

ATTACHMENTS

Audit, Risk and Governance Committee Meeting

15 June 2020

ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee - 15 June 2020

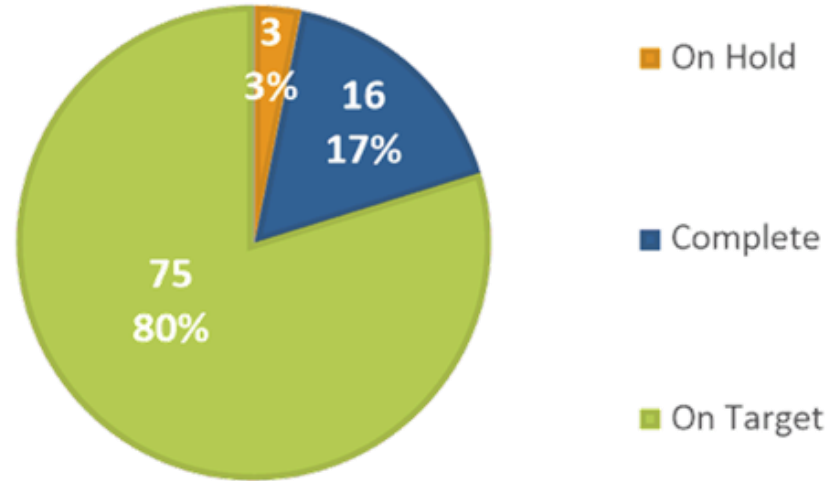
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CORPORATE BUSINESS PLAN | COUNCIL REPORT

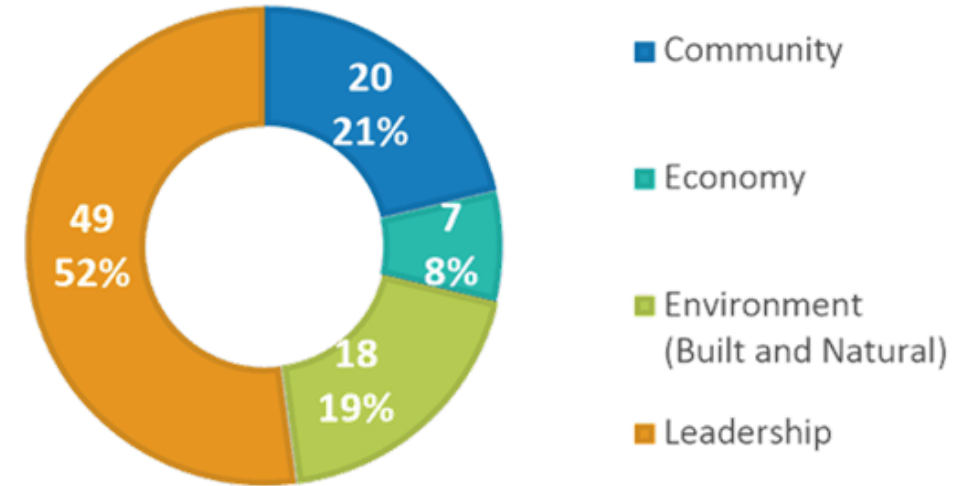
Corporate actions that we will deliver over 2019/2020 | Quarter Three Dashboard (to March 2020)

STATUS SNAPSHOT

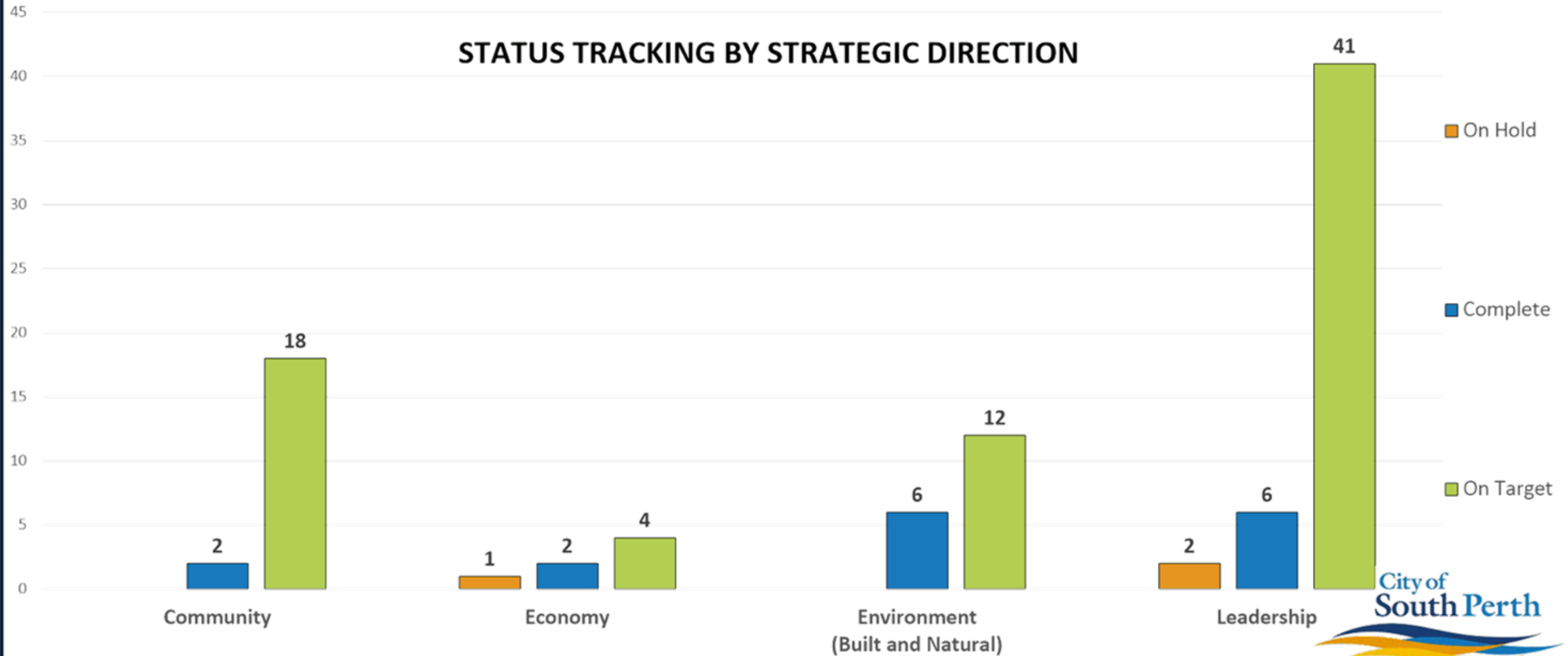


94
Corporate
Projects /
Activities
in total

STRATEGIC DIRECTION SNAPSHOT



STATUS TRACKING BY STRATEGIC DIRECTION



CORPORATE BUSINESS PLAN 2019 / 2020 QUARTER THREE REPORT												
Corporate actions that we will deliver over the financial year												
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 19/20	QUARTERLY UPDATES 2019 / 2020			CEO KPI
									Qtr 1 July to Sept 2019	Qtr 2 Oct to Dec 2019	Qtr 3 Jan to March 2020	
1	Community	1.1 Culture and community	1.1.1 Develop and facilitate services and programs to respond to the changing community needs and priorities	COVID-19 Community Recovery Initiatives <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Develop and implement initiatives such as; Helping Hands Program, Meals on Wheels, Food Relief Programs, Donation Management and Volunteering Resources.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Developed and implemented; Helping Hands Program, Food Relief Programs, Donation Management and Volunteering Resources. Took over facilitation of Meals on Wheels program from the Senior Citizens Centre Association.	
2	Community	1.1 Culture and community	1.1.1 Develop and facilitate services and programs to respond to the changing community needs and priorities	Public Toilet Plan	2020-2021	On Target	75%	Appoint consultant to develop strategy and deliver actions.	Completed the development of project plan for the Public Toilet Plan.	Public Survey completed. Data collation and analysis completed. Creation commenced for draft Plan development.	Draft Plan finalised and circulated to City of South Perth Managers for feedback.	
3	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for social, cultural and physical activity in the City	Australia Day / Celebration Zone (repeat in 2.1.1)	26 January 2020	On Target	90%	Oversee the Australia Day event through project managing the contractor. Plan the Australia Day event for the community. Facilitate the Australia Day event (including in partnership with other stakeholders). Evaluate the Australia Day event.	Commenced planning for the Australia Day Celebration Zone, including: securing \$275,000 Lotterywest funding; reviewing risk management plan; booking event equipment and activities; planning hostile vehicle mitigation strategies; and undertaking regular liaison with the City of Perth.	Continued planning for the Australia Day Celebration Zone. Procurement and review of event risk management plan complete.	Australia Day Celebration Zone event completed. Lotterywest funding acquittal commenced.	
4	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for social, cultural and physical activity in the City	Cultural Plan	2019-2023	On Target	75%	Implement, monitor and evaluate the Cultural Plan.	Continued implementation of Cultural Plan through the following actions: delivery of community events and cultural activities; promotion of Community Funding Program; cultural partnerships with local community groups; promotion of heritage programs and facilities; and public art projects. Planning commenced to facilitate a range of community events to activate the new Connect South/Mends Street Piazza, including an event partnership with Fringe World Festival.	Continued implementation of Cultural Plan through the following actions: delivery of community events and cultural activities; promotion of Community Funding Program; cultural partnerships with local community groups; promotion of heritage programs and facilities; and public art projects. Planning continued to facilitate a range of community events to activate the new Connect South/Mends Street Piazza, including an event partnership with Fringe World Festival.	Continued implementation of Cultural Plan through the following actions: delivery of community events and cultural activities; promotion of Community Funding Program; cultural partnerships with local community groups; promotion of heritage programs and facilities; and public art projects. Facilitation of a range of community events to activate the new Connect South/Mends Street Piazza, including an event partnership with Fringe World Festival.	
5	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for social, cultural and physical activity in the City	Disability Access Inclusion Plan	2017-2021	On Target	75%	Implement, monitor and evaluate the Disability Access and Inclusion Plan.	The City continued to implement its Disability Access and Inclusion Plan (17 strategies implemented this quarter).	The City continued to implement its Disability Access and Inclusion Plan (18 strategies implemented this quarter).	The City continued to implement its Disability Access and Inclusion Plan (15 strategies implemented this quarter).	
6	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for social, cultural and physical activity in the City	George Burnett Leisure Centre (GBLC) Precinct Master Plan	June 2020	On Target	75%	Review processes around: 1) Bookings, 2) staff management, 3) programs, 4) maintenance, and 5) customer service.	Project paused subject to Recreation and Aquatic Facility (RAF).	Recreation and Aquatic Facility (RAF) preferred site confirmed as Collier Park Golf Course (CPGC). Discussions with George Burnett Leisure Centre (GBLC) Master Plan Consultant to finalise draft master plan.	Draft Plan finalised, and circulated to City of South Perth Managers for feedback.	

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7	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for social, cultural and physical activity in the City	Sports Oval Floodlight Strategy (5 Years)	2018-2023	On Target	75%	Implement, monitor and evaluate the City's Sports Oval Floodlight Plan.	Continued implementation of Sports Oval Floodlight Plan by undertaking planning to investigate the upgrading of floodlights on Ernest Johnson Reserve (Sandgate Street and Hensman Street Ovals). The City also presented a report to Council in September 2019 to request endorsement for the City to seek Community, Sport and Recreation Facility Funding from the state government to assist with the installation of sports oval floodlighting at Challenger Reserve in Manning, which was subsequently endorsed by Council.	Request for quote (RFQ) for completion of works at Ernest Johnson Reserve (Sandgate Street) and Hensman Street Oval completed. Contractor engaged and works commenced in December 2019.	Work completed at Sandgate and Hensman Oval and operational. Handover to be completed once COVID-19 restrictions are lifted. Community, Sporting, Recreation Facility Fund (CSRFF) grant application successful for Challenger Reserve Floodlights. CSRFF funding applications have been submitted for George Burnett and Bill Grayden Ovals for floodlighting upgrades.	
8	Community	1.1 Culture and community	1.1.3 Encourage and educate the community to embrace sustainable and healthy lifestyles	Environmental Health - Public Health Act 2016 Relevant policies and procedures to be updated as required (repeat in 1.3.1)	2020-2021	On Target	25%	PUBLIC HEALTH ACT Review amendments to the Public Health Act 2016 and incorporate into local policies and procedures.	The Department of Health (DoH) is currently reviewing all of the Regulations made under the Health (Miscellaneous Provisions) Act 1911 in order to move to the Public Health Act 2016. The DoH are anticipating this will be completed by 2021. Once completed, the relevant local policies and procedures can be updated.	No update this quarter.	No update this quarter.	
9	Community	1.1 Culture and community	1.1.4 Celebrate and support heritage within the City for present and future generations	Como Tram Rehousing/Restored Tram Housing Design (Building)	June 2020	On Target	40%	Build a structure to house the restored historical tram.	Consultant procurement documentation was developed and sent out. We are now out to tender which closes 20th November, with the report to go to the December Meeting.	Design and construct tenders assessed and contract awarded.	Design completed. COVID-19 implications being assessed.	
10	Community	1.1 Culture and community	1.1.4 Celebrate and support heritage within the City for present and future generations	Old Mill Redevelopment. Preliminary Redevelopment Planning. Master Plan. Generating Tourism	June 2020	On Target	30%	Provide Old Mill Master Plan.	As part of the Node Plan, the City will be addressing a number of cultural aspects of the site as per the South Perth Foreshore Strategy and Management Plan.	No update this quarter.	Project plan is being developed, in addition a project control group has been formed.	
11	Community	1.1 Culture and community	1.1.4 Celebrate and support heritage within the City for present and future generations	WA History Conference - State History Conference 2019	6-8 September 2019	Complete	100%	Deliver the managed event with South Perth Historical Society (SPHS) and Chief Executive Officer (CEO) Office.	State History Conference held on 6-8 September. Approximately 120 people in attendance over the weekend. Launch of 'Sam the Tram Man' in the proposed location of the Como Tram Housing.	Complete.	Complete.	
12	Community	1.2 Community infrastructure	1.2.1 Develop and facilitate community infrastructure to respond to changing community needs and priorities	Community Recreation Facilities Plan (repeat in 2.2.1)	2019-2033	On Target	75%	Implement, monitor and evaluate the Community Recreation Facilities Plan.	Community Recreation Facilities Plan was presented to Council in July 2019 and subsequently endorsed. The City has commenced implementation of the Plan (Sports Oval Floodlights and Public Toilets).	The City has commenced implementation of Year 1 actions within the Community Recreation Facilities Plan. Planning finalised for Sports Oval Floodlights at Ernest Johnson Reserve (Sandgate Street Oval and Hensman Street Oval).	Floodlight Plan: Sandgate and Hensman Ovals completed and operational, hand over to be completed once COVID-19 restrictions are lifted. Play Space Plan: Commenced and ready for community consultation. Facility Signage: Design complete and waiting on quotes for install. Como Croquet Club: Works completed.	

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13	Community	1.2 Community infrastructure	1.2.1 Develop and facilitate community infrastructure to respond to changing community needs and priorities	Underground Power program	Ongoing	On Target	65%	Plan and facilitate the State Underground Power Program (SUPP) for the City's four Underground Power (UGP) projects. Engage with Western Power and coordinate internal resources for underground power.	Upon recent receipt of the final cost estimates for the projects from Western Power, the City is continuing to carry out in-depth financial modelling to identify the final cost of the project to the affected communities on a "per individual residence" basis. Once this work is satisfactorily completed the Funding Agreements for the Manning and Collier Projects will be presented to Council for determination.	Council resolved to re-survey residents in Manning and Collier Zones prior to formal decision on projects viability, scheduled for April Ordinary Council Meeting.	Due to the COVID-19 pandemic, the survey for Manning and Collier zones was deferred on the request of Western Power. The E10 cost estimates for South Perth and Hurlingham are in progress by Western Power.	
14	Community	1.2 Community infrastructure	1.2.2 Manage the use and development of the City's properties, assets and facilities	10 Year Capital Program	Quarter 3, Annually	Complete	100%	Facilitate and develop the Organisation's 10 Year Forward Works program to inform long-term financing of City's operations and projects.	10 Year program ready for review. Director/Managers to review 2019/20 in preparation of scope verification documents.	70% Reviewed 10 Year Program. 60% Scope verifications have been completed for 2020/21 projects.	100% Scope verifications have been completed for 2020/21 projects. Completion of upload into 1System.	
15	Community	1.2 Community infrastructure	1.2.2 Manage the use and development of the City's properties, assets and facilities	Capital Projects Delivery	Ongoing	On Target	67%	Deliver the Capital Works Program in relation to the renewal and upgrade of buildings, roads, drainage, footpaths, parks, etc.	21% completion. Key projects to be continued through 2019/20, i.e. Connect South Mends Street, Como Tram Rehousing, Olives Reserve, Old Mill Restoration.	32% completion. Key projects to be continued through 2019/20, i.e. Connect South Mends Street, Como Tram Rehousing, Old Mill Restoration. Olives Reserve completed.	67% completion. Key projects to be continued through 2019/20, i.e. Como Tram Rehousing, Old Mill Restoration, some schedule impacts from the COVID-19 pandemic expected on delivery. Connect South Mends Street completed.	
16	Community	1.2 Community infrastructure	1.2.2 Manage the use and development of the City's properties, assets and facilities	Property Management	Ongoing	On Target	75%	Develop and capitalise on the City's land holdings.	Ongoing.	Key projects to be continued through 2019/20, i.e. Connect South Mends Street, Como Tram Rehousing, Old Mill Restoration.	Property committee meeting held 17 February 2020.	
17	Community	1.2 Community infrastructure	1.2.3 Plan for & promote the development of recreation and aquatic facilities to service City of South Perth needs	Recreation and Aquatic Facility (RAF)	Ongoing	On Target	40%	Identify preferred site, refine concept and commence business case for the Recreation and Aquatic Facility.	Formal approaches to potential funding partners made. Council confirmed preferred site and to advance to the feasibility business case via council resolution at September 2019 Ordinary Council meeting.	In the process of appointing a Project Director and the feasibility study consultants.	Project Director commenced 3 March 2020. Consultant Engagement letters and signed contracts for the consultant team 85% complete. Federal Grant Agreement final documentation delayed due to COVID-19. Surveys and site meetings scheduled during the Golf Course closure. Joint workshops held with Curtin University to integrate with the City's review of the Public Health Plan.	<input checked="" type="checkbox"/>
18	Community	1.3 Community safety and health	1.3.1 Facilitate and foster a connected and safe community	Community Safety and Crime Prevention Plan	2019-2021	On Target	75%	Implement, monitor and evaluate the Community Safety and Crime Prevention Plan.	Community Safety and Crime Prevention Plan was presented to Council in July 2019 and subsequently endorsed. The City has commenced implementation of the Plan (i.e. development of 'Streets Meets' guidelines to assist residents to plan and facilitate open street events).	The City has continued implementation of the Community Safety and Crime Prevention Plan, with 'Street Meets' guidelines completed.	The City has continued implementation of the Community Safety and Crime Prevention Plan, with the 'Speed Awareness Signage' project commenced.	

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19	Community	1.3 Community safety and health	1.3.1 Facilitate and foster a connected and safe community	Emergency Management	Annual	On Target	75%	Continue with the development of the City's Local Emergency Management Arrangements (LEMA) plans. Assist with the coordination of the Local Emergency Management Committee in partnership with City of Canning.	The City continued coordination of its emergency management responsibilities, namely: overseeing the Local Emergency Management Committee in partnership with City of Canning; and continued the development of its draft Local Emergency Management Arrangements Plan.	The City continued coordination of its emergency management responsibilities, namely: overseeing the Local Emergency Management Committee in partnership with City of Canning; and continued the development of its draft Local Emergency Management Arrangements Plan.	The City continued coordination of its emergency management responsibilities, namely: overseeing the Local Emergency Management Committee in partnership with City of Canning; and completed the draft Local Emergency Management Arrangements Plan. Created a COVID-19 Response and Recovery Plan.	
20	Community	1.3 Community safety and health	1.3.1 Facilitate and foster a connected and safe community	Environmental Health - Public Health Act 2016 Relevant policies and procedures to be updated as required (repeat in 1.1.3)	2020-2021	On Target	25%	PUBLIC HEALTH ACT Review amendments to the Public Health Act 2016 and incorporate into local policies and procedures.	The Department of Health (DoH) is currently reviewing all of the Regulations made under the Health (Miscellaneous Provisions) Act 1911 in order to move to the Public Health Act 2016. The DoH are anticipating this will be completed by 2021. Once completed, the relevant local policies and procedures can be updated.	No update this quarter.	No update this quarter.	
21	Economy	2.1 Local business	2.1.1 Embrace and facilitate a unique events and attractions on or near foreshore areas and reserves around the City	Australia Day / Celebration Zone (repeat in 1.1.2)	26 January 2020	On Target	90%	Oversee the Australia Day event through project managing the contractor. Plan the Australia Day event for the community. Facilitate the Australia Day event (including in partnership with other stakeholders). Evaluate the Australia Day event.	Commenced planning for the Australia Day Celebration Zone, including: securing \$275,000 Lotterywest funding; reviewing risk management plan; booking event equipment and activities; planning hostile vehicle mitigation strategies; and undertaking regular liaison with the City of Perth.	Continued planning for the Australia Day Celebration Zone. Procurement and review of event risk management plan complete.	Australia Day Celebration Zone event completed. Lotterywest funding acquittal commenced.	
22	Economy	2.1 Local business	2.1.2 Attract and support a broad range of small and medium-sized enterprises (SMEs) to the City	Economic Development Plan	June 2021	On Target	10%	Prepare a discussion paper on potential Economic Development activities. Prepare consultant brief, scope and deliverables to prepare a Economic Development Strategy.	Discussion paper presented to the Property Committee 19 August 2019.	Complete. (note: ownership has since been transferred from Governance to the Strategic Planning business unit).	Preparing a project plan for Executive Management Team (EMT) progressing to scope and deliverables. Buy Local Shop Local webpage planning and development.	☑
23	Economy	2.1 Local business	2.1.3 Connect with the learning and innovation economy so that the city can stimulate relevant economic activities	RAC Autonomous Vehicle Trial (Intellibus)	Stage 3 2020	On Hold	65%	Review Phase 2 Trials and requirements from City for Phase 3. World first trial on public roads of an Autonomous Vehicle Program. Moving closer to readying Australia for the safe transition to automated vehicles.	3 year anniversary celebrated on 16 August. Regular meetings attended to discuss potential to extend the program and update the route as technology progresses.	Phase 3 to include possibility of route testing for Mends St to Perth Zoo. The City to be included in walk through with RAC. Regional demonstration planned with Geraldton as the preferred location. New memorandum of understanding is required to capture requirements of Phase 3.	RAC Intellibus Vehicle trial was placed on hold in response to COVID-19. Program is anticipated to resume after social distancing restrictions are lifted. New memorandum of understanding is delayed.	☑
24	Economy	2.2 Activated places	2.2.1 Facilitate activity centres and neighbourhood hubs that offer a diverse, viable and attractive mix of uses	Community Recreation Facilities Plan (repeat in 1.2.1)	2019-2033	On Target	75%	Implement, monitor and evaluate the Community Recreation Facilities Plan.	Community Recreation Facilities Plan was presented to Council in July 2019 and subsequently endorsed. The City has commenced implementation of the Plan (Sports Oval Floodlights and Public Toilets).	The City has commenced implementation of Year 1 actions within the Community Recreation Facilities Plan. Planning finalised for Sports Oval Floodlights at Ernest Johnson Reserve (Sandgate Street Oval and Hensman Street Oval).	Floodlight Plan: Sandgate and Hensman Ovals completed and operational, hand over to be completed once COVID-19 restrictions are lifted. Play Space Plan: Commenced and ready for community consultation. Facility Signage: Design complete and waiting on quotes for install. Como Croquet Club: Works completed.	

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25	Economy	2.2 Activated places	2.2.1 Facilitate activity centres and neighbourhood hubs that offer a diverse, viable and attractive mix of uses	Review of Canning Bridge - Activity Centre Plan (CBACP) (repeat in 3.2.1)	March 2020	Complete	100%	Present revised plan to Council for consent to advertise. Advertise draft revised Plan in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations, 2015. Present outcomes of public consultation and recommendation to finalise documents to Council. Forward documents to Western Australian Planning Commission (WAPC) for final approval.	September 2019 Council meeting included recommendations on improvements to the Plan; Council resolved to advertise draft modifications; Community consultation to be undertaken in November 2019.	Elected member workshop planned for 4th February 2020, preparations underway. Community consultation completed, results being analysed. Anticipate to council February 2020.	Presented at the February Ordinary Council Meeting and endorsed. Forwarded plan to Western Australian Planning Commission (WAPC) for gazettal.	✓
26	Economy	2.2 Activated places	2.2.1 Facilitate activity centres and neighbourhood hubs that offer a diverse, viable and attractive mix of uses	South Perth - Activity Centre Plan (repeat in 3.2.1)	June 2020	Complete	100%	Present outcomes of public consultation and recommendation to finalise documents to Council. Forward documents to Western Australian Planning Commission (WAPC) for final approval.	Community consultation completed July 2019; Due to be considered by Council in December 2019.	Endorsed by Council December 2019. Documents to be forwarded to Western Australian Planning Commission (WAPC) for endorsement January 2020.	Complete.	✓
27	Economy	2.2 Activated places	2.2.2 Reinforce the South Perth Peninsula as the City's primary activity centre by reinvigorating key assets and destinations	Connect South Project	Nov 2019	On Target	95%	Complete the detailed design phase, tender and commence construction of the Connect South stage one project.	Construction is near completion. Canopy builds completed and installation planned. Murals on Mends Street completed.	Practical completion in November 2019.	GOBO artwork completed in March 2020. Quick wins continuing in Mends Street.	✓
28	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient and reliable transport network	Integrated Drainage Catchment Management Plan (repeat in 3.4.2)	Ongoing	On Target	75%	Implement the Actions from the Integrated Catchment Management Plan.	McDougall Park lake detailed Water Sensitive Urban Design has commenced. Completion due in quarter 4.	McDougall Park lake detailed Water Sensitive Urban Design in progress. Completion due in Quarter 4, 2020.	McDougall Park lake detailed Water Sensitive Urban Design continued with completion still scheduled for Quarter 4, 2020. Construction of Phase 1 is planned for 2020/2021.	
29	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient and reliable transport network	Integrated Transport, Access and Parking Strategy (repeat in 3.1.3)	Deferred Project	On Target	25%	Review existing parking strategy to identify actions to be incorporated into Strategy. Undertake background research. Undertake preliminary consultation with key stakeholders. Prepare a draft Strategy.	No further work undertaken due to other resourcing on other project commitments.	No further work undertaken due to other resourcing on other project commitments.	Preparing a project plan for Executive Management Team (EMT) progressing to scope and deliverables.	
30	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.2 Facilitate a pedestrian and cycle friendly environment	Pathways and Bike Plan	Ongoing	On Target	50%	Identify and plan the implementation of actions from the Bike Plan.	Applied for a \$300,000 grant to install a bike path in Jackson Road to Curtin University. Grant outcome expected in quarter 3.	Grant outcome expected in Quarter 3, 2020.	Unsuccessful in obtaining Grant Funding. Complete review of Bike Plan and funding model required.	
31	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.3 Implement and maintain integrated transport and infrastructure plans	Integrated Transport, Access and Parking Strategy (repeat in 3.1.1)	Deferred Project	On Target	25%	Review existing parking strategy to identify actions to be incorporated into Strategy. Undertake background research. Undertake preliminary consultation with key stakeholders. Prepare a draft Strategy.	No further work undertaken due to other resourcing on other project commitments.	No further work undertaken due to other resourcing on other project commitments.	Preparing a project plan for Executive Management Team (EMT) progressing to scope and deliverables.	
32	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop a local planning framework to meet current and future community needs and legislative requirements	Local Planning Scheme No. 7	Ongoing	On Target	30%	Prepare and adopt a new Local Planning Scheme No. 7 in accordance with the Local Planning Strategy and the Planning and Development (Local Planning Schemes) Regulations, 2015.	No further work undertaken. Further work requires Council finalisation of draft Local Planning Strategy. Project delayed as a result of delay on draft Local Planning Strategy.	No further work undertaken. Further work requires Council finalisation of draft Local Planning Strategy anticipated March 2020. Project delayed as a result of delay on draft Local Planning Strategy.	Preparing a project plan for Executive Management Team (EMT) progressing to scope and deliverables.	
33	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop a local planning framework to meet current and future community needs and legislative requirements	Local Planning Strategy	March 2020	On Target	90%	Adopt Local Planning Strategy in accordance with the Local Planning Manual and Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations, 2015.	Public consultation complete; Council deferred consideration in September pending workshops with new Council following October Elections; Elected member workshops in early 2020.	Preparing for elected member workshops on the 11th & 24th of February. Anticipate to Council March 2020.	Elected member workshops held in February 2020. Listed for Ordinary Council Meeting March 2020, deferred pending COVID-19, anticipated for consideration in June 2020.	✓

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34	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop a local planning framework to meet current and future community needs and legislative requirements	Review of Canning Bridge - Activity Centre Plan (CBACP) (repeat in 2.2.1)	March 2020	Complete	100%	Present revised plan to Council for consent to advertise. Advertise draft revised Plan in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations, 2015. Present outcomes of public consultation and recommendation to finalise documents to Council. Forward documents to Western Australian Planning Commission (WAPC) for final approval.	September 2019 Council meeting included recommendations on improvements to the Plan; Council resolved to advertise draft modifications; Community consultation to be undertaken in November 2019.	Elected member workshop planned for 4th February 2020, preparations underway. Community consultation completed, results being analysed. Anticipate to council February 2020.	Presented at the February Ordinary Council Meeting and endorsed. Forwarded plan to Western Australian Planning Commission (WAPC) for gazettal.	✓
35	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop a local planning framework to meet current and future community needs and legislative requirements	South Perth - Activity Centre Plan (repeat in 2.2.1)	June 2020	Complete	100%	Present outcomes of public consultation and recommendation to finalise documents to Council. Forward documents to Western Australian Planning Commission (WAPC) for final approval.	Community consultation completed July 2019; Due to be considered by Council in December 2019.	Endorsed by Council December 2019. Documents to be forwarded to Western Australian Planning Commission (WAPC) for endorsement January 2020.	Complete.	✓
36	Environment (Built and Natural)	3.2 Sustainable built form	3.2.2 Promote and facilitate contemporary sustainable buildings and land use	Sustainable and Accessible Buildings	Ongoing	On Target	75%	Progressively improve access by installing new ramps, universal access toilets etc. Progressively improve energy use (i.e. lights, water saving).	Design brief for new improved access at several buildings being prepared.	Toilet facility upgrades currently being implemented. Access ramps to several buildings being designed and costed for implementation Quarter 4, 2020.	Toilet facility upgrade implementation continued with Bill Grayden Pavilion, Collier Park Golf Course and Como Croquet Club veranda completed.	
37	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.1 Maintain and improve ecosystem biodiversity in the City	Maintain and Restore Natural Areas	Ongoing	On Target	75%	Restore and maintain natural areas of the City.	Finalise Preliminary water sensitive urban design for McDougall Park Lake and completed environmental studies to support this design. Established a partnership project with Department of Biodiversity, Conservation and Attractions (DBCA) to implement Interpretive Signage Swan habitat project at Sir James Mitchell Park (SJMP).	Design for Construction has commenced for Water Sensitive Urban Design Project at the McDougall Park Lake. The design for construction stage for Interpretive Signage for Swan habitat project at Sir James Mitchell Park (SJMP) has commenced.	Design for construction has continued for Water Sensitive Urban Design project at the McDougall Park Lake. The construction stage design for Interpretive Signage for Swan habitat project at Sir James Mitchell Park (SJMP) has also continued.	
38	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Protect and enhance the City's urban forest	Collier Park Village Tree Asset Management Plan <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Create a register of all trees within the Collier Park Village grounds.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	An inspection of Village grounds undertaken to identify mature tree specimens both in communal areas and individual unit courtyards. Creation of a register of trees completed.	
39	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Protect and enhance the City's urban forest	Tree Planting Program	Annual	Complete	100%	Implement recommendations of the Urban Forest Strategy. Source trees from nursery and external suppliers to plant within the City.	Most pre summer planting complete. Salisbury Ave consultation underway.	Tree planting program completed in November 2019.	Complete.	
40	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshore	Community Amenity - Parks and Foreshore	Ongoing	On Target	75%	Upgrade park furniture Installation of trees & shrubs Irrigation systems replacement Exercise equipment installation.	City wide tree planting program complete. Programmed maintenance delivered. Pre summer bore and irrigation maintenance undertaken.	Street tree planting complete. Parks operations continuing. Bore and pump maintenance currently being implemented. Irrigation maintenance ongoing.	Parks operations continuing. Bore and pump maintenance complete. Irrigation maintenance ongoing. City wide street tree pruning program commenced.	
41	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshore	Partnerships - Swan River Trust and Public Transport Authority (PTA) - South Perth Foreshore	Ongoing	Complete	100%	Open dialogue and meetings with Swan River Trust.	The City has been successful in receiving a significant grant from the Department of Biodiversity, Conservation and Attractions (DBCA) for the Swan Habitat project. The City has successfully liaised with the DBCA about the tree species for the Connect South project.	No update this quarter. Project to commence in Quarter 3, 2020.	Swan Habitat has been delayed as further consultation is required with Aboriginal claimants. A briefing for Council has been held. The next stage of the project to commence in Quarter 1, 2021.	

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42	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.4 Facilitate effective management of Swan and Canning River foreshore	Swan and Canning River Foreshore Management	Ongoing	On Target	75%	Restore and maintain natural areas and public open spaces and undertake restoration and maintain of natural areas.	Continuing to work in partnership with Department of Biodiversity, Conservation and Attractions (DBCA) & Main Roads WA on Kwinana Freeway Foreshore Reserve Maintenance. Conservation activities ongoing at all bushland and foreshore areas.	Continuing to work in partnership with Department of Biodiversity, Conservation and Attractions (DBCA) & Main Roads WA on Kwinana Freeway Foreshore Reserve Maintenance. Conservation activities ongoing at all bushland and foreshore areas.	Continuing to work in partnership with Department of Biodiversity, Conservation and Attractions (DBCA) & Main Roads WA on Kwinana Freeway Foreshore Reserve Maintenance. Conservation activities including rehabilitation works at Salter Point completed and general bushland and foreshore areas ongoing.	
43	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Promote and implement sustainable water, waste, land and energy management practices	Waste & Resource Management Plan	Sept 2019	Complete	100%	Develop a Waste Management plan for the City.	Waste & Resource Management Plan published.	Complete.	Complete.	
44	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.2 Manage the risks associated with climate change	Climate Management Strategy	Ongoing	Complete	100%	Review the City's Climate Management Strategy.	Consultants have delivered a Flood Risk report presentation to relevant staff. The Flood Risk Report and digital mapping were provided to relevant City's staff for decision making process.	Completed in Quarter 1, 2020.	Complete.	
45	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.2 Manage the risks associated with climate change	Integrated Drainage Catchment Management Plan (repeat in 3.1.1)	Ongoing	On Target	75%	Implement the Actions from the Integrated Catchment Management Plan.	McDougall Park lake detailed Water Sensitive Urban Design has commenced. Completion due in quarter 4.	McDougall Park lake detailed Water Sensitive Urban Design in progress. Completion due in Quarter 4, 2020.	McDougall Park lake detailed Water Sensitive Urban Design continued with completion still scheduled for Quarter 4, 2020. Construction of Phase 1 is planned for 2020/2021.	
46	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Major Infrastructure Projects	Ongoing	On Target	95%	Plan and Implement Key Major Infrastructure Projects through Stakeholder Engagement.	Traders meetings are continually being held for the Connect South Mends Street Project. With bulletin and notices also providing updates. Identifying future major projects through the Capital Works program started to be implemented.	Connect South Mends Street (CSMS) project completed November 2019. In the process now to identify future major projects.	Connect South Mends Street (CSMS) project 80% completion of the close out requirements. Recreation and Aquatic Facility (RAF) Project on target.	<input checked="" type="checkbox"/>
47	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Partnership Agreements	Annual	On Target	75%	Develop partnerships to build and grow the City's vibrancy and accessibility.	The City entered into partnership agreements with Constable Care, Southcare, South Perth Lions Club and the RSL Club for the delivery of programs and services to the local community.	The City entered into partnership agreements with the South Perth Lions Club (Carols at Sunset) and Millennium Kids (Australia Day and Community Events) for the delivery of programs and services to the local community.	The City maintained partnerships with various groups in response to COVID-19, such as; Moorditj Keila Inc.: Provision of community development programs for local Aboriginal people, Southcare: to deliver programs for disadvantaged people and groups in the local community, and South Perth Youth Network (SPYN): Provision of community development programs for local youth.	
48	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Partnership: Southcare	Ongoing	On Target	75%	Funding agreement paid. Support Southcare to deliver programs for disadvantaged people and groups in the local community.	(note: was not included in Q1, 19/20 report)	Support to Emerging Leaders program.	Continued communications with Southcare.	
49	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Reconciliation Action Plan (RAP)	2019-2021	On Target	75%	Develop, implement, monitor and evaluate the Reconciliation Action Plan.	Completed the development of a draft Reconciliation Action Plan.	Presented draft Reconciliation Action Plan to Council, with the City currently reviewing feedback and amending the Plan for re-presenting to Council in 2020.	'Innovate' Reconciliation Action Plan (RAP) endorsed by Council for public and stakeholder comment 24 March 2020.	
50	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Sponsorship Agreement: Perth Zoo	Ongoing	On Hold	75%	Provide financial contribution as per the sponsorship agreement schedule. General sponsorship agreement with mutual cross promotional initiatives.	(note: was not included in Q1, 19/20 report)	Agreement has been delivered. Parking arrangement for Docent and Zoo staff resolved.	Ongoing parking management issues with the Windsor Zoo Carpark and sponsorship agreement unresolved due to delays from COVID-19.	

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51	Leadership	4.1 Engaged community	4.1.1 Engage with the community to contribute to the planning of activities in and around the City	Stakeholder Engagement Projects (repeat in 4.3.2)	Ongoing	On Target	75%	Provide engagement assistance in the development, implementation and evaluation of stakeholder engagement in City projects. Assist in the stakeholder engagement component of project management plans. Oversee Stakeholder engagement and management with City officers. Review procurement and project management for projects that include stakeholder engagement. Work with business units to improve policies that include stakeholder engagement (e.g. P301).	Commenced working with Managers from Statutory Planning and Strategic Planning as part of the review of P301. Guest presenters to Curtin University students on stakeholder engagement to improve practise and approach.	Continued the review of policy P301 with the Managers of Statutory Planning and Strategic Planning, review of policy P103 and commenced reviewing the Stakeholder Engagement (SE) training package, as well as new and/or updated templates and checklists to support staff in the SE process. Developed a SE page on 'Your Say South Perth' to outline the City's approach to engagement as a reference for community members.	Stakeholder Engagement (SE) training package was revised and training took place for staff in Infrastructure, reviewed the SE session for Curtin University year 3 Public Relations (PR) students and worked on various awards submissions. Continued to update templates and check lists for staff support in engagement and on the online engagement portal, Your Say South Perth.	
52	Leadership	4.1 Engaged community	4.1.2 Be agile to stakeholder, community and customer needs	Head of Agreement: RAC Vehicles of Change, public art project	Ongoing	On Target	75%	Creation of head of agreement and initiation of the art work commissioning process by the City. Agreement between RAC and the City to commission an enduring work of public art celebrating the South Perth Peninsula as the location of the RAC Intellibus passenger trials, the first passenger driverless vehicle in Australia.	(note: was not included in Q1, 19/20 report)	Draft agreement underway.	Head of Agreement signed by RAC and the City. Awaiting confirmation from RAC to start the art work commissioning process.	<input checked="" type="checkbox"/>
53	Leadership	4.1 Engaged community	4.1.2 Be agile to stakeholder, community and customer needs	Memorandum of Understanding (MOU): Curtin, Canning & Victoria Park	Ongoing	On Target	75%	Open dialogue and meetings with Curtin University, City of Canning and Town of Victoria Park to progress strategic projects and share responsibilities for developments and opportunities.	Regular meetings with Town of Victoria Park and Curtin University.	December 2019 meeting postponed to January 2020. Preparations for meeting continued.	30 January 2020 meeting at Curtin University held. Masterplan briefing to new Mayors (each LG had a new Mayor elected in 2019).	<input checked="" type="checkbox"/>
54	Leadership	4.1 Engaged community	4.1.2 Be agile to stakeholder, community and customer needs	Memorandum of Understanding (MOU): Inner City Working Group	Ongoing	On Target	75%	Open dialogue and meetings with City's of Perth, Subiaco, Vincent and Town of Victoria Park for the purposes of exploring objectives for possible collaboration opportunities on strategic issues impacting on local government.	Regular meetings with Inner City Group Mayors & CEO's. Sub-committees have been formed with City of South Perth facilitating the Corporate and Business Services sub-committee through regular meetings to identify opportunities for collaboration.	Corporate & Business Services, Infrastructure & Transport and Planning, Economic Development & Culture subgroups have met with agreed actions progressing.	Regular meetings with Inner City Group (ICG) Mayors & CEO's during February/May 2020. Corporate & Business Services, Infrastructure & Transport, Human Resources and Marketing subgroups have met during February/May with agreed actions progressing. Inner City CEO group increased the meeting frequency to weekly to ensure coordinated COVID responses. The ICG continues to look at and deliver the benefit of a collaborative approach across local government boundaries, particularly in light of COVID-19.	<input checked="" type="checkbox"/>
55	Leadership	4.1 Engaged community	4.1.2 Be agile to stakeholder, community and customer needs	Partnership Agreement: RAC Imagine Program™	Ongoing	On Hold	65%	Open dialogue and meetings with RAC to deliver an educational program to school groups 2 days per week.	Launch of Imagine program in September offering 2 days a week at the Old Mill, running 35 sessions in total. Sessions have been allocated and over 60 expressions of interest received in total. Those unable to participate this round will be considered for future opportunities. Positive feedback has been received with year groups outside of the program enquiring into how to book history tours at the Old Mill.	Addendum to agreement under development to cover the RAC Rescue Experience and expansion of the program to cover 2 days per week for the remainder of the program.	Signed off on an addendum and additions to the Imagine Program. RAC Imagine Program was placed on hold in response to COVID-19. Program is anticipated to resume after social distancing restrictions are lifted.	<input checked="" type="checkbox"/>

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56	Leadership	4.1 Engaged community	4.1.2 Be agile to stakeholder, community and customer needs	Stakeholder Engagement Participation	Ongoing	On Target	75%	Support in development, implementation and evaluation of project stakeholder engagement plans. Review and investigate best practice for online engagement tools. Embed/implement Stakeholder Engagement Guide & toolkit; review and update as required P301 Stakeholder Engagement Policy & Management Practice.	Provided high level support for Canning Bridge Activity Centre Plan (ACP) review and the South Perth Activity Centre Plan. In this quarter also provided support for Waster Resource Management Plan, Library Survey and preliminary development of engagement plans for other upcoming projects.	Provided stakeholder engagement support for the Public Toilet Plan, Public Health Plan, Olives Reserve Playground Upgrade and Canning Bridge Activity Centre Plan review. Provided assistance for the library survey and Amendment 63 and commenced planning and preparation for a number of other upcoming projects (including Manning Hub Phase 2, Challenger Reserve Master Plan, Play Space Plan and Public Art Master Plan).	Provided engagement support, including some face to face engagement activities, for the Challenger Reserve Masterplan, Manning Hub Phase 2, Public Art Masterplan, and assistance on Amendment 63 and scoping the Morris Mundy Youth Space . The Olives Reserve Playground Upgrade and Canning Bridge Activity Centre Plan Review closed during Quarter 3, 2020.	
57	Leadership	4.2 Advocacy	4.2.1 Advocate for public infrastructure improvements including a South Perth train station and ferry services	Mends Street Jetty	June 2020	On Target	50%	Develop a prospectus to upgrade the Mends Street Jetty.	No further work undertaken since original concept plans completed.	No update this quarter.	No update this quarter.	
58	Leadership	4.2 Advocacy	4.2.1 Advocate for public infrastructure improvements including a South Perth train station and ferry services	South Perth Foreshore River Wall and Swan Habitat	2021-2022	Complete	100%	Advocate for external (public and private) funding for river wall replacement on the South Perth foreshore.	Grant agreement by Department of Biodiversity, Conservation and Attractions (DBCA) for the Swan Habitat. \$1.4M budget required in the Budget Review process. Design completed, Tender ready to go out when budget is available.	No update this quarter. Project to commence in Quarter 3, 2020.	Funding of \$700,000 has been awarded from the Department of Biodiversity, Conservation and Attractions (DBCA).	
59	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	1System	June 2020	On Target	75%	Deliver Phase 2 of the 1System Project.	1. Performing Lessons Learnt from Phase 1. 2. Planning Phase 2. 3. Transferring 1System Support from project to business as usual (BAU).	1. Lessons learnt complete. 2. Phase 2 planning complete. 3. Project plan signed off by business unit owners.	Enterprise budgeting went live in March 2020. Responsible budget officers trained.	<input checked="" type="checkbox"/>
60	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Australasian Local Government Performance Excellence Program (ALGPEP)	Nov 2019	On Target	95%	Manage data collection for 2019 program. Data input and analysis. Facilitate operational and organisational feedback. The program is contracted with Price Waterhouse Coopers (PWC) for 4 years to benchmark council data across other government, councils & departments.	Internal team identified and participation in webinars completed July 19. Data requirements assessed and initial uploads completed via portal. Analysis of interim submission feedback packs commenced to validate data and make required amendments.	Data uploads and questionnaires completed. Final submission uploaded in November 2019 after the completion of the financial audit. Final report received from Price Waterhouse Coopers (PWC) in December 2019 for analysis. The City entered into an agreement with a group of councils for an extra 'window' function, allowing for detailed benchmarking and comparison with the City's of; Armadale, Bayswater, Canning, Kalamunda, Vincent, Shire of Mundaring and Town of Victoria Park.	Analysis of 2019 benchmarking report completed in January 2020 to determine key findings and summarise into presentation. Presentation prepared then placed on hold due to COVID-19. Conversations commenced with members of the extra 'window' group and meeting scheduled to discuss key findings from the window group. Meeting postponed due to COVID-19. Preparation conversations commenced for collation of 2020 data for the next program round.	
61	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Civic Support <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	To maintain a functioning and responsive Councillor Request system. To maintain tracking for elected member training and attendance at events/functions. To produce weekly councillor bulletins and councillor calendars with subsequent calendar invites.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Number of councillor requests processed: 80 requests Number of training enrolments: 6 training modules Number of Elected Member event registrations: 0 (due to COVID-19) Weekly bulletins and calendars continued to be distributed weekly. All meeting/briefing calendar invites were sent the first business day after the weekend.	

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62	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Corporate Business Plan (CBP)	Ongoing	On Target	75%	Work with business units to develop business unit plans with projects/activities, descriptions and actions over the next 4 years to formulate the CBP. Report quarterly to Audit, Risk and Governance Committee (AR&G).	Research and development commenced for the City's 19/20 Business Planning Process. Draft Business Unit Plans (full document, plan on a page) and Corporate Business Plan development continued.	Business Unit Plans (plan on a page) completed for each Business Unit. Corporate Business Plan developed and Quarter 1 progress report finalised through the Audit, Risk and Governance Committee 18 November 2019 meeting. Business improvement and business analysis staff have been testing to confirm the organisations requirements to allow for progress reporting and tracking within the 1System Corporate Reporting module later in 2020.	Corporate Business Plan Quarter 2 progress report finalised through the Audit, Risk and Governance Committee 16 March 2020 meeting. Significant work undertaken on the full document Corporate Business Plan 2020-2024 and a draft was presented to the Executive Management Team (EMT) on 23 March 2020, where the approach and structure was confirmed. Further work required with business unit Managers to sufficiently map out the actions over 4 years, define services and establish measures of success.	<input checked="" type="checkbox"/>
63	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	COVID-19 Information Systems Project Response <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	98%	Build technology to enable City business to continue during the COVID-19 pandemic's continually escalating restrictions.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	1. Enabled City IT desktop infrastructure to connect remotely. 2. Implemented Microsoft Teams software for collaboration and virtual meetings. 3. Built an external call centre for the customer contact centre. 4. Enabled council meetings to be run virtually through Zoom.	
64	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	COVID-19 Infrastructure Response <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Respond to the COVID-19 pandemic in respect to Infrastructure Services.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Completion and implementation of the Infrastructure Services Business Continuity Plan.	
65	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Financial Hardship Policy <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Creation and administration of a Financial Hardship Policy.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Triggered by the COVID-19 pandemic, research and investigation into the City's response to financial hardship was initiated. In collaboration with the Director Corporate Services, the draft financial hardship policy was created for Council endorsement.	
66	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Hardware Infrastructure	October 2019	Complete	100%	Complete the build, connect the network and migrate building networks onto the new network for the fibre network between George Burnett Leisure Centre (GBLC), Collier Park Golf Course (CPGC), Operations Centre and Collier Park Village (CPV).	Project nearing completion, only the network left between Collier Park Village (CPV) and Collier Park Golf Club (CPGC) Club House to be completed.	Project completed, network commissioned and in use. Old public communication links decommissioned.	Complete.	
67	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Information Services	June 2020	On Target	75%	1. Creation and update of documents recommended and accepted from the Office of the Auditor General (OAG) Systems Report October 2019 2. Review and update City's Record Keeping Plan.	1. Commented on recommendations from Office of the Auditor General (OAG) Systems Report. 2. Completed the Information Systems Business Continuity requirements.	1. Implementing recommendations from the Office of the Auditor General (OAG) systems report. 2. All information systems management practices review completed. Commenced the process of creating new management practices as recommended.	Implementing the recommendations from the Office of the Auditor General (OAG) systems report that can be completed without funding. Continued the process of creating new management practices as recommended (password policy).	

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68	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Migration of Applications and Systems to the Cloud	June 2020	On Target	75%	Move Email storage from on premise to Microsoft Azure.	Information Technology (IT) Mailboxes migrated as a live test of the system, migration of the remainder of mailboxes to commence in quarter 3.	The City's Email Server (exchange) has been upgraded from 2013 to 2016 enabling us to move forward with Office 365 configuration in the cloud. Azure/O365 tenant (user ID) has been created enabling authentication between our on-premise mail server and our cloud mail server. Password and username Policy is currently being reviewed and updated for consideration by executive in January. Multi Factor Authentication is being evaluated.	All testing completed and migration is planned to take place in April/May 2020.	
69	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Mobile Telephony	Dec 2019	Complete	100%	Replacement of the City's Two-Way radio system with mobile phones. 1. Configure and implement 2. Decommission Two-Way Radio system and equipment.	Project scheduled for commencement and completion in quarter 2.	Completed in December 2019, mobile phones rolled out and 2 way radio system decommissioned.	Complete.	
70	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Preparation of Local Government Authority Election	October 2019	Complete	100%	Facilitate processes; provide administration support and governance for LGA elections 2019.	Election process on target.	Completed October 2019.	Complete.	☑
71	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Review Risk Management Framework	Ongoing	On Target	75%	Ensure Operational Risk Management framework.	Ongoing.	Ongoing.	Audit, Risk and Governance Committee meeting held 16 March 2020 where the Risk Policy was adopted.	
72	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	System Upgrades	Nov 2019	Complete	100%	Upgrade of 1System to 2019B.	Project scheduled for commencement and completion in quarter 2.	Upgrade tested and rolled out into production November 2019.	Complete.	
73	Leadership	4.3 Good governance	4.3.1 Empower effective and quality decision-making and governance	Update Governance Framework	Ongoing	On Target	75%	Review and update Governance Framework.	Ongoing. Policies, management practices and delegations reviewed and presented to Audit Risk and Governance Committee.	Ongoing.	Audit, Risk and Governance Committee meeting held 16 March 2020 where the delegations, policies and compliance audit return were submitted.	
74	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Annual Budget	Ongoing	On Target	75%	Complete review in a timely fashion. Have review signed off by Council.	The 2019/20 Budget adopted in June 2019 was implemented in the first quarter. Budget Book published. Budgets loaded in 1System. Rates strike and Rate Notices issued. Fees and charges implemented.	Mid-Year 2019/20 Budget Review commenced with templates created and distributed to business unit managers for review in the next quarter.	Completed mid-year budget review which was endorsed by Council at the 25 February 2020 Ordinary Council Meeting (OCM). Rolled out enterprise budgeting (1System Module) to the Organisation for the 2020/21 budget.	
75	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Annual Report	Ongoing	Complete	100%	Prepare Annual Report meeting compliance requirements annually.	Annual Report on target to be completed and presented to Council for adoption in November 2019.	Endorsed by Council in December 2019. Published on website December 2019.	Complete.	
76	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Cloud/Internet Based Telephone Software <i>(note: new to reporting in Q3, 19/20)</i>	June 2020	On Target	90%	Rapid introduction of training and roll-out of temporary online telephone management software in response to COVID-19.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Evaluation of Organisational requirements to enable telephone enquiries managed from any location (including working from home). Purchase of interim 8x8 software. Rollout testing and training of Customer Service team to fully utilise the software.	

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77	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	COVID-19 Emergency Response <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Creation and implementation of the COVID-19 Crisis Management Team. Development of a Local Community Relief and Response plan. Coordination, implementation, oversight and communication.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	COVID-19 Crisis Management Team established. Local Community Relief and Response Plan created for Special Council Meeting on 21 April 2020. Worked with business units on the Organisation's response (Redeployment, Policy's, Resourcing). Regular public and staff announcements and communications.	
78	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	COVID-19 Human Resources and Occupational Safety & Health Response <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Respond to the COVID-19 pandemic in respect to Human Resources (HR) and Occupational Safety and Health (OSH).	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Developed and implemented initiatives including though not limited to: working from home management practice and processes, coordinating with IT work area priorities and availability, keeping COVID-19 Crisis team up to date on HR and OSH matters, implemented an online Employee Hub for COVID-19, worked with each business unit to develop a skills register for all employees, created stand down packs, developed COVID-19 leave management practice, all recommendations and advice from authoritative sources were communicated regularly to employees through weekly Employee Alerts which are then posted on the Employee Hub. The alerts contained information about the measures the City has taken or is planning to take to minimise the risk of exposure to COVID-19 at the workplace as well as reference to external sources and the City's Employee Assistance Program (EAP) provider for mental health concerns. Coordinated redeployment of employees throughout the organisation. Responded to Federal and State legislation and employee and OSH changes in a timely manner.	
79	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	COVID-19 Stakeholder and Customer Relations Response <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Review and change direct customer contact areas (including; front reception area and meeting rooms) and community engagement practices for compliance with COVID-19 social distancing management.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Introduced social distancing markers, signage and communications in the front reception area.	
80	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Customer Service Delivery: Call Centre Services	Ongoing	On Target	75%	Provide high level of customer service and better customer experiences. Call centre & Front reception services. Oversee the Customer Service Charter.	Q1: Contact Centre and front reception: Telephone: 13,625 Emails (enquiries): 5,579 In person: 946 Total enquiries: 14,571. Meeting standards for charter. Customer Service Team training: Coordinator/Acting Coordinator with Sarah Blake.	Contact Centre and front reception: Telephone: 14,161 Emails (enquiries): 6,047 In person: 1,147 Total enquiries: 21,355	Contact Centre and front reception: Telephone: 14,717 (12,087) Emails (enquiries): 6,731 In person: 2,862 Total enquiries: 24,310. Additional casual staff members for Australia Day Celebration Zone enquiries, information provision and permits. Total number of Australia Day Zone permits issued: 2,748.	<input checked="" type="checkbox"/>

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									Qtr 1 July to Sept 2019	Qtr 2 Oct to Dec 2019	Qtr 3 Jan to March 2020	
81	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Customer Service Delivery: Customer Service Charter	Ongoing	On Target	80%	Ensure the City is committed to providing effective customer service to the community. Customer service charter improvements and updates as required; support to internal and external customers. Seek business improvement through system upgrades/innovation.	Worked with other business units to improve customer service by a change to the appointment system for meeting 'Planner on with Statutory Planning Team; worked with rates area to improve information and payment for late rate payments. Continued to work on the introduction of improvements to the telephone queuing system upgrade work: delays due to waiting on external provider to confirm support changes prior to full implementation.	Updating of knowledge base articles and working with Business Unit's across the organisation to improve process and response from a tier one level.	Ongoing review of business unit operations and updates to knowledge base articles to assist customers and provide high level customer service. Limited review of Customer Service Charter to improve service delivery. High enquiry rate with Australia Day Celebrations and lead up with notification and issuing of permits to residents, business and visitors to zone accommodation and restaurants.	<input checked="" type="checkbox"/>
82	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Desktop Replacement Program <i>(note: new to reporting in Q3, 19/20)</i>	June 2020	On Target	90%	Complete annual replacement of 25% of the City's desktop fleet.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	All staff desktops updated; public library desktops still to be completed.	
83	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	External Audit Program	Ongoing	On Target	75%	Manage relationship with the external auditor and coordinate audit schedule. Respond to audit findings. Report to Risk and Management Committee. Follow up on outstanding items.	WA Office of the Auditor General (OAG) finalised their Interim Audit in preparation for the Auditing of the Annual Financial Statements, which commenced 1 October 2019. The OAG report was presented to the Audit Risk & Governance (AR&G) Committee (9/9/2019). Interim Audit findings were presented and accepted. An up to date audit register was also presented.	WA Office of the Auditor General (OAG) finalised their Final Audit of the 18/19 Annual Financial Report. The OAG report and an up to date audit register was presented to the Audit Risk & Governance (AR&G) Committee (18/11/2019). The OAG report was endorsed by Elected Members (26/11/2019) where final Audit findings were presented and accepted.	Final interim audit has been scheduled for June 2020. Contributed to the compliance audit return that was presented and accepted at the 16 March 2020 Audit Risk & Governance (AR&G) Committee meeting.	
84	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Integrated Planning and Reporting Framework (IPRF)	Ongoing	On Target	75%	Ensure integration of all core and informing strategies within the integrated planning and reporting framework (IPRF).	Centralised register of key integration information contained within each business unit plan drafted.	Centralised register of key integration information contained within each business unit plan updated with information from finalised business unit plans. Worked with other core strategy owners for integration planning for the next iteration of Integrated Planning and Reporting documents.	Continued to work with other core strategy owners for integration planning for the next iteration of Integrated Planning and Reporting documents. Discussions commenced with communications and marketing relating to a cohesively designed suite of documents. Plans for the next round of IPRF documents (including the SCP, CBP, LTFF, AMP and WP) presented to Council by Director Corporate Services at the 10 March 2020 Plan Drives Budget Workshop I.	<input checked="" type="checkbox"/>
85	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Internal Audit Program	Ongoing	On Target	75%	Manage the internal audit contract. Scope audit works for annual timetable. Maintain audit action register. Follow up on outstanding items. Report to Audit, Risk and Governance Committee (AR&G).	Audit Risk and Governance Committee (ARGC) meeting held 9 Sept 2019. An up to date register and a progress report was presented and approved. The City's internal auditor Paxon continued the audit of Environmental Health Services and Facilities Management that commenced in June 2019.	Audit Risk and Governance Committee (ARGC) meeting held 18 Nov 2019. An up to date register and a progress report was presented and approved. The City's internal auditor Paxon finalised the audit of Environmental Health Services that commenced in June 2019 which was presented in a report.	Audit Risk and Governance Committee (ARGC) meeting held 16 March 2020. An up to date register and a progress report was presented and approved. The City's internal auditor Paxon finalised the audit of Facilities Management with seven recommendations presented in a report.	
86	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Library Plan <i>(note: new to reporting in Q3, 19/20)</i>	June 2021	On Target	5%	Completion of research and engagement to develop an action plan for Library Services.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Planning for initial research to commence in Quarter 4, 2020.	

No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 19/20	QUARTERLY UPDATES 2019 / 2020			CEO KPI
									Qtr 1 July to Sept 2019	Qtr 2 Oct to Dec 2019	Qtr 3 Jan to March 2020	
87	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Long Term Financial Plan (LTFP) 2021 -2030	To start in 2020	On Target	20%	Use data Modelling to build a "rolling" 10 year financial plan that links to the Strategic Community Plan (SCP) based from business units long term strategies; funding sources & Operational and Capital requirements.	Work scheduled to start in 2020.	Consultant engaged, first round of meetings held to discuss Long Term Financial Plan (LTFP) process and requirements.	Consultant commenced drafting high level financial modelling for Long Term Financial Plan (LTFP). Assets & Design (Infrastructure) commenced work on asset management plans to inform relevant parts of the LTFP.	<input checked="" type="checkbox"/>
88	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Occupational Safety and Health (OSH) Management System	Ongoing	On Target	75%	Continue to develop and implement data management systems, processes and procedures to improve safety.	The City's strategic Occupational Safety and Health (OSH) program continues this quarter with various key milestones having been achieved on the Workplace OSH Inspection Project and the Contractor OSH Management Project elements of the Safety Management System. This is a 3 to 4 year program. Strategic OSH program activities become business as usual.	The City's strategic OSH program continues this quarter with various key milestones having been achieved. Work is continuing on the documents and supporting processes for the Workplace OSH Inspection Project which will enable the City to be more effective in carrying out workplace inspections and safety engagements with employees and contractors. The OSH capability assessment tool for the Contractor OSH Management Project has been piloted and approved by the stakeholder group and is now embedded in the procurement process. This is a 3 to 4 year program. Strategic OSH program activities become business as usual.	The City's strategic Occupational Safety and Health (OSH) program continues this quarter with various key milestones having been achieved. Work is continuing on the Contractor OSH Management Project with key documents now ready to deploy within the City's procurement processes once they have been approved by Finance as a final step. The City continues to work on the development and implementation of an improved workplace inspection process, tools and resources and the documents supporting this process have been finalised in preparation for creating an online platform to conduct field inspections. While implementation has not been directly postponed, some City resources have been directed towards COVID-19 related activities for the City and the timeline will need to be adjusted. Progress continues to be made in aligning the City's processes against ISO45001. This is a 3 to 4 year program. Strategic OSH program activities become business as usual.	
89	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Procurement / Tendering	Ongoing	On Target	75%	Manage the tendering functions. Ensure tenders meet procurement guidelines. Provide education to staff in best practice tendering, contract management & appropriate process.	All Procurement users received further training in 1System Procurement, specifically requisitions to Purchase Order and Receipting (Check In sessions). The WA Local Government Association (WALGA) procurement review was finalised, management comments are being prepared and will be ready for the next AR&G meeting in 2020. Procurement and tendering is ongoing.	Procurement users received further "refresher" check-in training sessions in 1System Procurement. Management comments on the WA Local Government Association (WALGA) procurement review will be presented at the next Audit Risk & Governance (AR&G) Committee meeting in March 2020. Procurement and tendering is ongoing.	In response to COVID-19 commenced a review of Policy P605 Purchasing and P607 Tenders and Expression of Interest. The WA Local Government Association (WALGA) procurement review was intended to add value and enhance procurement practices, unfortunately the review did not meet the expected standard and therefore was not presented to ARGC for noting.	
90	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Retirement Village Legislative Compliance <i>(note: new to reporting in Q3, 19/20)</i>	Ongoing	On Target	75%	Develop with Finance the presentation of financial documents and reports to ensure compliance with relevant Retirement Villages legislation.	(note: was not included in Q1, 19/20 report)	(note: was not included in Q2, 19/20 report)	Quarterly financial statement October to December, 2019 (Quarter 2) presented to Village residents in accordance with legislative requirements.	

No.	Strategic Direction	Outcome	Strategy	Project /Activity	Timeframe	Status	% Complete	Action 19/20	QUARTERLY UPDATES 2019 / 2020			CEO KPI
									Qtr 1 July to Sept 2019	Qtr 2 Oct to Dec 2019	Qtr 3 Jan to March 2020	
91	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Stakeholder Engagement Projects (repeat in 4.1.1)	Ongoing	On Target	75%	Provide engagement assistance in the development, implementation and evaluation of stakeholder engagement in City projects. Assist in the stakeholder engagement component of project management plans. Oversee Stakeholder engagement and management with City officers. Review procurement and project management for projects that include stakeholder engagement. Work with business units to improve policies that include stakeholder engagement (e.g. P301).	Commenced working with Managers from Statutory Planning and Strategic Planning as part of the review of P301. Guest presenters to Curtin University students on stakeholder engagement to improve practise and approach.	Continued the review of policy P301 with the Managers of Statutory Planning and Strategic Planning, review of policy P103 and commenced reviewing the Stakeholder Engagement (SE) training package, as well as new and/or updated templates and checklists to support staff in the SE process. Developed a SE page on 'Your Say South Perth' to outline the City's approach to engagement as a reference for community members.	Stakeholder Engagement (SE) training package was revised and training took place for staff in Infrastructure, reviewed the SE session for Curtin University year 3 Public Relations (PR) students and worked on various awards submissions. Continued to update templates and check lists for staff support in engagement and on the online engagement portal, Your Say South Perth.	
92	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Strategic Community Plan (SCP)	June 2020	On Target	75%	The SCP is a legislative requirement and part of the Integrated Planning and Reporting Framework (IPR) which provides a framework for establishing local priorities linked to operational functions. In 2019/2020 a 2 year (minor), desktop review is required to be completed of the 2017-2027 SCP.	Progress of the minor (2 year) Strategic Community Plan (SCP) review will continue following the October 2019 elections for consideration of new council.	Internal discussions held to progress the minor (2 year) Strategic Community Plan (SCP) review in consideration of the newly elected council. Review of the 2017-2027 SCP to date has included; desktop reviews of the current documents, research, sessions with management and consultants.	The minor review of the Strategic Community Plan (SCP) continued with an internal Strategy Session (Executive Team), three Leadership workshops (facilitated by MODIS), and one Council Briefing Workshops with the City's Elected Members (a second workshop is planned for April 2020). The workshops informed minor changes to the SCP document which is currently being edited.	✓
93	Leadership	4.3 Good governance	4.3.2 Continue to build a high performance culture to deliver community priorities	Workforce Plan	Ongoing	On Target	75%	Continue to develop and sustain a highly skilled and effective workforce, as an 'employer of choice' amongst comparable local governments.	Work on the City's Workforce Plan for 2018 – 2022 - Year 2 actions commenced this quarter. Activities that took place during this quarter include (though not limited to) Leadership & Management training and Mental Health lunch and learn sessions in line with R U OK Day. Year 2 actions will continue to be reviewed, developed and implemented over the course of the year before becoming business as usual activities.	Work on the City's Workforce Plan for 2018 – 2022 - Year 2 actions continues this quarter. Activities that took place during this quarter include (though not limited to) all of staff values training, Equal Employment Opportunity (EEO) training, as well as the commencement of negotiations for the enterprise agreement and progress of the joint project with Curtin University on mature aged workers. Year 2 actions will continue to be reviewed, developed and implemented over the course of the year before becoming business as usual activities.	Work on the City's Workforce Plan for 2018 – 2022 - Year 2 actions continues this quarter. Activities that took place during this quarter include (though not limited to) excel training for employees as well as modules of the Diploma Project Management. Work progressed on developing an online Equal Employment Opportunity (EEO) and Workplace Behaviours training course for employees. Year 2 actions will continue to be reviewed, developed and implemented over the course of the year before becoming business as usual activities.	✓
94	Leadership	4.3 Good governance	4.3.3 Maximise and diversify non-rate income	Grant Funding	Ongoing	On Target	75%	Seek external grant funding opportunities and provide high level assistance to staff in the grant application process. Development, reporting and management of grants register and systems & provide training and support to staff.	Supported staff across the organisation notifying, developing, submitting and acquitting grant programmes. The City for Q1 has: Applied for \$1,178,450 worth of grant funding and: Been successfully awarded \$614,852 in grant funding. Notified as being unsuccessful for \$235,000 in grant funding. Awaiting outcomes on \$2,120,383 of grant funding. Updated grant registry.	Supported staff across the organisation notifying, developing, submitting and acquitting grant programmes. The City for Q2 has: Applied for \$1,482,375* worth of grant funding and: Was successful for \$50,131* worth of grants. Was unsuccessful for \$486,500* worth of grants. Is awaiting outcomes on \$2,954,109* worth of grants. Updated grant registry. (*This includes all grant applications submitted between 1 October and 31 December 2019.)	Supported staff across the organisation notifying, developing, submitting and acquitting grant programmes. The City for Q3 has: Applied for \$1,076,795 worth of grant funding and: Was successful for \$1,170,312 worth of grants. Was unsuccessful for \$27,824 worth of grants. Is awaiting outcomes on \$2,196,935 worth of grants. Updated grant registry.	

Strategic Direction *Leadership*

Policy P613 Capitalisation & Valuation of Fixed Assets

Responsible Business Unit/s	Financial Services, Asset Management
Responsible Officer	Director Corporate Services, Manager Finance
Affected Business Unit/s	All Business Units

Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's resources. This includes the development of proper systems to record the location and valuation of fixed assets acquired or constructed by the City. Fundamental matters to be considered in the effective management of fixed assets (Property, Plant & Equipment or Infrastructure) are the determination of what constitutes a fixed asset, how they are recorded and how they are valued according to fair value principles as well as at what threshold value they should be capitalised.

Policy Scope

This Policy directly affects the Financial Services Team and Asset Management Team - and informs the preparation of the Annual Financial Statements to ensure the recording of accurate data on fixed assets in accordance with relevant accounting standards and professional announcements. It also directly impacts the way in which assets are maintained and managed by informing maintenance cycles and initiating renewals expenditure. In this way, the policy indirectly impacts the activities of all service departments.

Policy Statement

To permit the preparation of statutory financial statements and to inform the effective planning for, management of and enhancement of fixed assets, expenditures incurred by the City must be classified as either being 'operational in nature' or being such that they result in the creation of a 'fixed asset'. The manner in which expenditure is classified has a major impact on results disclosed in the Income Statement and on the financial position disclosed in the City's Statement of Financial Position.

Those items that are 'capitalised' as assets must be depreciated over their useful life which is determined according to the particular asset class (and component within that class to which that item belongs). Costs that are simply 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be carefully considered in both the budget and financial reporting stages to determine whether it is likely to create a new fixed asset or whether it constitutes a repair or maintenance expenditure. Reference to relevant professional accounting standards and practice statements should provide persuasive guidance in this regard. Not only does this determination impact financial results and financial position, but it also critically impacts the financial ratios by which the City's financial sustainability is assessed.

In determining whether or not an expenditure by the City results in the creation of an 'asset', the City applies the principles contained within Statement of Accounting Concepts No 4 and the associated professional accounting guidance statements. It also reflects contemporary best practice principles in asset management. This determination requires the exercise of appropriate professional accounting judgement - and therefore the determination is made only by the City's qualified professional accounting staff in consultation with the City's Asset Management Team.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register that meets all auditing requirements and asset management responsibilities - including the risk and compliance issues attaching to the proper classification of capital expenditures.

To effectively deliver these outcomes, fixed assets will be classified and recorded in the following asset categories:

Property Plant & Equipment:

- Artworks, Buildings and Land
- Technology Equipment (Computers, peripherals and communications equipment)
- Furniture & Fittings
- Plant & Equipment Mobile Plant

Infrastructure:

- Road Network
- Path Network
- Drainage Network
- Parks Assets
- Street Furniture & Other Infrastructure
- Foreshore Assets

Capitalisation Thresholds

In accordance with the amendment to the *Local Government (Financial Management) Regulations 1996* (Regulation 17A (4) and (5)) the capitalisation threshold of assets has been amended to \$5,000.

Assets with a fair value less than \$5,000 as at the date of acquisition that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale are included under the Portable and Attractive category of the Asset Register.

To permit efficient, accurate and complete recording of fixed assets, expenditure incurred to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds:

Property, Plant & Equipment:

Artworks	\$ 5,000
Buildings	\$ 5,000 per component *
Land	\$ 5,000
Technology Equipment	\$ 5,000
Furniture & Fittings	\$ 5,000
Plant & Equipment	\$ 5,000
Mobile Plant - Minor Plant	\$ 5,000
Mobile Plant - Passenger	\$ 5,000
Mobile Plant - Heavy	\$ 5,000

Infrastructure:

Road Network	\$ 5,000
Path Network	\$ 5,000
Drainage Network	\$ 5,000
Parks Assets	\$ 5,000
Street Furniture & Other Infrastructure	\$ 5,000
Foreshore Assets	\$ 5,000
Car Parking	\$ 5,000

Non-infrastructure assets are capitalised progressively throughout the year - at the time of acquisition or commissioning ready for use. The asset capitalisation threshold is applied to these assets individually.

Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of the City's management accounts.

* The City does not capitalise separate component parts within a larger asset of Property Plant & Equipment assets – with the specific exception of Buildings which are required to be recorded and valued at the component level (as detailed elsewhere in the policy).

Infrastructure assets are specifically required to be recorded and valued at fair value (reflected as the current written down replacement cost) compiled at the 'component' level - as this methodology recognises the differing useful lives of the various components of the infrastructure assets.

Building assets are firstly classified as 'Specialised' or 'Non Specialised' which determines the level of valuation inputs required. Buildings are then recorded and valued at fair value at the 'component' level to recognise the differing useful lives of the various components of the particular building asset.

Asset Components:

Building assets are segregated into the following (minimum) component classification for the purposes of recording, valuation and maintenance / replacement:

- Building structural shell Roof
- Transportation systems (lifts / elevators)
- Fire protection systems
- Mechanical plant (air conditioning plant etc)
- Internal fit-out
- Floor coverings

Note that AV equipment, furniture and fittings are not considered to be part of the building and are separately addressed.

Infrastructure assets are segregated into the components that are considered specific to (and relevant for) that particular asset class as determined by the Asset Management Team - guided by contemporary asset management principles.

Valuation

The City revalues its assets:

- whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.

The following classes of Property Plant & Equipment are valued at 'fair value', ~~as at 30 June 2016 and will be revalued on a regular 3 yearly cycle moving forward~~ but individual assets may be subject to an impairment test (and possible downwards revaluation) at any time should the City's professional staff deem that the asset has been 'impaired'.

Artworks, ~~Buildings and~~ Land
Technology Equipment (Computers, peripherals and communications equipment)
Furniture & Fittings
Plant & Equipment
Mobile Plant

~~Building assets are to be carried at 'fair value' with effect from 30 June 2014 and then will be revalued on a regular 3 yearly cycle moving forward.~~

The following Infrastructure asset classes are valued at 'fair value' determined by management valuation representing the written down replacement cost determined using contemporary valuation techniques. ~~as at 30 June 2014 and will be revalued by management, using appropriate revaluation techniques, on an annual basis moving forward.~~

Road Network
Path Network
Drainage Network
Parks Assets
Street Furniture & Other Assets
Foreshore Assets
Car Parking

For certain readily transferable items of lesser value than the \$5,000 capitalisation thresholds above, such as mobile telephones or minor mobile plant such as chainsaws or brush-cutters, etc, they are recorded under the Portable and Attractive (P&A) category of the Asset Register with their details, serial numbers and location. P&A assets are fully expensed at the date of acquisition and recorded with a nil value on the Asset Register.

In accordance with guidance from the Department of Local Government (applicable to all WA local governments), the City does not record Land under Roads as an asset - nor is any value recognised against it in the asset register.

Easements over land are required to be recorded as assets in an Asset Register but are effectively carried at a nil value because of the inherent difficulty in reliably quantifying a value for each easement.

Useful Lives & Depreciation Rates

For the purposes of preparing the Annual Financial Statements, the City's policy in relation to the useful lives of fixed assets (and therefore the applicable depreciation rates to be applied) for each class of asset are governed by the principles contained in the International Asset Management Manual and relevant accounting pronouncements and guidelines. These are re-assessed annually by City officers to ensure that they reflect contemporary practice and the City's actual experience. They are also subject to annual review by the City's auditors for 'reasonableness'.

The policy in relation to the estimated useful lives which are to be applied to the City's **depreciable** fixed assets for the purposes of preparing statutory financial statements is:

Property, Plant & Equipment:

Artworks	50 years
Buildings	15 – 200 years depending on the building component
Land	Not applicable
Technology Equipment	3 – 10 years
Furniture & Fittings	10 years
Plant & Equipment	10 years
Mobile Plant - Minor Plant	3 – 10 years
Mobile Plant - Passenger	3 – 10 years
Mobile Plant - Heavy	3 – 10 years

Infrastructure:

Road Network	20 – 100 60 years dependent on the component. Formation is not depreciated.
Path Network	Up to 65 60 years dependent on the component
Drainage Network	Up to 100 years dependent on the component
Parks Assets	10 – 40 20 years depending on the component
Street Furniture & Other Infrastructure	30 20 years
Foreshore Assets	100 years
Car Parking	25 – 100 75 years

Legislation / Local Law Requirements

Relevant accounting standards and guidance including, but not limited to the following:

- AASB 13 Fair Value Measurement
- AASB 116 Property, Plant and Equipment AASB 136 Impairment
- AASB 5 Assets Held for Sale AASB 40 Investment Properties
- Local Government (Financial Management) Regulations 1996

Other Relevant Policies / Key Documents

- Statements of Accounting Concepts
- City of South Perth Strategic Community Plan
- City of South Perth Long Term Financial Plan
- City of South Perth Asset Management Plans
- International Asset Management Manual

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Policy Number: P613

Council Adoption: 25/10/2005

Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 05/19

Relevant Council Delegation:

N/A

Relevant Delegation:

N/A

Relevant Management Practice:

N/A