



# **Corporate Business Plan**

## **Completed deliverables**

**Jul 2020 to Sep 2020**

## Corporate Business Plan deliverables

### Completed in previous quarter

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

Strategic Initiative: CL1.1 - Improve the flow of information between the Town and community through improving existing online resources and functionality.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.1.3 - Improve the Performance Scorecard on the Town's website	Completed	Changes completed and available on website.	Governance and Strategy	July-20	June-21	July-20

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.3.2 - Update outcentre brands to align with the Town's brand refresh	Completed	Dedicated Leisure look and feel page for inclusion in style guide complete and shared with C-Suite. Website Brand Refresh Launched on 19 June.	Communications and Engagement	July-19	June-20	July-20
CL1.3.3 - Support the creation of a destination brand with the Inner Perth Assembly	Completed	The brand is created ready to launch. Essentially the deliverable is already complete, but CEO and Mayors of the MOU are to give direction on a new a launch date, following the lifting of government restrictions for when businesses can open again. Currently proposed for July 1.	Communications and Engagement	July-19	June-20	July-20

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL10.1.5 - Review the Local Law - Fencing	Completed	23/09/20 - The revised document has gone out for public comment which concluded November 2020 and a report will then be drafted for OCM in February 2021 by Governance. No further action required on my part. 18/08/2020 - final draft being assessed by our lawyers. Minor corrections being addressed currently.	Building Services	July-18	June-20	September-20

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

Strategic Initiative: CL3.2 - Ensure the Town's projects result in great place outcomes

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.2.1 - Prepare Place Plans for each	Completed	The Place Plans were approved by Council at the September 2020 OCM.	Place Planning	July-19	June-20	September-20

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
of the Town's neighbourhoods		The Place Plans are now functioning as a core informer to the CBP and administrations Service Delivery Plans.				

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.3.2 - Prepare the Etwell Street Local Centre Revitalisation Plan and detailed designs (Old Spaces New Places Project No.2)	Completed	Detailed Design for the Etwell Street Local Centre Revitalization Plan is complete. This project is now ready for construction.	Place Planning	July-19	June-21	August-20

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL4.1.1 - Review the Asset Management Plan - ICT	Completed	reviewing old plan all issues highlighted - replacement model developed Calculations underway with new model New document dome	Information Systems	July-20	June-21	October-20
CL4.1.2 - Review the ICT Strategic Plan	Completed	Review old plan - new plan needed New plan written - going through process of endorsement by C-suite endorsement by C-suite	Information Systems	July-20	June-21	September-20
CL4.1.5 - Prepare the Information Services Emergency Management and Recovery Plan	Completed	Will be integrated in to ICT drp	Information Systems	July-19	June-20	August-20

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.5 - Conduct a review of Customer Relations' operations	Completed	IMPACTED BY COVID-19 Consultant engaged and briefed. Industry review and workshops/interviews held through July August.	Customer Relations	July-19	June-20	September-20

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		Recommendations Report due this week. Outcomes will be presented to C-Suite and Sept SMT.				
CL8.5.9 - Conduct a review of Financial Services' operations	Completed	IMPACTED BY COVID-19 Supplier selected through formal procurement process. Review was slightly delayed due to supplier. Report received by Chief on 30 July 2020	Financial Services	July-19	July-20	July-20

**Strategic Outcome: CL9 - Appropriate devolution of decision making and service provision to an empowered community**

Strategic Initiative: CL9.1 - Build capacity of the community through better partnerships

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL9.1.2 - Design a 'Community Governance' Framework	Completed	An internal governance process, and subsequent relevant documentation have been developed. Previous update: The 'Governance of Council Advisory and Working Groups' Policy has been presented to the Policy Committee for review. Once adopted by Council, the next steps will be to develop an internal governance process, and subsequent relevant documentation (i.e. agenda and minutes format, etc.)	Governance and Strategy	July-20	June-21	September-20

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

Strategic Initiative: EN6.2 - Design and provide public open spaces that are suitable for the current and future needs of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN6.2.3 - Prepare a masterplan for Edward Millen Park	Completed	This project has been completed with the Masterplan approved at the June 2020 OCM	Place Planning	July-19	June-20	August-20

**Strategic Outcome: EN7 - Increased vegetation and tree canopy**

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN7.1.2 - Develop a Memorial Commemorative tree planting program	Completed	This is being addressed as a part of the overall Commemorative Recognition Program. 13/7/2020 Funds put on DRAFT budget for this financial year.	Parks and Reserves	July-19	June-20	August-20

**Strategic Outcome: S1 - A healthy community**

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S1.1.4 - Review the Community Grants Program	Completed	Review in progress of 19/20 grant program. Smarty Grants delivered across all Town grants to streamline current process and improve user experiences. All grant processes review completed. All grant contracts reviewed and redeveloped. Toolkit reviewed and redesigned and delivered.	Community Development	July-20	June-21	July-20

**Strategic Outcome: S2 - An informed and knowledgeable community**

Strategic Initiative: S2.2 - Increase positive literacy and learning opportunities within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S2.2.1 - Deliver the early literacy and outreach program	Completed	2/07/20 All programs for FY have finished.	Library Services	July-17	June-22	July-20

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.3 - Review the Town's Homelessness Policy	Completed	June 2020 The Town's Homelessness policy was endorsed by Council at the May OCM. Community Development will now commence the development of the implementation plan and management practice.	Community Development	July-19	June-20	July-20



# **Corporate Business Plan**

## **Deliverable status updates**

**Jul 2020 to Sep 2020**

## Corporate Business Plan Deliverable Status

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

Strategic Initiative: CL1.1 - Improve the flow of information between the Town and community through improving existing online resources and functionality.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.1.2 - Enhance functionality of the Town Intranet and Elected Member Portal	In Progress	Waiting on TRIM upgrade for integration capability with VIKI Team Sites created during COVID - Culture Club, COVID Hub, Redeployment Menu, Micro Learning site, Spark Vic Park Innovation Hub, Comms & Engagement Working Site. Plan and processed needed for Team Site development and implementation pending. Discussion of handing over this KPI to Martin's team as he has expressed strong interest in this. Need to survey councillors on new functions wanted for Cr Portal. ICT roadmap now endorsed by C-Suite. Will include web and intranet.	Communications and Engagement	July-20	June-21	
CL1.1.5 - Develop a Digital Marketing Plan	In Progress		Communications and Engagement	July-20	June-21	
CL1.1.6 - Deliver the Library Radio Frequency Identification project	In Progress	Discussions with Library and facilities underway Project plan being developed	Information Systems	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.2.2 - Enhance functionality of the website to better support e-business transactions	In Progress	Replaced CCTV subsidy program PDF form with an OpenForm.	Communications and Engagement	July-19	June-21	
CL1.2.3 - Assess the introduction of a 'Community Portal' for existing systems to facilitate online e-business transactions	In Progress	The use of the Authority Community portal has been added to the ICT Strategic plan	Information Systems	July-19	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.3.1 - Manage and support compliance to Town Style Guides and Branding	In Progress	September 2020 - Digital Hub Brand Refresh.	Communications and Engagement	July-17	June-22	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL10.1.1 - Maintain the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements	Ongoing		People and Culture	July-17	June-22	
CL10.1.2 - Implement changes to the Local Government Act	In Progress	Policies required from the Local Government Amendment Act 2019 to be presented to Council in March	Governance and Strategy	July-19	June-20	
CL10.1.3 - Review the Health Local Law	In Progress	Council endorsed the commencement of the review at the September OCM.	Environmental Health	July-21	June-22	
CL10.1.4 - Review the Local Law – Activities on Thoroughfares	Not Started	Work will commence in 2021 as identified	Place Planning	July-21	June-22	
CL10.1.6 - Review the Local Law – Property	Not Started	This will commence in 2021.	Governance and Strategy	July-21	June-22	
CL10.1.8 - Review the Records Keeping Plan	In Progress	working with Records will review current plan	Information Systems	July-21	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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL2.1.1 - Create an implementation plan	In Progress	Draft plan developed. Seeking feedback from Stakeholder Relations on the action plan.	Communications and Engagement	July-19	June-20	



Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
to embed the Town's Communication and Engagement Policy		792020 - met with the Team and dicussed actions to include within the team				
CL2.1.2 - Develop a Relationship Management Strategy	In Progress	IMPACTED BY COVID. System to support implementation and ongoing management of r'ships pending. Draft plan completed in June. Due to be presented to Sept SMT for feedback/ acceptance.	Communications and Engagement	July-19	June-21	
CL2.1.3 - Promote the Community Charter	In Progress	No action taken since 13 March with total focus of Comms Advisor on COVID-19 responsibilities - can be delivered anytime at a later date. \$7K budget allocation for delivery of promotional plan. Consideration needs to be given on timing and appropriateness of release during COVID recovery strategy. Proposed for delivery by Aug/Sept 2020.	Communications and Engagement	July-19	June-21	

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

Strategic Initiative: CL3.2 - Ensure the Town's projects result in great place outcomes

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.1.1 - Conduct internal training on Project Management and Delivery	In Progress	P&C are currently investigating on line options for project management training from accredited providers.	People and Culture	July-19	June-20	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.3.3 - Confirm location and prepare a Concept Design for Old Spaces New Places Project No.3	In Progress	Following a delay to the engagement due to the COVID-19 pandemic the Town has recommenced the engagement process to determine a suitable location for this project in the Victoria Park Town Centre. A community survey has been completed (12 August), with a 'walkshop' planned for 5 September and a further community survey planned for 22 September to 6 October. Following this the Town will present a report to Council to determine the preferred location of the project. Subject to location approval the Town will then commence with concept design of a new urban public space.	Place Planning	July-19	June-21	
CL3.3.4 - Deliver the McCallum Park	In Progress	At the June 2020 Ordinary Council Meeting, Elected Members approved the McCallum Park Active Area Concept Report and considered the Town's budget requested for detailed design to	Project Management	July-19	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Active Area detailed design		<p>be undertaken in the 2020/21 Annual Budget. Council also approved listing \$1.6 million in the Town's long-term financial plan, which is one-third of the approximate cost of the project. Subject to Council endorsement of the 2020/21 Annual Budget in July the Town will commence detailed design and work to identify funding opportunities.</p> <p>&amp;Partners have been selected to prepare an Advocacy, Branding and Funding Strategy for the McCallum Park Active Area project. This strategy will provide a framework for Town officers and Elected Members to identify potential funding partners and work towards securing the remaining capital funding required to deliver the project. The strategy will also deliver key communication and marketing materials, recommendations for branding of the site and a strategic communications document for the project. Preliminary works for this strategy commenced in September 2020 and will continue into early 2021.</p> <p>The Town finalised the tender for the detailed design and documentation of the McCallum Park Active Area and has awarded the contract to Emerge Associates. The design will commence in October 2020 and is anticipated to be completed by mid-2021.</p>				
CL3.3.6 - Deliver the Lathlain Precinct Redevelopment Project	In Progress	<p>Lathlain Precinct Redevelopment Zones 2 to 8 have been completed up to FY19-20 except for Zone 1 Community and Sports Club Facility (PFC grandstand renewal) which has attracted Commonwealth Community Development Grant commitment of \$4m and has been mandated to be established as a staged project to be delivered by an internal SPM. Recruitment of PM resource approved and progressing and CDG funding agreement draft deed provided for review. Zone 1 is anticipated to be a 3x FY project</p>	Project Management	July-17	June-22	
CL3.3.7 - Deliver the Macmillan Precinct Masterplan	In Progress	<p>Since February 2020, the Town and project consultants RobertsDay have been engaging in detail with site stakeholders and the wider community to develop a Vision, through the Community Charter, and a Concept Plan that reflects the community's shared aspirations for the future of the Macmillan Precinct. Following the vision development in early 2020, the Concept Plan is the next step in preparing a community-led framework for the future of the Macmillan Precinct. As a vital hub for Town services, community events and public life, it is essential that any future changes reflect the values and priorities of the Victoria Park community and are captured in the Concept Plan.</p> <p>July - September 2020 Quarter</p> <p>In the July 2020 quarter, the Town compiled feedback received from the Macmillan Precinct Working Group and wider</p>	Project Management	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		<p>community on the three concept scenarios prepared through the Place Design Forum.</p> <p>A presentation on the summary of the feedback received was presented by RobertsDay via a zoom webinar in July 2020 and made available on the YourThoughts project page.</p> <p>Following this, the Working Group further reviewed and refined the feedback which informed the development of the evolved scenario. This feedback, combined with the earlier engagement findings, helped shape and guide the development of the draft Macmillan Precinct Concept Plan.</p> <p>The draft Concept Plan was released for public comment in September 2020 for a period of 4 weeks.</p>				

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL4.1.3 - Review the Disaster Recovery Plan	In Progress	review of old plan Working with BCG around plan	Information Systems	July-20	June-21	
CL4.1.4 - Review the ICT Security Plan	In Progress	Town is going to be Audited by the Auditor General's office. Outcome will be added to any plan	Information Systems	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL5.1.1 - Implement the South East Corridor Training and Apprenticeship Program	In Progress	this proposal was endorsed by the CEO SE Corridor group in March 2020. The management group are currently reviewing providers for the implementation however with the advent of the COVID 19 event, the group is postponing implementation to the second semester. Project is on hold until further notice.	People and Culture	July-21	June-22	
CL5.1.2 - Complete negotiations for the Enterprise Agreement	In Progress	The EA 20 agreement has reached the final draft stage. The CEO has put hold on the next stage due to financial constraints on the 20/21 budget.	People and Culture	July-19	June-21	
CL5.1.3 - Review the Cultural Optimisation Strategy	Not Started		People and Culture	July-20	June-21	
CL5.1.4 - Implement the Leadership	In Progress	Training for the C suite is scheduled for April 20 and is being provided by AIM. On completion of this component all leaders	People and Culture	July-18	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Competency Framework		and managers in the Town would have been trained in the competencies.				
CL5.1.5 - Review the Volunteer Recruitment and Retention Strategy	Not Started		People and Culture	July-21	June-22	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL6.1.1 - Review the Land Optimisation Strategy	Not Started	Aiming to commence review January 2022 in line with resourcing availability.	Project Management	July-21	June-22	

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

Strategic Initiative: CL6.2 - Promote sound and accountable fiscal management

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL6.2.1 - Review the Investment Policy	Not Started	Investment Policy under review and to be presented to Policy Committee January 2021. To go to ABF and OCM February 2021	Financial Services	July-21	June-22	

**Strategic Outcome: CL7 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided**

Strategic Initiative: CL7.1 - Improve the standard of customer service provided to the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL7.1.2 - Implement the Customer Service Delivery Policy Management Practice including Complaints Guidelines	In Progress	During September over 100 staff have attended the training planned. Great feedback received from those who have attended. Some attended via Teams. A recorded session is currently being edited so that it can be used for those who have been on leave, are new and our 300 casual staff. Final stage is to complete internal and external communications prior to going live.	Customer Relations	July-20	June-21	
CL7.1.3 - Develop a Customer Service Strategy	In Progress	The 'Your thoughts' page was developed during September. This will go live once the communication plan and collateral are finalised. During the engagement period the draft info graphics and content will be developed.	Customer Relations	July-19	June-21	
CL7.1.5 - Create an organisation-wide Customer Service training program	In Progress	An initial meeting with P&C during September determined that the customer relations operational review should help inform developing the training focus. Access to the full review should be available in October. The communities feedback from the	Customer Relations	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		customer service strategy is planned for October. It will also inform the development of training content.				

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.1.1 - Conduct a review of Financial Management Procedures	Not Started		Financial Services	July-19	June-21	
CL8.1.2 - Update the Business Continuity Plan	In Progress	Workshops have been completed for all Service Area leaders for the development of individual response plans. The service provider is currently drafting a new plan for the Town	People and Culture	July-19	June-20	
CL8.1.4 - Review the Strategic and Operational risk registers	In Progress	The Strategic Risk Register is being updated as part of strategic risk review undertaken in September-October. An update report and new proposed strategic risks were presented to the Audit and Risk Committee in September. Another update report will be presented to a future Audit and Risk Committee. The Town will commence a review of operational risks in October 2020.	Governance and Strategy	July-19	June-21	
CL8.1.5 - Develop an internal Decision-Making Framework	Not Started	This project will commence in November 2020. A resource needs to be allocated to progress this project.	Governance and Strategy	November-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.2.2 - Develop an Integrated Complaints Management Framework	In Progress	Current practices and procedures are under review. Policies and procedures are being drafted to integrate elected member; staff and customer complaints procedures	People and Culture	July-19	June-20	
CL8.2.3 - Assess the Town's integrity practices against the Integrity Strategy 2020-2023 for WA Public Authorities	In Progress	This project will commence in October 2020. A resource has been allocated to progress this project.	Governance and Strategy	November-20	June-21	
CL8.2.4 - Implement an internal audit program	In Progress	The Internal Audit Program has been developed, and was approved by Council for adoption at the OCM in July 2020. Work on developing the necessary framework and tools to undertake planned audits has commenced. The Internal Audit Program may	Governance and Strategy	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		need to be reviewed, with a possible deferment/rescope of the scheduled internal audit of Information Security scheduled for February 2021, given notification by the OAG on 4 September 2020 of a forthcoming Information Systems audit. This is to avoid any conflicts and to allow the organisation time to implement management actions in response to any qualifications and recommendations from the OAG audit, before an internal audit of similar scope is conducted.				

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.3.1 - Oversee development of the Town's Advocacy Strategy	In Progress	Broader strategy on other priorities are due via workshops with SMEs as requested by CEO. Minimal progress on spreadsheet of advocacy targets developed in July-August.	Communications and Engagement	July-20	June-21	
CL8.3.2 - Build relationships and collaborate with the Federal and State Governments for funding for major strategic projects	Ongoing	<p>McCallum Park Active Areas A Request for Quote was prepared and released to a list of potential suppliers for an Advocacy, Branding and Funding Strategy for the McCallum Park Active Area project. This strategy will provide a framework for Town officers and Elected Members to identify potential funding partners and work towards securing the remaining capital funding required to deliver the project. The strategy will also deliver key communication and marketing materials, recommendations for branding of the site and a strategic communications document for the project.</p> <p>Lathlain Precinct Redevelopment Project Lathlain Precinct Redevelopment Zones 2 to 8 have been completed up to FY19-20 except for Zone 1 Community and Sports Club Facility (PFC grandstand renewal) which has attracted Commonwealth Community Development Grant commitment of \$4m and has been mandated to be established as a staged project to be delivered by an internal SPM. Recruitment of PM resource approved and progressing and CDG funding agreement draft deed provided for review.</p> <p>Climate Change Mitigation Action Plan Following Community workshop held 30 July 2020 and feedback from the community survey, a full draft was Climate Emergency Plan was prepared. This draft was circulated for staff review, concluding 28th August. Subsequent draft integrating staff</p>	Chief Executive Office	July-17	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		<p>feedback received 03/09/2020. Draft will be presented to C-Suite and Council, before being released for community consultation.</p> <p>Urban Forest Strategy The Planning Season is coming to an end with more projects identified and progressed through the planning and design stage. The Planting Season will commence in late May and a detailed update will be provided in the next Quarterly Report and in regular EM Bulletin Posts.</p> <p>Metronet Precinct Planning The Town has been working proactively with the METRONET team to advocate and help design the best possible outcomes for the community, cognisant of the State announcement of elevated rail in June. The Town have attended workshops assisting the preparation of Station Place Plans that provide the station location, design and public realm upgrades. The Town has prepared an awareness and education campaign in response to Councils resolution from the June 25 Special OCM which will be launched on 16 August.</p> <p>Release of collected waste via landfill levy MRC Mayors and CEO met with Minister Dawson on 5 Aug to discuss the release of the waste levy to assist with transition of current waste processing practice to one of FOGO. A written submission to the Minister is currently being prepared.</p>				
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>11 September – Burswood Park Board General Manager performance review final report</p> <p>9 September - South East Corridor of Mayor's and CEOs meeting</p> <p>8 September – Opening of the City Of Canning's Wharf Street Basin Technology Park Project</p> <p>7 September – Meeting with WA Police Representatives</p> <p>4 September – South East Regional Alliance CEO Meeting</p> <p>3 September – Inner City CEOs Meeting</p> <p>3 September – LGPRO City of Perth Report Webinar</p> <p>2 September – Meeting with training consultant Ethical Decision Making</p> <p>2 September – Meeting with Mike McKenna CEO Venues Live</p> <p>2 September – Quarterly Metronet Meeting with Anthony Kannis and Glen Finn</p> <p>31 August – Meeting with the Developer of 1022-1032 Albany Hwy</p> <p>28 August – Burswood Park Board Audit and Risk Committee Meeting</p>	Chief Executive Office	July-17	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		27 August – Inner City Infrastructure and Transport Working Group Monthly Meeting 27 August – Burswood Park Board Meeting 26 August – Executive Leadership Workshop 25 August – WALGA Meeting 24 August – Meeting AIM Executive Coach 13 August – COVID Response Working Group Meeting 13 August – Tamala Park Regional Council CEO Agenda Settlement Meeting 11 August - Meeting with the Planning Consultancy and a third party regarding the redevelopment Of 826 Albany Highway 6 August – Local Government Advisory Board Governance Workshop 5 August – Inner City Mayors and CEOs Meeting 3 August – Inner City CEOs Group Meeting 3 August – Meeting with Cassie Rowe 8 July – Meeting with Peter Martinovich previous Technical Manager of Public Transport Authority 8 July – Metronet Local Government Association Reference Group / Level Crossing Removals meeting 7 July – Meeting with Technical Manager for the Metronet Project 6 July – Meeting with the CEO of Rocky Bay 6 July – Mirvac meeting relating to the Burswood Peninsula Maintenance 1 July – Meeting with Steve Irons 1 July – Leadership training via AIM 1 July – Phone catch up with the CEO Venues Live				

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.4.1 - Complete the major review of the Strategic Community Plan	In Progress	The Project Coordinator has been appointed for the project. A project plan is being drafted and the EOI for the project team will be called for this month.	Governance and Strategy	July-20	June-21	
CL8.4.3 - Review the Workforce Plan	In Progress	the workforce plan 2020-2035 has been drafted and submitted to council for endorsement. It was returned to administration for additional work on the projected FTEs included as future estimated of workforce needs. The review is currently underway and the redrafted document expected to be completed for the December OCM.	People and Culture	July-19	June-20	



Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.4.4 - Review the Long Term Financial Plan	In Progress	Review of LTFP to commence 4th quarter 2019/20. New LTFP model commenced in August 2020	Finance Office	May-20	June-21	
CL8.4.5 - Coordinate the Local Government Performance Excellence Benchmarking Program	Ongoing	2019 Report received 17 December 2019. Circulated to Chris G - Org Development and Luke Ellis - Business Services for analysis as part of Workforce Planning reviews. 2019 report and data being used for revised Workforce Plan and Long Term Financial Plan. 2020 data now being entered. Financial data to close 2020 submission will be submitted once annual financials are finalised.	Finance Office	December-19	June-20	
CL8.4.6 – Improve corporate performance monitoring and reporting	In Progress	Review of CAMMStrategy underway, realignment of reporting to suit new SDP format.	Governance and Strategy	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.1 - Conduct a review of Asset Planning's operations	In Progress	Can commence following the Asset Management Framework development.	Asset Planning	July-20	June-21	
CL8.5.13 - Conduct a review of Healthy Community's operations	In Progress	In progress - Internal team engagement and review completed. Engagement has begun with program delivery service areas and Facility Programs Manager.	Healthy Community	July-19	June-21	
CL8.5.15 - Conduct a review of Leisure centres operations	Not Started		Leisure Centres	July-21	June-22	
CL8.5.17 - Conduct a review of Parking's operations	Not Started		Parking	July-21	June-22	
CL8.5.19 - Conduct a review of People and Culture's operations	Not Started		People and Culture	July-21	June-22	
CL8.5.20 - Conduct a review of Place Planning's operations	Not Started	Not commenced	Place Planning	July-21	June-22	
CL8.5.21 - Conduct a review of Project	In Progress	Operating Budget requested for FY 2020/21 Draft RFQ Scope prepared	Project Management	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Management's operations		Commenced initial peer review Consultant review 20k approx.				
CL8.5.23 - Conduct a review of Street Improvement's operations	Not Started		Street Improvement	July-20	June-21	
CL8.5.24 - Conduct a review of Street Operations' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks	Street Operations	July-19	June-20	
CL8.5.26 - Conduct a review of Waste Services' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks	Waste Services	July-19	June-20	
CL8.5.3 - Conduct a review of Communications and Engagement's operations	In Progress	Internal Results of business area survey shared with C&E Team by HR. Two new process maps developed for Communication and Engagement support briefings. Results of survey will now feed operational review project plan. LG Industry structure review in progress.	Communications and Engagement	July-20	June-21	
CL8.5.7 - Conduct a review of Environment's operations	Not Started		Environment	June-21	June-22	

**Strategic Outcome: CL9 - Appropriate devolution of decision making and service provision to an empowered community**

Strategic Initiative: CL9.1 - Build capacity of the community through better partnerships

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL9.1.1 - Conduct a pilot for participatory budgeting	Not Started		Financial Services	July-19	June-20	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC1.1.2 - Implement the Economic Development Strategy	Ongoing	Implementation remains on track. Quarterly Performance Report will be prepared in accordance with the agreed 3 monthly schedule.	Place Planning	July-17	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC1.1.3 - Develop a Town of Victoria Park Investment Prospectus	In Progress	Invest Vic Park Website has been completed and is ready to launch in September /October 2020. A Communications and Implementation program has been completed. An EM briefing on the new website will be organised for September 2020.	Place Planning	July-19	June-20	

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.1.1 - Implement the use of mobile computing for environmental health inspections	In Progress	Budget has since been reallocated due to reduction in materials and contracts.	Environmental Health	July-20	June-22	
EC2.1.2 - Conduct statutory swimming pool and spa compliance inspections	In Progress	22/09/2020 - Progress has been slow this past month with COVID affecting a number of properties unable to gain access or a response. According to the latest reports there are 25000 Australians trying to return home to Australia. We think this may be one of the reasons we have a number of no responses to our letters, field calls and phone calls. That said, we are continuing our follow up inspections for compliance as we come across non-compliance issues that were passed on previous inspections.	Building Services	February-20	June-21	

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.2.1 - Deliver the Safer Neighbourhoods Plan	Ongoing	September 2020 Funding launched for CCTV scheme. Community Safety Forum to be delivered 23 September 2020. CCTV and Security Incentive Scheme 2019/21 funding allocated with waitlists in place for both strategies. Officer is working closely with various Town Teams to manage issues related an increase in rough sleeping in various parks and reserves in the Town. Initiatives to manage community safety, move on notices as well as removal and storage of personal belongings will form part of the Towns Homelessness Policy and Management practise. Work has commenced to design and facilitate Community Safety sessions in each of the Towns Places with the aim of providing education on safety related issues as well as addressing the communities perception of safety within the Town".	Community Development	July-17	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		Outreach program Rooforce procured and implemented for a 3 month trial in June 2020 to manage antisocial behavior.				

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.3.1 - Review Parking Hotspot Zones 1 and 6	Not Started		Parking	July-21	June-22	
EC2.3.2 - Review Parking Hotspot Zones 2 and 3	In Progress	First Draft	Parking	March-20	June-20	
EC2.3.3 - Review Parking Hotspot Zones 4 and 5	Not Started		Parking	July-20	June-21	
EC2.3.5 - Undertake the Burswood Station East Parking Review	Not Started		Parking	July-20	June-21	
EC2.3.6 - Facilitate 'demand-based parking'	In Progress	80 Ticket Machines along Albany Highway are programmed with demand-based pricing	Parking	December-19	June-20	
EC2.3.8 - Develop a Parking Benefits Strategy	Not Started		Parking	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN1.1.1 - Prepare the new Local Planning Scheme No. 2	In Progress	Local Planning Scheme No.2 Project Control Group (including State Gov representatives) has been assembled and is meeting monthly with assigned tasks. Translation of provisions into Model Scheme Text format is under way.	Place Planning	July-21	June-22	
EN1.1.10 - Review and update the Social Infrastructure Strategy	In Progress	An engagement audit has been progressed to identify recurring community viewpoints and trends, and to inform the overall engagement approach for the project. A targeted engagement program focused on addressing knowledge gaps will be undertaken in the coming months. Work has commenced to reassess key themes for social	Place Planning	July-19	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		infrastructure in the Town having regard for Place, Urban Forest and Covid-19 recovery priorities amongst other emerging issues.				
EN1.1.11 - Review and update the Albany Hwy Planning Framework	In Progress	The Town's Business Case for Precinct Planning on Albany Highway was accepted by C-Suite, presented to Council with the necessary budget approved for the 2020/21 financial year. The Town is currently preparing a scope for a consultant team to support the Town in the preparation of these Precinct Plans. The Town has also advised the DPLH of the work, and will include a State representative as part of the Project Control Group.	Place Planning	July-20	June-22	
EN1.1.2 - Prepare the Local Planning Strategy	In Progress	In April Council endorsed the Local Planning Strategy (LPS) to proceed to the WAPC for consent for public advertising. The Department of Planning Lands and Heritage (DPLH) completed their assessment of the LPS in July 2020. The DPLH and Town have collaboratively worked through the assessment to refine the proposed refinements to only several minor amendments. The DPLH and Town will collaboratively present to the WAPC (via their Statutory planning Committee) on 15 September 2020 with the aim to secure consent to publically advertise the Local Planning strategy to the community.	Place Planning	July-21	June-22	
EN1.1.3 - Review the Streetscape Local Planning Policy	In Progress	Recommendations of May OCM report adopted, Scheme Amendment and Retention Guidelines to September OCM. Incentives investigation and community nominated heritage areas December.	Urban Planning	July-19	June-20	
EN1.1.4 - Implement recommendations of the Residential Character Study Area to planning framework	In Progress	Recommendations of May OCM report adopted, Scheme Amendment and Retention Guidelines to September OCM. Incentives investigation and community nominated heritage areas December.	Urban Planning	July-20	June-21	
EN1.1.5 - Prepare a Streetscape Improvement Plan for Archer Street and Mint Street	In Progress	The Archer Street and Mint Street was approved to proceed to public advertising at the June 2020 OCM. The public advertising period has been completed and a report requesting final approval of the Archer Street and Mint Street Streetscape Improvement Plan will be presented to the September 2020 OCM.	Place Planning	July-19	June-20	
EN1.1.7 - Amend the Town Planning Scheme provisions related to the Burswood Lakes Structure Plan	Not Started	IMPACTED BY COVID-19 To be completed in-house - will commence when appropriate	Urban Planning	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN1.1.8 - Update the Burswood Station East Planning Framework	In Progress	The Burswood Station East Scheme Amendment and supporting Plannign Policy (LPP40) is currently being advertised. The public advertising period concludes on 7 September after which the WAPC will progress with their final determination of the Scheme Amendment to TPS1.	Place Planning	July-20	June-21	
EN1.1.9 - Prepare Station Precinct Plans for Carlisle & Oats Street in partnership with METRONET	In Progress	The METRONET team is proceeding with assessing short listed Level Crossing Removal options. The METRONET Precinct Planning team has released an RFQ for a consultant to conduct analysis on the land use and planning implications for each of the short listed options to inform the broader business case that will ultimately be presented to the Minister to determine the preferred option. Once the broader business case process has been completed, the precincts team will begin working on a place plan with ToVP.	Place Planning	July-20	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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN2.1.1 - Review Local Area Traffic Management Plans - Various	Ongoing	This is an ongoing deliverable.	Street Improvement	July-17	June-22	

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

Strategic Initiative: EN2.2 - Maintain quality of infrastructure for community use.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN2.2.1 - Review the Asset Management Plan - Transport	In Progress	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed. RFQ for consultancy being advertised.	Asset Planning	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN3.1.1 - Develop a joint Bike Plan	In Progress	DOT funding submissions close on the 25/7/2019. Technical Staff Planning to submit Gloucester Street as a Safe Active Street Project.	Street Improvement	July-17	June-18	
EN3.1.2 - Design Stage 2 & 3 of the Rutland Avenue	Not Started		Street Improvement	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Principal Shared Path project						
EN3.1.3 - Evaluate existing traffic calming projects intalled via the Lathlain Traffic Management Plan and report to Council	Not Started		Street Improvement	July-20	June-21	
EN3.1.4 - Implement the Integrated Movement Network Strategy	In Progress	The 2013 Integrated Movement Network Strategy has largely been completed with a review and update currently being planned.	Place Planning	July-17	June-22	
EN3.1.5 - Review the Integrated Movement Network Strategy	In Progress	Project Planning has been completed for the IMNS with an RFQ to be released soon for the necessary consultant support.	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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN3.2.1 - Contribute to the Trackless Tram Investigation Consortium	In Progress	The final report outlining the preferred technology, route options, detailed analysis and advocacy framework has been completed by the Trackless Tram Investigation Consortium. Briefing presentations to C-Suite and Elected members are to come.	Place Planning	July-20	June-22	
EN3.2.2 - Launch electric vehicle charging station within the Town	Not Started		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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.1.1 - Develop the Climate Change Mitigation Action Plan	In Progress	UPDATE 29/09/20 Draft presented to C-Suite. Will be presented to future SMT meeting and Concept Forum.	Environment	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.1.2 - Develop an Environment Plan	In Progress	IMPACTED BY COVID-19 NOTE: Environment Plan, there has been a delay in completion of the Environment Plan during 2019/20 due to other priorities that have come up during the course of the year, such as Single-Use Plastic and Polystyrene Ban. As the Environment Plan is being developed internally, there is no carry forward of funds. First draft has been developed, released for staff consultation 03 April 2020. Input integrated into Plan. Next stage is for the feedback to be presented to C-Suite and Council, before being released for public comment.	Environment	July-19	July-21	
EN4.1.3 - Develop a strategy and implementation plan for zero emissions vehicles	In Progress	A new model cordless - electric blower has been purchased for the Tractor operator as part of the trial. 06/10/20.	Fleet Services	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.1 - Consider alternative landfill options in discussion with Mindarie Regional Council	Ongoing	Ongoing discussion of landfill options with MRC at strategic level -waste to energy options -other landfill alternative -GO/FOGO options	Waste Services	July-20	June-21	
EN4.2.2 - Review the Strategic Waste Management Plan	In Progress	17 Sept 2020 On 15 Sept 2020, Council endorsed the Town's Waste Plan for submission to the State Government. Additional FTE's are required to implement the planned actions. 14/8/20 Attended weekly MRC PWG and weekly MRC SWG meetings to explore future options for MRC. Attended MRC OCM. Will be attending the MRC SCM next Thursday. Met with COO and the Mayor to discuss the Town's position on RRFA, MRC service review, Waste education, 3 bin system, resource gap, etc. Working with Cleanaway on Waste education program. Discussed with Finance re financial impact related to RRFA and MRC's future options. Updated Waste plan finalised and submitted to DWER. Council report being prepared. CDS Council report being prepared. CDS Roundtable Forum held on 5 Aug 2020.	Waste Services	July-21	June-22	



Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		<p>In communication with WARRRL re alternative Refund Point Operator.</p> <p>Discussed with C Suite and HR the future internal resource needs for strategic waste function.</p> <p>Working with HR re recruitment of the 1.4 FTE- there are competent internal staff for these roles.</p> <p>10/7/20</p> <p>Attended MRC Project Working Group meetings re RRF.</p> <p>Reviewed the negotiation details including valuation report and gantt chart.</p> <p>Met with Cleanaway to discuss future options including 3 bin GO system, CDS revenue share, education program and other innovations.</p> <p>Organised CDS Round table forum for 5 Aug.</p> <p>Discussed future waste and recycling options with other LGs.</p> <p>Reviewed SWMP actions. Need resource.</p> <p>Met with potential work experience person. However, HR's advice is that she is not allowed to undertake works which could be done by a paid staff.</p>				
EN4.2.3 - Investigate the introduction of a multi-bin system	In Progress	<p>-Calculations carried out by Jon H., John W. for multi-bin system for the Town. Best option is to delay introduction until start of 2023.</p> <p>-On going discussion with MRC about other member councils moving towards multi-bin system and how it is going to affect the cost of landfill cost due to RRF (another 10 years contract) and less organics being sent to the RRF.</p>	Waste Services	July-20	June-21	
EN4.2.4 - Reconcile the Town's bin register	Not Started	Need business case for employing a casual employee to undertake bin register reconciliation.	Waste Services	July-20	June-22	
EN4.2.5 - Investigate a refund or donation point to support the Container Deposit Scheme	In Progress	<p>Operations attended a number of meetings offered by WARR and WALGA on the CDS</p> <p>Met Darryl (Dazz) from The Recycling Hub in October at the depot with John W.</p> <p>Meeting Darryl (Dazz) on the 09/01 with Frank S. and Ben K. to listen to his options.</p> <p>CDS CDG 1 year sunset clause with Laura for comment.</p> <p>Contacted neighbouring Councils (Perth, Canning, Belmont and South Perth) what infrastructure available for CDS for the public.</p>	Waste Services	July-19	June-20	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.3.2 - Carry out a Waste Education Program	In Progress	Ongoing deliverable. Victoria Park Primary (8 classes) and East Victoria Park Education Support Centre (2 classes) in Term 2. Term 4 2019 - School: Santa Clara Catholic School – St James Classes: 3 Years: 1, 3 and 4 Number of sessions: 6 Questionnaires returned: 54 School: East Victoria Park Primary School Classes: 5 Years: 1-3 Number of Sessions: 10 Questionnaires returned: 65 School: Perth Individual (Montessori) Classes: 3 Years: Pre-Primary - 6 Number of Sessions: 6 Questionnaires returned: 34	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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN5.1.1 - Review the Asset Management Plan - Property	In Progress	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed. RFQ for consultancy being advertised.	Asset Planning	July-20	June-21	
EN5.1.4 - Implement Strategic Asset Plan recommendations	In Progress	Condition Audits completed and implemented through capital works program. Needs analysis completed. Long Term plan will be dependent on community engagement process to finalise strategic recommendations.	Asset Planning	December-21	June-22	
EN5.1.5 - Implement an Asset Management System	In Progress	Currently reviewing data for Phase 1 of data migration. Asset Valuations underway also in tandem. System configuration will continue over the months of April/May. Asset Register set up and maintenance modules ready for roll out June.	Asset Planning	June-20	June-21	
EN5.1.6 - Develop an Asset Management Framework	In Progress	Has commenced with asset classifications and hierarchy development.	Asset Planning	July-20	June-21	
EN5.1.7 - Implement upgrades to the	In Progress	1/10/2020 Topdressing done. Power phasing balanced. Still investigating potential Western power supply issue.	Parks and Reserves	July-19	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Higgins Park Tennis Courts		1/10/2020 Topdressing has been done. 9/10/2020 Kooline Electrical hooking up monitor to confirm Western Power supply is causing issues.				
EN5.1.8 - Deliver the 5-year Capital Works Program	Ongoing	MY Budget review to identify further renewal projects to be funded	Operations Office	July-17	June-22	

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

Strategic Initiative: EN5.2 - Ensure the sustainability and reliability of Town fleet and machinery

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN5.2.1 - Create a Fleet Training Program	In Progress	New digging tool has been purchased for the Parks team with inductions being performed for the operators. 06/10/20.	Fleet Services	July-20	June-21	
EN5.2.4 - Review the Asset Management Plan - Fleet	In Progress	Fleet Management Practice has been reviewed by C-Suite, amended following suggestions and is currently waiting for final endorsement. 06/10/20.	Fleet Services	July-20	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN6.1.1 - Review the Asset Management Plan - Parks & Recreation	In Progress	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed. RFQ for consultancy being advertised.	Asset Planning	July-20	June-21	
EN6.1.2 - Implement the Public Open Space Strategy	In Progress	The Public Open Space Strategy is already informing a variety of decisions and outcomes. An implementation framework will be prepared to guide upgrades and additions to the Town's public spaces.	Place Planning	July-20	June-22	
EN6.1.6 - Deliver GO Edwards Stage 4	In Progress	14/8/2020 Detailed design completed for ROW including path and parking bays that form part of stage 4. Tender documents being prepared to go out. Cabinet upgrades for aerators and lighting system have commenced. 31/8/2020 Aerators operational. Programming to be fine tuned. 9/10/2020 Quote being sought for lighting on second aerator. procurement plan to be finalised for stages 4 and 5 next week to go out to tender.	Parks and Reserves	July-19	June-21	
EN6.1.7 - Deliver GO Edwards Stage 5	In Progress	1/10/2020 Tender for ROW now complete, due to go out. 9/10/2020 Quote being sought for lighting on second aerator. procurement plan to be finalised for stages 4 and 5 next week to go out to tender.	Parks and Reserves	July-20	June-21	

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

Strategic Initiative: EN6.2 - Design and provide public open spaces that are suitable for the current and future needs of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN6.2.2 - Develop a masterplan for Higgins Park and Playfield Reserve	In Progress	The Draft Higgins park and Playfield Reserve Masterplan has been completed and will be presented to Council at the September OCM for endorsement to proceed to public advertising Public Advertising will run for a 4 week period with a final report including the Officer recommendation to be presented to Council at the December 2020 OCM.	Place Planning	July-19	January-21	

**Strategic Outcome: EN7 - Increased vegetation and tree canopy**

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN7.1.1 - Implement the Urban Forest Strategy	Ongoing	ON TRACK The Planning Season is coming to an end with more projects identified and progressed through the planning and design stage. The Planting Season will commence in late May and a detailed update will be provided in the next Quarterly Report and in regular EM Bulletin Posts.	Place Planning	July-17	June-22	
EN7.1.3 - Investigate the development of a plan for the Kent Street Sand Pit consistent with its zoning	In Progress	Place planning are developing this. Kent St Sand Pit, this has been commenced. 1. Project Plan has been developed and vetted by Council; 2. Town has liaised with Dept Biodiversity, Conservation and Attractions re: the potential partnership re: future revegetation of the site; and 3. Town has gone out to market for consultant to deliver a scoping report for the Town. This will inform the future development of a Master Plan for the area. Still being developed. 13/7/2020 Further meeting with consultant has occurred with DRAFT concepts discussed. 14/8/20 DRAFT concept with key points completed. Detailed design to follow. 1/10/2020 More detailed design underway. 9/10/2020 Meeting scheduled Monday 12/10/2020 to review feedback regarding concept report.	Parks and Reserves	July-19	June-20	

**Strategic Outcome: S1 - A healthy community**

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S1.1.2 - Conduct a review of the Local	Not Started		Healthy Community	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
Public Health Plan (Healthy Vic Park Plan)						
S1.1.3 - Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	Ongoing	Ongoing Continued delivery of actions within the plan. Current review on the Non smoking policy progressing.	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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S1.2.1 - Develop a Strategic Marketing Plan for the Town's leisure centres	In Progress	IMPACTED BY COVID-19 Discussions between Comms and Business Services manager around objectives begun. Need to secure a full written brief from Leisure Team by Feb. March - service / staffing interruptions by COVID-19 at Leisure Centres and total focus of Communications Advisor on supporting the service area and membership communications for COVID-19. October 2020: Working with Trent Prior to assess their draft scope of works for the plan.	Communications and Engagement	July-20	June-21	
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	
S1.2.4 - Deliver the Leisure Facilities masterplan	Not Started		Leisure Centres	July-21	June-22	

**Strategic Outcome: S2 - An informed and knowledgeable community**

Strategic Initiative: S2.1 - Improve digital literacy and learning

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S2.1.2 - Review the Digital Hub's Strategic Marketing Plan	Not Started		Digital Hub	July-21	June-22	

**Strategic Outcome: S2 - An informed and knowledgeable community**

Strategic Initiative: S2.2 - Increase positive literacy and learning opportunities within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S2.2.2 - Develop a Literacy and Learning Strategy	In Progress	10/09/2020 On hold until new Literacy and Learning librarian is appointed.	Library Services	July-19	June-21	

**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 Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.1 - Review the Disability Access & Inclusion Plan	In Progress	September 2020 Research Intern completing the a review of the Towns Ageing Well report to identify new trends related to seniors residing within the Town to provide the Town with recommendations on how they can better engage and support this cohort of the community. This review will inform the Town's Community leadership team of considerations need to be made when considering development of a Town wide Seniors Strategy which will inform the future planning and direction of the Town's Access and Inclusion portfolio.	Community Development	July-19	June-21	
S3.1.3 - Review the Town's Homelessness Policy (21/22)	Not Started		Community Development	July-21	June-22	
S3.1.4 - Develop a Community Development Strategy	Not Started	Ms Lisa Cornelius, Community Development Coordinator, provided the committee with an update on the Community Development Strategy at the June 2018 Committee meeting on the advantages of aligning the strategy to Place Planning. The Committee felt that it would be advantageous to delay the Community Development Strategy and align to Place Plans. This work has now been completed.	Community Development	July-21	June-22	

**Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage**

Strategic Initiative: S4.1 - Promote local art and culture within the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.1.1 - Review the Town's Public Art Policy	Not Started		Community Development	July-21	June-22	
S4.1.2 - Develop an Arts and Cultural Plan	In Progress	September 2020 Public comment closed. revisions completed. Report to be presented to the November OCM for endorsement.	Community Development	July-20	June-21	

**Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage**

Strategic Initiative: S4.2 - Preserve the tangible cultural heritage of the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.2.1 - Review the Municipal Heritage Inventory	In Progress	Consultant appointed was Stephen Carrick Architects. Consultant preparing first draft of Local Heritage Survey.	Urban Planning	July-20	June-21	
S4.2.2 - Prepare the Scheme Heritage List	In Progress	Consultant appointed was Stephen Carrick Architects. Consultant preparing first draft of Local Heritage Survey.	Urban Planning	July-20	June-21	

**Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage**

Strategic Initiative: S4.3 - Improve knowledge and accessibility of the Town's history

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.3.2 - Deliver the Local History Digitisation Strategy	In Progress	September 2020 Plan currently developed an in final concept draft. 10/9/2020 Graphics have designed the strategy and are now making edits of first draft. ETA 17/9	Library Services	July-19	June-21	