



City of
Greater Geraldton
a vibrant future



Corporate Business Plan 2018-19 Actions

Quarter Four Reporting

1.1 Our Heritage

Action	Commentary	Responsible Officer
1.1.1 Recording, recognising and preserving our social, environmental and built heritage		
18/19 Deliver Geraldton War Years Drive Trail Project, Mullewa De Grey Stock Route Trail signage	Both Stock Route and War Years Drive Trail booklets are complete and available via Library, Visitor Centre and Mullewa District Office	Trudi Cornish
18/19 Deliver National Heritage Month activities	Event held at Mullewa on the of 8 May was very successful and attracted 112 people.	Trudi Cornish
18/19 Restoration of Historic Mullewa Photographic Collection	Collection of some 480 images now fully digitised. Ongoing in 2019-20 as Library continues to seek additional donations from the community.	Trudi Cornish
1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture		
18/19 Implement the Reconciliation Action Plan	Reconciliation Week was very successful with Phil Wallystack performing to over 600 primary and high school students. A reconciliation Week concert featuring Phil Walleystack, Craig Pickett duo and the Bluff Point Primary School Choir attracted over 280 people to QPT. The City has coordinated a number of activities for Naidoc Week including the Mayor Flag Raising ceremony on Monday July 7.	Susan Smith
18/19 Develop and manage the Yamaji Yanda archival photographic collection	Ongoing in 2019-20 as Library continues to source images from community.	Trudi Cornish
1.1.3 Facilitating engagement in the arts in all its forms		
18/19 Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	Two exhibition openings were held over this quarter. Early in May, Louise Paramour's Divine Assembly occupied the entire gallery. Paramour exhibits her work nationally and internationally, so it was a coup to have her in Geraldton. The Brian McKinnon Exhibition opened on 31 May, attracting 230 attendees. At the same time, The Alternative Archive Exhibition, involving local artists, was opened.	Susan Smith
18/19 Implement the Public Art Strategy	Officers have attended meetings to assist in planning the opening of Rocks Laneway. School holiday programs have been developed for the July school holidays. Lightboxes destined for Post Office Laneway have been ordered, with EOIs being developed for artists.	Susan Smith
18/19 Coordinate and deliver the annual Big Sky Readers and Writers Festival	Event successfully completed.	Trudi Cornish

1.1.4 Fostering and facilitating community and cultural events

18/19 Implement initiatives from across each of the eight (8) Creative Community Plan themes including the delivery of Sundays by the Sea	The name of the theatre production is Coast. Three Actors have been contracted for the performance, as has a sound and a lighting designer. The play will now move towards production, with QPT staff and Manager Community and Cultural Development taking on this responsibility. A marketing plan is being formulated to promote the play.	Susan Smith
18/19 Attract events to the Greater Geraldton region	City events that have taken place during this quarter have been Wind on Water, which saw all the accommodation providers at full capacity over the Easter Weekend. ANZAC Day was delivered on 25 April, once again to a large crowd. The Caravan and Boat Show, delivered by new owners "Caravan WA" was hailed as a success. The City continues to be in discussions with external event organisers to deliver events in the Region.	Susan Smith
18/19 Attract sponsorship and grant funding for events and community and cultural development programs	The City continues to attract new partners for the Everlasting Partnership, including Red Dust Holdings; Northgate and Stirlings Shopping Centres, Iluka Resources, Lion Brewery, Mid West Ports and Kaefer Maicon. The Queens Park Theatre secured funding from Lotterywest for program development.	Susan Smith
18/19 Deliver two signature events annually	WoW Fest was delivered during this quarter.	Susan Smith
18/19 Promote and operate the City of Greater Geraldton's facilities and venues for hire	The QE11 continues to be a popular venue for hire. The reduction in fees for non-commercial users should result in an increase in bookings. A number of refurbishments have been carried out at the centre, which makes the venue more attractive to hire.	Susan Smith
18/19 Facilitate the delivery of community events and cultural initiatives in Mullewa	Mullewa Muster and Rodeo was hugely successful in Q4 due to superb weather and a popular main act for the concert. The untamed Art Project continued in Q4, with follow up workshops and installation and opening planned for August 2019. Support provided to community groups in the planning and delivery of the annual Wildflower and Agricultural Show.	Susan Smith
18/19 Finalise and implement the Queens Park Theatre Program Plan	QPT hosted a number of successful shows and conferences including Dan Sultan; Tributes to Dolly Parton, The Eagles and Johnny Cash. Plays included Possum Magic and Robot Song. GUC hired the venue for their graduation and the Dance Extravaganza saw numerous Dance Schools perform in the venue. Two Wine, Pizza and Film nights were hosted by the Friends of the QPT. The theatre collaborated with the Anglican Cathedral to host Baroque by Candlelight. QPT showed its support for Huntington's Disease by lighting up the exterior.	Susan Smith

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

18/19 Develop an annual Mid West Region Activity Plan	Regional Activity Plan Final Report and Financial Acquittal due 26 July.	Trudi Cornish
18/19 Provide information services and programs that meet the needs of the community	New Library shelving installed during May. Information services and other programmes ongoing in 19/20.	Trudi Cornish

1.2 Recreation and Sport

Action	Commentary	Responsible Officer
1.2.1 Supporting the strong sporting culture that has shaped Greater Geraldton's identity and lifestyle		
18/19 Develop Skate Park Maintenance and Development Strategy	Completed maintenance at 5 out of the 7 skate parks in 2019. Further works to be completed at Glendenning Park and Cape Burney the second half of 2019.	David Emery
18/19 Implement outcomes of the Sporting Facilities Support Review	Utilities review completed. A number of action items have been generated from this review which will be implemented over the next few years.	David Emery
1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes		
18/19 Construction of Chapman River Mountain Bike Trail	Completed	Jorge El-Khoury
18/19 Review the Recreation Planning Strategy for the City	Ongoing review of local strategies and link with the Community Strategic Plan.	David Emery

1.3 Community Health and Safety

Action	Commentary	Responsible Officer
1.3.1 Encouraging the improvement of health services and facilities for the community		
18/19 Provide Food Safety and Health Services	On going activity for Health Team	Brian Robartson
1.3.2 Promoting healthy lifestyle initiatives and living standards		
18/19 Facilitate the delivery of Health Promotion Programs	On going activity of Health Team.	Brian Robartson
1.3.3 Ensuring effective management of animals within the community		
18/19 Construction of the Animal Management Facility	AMF completed within allocated budget and is fully operational.	Pierre Neethling

1.5 Recognise, value and support everyone

Action	Commentary	Responsible Officer
1.5.1 Supporting and strengthening community groups, organisations and volunteer services		
18/19 Contribute to progressing positive social outcomes in the long term planning for the Spalding Project	A Community garden group has been formed as part of the Spalding Revitalisation Project. The group consists of elders Indigenous and non-indigenous, The African Community, Central TAFE, Workskill, WACRH and the City. The City has allocated \$14,000 towards the construction of the garden with another \$12,000 coming from the Department of Communities. TAFE are going to run a Certificate 1 in Horticulture and Workskill are providing 12 participants as part of their Work for the Dole Scheme.	Susan Smith

18/19 Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	The City continues to work closely with the various Progress Associations and Neighbourhood groups to ensure their local communities are being supported in the activities, projects and programs they undertake.	Susan Smith
1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities		
18/19 Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre	The Mullewa Youth Centre continues to deliver 23 hours per week of after-hours drop-in service to at risk youth and 32 hours per week during school holidays. Case management is provided for referred youth, as well as diversionary programs. In Geraldton, funding has been secured for a two year continuation of the U-Turn crime prevention project. An intensive case management for at risk youth will be delivered from 201 Lester Avenue. Friday night diversionary programs as well as school holiday programs were continued for at risk youth. Thursday night collaboration for the PCYC Safe Space program has continued.	Susan Smith
1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds		
18/19 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	The 2019 to 2023 DAIP was completed and endorsed by Disability Services and Council. The Community Development Team has partnered with the National Disability Coordinator Officer Program, Central TAFE, Dept. of Education, APM, Forrest Personnel and Champion Bay High School to deliver the Passport 2 Employment Program, which is an eight week program preparing year 11 and 12 students with disability to enter the workforce. The students learn how to prepare for a job interview, including writing a CV, how to dress and general health and wellbeing. The City has assisted Holland Street School in participating in the Stephanie Alexander Garden to Kitchen program. The aim of the program is to develop sustainable life skills. The City's community Development Officer represents the City on the Access to Leisure and Sport (ATLAS) Board.	Susan Smith
18/19 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	Since the last reporting period, the number of programs and activities on offer at the QE11 has risen from 32 to 40. New activities being offered include Zumba and the formation of a multicultural choir. The centre now has 1337 members with 211 joining in the last six months. Free yoga sessions are held at QE11 on Wednesday evenings and Saturday mornings, attracting over 160 participants a week whose ages range from 10 to 80. The City has secured another 12 months State Government Funding (\$124,000) which will expire in June 2020.	Susan Smith
18/19 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	A very successful Fools Festival was held during Youth Week in April. The Youth Vibrancy Officer continues to plan and run school holiday sports programs. Sunset Yoga and the Garage Sessions music workshops continue to attract strong participation on a weekly and fortnightly basis. Preparation for the Battle of the Bands is about to commence.	Susan Smith
1.5.5 Enhance relationships and services between rural and urban areas		
18/19 Advocate for issues of relevance to the Mullewa community	Currently advocating on issues including Western Power and future power supply; Aged Care Units which are nearing completion; the new Health Care Centre (including staffing model and services from this facility) and Mobile Tower nominations for round 4.	Susan Smith

<p>18/19 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</p>	<p>Key services including Mullewa Caravan Park, Cemetery, Library, Mullewa District Office customer service support and Department of Transport were available 95% of the time during opening hours. Generator installed at District Office October 2018 is still in place although it wasn't required in Q4. Small interruption to Airstrip operations with an electrical issue - but was repaired and operational once again.</p>	<p>Susan Smith</p>
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2.1 Revegetation - Rehabilitation - Preservation

Action	Commentary	Responsible Officer
2.1.3 Ensuring natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations		
18/19 Develop long term coastal adaptation planning strategies	2018 - 19 progress complete. Project will be ongoing. Geotech investigation and draft report complete. Consultant currently liaising with DoT Coastal regarding setback line. Local Coastal Planning Policy - RFQ being prepared to engage a consultant to help facilitate discussions/workshops to develop Policy. Coastal monitoring.	Jorge El-Khoury
18/19 Deliver the Beresford Foreshore Upgrade	Completed.	Chris Lee

2.2 Sustainability

Action	Commentary	Responsible Officer
2.2.1 Promoting, researching and implementing practices such as improved and innovative waste management, water reuse and renewable energy production		
18/19 Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	Held over to 2019 - 2020. Will commence following planning in Qtr. 1.	Brian Robartson
18/19 Provide regional waste management services	Contractor providing quality waste management collection services. Landfill operations are also of a quality standard.	Brian Robartson
18/19 Develop Corporate Energy Strategy	Brief being developed, expected strategy will commence development 1st quarter 19/20.	Paul Radalj
18/19 Develop Aquarena Energy Usage and Sustainability Business Case	Bore tank works completed in early May. Solar tender has been awarded with project to be complete in 1st quarter 2019-20. Stage 2 of the BMS upgrade has been RFQ'ed and contract awarded to Schneider. This will result in more streamlined operations and a small energy saving further development of a energy usage as a whole facilities being investigated for future.	David Emery
18/19 Roll-out Stage 2 of Solar PV initiatives	RFT awarded for Solar PV installation Aquarena & Library - expect completion in 1st quarter 19/20.	Paul Radalj
2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities		
18/19 Finalise construction for Cell 5 Meru and Liquid Waste Pond Optimisation delivery	Anticipated practical completed date is 16 July 2019.	Brian Robartson
18/19 Review Mullewa swimming pool operations and services	Draft report completed. Final report to go to EMT for endorsement in Q1 of 19/20.	David Emery
18/19 Review tower lighting and electrical usage charges of the City's Sporting facilities	Completion of utilities separation at Wonthella oval was completed in May 2019. Officers still working on other sites.	David Emery

2.3 Built Environment

Action	Commentary	Responsible Officer
2.3.1 Promoting a built environment that is well planned and meets the current and future needs of the community		
18/19 Create City Precinct Strategy	Discussions are still ongoing with regards to place management and how this will incorporate the City Precinct team. Completion is expected in the second half of 2019 when the rocks laneway is complete and Place manager recruited.	David Emery
18/19 Deliver HMAS Sydney II toilet facilities and amenity consultation and development	Final design has been approved and funds allocate in 2019 2020 budget for construction	David Emery
2.3.2 Providing accessible community spaces, parks, natural areas, sport and recreational facilities that equitably service the whole community		
18/19 Renew Apron Charlie Airside access gate	Completed	Des Hill
18/19 Renew Greenough Terminal Lighting	Completed	Des Hill
18/19 Replace Checked Baggage X-ray to new Federal requirements	Completed	Des Hill
18/19 Continued compliance enforcement ensuring all statutory requirements: Implementation of parking facility improvements, street parking signage	New CBD parking signage completed in accordance with Car Parking Management Plan	Murray Connell
18/19 Develop road hierarchy and levels of service for the sealed road network	Reasonable progress, although requires further work. Progress slowed through resourcing issues	Kerry Smith
18/19 Deliver annual road and footpath renewal program	Majority of road and footpath renewal works completed with a few carry overs to be completed during the 19/20 FY	Pierre Neethling
18/19 Replace People Scanner with new full body CT scanner to new Federal requirements	Funding initiated. Next stage of application starts September 2019.	Des Hill
18/19 Resurface RFDS entry and car park - Airport Building B1	Completed	Des Hill

2.4 Asset Management

Action	Commentary	Responsible Officer
2.4.1 Applying financial sustainability principles to ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal		
18/19 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	Graham Morris
18/19 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	All Stores renovations are now complete, Currently working on reviewing a suitable Bar Coding system to enhance procurement/ ordering and stock level processes which can be electronically linked to the City's Finance system.	Graham Morris
18/19 Investigate efficiency gains through fleet utilisation	Completed.	Graham Morris

18/19 Continue development of City's Annual Supply Contracts	Continuously improving and ongoing.	Kerry Smith
18/19 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	Renewal programme continues to be informed through ongoing work on condition assessment and updated data.	Kerry Smith
18/19 Develop three (3) year Asset Renewal Program for all asset classes	3 year programme has been developed and further refinement of data continues as resourcing allows.	Kerry Smith
18/19 Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	Ongoing	Kerry Smith
2.4.2 Maintaining integrated asset management systems that effectively maintain and replace community assets		
18/19 Develop a Bridge Asset Management Plan	This Asset Management Plan is delayed due to shortage of resources.	Kerry Smith
18/19 Develop a Park Asset Management Plan	Draft Asset Management Plan developed.	Kerry Smith
18/19 Develop a Road Asset Management Plan	Draft Asset Management Plan incomplete and will require further work in 2019/20.	Kerry Smith
18/19 Develop revised Asset Management Policy and Strategic Asset Management Plan	Policy and Strategic Asset Management Plan in progress with external resource. Completion due by end August 2019.	Kerry Smith
18/19 Continue deployment of the Assetic Asset Management Software across parks and roads	Deployment of Assetic ongoing with good progress to date.	Kerry Smith
18/19 Continue improvement of the branch's use of E-Quotes and General Procurement improvements	Continuously improving and ongoing.	Kerry Smith

3.1 Growth

Action	Commentary	Responsible Officer
3.1.1 Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development		
18/19 Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	City Tourism Destination marketing campaign including 10 bus back in Perth; State-wide Advertising in Orana Cinema; 3 month campaign on WIN TV.	Trish Palmonari
18/19 Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Tourism WA Board & Executive visited Geraldton to understand the opportunity for tourism within a State context. Confirmed Premier to make announcement about the Abrolhos Islands as a national Park July 2019 as a result of lobbying.	Trish Palmonari
18/19 Development and implementation within City budget provisions of City region destination management and marketing plans	As per the above Tourism campaigns implemented Bus backs; Orana & WIN TV. Wayfinding Project nearing completion.	Trish Palmonari
18/19 Development and maintenance/update of City Region Investment Prospectus	Requests continue to come in and introductions to the City made.	Trish Palmonari
3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment		
18/19 Airport Upgrade - Runway and apron extension	Final items to complete are: Apron Lights, Arthur Road Diversion, Alter Runway to full length Operations.	Des Hill
18/19 Creation of land development opportunities to add economic stimulus to the region	New RFT 19 1819 before Council on 23 July 2019 for civil works. Internal servicing subject to separate RFQ process for power and sewer connections. Expected completion date of project is 31 October 2019. Project budget carried over to 19/20.	Brian Robartson
3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan		
18/19 Support and facilitate Growing Greater Geraldton Plan initiatives	Funding approved from Dept. of Primary Industries and Regional Development for the coordination of an e-version Local Food Capability Guide.	Trish Palmonari

3.2 Lifestyle and Vibrancy

Action	Commentary	Responsible Officer
3.2.3 Revitalising the CBD through economic, social and cultural vibrancy		
18/19 Develop and administer Council approved concession and incentive programs for CBD revitalisation and attraction of industry investment in the City centre	Completion of the Rocks Laneway Activation Plan will see the implementation roll out in 2019-2020.	Trish Palmonari
18/19 Provide policy and strategy advices for economic development of the City region	Growth Plan has been distributed internally prior to final draft being sent to Council.	Trish Palmonari
18/19 Undertake planning and design activities for City Centre revitalisation	2018-2019 progress complete. Project is ongoing with Rocks Lane development and CBD traffic changes implementation.	Jorge El-Khoury
18/19 Provide policy and strategy advice on Economic Development matters	Ongoing advice provided at relevant meetings in context of Growth Plan. Input into the Geraldton Museum Business Case for expansion of the site \$15m project.	Trish Palmonari

4.1 Community Engagement

Action	Commentary	Responsible Officer
4.1.1 Continuing to engage broadly and proactively with the community		
18/19 Facilitate community engagement initiatives on behalf of the organisation	CHRMAP Stage 3 ongoing. Rocks Place Management Plan stakeholder workshops - completed. DAIP Review community engagement - completed. Spalding Precinct Planning community feedback - ongoing. Sport Grounds floodlighting replacements - completed. Drummond Cove Progress Association engagement - ongoing. Safe Active Streets Cycling Project - ongoing. FOGO Trial implementation - ongoing. Motorcycle Friendly City - ongoing	Janell Kopplhuber
4.1.2 Promoting and celebrating the City's achievements		
18/19 Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	City Tourism Destination marketing campaign including 10 bus back in Perth; State-wide Advertising in Orana Cinema; 3 month campaign on WIN TV.	Trish Palmonari
18/19 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.	Ongoing social media reactions on the increase.	Trish Palmonari
4.1.3 Providing innovative and accessible customer service and information systems		
18/19 Establish a Customer Service Centre / Contact Centre	Completed	Jeff Graham
18/19 Implement a three year Customer Service Strategy for the City	Customer Service Plan 2017-20 is live on the website, this is an ongoing implementation.	Jeff Graham
18/19 Plan and deliver SirsiDynix Library Management System Consortia for Mid West Region	Ongoing in 2019-20. Shire of Cue has also expressed interest in joining.	Trudi Cornish

4.2 Planning and Policy

Action	Commentary	Responsible Officer
4.2.2 Responding to community aspirations by providing planning and zoning for future development		
18/19 Assist with the 'Spalding Urban Renewal' project	Final draft 'precinct plan' to be presented to Council in August	Murray Connell
18/19 Review the 'Local Profile and Context Report'	Report presented to Council and now with the WA Planning Commission for final endorsement	Murray Connell

4.3 Advocacy and Partnerships

Action	Commentary	Responsible Officer
4.3.2 Partnering with key international communities through Strategic Alliances		

18/19 Develop and manage formal international relationships with foreign cities as approved by Council	China Connect Project is complete and now live. Linfen City Delegation travelling to Geraldton in August to launch the site to local business and beyond.	Trish Palmonari
18/19 Participate in WA Regional Capitals Alliance and Regional Capitals Australia	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	Commentary	Responsible Officer
4.4.1 Preparing and implementing short to long term financial plans		
18/19 Implement annual reviews of the Long Term Financial Plan	Revised an updated LTFP 2019-29 adopted by Council 25th June 2019	Paul Radalj
18/19 Implement the Annual Budget as derived from the Corporate Business Plan	Annual Budget 2019-20 adopted by Council 25th June 2019	Paul Radalj
4.4.2 Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner		
18/19 Investigate, monitor and report on key financial ratios	Adopted Budget & LTFP provide indicative and forecast financial ratios.	Paul Radalj
18/19 Facilitate the provision of Integrated Planning capabilities, capacity and services for the organisation	Draft Workforce and Asset Management Plans in development - to be presented to Council August 2019.	Paul Radalj
4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery		
18/19 Deliver e-Services Development	Delayed getting approval. approval now in place and rolling out electronic forms and workflow during 2019/2020.	Dennis Duff
18/19 Deliver replacement of Rangers Infringement System	Completed.	Dennis Duff
18/19 Develop and implement new corporate software	Project outputs currently being evaluated	Dennis Duff
18/19 Undertake Penetration Testing and Remediation	Preparing to go to market August 2019.	Dennis Duff
18/19 Process Town Planning and Building applications within statutory timeframes	Statutory timeframes being met.	Murray Connell

4.5 Good Governance & Leadership

Action	Commentary	Responsible Officer
4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role		
18/19 Provide and facilitate Councillors with training and development opportunities	During this quarter seven Councillors have completed WALGA Planning Practices Training. One Councillor has completed two units of a Local Government Diploma. The Mayor completed A Diploma of Local Government.	Margot Adam
4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice		
18/19 Undertake a Ward Boundary Review Process	Ward System abolished and Councillors to be reduced from 14 to 12 , gazetted 9 April 2019.	Margot Adam
18/19 Develop and implement a comprehensive Workplace Safety Management System	Meeting Requirement-Ongoing	Natalie Hope
18/19 Develop and Test ICT Disaster Recovery and Business Continuity Plan	Completed.	Dennis Duff
18/19 Major and minor reviews of Community Strategic Plan	Major review proposed to be undertaken in 2019-20	Paul Radalj
18/19 Major and minor reviews of Corporate Business Plan aligned with the review of the Community Strategic Plan	Plan reviewed as part of the 2019-20 budget process	Paul Radalj

18/19 Undertake "rolling" internal audits per endorsed 5yr Plan	2018-19 Audit program and update actions reports completed and presented to Audit Committee 13th March 2019.	Paul Radalj
18/19 Provision of Governance related capabilities and services for the organisation	Amendments to the Local Government Act 1995 have been a focus this quarter and progress toward implementation of the Compliance Management Plan.	Margot Adam
18/19 Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	Annual Freedom of Information Survey completed and submitted to the Office of the Information Commissioner. Two applications received and completed during this quarter.	Margot Adam
18/19 Administer Council's policy formulation and review process and maintain the Council Policy Manual	One policy submitted to Council for review and endorsement this quarter.	Margot Adam
18/19 Provisions of Risk Management and Insurance capabilities and services for the organisation	Ongoing business as usual, confirmation of insurance renewal for 19/20 year	Brodie Pearce
18/19 Provision of centralised Tenders and Procurement capabilities, advice and process control services	Meeting Requirement-Ongoing	Brodie Pearce
4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery		
18/19 Provision of Human resources services including recruitment, induction, training, performance, industrial relations, organisational development, workplace health and safety services	Meeting Requirement-Ongoing	Natalie Hope
18/19 Development of a Workforce Plan incorporating establishment management, people development, performance management and succession planning	Draft completed - to be presented to Council in August 2019	Natalie Hope
18/19 Negotiate a new Enterprise Agreement	Completed	Paul Radalj
18/19 Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	Meeting Requirement-Ongoing	Natalie Hope