



Corporate Plan 2019-23

Year One, Quarter Four: Progress Update

camms**strategy**

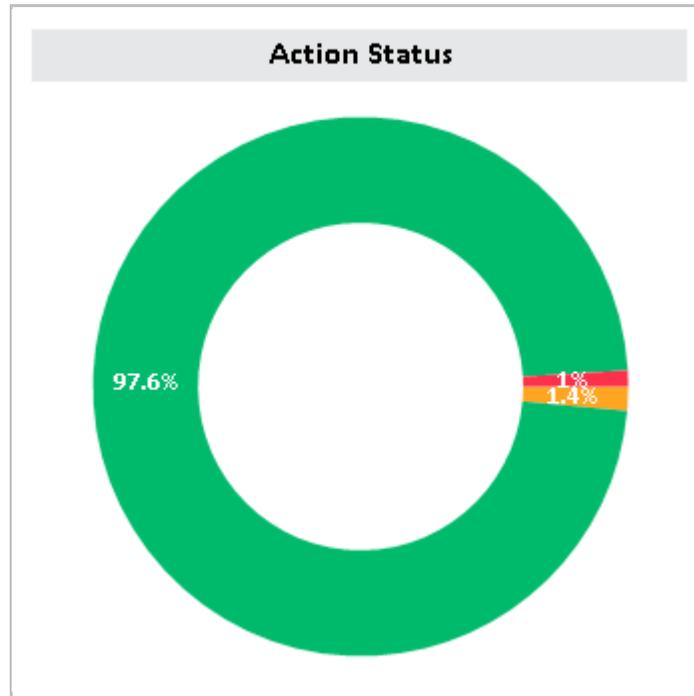
Print Date: 27-Jul-2020

OVERVIEW

ACTION SUMMARY

By Performance

208	On Track
2	Off Track
3	Monitor
0	Not Applicable



ACTION PLANS



At least 60% of action target achieved

Between 40% and 60% of action target achieved

Less than 40% of action target achieved

No target set

* Dates have been revised from the Original dates

Corporate & Community Services

Corporate and Community Services

Community Emergency Services

Action Title: 1.5.2.1 Priority Project: Implement and regularly review the Bushfire Risk Management Plan, including the bushfire risk treatment schedule through consultation with Landcare services and review every four years (due 2020-21)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Adam Jasper - Community Emergency Services Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Bushfire Risk Management Plan 2017-22 remains an ongoing process and the recently completed Risk Register has been utilized to prioritize treatment options across the Shire. Limited success with the Autumn burning program due to implications on Volunteer safety as a result of COVID 19. The recent successful move to an alternative reporting timetable will mean that the Spring program for 2020 will now have MAF available. Planning has finished for this period with focus now moving to the creation of Prescriptions for the identified Hazard Reduction Burns

Last Updated: 06-Jul-2020

Action Title: 1.5.2.2 Partner with the Department of Fire and Emergency Services, the Office of Bushfire Risk Management and local community groups on bushfire strategies and resourcing including annual test exercises

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Adam Jasper - Community Emergency Services Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Department of Fire and Emergency Services (DFES) Fire Chat and Shire Bushfire Ready Facilitators are continuing to educate the community through targeted street meets and Bushfire Ready Groups. Significant interest and increased level of enquirers about Shire strategies due to media exposure of Eastern States fires. Planning test exercises planned for next financial year.

Last Updated: 04-May-2020

Action Title: 1.5.2.3 Participate and complete the State Risk Project (local) in conjunction with the Office of Emergency Management

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Adam Jasper - Community Emergency Services Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Shire's top five hazards have been completed as a risk workshop with the Office of Emergency Management and the final risk summary report (local risk profile) has been endorsed by council and Local Emergency Management Committee (LEMC). The Local Risk Summary Report will now inform what needs to be actioned from LEMC, the community and other stakeholders and National Disaster Resilience Program Funding opportunities available to assist in addressing these actions.

Last Updated: 04-May-2020

Action Title: 1.5.2.4 Participate in regular reporting including the annual State Preparedness Report

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Adam Jasper - Community Emergency Services Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

All data has been collected, however SEMC will not be releasing the survey for completion due to the implications of COVID 19. All other reporting requirements have been met by the stipulated deadlines

Last Updated: 06-Jul-2020

Action Title: 1.5.2.5 Complete the Bushfire Brigade structure review in consultation with the Department of Fire and Emergency Services

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter two of 2019-20. Proposal to transition Bushfire Brigades was reviewed with the Steering Committee and an independent facilitator. Objective was that 8 out of 10 Brigades had to support the proposal for it to proceed. Outcome was that this target was not achieved and ultimately only 6 brigades were in favour. Council at the Ordinary Meeting on 25 September 2019 resolved that the transition to DFES not proceed.

Last Updated: 04-May-2020

Corporate and Community Services

Action Title: 5.2.4.4 Implement the Risk Management Framework, including convening meetings of the Audit and Risk Management Committee three times a year

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Ian McLeod - Manager Legal and Governance Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Due to the impacts of COVID-19 a routine dashboard report was not conducted for the Risk Framework. The Audit Risk Management Committee was given an oral briefing on the risk mitigation measures taken by the Shire during COVID-19.

Last Updated: 20-Jul-2020

Action Title: 5.5.1.6 Identify and develop process improvement strategies for the Corporate and Community Services Directorate, with a focus on contract management and grant funding coordination in 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
James Shepherd - Director Corporate and Community Services	In Progress	01-Jul-2019	30-Jun-2020	80.00%	100.00%	 GREEN 126

Action Progress Comments:

A contract management framework has been drafted over the last two quarters and will be implemented in 2020-21. Work has also progressed with a Funding Framework to streamline and simplify Shire grant programs to be developed further in 2020-21 for implementation in 2021-22.

Last Updated: 27-Jul-2020

Corporate Services**Customer Services**

Action Title: 5.4.1.2 Champion the Customer Service Charter and Customer Service Strategy, and review every four years (due 2022-23)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Vicki Scott - Coordinator Revenue & Customer Service	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This work is ongoing - the Charter is published on the Shire website, intranet and printed in customer service areas.

Last Updated: 04-May-2020

Action Title: 5.4.1.3 Champion the Complaint Handling Guide and review every four years (due 2021-22)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Vicki Scott - Coordinator Revenue & Customer Service	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The reviewed Complaint Handling Policy is available on the Shire website and staff intranet.

Last Updated: 04-May-2020

Finance

Action Title: 4.4.1.2 Regularly gather feedback from local suppliers to understand the impact of Shire operations on their business

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:

Informal feedback received from local businesses is currently received and managed throughout the year.

Last Updated: 07-Nov-2019

Action Title: 4.4.3.1 Create efficiencies which better enable local businesses to provide contract services for the Shire

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:
 These activities are ongoing. The "Doing Business with the Shire" page on the Shire's website includes information relevant to purchasing, refining tender response packs and conducting awareness of upcoming tenders for local suppliers for major projects. Support is provided to projects that are tendered and quoted to ensure they are undertaken efficiently.
 Last Updated: 24-Jan-2020

Action Title: 5.2.3.2 Priority project: Conduct a minor review of the Long Term Financial Plan every year, and a major review every two years (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	In Progress	01-Jul-2019	30-Jun-2020	70.00%	100.00%	 GREEN

Action Progress Comments:
 Planning for the conduct of a major review of the Long Term Financial Plan (LTFP) commenced during the second quarter of 2019-20 with the preparation of a timetable and request to obtain the LTFP template being issued. The updated LTFP was not finalised and provided to Council as the underlying assumptions were no longer relevant as a result of financial decisions made to aid recovery from the COVID-19 pandemic. One of these decisions was to not have any rate increase in 2020-21. An updated LTFP will be prepared in 2020-21.
 Last Updated: 13-Jul-2020

Action Title: 5.2.3.3 Prepare the Shire's Annual Budget in accordance with the Long Term Financial Plan and Corporate Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:
 Planning for the 2020-21 Budget has been completed with a timetable prepared, Council briefings and workshops scheduled, and Councillor and community budget requests received. The detailed budget preparation process commenced in March 2020 with budget templates and requests for information distributed to business units. Draft budget workshops were conducted in May and June 2020 with the draft budget approved by Council on 24/6/2020. The final budget for 2020-21 is scheduled to be adopted by Council on 22/7/20.
 Last Updated: 13-Jul-2020

Action Title: 5.6.1.2 Arrange a review of financial systems to comply with Financial Management Regulation 5(2c)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:
 This work was completed in quarter three. External review to meet the requirements of Regulation 5 of the Local Government (Financial) Management Regulations is scheduled for the second half of 2019-20. In accordance with the Shire's Strategic Internal Audit Plan AMD Chartered Accountants have been engaged for this review and will be on-site to undertake the fieldwork

during the week of 10 February 2020. The final review document was provided by AMD on 24 March 2020 and will be provided to the Audit and Risk Management committee for their review.

Last Updated: 04-May-2020

Action Title: 5.6.1.4 Conduct external audit and interim audit annually and remediate any problems within timeframes

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

External audit of the 2018-19 Annual Financial Report has been completed with the Audit Report received on 11 October 2019. Field work was completed by the auditors from 19 to 22 August 2019 with follow up undertaken from then until the Auditors were satisfied with the financial results. Moore Stephens have been appointed by the Office of the Auditor General to undertake the 2019-20 audit. Their interim audit visit was conducted on 4 March 2020. No significant issues were identified and a report was issued and provided to the Audit and Risk Management Committee meeting on 24 June 2020. The external audit for 2019-20 Annual Financial Report is scheduled for 20 August 2020.

Last Updated: 13-Jul-2020

Action Title: 5.6.1.5 Administration of the Shire's investment and loan portfolio

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Loan repayments processed in accordance with schedules and term deposits placed and managed to maximise return to the Shire in accordance with the Investments Policy.

Last Updated: 13-Jul-2020

Action Title: 5.6.1.6 Ensure revenue opportunities are maximised by identifying grant opportunities, additional revenue sources and cost recovery

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This is an ongoing process each quarter.

Last Updated: 04-May-2020

Action Title: 5.6.1.7 Continue to monitor monthly, year to date and annual financial performance including preparation of the annual financial report

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Andrew Ross - Manager Corporate Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Monthly financial reports are prepared, reviewed and provided to business units for their review prior to being provided to Council in accordance with legislative requirements. Last Updated: 13-Jul-2020						

Action Title: 5.6.3.2 Develop financial indicators for business units						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Andrew Ross - Manager Corporate Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	 GREEN
Action Progress Comments: This work has been deferred to next financial year, as the extent of this project needs to be scoped and progress is limited this financial year. Last Updated: 04-May-2020						

ICT

Action Title: 5.7.1.2 Priority project: Develop the ICT Strategic Framework to include consideration of all platforms across the organisation, and review every four years						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Mittnacht - Coordinator Information Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: Still undergoing internal review, which is in progress outside of the ICT business unit. Currently with Management team. Last Updated: 07-Jul-2020						

Action Title: 5.7.1.3 Undertake the hardware maintenance program for the organisation						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Mittnacht - Coordinator Information Management	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: There are no major hardware upgrades planned this financial year. Only minor repairs and purchase of spares as required are expected. Last Updated: 04-May-2020						

Marketing and Events

Action Title: 4.2.2.1 Support the development of regional signage with the adopted Margaret River Region brand						
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Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Cristina Smith - Communications and Marketing Officer	In Progress	01-Jul-2018	30-Jun-2022	75.00%	100.00%	 GREEN
<p>Action Progress Comments: Major signage requirements have been completed. The Shire is continuing to respond to adhoc requests for cobranded signage. Last Updated: 04-May-2020</p>						

Action Title: 4.2.3.1 Support the online and hard copy production of the CapeROC calendar of events and share administration with the City of Busselton and Margaret River Busselton Tourism Association						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Amanda Russell - Marketing & Events Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: This work has been completed in quarter 3 of 2019-20. The summer edition of the CapeROC calendar published and online content updated by Margaret River Busselton Tourism Association as per the Memorandum of Understanding. Last Updated: 04-May-2020</p>						

Action Title: 4.2.3.2 Sponsor icon and community events that provide a window into our community and that showcase the Shire to national and international audiences						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Cristina Smith - Communications and Marketing Officer	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
<p>Action Progress Comments: Due to COVID- 19 restrictions, Cabin Fever event delivered online, Readers & Writers Festival 2020 cancelled (acquittal received), Margaret River Ultra Marathon postponed to Oct 2020. Last Updated: 20-Jul-2020</p>						

Action Title: 4.2.3.3 Finalise the Events Strategy and review every four years						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Cristina Smith - Communications and Marketing Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Sustainable Events Strategy endorsed by Council OM2019/196. Last Updated: 20-Jul-2020</p>						

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Cristina Smith - Communications and Marketing Officer	In Progress	01-Jul-2019	30-Jun-2020	70.00%	100.00%	 GREEN

Action Progress Comments:
A document has been developed with the Executive. This work has not progressed this quarter, due to COVID-19 additional workload over the last three months. implementation will continue into 2020-21.
Last Updated: 24-Jul-2020

Action Title: 5.4.3.2 Manage the Shire's website and review every four years (due 2020-21) with a focus on online customer service

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Cristina Smith - Communications and Marketing Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:
Broken link maintenance completed, mail chimp subscriber options updated for compliance. Review of the website is scheduled to commence in 2020-21.
Last Updated: 24-Jul-2020

Records Management

Action Title: 5.2.4.1 Implement the organisation's Record Keeping Plan and review every four years (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Ian McLeod - Manager Legal and Governance Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:
As per the State Records Act, all Local Governments must regularly review their Record Keeping Plan and associated procedures and submit the revised version to the State Records Office. The Shire was contacted by the State Records Office in June 2020 and advised that the SRO was circulating a new template Records Keeping Plan and Maturity Model in June 2020 for introduction in January 2021. it was considered that use of the new RKP template and maturity model would provide a more effective and efficient plan and assessment model for the Shire and the State Records Office has advised that the Shire can submit its new RKP based on the new template in January 2021.
Last Updated: 20-Jul-2020

Action Title: 5.2.4.5 Conduct ongoing review of records management procedures to include records destruction and disposal as a priority area for 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Ian McLeod - Manager Legal and Governance Services	In Progress	01-Jul-2019	30-Jun-2020	50.00%	100.00%	 AMBER

Action Progress Comments:
The Records Team continues to provide appropriate services to the Shire. A total of 22,929 records were created during quarter four 2019-20. The Shire undertook significant record disposal

activities in June 2020 in accordance with the Shires RKP and Record Disposal Procedure.

Last Updated: 20-Jul-2020

Human and Community Services

Caravan Parks

Action Title: 4.2.4.1 Priority Project: Undertake detailed design, costing and approaches for priority areas identified within the Turner Caravan Park Concept Masterplan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nigel Anderson - Manager Human & Community Services	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

All scheduled service upgrades for electrical, sullage, water & fire equipment have been undertaken for priority areas within the Turner Holiday Park including: chalet locality, Circle amenity block and within the Kangaroo Flats, Wilson, Oval & Circle camping site areas.

Last Updated: 20-Jul-2020

Action Title: 4.2.4.2 Develop additional chalets at Turner Caravan Park utilising Caravan Park reserve funds

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nigel Anderson - Manager Human & Community Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The tender process has been completed and local builder Tectonics have been contracted to complete the construction works for the new chalets.

Last Updated: 20-Jul-2020

Action Title: 4.2.4.3 Develop detailed design and financial plans for the implementation of Council's redevelopment priorities for Caravan Parks

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nigel Anderson - Manager Human & Community Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Design and costing works have been completed for the second exit road way, drainage and new facilities including Circle camp kitchen/lounge, laundry and family toilet/showers at Turner Holiday Park.

Last Updated: 20-Jul-2020

Action Title: 4.2.4.6 Complete Turner Caravan Park asbestos removal and reinstatement

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nigel Anderson - Manager Human & Community Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: This was completed in quarter 1 of 2019-20. Office and Residence completed. Last Updated: 04-May-2020</p>						

Community Planning and Development

Action Title: 2.1.1.1 Support community groups to develop and deliver inclusive and participatory programs and events						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Capacity building and support provided largely through COVID-19 Recovery response; with daily correspondence through the Community Care Fund. Monthly community e-news set up. Development of proposed new Community Development Grant Program and Community Resilience Fund. Support to community groups and hall committees to adapt to required changing COVID regulations. Last Updated: 15-Jul-2020</p>						

Action Title: 2.1.1.2 Develop opportunities for multicultural groups to access community events and activities						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Kim Rosenfeld - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: In this quarter we have continued working with the Margaret River Intercultural Action Group (IAG) to build their capacity. The Shire COVID-19 Recovery Team have also assisted IAG in obtaining critical information and resources to support their members and networks in accessing essential services and support services during the pandemic. Last Updated: 13-Jul-2020</p>						

Action Title: 2.1.2.1 Implement the Creative Blueprint including the Spare Plinth Program and Public Art Policy, and review every four years						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Review of the Public Art Policy and Creative Blueprint have both been completed and implementation will fully commence in 2020-21. Last Updated: 24-Jul-2020</p>						

Action Title: 2.1.2.2 Coordinate the Art and Culture Advisory Group and through this group provide support for collaborative creative community projects

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Meetings have occurred each quarter throughout 2019-20.

Last Updated: 24-Jul-2020

Action Title: 2.1.3.1 Priority Project: Scope, develop and implement the Shire's Aboriginal Engagement Program/Reconciliation Action Plan and supporting policy

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2021	60.00%	60.00%	 GREEN

Action Progress Comments:

Development of the action plan is year two of a three year project. Third project review meeting taken place in this period. Site visits for majority of projects and required reporting compiled during this period. NAIDOC & Reconciliation Week programs both postponed due to COVID-19. Main St Art collaborations underway. Development of possible land parcels for Undalup lease discussed with Planning and Governance teams. This work will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 2.2.1.1 Facilitate community capacity building activities and events including the Community Development Fund and Thank a Volunteer celebrations each year

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The acquittal for the Department of Community's Thank a Volunteer grant was submitted successfully. The Community Development grants program has been reviewed and preparation for implementation has commenced. Preparations for 2020-21 underway.

Last Updated: 24-Jul-2020

Action Title: 2.2.2.1 Priority Project: Develop and implement a plan for community resilience

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Draft plan has been completed with engagement and feedback from Councillors. To be endorsed for community comment at OCM 22 July 2020.

Last Updated: 20-Jul-2020

Action Title: 2.3.1.1 Implement the Access and Inclusion Plan (AIP), review every four years (due 2021-22) and report annually to the Department of Communities

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The focus over quarter four has been on coordinating statutory reporting of progress against 2019-20 actions. Reporting on track to be submitted to the department.

Last Updated: 24-Jul-2020

Action Title: 2.3.1.5 Deliver Margaret River Youth Precinct Renewal Project including year two hall redevelopment to enable a diversity of services to operate from the precinct

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Upgrade to the Zone Room universal access bathroom have been completed.

Last Updated: 24-Jul-2020

Action Title: 2.5.1.2 Facilitate activation the Margaret River Youth Precinct through recreational, social support and commercial partnerships

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

All clients, partnerships and bookings cancelled during this period due to COVID-19. All state govt regulations put in place for re-opening of facilities and community partners supported to re-open under these conditions.

Skate Park re-opening day held on easing of COVID restrictions.

Youth development programs moved to online platform during this period.

Last Updated: 15-Jul-2020

Action Title: 2.5.1.4 Develop long term partnerships to provide youth mental health services across the shire

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN 136

Action Progress Comments:

Lamp Inc Program moved to an online only facility during COVID-19, and have been supported to re-open gradually under restriction easing rules.
 LAMP school holiday program developed.
 Headspace partnership moving forward with plans to open locally by end July.
 Last Updated: 15-Jul-2020

Action Title: 2.5.3.1 Implement the Age Friendly Community Plan and review every four years (due 2020-21)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Kim Rosenfeld - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Dementia Friendly project is currently on hold with progress stalled due to current Shire COVID-19 Recovery commitments.
 Last Updated: 13-Jul-2020

Action Title: 2.5.5.1 Implement the Strengthening Youth Plan including supporting youth volunteerism and youth partnerships in 2019-20, and review the plan every four years (due 2021-22)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Hope Sortras - Community Development Trainee	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This quarter, the Margaret River Youth Advisory Council (YAC), have volunteered in one more youth event! The event was the reopening of the Skate Park on 6 June. The event was a great success with multiple YAC members coming along to both help cook and give out a free sausage sizzle. This brings up YAC's 2020 volunteering total to just under 50 hours for the first half of 2020! The Skate park event was the first in person event since early March and saw a huge turnout at the Skate Park! YAC meetings have recently resumed back in person and are once again being held in the Zone Room from 3:30pm to 5pm on Wednesday afternoons during the school term.
 Last Updated: 24-Jul-2020

Action Title: 2.6.3.1 Support local mental health services through the Community Alliance Project and regular meetings with the Augusta Margaret River Community Health Network Group with a focus on collaboration across services

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Workshop with the Mental Health Commission and Mindful Margaret River members completed in February 2020. Continue to pursue regional or state avenues for funding and partnership.
 Last Updated: 20-Jul-2020

Action Title: 2.6.4.3 Coordinate preparedness initiatives and recovery services to support the community in the case of emergencies

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Preparedness actions completed for the financial year. Last Updated: 24-Jul-2020						

Action Title: 3.2.2.1 Facilitate the Homelessness and Affordable Housing Working Group to progress actions from the Affordable Housing Strategy alongside the Shire's Homelessness Policy including further progressing site identification for potential housing initiatives						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Just Home contract under review as part of budget deliberations. Working group due to meet end of July. Margaret River Community Centre funded to support extension of Just Home service and temporary housing program during the first three months of COVID-19. Last Updated: 24-Jul-2020						

Action Title: 3.2.2.2 Review the Shire's Homelessness Policy and facilitate and review the Just Home Partnership						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Review and submission for 2020-21 budget of Just Home funding requirements. Margaret River Community Centre funded as part of COVID-19 Care Package to provide emergency relief services including partnering with Just Home for increased homelessness support services. Last Updated: 04-May-2020						

Action Title: 3.2.3.6 Coordinate the Community Infrastructure Plan for implementation via the Long Term Financial Plan						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Cleary - Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Final draft completed. Scheduled to be finalised alongside the review of the Long Term Financial Plan. Last Updated: 22-Apr-2020						

Action Title: 5.2.1.1 Conduct a minor review of the Community Strategic Plan every two years, and a major review every four years (due 2021-22)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Desktop review completed through Executive in February 2020, with report to be presented to Council alongside review of the Corporate Plan on 12 August 2020.

Last Updated: 20-Jul-2020

Action Title: 5.2.1.2 Conduct a minor review of the Shire's Corporate Plan every year, and a major review every four years (due 2022-23)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Desktop review completed through Executive since February 2020, to be presented to Council on 12 August 2020.

Last Updated: 20-Jul-2020

Action Title: 5.2.2.2 Develop a Gender Mainstreaming Policy as detailed in the Shire's Access and Inclusion Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Kim Rosenfeld - Community Development Officer	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	 GREEN

Action Progress Comments:

The development of Gender Mainstreaming Policy is currently on hold with progress stalled due to current Shire COVID-19 Recovery commitments. The development of the Gender Mainstreaming Policy will be rolled over to the 2020-21 financial year.

Last Updated: 24-Jul-2020

Action Title: 5.4.2.1 Participate in the South West Integrated Planning Peer Support Group in formation and collaboration for a regional Service Level Framework

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Service Level Framework has been delivered, being finalised for all South West local governments to use as toolbox. Rollout has been postponed due to COVID.

Last Updated: 20-Jul-2020

Action Title: 5.4.4.1 Coordinate the Community Access and Inclusion Advisory Group with a special focus on improved local infrastructure						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jess Black - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: The fourth meeting for this financial year was held on 2 May 2020. Last Updated: 24-Jul-2020</p>						

Action Title: 5.4.4.2 Hold regular meetings with the Youth Advisory Council and partner to deliver local projects						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Hope Sortras - Community Development Trainee	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: In person YAC meetings have resumed with the easing of Covid-19 restrictions. YAC were very eager to get back to the Zone Room and get back into action. Meetings resumed on 10 June and have continued with a fast pace! The meeting schedule/timing has also resumed back to 'normal' with meetings being 3:30 to 5:00pm on Wednesday afternoons during the school term. Attendance for these meetings are still quite high, with numbers ranging from 10-15! YAC are planning another AMR Youth magazine and are excited to get more events in production. Last Updated: 24-Jul-2020</p>						

Action Title: 5.4.4.3 Coordinate the Liquor Forum Group						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Kim Rosenfeld - Community Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: A Liquor Forum Meeting was held this quarter in June which was well attended. Last Updated: 13-Jul-2020</p>						

Action Title: 5.5.1.1 Coordinate annual business planning across the organisation which captures opportunities for cross business unit collaboration and service improvements						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: This work was completed in quarter two of 2019-20. Business plan templates shared with Shire Management in November 2019. Last Updated: 04-May-2020</p>						

Action Title: 5.5.1.9 Implement improvements for corporate planning to include support for earlier annual planning process and priority weighting process for new project requests in 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	 GREEN

Action Progress Comments:

This work has been put on hold for now.

Last Updated: 30-Apr-2020

Action Title: 5.5.2.1 Implement the Shire's Community and Stakeholder Engagement Framework including Your Say, and review every four years

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Policy has been reviewed to feature a place-based approach and will be presented to Council at OCM 22 July 2020 to proceed to community consultation.

Last Updated: 20-Jul-2020

Action Title: 5.5.2.2 Review the Shire's community stakeholder list and launch My Community Directory

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This work was completed in quarter two of 2019-20. Launch event held in November 2019 at the Community Leaders Forum. Implementation completed, now rolled into operations.

Last Updated: 04-May-2020

Action Title: 5.6.2.1 Deliver quarterly updates to Council and community of progress against the Corporate Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	In Progress	01-Jul-2019	30-Jun-2020	95.00%	100.00%	 GREEN

Action Progress Comments:

Reporting is on track for quarter four of 2019-20.

Last Updated: 20-Jul-2020

Action Title: 5.6.3.1 Deliver the Annual Report each year in line with statutory requirements

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Stacey Hutt - Corporate & Community Planner	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This work was completed in quarter two of 2019-20. The Annual Report for 2018-19 was endorsed at the General Electors meeting on 11 December 2019.

Last Updated: 04-May-2020

Human Resources

Action Title: 5.2.3.1 Priority project: Conduct a minor review of the Workforce Plan every year, and a major review every four years (due 2019-20) including implementation of outcomes from the review

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	In Progress	01-Jul-2019	30-Jun-2020	62.00%	100.00%	 GREEN

Action Progress Comments:

Postponed to quarter one 2020-21. The merging of the Sustainable Development and Infrastructure Services directorates is being considered for impacts on future workforce planning

Last Updated: 17-Jul-2020

Action Title: 5.3.1.1 Develop, implement and review workforce training, development and performance plans

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Training needs analysis (TNA) for 2020-21 financial year was completed in quarter 3 in 2019-20. The training plans for each business unit are informed by the TNA process and were collated and distributed to managers for review.

Last Updated: 04-May-2020

Action Title: 5.3.1.2 Undertake recruitment activities to fill vacancies

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Average total vacancy days for quarter four is 17.5 (calendar) days. The Shire had a total of 6 job vacancies over the last quarter, of which 2 were advertised externally, 2 were advertised externally and 2 were direct appointments. Key roles recruited for include Director Sustainable Development & Infrastructure Services, Coordinator Works, and EA to CEO.

Last Updated: 16-Jul-2020

Action Title: 5.3.2.1 Negotiate the Enterprise Bargaining Agreement every three years and lodge with the Fair Work Commission

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nigel Anderson - Manager Human & Community Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 1 of 2019-20. The Shire of Augusta Margaret River Enterprise Agreement was approved by the Fair Work Commission and has commenced operating from the 15 October 2019.

Last Updated: 04-May-2020

Action Title: 5.3.2.2 Facilitate the employee recognition program

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The organisation recognised service milestones for three employees in quarter four, one for 10 years of service and two for 15 years of service.

Last Updated: 16-Jul-2020

Action Title: 5.3.3.1 Implement the Occupational Safety and Health Management Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Garth Baxter - Safety Officer	In Progress	01-Jul-2019	30-Jun-2020	82.00%	100.00%	 GREEN

Action Progress Comments:

The OSH Program inspection program placed on hold due to COVID-19 pandemic due to the risk of cross-contamination from staff movements. OSH program was not finalised at end of the financial year, inspections and emergency evacuation drills not conducted as per the program.. Emergency evacuation programs for the heart developed and numerous drills conducted with heart including CAC building. these were additional drills not scheduled on the program.

Last Updated: 17-Jul-2020

Action Title: 5.3.3.2 Implement the employee health program

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Garth Baxter - Safety Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Shire annual Flu vaccination program brought forward to April 21 2020. Booked and places full - approx. 110 people Last Updated: 22-Apr-2020						

Action Title: 5.3.3.3 Implement the actions from the Equal Employment Opportunities Plan and review every four years (due 2020-21)						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	In Progress	01-Jul-2019	30-Jun-2020	62.00%	100.00%	 GREEN
Action Progress Comments: Equal Employment Opportunity Management Plan review has been postponed to quarter one 2021 due to COVID-19. Last Updated: 16-Jul-2020						

Action Title: 5.3.3.5 Assess feasibility for an organisational Administration Support Program to include improved communication and coordination between administration staff and greater coverage across all directorates						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: This process is being completed in conjunction with the workforce plan review in 2021. The findings from workforce planning workshops conducted in 2018-19 were reviewed in quarter one, ready for inclusion towards the Administration Support Program. A key emphasis of the review will be on succession planning and improving tools for managers. The merging of the Sustainable Development and Infrastructure Services directorates is being considered for impacts on future workforce planning. Last Updated: 17-Jul-2020						

Action Title: 5.3.4.2 Implement the Shire Engagement Strategy and Workforce Communication Strategy and review every four years (due 2022-23)						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: The findings from the workforce engagement survey are currently being collated for inclusion in the major review of the workforce plan. The communication procedure was updated in the previous financial year and sits in draft mode, ready to be included towards the communication strategy. Competing priorities have meant his strategy has not progressed. Will be actioned in 2021 Last Updated: 17-Jul-2020						

Action Title: 5.5.3.1 Provide learning opportunities for young people at the Shire through mentor traineeships, workplace experience and wider community volunteerism opportunities

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicolae Nitu - Coordinator Human Resources	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

COVID-19 forced the postponement of the work trial with students from Margaret River Senior High School until quarter one of 2020-21. Plans underway for new trainee position at the Depot in 2020-21.

Last Updated: 24-Jul-2020

Libraries

Library Services

Action Title: 2.4.1.1 Review the long term needs of library services on an annual basis

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heather Auld - Manager Library Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

During the COVID-19 closure, the library provided phone and email-based IT support, assisting many first-time users of e-resources, and building the digital skills of the community. Regular blog and Facebook posts were published, giving detailed instructions to assist the community to access information and services online and advertising the e-resources support that was available. Total number of e-book and e-audiobook checkouts for this quarter: 5,186 (an increase of 28% compared with the same quarter last year). Current number of followers of the library blog: 1,634.

Last Updated: 24-Jul-2020

Action Title: 2.4.1.2 Assess funding arrangements and agreements between state government and Shire libraries

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heather Auld - Manager Library Services	Completed	01-Jul-2018	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

WA Public Libraries Strategy is now progressing. The new Tiered model will begin July 2020, funding is moving from Capital to Recurrent and Transfer of Ownership of Stock has commenced. New Agreements are being planned to develop a high level agreement for future public library services that will link to the State Local Government Partnership Agreement.

Last Updated: 29-Apr-2020

Action Title: 2.4.2.1 Provide learning events at the libraries

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Heather Auld - Manager Library Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments:</p> <ul style="list-style-type: none"> • Due to the COVID-19 restrictions and closure of libraries all programs within the libraries were postponed indefinitely. • Marketing promotions of our 24/7 online services resulted in huge increases of usage across a wide variety of resources, including E-books, e-audiobooks, e-magazines, movies, language learning, hobby tutorials, coding and touch typing to name a few! • The provision of our 'Takeaway Library using the Click and Collect method of service delivery' was extremely popular with our community and provided many opportunities to upskill our users in accessing digital services. Phone and email assistance replaced the standard one-on-one tutoring services and library staff were very busy teaching patrons how to access these services. A record number (18074) of visits to our online catalogue in April 2020 shows the huge response from our community to the 'COVID' way of working! • Over 6000 reservations have been processed manually by library staff as a result of the Click and Collect service. • Free WiFi was provided outside the library buildings 24/7. • CloudLibrary, our online e-book and e-audio platform, recorded an increase in usage of 55%. <p>Last Updated: 17-Jul-2020</p>						

Action Title: 3.2.3.4 Implement new Library equipment and review future equipment needs						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Heather Auld - Manager Library Services	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN
<p>Action Progress Comments:</p> <p>Needs assessed and included in the annual budget setting process.</p> <p>Last Updated: 24-Jul-2020</p>						

Recreation Services

Outside School Hours Care

Action Title: 2.5.2.1 Develop a service level plan for the Margaret River and Augusta Recreation Centres, Outside School Hours Care and beach lifeguard services						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments:</p> <p>Notification received in March 2020 that a second Outside School Hours Care service could operate after COVID-19. This allows additional places for 47 children per day for before and after school care. Beach lifeguard service finished 26 April 2020 and awaiting a final report for Surf Life WA for the long term planning of the service. This work will continue into 2020-21.</p> <p>Last Updated: 24-Jul-2020</p>						

Action Title: 5.5.1.3 Develop and implement process improvements for Outside School Hours Care focusing on roster management, coverage and service level management in 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Second service approval received mid March 2020. Working now to register for rebates and service will start post COVID-19. Last Updated: 24-Jul-2020						

Recreation Services

Action Title: 2.3.2.4 Commence development of a shire-wide Recreation Services Masterplan with year one to focus on Margaret River and Gloucester Park						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	In Progress	01-Jul-2019	30-Jun-2021	45.00%	45.00%	 GREEN
Action Progress Comments: This is year one of a two year project. Works have commenced on planning. Negotiations with the Agricultural Society underway to remove some old sheds. Full site survey for road alignment. Feature survey and sewerage masterplan commenced with contractor Wood and Grieve. Concept planning for future outdoor basketball space, childcare centre and Western Pavilion Soccer Club upgrade. Full feature survey of all areas completed. Works with the Pony club include new water tanks. Last Updated: 24-Jul-2020						

Action Title: 2.5.1.1 Provide fitness programs, including Kidsport and Living Longer Living Stronger, that cater for seniors and persons with a disability						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Ongoing review and consultation of fitness timetable. Participation in the online sport and clubs online acquittal trail with the Department of Local Government Sports and Cultural Industries. Living Longer Living Stronger has now been rebranded to "Strength for Life". Kid sport continues to supply children and families with the opportunity to be engaged in sport. Due to COVID-19 numbers at this stage have not increased. Works to continue into 2020-21. Last Updated: 24-Jul-2020						

Action Title: 2.5.2.2 Work with the Margaret River Hockey Club to develop and implement a staged approach for multi-purpose facility located on Gloucester Park						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Planning underway for the 2020-21 build period. State government announcement of the shire grant received. Tender documentation and planning continues into the new financial year.						

AusSport Funding still to be confirmed due to change in scope as previously mentioned by Hockey Margaret River. Upon budget adoption tender documentation to go into full effect.

Last Updated: 24-Jul-2020

Action Title: 2.5.4.1 Priority Project: Develop a long term plan with Council for the Shire's Outside School Hours Care which details service levels and infrastructure requirements, utilising local data and professional services

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	In Progress	01-Jul-2019	30-Jun-2021	50.00%	50.00%	 GREEN

Action Progress Comments:

This is year one of a two year project. Officers working with Shire Executive to ensure compliance before any more scoping can start. Detailed designing of proposed facility underway to ensure space is available for the service to grow.

Last Updated: 24-Jul-2020

Action Title: 2.5.4.2 Partner with swim schools to provide the community with cost effective services

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Discussions with swim schools are ongoing. Aquatics supervisor continues to have weekly meetings with the provider to ensure level of service is maintained. All services were placed on hold during COVID-19 restrictions, with staff continuing to work directly with the swim school and start to planning for the re-opening of the service late this year. Swim school relaunched for last week of the financial year.

Last Updated: 24-Jul-2020

Action Title: 3.2.3.3 Implement the Asset Management Plan for the Recreation Centres in Margaret River and Augusta, and beach lifeguard equipment and review every four years (due 2022-23)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Ongoing maintenance and infrastructure aligns to the Long Term Financial Plan (LTFP). Participation in the internal Asset Management Planning Group. Ongoing scoping for long term of the building and timing for maintenance .

Last Updated: 06-Jul-2020

Action Title: 3.2.3.7 Develop an implementation strategy from the engineers report for renewal of the Margaret River Aquatic Centre roof

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	In Progress	01-Jul-2019	30-Jun-2021	50.00%	50.00%	 GREEN
Action Progress Comments: This is year one of a two year project for implementation. Building Coordinator working with officers to plan works. Planning underway for 2021-22 for full assets replacement Last Updated: 24-Jul-2020						

Action Title: 3.2.3.9 Develop a management agreement for court three in the Margaret River Recreation Centre to articulate its intended use for various user groups						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Agreement underway with Executive. Both buildings to look at long term booking and liaise with the director for required outcome if needed. Last Updated: 05-May-2020						

Action Title: 5.4.1.5 Work with the software provider to develop a solution for an online booking system for Recreation Services						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Dylan Brown - Recreation Operations Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Works have now commenced due to change with consultant availability. Due to COVID-19 aspects of online booking and web based have been processed. This activity will continue into 2020-21 with online major work order to occur in first quarter of 2020-21. Last Updated: 24-Jul-2020						

Infrastructure Services

Asset Services

Asset Services

Action Title: 1.2.1.4 Develop a foreshore plan for the Alexandra Bridge Campground						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Merryn Delaney - Environment Officer	In Progress	01-Jul-2018	30-Jun-2022	75.00%	100.00%	 GREEN
Action Progress Comments: Draft plan has been received. We are working towards finalising final site layout in consultation with engineers to ensure carparking and boat launching options are practical. The final draft						

will be ready for circulation and discussion with council and the community in the coming quarter.

Last Updated: 20-Jul-2020

Action Title: 1.4.1.1 Implement and regularly review the Coastal Hazard Risk Management Adaptation Plan, including monitoring of sea level rise and beach safety.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Current action includes engagement of a contractor to undertake development of management options for the coastal walkway between Prevelly and Gnarabup, the Gnarabup Boat Ramp, Shire wide beach monitoring and development of Coastal Processes study for Flinders Bay. Draft plans have been received and are being reviewed by staff. A grant application to undertake further investigation into impacts of sea level rise, shire wide coastal monitoring and review of limestone cliff stability was submitted in Quarter 3.

Last Updated: 24-Apr-2020

Action Title: 1.4.2.1 Implement the Limestone Cliff Stability Assessment and Landcare Management plans for coastal areas

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Council endorsed actions at four key limestone stability sites including erection of an exclusion fence at Riflebutts, removal of an overhang at Gracetown, and underpinning of overhangs at Surfers Point and Gnarabup on 11 Decmeber 2019. Additional signage and fencing was installed prior to Christmas. Significant community engagement on the required measures was undertaken with four community information sessions attended by Shire staff and technical experts. Contractors have been appointed to undertake mitigation works with the Gracetown project complted in Quarter 4 and the Riflebutts project scheduled for quarter one of 2020-21. Weekly coastal volunteer sessions have occurred through Augusta and Prevelly Gnarabup focussing on weed, erosion and access control. School groups and community busy bees have been engaged to assist with coastal rehabilitation at Augusta, Gnarabup and Gracetown. Commercial weed contractors have been engaged to bolster community and volunteer works. A grant application has been submitted to provide additional funding for onground actions and management planning in the Gnarabup Prevelly area.

Last Updated: 24-Jul-2020

Action Title: 1.4.2.2 Implement coastal rehabilitation of the Cape Mentelle to Gas Bay Foreshore Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Coastal rehabilitation is ongoing including weekly volunteer sessions to manage weeds and control erosion through installation of brushing. Joint school and community sessions have been undertaken including a community healing session at the Margaret River mouth in November. Seasonal beach fencing was reinstalled in Gnarabup for the summer season and was removed prior to onset of significant winter storms.

A grant application developed in collaboration with Margaret River Coastal Residents Association, Undalup Association and Nature Conservation Margaret River has been submitted to provide additional funding for onground actions and management planning in the Gnarabup Prevelly area including development of a condition report and management plan and weed control, revegetation and fencing at Grunters, Gnarabup and Rivermouth.

Last Updated: 09-Jul-2020

Action Title: 2.5.1.3 Prepare an implementation plan and commence staged delivery of the Leeuwin Naturaliste 2050 Cycling Strategy

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Susan Elton - Project Planning Officer – Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Progression of a number of projects within this strategy have been completed or are underway as listed below:
 Completion of a feasibility study, including construction ready detailed design of a pedestrian underpass where Wadandi Track intersects with Carters Road.
 Department of Transport grant funding received for design of three identified pathways.
 Department of Transport EOI's lodged to fund design of three further projects.
 Work to continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 3.2.1.2 Undertake quality control of developer provided assets

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Jason Heine - Technical Officer Developments	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Input provided to engineering aspects of scheme amendments, structure plans, subdivision applications and development applications, including Witchcliffe Eco Village, Lot 20 Brockman Road, Lot 9504 Waverly Road, Symphony Waters stage 3. Subdivision works inspected as required at Parkwater (Cowaramup). These operations continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 3.2.3.5 Continue implementation of the Augusta Interpretation Plan, including interpretive signage and trail shelters

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Susan Elton - Project Planning Officer – Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Planning activity for 2019-20 has been completed. This includes content for interpretive signage, consultation with the community reference group, sign frames being fabricated and an architectural render of the proposed shelter is being created for use in community consultation. This activity will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 3.5.1.1 Implement the Margaret River Townsite District Water Management Strategy and Margaret River Recycled Water Scheme and review as required

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Local Water Management Strategies and Urban Water Management Plans for subdivisions within Margaret River assessed as required. Review of Margaret River Recycled Waste Water Scheme underway, with development of third party end user licenses well advanced. Investigation of options for expansion of the scheme are underway.

Last Updated: 29-Apr-2020

Action Title: 3.6.1.1 Finalise the construction of the Winter Diversion Track in alignment with the Working Group Report and commence ongoing environmental and cultural management

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	In Progress	01-Jul-2019	30-Jun-2020	25.00%	100.00%	 RED

Action Progress Comments:

The purchase of part Lot 4 Wooditch Road including subsequent subdivision process has been completed. Further Indigenous engagement is required prior to resolving final track construction, possible realignment and restitution details and submitting a Section 18 application under the Aboriginal Heritage Act. This engagement was re-initiated in quarter four. The South West Development Commission has extended the timeframe for the grant to September 2021.

Last Updated: 24-Jul-2020

Action Title: 3.6.1.2 Ongoing implementation of the Cape Leeuwin Trail and tourism precinct plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Construction of trail from Augusta Boat Harbour to Dead Finish Road completed. Trails consultant has prepared alignment options for completion of the trail from Dead Finish to Cape Leeuwin. Flora and fauna survey of alignment options undertaken and site meeting held with DBCA. Consultation undertaken with traditional owners (Undalup Association). New aboriginal heritage site identified. Meeting held with Augusta Interpretation Plan and Trails Community Reference Group to discuss trail alignment constraints and options. Report presented to Council and Council resolved to prepare a Healthy Country Plan (HCP). Undalup Association requested to prepare scope for HCP.

Last Updated: 09-Jul-2020

Action Title: 3.6.1.3 Commence implementation of the recommendations of the CapeROC Regional Trails Strategy

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Stakeholder consultation completed in 2018-19. Consultant presented draft report to February 2020 CapeROC meeting. City of Busselton and AMR Shire officer comments submitted to consultant. Revised report issued in June for further community consultation.

Last Updated: 09-Jul-2020

Action Title: 3.6.1.4 Ongoing implementation of the Bridle Trails Masterplan, focusing on trails around the Margaret River Pony Club

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Susan Elton - Project Planning Officer – Asset Services	In Progress	01-Jul-2019	30-Jun-2020	40.00%	100.00%	 AMBER

Action Progress Comments:

As per Project B1 of the Strategy the Shire has begun discussions with Margaret River Pony Club in relation to the potential to provide additional vehicle and float parking at the club. In addition a map has been developed identifying potential trails near the pony club.

Last Updated: 20-Jul-2020

Action Title: 3.6.1.5 Ongoing implementation of the Townsites Pathway Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Susan Elton - Project Planning Officer – Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

A missing link between Clark Road and Railway Terrace has recently been constructed. In addition, high priority projects are being scoped and grants for design and construction for three of these has been awarded by Department of Transport for design in 2020-21 and construction of two of these for 2021-22.

Last Updated: 20-Jul-2020

Action Title: 3.6.1.6 Ongoing extension to the Wadandi track in collaboration with the City of Busselton

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

No Lotterywest funding available in 2019-20. Track upgraded between Leeuwin Road and the Augusta Aerodrome. Discussions held with City of Busselton about timing of future construction of section between Cowaramup and Metricup Road.

Last Updated: 29-Apr-2020

Action Title: 3.6.1.7 Conduct townsite drainage investigations to identify needed enhancements

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Investigations continuing into drainage improvements in Ashton Street, including design of spillway and erosion protection measures on Margaret River foreshore.

Last Updated: 04-May-2020

Action Title: 3.6.2.2 Priority Project: Develop a Margaret River Precinct Masterplan with the community reference group and in conjunction with the Margaret River Walking and Off-Road Cycling Strategy, to include Rotary Park, bridge, the weirs and traffic management strategies for Carters Road, and commence implementation

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This project has been progressed in tandem with the Walk and Off-Road Cycle Trails Strategy. This is year two of a two year project. A draft strategy has been prepared, endorsed by the Community Reference Group and formally adopted by Council. Discussions have also been held with Rotary Club of Margaret River about management and development of Rotary Park.

Last Updated: 09-Jul-2020

Action Title: 3.6.2.3 Implement the Capes Region Boating Strategy and review every four years (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Recreational Boating Facilities Scheme (RBFS) grant application for update of Capes Region Boating Strategy prepared and submitted by City of Busselton, but was unsuccessful. Department of Transport consent obtained to not provide a rigging bay at the Ellis Street jetty, which was a previous RBFS grant requirement.

Last Updated: 29-Apr-2020

Action Title: 3.6.3.1 Assist Main Roads Western Australia with the conduct of the Caves Road Planning Study

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Ongoing assistance provided to Main Roads WA formed Community Reference Group (CRG). CRG meetings hosted at the Shire offices. No activity in quarters three or four.

Last Updated: 09-Jul-2020

Action Title: 4.3.2.1 Collaborate with CapeROC to prepare a new tourism and directional signage strategy for the Capes region

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sonja Pienaar - Coordinator Asset Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Referring to CapeRoc recommendations of February 2019, the Shire is progressing the repair and replacement of signage as identified in the 2018 GHD report. As most of the signage is under Main Roads Western Australia (MRWA) control the Shire has commenced discussions on how to progress these replacements with MRWA staff. The Shire has update last remaining information bays' signage.

Last Updated: 06-Jul-2020

Action Title: 4.5.2.1 Finalise and implement an adaptation and protection strategy for Gnarabup boat ramp and coastal pathway

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Progress this quarter includes receipt and review of detailed designs for a realignment of the existing limestone path, including modification to existing beach access points and development of an additional beach access point, along with sand nourishment around the Gnarabup boat ramp abutments. The Shire appointed a consultant to develop concept plans for large scale dune restoration works to provide greater resilience of the dune system to coastal processes. Implementation will commence in 2020-21.

Last Updated: 09-Jul-2020

Action Title: 5.2.3.4 Finalise the major review of the Asset Management Plan in early 2019-20 and continue in the review cycle with a minor review every two years (due 2020-21) and a major review every four years (due 2022-23)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sonja Pienaar - Coordinator Asset Management	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

On 10 June 2020, Council adopted the Asset Management Strategy 2019-20 to 2028-29 and Asset Management Plan 2019-20 to 2028-29 as informing strategies.

Last Updated: 06-Jul-2020

Action Title: 5.2.3.5 Implement the Shire's Asset Management Improvement Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Sonja Pienaar - Coordinator Asset Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: The Asset Management Policy, Asset Management Strategy and Strategic Asset Management Plan is currently under review. Work on Long Term Financial Plan (LTFP) projects and the 2019-20 budgets are being finalised. Project scopes for construction projects also being refined. Work has started on the inventory updates and preparing a request for quote for building revaluation for 2020-21.						
Last Updated: 06-Jul-2020						

Action Title: 5.2.3.8 Update the 10 year Forward Capital Works Program						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: The review of the Forward Capital Works Program has been undertaken in conjunction with a review of the Long Term Financial Plan and is been completed.						
Last Updated: 09-Jul-2020						

Action Title: 5.2.3.9 Complete transition to the new asset management information system						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sonja Pienaar - Coordinator Asset Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: Basic system implementation has been completed. All inventories except plant and equipment are being maintained in the new Asset Management System. Building maintenance functionality has gone live for managing scheduled maintenance in the new system.						
Last Updated: 06-Jul-2020						

Action Title: 5.2.3.10 Systematic development of strategic asset management plans for individual asset types						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sonja Pienaar - Coordinator Asset Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN
Action Progress Comments: The Asset Management Plan – Part B provides some basic AMP information for individual assets and is being finalised. Focus is on medium term works programming especially for roads and pathways, to form the basis of Individual Asset Management Plans. Review of the Recycled Waste Water System is progressing to ensure compliance with regulations and conducting appropriate strategic forward planning.						
Last Updated: 29-Apr-2020						

Action Title: 5.2.3.11 Conduct scoping and scheduling of capital projects in the Long Term Financial Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Susan Elton - Project Planning Officer – Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Project scoping process now implementing so detailed planning occurring by project, with priority given to the current capital works program. These improvements will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 5.2.3.13 Support resolution of land encroachment issues

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Doug Sims - Technical Officer-Admin. & Assets	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Road dedication and road closure of unrequired road reserve to improve the road alignment through two bends along McDonald Road. Now waiting on Department Planning Lands and Heritage (DPLH). Closure of the old alignment of Burnside Road is with DPLH. Encroachments into the road reserve and reserve 47049 from a Latch Rd property has been resolved. A Permit to allow a property owner vehicle access over reserve 49881 while they organise the construction of their crossover has been issued. List of encroachments into and/or from Shire owned or managed land updated whenever a new encroachment is identified.

Last Updated: 07-Jul-2020

Community Building Services

Action Title: 2.3.1.3 Implement upgrades to the Western Pavilion Cricket and Soccer Club

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coordinator Building Assets & Maintenance	Not Started	01-Jul-2019	30-Jun-2021	0.00%	0.00%	 GREEN

Action Progress Comments:

This action did not receive budget funding for 2019-20 and therefore will no longer be implemented this financial year.

Last Updated: 30-Apr-2020

Action Title: 2.3.1.6 Priority project: Develop a concept plan for a changing places Adult Change Facility in Margaret River

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coordinator Building Assets & Maintenance	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

Initial consultation with Community Access and Inclusion Reference Group completed.
 Architect and Engineer appointed.
 Detailed design completed.
 Last Updated: 21-Jul-2020

Action Title: 2.3.1.7 Implement the Karate Club floor renewal

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coordinator Building Assets & Maintenance	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This work started in quarter three. The Engineers report on existing floor has been received, with Karate Club engaged on preferred replacement flooring system. Contractor appointed.
 Floor renewal completed.
 Last Updated: 21-Jul-2020

Action Title: 2.3.1.8 Implement the Witchcliffe Hall upgrade

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coordinator Building Assets & Maintenance	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Consultation with Witchcliffe Progress Association completed. Contract awarded to Tectonics Building Design to produce construction documentation. The request for quote process has closed and submissions are being evaluated. Works to commence in May 2020.
 Upgrade completed.
 Last Updated: 21-Jul-2020

Action Title: 2.3.1.9 Complete external cladding for the Alexandra Bridge hall building renewal

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coordinator Building Assets & Maintenance	In Progress	01-Jul-2019	30-Jun-2020	25.00%	100.00%	 RED

Action Progress Comments:

Contractor appointed, project carried over to 2020-21 financial year. Project delivery has been delayed due to officer workload.
 Last Updated: 24-Jul-2020

Action Title: 3.2.3.1 Implement the Asbestos Replacement Program in accordance with the Long Term Financial Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coord Building Assets & Maintenance	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Asbestos removal completed at Turner Caravan Park Augusta, Colourpatch toilet block and Druids Hall Witchcliffe. Asbestos removal underway at Margaret River Community Centre. Program to continue into 2020-21. Last Updated: 24-Jul-2020</p>						

Action Title: 3.2.3.2 Implement the Public Toilet Renewal and Upgrade Program and review every four years (due 2021-22)						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Gunn - Coord Building Assets & Maintenance	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Construction of new Public Amenities in Pioneer Park Cowaramup completed. Completed painting of Amenities Ellis St Augusta. Completed painting of Amenities Colour Patch Augusta. Completed concrete access entrance to Old Settlement toilet block. Last Updated: 21-Jul-2020</p>						

Landcare Environmental Services

Action Title: 1.1.1.1 Priority project: Coordinate and implement the delivery of the Environmental Management Fund to deliver improved environmental outcomes including community delivery through grants						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Applications for the Environmental Management Fund Grant scheme were assessed and projects endorsed by Council on 14 August 2019. Grant agreements were signed and projects are now largely complete. . Projects include funding to schools and community groups to deliver waste education, and projects on regenerative agriculture, feral pig control, western ringtail citizen science and management, environmental education through schools and increased environmental volunteering. Some environmental volunteering on ground outputs and community engagement outcomes were in Quarter 4 as a result of COVID19 reducing the ability of group activities. Internal projects were endorsed at the Sustainability Advisory Committee meeting on 20 September 2018 and are now largely complete including large scale rehabilitation and weed control projects, water quality improvements through works in Riverslea at the Margaret River Rain Garden, and development of ecologically based fire management plans for key reserves. On ground works including sediment removal, weed control and wetland planting commenced in Quarter 3 and were completed during Quarter 4. Last Updated: 09-Jul-2020</p>						

Action Title: 1.1.1.2 Maintain partnerships and support community programs run by local community groups who champion the ecological values of the Shire, progressing multi-year Memorandum's of Understanding with key groups over 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Regular officer level meetings with Nature Conservation Margaret River Region (NCMRR) and Lower Blackwood Land Care District Council (LCDC) have continued this year to discuss existing and potential collaborative projects and strategic items. Staff also meet with community groups to discuss specific projects and provide technical advice including the Western Ringtail Possum Steering Committee. It is intended to progress revised Memorandums of Understanding in the 2020-21 financial year in conjunction with the Shire wide Community Funding Framework Policy.

Last Updated: 09-Jul-2020

Action Title: 1.1.3.1 Engage with local Wadandi people on cultural heritage issues and appropriate management of capital, community and environmental projects including approvals as required

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

In addition to presentations to the South West Boojarah Working Party via South West Aboriginal Land and Sea Council, Shire staff have been meeting with and discussing cultural heritage projects with local representatives including regular meetings to discuss strategic relationships, plus on country project specific investigations. A cultural planning and mapping exercise with local knowledge holders was postponed in late Quarter 3 due to risk management in relation to COVID19 and subsequently held in Quarter 4. Discussions are underway to commence development of a Healthy Country Plan for the Cape Leeuwin area.

Last Updated: 09-Jul-2020

Action Title: 1.2.1.1 Priority project: Collaborate with local natural management groups to implement and regularly review the Margaret River Protection Strategy in collaboration with the community (due 2022-23)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Collaborative River Management Group has finalised the draft Wooditjup Bilya (Margaret River) Protection Strategy which was launched to the community on 23 November 2019 along with a community update. The Strategy identifies a number of existing and proposed actions to improve water quality in the Margaret River. An initial project to develop and deliver a 12 month water quality monitoring program, undertake comprehensive weed control programs and facilitate the Collaborative River Management Group has commenced and will be delivered by Nature Conservation Margaret River Region.

Last Updated: 09-Jul-2020

Action Title: 1.2.1.2 Implement projects to deliver healthier streams and waterways, including

improved sediment management initiative and supporting the delivery of the Regional Estuaries Initiative

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Erosion and Sediment Management Local Law has been gazetted and support material provided to landholders throughout the winter season. The State Sediment Management Taskforce has developed a case study on the Shire's law to encourage other local governments to implement similar laws. The Shire presented at a sediment management workshop in Perth in November. Conversion of sediment basins to artificial wetlands through the Riverslea area has been completed with contractors completing earthworks, weed control, and planting. Large scale onground revegetation and erosion control projects were developed and implemented along Darch Brook and Yalgardup Creek. Planning for the development of masterplans for the waterfall and horseford sites on the Margaret River commenced and was awaiting further engagement with Traditional Owners and Indigenous knowledge holders but was delayed associated with COVID-19. These discussions have been re-initiated. A Margaret River Water Quality Monitoring Program has been developed and implementation commenced in April.

Last Updated: 09-Jul-2020

Action Title: 1.3.2.1 Conduct an audit of all Shire Reserve Management Plan actions for reprioritisation and action over the next four years, based on a whole of Shire view for targeted environmental management

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Lower Margaret River Foreshore Action Plan, the Gracetown Coastal Action Plan and Redman Brook Action Plan have been adopted by Council and works commenced. An initial review of Shire reserve action and management plans is underway in conjunction with work to develop an Environment and Landcare Strategic Plan.

Last Updated: 09-Jul-2020

Action Title: 1.4.1.2 Develop and implement a water quality monitoring program for the Margaret River to gather data on recreational and ecological health

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
John McKinney - Coordinator Environment/Landcare Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Following finalisation of the Wooditjup Bilya (Margaret River) Protection Strategy that identified water quality research as a priority action, a consultant was engaged to prepare a monitoring programme. Nature Conservation Margaret River Region with support from the Shire subsequently submitted a grant to the State NRM to implement this program. This grant was unsuccessful, but Shire funding for the project was allocated in mid-year budget review with testing commencing in April.

Last Updated: 09-Jul-2020

Infrastructure Services

Infrastructure Services

Action Title: 3.2.3.10 Implement the Flinders Bay Boatramp modifications and roadworks

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Roadworks and upgraded ACROD parking bay completed. Stakeholder consultation undertaken regarding modification of the jetty and boat ramp to facilitate people with disabilities accessing the water. A Council concept forum was held and a report presented to Council in May. Council resolved to install a shower and seat and to investigate the best location for disabled access to the beach in Augusta.

Last Updated: 09-Jul-2020

Action Title: 3.6.2.1 Priority Project: Secure funding and deliver the Margaret River Town Centre Revitalisation Project (main street and Fearn Avenue)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Peter Brown - Project Manager	In Progress	01-Jul-2019	30-Jun-2021	36.00%	48.00%	 GREEN

Action Progress Comments:

The project is on track with Stage 1a and B (roundabouts at Wallcliffe and Tunbridge) due for completion by mid-June 2020. Stage 2 is to commence in May 2020 with completion due in September 2020. Expenditure to date is 27% of the contract value. These works will continue into 2020-21 financial year for completion.

Last Updated: 04-May-2020

Action Title: 5.5.1.7 Identify and develop process improvement strategies for the Infrastructure Services Directorate, to include roll out of the Project Management framework in 2019-20

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Nicholson - Manager Asset Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Multi-year project. Integrated works programming has been implemented and works program developed. Possible minor restructure considered but not implemented. Workforce succession planning undertaken. Improved scoping of projects now undertaken before inclusion in annual budget.

Last Updated: 29-Apr-2020

Action Title: 5.5.2.3 Develop a Roads Choice Modelling Activity for community feedback based on the Shire's Roads Program, to deliver in 2020-21

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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David Nicholson - Manager Asset Services	Not Started	01-Jul-2019	30-Jun-2021	0.00%	0.00%	 GREEN
Action Progress Comments: This service improvement project has been deferred as no funding or resourcing was allocated to complete it. Project to be informed by the Community Perception Survey 2019. Last Updated: 24-Jul-2020						

Works

Works

Action Title: 2.3.1.4 Complete the Cowaramup District Hall upgrade including structural repairs to ensure it is fit for purpose						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: Works completed mid-April. Last Updated: 24-Jul-2020						

Action Title: 2.3.2.1 Develop Shire public open space and playgrounds in accordance with Australian Standards for access and inclusion						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
Action Progress Comments: These works are ongoing, and improvements continue on an annual basis. Items such as compliant pram ramps, pathway improvements and universal access barbeques are typical examples of works undertaken. Upgrades to playground equipment occurs on an annual basis. Recent upgrades include the installation of an all accessible BBQ at Cowaramup skate park and all accessible seating option. Rotary park upgrades completed with an all accessible BBQ and improved seating. Last Updated: 24-Jul-2020						

Action Title: 4.3.1.3 Construct upgrades for the Road Reconstruction Program including Leeuwin Road, Warner Glen, Rosa Brook, Rosa Glen and Boojidup Road for 2019-20						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	95.00%	100.00%	 GREEN
Action Progress Comments:						

Leeuwin Rd seal completed with additional kerbing and drainage works required to complete project. Leeuwin Road and Rosa Glen Road designs completed, due to commence in 2020-21. Boodjidup Road reseal to commence in warmer weather. Rosa Brook Road Rehabilitation to commence prior to Christmas 2020. Leeuwin Rd delayed due to fresh water snail survey requirement and associated clearing permit, project considered to be deferred to next financial year 2021-22. Instead an additional section of Warner Glen Rd is added to the 2020-21 program of works. Rosa Glen Rd design completed. Rosa Glen Rd programmed in 2020-21 financial year, two sections of the road are up for reconstruction budget permitting.

Last Updated: 24-Jul-2020

Action Title: 4.3.1.4 Work with state and federal funding bodies annually to deliver long term plans for roads maintenance and upgrades

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Grants received from State Government under the Regional Roads Group funding and Federal Government under the Roads to Recovery program. Works underway for Regional Road Group funding for road reconstruction projects. Planning underway for asphalt overlay, bitumen resealing and rehabilitation works for Roads to Recovery program. Asphalt overlay projects completed. Rural reseals are rolled over to 2020-21 financial year.

Last Updated: 24-Jul-2020

Action Title: 4.3.1.7 Implement schedule of infrastructure upgrades and renewals for 2019-20 including road, kerb, drainage, bridge, pathway, streetscape and carpark expansions

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	95.00%	100.00%	 GREEN

Action Progress Comments:

This work is near completed for 2019-20.

Last Updated: 24-Jul-2020

Action Title: 5.4.1.1 Deliver the Ten Year Capital Works Program and review every four years (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Polina Chernova - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

Works programme underway and on track to completion by the end of 2019-20 financial year. Review of works programs will be in consultation with Asset Services in accordance with the Long Term Financial Plan.

Last Updated: 24-Jul-2020

Office of the CEO

Office of the CEO

CEO Office

Action Title: 2.1.3.2 Maintain a strong collaborative relationship with the South West Aboriginal Land and Sea Council (SWALSC) and South West Boorah Working Party and local grassroots Aboriginal groups

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Project brief for standing stone complex received from Undalup. Assistance provided for Bunuru Festival. Commitment given to hold Cultural Mapping workshop for all councillors. Options re land/building for Undalup within the Shire explored

Last Updated: 29-Apr-2020

Action Title: 2.6.4.4 Review the organisational Disaster Management Plan (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
David Mitnacht - Coordinator Information Management	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	 GREEN

Action Progress Comments:

This work has been deferred to 2020-21 due to significant rework of the ICT Strategic Plan, which is an important input to the Disaster Management Plan

Last Updated: 24-Jul-2020

Action Title: 4.4.1.1 Convene regular meetings with the Industry Leaders Group

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Final meeting with Industry Leaders Group for the 2019-20 financial year was held on 15 May 2020.

Last Updated: 24-Jul-2020

Action Title: 4.4.2.2 Provide facilities for local businesses to hold regular events and collaborate

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Civic and Administration Centre has been used by a wide range of community groups and regional stakeholders over the last quarter.

Last Updated: 24-Jul-2020

Action Title: 4.4.4.2 Maintain a low key friendly relationship with Haining and Vietnam City of Dong Hoi

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

\$5,000 assistance pledged for Haining for COVID-19 outbreak, continuing correspondence to check in on community wellbeing.

Last Updated: 24-Jul-2020

Action Title: 5.1.1.1 Host information presentation and advertising campaign for potential Councillors to attract a competitive field of high quality candidates

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 1 of 2019-20. Information session held, community announcements on website, details posted at CAC, in Augusta office and libraries. Six candidates nominated for three positions

Last Updated: 04-May-2020

Action Title: 5.1.1.2 Partner with the Electoral Commission for biennial elections and manage election of the Shire President, Deputy President and committees of Council

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter one of 2019-20. Election held on 19 October 2020. Special meeting held on 23 October 2020.

Last Updated: 24-Jul-2020

Action Title: 5.1.2.1 Develop the Shire as a value based and driven organisation including a focus on Aboriginal cultural responsiveness

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
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Action Progress Comments:

Staff currently recognised for achievements by the ELT through the staff magazine Livewire. Regular meetings and site visits held with Undalup Association to map ways forward for effective engagement. This work will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 5.1.3.1 Conduct a comprehensive induction program for new Councillors including the Rules of Conduct Regulations

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 2 of 2019-20. Inductions held 28 and 29 October. Shire wide site visits held on 6 November.

Last Updated: 04-May-2020

Action Title: 5.1.3.2 Regularly review Shire governance processes, in accordance with advice from the Western Australia Local government Association (WALGA) and the Department of Local Government Sport and Cultural Industries

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2022	100.00%	100.00%	 GREEN

Action Progress Comments:

Delegation register updated following minor restructure, e-meeting procedure created and applied in accordance with WALGA advice. Work continues to progress on the development of an operational strategic risk register. This work will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 5.1.4.1 Conduct strategic planning days with Councillors as required

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Two full day strategic planning sessions were completed with Council this financial year in December and January 2020.

Last Updated: 24-Jul-2020

Action Title: 5.1.4.2 Conduct a comprehensive Councillor development and capacity building program using Western Australian Local Government Association (WALGA) modules and other

identified courses						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Cr Cristoffanini completed three WALGA courses. New Crs Cristoffanini, Daniel and Kennaugh working through mandatory training and on track to complete before October 2020. Last Updated: 27-Jul-2020</p>						

Action Title: 5.1.4.3 Conduct regular briefing sessions for Councillors and community on key issues and projects, prior to Ordinary Council Meetings						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: 35 briefings, workshops and concept forums held Last Updated: 27-Jul-2020</p>						

Action Title: 5.2.2.1 Promote and support the Women in Leadership program to foster greater participation of female Councillors and staff into leadership positions						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<p>Action Progress Comments: Liaised with Edith Cowan university re tailoring suitable training/professional development sessions. Internal working group established to consider options and required outcomes. Last Updated: 24-Jul-2020</p>						

Action Title: 5.2.4.3 Monitor Council Meeting Decisions Action List						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Claire Schiller - Council Minutes & Agenda Officer	In Progress	01-Jul-2019	30-Jun-2020	95.00%	100.00%	 GREEN
<p>Action Progress Comments: Report to Council on 25 March 2020 on Council Decision Action List from July 2019 - December 2019, of which there were 119 resolutions in total, 109 of which were completed / required no further action, and 10 were in progress. Report on Council decisions for the period January - June 2020 will be presented to Council September 2020. Stats will also be included in the Annual Report. Last Updated: 24-Jul-2020</p>						

Action Title: 5.3.4.1 Conduct a minimum of two all of staff meetings per annum

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 2 of 2019-20. Second all staff meeting held in December.

Last Updated: 04-May-2020

Action Title: 5.4.2.2 Conduct the Australian Business Excellence Framework Review every four years (due 2020-21) and proactively implement the resulting recommendations

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The recommendations from the previous review have been used for priority setting under review of the Corporate Plan and will continue to be implemented through this plan. Proposed CEO KPI to undertake ABEF review in 2020-21.

Last Updated: 04-May-2020

Action Title: 5.4.4.4 Participate in CapeROC meetings annually and convene every second year

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Participated in CapeROC meeting held on 20 May 2020.

Last Updated: 24-Jul-2020

Action Title: 5.6.1.1 Undertake the community satisfaction survey every three years (due 2019-20)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Results of Catalyse community perceptions survey analysed and presented to Councillors, Executive, Senior Leaders and Management in quarters two and three.

Last Updated: 24-Jul-2020

Action Title: 5.7.1.1 Encourage staff to mainstream climate change across all areas of their work

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

A risk assessment will be undertaken across all business units, led by Sustainable Development, to determine likely change consequences. This will then inform a climate adaptation plan, due for preparation in 2021. Several corporate documents have included climate change response and awareness through their scheduled reviews over the financial year. This work will continue into 2020-21.

Last Updated: 24-Jul-2020

Margaret River HEART

Action Title: 4.2.1.1 Support strategic partnerships and promotion of a full and interesting program of events at the Margaret River HEART

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nicky Hansen - Manager HEART	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

COVID-19 forced the closure of the facility for an extended period from 23 March 2020, providing the team with vital time to tackle a long list of tasks necessary to get the new facility operational, including the launch of the HEART website in April and managing a growing social media presence. On re-opening the team worked quickly to activate the centre, bringing forward an art exhibition, opening “Over 60’s” mornings from 10 – 12 each Monday, and developing, very quickly, a school holiday cinema program and hosting a volunteer induction and sundowner registering 43 volunteers. Cinema restarted from 26 June with 87 patrons attending the celebrated documentary “In My Blood It Runs”. Once COVID-19 restrictions eased, within three weeks the team implemented a school holiday cinema program included several evening movies. The results will be reported in quarter one of 2020-21.

The Hugh Mann Exhibition by Dr Michael Wise brought footfall of 5 – 10 patrons to centre daily. 10 events were hosted in total with 641 patrons in attendance during the quarter. Despite the ‘shut down’ during quarter four the team processed more than 15 enquiries – five of which are likely to go ahead.

In total there are 39 events confirmed for the first quarter of 2020/2. Some have concluded at time of writing. (including three exhibitions, our Over 60’s mornings, free public use of the centre, and 22 cinema screenings).

- The Centre secured a \$7000 grant from the Department of Local Government Sports and Culture to have a consultant examine and optimise our social media activity.
- Specific focus on events industry networking, joining several industry associations in order to establish close ties with the performing arts and events industries
- Ongoing focus on technical equipment set up and training.

Last Updated: 24-Jul-2020

Action Title: 4.3.1.1 Priority project: Complete redevelopment of the Margaret River Cultural Centre and launch operations for the Margaret River HEART

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Heather Auld - Manager Library Services	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN
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Action Progress Comments:
Construction of the HEART was completed in quarter two of 2019-20. A 'Project Economic Benefit Report' throughout construction showed regional content (i.e South West Region from Bunbury to Augusta) at 80% of the total building costs. Approximately \$7,346,170 was spent with businesses in the region and resulted in a minimum of 143 jobs in the region. An Official Funding Partners Opening was held on October 5 2019 where all the major funding partners were represented. Entire building has a total floor area of over 1000m2. Maximum Accommodation numbers are 1100 persons or 1580 persons when Court 3 Exhibition area is in use. Upgrade of electrical systems enabled the shire to upgrade the AV equipment in both the main auditorium and the multipurpose space with state of the art systems, including digital cinema projection units and a Hearing Augmentation System. All asbestos has now been removed from HEART precinct.

Last Updated: 04-May-2020

Sustainable Development

Health, Waste and Ranger Services

Environmental Health & Events

Action Title: 2.1.2.3 Provide support services to community non-for-profit festivals through the event application process						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:
In the fourth quarter of 2019-20, all events were cancelled due to COVID-19. This action is ongoing.

Last Updated: 13-Jul-2020

Action Title: 2.6.1.1 Priority project: Develop and implement the Public Health Plan to include the core principles of the Community Strategic Plan 2036						
Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:
The Shire's first Public Health Plan was endorsed by Council on 27 May 2020. This action will now move to maintenance.

Last Updated: 13-Jul-2020

Action Title: 2.6.1.2 Work with the Department of Health and regional health services on priority projects such as the egg compliance strategy (salmonella prevention) and Fight the Bite campaign (mosquito-borne disease prevention)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

In the fourth quarter of 2019-20, Environmental Health worked with the Department of Health, Regional Public Health Units and neighbouring local governments on the COVID-19 response. The role of Environmental Health was to support and provide advice to the community and Shire on COVID-19 responsibilities and directions.

This action is ongoing.

Last Updated: 13-Jul-2020

Action Title: 2.6.1.3 Develop the Shire's Environmental Health Emergency Management Plan and regularly review procedures for Environmental Health

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter two of 2019-20. The Emergency Management Plan with supporting documents was endorsed by the Local Emergency Management Committee at the November 2019 meeting. The plan has now been incorporated into the Shire's emergency management arrangements. This plan will be updated annually.

Last Updated: 24-Jul-2020

Action Title: 2.6.2.1 Implement monitoring and data collection for statistical analysis and reporting, including the Public Health Act 2016 reporting each year

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Reporting for the Food Act 2008 and the Public Health Act 2016 is now combined. Spreadsheets capture the activities of the Environmental Health Unit including data relating to inspections, sampling, approvals, enquiries and complaints and trends. Data collection is ongoing with reporting due by 31 August each year.

Last Updated: 13-Jul-2020

Action Title: 5.5.1.2 Identify ways of improving the quality of Environmental Health Services through development of more effective work process flows including use of mobile inspection software

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris McAtee - Coordinator Environmental Health	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

The team continues to work together to streamline workflows and processes. In the fourth quarter, the team worked on developing a dust response procedure, continued to use video conferencing for meetings and moved to electronic issuing of all environmental health and event approvals where possible. Due to the downturn in events, the events officer was able to review and streamline processes this quarter.

Last Updated: 13-Jul-2020

Ranger Services

Action Title: 1.3.2.2 Develop a Cat Local Law and mitigation strategies for feral cat control

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 2 of 2019-20. Advice from the Shire's Legal Services is that as there are no clauses in the Cat Act 2011 that require cats to be controlled or tethered in public places. Until now, local governments have relied on clauses in Local Laws to manage cats in public places. These clauses however, were disallowed in November 2014 by the Joint Standing Committee on Delegated Legislation on the grounds that they were inconsistent with the Cat Act. A number of local governments, including the Shires of Capel, Dardanup, Donnybrook-Balingup; and the City of Busselton attempted to address the issue of roaming cats by making local laws that contained clauses requiring cats to be confined to their keeper's premises. The Joint Standing Committee on Delegated Legislation (JSCDL) found however that inclusion of such clauses in a cat local law was inconsistent with the Cat Act 2011, and disallowed the clauses. Through this scoping it has been decided that this issue will not progress as a local law. The Cat Act 2011 is currently under review so the development of a Cat Local Law has been deferred until amendments to the Cat Act 2011 have been made.

Last Updated: 04-May-2020

Action Title: 2.6.2.2 Implement the Dog Local Law and review every four years

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	 GREEN

Action Progress Comments:

The Dog Local Law was last reviewed in 2016 and is required to be reviewed every eight years so is not due for review until 2024.

Last Updated: 24-Jul-2020

Action Title: 2.6.2.4 Review Shark Response policy and procedure

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Desktop review underway. Documentation delivered in 2018 for trial only. Procedure, checklist and flowchart have been completed. Policy is currently being reviewed.

Last Updated: 07-Jan-2020

Action Title: 2.6.2.5 Develop a Whale Stranding Response Policy

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This is no longer a requirement for the Shire as the Department of Biodiversity, Conservation and Attractions are responsible for responding to whale strandings and they have an existing Policy.

Last Updated: 02-Oct-2019

Action Title: 2.6.2.6 Review the Shire's Management Plan for Cemeteries

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	In Progress	01-Jul-2019	30-Jun-2022	20.00%	48.00%	 AMBER

Action Progress Comments:

The Shire does not have a Management Plan for Cemeteries. Development of a project plan for the management of Shire Cemeteries has commenced and will occur over the next two financial years. An audit of the Cemeteries has been completed and the results are currently being analysed and actioned.

Last Updated: 06-Jul-2020

Action Title: 2.6.4.1 Implement annual Fuel Hazard reduction and Firebreak notices and inspections to include outcomes of the Bushfire Risk Management Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter two of 2019-20. Firebreak Notice was completed and mailed out in October 2019. Inspections commenced in early December and are ongoing.

Last Updated: 24-Jul-2020

Action Title: 2.6.4.2 Review firebreak procedures and implement improvements

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Sharon McTaggart - Coordinator Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter two of 2019-20. Firebreak procedure reviewed and streamlined to reduce compliance timeframe and Ranger workload. Roam software improvements and rollover implemented in December prior to commencement of inspections.

Last Updated: 04-May-2020

Waste Services

Action Title: 3.3.2.1 Deliver community and business education in relation to sustainable living including reducing energy use and waste output

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Restrictions around COVID-19 and social distancing requirements saw the cessation of planned gatherings, and thus, workshops and face to face promotion was not pursued in quarter four. Local businesses were significantly impacted during this time and supplementary measures such as promotion on social media was instead focussed on. Further promotion and support is planned during the pandemic recovery period. This activity will continue into 2020-21.

Last Updated: 24-Jul-2020

Action Title: 3.4.1.1 Partner with the Western Australia Waste Authority to improve local outcomes for waste management

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Final grant funding was received in quarter four in acknowledgement of the successful roll-out of the 3 bin FOGO system to the Shire of Augusta Margaret River community under the WA Waste Authority's 'Better Bins' program. The Shire applied for further grant funding under the Waste Authority's 'Better Bins Plus' program for the 2020/21 financial year.

Last Updated: 20-Jul-2020

Action Title: 3.4.1.2 Promote the Shire Tip Shop as an opportunity for waste to be reused or recycled

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Restrictions around COVID-19 and social distancing requirements saw the cessation of discretionary gatherings, and thus, the Shire's Tip Shop was temporarily closed for a period whilst the pandemic period required certain businesses and gatherings to be affected. The Position Description for one of the gate attendants at the Davis Road Waste Management and Recycling Facility has been amended to include responsibility for the Tip Shop to create an increased ownership and improve the customer experience. Existing staff are continuing to encourage separation of items to be reused at the gate.

Last Updated: 20-Jul-2020

Action Title: 3.4.2.1 Priority project: Develop and implement long term waste plans, a Masterplan and Waste Management Strategy, supported by Waste Management Plans for Shire waste facilities

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

The Feasibility Study for the next 20 years of waste management was adopted for implementation commencing in May 2019 with kerbside collection improvements. The construction of the 'Landfill Cell 3 and Leachate Pond' project was underway in quarter three and four, with construction of the new leachate pond practically complete, and the new landfill cell substantially completed by end of quarter four. A Strategic Plan and site management plan for Davis Road Waste Management and Recycling Facility will be developed in 2020/21.

Last Updated: 20-Jul-2020

Action Title: 3.4.2.2 Manage the Davis Road Waste Facility and the Wallis Road Treatment Plan, including construction of new facilities and plans for relocation

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	In Progress	01-Jul-2019	30-Jun-2020	80.00%	100.00%	 GREEN

Action Progress Comments:

Works progressed with the construction of the new leachate pond reaching practical completion by early quarter three, and works on the new landfill 'Cell 3' substantially complete by the end of quarter four. Both, the construction of the new leachate pond and the new landfill cell are being constructed in strict accordance with the Licence amendment for the Davis Road Waste Management and Recycling Facility. A Feasibility Study will be commenced in 2020/21 for the Wallis Road Liquid Waste Site, with the view to closing this facility in the future.

Last Updated: 20-Jul-2020

Action Title: 3.4.3.1 Make waste recovery a priority by implementing practices that support a circular economy, including on-site processing options, returning products to local markets where possible and minimising waste transport

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The 3 bin kerbside service commenced in July 2019. The implementation of the new mandatory system actively promotes the separation of organic waste (Food Organics and Garden Organics - FOGO) for processing into compost for local markets and recyclable materials into cleaner product, improving the percentage of recoverable product. Data has shown that the kerbside diversion rate has increased to 57% following the initial implementation and maintained and improved slightly to 58%, up to 59% by the end of the fourth quarter. During the months of April and May 2020, landfill diversion rates climbed as high as 63% and 61% respectively. This can be attributed to the peak periods whereby some of the community worked from home during the COVID-19 isolation periods.

The Shire, like much of the state, experienced a 3 week period in early quarter three, whereby kerbside recycling was unavoidably diverted to landfill as a result of a catastrophic fire at Cleanaway's Material Recovery Facility (MRF). This MRF resulted in the loss of 50% of the State's ability to recover recyclables. Cleanaway entered into alternative arrangements with the South Metropolitan Regional Council to process recyclables for the period whilst their MRF undergoes reconstruction. Kerbside collection services remained unaffected during the COVID-19 pandemic period, and the Shire's waste facilities remained open to effectively deal with the increase in the amount of waste generated during this period.

Last Updated: 20-Jul-2020

Action Title: 3.4.4.1 Develop and implement a community education campaign for community behaviour change for waste management

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Chris Yates - Manager Waste, Health & Ranger Services	In Progress	01-Jul-2019	30-Jun-2020	90.00%	100.00%	 GREEN

Action Progress Comments:

The community education campaign which was rolled out as part of the three bin service has been very successful with early data showing the community has quickly jumped on board with the new kerbside collection services and understand how to use it correctly. The FOGO processing facility at the Bunbury Harvey Regional Council estimates the Shire's FOGO contamination at 3% which is considered an excellent result for such a new service. Although the COVID-19 pandemic period saw the cessation of planned face to face events, the Education Program is ongoing, with numerous programs to target all waste streams to be reduced, re-used and recycled. The Shire continued to support 'Plastic Free July' with its subscription for July 2020 in the 2020-21 financial year.

Last Updated: 24-Jul-2020

Planning and Development Services

Planning Services

Action Title: 1.1.2.1 Implement and regularly review the Local Energy Action Plan, which includes monitoring of carbon emissions, offsetting of carbon emissions through an accredited carbon neutral revegetation program, increase the provision of renewable energy infrastructure and support the provision of community energy audits

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Changes being made to report post advertising.

Last Updated: 04-May-2020

Action Title: 1.3.1.1 Implement the Environmental Sustainability Strategy, undertaking projects in the corporate, collaborative and community areas including utilising planning controls to protect vegetation from the threat of clearing

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This work has a special focus within the major review of the Local Planning Scheme and Strategy that is currently underway.

Last Updated: 04-May-2020

Action Title: 1.5.1.1 Through review of the Local Planning Scheme and Strategy, plan responsibly to avoid locating new developments in areas of unacceptable bush fire risk

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The outcomes of a high level bushfire hazard level assessment prepared by the Shire and approved by Department of Fire Emergency Services are being implemented by the new Scheme.

Last Updated: 05-May-2020

Action Title: 1.5.3.1 Priority Project: Assist the Sustainability Advisory Committee and broader community to develop and implement the 'mitigation' component of the Climate Action Plan, utilising outcomes from the Climate Action Summit

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Supporting Climate Action AMR Group to undertake this work.

Last Updated: 05-May-2020

Action Title: 1.5.3.2 Assist the Sustainability Advisory Committee to deliver a follow up Climate Action Summit in 2019-20 focused on developing adaptation strategies for the Climate Action Plan

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	In Progress	19-Aug-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Background reports have been prepared by contractors engaged by the Shire.

Last Updated: 21-Jul-2020

Action Title: 3.1.1.1 Priority project: Review the Shire's Local Planning Scheme and Strategy

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	70.00%	 GREEN

Action Progress Comments:

Local Planning Strategy is now certified, report to Council in August 2020.

Last Updated: 21-Jul-2020

Action Title: 3.1.1.2 Launch My Community ID to better use census data for robust planning and identification of key community issues related to growth

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Nick Logan - Acting Director Sustainable Development and Infrastructure	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 1 of 2019-20. The community Id has been launched and subscription renewed for the 2019-20 financial year. This information has a presence on our primary web page and is available for community use.

Last Updated: 04-May-2020

Action Title: 3.1.2.1 Implement adopted structure plans for new residential communities, including the East Margaret River District Structure Plan, and review as required

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

No development has occurred in the East Margaret River Structure Plan area. Four year review unlikely to be needed. Existing Structure Plans being implemented progressively.

Last Updated: 21-Jul-2020

Action Title: 3.1.2.2 Implement townsite and village strategies where applicable, alongside the Local Planning Scheme

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Assessing officers take account of townsite strategies when dealing with applications.

Last Updated: 21-Jul-2020

Action Title: 3.1.2.3 Conduct a Heritage Inventory Review

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Heritage Consultant engaged.

Last Updated: 04-May-2020

Action Title: 3.2.1.1 Provide planning advice to community members as requested, including sharing of online resources and community meet-ups for sustainable building design and affordable

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Advice is provided through a dealing with particular applications and through dedicated customer service schedule. In addition a dedicated web page and further engagement over specific issues, such as the Local Planning Scheme review, has been undertaken.

Last Updated: 18-Oct-2019

Action Title: 3.2.1.3 Prepare and implement new sustainability based development requirements through the Local Planning Scheme review

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Consultants report finalized July 2020
Results being incorporated into new scheme

Last Updated: 21-Jul-2020

Action Title: 3.3.1.1 Priority project: Identify opportunities and implement renewable energy initiatives

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

20kw Solar System commissioned for Depot

Last Updated: 04-May-2020

Action Title: 3.5.1.2 Encourage developers to utilise the Margaret River Recycled Water Scheme

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

180

Matter is discussed with Developers at Structure Plan stage.

Last Updated: 21-Jul-2020

Action Title: 3.5.2.1 Promote information to connect households and businesses with suppliers to energy reduction and production services

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Shire has been supporting low impact living sessions and continue to deliver the Living Smart program.

Last Updated: 21-Jul-2020

Action Title: 3.5.3.1 Facilitate community energy auditing through provision of equipment to encourage sustainable use of resources

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Training undertaken for review of events. Broader community based measures to be implemented.

Last Updated: 18-Oct-2019

Action Title: 3.5.4.1 Partner with the Water Corporation and Department of Water and Environmental Regulation to achieve best urban practices and water management outcomes in relation to dams, drainage and protection of groundwater resources.

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

These matters form an integral part of the subdivision design process. Urban water management plans and strategies have been reviewed as part of that process.

Last Updated: 18-Oct-2019

Action Title: 4.3.1.2 Implement and regularly review the Developer Contributions Strategy for development of community infrastructure and public open space (due 2021-22)

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Outcomes of recent review are now available to inform update of developer contribution plans which will be undertaken in parallel with the Local Planning Scheme review.

Last Updated: 18-Oct-2019

Sustainable Development**Governance and Legal Services**

Action Title: 2.3.1.2 Manage Shire owned freehold land and tenure of Shire managed reserves to ensure maximum value for the community

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Ian McLeod - Manager Legal and Governance Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	100.00%	 GREEN

Action Progress Comments:

Rent relief granted to Shire's 5 commercial lessees from April to 30 June 2020 due to Covid-19. negotiation carried out with White Elephant lessee to deal with redevelopment kiosk site, increase in term and rent to be put to Council in August 2020. Witchcliffe CWA Hall still awaiting expression of interest for lessee.

Last Updated: 20-Jul-2020

Action Title: 5.1.3.3 Complete and submit Statutory Compliance Return and re-mediate any errors within time frames

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Ian McLeod - Manager Legal and Governance Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

This was completed in quarter 3 of 2019-20. Statutory compliance return reported to Audit Risk Management Committee 11 March 2020 and was accepted by Council on 8 April 2020.

Last Updated: 05-May-2020

Sustainable Economy

Action Title: 4.1.1.1 Collaborate with local and regional stakeholders to promote the Margaret River Wine Region as Australia's premier wine region

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Ongoing inclusion in Industry Leaders Group meeting and Sustainable Economy Reference Group. Sustainable Economy Officer supporting Margaret River Wine Association to develop a sustainability strategic action plan.

Last Updated: 05-May-2020

Action Title: 4.1.1.2 Support the development of a Scott River Sustainable Economy Study

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	In Progress	01-Jul-2019	30-Jun-2020	95.00%	100.00%	 GREEN

Action Progress Comments:

Sustainable Economy Officer has worked with CEO Shire Nannup to appoint a consultant, who has undertaken research and consultation, with a draft strategy finalised. Feedback has been provided, and has informed some reworking of the draft strategy. A meeting of the steering group has been convened to review the final document.

Last Updated: 24-Jul-2020

Action Title: 4.1.2.1 Encourage innovative agricultural practices including regenerative agriculture and permaculture

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Shire has funded Lower Blackwood Landcare's Regenerative Agriculture training program, with a well-attended training workshop in February, and ongoing supported training with ten farmers in the region.

Last Updated: 04-May-2020

Action Title: 4.1.3.1 Support the Margaret River Farmers Markets to develop in a manner that alleviates pressure from weather extremes and parking concerns

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

Ongoing inclusion of Margaret River Regional Producers Association in Industry Leaders Group Meeting, and Sustainable Economy Reference Group. The Shire's Community Care Fund has contributed to the development of an online marketplace for socially distant purchase of local produce.

Last Updated: 04-May-2020

Action Title: 4.4.1.3 Convene regular meetings with the Sustainable Economy Advisory Committee

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

The Sustainable Economy Advisory Committee has transitioned to a reference group - the Sustainable Economy Reference Group, and is once again meeting in person now that gathering

restrictions have softened.

Last Updated: 24-Jul-2020

Action Title: 4.4.1.4 Undertake activities in line with the Small Business Friendly Local Governments Initiative

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	 GREEN

Action Progress Comments:

Further development of a Choose Local campaign underway in partnership with the Margaret River Chamber of Commerce and Industry and Transition Margaret River. Ongoing communication with Main Street Traders regarding Main Street Redevelopment project, and development of a significant marketing and way-finding plan for visitors. Development of a funded place-making and activation plan to support traders during the Main Street Makeover, including commencement of new murals. Funding towards free Main Street public WiFi.

Last Updated: 24-Jul-2020

Action Title: 4.4.2.1 Support the development of a sustainable and climate resistant small business sector

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

A Climate Change Report has been commissioned by the Shire to look at potential impacts across a number of areas, and further consideration for climate resilience will be given in the Sustainable Economy Strategy currently under development.

Last Updated: 24-Jul-2020

Action Title: 4.4.4.1 Priority project: Finalise and commence implementation of the Sustainable Economy Strategy, and review every four years

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	In Progress	01-Jul-2019	30-Jun-2020	85.00%	100.00%	 GREEN

Action Progress Comments:

The draft Sustainable Economy Strategy has been circulated to a number of reference groups for feedback and input, which is currently being collated.

Last Updated: 24-Jul-2020

Action Title: 4.4.5.1 Identify opportunities to collaborate with the South West Development Commission, key stakeholders, local peak industry bodies, community and social justice sector, and other tiers of government to ensure a sustainable local economy in the Shire with reduced economic inequalities

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN
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Action Progress Comments:

A collaborative project is currently being implemented to support local production and consumption, with direct sustainability outcomes. The Local-Is-More campaign has the involvement of the Shire, Transition Margaret River, MRCCI, ACCI, Cowaramup Business Association, and Margaret River Regional Producers Association.

Last Updated: 24-Jul-2020

Action Title: 4.4.6.1 Work with the Margaret River Education Campus Board to support their efforts to improve the vitality of the campus, including youth entrepreneurship, food production and digital economies

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Saul Cresswell - Sustainable Economy Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	 GREEN

Action Progress Comments:

Opportunities for supporting the campus will be further explored during the development of the Sustainable Economy Strategy.

Last Updated: 04-May-2020



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