



City of
Greater Geraldton
a vibrant future



Corporate Business Plan 2019-20 Actions

Quarter Three 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	Not Commenced	Australian Heritage Festival was cancelled by the National Trust due to COVID 19 restrictions.	Trudi Cornish
Restoration of Historic Mullewa Photographic Collection	Completed	Historic Mullewa Photographic Collection is now fully completed 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 held at Library, Bundiyarra and Mullewa. Hosted by Heritage Services and SLWA. Photo Id work currently being conducted by HS Coordinator and Nola Gregory.	Trudi Cornish
Implement the Reconciliation Action Plan	Delayed	Extensive planning for the Reconciliation Action Plan review process has been completed, including planning for community and stakeholder engagement. Review process on hold due to reduced staff resources and current focus on community support initiatives.	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	Writing Competition planning in place with aim to open competition 27 April. Notification that funding from WritingWA successful for 2020 Festival (15k).	Trudi Cornish
Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	On Schedule	Exhibitions for the Quarter: Still in my Mind: Gurundju (Artback NT), Focus 2020 (Geraldton Camera Club) - Moved online due to Gallery closure, How Did I Get Here? (Art Gallery of WA)	Trudi Cornish
Implement the Public Art Strategy	In Progress	Community consultation via online survey to stakeholders conducted. Sunday's by the Sea concluded with above average crowds from previous year. Post Office Lane Lightbox Gallery installations x 2 promoted. Art Drive 2020 EOI's circulated, closed 31 March. Old murals in Mullewa main street identified as very damaged, needing removal/replacement.	Trudi Cornish
1.1.4 Fostering and facilitating community and cultural events			
Attract events to the Greater Geraldton region	Delayed	Australia Day event delivered on foreshore. Focus of effort in attracting events to greater Geraldton region has now moved to longer term as a result of COVID 19 restrictions. Notional timeframe of late 2020 for potential resumption of events incorporated into communication with event organisers. Work continuing in regard to planning for HMAS Sydney Service in 2020.	Fiona Norling
Attract sponsorship and grant funding for events and community and cultural development programs	Delayed	Sponsorship and grant funding impacted by COVID 19 restrictions, including postponement of WOW Fest. Working with sponsors to retain support for future event. Liaison underway with funding bodies including Lotterywest and Circuit West in regard to QPT grants to explore opportunity to use on community support programs or deferred shows. Currently also seeking additional new grant funding to support events and shows when restrictions lifted.	Fiona Norling
Deliver two signature events annually	Delayed	Whilst planning continued in preparation for delivery of WOW Fest, this event has subsequently been postponed until a later date due to COVID 19 restrictions. Liaison conducted with promoter in regard to postponement and future delivery of event with advertised acts. Commenced processing refund of WOW Fest tickets.	Fiona Norling
Facilitate the delivery of community events and cultural initiatives in Mullewa	Delayed	Mullewa Australia Day program delivered. Support provided to planning for Muster until cancellation announced.	Fiona Norling

Finalise and implement the Queens Park Theatre Program Plan	Delayed	QPT program and shows delivered until impacted by COVID 19 restrictions. There will be no further QPT public events and shows this year unless restrictions are lifted.	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 delivered. Various activities and programs modified for delivery through online and alternative methodologies due to restrictions.	Fiona Norling
Promote and operate the City of Greater Geraldton's facilities and venues for hire	Delayed	Until COVID 19 restrictions, bookings continued to be processed for use of City facilities and venues. Recent focus has been on cancelling bookings and liaising with hirers to process refunds.	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 of WA.	Trudi Cornish
Provide information services and programs that meet the needs of the community	On Schedule	For Quarter (note Library was closed from 24 March) - Door Count (Library Visitors) - 26,805, Physical loans - 30,744 Ebook loans - 6,573 No of users public computers/WIFI - 7,691.	Trudi Cornish

1.2 Recreation and Sport

Action	Status	Commentary	Responsible Officer
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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 and implemented. Ongoing requirements of the review with Officers communicating to all ground management committees relating to grant opportunities, bookings and ground user fees and charges for summer bookings. Discussions were held with Walkaway Tennis Club president related to renewal of lease over their tennis courts.	David Emery
Investigate development opportunities for sporting related infrastructure venues	Meeting Requirement-Ongoing	Little Athletics and Geraldton Yacht Club have applied to the City for funding storage infrastructure at their respective clubs. City Officers are assisting the Geraldton Shooters association with their grant application for clay target and pistol shooting infrastructure.	David Emery
Investigate Waterpark redevelopment	Completed	Capital cost estimate has been compiled and provided as a capital nomination for this project to be considered by Council in budget 20/21.	David Emery
Seek funding to support the development of a CGG court sport strategy	Completed	This item is to be reviewed as part of the Sporting Futures Review. A non-operating capital nomination form has been completed for budget consideration in 20/21.	David Emery

1.3 Community Health and Safety

Action	Status	Commentary	Responsible Officer
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1.3.1 Encouraging the improvement of health services and facilities for the community

Provide Food Safety and Health Services	Meeting Requirement-Ongoing	On going requirement.	Brian Robartson
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1.3.2 Promoting healthy lifestyle initiatives and living standards

Facilitate the delivery of Health Promotion Programs	Meeting Requirement-Ongoing	Ongoing	Brian Robartson
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1.5 Recognise, value and support everyone

Action	Status	Commentary	Responsible Officer
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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	Delayed	Mitchell Street Community Garden construction completed. Official launch to establish a local governing group delayed due to current restrictions, garden being maintained in the interim by CGG staff.	Fiona Norling
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Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	Delayed	Meetings held with Walkaway and Waggrakine groups responsible for halls to discuss draft new hall management agreement and seek feedback. The Walkaway Hall & Recreation Centre has been handed back to CGG for management, with staff working on procedures to manage this as well as a long term plan to return to community management. Liaison with local groups re draft agreement put on hold due to restrictions and hall closures.	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	Due to COVID 19 restrictions, face to face and contact programs including Friday Night Football and PCYC programs cancelled, Case management for at risk young people continued via one-on-one, telephone and electronic means. Meal service planned to support case management work with young people.	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	Delayed	Further programs planned for delivery, including April school holiday program, cancelled. Sunset Yoga moved to an online platform to continue service. Investigating grant opportunity to deliver more online programs, including a virtual version of Battle of the Bands.	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	Delayed	Planned access and inclusion programs completed and no new programs initiated due to restrictions. Planning input provided to Events in regard to enhancing access at WOW Fest. Support planned to be provided to community through various initiatives established as part of Council's COVID 19 response, including welfare calls to QEII members and older or isolated residents.	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	Delayed	QEII programs continued until centre closed due to COVID 19. Social and health support continued by commencing phone calls to QEII members and planning for online delivery of some programs.	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	Ongoing advocacy and input into planning re health service redevelopment. Advocacy undertaken with Water Corp in relation to leaks in main line and disrupted water provision to local properties. Further information provided in support of Ag Show grant application.	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	Services continue to be delivered from Mullewa District Office, although caravan park and community facilities currently closed for public use. Demand for Department of Transport services has been higher than usual.	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	Meeting Requirement-Ongoing	Business case yet to commence draft with COVID 19 staff resourcing reduced it is likely to affect Officers ability to deliver outcome this financial year. Officers are working towards finalising a draft by end of financial year.	David Emery
Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	In Progress	Base line report complete and subject to review by Waste Team. COVID 19 crisis has effected community consultation and will now be conducted by survey. Council presentation has also been deferred.	Brian Robartson
Provide regional waste management services	Meeting Requirement-Ongoing	Provision of excellent waste management services in particular kerb side collection program.	Brian Robartson
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	Some progress continuing however substantially reduced data capture and updates due to reduced staffing levels.	Kerry Smith
Develop a transition strategy towards alternative and clear energy fleet vehicles	Delayed	Due to COVID 19 financial constraints the transition strategy will require a substantial review to consider extending current fleet items for a further year and apply additional rigour to estimates of pay back periods if transition was to occur.	Kerry Smith
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	Ongoing review of electrical data trends collated by City Officers from inspections found anomalies with meters and recording infrastructure. Officers have compiled costs estimate to provide audit of sports ground electrical metering infrastructure for budget consideration in 20/21.	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	Completed.	Brian Robartson
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	FOGO infrastructure complete and program up and running.	Brian Robartson

Commence infrastructure planning to support and implement waste diversion and recycling initiatives	Meeting Requirement-Ongoing	FOGO infrastructure complete and program up and running. RFT for Power Upgrade & Fibre Optic enhancement withdrawn and project deferred due to COVID 19 and EMT direction.	Brian Robertson
Continued implementation of the Council's resolution in relation to CHRMAP	Completed	All actions directed under Council Item IS185 GERALDTON COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLANNING have been completed and work has commenced on development of the draft local coastal planning policy.	Chris Lee

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			
Create City Precinct Strategy	Meeting Requirement-Ongoing	Draft operational roles and responsibilities 75 percent complete, due to COVID 19 restrictions this project has been placed on hold.	David Emery
Deliver HMAS Sydney II toilet facilities and amenity consultation and development	Delayed	On Hold. Design complete and tenders withdrawn due to Capital Works freeze associated with COVID-19. Council to reconsider timing for construction in future Capital Works budgets.	Pierre Neethling
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	In Progress	90% of all footpath projects have been completed towards the end of March 2020. All the road renewal projects have been completed with only the RRG roads to be completed in Qtr.4	Pierre Neethling
Replace People Scanner with new full body CT scanner to new Federal requirements	In Progress	RFT 14 1920 tender process has been completed and contract issued to successful supplier for acceptance.	Desmond Hill
Commence detailed design for Aquarena indoor pool renewal	Delayed	Design yet to be completed but project to be deferred to the next FY due to COVID 19.	Pierre Neethling

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 fleet items including a rolling ten year Capital Works Program with fair value and depreciation calculation	Completed	Completed	Kerry Smith
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	COVID 19 pandemic has forced indefinite delay.	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	Additional work required for response to COVID 19 has slowed progress on this item however work is continuing to assess suitable items to be included with period contracts via RFT or RFQ	Kerry Smith
Investigate efficiency gains through fleet utilisation	In Progress	COVID 19 has forced a change in strategy with near zero capital expenditure in 2020/21. Efficiency gains or losses will be assessed with the assumption of no new fleet items until 2021/22	Kerry Smith
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	Some progress continuing however substantially reduced data capture and updates due to reduced staffing levels.	Kerry Smith
Continue improvement of the branch's use of E-Quotes and General Procurement improvements	In Progress	Procurement activities continuing within the context of COVID 19 as per CEO064 and the procurement action plan.	Kerry Smith

Develop a Bridge Asset Management Plan	Delayed	COVID 19 pandemic has forced indefinite delay.	Kerry Smith
Develop a footpath Asset Management Plan	Completed	Completed	Kerry Smith
Develop a Park Asset Management Plan	Completed	An updated Parks AM plan will be developed as resourcing returns to pre pandemic status.	Kerry Smith
Develop a Road Asset Management Plan	In Progress	Draft AM plan is progress however completion date may be delayed	Kerry Smith
Develop a Storm Water Asset Management Plan	Delayed	COVID 19 pandemic has forced indefinite delay.	Kerry Smith
Finalise the development of a revised Asset Management Policy and Strategic Asset Management Plan	Delayed	COVID 19 pandemic has forced indefinite delay.	Kerry Smith

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	Meeting Requirement-Ongoing	Ongoing advertising for City events and services changed direction with the onset COVID with a dedicated COVID 19 page featuring various resources, information, service and facility updates.	Trish Palmonari
Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Meeting Requirement-Ongoing	Ongoing advocacy for Geraldton and the region through representation on Australia's Coral Coast Board and meetings with Tourism WA. Conducted a Tourism Business Health Check and provided information to Tourism WA on the state of business. COVID 19 IMPACT Business Health Check survey and report submitted to Department of Premier and Cabinet; Get Geraldton and the Midwest flying survey to assess the air access needs of the region. Report submitted to Qantas; Department of Transport and Tourism WA. Ongoing work through China Connect to promote Geraldton and Midwest Businesses to China.	Trish Palmonari
Development and implementation within City budget provisions of City region destination management and marketing plans	Delayed	All destination marketing activities were delayed. A recovery plan is due to be implemented when the announcements of intrastate borders are indicated.	Trish Palmonari
Development and maintenance/update of City Region Investment Prospectus	Meeting Requirement-Ongoing	Ongoing updates - COVID 19 information also included.	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	Civil works all completed along with internal connections. Survey deposited plan completed and pending lodgement with Landgate subject to satisfaction of all subdivision clearances. Western Power clearances received and now waiting on Water Corporation for final clearances. Expect delay with WAPC and Landgate for processing approval and titles due to current Covid-19 situation.	Brian Robartson
Completion of Airport Project & Road Alignment	In Progress	Friction Testing of new pavement has been completed. Results were good. Final project closeout inspection to be completed in May 20.	Desmond Hill
Airport Upgrade - Airport Eastern Freight Terminal development (in conjunction with private sector) - Planning Phase	In Progress	Airport Utilisation Opportunities report as been received from consultant. COVID 19 situation has significantly impacted aviation industry, delaying review and implementation of report recommendations.	Desmond Hill
Airport Upgrade - Greenough Terminal Customs Hall and Quarantine Facilities - Planning Phase	Not Commenced	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	The Geraldton Jobs and Growth Plan 2020-2023 was officially launched. Initiatives underway have been adapted to respond to COVID. A recovery plan is in draft. Actions taken in March include supporting local business through a Geraldton is open for business register supported by a social media campaign. A local legends social media series supports business owners.	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	Delayed	Retail/service gap analysis was delayed due to COVID 19.	Trish Palmonari
Provide policy and strategy advices for economic development of the City region	Meeting Requirement-Ongoing	Progress Midwest Regional State Election Priorities document has been drafted along with a City specific projects documents to lobby for funds in the lead up to the March 2021 election.	Trish Palmonari
Undertake planning and design activities for City Centre revitalisation	In Progress	Schematic designs for roundabout is complete. When submitting for blackspot funding, the City have significantly underestimated cost of asset relocation. City officers are now in the process of negotiating alternative designs that could still meet the warrants of blackspot funding.	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	Public forum with the Energy Minister and Western Power to discuss outages in the region; FOGO Street Meets were announced; The online Community Voice Survey and workshops held and report development. Durlacher Street Roundabout works; Liaison with Department of Transport for the consultation for the Safer Streets Project due to commence April 28 2020.	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	Media Releases issued 51; Media enquiries 58; web hits 146,833; Facebook posts 225; Reach 21,535. Campaigns included Australia Day 2020; Artdrive; WOW Fest laser light show; key stories Corella management; \$1 bid for fire station; RAC Intellibus; 3D artwork in Marine Terrace. The focus soon changed to reacting to COVID. Cruise ship visits were a focus as numbers increased coming to Geraldton. COVID communications included closure of facilities; WOW postponement; City services updates; Dedicated COVID page for the community with links to important websites.	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	Shire of Cue successfully online, taking Consortium to 7 partner shires. Regional Libraries training day held on 6 March with 23 attendees.	Trudi Cornish
Implement the Customer Service Strategy for the City	On Schedule	The Customer Service Charter is on track and progress as per the yearly strategies in the CCS Plan 2017 -2020	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	Completed	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	Meeting Requirement-Ongoing	Ongoing good relations with our sister city and strategic partners in China resulted in a donation of surgical masks and gloves for the City of Greater Geraldton to distribute to community and also the provision of intelligence on health assessments of COVID 19 patients was conducted. This information and the results from treatments applied was shared with the Department of Health and the Geraldton Hospital.	Trish Palmonari
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4.4 Financial Sustainability and Performance

Action	Status	Commentary	Responsible Officer
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4.4.1 Preparing and implementing short to long term financial plans

Implement annual reviews of the Long Term Financial Plan	In Progress	As part of the annual budget process and as a result of the impacts from COVID-19 the LTFP is currently being reviewed.	Renee Doughty
Implement the Annual Budget as derived from the Corporate Business Plan	In Progress	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	Completed	The Community Workshops for the Range & Level of Services Review were held in February. A report is going to Council in May with regards to the review panels recommendations.	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 SSO ready for testing (delayed due to staff stood down). Electronic forms well underway.	Dennis Duff
Develop and implement new corporate software	In Progress	Project Plan Endorsed by EMT.	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
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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	Completed in Quarter 2	Margot Adam
Provide and facilitate Councillors with training and development opportunities	In Progress	WALGA advised in March that due to COVID 19 training courses at WALGA are cancelled and will be reschedule in an electronic format (via Webinar) commencing in 21 April 2020. Council Members will be provided this option.	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	Completed	Completed and report provided. Actions added to ICT strategic plan and budget requested for 2020/2021	Dennis Duff
Develop and implement a comprehensive Workplace Safety Management System	Meeting Requirement-Ongoing	The City's Safety management systems are being updated in advance of WHS harmonised safety legislation implementation. The update is at 75% completed and on track for completion by August 2020.	Brodie Pearce
Provision of Governance related capabilities and services for the organisation	In Progress	Compliance Audit Return completed and reviewed by Audit Committee. Endorsed by Council 24 March 2020 and Submitted to Department of Local Government, Sport and Cultural Industries on 28 March 2020	Margot Adam
Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	In Progress	Two officers attended the Freedom of Information Coordinators training at the Office of the Information Commissioner. One application completed. One consultation request from another government agency completed	Margot Adam
Provisions of Risk Management and Insurance capabilities and services for the organisation	Meeting Requirement-Ongoing	Insurance renewal declaration completed, all risk actions current.	Brodie Pearce
Provision of centralised Tenders and Procurement capabilities, advice and process control services	Meeting Requirement-Ongoing	Contractual arrangements updated to respond to COVID 19, procurement policy and processes under review.	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	New Council Policy Attendance at Events developed in accordance with section 5.90A of the Local Government Act 1995. Updates to online Gift Register completed.	Margot Adam
Administer Council's policy formulation and review process and maintain the Council Policy Manual	In Progress	Seven policies reviewed and progressing through consultation process. Will be submitted for consideration by council in quarter four	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	Delayed	Testing has been placed on hold due to COVID-19	Natalie Hope
Finalise development of a Workforce Plan incorporating establishment management, people development, performance management and succession planning	Meeting Requirement-Ongoing	Workforce plan completed however due to COVID 19 - meeting the strategies is now on hold.	Natalie Hope