emergent works are completed, and claimable payment received. Council still in discussion on the assessed non eligible work.

6.1.2.3 Bridge Management

1.1. Planning and design

2.2. Bridge maintenance

3.3. Bridge capital works

Due Date

30/06/2015

30/06/2015

30/06/2015

Responsible Officer

Manager Works

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Planning and Design is complete on Lamington Bridge and Foxley Bridge. Tenders for these bridges have closed and are currently being assessed.

Bridge maintenance expenditure is slightly below forecast which is favourable heading into the wet season.

Bridge capital works. Sharp Bridge rehabilitation is in progress. Kriederman Bridge structure is complete, approach works have commenced. Other bridge rehabilitation projects have been delayed to complete flood restoration works. There is some expenditure on Minor Bridge Rehabilitation as triggered by inspections from 2013/14 including concrete pile restoration works at Dinner Camp Bridge.

Project or Program

6.1.2.4 Road and Street Management

Due Date

1.1. Road and Street Planning and design	30/06/2015
2.2. Road and street maintenance	30/06/2015
3.3. Aesthetic works	30/06/2015
4.4. Road and Street capital works	30/06/2015
5.5. Road and street furniture	30/06/2015
6.6. Unsealed shoulder and pavement re-sheeting	30/06/2015
7.7. Sealing and resealing	30/06/2015
8.8. Floodways and causeways	30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Road and Street Planning and Design is in line with budget expectation and forecast works program.
 Road Maintenance expenditure is slightly under the budget allocation with 50% of year elapsed.
 Aesthetic expenditure is tracking behind the budget allocation with 50% of year elapsed to date. This can be contributed to the dry weather prior to Christmas.
 Road and Street Capital Works is in line with budget expectation and forecast works program.
 The Road and Street Furniture expenditure is approximately 37% of the total revised budget available with 50% of the year currently elapsed.
 Unsealed Shoulder and Pavement Resheeting expenditure is currently 75% of the total available budget with 50% of the year elapsed. This is over the current budgeted amount, but focus will be on reseal preparation works over the next few months which will decrease the expenditure against the resheeting budget.
 Reseal works are behind schedule due to the complexity of the ongoing flood damage works. Reseal works will accelerate over the coming months with reseal packages released to contractors.

6.1.2.5 Drainage Management

Due Date

1.1. Drainage Planning and design	30/06/2015
2.2. Drainage maintenance	30/06/2015
3.3. Drainage capital works	30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Drainage Planning and Design are being provided to meet the Works Program.
 Drainage maintenance carried out as required.
 Drainage Capital Works is progressing as per program.

Project or Program

6.1.2.6 Footpath Management

- 1.1. Footpath Planning and design
- 2.2. Footpath maintenance
- 3.3. Footpath capital works

Due Date
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Works	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Footpath program and design are being provided to meet the Works Program.
Footpath Maintenance expenditure is tracking behind the budget allocation with 50% of year elapsed with footpath works programmed as required when works are identified.
Footpath capital works have not yet started, but is programmed to commence within the next month.

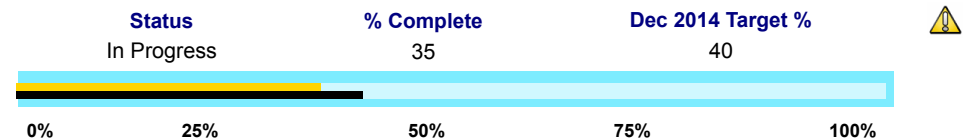
7.1.3 HER3 Provide a contemporary and independent library service throughout the region and partner state government agencies to ensure services reflect agreed State standards.

7.1.3.1 Library Services Strategic Plan Review

- 1.1. Undertake review of Strategic Plan
- 2.2. Draft Library Services Strategic Plan presented to Council for consideration
- 3.3. Adoption of final Library Services Strategic Plan

Due Date
31/03/2015
30/04/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Community and Culture	01/07/2014	30/06/2015	In Progress	35	40



Comments:

Draft undergoing internal review prior to discussion with the Councillors and Executive in February.

Project or Program

7.1.3.2 Libraries

- 1.1. Operate library branches and mobile library service
- 2.2. Hold community "book buying" sessions in each full-time static library creating a regular event in the library / cultural life of the region
- 3.3. Provide events, activities and services to engage children, adults and people with special needs

Due Date
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
Manager Community and Culture	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Operations continued normally across all branches in December.
 Over 17,000 visits, more than 20,000 loans for the month and over 700 new members this financial year to date.
 The Community Book Buying sessions are being well received. was successfully held in Boonah on 26th November. 38 people took the time to browse the items available and made over 145 selections across different collections and subject areas.
 Some highlights for December included, the first "Library after dark" community meeting in Beaudesert; the commencement of vacation children's programs each branch and talks given at Boonah, Tamborine Mtn and Beaudesert libraries by Lady Teviot - Vice President of the Federation of Family History Societies visiting from the UK.

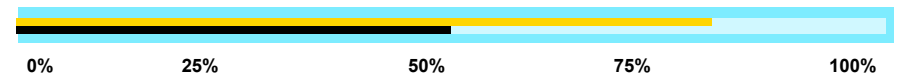
7.1.5 HER5 Deliver public health and safety risk management initiatives, education and healthy lifestyle programs that promote and support a safe and healthy living environment.

7.1.5.1 Disaster Management

- 1.1. Disaster Management Policy developed and Considered by Council
- 2.2. SES Support management plan developed and considered by Council
- 3.3. Disaster Management Strategy and Implementation Plan developed and considered by Council

Due Date
30/11/2014
30/11/2014
30/05/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Director Infrastructure Services	01/07/2014	30/05/2015	In Progress	80	50



Comments:

Disaster Management Strategy and Implementation Plan has been developed and accepted by the Disaster Management Steering Committee and the Executive Team. Council has adopted the Strategy.
 Disaster Management Policy developed and accepted by Disaster Management Steering Committee and the Executive. Council has now adopted the Policy.
 Disaster Management Policy, Strategy and Implementation Plan submitted to the Local Disaster Management Group.

Project or Program

7.1.5.2 Disaster Management

- 1.1. Disaster Management Plan reviewed and considered by Local Disaster Management Group
- 2.2. State Emergency Service (SES) operations supported as required by Legislation
- 3.3. Local Disaster Coordination Centre maintained

Due Date
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Director Infrastructure Services	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

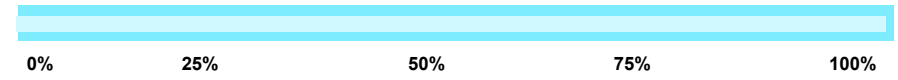
Disaster Management plan review is currently in progress. Two new draft sub-plans for Evacuation and Recovery have been developed. These sub-plans will be incorporated into the Disaster Management Plan as attachments.
Requests for maintenance, equipment and stationery support have been carried out.
The Disaster Coordination Centre is equipped and ready for use in an emergency event if required. Regular checks of equipment have been made and technical issues rectified as they occur.

7.1.5.2 Schools Immunisation Program Review

- 1.1. Undertake a review of the school based immunisation program
- 2.2. Present outcomes of the review to Council

Due Date
30/12/2014
31/03/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Health Building and Environment	01/07/2014	31/03/2015	Not Started	0	0



Comments:

Review due to commence in March 2015.

Will be presented when report in finalised.

Project or Program

7.1.5.4 Animal Disaster Planning

- 1.1. Develop an Animal Disaster Management sub plan
- 2.2. Present report to Chief Executive Officer

Due Date
30/12/2014
31/03/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

31/03/2015

Status

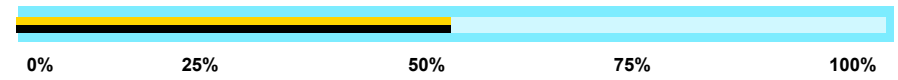
In Progress

% Complete

50

Dec 2014 Target %

50



Comments:

Sub plan review to be completed in third quarter by sub plan working group.

Report to be submitted on completion of sub plan.

7.1.5.5 Public Health

- 1.1. School-based immunisation program
- 2.2. Public health regulatory services
- 3.3. Food safety licensing and regulatory services
- 4.4. Local law community response and approvals
- 5.5. Mosquito Management
- 6.6. Education and Awareness

Due Date
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The 2014 School Based Vaccination Program was successfully completed in accordance with the National Immunisation Schedule and Council's Service Level Agreement with Queensland Health. A total of 3155 immunisations were provided to participating students within the Scenic Rim Region by Council's immunisation team. Preparations for 2015 program are now underway.

Three (3) customer requests were received in the quarter related to public health issues.

Twenty (20) food applications were received in the quarter and four (4) customer requests related to food safety issues were investigated..

Thirty two (32) customer requests in relation to Local Law 3 Community and Environment were received and investigated in the quarter.

No complaints received or investigated.

Ongoing education to customers via phone and response to requests.

Project or Program

7.1.5.6 Animal Management

1.1. Dog registration

Due Date

30/06/2015

2.2. After hours response

30/06/2015

3.3. Community response

30/06/2015

4.4. Education and Awareness

30/06/2015

5.5. Stock control

30/06/2015

Responsible Officer

Manager Health Building and Environment

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Outstanding 2014-2015 dog registration renewal survey completed. Identified dog owners with outstanding registration fees were issued with a penalty infringement notices.

For the second quarter all after hours animal issues responded to in accordance with Council's after hours procedure manual. For the second quarter period, identified issues were classified as low risk.

Seventy eight requests were received in December, Council Rangers responded to all issues within time frames for the month.

Three hundred and eighty one requests were received for the second quarter.

For the quarter Rangers attended regional market days to ensure compliance relating to domestic animal and declared pest plants.

For the quarter all reported livestock issues were investigated, identified livestock owners were issued with advice or a direction.

One Ram impounded and auctioned for this period.

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 Organisational Culture

1.1. Conduct a review and assessment of the organisational culture

Due Date

30/06/2015

2.2. Report findings and recommendations of the review to the Chief Executive Officer

30/06/2015

Responsible Officer

Manager Human Resources

Start Date

02/02/2015

End Date

30/06/2015

Status

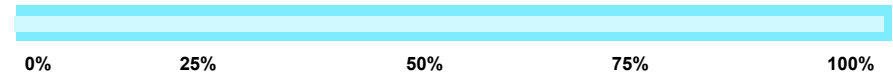
Not Started

% Complete

0

Dec 2014 Target %

0



Comments:

Not due to commence until February 2015.

Project due to commence in February 2015 and to conclude in May 2015 with report presented to the Chief Executive Officer in June 2015.

8.1.1.1 Administrative Buildings and Depots Management

1.1. Scheduled maintenance as per service levels

Due Date

30/06/2015

2.2. Administration building and depot operations

30/06/2015

3.3. Administration building and depot maintenance

30/06/2015

4.4. Capital improvements

30/06/2015

Responsible Officer

Manager Property and Operations

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Administration Buildings and Depots maintained as per agreed service levels.

Administration Buildings and Depots are operated as per agreed service levels.

Scheduled maintenance is undertaken over a twelve month program.

Project or Program


8.1.1.1 Development of processes and strategies to facilitate the alignment of the long term financial forecast, asset management plans and priority infrastructure plans	Due Date
1.1. Development of process to extract long term financial forecast estimate requirements from the PIPs based on actual growth rates for new capital and developer contributed assets	31/08/2014
2.2. Refinement of assumptions, development of scenario analysis and suite of financial sustainability indicators	31/08/2014
3.3. Development of funding shortfall strategies for consideration by Chief Executive Officer and Council	31/10/2014
4.4. Financial sustainability strategy endorsed by Chief Executive Officer and Council and funding shortfall strategies considered	30/11/2014
5.5. Implementation of financial sustainability strategy into 2015-16 long term financial forecast and budget	28/02/2015

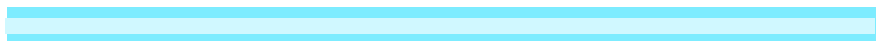
Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Chief Finance Officer	01/07/2014	28/02/2015	Not Started	0	50	



Comments:
The Financial Sustainability Strategy is to be finalised before this commences. Staff resource shortages have delayed project.

8.1.1.1 Infrastructure Charges Review	Due Date
1.1. Review in detail the regional and organisational effect of the Infrastructure Charges Review	31/12/2014
2.2. Report considered by Council	31/12/2014

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Director Regional Services	01/07/2014	31/12/2014	Not Started	0	0	



Comments:
With the introduction of fair value charging into infrastructure charges and the tying of these to infrastructure grants the picture has become more complicated. A more detail position will be available with the development of the LGIP.

Project or Program

8.1.1.2 Delegations review

- 1.1. Conduct review of delegations in accordance with regulatory requirements
- 2.2. Review outcomes and recommendations considered by Council

Due Date
31/12/2014
31/03/2015

Responsible Officer

Coordinator Governance & Corporate Policy

Start Date

01/07/2014

End Date

31/03/2015

Status

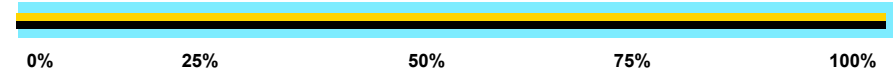
Completed

% Complete

100

Dec 2014 Target %

100



Comments:

Delegations review completed and considered by Council in December meetings.

8.1.1.2 Long Term Financial Forecast including Annual Budget

- 1.1. Deliver annual budget in accordance with statutory timeframes and Council's endorsed budget timetable
- 2.2. Information required for Community Budget Report provided in accordance with required timeframes

Due Date
30/06/2015
30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

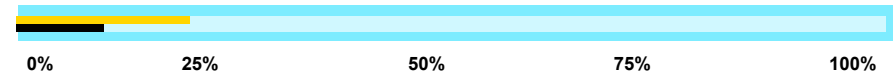
In Progress

% Complete

20

Dec 2014 Target %

10



Comments:

Budget timetable has been endorsed by Council and meeting calendar updated. Budget packs and new initiative templates have been issued to staff.

8.1.1.3 Corporate Budget Management

- 1.1. Perform quarterly budget reviews
- 2.2. Report actual performance against budget to Council monthly
- 3.3. Provision of ongoing budgeting tools, training and support to internal customers

Due Date
30/06/2015
30/06/2015
30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

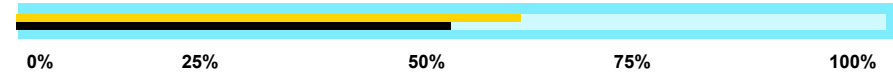
In Progress

% Complete

58

Dec 2014 Target %

50



Comments:

Monthly reporting is provided to Council in accordance with required timeframes.

Project or Program

8.1.1.4 Treasury Management

- 1.1. Invest funds surplus to requirements in accordance with legislation and Council's Investment Policy
- 2.2. Management of forecast cash flows ensuring sufficient liquidity to support Council's operations
- 3.3. Preparation of monthly bank and investment reconciliations and reports
- 4.4. Provision of ongoing training and support to internal customers

Due Date

30/06/2015
30/06/2015
30/06/2015
30/06/2015

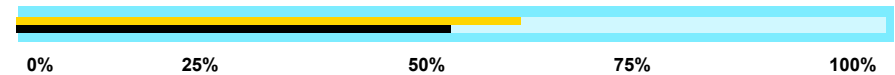
Responsible Officer
Chief Finance Officer

Start Date 01/07/2014
End Date 30/06/2015

Status
In Progress

% Complete
58

Dec 2014 Target %
50



Comments:

Investments are managed in accordance with the Investment Policy.

8.1.1.5 Payables Management

- 1.1. Management of staff and Councillor payments in accordance with required timeframes
- 2.2. Management of supplier payments in accordance with established timeframes
- 3.3. Prepare and submit monthly Goods & Services Tax returns in accordance with statutory timeframes
- 4.4. Provision of ongoing advice, training and support to internal customers

Due Date

30/06/2015
30/06/2015
30/06/2015
30/06/2015

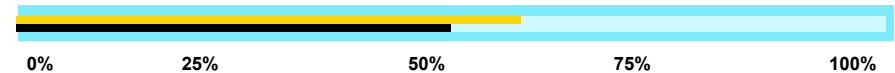
Responsible Officer
Chief Finance Officer

Start Date 01/07/2014
End Date 30/06/2015

Status
In Progress

% Complete
58

Dec 2014 Target %
50



Comments:

Suppliers and employees are paid in accordance with required timeframes.

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 Customer Contact Strategy

Due Date

1.1. Draft Customer Contact Strategy

28/02/2015

2.2. Draft Contact Strategy considered by The Chief Executive Officer

31/03/2015

3.3. Customer Contact Strategy considered by Council

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %



Manager Community and Culture

01/07/2014

30/06/2015

In Progress

40

50



Comments:

Draft Customer Contact Strategy well under way and scheduled to be presented to Executive Team in February 2015. Consultation with Management Group on business rules and service delivery levels well progressed.

8.1.2.1 Staffing and Administration

Due Date

1.1. Effective, efficient and legally compliant recruitment and selection practices

30/06/2015

2.2. An organisational structure that reflects appropriate relativities

30/06/2015

3.3. Accurate and legally compliant personal records and administration

30/06/2015

Responsible Officer

Start Date

End Date

Status

% Complete

Dec 2014 Target %

Manager Human Resources

01/07/2014

30/06/2015

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.

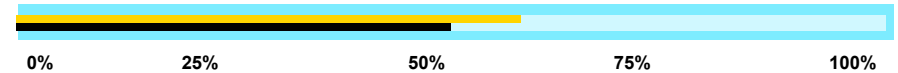
All records and administration practices are carried out strictly in accordance with the Queensland State Archives Legislation including the disposal of documents in line with the Qld State Archives Retention and Disposal Schedule.

Project or Program

8.1.2.1 Corporate Procurement Management

	Due Date
1.1. Management of centralised procurement function	30/06/2015
2.2. Management of stores inventory in accordance with operational requirements	30/06/2015
3.3. Conduct annual stocktake of stores inventory	30/06/2015
4.4. Coordinate equipment safety inspections in accordance with required timeframes	30/06/2015
5.5. Provision of ongoing procurement training, materials and support to internal customers	30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %	
Chief Finance Officer	01/07/2014	30/06/2015	In Progress	58	50	



Comments:
Stock management and equipment safety inspections are occurring in accordance with required timeframes.

8.1.2.2 Training and Development

	Due Date
1.1. Deliver contemporary training and development activities that enhance workforce capability	30/06/2015
2.2. Deliver Management and Leadership Development that contributes to ethical and highly competent Management and Leadership across the organisation	30/06/2015
3.3. 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	30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Human Resources	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:
Training and development activities for 2014/15 have commenced following analysis of the data received through the current Personal Performance and Development (PPD) process.

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

The Corporate Citizenship Program is a new initiative that is being developed with a view to consolidating a number of activities that are currently being delivered through other avenues.

Project or Program

8.1.2.2 Customer Service

Due Date

1.1. Counter-based Customer Service Centres

30/06/2015

2.2. Telephone contact service

30/06/2015

3.3. After hours emergency contact service

30/06/2015

Responsible Officer

Manager Community and Culture

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

The Boonah One Stop Shop implementation was completed and launched in December. Contact Centre operated normally.

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

30/06/2015

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

30/06/2015

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

30/06/2015

Responsible Officer

Manager Human Resources

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

SafePlan 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 Workers' 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.

The employee wellbeing activities for 2014-2015 were a part of the recently completed Safe Work campaign.

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. An Employee Engagement Framework that is representative of staff across the organisation

Due Date
30/06/2015

30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Target %
<i>Manager Human Resources</i>	01/07/2014	30/06/2015	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 Employee Engagement Framework is currently being considered as part of the implementation of the Queensland Local Government Industry Award - State 2014.

8.1.2.5 Organisational Development

- 1.1. An Organisational Culture that is conducive to an innovative and high performing organisation
- 2.2. Employer Branding that is conducive to Scenic Rim Regional Council being viewed as an Employer of Choice
- 3.3. A contemporary Workforce Planning Framework
- 4.4. A Staff Reward and Recognition Framework
- 5.5. A Continuous Improvement Framework

Due Date
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Manager Human Resources</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Work is continuously being done to promote a culture that is conducive to an innovative and high performing organisation. A formal review of the Corporate Culture is scheduled to be undertaken early in 2015.

Council's branding as an employer is continuously evaluated to ensure that it is done in a sensitive and effective manner with a view to Council being regarded as an Employer of Choice.

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.

Continuous improvement activities are undertaken across the organisation with a formalised framework to be developed for consideration during 2015.

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 reviewed

2.2. Fleet Business Plan Actions completed

Due Date

31/12/2014

30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

In Progress

% Complete

50

Dec 2014 Target %

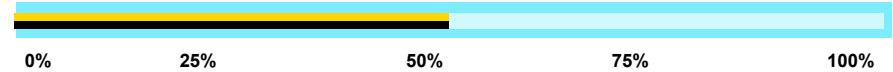
50



Comments:

Review of Fleet Business Plan completed.

Fleet Business Plan endorsed with actions due to commence in the new year



8.1.3.1 Implementation of recommendations from the Information Services Review

1.1. Develop Project Plan for implementation of recommendations

2.2. Project Plan considered by Chief Executive Officer

3.3. Implementation of recommendations in accordance with approved Project Plan

Due Date

31/07/2014

31/08/2014

30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

Not Started

% Complete

0

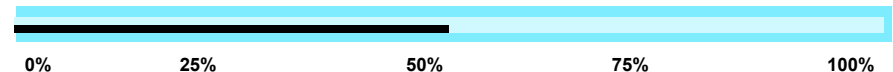
Dec 2014 Target %

50



Comments:

A Project Plan is to be developed as a first step. Staff resource shortages have delayed project plan development although key actions are progressing.



8.1.3.2 Fleet Management

1.1. Fleet available for operations with minimal downtime.

2.2. Fleet Capital purchases

Due Date

30/06/2015

30/06/2015

Responsible Officer

Director Infrastructure Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Target %

n/a

Comments:

Utilisation of fleet monitored on fortnightly basis and downtime issues continue to be investigated.

Quotations are continuing to be called and fleet items procured.

Project or Program

8.1.3.2 Modern Award and Enterprise Bargaining

Due Date

1.1. Ensure payroll processes and systems are ready for implementation of Modern Award and new Enterprise Bargaining from 1 January 2015

31/01/2015

Responsible Officer
Chief Finance Officer

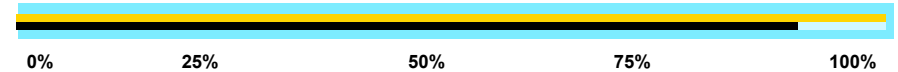
Start Date
01/07/2014

End Date
31/01/2015

Status
Completed

% Complete
100

Dec 2014 Target %
90



Comments:

Modern Award released which does not present any wholesale changes to the payroll system therefore only standard changes and setup are required.

8.1.3.2 Hardware Upgrades

Due Date

- 1.1. PC refresh
- 2.2. Mobile device refresh
- 3.3. Server/Network infrastructure refresh

30/06/2015

30/06/2015

30/06/2015

Responsible Officer
Manager Information Services

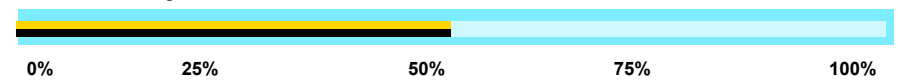
Start Date
01/07/2014

End Date
30/06/2015

Status
In Progress

% Complete
50

Dec 2014 Target %
50



Comments:

Hardware upgrades are occurring in accordance with required timeframes.

8.1.3.3 Fabrication

Due Date

1.1. Fabricated items delivered

30/06/2015

Responsible Officer
Director Infrastructure Services

Start Date
01/07/2014

End Date
30/06/2015

Status
Ongoing

% Complete
n/a

Dec 2014 Target %
n/a

Comments:

Fabrication items continuing to be delivered as requested by internal customers.

Project or Program

8.1.3.3 Software Upgrades

1.1. ECM upgrade

Due Date

30/06/2015

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Not Started

% Complete

0

Dec 2014 Target %

0



Comments:

Not yet commenced.

0% 25% 50% 75% 100%

8.1.3.3 Review business processes and systems utilising Lean principles to identify process improvements in Supply section

Due Date

1.1. Ensure all processes in Supply section are documented

31/07/2014

2.2. Undertake a review of business processes and systems in Supply section with the aim of identifying process improvement

31/12/2014

3.3. For any process improvements beyond budgeted resources prepare a business case outlining the costs and benefits for consideration by Chief Executive Officer

31/01/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

31/01/2015

Status

In Progress

% Complete

58

Dec 2014 Target %

50



Comments:

A trial of a laptop is occurring in Supply to reduce double handling of paperwork and improve efficiency. The Supply section has taken on additional ordering responsibilities from the Works area and this is working well.

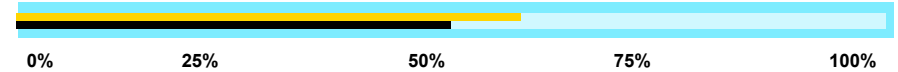
0% 25% 50% 75% 100%

Project or Program

8.1.3.4 Financial Management

1.1. Ensure general ledger structure supports new and emerging business information requirements	Due Date 30/06/2015
2.2. Prepare and submit annual Fringe Benefits Tax return in accordance with statutory timeframes	30/06/2015
3.3. Management of Council's loan program	30/06/2015
4.4. Financial administration of the Natural Disaster Relief and Recovery Arrangements flood restoration program	30/06/2015
5.5. Provision of ongoing advice, training and support to internal customers	30/06/2015

Responsible Officer Chief Finance Officer	Start Date 01/07/2014	End Date 30/06/2015	Status In Progress	% Complete 58	Dec 2014 Target % 50	
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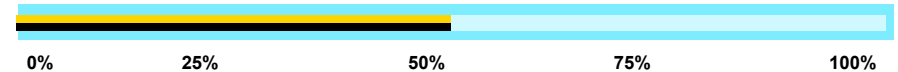


Comments:
Financial administration of the NDRRA program ongoing and other key actions occurring within required timeframes.

8.1.3.4 Back Scanning

1.1. Develop Back Scanning project timetable	Due Date 31/07/2014
2.2. Undertake Back Scanning in line with project timetable (year 1 of 4 year project)	30/06/2015


Responsible Officer Manager Information Services	Start Date 01/07/2014	End Date 30/06/2015	Status In Progress	% Complete 50	Dec 2014 Target % 50	
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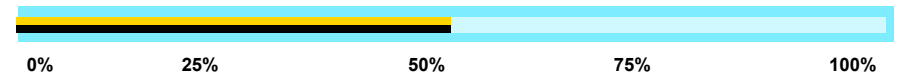


Comments:
Occurring when time permits within available resources as the Level 2 position designated was removed during Council's restructure.
Investigations proceeding into costs/benefits of the project.

8.1.3.5 Printer Lease Renewal

1.1. Undertake evaluation of leased printer program	Due Date 31/07/2014
2.2. Call expressions of interest for printer lease program	30/09/2014

Responsible Officer Manager Information Services	Start Date 01/07/2014	End Date 30/09/2014	Status In Progress	% Complete 50	Dec 2014 Target % 50	
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Comments:
Initial discussions held with Canon.

Project or Program

8.1.3.5 Property and Land Record Management

- 1.1. Ensure name and address records and land and property records are updated in accordance with required timeframes
- 2.2. Provision of ongoing advice, training and support to internal customers

Due Date
30/06/2015

30/06/2015

Responsible Officer
Chief Finance Officer

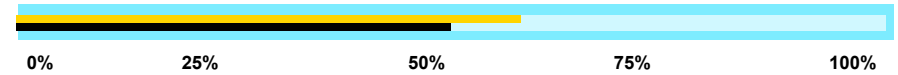
Start Date
01/07/2014

End Date
30/06/2015

Status
In Progress

% Complete
58

Dec 2014 Target %
50



Comments:

Ongoing services are progressing in accordance with required timeframes.

8.1.3.6 Digitisation Policy

- 1.1. Develop draft Digitisation Policy
- 2.2. Draft Digitisation Policy considered by Chief Executive Officer

Due Date
31/03/2015

31/05/2015

Responsible Officer
Manager Information Services

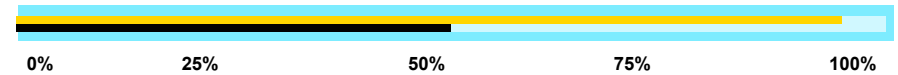
Start Date
01/07/2014

End Date
31/05/2015

Status
In Progress

% Complete
95

Dec 2014 Target %
50



Comments:

Digitisation Policy has been presented to ET. Craig has requested a review by State Archives before final sign-off. State Archives don't provide reviews; approached Glentworth to perform a review and they quoted \$3,120 ext GST. No change from previous month.

Project or Program

8.1.3.7 Shared Network Drive Cleansing

- 1.1. Develop Network Drive Cleansing project timetable
- 2.2. Define Information Archiving Strategy
- 3.3. Undertake Network Drive Cleansing in line with project timetable

Due Date
 31/07/2014
 31/08/2014
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Information Services	01/07/2014	30/06/2015	In Progress	75	50

Comments:

Progressing rollout of ECM tools to assist with bulk registration and removal of files from shared network drives.

NAS devices set up and tested but to be relocated in server rooms. Migration of data (AECOM Flood Restoration project files) to free up space on main file server to begin as soon as relocation has occurred.

8.1.3.8 Review of Helpdesk System

- 1.1. Development of an ICT Services Catalogue
- 2.2. Implement Vendor Management model to maximise value from external services
- 3.3. Revise service delivery models to support Services Catalogue including mix of in-house vs external services
- 4.4. Review suitability and configuration of Helpdesk system
- 5.5. Development of Helpdesk reporting and KPI's

Due Date
 31/08/2014
 30/09/2014
 31/10/2014
 31/03/2015
 30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Information Services	01/07/2014	30/06/2015	In Progress	75	75

Comments:

Service delivery capabilities are being documented in order to produce the required service delivery model required by Council. Short term Helpdesk system modifications are underway. Suitable mix of in-house and external services is being investigated and priced up. Suggested modifications to staffing structures are being documented. Service Catalogue is being drafted. Budget considerations being drafted to address managed services provision.

Project or Program

8.1.3.9 ICT Service Management Framework

Due Date

1.1. Development of IT Policy Framework covering: ICT Planning, Service Delivery, Service Utilisation, Information Management

30/06/2015

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

30/06/2015

Status

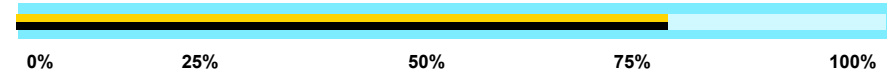
In Progress

% Complete

75

Dec 2014 Target %

75



Comments:

The development of an ICT Service Management Framework is underway. Some elements may not be finalised until the IS Strategic Plan has been ratified as the delivery mechanisms and methodologies are somewhat dependant on future directions. Significant work undertaken to document staffing requirements and structure, and to obtain quotes for managed services.

8.1.3.10 Hardware Management

Due Date

1.1. Management of hardware lease program

30/06/2015

2.2. Management of network hardware infrastructure

30/06/2015

3.3. Management and support of mobile phones

30/06/2015

4.4. Annual hardware disposal program

30/06/2015

5.5. Annual stocktake on IT asset register

30/06/2015

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Key actions and ongoing programs are being progressed in accordance with required timeframes. Mobile phone/device policies (including BYOD and mobile device management) are being written or revised. Fit-for-purpose ICT identified within the ICT Strategic Plan.

Project or Program

8.1.3.11 Software Management

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

Due Date
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Information Services	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Key actions and ongoing programs are being progressed in accordance with required timeframes. "Software Asset Management-as-a-Service" (i.e. outsourced software management) is being investigated. Early discussions had with vendors/suppliers. SAM-as-a-Service added to ICT Strategic Plan.

8.1.3.12 Geographical Information Systems (GIS)

- 1.1. Maintain internal mapping system and integration with core property and rating system
- 2.2. Assist external customers with property mapping enquiries
- 3.3. Maintain and update mapping component of online property enquiry system
- 4.4. Update mobile devices for Council's weed spraying program
- 5.5. Maintain street and rural road numbering in conjunction with relevant Departments
- 6.6. Assist with mapping requirements for new Planning Scheme

Due Date
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Information Services	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Key actions and ongoing programs are being progressed in accordance with required timeframes. Assistance is being given for the new Planning Scheme.

8.1.3.13 Helpdesk System of Information Technology

- 1.1. Delivery of helpdesk services
- 2.2. Povision of ongoing training and support on information technology to internal customers

Due Date
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
Manager Information Services	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Helpdesk services are provided in accordance with required timeframes. Services are currently under review in line with the Services Catalogue preparations.

Project or Program

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

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
30/06/2015
30/06/2015
30/06/2015
30/06/2015
30/06/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Coordinator Governance & Corporate Policy</i>	01/07/2014	30/06/2015	Ongoing	n/a	n/a

Comments:

Planning for the Contributed Assesst Internal Audit review was finalised and assessment commenced.

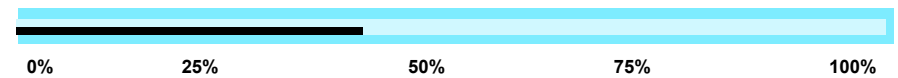
Risk Reference Group held its inaguralmeeting and actions from that meeting were undertaken.

8.1.4.1 Insurance Tender

- 1.1. Undertake tendering of Council's public liability and property insurance services
- 2.2. Evaluate tender submissions and recommend a preferred tenderer ensuring best value for money and appropriate insurance coverage obtained

Due Date
31/03/2015
31/05/2015

Responsible Officer	Start Date	End Date	Status	% Complete	Dec 2014 Target %
<i>Chief Finance Officer</i>	01/07/2014	31/05/2015	Not Started	0	40



Comments:

Not yet commenced.



Project or Program

8.1.4.1 Business Continuity for Information Technology

Due Date

1.1. Annual test of Information Technology disaster recovery procedures

30/06/2015

Responsible Officer

Manager Information Services

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a

Dec 2014 Target %

n/a

Comments:

Key tasks are occurring in accordance with required timeframes. Business Continuity and Disaster Recovery Plans are being reviewed. Options are being considered for a more reliable and trustworthy DR platform. Extensive changes are being made to the BCP prior to the 21 November deadline. Changes to positions and responsibilities have been identified.

Revised DR plans and methodologies are still being investigated.

8.1.4.2 Insurance Risk Management

Due Date

1.1. Ensure Council is adequately insured

30/06/2015

2.2. Management of insurance claims

30/06/2015

3.3. Provision of ongoing advice, training and support to internal customers in relation to insurance and liability matters

30/06/2015

Responsible Officer

Chief Finance Officer

Start Date

01/07/2014

End Date

30/06/2015

Status

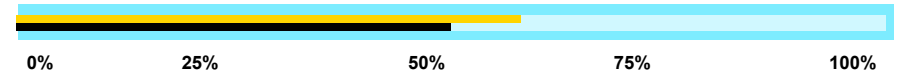
In Progress

% Complete

58

Dec 2014 Target %

50



Comments:

Insurance claim management, support and training are being provided in accordance with required timeframes.

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

30/06/2015

Responsible Officer

Communications and Engagement Coordinator

Start Date

01/07/2014

End Date

30/06/2015

Status

Ongoing

% Complete

n/a












Dec 2014 Target %

n/a













Comments:

Daily email bulletins distributed during January.



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 2015	1. Portable and attractive assets stocktake completed by 30 June 2015	%	100.00	100.00	 GREEN
Employee Management, Performance Training and Development - Corporate compliance with employee relations legislation	1. Corporate compliance with employee relations legislation	%	100.00	100.00	 GREEN
Employee Management, Performance Training and Development - Deliver all activities nominated by the Training and Development Program within scheduled timeframes	2. Deliver all activities nominated by the Training and Development Program within scheduled timeframes	%	100.00	100.00	 GREEN
Employee Management, Performance Training and Development - Induction of all new staff conducted within one month of commencement	3. Induction of all new staff conducted within one month of commencement	%	100.00	100.00	 GREEN
Employee Management, Performance Training and Development - Personal Performance and Development program activities undertaken for all staff within scheduled timeframes	4. Personal Performance and Development program activities undertaken for all staff within scheduled timeframes	%	90.00	100.00	 GREEN
Fabrication		%	90.00	0.00	 RED
Financial Performance - Annual rates outstanding less than 6% at 30 June 2015	1. Annual rates outstanding less than 6% at 30 June 2015	%	6.00	4.42	 GREEN
Financial Performance - 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 - 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 Performance - Levy rates six monthly by 31 July 2014 and 31 January 2015	2. Levy rates six monthly by 31 July 2014 and 31 January 2015	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - Annual budget adopted by 30 June 2015	1. Annual budget adopted by 30 June 2015	%	100.00	100.00	 GREEN






8. Organisational Sustainability

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Financial Planning, Measurement and Reporting - Fringe Benefits Tax return submitted by 21 May 2015	2. Fringe Benefits Tax return submitted by 21 May 2015	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - Insurance for the following financial year finalised by 30 June 2015	4. Insurance for the following financial year finalised by 30 June 2015	%	100.00	100.00	 GREEN
Financial Planning, Measurement and Reporting - 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
Fleet - Fleet availability	1. Fleet availability	%	90.00	0.00	 RED
Fleet - Fleet Capital Purchases completed	2. Fleet Capital Purchases completed	%	90.00	0.00	 RED
Information Management - Helpdesk requests resolved the same day	2. Helpdesk requests resolved the same day	%	90.00	95.00	 GREEN
Information Management - Helpdesk requests resolved within 30 days	3. Helpdesk requests resolved within 30 days	%	80.00	96.00	 GREEN
Information Management - Incoming correspondence registered and tasked the same day	1. Incoming correspondence registered and tasked the same day	%	90.00	90.00	 GREEN
Payables Management - 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
Payables Management - Staff and Councillors paid fortnightly	1. Staff and Councillors paid fortnightly in accordance with established pay periods	%	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
Workplace Health and Safety - Deliver all training and awareness activities nominated by SafePlan2	1. Deliver all training and awareness activities nominated by SafePlan2	%	95.00	100.00	 GREEN



8. Organisational Sustainability

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Workplace Health and Safety - Ensure all Incident Reports are lodged within required timeframes	2. Ensure all Incident Reports are lodged within required timeframes	%	100.00	100.00	 GREEN
Workplace Health and Safety - Ensure all recommendations arising from incident reporting process are implemented within the applicable timeframes	3. Ensure all recommendations arising from incident reporting process are implemented within the applicable timeframes	%	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 - Requests for Action for animal attack responded to within 8 hours	1. Requests for Action for animal attack responded to within 8 hours	%	100.00	100.00	 GREEN
Animal Management - Requests for Action for roadside (wandering) stock responded to within 4 hours	2. Requests for Action for roadside (wandering) stock responded to within 4 hours	%	100.00	100.00	 GREEN
Public Health - Achieve minimum target vaccination rates in accordance with Queensland Health Service Level Agreement	1. Achieve minimum target vaccination rates in accordance with Queensland Health Service Level Agreement	%	0.00	0.00	 GREEN
Public Health - Assessment of Licenced Food Premises in line with the Food Safety Management Risk System	3. Assessment of Licenced Food Premises in line with the Food Safety Management Risk System	%	95.00	100.00	 GREEN
Public Health - Requests for Action for high risk matters are responded to within 48 hours	2. Requests for Action for high risk matters are responded to within 48 hours	%	100.00	100.00	 GREEN












6. Accessible and Serviced Region

KPI	Comments	Unit	Target	Actual	Progress
Alliance and Contract Works - Annual operating surplus	1. Annual operating surplus	%	20.00	0.00	 RED
Bridge Program - Load limits for timber bridges above acceptable load limit total	1. Load limits for timber bridges above acceptable load limit total	%	75.00	0.00	 RED
Camping Grounds - 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	%	100.00	100.00	 GREEN
Cemeteries - Process all applications for burials within 2 business days	2. Process all applications for burials within 2 business days	%	100.00	100.00	 GREEN
Cemeteries - 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	%	100.00	100.00	 GREEN
Footpaths - Footpath network inspected, with defects logged, prioritised and programmed	1. Footpath network inspected, with defects logged, prioritised and programmed	%	95.00	0.00	 RED
Manage Council Buildings and Depots - Fire extinguisher testing completed every 6 months	3. Fire extinguisher testing completed every 6 months	%	100.00	100.00	 GREEN
Manage Council Buildings and Depots - RCD testing completed 6 monthly	1. RCD testing completed 6 monthly	%	100.00	100.00	 GREEN
Manage Council Buildings and Depots - Test and tagging completed quarterly	2. Test and tagging completed quarterly	%	100.00	100.00	 GREEN
Property Management - Leases /agreements maintained within currency period	1. Leases /agreements maintained within currency period	%	95.00	0.00	 RED
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	0.00	 GREEN
Waste Collection - Missed collection serviced within next business day	2. Missed collection serviced within next business day	%	100.00	100.00	 GREEN
Waste Collection - New Service: New bins delivered within 7 days	3. New Service: New bins delivered within 7 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: New collection commenced within 15 business days	4. New Service: New collection commenced within 15 business days	%	100.00	100.00	 GREEN
Waste Collection - Replacement bins delivered within 3 business days	1. Replacement bins delivered within 3 business days	%	100.00	100.00	 GREEN


5. Vibrant Towns and Villages

KPI	Comments	Unit	Target	Actual	Progress
Community Facility Maintenance - Libraries available for use during nominated opening hours	3. Libraries available for use during nominated opening hours	%	100.00	100.00	 GREEN
Community Facility Maintenance - Swimming Pool water tested monthly during pool season	2. Swimming Pool water tested monthly during pool season	%	100.00	100.00	 GREEN
Community Facility Maintenance - Swimming Pools available for use during nominated opening hours	1. Swimming Pools available for use during nominated opening hours	%	100.00	100.00	 GREEN
Nurseries and Gardens - Plant stock available satisfy requests in accordance with Free Tree Program	2. Plant stock available satisfy requests in accordance with Free Tree Program	%	100.00	100.00	 GREEN
Nurseries and Gardens - Request for Action responded to within 5 business days	1. Request for Action responded to within 5 business days	%	100.00	100.00	 GREEN
Park Buildings and Furniture - Playground equipment inspected annually	2. Playground equipment inspected annually	%	100.00	100.00	 GREEN
Park Buildings and Furniture - Request for Action responded to within 5 business days	1. Request for Action responded to within 5 business days	%	100.00	100.00	 GREEN
Parks - 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)	%	100.00	100.00	 GREEN
Parks - 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	%	100.00	100.00	 GREEN
Parks - Requests for action responded to within 5 business days	1. Requests for Action responded to within 5 business days	%	100.00	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	%	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 - Customer acknowledgement of complaints within 10 business days	1. Customer acknowledgement of complaints within 10 business days	%	100.00	0.00	 RED
Complaints Management - Provide a written outcome response to the complainant within 10 business days of complaint finalisation	2. Provide a written outcome response to the complainant within 10 business days of complaint finalisation	%	100.00	0.00	 RED
Customer Service Standards - Requests for Action	1. Provide a response within the relevant service standard for the service you requested	%	90.00	90.00	 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	1. 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	94.64	 GREEN
Delegations and Authorisations - Chief Executive Officer delegations processed within 10 business days	1. Chief Executive Officer delegation requests processed within 10 business days	%	100.00	100.00	 GREEN
Delegations and Authorisations - 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 - 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
Information Access and Privacy - 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
Policy Development and Review - Council policies reviewed within nominated review schedule	1. Council policies reviewed within nominated review schedule	%	100.00	95.00	 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

2. Sustainable and Prosperous Economy

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Development Assessment - Development application assessed within statutory timeframes	Development application assessed within statutory timeframes	%	100.00	100.00	 GREEN
Development Assessment - Measurement of timeframes	1. 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 - 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 - Planning certificates issued within statutory timeframes	1. Planning certificates issued within statutory timeframes	%	100.00	100.00	 GREEN
Survey Plans - 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	0.00	 RED

1. Spectacular Scenery & Healthy Environment

<i>KPI</i>	<i>Comments</i>	<i>Unit</i>	<i>Target</i>	<i>Actual</i>	<i>Progress</i>
Climate Change - 0% increase in Scope 1 or 2 greenhouse gas emissions	1. Kg CO2eq /per annum Target: No net increase in Scope 1 or 2 greenhouse gas emissions Target: 0% increase	%	0.00	0.00	 GREEN
Nature Conservation - Site visits undertaken for all Land for Wildlife participating properties	1. Site visits undertaken for all Land for Wildlife participating properties	%	50.00	50.00	 GREEN
Nature Conservation - Site visits undertaken for all Voluntary Conservation Agreement participating properties	2. Site visits undertaken for all Voluntary Conservation Agreement participating properties	%	100.00	100.00	 GREEN
Private and Public Land Pest Management - Nominated roadside (local road) weed control activities undertaken in accordance with Pest Management Program	2. Nominated roadside (local road) weed control activities undertaken in accordance with Pest Management Program	%	95.00	100.00	 GREEN
Private and Public Land Pest Management - Programed property inspections undertaken in accordance with Pest Management Plan	1. Programed property inspections undertaken in accordance with Pest Management Plan	%	95.00	100.00	 GREEN
Regulatory services under Environmental Protection Act 1994 - Requests for Action for all other matters responded to within applicable service standards	2. Requests for Action for all other matters responded to within applicable service standards	%	95.00	100.00	 GREEN
Regulatory services under Environmental Protection Act 1994 - Requests for Action for high risk matters responded to within 48 hours	1. Requests for Action for high risk matters responded to within 48 hours	%	100.00	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	95.00	 GREEN
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	100.00	 RED