



City of  
Greater Geraldton  
a vibrant future



**CORPORATE BUSINESS PLAN  
REVISED ACTIONS  
2020-2021**

## Community

### 1.1 Our Heritage And The Arts

Action 20-21		Responsible Officer
<b>STRATEGY 1.1.1 Recording, recognising and preserving our social, environmental and built heritage</b>		
1.1.1.1	Coordinate preservation activities at the City's historic cemeteries	Trudi Cornish
1.1.1.2	Facilitate the auditing and renewal of heritage signage and heritage walk/drive trails	Trudi Cornish
1.1.1.3	Develop and promote activities at the City's three community museums	Trudi Cornish
1.1.1.4	Collect, maintain and promote the City's local heritage and civic archive collections	Trudi Cornish
1.1.1.5	Seek funding to progress Point Moore Lighthouse project	Chris Lee
<b>STRATEGY 1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture</b>		
1.1.2.1	Develop and manage the Yamaji Yanda archival photographic collection	Trudi Cornish
1.1.2.2	Review the Reconciliation Action Plan and develop a new four year plan	Fiona Norling
<b>STRATEGY 1.1.3 Facilitating engagement in the arts in all its forms</b>		
1.1.3.1	Coordinate and deliver the annual Big Sky Readers and Writers Festival	Trudi Cornish
1.1.3.2	Innovatively manage the Geraldton Art Gallery in keeping with COVID-19 and budget constraints	Trudi Cornish
1.1.3.3	Implement the Public Art Strategy	Trudi Cornish
<b>STRATEGY 1.1.4 Fostering and facilitating community and cultural events</b>		
1.1.4.1	Innovatively hold local events giving consideration to COVID-19 and budget constraints	Fiona Norling
1.1.4.2	Attract sponsorship and grant funding for events and community and cultural development programs	Fiona Norling
1.1.4.3	Creatively regenerate activity at the QPT Theatre under the restrictions imposed by COVID-19 and reduced funding	Fiona Norling
1.1.4.4	Facilitate the delivery of community events and cultural initiatives in Mullewa	Fiona Norling
1.1.4.5	Complete the required consultation and research required to develop new Events Strategy	Fiona Norling

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

1.1.5.1	Adapt and innovate information services and programs as a result of COVID-19 restrictions and reduced fiscal capacity	Trudi Cornish
1.1.5.2	Develop and maintain a physical and digital library collection based in Geraldton and Mullewa	Trudi Cornish
1.1.5.3	Oversee the management of the Midwest Libraries Consortium	Trudi Cornish

## **1.2 Recreation and Sport**

<b>Action</b>	<b>Responsible Officer</b>	
<b>STRATEGY 1.2.1 Supporting the strong sporting culture that has shaped Greater Geraldton's identity and lifestyle</b>		
1.2.1.1	Submit a CSRFF application for the Aquarena Outdoor Pool renewal and complete detailed design	David Emery
1.2.1.2	Complete Little Athletics sporting light towers replacement	Pierre Neethling
<b>STRATEGY 1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes</b>		
1.2.2.1	Complete the Lotteries West funded GRAMS Reserve Upgrade	Pierre Neethling
1.2.2.2	Complete the Department of Transport funded Railway Street Safe Active Street Project	Pierre Neethling
1.2.2.3	Upgrade Olive Street Reserve - Irrigation and reticulation infrastructure	Pierre Neethling

## **1.3 Community Health and Safety**

<b>Action</b>	<b>Responsible Officer</b>	
<b>STRATEGY 1.3.1 Encouraging the improvement of health services and facilities for the community</b>		
1.3.1.1	Support and help educate food industry and sporting groups on Covid Safe Plans	Brian Robartson
<b>STRATEGY 1.3.2 Promoting healthy lifestyle initiatives and living standards</b>		
1.3.2.1	Facilitate the delivery of Health Promotion Programs	Brian Robartson
<b>STRATEGY 1.3.3 Ensuring effective management of animals within the community</b>		
1.3.3.1	Continue to implement Corella Management Plan	Murray Connell
1.3.3.2	Complete review of dog prohibited and dog designated exercise areas for council approval	Murray Connell
<b>STRATEGY 1.3.4 Encouraging initiatives to improve community safety</b>		
1.3.4.1	Development of a Maitland Park School Precinct Micro Simulation Model & Car Parking Plan	Michael Dufour

## 1.4 Emergency Management

Action		Responsible Officer
<b>STRATEGY 1.4.1 Building resilience and capacity to manage natural and man-made emergency events</b>		
1.4.1.1	Formalisation of the Batavia Local Emergency Management Committee (BLEMC) MoU by 1 September 2020	Michael Dufour
1.4.1.2	Obtain Council endorsement of the Bush Fire Risk Management Plan 2020-2025 by 30 November 2020	Michael Dufour

## 1.5 Recognise, value and support everyone

Action		Responsible Officer
<b>STRATEGY 1.5.1 Supporting and strengthening community groups, organisations and volunteer services</b>		
1.5.1.1	Contribute to progressing positive social outcomes in the long term planning for the Spalding Project	Fiona Norling
1.5.1.2	Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	Fiona Norling
<b>STRATEGY 1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities</b>		
1.5.2.1	Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre	Fiona Norling
<b>STRATEGY 1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds</b>		
1.5.3.1	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	Fiona Norling
1.5.3.2	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	Fiona Norling
1.5.3.3	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	Fiona Norling
<b>STRATEGY 1.5.5 Enhance relationships and services between rural and urban areas</b>		
1.5.5.1	Advocate for issues of relevance to the Mullewa community	Michelle Plume
1.5.5.2	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	Michelle Plume
1.5.5.3	Complete infrastructure and grant funded improvements to Mullewa Recreation precinct to support and enhance the delivery of the annual Mullewa Agricultural Show	Michelle Plume

## Environment

### 2.1 Revegetation - Rehabilitation - Preservation

Action 20-21	Responsible Officer
<b>STRATEGY 2.1.2 Sustainably maintaining public open spaces and recreation areas</b>	
2.1.2.1 Complete final implementation stage central irrigation control system for larger and designated parks	Kerry Smith
<b>STRATEGY 2.1.3 Ensuring natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations</b>	
2.1.3.1 Deliver 15,000 native vegetation seedlings to City and Community projects	Michael Dufour
2.1.3.2 Removal of 20,000 boxthorn plants from the City's Coastal and Natural Areas	Michael Dufour
2.1.3.3 Complete 90% Coastal & Natural Environment renewal program	Michael Dufour

### 2.2 Sustainability

Action	Responsible Officer
<b>STRATEGY 2.2.1 Promoting, researching and implementing practices such as improved and innovative waste management, water reuse and renewable energy production</b>	
2.2.1.1 Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	Brian Robartson
2.2.1.2 Call and award works for Meru landfill and tip shop operations	Brian Robartson
2.2.1.3 Work cooperatively with Container Deposit Scheme provider to establish their facility at Meru site	Brian Robartson
2.2.1.4 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	Brian Robartson
2.2.1.5 Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	Kerry Smith
2.2.1.6 Development of a City Water Usage Reduction Strategy by June 2021	Kerry Smith
2.2.1.7 Develop a transition strategy towards alternative and clear energy fleet vehicles by June 2021	Kerry Smith
<b>STRATEGY 2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities</b>	
2.2.2.1 Review and Audit of all City sporting facility utilities metering	David Emery
2.2.2.2 Develop Corporate Energy Strategy	Paul Radalj
2.2.2.3 Continued implementation of the Council's resolution in relation to CHRMAP	Chris Lee

## 2.3 Built Environment

Action	Responsible Officer
<b>STRATEGY 2.3.1 Promoting a built environment that is well planned and meets the current and future needs of the community</b>	
2.3.1.1 Deliver HMAS Sydney II toilet facilities and amenity consultation and development	Pierre Neethling
2.3.1.2 Complete a first draft of the 2021-22 capital works program by 30 December 2020	Chris Lee
Action	Responsible Officer
<b>STRATEGY 2.3.3 Providing a fit for purpose, safe and efficient infrastructure network</b>	
2.3.3.1 Complete 90% or above of the pathway renewal program for 2020-21	Pierre Neethling
2.3.3.2 Complete 90% or above of the road and drainage renewal program for 2020-22	Pierre Neethling
2.3.3.3 Complete Durlacher & Maitland Street roundabout	Chris Lee
2.3.3.4 Complete Cathedral & Sanford roundabout	Chris Lee
2.3.3.5 Replace People Scanner with new full body CT scanner to new Federal requirements	Desmond Hill

## 2.4 Asset Management

Action	Responsible Officer
<b>STRATEGY 2.4.1 Applying financial sustainability principles to ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal</b>	
2.4.1.1 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	Kerry Smith
2.4.1.2 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	Kerry Smith
<b>STRATEGY 2.4.2 Maintaining integrated asset management systems that effectively maintain and replace community assets</b>	
2.4.2.1 Update and obtain Council approval of the Asset Management Policy	Kerry Smith
2.4.2.2 Engage qualified Asset Valuers to undertake a revaluation of all infrastructure assets (excluding airport)	Renee Doughty

## Economy

### 3.1 Growth

Action 20-21	Responsible Officer
<b>STRATEGY 3.1.1 Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development</b>	
3.1.1.1 Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	Trish Palmonari
3.1.1.2 Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Trish Palmonari
3.1.1.3 Development and implementation within City budget provisions of City region destination management and marketing plans	Trish Palmonari
3.1.1.4 Development and update of City Region Investment Prospectus	Trish Palmonari
3.1.1.5 Complete Council approved relocation of the Geraldton Visitor Centre information services to the Art Gallery	Trish Palmonari
<b>STRATEGY 3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment</b>	
3.1.3.1 Promote and advocate CCG's State Election Project list	Trish Palmonari
3.1.3.2 Complete land transfers for Cape Burney subdivision development	Brian Robartson
<b>STRATEGY 3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan</b>	
3.1.4.1 Support and facilitate Geraldton Jobs and Growth Plan 2020-2023 initiatives	Trish Palmonari

### 3.2 Lifestyle and Vibrancy

Action	Responsible Officer
<b>STRATEGY 3.2.3 Revitalising the CBD through economic, social and cultural vibrancy</b>	
3.2.3.1 Develop and administer Council approved concession and incentive programs for CBD revitalisation and attraction of industry investment in the City centre	Trish Palmonari
3.2.3.2 Provide policy and strategy advices for economic development of the City region	Trish Palmonari
3.2.3.3 Planning and delivery of projects to support the CBD Revitalisation Plan	Chris Lee

## Governance

### 4.1 Community Engagement

Action 20-21	Responsible Officer
<b>STRATEGY 4.1.1 Continuing to engage broadly and proactively with the community</b>	
4.1.1.1 Facilitate community engagement initiatives on behalf of the organisation	Janell Kopplhuber
<b>STRATEGY 4.1.2 Promoting and celebrating the City's achievements</b>	
4.1.2.1 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.	Trish Palmonari
<b>STRATEGY 4.1.3 Providing innovative and accessible customer service and information systems</b>	
4.1.3.1 Implement the Customer Service Strategy for the City	Natalie Hope

### 4.2 Planning and Policy

Action	Responsible Officer
<b>STRATEGY 4.2.2 Responding to community aspirations by providing planning and zoning for future development</b>	
4.2.2.1 Review and update the Local Planning Strategy and Local Planning Scheme No. 1.	Murray Connell
4.2.2.2 Implement a retrospective program to have planning applications and approvals inputted into the TRIM Records Management system.	Murray Connell
4.2.2.3 Implement an E lodgement process for planning applications and approvals with the objective of it being a paperless process by June 2021	Murray Connell
4.2.2.4 Update Policies and processes to reflect the changes being implemented by the WA State Governments planning reform initiative	Murray Connell
4.2.2.5 Facilitate and action the recommendations (from a City perspective) of the Spalding Precinct Plan	Murray Connell

### 4.3 Advocacy and Partnerships

Action	Responsible Officer
<b>STRATEGY 4.3.1 Active participation in regional, state and national alliances</b>	
4.3.1.1 Participate in WA Regional Capitals Alliance and Regional Capitals Australia	Ross McKim
4.3.1.2 Via Progress Midwest continue collaborative advocacy and promotion of regional priorities	Trish Palmonari
4.3.1.3 Develop and execute an update MOU with Mid West Port in relation to the Northern Beaches Stabilisation Programme	Michael Dufour
<b>STRATEGY 4.3.2 Partnering with key international communities through Strategic Alliances</b>	
4.3.2.1 Develop and manage formal international relationships with foreign cities as approved by Council	Trish Palmonari



## 4.4 Financial Sustainability and Performance

Action	Responsible Officer
<b>STRATEGY 4.4.1 Preparing and implementing short to long term financial plans</b>	
4.4.1.2 Implement post COVID-19 review and update of the City's Long Term Financial Plan	Renee Doughty
4.4.1.2 Prepare and adopt Annual budget prior to 30 June 2021	Renee Doughty
<b>STRATEGY 4.4.2 Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner</b>	
4.4.2.1 Investigate, monitor and report on key financial ratios	Renee Doughty
4.4.2.2 Complete the capital works engagement component of the current Voice of the Community Project	Janell Kopplhuber
4.4.2.3 Complete major review of the City's Integrated Planning Framework	Paul Radalj
<b>STRATEGY 4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery</b>	
4.4.3.1 Establish a governance system for the selection of information systems and technology	Dennis Duff
4.4.3.2 Develop and implement new corporate software	Nita Jane
4.4.3.3 Improve record management processes and systems - complete transition of documents from "O" Drive to centralised system	Dennis Duff
4.4.3.4 Deliver a CyberSecurity Incident Response Plan	Dennis Duff
4.4.3.5 Implement Multi-Factor Authentication for externally facing systems	Dennis Duff
4.4.3.6 Continue the digitisation of internal forms in automating workflows	Dennis Duff

## 4.5 Good Governance & Leadership

Action	Responsible Officer
<b>STRATEGY 4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role</b>	
4.5.1.1 Provide and facilitate Councillors with training and development opportunities	Margot Adam
4.5.1.2 Implement post COVID-19 quarterly reviews with Council	Paul Radalj
<b>STRATEGY 4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice</b>	
4.5.2.1 Develop and implement a comprehensive and compliance Workplace Safety Management System & Processes	Natalie Hope
4.5.2.2 Review and update existing "rolling" 5 year internal audit	Renee Doughty
4.5.2.3 Complete update of Local Laws including repeal of redundant laws	Margot Adam
4.5.2.4 Administer Council's policy formulation and review process and maintain the Council Policy Manual	Margot Adam
4.5.2.5 Provisions of Risk Management and Insurance capabilities and services for the organisation	Brodie Pearce
4.5.2.6 Review post Covid related organisational response planning and actions	Nita Jane
4.5.2.7 Undertake and complete annually two business continuity exercises	Brodie Pearce
4.5.2.8 Review business model and processes to centralise tenders and procurement capabilities, advice and control services.	Brodie Pearce
<b>STRATEGY 4.5.3 Providing leadership for the community in sustainability issues and local government reform matters</b>	
4.5.3.1 Local Government Act Review - Monitor and ensure any changes to the act are captured and implemented into policies and processes to ensure statutory compliance	Margot Adam

**STRATEGY 4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery**

4.5.4.1	Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	Mark Gray
4.5.4.2	Commence negotiations on new EBA	Natalie Hope
4.5.4.3	Implement the strategies in the 2019-2022 Workforce Plan	Natalie Hope