

Annual Plan 2004/2005

**Quarterly Progress Report
April 2005 – June 2005**

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INTRODUCTION

Council has developed an Integrated Planning Framework to ensure that all the actions Council has undertaken work towards the achievement of the vision for the City expressed in the Strategic Plan 2005 – 2008. The Integrated Planning Framework is made up of a series of plans to implement the vision. The framework includes:

- Strategic Plan - which provides broad future strategic directions for the City; it is Council's most important strategic document and contains strategic directions and objectives for the City as a whole.
- Strategic Financial Plan - which provides a broad overview of the major projects, programs and resource requirements over the next 4 years.
- Annual Plan - Council's Annual Plan contains annual actions to achieve the vision of the Strategic Plan 2005 – 2008.
- Business Unit Plans – details of the annual programs, services and activities for each business unit, and
- Annual Budget.

As part of Council's commitment to reporting progress against targets set for the major activities, programmes and services it provides to the community, regular reports will be provided on progress against the targets established in the Annual Plan. This is the final progress report for 2004/05 and is for the three-month period April to June 2005.

The Annual Plan 2004/05 and associated Progress Reports are available on Council's web site www.joondalup.wa.gov.au in the Council publications section.

Please contact Strategic & Sustainable Development on 9400 4564 for further information

Highlights April to June 2005

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

Joondalup Community Art Exhibition 2005

The *Community Art Exhibition 2005* showcased the skills of almost 100 artists living in Joondalup. The event was held from June 8 to 22 2005 at the Lakeside Joondalup Shopping City. The Exhibition attracted an audience of over 5,000 people. The City of Joondalup offered a total prize pool of \$4,000 in awards and viewers were invited to vote in the Popular Choice Award. This year, Daevid Anderson of Padbury won \$1,750 cash for an outstanding portrait and Amber Williams won the \$400 Popular Choice Award for her mosaic sculpture.

Community Funding Program 2nd Funding Round 2004/05

The second round funding for the Community Funding Program was conducted between February and May 2005. A total of 31 applications were received across the four funding categories and 22 grants were provided to organisations and community groups.

In 2004/05 the City, through the Community Funding Program, has provided grants as detailed below:

Fund Category	Grants	Funding
Community Services	12	\$19,180
Culture and the Arts	6	\$11,167
Sport and Recreation	17	\$24,164
Sustainable Development	7	\$43,026
TOTAL	42	\$97,537

KEY FOCUS AREA - 2 CARING FOR THE ENVIRONMENT

Integrated Catchment Management Plan

Council endorsed a proposal to develop an Integrated Catchment Management Plan (ICM) for the Yellagonga Catchment. This Plan aims to improve the health of the wetlands in Yellagonga Regional Park. The development of an ICM Plan will address catchment management and will provide a coordinated approach to plan and manage the land, water, vegetation, wildlife and biodiversity to improve the health of the wetlands in the Yellagonga Regional Park and benefit the whole catchment.

The Plan will be developed in conjunction with the City of Wanneroo, the Swan Catchment Council, the North Metro Catchment Group Department, various State Government Agencies, and the community.

Cities For Climate Protection

The City of Joondalup has been participating in the Cities for Climate Protection (CCP) Program for several years, to reduce its impact on global warming. The City of Joondalup has just reached Milestone Four of the program, a significant effort towards its target of reducing greenhouse gas emissions by 20%.

The City has already begun reducing greenhouse emissions by installing lighting sensors in its Administration, Civic and Library building, which could save up to 16% (\$64,000 per annum) in power costs. Milestone Four requires a reduction in greenhouse gas emissions of over 230 tonnes. The City achieved this through lighting upgrades, recycling, and other energy efficiency measures.

Community education on the greenhouse issue is a major part of the CCP Program, and the City will be organising events and workshops during the next financial year to educate the community on ways to save energy and money in their homes and workplaces.

KEY FOCUS AREA 3 - CITY DEVELOPMENT

Economic Profile

The City has produced an Economic Profile that provides an overview of the economic position and demographic trends of the City. It includes information on population growth, the ageing population, local employment, income, occupations, education, skills, internet use, property values/rent per suburb, tourism, international trade opportunities and vacant commercial/industrial land and buildings within the City.

The Profile will be of interest to a variety of audiences, including prospective and current business investors, people seeking residential or commercial premises, tourists, students and residents who are generally interested in the future direction of the City.

Tourism Development Plan

Council adopted the City of Joondalup's Tourism Development Plan (TDP) on 7 June 2005. This plan was developed in partnership with community, businesses, tourism industry representatives and government agencies.

The TDP recommends that tourism be developed in four tourism development zones – the Coastal Tourism Development Zone, the Wetlands Tourism Development Zone, the City Centre Tourism Development Zone, and the Coastal Bush Tourism Development Zone.

The City will, from 2005/06 onwards develop strategies to effectively develop, market and implement tourism within its boundaries and take a regional approach. The City will also undertake further analysis, research and discussion with regional stakeholders to facilitate the development of the City as a tourist destination, on a regional level.

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

Public Participation Strategy

Council endorsed the City's Public Participation Strategy on June 28, 2005 following a long period of research and development. The Strategy was developed to fulfill the major requirement of the Public Participation Policy 2.6.3 – to actively involve the Community in Council's planning, development and service delivery activities.

The Strategy is therefore a practical 'how to' document designed for conducting the public participation processes. It provides a guide on when public participation is warranted, who should be involved, how an agenda can be built that incorporates the issues of all those involved, how the process should be resourced and how the interaction between Council and community should be programmed and managed. It also provides guidance on how a public participation process should be evaluated to see if it has been effective.

Various components of the Strategy have already been piloted with support coming from community participants and various State Government Departments including the Citizens and Civics Unit within the Office of Premier and Cabinet, and the Main Roads Department.

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

OUTCOME - THE CITY OF JOONDALUP IS RECOGNISED GLOBALLY AS A COMMUNITY THAT VALUES AND FACILITATES LIFELONG LEARNING

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Learning City Project	Coordinate outbound delegation comprising of Key Industry representatives from Joondalup to Jinan.	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Organise Tours of Joondalup CBD, ECU, TAFE & Police Academy for students from Years 9-12	As needs basis	Tours were integrated into the careers based school event, "All Roads to Success", held in June 2005.
	Organise a Community Engagement Day	April 2005	During this quarter the Joondalup Learning Precinct Board met and decided to defer the community engagement forum to October 2006
	Plan the development of Learning City Resource Centre with Learning City partners	Ongoing	A program for the Resource Centre has been developed and was presented to the Joondalup Learning Precinct Board in June 2005.
	Continue to develop and build partnership with Learning City Partners and the community	Ongoing	The Joondalup Learning City partners have worked together to develop ties with Jinan, China to attract international students to the City of Joondalup.
Continue to provide support to the Joondalup Learning Board (JLB)	Ongoing	The City has been closely involved in the initiatives being developed through the Joondalup Learning Precinct Board. The CEO provided ex-officio support to the Board and also the board meetings, which are held every two months.	

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
<p>Learning City Project (continued)</p>	<p>Programs for children, youth, adults, seniors, volunteers and schools</p>	<p>Ongoing</p>	<p>Children Events including School Holidays Program – Over 575 children and youth participated in 37 sessions run by the City of Joondalup Libraries. Activities included general public programs such as Story Time, Books and Babies, Young Adult Sessions, and Bookworm Clubs.</p> <p>The Joondalup Reference Library hosted the inaugural “All Roads to Success” event. This innovative event focused on future skills development, life tools and planning tailored specifically for 65 at risk students from Warwick and Belridge High Schools. Presentations were made by representatives from local industry, Joondalup staff and Joondalup Learning Precinct Partners highlighting opportunities for employment and further education.</p> <p>Lifelong Learning Program – About 220 people attended new Lifelong Learning Programs providing adults and seniors with opportunities for increasing their social circle and skills through informative and fun learning activities, including Discovery Sessions, Book Clubs, Parent/Baby workshops, Seniors Circle and Seniors Games.</p>

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Library Development Plan	Council endorsement of Library Development Plan	December 2004	Endorsement of the Plan has been delayed and will be considered at a later stage.
	Undertake Community Needs Analysis to enhance service delivery and collection management including stock purchase & display	June 2005	This has been delayed until 05/06 due to the review of Collection Management not being completed by 30 June 2005.
	Upgrade interior of Joondalup and Duncraig Libraries	June 2005	Stage 1 of the Duncraig and Joondalup Libraries upgrade has been completed. Enhancements to the children's sections are a significant improvement and have increased usage of these areas. The Whitfords and Woodvale libraries will undergo a similar process in 05/06
	Implement Genre Placement Project	June 2005	Work has been done in all areas with signage inside the libraries being updated in Joondalup and Duncraig.
	Develop the Library Marketing Plan, Library branding, and centralized display schedule	June 2005	Further work will be done in 05/06 to upgrade the standard of displays.

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

OUTCOME - THE CITY OF JOONDALUP IS A CULTURAL CENTRE.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Cultural Facility	Secure Land and enter into road construction agreement	December 2004	The contract for the purchase of the land on Grand Boulevard has been executed. It is expected that settlement will be completed after September 2005.
	Review of concept design and funding strategy	June 2005	It is anticipated that the concept design and funding strategy review will now be undertaken by December 2005.
Community Development Plan - Cultural Plan	Complete Draft Cultural Development Plan and undertake Community Consultation	January 2005	The Cultural Mapping Exercise has been completed. The Executive will consider the draft Cultural Plan and following this, the Plan will be presented to Council by September 2005 seeking endorsement.
	Seek Council endorsement of Cultural Development Plan	March 2005	

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Cultural Program	Joondalup Eisteddfod	August 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Sunday Serenades – classical music	Monthly	The first Sunday Serenades event for 2005 commenced in April 2005.
	Joondalup Youth Theatre company workshops	August 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Extreme Youth Festival	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Invitation Art Award	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Live Life Festival (for seniors)	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Joondalup Festival	March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Little Feet Festival	January 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Summer Concerts & Buskers Festival	January – March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Community Art Exhibition	June 2005	The Community Art exhibition was held from June 8 to 22 2005. Over 5000 people attended the exhibition.

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

OUTCOME – THE CITY OF JOONDALUP PROVIDES SOCIAL OPPORTUNITIES THAT MEET COMMUNITY NEEDS

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Community Funding Program	Provide grants to successful applicants in the areas of Sport & Recreation, Community Services, Culture & the Arts and Sustainable Development initiatives		A total of \$106,000 was available for distribution to community groups in the 2004/05 financial year.
	Round One	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Round Two (if required)	June 2005	A total of \$34,116.50 was distributed to 22 community organisations in the second funding round.
Community Development Plan	Complete policy review and Needs Analysis	April 2005	The consultation process on the Community Development plan has been completed. This plan comprises The Leisure Plan, Cultural Plan, Youth Plan and Children's Plan. The Executive is considering these four components of the Community Development Plan and a report will go to Council in 2005/06.
	Public Consultation on draft Plans	May 2005	
	Council endorsement of Plans	June 2005	
Community Development Plan – Access & Inclusion Plan	Production of brochure to publicise accessibility	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Establish database of people with access & inclusion needs	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Report on progress of Plan	Quarterly	The report for the April-June 05 quarter will be presented to Council in July/August 2005.
Community Development Plan – Seniors Plan	Report to Executive proposing a review of all policies affecting Seniors	March 2005	See comments under Community Development Plan above.
	Community Consultation and Council endorsement of all reviewed policies	June 2005	

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
<p>Leisure & Recreation Programs</p>	<p>Delivery of Leisure & Recreation Programs</p>	<p>Ongoing</p>	<p>In 2004/05 the City of Joondalup delivered the following Recreation programs;</p> <p>Junior & Disabled Sporting Donations 161 people were provided with a \$100 to assist with travel expenses as a result of their selection in state and national sporting teams.</p> <p>Community Funding Program 17 groups received grants to assist with a range of sporting program events and activities.</p> <p>Community Sport and Recreation Facility Fund Three (3) applicants received funding through this program. They were;</p> <ul style="list-style-type: none"> • Arena Community Sport & Recreation Association. • The Craigie Leisure Centre • Edgewater Woodvale Junior Football Club <p>Club Development Program The City conducted eight seminars for community sport and recreation groups on a range of topics. These included:</p> <ul style="list-style-type: none"> • Child Protection • Volunteer Management • Risk Management • Be Active Together Walking Program • Sports Development Program

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

OUTCOME – THE CITY OF JOONDALUP IS A SAFE AND HEALTHY CITY.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Emergency Management through the AWARE Program- Joint Cities of Joondalup & Wanneroo project	Review Risk Register with community members	July 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Identify options for treatment of risks	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Present final report to both Councils	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Stage 3 subject to grant funding from Fire & Emergency Services of Australia (FESA)	March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
Reduction of Infectious Diseases Spread	Complete implementation of Meningococcal C School Vaccination Campaign 2004 Program	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Promotion of benefits of immunisation	Ongoing	Information sheets have been sent to parents of all 4 year olds in an effort to raise vaccination rates in this age group.
	Monitor childhood vaccination and disease rates in the City of Joondalup	Ongoing	Childhood vaccination rates are regularly monitored and compared to regional and national rates. This is done to ensure that proactive intervention strategies are put into place if immunisation levels in the City drop.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
<p align="center">Reduction in Risks to Human Health</p>	Undertake health risk assessments of specified local businesses in the City	Quarterly	Health risk audits were performed on all premises identified as posing a risk to the public. This included food premises, skin penetration premises, public buildings and hairdressing establishments.
	Undertake intervention strategies where required	Ongoing	Work orders and notices are routinely used by Environmental Health Officers to control breaches of Statutes and Regulations enforced by the City.
	Pursue development of health impact assessment process that will provide for inclusion of health considerations in all development approvals	Ongoing	The City's Principal Environmental Health Officer sits on a Working Party with Environmental Health Managers from other local governments, and representatives from the Department of Health. This Working Party is currently developing guidelines to assist local governments introduce health impact assessments for proposals and development applications. The group has not met this quarter
<p align="center">Pilot Wood Heater Replacement Program</p>	Complete Round One of wood heater replacements	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Procure additional funding for Program	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Review Program	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Commence negotiations to run Program on an ongoing basis	January 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
<p align="center">Midweek Lifeguard Service</p>	Review Surf Life Saving WA contract	February 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Commence negotiations for new contract	April 2005	The City is in the process of developing tender documents for provision of the service.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Implementation of Safer Community Program	Award City Watch Security Service contract	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Removal of graffiti on residential properties	Ongoing	The City received 969 reports of graffiti incidents between April and June 2005. This equated to \$53,046.00 in damage.
	Maintenance of physical environment	Ongoing	The City has continued to plan streetscapes, buildings and infrastructure and lighting to improve safety
	Partnerships with Community, Police & Schools	Ongoing	Facilitation of programs such as the Junior Ranger Program, Constable Care and Safety House are continuing

KEY FOCUS AREA 2 - CARING FOR THE ENVIRONMENT

OUTCOME – THE CITY OF JOONDALUP IS ENVIRONMENTALLY RESPONSIBLE IN ITS ACTIVITIES

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Development of Sustainability Framework	Sustainability Framework accepted and endorsed by Executive.	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Commence implementation of Framework	February 2005	The development of the Sustainability Framework will form part of the review of the Strategic Plan. Implementation of the Framework will be dependant on revised timeframes for reviewing the Strategic Plan
Cities for Climate Protection Program	Publish the "Green House Gazette"	Quarterly	The Autumn edition was developed and distributed in mid-April 05. The winter edition is currently being drafted for completion and will be released in August 05.
	Redevelopment of Sustainability website	November 2004	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Complete EcoHouse home energy audits	March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Continue implementation of Cool Schools Program	Ongoing	The City has engaged a consultant to undertake the Cool Schools Program, which is a free service, designed to reduce energy use in schools. Fifteen Year 6 & 7 classes have signed up for the program.
Resource Recovery Facility - Neerabup	Gain environmental approvals	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Review Waste Management Strategy	<p>Strategy development process endorsed by Council</p> <p>Public Consultation on Draft Strategy</p> <p>Waste Management Strategy adopted by Council</p>	<p>December 2004</p> <p>May 2005</p> <p>June 2005</p>	<p>On 28 June 2005 Council endorsed a report (CJ131-06/05) seeking approval to review the City's Waste Management Strategy, which had been adopted by Council in 2000. It is expected that the review will be completed by the end of 2005 and will include a public consultation process.</p>
Management of Midge Breeding in Lake Joondalup	<p>Monitoring of water quality</p> <p>Treatment</p>	<p>Weekly</p> <p>As needs basis</p>	<p>Midge sampling was conducted until 28 January. After this time, water levels in the lake dropped and sampling was no longer required. Low numbers of midge larvae negated the need for any pesticide treatment of the lake.</p> <p>A report was presented to Council on 17 May 2005 (CJ097 - 05/05) recommending the continuation of Midge Management Strategy. The City is currently developing partnership agreements and negotiating funding amounts with City of Wanneroo & the Department of Conservation and Land Management.</p>
Pollution Potential Audit of Small to Medium (SME) sized Enterprises in COJ	<p>Complete audit</p> <p>Report to Executive with recommendations to increase pollution control in the City</p> <p>Pursue delegations under Unauthorised Discharge Regulations for control of local polluting incidents</p>	<p>October 2004</p> <p>February 2005</p> <p>March 2005</p>	<p>Target Achieved - Reported in the Half Year Progress Report- July-Dec 04</p> <p>The waste audit of commercial premises (excluding automotive industry) in Winton Road Business Park and Greenwood has been completed. A report on the findings of this audit was due to be made this quarter but is on hold pending the outcomes of the Organisational Review</p> <p>Environmental Protection (Unauthorised Discharge) Regulations 2004 training for SME enterprises has been completed.</p>

KEY FOCUS AREA 3 - CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP HAS WELL-MAINTAINED ASSETS AND BUILT ENVIRONMENT.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Craigie Leisure Centre	Commence re-construction of centre	5 October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Completion of Kiosk, Crèche, Administration Office and Recreation area (Stage 1 of project)	May 2005	The areas were completed and handed over to the City on 15 June 2005.
Sorrento Beach Development	Complete earthworks, foreshore retaining walls, foot paths, beach access and reticulation (Stage 1 of project)	December 2004	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
Ocean Reef Boat Harbour Development	Revise consultant study program based on five year financial plan and approved budget cash flow	31 October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04

KEY FOCUS AREA 3 - CITY DEVELOPMENT –

OUTCOME – THE CITY OF JOONDALUP HAS WELL-MAINTAINED ASSETS AND BUILT ENVIRONMENT.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Works Depot	Invite submissions on Business Plan for land acquisition for the Works Depot	August to October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Interim report to Council to consider submissions and options	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
Development of an Asset Management Strategy	To be determined in accordance with approved Implementation Plan	October 2005	It is likely that the Asset Management Strategy will be developed in the 2005/06 financial year.
Implement Property Management Procedures	Executive endorsement of procedures for maintenance of City owned property including budgeting, upgrades, management of leases and licenses, inspections etc	June 2005	Property Management processes and procedures will be developed and implemented during the 2005/06 financial year.

KEY FOCUS AREA 3 - CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP HAS WELL-MAINTAINED ASSETS AND BUILT ENVIRONMENT.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Implement Annual Maintenance Budget adopted by Council	Complete Winter Sports Program	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Complete Reticulation installation/maintenance for Summer	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Complete Summer Sports Program	April 2005	Maintenance schedules for the Winter Sports programs have been implemented.
Implement 5-Year Capital Works Program 2004/05	Complete works in accordance with the Capital Works Program 2004/05	June 2005	Majority of works programmed for the quarter have been implemented within the budget and timeframes.
Commercial Centre Policy Review	Appointment of retail consultant to undertake review	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
District Planning Scheme 2 Review	Commence review of DPS2	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
Mindarie Lot 118	Feasibility Study Structure Plan Construction of Distribution Roads within Cells 1-4	June 2005	The Business Plan has been advertised for public comment for a 42-day period and advertising commenced Saturday, April 9. The City did not receive any submissions. On 28 June 2005 Council adopted the Business Plan (CJ129 - 06/05).
Sale of Yagan Pre-School	Demolition of building	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Finalise sale of land	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04

KEY FOCUS AREA 3 - CITY DEVELOPMENT

OUTCOME –THE CITY OF JOONDALUP IS RECOGNISED AS A GREAT PLACE TO VISIT

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Tourism Development Plan	Complete Draft Tourism Development Plan (TDP)	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Community Consultation on draft TDP	Jan to March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Council endorsement of TDP following consideration of submissions	March/April 2005	Council adopted the Tourism Development Plan on 7 June 2005.
	Commence implementation of TDP	May/June 2005	Implementation of the Tourism Development Plan will commence in the 2005/06 financial year. The City will also continue to strengthen partnerships, networks and alliances with the Federal and State Governments and other local and regional stakeholders to enhance and progress tourism within the City of Joondalup and the region.

KEY FOCUS AREA 3 - CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP RECOGNIZES THE CHANGING DEMOGRAPHIC NEEDS OF THE COMMUNITY

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
<p>Implement Parking Strategy</p>	<p>Undertake Occupancy Survey at all parking lots within the Joondalup City Centre</p>	<p>March 2005</p>	<p>Uloth & Associates, consultants in Traffic Engineering & Transport Planning, were appointed to undertake a survey of parking lots (both private and City owned) within the Joondalup CBD.</p> <p>The consultants completed the survey and presented a report to the City. The report and information on parking occupancy will be used as a reference document to assist in managing the City's parking facilities</p>

KEY FOCUS AREA 3 - CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP IS RECOGNIZED FOR INVESTMENT AND BUSINESS DEVELOPMENT OPPORTUNITIES.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Support for Small Business– CBD Enhancement	Joondalup Night Markets	November 2004 to March 2005	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Finalise 3-Year funding agreement with Business Enterprise Centre and provide first year funding	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Receive final report on Business Incubators (Edith Cowan University)	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Facilitate partnership for inner city public transport	June 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
Economic Development Strategy	Endorsement of Economic Development Strategy (EDS) Project Plan by Executive	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Stakeholder consultation on EDS and analysis of feedback	Ongoing	Stakeholder consultation has been delayed pending a review of project milestones.
	Produce draft Economic Development Strategy	December 2004	An Economic Profile was published in June 2005. This will inform the Economic Development Strategy which will be completed in 2005/06.
	Community Consultation on draft Strategy	March 2005	See comment above
	Council endorsement of Economic Development Strategy	June 2005	See comment above

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP IS A SUSTAINABLE AND ACCOUNTABLE BUSINESS.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Implement the Integrated Planning Framework	Review of Business Planning Process	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Report on establishment of Strategic Financial Management Committee endorsed by Council	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Annual Plan draft endorsed by Executive	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Annual Plan finalised	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Business Plan drafts endorsed by EMT	January 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Business Plans finalised	February 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Reports against Annual Plan	Quarterly	The first progress report (July – Dec 2004) was presented to Council on 15 March 2005 (CJ029-03/05). The second report was presented to Council on 17 May 2005 (CJ085-03/05). This report forms the report against the Annual Plan for the 4 th quarter, April-June 2005

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Develop the Principal Activities Plan	Convene meetings of the Strategic Financial Management Committee	November 2004 – May 2005	The Strategic Financial Management Committee (SFMC) has been convened and the Committee has met on a monthly basis. The role of the SFMC is to promote and advocate sound financial management within the City and provide advice to the council on strategic financial management issues. The SFMC are in the process of developing a 20 year Strategic Financial Plan which is due for completion in October 2005
	Principal Activity Plan draft endorsed by Council	March 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Principal Activities Plan advertised for public comment	March/April 2005	The Strategic Financial Plan (formerly PAP) was made available to the public for 30 days from 21 May to 20 June 2005.
	Principal Activity Plan finalised and endorsed by Council	April 2005	The Strategic Financial Plan will be presented to Council on 28 July 2005
Implement a Strategic Audit Plan	Commence Plan	March 2005	The City recently awarded a contract to Stanton Partners to provide a consultancy for internal audit services due to the secondment of the Internal Auditor to a management position. It is intended that part of the consultancy will include a review of the Strategic Audit Plan
Risk Management Strategy	Commence Strategy Development	March 2005	The City is currently in the process of recruiting a Co-ordinator to undertake development of the Risk Management Strategy
Business Continuity Plan	Executive endorsement of Project Plan	November 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Identification of Business Continuity risks and treatments	March 2005	Business Continuity Planning has been deferred until the appointment of a Risk Management Coordinator.
	Executive endorsement of Business Continuity Plan	June 2005	See comment above

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
IT Disaster Recovery Plan	Review of existing IT Processes	March 2005	The Planning framework, business case and project plan has been prepared for the IT Risk Management Plan. It is expected that the Plan will be completed by March 2006.
	Complete initial IT Disaster Recovery Plan	June 2005	

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

OUTCOME 4.2 – THE CITY OF JOONDALUP PROVIDES QUALITY VALUE ADDING SERVICES

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
IT Planning Projects	Complete 5 year Strategic IT Plan	June to December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Prepare HR/Payroll System Strategy	June 2005	A Business case for the new HR Payroll System has been prepared and will be considered by Executive in July 2005.
	Prepare Document Management System Strategy	June 2005	A draft project plan has prepared. The project will be undertaken during 2005/6.
IT Infrastructure Projects	PC Replacement Program: Scheduled replacement of personal computers, printers and notebooks	March 2005	All PCs, printers and notebook computers have been installed on schedule.
	Network Infrastructure upgrades: Installation of data links to recreation centres, upgrade to switches and servers.	March 2005	All network switches have been upgraded. Upgrade to Craigie Leisure Centre was completed in June 2005. Upgrades to Ocean Ridge and Sorrento Recreation Centres will be completed in July 2005.
	Oracle System Expansion: Extension to I-Procurement Expansion of Oracle Hardware Pilot of mobile I-Procurement capability	June 2005	Hardware and database upgrades to Oracle system completed in March 2005

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

OUTCOME 4.3 – THE CITY OF JOONDALUP IS AN INTERACTIVE COMMUNITY.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Develop Public Participation Strategy	Develop draft Public Participation Strategy Framework	August 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Establish reference group and undertake workshops to identify tools required for Public Participation	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Development of tools to conduct Public Participation	June 2005	Council adopted the Public Participation Strategy on 28 June 2005 (CJ123-06/05). The Strategy incorporates a clear process and a toolkit for conducting public participation exercises.
	Development of community education program on Public Participation Strategy for implementation in 2005/06	June 2005	A research project to identify target markets for a community education program has commenced. The education program will developed in the 2005/06 financial year
Public Website Redevelopment Plan	Public consultation on new website design	September 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Launch of redeveloped website	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

OUTCOME 4.4 – THE CITY OF JOONDALUP IS RECOGNIZED AS A UNIQUE CITY

Priority Actions 2004/05	Milestones	Target	
Implement the Strategic Marketing Plan	<u>Publications</u> CouncilNews, Staff News, Leisure Guide	Ongoing	The Winter and Spring editions have been completed and the Spring edition features the 2005/06 budget. The Staff News is undergoing a restyle and will be launched in the near future
	Business and Community Directory	Sept 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Annual Report	October 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	<u>Sponsorship Guidelines</u> Complete sponsorship review of the organisation's processes for receiving & providing sponsorships and develop Corporate Guidelines for management of sponsorships	June 2005	A draft set of guidelines has been produced and has been forwarded to the CEO for approval.
	Formalise internal Joondalup Marketing Group to review promotional material published by the organisation	June 2005	The Marketing Group has been meeting regularly. A review of the Group's function will be undertaken in the next financial year.
	Develop process for a co-ordinated approach to production of promotional material	June 2005	The development of appropriate procedures has commenced and will be completed following the review of the Marketing Group
	<u>Communications Research</u> Undertake survey to determine how the community receives information from the City and to gauge whether information provision is satisfactory	June 2005	The research will not be undertaken by June 2005 and will be considered as a research project in the next financial year. It is expected that this research will be undertaken every two years.
	Develop Marketing Guidelines & Templates	June 2005	It is expected that the corporate style guide and associated branding of the City will be completed by July/August 2005

KEY FOCUS AREA 4 - ORGANISATIONAL DEVELOPMENT

OUTCOME 4.5 – THE CITY OF JOONDALUP IS RECOGNIZED AS AN EMPLOYER OF CHOICE

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Employer of Choice Program	<u>Enterprise Bargaining Agreement</u>		
	Establish City/Staff position	December 2004	Target Achieved - Reported in the Half Year Progress Report- July-Dec 04
	Identify negotiation teams	February 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	Finalise EBA	May 2005	Draft documents have been compiled for both the LGO EBA and the Operations EBA. The LGO EBA is nearly completed with a meeting to exchange documents scheduled for late July 2005.
	<u>Mentoring Program</u> Commence 2004/05 Program	December 2004	This program is under review
	<u>Well-Program</u> Complete training in leadership, time management and other skills for outside workers	June 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005
	<u>Individual Performance Agreements</u> Commence training	December 2004	Target Achieved - Reported in the Half Yearly Progress Report- July-Dec 2004
	Finalise agreements for 2005	March 2005	Over 80% of agreements have been completed. Some outstanding reviews and agreements are still to be finalised.
	<u>Culture Change Program</u> Review and modify program	June 2005	This program is under review
	Development of new HR policies	June 2005	Two policies - "Managing Conflict Resolution" and "Harassment & Discrimination" have been developed.

Priority Actions 2004/05	Milestones	Target	Comments - January to March 2005
Staff Conference 2005	Appointment of organising Committee	November 2004	Target Achieved - Reported in the Half Yearly Progress Report- July- Dec 2004
	Executive approval of Conference Program	Nov/Dec 2004	Target Achieved - Reported in the Half Yearly Progress Report- July- Dec 2004
	Conduct Staff Conference 2005	Jan/Feb 2005	Target Achieved - Reported in the Quarterly Progress Report- Jan-March 2005