



DELIVERY PROGRAM / OPERATIONAL PLAN

Half-year Progress Report



July – December 2017

TI: Liveable


I: TO BE HEALTHY AND ACTIVE

I.1: Have in place the right health services

I.1.1: Provide facilities in Junee township for health and medical service providers to meet the community's needs

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.1.1.2	Liaise with Junee Health Advisory Committee to assist with strategic and operational issues in preparing for the needs of the community	Meetings attended	Two per annum	One meeting (first half of year)	Clr Homes has been appointed as delegate to this committee and attended it's December 2017 meeting.	
I.1.1.3	Maintain Medical Centre building in accordance with lease agreement	Adherence to Lessor maintenance obligations	No maintenance awaiting action	Nil	Maintenance up to date.	

I.1.2: Participate in the sector and advocate for appropriate facilities and services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.1.2.1	Interact with the Junee Inter-Agency Forum, Junee Aged Hostel Community, Junee Community Centre and Lawson House	Inter-Agency meeting attendance and other informal meetings	All Inter-Agency meetings. Others, record actual.	2 of 3 Keep Them Safe (KTS) Interagency meetings attended	Attended Aug and Oct 2017 Keep Them Safe (KTS) Interagency meetings.	

1.1.3: Provide Community Transport to eligible persons

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.1.3.1	Provide Community Transport to eligible community members	Number of trips	4,075 one-way trips in 2017/18	2,973 (half year)	Community transport Services provided throughout the half year to eligible customers.	●

1.2: Encourage and enable healthy and inclusive lifestyle choices

1.2.1: Provide safe, fit for purpose active and passive recreation facilities

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.2.1.1	Maintain sports and recreation grounds	Program completion	All items completed and within budget	Ongoing	Spring 2017 playing surface renovations completed.Ovals mowed regularly and irrigated.Mid summer fertilising completed.Mid summer weed spraying completed.	●
1.2.1.2	Maintain parks, gardens and open spaces	Program completion	All items completed and within budget	Ongoing	Spring renovations completed.Parks regularly irrigated,fertilised and sprayed for weeds.Open areas regularly mowed and sprayed for weeds.Trees in open spaces maintained in safe condition.	●
1.2.1.3	Maintain Sandy Beach & Bethungra Dam Reserves	Program completion	All items completed and within budget	Ongoing	Both reserves slashed when necessary.Facilities cleaned and inspected regularly.	●
1.2.1.4	Maintain skate park	Program completion	All items completed and within budget	Ongoing	Routine inspections ongoing.Grounds regularly mowed.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.2.1.5	Deliver open space capital and renewal works program	Program completion	All items completed and within budget	Refer comments	No planned capital or renewal works program for 2017/18.	●

1.2.2: Provide safe and accessible pedestrian and cycle infrastructure

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.2.2.1	Develop Pedestrian Access Mobility Plan (PAMP)	Project completion	30 June 2018	Pending	Not due to start in this quarter, scheduled for completion by Q4.	●
I.2.2.2	Improve publicly accessible mapping of path network	Mapping available to public	30 June 2018	Project completed	As footpath is constructed, the data is captured and online mapping is updated. This is ongoing as more footpath is constructed. GIS is currently up to date.	✓
I.2.2.3	Improve community awareness of shared path network	Number of education campaigns and information available on Council web site	One education campaign each year Web information current and available	Pending	Education campaign to be conducted in 2018.	●
I.2.2.4	Develop maintenance management system for the path network	System developed	30 June 2018	Pending	The maintenance management system will be trialled in Q3 following work to prepare and test the system in Q1 & Q2.	●
I.2.2.5	Maintain the path network	Maintenance plan implemented	All items completed within budget	Ongoing	Four customer requests were received, two were closed out and two remain open.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.2.2.6	Deliver path network capital and renewal works program	Program completion	All items completed within budget	Ongoing	No capital works program for path network at present.	●

1.2.3: Assist Community Events

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.2.3.1	Advocate and support community events which provide physical and mental stimulation	Involvement in community events	One each year	Two in first six months	Futures Expo held in November 2017 and Junee Ultimate Ninja held in October 2017.	●

1.2.4: Provide library services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.2.4.1	Maintain the provision of library services	Review of available services	Annual review	Pending	Review to take place after results from annual library survey have been assessed in Q4.	●

I.3: Provide the right places, spaces and activities

I.3.1: Develop, renew and maintain active and passive recreation spaces

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.1.1	Develop and implement four year recreation works program	Plan developed and implemented	30 June 2018	Pending	No planned activity.	●
I.3.1.3	Review recreational facility access	Facility Access Strategy developed and implemented	30 June 2018	Pending	Auto doors to pool deck installed and wheelchair access to the program pool is available and promoted.	●

I.3.2: Utilise Natural Recreation Assets

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.2.1	Support Junee Urban Landcare	Meeting attendance	>50% of meetings	No meetings held	No request has been sought and to the best available knowledge, no meetings have been held.	●

I.3.3: Enable people to move around our towns and villages safely

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.3.2	Provide animal control services	Investigation initiated within five business days of dog attack or similar incident	100%	100%	Animal control services continue to be provided in a variety of circumstances.	●

1.3.4: Manage the Junee Junction Recreation & Aquatic Centre

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
1.3.4.1	Develop a Business Plan for the Recreation Centre (including Marketing Plan)	Adoption of Plan	Plan adopted	Pending	Business Plan development progressing.	●
1.3.4.2	Develop and implement programs and activities that encourage young people, older people and people with a disability to attend	Programs and activities available for young, older and people with disability	Every week	Continuing delivery of programs and services	Programs available at Junee Recreation Centre each week.	●
1.3.4.3	Develop and implement programs to increase the use of the Stadium	Increased Stadium bookings and attendance	>10% compared to previous year	Casual use up 61%	Casual use up significantly. Basketball competition and Aussie Hoops continued throughout the first half of the year.	●
1.3.4.4	Ensure that the Recreation Centre offers a range of recreational opportunities to meet the needs of its community	Increased participation	Increase attendances by 5% over same period previous year	12.4% increase	Total attendances in the Jul-Dec period were 12.4% higher than for same period the previous year.	●
1.3.4.5	Ensure that the Recreation Centre operates within its allocated budget	Budget variations	<5% negative variation	Income up 10% on budget, non-salary/wage expenditure 4% below/better than budget	For the first half of the year income is tracking higher/better than budget and non-salary/wage expenditure slightly below/better than budget.	●
1.3.4.6	Provide a recreational/leisure facility that is affordable and accessible	Number of members and attendances	Increase membership number and casual attendance by 5% over same period previous year	Membership increased 11.7% and casual attendance increased by 7.8%	Membership and casual attendance increased significantly over the same period in the previous year.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.4.7	Provide aquatic services that are safe and adhere to health guidelines	Water quality - NSW Health Act and Regulations; Pool supervision levels - RLSSA Guidelines	Standards met	Continuing compliance	Daily water testing results and lifeguard supervision levels meeting Guidelines.	●
I.3.4.8	Survey members and users for feedback leading to improvement	Survey and report	One per annum	Pending	Survey to commence in Q3.	●

1.3.5: Provide Library services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.5.1	Investigate the introduction of services and activities for young people	Investigation and report	Report completed in 2017/18	Pending	Report to be completed in Q4.	●
I.3.5.2	Maintain membership of Riverina Regional Libraries	Membership maintained	Membership maintained	Membership being maintained	Membership of RRL is being maintained with the first of two memberships installments paid.	●
I.3.5.3	Operate the Library and its spaces to meet the information, education, recreation and cultural needs of the community	Visitations by members and patrons	Increase visitation rates by 5% over same period previous year	Pending	Visitation rates to be assessed in Q4.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
I.3.5.4	Provide fax, copying, scanning, laminating services	Services being used	Varies, report actual	Pending	Fax, copying, scanning and laminating services being used.	●
I.3.5.5	Provide services and activities to members and patrons (e.g. Storytime, holiday activities, author visits and travelling displays)	Number of programs	40 story-time activities per year, one holiday activity per school holiday, 4 other events per year	Pending	22 Storytimes, 4 school holiday activities and 3 events held in Q2.	●
I.3.5.6	Provide WiFi and computers for public use	Analysis and report on use of services	One report per annum	Pending	Public computers and internet access available to patrons. Final report to be completed in Q4.	●
I.3.5.7	Survey members and users for feedback leading to improvement	Survey conducted, responses assessed and reported	Survey in 2017/18 and 2019/20	Pending	Survey to commence in Q3.	●

2: TO BE A GREAT PLACE TO LIVE

2.1: Enable viable localities and villages

2.1.1: Facilitate growth in our localities and villages outside of Junee township

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.1.1.1	Undertake review of directional signage to/from each village and locality	Review completed	30 June 2018	Pending	Review planned for 2018.	●
2.1.1.2	Improve entry signs to each village	Improvements made	At least one village each year	Pending	Actions planned for 2018.	●
2.1.1.3	Develop and maintain village profiles including inventory of public assets	Number of profiles developed	One each year	Pending	This project is due to commence in the second half of the year.	●
2.1.1.4	Develop and implement village improvement plans	Number of new plans implemented	One each year	Pending	This project will progress in second half of 2017/18. Village and Rural Improvement Committee has been formed and will meet early 2018.	●
2.1.1.5	Participate in community meetings	Attendance at community meetings	One per location each year	Old Junee and Bethungra meetings attended	Councillor Cook attends most Old Junee meetings and Councillor Carter attends Bethungra meetings.	●
2.1.1.6	Support the development and hosting of new events and tourism activities in the villages and localities	Number of new events and tourism activities	One new event each year	One to date	Eurongilly Movie night held in October.	●
2.1.1.7	Maintain village parks and open spaces	Program completion	All items completed within budget	Ongoing	Parks and open spaces regularly mowed.Irrigation systems maintained on a regular basis.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.1.1.8	Advocate for improved telecommunications and general equity in services to villages and surrounding localities	Evidence of advocacy	Varies, report actual	Refer comments	Council wrote to the Department of Communication and Arts regarding accessing the Mobile Black Spot Program in support of the need for improved mobile telephone reception at Wantabadgery and Dirnaseer through funding under Round 3 of the Black Spot Program.	●

2.1.2: Increase the profile of our localities and villages

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.1.2.1	Feature our localities and villages in the Community Newsletter	Frequency of features	Every addition commencing Spring 2017	Target met for first half of the year	Eurongilly featured in Spring 2017 Community Newsletter.	●
2.1.2.2	Promote activities and events outside of Junee township to the whole community	Number of activities and events promoted (e.g. Facebook, web, flyers)	Varies, record actual	Seven including Illabo, Bethungra and Old Junee	Events promoted through Facebook, the web, newsletters and flyers/posters.	●

2.1.3: Increase Council services and participation in our localities and villages outside of Junee township

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.1.3.1	Conduct Council meeting periodically in each village location	Meetings outside of Junee Shire Council Chambers	One meeting per year	One (Old Junee)	Meeting held at Old Junee Hall - 18 July 2017.	✓


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.1.3.2	Facilitate the showing of movies in the villages utilising Council's movie equipment	Number of times movies shown in villages	One per village every two years	One in Eurongilly	Move night held in Eurongilly. Planning underway to show a movie in Illabo during April school holidays.	●
2.1.3.3	Investigate additional road verge maintenance in our localities and villages	Investigation complete	30 June 2018	Pending	No planned activity.	●
2.1.3.4	Investigate hosting a mobile (pop-up) Council office in locations outside of Junee township	Investigation complete	30 June 2018	Pending	Initial planning commenced. Need to determine location, resources required, access to internet and services to be offered.	●

2.2: Build on our heritage, creativity and cultural expression





2.2.1: Provide fit for purpose open spaces

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.1.1	Maintain heritage elements of public spaces	Program completion	All items completed within budget	Ongoing	Regular maintenance of picket fence ongoing. Park and street lighting maintained as required.	●
2.2.1.2	Review utilities/assets in our open spaces	Project completion	30 June 2018	Pending	Given budget and resource constraints this project may be delayed beyond June 2018.	●

2.2.2: Provide the opportunity for appropriate public art to be installed in public spaces


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.2.1	Investigate options to develop a Public Art Policy and Procedures document to guide Council	Report complete	30 June 2018	Pending	Given resource constraints this project may be delayed beyond June 2018.	

2.2.3: Improve the public's access to historical information held by the Council


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.3.1	Maintain cemetery mapping/database	Information currency	Current	Information is current	Cemetery records updated.	
2.2.3.2	Improve signage and amenity of local cemeteries	Project completion	30 June 2019	Pending	Signage at Junee Cemetery (Monumental section) has been improved. Project ongoing until 30 June 2019.	
2.2.3.3	Review Council's historical records and information management from a public access point of view	Review complete	30 June 2018	Pending	Given budget and resource constraints this project may be delayed beyond June 2018.	
2.2.3.4	Investigate the installation of a network of heritage information in public spaces, such as storyboards or heritage inspired public art	Review complete	30 June 2018	Pending	Review in 2018.	

2.2.4: Use the historic character of Junee in a way that promotes tourism and local celebration

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.4.1	Implement the Junee Shire Tourism Development Plan	Program completion	All items completed within budget	Completed	The Action Plan in the Junee Shire Tourism Development Plan has been completed. The Events & Tourism Committee has been formed and it will assist in the development of the next development plan and action list.	✓
2.2.4.2	Incorporate Junee's heritage where appropriate into entry points to make a greater impression on visitors	Signage improvement program	All items completed within budget	Pending	Investigation to commence in 2018.	●
2.2.4.3	Investigate further promotion of local heritage and heritage icons by way of permanent installations (e.g. images and stories)	Report completed	30 June 2018	Pending	To commence in 2018.	●
2.2.4.4	Provide support to Junee Rhythm n Rail Festival	Support provided	Varies, report actual	Nil	No specific support requested or required in the first half of the year.	●
2.2.4.5	Support tourism activities associated with historical, creative and cultural themes across the Shire	Support provided	Varies, report actual	Pending	Research is still being carried out.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.4.6	Support, promote and improve on the operation of the Athenium Theatre and Broadway Museum	Increased use and visitation	Athenium bookings up 5% on same period previous year; Broadway Museum attendance up 5% on same period previous year	Both venues experienced reduced use/visitation	Both venues have experienced a reduction in bookings or visitations over the same period in the previous year.	

2.2.5: Maintain a Heritage Conservation Area

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.2.5.1	Retain and maintain in accordance with Junee Development Control Plan	Dedicated content in Junee DCP	Dedicated content in Junee DCP	Yes, ongoing	The Junee Local Environmental Plan 2012 identifies a Heritage Conservation Area and the Junee Development Control Plan contains relevant information to heritage conservation. Development applications are assessed accordingly.	

2.3: Cater for the ageing population

2.3.1: Provide safe and accessible pedestrian and cycle infrastructure

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.1.1	Improve community awareness on equitable sharing of path network - pedestrians, cyclists and mobility scooters	Education campaigns	One each year	Pending	Education campaign planned for 2018.	●

2.3.2: Provide Community Transport

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.2.1	Provide Community Transport to eligible community members	Number of trips	4,075 one-way trips in 2017/18	2,973 (half year)	Community transport Services provided throughout the half year to eligible customers.	●

2.3.3: Provide Library services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.3.1	Ensure that access to the library and its services are appropriate for older people	Number of programs available for older people	Three each year	Pending	One program conducted in Q2 - tech savvy seniors program.	●
2.3.3.2	Provide library services to aged living environments as required	Outreach programs delivered	One facility each quarter	Pending	One outreach program performed at Cooinda Court in Q2.	●

2.3.4: Advocate for improved aged living options

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.4.1	Advocate and plan for improved aged living options	Evidence	Varies, report actual	See comments	Input to future planning of the proposed Junee Lifestyle Village has occurred during the first half of the year.	●

2.3.5: Provision of events for the aged community

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.5.1	Facilitate Seniors Week	Number of events within Seniors Week	Eight events	Pending	Seniors Week April 2018.	●
2.3.5.2	Investigate options for new events and activities for older people	Number of new events	One each year	Pending	Movie screening planned for the Athenium Theatre in Q4.	●

2.3.6: Access for the aged community to Junee Junction Recreation & Aquatic Centre

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.6.1	Ensure that access to the Recreation Centre for older people is affordable	Number of members 65+ years	Maintain number	Membership increased	Number of members aged 65 and over was 11% higher in Dec 2017 than in Dec 2016.	●
2.3.6.2	Provide accessible and appropriate activities, events and facilities for the aged	Number of suitable Group Exercise Programs available	Eight each week	9 on average	Average of 9 group exercises classes each week which are suitable for older people.	●

2.3.7: Investigate developing an Aged Community Housing Infrastructure Plan

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.3.7.1	In collaboration with other stakeholders investigate developing a housing infrastructure plan for aged living	Report to Council	30 June 2018	Pending	Community meeting held at Junee ex services club organised by Junee Lifestyle Village committee held on 22 Nov 2017. 60 people attended.	●

2.4: Create opportunities for and value people with a disability

2.4.1: Implement the Junee Shire Disability Inclusion Action Plan

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.4.1.1	Implement the Junee Shire Disability Inclusion Action Plan (DIAP)	Report against DIAP Action Plan	Annually	Pending	The Access Advisory Committee has been established with membership currently comprising community members and Councillors Asmus and Callow. The first meeting is scheduled for the Q3 at which time the DIAP Action Plan will be reviewed.	●

2.4.2: Provide Community Transport

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.4.2.1	Monitor introduction of the National Disability Insurance Scheme (NDIS) to ensure Community Transport service provision is	Internal report	Annually	Pending	Continuing to liaise with Ageing, Disability & Home Care (ADAHC) regarding the National Disability Strategy (NDS) and National Disability Insurance Scheme (NDIS) introduction.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
	appropriate				Third Party Verification and Quality Framework Report submitted by due dates.	
2.4.2.2	Provide Community Transport to eligible community members	Number of trips	4,075 one-way trips in 2017/18	2,973 trips (half year)	Community Transport services provided to eligible customers throughout the quarter.	●

2.4.3: Provide disability access to Junee Junction Recreation & Aquatic Centre

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.4.3.1	Provide accessible and appropriate activities, events and facilities for people with disability	Number of groups exercise classes suitable for people with disability	Four each week	Seven	Average of seven group exercise classes each week suitable for people with a disability (gentle exercise & gentle aqua).	●

2.4.4: Provide Library services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.4.4.1	Ensure that access to the library and its services is appropriate for people with disability	Australian Library and Information Association (ALIA) "Guidelines on library standards for people with disabilities"	Standards met	Ongoing	Standards from Australian Library and Information Association (ALIA) guidelines met.	●
2.4.4.2	Provide home-bound service (re Library Act)	Number of services provided	As required (report actual)	Pending	Four home bound visits provided in Q2.	●

2.5: Support and create opportunities for youth

2.5.1: Advocate for more attention on youth issues

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.5.1.1	Investigate hosting a Youth Summit or Forum to identify issues and formulate solutions (in conjunction with High School)	Investigation and report completed	Report produced in 2017/18	Pending	The Upskillin It program and Careers Expo provided valuable feedback on issues that our youth face. This will be incorporated into a review with the help of the High School to determine the need and value of holding a formal Youth Summit or Forum.	●

2.5.2: Coordinate programs for our youth

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.5.2.1	Coordinate Youth Council (monthly meeting) & fund raising activities	Number of meetings held	Six each year (bimonthly)	Four	Meetings held August, October, November and December.	●
2.5.2.2	Coordinate School Holiday programs (funding ends FY20)	Program completed & funding acquitted	Events and activities every school holiday period	Pending	Christmas school holiday program was delivered. Planning for April will commence in the new year.	●
2.5.2.3	Advocate for educational facilities to run courses in Junee on regular basis	Meetings held with training and educational providers	One meeting each year	Two meetings in first half of year	Meetings held with TAFE and Community College in Q1 and Q2.	●
2.5.2.4	Investigate application of future Targeted Early Intervention funding to other Council functions/programs	Report produced	Report completed by 30 April 2018	Pending	Report due in April 2018.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.5.2.5	Investigate driver training opportunities	Report produced	Report completed by 30 April 2018	Pending	Further investigation to occur in 2018.	●
2.5.2.6	Investigate viability and opportunity for regular youth drop-in space	Report produced	Report completed by 30 April 2018	Pending	Commence investigations in 2018.	●
2.5.2.7	Work with Junee Community Centre to provide Upskillin It courses	Program completed & funding acquitted	31 December 2017	Pending	All courses planned for the community centre were delivered. Final course delivered in Q3.	●

2.5.3: Provide Library services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
2.5.3.1	Maintain relevant collection and access to youth activities	Collection dedicated to youth (Riverina Regional Library guidelines)	Varies, report actual	Pending	Youth collection maintained.	●
2.5.3.2	Provide appropriate activities during school holidays	Number of programs and activities for young people	One program or activity each school holiday period	Pending	Activities provided in Q2.	●

T2: Prosperous

3: To grow our local economy

3.1 : Plan for, develop and maintain the right assets and infrastructure

3.1.1: Develop, renew and maintain the road network


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.1.1	Maintain the road network	Program completion	All items completed within budget	Ongoing	Routine maintenance of the local road network has been completed.	●
3.1.1.2	Deliver road network capital and renewal program	Program completion	All items completed within budget	Ongoing	Eurongilly rehabilitation and shoulder grading complete. All State road and local road heavy patching complete. Wantabadgery road rehabilitation complete. Wantiool /Gundigia Rd intersection complete. Belmore St kerb and gutter complete. Cox St intersection complete. Panuara lane resheet complete.	●
3.1.1.3	Maintain function of the Local Traffic Committee	Meetings held and attended	Three per annum	Nil meetings	No meeting required for Local Traffic Committee for this quarter. Routine business of the Committee has been attended to.	●
3.1.1.4	Deliver road safety programs, projects and infrastructure	Program completion	All items completed within budget	Ongoing	One road safety related project was scheduled for the quarter: Child Restrain Education. Event cancelled due to lack of interest.	●

3.1.2: Develop, renew and maintain the sewer network & effluent reuse scheme


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.2.1	Maintain the sewer network	Program completion	All items completed within budget	Ongoing	Sewer faults were attended and rectified promptly.	●
3.1.2.2	Deliver sewer network capital and renewal program	Program completion	All items completed within budget	Ongoing	Four manhole defects rectified, three sewer main defects repaired. Sewerage Treatment Plant (STP) upgrade is progressing but has experienced some delays in the planning.	●
3.1.2.3	Upgrade sewerage maintenance management system	Project completion	30 June 2018	Pending	The Council's maintenance management system has been maintained and updated as required.	●
3.1.2.4	Achieve Sewerage Best Practice Management	Achieve all elements	2017/18 & 2018/19	Refer comments	Pollution Incident Response Management Plan not activated. Effluent continues to meet Licence requirements. Deferment of development of the Integrated Water Cycle Management Strategy until completion of STP Upgrade puts at risk this action.	●

3.1.3: Develop, renew and maintain the stormwater network


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.3.1	Maintain the stormwater network	Program completion	All items completed within budget	Ongoing	Network maintained where required.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.3.2	Deliver stormwater network capital and renewal program	Program completion	All items completed within budget	Ongoing	Preliminary investigations undertaken and continuing throughout the quarter.	

3.1.4: Enabling efficient infrastructure delivery by others


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.4.1	Develop guideline for infrastructure development	Guideline implemented	30 June 2018	Pending	Insufficient resources to complete. Review for Q3 & Q4.	

3.1.5: Develop, renew and maintain Council's Administration Building

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.1.5.1	Maintain Council's Administration Building	Number of defects unresolved in 10 business days	Nil	Nil	Routine maintenance undertaken as required.	

3.2: Support our business sector

3.2.1: Provide support and assistance to existing employers to grow their businesses

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.1.1	Maintain financial membership of Junee Business and Trades	Membership	Maintained	Renewed	Membership being maintained.	

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.1.2	Council representatives attend meetings of Junee Business and Trades	Meeting attendance	Four per year	Six	The Council continues to be closely involved with JBT.	●
3.2.1.3	Partner with Junee Business and Trades for media in town pride and promotion activities	Promotions	Four each year	Six	A joint partnership between Junee Business and Trades Inc. and the Council for television advertisements continues to be a feature in promoting Junee Shire to wider audiences Council also supported Junee Business and Trades in the delivery of the Christmas on Broadway community event.	●
3.2.1.4	Work with Junee Business and Trades to implement strategic projects/programs to support economic activity	Programs or projects delivered	Two each year	Three	Junee exhibition stand at Country Change Expo support by local business community. Annual Junee meet and event held.	●
3.2.1.5	Work with larger businesses in Junee to support and build local economy	Programs or projects delivered	Two each year	One formal example to date	Major work with NSW Justice and Junee Correctional Centre for Correction Centre expansion project. Local Tradespeople breakfast held with principal contractor undertaking project, 55 people in attendance.	●
3.2.1.6	Advocate for and/or provide training opportunities that assist business growth	Training opportunities delivered	One each year	Two	Attendance at Junee Business and Trades meetings. Council works program presentation. Future Town Projects completed, \$50k funding package to assist in training programs for local business people. Training delivered business Information Technology as well as local business economy workshops.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.1.7	Encourage local businesses to provide a shopper experience for customers	Meetings with businesses	10 each year	15	Regular meetings with local business operators to discuss business attitudes and local economic conditions.	●
3.2.1.8	Implement "Buy Local" campaign	Buy Local campaign delivered	2018/19 & 2020/21	Pending	Awaiting project commencement.	●
3.2.1.9	Investigate partnership with Junee Business & Trades for footpath cleaning and pigeon abatement program	Report	30 June 2018	Pending	Planning for the next pigeon abatement project is complete and the program will be implemented in early 2018.	●
3.2.1.11	Conduct food and skin penetration premises inspections	Inspections conducted	All premises	100%	All premises requiring at least annual inspection were inspected in the first half of the year. In addition, the Council introduced the "Scores on Doors" program from the Food Authority which has been generally very well received and has resulted in improved standards which can only be good for both the customer and for the business and patronage.	●

3.2.2: To provide and/or facilitate business and commercial expansion for the economic benefit of Junee

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.2.1	Provide information packs to new residents providing directory of local businesses and services	Information current and evidence of distribution	Varies, report actual	Pending	Current information being reviewed and appropriate distribution process determined.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.2.2	Maintain virtual marketing material for business attraction	Publication of material	100 articles each year posted on website or social media	Exceeded	Social media posts increasing. Enewsletters being produced. Community newsletters completed.	●
3.2.2.3	Build internal and external marketing/promotion collateral to promote business attraction	Marketing/promotion collateral produced	One new piece per year	One	Marketing collateral produced. Banners and promotion items used at Country Change expo. These items are available for community organisations to use. Some of the banners are on display at local business houses.	✓
3.2.2.4	Develop physical marketing materials promoting inward investment opportunities	Marketing material	Five per year	10	Material prepared and in current use. Developed as part of Country Change expo attendance.	●
3.2.2.5	Monitor the availability of space in the commercial precincts of Junee and advocate/facilitate opportunities	Report	One each year	Pending	Several vacant shop fronts have been utilised to present regional art and contribute to improved street activity.	●

3.2.3: Leverage and seize the economic advantages for Junee resulting from its close proximity to Wagga Wagga, the largest inland city in NSW

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.3.1	Maintain currency of Junee's published "Economic Outlook"	Publish update	Annual update	First issue	New Junee economic outlook prepared advocating benefits and investment opportunities in the local economy.	✓


3.2.4: Ensure our infrastructure supports competitive business

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.4.1	Review the road hierarchy	Review completed	30 June 2018	Pending	Planned for Q3 & Q4. Asset management review is at risk due insufficient time.	●
3.2.4.2	Engage with transport and haulage industry on network challenges	Biennial summit held	2017/18 & 2019/20	Pending	No planned action for this quarter, planned for Q3.	●

3.2.5: Enhance the Rail and Agriculture sector



Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.5.1	Explore opportunities for business development associated with the inland rail	Report produced	30 June 2018	Pending	Working with Australian Rail Track Corporation (ARTC) and industry specialists. Transport for NSW Fixing Country Rail Fund - Round 2 success, two feasibility projects successful. Northern access route (Griffith branch-line onto main railway line) of railway triangle reopening study. Harefield railway siding extension feasibility study. Successful outcomes from feasibility study will inform Round 3 project funding opportunities.	●
3.2.5.2	Facilitate forum on local issues with Rail sector	Biennial forum held	2017/18 & 2019/20	Activity pending	No planned activity in the first half of 2017/18.	●

3.2.6: Enable and promote economic growth opportunities for the Shire

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.2.6.1	Development Application and Complying Development Certificate approval times maintained at current low levels	Number of days before determination	Average <40 business days for Development Application; Average <12 business days for Complying Development	Development Applications = 47.7 days; Complying Development Certificates = 8.5 days	The average days to determine Development Applications was impacted by two unusual applications. The average excluding those was 27 days which is well below the target of 40 days. The average days to determine Complying Development Certificates continues to be below the target of 12 days.	

3.3: Grow our tourism sector

3.3.1: Support and recognise tourism volunteers

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.1.1	Recognise individual and groups achievement to help build community pride and capacity	Formal recognition event	Two events each year	One	Formal event held to acknowledge volunteers completing the Athenium Theatre Dress Circle project. Two Christmas dinners to thank Community Transport and Visitor Information Centre volunteers.	
3.3.1.2	Develop a volunteer attraction program	Program developed	30 June 2018	Pending	No planned activity in the first half of 2017/18.	

3.3.2: Provide a Visitor Information service

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.2.1	Maintain the Visitor Information Centre (VIC) at the Broadway Museum	Visitations	Record	Pending	VIC operating at the Broadway Museum.	●
3.3.2.2	Provide local visitor information at strategic locations within the Shire	Number of locations	Minimum five locations other than VIC	Pending	Brochure is distributed to key locations on a quarterly basis.	●
3.3.2.3	Provide tourism awareness training to Library and Council Customer Service staff	Training conducted	2017/18 & 2019/20	Pending	Due to commence in 2018.	●

3.3.3: Promote the Athenium Theatre as a local and regional tourism and cultural facility

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.3.1	Seek funding opportunities for improved facilities and amenity at the Athenium Theatre	Applications lodged	Varies, report actual	Three applications lodged	Athenium Theatre airconditioning project has been submitted as part of Stronger Country Communities Fund - outcome is pending. Similar application under the Regional Cultural Fund (medium projects) was unsuccessful. Application for sound and lighting project (Regional Cultural Fund - small projects) has progressed to a second stage in the application process.	●
3.3.3.2	Develop a business plan for the Athenium Theatre	Business Plan adopted	Completed by 30 June 2018	Pending	Business Plan being developed in conjunction with the Master Plan project.	●

3.3.4: Promote the Broadway Museum as a local and regional tourism and cultural facility

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.4.1	Seek funding opportunities for improved facilities and amenity for the Broadway Museum	Applications lodged	Varies, report actual	One to date	Successful funding application project to be completed in 2017/2018.	●
3.3.4.2	Work with the Junee Historical Society to promote and develop the Broadway Museum	Visitations	Varies, report actual	Pending	Will commence in 2018.	●

3.3.5: Improve the amenity for tourism throughout the Shire

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.5.1	Maintain a caravan park facility in Junee	Lease requirements are met by both Council and the Lessee	No default events	Nil	The lease of the Junee Tourist Park was transferred to a new owner. The conditions of the lease are being maintained.	●
3.3.5.2	Promote the YouMeandJunee brand for all town pride and promotion activities	Evidence	Varies, report actual	Pending	Promotion is still ongoing.	●
3.3.5.3	Redevelop town and village entrance signs to enhance pride throughout the Shire	Number completed	One each year	Pending	Planning to commence in 2018.	●
3.3.5.4	Promote unique recreation areas such as Bethungra Dam and Sandy Beach Reserve as destinations for visitors and residents with signage and marketing material	New signage and marketing material	Varies, report actual	Pending	Marketing material current and in use. Planning for signage to commence early 2018.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.5.5	Review Junee Shire Tourism Development Plan	Review completed	30 June 2018	Pending	Established Council Events and Tourism committee in December. Committee members appointed. A tourism development plan will form part of the committee's role although final adoption may not occur by 30 June 2017.	●
3.3.5.8	Develop a strategy for managing Recreational Vehicle (RV) visitors to Junee Shire (e.g. parking and dump points)	Strategy developed	30 June 2018	Pending	No planned action in this quarter.	●

3.3.6: Support local tourism businesses

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.6.1	Support Junee tourism operators group through regular meetings and program development	Meetings attended	Four each year	Four	Visual marketing and promotion television extended to six premises - all advertising local tourism opportunities available across the Shire. Events and Tourism committee established in December 2017.	●
3.3.6.2	Work with tourism operators and proprietors to identify and develop products and services that appeal to visitors to the shire, and to co-ordinate the promotion of our attractions	Meetings attended	Four each year	Eight	Tourism marketing materials have been reviewed and are being printed. Six flat screen televisions are housed at local businesses to advertise local attractions and tourist locations around the Shire.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.3.6.3	Support tourism activities associated with historical themes across the Local Government Area	Annual tourism report detailing initiatives	Report each year	Pending	<p>Tourist locality map identifying points of local history has been reprinted. Introduced Google Mymap facility that provides self guided tours celebrating the historical focal point in the commercial district.</p> <p>Future Town project report identify existing historical character as an important local business and economy generator.</p>	●

3.4: Promote our community as a place to visit and stay for longer

3.4.1: To foster and promote Junee as a destination for visitors

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.4.1.1	Maintain Junee Visitor Information Centre	Days open	5 days per week	On average 6 days per week	Brochure stocks checked weekly. Information Centre open 6 days a week.	●
3.4.1.2	Support major tourism and community events	Resources provided to assist with event management	Varies, report actual	Ongoing	Council supports major community events. Assistance with traffic management plans, additional bins and cleaning service to public toilets on the day of the event.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.4.1.3	Work with neighbouring Shires to promote regional tourism	Regional tourism initiatives	Two per year	Five	<p>Canola Trail launched at Old Junee.</p> <p>Attended Country Change Expo.</p> <p>Attendance at newly establish Riverina Murray Tourism Network Meetings.</p> <p>Local businesses meeting with Executive Officer Riverina Murray Tourism Network.</p>	●

3.4.2: Market Junee as a destination for visitors

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.4.2.1	Improve entry points to the town and the shire to make a greater impression on visitors – to encourage visitors to stop and stay	Improved entry points	One per year	Nil	Insufficient resources to undertake this work.	●
3.4.2.2	Maintain contemporary tourism webpages and social media platforms	New postings	100 new postings each year	Pending	Fortnightly posting on social media pages and regular updates to the website including events.	●

3.5: Plan our land resources for the future

3.5.1: Provide advice and information to applicants and industry

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.5.1.1	Distribute information to developers and builders relating to changes in legislation and guidelines	Number of occasions	Varies, report actual	No specific need in first half of year	Advice is provided as and when it becomes available or is necessary.	●
3.5.1.2	Provide pre-lodgement advice and assistance to applicants	Number of pre-lodgement meetings	>50% of the number of applications	Refer comments	Pre-lodgement advice and assistance is provided to applicants in the majority of cases and in all complex applications. Currently we do not track the number of enquiries which convert into applications nor do we record numerically other advisory meetings.	●
3.5.1.3	Improve public access to planning information and streamline application process	Project completed	Completed by 30 June 2018	Pending	Ongoing process of improvement with formal review planned for second half of 2017/18.	●

3.5.2: Provide development assessment services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.5.2.1	Assess and determine complying development applications, development applications, and construction certificates in line with legislation and	Number of days before determination	Average <40 business days for Development Applications; Average <12 business days for	Development Applications = 47.7 days; Complying Development Certificates = 8.5 days; Construction Certificates = 19.4 days	The average days for determining Development Applications was impacted by two unusual applications. If these are removed from the calculation all application	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
	Council policy		Complying Development; Average <20 days for Construction Certificates		processing targets were achieved.	
3.5.2.2	Provide certification inspection services	Number of days from request	95% within three business days	100%	Services provided as required.	●
3.5.2.3	Undertake swimming pool compliance program	Number of inspections	75 each year	Six	Six swimming pool compliance inspections were conducted in the first half of the year meaning significant catch-up will be required to meet the annual target of 75 inspections.	●
3.5.2.4	Assist business and community to transition to Department of Planning on-line lodgement of development applications	Report on transition	One internal report each quarter	Two	This NSW Department of Planning project has been deferred until mid 2018.	●

3.5.3: Maintain contemporary development controls

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.5.3.1	Review Junee Development Control Plan	Amended Plan adopted by Council	30 June 2018	Pending	This project has not progressed significantly during the first half of the year owing to other work priorities taking precedent.	●
3.5.3.2	Undertake a housekeeping review of Junee Local Environmental Plan	Review completed	30 June 2018	Pending	This project has not progressed significantly during the first half of the year owing to other work priorities taking precedent.	●

3.5.4: Plan for future growth

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.5.4.1	Review and update Residential Land Strategy	Updated strategy adopted by Council	30 June 2018	Pending	This project has not progressed significantly during the first half of the year owing to other work priorities taking precedent.	●

3.6: Grow our population throughout the Shire

3.6.2: Provide appropriate land for residential development to facility population growth in June.

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.6.2.1	Actively market residential land availability	Land sales	4 lots per year	Five	Council residential land sales exceeding expectations. Council residential land sales have been increasing. Marketing by agents includes Wagga Wagga newspaper as a regular feature.	●
3.6.2.2	Subdivide and construct residential estates in accordance with the Long Term Financial Plan for land development, including purchase of land for future development	Land acquired in accordance with long term strategy. Residential estates either constructed or placed on the market for sale	As per LTFP	Refer comments	John Potts Drive Stage 7 is behind schedule due to delays encountered with the design of utilities. Construction due to start in Q3.	●
3.6.2.3	Develop guideline for infrastructure development	Project completed	30 June 2018	Pending	Insufficient resources to complete. Review for Q3 & Q4.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.6.2.4	Develop Council owned land in Cassia Way	Lots created	30 June 2019	Pending	Site setout has been completed. Construction is due to commence in Q3.	●
3.6.2.5	Construct John Potts Drive Estate Stage 7	Residential land in Stage 7 available	Sales commenced	Pending	John Potts Drive Stage 7 is behind schedule due to delays encountered with the design of utilities. Construction due to start in quarter 3.	●


3.6.3: Facilitate Family Day Care services

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
3.6.3.1	Provide the administrative framework and processes for a network of registered educators	National Quality Framework (NQF) accreditation	Meeting National Quality Standard	Standard being met	The service will provide training for Educators in February 2018 in order to be compliant when the changes to the Child Care Management System occur.	●
3.6.3.2	Coordinate, support and increase the number of Family Day Care educators	Number of educators	>30	26 active plus 4 prospective	Presently the service is supporting 26 Educators and working with 4 prospective Educators to open new Family Day Care Services.	●
3.6.3.3	Monitor and evaluate educators to ensure the National Quality Framework requirements are met	National Quality Framework (NQF) accreditation	Meeting National Quality Standard	Standard being met	The service's Child Development Coordinators continue to work with and monitor the Educators supported by South West Regional Family Day Care.	●



4: TO BE A RESILIENT COMMUNITY READY TO ADAPT FOR THE FUTURE

4.1: Build the capacity and skills of our community to meet, innovate and lead change

4.1.1: The Council is a socially responsible employer

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.1.1.1	Incorporate targets in the Workforce Plan building local capability	Evidence	Report actual	Refer comments	Targets are being developed for each of the seven workforce issues identified in the 2017/2021 Workforce Plan. Applying targets to each of these will maintain focus on the purpose of the plan in delivery of a workforce with the right skills.	

4.1.2: Facilitate a resilient community/strengthen the community

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.1.2.1	Develop and maintain partnerships with the business community with the objective of staying on top of emerging issues and opportunities	Meetings held	10 businesses each year	Four	Meetings have been held with most of the main employers in Junee. A new initiative in the form of the Junee Community Power has been launched during the first half of the year which has helped to raise awareness of issues around energy consumption and costs.	
4.1.2.2	Support the establishment of and maintain community gardens	Project/program completion	All items completed within budget	Ongoing	Gardens have not been established.	

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.1.2.3	Develop a program of community engagement with the objective of staying on top of emerging issues and opportunities	Program developed	30 June 2018	Pending	During the first half of the year the Council has adopted a new committee structure (section 355 committees) and confirmed community membership to the committees. The committees will focus attention in specific areas including Arts and Culture, Village and Rural Improvement, Events and Tourism, and Access (supporting the Disability Inclusion Action Plan).	●

4.1.3: Council lead by example with innovative technologies and processes

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.1.3.1	Actively seek and educate staff on new and innovative practices/processes including new technologies	Evidence	Report actual	Refer comments	The introduction the SafeHold WHS Management, Corporate Planning and Reporting (CPR) and Employee Performance Management (EPM) software packages have been implemented.	●
4.1.3.2	Run education sessions with the community around new technologies and change (e.g. energy efficiency, environmental sustainability)	Sessions held	Varies, report actual	Two public meetings during first half of the year	Junee Community Power project has commenced. There have been two public information sessions and the committee is meeting monthly to implement project actions.	●

4.2: Prepare and transition to the economy of the future



4.2.1: Our community has ready access to local, regional, national and global information

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.2.1.1	Advocate for access to high speed broadband services throughout the Shire	Activity	Varies, report actual	Refer comments	<p>South Western fixed wireless service available in Junee.</p> <p>Rural fixed wireless services available from multiple suppliers.</p> <p>NBN fibre to the node available in Junee from November 2017.</p> <p>Two submissions to Governments Black Spots program for Wantabadgery and Dirnaseer.</p>	●
4.2.1.2	Advocate for mobile reception throughout the Shire	Activity	Varies, report actual	Refer comments	<p>Two submissions to Government's Black Spots program for Wantabadgery and Dirnaseer.</p> <p>Wantabadgery Mobile Tower listed in Round 3 priority project for funding. Council continues to advocate for improved mobile reception at Wantabadgery through Federal and State Government programs.</p>	●
4.2.1.3	Deliver education campaigns in readiness for digital economy	Articles available through Council's communication tools	At least two each year		Future Town Project delivered digital readiness workshops to local business people.	✓

4.2.2: Seek out business opportunities to support our economy into the future

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.2.2.1	Advocate for enhanced Rail sector presence in Junee	Evidence	Varies, report actual	Refer comments	Rail Capability statements reviewed.	●
4.2.2.2	Continue to support and advocate for the national Melbourne to Brisbane Inland Railway through Junee	Evidence	Varies, report actual	Refer comments	Meetings held with Australian Rail Track Corporation (ARTC) on project delivery and community consultation. Representation letters to Federal members of Parliament have also been made regarding Inland Railway through Junee.	●
4.2.2.3	Implement visitor economy programs that grow the tourism potential within the Shire	Number of programs/projects	Four programs/projects each year	Four	Attended Country Change Expo. Future Town Project completed. Attendance at Riverina Murray Tourism network meeting. Launched Canola Trail. Assistance provided towards all major events organisation.	●
4.2.2.4	Provide support to the Agriculture sector to expand markets and embrace technological improvement	Evidence	Varies, report actual	Refer comments	Ongoing advocacy around mobile phone blackspots and truck access through Junee	●
4.2.2.5	Work with local businesses to support new sector based initiative that grow the local economy	Number of programs or projects	Two programs/projects each year	Refer comments	Council working with Junee Correctional Centre expansion project. Recent contract awarded to Junee Abattoirs bring forward capital works including robotic technology and environmental emission control equipment.	●

4.2.3: Provide employment opportunities for young people

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.2.3.1	Continue to support and employ School based trainees within Council	Number employed	At least one each year	Two	Interviews for new school based trainees were held for Junee students attending high schools in Junee and Wagga Wagga. Two traineeships were offered and accepted and these students commence their roles with Council in January 2018.	
4.2.3.2	Work with local business and industry to grow opportunities for employment opportunities for younger people	Number of programs	One program each year	Two	<p>Launched 2018 application process for School Based Trainees.</p> <p>Current batch (3) of School Based Trainees has been successful and will be concluding in March 2018.</p> <p>Upskillin It program has run several courses to provide opportunities for young people to improve their knowledge and skills to effectively enhance their employment prospects.</p>	

4.2.4: Maintain community values and interests as we transition towards a digital economy

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
4.2.4.1	Advocate for social and medical service provision to allow for local people to continue to live and age in place	Number of advocacy opportunities	Varies, report actual	Two occasions with local State Member	Meetings held with local State Member. Additionally, the development of independent living projects continues and the baseline medical services and allied health services available in Junee remain in place.	●
4.2.4.2	Promote Junee as an attractive and desirable community to live in	Number of promotional events or activities	Two events/activities each year	Two	Web sites and social media presence being maintained. Additional TV-based displays positioned at a number of venues in Junee presenting a variety of slideshows. Meet & Greet function held in September in conjunction with Junee Business and Trades. Participation in Country Change Expo during September.	●

T3: Sustainable

5: FOR OUR COMMUNITY TO BE IN HARMONY WITH ITS BUILT AND NATURAL ENVIRONMENT

5.1: Encourage respectful planning, balanced growth and good design

5.1.1: Protect the natural environment through appropriate regulation and policy

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.1.1.1	Encourage the revitalisation of landcare groups within the town/villages	Evidence	Varies, report actual	Refer comments	No activity by local landcare with regard to the Council and its activities. Continue to monitor and provide encouragement.	●
5.1.1.2	Ensure the Council discharges its regulatory obligations	Varies	Varies, report actual	32 environmental issues customer action requests responded to, 175 items of formal correspondence, 1 Order issued	Relating to environmental issues, 31 customer action requests were actioned, 175 items of correspondence issued (primarily long grass), and one Order was issued.	●

5.1.3: Encourage and support community sustainability and environmental projects

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.1.3.1	Provide environmental and sustainability advice and education	Evidence	Varies, report actual	Ad-hoc advice provided	Ad-hoc individual advice provided as required.	●
5.1.3.2	Support community activities such as Landcare and community gardens	Evidence	Varies, report actual	Refer comments	No activity by local landcare with regard to the Council and its activities. Continue to monitor and provide encouragement.	●

5.2: Plan and respond to our changing environment

5.2.1: Respond to emergencies within our Shire

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.2.1.1	Maintain a local Emergency Operations Centre (EOC)	Retention of Emergency Operations Centre (EOC)	Retained	Retained	EOC ready and available. Preparedness audit deferred to Q3.	●
5.2.1.2	Support combat agencies in response to emergencies	Support provided	Varies, report actual	Pending	Operation of Local Emergency Management Committee has been supported throughout the reporting period. Specific support was provided to the NSW SES in their preparations for a possible flood event.	●
5.2.1.3	Support/facilitate the Local Emergency Management Committee (LEMC)	LEMC meetings held	4 meetings each year	1 meeting held in quarter	Programmed meetings held for quarter, agenda distributed and minutes prepared for distribution.	●

5.2.2: Prepare our community for a changing climate

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.2.2.1	Develop Recycled Water Management Plan	Plan developed	2017/18		Initial investigations for recycled water management plan are continuing.	●

5.3: Protect, conserve and maintain our natural assets

5.3.1: Protect and conserve the natural environment

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.3.1.1	Maintain open spaces	Program status	Completed to time and budget	Ongoing	All open spaces mowed, slashed, sprayed as required. All areas maintained in tidy condition.	●
5.3.1.2	Manage noxious weeds	Regulatory obligations	Varies, report actual	Pending	Council maintains membership of Riverina Eastern Noxious Weeds Authority, attending meetings and undertaking inspection and control activities. Council undertook St Johns Wart control activities.	●
5.3.1.3	Manage pest species	Regulatory obligations	Varies, report actual	Pending	Reports of vertebrate pests on council controlled land investigated and action undertaken to exterminate and/or control.	●
5.3.1.4	Manage roadside environments	Program status	Completed to time and budget	Ongoing	Roadside slashing and verge spraying activities have progressed throughout the quarter, due to sporadic wet weather and the resultant vegetation growth.	●
5.3.1.5	Monitor public waterways	Monitoring activities	Varies, report actual	Ongoing	Monitoring has continue throughout the reporting period and incidents of algal blooms attended to.	●
5.3.1.6	Operate solid waste management services	Activity	Varies, report actual	Ongoing	All waste management services operated throughout quarter.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
5.3.1.7	Protect and manage threatened species populations and endangered ecological communities	Regulatory obligations	Varies, report actual	Refer comments	Threatened species and endangered ecological communities protected during construction works undertaken during quarter. Review of environmental factors undertaken for all major construction works. Monitoring of some waterways undertaken to detect algal blooms and any other potential environmental hazards.	●
5.3.1.8	Reduce littering	Riverina Eastern Regional Organisation of Councils (REROC) Waste Forum	Participation	No meetings held during quarter.	The Council continues to be an active member of the REROC Waste Forum. No specific litter reduction programs have been undertaken, however, the implementation of the NSW State Government's container deposit scheme is noted.	●
5.3.1.9	Review Crown Reserve Plans of Management	Plan review	One each year		Insufficient resources, review in Q3 & Q4.	●
5.3.1.10	Improve spatial data for biodiversity	Project completion	2017/18	Refer comments	In the process of acquiring all available data from Office of Environment and Heritage (OEH) and Primary Industries via a new web portal.	●

6: TO USE AND MANAGE OUR RESOURCES WISELY (HUMAN, FINANCIAL AND BUILT ASSETS)

6.1: Council is recognised by the community as being financially responsible

6.1.1: Prepare, review and update corporate documents in consultation with the community to meet NSW Government Integrated Planning & Reporting requirements

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.1.1	Update the four year Delivery Program and annual Operational Plan	Adoption of Delivery Program and Operational Plan	June each year	Pending	No planned activity in the first half of the year.	●
6.1.1.4	Review and update the Long Term Financial Plan (LTFP)	Adoption of plan	June each year	Pending	LTFP model updated to reflect 2016/17 actuals and impacted by QBRS adjustments. Work has commenced on elements of the the plan.	●

6.1.2: Complete required corporate reporting to meet NSW Government Integrated Planning & Reporting requirements

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.2.1	Produce the six and twelve monthly organisational performance reports	Publicly available reports	Half year and end of year reports	Pending	Half year report prepared.	●
6.1.2.2	Produce the Annual Report	Publication of Annual Report	November each year		2016/2017 Annual Report completed and published on Council website on 30/11/17.	✓

6.1.3: Operate a sustainable infrastructure portfolio

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.3.1	Advocate for a more sustainable infrastructure funding model for local government infrastructure	Evidence	Varies, report actual	Refer comments	<p>This occurs mostly through Riverina Eastern Regional Organisation of Councils (REROC). The Mayor and General Manager attend bi-monthly meetings.</p> <p>Council received \$5m funding towards its Sewerage Treatment Plant upgrade.</p> <p>Numerous funding applications lodged for improved infrastructure across the Shire.</p>	●
6.1.3.2	Report annually on infrastructure portfolio	Report produced	Once each year		No action planned for this quarter. Due to be completed in Q4.	●
6.1.3.3	Undertake regular revaluations of all infrastructure asset classes	Revaluations completed in accordance with OLG requirements	Varies, report actual	Refer comments	<p>Roads, Bridges, Footpaths and Bulk Earthworks revaluation scheduled to commence January 2018 and completed by 31 March 2018. Valuations to be based at 30/6/17.</p> <p>Buildings, Other Structures and Operational Land revaluation to commence end January 2018 with final report by 31/3/18.</p>	●
6.1.3.4	Review longer term needs of Council's administration building and depot	Review completed	2017/18	Pending	No planned activity in the first half of the year	●

6.1.4: Undertake entrepreneurial activities

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.4.1	Consider entrepreneurial opportunities as they arise	Evidence	Varies, report actual	Refer comments	Worked proactivity with NSW Justice as part of the expansion plans for the Junee Correctional Centre. Promotion of employment opportunities resulting from Inland Rail project.	●
6.1.4.2	Maintain Roads Maintenance Council Contract	Contract performance review	"Satisfactory Performance" as minimum	Satisfactory achieved for quarter	The Council continues to maintain its Roads Maintenance Council Contract, undertake works under that contract and participate in all meetings and peer exchange group meetings. Preparations for future contract have commenced.	●
6.1.4.3	Undertake private works	Evidence of activity	Varies, report actual	Pending	Private works have been undertaken throughout the quarter.	●

6.1.5: Operate sewerage business unit as full cost recovery

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.5.1	Review pricing for sewerage services	Review completed	2017/18		Review not scheduled to be undertaken in this quarter. Review to be completed in Q4.	●

6.1.6: Manage Council's finances

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.1.6.1	Provide financial management and reporting to the organisation	Information availability	Available on demand	Ongoing	With the introduction of a Business Intelligence System (BIS), Managers/Directors are able to track daily expenditure and revenue and compare to budget. BIS reports are still being developed to further enhance financial reporting.	●
6.1.6.2	Provide sound financial management of Council's investments and borrowings	Council Investment and Bank Balances Report	Monthly report	Ongoing	Council receives monthly reports on the investments and borrowings.	●
6.1.6.3	Develop the annual budget within Council's Operational Plan ensuring alignment with the Long Term Financial Plan (LTFP)	Adoption of Operational Plan	June each year	Pending	Budget preparation for 2018/2019 will commence March/April following detailed review of LTFP.	●
6.1.6.4	Prepare and report Quarterly Budget Statement Reviews (QBRS)	Quarterly Budget Review report	Three times each year	Ongoing	QBRS reports are prepared and presented to Council as required by legislation. Q1 report presented to Council in November 2017.	●
6.1.6.5	Manage Council's rating system	Performance report	One report each year	Pending	System being maintained.	●

6.2: Embrace energy efficiency and industrial ecology principles

6.2.1: Reduce the Council's Greenhouse Footprint

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.2.1.1	Identify Council's top 5 energy consuming assets and monitor energy consumption	Consumption report	Annual report	Pending - refer comments	Identified top 5 users (other than Street Lighting). Based on latest bill (as at 23/1/18) the top users are as follows :- Recreation Centre, Sewage Treatment Works, Library, Admin Office and Sewage Treatment Works- Effluent.	●

6.2.2: Facilitate opportunities for energy efficiency gains by community and business

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.2.2.1	Facilitate industry to look for opportunities to help each other to reduce waste	Evidence	Varies, report actual		No action undertaken this quarter.	●
6.2.2.2	Undertake advocacy activities to further the opportunities for the Council and community to work together on community renewable energy generation	Evidence	Varies, report actual		Secretariat support provided to June Community Power Inc. The Council has participated in discussions at Riverina Eastern Regional Organisation of Council's technical committee on the subject of renewable energy generation.	●

6.3: Manage our built assets with asset management plans

6.3.1: Manage our assets

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.3.1.1	Implement asset management improvement actions	Implementation of planned actions	Varies, report actual	Pending	Asset management improvement actions, as detailed in the Asset Management Strategy (adopted April 2012) have not yet been actioned.	●
6.3.1.2	Review asset management plans	Plans reviewed every two years	2017/18 & 2019/20		No action planned for this quarter. Completed by Q4.	●

6.4: Reduce, reuse and recover waste

6.4.1: Manage Solid Waste Management

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.4.1.1	Maintain watching brief on waste market opportunities	Evidence	Varies, report actual		No new opportunities have been identified.	●
6.4.1.2	Provide waste management services	Services provided	Contracted services delivered	Contracted services delivered	All waste management services have been provided throughout the quarter.	●

6.4.2: Improve community understanding of reduce, reuse, recycle

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
6.4.2.1	Deliver education campaign	Education campaign delivery	2017/18 & 2019/20	Pending	Activity planned for Q3 and Q4.	●

T4: Collaborative

7: TO BE A SOCIALLY, PHYSICALLY AND CULTURALLY ENGAGED AND CONNECTED COMMUNITY

7.1: Encourage an informed and involved community

7.1.1: Facilitate the provision of a community services directory to the community

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.1.1.1	Investigate existing directories and determine what opportunities exist for improvement	Investigation completed and follow-up actions determined	30 April 2018	Pending	To be progressed during the second half of the year.	●

7.1.2: Welcome new residents

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.1.2.1	Maintain and distribute information packs to new residents	New packs developed and available	31 December 2017	Not met	This project was not completed as expected due to other priorities. Project will be picked up during the second half of the year.	✗
7.1.2.2	Advocate for a regular 'Welcome to Junee' function for new residents	Events held	One each year	One	Meet & Greet function was held in September 2017.	✓

7.1.3: Distribute a regular Community Newsletter

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.1.3.1	Produce and distribute a quarterly Community Newsletter	Frequency of distribution	One each quarter (season)	Pending	Spring newsletter distributed in November.	●

7.1.4: Provide access to Council information

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.1.4.1	Attend village meetings	Attendance at community meetings	One per location each year	Old Junee and Bethungra meetings attended	Councillor Cook attends most Old Junee meetings and Councillor Carter attends Bethungra meetings.	●
7.1.4.2	Maintain Council websites and social media with current information	Frequency of new posts	Web site: monthly update Social media: weekly posts	Weekly and as needed	Due to the popularity of social media there are now more frequent posts to Facebook over the websites.	●
7.1.4.3	Participate in community events (e.g. Junee Show, Farmers Markets, Illabo Show)	Attendance	One event each quarter	One	South West Regional Family Day Care attended the Junee Show.	●
7.1.4.4	Develop and maintain a suite of objective baseline measures to monitor progress of the Community Strategic Plan and other plans	Baseline measures developed	31 March 2018	Pending	No planned activity in the first half of the year.	●
7.1.4.5	Investigate opportunities for drop-in space for use by Government and Non-Government Organisations	Investigation completed	31 March 2018	Pending	No planned activity in the first half of the year.	●

7.1.5: Provide Council Customer Service

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.1.5.1	Provide first point of customer contact - telephone, internet and in-person	Availability of services	During all normal office hours	No closure of service	Customer Service team in place. Working on reporting from Merit customer request system to determine appropriate performance measurements.	●
7.1.5.2	Facilitate front-line services for Council - payments, applications, enquiries	Availability of services	During normal office hours	No closure of service	Team in place. Regular meetings take place with team to update on Council activities. Work commenced on potential reconfiguration of Customer Service area.	●
7.1.5.3	Facilitate front-line services on behalf of other Government Agencies e.g. Service NSW, Centrelink	Service availability	As per contract	No unplanned closure of services.	Services provided in accordance with agreement with Service NSW and Department of Human Services (Centrelink). Review of agreement to determine appropriate performance measures to be undertaken.	●

7.2: Enable broad, rich and meaningful engagement to occur

7.2.1: Develop volunteers network

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.2.1.1	Develop and maintain volunteers register	Register established and in use	31 December 2017	Behind schedule	Further investigation into Shire wide register will commence 2018.	●
7.2.1.2	Maintain membership of Wagga Volunteers Centre	Membership maintained	Annual renewal	Pending	Information will be regularly updated as required.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.2.1.3	Participate in the Riverina Eastern Regional Organisation of Councils (REROC) Take Charge Forum (Youth volunteering)	Participation	Annual participation	Completed	Attended and helped facilitate day with REROC on the 31st August 2017.	✓
7.2.1.4	Provide access to volunteer training for community members	Opportunities identified and disseminated	Varies, report actual	Refer comments	Volunteer training has been provided to Community Transport volunteers. This item relates more to the broader volunteer network and requires some future consideration and planning which is programmed for the second half of the year.	●
7.2.1.5	Recognise volunteers throughout Council publications and media	Media releases, web site articles and social media posts	Five media releases, 10 web site articles, 150 social media posts each year	Refer comments	Story regarding volunteers will be featured in the Autumn Council newsletter. Social media posts and web site articles to commence in 2018.	●
7.2.1.6	Host annual celebration of volunteers (coordinate with National Volunteering Week)	Event held	Annually	Pending	Thank you lunch was held on the 19th December for all Visitor Centre and Broadway Museum volunteers at the Crossing Motel. National Volunteer Week in Q4.	●
7.2.1.7	Host summit or forum focussing on volunteering (e.g. network with neighbouring Shires, risk management, insurance, expert speakers, grant funding opportunities) (Seek funding)	Event held	Event held in 2017/18	Pending	Event planned for 2018.	●

7.2.2: Assist local community organisations to develop community capacity

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.2.2.1	Assist Not for Profit (NFP) event organisers with traffic management plans	Evidence	Varies, report actual	Refer comments	Traffic Management Plan assistance provided for Christmas on Broadway event.	●
7.2.2.2	Assist Not for Profit (NFP) organisations with regulatory approval applications	Assistance provided	Varies, report actual	Pending	Assistance provided to June Historical Society for shed erection project.	●
7.2.2.3	Provide assistance to Not for Profit (NFP) organisations with funding submissions	Assistance provided	Varies, report actual	Several letters of support provided	Assistance given as required.	●

7.3: Build on our sense of community

7.3.1: Strengthen the networks which bind the community together

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.3.1.1	Athenium Theatre building is well maintained and used for civic and community purposes	Frequency of use for civic and community purposes	Maintain frequency of use compared to same period in previous year	2016 (102), 2017 (97)	The number of bookings continues at similar levels to same period in the previous year.	●
7.3.1.2	Conduct regular meetings of the Local Emergency Management Committee	Meetings attended	Four each year	1 for this quarter	Programmed meetings held for quarter, agenda distributed and minutes prepared for distribution.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.3.1.3	Junee Junction Recreation and Aquatic Centre provide contemporary leisure services to the Shire	Membership and participation	Increase membership and participation by 5% over same period previous year	Membership increased 11.7%, participation increased 12.4%.	For the six months from July to December attendance increased 12.4% in 2017 compared to 2016. Membership as at December 2017 was 11.7% higher than at the same time in 2016.	●
7.3.1.4	Library provides and/or organises recreation space for community gatherings	Number of events	Five each year	Refer comments	Provision of community gathering events in library completed.	●
7.3.1.5	Library to maintain relevant up to date resources for the public to use	Extent of resources updated	Varies, report actual	Refer comments	Deselection of the library collection completed in Q2 - report pending.	●
7.3.1.6	Support the Junee District Historical Society in their occupation of the Broadway Museum building	Attendance of Junee District Historical Society meetings	Four meetings each year	One in the first half of the year	Attended meeting in October 2017.	●

7.3.2: Instil a sense of pride in the community by advocating for and supporting community initiatives

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.3.2.1	Council supports community initiatives and events with its available resources	Number of initiatives and events supported	Opportunities vary, report actual	53 events formally promoted	Support is typically in the form of promotion through Council's social media, web and newsletter formats.	●
7.3.2.2	Council works within existing resources to enhance public amenity across the shire	Capital works program	Completion of annual program	Pending	Annual works program continued in this quarter.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
7.3.2.3	Facilitate local Australia Day nominations and awards	Annual event held	Annual event	Pending	Planning is well underway and nearing completion. Two meetings where held, a newspaper advertisement was submitted and all contacts with stakeholders has been undertaken. Final meeting and event will be held in Q3.	●
7.3.2.4	The Mayor and Councillors makes themselves available for community and civic purposes	Evidence	Varies, report actual		Routinely meet. If the Mayor is not available for certain functions then an alternative Councillor usually attends. In the reporting period representation at military ceremonies and local school presentation nights.	●

8: TO WORK TOGETHER TO ACHIEVE OUR GOALS

8.1: Build strong relationships and shared responsibilities

8.1.1: Strengthen the networks which bind the community together - to keep a cohesive community

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.1.1.1	Council meetings conducted around the Shire	Council meetings held outside of council chambers	At least one each year	One	First Village Council meeting held at Old Junee Hall on Tuesday, 18 July 2017.	✓
8.1.1.2	Councillors or council staff attend community progress association meetings	Meetings attended	At least one in each location each year	Old Junee (1), Bethungra (1)	Councillor Cook attended Old Junee meetings and Councillor Carter attended Bethungra during the first half of the year.	●

8.1.2: Council provides resources to support identified committees and structures

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.1.2.1	Administer the Junee Community Transport scheme	Operating standards and reporting requirements for the Community Transport Program are met	100% of reports submitted on time	100%	Community Transport continues to operate in accordance with the required framework.	●
8.1.2.2	Australia Day Committee - host and provide leadership and support to the public event	Event held	Annual event	Pending	Planning for the Australia Day events/activities was progressed during the first half of the year.	●
8.1.2.3	District Emergency Management Committee - advocate for local issues	Host and or attend meetings	Varies, report actual	Two	No regional emergency management committees have been called. Council staff attend local emergency management committee meetings on a quarterly basis to advocate for local emergency management priorities.	●
8.1.2.4	Junee Interagency Forum - Council services participate in this forum and events	Meeting attendance	Four meetings each year	Two meetings in first half of year	The August and October meetings were attended.	●
8.1.2.5	Junee Youth Council - host and provide leadership and support to promote the voice of young people via citizenship activation	Youth Week and school holiday programs	Youth Week occurs annually and programs at all school holidays	Pending	1st event of the summer school holiday program completed with good attendance. A further 3 events are planned for January.	●
8.1.2.6	Senior Citizens Committee - the annual event to proceed and support activities for our aging residents	Events held	Minimum 1 event each year	Pending	Planning commences in February 2018.	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.1.2.7	Support local volunteer drivers in the Junee Community Transport scheme	Formal meeting with drivers	4 times each year	Three to date	Volunteer drivers were supported through the first half of the year with training and regular meetings. Prospective new volunteers were provided with orientation.	●

8.2: Work in partnership to plan for the future


8.2.1: Maintain proactive working relationship with community groups and associations

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.2.1.1	Meet with Junee Business and Trades (JBT) to support business and community events	Meetings attended	Four times each year	Six	The Council has maintained its relationship with JBT and support of business and community events. During the first half of the year a very successful "Meet & Greet" function was held.	●
8.2.1.2	Meet with Junee Sports Committee to improve and maintain sporting assets across the shire	Meetings held	At least annually		No attendance at October meeting. Sports grounds maintenance program in progress.	●
8.2.1.3	Tourism and Promotion Working Party - provide administrative support to this committee to provide opportunities for group initiatives to support our community	Meetings attended	At least twice each year	Refer comments	Provided as needed. In future the Events & Tourism Committee will provide guidance and advice into this process.	●



Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.2.1.4	Identify and map relationships between all community groups and associations	Community mapping exercise completed	30 June 2018	Pending	To commence in early 2018.	●

8.2.2: Work in partnership with neighbouring councils and government agencies in regional promotion, policy development and service provision.

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.2.2.1	Active member of Riverina Regional Library (RRL)	Riverina Regional Library Annual Report published on Council web site	Annually	Pending	Councillor Pam Halliburton is Deputy Chair of Riverina Regional Libraries (RRL). The RRL annual report has been published on the "You, me and Junee" website.	●
8.2.2.2	Active member of the Riverina Eastern Regional Organisation of Councils (REROC).	Meetings attended	Varies, report actual	Ongoing	Always. The Mayor is the Deputy Chair of REROC.	●
8.2.2.3	Selectively participate in Riverina Eastern Regional Organisation of Councils (REROC) projects and programs.	Evidence	Varies, report actual	Refer comments	Council is part of a number of REROC projects. Eg Collection Deposit Scheme, TakeCharge youth leadership program, Infrastructure committees, Waste Committee, Planning committee.	●
8.2.2.4	Work collaboratively with the	Road Maintenance	Prepare, review	Ongoing	Highway road corridor and Rest	●

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
	NSW Roads and Maritime Services to maintain a safe and fit for purpose highway network	Council Contract with NSW Roads and Maritime Service.	and implement one plan each year		Areas maintained as required by the NSW Roads and Maritime Services. Shoulder grading completed in preparation for reseals in Q3.	
8.2.2.5	Work collaboratively with the NSW Rural Fire Service to mitigate bush fire hazard across the Shire	Meetings attended	Varies, report actual	Ongoing	Slashing of all roadsides, including strategic roadsides was undertaken in the quarter, including unplanned slashing due to prevailing weather conditions.	


8.2.3: State & Federal Government relationships

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.2.3.1	Invite Local Federal Member of Parliament to meet with elected body	Invitation	At least once each year	Pending	The Mayor has met the Member for Riverina Federal Hon. Michael McCormack on a number of occasions this financial year. The Hon. Member has also met with other Councillors during this time at events and functions where the opportunity to discuss local issues has been provided.	
8.2.3.2	Invite Local State Member of	Invitation	At least once each	One	Hon. Steph Cooke MP, Member for	


Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
	Parliament to meet with elected body		year		Cootamundra, visited General Manager and Mayor on 24 November 2017. The Hon. Member has also met with other Councillors during this time at events and functions where the opportunity to discuss local issues has been provided.	
8.2.3.3	Meet with State and Federal Agencies to advocate for local and regional interest	Meetings attended as required	Varies, report actual	Refer comments	<p>Deputy Premier visited Junee on three occasions. The Mayor and General Manager met with Federal and State Ministers regarding funding of Sewerage Treatment Works and Mobile Phone reception.</p> <p>Member for Riverina met with Councillors to discuss local issues of importance.</p> <p>Newly elected Member for Cootamundra has made several visits to Junee and surrounding villages. The Hon. Member has also met with the Mayor on three occasions to discuss local issues of importance.</p> <p>Eleven community projects application lodged within the NSW Stronger Country Communities Fund.</p>	●

8.3: Provide representative, responsive and accountable community governance and leadership

8.3.1: Implement the Community Strategic Plan

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.3.1.1	Develop Council's Delivery Program and Operational Plan in response to the Community Strategic Plan	Plans adopted	June each year	Pending	No planned activity in the first half of the year.	

8.3.2: Report to the community in accordance with the NSW State Government's Integrated Planning & Reporting framework

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.3.2.1	Prepare a Quarterly Budget Review Statement within two months of the close of each quarter.	Report presented	November, February and May each year	November	Report will be prepared and presented to February 2018 Council meeting.	
8.3.2.2	Inform community of performance against Integrated Planning and Reporting (IP&R) requirements.	Annual report	November each year	Completed	Report on IP&R activity for the 2016/2017 financial year provided in Annual report published on 30 November 2018.	
8.3.2.3	Ensure Financial Statements are completed and lodged in accordance with statutory requirements.	Financial reports	Ready for audit mid September each year	Completed	The 2016/2017 Financial Statements were prepared and signed off by the Auditor General on 30 October 2017 which was within the statutory deadline set.	

8.3.3: Appropriate governance and leadership is in place to ensure appropriate level of accountability and transparency

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
8.3.3.1	Maintain an appropriate suite of Policies to guide Council's activities	Evidence	Varies, report actual activity		Refer 8.3.3.2.	●
8.3.3.2	Review each Policy within the span of the electoral term	Reviews completed	Report actual		Policy reviews are being completed in accordance with the timelines established in the Policy Register.	●
8.3.3.3	Maintain an Enterprise Risk Management (ERM) system	Reviews by Executive Management Team	At least one review each year		Enterprise Risk Management (ERM) system policies and procedures are under review to ensure correct alignment with legislative and business needs. Staff are developing Enterprise Risk Registers and are working with the Internal Audit Committee together with Councils external auditor to ensure that Councils ERM system is at a level that enable effective management of any adverse risks to the organisation and also to take advantage of any opportunities that may present themselves as a result of the ERM process.	●
8.3.3.4	Public information is readily	Review	Quarterly review		Website is updated as required and	

Action Code	Action Name	Performance Measure	Target	Actual	Comments	Status
	accessible on council websites for public viewing				on a weekly basis.	
8.3.3.6	Manage Council's Records Management systems	Evidence	Varies, report actual	Refer comments	Discussions will commence in Q3 with potential vendors of Electronic Document and Records Management Systems (EDRMS) with the plan to submit the project for the Tr@cer replacement to the 2018/2019 budget. The resourcing requirements will be referred to the 2018/19 budget for consideration.	