



Leadership and Governance Standing Committee Meeting

MINUTES

Meeting held in the Central Highlands Regional Council Chambers, Emerald Office

Wednesday 9 November 2016

Commenced at 9.00am

CENTRAL HIGHLANDS REGIONAL COUNCIL

LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING

WEDNESDAY 9 NOVEMBER 2016

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 9.00AM WEDNESDAY 9 NOVEMBER 2016 IN THE CENTRAL HIGHLANDS REGIONAL
COUNCIL CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

D. Lacey (Chair)
Councillors (Crs) C. Brimblecombe, A. McIndoe

Officers

Executive Manager Governance M. Uren, Coordinator Governance L. Fry, Governance Officer M. Ryan,
Minute Secretary S. Tomelty

Observers

Nil

APOLOGIES

Chief Executive Officer S. Mason

LEAVE OF ABSENCE

Councillors K. Hayes (Mayor), C. Rolfe, G Nixon

Resolution:

Cr Brimblecombe moved and seconded by Cr McIndoe “That a leave of absence be granted for Councillors K. Hayes (Mayor), C. Rolfe, G Nixon as previously granted.

LGSC 2016 / 11 / 09 / 01

Carried (3-0)

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Leadership and Governance Standing Committee Meeting: 12 October 2016

Resolution:

Cr McIndoe and seconded C Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 12 October 2016 be confirmed.”

LGSC 2016 / 11 / 09 / 02

Carried (3-0)

Business Arising Out Of Minutes

Nil

Outstanding Meeting Actions

Conflict of Interest, Personal Gifts and Benefits

Petitions

GOVERNANCE SECTION

Fraud Risk Framework

Executive summary:

The Auditor-General's Fraud Management in Local Government Report was tabled in Queensland Parliament in June 2015 and recommendations made for improvements to mitigate the risk of fraud and corruption across Local Government.

These recommendations were presented to Central Highlands Regional Council's Audit Committee on 8 August and the Committee recommended that council develop and implement a Fraud Risk Management Framework.

The Fraud and Corruption Control Policy, Fraud and Corruption Control Plan and all associated documents were presented to the Audit Committee to finalise the Fraud Risk Management Framework. This presentation resulted in a request for the inclusion of further information about confidentiality, anonymity and protection of disclosers.

The Fraud and Corruption Risk Register has now been finalised and will be presented to the Audit Committee on 22 November 2016 and on an ongoing quarterly basis.

Resolution:

Cr McIndoe moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council adopts the Fraud and Corruption Control Policy, Fraud and Corruption Control Plan and associated documents as presented for completion of the Fraud Risk Management Framework."

LGSC 2016 / 11 / 09 / 03

Carried (3-0)

Review Of Operational Plan 2016-2017

Executive summary:

The Leadership and Governance Standing Committee requested a comprehensive review of the 2016-2017 Operational Plan by the Executive Leadership Team. The review was to evaluate the quantum of the activities within the 2016-2017 Operational Plan and to provide assurance that all activities were adequately resourced and achievable, or to provide recommendations for amendment to the plan to provide that assurance.

The review of the quantum of the 2016-2017 Operational Plan, incorporating the 2015-2016 outstanding operational plan activities, and agreed at the Leadership and Governance Standing Committee meeting on 12 October 2016, is to be presented to the committee for its endorsement prior to being tabled for adoption at the General Council meeting on 22 November 2016.

Resolution:

Cr McIndoe moved and seconded by Cr Brimblecombe "That the Leadership and Governance Standing Committee endorse the proposed amendments to the 2016-2017 Operational Plan as contained in Attachment 1. In addition, the committee requests further commentary on six (6) specific performance measures (as contained in Attachment 2) by the activity owners, at the General Council Meeting on 22 November 2016, prior to formal adoption of the amended 2016-2017 Operational Plan. "

LGSC 2016 / 11 / 09 / 04

Carried (3-0)

Operational Plan - Quarter One Performance Report

Executive summary:

The *Local Government Regulation 2012* requires a written assessment of the organisation's progress towards implementation of the annual Operational Plan be presented to a meeting of the council at regular intervals of no more than three months.

The Operational Plan is within the Leadership and Governance Standing Committee portfolio. The first quarter review of the 2016-2017 Operational Plan is presented to the committee for its endorsement prior to being tabled for adoption at the General Council meeting on 22 November 2016.

Resolution:

Cr Brimblecombe moved and seconded by Cr McIndoe "That the Leadership and Governance Standing Committee endorse the Operational Plan Review for the first quarter ending 30 September 2016 for presentation and adoption at a General Council meeting in accordance with Section 174 of the *Local Government Regulation 2012*.

LGSC 2016 / 11 / 09 / 05

Carried (3-0)

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.50pm

CONFIRMED

CHAIR

DATE

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
1.1.2	Develop Central Highlands Liveability Strategy for enhancing liveability in the Central Highlands considering mobility, safety, accessibility, social support and affordability factors	Scoping document developed	March 2017	Quarter 1: July to Sept	25%	Yellow	Initial discussion paper on Liveability and what it means presented to Communities Standing Committee on 30th August 2016. Follow up Paper to be presented on Liveability Indices in Oct/Nov 2016	Request to change activity to: Consistent with Council's Community and Corporate Plan, develop a Liveability Strategy for the Central Highlands to improve the liveability for all residents while promoting civic pride and aesthetic appeal throughout communities when successfully implemented. Request to change measure to: Strategy Developed Request to change target to June 2017.	Request to change activity to: Consistent with Council's Community and Corporate Plan, develop a Liveability Strategy for the Central Highlands to improve the liveability for all residents while promoting civic pride and aesthetic appeal throughout communities when successfully implemented. Request to change measure to: Strategy Developed Request to change target to June 2017.	General Manager - Communities	Agreed by LGSC
1.4.1	Provide a program to support and develop sporting and recreation clubs	Number of participating clubs	12	Quarter 1: July to Sept	33%	Green	Number of clubs participating in Club Health Checks (3 per quarter) using Australian Sports Commission Club Health Check format. 4 x Clubs have commenced Health Checks (2 x Capella, 2 x Emerald).	Majority of Club Health Checks expected 3rd & 4th quarters. Club Health Checks will be part of CH Sports Forum February 2017. Request to change measure to read: Number of clubs participating in Club Health Checks.	Request to change measure to read: Number of clubs participating in Club Health Checks.	General Manager - Communities	Agreed by LGSC
2.1.2	Collaborate with Department of Energy and Water in undertaking the Regional Water Supply Security Assessment (RWSSA) for Emerald township	Report submitted to Council for endorsement	September 2016	Quarter 1: July to Sept	50%	Red	Fairbairn Dam water security modelling being undertaken by the Department of Energy and Water Supply. Additional model runs have been necessary to incorporate water use rules.	Department of Energy and Water Supply (DEWS) report not completed yet. Draft expected end of October. Final report by DEWS is expected before end of the calendar year.	Request to extend target date to March 2017.	General Manager - Infrastructure and Utilities	Agreed by LGSC
2.4.6	Undertake formal review of resource demand of the rural road network (maintenance and capital)	Report submitted to Council for endorsement	December 2016	Quarter 1: July to Sept	50%	Green	Precursor report, CHRC Strategic links presented to council, a follow up report indicating resource demand for the rural road network by March 2017		Request for change of Target Date from December 2016 to March 2017.	General Manager - Infrastructure and Utilities	REQUIRES FURTHER EXPLANATION BY GM
2.4.7	Cooperate and foster support for Road User Groups across the region, to discuss and progress road specific initiatives through direct involvement with the Infrastructure Department	Support existing road user groups	December 2016	Quarter 1: July to Sept	50%	Green	Lochington Road users group formed. Decision to form an additional group for Treswell is not supported in light of an exiting entity. Capella road users group to be progressed by February 2017.	Request for Target date to be extended to March 2017.	Request for Target date to be extended to March 2017.	General Manager - Infrastructure and Utilities	Agreed by LGSC
2.4.9	Where the opportunity presents or the entity impact arises which make an impression upon council and community assets, council will collaborate with the entity to mitigate these impacts or improve upon the assets.	Identify entity responsible for potential impact and develop / negotiate with the entity using an infrastructure agreement as a relevant mechanism.	On-going	Quarter 1: July to Sept	N/A	N/A	N/A	N/A	Additional activity from 2015/16 Operational Plan	General Manager - Infrastructure and Utilities	TO BE REWORDED. DOES NOT REALLY FIT IN OP PLAN. NEEDS MORE CLARITY
2.5.5	Develop and improve data collection and systems integration for asset management	Efficiencies quantified across asset classes	December 2016	Quarter 1: July to Sept	20%	Green	Efficiencies across all asset classes by December 2016 is not achievable given resource constraints and competing priorities. Extend target date to June 2017	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Extend target date to June 2017	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Extend target date to June 2017	General Manager - Corporate Services	Agreed by LGSC
2.5.6	Develop and implement the Council's Geographic Information System (GIS) strategy	GIS Strategy endorsed	December 2016	Quarter 1: July to Sept	40%	Green	Given resource constraints, draft by December 2016 with finalisation by March 2017 being achievable. Extend target date to March 2017.	Extend target date to March 2017	Extend target date to March 2017	General Manager - Corporate Services	Agreed by LGSC
2.5.7	Undertake Pilot of RAV's (Remote Aerial Vehicle's) for mobile asset data collection	Pilot completed	December 2016	Quarter 1: July to Sept	15%	Yellow	Extend target date to June 2017 for completion. Confirming scope of work through LGIS for pilot work to be completed.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Extend Target date to June 2017,	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Extend Target date to June 2017,	General Manager - Corporate Services	Agreed by LGSC
2.5.8	Implementation of GPS monitoring into plant and vehicles to achieve efficiency and safety gains and reduce operating costs	Report on productivity savings for past 6 months completed	December 2016	Quarter 1: July to Sept	25%	Green	Report on efficiencies, safety gains and reduction of operating costs to be tabled in March 2017. Extend target to March 2017 due to changes in staff in company supporting Navman to Council.	Extend target to March 2017 due to changes in staff in company supporting Navman to Council.	Extend target date to March 2017	General Manager - Corporate Services	REQUEST THAT CONTRACT SUPPORT BE TIGHTENED TO MEET TIMEFRAME

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
3.2.2	Formally endorse tourism as a priority growth industry in the Central Highlands	Sandstone Wilderness destination marketing plan implemented	June 2017	Quarter 1: July to Sept	0%	Red	The Central Highlands Marketing Strategy June 2015, captures this activity. Quarterly report to be provided to Council as part of Central Highlands Marketing Strategy which captures the Sandstone Wilderness project.	Request to change measure to: Quarterly report provided to Council on Central Highlands Marketing Strategy. Request to change target to: 3	Request to change measure to: Quarterly report provided to Council on Central Highlands Marketing Strategy. Request to change target to: 3	Executive Manager - Governance	Agreed by LGSC
3.3.1	Provide and maintain affordable housing within Central Highlands Regional Council region	Model implemented for housing affordability options through utilisation of Central Highlands Housing Corporation	July 2016	Quarter 1: July to Sept	5%	Green	Model adopted by Council. Work continues within Housing Company towards strategies articulated within the Strategic Action Plan	Recommended in review that target date is changed to July 2017 as work is being progressed within Housing Company and in conjunction with Isaacs Housing Trust	Target date changed to June 2017 as work is being progressed within Housing Company in conjunction with Isaacs Housing Trust	Executive Manager - Governance	Agreed by LGSC
4.1.3	Develop amendment of the planning scheme to incorporate Economic Development Queensland - Blackwater Priority Development Areas	Percentage completion of Draft Amended Planning Scheme	50%	Quarter 1: July to Sept	0%	Red	Not Commenced - delayed due to prioritise transition to new Planning Act	Delay until Planning Act Amendment progress to avoid duplicate of work. Work to commence in January 2017. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change target from 50% to 25%.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change target from 50% to 25%.	General Manager - Communities	Agreed by LGSC
4.2.1	Deliver improved automation within Authority for Development Assessments	Investigate and trial interactive development assessment and application tracking software to improve efficiency and service delivery	December 2016	Quarter 1: July to Sept	25%	Red	Delayed this quarter due to lack of available of specialist consultant.	Specialist Consultant now activities progressing project. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Target date to March 2017.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Target date to March 2017.	General Manager - Communities	Agreed by LGSC - please change name of Authority
4.2.1	Deliver improved automation within Authority for Development Assessments	Implementation of online web accessible planning information for developers and residents	June 2017	Quarter 1: July to Sept	25%	Green	Work is continuing with specialist Authority consultant – automation of information here will be incorporated into business system update (Authority replacement project).	Not applicable – working group in place to achieve activity.	Request for Change of activity wording: Deliver improved automation for Development Assessments.	General Manager - Communities	Agreed by LGSC - please change name of Authority
4.2.2	Assessment of compliance with permit conditions by approved development applications	Implement audit inspection program	September 2016	Quarter 1: July to Sept	10%	Red	Recruitment of Compliance Officer proceeding. Delayed this quarter due to failure to find and recruit suitable candidate. Compliance audits planned for extractive industry following 3 month period to apply for DAs.	Recruitment Compliance Officer - investigate addition funds to enhance recruit opportunities. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change to target date to June 2016.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change to target date to June 2017	General Manager - Communities	Agreed by LGSC
4.4.2	Flood inundation mapping and investigations available online	Mapping available on internal Geographic Information System (GIS)	December 2016	Quarter 1: July to Sept	5%	Green	Scoping has been prepared. Implementation not yet commenced. Request for target date to be extended to June 2017.	Target to be extended to June 2017.	Target to be extended to June 2017.	General Manager - Infrastructure and Utilities	Agreed by LGSC
4.4.3	Undertake an All Hazards Risk Management Study and develop a risk treatment/mitigation options register for whole of Council	Study undertaken, risk treatment/mitigation options documented	June 2017	Quarter 1: July to Sept	0%	Green	Not commenced	Activity reword request: Undertake an all hazards risk identification register and scope of works for mitigation options. Measure reword request: Study undertaken, risk identified and documented.	Activity reword request: Undertake an all hazards risk identification register and scope of works for mitigation options. Measure reword request: Study undertaken, risk identified and documented.	General Manager - Infrastructure and Utilities	Agreed by LGSC
4.4.3	Undertake an All Hazards Risk Management Study and develop a risk treatment/mitigation options register for whole of Council	Report submitted to Council for endorsement.	June 2017	Quarter 1: July to Sept	0%	Green	Not commenced	Activity reword request as above: Undertake an all hazards risk identification register and scope of works for mitigation options.	Activity reword request as above: Undertake an all hazards risk identification register and scope of works for mitigation options.	General Manager - Infrastructure and Utilities	Agreed by LGSC
4.4.4	Investigate Self-Funding Insurance Options of Council Essential Assets for Flooding Events	Options paper presented to Council	June 2017		N/A	N/A	N/A	N/A	Additional Activity from 2015/16 Operational Plan	General Manager - Infrastructure and Utilities	Agreed by LGSC
4.4.5	Identify Mitigation Strategies for CHRC Essential Assets as identified in the Disaster Management Act.	Project scope for mitigation strategies completed for water and sewer assets including electricity supply to these assets.	June 2017	Quarter 1: July to Sept	N/A	N/A	N/A	N/A	Additional Activity from 2015/16 Operational Plan	General Manager - Infrastructure and Utilities	Agreed by LGSC

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5.1.2	Continue to develop council's website as a source of information and means of online service delivery	Report on the progress of further online service delivery components for the website	Quarterly	Quarter 1: July to Sept	25%	Green	Online service delivery components to the website form part of the corporate software systems review. The new Guardian dashboard will be integrate into the website for disaster management by end of November 2016. Content review on both the internet and intranet sites is ongoing to ensure information is up to date and relevant.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Reword measure to: Report on the maintenance and performance of the website.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Reword measure to: Report on the maintenance and performance of the website.	Executive Manager Governance	Agreed by LGSC
5.1.3	Implement social media strategy recommendations	All relevant social media strategies are implemented	5	Quarter 1: July to Sept	100%	Green	The five relevant social media strategies from the 'Highlanders' presentation have been implemented. Council's social media strategy is currently being finalised incorporating a 'posting' plan for Facebook and Twitter.	Request to change activity to: Finalisation and implementation of Social Media Strategy Request to change performance measure to: Social Media Strategy adopted Request to change target to: December 2016.	Request to change activity to: Finalisation and implementation of Social Media Strategy Request to change performance measure to: Social Media Strategy adopted Request to change target to: December 2016.	Executive Manager Governance	Agreed by LGSC
5.1.4	Provide community education campaigns	Number of education campaigns run on a range of council and council related topics	4	Quarter 1: July to Sept	100%	Green	Community education campaigns this quarter include: Garage Sale Trail, flying foxes, ranger inspection program, changes to waste management arrangements, 2016-17 Budget and rates.		Request to change measure to: Report quarterly on education campaigns run on a range of council related topics. (Original measure and target have been achieved in Quarter 1 new measure will provide more meaningful reporting).	Executive Manager Governance	Agreed by LGSC
5.1.5	Implementation of Regional Communications Strategy	Number of posts to Facebook for council events and activities	360	Quarter 1: July to Sept	160%	Green	There has been 224 Facebook posts this quarter which exceeds the quarterly target.		Request to change measure to: Report quarterly on number of posts to Facebook for council events and activities. (To provide more meaningful reporting). Change Target to: 3	Executive Manager Governance	Agreed by LGSC
5.1.5	Implementation of Regional Communications Strategy	Increase in engagement of social media activity	10%	Quarter 1: July to Sept	20%	Green	Social media engagement increased by a large percentage in July because of the weather event. August figures fell compared to July, but were greater than the April, May and June. September's engagement was 146 comments, 1165 likes and 209 shares, which was down on August, but up on May and June. Social media engagement statistics demonstrate a fluctuating trend depending on event topics each month.		Request change to measure to: Track engagement of social media activity to provide detailed report on target audience and popular hits. Request change to Target to: June 2017. (To provide more meaningful reporting).	Executive Manager Governance	Agreed by LGSC
5.1.5	Implementation of Regional Communications Strategy	Number of media releases distributed each month	36	Quarter 1: July to Sept	25%	Green	44 media releases distributed in Quarter 1: July 14 media release; August 13 media release and September 17 media releases.	Request to change target to 12 media releases each month (current target is unclear as 36 for the year would only equate to 3 medial releases per month).	Request to change target to 12 media releases each month (current target is unclear as 36 for the year would only equate to 3 medial releases per month).	Executive Manager Governance	Agreed by LGSC
5.1.5	Implementation of Regional Communications Strategy	Number of Mayoral messages prepared for local newspaper	12	Quarter 1: July to Sept	50%	Green	Mayor's column for July: 2 Mayor's column for August 2: Mayor's column for September 2.	Request to increase target to 24: 2 Mayoral messages prepared each month.	Request to increase target to 24: 2 Mayoral messages prepared each month.	Executive Manager Governance	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
5.2.1	Participate in Community and Services Agency meetings (i.e. Community Services Interagency, Community Advisory Network, etc.)	Number of agency decisions to be incorporated into further planning and policy directions of Council	6	Quarter 1: July to Sept	0%	Red	Not commenced. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Activity be re-worded as follows to: Number of Agencies participating in meetings and forums facilitated by Council's Community Development Team. Revised Target: 13 (Agencies)	Change to activity and measure requested	Activity be re-worded as follows to: Number of Agencies participating in meetings and forums facilitated by Council's Community Development Team. Revised Target: 13 (Agencies)	General Manager - Communities	Agreed by LGSC
6.1.1	Investigate the mitigation of general aviation tarmac area non-conformances at Emerald Airport	Report presented to Council	December 2016	Quarter 1: July to Sept	50%	Green	Meetings held. Design and scope being formulated. Costings to be undertaken second quarter.	Request to change key activity to read "Investigate and design non-conformance mitigation solutions for general aviation tarmac area at Emerald Airport."	Request to change key activity to read "Investigate and design non-conformance mitigation solutions for general aviation tarmac area at Emerald Airport."	General Manager - Commercial Services	Agreed by LGSC
6.1.2	Develop Emerald Airport to become an environmentally and financially sustainable operation	Investigation of environmental initiatives	December 2016	Quarter 1: July to Sept	30%	Green	- Investigations into airport tariff electricity pricing being undertaken. Analysis continuing. - Expect electricity consumption to reduce over the next 12 months due to runway LED lighting improvements taking hold. - Closer monitoring and adjusting of seasonal terminal temperatures being performed.	Budget Review 1 Request for \$10,000 for external assessment.	Budget Review 1 Request for \$10,000 for external assessment.	General Manager - Commercial Services	Agreed by LGSC.
6.1.4	Improve governance for Saleyards operations	Arrangements with Saleyard users (agents permit) finalised	September 2016	Quarter 1: July to Sept	80%	Red	Draft document prepared. Agent review being conducted.	Change Target Date to December 2016.	Change Target Date to December 2016.	General Manager - Commercial Services	Agreed by LGSC
6.1.5	Improve livestock feeding practices at Emerald Saleyards	Racks purchased and installed	October 2016	Quarter 1: July to Sept	50%	Yellow	Four racks have been purchased and installed. This is a progressive acquisition through the operational budget.	Extension of target date to June 2017 required.	Extension of target date to June 2017 required.	General Manager - Commercial Services	Agreed by LGSC REQUEST THAT CURRENT RACKS ARE ASSESSED FOR SUITABILITY PRIOR TO FURTHER PURCHASE.
6.1.6	Improve communications to Saleyards stakeholders	eNews developed and circulated	September 2016	Quarter 1: July to Sept	0%	Red	Emerald Saleyards Coordination Committee advised stakeholders already receive a number of emails and would like an alternate communication avenue to be developed. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Request to remove this measurable from the 2016/17 Operational Plan.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Request to remove this measurable from the 2016/17 Operational Plan.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Request to remove this measurable from the 2016/17 Operational Plan.	General Manager - Commercial Services	Agreed by LGSC to remove
6.1.6	Improve communications to Saleyards stakeholders	Communication noticeboard installed	September 2016	Quarter 1: July to Sept	100%	Green	Installed and in use. Completed Quarter 1		Request for additional measure: Stakeholder Workshop Held. Target: March 2017	General Manager - Commercial Services	Agreed by LGSC
6.1.7	Improve financial sustainability at Emerald Saleyards	Labour cost management analysis completed	November 2016	Quarter 1: July to Sept	5%	Green	Review of labour cost management analysis has commenced.	Change Target Date to December 2016	Change Target Date to December 2016	General Manager - Commercial Services	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
6.1.8	Identify projects to enhance facilities at Emerald Saleyard to improve efficiency of cattle throughput, animal welfare and work health & safety for workers	Develop feasibility and business cases.	June 2017	Quarter 1: July to Sept			N/A	N/A	Additional Activity from 2015/16 Operational Plan	General Manager - Commercial Services	MEASURE CONFLICTS WITH THE ACTIVITY? MORE CLARITY REQUIRED.
											Agreed by LGSC
6.1.9	Optimise production methods to further reduce production costs at Shepton Quarry	Panel of providers for quarry procurement developed and implemented	December 2016	Quarter 1: July to Sept	30%	Green	Types of panels selected. Scope of works currently under development.	Target to be extended to February 2017. Project is dependent upon internal consultation processes.	Target to be extended to February 2017. Project is dependent upon internal consultation processes.	General Manager - Commercial Services	Agreed by LGSC
6.1.10	Increase product sales at Shepton Quarry	Sales reach 150,000 tonne	June 2017	Quarter 1: July to Sept	33%	Green	Shepton Quarry sales for the quarter 12,655 tonnes. Mungabunda sales for the quarter 37,451 tonnes. Total sales for quarter 50,106 tonnes. Impacts to sales volumes will occur due to remediation work on pre coat facility.	Update Key Activity to be "Increase product sales quarry operations."	Update Key Activity to be "Increase product sales quarry operations."	General Manager - Commercial Services	Agreed by LGSC
6.1.13	Implement and maintain a Quality Assurance Management System at Shepton Quarry	Absence of non-conformances through surveillance audits	June 2017	Quarter 1: July to Sept	25%	Green	All product testing as per requirements, ensured weights were correct, followed production procedures	Change Measurable to "Absence of non-conformances through annual surveillance audit."	Change Measurable to "Absence of non-conformances through annual surveillance audit."	General Manager - Commercial Services	Agreed by LGSC
6.1.14	Undertake efficiency review on plant usage at Shepton Quarry	Investigation and report on plant hire costs (CHRC vs Private) provided	December 2016	Quarter 1: July to Sept	0%	Red	No progress to date. Awaiting review of Commercial Accountant position. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Target date to March 2017.		Change Target date to March 2017.	General Manager - Commercial Services	Agreed by LGSC
6.1.15	(1) Develop lease agreement templates for use for Council land	Templates developed	December 2016	Quarter 1: July to Sept	5%	Red	Commenced discussions with relevant departments identifying type of leases.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Key Activity to "Develop improved processes for leased land" and Measurable to "Lease templates developed".	Change Key Activity to "Develop improved processes for leased land" and Measurable to "Lease templates developed".	General Manager - Commercial Services	Agreed by LGSC
6.1.15	(2) Develop lease agreement templates for use for Council land	Register of lease agreements for Council land created	Sep-16	Quarter 1: July to Sept	5%	Red	Commenced initial research to identify responsible staff from each relevant work areas who deal with leases and issue agreements/permits. Conducted ECM searches.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Key Activity to: "Develop improved processes for leased land" Change performance measure to: "Register of lease agreements for Council land developed".	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Key Activity to: "Develop improved processes for leased land" and Change performance measure to: "Register of lease agreements for Council land developed".	General Manager - Commercial Services	CLARIFICATION ON WHAT LAND THIS REFERS TO. UPDATE REQUIRED FOR TARGET DATE.
6.1.15	(3) Develop lease agreement templates for use for Council land	Data pertaining to leased council land for inclusion in corporate register of leases researched and collated	Register completed	Quarter 1: July to Sept	5%	Green	Initial discussions with relevant staff has commenced.	Change Key Activity to "Develop improved processes for leased land" and Measurable to "Data pertaining to leased council land to be included in corporate register of leases."	Change Key Activity to "Develop improved processes for leased land" and Change Measurable to "Data pertaining to leased council land to be included in corporate register of leases."	General Manager - Commercial Services	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
6.1.15	(4) Develop lease agreement templates for use for Council land	Register Completed	June 2017	Quarter 1: July to Sept	5%	Green	Commenced initial research to identify responsible staff from each relevant work area who deal with leases and issue agreements/permits. Conducted ECM searches.	Change Key Activity to "Develop improved processes for leased land"	Change Key Activity to "Develop improved processes for leased land"	General Manager - Commercial Services	Agreed by LGSC
6.1.16	Improve Commercial Services Business systems and process improvements	Number of Processes reviewed and implemented	10	Quarter 1: July to Sept	30%	Green	Quarry - Completed Safety and Health Management System procedures for quarry operations Airport - Electronic incident reporting system 70% Electronic Lightning Detection Software 70%	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Deliverable to 6 Processes reviewed and implemented. That is 2 processes per business unit.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Deliverable to 6 Processes reviewed and implemented. That is 2 processes per business unit.	General Manager - Commercial Services	Agreed by LGSC
6.2.2	Develop an integrated corporate performance measurement, monitoring and reporting framework	LGAQ performance benchmarking software workshops delivered to Councillors and Whole of Management (WOM)	August 2016	Quarter 1: July to Sept	0	Red	Request for scheduling in November strategy session for one hour for Councillors and for WOM meeting in November.	Request to extend target date in review of Operational Plan to December 2016	Request to extend target date in review of Operational Plan to December 2016	Executive Manager Governance	Agreed by LGSC
6.2.5	Facilitate, produce and monitor Council's Operational Plan to ensure adequate and efficient planning is undertaken	2017/2018 Operational Plan is developed and adopted by Council	April 2017	Quarter 1: July to Sept	0%	Green	Development of the 2017/18 Operational Plan is expected to commence in Quarter 3. Once completed, the plan will be presented for adoption by council in Quarter 4.	Request to change target date to June 2017 in line with Budget and Financial Year.	Request to change target date to June 2017 in line with Budget and Financial Year.	Executive Manager Governance	Agreed by LGSC
6.2.6	Maintain strong corporate governance arrangements to ensure the highest level of organisational probity, integrity and compliance with legislative compliance	Number of referrals to Crime and Corruption Commission	<5%	Quarter 1: July to Sept	25	Green	No referrals required to Crime and Corruption Commission during Quarter 1.	Request change to measure: Referrals to Crime and Corruption Commission in accordance with sections 38 and 40 of the Crime and Corruption Act 2001 (notification obligation). Target would change to 100%.	Request change to measure: Referrals to Crime and Corruption Commission in accordance with sections 38 and 40 of the Crime and Corruption Act 2001 (notification obligation). Target would change to 100%.	Executive Manager Governance	Agreed by LGSC
6.2.6	Maintain strong corporate governance arrangements to ensure the highest level of organisational probity, integrity and compliance with legislative compliance	Number of Public Interest Disclosures	<5%	Quarter 1: July to Sept	25	Green	No Public Interest Disclosures received during Quarter 1.	Request to change measure: Public Interest Disclosure assessments completed within the relevant timeframes set out in the Public Interest Disclosure Act. Target would change to 100%.	Request to change measure: Public Interest Disclosure assessments completed within the relevant timeframes set out in the Public Interest Disclosure Act. Target would change to 100%.	Executive Manager Governance	Agreed by LGSC
6.2.6	Maintain strong corporate governance arrangements to ensure the highest level of organisational probity, integrity and compliance with legislative compliance	Number of referrals to Ombudsman	<5%	Quarter 1: July to Sept	25	Green	No referrals required by the Ombudsman during Quarter 1.	Request to change measure: Referrals from the Ombudsman are processed in accordance with Ombudsman Department directives. Target would change to 100%.	Request to change measure: Referrals from the Ombudsman are processed in accordance with Ombudsman Department directives. Target would change to 100%.	Executive Manager Governance	Agreed by LGSC
6.2.6	Maintain strong corporate governance arrangements to ensure the highest level of organisational probity, integrity and compliance with legislative compliance	Corporate Compliance Framework developed and implemented	December 2016	Quarter 1: July to Sept	25%	Green	Data sets for compilation of the legislative compliance service has been provided to LGAQ. Interim assessment across 5 legislations have been compiled and presented to Council on 12 October 2016.	Request to Additional measure to be added to the 2016/2017 Operational Plan for this activity: Staged completion of all legislation in corporate compliance software Target would be: Corporate compliance software updated with legislation 25% this year. Note: 50% by December 2017. 75% by June 2018 and 100% final completion by December 2018.	Request to Additional measure to be added to the 2016/2017 Operational Plan for this activity: Staged completion of all legislation in corporate compliance software Target would be: Corporate compliance software updated with legislation 25% this year. Note: 50% by December 2017. 75% by June 2018 and 100% final completion by December 2018.	Executive Manager Governance	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
6.2.7	Manage the outsource function of native title and cultural heritage to ensure compliance and management through utilisation of a self-assessment compliance system	Workshops for staff and relevant stakeholders on Native Title and Cultural Heritage Compliance developed and delivered	October 2016	Quarter 1: July to Sept	20	Green	E3 learning for relevant staff currently being drafted to be finalised by end of October 2016. Will be uploaded into E3 for online training for relevant staff. Working on contractual arrangement for development of online system.	Request for change to measure: Education for relevant staff and stakeholders on CHRC Native Title and Cultural Heritage Compliance System through E3 Learning (CHRC online training system). Change target date to June 2017.	Request for change to measure: Education for relevant staff and stakeholders on CHRC Native Title and Cultural Heritage Compliance System through E3 Learning (CHRC online training system). Change target date to June 2017.	Executive Manager - Governance	Agreed by LGSC
6.2.8	Manage Fraud and Corruption Framework implementation and education	Awareness training on the Fraud and Corruption Framework is delivered through E3 learning to key stakeholders and all employees	October 2016	Quarter 1: July to Sept	0%	Green	Delivery of awareness training is scheduled for Quarter 2.	Request change of target date to December 2016	Request change of target date to December 2016	Executive Manager - Governance	Agreed by LGSC
6.2.9	Undertake a review of the utilisation of Council's Plant and Fleet	Report to Council on disposal schedule and efficiency savings	September 2016	Quarter 1: July to Sept	75%	Green	A disposal and replacement schedule will form part of the BR 1 papers. Report to be delivered in October and plant replacement program and disposal schedules to be confirmed.	Request to ADD MEASURE - Develop Strategic Plant replacement program - Target Date of December 2016 - Draft program already compiled through assessment of utilisation and efficiency review.	Request to ADD MEASURE - Develop Strategic Plant replacement program Target Date of December 2016 - Draft program already compiled through assessment of utilisation and efficiency review.	General Manager - Corporate Services	Agreed by LGSC
6.2.10	Review and update Council's suite of contract documents for procurement arrangements	All contract documents revised and updated	December 2016	Quarter 1: July to Sept	70%	Green	Predominantly complete. Update still required in relation to change in Building and Construction Legislation.	Request to ADD MEASURE - Finalise contract register - Current option being delivered is within ECM for document control. Better option maybe to include inside new Corp Software for complete workflow, including payments.	Request to ADD MEASURE and Target Date - Measure: Finalise contract register. Target: June 2017 Contract register incorporated into Councils Record Management System. Current option being delivered is within ECM for document control. Better option maybe to include inside new Corp Software for complete workflow, including payments.	General Manager - Corporate Services	Agreed by LGSC
6.2.12	Develop Council's Central Supplier Register to improve useability for Council staff and suppliers	Completion of identified improvements to 360Pro	September 2016	Quarter 1: July to Sept	50%	Green	Request to change target date - commence delivery of training from October pending Local Preference Policy Adoption. Supplier engagement planned to discuss changes prior to implementation.	Extend target date to December 2016.	Extend target date to December 2016.	General Manager - Corporate Services	Agreed by LGSC
6.2.14	Implement Reporting and Analysis Software for rates and charges to assist with data cleansing, reporting and budgeting	Implementation of software	November 2016	Quarter 1: July to Sept	80%	Green	Consolidation into one deliverable. Software in process of implementation and training schedule for Oct/Nov.	Request to CHANGE MEASURE to Implementation completed. (delete other 6.2.14).	Request to CHANGE MEASURE to Implementation completed. Request to change TARGTE DATE to: December 2016.	General Manager - Corporate Services	Agreed by LGSC
6.2.14	Implement Reporting and Analysis Software for rates and charges to assist with data cleansing, reporting and budgeting	Staff training completed	November 2016	Quarter 1: July to Sept	80%	Green	Consolidation into one deliverable. Software in process of implementation and training schedule for Oct/Nov.	Consolidation into one deliverable.	Consolidation into one deliverable. Target achieved refers to all measures in 6.2.14	General Manager - Corporate Services	Agreed by LGSC
6.2.14	Implement Reporting and Analysis Software for rates and charges to assist with data cleansing, reporting and budgeting	Reporting capability developed to support revenue forecasting for rates	November 2016	Quarter 1: July to Sept	80%	Green	Consolidation into one deliverable. Software in process of implementation and training schedule for Oct/Nov.	Consolidation into one deliverable.	Consolidation into one deliverable. Target achieved refers to all measures in 6.2.14	General Manager - Corporate Services	Agreed by LGSC
6.2.14	Implement Reporting and Analysis Software for rates and charges to assist with data cleansing, reporting and budgeting	Recommendation report completed	August 2016	Quarter 1: July to Sept	80%	Green	Consolidation into one deliverable. Software in process of implementation and training schedule for Oct/Nov.	Consolidation into one deliverable.	Consolidation into one deliverable. Target achieved refers to all measures in 6.2.14	General Manager - Corporate Services	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
6.2.16	(2) Implement a robust records disposal schedule	Organisational records disposal process undertaken	December 2016	Quarter 1: July to Sept	20%	Green	Adequate storage locations have been secured in both Capella and Blackwater to allow the required space needed for the disposal process to begin and shelving has been purchased to suit. Awaiting completion of relevant policies (Item 6.2.16) to allow disposal process to commence along with installation of shelving. The volume or records to be assessed is greater than initial estimations and as a result a longer timeframe will be required prior to disposals occurring.	Clearer estimation regarding timeframes will be available at the Second Quarterly Report after assessment commences with completion of relevant policies and storage space preparations completed. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to March 2017.	Clearer estimation regarding timeframes will be available at the Second Quarterly Report after assessment commences with completion of relevant policies and storage space preparations completed. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to March 2017.	General Manager - Corporate Services	Agreed by LGSC
6.2.16	(3) Implement a robust records disposal schedule	Storage measures put in place to support current and future storage requirements	December 2016	Quarter 1: July to Sept	20%	Green	Space has been made available at Capella and Blackwater to allow disposal process to commence. Movement of records to these sites is set to occur in November. Once completed we will be able to assess space requirements necessary to achieve required storage once disposals have been finalised.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to March 2017.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to March 2017.	General Manager - Corporate Services	Agreed by LGSC
7.1.2	Develop organisational performance management systems across council	Systems and change management processes implemented	September 2016	Quarter 1: July to Sept	60%	Green	Performance appraisal training rolled out and performance appraisals to be completed by 31 December. Performance Appraisals to be included in leadership and management training to be rolled out 2017. Managing Underperformance training currently in design, awaiting approval of Performance Management policy and procedure to progress. Position Description reviews to commence as part of modern award transition. Review of behavioural competency framework required to support overall project. Timeframe for all components of this Action to be extended to 30 June 2017.	Timeframes depended upon managers and supervisors completing appraisals on time. Timeframe for all components of this Action to be extended to 30 June 2017.	Timeframes depended upon managers and supervisors completing appraisals on time. Timeframe for all components of this Action to be extended to 30 June 2017.	General Manager - Corporate Services	MEASURE TO BE CLARIFIED
7.1.8	Develop Water Industry Certificate Qualifications and Training Packages in collaboration with Central Queensland University	Phase one of Package development accepted by Council and Central Queensland University	September 2016	Quarter 1: July to Sept	20%	Red	Extend target date to March 2017. The key focus of this activity has been reviewed and CHRC are currently supporting CQU in their development of this project, by providing trainees for the program.	Scope and resourcing to be further defined.	Scope and resourcing to be further defined. Extend Target Date to March 2017.	General Manager - Corporate Services	Agreed by LGSC
7.1.9	Develop a suite of workforce metrics and information reports	Metrics endorsed by Council and Executive Leadership Team	September 2016	Quarter 1: July to Sept	30%	Red	Framework in final stages of design and identification of relevant workforce metrics for circulation to ELT for feedback and approval. Further work to be undertaken in development of relevant metrics as part of the development and implementation of an Organisational Development Management Information System in conjunction with Council's IT Strategy. Target date for implementation is dependant on new corporate software implementation.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Request to amend target date to June 2017.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Request to amend target date to June 2017.	General Manager - Corporate Services	Agreed by LGSC
7.1.10	Develop workplace relations improvement programs	Employee engagement programs developed and implemented	Staff satisfaction rate of 80% or greater	Quarter 1: July to Sept	25%	Green	Employee engagement programs currently progressing. Regional visitations to continue to be undertaken as part of the engagement activities. Change Target to Engagement not Satisfaction Rate.	Employee engagement programs currently progressing. Regional visitations to continue to be undertaken as part of the engagement activities. Change Target to Engagement not Satisfaction Rate.	Employee engagement programs currently progressing. Regional visitations to continue to be undertaken as part of the engagement activities. Change Target to Engagement not Satisfaction Rate.	General Manager - Corporate Services	Agreed by LGSC
7.1.13	Employ two cadet engineers for local skills development	Two cadet engineers employed	December 2016	Quarter 1: July to Sept	10%	Green	Requirements drafted - plan recruitment for early 2017 after students receive and accept university placement.	Target Date request to be extended to March 2017 to coincide with the start of the academic year.	Target Date request to be extended to March 2017 to coincide with the start of the academic year.	General Manager - Infrastructure and Utilities	Agreed by LGSC
7.1.14	Deliver a new intranet service across the organisation to enhance information sharing and cultural cohesion.	Launch of updated Intranet	30 September 2016	Quarter 1: July to Sept	70%	Red	The concept design of the intranet is complete. It is anticipated the updated intranet will be in use by the end of November 2016	Request to change target date to November 2016	Delays experienced in the project have necessitated a request to change target date to November 2016	Executive Manager Governance	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
7.2.1	Improve integration of Council's Safety Management System in relation to Standard Operating Procedures through creation of online Standard Operating Procedure Awareness Program	Implementation and training program completed	March 2017	Quarter 1: July to Sept	0	Green	Commencement of implementation and training stage will commence upon completion of the e-learning modules.	Request to change measure to: Draft implementation and training program commenced. Request to change target date to: June 2017	Request to change measure to: Draft implementation and training program commenced. Request to change target date to: June 2017	Executive Manager Governance	Agreed by LGSC
7.2.5	Installation of Corporate Kiosks at council depots	Installation of two kiosks at all council works depots	September 2016	Quarter 1: July to Sept	50%	Red	Target to be extend to December 2016 dependant on final requirements. Collaboration with business partners such as Telstra are currently underway to look to ascertain the best solution possible. Further	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to December 2016 dependant on final requirements and types of technology used	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to December 2016 dependant on final requirements and types of technology used	General Manager - Corporate Services	Agreed by LGSC
7.2.7	Improve Corporate Network Connectivity	Corporate Wifi installation completed across all corporate council sites	September 2016	Quarter 1: July to Sept	65%	Red	New timeframe for works to be completed are currently end of November 2016. All hardware required has been received with the network design	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to extend to November/December 2016	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to extend to November/December 2016	General Manager - Corporate Services	Agreed by LGSC
7.2.8	Review and replace Corporate Software system	Corporate software system solution scoping and procurement completed	September 2016	Quarter 1: July to Sept	50%	Red	At present deliverable will be achieved by the end of November 2016. To ensure adequate opportunity for the business to engage with the scoping process timeframes have been pushed back. New timeframe looks to have the scoping document to market by the end of	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to November 2016.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Target to be extend to November 2016.	General Manager - Corporate Services	Agreed by LGSC
7.3.1	Review and improve all Corporate Services policies and procedures	Policies and procedures accepted by Council	July 2016	Quarter 1: July to Sept	80%	Red	Organisational Development Policies and Procedures review process is ongoing.	Training and educating staff yet to commence on policy changes.	Request to change the activity to : "Review and improve all O&D policies and procedures". Request to change Target date to: June 2017.	General Manager - Corporate Services	Agreed by LGSC
7.3.2	Design organisational people development and culture programs to embed CHRC values into all systems and processes	Analysis of culture surveys	June 2017	Quarter 1: July to Sept	5%	Green	Surveys to be developed following design of Culture Programs. No yet commenced. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Performance Measure to develop, conduct and analyse staff culture surveys.	Past survey work to be reviewed prior to new surveys developed. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Performance Measure to develop, conduct and analyse staff culture surveys.	Past survey work to be reviewed prior to new surveys developed. Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Performance Measure to develop, conduct and analyse staff culture surveys.	General Manager - Corporate Services	Agreed by LGSC

Major Initiatives and Key Operational Activities	Key Activity We Will Deliver	How We Will Measure Our Performance	2016 / 2017 Target	Quarter	% of Target Achieved This Quarter	Status	Update / Comments on Achievements Per Quarter	Remedial Action for below target activities	Review request	Responsible Department	L&G Agree/Change Comments
2.4.6	Undertake formal review of resource demand of the rural road network (maintenance and capital)	Report submitted to Council for endorsement	December 2016	Quarter 1: July to Sept	50%	Green	Precursor report, CHRC Strategic links presented to council, a follow up report indicating resource demand for the rural road network by March 2017		Request for change of Target Date from December 2016 to March 2017.	General Manager - Infrastructure and Utilities	REQUIRES FURTHER EXPLANATION BY GM
2.4.9	Where the opportunity presents or the entity impact arises which make an impression upon council and community assets, council will collaborate with the entity to mitigate these impacts or improve upon the assets.	Identify entity responsible for potential impact and develop / negotiate with the entity using an infrastructure agreement as a relevant mechanism.	On-going	Quarter 1: July to Sept	N/A	N/A	N/A	N/A	Additional activity from 2015/16 Operational Plan	General Manager - Infrastructure and Utilities	TO BE REWORDED. DOES NOT REALLY FIT IN OP PLAN. NEEDS MORE CLARITY
2.5.8	Implementation of GPS monitoring into plant and vehicles to achieve efficiency and safety gains and reduce operating costs	Report on productivity savings for past 6 months completed	December 2016	Quarter 1: July to Sept	25%	Green	Report on efficiencies, safety gains and reduction of operating costs to be tabled in March 2017. Extend target to March 2017 due to changes in staff in company supporting Navman to Council.	Extend target to March 2017 due to changes in staff in company supporting Navman to Council.	Extend target date to March 2017	General Manager - Corporate Services	REQUEST THAT CONTRACT SUPPORT BE TIGHTENED TO MEET TIMEFRAME
6.1.8	Identify projects to enhance facilities at Emerald Saleyard to improve efficiency of cattle throughput, animal welfare and work health & safety for workers	Develop feasibility and business cases.	June 2017	Quarter 1: July to Sept			N/A	N/A	Additional Activity from 2015/16 Operational Plan	General Manager - Commercial Services	MEASURE CONFLICTS WITH THE ACTIVITY? MORE CLARITY REQUIRED.
6.1.15	(2) Develop lease agreement templates for use for Council land	Register of lease agreements for Council land created	Sep-16	Quarter 1: July to Sept	5%	Red	Commenced initial research to identify responsible staff from each relevant work areas who deal with leases and issue agreements/permits. Conducted ECM searches.	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Key Activity to: "Develop improved processes for leased land" Change performance measure to: "Register of lease agreements for Council land developed".	Request for proposed changes as part of the 2016/2017 Operational Plan Review: Change Key Activity to: "Develop improved processes for leased land" and Change performance measure to: "Register of lease agreements for Council land developed".	General Manager - Commercial Services	CLARIFICATION ON WHAT LAND THIS REFERS TO. UPDATE REQUIRED FOR TARGET DATE.
7.1.2	Develop organisational performance management systems across council	Systems and change management processes implemented	September 2016	Quarter 1: July to Sept	60%	Green	Performance appraisal training rolled out and performance appraisals to be completed by 31 December. Performance Appraisals to be included in leadership and management training to be rolled out 2017. Managing Underperformance training currently in design, awaiting approval of Performance Management policy and procedure to progress. Position Description reviews to commence as part of modern award transition. Review of behavioural competency framework required to support overall project. Timeframe for all components of this Action to be extended to 30 June 2017.	Timeframes depended upon managers and supervisors completing appraisals on time.	Timeframes depended upon managers and supervisors completing appraisals on time. Timeframe for all components of this Action to be extended to 30 June 2017.	General Manager - Corporate Services	MEASURE TO BE CLARIFIED