



## **Corporate Business Plan 2019-20 Actions**

### **Quarter One Reporting**

# Community

## 1.1 Our Heritage

Action	Status	Commentary	Responsible Officer
<b>1.1.1 Recording, recognising and preserving our social, environmental and built heritage</b>			
Deliver National Heritage Month activities	In Progress	National Heritage Month is in April 2020. Activity idea discussion in progress.	Trudi Cornish
Restoration of Historic Mullewa Photographic Collection	Completed	Historic Mullewa Photographic Collection is now fully restored and available online via the Library catalogue.	Trudi Cornish
<b>1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture</b>			
Develop and manage the Yamaji Yanda archival photographic collection	In Progress	Large donation of 480 images from old DIA files added to collection.	Trudi Cornish
Implement the Reconciliation Action Plan	In Progress	Work undertaken to revise and refresh the pocket guide as well as an updated list of those who are available to be asked to conduct Welcome to Country. Reconciliation Action Committee put on hold temporarily due to poor attendance and interim arrangements made for CGG to attend MAOA meetings as an alternative.	Fiona Norling
<b>1.1.3 Facilitating engagement in the arts in all its forms</b>			
Coordinate and deliver the annual Big Sky Readers and Writers Festival	In Progress	Stakeholders have been consulted with regard to shifting the Big Sky Festival from June to 1-4 October 2020.	Trudi Cornish
Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	On Schedule	Exhibitions: National Photographic Portrait Prize 2019, Deep Revolt, Bruce Bradfield, Focus: Geraldton Camera Club, Starstruck	Trudi Cornish
Implement the Public Art Strategy	On Schedule	Equote request raised for development of new Public Art Strategy 2020-2025, Post Office Laneway Gallery opened to coincide with Rocks Opening, installation of Horizon sculpture on Beresford Foreshore	Trudi Cornish
<b>1.1.4 Fostering and facilitating community and cultural events</b>			
Attract events to the Greater Geraldton region	In Progress	Events & QPT teams continue to encourage external organisations to bring shows, events & conferences to Geraldton e.g. Beats on the Green.	Fiona Norling
Attract sponsorship and grant funding for events and community and cultural development programs	In Progress	Various grant submissions made or currently being written, including Qantas, REDS, Regional and Remote Festivals Fund, Healthways, DCA & Festivals Australia. Sponsorship prospectus completed for WOWFest.	Fiona Norling
Deliver two signature events annually	On Schedule	Planning underway for WOWFest, including procurement of headline act, site design, sponsorship being sought.	Fiona Norling
Facilitate the delivery of community events and cultural initiatives in Mullewa	In Progress	Events facilitated and supported include Outback Bloom, wildflower season visits & Mullewa Ag Show.	Fiona Norling

Finalise and implement the Queens Park Theatre Program Plan	On Schedule	Program underway and has included delivery of a range of shows and events.	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 planned for upcoming season. Range of activities implemented consistent with themes including QPT, QE11, Events & Youth, acknowledging restructure has resulted in this responsibility spread across multiple areas.	Fiona Norling
<b>1.1.5 Providing public library services to meet the lifelong learning and leisure needs of the community</b>			
Provide information services and programs that meet the needs of the community	On Schedule	Library Visitor Numbers for quarter - 26,636	Trudi Cornish

## 1.2 Recreation and Sport

Action	Status	Commentary	Responsible Officer
<b>1.2.1 Supporting the strong sporting culture that has shaped Greater Geraldton's identity and lifestyle</b>			
Implement outcomes of the Sporting Facilities Support Review	In Progress	Review of Sporting Futures report has been identified with initial scoping and quotations underway to be placed on VP in 2nd Qtr.	David Emery
Investigate development opportunities for sporting related infrastructure venues	Meeting Requirement-Ongoing	Multi use facilities have been investigated with Tennis associations looking at a "Tennis Hub", Spalding Park looking to collaborate with Tennis roller derby and rugby, additionally Futsal and Wonthella Bowling Club have joined together to be sustainable.	David Emery
Seek funding to support the development of a CGG court sport strategy	In Progress	This has now been incorporated into the review of Sporting Future report. Officers are drafting a scope for the review with the aim of undertaking the works in early 2020	David Emery
<b>1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes</b>			
Develop a Masterplan for Public Open Space / Parks incorporating WSUD principles	Completed	Development of a Masterplan for Public Open Space was completed in 2018/19. The implementation of the Plan is being undertaken by Parks (operational Team) and/or proposed Capital Nomination Projects.	Jorge El-Khoury

## 1.3 Community Health and Safety

Action	Status	Commentary	Responsible Officer
<b>1.3.1 Encouraging the improvement of health services and facilities for the community</b>			
Provide Food Safety and Health Services	Meeting Requirement-Ongoing	Proactive and responsible inspection program being undertaken.	Brian Robartson
<b>1.3.2 Promoting healthy lifestyle initiatives and living standards</b>			
Facilitate the delivery of Health Promotion Programs	Meeting Requirement-Ongoing	The City is delivering the 5 star program and Bundiyarra education program.	Brian Robartson

## 1.5 Recognise, value and support everyone

Action	Status	Commentary	Responsible Officer
<b>1.5.1 Supporting and strengthening community groups, organisations and volunteer services</b>			
Contribute to progressing positive social outcomes in the long term planning for the Spalding Project	In Progress	Community garden construction underway. Planning for establishment of governance group for 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	Provided advice to community groups and acted as a conduit for internal requests. Finalising management agreements for progress associations prior to further engagement with them.	Fiona Norling
<b>1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities</b>			
Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre	In Progress	Programs included Midnight Basketball(over 100 registrations), PCYC Safe Space(2500 attendances). Intensive case management implemented at Lester House(approx. 80 youth). Mullewa Youth Centre operated(26 hours afterhours drop in weekly) and Back to Country indigenous camp conducted(10 youth).	Fiona Norling
<b>1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds</b>			
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	July school holiday program delivered with 10 activities. Sunset yoga conducted weekly, Garage Sessions music studio hosted weekly. Planning completed for Battle of the Bands.	Fiona Norling
Develop an annual Mid West Region Activity Plan	Not Commenced	This report is no longer required by the State Library WA.	Trudi Cornish
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	Programs delivered included Passport2 Employment, SUB program to increase access awareness by businesses and provided employment opportunities for local young people with a disability. City was awarded WA Most Accessible City.	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	QE11 now has 1320 members, with 3500 attendances each month. 39 programs conducted, Planning for Seniors Week commenced. Morning Melodies event attracted 260 attendees.	Fiona Norling
<b>1.5.5 Enhance relationships and services between rural and urban areas</b>			
Advocate for issues of relevance to the Mullewa community	In Progress	Advocacy undertaken in regard to planning for new regional health service, power, telecommunications 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	In Progress	Caravan park well patronised during wildflower season necessitating use of overflow parking area. Local services provided to support cemetery and airfield use as well as popular DoT services access.	Fiona Norling
Promote and operate the City of Greater Geraldton's facilities and venues for hire	In Progress	QPT, GMC, parks and other bookable spaces promoted via CGG media. Signage for GMC identified as an issue and currently being addressed with new signage to be installed. Booking systems and processes under review to provide improved customer experience.	Fiona Norling

## 2.1 Revegetation - Rehabilitation - Preservation

### 2.1.3 Ensuring natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations

Continued implementation of the Council's resolution in relation to CHRMAP	Completed	Coastal monitoring in progress and ongoing. Adaptation measures commenced at Sunset Beach (Low Crest GSC Groyne installation). Coastal Adaption Policy will go to Council in November.	Chris Lee
--	-----------	--	-----------

## 2.2 Sustainability

### 2.2.1 Promoting, researching and implementing practices such as improved and innovative waste management, water reuse and renewable energy production

Action	Status	Commentary	Responsible Officer
Develop Aquarena Energy Usage and Sustainability Business Case	In Progress	Officers are currently investigating energy usage technologies with the purpose to form a working group to discuss the findings. Officers aim to write a business case in Qtr 4 to submit recommendations to EMT. Additionally, current works of the Aquarena Solar project are in progress with cleaning and preparation works underway with solar panels and installation have been awarded with works to install commencing in the 2 Qtr.	David Emery
Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	In Progress	RFQ completed and ready for advertising for consultant appointment.	Brian Robartson
Provide regional waste management services	Meeting Requirement-Ongoing	Provision of excellent waste management services. In particular kerb side collection program.	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	All planning in regard to communications strategy, branding, bin procurement, contract variations for collection, processing completed. RFT development underway for issue for construction of FOGO processing infrastructure. Date of trial rollout in first quarter of 2020.	Brian Robartson
Commence infrastructure planning to support and implement waste diversion and recycling initiatives	In Progress	As per waste transfer station design and FOGO infrastructure for processing.	Brian Robartson

### 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	On Schedule	Officer's have conducted visual on ground inspections and created data spreadsheets. In Qtr 2 Officers aim to develop a scope of works to award an audit and review of this data and provided technical support for lighting and electrical metering on Sporting facilities usage.	David Emery
Undertake a Mullewa Water & Waste Water Engineering Study	Completed	The Mullewa Water and Waste Water Engineering Study has been completed. The resulting on-going maintenance and monitoring is an operational exercise run by the operational team in Mullewa.	Jorge El-Khoury

Construction of Cell 5, materials processing area, bulk recyclables drop area, multi-tiered drop-off facility, education and administration area and liquid waste pond.	In Progress	Cell 5 and liquid waste ponds project complete. Design drawings for waste transfer station completed.	Brian Robertson
Commence detailed design for Aquarena indoor pool renewal	On Schedule	Procurement Plan for detailed design to be presented to EMT on 23 October 19	Pierre Neethling

## 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	Not Commenced	Officers were waiting for the outcome of the Place Management role and its function now this has been identified officers are looking to create an operating strategy for the City Precinct team to clearly define its function.	David Emery
Deliver HMAS Sydney II toilet facilities and amenity consultation and development	On Schedule	Waiting on for construction design from Smith Sculptures.	Pierre Neethling
Investigate Waterpark redevelopment	On Schedule	Officers currently considering replacing the flooring surface with a safer and less maintenance intensive product. Additional costing have been sourced and a capital nomination has been created for the redevelopment of the WaterPark.	David Emery

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

Deliver annual road and footpath renewal program	On Schedule	Anticipate to complete projects within budget, on time and highest quality with no HSE issues	Pierre Neethling
Replace People Scanner with new full body CT scanner to new Federal requirements	In Progress	Grant funding for scanner confirmed. Currently, developing RFT for procurement and installation.	Desmond Hill

## 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 Bridge Asset Management Plan	Not Commenced	Stalled due to staff shortages	Kerry Smith
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	Fleet Asset Management Plan 2018 to 2028 completed 02/07/2018	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	Majority of data has been captured, draft AM plan for lighting to be completed by end of year.	Kerry Smith
Develop a footpath Asset Management Plan	In Progress	Draft plan completed	Kerry Smith
Develop a Park Asset Management Plan	In Progress	Draft plan completed	Kerry Smith
Develop a Road Asset Management Plan	In Progress	Draft plan completed	Kerry Smith
Develop a Storm Water Asset Management Plan	In Progress	Scheduled for completion by June 2020	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	Arrangements with Procurement team have been discussed on process moving forward and new templates to be developed by Procurement Team as soon as possible	Graham Morris

Investigate efficiency gains through fleet utilisation	In Progress	Commenced reviewing utilisation data from spreadsheets, analysis and report to be prepared	Graham Morris
Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	In Progress	This will be a long term process. Steady progress is continuing.	Kerry Smith
Develop a transition strategy towards alternative and clear energy fleet vehicles	On Schedule	Reviewing options and arranging trials with Electric cars against Hybrid cars with the assistance of Renault Australia. Awaiting confirmation on availability of cars. Evaluation assessment sheets to be developed for Electric and Hybrid vehicles	Graham Morris
<b>2.4.2 Maintaining integrated asset management systems that eff actively maintain and replace community assets</b>			
Continue deployment of the Assetic Asset Management Software across parks and roads	In Progress	Deployment continuing but slowed due to staff shortages	Kerry Smith
Continue improvement of the branch's use of E-Quotes and General Procurement improvements	In Progress	Continuing with very good outcomes	Kerry Smith
Finalise the development of a revised Asset Management Policy and Strategic Asset Management Plan	In Progress	Strategic Asset Management Plan endorsed by Council in September (IS198). Revised Asset Management Policy to go to Council in November 2019.	Kerry Smith

## 3.1 Growth

Action	Status	Commentary	Responsible Officer
<b>3.1.1 Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development</b>			
Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	In Progress	CBD activation through a targeted Communications strategy for the Rocks Laneway Opening was successfully implemented. Activation Contract has been outsourced for 12 months. Since its opening Rocks Activation activities have attracted 4,135 participants and spectators.	Trish Palmonari
Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	In Progress	Engaged with Qantas and Tourism WA on regional airfares and capacity; attended meetings with Tourism Geraldton; Board meetings with Australia's Coral Coast; Australian Regional Tourism; Wildflower Country Inc; MWDC Tourism Workshop. Icon Tourism Packaging workshop held by the City for local tourism operators. Tourism facilitation services generated \$694,578 direct income for local operators from a total of 4,035 visitors.	Trish Palmonari
Development and implementation within City budget provisions of City region destination management and marketing plans	Completed	#make the move to Geraldton video completed and distributed to the Mid West Chamber of Commerce and Industry membership and other local businesses for inclusion in their membership drives. Tourism campaigns on Perth Bus Backs for 12 weeks; 12 month Geraldton television commercial being aired on Orana cinemas around the State. In collaboration with the Mid West Royal Agricultural Societies, development of a Greater Geraldton Mid West stand at the Perth Royal Show Sept 28 to Oct 5. The stand was visited by 140,000 people. With \$20K funding provided by the Dept of Primary Industry and Regional Development, production of A taste of Greater Geraldton book showcasing our food producers and manufacturers. Distributed at the Perth Royal Show.	Trish Palmonari
Development and maintenance/update of City Region Investment Prospectus	Completed	Continuous improvement underway and marketing campaigns scheduled for early next year.	Trish Palmonari
<b>3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment</b>			
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	Sound progress, Due for completion 15 November.	Desmond Hill
Airport Upgrade - Airport Eastern Freight Terminal development (in conjunction with private sector) - Planning Phase	In Progress	Consultant engaged. First teleconference 28 October.	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
<b>3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan</b>			
Support and facilitate Growing Greater Geraldton Plan initiatives	In Progress	Update of the Growing Greater Geraldton Growth and Jobs Plan due to be completed in Nov 2019.	Trish Palmonari

## 3.2 Lifestyle and Vibrancy

Action	Status	Commentary	Responsible Officer
<b>3.2.3 Revitalising the CBD through economic, social and cultural vibrancy</b>			
Develop and administer Council approved concession and incentive programs for CBD revitalisation and attraction of industry investment in the City centre	In Progress	Invited the Franchise Council of Australia to Geraldton work with the City ED team about opportunities to attract franchises to the City for services in which there is a gap. Facilitation of a three investment groups from China looking at opening retail and dedicated China group hotel.	Trish Palmonari
Provide policy and strategy advices for economic development of the City region	Completed	Reviews of the International Relations Policy.	Trish Palmonari
Undertake planning and design activities for City Centre revitalisation	In Progress	Procurement Plan went to EMT on Friday 25/10/19 as a package containing 3 designs: 1. Cathedral/Sanford roundabout; 2. Cathedral Av upgrade; 3. Foreshore Dr Two-Way	Jorge El-Khoury

## 4.1 Community Engagement

Action	Status	Commentary	Responsible Officer
<b>4.1.1 Continuing to engage broadly and proactively with the community</b>			
Facilitate community engagement initiatives on behalf of the organisation	On Schedule	CHRMAP Stage 3 Coastal Planning Policy Development - ongoing. Spalding Precinct Planning community engagement- Completed. Drummond Cove Progress Association engagement - ongoing. Safe Active Streets Cycling Project - ongoing. FOGO Trial implementation - ongoing. Motorcycle Friendly City - discontinued. Deliberative Democracy Project 2019 ongoing. Durlacher/Maitland Street Roundabout Stakeholder Engagement ongoing. Aquarena Outdoor Swimming Pool Refurbishment Stakeholder Engagement- ongoing. Cathedral Avenue/Sandford Street Roundabout Stakeholder Engagement - ongoing. City Centre Revitalisation 2020 - ongoing Rangeway Pump & Jump Track - ongoing.	Janell Kopphuber
<b>4.1.2 Promoting and celebrating the City's achievements</b>			
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.	On Schedule	45 media releases issued; 60 Community Service Announcements and 255 social media posts. CGG Facebook has 10,943 likes.	Trish Palmonari
<b>4.1.3 Providing innovative and accessible customer service and information systems</b>			
Plan and deliver SirsiDynix Library Management System Consortia for Mid West Region	On Schedule	Shire of Cue has joined Consortium, meaning there are now 8 LGA's involved including CGG.	Trudi Cornish

## 4.2 Planning and Policy

Action	Status	Commentary	Responsible Officer
<b>4.2.2 Responding to community aspirations by providing planning and zoning for future development</b>			
Assist with the 'Spalding Urban Renewal' project	In Progress	Spalding Precinct Plan is being presented to Council's November 2019 round of meetings.	Murray Connell
Continued compliance enforcement ensuring all statutory requirements: Implementation of parking facility improvements, street parking signage	Meeting Requirement-Ongoing	Statutory requirements being met.	Murray Connell

## 4.3 Advocacy and Partnerships

Action	Status	Commentary	Responsible Officer
<b>4.3.2 Partnering with key international communities through Strategic Alliances</b>			
Develop and manage formal international relationships with foreign cities as approved by Council	Completed	Formal launch of China Connect website attended by a delegation from Linfen City. Since its launch on Aug 9, the China Connect website has attracted 143 users.	Trish Palmonari

Participate in WA Regional Capitals Alliance and Regional Capitals Australia	In Progress	The Mayor and/or the CEO are regularly attending and participating in WARCA and RCA meetings.	Ross McKim
--	-------------	---	------------

## 4.4 Financial Sustainability and Performance

Action	Status	Commentary	Responsible Officer
<b>4.4.1 Preparing and implementing short to long term financial plans</b>			
Implement annual reviews of the Long Term Financial Plan	Not Commenced	Review of the LTFP will make up part of the budget process. This will commence in March 2020.	Renee Doughty
Implement the Annual Budget as derived from the Corporate Business Plan	Completed	2019/2020 Budget adopted by Council at the June 2019 meeting and Magiq and Synergy updated with budget figures.	Renee Doughty
<b>4.4.2 Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner</b>			
Investigate, monitor and report on key financial ratios	Completed	2018/2019 Ratios completed and reported on in the 2018/2019 Financial Statements.	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
<b>4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery</b>			
Deliver e-Services Development	In Progress	Website single sign on capability and payment gateway generic configuration development are in progress.	Dennis Duff
Develop and implement new corporate software	In Progress	Software options currently being investigated	Dennis Duff
Process Town Planning and Building applications within statutory timeframes	Meeting Requirement-Ongoing	Statutory timeframes being met.	Murray Connell
Undertake Penetration Testing and Remediation	Not Commenced	Preparing RFQ for December 2019.	Dennis Duff

## 4.5 Good Governance & Leadership

Action	Status	Commentary	Responsible Officer
<b>4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role</b>			
In conjunction with the Western Australia Electoral Commission conduct orderly local government elections every two years	Completed	Nominations for the Ordinary Election of council opened on 5 September 19 and closed on the 27 September 19. Election to be held on 19 October 2019	Margot Adam
Provide and facilitate Councillors with training and development opportunities	Meeting Requirement-Ongoing	Current Council Members Training Matrix - D-19-094501. Training invitations sent.	Sheri Moulds
<b>4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice</b>			
Undertake "rolling" internal audits per endorsed 5yr Plan	Meeting Requirement-Ongoing	Ongoing project. New internal audit focus to be determined in 2020.	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
Develop and implement a comprehensive Workplace Safety Management System	Meeting Requirement-Ongoing	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 delegations completed. Annual returns received and acknowledged by due date 31 August 2019. Compliance Management plan and process endorsed by the Executive Management Team 14 August 2019.	Margot Adam
Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	In Progress	Two applications were received and finalised in this quarter. Average completion time 26 days.	Margot Adam
Provisions of Risk Management and Insurance capabilities and services for the organisation	Meeting Requirement-Ongoing	Strategic, enterprise, departmental and project risk management processes in place. Annual risk maturity assessment completed. Insurance portfolio successfully renewed.	Brodie Pearce
Provision of centralised Tenders and Procurement capabilities, advice and process control services	Meeting Requirement-Ongoing	Procurement Policies, process and training to staff up to date.	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	Implementation of the proclaimed sections of the Local Government Legislation Amendment Act 2019 - in progress. Minutes and agendas page developed, Register of Complaints and Censure Orders page published on the website and Council Policy 4.1 amended to incorporate provisions for council members mandatory training.	Margot Adam
Administer Council's policy formulation and review process and maintain the Council Policy Manual	In Progress	Eight Council Policies endorsed by council in this quarter, six reviews and two new policies.	Margot Adam
<b>4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery</b>			
Provision of Human resources services including recruitment, induction, training, performance, industrial relations, organisational development, workplace health and safety services	In Progress	Ongoing process	Natalie Hope
Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	In Progress	Ongoing random testing with all employees and all new employees subjected to a pre-medical including d&a testing.	Natalie Hope
Finalise development of a Workforce Plan incorporating establishment management, people development, performance management and succession planning	Completed	Ongoing strategies within the newly adopted Workforce Plan to be now be actioned and ongoing until 2021	Natalie Hope