



Corporate Plan 2019-23

Year One, Quarter Three: Progress Update

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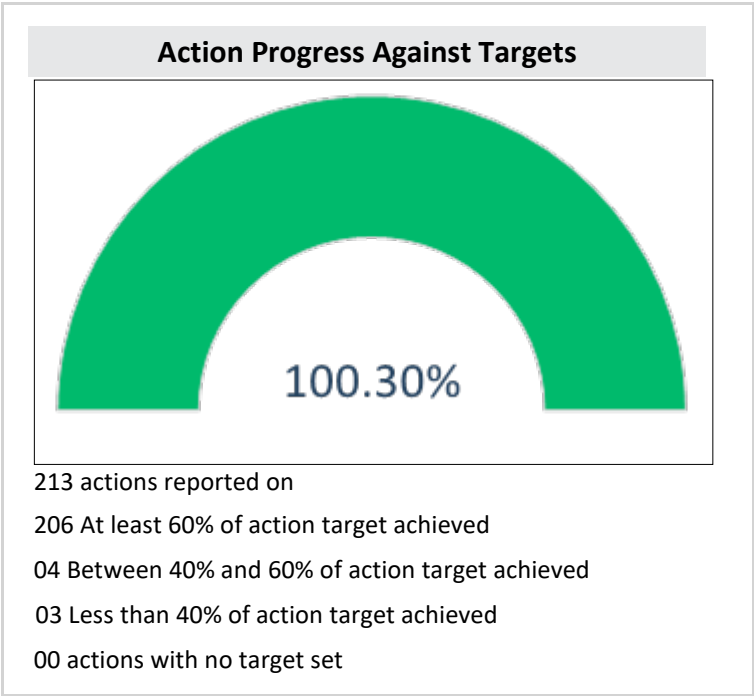
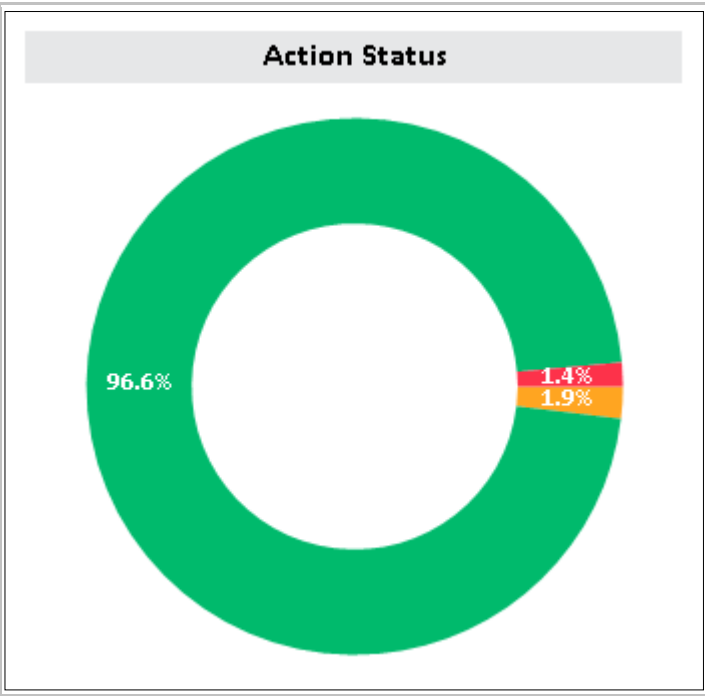
Print Date: 05-May-2020

OVERVIEW

ACTION SUMMARY

By Performance

206	On Track
3	Off Track
4	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	In Progress	01-Jul-2019	30-Jun-2020	60.00%	75.00%	 GREEN

Action Progress Comments:

The Bushfire Risk Management Plan 2017-22 remains in progress and has been used as the basis for the recently submitted Mitigation Activity Fund application from the State Government for the 2019-20 burning period. Limited success with the Spring burning program due to unfavourable weather conditions and Autumn period now cancelled due to COVID 19 implications. Spring 2020 planning now underway.

Last Updated: 16-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 %
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Adam Jasper - Community Emergency Services Manager	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	
Action Progress Comments: In progress. Will be compiled over the fire season ready to be submitted before June 30, 2020. Data will be collected by Rangers over the Restricted Burning Time at the end of 2019-20. The information will significantly improve current reporting on private property mitigation and local law enforcement statistics. Reporting survey received and shire staff commenced compiling information for report. Last Updated: 07-Nov-2019						

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%	75.00%	
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%	75.00%	
Action Progress Comments: Risk Dashboard Reports for each quarter are planned to be provided to scheduled meetings of the Audit and Risk Management Committee. Last Updated: 04-May-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	Not Started	01-Jul-2019	30-Jun-2020	0.00%	0.00%	
Action Progress Comments: This activity is likely to occur during a financial year when resources are available.						

Last Updated: 23-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	


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	In Progress	01-Jul-2019	30-Jun-2022	75.00%	75.00%	





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 %
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Andrew Ross - Manager Corporate Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	50.00%	50.00%	 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. Budget templates received back from Managers and draft budget now being compiled, to inform the LTFP. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	50.00%	65.00%	 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. Last Updated: 23-Apr-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%	50.00%	 GREEN
Action Progress Comments: This work was completed in quarter 3. 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 field work 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 will be issued in due course. The external audit for 2019-20 Annual Financial Report is likely to occur in August 2020. Last Updated: 22-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 %
Andrew Ross - Manager Corporate Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 22-Apr-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%	75.00%	 GREEN

Action Progress Comments:

Still undergoing internal review, which is in progress outside of the ICT business unit. Aim to complete by the end of June 2020.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Amanda Russell - Marketing & Events Officer	In Progress	01-Jul-2018	30-Jun-2022	75.00%	75.00%	 GREEN
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						

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%	75.00%	 GREEN
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						

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 %
Amanda Russell - Marketing & Events Officer	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Icon events funded in the period include Lunar Circus. Community events funded in the period include Surfers Rescue 365, Cowaramup Sundowners, Australia Day breakfasts, Augusta River Festival and South West Street Festival. No sponsored events taking place in the reporting period were cancelled or postponed as a result of COVID-19. Last Updated: 04-May-2020						

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 %
Amanda Russell - Marketing & Events Officer	In Progress	01-Jul-2019	30-Jun-2020	50.00%	75.00%	 GREEN
Action Progress Comments: This work has not progressed this quarter, due to COVID-19 additional workload over the last 2 months. Last Updated: 04-May-2020						

Action Title: 5.4.3.1 Finalise the Integrated Communications Plan to deliver proactive communications to community and media


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Amanda Russell - Marketing & Events Officer	In Progress	01-Jul-2019	30-Jun-2020	15.00%	25.00%	 GREEN

Action Progress Comments:

A draft document has been developed with the Executive. This work has not progressed this quarter, due to COVID-19 additional workload over the last 2 months.

Last Updated: 04-May-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 %
Amanda Russell - Marketing & Events Officer	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:

Broken link maintenance completed, MailChimp subscriber options updated for compliance. Review of the website has been deferred to next financial year due to resources.

Last Updated: 04-May-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%	75.00%	 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. A review was undertaken in quarter 3 and a Record Keeping Plan Review Report was sent to the State Records Office in March 2020. Further revisions are being implemented with a final version to be sent to the SRO in June 2020. The Records Team continues to provide appropriate services to the Shire. A total of 18,827 records were created during quarter three 2019-20. See item 5.2.4.5 in relation to Plan.

Last Updated: 04-May-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%	75.00%	 GREEN

Action Progress Comments:


A review of procedures was undertaken as part of the Record Keeping Plan review. The need to update a number of procedures was identified. The records team intends to update and rewrite the Employee Record Keeping Guidelines in quarter four of the 2019-20 period, to provide consistency with current record keeping practice.

Last Updated: 04-May-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 %
Jason Cleary - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 GREEN

Action Progress Comments:

Service and site work to support the building of new chalets and ablution have started in this period. Includes all electrical, ground and sewerage upgrades.

Last Updated: 22-Apr-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 %
Jason Cleary - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Tender has been developed and submission have been made from 4 tenderers within this period. Evaluation and decision to take place in next period for works to begin in June for completion by October.

Last Updated: 22-Apr-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 %
Jason Cleary - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Service renewal works underway in this period for Turner Holiday Park Circle Ablutions, Kangaroo Flats and new chalet area to be completed by 31 May 2020. Tender for construction of 2 new chalets and Circle ablutions currently in progress. Successful tender to be confirmed in May. Removal of unsafe trees throughout Turners caravan park in this period as per safety report. Civil works for a 2nd exit way onto Albany Terrace has been designed and is currently being scheduled for construction by the Shire's Work's Unit.

Last Updated: 04-May-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%	75.00%	 GREEN


Action Progress Comments:

This was completed in quarter 1 of 2019-20. Office and Residence completed.

Last Updated: 04-May-2020

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 %
Stacey Hutt - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Capacity building and support provided largely through COVID-19 Recovery response; with daily correspondence through the Community Care Fund and weekly community groups e-newsletter.

Last Updated: 30-Apr-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

In this quarter we have continued working with the Margaret River Intercultural Action Group (IAG) to build their capacity, assisting with delivery of the Building Bridges Event held at the HEART in February, and Harmony Day event hosted at the Library in March, which unfortunately cancelled due to COVID-19 restrictions. 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: 04-May-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

The Public Art Policy has been endorsed and Creative Blueprint will go to Council shortly.

Last Updated: 21-Apr-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Next meeting to be scheduled with group shortly.

Last Updated: 21-Apr-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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	50.00%	 GREEN

Action Progress Comments:

Development of the action plan is year two of a three-year project. Second "Project review meeting" for 2019-20 held with Undalup and traditional owners in February 2020, including review of projects via Shires project plan. Discussions taken place on facilitating possible office locations for Undalup Inc within the Shire. Bunnuru Wadandi Cultural Festival supported, and planning phase for NAIDOC week activities undertaken. 2 days site visits with Wadandi Traditional Owners and Applied Archaeology to assess site works and provide report on project delivery. 3 support letters provided for Undalup Inc funding applications. Yeah the Boyz program partnership with MRSHS supported by facilitating Zone Room use for programming.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 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.

Last Updated: 21-Apr-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 %
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Stacey Hutt - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Draft plan is near completion, being finalised alongside development of the Shire's COVID-19 Local Recovery Plan. For presentation to Council and finalisation in quarter 4. Last Updated: 30-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: In this quarter progress on the AIP has included work on Changing Places facility review and development, development of an ACROD Bay awareness campaign and many other initiatives. Last Updated: 21-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 GREEN
Action Progress Comments: Preparations for the upgrade to the Zone Room universal access bathroom have commenced. Last Updated: 21-Apr-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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Preparation and planning for Emergence, Youth week and Surf Pro - Healthy Habitz event undertaken in this period before requiring cancellation under COVID-19 restrictions. Online youth program in development to compensate loss of events and programs. Zone Room bookings consistent and in use every weekday with following clients: Mon - Artzability Tue - LAMP Wed - YAC Thur - LAMP						

Fri - Yeah The Boyz
Weekends open for one off bookings and events

Zone Room, Youth Hall and skate park closed until further notice under COVID-19 restrictions.

Last Updated: 22-Apr-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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Lamp Inc Program continuing with added Outreach program to Augusta and Cowaramup contuing in this period prior to shut down of face to face services, online telehealth only available. Plans for youth mental health services to be showcased at Health Habitz event. Headspace offering of youth online and phone support services during COVID-19 following possible delay to ground service opening. Online youth programs being developed following cancellation of youth events and programs at youth facility.

Last Updated: 22-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	50.00%	75.00%	 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: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

In Youth Advisory Council this quarter, they have already volunteered at two events being the Augusta River Festival and a fundraising event for the Augusta River Festival held back in January. Totaling to 43+ hours of volunteering for local organisations within the community. Due to COVID-19 planned events; Emergence Creative Youth Event, Cape2Cape camp and in person April school holiday activities were unable to go ahead. However, YAC has adapted to this by instantly switching to online YAC meetings and organising online activities for themselves and the community. They are eager to still create vibrant and exciting activities for youth within the Shire regardless of being online or not!

Last Updated: 04-May-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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Workshop with the Mental Health Commission and Mindful Margaret River members completed in February 2020. Draft plan developed and to be finalised with grant application for implementation plan in quarter four.

Last Updated: 30-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

In this quarter we undertook a number of minor preparedness actions.

Last Updated: 21-Apr-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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

No meetings in this period ongoing discussions on need and possible future delivery under review of Just Home contract.

Last Updated: 22-Apr-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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 - Acting Manager Human and Community Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 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 in quarter four.

Last Updated: 30-Apr-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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Draft Corporate Plan for 2020-24 has been compiled and first review completed with Senior Leadership Team. To be refined with Executive and Council through budget process in quarter four.

Last Updated: 30-Apr-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%	35.00%	 RED

Action Progress Comments:

The development of Gender Mainstreaming Policy is currently on hold with progress stalled due to current Shire COVID-19 Recovery commitments.

Last Updated: 04-May-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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 GREEN

Action Progress Comments:

Service Level Framework has been delivered, being finalised for all South West local governments to use as toolbox. Evaluation of project soon to be completed.

Last Updated: 30-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

CAIRG meeting in February 2020 and the next meeting scheduled for May 2020.

Last Updated: 21-Apr-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:


Youth Advisory Council started off strong on the 12th of February, with 20+ members attending each week. Yet, due to COVID-19 state restrictions, weekly YAC meetings usually held at the Zone Room have been converted to online, late afternoon meetings. The first Online meeting was 25th of March, showing immense change over a few days. The online meetings are still collecting a high rate of attendance with an average of 8-13 members attending weekly. YAC decided to continue meetings through the April school holidays as a way of connecting with other youth. So far YAC has delivered online game tournaments, musician/artist livestreams, active engagement of the social medias and post challenges, collaborating with LAMP via Zoom for quiz afternoons and creation of a YAC e-magazine.


Last Updated: 04-May-2020


Action Title: 5.4.4.3 Coordinate the Liquor Forum Group

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Kim Rosenfeld - Community Development Officer	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: A Liquor Forum Meeting was held this quarter in March which was well attended. Last Updated: 04-May-2020						

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 - Acting Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	75.00%	 GREEN
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						


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 - Acting Coordinator Community Planning and Development	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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Activity over quarter three has included support for Sustainable Economy Strategy, Public Health Plan, Main Street Redevelopment, Cliffs Safety, Flinders Bay and Alexandra Bridge. Annual organisational calendar updated. Desktop policy review to occur over quarter four. Last Updated: 04-May-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 - Acting Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	75.00%	 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 - Acting Coordinator Community Planning and Development	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Reporting is on track for quarter three of 2019-20. Last Updated: 30-Apr-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 - Acting Coordinator Community Planning and Development	Completed	01-Jul-2019	30-Jun-2020	100.00%	75.00%	 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	55.00%	75.00%	 GREEN
Action Progress Comments: The Shire's draft Workforce Plan is scheduled to be completed by 30 June 2020. This will align organisational capabilities with Council's strategic objectives, in accordance with the Corporate Plan 2020-24 and Long Term Financial Plan. The merging of the Sustainable Development and Infrastructure Services directorates is being considered for impacts on future workforce planning Last Updated: 01-May-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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: The Shire had a total of 23 job vacancies over the last quarter, of which 7 were advertised externally, 3 internally and 13 were direct appointments (from EOI pools). Key roles recruited for include: Director Corporate & Community Services, Manager Waste & Health; General Manager – Margaret River HEART and 13 other MR HEART team members; two finance officers, and two trainees. The Shire had 2 work experience placements from Margaret River Senior High School, however these were cut short due to COVID-19. There was one practicum placement for a Uni/ TAFE student across Sustainable Development and there was also one volunteer in Asset Services.						
Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

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

Last Updated: 04-May-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	75.00%	75.00%	 GREEN


Action Progress Comments:

The usual OSH Program inspection program placed on hold due to COVID-19 pandemic due to the risk of cross-contamination from staff movements. Most inspection not scheduled during January due to leave requirements.

Safety Officer communicated COVID-19 concerns throughout February to organisation highlighting concerns the virus will begin to transmit to Australia due to travel, recommending management to start developing action plans for returning shire employees returning from a journey. Workload shifted to Incident Management Team to manage the developing pandemic March 15 and the Shire closing on March 23. Safety Officer supported staff communications for remote working and coping with anxiety during a crisis.

Last Updated: 05-May-2020

Action Title: 5.3.3.2 Implement the employee health program

Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Garth Baxter - Safety Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	75.00%	 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	37.00%	75.00%	 AMBER 23

Action Progress Comments:

Equal Employment Opportunity Management Plan review has been postponed to quarter four due to COVID-19.

Last Updated: 01-May-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	55.00%	75.00%	 GREEN

Action Progress Comments:

This process is being completed in conjunction with the workforce plan review this financial year. 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: 04-May-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%	75.00%	 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 this strategy has not progressed. Will be actioned in quarter four of 2019-20.

Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:


New HEART Events Trainee appointed as 12-month contract role for school leaver. Two work experience placements from the highschool also supported this quarter.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
<p>Action Progress Comments:</p> <p>13 Senior Citizens completed digital training via the Be Connected program (program now temporarily on hold due to Covid-19)</p> <p>Reconfigured Library Management System to enable switch to Click & Collect service with minimum patron disruption</p> <p>Implemented OCLC Renewal Tool to reduce pressure on patrons affected by Covid-19</p> <p>Investigated educational and health applications of Virtual Reality technology – implementation deferred one year due to Covid-19 budget restrictions</p> <p>Number of e-book and e-audiobook checkouts for this quarter: 4,463 (an increase of 23% compared with the same quarter last year).</p> <p>Current number of followers of the library blog: 1,645</p>						
Last Updated: 29-Apr-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	In Progress	01-Jul-2018	30-Jun-2021	75.00%	75.00%	 GREEN
<p>Action Progress Comments:</p> <p>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.</p> <p>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.</p>						
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 %
Heather Auld - Manager Library Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
<p>Action Progress Comments:</p> <ul style="list-style-type: none"> • Highlight for the quarter was the Chinese New Year collaboration with the Sean Hsu and 10 volunteers from the local Chinese community with over 100 people attending. • 40 lifelong learning events including one-on-one tutoring sessions and engaging with 274 participants. • 18 events were run for youth and children with 334 participants attending. • Lego Club booked out at Augusta Library for first time ever during summer holidays with over 25 children and their parents attending! • Cloud Library, our online e-book and e-audio platform, recorded huge increases in usage since March 1st 2020 ... increase of 65%! Due to the closure of libraries on March 23 we increased our marketing of online resources and the results are very positive. 						

Last Updated: 30-Apr-2020

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	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 GREEN

Action Progress Comments:


Minor upgrades implemented this quarter.

Last Updated: 04-May-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Notification received 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. Due to COVID-19 much planning for Recreation Services has gone on hold to deal with other related centre issues and maintenance.

Last Updated: 05-May-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 05-May-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-2022	35.00%	35.00%	

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 master plan commenced with contractor Wood and Grieve. Concept planning for future outdoor basketball space, childcare centre and Western Pavilion Soccer Club upgrade.

Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	

Action Progress Comments:

Ongoing review and consultation of fitness timetable. Participation in the online sport and club's online acquittal trail with the Department of Local Government Sports and Cultural Industries.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	

Action Progress Comments:

Planning underway for the 2020-21 build period. State government announcement of the shire grant received.

Last Updated: 05-May-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-2022	35.00%	35.00%	

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.

Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 for the provider is maintained. All services placed on hold due to COVID-19, staff continuing to work directly with the swim school and start to plan for the re-opening of the service late this year.

Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 04-May-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-2022	35.00%	35.00%	 GREEN

Action Progress Comments:

This is year one of a two-year project for implementation. Building Coordinator working with officers to plan works.

Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	25.00%	0.00%	 GREEN

Action Progress Comments:

Works have now commenced due to change with consultant availability.


Last Updated: 05-May-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	50.00%	50.00%	 GREEN

Action Progress Comments:

This work is scheduled to be completed over quarter three and four of 2019-20. Development of the draft plan is in progress and we expect to receive a final concept plan for circulation and discussion in the next few weeks.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 December 2019. Additional signage and fencing were 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 some of which was delayed due to restrictions related to COVID19.

Weekly coastal volunteer sessions have occurred through Augusta and Prevelly Gnarabup focusing 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 on ground actions and management planning in the Gnarabup Prevelly area.

Last Updated: 24-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 and planning and preparation is underway for further rehabilitation projects including a community healing session at the Margaret River mouth in November. Seasonal beach fencing was reinstalled in Gnarabup for the summer season and will be removed prior to onset of significant winter storms. Planning is underway for onground works in autumn and winter 2020.

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: 24-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Detailed design as part of feasibility study for culvert under Carters Road on Wadandi Track is underway. Margaret River Walk and Off-Road Cycle Strategy is being prepared which included an implementation plan aligned with this Strategy.

Last Updated: 22-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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, Leeuwin Park Lands stage 2 Symphony Waters stage 2. Subdivision works inspected as required at Leeuwin Parklands (Witchcliffe), Symphony Waters (Cowaramup) and Treescapes (Margaret River) & Witchcliffe Eco Village. Plans being assessed for next stages of Leeuwin Parklands, Symphony Waters and Parkwater (Cowaramup).

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	50.00%	75.00%	 GREEN

Action Progress Comments:

Content for interpretive signage has been development in consultation with some members of the CRG and is ready for sign production. Shelter location near Augusta Boat Harbour under investigation.

Last Updated: 22-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 Wastewater 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%	75.00%	 81D

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 planned for April 8 however has been delayed due to the COVID-19 pandemic. A request has been submitted to the South West Development Commission to extend the timeframe for the grant.

Last Updated: 04-May-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	50.00%	75.00%	 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. Proposed trail alignment options under review.

Last Updated: 29-Apr-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	75.00%	75.00%	 GREEN

Action Progress Comments:

Stakeholder consultation completed in 2018-19. Consultant presented draft report to February 2020 CapeROC meeting. Officer comments submitted to consultant. Waiting on City of Busselton to submit comments before report can be released for further community consultation.

Last Updated: 29-Apr-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	30.00%	50.00%	 GREEN


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.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: New pathway in front of the Augusta Museum has been constructed. Other high priority projects are being scoped and grants for design and construction for three of these has been applied for through Department of Transport. Last Updated: 04-May-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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2018	30-Jun-2020	84.00%	84.00%	 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 and endorsed by the Community Reference Group to be presented to Council. Discussions have also been held with Rotary Club of Margaret River about management and development of Rotary Park.

Last Updated: 04-May-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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 quarter three.

Last Updated: 04-May-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%	75.00%	 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: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 quarter four, and into early 2020-21. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	95.00%	75.00%	 GREEN
Action Progress Comments: Asset Management Strategy has been finalised and the Asset management plan should follow in the next week with final touches being made. Last Updated: 29-Apr-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 %
Sonja Pienaar - Coordinator Asset Management	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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. May will see work started on the inventory updates and preparing a request for quote for building revaluation for 2020-21. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 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 nearing completion.

Last Updated: 29-Apr-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%	75.00%	 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 are being tested for 1 July 2021 to go live for managing scheduled maintenance in the new system.

Last Updated: 29-Apr-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%	75.00%	 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 Wastewater 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:

Project scopes bring prepared for projects, with priority given to 2019-20 capital works program.


Last Updated: 22-Apr-2020


Action Title: 5.2.3.13 Support resolution of land encroachment issues


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
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Doug Sims - Technical Officer-Admin. & Assets	In Progress	01-Jul-2019	30-Jun-2020	90.00%	75.00%	 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. 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: 04-May-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 - Coord 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 - Coord Building Assets & Maintenance	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 GREEN
Action Progress Comments: Initial consultation with Community Access and Inclusion Reference Group completed. Architect and Engineer appointed; detailed design underway. Last Updated: 30-Apr-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 - Coord Building Assets & Maintenance	In Progress	01-Jul-2019	30-Jun-2020	50.00%	50.00%	 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. Last Updated: 04-May-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 - Coord Building Assets & Maintenance	In Progress	01-Jul-2019	30-Jun-2020	40.00%	75.00%	 AMBER
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. Last Updated: 04-May-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 - Coord Building Assets & Maintenance	In Progress	01-Jul-2019	30-Jun-2020	25.00%	50.00%	 AMBER
Action Progress Comments: Design underway, procurement to occur in quarter four. Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Asbestos removal completed at Turner Caravan Park Augusta. Asbestos removal underway at Colourpatch toilet block. Asbestos removal scheduled to commence at Druids Hall Witchcliffe in May 2020. Last Updated: 04-May-2020						

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Construction of new Public Amenities in Pioneer Park Cowaramup underway due for completion late May 2020.


Completed painting of Amenities Ellis St Augusta.

Completed painting of Amenities Colour Patch Augusta.

Last Updated: 05-May-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:

Applications for the Environmental Management Fund Grant scheme were assessed, and projects endorsed by Council on 14 August 2019. Grant agreements have been signed and projects are underway. 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. It is expected that environmental volunteering on ground outputs will be affected in Quarter 4 as a result of COVID19 reducing the ability of group activities. This will be continually reviewed.

Internal projects were endorsed at the Sustainability Advisory Committee meeting on 20 September 2018 and are now underway 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 with further planting activities planned for Quarter 4.

Last Updated: 22-Apr-2020

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 2019-20 financial year.

Last Updated: 17-Jan-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	
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 were postponed in late Quarter 3 due to risk management in relation to COVID19. Timing of this important session will be reviewed in early Quarter 4. Last Updated: 22-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	
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 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: 24-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	
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 was invited to present at a sediment management workshop in Perth in November. =Conversion of sediment basins to artificial wetlands through the Riverslea area is underway with contractors completing earthworks and weed control, and initial planting. Further planting is programmed for Quarter 4. Large scale onground revegetation and erosion control projects have been developed and contractors engaged to implement when seasonal conditions allow along Darch Brook and Yalgardup Creek. Initial erosion control works commenced in Yalgardup Brook in Quarter 3. Planning for the development of masterplans for the waterfall and horseford sites on the Margaret River has commenced and awaiting further engagement with Traditional Owners and Indigenous knowledge holders. This engagement has been delayed due to risk management associated with COVID-19. A Margaret River Water Quality Monitoring Program has been developed and implementation commenced in April. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

The Lower Margaret River Foreshore Action Plan and the Gracetown Coastal Action Plan have been adopted with Redman Brook Action Plan undergoing community consultation in Quarter 3. The plan will be revised following the community consultation and presented to Council for adoption in early Quarter 4. 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: 24-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 funding for the project was allocated in mid-year budget review with testing commencing in April.

Last Updated: 24-Apr-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	50.00%	75.00%	 GREEN

Action Progress Comments:

Roadworks and upgraded ACROD parking bay nearing completion. A concept forum presentation to Council was held in relation to the jetty and boat ramps. Stakeholder consultation has been undertaken and a report will be presented to Council in May.

Last Updated: 29-Apr-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-2020	36.00%	36.00%	 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.

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 %
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 Satisfaction Survey.

Last Updated: 04-May-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Structural issues relating to severe termite damage within existing structure delayed completion date. Variations approved and underway for the rectification works required to rebuild kitchen/lean-to. estimated end date in mid-April.

Last Updated: 29-Apr-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 29-Apr-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Warner Glen Rd completed. Rosa Glen Rd deferred to 2020-21 financial year due to clearing permit requirements. Additional section of Warner Glen Rd underway. Leeuwin Rd seal completed with additional kerbing and drainage works required to complete project. Rosa Brook Rd completed.

Last Updated: 29-Apr-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 reseal programme to commence early May. Rehabilitation and reconstruction works will be completed in early May.

Last Updated: 29-Apr-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Scheduling underway to deliver infrastructure upgrades and renewals for 2019/20.

Last Updated: 29-Apr-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 %
Grant Gordon-Kirby - Acting Manager Works	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 29-Apr-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 Boojarah Working Party and local grassroots Aboriginal groups


Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Steph Addison-Brown - CEO	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 Mittnacht - Coordinator Information Management	Not Started	01-Jul-2019	30-Jun-2020	0.00%	50.00%	

Action Progress Comments:

This work has been delayed again due to some ongoing significant re-work of the ICT Strategic Plan.

Last Updated: 16-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	

Action Progress Comments:

Meeting with Industry Leaders Group held on 14 February 2020 and another scheduled for 15 May 2020

Last Updated: 29-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	


Action Progress Comments:

The Civic and Administration Centre has been used by University of the Third Age for their registration days, the Margaret River Health and Wellbeing Alliance, Arts Margaret River, Margaret River Open Studios, and the Clean Energy Community,

The HEART was used by Building Bridges for their Intercultural Experience Event

Last Updated: 16-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	

Action Progress Comments:

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

Last Updated: 29-Apr-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 1 of 2019-20. Election held on 19th of October. Special meeting held on 23rd of October.

Last Updated: 04-May-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 %
Steph Addison-Brown - CEO	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Staff currently recognised for achievements by the ELT through the staff magazine Livewire. Two meetings held with Undalup Association to map out ways forward for staff to effectively liaise with the group to assist them to prioritise and manage their Shire related work.

Last Updated: 29-Apr-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	In Progress	01-Jul-2019	30-Jun-2022	75.00%	75.00%	 GREEN

Action Progress Comments:

Delegation register updated following minor restructure, meeting procedure created and applied in accordance with WALGA advice. Work progressed on the development of an operational strategic risk register, including sourcing consultants to assist with the project.

Last Updated: 29-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

Strategic planning session held this quarter with Councillors 29 January 2020.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:


Crs Kennaugh and Cristoffanini attended Understanding Financial Reports and Budgets Training, Cr Earl attended COVID-19 briefing


Last Updated: 16-Apr-2020


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 %
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Steph Addison-Brown - CEO	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: 26 briefings, workshops and concept forums held Last Updated: 16-Apr-2020						


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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
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: 16-Apr-2020						


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	75.00%	75.00%	 GREEN
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. Last Updated: 04-May-2020						


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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Participated in CapeROC meeting in Busselton on 19 February 2020. Next CapeROC meeting to be held on 20 May 2020. Last Updated: 29-Apr-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Results of Catalyse community perceptions survey analysed and presented to Councillors, Executive, Senior Leaders and Management. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	50.00%	75.00%	 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 Last Updated: 01-May-2020						

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
<p>Action Progress Comments:</p> <p>HEART hosted 11 events with 1,970 in attendance for the quarter. A successful inaugural concert, The Waifs, was entrepreneured by HEART in partnership with The River in January attracting over 700 patrons over two nights. Progress includes:</p> <ul style="list-style-type: none"> - 120 enquiries processed over the quarter - 8 confirmed events to go ahead in the coming months - 35 events lost due to COVID19 – some to re-book - estimated \$94,000 in revenue (including HEART Grant Program revenue), approximately 300 room nights lost over 13 events, and approximately 6500 in lost Centre attendance - 55 Leads to be followed up - including several national live performance touring promoters. Overall 28 of 55 are anticipated between August 2020 and July 2021. - Confirmation of first conference, the Global Eco-Tourism Conference 1 to 3 December 2020 with anticipated 150 – 200 delegates for estimated 3 night stay in area (injecting approximately \$200,000 into the local economy) - Installation of the HEART's new ticketing system and training for staff - Launch of HEART website - Instagram and Facebook followers have grown by over 50% over the quarter - Multiple operational procedures and fact sheets completed, including finalising procurement contract and terms and conditions of hire, and making a start on strategic planning. Essential facility maintenance and technical set up has been a focus with the team also improving waste management, foyer presentation and furnishing, and directional signage. - The Centre secured a \$6000 grant from Circuit West to conduct qualitative market research to assist with audience development during quarter 4 of 2019-20 - 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. <p>Last Updated: 05-May-2020</p>						

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 %
Heather Auld - Manager Library Services	Completed	01-Jul-2019	30-Jun-2021	100.00%	75.00%	 GREEN
<p>Action Progress Comments:</p> <p>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.</p> <p>Last Updated: 04-May-2020</p>						

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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN

Action Progress Comments:

In the third quarter of 2019-20, there were 24 community non-for-profit events including the Scripture Union Family Festival, Little Athletics WA Country Championships, Gnarabup Ocean Swim, WA Circus Festival, Augusta Outdoor Movie Festival, Night Markets, Australia Day celebrations, Margaret River Library Chinese New Year, Sunday Sundowners, Windsurfing WA Comp, Building Bridges Intercultural Experience, several surfing competitions, Polocrosse Carnival, Soccer Carnival, Augusta River Festival, South West Street Festival and the Undalup Bunaru. Towards the end of March, several events were cancelled in response to COVID-19. This action is ongoing.

Last Updated: 23-Apr-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	In Progress	01-Jul-2018	30-Jun-2020	85.00%	85.00%	 GREEN

Action Progress Comments:

This is year two of a two-year project. The Shire's Public Health Plan has progressed during this quarter, with the draft plan being released for community consultation. The final plan has now been developed. This priority project is tracking for completion in the fourth quarter.

Last Updated: 23-Apr-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	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 GREEN

Action Progress Comments:


In the third quarter of 2019-20, Environmental Health worked with the Department of Health, Regional Public Health Units and neighbouring local governments on the Public Health Plan, the South West Leavers Strategy and food safety and inspection projects. During the third quarter, a pandemic and state of emergency was declared, and the Environmental Health team worked

with the regional Public Health Units to support and provide advice to the community and organisation on COVID-19. This quarter also saw a case of Legionella pneumophila which required investigation by Environmental Health Officers on behalf of the Public Health Unit at the Department of Health.

This action is ongoing.

Last Updated: 23-Apr-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%	75.00%	 GREEN

Action Progress Comments:

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

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 23-Apr-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	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 GREEN


Action Progress Comments:

The team continues to work together to streamline workflows and processes. In the third quarter, the team worked on training a neighbouring local government on the use of mobile inspection software, introduced video conferencing for meetings, developed more guidelines for food businesses and for emergency management.

Last Updated: 23-Apr-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%	75.00%	 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	Deferred	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 8 years so is not due for review until 2024.

Last Updated: 02-Oct-2019

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%	75.00%	 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%	75.00%	 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%	36.00%	 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 is scheduled to commence this quarter.

Last Updated: 15-Apr-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%	75.00%	 GREEN

Action Progress Comments:

This was completed in quarter 2 of 2019-20. Firebreak Notice was completed and mailed out in October 2019. Inspections commenced in early December and are ongoing.

Last Updated: 04-May-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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: A series of workshops have been rolled out to the community in quarter three. These include a second cloth nappy workshop and a sustainable packaging workshop. The workshops were held in Margaret River and advertised Shire wide. Commercial businesses and Schools have been offered a Commercial FOGO service from February 2020 which was met with enthusiasm however slowed in March due to COVID-19 Last Updated: 01-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Following the successful roll-out of the 3-bin system to the Shire of Augusta Margaret River community, the balance of the \$240,000 grant funding provided by the WA Waste Authority was applied for and is likely to be received in quarter four. Funding was also provided for a Bin-Tagging waste education project from WALGA. Due to the effects of COVID-19, bin-tagging was suspended during week 3 of a 6-week program. Bin Tagging can be resumed later in 2020 with funding still available from WALGA. Last Updated: 01-May-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%	75.00%	 GREEN
Action Progress Comments: 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. They are off-loaded before going to the landfill bins as general waste. The number of people visiting the Tip Shop is increasing, which reduces the Shire's reliance on land fill, and will be a big focus of the new transfer Station. Last Updated: 01-May-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%	75.00%	 GREEN

Action Progress Comments:

The Feasibility Study for the next 20 years of waste management has been completed and is adopted for implementation. The implementation phase commenced in May 2019 with kerbside collection improvements and the tender for construction of Cell 3 of the landfill was awarded in quarter two, with construction substantially commenced by end of quarter three. A Master Plan for the Shire for the management of waste for the next 20 years, along with a Strategic Plan and site management plan for Davis Road Waste Management and Recycling Facility will be developed by the newly appointed Manager Waste and Health when the role is filled.

Last Updated: 01-May-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	75.00%	75.00%	 GREEN

Action Progress Comments:

A License Amendment for the Davis Road Waste Management and Recycling Facility was been approved, and a new cell design was developed. Works on the new leachate pond and landfill cell, 'Cell 3' began in early quarter three, with works substantially commenced by end of the quarter. A Feasibility Study will be commenced for the Wallis Road Liquid Waste Site, with the view to closing this facility. Trucks would be required to utilise a privately-run site in Yelverton site, which meets current Department of Water and Environmental Regulation standards.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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%. New facilities and the Transfer Station proposed for Davis Road will further increase this.

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. This ensures that the Shire's recyclables are recovered and recycled as per their contractual conditions.

Last Updated: 01-May-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	75.00%	75.00%	 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. The Education Program is ongoing, with numerous programs to target all waste streams to be reduced, re-used and recycled.

Last Updated: 01-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 %
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Matt Cuthbert - Acting Manager Planning and Development Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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%	75.00%	 GREEN
Action Progress Comments: Quotes requested to undertaken initial research for this project. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	65.00%	65.00%	 GREEN
Action Progress Comments: Local Planning Scheme is now certified, report to Council in June 2020. Last Updated: 05-May-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						
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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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Assessing officers take account of townsite strategies when dealing with applications. Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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 meetups for sustainable building design and affordable						
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Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Consultants report due in May 2020. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Matter is discussed with Developers at Structure Plan stage. Last Updated: 04-May-2020						

Action Title: 3.5.2.1 Promote information to connect households and businesses with suppliers to energy reduction and production services						
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Responsible Person	Status	Start Date	End Date	Complete %	Target	On Target %
Matt Cuthbert - Acting Manager Planning and Development Services	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Shire has been supporting low impact living sessions. Further education initiatives to be undertaken with staff. Last Updated: 28-Jan-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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%	75.00%	 GREEN

Action Progress Comments:

Leases finalised for Margaret River Men's Shed and Augusta Tennis Club - both awaiting execution by lessees. Cowaramup Halls Group Management Agreement finalised and awaiting execution by Group. Witchcliffe CWA Hall still awaiting expression of interest for lessee.

Last Updated: 04-May-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%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	75.00%	75.00%	 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 nearly finalised.

Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN


Action Progress Comments:

The Sustainable Economy Advisory Committee has transitioned to a reference group - the Sustainable Economy Reference Group. COVID-19 has put a hold on meetings.

Last Updated: 04-May-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 %
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Saul Cresswell - Sustainable Economy Officer	In Progress	01-Jul-2019	30-Jun-2021	75.00%	75.00%	 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. Funding towards free Main Street public WIFI. Last Updated: 05-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: Draft being finalised. Further consideration for climate resilience will be given in the Sustainable Economy Strategy currently under development. Last Updated: 05-May-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	75.00%	75.00%	 GREEN
Action Progress Comments: Development of the Sustainable Economy Strategy has been slowed down by demands from Main Street Makeover and COVID-19 but is once again underway and completion is a priority. Last Updated: 04-May-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 %
Saul Cresswell - Sustainable Economy Officer	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 GREEN
Action Progress Comments: A collaborative project is currently being implemented to support local production and consumption, with direct sustainability outcomes. Staff have prioritised supporting the community and local businesses through the COVID-19 pandemic, responding to enquiries, helping organisations develop proposals, and assisting with the Community Care Fund. Last Updated: 04-May-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	In Progress	01-Jul-2019	30-Jun-2020	75.00%	75.00%	 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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