



City of
Greater Geraldton
a vibrant future



Corporate Business Plan 2018-19 Actions

Quarter Three 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 the Library, Visitor Centre and Mullewa District Office.	Trudi Cornish
18/19 Deliver National Heritage Month activities	Three oral history recordings finalised. Flyer promoting event in circulation, to be held 8th May at Mullewa.	Trudi Cornish
18/19 Restoration of Historic Mullewa Photographic Collection	Digitisation process has been slowed down due to unavailability of suitable volunteers.	Trudi Cornish
1.1.2 Recognising and respecting Aboriginal heritage, history, traditions, languages and culture		
18/19 Implement the Reconciliation Action Plan	Reconciliation Action Committee meets quarterly, with Community and Aboriginal Development Officer reporting on actions. Planning for Reconciliation and Naidoc Week is underway. This year, the City is re-introducing the Mayor's flag raising ceremony as part of Naidoc week.	Susan Smith
18/19 Develop and manage the Yamaji Yanda archival photographic collection	Training facilitated by State Library WA held in Geraldton on 13 March. Continue to source new images.	Trudi Cornish
1.1.3 Facilitating engagement in the arts in all its forms		
18/19 Deliver a biennial Mid West Art Prize	The Mid West Art Prize opening night was a resounding success, with GRAG reaching maximum capacity. Judges from Perth remarked on the high standard of entries, with a local artist the overall winner. Artists who attended were overwhelmed by the support and interest shown by the general public. The people's choice award will be announced at the opening of the next exhibition.	Susan Smith
18/19 Deliver an exhibition program of national and international art at the Geraldton Regional Art Gallery	Genesis and Spaced 2 exhibitions remained in the Gallery until February. The Mid West Art Prize filled both levels of the Gallery from 16 February and created a lot of interest from both the local community and visitors to Geraldton.	Susan Smith
18/19 Implement the Public Art Strategy	An Ordinary Day photographic exhibition opened to the Public in Art Gallery Park in February and will close on April 24. The April Pine sculpture Protected Memory was installed on 14 February and has received many positive comments. Officers worked on developing community consultation for the public art component of the Rocks Laneway development.	Susan Smith
18/19 Coordinate and deliver the annual Big Sky Readers and Writers Festival	All guests secured and contracts finalised. Event programme finalised, ready for printing and promotion.	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	Sundays by the Sea continued to attract reasonable crowds. The date for the theatre production has been changed to October. A contract has been awarded for the set and costume designer.	Susan Smith
18/19 Attract events to the Greater Geraldton region	The City provided advice and support for a variety of events during Q3, the most notable of which were Funtavia, which ran from 7th to 9th February; The Bendigo Bank National Conference and Fists of Fury - the first boxing tournament to be held in Geraldton for 18 years.	Susan Smith
18/19 Attract sponsorship and grant funding for events and community and cultural development programs	An additional sponsor, In Cite Security, was secured for the Mid West Art Prize. Red Dust Holding's sponsorship for WoW will ensure fireworks are included in the Festival. Other sponsors for WoW include Stirling's Shopping Centre, Iluka Resources, Northgate Shopping Centre. In-kind contributions will be received from Creative Marquees, Kaefer Maicon, Boheme Event Hire and Club Formation.	Susan Smith
18/19 Deliver two signature events annually	Preparation for WoW Fest continued with more acts locked in and sponsorship sought. Risk plans prepared and meetings with key stakeholders held. Mullewa Muster is on track for June 1 delivery.	Susan Smith
18/19 Promote and operate the City of Greater Geraldton's facilities and venues for hire	QE11 Seniors and Community Centre venue for hire is promoted through the City's website. In Q3 there have been over 70 booking enquiries. Renovations and improvements have been made to the Centre which make the venue more attractive to hire.	Susan Smith
18/19 Facilitate the delivery of community events and cultural initiatives in Mullewa	A successful Australia Day was held at the Mullewa Pool in Q3. Planning well underway for ANZAC Day 2019, Mullewa Muster and Rodeo. Untamed Art Project workshops planned to take place in Q4.	Susan Smith
18/19 Finalise and implement the Queens Park Theatre Program Plan	QPT shows and performances presented in Q3 included Opera in the Park, Anh Do's The Happiest Refugee, Morning Melodies The Beggars sing The Seekers, Ian Moss National Regional Tour, Ocean Film Festival, The Highwaymen Outlaws of Country, The Abba Show and QPT Club Summer Film. Two performances were held in Mullewa, with magician Pierre Ulric presenting to children in the morning and to families in the evening. There was a total of 3,687 patrons on seats with a value of ticket sales amounting to \$126,475.	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	Consultation with member Shires regarding 2019/20 Activity Plan continues.	Trudi Cornish
18/19 Provide information services and programs that meet the needs of the community	Library Shelving project on track, with estimated delivery now moved to late May.	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	Operational maintenance carried out with further works in Qtr. 4 development ongoing.	David Emery
18/19 Implement outcomes of the Sporting Facilities Support Review	Tower policy's endorsed current utility review of sporting facilities and users underway.	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 CSP.	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	Increased improvement in compliance among food business due to the increase in follow up inspections as a result of branch FTE vacancy being filled.	Brian Robartson
1.3.2 Promoting healthy lifestyle initiatives and living standards		
18/19 Facilitate the delivery of Health Promotion Programs	Meeting Requirement-Ongoing.	Brian Robartson
1.3.3 Ensuring effective management of animals within the community		
18/19 Construction of the Animal Management Facility	Practical Completion delayed due to dog cage supplier unable to deliver on time. Practical Completion date is now 12 April 2019.	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	The City is partnering with the Dept. of Communities to engage with Spalding residents to develop a revitalised suburb. One of the outcomes following consultation is the development of a community garden. The Dept. of Communities is going to provide funding and CGG staff will assist in the development.	Susan Smith
18/19 Develop the capacity of community groups and associations to deliver services and activities to the community in a sustainable way	Meetings have now been held with all Progress Associations and Community Groups who are responsible for managing City owned halls. The agreements have been revised ready for further consultation.	Susan Smith

1.5.2 Supporting young people to develop the skills to make valuable contributions to their communities

<p>18/19 Deliver a range of youth diversionary programs including crime prevention initiatives and the Mullewa Youth Centre</p>	<p>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. A girls program and manual arts program has commenced. In Geraldton, funding has been secured for a two year continuation of the U-Turn Crime Prevention Project, as well as intensive case management for at-risk youth. Friday night diversionary programs and school holiday programs continue for at-risk youth. Thursday night collaboration for the PCYC Safe Space program continues, with large attendance numbers.</p>	<p>Susan Smith</p>
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1.5.3 Providing community services and programs that support people of all ages, abilities and backgrounds

<p>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</p>	<p>Coordinator Community Development and Community Development Officer currently finalising the draft 2019-23 Disability Access and Inclusion Plan. Q3 has seen the installation of beach matting at Town Beach to enable wheelchair access to the water line. A temporary wheel chair ramp was installed at QPT during a Bendigo Bank Conference to enable access to the upper area of QPT. Arrangements have been made for The City to host a young man with a disability as a Volunteer .</p>	<p>Susan Smith</p>
<p>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</p>	<p>The QE11 Seniors and Community Centre continues to deliver high quality programs and activities to support the physical, emotional and mental wellbeing for seniors residing in the Mid West. In Q3 a number of new programs and activities, including Walking Football and Zumba have been introduced. Self -defence and print workshops are in the planning stages. QE11 also supports external bodies such as WA Primary Health Alliance, in delivering information sessions on My Health Record and the like.</p>	<p>Susan Smith</p>
<p>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</p>	<p>School holiday sports programs continue to be run by the Youth Vibrancy Officer. Films on the Foreshore and Sunset Yoga continue to attract strong participation on a weekly and fortnightly basis. Preparation for Fools Music Festival has continued.</p>	<p>Susan Smith</p>

1.5.5 Enhance relationships and services between rural and urban areas

<p>18/19 Advocate for issues of relevance to the Mullewa community</p>	<p>Currently advocating on behalf of Mullewa Community on issues including Western Power and a future power supply; Aged Care Units, the new Health Care Centre (including staffing model and services from this facility) and Mobile Tower nominations for Round 4.</p>	<p>Susan Smith</p>
<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, Airfield, Cemetery, Library, Mullewa District Office customer service support and Department of Transport services were available 95% of the time during opening hours in Q3. Generator installed at District Office October 18 ensured continuity of business during power outages in Jan - March was utilised twice.</p>	<p>Susan Smith</p>

2.1 Revegetation - Rehabilitation - Preservation

Action	Commentary	Responsible Officer
2.1.2 Sustainably maintaining public open spaces and recreation areas		
18/19 Develop a Masterplan for Public Open Space / Parks incorporating WSUD principles	Presentation to Concept Forum in Feb 2019. Currently being rationalised in terms of new capital works and renewals for future action.	Jorge El-Khoury
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	Hydro physical survey completed. Borehole tests complete. Monitoring ongoing. Policy development in progress.	Jorge El-Khoury
18/19 Deliver the Beresford Foreshore Upgrade	Complete.	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		
Undertake a Mullewa Water & Waste Water Engineering Study	Stage 2 Complete. Stage 3 (Asset Management) to be completed in 2019/20.	Jorge El-Khoury
18/19 Implement Waste Strategy Review & development of the Strategic Waste Management Framework Report	Discussion paper distributed at Councillor concept Forum for discussion. FOGO Feasibility Assessment completed for proposed trial. To be presented to May Concept Forum. Discussion results will then allow for the commencement on CGG Strategic Waste Report and Master Plan for Meru Landfill.	Brian Robartson
18/19 Provide regional waste management services	Contractor providing quality waste management services for collection services.	Brian Robartson
18/19 Develop Corporate Energy Strategy	To be deferred to 2019-20	Paul Radalj
18/19 Develop Aquarena Energy Usage and Sustainability Business Case	Bore tank works to commence in April. Solar PV scope of works completed - tender process to commence Q4.	David Emery
18/19 Roll-out Stage 2 of Solar PV initiatives	Solar PV installation (Aquarena & Library) - tender process to commence in Q4. Airport proposed installation on hold while until investigation on issues and costs relation to high voltage connection is conducted.	Paul Radalj
2.2.2 Researching, promoting and providing sustainable infrastructure, services and utilities		
18/19 Finalise design for Cell 5 Meru and Liquid Waste Pond Optimisation delivery	Cell 5 earthworks - Fill 100% completed, Cut 80% completed, Lining - started 30/4/19 - 5% completed. Septage pond - 100% completed.	Brian Robartson
18/19 Review Mullewa swimming pool operations and services	Review conducted with completion of draft ready for Qtr.4.	David Emery

18/19 Review tower lighting and electrical usage charges of the City's Sporting facilities	Collaboration between land and leasing, waste and finance teams has been established with internal review underway. Officers are currently collecting information.	David Emery
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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	Recent discussions have transformed into involvement around place management. The City Precinct team will be one of the teams that will link in support to the place management strategy. Further development being undertaken.	David Emery
18/19 Deliver HMAS Sydney II toilet facilities and amenity consultation and development	Further meetings held with Committee with support for Smith sculpture designs 3 & 3A. New toilets to have design completed by next Qtr.	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.	Desmond Hill
18/19 Renew Greenough Terminal Lighting	Completed.	Desmond Hill
18/19 Replace Checked Baggage X-ray to new Federal requirements	Completed.	Desmond Hill
18/19 Continued compliance enforcement ensuring all statutory requirements: Implementation of parking facility improvements, street parking signage	Meeting Requirements - Ongoing.	Murray Connell
18/19 Develop road hierarchy and levels of service for the sealed road network	Meeting Requirement-Ongoing.	Kerry Smith
18/19 Deliver annual road and footpath renewal program	Of a total of 53 renewal projects 36 have been completed, 14 are in progress and 3 have been deferred.	Pierre Neethling
18/19 Replace People Scanner with new full body CT scanner to new Federal requirements	Funding announcement deferred due to Federal Govt. Election.	Desmond Hill
18/19 Resurface RFDS entry and car park - Airport Building B1	Completed.	Desmond 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	The Fleet Asset Management Plan was completed and approved by Director Infrastructure Services 30/06/2018.	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	Per 2018-19 capital renewal program Depot Stores and Fencing renovations are completed, currently Office Space renovations under way - expected completion June 2019.	Graham Morris

18/19 Investigate efficiency gains through fleet utilisation	Light Fleet purchases have been made, waiting on delivery of vehicles, Expected to be with in the next three weeks.	Graham Morris
18/19 Continue development of City's Annual Supply Contracts	Meeting Requirement-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 continuing in accordance with draft AM plan.	Kerry Smith
18/19 Develop three (3) year Asset Renewal Program for all asset classes	Continuous improvement ongoing with renewal programmes planned against 3 year renewal plan.	Kerry Smith
18/19 Continue to collect and confirm asset data for drainage infrastructure to inform future catchment studies	Data collection is progressing well.	Kerry Smith
2.4.2 Maintaining integrated asset management systems that eff actively maintain and replace community assets		
18/19 Develop a Bridge Asset Management Plan	Delayed.Due to commence 1st half 2019/2020.	Kerry Smith
18/19 Develop a Park Asset Management Plan	Some progress to date with a draft AM plan to be completed by 30 June 2019.	Kerry Smith
18/19 Develop a Road Asset Management Plan	Some progress to date with a draft AM plan to be completed by 30 June 2019.	Kerry Smith
18/19 Develop revised Asset Management Policy and Strategic Asset Management Plan	Delayed. Awaiting recruitment of suitable personnel to fill vacant positions.	Kerry Smith
18/19 Continue deployment of the Assetic Asset Management Software across parks and roads	Roll out of Assetic continues through select teams extending use of the software from office based to mobile and tablet use in the field.	Kerry Smith
18/19 Continue improvement of the branch's use of E-Quotes and General Procurement improvements	Meeting Requirement-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	Small investments made for promotion in partnership with other agencies and industry.	Trish Palmonari
18/19 Advocate the Greater Geraldton region to key industry stakeholders and visitor market segments	Collaboration through the Progress Midwest model is resulting in the development of regional Advocacy Priorities that will be finalised within the next month.	Trish Palmonari
18/19 Development and implementation within City budget provisions of City region destination management and marketing plans	Ongoing implementation. Currently the Wayfinding Project part funded through Building Stronger Communities is underway and expected to be installed by the end of the financial year.	Trish Palmonari
18/19 Development and maintenance/update of City Region Investment Prospectus	Completed.	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	Works on Schedule.	Bob Urquhart
18/19 Creation of land development opportunities to add economic stimulus to the region	RFT to be issued in Q4 for the construction and installation of services for the subdivision.	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	Implementation continues with the development of a Place Management Plan to activate the CBD. Vibrancy strategy is also being updated as part of this process.	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	Follow up of leads through the Progress Midwest website and collaboration with Tourism WA has resulted in interest from a number of investors in the development of Tourism product within the region.	Trish Palmonari
18/19 Provide policy and strategy advices for economic development of the City region	Growth Plan update underway and should be presented to Council in the next quarter.	Trish Palmonari
18/19 Undertake planning and design activities for City Centre revitalisation	Tender for the Rocks Laneway project has been awarded to GBSC. Work scheduled to be completed by September 2019.	Jorge El-Khoury
18/19 Provide policy and strategy advice on Economic Development matters	Meeting Requirement-Ongoing.	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 Laneway Place Management Plan stakeholder workshops- ongoing. Rocks Laneway Public Arts Strategy Drop-In Session -completed. DAIP Review Staff/community survey completed. Spalding Precinct Plan community feedback ongoing. Sport Grounds floodlight replacements - ongoing. Drummond Cove Progress Association engagement - ongoing. Effective Community Engagement Presentation to State Government Policy makers - completed. Local Government Act Review submission on CE- completed. Rangeway Utakarra Karloo Progress Association engagement re. playground equipment replacement in GRAMS Park - completed.	Janell Kopphuber
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	Small investments made for promotion in partnership with other agencies and industry.	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.	The City's Social Media Page has attracted a record number of 10K likes.	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	Training for new staff members ongoing. Policy document work ongoing. New Library card to be introduced across all member Shires - in development.	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' completed and to be presented to Council for consent to advertise.	Murray Connell
18/19 Review the 'Local Profile and Context Report'	Advertising complete and report to be presented to Council with schedule of final modifications.	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	MOU now in place with Linfen City for the development of a collaborative investment and promotion platform. scheduled to be launched in June.	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	Review has commenced draft LTFP 2019-20 to 2028-29 to be provided to Council in May - on track for June adoption.	Paul Radalj
18/19 Implement the Annual Budget as derived from the Corporate Business Plan	Budget process on track for June adoption - Rating intent to be advertised in May.	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	Annual Report including Audited Financial Statements adopted by Council 27/11/18 reported on key financial ratios. Financial and Sustainability Ratios underpins the review of the LTFP.	Paul Radalj
18/19 Facilitate the provision of Integrated Planning capabilities, capacity and services for the organisation	Revised LTFP in process. Updated Asset Management Plan and revised Workforce Plan due for completed Q4.	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	Electronic forms business case with EMT (10/4)	Dennis Duff
18/19 Deliver replacement of Rangers Infringement System	Completed	Dennis Duff
18/19 Develop and implement new corporate software	Year 2 progressing.	Dennis Duff
18/19 Undertake Penetration Testing and Remediation	Market quotes still to be sourced for these proposed works.	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	In accordance with Council Policy 4.1, Elected Members Training and Travel Policy, elected members receive notification from external parties and the Office of the CEO regarding training which is relevant to their roles. The Office of the CEO liaise with elected members on booking arrangements.	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	Ministers advice of approval of recommendation from Local Government Advisory Board to discontinue ward system and reduce Councillor numbers to 12 - Received 18 January 2019. Awaiting Governors order and gazettal in April.	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 of Strategic Community Plan proposed in 2019-20 after Council elections.	Paul Radalj
18/19 Major and minor reviews of Corporate Business Plan aligned with the review of the Community Strategic Plan	'Review of Corporate Business Plan actions for 2019-20 currently underway.	Paul Radalj
18/19 Undertake "rolling" internal audits per endorsed 5yr Plan	Financial Management Systems review completed - report presented to Audit Committee & Council in March.	Paul Radalj
18/19 Provision of Governance related capabilities and services for the organisation	Audit Committee Meeting held 12 March 2019 . Committee reviewed the 2018 Compliance Audit Return (CAR). Council endorsed CAR 26 March 2019 - Submitted to Department 27 March 2019.	Margot Adam
18/19 Administer Council's processes for Freedom of Information and related statutory access and reporting obligations	Three Applications lodged, One Withdrawn. Two Applications completed and Decisions issued.	Margot Adam
18/19 Administer Council's policy formulation and review process and maintain the Council Policy Manual	One Policy retired this quarter. Four Policies under review for Submission to Council in Qtr. 4.	Margot Adam
18/19 Provisions of Risk Management and Insurance capabilities and services for the organisation	Completed.	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	Workforce development plan currently in progress.	Natalie Hope
18/19 Negotiate a new Enterprise Agreement	Awaiting approval from Fair Work Commission - expected in May	Bob Davis
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