



Corporate Business Plan 2019-20 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			
Deliver National Heritage Month activities	On Schedule	Australian Heritage Festival (18 April-19 May 2020) - Activity ideas in planning, to also include Greenough and Mullewa.	Trudi Cornish
Restoration of Historic Mullewa Photographic Collection	Completed	Historic Mullewa Photographic Collection is now fully restored and available online via Library catalogue.	Trudi Cornish
1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture			
Develop and manage the Yamaji Yanda archival photographic collection	In Progress	Digital Mentor training scheduled for February at Library, Bundiyarra and Mullewa, using online Aboriginal historical photos as training platform.	Trudi Cornish
Implement the Reconciliation Action Plan	In Progress	Option to ensure local input into the City's Reconciliation Action Plan via existing networks currently being finalised in place of separate Reconciliation Action Committee meetings. Planning underway for the process for review of the RAP and development of the next Plan. Ongoing liaison with individuals and Aboriginal organisations in regard to advice and support across a range of activities and programs.	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	In Progress	Theme for 2020 allocated "Feed the Mind, Nurture the Soul". Programming for 1-4 October commenced. Liaising with Communications team re branding and marketing.	Trudi Cornish
Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	On Schedule	Exhibitions for the Quarter: Starstruck (funded by National Portrait Gallery and National Film and Sound Archive, Canberra), Trevor Richards Retrospective and Genesis (local secondary students exhibition of works).	Trudi Cornish
Implement the Public Art Strategy	In Progress	Contractors Element appointed to develop new Public Arts Strategy 2020-2025, Community consultation to begin in January. EOI's circulated for "Splash of Colour" joint CGG Watercorp mural project for Mt Tarcoola, Sundays by the Sea commenced, runs till March, very good early attendance figures compared to previous years.	Trudi Cornish
1.1.4 Fostering and facilitating community and cultural events			
Attract events to the Greater Geraldton region	In Progress	QPT delivered COAST a successful locally produced theatre production. External events attracted and supported included Geraldton Greenough Sunshine Festival, 51st Fremantle to Geraldton Ocean Classic, Festival of Lights, Relay for Life and Christmas Bonanza. CGG events included 78th HMAS Sydney Service and Thank a Volunteer. Christmas on the Terrace attracted a crowd of over 5000 and 120 stallholders.	Fiona Norling
Attract sponsorship and grant funding for events and community and cultural development programs	In Progress	Successful event applications for Healthways and Lotterywest grants and by QPT for Lotterywest and Circuitwest. Sponsorship attracted for WoWFest and Christmas on the Terrace.	Fiona Norling
Deliver two signature events annually	On Schedule	Planning continued for WoWFest. Headline act Hilltop Hoods and support acts contracted; promotion and ticket sales underway.	Fiona Norling
Facilitate the delivery of community events and cultural initiatives in Mullewa	In Progress	No major events held this quarter. Community development and art activities delivered and supported in community. Planning undertaken for Australia Day and commenced for the Muster.	Fiona Norling

Finalise and implement the Queens Park Theatre Program Plan	On Schedule	QPT program delivered, noting that this quarter was busy with dance school performances and fewer visiting shows. Currently receiving support from Circuitwest to finalise a Marketing Plan for QPT.	Fiona Norling
Implement initiatives from across each of the eight (8) Creative Community Plan themes including the delivery of Sundays by the Sea	In Progress	Sundays by the Sea commenced. Various activities and programs delivered via QPT, QEII, Events, Youth, Library and Art.	Fiona Norling
Promote and operate the City of Greater Geraldton's facilities and venues for hire	In Progress	GMC continued to be popular, with average 4 bookings per week. Stow Gardens, Foreshore and stage activated with school holiday programs, Sundays by the Sea and Films on the Foreshore.	Fiona Norling
1.1.5 Providing public library services to meet the lifelong learning and leisure needs of the community			
Develop an annual Mid West Region Activity Plan	Not Commenced	This report is no longer required by the State Library WA.	Trudi Cornish
Provide information services and programs that meet the needs of the community	On Schedule	For Quarter - Door Count (Library Visitors) - 27,873 Physical loans - 28,680 EBook loans - 3,369 Number of users Public computers/WIFI - 7090.	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			
Implement outcomes of the Sporting Facilities Support Review	Meeting Requirement-Ongoing	The Sporting Facilities Support Review has been completed with outcomes implemented. Ongoing requirements of the review- Officers have communicated with ground management committees regarding renewal and capital nominations this Qtr. and also provided information regarding sports ground bookings and user fees. Sports Officers consulted with the Recreation ground - Ground Management Committee and discussed tower lighting infrastructure for future planning.	David Emery
Investigate development opportunities for sporting related infrastructure venues	Meeting Requirement-Ongoing	City Officers held discussions with the Geraldton Amateur Basketball Association (GABA) whom have expressed interest in the construction of a new basketball stadium. Officers have explored funding options at State and Federal levels of Government, whilst the basketball association officers are reviewing its needs analysis to justify the construction of a new basketball stadium.	David Emery
Investigate Waterpark redevelopment	Completed	Capital costs have been compiled on a capital nomination form for this project to be considered by Council at budget review.	David Emery
Seek funding to support the development of a CGG court sport strategy	Completed	This has been incorporated into the review of the Sporting Futures Report. Officers completed requests for quotations with cost estimated at \$90K. Further action is to be undertaken in 20/21, non operating capital nomination form. Completed by Officers for Council consideration within 20/21 operating budget adoption.	David Emery

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			
Provide Food Safety and Health Services	Meeting Requirement-Ongoing	Proactive and responsible inspection program being undertaken.	Brian Robartson
1.3.2 Promoting healthy lifestyle initiatives and living standards			
Facilitate the delivery of Health Promotion Programs	Meeting Requirement-Ongoing	5 star program and Bundiyarra education program.	Brian Robartson

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	In Progress	Community Garden constructed and crops being harvested. Working with local community to establish a volunteer governance group. Planning underway for official launch of the garden.	Fiona Norling
Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	In Progress	Support and advice provided to Walkaway PDA regarding hall management. Draft management agreement finalised and circulated to progress associations for feedback and consultation.	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	Friday Night Football delivered weekly (over 100 registrations), supported PCYC Safe Space. Mhunga Whallah shearing and wool handling school planned with stakeholders to target at risk and disengaged. Case management continued at Lester Avenue in addition to music workshops, nutrition & wellbeing, girls' program.	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	In Progress	Garage Sessions music studio conducted to end October followed by Battle of the Bands. Delivered October & December school holiday program as well as Sunset Yoga.	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	In Progress	Delivered Disability Support Awards as part of International Day of People with Disability. Hosted a graduate from the Passport to Employment program to do work experience with CGG. Planning underway for Disability Employment Mobile Outreach (DEMO) project to link job seekers with potential employers.	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	In Progress	QEII now has 1500 members and conducted 41 programs. Seniors Week supported, including Mayor's Mystery Tour and lunch, with all activities very popular. Morning Melodies x2 shows.	Fiona Norling
1.5.5 Enhance relationships and services between rural and urban areas			
Advocate for issues of relevance to the Mullewa community	In Progress	Further advocacy to state government in regard to Health Service redevelopment, including questions asked in Parliament on behalf of CGG by S Love, MLA. Support provided to Ag Show committee grant application for venue upgrades.	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	In Progress	Off season for caravan park; use of cemetery managed. Services continued to be provided as required from the Mullewa District Office, with planning in progress for introduction of additional library programs for community.	Fiona Norling

2.1 Revegetation - Rehabilitation - Preservation

Action	Status	Commentary	Responsible Officer
2.1.2 Sustainably maintaining public open spaces and recreation areas			
Develop a Masterplan for Public Open Space / Parks incorporating WSUD principles	Completed	Completed	Jorge El-Khoury

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			
Develop Aquarena Energy Usage and Sustainability Business Case	In Progress	No changes or updates towards business case. Current Solar project awarded and due to commence in January.	David Emery
Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	In Progress	Waste consultant appointed - ASK Waste Management. Initial face to face meeting held 17/12/19.	Brian Robertson
Provide regional waste management services	Meeting Requirement-Ongoing	Provision of excellent waste management services. In particular kerb side collection program.	Brian Robertson
Undertake a Mullewa Water & Waste Water Engineering Study	Completed	Completed	Jorge El-Khoury
Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	In Progress	Ongoing due to complexity of task and resources available however diligent progress in being maintained.	Kerry Smith
Develop a transition strategy towards alternative and clean energy fleet vehicles	In Progress	The draft transition strategy has been prepared and is being reviewed with new financial data. The strategy has identified short and long term opportunities to be considered and reviewed by EMT & Council in relation to future forward planning replacement. program.	Graham Morris
2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities			
Review tower lighting and electrical usage charges of the City's Sporting facilities	Meeting Requirement-Ongoing	City Officers have developed information relating to data that has been collated from its inspections of tower lighting. The electrical consumption trends will be reviewed in Qtr. 3 to identify potential savings or improvements.	David Emery
Construction of Cell 5, materials processing area, bulk recyclables drop area, multi-tiered drop-off facility, education and administration area and liquid waste pond.	Completed	Cell 5 and liquid waste ponds project complete. Design drawings for waste transfer station completed.	Brian Robertson
Develop Corporate Energy Strategy	In Progress	Project brief has been developed.	Paul Radalj
Implement a Food Organic and Garden Organic (FOGO) kerbside collection trial	In Progress	Planned date for roll out is now March 2020 due to delay in procurement for infrastructure. Infrastructure 50% complete with subgrade and design. RFQ approved for concreting contractor \$130K with additional funds preliminary approved of \$75k at Mid Year Budget Review. DWER licence amendment approved. Communications strategy and marketing planning complete along with bin purchases and collection contract amendments that includes requirement for processing material.	Brian Robertson

Commence infrastructure planning to support and implement waste diversion and recycling initiatives	In Progress	Final design for transfer station completed. Processing shed design and requirements, including baler completed for recycling. FOGO infrastructure underway for roll out of FOGO March 2020. RFT to be released shortly for Power Upgrade that includes fibre optic enhancement, a requirement for FOGO roll out and future best practice transfer station and Cell 5 use.	Brian Robartson
Continued implementation of the Council's resolution in relation to CHRMAP	Completed	Adaptation measures at Sunset Beach (Low Crest GSC Groyne and Revetment) installed.	Chris Lee

2.3 Built Environment

Action	Status	Commentary	Responsible Officer
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2.3.1 Promoting a built environment that is well planned and meets the current and future needs of the community

Create City Precinct Strategy	In Progress	Development of the City Precinct team strategy to define roles and responsibilities is in early stages with discussions and drafting being written for officers consultation and feedback. It is anticipated that first draft be completed by end of February with final strategy and plan completed by Qtr. 4.	David Emery
Deliver HMAS Sydney II toilet facilities and amenity consultation and development	In Progress	Engineering drawings required to be upgraded to match Architectural drawings. Final designs to be completed in order to proceed to construction.	Pierre Neethling

2.3.2 Providing accessible community spaces, parks, natural areas, sport and recreational facilities that equitably service the whole community

2.3.3 Providing a fit for purpose, safe and efficient infrastructure network

Continued compliance enforcement ensuring all statutory requirements: Implementation of parking facility improvements, street parking signage	Meeting Requirement-Ongoing	Statutory requirements being met.	Murray Connell
Deliver annual road and footpath renewal program	On Schedule	The majority of spray seal work is completed. RRG work in procurement phase for completion in next quarter. The vast majority of road and footpath projects are expected to be completed by the end of April and it's expected that most, if not all major projects will also be committed during the 19/20 FY.	Pierre Neethling
Replace People Scanner with new full body CT scanner to new Federal requirements	In Progress	RFQ responses under assessment.	Desmond Hill
Commence detailed design for Aquarena indoor pool renewal	In Progress	Currently in design phase.	Pierre Neethling

2.4 Asset Management

Action	Status	Commentary	Responsible Officer
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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 fleet items including a rolling ten year Capital Works Program with fair value and depreciation calculation	Completed	Completed	Graham Morris
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	Due for completion by end of financial year.	Kerry Smith
Identify and evaluate frequently purchased stored items, and put in place appropriate procurement arrangements such as Period Contracts, or Panel Contracts, and consider maintenance of stock in Store	In Progress	Currently identifying items regularly purchased. Period Service Level agreements are being developed on Stores items.	Graham Morris
Investigate efficiency gains through fleet utilisation	In Progress	Reviewed various items of plant and vehicles, Plant & Equipment Renewals Report 0040 outlines the extended utilisation intervals.	Graham Morris

2.4.2 Maintaining integrated asset management systems that effectively maintain and replace community assets

Continue deployment of the Assetic Asset Management Software across parks and roads	In Progress	Progressing, will need consideration of additional tablets.	Kerry Smith
Continue improvement of the branch's use of E-Quotes and General Procurement improvements	On Schedule	This is a continuous improvement process and is progressing/ongoing.	Kerry Smith
Develop a Bridge Asset Management Plan	Not Commenced	Planned completion by end of financial year.	Kerry Smith
Develop a Footpath Asset Management Plan	Completed	Completed	Kerry Smith
Develop a Park Asset Management Plan	Completed	Completed	Kerry Smith
Develop a Road Asset Management Plan	In Progress	Draft plan from several years ago was completed and will be reviewed by end of financial year.	Kerry Smith
Develop a Storm Water Asset Management Plan	In Progress	Planned completion by end of financial year.	Kerry Smith
Finalise the development of a revised Asset Management Policy and Strategic Asset Management Plan	In Progress	Strategic Asset Management Plan adopted by council qtr 1. Policy under review. Draft improvement plan due for completion qtr 3.	Chris Lee

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	In Progress	Finalisation of the City's Corporate Style Guide for external users has been completed and is now available for external City grant recipients to use to promote the City and its grants program. Ongoing targeted marketing and advertising continues for City events, services and activities (i.e.: WoW FEST; GRAG exhibitions; QPT, Seniors & School Holidays Programs. CBD activation contract has attracted around 7300 participants and spectators.	Trish Palmonari
Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	In Progress	Continued engagement with Tourism WA, Qantas, Tourism Council of WA, Chamber of Commerce and Industry on tourism related issues. Engagement with the Chamber of Minerals and Energy on the development of a memorandum of understanding to support local business. Participation in the development of a food cluster for local producers.	Trish Palmonari
Development and implementation within City budget provisions of City region destination management and marketing plans	Completed	The Geraldton Commercial continues to be screened across the State at Orana cinemas. The focus for destination marketing is on attracting editorials via travel and trade publications and social media networks.	Trish Palmonari
Development and maintenance/update of City Region Investment Prospectus	In Progress	Progress Midwest Investment Prospectus website has attracted an average of 271 hits per month for the quarter.	Trish Palmonari
3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment			
Creation of land development opportunities to add economic stimulus to the region	Meeting Requirement-Ongoing	Projects include - Cape Burney Lot 200 land subdivision to create 23 freehold lots, budgeted income from sale of properties 1.4M; purchase of two properties namely NACC building in Lester Avenue and Rocks Building in Marine Terrace that will in turn create economic stimulus to the City by these strategic acquisitions.	Brian Robartson
Completion of Airport Project & Road Alignment	In Progress	Due to changes to the Manual of Standards, Friction Testing is a requirement for new pavements and, while funding is available this has been a late add-on.	Desmond Hill
Airport Upgrade - Airport Eastern Freight Terminal development (in conjunction with private sector) - Planning Phase	In Progress	Workshop held with consultant. Awaiting report which will provide guidance for further actions.	Desmond Hill
Airport Upgrade - Greenough Terminal Customs Hall and Quarantine Facilities - Planning Phase	Not Commenced	Will follow on dependant on Freight Terminal development.	Desmond Hill
3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan			
Support and facilitate Growing Greater Geraldton Plan initiatives	In Progress	Finalisation of and endorsement by all stakeholders of the Geraldton Jobs and Growth Plan 2020 - 2023. Going to Council in January 2020.	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	In Progress	Retail/services gap analysis earmarked for 2020 as part of the implementation of the Geraldton Jobs and Growth Plan 2020-23.	Trish Palmonari
Provide policy and strategy advices for economic development of the City region	In Progress	In collaboration with the Mid West Development Commission, Mid West Chamber of Commerce and Industry and Mid West Gascoyne Regional Development Australia the City is working with the Chamber of Minerals and Energy to develop an MOU to help support business.	Trish Palmonari
Undertake planning and design activities for City Centre revitalisation	In Progress	Design project includes Cathedral / Sanford roundabout + Cathedral Av to the Foreshore + Foreshore Dr two-way. Currently undertaking tender assessment. Consultants shortlisted for an interview process to clarify tender submissions and select suitable consultant to carryout design.	Jorge El-Khoury

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	CHRMAP Stage 3 Coastal Planning Policy Development - Ongoing. Drummond Cove Progress Association engagement - Ongoing. Safe Active Streets Cycling Project - Ongoing. FOGO Trial implementation - Ongoing. Deliberative Democracy Project 2019 - Ongoing. Durlacher/Maitland Street Roundabout Stakeholder Engagement - Ongoing. Cathedral Avenue/Sanford Street Roundabout Stakeholder Engagement - Ongoing. Aquarena Outdoor Pool Refurbishment Stakeholder Engagement - Ongoing. Rangeway Pump & Jump Track - Ongoing. Sunset Beach Traffic Calming Devices Stakeholder Engagement - Ongoing. City Centre Revitalisation 2020 - Ongoing.	Janel 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.	In Progress	Responded to 57 Media enquiries; 43 Media releases issued; City website generated an average of 42,000 hits per month, Facebook 11,330 likes.	Trish Palmonari
4.1.3 Providing innovative and accessible customer service and information systems			
Plan and deliver SirsiDynix Library Management System Consortia for Mid West Region	On Schedule	Liaising with Shire of Cue with integration of their library records to Consortium. Successful grant funding application to SLWA to deliver Regional Libraries training day in March 2020.	Trudi Cornish
Implement the Customer Service Strategy for the City	Meeting Requirement-Ongoing	The Customer Service Charter is on track and progressing as per the yearly strategies in the Customer Service Plan 2017-2020. Monthly statistical analysis and performance measurements reviewed against set targets.	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			
Assist with the 'Spalding Urban Renewal' project	Completed	Spalding Precinct Plan adopted by Council on 26 November 2019.	Murray Connell

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 the CEO are regularly attending and participating in WARCA and RCA meetings.	Ross McKim
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	Visit by three Chinese delegations to Geraldton including visit by Jason Robertson the Australian Consul-General Guangzhou.	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 annual reviews of the Long Term Financial Plan	In Progress	Review of the LTFP has commenced. Fees & Charges schedule has been sent to Managers for review. Employment Expenses are being analysed. Operating Nomination Forms are open and closing the end of February.	Renee Doughty
Implement the Annual Budget as derived from the Corporate Business Plan	Completed	2019/2020 adopted by Council at the June 2019 meeting and Magiq and Synergy updated with budget figures.	Renee Doughty
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	2018/2019 Ratios completed as part of the Financial Statements audit.	Renee Doughty
Facilitate the provision of Integrated Planning capabilities, capacity and services for the organisation	Meeting Requirement-Ongoing	Strategic Workforce Plan 2019-2022 endorsed at 27 August 2019. Strategic Asset Management Plan endorsed by Council at 27 September 2019 meeting.	Renee Doughty
Deliberative Democracy - Engage with the community to review range and level of services and capital works planning	In Progress	The deliberative democracy working group has been established. Community workshops are scheduled for February 2020 to review Range & Level of Services. This review will feed into the Major Review of the Strategic Community Plan.	Renee Doughty
Major review of Community Strategic Plan	Not Commenced	To be commenced in 2020.	Renee Doughty
Major review of Corporate Business Plan aligned with the review of the Community Strategic Plan	Not Commenced	CBP Major Review to coincide with Strategic Community Plan review in 2020.	Renee Doughty
4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery			
Deliver e-Services Development	In Progress	Website single sign on capability being delivered Q3. External electronic forms beginning Q1 2020.	Dennis Duff
Develop and implement new corporate software	In Progress	ERP project management plan under review	Dennis Duff
Process Town Planning and Building applications within statutory timeframes	Meeting Requirement-Ongoing	Statutory timeframes being met.	Murray Connell

4.5 Good Governance & Leadership

Action	Status	Commentary	Responsible Officer
4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role			
In conjunction with the Western Australia Electoral Commission conduct orderly local government elections every two years	Completed	Election held 19 October 2019. Five members of council elected and election of Mayor.	Margot Adam
Provide and facilitate Councillors with training and development opportunities	Meeting Requirement-Ongoing	New Council Members and re-elected Members were advised of Mandatory Training to be undertaken as per Admin Regs S.35(2) (if not completed within the last five years).	Sheri Moulds
4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice			
Undertake "rolling" internal audits per endorsed 5yr Plan	Meeting Requirement-Ongoing	Ongoing project. New internal audit focus to be determined in 2020.	Renee Doughty
Undertake Penetration Testing and Remediation	In Progress	RFQ closing 24 January 2020.	Dennis Duff
Develop and implement a comprehensive Workplace Safety Management System	On Schedule	The City has established the overarching safety management systems and is now implementing specialist processes for the management of high risk and complex safety matters.	Natalie Hope

Provision of Governance related capabilities and services for the organisation	In Progress	Annual review of Authorisations register completed December 2019.	Margot Adam
Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	In Progress	Seven applications processed and decisions made during this quarter.	Margot Adam
Provisions of Risk Management and Insurance capabilities and services for the organisation	Meeting Requirement-Ongoing	Strategic, Enterprise and Project risk management processes in place. Annual risk review sessions to commence in first quarter of 2020.	Brodie Pearce
Provision of centralised Tenders and Procurement capabilities, advice and process control services	Meeting Requirement-Ongoing	Procurement policies and procedures are current, annual procurement training completed, specialist WALGA training being scheduled. End of calendar year procurement review commenced.	Brodie Pearce
Local Government Act Review - Monitor and ensure any changes to the act are captured and implemented to policies and processes to ensure statutory compliance	In Progress	Provisions relating to Gifts and Interest relating to gift were proclaimed on 19 October 2019. New gift forms and guidelines prepared. Notifiable Gifts register published on website and new website gift register in progress. Publication of committee meeting agendas and minutes on City website in progress.	Margot Adam
Administer Council's policy formulation and review process and maintain the Council Policy Manual	In Progress	Three policies endorsed by the Council in this quarter. One new policy, two reviews.	Margot Adam
4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery			
Provision of Human resources services including recruitment, induction, training, performance, industrial relations, organisational development, workplace health and safety services	In Progress	Ongoing process delivering HR services.	Natalie Hope
Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	Meeting Requirement-Ongoing	Ongoing random testing with all employees and all new employees subjected to a pre-medical including d&a.	Natalie Hope
Finalise development of a Workforce Plan incorporating establishment management, people development, performance management and succession planning	On Schedule	Ongoing strategies within the Workforce Plan are being actioned and are ongoing until 2021.	Natalie Hope