



Corporate Business Plan 2018-19 Actions

Quarter One Reporting

Community

1.1 Our Heritage And The Arts

Action	Commentary	Responsible Officer
STRATEGY 1.1.1 Recording, recognising and preserving our social, environmental and built heritage		
1.1.1.1 Deliver Geraldton War Years Drive Trail Project, Mullewa De Grey Stock Route Trail signage	Stock Route Trail is fully completed. Research is fully completed. War Years Drive Trail is in final graphic design phase. Anticipate going to print by mid December.	Trudi Cornish
1.1.1.2 Deliver National Heritage Month activities	Activity planning will begin in early January. Heritage Week activities will take place in April/May.	Trudi Cornish
1.1.1.3 Restoration of Historic Mullewa Photographic Collection	Collection close to full digitisation. Being worked on by volunteers.	Trudi Cornish
STRATEGY 1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture		
1.1.2.1 Develop and manage the Yamaji Yanda archival photographic collection	Photos continue to be sourced from Community and relevant agencies to add to Yamaji Yanda Collection	Trudi Cornish
1.1.2.2 Implement the Reconciliation Action Plan	The City's Stretch Reconciliation Action Plan has been endorsed by Reconciliation Australia and a number of actions from the plan have been implemented. These have included producing a Welcome to Country Guide and a Pocket Protocols Booklet which provides the reader with information regarding local Aboriginal history.	Susan Smith
STRATEGY 1.1.3 Facilitating engagement in the arts in all its forms		
1.1.3.1 Coordinate and deliver the annual Big Sky Readers and Writers Festival	Funding has been secured from Writing WA for the 2019 Festival. Lotterywest application submitted. Liaising with guest authors. Programme in development	Trudi Cornish
1.1.3.2 Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	The Geraldton Regional Art Gallery continues to deliver a program of exhibitions that caters to a wide range of people and showcases a variety of artistic mediums. In July, GRAG exhibited Angelica Mesiti's Relay League, a digital contemporary touring show from Museums and Galleries NSW that explored the Morse Code. During the exhibition, Mesiti was selected to represent Australia in the 2019 Venice Biennale. Alongside Relay League, GRAG exhibited a documentary by Perth based filmmakers Barking Wolf. The Wire explored the fraternity of Morse Code at Wireless Hill, Melville before it closed in 2017. Creations from the Man Cave, an Art of the Move touring show was also opened in July. Kalamunda based artist Neil Elliot was the creator of this series of quirky sculptures made from recycled materials. During the September school holidays, GRAG borrowed 60,000 pieces of Lego from AGWA and ran school holiday workshops for children.	Susan Smith
1.1.3.3 Implement the Public Art Strategy	A program for public art projects 18/19 was presented to Council at the September Concept Forum. Plans include The Banners Photography Project, a series of lightbox exhibitions in Post Office Lane, a storytelling art project over the WoW weekend with WA artist Olga Cironis and a mural on the rear wall of the Gallery.	Susan Smith

STRATEGY 1.1.4 Fostering and facilitating community and cultural events			
1.1.4.1	Attract events to the Greater Geraldton region	External events that took place in the Greater Geraldton Region included the Woolworths WA Junior Surfing Titles and the City to Surf Race	Susan Smith
1.1.4.2	Attract sponsorship and grant funding for events and community and cultural development programs	Support for the Mid West Art Prize has been secured from Rio Tinto, REDFM and Ian Blayney MLA Member for Geraldton. Queen's IGA will be sponsoring the Australia Day Fireworks. WoW Fest support has been confirmed by Mid West Ports, Sun City Solar and REDFM and 7 West Media. Lotterywest funding has been secured for Programming development at QPT.	Susan Smith
1.1.4.3	Deliver two signature events annually	Planning commenced in this quarter for Christmas on the Terrace, Australia Day 2019 and WoW Fest 2019.	Susan Smith
1.1.4.4	Facilitate the delivery of community events and cultural initiatives in Mullewa	Planning for City managed events in Mullewa including Australia Day 2019, Mullewa Muster & Rodeo were well underway in Q1. Support for delivery of Mullewa Agricultural Show and Wildflower Festival was provided. Above average rainfall resulted in a favourable wildflower season and high visitation to the region as well as to these annual events. The Untamed Art Project commenced with follow up workshops planned.	Susan Smith
1.1.4.5	Finalise and implement the Queens Park Theatre Program Plan	Work is almost complete on the online School Program Booklet and plans for the release of the 2019 program booklet are progressing. The program panel has had two meetings to discuss prospective shows at the Theatre. Popular shows during this quarter included George's Marvellous Medicine, Josephine Wants to Dance, Morning Melodies and WA Youth Jazz Orchestra	Susan Smith
1.1.4.6	Implement initiatives from across each of the eight (8) Creative Community Plan themes including the delivery of Sundays by the Sea	Sundays by the Sea season commences on November 4, 2018. In early September an EOI calling for musicians and food vendors was released. Musicians have been booked up to the end of December. Chris Edmunds, who has been engaged as the scriptwriter/director for the Geraldton Theatre Production has been developing the script over the past three months.	Susan Smith
1.1.4.7	Promote and operate the City of Greater Geraldton's facilities and venues for hire	GMC continues to be a popular venue for hire with an average of two bookings per week.	Susan Smith
1.1.4.8	Deliver a biennial Mid West Art Prize	An EOI was released to artists early in September and will close at the end of November. Early in December a selection panel will select artworks to be exhibited.	Susan Smith
STRATEGY 1.1.5 Providing public library services to meet the lifelong learning and leisure needs of the community			
1.1.5.1	Develop an annual Mid West Region Activity Plan	Activity Plan due April/May 2019. Consultation with member Shires has begun.	Trudi Cornish
1.1.5.2	Provide information services and programs that meet the needs of the community	Library Survey conducted during September to establish community needs to assist with future planning	Trudi Cornish

1.2 Recreation and Sport

Action	Commentary	Responsible Officer	
STRATEGY 1.2.1 Supporting the strong sporting culture that has shaped Greater Geraldton's identity and lifestyle			
1.2.1.1	Develop Skate Park Maintenance and Development Strategy	\$8,000 has been budgeted this year to patch concrete at the 9 skate park locations through the region officers are working to include a skate park maintenance and development strategy within the parks playground strategy	David Emery
1.2.1.2	Implement outcomes of the Sporting Facilities Support Review	All of the recommendations have been completed development of the sports tower lighting policy underway	David Emery
1.2.1.5	Review Mullewa swimming pool operations and services	Service is being provided to a level that suits the community in quarter (3) full review of operations will be undertaken to optimise services	David Emery
1.2.1.6	Review the Recreation Planning Strategy for the City	Collating City documents with intent to review in second quarter	David Emery
STRATEGY 1.2.2 Encouraging informal recreation through well planned and developed public open space, cycle/walk paths and green streetscapes			
1.2.2.1	Construction of Chapman River Mountain Bike Trail	Completed	Michael Dufour

1.3 Community Health and Safety

Action		Responsible Officer
STRATEGY 1.3.1 Encouraging the improvement of health services and facilities for the community		
1.3.1.1	Provide Food Safety and Health Services	Ongoing and regular inspections being maintained.
STRATEGY 1.3.2 Promoting healthy lifestyle initiatives and living standards		
1.3.2.1	Facilitate the delivery of Health Promotion Programs	Ongoing food safety awards - 5 star program and Aboriginal agencies - AEHW Program and compliance awareness.
STRATEGY 1.3.3 Ensuring effective management of animals within the community		
1.3.3.1	Construction of the Animal Management Facility	Contract awarded to Crothers Construction. Construction commencing end of September

1.5 Recognise, value and support everyone

Action		Commentary	Responsible Officer
STRATEGY 1.5.1 Supporting and strengthening community groups, organisations and volunteer services			
1.5.1.1	Contribute to progressing positive social outcomes in the long term planning for the Spalding Project	The City continues to support WACRH in their service delivery from the Mitchell Street Spalding Centre by promoting their activities in the overall Greater Geraldton School Holiday Program. The Youth Development Team continue to deliver diversionary activities to youth engaged in antisocial behaviour	Susan Smith
1.5.1.2	Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	The Community Development Team, in consultation with the various Progress Associations and community groups, is developing management agreements in order to establish equity amongst all parties. This will ensure that these bodies can remain sustainable and continue to meet the needs of their local communities. The Community Development Officer will be the first point of contact between the various associations and the City to ensure more effective lines of communication and service delivery.	Susan Smith
STRATEGY 1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities			
1.5.2.1	Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre	There has been a verbal indication from the funding body for the Mullewa Youth Centre that funding will be extended until June 2020. Funding of \$200,000 is being sought from the Dept. of Justice for continued crime prevention projects. There has been a reduction in youth crime in the City of Greater Geraldton of 36%	Susan Smith
STRATEGY 1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds			
1.5.3.1	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 significant school holiday program has been delivered including Panaceum Films on the Foreshore and sporting activities. Planning is well underway for Battle of the Bands, which will be held on 28 October. Plans are also in hand for the annual Fools Fest which will be held in April 2019.	Susan Smith
1.5.3.2	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 current Disability Access and Inclusion Plan is undergoing a review in preparation for the 2018-2022 DAIP. An internal working party has been formed and external consultation will be undertaken with the aim of securing Council Approval in December 2018. Preparations are in hand for the celebration of National Access Ability Day and Disability Week. The inaugural CGG Disability Support Awards will be held on Monday December 3.	Susan Smith
1.5.3.3	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 QE11 Seniors and Community Centre	The QE11 Seniors and Community Centre continues to deliver high quality programs and activities to the Mid West Community. New programs and activities are introduced after consultation with Centre members. For example, Pilates classes were introduced in May and numbers of attendees increase every week. Planning for Senior's Week was well underway during this period. A very full program will be released in October, ready for the November event.	Susan Smith

STRATEGY 1.5.5 Enhance relationships and services between rural and urban areas			
1.5.5.1	Advocate for issues of relevance to the Mullewa community	Currently advocating on behalf of Mullewa community on issues such as Aged Care units, new Health Care Centre, Mobile Tower nominations for Round 4, Western Power. Media campaign encouraging rural road users to slow down during the harvest season to keep the community safe.	Susan Smith
1.5.5.2	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	Key services, including Mullewa Caravan Park, Airfield, Cemetery and Library, Mullewa District Office customer service support and Department of Transport services were available 95% of the time during opening hours in Q1.	Susan Smith

Environment

2.1 Revegetation - Rehabilitation - Preservation

Action	Commentary	Responsible Officer
STRATEGY 2.1.2 Sustainably maintaining public open spaces and recreation areas		
2.1.2.1 Develop a Masterplan for Public Open Space / Parks incorporating WSUD principles	Concept plans complete. Going to Council Concept Forum in November or December 2018	Michael Dufour
STRATEGY 2.1.3 Ensuring natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations		
2.1.3.1 Deliver the Beresford Foreshore Upgrade	Project due for completion in late October	Pierre Neethling
2.1.3.2 Develop long term coastal adaptation planning strategies	Going to Council in November 2018	Michael Dufour

2.2 Sustainability

Action	Commentary	Responsible Officer
STRATEGY 2.2.1 Promoting, researching and implementing practices such as improved and innovative waste management, water reuse and renewable energy production		
2.2.1.1 Develop Aquarena Energy Usage and Sustainability Business Case	Projects such as a 220kL bore tank and additional solar panels for the roof space will be installed this financial year. BMS upgrade has allowed staff to optimise HVAC services to save energy when the centre is closed. Planning into the installation of new VSD technology on all pumps is planned for the next 3 years	David Emery
2.2.1.2 Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	WA Waste Strategy has just been released for comment. Feedback and comment supplied to MWAC.	Brian Robartson
2.2.1.3 "Roll-Out" stage 2 of Solar PV initiatives	RFQ for design component to be released in 2nd quarter	Paul Radalj
2.2.1.4 Provide regional waste management services	Contractor providing quality waste management services for collection services.	Brian Robartson
2.2.1.5 Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	Asset data collection continuing and achieving very good results.	Kerry Smith
2.2.1.6 Undertake a Mullewa Water & Waste Water Engineering Study	Waste water complete. Contract for water component to be awarded in Oct-Nov 2018.	Michael Dufour
STRATEGY 2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities		
2.2.2.1 Construction of Cell 5, materials processing area, bulk recyclables drop area, multi-tiered drop-off facility, education and administration area and liquid waste pond.	Design complete. Tender now awarded at Council meeting on the 23/10/18 for construction work to commence.	Brian Robartson
2.2.2.2 Review tower lighting and electrical usage charges of the City's Sporting facilities	Wonthella oval utilities project currently under construction. Recommendations of the sports tower lighting review have been implemented	David Emery
2.2.2.3 Develop Corporate Energy Strategy	Draft strategy to be developed in 2nd quarter	Paul Radalj

2.3 Built Environment

Action	Commentary	Responsible Officer
STRATEGY 2.3.1 Promoting a built environment that is well planned and meets the current and future needs of the community		
2.3.1.1 Deliver HMAS Sydney II toilet facilities and amenity consultation and development	Toilet block and space for guides has been split into two projects. Smith sculptors have delivered designs for a toilet block facility with the advisory committee supporting the new design. 15% Opinion of probable cost has been sought from Smith sculptors	David Emery
2.3.1.2 Create City Precinct Strategy	Workshop will commence with the City Precinct team in the second quarter	David Emery

Action	Commentary	Responsible Officer	
STRATEGY 2.3.3 Providing a fit for purpose, safe and efficient infrastructure network			
2.3.3.1	Continued compliance enforcement ensuring all statutory requirements: Implementation of parking facility improvements, street parking signage	Statutory requirements being met. Implementation of parking facilities and signage on-going.	Murray Connell
2.3.3.2	Deliver annual road and footpath renewal program	50% of planned footpath renewals is now under construction	Pierre Neethling
2.3.3.3	Develop road hierarchy and levels of service for the sealed road network	Draft completed	Kerry Smith
2.3.3.4	Renew Apron Charlie Airside access gate	Completed	Bob Urquhart
2.3.3.5	Renew Greenough Terminal Lighting	Completed	Bob Urquhart

2.4 Asset Management

Action	Commentary	Responsible Officer	
STRATEGY 2.4.1 Applying financial sustainability principles to ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal			
2.4.1.1	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	Fleet Asset Management Plan was completed and approved by Managers and Director 30/06/2018	Graham Morris
2.4.1.2	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	Draft Lighting Asset Management Plan completed.	Kerry Smith
2.4.1.3	Develop three (3) year Asset Renewal Program for all asset classes	Substantially complete with further work required on componentisations of some asset classes	Kerry Smith
2.4.1.4	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	Evaluation of frequently purchased items is on hold until stores building renewals works are completed. Panel contracts are currently in place.	Graham Morris
2.4.1.5	Investigate efficiency gains through fleet utilisation	Efficiency gains are on-going from with in the 10 year plant replacement program update in February 2018 and are being monitored at present as new plant is being procured	Graham Morris
STRATEGY 2.4.2 Maintaining integrated asset management systems that effectively maintain and replace community assets			
2.4.2.1	Continue deployment of the Assetic Asset Management Software across parks and roads	Implementation of Assetic is continuing.	Kerry Smith
2.4.2.2	Continue improvement of the branch's use of E-Quotes and General Procurement improvements	Continuing and achieving very good results.	Kerry Smith
2.4.2.3	Develop revised Asset Management Policy and Strategic Asset Management Plan	Draft policy completed. Strategic Asset Management Plan to be started in 2nd or 3rd quarter	Kerry Smith
2.4.2.4	Develop a Bridge Asset Management Plan	Minor progress to date	Shaun Dynan
2.4.2.6	Develop a Park Asset Management Plan	Not Commenced	Shaun Dynan
2.4.2.7	Develop a Road Asset Management Plan	Draft Asset Management Plan under development	Shaun Dynan
2.4.2.9	Continue development of City's Annual Supply Contracts	Continuing with improvements achieved through WALGA panel updates and RFT as required in accordance with procurement policy.	Kerry Smith

Economy

3.1 Growth

Action	Commentary	Responsible Officer
STRATEGY 3.1.1 Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development		
3.1.1.1 Advocate and promote the City's services, projects and initiatives through targeted marketing and advertising	Ongoing targeted media and marketing activities have been undertaken with take up on Social media continuing to rise.	Trish Palmonari
3.1.1.2 Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Ongoing collaboration through the Progress Midwest board including MWCCI, MWDC, Tourism Geraldton, RDAMWG, Pollinators, Mid West Horticulture Group, Partnership development with Dept. of Primary Industry and regional Development; Dept. of Conservation, Biodiversity and Attractions; Tourism WA and Australia's Coral Coast.	Trish Palmonari
3.1.1.3 Development and implementation within City budget provisions of City region destination management and marketing plans	Application for Regional Economic Development Scheme funding for key Tourism Project - Laser Light Show being submitted. Regional Growth Fund application in conjunction with the Mid West Development Commission was not successful. Revamp of the visit Geraldton website is underway.	Trish Palmonari
3.1.1.4 Development and maintenance/update of City Region Investment Prospectus	Ongoing updates with new statistics and Project updates.	Trish Palmonari
STRATEGY 3.1.3 Developing and maintaining infrastructure that increases the potential for business and investment		
3.1.3.1 Airport Upgrade - Runway and apron extension	Project Management Team meetings in progress, runway surveying commence, site mobilisation end of October / mid November	Bob Urquhart
3.1.3.2 Creation of land development opportunities to add economic stimulus to the region	Commencement of Cape Burney Lot 200 subdivision. A long term legacy project.	Brian Robartson
3.1.3.5 18/19 Replace Checked Baggage X-ray to new Federal requirements	Walk Through Metal Detector ordered - delivery/installation due end of October early November	Bob Urquhart
3.1.3.6 18/19 Replace People Scanner with new full body CT scanner to new Federal requirements	Awaiting notification of Federal Government funding	Bob Urquhart
3.1.3.7 18/19 Resurface RFDS entry and car park - Airport Building B1	Purchase order raised awaiting start date notification from Contractor	Bob Urquhart
STRATEGY 3.1.4 Supporting and facilitating implementation of the Growing Greater Geraldton plan		
3.1.4.1 Support and facilitate Growing Greater Geraldton Plan initiatives	Continued implementation of the key initiatives of the Growing Greater Geraldton Growth Plan being delivered in collaboration with the Mid West Development Commission and strategic partners.	Trish Palmonari

3.2 Lifestyle and Vibrancy

Action	Commentary	Responsible Officer
STRATEGY 3.2.3 Revitalising the CBD through economic, social and cultural vibrancy		
3.2.3.1 Develop and administer Council approved concession and incentive programs for CBD revitalisation and attraction of industry investment in the City centre	Policy for Economic Development and Investment Attraction has been drafted and set to go to Council in November.	Trish Palmonari
3.2.3.2 Provide policy and strategy advices for economic development of the City region	Policy developed and awaiting Council approval. Growing Greater Geraldton Growth Plan being revised.	Trish Palmonari
3.2.3.3 Undertake planning and design activities for City Centre revitalisation	In Progress	Michael Dufour

Governance

4.1 Community Engagement

Action	Commentary	Responsible Officer
STRATEGY 4.1.1 Continuing to engage broadly and proactively with the community		
4.1.1.1 Facilitate community engagement initiatives on behalf of the organisation	CRRP Mountain Bike Plan Implementation - Completed Regional Cycle Plan - Completed Whitehill Road Plebiscite - Completed Sporting Light Towers - Completed CE Policy Review - Completed Beresford Foreshore Project - Ongoing Ward & Councillor Representation Review - Ongoing Rocks Laneway Project - Ongoing Million Trees Project - Ongoing CHRMAP Stage 2- Ongoing CHRMAP Stage 3 - Planned Qtrs. 3&4 2018/19	Janell Kopplhuber
STRATEGY 4.1.2 Promoting and celebrating the City's achievements		
4.1.2.1 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 targeted media and marketing activities have been undertaken with take up on Social media continuing to rise.	Trish Palmonari
STRATEGY 4.1.3 Providing innovative and accessible customer service and information systems		
4.1.3.1 Establish a Customer Service Centre / Contact Centre	Completed	Jeff Graham
4.1.3.2 Implement the Customer Service Strategy for the City	Meeting requirement - Ongoing	Jeff Graham
4.1.3.3 Plan and deliver SirsiDynix Library Management System Consortia for Mid West Region	Consortium promoted during recent Libraries Regional visit to Mt Magnet, Yalgoo, Cue, Meekatharra and Sandstone	Trudi Cornish

4.2 Planning and Policy

Action	Commentary	Responsible Officer
STRATEGY 4.2.2 Responding to community aspirations by providing planning and zoning for future development		
4.2.2.1 Assist with the 'Spalding Urban Renewal' project	Dept. of Communities has finalised Background Report and Engagement Strategy.	Murray Connell
4.2.2.2 Review the 'Local Profile and Context Report'	Draft report waiting on WA Planning Commission consent to advertise.	Murray Connell

4.3 Advocacy and Partnerships

Action	Commentary	Responsible Officer
STRATEGY 4.3.1 Active participation in regional, state and national alliances		
4.3.1.1 Participate in WA Regional Capitals Alliance and Regional Capitals Australia	The Mayor and / or CEO are regularly attending and participating in WARCA and RCA meetings.	Ross McKim
STRATEGY 4.3.2 Partnering with key international communities through Strategic Alliances		
4.3.2.1 Develop and manage formal international relationships with foreign cities as approved by Council	China Trade Mission completed and follow up on the opportunities that transpired being followed up.	Trish Palmonari

4.4 Financial Sustainability and Performance

Action	Commentary	Responsible Officer
STRATEGY 4.4.1 Preparing and implementing short to long term financial plans		
4.4.1.2 Implement annual reviews of the Long Term Financial Plan	Review to commence in 3rd quarter	Paul Radalj
4.4.1.2 Implement the Annual Budget as derived from the Corporate Business Plan	Budget process commences annually in 3rd quarter of the financial year	Paul Radalj
STRATEGY 4.4.2 Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner		
Action	Commentary	Responsible Officer
4.4.2.1 Investigate, monitor and report on key financial ratios	Reported in the annual audited financial statements which are to be presented to Council in November	Paul Radalj
4.4.2.2 Facilitate the provision of Integrated Planning capabilities, capacity and services for the organisation	Corporate Business Plan actions reviewed on a continual basis and reported to Council quarterly. Reporting system updated annually to reflect current financial year designated actions.	Paul Radalj
4.4.2.3 Major and minor reviews of Community Strategic Plan	Minor review to occur as part of the Forward Planning & Budget Process in the second part of the year	Paul Radalj
4.4.2.4 Major and minor reviews of Corporate Business Plan aligned with the review of the Community Strategic Plan	Minor review to occur as part of the Forward Planning & Budget Process in the second part of the year	Paul Radalj
STRATEGY 4.4.3 Delivering and ensuring business systems and services support cost effective Council operations and service delivery		
4.4.3.1 Deliver e-Services Development	Not Commenced yet	Dennis Duff
4.4.3.2 Deliver replacement of Rangers Infringement System	Development is underway	Dennis Duff
4.4.3.3 Develop and implement new corporate software	Year 2 is underway	Dennis Duff
4.4.3.4 Process Town Planning and Building applications within statutory timeframes	Statutory timeframes being met.	Murray Connell

4.5 Good Governance & Leadership

Action	Commentary	Responsible Officer
STRATEGY 4.5.1 Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role		
4.5.1.2 Provide and facilitate Councillors with training and development opportunities	Elected members advised of WALGA training opportunities as they arise and may apply in accordance with the Elected Member Training and Travel policy.	Margot Adam
STRATEGY 4.5.2 Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice		
4.5.2.1 Develop and implement a comprehensive Workplace Safety Management System	Meeting Requirements Ongoing process	Natalie Hope
4.5.2.2 Develop ICT Disaster Recovery and Business Continuity Plan	Plan is completed. Testing to be undertaken in December 2018	Dennis Duff
4.5.2.3 Undertake Penetration Testing and Remediation	This year will be concentrating on implementing recommendation from the 2017 testing.	Dennis Duff
4.5.2.4 Undertake "rolling" internal audits per endorsed 5yr Plan	Financial Management Systems Review Audit scheduled for December	Paul Radalj
4.5.2.5 Provision of Governance related capabilities and services for the organisation	Activities include - review of Delegations Registers completed September 2018. Local Government Act Compliance Calendar developed and implemented.	Margot Adam
4.5.2.6 Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	Annual FOI Statistical return lodged with Information Commissioner 6 July 2018. All valid applications completed within statutory timeframe	Margot Adam
4.5.2.7 Administer Council's policy formulation and review process and maintain the Council Policy Manual	Two year biennial Policy review schedule due for completion second quarter 2018/2019, New review schedule commences third quarter.	Margot Adam
4.5.2.8 Provisions of Risk Management and Insurance capabilities and services for the organisation	Risk Management Framework has been updated and Risk policies are to be presented to Council on 27 November for endorsement	Brodie Pearce
4.5.2.9 Provision of centralised Tenders and Procurement capabilities, advice and process control services	All Procurement Policies have been updated as part of 2 yearly review.	Brodie Pearce
STRATEGY 4.5.3 Providing leadership for the community in sustainability issues and local government reform matters		
4.5.3.1 Undertake a Ward Boundary Review Process	Consultation period closed 13 July. Council to consider options and make final endorsement in October	Margot Adam

STRATEGY 4.5.4 Ensuring Human Resource planning, policies and procedures support effective and safe Council service delivery			
4.5.4.1	Conduct of an ongoing program of testing to implement City policy of zero tolerance for drug and alcohol in the workplace	Meeting Requirements Ongoing process	Natalie Hope
4.5.4.2	Provision of Human resources services including recruitment, induction, training, performance, industrial relations, organisational development, workplace health and safety services	Meeting Requirements Ongoing process	Natalie Hope
4.5.4.3	Development of a Workforce Plan incorporating establishment management, people development, performance management and succession planning	Workforce development plan currently in development stage.	Natalie Hope