



Corporate Business Plan 2020-21 Actions

Quarter Three Reporting

Community

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	Memorial Wall and signage installed and officially opened 26 March 2021.	Trudi Cornish
Facilitate the auditing and renewal of heritage signage and heritage walk/drive trails	Meeting Requirement-Ongoing	Replacement of signage for faded Mullewa Wildflower Trail in progress. Work on CBD Walk Trails continues. Replaced damaged signage at Drummonds Cottage and Esplanade.	Trudi Cornish
Develop and promote activities at the City's three community museums	Meeting Requirement-Ongoing	Ongoing service delivery.	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	Completed	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	Planning still underway for next phase of engagement with liaison with external facilitators to confirm availability.	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	Successful Grant funding application to DLGSC for \$24,950. Dates for 2021 - 30 Sept to 3 Oct.	Trudi Cornish
Implement the Public Art Strategy	Meeting Requirement-Ongoing	Public comment period closed with no objecting comments received.	Trudi Cornish
Innovatively manage the Geraldton Art Gallery in keeping with COVID-19 and budget constraints	Meeting Requirement-Ongoing	Ongoing service delivery.	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	Attracted in-kind sponsorship from local events company 6530 towards Anzac Day; liaison ongoing with Lotterywest & Raise the Roof to complete grant variations for unspent funds during COVID lockdown for upcoming QPT shows.	Fiona Norling
Facilitate the delivery of community events and cultural initiatives in Mullewa	Delayed	Community events in Mullewa continued to be impacted by COVID restrictions. Australia Day delivered in a modified format and planning undertaken for delivery of a compliant Anzac Day service.	Fiona Norling
Innovatively hold local events giving consideration to COVID-19 and budget constraints	In Progress	COVID compliant Australia Day delivered in a fenced and ticketed manner. Anzac Day planned in support of RSL as a COVID compliant event to be delivered in an alternative format, including relocation to Towns Football Oval in Wonthella. Planning commenced for events calendar for the remainder of 2021.	Fiona Norling
Creatively regenerate activity at the QPT Theatre under the restrictions imposed by COVID-19 and reduced funding	In Progress	Changing COVID restrictions continued to impact on regeneration of QPT activities, sometimes increasing attendance numbers whilst at other times impacting on availability of acts and further postponements, such as WAM launch show when Perth went into mini-lockdown.	Fiona Norling
Complete the required consultation and research required to develop new Events Strategy	Completed	Event Strategy now in implementation phase.	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	Revised Library hours in operation.	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	Successful funding application to State Library WA to fully cover Library Consortium Training Day in April.	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 completed. Project tendering process currently underway, with project award anticipated for May 2021.	David Emery
Complete Little Athletics sporting light towers replacement	In Progress	Kick-off meeting 28 April 2021. Lead time for ordering and manufacturing of lights is approximately 3 months and it will arrive on site on 10 June 2021.	Pierre Neethling
1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes			
Complete the Lotteries West funded GRAMS Reserve Upgrade	In Progress	Tender pricing came in above current budget and discussions will commence with LotteryWest in negotiating additional funds if possible. Option of doing the work in stages with local contractors will also be considered.	Pierre Neethling
Complete the Department of Transport funded Railway Street Safe Active Street Project	In Progress	No tenders received for construction of the Railway Safe Active Street project and shared path from Green Street to Spalding Park. City considering building it in-house after negotiations with DoT to acquire additional funding due to increase in scope from DoT's design consultants.	Pierre Neethling
Upgrade Olive Street Reserve - Irrigation and reticulation infrastructure	In Progress	Irrigation installation 90% complete. Off Lead Dog Exercise area to be completed by 30 June 2021. Additional planting completed in 2021-22.	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	In Progress	Ongoing activity.	Brian Robartson
1.3.3 Ensuring effective management of animals within the community			
Continue to implement Corella Management Plan	In Progress	The City is continuing to use contractors to cull Corellas where possible. Rangers continue to disperse Corellas with gas guns and similar. The Corella Management Committee recently met where the external stakeholders were updated with recent activities.	Mark Adams
Complete review of dog prohibited and dog designated exercise areas for council approval	Completed	Signage review completed and all signs installed. Community education program completed.	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	Initial modelling and crash test analysis has been completed. Five recommendations to improve traffic movement and safety have been identified. Detailed micro-simulation modelling will be undertaken on these options to assess the level of improvement that could be achieved.	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	Based on feedback from the Office of Bushfire Risk Management, the City is currently completing further bushfire risk assessments to support its Bushfire Risk Management Plan. Once completed the plan will be resubmitted to the Office of Bushfire Risk Management for endorsement.	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	Mitchell St Community Garden is operational, however yet to complete establishment of a volunteer governance group and currently liaising with local groups in regard to ongoing tenure of garden beds.	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	Continued support to Walkaway in management and hire of Recreation Centre; liaison undertaken with hall committees in regard to a workshop to progress the hall management agreements. Continued advice to community groups in regard to COVID compliance requirements.	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	Delayed	Further delays to re-opening Mullewa Youth program due to timeline for recruitment of new staff and school holiday break, now due to resume in May. Crime prevention initiatives continued, including partnership with Taskforce 120, PCYC and other external agencies. Operation Test Curve, in partnership with WA Police, continued with a focus on returning truant youth to school. Outreach program continued on Tuesdays and Thursdays for at risk and disengaged youth.	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	Range of activities planned for April school holiday program, with strong response. Sundays by the Sea and Films on the Foreshore (Fridays) both continued at Stow Gardens and proved popular.	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	Resolution on location and arrangements for beach wheelchair progressed. Liaised with Aquarena and Rocky Bay (disability support agency) to secure funding for installation of an accessible hoist.	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	Morning Melodies program reinstated at QPT with over 100 attendees. QEII Seniors program fully resumed and COVID complaint, approx. 1300 members attending a range of programs. Social lunches resumed at QEII.	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	Place Manager attended meeting on health service redevelopment project with Director to represent and advocate on behalf of Mullewa community. Ongoing liaison held with external agencies in regard to local presence and participation in interagency network to advocate for local issues.	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	Customer service operations at MDO continued and well used by community - ongoing bookings for caravan park, cemetery bookings increased in this financial year. Customer service officers delivered programs in Library.	Fiona Norling
Complete infrastructure and grant funded improvements to Mullewa Recreation precinct to support and enhance the delivery of the annual Mullewa Agricultural Show	Completed	Mullewa Recreation Centre Universal Access Toilets outstanding due to lead time in toilet block manufacturing. Expected completion end of May.	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	On Schedule	Program on schedule, major reserves completed approximately 12 controllers to be installed completion by EOFY.	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	The Community Nursery is on target to produce 20,000 plants for City and Community projects. The majority of plants have been transferred to 75mm forestry tubes and are being prepared for delivery to their respective projects. Some late-germinating plant species are still in seed trays. The second batch of lone pines are hardening up in the outdoor section of the nursery.	Michael Dufour
Removal of 20,000 boxthorn plants from the City's Coastal and Natural Areas	In Progress	Due to dormancy of the boxthorn plant, boxthorn removal is not undertaken during this period. The City's boxthorn control contract is due for renewal and City officers are currently seeking quotes from experienced contractors with the new contract to commence in Quarter 4. There was an uptake of community boxthorn blitz kits.	Michael Dufour
Complete 90% Coastal & Natural Environment renewal program	In Progress	Final reports for Coastwest projects at Separation Point and Cape Burney have been completed. Landscaping work at the Greys Beach east car park has been completed. Staged resheeting of the Greenough River walk trail is underway. Minor fencing and access works were completed 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	Completed	Completed. DWER waste plan adopted February meeting.	Brian Robartson
Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	In Progress	Data collection continuing and will remain ongoing in the short to medium term.	Kerry Smith
Call and award works for Meru landfill and tip shop operations	In Progress	Tip Shop proposal presented to Council at April meeting to bring under internal Council management. Fibre Optic roll out likely delayed into next financial year.	Brian Robartson
Work cooperatively with Container Deposit Scheme provider to establish their facility at Meru site	Completed	CDS container relocated to Rigtors IGA Durlacher Street (used as a community container).	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	FOGO kerbside collection continues to 500 houses. Roll out to 2,500 houses planned for 2021-22.	Brian Robartson
Development of a City Water Usage Reduction Strategy by June 2021	Delayed	Staff have been required to undertake other duties and asset plan has been delayed.	Kerry Smith
Develop a transition strategy towards alternative and clear energy fleet vehicles by June 2021	In Progress	Progress has slowed due to cyclone and other work priorities however strategy to be completed by EOFY.	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 Q4.	Paul Radalj
Continued implementation of the Council's resolution in relation to CHRMAP	In Progress	The CBD Flood modelling report has been completed. Draft Emergency Response and Infrastructure plans have been received and are currently being finalised. The CBD flood modelling maps were provided to assist in the planning for and response to Tropical Cyclone Seroja. The metocean for Sunset Beach has been completed and an important wave and current dataset to inform future coastal adaptation and resilience projects for this section of coastline. Detailed design work for a third groyne at Drummond Cove has been completed. Quotes are currently being sought for construction. Environmental investigations are underway for the coastal adaptation project at Bluff Point to assess environmental impacts.	Michael Dufour
Review and Audit of all City sporting facility utilities metering	In Progress	Inception meeting held with Quantum Surveys in January. Service locating and surveying completed for Woorree Park and Utakarra Ball Park. Eadon Clarke and the Recreation Ground to be finalised Q4. Terrestrial and Aerial surveying to commence on prioritised grounds in May 2021. Corrective actions on lower prioritised grounds to be continued in Q4.	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	Works in final stages of completion with all clear date given as 7 May 2021.	Pierre Neethling
Complete a first draft of the 2021-22 capital works program by 30 December 2020	On Schedule	Draft capital works program has been presented to Council. Final program will form part of the 2021/22 budget.	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	Completed	Scanner installed and operational from April.	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 will be completed in the 20/21FY.	Pierre Neethling
Complete Durlacher & Maitland Street roundabout	Completed	Complete.	Chris Lee
Complete Cathedral & Sanford roundabout	On Schedule	Due for completion end of June as planned.	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	Delayed	Data collection, assessment criteria and required information on hand, resources have been required to undertake other duties and asset plan has been delayed.	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	On track with 10 year plan updated and renewal budget set for 2021-22. Asset Management plan to be checked and updated with current data.	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	Completed	Presented to Council by Director of Infrastructure Services at April 2021 meeting.	Kerry Smith
Engage qualified Asset Valuers to undertake a revaluation of all infrastructure assets (excluding airport)	On Schedule	Site inspections completed and draft report received.	Nita Jane

Economy

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	Around 175,000 website hits; 32 Media Releases; 75 Community Service Announcement and around 87 Media Enquiries.	Trish Palmonari
Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	In Progress	Ongoing representation on the following: Australian Regional Tourism; Australia's Coral Coast; Tourism Geraldton Midwest; Wildflower Country Inc; Tourism Council WA; Oakajee Stakeholder Working Group; Mid West Food Industry Group; Shore Leave Festival Committee; Midwest Ports Community Strategic Group; SKA Stakeholder working group.	Trish Palmonari
Development and implementation within City budget provisions of City region destination management and marketing plans	In Progress	With a booming tourism market, destination tourism marketing has been scaled back. A focus on population attraction and promotion of Greater Geraldton's liveability.	Trish Palmonari
Development and update of City Region Investment Prospectus	In Progress	Updated with Major projects.	Trish Palmonari
Complete Council approved relocation of the Geraldton Visitor Centre information services to the Art Gallery	Completed	Completed.	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	Completed	Completed.	Trish Palmonari
Complete land transfers for Cape Burney subdivision development	Completed	23/23 properties settled (One property is subject to CGG approved loan and caveat lodged over title pending sale by owner for payment to CGG).	Brian Robartson
3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan			
Support and facilitate Geraldton Jobs and Growth Plan 2020-2023 initiatives	On Schedule	On track to deliver the WA Regional Tourism Conference in May 2021 along with the delivery of a community event within the region's newest signature event - Shore Leave Festival.	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	Ongoing facilitation of meetings with new and expanding local businesses through the Progress Mid West enquiry portal and through collaborative efforts with the Mid West Chamber of Commerce and Industry.	Trish Palmonari
Provide policy and strategy advices for economic development of the City region	Completed	Completed.	Trish Palmonari
Planning and delivery of projects to support the CBD Revitalisation Plan	In Progress	Projects moved to Local Roads and Community Infrastructure Program footpaths. These projects are in progress.	Chris Lee

Governance

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	FOGO Trial ongoing. Railway Safe Active Street Project - ongoing. Foreshore Master Planning ongoing. GRAMS Reserve upgrade - ongoing. Strategic Community Plan-ongoing. Cathedral Ave Roundabout - ongoing. CHRMAP Coastal policy - ongoing. RAP Review Stakeholder engagement - ongoing. Community Engagement Policy Review - ongoing. Chapman Road Tactical Activation - ongoing. Integrated Transport Strategy - ongoing. Shared Path Chapman Road @ Sunset Beach - 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.	In Progress	Key projects: Open for Business Campaign; Redesign of the Geraldton Visitor Guide; Greater Geraldton Buy Local Campaign.	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 draft stage.	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.	In Progress	This review has commenced. DPLH has advised the review can be received after June 2021 if required.	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). Director Phil Melling advised – he will liaise with EMT.	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 Govt has released Phase 1 with 2 further phases to be released later this year. Will wait for the further phases to be released to then conduct a review of City Planning Policies.	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
---	-------------	--	------------

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	Completed	At March meeting Council approved continuation of membership and received the Annual Reports for both organisations.	Paul Radalj
Via Progress Midwest continue collaborative advocacy and promotion of regional priorities	In Progress	Next Progress Midwest meeting scheduled for May. Focus will be on advocating for power infrastructure.	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 existing 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	Economic Development is currently assessing the City's Sister City Relationships as per the Federal Governments Foreign Relations directives. The unit is developing a strategy for the way forward, moving away from a model that focuses on China relations solely.	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	Councillor survey has provided direction. LTFFP updated in line with this and scenarios being further developed	Nita Jane
Prepare and adopt Annual budget prior to 30 June 2021	On Schedule	Work has commenced including survey of Councillors, Concept Forum discussions, review of fees and charges, discussions with managers, capital program drafted, operating project nominations received and assessed. Internal working group formed and actively working on budget preparations.	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	In Progress	Key financial ratios for 2019/20 calculated and reported. Consideration of impacts to ratios given as LTFFP developed. Reporting of 20/21 FY will form part of the annual financial report for that year.	Nita Jane
Complete the capital works engagement component of the current Voice of the Community Project	Completed	Completed.	Janell Kopplhuber
Complete major review of the City's Integrated Planning Framework	On Schedule	Strategic Community Plan Draft to be endorsed for Public Comment by Council in April.	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	Consultant appointed to finalise documentation.	Nita Jane
Establish a governance system for the selection of information systems and technology	Meeting Requirement- Ongoing	Still piloting and refining.	Dennis Duff
Improve record management processes and systems - complete transition of documents from "O" Drive to centralised system	In Progress	Phase 3 tentatively begun.	Dennis Duff
Deliver a CyberSecurity Incident Response Plan	Completed	Completed and endorsed. Not yet tested.	Dennis Duff
Implement Multi-Factor Authentication for externally facing systems	Completed	Completed.	Dennis Duff
Continue the digitisation of internal forms in automating workflows	In Progress	Slow progress. BIO started maternity leave, new person seconded to position.	Dennis Duff

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

Provide and facilitate Councillors with training and development opportunities	In Progress	One Council Member is overdue on Essential Training and has been followed up [D-21-034420]. There has been no new training undertaken since the last report. Progress Review of current Council Members was undertaken in January 2021 [D-21-004082].	Sheri Moulds
Implement post COVID-19 quarterly reviews with Council	On Schedule	Mid Year review completed. Q3 assessment underway for presentation to Council in May 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	Insurance renewal completed and reported to LGIS, Cyclone Seroja has required major insurance review project relating to damaged product. Current documented risks have captured risk treatments in place. Governance, Risk and Compliance review sessions planning in place with DCS and IS to be have review sessions by July 2021, CCS to have review sessions by September 2021.	Brodie Pearce
Administer Council's policy formulation and review process and maintain the Council Policy Manual	Meeting Requirement- Ongoing	Two existing policies reviewed and one policy retired. Two new policies, endorsed by Council.	Margot Adam
Review and update existing "rolling" 5 year internal audit	In Progress	RFQ issued to appoint firm to undertake development of new strategic internal audit plan and complete FMR5 and Reg 17 audits prior to EOFY. Appointment expected early May 2021.	Nita Jane
Complete update of Local Laws including repeal of redundant laws	On Schedule	Dogs Amendment Local Law 2021 adopted by the Council 23 March 2021. Bush Fire Brigades Local Law endorsed by Council for public consultation 23 February 2021.	Margot Adam
Review post Covid related organisational response planning and actions.	In Progress	Final review due to be presented to Council in May.	Paul Radalj
Undertake and complete annually two business continuity exercises	Meeting Requirement- Ongoing	BCM plans current, updated to all plans to be completed based on the lessons learnt from the Cyclone Seroja disruption event. This event was a full live test of the City's BCM plans and preparedness. In the first quarter of 2021-22 a new BCM testing program will be implemented.	Brodie Pearce
Review business model and processes to centralise tenders and procurement capabilities, advice and control services.	Meeting Requirement- Ongoing	Annual supply contracts renewal process meeting operational requirements. Procurement support service has commenced providing greater support to branches in the issuing to RFQ's. Monthly reviews of contractor KPI's, expenditure and PO/requisition compliance meeting operational requirements.	Brodie Pearce
Develop and implement a comprehensive and compliant Workplace Safety Management System & Processes	On Schedule	Safety Management Plan developed and endorsed by Safety Committee. Training packages developed and being scheduled for City leaders, staff and contractors, training to be rolled out in 4th quarter.	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	On Schedule	Mandatory Code of Conduct for Elected Members, Committee Members and Candidates adopted by the Council 23 March 2021. CEO appointed as the Complaints officer under section 5.103 of the Local Government Act 1995.	Margot Adam
---	-------------	---	-------------

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	In Progress	Fitness for Work Policy, Procedure and program in operation, employees are tested at commencement of employment and during ad hoc spot testing programs. The testing program has been expanded to contractors on City sites as per the City's Contractor Safety Manual.	Brodie Pearce
Commence negotiations on new EBA	Meeting Requirement- Ongoing	Staff Survey undertaken and notice of representational rights has been issues and first meeting scheduled with ASU.	Natalie Hope
Implement the strategies in the 2019-2022 Workforce Plan	Delayed	Some targets have been acheived, however COVID and budget restrictions have limited actions.	Natalie Hope