



Corporate Business Plan 2020-21 Actions

Quarter Two Reporting

1.1 Our Heritage

Action	Status	Commentary	Responsible Officer
1.1.1 Recording, recognising and preserving our social, environmental and built heritage			
Coordinate preservation activities at the City's historic cemeteries	Meeting Requirement-Ongoing	New signage for Mullewa Pioneer Cemetery in development, ready for March. Tree planting conducted at Greenough Pioneer Cemetery.	Trudi Cornish
Facilitate the auditing and renewal of heritage signage and heritage walk/drive trails	Meeting Requirement-Ongoing	Tenindewa signage installed in December. New trail booklet in development for 6 x CBD walk trails.	Trudi Cornish
Develop and promote activities at the City's three community museums	Meeting Requirement-Ongoing	Collections WA training attended in November.	Trudi Cornish
Collect, maintain and promote the City's local heritage and civic archive collections	Meeting Requirement-Ongoing	Donations continue to be received and catalogued. Photo collection regularly added to and promoted online/social media/print media.	Trudi Cornish
Seek funding to progress Point Moore Lighthouse project	Cancelled	Project now being pursued independently by the BCMHA. No further action from the City at this point.	Chris Lee
1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture			
Develop and manage the Yamaji Yanda archival photographic collection	Meeting Requirement-Ongoing	Ongoing collection and cataloguing of historical photos of local Aboriginal people.	Trudi Cornish
Review the Reconciliation Action Plan and develop a new four year plan	In Progress	Surveys completed and report produced to provide community input; City business units consulted on priorities and appropriate actions for inclusion; planning underway for additional community engagement opportunities early 2021 and development of a communications plan.	Fiona Norling
1.1.3 Facilitating engagement in the arts in all its forms			
Coordinate and deliver the annual Big Sky Readers and Writers Festival	Meeting Requirement-Ongoing	Grant funding application to DLGSC sent in November for \$24,950. Dates for 2021 - 30 Sept to 3 Oct.	Trudi Cornish
Implement the Public Art Strategy	Meeting Requirement-Ongoing	Draft Public Art Strategy presented to Council, out for public comment closing 15 January.	Trudi Cornish
Innovatively manage the Geraldton Art Gallery in keeping with COVID-19 and budget constraints	In Progress	Exhibition Opening numbers limited in line with COVID restrictions on building occupancy.	Trudi Cornish

1.1.4 Fostering and facilitating community and cultural events

Attract sponsorship and grant funding for events and community and cultural development programs	Meeting Requirement-Ongoing	Grant application submitted for HMAS Sydney II 80th service in 2021 through Saluting Their Service and advised as successful, attracting \$71,000. Successful application made for \$20,000 from Australia Day Council to deliver Covid-compliant Australia Day event. Ongoing research into additional external funding to support events and QPT re-opening and liaison with LotteryWest to re-allocate existing grant funding held over due to lockdown.	Fiona Norling
Facilitate the delivery of community events and cultural initiatives in Mullewa	Delayed	Delivery of community events in Mullewa impacted by Covid restrictions, therefore Agricultural Show not conducted in 2020. Centenary celebrations rescheduled to March 2021. Planning undertaken for Australia Day 2021.	Fiona Norling
Innovatively hold local events giving consideration to COVID-19 and budget constraints	Delayed	Christmas on the Terrace cancelled due to Covid restrictions. Planning for a modified Australia Day event to be delivered in Covid-compliant format. Events planned and delivered in modified formats at QPT using Lower Foyer and Amphitheatre while Auditorium remained closed.	Fiona Norling
Creatively regenerate activity at the QPT Theatre under the restrictions imposed by COVID-19 and reduced funding	Delayed	Planning for re-opening QPT early in 2021 included liaison with promoters and re-booking external shows, designing a re-opening calendar with a diverse mix of cultural opportunities for the community and allocating budget for in-house delivered shows.	Fiona Norling
Complete the required consultation and research required to develop new Events Strategy	Completed	Event Strategy presented as draft to Council for consideration October 2020 and finalised following completion of public comment period.	Fiona Norling

1.1.5 Providing public library services to meet the lifelong learning and leisure needs of the community

Adapt and innovate information services and programs as a result of COVID-19 restrictions and reduced fiscal capacity	Completed	New Library opening hours now in operation. Closed on Sundays.	Trudi Cornish
Develop and maintain a physical and digital library collection based in Geraldton and Mullewa	Meeting Requirement-Ongoing	Ongoing service delivery.	Trudi Cornish
Oversee the management of the Midwest Libraries Consortium	Meeting Requirement-Ongoing	Ongoing service delivery. Investigating shared costs for online book club.	Trudi Cornish

1.2 Recreation and Sport

Action	Status	Commentary	Responsible Officer
1.2.1 Supporting the strong sporting culture that has shaped Greater Geraldton's identity and lifestyle			
Submit a CSRFF application for the Aquarena Outdoor Pool renewal and complete detailed design	In Progress	Received DLGSC confirmation of successful CSRFF application for \$750,000. Design works continued currently at 50% completion on schedule to be finalised in March 2021.	David Emery
Complete Little Athletics sporting light towers replacement	In Progress	Contract been awarded with kick-off meeting 12 January. Construction to start in February and project will be completed in the 20/21 FY.	Pierre Neethling

1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes

Complete the Lotterywest funded GRAMS Reserve Upgrade	In Progress	Slight delay with project delivery as community consultation took longer than expected but project is still anticipated to be completed in 20-21.	Pierre Neethling
Complete the Department of Transport funded Railway Street Safe Active Street Project	In Progress	RFT completed and ready for release. Awaiting for final design approval and appraisal of cost estimates by DoT. Funding agreement milestone have been revised for construction completion end of October 2021.	Pierre Neethling
Upgrade Olive Street Reserve - Irrigation and reticulation infrastructure	In Progress	Design complete and draft project plan completed. Assessment of project plan in progress and once completed consultation with Council and community will be undertaken before implementation of project plan. Landscape planting will be dependant on suitable winter conditions to provide best outcome for planting and most efficient use of water.	Kerry Smith

1.3 Community Health and Safety

Action	Status	Commentary	Responsible Officer
1.3.1 Encouraging the improvement of health services and facilities for the community			
Support and help educate food industry and sporting groups on Covid Safe Plans	Meeting Requirement- Ongoing	An ongoing activity and being effectively implemented by City Health team.	Brian Robartson
1.3.2 Promoting healthy lifestyle initiatives and living standards			
Facilitate the delivery of Health Promotion Programs	Meeting Requirement- Ongoing	Ongoing activity.	Brian Robartson
1.3.3 Ensuring effective management of animals within the community			
Continue to implement Corella Management Plan	On Schedule	The Corellas returned to Geraldton in small numbers in November and December 2020. The approved contractor began trapping in December however no birds were trapped due to the small numbers and the birds were wary of the netting apparatus. The culling program will start again in early January 2021 with netting and shooting (using air rifles). With hot weather predicted over the New Year break it is likely that there will be an increase in the Corellas being present meaning the Culling program will intensify.	Mark Adams
Complete review of dog prohibited and dog designated exercise areas for council approval	On Schedule	The dog prohibited and designated exercise areas were approved by Council on 24 November 2020. The City is undergoing a review of the signage at all locations and will implement new signage in the New Year plus manage an education program to the community.	Mark Adams
1.3.4 Encouraging initiatives to improve community safety			
Development of a Maitland Park School Precinct Micro Simulation Model & Car Parking Plan	In Progress	Modelling calibration is underway utilising the traffic data collected. This will inform traffic movement patterns and potential road treatments for improved pedestrian and vehicle movements.	Michael Dufour

1.4 Emergency Management

Action	Status	Commentary	Responsible Officer
1.4.1 Building resilience and capacity to manage natural and man-made emergency events			
Formalisation of the Batavia Local Emergency Management Committee (BLEMC) MoU by 1 September 2020	Completed	Complete.	Michael Dufour
Obtain Council endorsement of the Bush Fire Risk Management Plan 2020-2025 by 30 November 2020	In Progress	The City's Bush Fire Risk Management Plan has been submitted to the Office of Bushfire Risk Management for endorsement. Once endorsed it can will be presented to Council for approval.	Michael Dufour

1.5 Recognise, value and support everyone

Action	Status	Commentary	Responsible Officer
1.5.1 Supporting and strengthening community groups, organisations and volunteer services			
Contribute to progressing positive social outcomes in the long term planning for the Spalding Project	Meeting Requirement-Ongoing	Allocation of Mitchell St Community Garden beds finalised and organising group identified through community engagement activity held to hand over to community.	Fiona Norling
Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	Meeting Requirement-Ongoing	Support provided to Walkaway groups in regard to leases and access to Recreation Centre. Support provided to hall committees to ensure Covid-safe venues.	Fiona Norling
1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities			
Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre	In Progress	Mullewa program significantly impacted by reduced availability of casual staff - Saturday program yet to be resumed. Bimba basketball conducted in Mullewa with approx. 50 participants. Activities and support continued to be delivered for at-risk and disengaged youth, including Yanchep camp in October, Thursday night Safespace with PCYC and Friday night sports program, trialled at a new venue due to unavailability of basketball stadium.	Fiona Norling
1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds			
Deliver a range of youth vibrancy programs including the school holiday programs and activities that are based at the Foreshore to contribute to place activation	Meeting Requirement-Ongoing	Youth Vibrancy delivered popular October youth holiday program. Planned Films on the Foreshore and Sundays by the Sea at Stow Gardens for January commencement. Mullewa Mental Health Day conducted in November as a new initiative.	Fiona Norling
Facilitate improved access and inclusion to City services, facilities, programs, infrastructure and events for people with a disability through the implementation of the Disability Access and Inclusion Plan	Meeting Requirement-Ongoing	Actions of DAIP continued to be implemented, including support for International Day and installation of beach matting for summer. City's annual DAIP report was acknowledged by state government in Upper House in December for achievements.	Fiona Norling
Promote positive ageing in the Mid West through the facilitation of a comprehensive range of recreational, physical, social and cultural activities and relevant resources at the QEII Seniors and Community Centre	Meeting Requirement-Ongoing	QEII programs reinstated in accordance with Covid restrictions and almost fully resumed with high participant numbers. Research underway into other local government positive ageing strategies to provide input into a strategy for the City that encompasses positive ageing more broadly than QEII program.	Fiona Norling
1.5.5 Enhance relationships and services between rural and urban areas			
Advocate for issues of relevance to the Mullewa community	Meeting Requirement-Ongoing	Advocacy continued by Mullewa District Office and CGG Executive on matters including Mullewa Regional Health Service with Department of Health, Western Power in regard to power outages and power supply options, and service provider agencies. Meeting held with proponent for power supply option working with Western Power and workshops hosted with community and service provider agencies to re-confirm and advocate local needs.	Fiona Norling
Ensure the delivery of key services to the Mullewa community including caravan park, airfield, cemetery, Mullewa District Office customer service, library and Department of Transport services	Meeting Requirement-Ongoing	Mullewa District Office continued to deliver services, including out-of-season bookings for caravan park. Responsibility for airfield support transferred to Geraldton airport to ensure appropriate expertise.	Fiona Norling
Complete infrastructure and grant funded improvements to Mullewa Recreation precinct to support and enhance the delivery of the annual Mullewa Agricultural Show	In Progress	Contract will be awarded during the week of 18-22 January. Construction will be completed by mid-May 2021.	Pierre Neethling

2.1 Revegetation - Rehabilitation - Preservation

Action	Status	Commentary	Responsible Officer
2.1.2 Sustainably maintaining public open spaces and recreation areas			
Complete final implementation stage central irrigation control system for larger and designated parks	In Progress	On track for completion by 30 June 2021.	Kerry Smith
2.1.3 Ensuring natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations			
Deliver 15,000 native vegetation seedlings to City and Community projects	In Progress	Seed collection has been completed. Seed germination is well underway and will continue into Quarter 3. The second batch of Lone Pine trees has been transferred to 35L grow bags.	Michael Dufour
Removal of 20,000 boxthorn plants from the City's Coastal and Natural Areas	In Progress	Contractor and Community removed 1000 plants from the Bluff Point foreshore coastal environment. With boxthorn plants entering dormancy, boxthorn blitz workshops were planned for Quarter 3.	Michael Dufour
Complete 90% Coastal & Natural Environment renewal program	In Progress	Coastwest funded projects at Separation Point and Cape Burney, and the Greys Beach Landscaping are 95% complete. Trees accounting for the 5% balance will be planted in Quarter 4. Further fencing renewals were undertaken in the Chapman River Regional Park.	Michael Dufour

2.2 Sustainability

Action	Status	Commentary	Responsible Officer
2.2.1 Promoting, researching and implementing practices such as improved and innovative waste management, water reuse and renewable energy production			
Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	On Schedule	Waste & Recycling Strategy adopted by Council November meeting. Next step is to have the DWER Waste Plan adopted by Council at February meeting. This will then complete project.	Brian Robartson
Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	Meeting Requirement-Ongoing	This programme will be ongoing for some years due to the complexity of data collection for underground assets. Good progress being made with asset Management work being undertaken by maintenance staff which is helping to speed up data accuracy.	Kerry Smith
Call and award works for Meru landfill and tip shop operations	In Progress	FOGO pad out for RFQ and implementation February. Transfer Station planned for RFT release following February Council meeting with approval to bring forward \$2M from reserve. Power upgrade and fibre optic roll out approved for RFT advertising. EOI for tip shop lease to be advertised 22/1/21.	Brian Robartson
Work cooperatively with Container Deposit Scheme provider to establish their facility at Meru site	Meeting Requirement-Ongoing	New location being sought by provider.	Brian Robartson
Continue with the implementation of a Food Organic and Garden Organic (FOGO) kerbside collection trial and prepare for future "roll-out" to across the community	In Progress	Roll out planned for end March. RFQ released for FOGO pad extension. DWER licence approval sought for license works approval.	Brian Robartson

Development of a City Water Usage Reduction Strategy by June 2021	In Progress	This strategy is in in progress and on track for completion by 30 June 2021. Limited resources available to work on this project and time constraints can slow progress at times.	Kerry Smith
Develop a transition strategy towards alternative and clear energy fleet vehicles by June 2021	In Progress	Assessment of suitability, converting pool vehicles to Electric power due for completion at end of January. Wider strategy looking at options for fleet vehicles to be completed prior to 30 June 2021.	Kerry Smith
2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities			
Develop Corporate Energy Strategy	In Progress	Project brief completed. RFQ to be issued Q3.	Paul Radalj
Continued implementation of the Council's resolution in relation to CHRMAP	In Progress	The Draft CBD Flood Modelling report has been received and feedback provided to the consultant. The Emergency Response Plan and Stormwater Infrastructure Plan is in development. Metocean data measurement for Sunset Beach is near completion, with the data loggers retrieved in January. A sand nourishment campaign was undertaken at the Whitehill Road foreshore, and design work progressed as part of WA Recovery Plan funding. Environmental Investigations are required for Bluff Point, and an Request for Quote is being finalised.	Michael Dufour
Review and Audit of all City sporting facility utilities metering	In Progress	19 of the 29 assessed meters were identified to be directly related to CGG sporting grounds. The City engaged Quantum Surveys to assist Officers with the location, mapping and identification of utilities metering. Highest priority was given to Eadon Clarke, Utakarra Ball Park, Woorree Park and the Recreation Ground with an inception meeting to be held on Friday 29th January 2021. Corrective actions on lower prioritised grounds to be continued in Q3.	David Emery

2.3 Built Environment

Action	Status	Commentary	Responsible Officer
2.3.1 Promoting a built environment that is well planned and meets the current and future needs of the community			
Deliver HMAS Sydney II toilet facilities and amenity consultation and development	In Progress	Concrete tilt panels to be erected in January with expected completion in Feb.	Pierre Neethling
Complete a first draft of the 2021-22 capital works program by 30 December 2020	Complete	First Draft complete and circulated to EMT for review. Final draft to be prepared in Feb 2021 for Council review and consideration in budget setting process.	Chris Lee
2.3.3 Providing a fit for purpose, safe and efficient infrastructure network			
Replace People Scanner with new full body CT scanner to new Federal requirements	In Progress	RFT complete. Supplier expecting scanner arrival in Australia early Jan 2021. Installation in early February 2021. Operational by late Feb to Early March.	Desmond Hill
Complete 90% or above of the pathway renewal program for 2020-21	In Progress	Works are progressing well and will be completed in the 20/21FY.	Pierre Neethling
Complete 90% or above of the road and drainage renewal program for 2020-22	In Progress	Works are progressing well and expected completion is in April.	Pierre Neethling
Complete Durlacher & Maitland Street roundabout	Complete	Project Completed in December 2020.	Chris Lee
Complete Cathedral & Sanford roundabout	In Progress	Tender evaluations complete for Council consideration at Feb 2021 Council meeting.	Chris Lee

2.4 Asset Management

Action	Status	Commentary	Responsible Officer
2.4.1 Applying financial sustainability principles to ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal			
Develop a comprehensive Asset Management Plan for the replacement of all street lights including a rolling ten year Capital Works Program and fair value and depreciation calculation	In Progress	On track for completion by 30 June 2021.	Kerry Smith
Review Asset Management Plan for the replacement of all fleet items including a rolling ten year Capital Works Program with fair value and depreciation calculation	In Progress	Rolling 10 year plan is substantially complete with further work to factor in disruption caused by Covid 19 to be completed within next quarter.	Kerry Smith
2.4.2 Maintaining integrated asset management systems that effectively maintain and replace community assets			
Update and obtain Council approval of the Asset Management Policy	In Progress	Draft policy construction underway.	Kerry Smith
Engage qualified Asset Valuers to undertake a revaluation of all infrastructure assets (excluding airport)	Not Commenced	Revaluation of Land & Building Assets will be undertaken this FY instead of Infrastructure Revaluation which has been deferred to 21-22 as further and updated data capture is required over the next 6 months . RFQ in development for L&B Revaluation.	Nita Jane

3.1 Growth

Action	Status	Commentary	Responsible Officer
3.1.1 Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development			
Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	Complete	Around 155K website hits; 26 Media Releases; 61 Community Service Announcement and around 83 Media Enquiries. Top social media posts included containers for change; HMAS Sydney Pre-recorded ceremony.	Trish Palmonari
Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Meeting Requirement-Ongoing	Ongoing liaison with a number of proponents interested in setting up in the Mid West including UFloatz; Aviair; Strike Energy; AIS; Project 421. Ongoing representation on or at the following: Oakajee Stakeholder Group; Australian Regional Tourism; Australia's Coral Coast Board; Wildflower Country Inc; Mid West Industry Food Cluster; Tourism Geraldton Mid West; Australian Regional Tourism; Abrolhos Islands Interagency Project Team; Midwest Ports Community Strategic Group; Square Kilometre Array Stakeholder Group.	Trish Palmonari
Development and implementation within City budget provisions of City region destination management and marketing plans	Meeting Requirement-Ongoing	Development of Grab and Go Destination Promotional Tools for the GVC to distribute in response to the cancelling of a membership model for the Centre.	Trish Palmonari
Development and update of City Region Investment Prospectus	Meeting Requirement-Ongoing	Updated monthly to incorporate relevant information to business and industry as a result of Federal and State Government announcements in response to changing circumstances of the pandemic.	Trish Palmonari
Complete Council approved relocation of the Geraldton Visitor Centre information services to the Art Gallery	Complete	GVC successfully relocated to GRAG on the week commencing 14 September 2020.	Trish Palmonari
3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment			
Promote and advocate CCG's State Election Project list	Complete	Document developed and distributed to both State and Federal Ministers.	Trish Palmonari
Complete land transfers for Cape Burney subdivision development	In Progress	20/23 properties have been settled. 2 will settle by mid February leaving one that is on an approved loan to settle after propert is sold.	Brian Robertson
3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan			
Support and facilitate Geraldton Jobs and Growth Plan 2020-2023 initiatives	Meeting Requirement-Ongoing	Progress Midwest AGM held in November. Review of Incorporated Rules underway.	Trish Palmonari

3.2 Lifestyle and Vibrancy

Action	Status	Commentary	Responsible Officer
3.2.3 Revitalising the CBD through economic, social and cultural vibrancy			
Develop and administer Council approved concession and incentive programs for CBD revitalisation and attraction of industry investment in the City centre	Meeting Requirement-Ongoing	Ongoing facilitation of meetings with Franchise Council of Australia and Mid West Chamber of Commerce and Industry to attract business to the CBD.	Trish Palmonari
Provide policy and strategy advices for economic development of the City region	Complete	Economic Development and Investment Attraction and Mine Resourcing Policies reviewed and submitted for Council approval in October.	Trish Palmonari
Planning and delivery of projects to support the CBD Revitalisation Plan	In Progress	Projects being considered in MYR for implementation under the LRCIP funding program this Calendar Year.	Chris Lee

4.1 Community Engagement

Action	Status	Commentary	Responsible Officer
4.1.1 Continuing to engage broadly and proactively with the community			
Facilitate community engagement initiatives on behalf of the organisation	In Progress	Durlacher/Maitland Streets Roundabout construction engagement/communications-completed. FOGO Trial ongoing. Railway Safe Active Street Project-ongoing. Foreshore Master Planning ongoing. GRAMS Reserve upgrade-ongoing. Strategic Community Plan-completed. Cathedral Ave Roundabout/Upgrade- ongoing. CHRMAP Coastal policy-ongoing. Mullewa Public Art options survey-ongoing. RAP Review Survey-completed. Community Engagement Policy Review-ongoing.	Janell Kopplhuber
4.1.2 Promoting and celebrating the City's achievements			
Continue to promote the City through positive media coverage using a wide range of channels such as media releases, media liaison, website and social media.	Meeting Requirement-Ongoing	Ongoing promotion through social media; TAGG and general media releases.	Trish Palmonari
4.1.3 Providing innovative and accessible customer service and information systems			
Implement the Customer Service Strategy for the City	In Progress	Currently in development stages.	Natalie Hope

4.2 Planning and Policy

Action	Status	Commentary	Responsible Officer
4.2.2 Responding to community aspirations by providing planning and zoning for future development			
Review and update the Local Planning Strategy and Local Planning Scheme No. 1.	Not Commenced	The City is due to provide their Local Planning Scheme and Strategy review to the DPLH by June 2021. This will require a scheme and strategy review to commence early 2021.	Mark Adams
Implement a retrospective program to have planning applications and approvals inputted into the TRIM Records Management system.	Not Commenced	Prior to TRIM (and dating back to 1989 when the City of Geraldton first started using separate planning files), there would be over 5,300 development applications to input into TRIM. This does not include subdivision/strata applications nor any applications from the former Shire of Greenough or Shire of Mullewa. Back capturing this information into TRIM is a colossal task and will require significant additional resources. It may be prudent to delay this back capture until the implementation of the ERP (Enterprise Resource Planning project).	Mark Adams
Implement an E lodgement process for planning applications and approvals with the objective of it being a paperless process by June 2021	Completed	Completed	Mark Adams
Update Policies and processes to reflect the changes being implemented by the WA State Governments planning reform initiative	Not Commenced	The State Government planning reforms have not yet been approved therefore the CGG policies cannot be updated.	Mark Adams

Facilitate and action the recommendations (from a City perspective) of the Spalding Precinct Plan	In Progress	The City is continuing to seek funds for substantial works in Spalding to deliver on a number of the actions within the Precinct Plan. The City has supplied the Department of Communities with a number of key priority actions with high level costings in the range of \$4- 8 million. The City is awaiting further advice on the request as the State budget has allocated funds for housing improvements but no details as yet available (Actions 1, 7, 8 11, 15 & 18). The City is also upgrading roads and footpaths through the suburb (Action 13) and has also improved connectivity between Spalding, the sports fields and Chapman River Wildlife Corridor (Action 11). Community & Cultural Development team also continuing to work with key stakeholder groups and individuals in relation to the Spalding Community Garden and broader community interaction, (Action 20).	Mark Adams
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4.3 Advocacy and Partnerships

Action	Status	Commentary	Responsible Officer
4.3.1 Active participation in regional, state and national alliances			
Participate in WA Regional Capitals Alliance and Regional Capitals Australia	Meeting Requirement-Ongoing	The Mayor and/or CEO are regularly attending and participating in RCAWA and RCA meetings. Recent performance benchmarking of participating Councils completed for 2019-20.	Paul Radalj
Via Progress Midwest continue collaborative advocacy and promotion of regional priorities	Complete	The PMW election priorities document is being rolled out in line with the Communications plan endorsed by the PMW Board.	Trish Palmonari
Develop and execute an update MOU with Mid West Port in relation to the Northern Beaches Stabilisation Programme	In Progress	An initial desktop review of the exiting Northern Beaches Stabilisation Plan has been undertaken to identify where changes and improvements are required.	Michael Dufour
4.3.2 Partnering with key international communities through Strategic Alliances			
Develop and manage formal international relationships with foreign cities as approved by Council	In Progress	Reviewing the Federal Government's Australia Foreign Relations Act 2020 that is looking at Sister City Relationships.	Trish Palmonari

4.4 Financial Sustainability and Performance

Action	Status	Commentary	Responsible Officer
4.4.1 Preparing and implementing short to long term financial plans			
Implement post COVID-19 review and update of the City's Long Term Financial Plan	In Progress	Initial work has been undertaken to update the LTFP with 19-20 financial information.	Nita Jane
Prepare and adopt Annual budget prior to 30 June 2021	Not Commenced	Annual budget process will commence in Q3.	Nita Jane
4.4.2 Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner			
Investigate, monitor and report on key financial ratios	Completed	Key financial ratios for 19-20FY have been calculated and reported in the annual financial report.	Nita Jane
Complete the capital works engagement component of the current Voice of the Community Project	Completed	Two part workshop series held in Nov. In Dec. Citizen Jury report was received by Council and referred to EMT for review of recommendations for feasibility and implementation.	Janell Kopplhuber
Complete major review of the City's Integrated Planning Framework	In Progress	Not due to commence until Quarter 3.	Trish Palmonari

4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery

Develop and implement new corporate software	In Progress	Detailed requirements schedule being finalised in preparation for RFQ.	Nita Jane
Establish a governance system for the selection of information systems and technology	Meeting Requirement-Ongoing	Scheduled for completion in Q3.	Dennis Duff
Improve record management processes and systems - complete transition of documents from "O" Drive to centralised system	Meeting Requirement-Ongoing	Will kick off Phase 3 following the appointment of Coordinator ICT (Q3).	Dennis Duff
Deliver a CyberSecurity Incident Response Plan	Delayed	Unforeseen resource constraints during Q2. Scheduled for completion in Q4.	Dennis Duff
Implement Multi-Factor Authentication for externally facing systems	Completed	MFA system and processes went live December 8 2020.	Dennis Duff
Continue the digitisation of internal forms in automating workflows	In Progress	Q2 was a period of resolving system/knowledge issues impeding progress.	Dennis Duff

4.5 Good Governance & Leadership

Action	Status	Commentary	Responsible Officer
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4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role

Provide and facilitate Councillors with training and development opportunities	In Progress	Council Members were sent a BN 14 July 2020 [D-20-079822] on the record keeping requirements and to keep up to date with their Essential Training where applicable. The Training Matrix Report [D-19-094501] is kept up to date on their status. Follow up on overdue training to be actioned.	Sheri Moulds
Implement post COVID-19 quarterly reviews with Council	In Progress	Mid Year Review underway for presentation to Council in February 2021.	Nita Jane

4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice

Provisions of Risk Management and Insurance capabilities and services for the organisation	Meeting Requirement-Ongoing	Risk and insurance management processes current, in readiness for annual review commencing Feb - April 2021.	Brodie Pearce
Administer Council's policy formulation and review process and maintain the Council Policy Manual	Meeting Requirement-Ongoing	Eight council policies reviewed and endorsed by the Council.	Margot Adam
Review and update existing "rolling" 5 year internal audit	In Progress	Audit Committee item prepared for consideration. RFQ in Q3 with FMR5 and Reg 17 audits to be undertaken by 30 June.	Nita Jane
Complete update of Local Laws including repeal of redundant laws	On Schedule	Two local laws adopted by the Council - 27 October 2020 and 24 November 2020. One amendment local law endorsed for public consultation.	Margot Adam
Review post Covid related organisational response planning and actions.	In Progress	MYR to be presented to Council in Feb - effectively Q2 review. Further development occurring on pandemic action and recovery plans - due to be completed by end of Q3.	Paul Radalj
Undertake and complete annually two business continuity exercises	In Progress	Updated BCM plans developed from lessons learnt from COVID-19. BCM workshop reviews to be conducted as part of the annual review commencing Feb - April 2021.	Brodie Pearce
Review business model and processes to centralise tenders and procurement capabilities, advice and control services.	In Progress	Implementation of procurement service model underway. Updates to City tendering processes and templates to be completed over the next quarter. Corporate supply contracting processes and central coordination implemented with RFQ support expanded to all branches in a staged implementation.	Brodie Pearce
Develop and implement a comprehensive and compliant Workplace Safety Management System & Processes	In Progress	City whole of operations Safety Management Plan training program commencing Feb 2021. All staff to be trained in its use. City continuing to review and update safety processes to ensure WHS alignment LGIS audit of safety systems and plan to be undertaken in first half of 2021.	Brodie Pearce

4.5.3 Providing leadership for the community in sustainability issues and local government reform matters

Local Government Act Review - Monitor and ensure any changes to the act are captured and implemented into policies and processes to ensure statutory compliance	In Progress	All remaining sections of the Local Government Legislation Amendment Act 2019, with the exception of codes of conduct and CEO standards came into operation on 6 November 2020 through the Local Government Amendment Regulations (No 2) 2020. Implementation is in progress or completed and includes changes to the rules for giving public notice, appointment of authorised persons under the Local Government Act 1995 for this Act (and other Acts, and publication of additional information in the annual report and on the website.	Margot Adam
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4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery

Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	Meeting Requirement-Ongoing	Fitness for Work Policy, procedure and program in operation.	Brodie Pearce
Commence negotiations on new EBA	In Progress	Discussions have been had with EMT and the process is underway.	Natalie Hope
Implement the strategies in the 2019-2022 Workforce Plan	Delayed	Due to COVID impacts a number of proposed actions have been deferred.	Natalie Hope