



Annual Plan 2007-2008 Progress Report

October to December 2007

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INTRODUCTION

The City of Joondalup's Integrated Planning Framework starts with a vision for the City as outlined in the Strategic Plan 2003 – 2008, and includes a series of plans and reporting mechanisms to implement the vision. The Strategic Plan is currently being reviewed for the period 2008-2011.

The framework includes the:

- Strategic Plan - which provides broad future strategic directions for the City;
- 20-Year Financial Plan - which provides a broad overview of the major projects, programs and resource requirements over the next 4 years and includes 20-year financial projections;
- Annual Plan – which contains annual actions to achieve the vision of the Strategic Plan 2003 – 2008;
- Business Unit Action Plans – which contain details of the annual programs, services and activities for each Business Unit;
- Directorate Plans – which contain annual priorities for each Directorate; and
- Annual Budget.

The Strategic Plan is developed around four key focus areas within which strategic directions and objectives for the City are articulated. The four key focus areas are:

- Community Wellbeing;
- Caring for the Environment;
- City Development; and
- Organisational Development

The Annual plan contains annual actions to achieve the vision of the Strategic Plan 2003 – 2008. The Annual Plan actions are derived from the Strategic Plan, and address priorities for the City .

The Quarterly Progress Reports against the Annual Plan provide the Council with information on progress against the pre-determined milestones for major projects and programs, and highlight the City's commitment to monitoring and reporting progress against objectives.

Garry Hunt
CEO

HIGHLIGHTS – OCTOBER TO DECEMBER 2007 QUARTER

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

Little Feet Festival

Approximately four and a half thousand people enjoyed the free entertainment and activities at the City of Joondalup Little Feet Festival on Sunday 11 November 2007. The Festival was held for the first time at Craigie Leisure Centre, Craigie, where a range of indoor, outdoor and aquatic activities were held for families with children under twelve years of age.

Highlights of the festival included appearances by Bob the Builder and live shows by dancers and magicians. Other activities included pony rides, an animal farm, and craft and sporting activities.

Sister City Relationship - Delegation from Jinan in China

As part of the cultural exchange program a delegation of women from Jinan's Municipal People's Government visited the City of Joondalup from 11 to 14 November 2007. The program for the tour included the following events:

- An official reception at the City with the Mayor, CEO, Directors and Elected Members;
- A visit to Edith Cowan University (ECU) where discussions took place on the possibility of ECU running development programs for women in Jinan;
- A visit to West Coast TAFE and a tour of the Hospitality Centre;
- A visit to Joondalup Hospital and a tour of facilities;
- A visit to Parliament House to meet Judy Hughes MLA; and
- Attendance at a Business Women's Professional Dinner where the delegation gave a keynote speech on women's issues and challenges in modern day China.

KEY FOCUS AREA 2 - CARING FOR THE ENVIRONMENT

ICLEI – Local Governments for Sustainability – Local Action for Biodiversity (LAB) Project and Overview of the Workshop in Zagreb, Croatia

The Local Action for Biodiversity (LAB) Project is a three year project to develop a network from 20 cities across the world to promote a greater understanding of local government biodiversity issues.

As part of the Project, representatives of the City were required to attend an international workshop, which was hosted by the City of Zagreb, Croatia, from 15-17 October 2007. The CEO and the Manager Strategic Development attended the workshop from 15-17 October 2007 and made a presentation on actions occurring in the areas of biodiversity management in the City of Joondalup.

Some of the key outcomes of the project included:

- Development of a Declaration of Commitment to Biodiversity that will be signed by all participating cities;
- A clear understanding of the different management challenges local governments face in managing biodiversity;
- A clear understanding of the role of local government in turning the tide of biodiversity loss;
- Presentations on the different projects and tools being used across the world to support biodiversity management;
- An agreement to develop action plans by the end of 2008.

Participation in the LAB Project will assist the City to respond to the challenges of environmental management.

Environmental Awards for Eco-Business and the Cities for Climate Protection Program

The City received two environmental awards from the Minister of the Environment, the Hon David Templeman MLA in December 2007.

Eco-Business Program

The City received an award for its Eco-Business Program which has had significant success in improving the energy efficiency of participating businesses. Evaluation showed that a 9% reduction on annual energy consumption was achieved across all 105 participating businesses, which resulted in a reduction in greenhouse gas emissions of 7,974 tonnes, and annual savings of \$219,100.

Cities for Climate Protection

A further award was received for participation in the Cities for Climate Protection Program. Through this Program, the City was recognised for demonstrating leadership in taking responsibility for reducing emissions in its own operations and in assisting the community to reduce emissions through awareness-raising activities and key environmental education programs.

KEY FOCUS AREA 3 - CITY DEVELOPMENT

Economic Development Plan

Council adopted the Economic Development Plan which provides an integrated approach to foster the local economic development of the City of Joondalup. The Plan focuses on four key areas, which include:

- **Industry** - Industry development and attraction to maximise local employment;
- **People** - Ensuring that the population has appropriate skills to obtain jobs;
- **Infrastructure, Land and Property** - Ensuring that there are appropriate land and buildings available to accommodate industry growth; and
- **Collaboration** - Collaboration with key stakeholders across the broader north west region.

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
LEARNING PRECINCT BOARD		
<ul style="list-style-type: none"> Active participation in Learning Precinct Board Liaison Meetings. 	July – Sept 2007 quarter	Meeting held in September 2007.
<ul style="list-style-type: none"> Active participation in Learning Precinct Board Liaison Meetings. 	Oct – Dec 2007 quarter	A meeting was held in November 2007 at which the following was agreed: <ul style="list-style-type: none"> The City would be involved in a Professional Development Program, including participation in a Mentoring Program; The Joondalup Learning Precinct is to be promoted at the 2008 Joondalup Festival.
<ul style="list-style-type: none"> Active participation in Learning Precinct Board Liaison Meetings. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Active participation in Learning Precinct Board Liaison Meetings. 	Apr – June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
LIFE LONG LEARNING PROGRAM <ul style="list-style-type: none"> Deliver Life Long Learning Programs. Deliver School liaison/community education programs. 	July - Sept 2007 quarter	<p>143 children's events were held with 3,994 participants attending. 69 adults' events were held with 606 participants attending. 6 seniors' events were held with 199 participants attending.</p> <p>These events included story time, discovery sessions, Seniors' Circle, Mahjong, internet training, book clubs and information sessions such as Tax Help and criminal profiling.</p> <p>School Liaison programs, such as Adopt a Coastline and Banners in the Terrace art competition, were conducted and presentations were made to schools. Community Education was involved in events for NAIDOC Week, and in promoting activities within the City at the WALGA Convention, the Seniors Art of Aging Event and in PEACH Showcase, (Promoting Eating and Activity for Children's Health).</p>
<ul style="list-style-type: none"> Deliver Lifelong Learning Programs. Deliver School liaison/community education programs. 	Oct – Dec 2007 quarter	<p>82 children's events were held with 1,581 participants attending. 75 adults' events were held with 570 participants attending. 5 seniors' events were held with 172 participants attending.</p> <p>These events included story time, discovery sessions, Seniors' Circle, Mahjong, internet training, book clubs and information sessions.</p> <p>130 primary school students and 210 high school students participated in civic tours and presentations. The Mayor and Elected Members presented student citizenship Awards at 16 School Graduation Ceremonies. Another 11 schools received student Citizenship medallions. The Mullaloo Water Wise Garden and the Student Artwork Project was launched with the Mayor and Elected Members in attendance.</p>
<ul style="list-style-type: none"> Deliver Lifelong Learning Programs. Deliver School liaison/community education programs. 	Jan – Mar 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Deliver Lifelong Learning Programs. Deliver School liaison/community education programs. 	Apr – June 2008 quarter	
JINAN SISTER CITY RELATIONSHIP <ul style="list-style-type: none"> Delegation attends the Jinan International Tourism Fair in September. 	July – Sept 2007 quarter	A delegation, headed by the Mayor, attended the International Tourism Fair on 8 September 2007.
<ul style="list-style-type: none"> Receive and host in-bound Women's delegation from Jinan. 	Oct - Dec 2007 quarter	A delegation, headed by Madam Sun Jianqing, Deputy Director Foreign Affairs Office, was received in Joondalup from 11-14 November 2007. The group attended events and engagements to meet key women counterparts in the areas of business and politics.
<ul style="list-style-type: none"> Issue invitation and host in-bound Mayoral Delegation. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Present to Council Joondalup-Jinan Progress report of Joondalup-Jinan Relationship Plan. 	Apr – June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

OUTCOME - THE CITY OF JOONDALUP IS A CULTURAL CENTRE.

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
CULTURAL PROGRAM <ul style="list-style-type: none"> Joondalup Community Art Exhibition NAIDOC Week Celebrations Joondalup Eisteddfod. Sunday Serenades 	July – Sept 2007 quarter	<ul style="list-style-type: none"> The Joondalup Community Art Award and exhibition was held at Lakeside Shopping Centre from 25 July– 11 August. NAIDOC Week was held from 9-15 July. The Joondalup Eisteddfod was held from 23 August – 16 September. 3 Sunday Serenades Concerts were held during the quarter.
<ul style="list-style-type: none"> Joondalup Night Markets Sunday Serenades Invitation Art Award Little Feet Festival Summer Concert 1 	Oct – Dec 2007 quarter	<ul style="list-style-type: none"> The Sunset Markets began on 7 December 2007. Sunday Serenades Concerts took place each month, featuring traditional and chamber music. The Invitation Art Award was held at the Lakeside Shopping City from 17 October to 1 November. Works by some of WA's most prominent professional artists were exhibited, as well as an additional exhibition, celebrating 10 years of the Art Award. The Little Feet Festival was held on Sunday 11 November at the City of Joondalup Leisure Centre, Craigie. It was attended by approximately 4,500 people and featured a range of entertainment and hands-on activities for families and children under 12 years of age. The first CBD Concert, <i>Latin Fever</i>, was held on Friday 7 December 2007 with approximately 2,000 people in attendance. The Concert coincided with the launch of the Sunset Markets season.
<ul style="list-style-type: none"> Joondalup Night Markets Summer Concerts 2 & 3 Valentine's Day Concert 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Joondalup Festival Joondalup Community Art Exhibition Sunday Serenades 	Apr – June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
CRAIGIE LEISURE CENTRE <ul style="list-style-type: none"> Undertake Feasibility Study. 	July – Sept 2007 quarter	Feasibility and concept design work for the proposed facilities was undertaken.
<ul style="list-style-type: none"> Develop Community Sport and Recreation Facilities Fund and National Funding proposals for the 50m pool. 	Oct – Dec 2007 quarter	The City submitted a grant application to the Department of Sport and Recreation in November 2007 seeking \$1.8m funding through the Community Sport and Recreation Facilities Fund (CSRFF) for the upgrade of aquatic facilities at Craigie Leisure Centre.
<ul style="list-style-type: none"> Report to Council. 	April – June 2008 quarter	
WANNEROO BASKETBALL ASSOCIATION (WBA) <ul style="list-style-type: none"> Develop future facility recommendation report for the Association. 	Oct - Dec 2007 quarter	In October 2007, the City presented a discussion paper to the Elected Members on the outcomes of the Wanneroo Basketball Association Working Party which was established to examine the various issues and options for the future location of a facility. An alternative option for the development of a shared use facility with Woodvale High School is also being considered with the City as a partner.

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
KINGSLEY MEMORIAL CLUBROOM EXTENSIONS <ul style="list-style-type: none"> Undertake community consultation. Analyse submissions received during the community consultation period. Develop Concept Plan. Present Concept Plan to Elected Members. 	Oct - Dec 2007 quarter	<p>The City has undertaken community consultation with the Kingsley Senior Citizens' Club and other user groups.</p> <p>The results of the consultation have now been analysed and incorporated into a design brief for the architects developing the concept design for the Clubroom extensions.</p> <p>A Concept Plan will be developed and presented for approval in the January to March 2008 quarter.</p>
<ul style="list-style-type: none"> Complete detailed design and costings. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Lodge Development Application and Building Licence. 	Apr - June 2008 quarter	
ACCESS AND INCLUSION PLAN <ul style="list-style-type: none"> Undertake community consultation . 	July - Sept 2007 quarter	Community consultation was undertaken in September – October 2007.
<ul style="list-style-type: none"> Analyse submissions received during community consultation period. Report to Council. 	Oct - Dec 2007 quarter	<p>The results from consultation were analysed and incorporated into the Access and Inclusion Plan 2008-2011.</p> <p>Council adopted the Access and Inclusion Plan 2008-2011 at its meeting in December 2007.</p>

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Implementation of Plan. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Implementation of Plan. 	Apr – June 2008 quarter	
COMMUNITY FUNDING PROGRAM <ul style="list-style-type: none"> Conduct Round 1 Funding Program. 	Oct – Dec 2007 quarter	The Program attracted 20 applications in the funding round conducted. Grants totalling \$40,563 were awarded to 19 organisations.
<ul style="list-style-type: none"> Conduct Round 2 of Funding Program. 	Apr – June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
BLEND(ER) GALLERY <ul style="list-style-type: none"> Scope Review. 	Oct - Dec 2007 quarter	The process for reviewing the relocation options, lease and facilities of the Blend(er) Gallery has been determined. Discussions are currently underway with the Blend(er) gallery regarding the development of a 5 Year Strategic Plan.
<ul style="list-style-type: none"> Develop 5-Year Plan. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Report to Council on the options for relocation of the Blend(er) Gallery within the City of Joondalup. 	Apr – June 2008 quarter	
ELECTRONIC COMMUNICATION <ul style="list-style-type: none"> Implement a full range of electronic newsletters and documents. Continually update the website to ensure the provision of quality information. 	July – Sept 2007 quarter	<p>The City has implemented a full range of documents that are now available electronically on the City's website, as listed in the report to Council in August 2007.</p> <p>Regular reviews of the website have taken place to ensure information is accurate and up to date.</p>

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Promote community subscriptions to the electronic newsletters and documents. Continually update the website to ensure the provision of quality information. 	Oct - Dec 2007 quarter	<p>The e-newsletters were promoted via a mail out to 20,000 households. This resulted in increased subscriptions as follows:</p> <ul style="list-style-type: none"> Joondalup Public Notices from 125 to 294 subscriptions; Library Events from 558 to 994 subscriptions; Joondalup Voice from 118 to 406 subscriptions. <p>Promotion of community subscriptions to electronic news will continue in the January to March 2008 quarter.</p> <p>The City's website is updated regularly to ensure the information is current.</p>
<ul style="list-style-type: none"> Continually update the website to ensure the provision of quality information. 	Jan – March 2008 quarter	
<ul style="list-style-type: none"> Continually update the website to ensure the provision of quality information. 	April – June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
SAFER COMMUNITY PROGRAM <ul style="list-style-type: none"> Develop a Strategic Directions Paper on the Safer Community Program. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Report to Council. 	Apr - June 2008 quarter	
IMPLEMENT REVIEW OUTCOMES OF THE CITY WATCH SECURITY SERVICE <ul style="list-style-type: none"> Council receives City Watch Review Report. 	July - Sept 2007 quarter	At its meeting in August 2007, Council endorsed the continued provision of the City Watch Community Security Patrol Service via a contractor, and determined the level of service to be provided.
<ul style="list-style-type: none"> Ongoing implementation. 	Oct - Dec 2007 quarter	At its meeting in December 2007 Council endorsed the revised contract for providing the City Watch Community Patrol Service. Agreed changes are being implemented.
<ul style="list-style-type: none"> Ongoing implementation. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Ongoing implementation. 	Apr - June 2008 quarter	

KEY FOCUS AREA 1 - COMMUNITY WELLBEING

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
EMERGENCY MANAGEMENT <ul style="list-style-type: none"> Undertake Review of Emergency Management roles, functions and structures. Endorsement by Local Emergency Management Committee of Local Emergency Management arrangements shared with the City of Wanneroo. 	Oct - Dec 2007 quarter	<p>The Review of Emergency Management roles, functions and structures within the City has been completed.</p> <p>Local Emergency Management Committee arrangements were endorsed by the Local Emergency Management Committee in October 2007.</p>
<ul style="list-style-type: none"> Review City's Recovery Plan. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Submit revised Recovery Plan to Local Emergency Management Committee. 	April – June 2008	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
MIDGE STRATEGY <ul style="list-style-type: none"> Monitor midge population. Undertake appropriate intervention. 	Ongoing	<p>Midge numbers continue to be monitored for seasonal variations. A single treatment was applied to Lake Joondalup in October due to increased midge numbers. Follow-up sampling indicated a satisfactory reduction in midge numbers. Larval numbers again increased in December however further treatment was not required.</p> <p>Protocols are in place to ensure community awareness and appropriate precautions are taken if the midge population increases.</p>
FORESHORE AND NATURAL AREAS MANAGEMENT PROGRAM <ul style="list-style-type: none"> Complete works in accordance with the Capital Works Program 2007/2008. 	Ongoing	The program of works is generally on target.
LANDSCAPE MASTER PLAN <ul style="list-style-type: none"> Develop, analyse and collect data to inform Master Landscape Planning. 	July – Sept 2007 quarter	The project is on target with the collection of data, including irrigation information and plant species, to inform Master Landscape Planning.
<ul style="list-style-type: none"> Finalise draft Master Landscape Planning Report, including species list, and present to Council. 	Oct – Dec 2007 quarter	The draft Master Landscape Planning report (including species list) was reviewed and will be presented to Council in February 2008.

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Commence initial work to develop Master Landscape Plan. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Prepare and develop Landscape Master Plan in accordance with the staged implementation program. 	Apr – June 2008 quarter	
ENVIRONMENT PLAN <ul style="list-style-type: none"> Present draft Environment Plan to Council for endorsement. 	July - Sept 2007 quarter	The Environment Plan 2007-2011 was endorsed by Council in September 2007.
<ul style="list-style-type: none"> Allocate tasks where required to various Business Units. 	Oct – Dec 2007 quarter	An Implementation Plan was developed and actioned. Quarterly progress reports will be developed to monitor progress.
<ul style="list-style-type: none"> Set up reporting systems for monitoring progress of the Environment Plan. 	Apr - June 2008 quarter	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENTATION OF THE INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) LOCAL ACTION FOR BIODIVERSITY (LAB) PROJECT <ul style="list-style-type: none"> Develop draft Local Action for Biodiversity Report. 	July - Sept 2007 quarter	Local Action for Biodiversity Report has been drafted.
<ul style="list-style-type: none"> Present draft City biodiversity Report to Local Action for Biodiversity Workshop in Zagreb, Croatia. 	Oct – Dec 2007 quarter	The draft Biodiversity Report was presented at the Zagreb LAB workshop in October. The report was advertised for public comment in December 2007.
<ul style="list-style-type: none"> Finalise Local Action for Biodiversity Report to Council. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Present Local Action for Biodiversity Report to Council. 	Apr-June 2008 quarter	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENTATION OF INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) CITIES FOR CLIMATE PROTECTION GREENHOUSE ACTION PLAN <ul style="list-style-type: none"> Complete abatement measuring and report for 2006/2007. Present Greenhouse Action Plan for endorsement. 	July - Sept 2007 quarter	<p>Abatement measures for 2006-2007 were submitted to ICLEI in August and approved by ICLEI in September 2007.</p> <p>The Greenhouse Action Plan was endorsed by Council in September 2007.</p>
<ul style="list-style-type: none"> Undertake energy audits of City buildings. 	Oct – Dec 2007 quarter	A contractor has undertaken energy audits and three of the City's libraries have been completed to date.
<ul style="list-style-type: none"> Actions from energy audits identified and incorporated into Business Unit Action Plans and budgets. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Complete community project. Complete requirements for the Carbon Neutral Program. 	Apr - June 2008 quarter	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENTATION OF THE INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) WATER CAMPAIGN <ul style="list-style-type: none"> Complete Milestone 1 – undertake a water baseline assessment. 	Oct - Dec 2007 quarter	The water baseline assessment for scheme water has been completed. The assessment of bore water has not been completed, as water data collection processes are still being developed and implemented. The delays in collecting the bore water data will impact on other milestones for this project.
<ul style="list-style-type: none"> Complete Milestone 2 – set water reduction targets. Complete Milestone 3 – commence Water Action Planning. 	Apr-June 2008 quarter	
YELLAGONGA INTEGRATED CATCHMENT MANAGEMENT (YICM) PLAN <ul style="list-style-type: none"> Hold YICM Workshop. 	Jul – Sept 2007 quarter	A community workshop was held at the Bridgeleigh Reception Centre in September with approximately 100 people in attendance.
<ul style="list-style-type: none"> Establish YICM Community Reference Group. Draft YICM Research Proposal Outline. 	Oct - Dec 2007 quarter	<p>The Community Reference Group was established and held its first meeting in December 2007.</p> <p>The draft Research Proposal has been delayed and is awaiting the recruitment a YICM Project Officer at the City of Wanneroo.</p>

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Prepare Draft YICM Issue Papers. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Commence preparation of YICM Plan. 	Apr – June 2008 quarter	
YELLAGONGA REGIONAL PARK (YRP) ENVIRONMENT CENTRE <ul style="list-style-type: none"> Report to Council seeking approval to commence detailed design and business planning. 	Oct – Dec 2007 quarter	Council deferred the report until its meeting in February 2008.
<ul style="list-style-type: none"> Develop specifications for tendering of detailed design. Develop a Business Plan. 	Jan - Mar 2008 quarter	
<ul style="list-style-type: none"> Advertise Business Plan. 	Apr - June 2008 quarter	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

OUTCOME – THE CITY OF JOONDALUP EFFICIENTLY AND EFFECTIVELY MANAGES WASTE

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENTATION OF THE WASTE MANAGEMENT STRATEGY <ul style="list-style-type: none"> Establish a benchmark of the recycling contamination level. Introduce Recycle Rookies Education Campaign for School Students. Complete upgrade and commission Materials Recovery Facility. Undertake handover to tripartite members of Materials Recovery Facility. 	Oct – Dec 2007 quarter	<p>Due to the delays in the construction of the Wangara Materials Resource Facility (MRF), benchmark contamination levels cannot be accurately established. Following the completion of the MRF in February 2008, member Councils will monitor and establish a benchmark.</p> <p>A pilot Recycle Rookies Campaign was introduced in a Duncraig Primary School. The City is currently investigating the option of introducing the Program to all Primary Schools.</p> <p>The commissioning of the Materials Recovery Facility has not taken place due to construction delays and completion is now anticipated in February/March 2008.</p> <p>Final handover will take place in February/March 2008.</p>
<ul style="list-style-type: none"> Undertake audit of the recycling contamination level. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Analyse data on contamination rates. 	Apr – June 2008 quarter	

KEY FOCUS AREA 2 – CARING FOR THE ENVIRONMENT

OUTCOME – THE CITY OF JOONDALUP EFFICIENTLY AND EFFECTIVELY MANAGES WASTE

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
RESOURCE RECOVERY FACILITY <ul style="list-style-type: none"> Report to Council on Members' Financial Guarantees for the Resource Recovery Facility. 	July – Sept 2007 quarter	Report on Member Council Guarantees presented to a Special Meeting of Council in September 2007.
<ul style="list-style-type: none"> Approve preliminary contractual documentation for Resource Recovery Facility. 	Oct - Dec 2008 quarter	Preliminary documentation has been approved by Mindarie Regional Council.
<ul style="list-style-type: none"> Agree and set financial costs for the Resource Recovery Facility. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Design and construct the Resource Recovery Facility. 	Apr - June 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
JOONDALUP WORKS DEPOT		
<ul style="list-style-type: none"> Complete demolition and site clearing work. Award construction contract and commence construction work. 	July – Sept 2007 quarter	<p>Demolition and site clearing works have been completed.</p> <p>Construction contract was awarded with works commencing in August 2007.</p>
<ul style="list-style-type: none"> Continue construction work. 	Oct – Dec 2007 quarter	<p>Construction work is progressing in accordance with scheduled dates.</p> <ul style="list-style-type: none"> Earthworks and installation of in-ground services are near completion. Footings and building pads are near completion. Pouring and standing of panels are continuing. Structural steel installation is being undertaken. Installation of fire services has commenced.
<ul style="list-style-type: none"> Continue construction work. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Complete construction and commence relocation from current site. 	Apr - June 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008			TARGET	COMMENTS
OCEAN REEF MARINA REDEVELOPMENT <ul style="list-style-type: none"> Call for nominations for Community Reference Group. Undertake community consultation. 			July – Sept 2007 quarter	<p>Expressions of interest to serve on the Community Reference Group were invited in August – September 2007.</p> <p>Public feedback on options for the site was sought in August – September 2007.</p>
	<ul style="list-style-type: none"> Analyse submissions received during community consultation period. Form Community Reference Group. 		Oct - Dec 2007 quarter	A report to Council on the community consultation was submitted and endorsed. Council requested further consideration of the Community Reference Group at its meeting in December 2007.
	<ul style="list-style-type: none"> Commence development of Structure Plan. 		Apr – June 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENT CAPITAL WORKS PROGRAM 2007-2008 <ul style="list-style-type: none"> Complete works in accordance with the Capital Works Program 2007-2008. Provide regular reports against Program to Elected Members. 	Ongoing	<p>The majority of items within the Capital Works Program are on target. The Major Road Construction Program has been affected by State Government funding allocation and priorities. Clontarf Street Path widening requires additional funds to enable the project to be undertaken. Funds will be sought as part of the 2007-2008 Half Year Budget Review</p> <p>Regular reports are provided to Elected Members on the Capital Works Program.</p>
PARKS PROGRAM <ul style="list-style-type: none"> Complete works in accordance with the Capital Works Program 2007/2008. Provide regular reports against Program to Elected Members. 	Ongoing	<p>The majority of works within the Parks Program are on target. Further reticulation of dry parks is awaiting assessment of costs.</p> <p>Regular reports are provided to Elected Members as a component of the Capital Works Program.</p>
STRATEGIC ASSET MANAGEMENT FRAMEWORK <ul style="list-style-type: none"> Finalise Building Asset Management Plan. Finalise Road Asset Management Plan 	Jan - Mar 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
TOURISM DEVELOPMENT PLAN <ul style="list-style-type: none"> Commence Tourism Brand development and positioning project. 	Oct – Dec 2007 quarter	A Project Plan was developed and approved for tourism branding.
<ul style="list-style-type: none"> Complete Tourism Image Library. Promote and develop Tourism promotional materials. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Complete and launch Tourism website. Form Joondalup Tourism Alliance. 	Apr – June 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
DISTRICT PLANNING SCHEME <ul style="list-style-type: none"> Publish Issue Papers. Conduct community consultation. 	July – Sept 2007 quarter	Issue Papers were released for public comment. A report will be prepared on the outcomes of the submissions in the October – December quarter.
<ul style="list-style-type: none"> Analyse submissions received during community consultation period. Prepare report on Issue Papers for consideration by Council. Commence Local Planning Strategy. 	Oct - Dec 2007 quarter	<p>Submissions were analysed and a report on the Issue Papers was presented to Council at its meeting of 20 November 2007.</p> <p>The preparation of the Local Planning Strategy has commenced.</p>
<ul style="list-style-type: none"> Draft Local Planning Strategy. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Council endorses Local Planning Strategy for consultation. 	Apr – June 2008 quarter	
JOONDALUP CITY CENTRE DEVELOPMENT PLAN AND MANUAL <ul style="list-style-type: none"> Conduct workshop with Elected Members to develop a vision for the City Centre. 	July – Sept 2007 quarter	The workshop for Elected Members was conducted and feedback has been collected. The results will inform the development of a revised set of controls for the City Centre. The draft CBD Parking Policy is underway and is scheduled for completion and presentation to the Council in December 2007.

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Finalise draft vision statements. Commence development of CBD Parking Policy. 	Oct – Dec 2007	<p>City Centre vision statements have been drafted and were considered by Elected members in September 2007.</p> <p>A consultant was engaged to review City Centre parking standards and make recommendations on the proposed CBD Parking Policy. A presentation was provided to the Elected Members in December 2007.</p>
<ul style="list-style-type: none"> Prepare Project Plan for Review of Joondalup City Centre Development Plan and Manual. Endorse Project Plan. 	Jan – Mar 2008	
<ul style="list-style-type: none"> Commence Project Plan actions. 	Apr – June 2008	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP HAS AN EFFECTIVE INTEGRATED TRANSPORT SYSTEM

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
IMPLEMENTATION OF PAID PARKING <ul style="list-style-type: none"> Council adopts the Parking Strategy. 	July - Sept 2007 quarter	Council adopted the Parking Strategy at its meeting in August 2007.
<ul style="list-style-type: none"> Finalise Business Plan for public comment. Release Business Plan for public comment. Council endorses Business Plan. Establish administrative functions for paid parking. 	Oct - Dec 2007 quarter	<p>The Paid Parking Business Plan was advertised for public comment in October 2007.</p> <p>Council endorsed the Paid Parking Business Plan in at its meeting in December 2007.</p> <p>Tenders for Parking Pay and Display Ticket Machines for collection of parking fees were advertised and closed within the quarter. Recruitment of dedicated parking staff will proceed in the January – March quarter.</p>
<ul style="list-style-type: none"> Implement paid parking. 	Jan – Mar 2008 quarter	
CONTINUE IMPLEMENTATION OF TRAVELSMART PROGRAM <ul style="list-style-type: none"> Green Transport Plan is approved for implementation. 	Jul - Sept 2007 quarter	The Green Transport Action Plan was approved for implementation in September 2007.

KEY FOCUS AREA 3 – CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP HAS AN EFFECTIVE INTEGRATED TRANSPORT SYSTEM

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Implement a Green Transport Plan under the TravelSmart Workplace Program. 	Oct – Dec 2007 quarter	<p>An Implementation Plan was developed . A number of actions have been undertaken including:</p> <ul style="list-style-type: none"> A Walk to Work Day – Lunchtime walking event for staff (30 participants). A Walk Week – pedometer challenge for staff (30 participants for pedometer challenge and 24 for lunchtime walk). TravelSmart Information being included at Induction for new staff. Public transport Information available on the City's Intranet. SmartRider cards for use by staff for business trips on public transport being made available. The refurbishment of the Administration Building basement shower and toilet facilities.
<ul style="list-style-type: none"> Finalise implementation of TravelSmart Household Project to selected suburbs. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Introduce the TravelSmart to School Program within Joondalup schools. 	Apr – June 2008 quarter	
<p>BIKE PLAN</p> <ul style="list-style-type: none"> Develop Project Plan and seek project approval. Undertake internal consultation and review. 	Oct - Dec 2007 quarter	<p>A Project Plan was developed and approved in December 2007.</p> <p>A consultation process will commence in 2008.</p>

KEY FOCUS AREA 3 – CITY DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP HAS AN EFFECTIVE INTEGRATED TRANSPORT SYSTEM

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none">Develop Tender specification.Seek Budget allocation.	Jan - Mar 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
ECONOMIC DEVELOPMENT PLAN <ul style="list-style-type: none"> Finalise draft Economic Development Plan. Present draft Economic Development Plan to Council for endorsement. Conduct community consultation. 	July – Sept 2007 quarter	<p>The draft Economic Development Plan was finalised In August.</p> <p>Council endorsed the draft Economic Development Plan to be released for public comment at its meeting in August.</p> <p>Public comment occurred through local advertising and listing on the City's website in September 2007. Targeted consultation was also conducted with key stakeholders through a survey.</p>
<ul style="list-style-type: none"> Analyse submissions received during community consultation period. Present final Economic Development Plan for Council endorsement. Deliver Business Forums. Launch Business website and commercial property register. Make funding allocation to Small Business Centre to continue to support small business developments. 	Oct – Dec 2007 quarter	<p>The City presented the draft Economic Development Plan to key stakeholders at its October Business Forum. The presentation was followed by a facilitated workshop to discuss the Plan. Feedback received through the Business Forum workshop and community consultation was evaluated.</p> <p>A report on the community consultation process was submitted to Council along with the draft Economic Development Plan in December 2007. Council approved the Economic Development Plan at this meeting.</p> <p>A second Business Forum was delivered in November which targeted women in business. West Coast TAFE hosted the Women's Business Forum and over 70 people attended.</p> <p>Redevelopment of the business section of the City's website has commenced and is scheduled for presentation to Council in the January to March quarter.</p> <p>Funding for the Small Business Centre (SBC) is dependent on receiving a suitable funding submission, an Annual Report based on its performance in 2006-2007, and associated business plan. During the October– December 2007 quarter the City worked closely with the Small Business Centre and provided guidance to support the development of its business plan. Once the City receives the Small Business Centre's formal funding submission, it will be evaluated and presented to Council for consideration. This is expected to occur at Council's February 2008 meeting.</p>

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Deliver Business Forum. Commence CBD Commerical Development Plan. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Review economic profiles. Develop in electronic and paper based form. Complete industry research analysis. Finalise CBD Commercial Development Plan. 	Apr – June 2008 quarter	
THINK LEARN <ul style="list-style-type: none"> Submit quarterly report to the funding body, AusIndustry. 	July - Sept 2007 quarter	A quarterly report was submitted to AusIndustry in July 2007.
<ul style="list-style-type: none"> Submit audited statements for 2006-2007. 	Oct – Dec 2007 quarter	Audit of Thinklearn grant was undertaken and submitted in November 2007.
<ul style="list-style-type: none"> Submit quarterly report to the funding body, AusIndustry. 	Jan – Mar 2008 quarter	

KEY FOCUS AREA 3 – CITY DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none">Complete Program and submit final report and audit to the funding body, AusIndustry.	Apr – June 2008 quarter	

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
20 YEAR FINANCIAL PLAN <ul style="list-style-type: none"> Commence primary financial review of Financial Plan updating base assumptions. 	Oct - Dec 2007 quarter	The review of the 20 Year Financial Plan has commenced. Base assumptions and associated data are being updated.
<ul style="list-style-type: none"> Complete primary financial review, ensuring alignment to the new Strategic Plan. Report to Council. 	Jan - Mar 2008 quarter	
STRATEGIC PLAN <ul style="list-style-type: none"> Present draft Strategic Plan to Council. 	July - Sept 2007 quarter	Draft Strategic Plan was presented to Council in August 2007.
<ul style="list-style-type: none"> Complete community consultation. Analyse submissions received during community consultation period. 	Oct – Dec 2007 quarter	The community consultation process was finalised in December 2007 and will be reported to Council in February 2008.
<ul style="list-style-type: none"> Adopt final Strategic Plan. 	Jan – Mar 2008 quarter	

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
RISK MANAGEMENT PLAN <ul style="list-style-type: none"> Develop Risk Management Plan. Develop Audit Plan. 	July – Sept 2007 quarter	<p>Risk Management Plan was endorsed in July 2007.</p> <p>Audit Plan is being developed through the Business Planning process.</p>
<ul style="list-style-type: none"> Audits conducted according to Audit Plan. 	Oct – Dec 2007 quarter	Audits are being progressed in accordance with the agreed Audit Plan.
<ul style="list-style-type: none"> Audits conducted according to Audit Plan. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Audits conducted according to Audit Plan. 	Apr – June 2008 quarter	

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

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

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
COMMUNITY RESEARCH <ul style="list-style-type: none">• Conduct Annual Community Satisfaction Research.• Report results to Elected Members.	Apr – June 2008 quarter	

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP IS AN INTERACTIVE COMMUNITY

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
COMMUNITY CONSULTATION <ul style="list-style-type: none"> Conduct community consultation for Access and Inclusion Plan. Conduct community consultation for Ocean Reef Marina Redevelopment. Conduct community consultation for the Review of the District Planning Scheme. Conduct community consultation for the Economic Development Plan. 	July - Sept 2007 quarter	Consultation conducted.
<ul style="list-style-type: none"> Conduct community consultation for the Kingsley Memorial Clubrooms extension. Conduct community consultation for the development of the new Strategic Plan. 	Oct – Dec 2007 quarter	Consultation conducted.
ANNUAL REPORT 2006-2007 <ul style="list-style-type: none"> Council endorses Annual Report for Council 2006-2007. Hold Annual General Meeting of Electors. 	Oct – Dec 2007 quarter	Annual Report was presented to the Council at its October 2007 meeting with the AGM of Electors held on 3 December 2007.
<ul style="list-style-type: none"> Council adopts Compliance Audit Return to the Department of Local Government and Regional Development. 	Jan – Mar 2008 quarter	

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP IS RECOGNISED AS A UNIQUE CITY

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
PUBLICATIONS		
<ul style="list-style-type: none"> Print and distribute Budget News to the community. 	July - Sept 2007 quarter	Budget News was published and distributed in August 2007.
<ul style="list-style-type: none"> Print and distribute Council News to community. 	Oct – Dec 2007 quarter	Council News was distributed in November 2007.
<ul style="list-style-type: none"> Print and distribute Council News to community. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Print and distribute Council News to community. 	Apr – June 2008 quarter	
CIVIC CEREMONIES		
<ul style="list-style-type: none"> Conduct Citizenship Ceremonies each month. 	July – Sept 2007 quarter	The City conducted 8 Citizenship Ceremonies between July and September.
<ul style="list-style-type: none"> Conduct Citizenship Ceremonies each month. Conduct Remembrance Day Memorial Service. 	Oct – Dec 2007 quarter	The scheduled functions were held in accordance with agreed planning, including the Remembrance Day Ceremony and 10 Citizenship Ceremonies at which 799 residents became Australian citizens.

KEY FOCUS AREA 4 – ORGANISATIONAL DEVELOPMENT

OUTCOME – THE CITY OF JOONDALUP IS RECOGNISED AS A UNIQUE CITY

PROJECT MILESTONES FOR 2007/2008	TARGET	COMMENTS
<ul style="list-style-type: none"> Conduct Citizenship Ceremonies each month. Conduct ANZAC Day Memorial Service. 	Jan – Mar 2008 quarter	
<ul style="list-style-type: none"> Conduct Citizenship Ceremonies each month. 	Apr – June 2008 quarter	

Version No.	Date	Status	Amendments / Comments	Distributed by:
1	31/01/2008	Draft	Initial draft	Jill Wilson