



TOWN OF
VICTORIA PARK



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Corporate Business Plan

Quarterly progress report

April 2022 – June 2022

Corporate Business Plan - Quarterly Progress Report

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them

Strategic Initiative: CL1.2 - Increase access to online self-services

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL1.2.3 - Assess the introduction of a 'Community Portal' for existing systems to facilitate online e-business transactions	In Progress	No progress as the Authority upgrade has not progressed.	Technology and Digital Strategy	July-19	June-23

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them

Strategic Initiative: CL1.3 - Facilitate the development of a genuine identity for the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL1.3.1 - Manage and support compliance to Town Style Guides and Branding	In Progress	Leisure branding roll out in progress. Library messaging approach being developed. New website being scoped for 22/23.	Communications and Engagement	July-17	June-22

Strategic Outcome: CL2 - A community that is authentically engaged and informed in a timely manner

Strategic Initiative: CL2.1 - Improve the way the Town communicates, engages and manages relationship with the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL2.1.5 - Investigate partnership and location opportunities available for the Victoria Park Xavier Hockey Club	In Progress	A consultant has been procured to prepare a business case assessing the 3 options approved by Council at the March 2022 OCM. The business case is 25% complete	Place Planning	July-21	June-22

Strategic Outcome: CL3 - Well thought out and managed projects that are delivered successfully

Strategic Initiative: CL3.3 - Improve local amenity to create inviting places for people

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL3.3.6 - Deliver the Lathlain Precinct Redevelopment Project	In Progress	Briefs were endorsed by Council at the February Council Meeting for three additional concept plans. Concepts plans have been developed informed by the endorsed briefs. Additionally, These plans have had Quantity surveyor apply an opinion of probably cost to these plans. A business case is being developed which includes the concept plans, OPC's, operational costings, management models, valuation advice and independent telecommunication advice. It is envisaged this business case will be presented to the August OCM.	Project Management	July-17	June-24

CL3.3.7 - Deliver the Macmillan Precinct Masterplan	In Progress	A Concept Forum presentation was made on 22 March 2022 and the preferred options to seek public comment have been issued on 6 June 2022 with responses by 29 June 2022. Final OCM endorsement is set for August 2022 but the full scope of the masterplan has been de-funded in the Budget process so will be finalised with a summary business case in 2022-23 period	Project Management	July-20	December-22
CL3.3.9 - Deliver stage one of the Archer and Mint Street Streetscape Improvement Plan	In Progress		Project Management	July-21	June-22

Strategic Outcome: CL4 - Appropriate information management that is easily accessible, accurate and reliable

Strategic Initiative: CL4.1 - Improve the security, reliability and continuity of systems and hardware.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL4.1.3 - Review the Disaster Recovery Plan	In Progress	This project will be worked on in conjunction with other disaster recovery and business continuity items in the 2022/23 financial year.	Technology and Digital Strategy	July-20	June-23
CL4.1.4 - Review the ICT Security Plan	In Progress	The contract for the education and training programme has been awarded.	Technology and Digital Strategy	July-20	June-23
CL4.1.6 - Create program of penetration testing	In Progress	Work has commenced on scoping the requirements. Expressions of interest will be sought from capable vendors in q1 of 2022/23 financial year.	Technology and Digital Strategy	March-22	December-22
CL4.1.7 - Complete audit of cloud services in use to ensure all are in Australian hosted locations	In Progress	Register of cloud based applications has been created for investigation.	Technology and Digital Strategy	March-22	September-22

Strategic Outcome: CL5 - Innovative, empowered and responsible organisational culture with the right people in the right jobs

Strategic Initiative: CL5.1 - Develop and sustain a highly skilled and effective workforce

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL5.1.1 - Implement the South East Corridor Training and Apprenticeship Program	In Progress	No action for 4th quarter. Due to COVID 19 close contact restrictions the Southeast Corridor Training and Apprenticeship program was put on hold for 2022 . The program includes work experience opportunities for each participant at each local government and this was considered too high a risk. With the lifting of restrictions in 2022 we will be recommending the program in late 2022 for commencement in the first academic period of 2023.	People and Culture	July-21	June-22

<p>CL5.1.3 - Review the Cultural Optimisation Strategy</p>	<p>In Progress</p>	<p>As part of the Cultural Optimisation program the Town undertook an Organisational Cultural Index and Organisational Effectiveness Index surveys. Key stages of this initiative include;</p> <ul style="list-style-type: none"> • The results were delivered to the C-Suite for the whole organisation • Breakdown of results were then presented to the SMT and SAL groups • Facilitated sessions for all staff for the organisational results were rolled out • Functional Area leaders then rolled out the results to their functional area to their staff • Workshops with staff to unpack and gain more deep level feedback was conducted with staff on their own functional area results • Feedback was then presented to each Functional Area leadership group where planning for 3,6 or 12 month solutions were created to address the feedback • Role out of solutions were delivered to staff from each functional area by the leaders group <p>Role out of the 2021/2022 PDS included feedback from the previous year. There was an highlighted focus on the C-Suite, SMT and SAL groups embedding their learnings from the Leadership Development Program that all leaders attended. A highlighted focus in the Leadership Competency Section was on cross team communication for large scale projects to make sure no silos were created and any potential issues are addressed at the start of the projects life.</p>	<p>People and Culture</p>	<p>July-20</p>	<p>June-22</p>
<p>CL5.1.5 - Review the Volunteer Recruitment and Retention Strategy</p>	<p>In Progress</p>	<p>No action for 4th quarter</p> <p>The aim of this KPI was the development of a Volunteer Recruitment and Retention Strategy as the service areas dealing with the use of volunteers did not have an overarching strategy or guidelines for the engagement of volunteers. Integral to the development of the procedures for the strategy was the implementation of the new Big Red Sky recruitment program within the Town, and the commencement of the new Work Health and Safety Legislation and supporting regulations. With both of these requirements in place this KPI will recommence for implementation in 2022/23.</p>	<p>People and Culture</p>	<p>July-21</p>	<p>June-22</p>
<p>CL5.1.6 - Develop diversity action plan</p>	<p>In Progress</p>	<p>Current Quarter</p> <p>For the last quarter the People and Culture team have actively worked on increasing the employment of people with a disability in the workplace. Below is an update of specific programs and interventions that the P&C team have implemented:</p> <ol style="list-style-type: none"> 1. The partnership with Curtin University for Business and Law Traineeship Pilot Program – Program structure approved by both organisations, development of advertisement and successful launch of program to Curtin students. Unfortunately there were no applicants that applied for the program, feedback from Curtin was that whilst students loved the idea; COVID, exhaustion of a hybrid learning environment and being ‘at risk’ individuals meant students were not applying. Curtin has stressed that they wish to keep the program alive and there has been an agreeance to launch the pilot program for the end of year university break. 2. Onboarding of Building Services Administration Trainee 0.4FTE through partnership with Football WA and AbilityWA – The Town of Victoria Park are the only Local Government out of 15 who have taken the opportunity to take on a trainee. The traineeship runs for 12 months at 15 hours a week whilst the trainee completes a certificate in administration skills, the trainee is in the Building Services team of the Community Planning Functional Area. 3. All external vacancies are sent to a group of Recruitment Firms and Non-for-Profits to disseminate to potential applicants who identify as having a disability with the encouragement to apply. <p>Financial Year</p> <p>For the 2021 financial year the People and Culture team have implemented a wide range of programs and interventions that focuses on increasing the December 2019 Council adopted target of 5% people with a disability in the workplace by 2025. Below is a</p>	<p>People and Culture</p>	<p>March-22</p>	<p>June-22</p>

summary of the programs and interventions:

- Working in partnership with Curtin University’s Student Services – Disabilities team and the Curtin Student Recruitment Program officers to identify work placement options for undergraduate students.
- The Town developed in partnership with Curtin University the Business and Law Traineeship Pilot Program for students who have identified completing their education with a disability. The Pilot program aims at giving students the opportunity to develop their career skills whilst building a relationship with the Town and identifying a potential pathway to bring in new employees. The Pilot program has been affected by COVID and aims to readvertise for the end of year period before the start of Semester 1 2023.
- Partnership with Football WA and AbilityWA the Town has commenced with an administration trainee in the Building Services team.
- Partnership with Football WA to mentorship program to help community members with a identified disability looking for employment
- The Town is targeting specific vacancies for exclusive disability recruitment for 2022/23.
- The Town is working with Recruitment Firms and Non-for-Profit organisations who specialise in Disability employment to help drive applications to external opportunities and backfill staff when on leave.
- Annual survey to staff to see if there are current staff who had not identified initially as having a disability would like to now identify. This aims to help current staff whom may have a disability access a range of services that allow an increased positive experience in the workplace.
- Development of the Employer of Choice framework.

Strategic Outcome: CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community

Strategic Initiative: CL6.1 - Optimise the use of Town land assets

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL6.1.1 - Review the Land Optimisation Strategy	In Progress	<p>LAOS Review CL6.1.1 Additional work for CL6.1.1 Council resolution 221/2021 dated 21 September requested the CEO to:</p> <ol style="list-style-type: none"> 1. Investigate whether there is any Town-owned property, including land and buildings, which could be suitable for social housing, and what, if any, options are available for utilising any suitable Town-owned land for social housing, as part of the review of the Land Asset Optimisation Strategy (LAOS) scheduled to occur during the current financial year; 2. Report to Council at the February 2022 Ordinary Council Meeting as to the outcome of the investigation in 1 above. <p>The LAOS review was therefore expanded to undertake an audit of Town owned land (186 lots with development zoning for residential) plus buildings (95 buildings). A report was submitted to the February OCM in full compliance with 221/2021, which resolved by 9/2022:- That Council:</p> <ol style="list-style-type: none"> 1. Notes the report and defers any decision on selection of property for the development of social housing, pending the outcome of the review of the Town’s Land Asset Optimisation Strategy. 	Project Management	July-21	September-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		<p>2. Request the Chief Executive Officer to liaise with the Department of Communities (Housing and Assets) to further investigate the proposed terms of a ground lease transaction structure for the provision of social housing.</p> <p>Further to 9/2022, liaison with the Department of Communities (Housing and Assets) has confirmed the main terms of a ground lease JV transaction structure for Social housing. The Administration is at an advanced stage of finalising the review of the LAOS (2013) and a final report with a revised updated LAOS (2022) and ground lease transaction structure for social housing will be submitted to a future Council meeting.</p>			

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.1 - Provide for sound corporate governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.1.2 - Update the Business Continuity Plan	In Progress	<p>The biennial review of the Towns Local Emergency Management Arrangements was carried out inclusive of an update of the Towns Business Continuity Plan. With the advent of COVID 19 the Town developed a business continuity Register inclusive of all service area response plans for the emergency. In Nov/Dec 2021 service areas also work shopped a range of emergency scenarios for the development of individual service area business continuity plans. The Town has also been working with LGIS Mutual Services for the development of individual emergency response cards aimed at assisting service area leaders when required to respond to emergency events. The Local Emergency Management Arrangements inclusive of the business continuity procedures are being submitted to council in August 2022 for endorsement.</p>	People and Culture	July-19	June-22
CL8.1.6 - Review the Meeting Procedures Local Law 2019	In Progress	<p>Amendment local law has been drafted and will be presented to council in the future due to the current resourcing issues within the Governance and Strategy team.</p>	Governance and Strategy	July-21	June-23

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.2 - Promote principles of good governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.2.2 - Develop an Integrated Complaints Management Framework	In Progress	<p>No action for 4th quarter.</p>	People and Culture	July-19	June-22
CL8.2.5 - Complete community funding and grants internal audit	Not Started	<p>This audit has been delayed due to the time required to complete the other two audits in the program. The Town is currently waiting on revised timing from the internal auditors.</p>	Governance and Strategy	March-22	June-22
CL8.2.6 - Complete employment process internal audit	In Progress	<p>The final report from the auditors has been received. Findings will be presented to the Audit and Risk Committee in July 2022.</p>	Governance and Strategy	March-22	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.2.7 - Complete misuse of assets and resources internal audit	In Progress	The requested information has been provided to the appointed auditors. The auditors are drafting their report and it is still planned to present findings to Council in July 2022.	Governance and Strategy	March-22	June-22

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.3 - Advocate and represent the needs of the community

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.3.1 - Oversee development of the Town's Advocacy Strategy	In Progress	<p>Priorities set up Council at two workshops</p> <p>Meeting facilitated between Mayor and Government Relations Australia</p> <p>Draft Strategy developed for C-Suite</p> <p>Internal stakeholder meeting</p> <p>Final program in development pending outcome of Council 21 June</p>	Communications and Engagement	July-20	June-22
CL8.3.2 - Build relationships and collaborate with the Federal and State Governments for funding for major strategic projects	Ongoing		Chief Executive Office	July-17	June-22
CL8.3.3 - Maintain and foster key partnerships and stakeholder relationships such as Crown Perth, Optus Stadium, West Coast Eagles, Perth Football Club and Curtin University	Ongoing	<p>Optus Stadium The most recent meeting scheduled with the CEO of Optus Stadium, Mike McKenna was cancelled due to conflicting meetings. The next meeting is scheduled for May 2022.</p> <p>Curtin University The MOU was finalised and signed by all parties on 15 February 2022. Following the finalisation of the MOU, there has been an initial strategy session meeting.</p> <p>West Coast Eagles The Town and WCE have met twice during this quarter. Matters discussed included finalising the deed of agreement; WAFL and WAFL fixtures; continued discussion around community benefits strategy and possible delays due to the evolving COVID 19 restrictions; and PFC updates.</p> <p>Crown Perth The Chief Operations Officer and Chief Community Planner continue to meet with their counterparts at Crown bi-monthly.</p> <p>Perth Football Club The Perth Football Club has met regularly with the Town on matters regarding the Lathlain Redevelopment – Zone 1. Specifically, the matters have included the design development of the proposed new facility and strategic direction of the facility. Additionally, meetings have been facilitated with relevant consultants in the development of a proposed management model for the future facility. These meetings are working towards obtaining overall endorsement for the development from the Perth FC board.</p>	Chief Executive Office	July-17	June-22

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.4 - Demonstrate strong future planning through the Integrated Planning and Reporting Framework, performance monitoring and evaluation

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.4.4 - Review the Long Term Financial Plan	In Progress		Finance Office	September-21	May-22
CL8.4.7 - Improve Long-Term Financial Plan and review in line with adopted strategies	Not Started		Financial Services	March-22	June-22

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.5 - Ensure the effective and efficient delivery of services while meeting community needs

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.5.17 - Conduct a review of Parking's operations	Not Started	<p>The Parking area's operation was considered and included in the review of Ranger Services conducted through 2019-2021. The operational changes resulting from the review were significant and included changes to;</p> <ul style="list-style-type: none"> • Staffing structure and working locations • FTE allocation • Work practises • Key performance indicators • Team culture initiatives <p>These changes, were identified and implemented between 2019-2021 however they are still works in progress with embedding estimated to require and additional 24 months. Any review of the area conducted before previous changes were fully implemented would risk wasting resources, introducing fatigue into the impacted team(s) and would result in minimal or premature further recommendations for change. Council have approved the this review be moved to March 2024 OCM.</p>	Parking	July-21	June-24
CL8.5.20 - Conduct a review of Place Planning's operations	In Progress	The Place Planning Operating Scope was approved by SMT and a procurement process was subsequently completed for a supporting independent reviewer. The review is now 50% complete.	Place Planning	July-21	June-22
CL8.5.23 - Conduct a review of Street Improvement's operations	In Progress		Street Improvement	July-20	June-22
CL8.5.24 - Conduct a review of Street Operations' operations	In Progress	31/5/2022 Executive summary complete. Awaiting detailed report	Street Operations	July-19	June-22
CL8.5.26 - Conduct a review of Waste Services' operations	In Progress	31/5/2022 Executive summary complete. Awaiting detailed report	Waste Services	July-19	June-22
CL8.5.7 - Conduct a review of	In Progress	<ul style="list-style-type: none"> • There is only one officer in this team. • Internal review has been done as per Council resolution which recommended waste education/projects officer 	Environment	June-21	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
Environment's operations		<ul style="list-style-type: none"> This position has now been appointed. It was intended that further review is done after this Waste Education Project Officer has settled in. 			

Strategic Outcome: CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably

Strategic Initiative: CL10.1 - Comply with legislation and standards to ensure consistent, transparent and ethical governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL10.1.1 - Maintain the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements	In Progress	<p>The Town of Victoria Park has met with the City of Belmont for the review of the Local Emergency Management Arrangements as well as for regular meetings of the Local Emergency Management Committee.</p> <p>The Town has continued throughout 21/22 to meet with the City of Belmont to ensure workplace health and safety arrangements are compliant to legislating requirement, and responsive to community and employee emergency management needs.</p>	People and Culture	July-17	June-22
CL10.1.4 - Review the Local Law – Activities on Thoroughfares	Not Started	This project is delayed and at risk due to resourcing constraints. Place Planning has provided an FTE to assist with high profile at risk projects (Archer/Mint)	Place Planning	July-21	June-23
CL10.1.6 - Review the Local Law – Property	In Progress	The public consultation period finished on 19 June 2021. The final local law review report will be submitted to council in July which is a month later than planned.	Governance and Strategy	July-21	June-22
CL10.1.8 - Review the Records Keeping Plan	In Progress	There has been a delay in the completion of the review due to staff shortages (due to covid, retirement of staff and staff leave). The State Records Office have been informed. This will be completed by the end of the 2022 calendar year	Technology and Digital Strategy	July-21	June-23
CL10.1.9 - Develop scenario planning for emergencies and recovery	In Progress	<p>As a communication initiative supporting Emergency Management and business continuity procedures the Town developed emergency response cards that provide service area leaders with key information and contacts details.</p> <p>During the year a business continuity Risk workshops were held covering the scenarios of, flood, storm, earthquake, heatwave, HazMat and Air Crash. The information that came from these workshops contributed to the development of the Service area Business Continuity plans.</p> <p>In addition a range of emergency management response cards were developed for service area leaders providing them with key contact information to use in the event of a business interruption or emergency.</p>	People and Culture	March-22	June-22

Strategic Outcome: EC1 - A desirable place for commerce and tourism that support equity, diverse local employment and entrepreneurship

Strategic Initiative: EC1.1 - Create a thriving and resilient local economy.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC1.1.2 - Implement the Economic Development Strategy	Ongoing	Implementation remains on track. Refer to Economic Development Strategy progress report July 2022 for more information.	Place Planning	July-17	June-22

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.1 - Effectively enforce laws pertaining to public health.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.1.1 - Implement the use of mobile computing for environmental health inspections	In Progress	14 June 2022- This project has progressed well and we are almost completing it. The provider was identified through a competitive Request for Quotes process and Open Office was the successful vendor. They commenced training of staff and went on for two months, April- June 2022. Training has now been completed and currently testing the ability of the software and undertake User Acceptance Testing. This is anticipated to take a few weeks then integration is completed. This will be delayed by a month in order to give Financial Services an opportunity to run their Financial stuff at the EOFY and at the start of the Financial Year. This is now planned to be completed by August 2022.	Environmental Health	July-20	June-22

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.2 - Promote community safety and crime prevention

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.2.2 - Review Safer Neighbourhoods Plan	In Progress	April - June 2022 Community consultation for the Plan was open for a three-week period between 18 March and 8 April. Over 1000 responses were received from the community. Also, a staff stakeholder workshop was held on 8 June 2022, and WA Police engaged 15 June 2022. After analysing key themes and content, a new Draft Plan will be presented to Council in August 2022, with a request to go out for public comment.	Community Development	March-22	June-22

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.3 - Improve equitable access to parking.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.3.8 - Develop a Parking Benefits Strategy	In Progress	Policy drafting almost completed. Presentation being prepared for August concept forum whereby Council to provide input prior to going before the Policy Committee and final endorsement.	Parking	July-20	June-22

Strategic Outcome: EN1 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town's character

Strategic Initiative: EN1.1 - Ensure a strong sense of place that emphasises each suburbs' unique characteristics and sense of community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN1.1.1 - Prepare the new Local Planning Scheme No. 2	In Progress	June 2022 - Draft Scheme presented to August OCM for Council's consideration, support for advertising and referral to WAPC for consent to advertise / EPA referral.	Place Planning	October-21	November-23
EN1.1.3 - Review the Streetscape Local Planning Policy	In Progress	Design Guidelines are drafted (proposed to supersede LPP Streetscape) and have been consulted with the community. However the Town has received new advice from the Department Planning, Lands and Heritage regarding the project approach. In light of the new advice, the project approach is being re-evaluated and will be a future Concept Forum item.	Urban Planning	July-19	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN1.1.7 - Amend the Town Planning Scheme provisions related to the Burswood Lakes Structure Plan	In Progress	Amendment No. 2 to Burswood Lakes Structure Plan was submitted to Town 25 February 2022. The amendment has been reviewed by Town officers and the Town's Design Review Panel. Public consultation occurred between 21 April 2022 - 3 June 2022. A report on the amendment and submissions received, is being prepared for August 2022 OCM. In any event, in lieu of a TPS Amendment it is now proposed to address the land at Burswood Lakes in draft LPS 2.	Urban Planning	July-21	June-23
EN1.1.9 - Prepare Station Precinct Plans for Carlisle & Oats Street in partnership with METRONET	In Progress	The Town has proposed to use recent compensation obtained from METRONET (for use of land as an easement for the undergrounding of 132KV transmission lines) to progress with structure planning at the Oats St Precinct in 2022/23 The Town does not envisage precinct structure planning at Carlisle Station being needed, with planning changes to be considered directly in the development of LPS2.	Place Planning	July-20	June-24
EN1.1.11 - Review and update the Albany Hwy Planning Framework	In Progress	Phase 1 of the Alb Hwy PSP as presented to Council for approval as well as a request to proceed to Phase 2. Council approval obtained Phase 1 included all the background and analysis culminating in a Albany Highway Today report, and community engagement culminating in a Albany Highway Tomorrow with the big ideas to guide the development of the Precinct Structure Plan in Phase 2.	Place Planning	July-20	June-22
EN1.1.12 - Prepare a business case for the delivery of the Burswood Station East public realm	In Progress	The Burswood Station East Planning Framework has been formally adopted by WAPC and as such work can begin on the business case. The detailed design will also commence on the Burswood Station East Public Realm. This has been formally carried forward into 2022/23 and a new Project Manager has been assigned.	Project Management	July-21	June-22

Strategic Outcome: EN2 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around

Strategic Initiative: EN2.1 - Create better and more accessible road networks within the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN2.1.3 - Initiate a review of the Rights-of-Way Strategy	In Progress		Street Improvement	July-21	June-22

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone

Strategic Initiative: EN3.1 - Create better options for active transport

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN3.1.2 - Design Stage 2 & 3 of the Rutland Avenue Principal Shared Path project	In Progress	Construction of the section between Millers to Bishopsgate is delayed due to the delays on the Design being completed by WSP. Works to commence the remaining section are progressing to meet the funding timelines with agreement with DoT that some works may be undertaken in the FY2023 budget period.	Street Improvement	July-20	June-22
EN3.1.3 - Evaluate existing traffic calming projects intalled via the Lathlain Traffic Management Plan and report to Council	In Progress		Street Improvement	July-20	June-22
EN3.1.5 - Review the Integrated Movement Network Strategy	In Progress	The Draft Transport Strategy and parking Management Plan is complete and approved	Place Planning	July-20	June-22

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone

Strategic Initiative: EN3.2 - Increase options for sustainable and public transport

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN3.2.1 - Contribute to the Trackless Tram Investigation Consortium	Ongoing	The Town has entered into an MoU with other Local Governments to progress with advocating for a mid-tier transit system in the Perth Metro region. Advocacy strategy and video completed Presentation to occur to ICWG CEO and Mayor meeting - July 6	Place Planning	July-20	June-22
EN3.2.2 - Launch electric vehicle charging station within the Town	In Progress		Street Improvement	July-21	June-22

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.1 - Take action to mitigate climate change.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
<p>EN4.1.4 - Implement 2021/2022 Climate Emergency Plan actions</p>	<p>In Progress</p>	<p>This quarter, the key progress highlights of the Climate Emergency Plan included: ClimateClever workshop series for residents, schools and businesses held June 2 and 5.</p> <p>In partnership with the UFS team, held educational workshops on the value of tree retention, urban farming, and sustainable landscaping, including biophilic design in 2022: Workshop 1 -Urban Farming / Sustainability at home: Tuesday 5 April Workshop 2 -Climate proof cities – city design and transport: Wednesday 6 April Workshop 3 - Green lab kid’s event: Tuesday 12 April Workshop 4- Biodiversity: Thursday 5 May</p> <p>Established the Switched on Business awards program, to celebrate and recognise local businesses who are changing their practices to be more environmentally friendly or kicking their sustainability goals.</p> <p>Electric vehicle workshop held 26 May.</p> <p>Partnered with Green Services to provide free energy advice and home audits to our community.</p> <p>Procured service with Climate Change Response to install an energy monitoring/quality management system for council buildings, which will result in energy and emissions savings long term.</p> <p>Establishment and approval of Terms of Reference and internal advisory group to oversee the implementation of the Climate Emergency Plan.</p> <p>Development of guidance document to assist with the below action: Require the construction of future Council owned buildings and assets to meet either: - A minimum 5 Star Green Star for New Buildings certification from the Green Building Council of Australia (GBCA) or equivalent, or - Demonstrate that all minimum requirements under the Green Star for New Buildings Positive category from the GBCA have been met, or - A minimum 5 Star NABERS Energy and Waste rating for the commercial office space.</p> <p>Town has reviewed the Memorandum of Understanding (MoU) with Kensington Secondary School re: fire break management between the school and Kensington Bushland.</p> <p>Community planting days will be held: Sunday 3 July at Forward Reserve- Naidoc themed event; Sunday 31st July Kent St – National Tree Day event. As part of this, local businesses in the vicinity of the locations will be engaged, such as through a ‘my tree story’ with business owners as means to promote.</p> <p>The Town has developed a green building guidance document. This is with a view to integration into Town building project delivery process to ensure the targeted credits/requirements of the tools are considered and accommodated in project planning and delivery.</p>	<p>Environment</p>	<p>July-21</p>	<p>June-22</p>

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		In terms of sustainability-based incentives for residents, the Town held an Autumn Seed Service for residents through the Grow It Local program.			

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.2 - Reduce the amount of waste directed to landfill

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.2.4 - Reconcile the Town's bin register	Ongoing	Has not proceeded due to resourcing currently.	Waste Services	July-20	June-22

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.3 - Increase community knowledge and awareness of effective waste management

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.3.2 - Carry out a Waste Education Program	In Progress		Waste Services	July-17	June-22

Strategic Outcome: EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed

Strategic Initiative: EN5.1 - Ensure the long term asset and service provision sustainability of significant community buildings and other assets

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN5.1.6 - Develop an Asset Management Framework	In Progress	No progress this quarter. Waiting on CBP to be endorsed.	Asset Planning	July-20	June-22
EN5.1.8 - Deliver the 5-year Capital Works Program	In Progress	17 June 2022- Quarterly update The bulk of the Town's municipal funded renewal projects are progressing well despite the minimal resource capacity available to internal and contractor work crews during this quarter. The bulk of the projects that will not be completed this financial are large value projects which have a significant external funding component. They include the Rutland Av Principle Shared Path, Archer St/Mint St bike lane upgrade, renewal of the Perth Footy Club building, Ed Millen project and street lighting renewal within Burswood Peninsula.	Operations Office	July-17	June-22
EN5.1.9 - Develop a location business case for the Organisation Accommodation Project	In Progress	Final business case preparation is now underway with a cost estimate of the existing building commissioned in the absence of a strategic asset plan for the building.	Project Management	June-21	June-22

Strategic Outcome: EN6 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed

Strategic Initiative: EN6.1 - Better utilise and beautify existing parks and reserves for the benefit of the community

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN6.1.2 - Implement the Public Open Space Strategy	Ongoing	<p>The Public Open Space Strategy is already informing a variety of decisions and outcomes.</p> <p>An implementation framework is being prepared to guide upgrades and additions to the Town's public spaces. This will be known as the Public Open Space Strategy program.</p> <p>The Program is currently being developed in collaboration with the COO and the Parks and Reserves team and will include the following programs of work</p> <ul style="list-style-type: none"> - Park Masterplan Sub-Program - Micro Spaces Sub-Program - Old Spaces New Places Sub-Program - Easy to Access Sub-Program - Better Parks Sub-Program - Your Space Program <p>The program (and a list of operational improvements including updated roles and responsibilities and calibration against the reviewed LTFP) is underway</p>	Place Planning	July-20	June-22
EN6.1.6 - Deliver GO Edwards Stage 4	In Progress	31/5/2022. wetland planting still to occur. Additional water meter installed. Drinking fountain and bird waterer to follow.	Parks and Reserves	July-19	June-22
EN6.1.7 - Deliver GO Edwards Stage 5	In Progress	31/5/2022. wetland planting still to occur. Additional water meter installed. Drinking fountain and bird waterer to follow	Parks and Reserves	July-20	June-22
EN6.1.8 - Progress the delivery of the Edward Millen Park redevelopment to coincide with the Edward Millen House heritage restoration	In Progress	<p>Negotiation of the Agreement for Lease and Ground Lease continue between the Town and Blackoak Capital. The federal funding agreement was finalised and endorsed by Council in February 2022. The First Progress report has been submitted to the federal government as per the funding agreement requirements. The design work for the Edward Millen House progressed almost to a Development Application level before being placed on hold by Blackoak Capital pending progress on the lease negotiations.</p> <p>Disability Services Commission confirmed have vacated the Hillview Clinic. The Town has received signed surrender of lease documentation from the DSC. The Town is drafting a procurement plan and strategy for the demolition scope.</p> <p>Edward Millen Park design documentation has been received to an Issue for Tender level. A further design round is required to allow integration with Blackoak's design intention for the lease area, to incorporate public art, incorporate indigenous heritage, to accommodate current industry escalations and determine potential for a staged implementation approach.</p>	Project Management	June-21	June-22
EN6.1.9 - Initiate the Higgins Park and Playfield Reserve detailed design	In Progress	<p>Council has now de-funded the detailed design for future 2022/23 budget - and the tender for detailed design not carried at the March 2022 OCM. This corporate objective will now not be met. The scope currently funded is limited to</p> <p>Stage 1 - Co-located facility feasibility</p> <p>Consultant awarded - Otium Planning Group. Consultant is currently working through the document review and is in the process of conducting stakeholder meetings.</p> <p>Timeline: Output for August 2022</p>	Project Management	July-21	June-22

EN6.1.11 - Continue advocating for external funding for the McCallum Park Active Area	In Progress	A Business Case, Cost Benefit Analysis and Funding Submission was prepared to enable the Town to submit for Infrastructure Australia funding. The Town was recently advised that it was unsuccessful in its submission for \$2m of funding under the CSRFF Future Planning Grant. The results of the Federal Government have been with a commitment for \$2.5million for the project.	Project Management	July-21	June-22
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Strategic Outcome: EN7 - Increased vegetation and tree canopy

Strategic Initiative: EN7.1 - Increase in vegetation and tree canopy within the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN7.1.1 - Implement the Urban Forest Strategy	Ongoing	The implementation of the Urban Forest Strategy continues with this quarter focusing on the implementation of the 2022 Planting Season program. A summary of the 2022 planting season program has been sent to residents and is available on the Town's website. Detailed progress of each IAP action is contained the Urban Forest Strategy Quarterly Report (June 2022).	Place Planning	July-17	October-22

Strategic Outcome: S1 - A healthy community

Strategic Initiative: S1.1 - Positively impact the social health and well-being of the community

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S1.1.2 - Conduct a review of the Local Public Health Plan (Healthy Vic Park Plan)	In Progress	April - June 2022 As previously reported, the project has been postponed to the 2022/2023 financial year due to other social plans being developed and workload implications.	Healthy Community	July-21	June-23
S1.1.3 - Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	In Progress	April - June 2022 Regular Healthy Community programming has been delivered and the Team have been able to navigate COVID related interruptions. Additional activities delivered in this period include an Active Photography program, Let's go fly a kite at the Farmers Market and a Bike Mechanic workshop at the Farmers Markets. Strategic actions listed within the Plan are addressed in service area plans. Staff from the Healthy Community Team liaise with other service areas/teams/SMEs to ensure actions from this plan are progressed and updated. For example regular cocooning and CPTED audits which align actions for safe and secure neighborhoods, activation of urban spaces e.g. Bidi Walk event (formerly known as Row 52), working with Environmental Health on disease prevention strategies, regulatory assessment related to food safety and service etc.	Healthy Community	July-17	June-22

Strategic Outcome: S1 - A healthy community

Strategic Initiative: S1.2 - Improve the attendance and quality of the Town's leisure centres

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S1.2.2 - Participate in Leisure Facility bench-marking with other Local Governments	Ongoing	This is an ongoing deliverable. The Leisure centres participate yearly.	Leisure Centres	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S1.2.4 - Deliver the Leisure Facilities masterplan	In Progress	<p>The Leisure Facilities Masterplan has been separated into two projects, the redevelopment of Leisurelife and the Aqualife masterplan.</p> <p>The redevelopment of Leisurelife has been incorporated into the deliver of the Macmillan Precinct Masterplan. The Aqualife masterplan will be delivered along-side the Oat Street Station Precinct Structure Plan which will commence project scoping in 2022/23.</p> <p>Elements of the Aqualife Masterplan are currently being resolved in the location of the Basketball Courts as part of the Macmillan Precinct Master Plan - of which the options have just been issued for public comment.</p> <p>The date to deliver by end of June 2022 will not be met due to this interaction with the Macmillan Precinct Masterplan</p>	Project Management	July-21	June-22

Strategic Outcome: S3 - An empowered community with a sense of pride, safety and belonging

Strategic Initiative: S3.1 - Promote equal opportunity, social justice and inclusion within the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S3.1.1 - Review and update the Disability Access & Inclusion Plan (Five year 2023/24 -2027/28)	In Progress	<p>April - June 2022</p> <p>The community consultation period for the DAIP 2022-2027 was open from 4 April to 6 May 2022.</p> <p>Analysis of community feedback is still in progress and the next steps include a stakeholder workshops between 25 May and 15 June 2022 with the draft plan to go to OCM to request to go to public comment in July 2022.</p>	Community Development	July-21	June-22
S3.1.2 - Review the Reconciliation Action Plan	In Progress	<p>April-June 2022</p> <p>This project has been scheduled to occur over 2 financial years and will continue into 2022-23 and be completed by the end of quarter two. Community consultation started in May and will run between National Reconciliation Week (May) and NAIDOC Week (July) 2022.</p>	Community Development	July-20	June-23
S3.1.3 - Review the Town's Homelessness Policy (21/22)	In Progress	<p>April-June 2022</p> <p>The Town has now engaged Shelter WA to conduct a review of the policy which will include engagement with homelessness services in the Town and other stakeholders. These results will be tabled at the Policy Committee in August 2022 and sent to Council in September 2022.</p>	Community Development	July-21	June-22
S3.1.4 - Develop a Community Development Strategy	In Progress	<p>April - June 2022</p> <p>As previously reported, the project has been postponed to the 2022/2023 financial year due to other social plans being developed and workload implications. Work being undertaken to develop other social plans will be considered and integrated into the new CD Strategy where relevant.</p>	Community Development	July-21	June-23