



Corporate Business Plan

2019-20 Progress Report

April to June 2020



Shire of
Serpentine
Jarrahdale

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Introduction

The Corporate Business Plan is the Shire of Serpentine Jarrahdale's four-year delivery program, aligned to the Strategic Community Plan and accompanied by four-year financial projections.

The purpose of the plan is to operationalise the Community's vision and the Shire's strategic objectives through the establishment of actions that address each strategy contained within the Strategic Community Plan. The Shire of Serpentine Jarrahdale has set out the following four key objectives within the Strategic Community Plan:



People

A connected, thriving, active and safe community



Place

A protected and enhanced natural, rural and built environment



Prosperity

An innovative, commercially diverse and prosperous economy



Progressive

A resilient organisation demonstrating unified leadership and governance

On an annual basis, the Corporate Business Plan is reviewed to ensure priorities are achievable within the resources available, which is consequently followed by adoption of an Annual Budget.

Report Structure

Quarterly progress against the actions is reported in each key objective area, against its corresponding outcome and strategy. To ensure consistency and to enable summary reporting, each action is allocated a traffic light status in accordance with the following key:

ACTION STATUS	
No work has commenced.	Not Started
On target or as expected. Information indicates SJ is likely to meet its goal by the end of the planned period.	Proceeding as planned
Information indicates some minor issues are present that could jeopardise achievement of the due date. The issues causing this are manageable and are likely to be resolved.	Minor issues exist
Information indicates major issues are present and SJ is unlikely to meet its goal by the end of the planned period. The issues causing this are unlikely to be resolved without significant action.	Major issues exist
Work has been completed.	Completed



People - Our objective is a connected, thriving, active and safe community

People

A connected, thriving, active and safe community

Community feedback

Residents enjoy a lifestyle that is peaceful and quiet, they would like the tranquillity of the Shire to be maintained as residential growth occurs. An element of this lifestyle is the neighbourly engagement that occurs and the sense of community.

Despite close proximity to the metropolitan area, residents feel a strong sense of community within the Shire. The community is close-knit, akin to a small country community where neighbours are friendly and tend to be family oriented.

Many believe the Shire encapsulates a 'family friendly lifestyle.' The relaxed country lifestyle is the most valued quality of the area.

Aspirations and opportunities

The community wants to retain its strong sense of community and country lifestyle. Maintaining the level of safety and where possible increasing this aspect of the Shire is a desired outcome.

Progress Snapshot | 19 Actions

100% Proceeding as planned / Completed
(19/19)

0% Issues Exist (0/19)

0% Not Started (0/19)

Key Achievements and Highlights

- Establishment of the "Oakford Fire Station Project Advisory Group" to progress the future location of the Oakford Fire Station.
- Installation of industrial fans at the Serpentine Jarrahdale Community Recreation Centre.
- Implementation of key COVID-19 strategies to maintain services and assist the community such as:
 - "Click and collect/ takeaway" service for library customers
 - Commemorative Service Broadcast for Anzac Day
 - Establishment of 'Helping hands SJ' support program
 - Support to community groups needing to develop a COVID-19 Safety Plans
 - Celebration of National Volunteer Week through short videos that recognised local community groups efforts towards the COVID-19 response
 - Prioritisation of environmental health services in response to the WA government COVID Roadmap to assist businesses and community facilities to reopen safely
 - Assessment of building applications prioritised based on the overall community benefit, economically, socially and health
- Defibrillator now accessible externally at the library
- Installation of an Audio Loop in Civic Chambers
- Installation of a Disability Access Stairs at the Old Jarrahdale Post Office
- Successful receipt of \$493,500.00 in Mitigation Activity Funding.
- Adoption of the Community Safety and Crime Prevention Plan 2020-22.





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Outcome 1.1 - A healthy, active, connected and inclusive community

Strategy 1.1.1 Provide well planned and maintained public open space and community infrastructure

Action	Due Date	Quarter	Comments	Action Status
1.1.1.1 Implement the Community Infrastructure Public Open Space Strategy subject to allocated resources	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">• An update on the key Community Infrastructure projects as per the 2019-20 budget is as follows:<ul style="list-style-type: none">○ The Shire completed the Serpentine Multi-use Courts in October within budget. Two courts have been line marked for tennis, basketball and netball.○ The due diligence process for the Mundijong 'The House' Refurbishment has revealed that the building is heritage listed. The scope of works for this project will be determined by February as heritage approval is obtained. Construction is anticipated to commence in the next financial year.○ Community consultation for the Briggs Park Pavilion Refurbishment has been undertaken and a scope of works has been developed. The project is estimated to be completed by May.○ The user consultation is complete for the industrial fans at Serpentine Jarrahdale Community Recreation Centre however the quotes received for the fans are slightly over budget. The additional costs will be considered in budget reviews.○ The concept design for Keirnan Park Stages 1a and 1b has commenced.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">• An update on the key Community Infrastructure projects as per the 2019-20 budget is as follows:<ul style="list-style-type: none">○ Investigations to review the heritage requirements for The House refurbishment project is underway, as previously advised this project is likely to now commence next financial year.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.1 Implement the Community Infrastructure Public Open Space Strategy subject to allocated resources			<ul style="list-style-type: none">○ The kitchen design for the Briggs Park Pavilion Refurbishment is complete with works expected to be completed by June this year. The pavilion and change room refurbishment is anticipated to commence in the next financial year.○ The SJ Landcare facility upgrades (air conditioning renewal) is complete.○ The wiring for the Industrial fans at the Serpentine Jarrahdale Community Recreation Centre is complete with works on track for completion by the end of May.○ The request for quote for Keirnan Park Master Plan and Concept Design Report, Stage 1a and 1b has been released.• A review of the Community Infrastructure and Implementation Plan commenced this reporting period, to update and combine it with the Community Infrastructure and Public Open Space Strategy.• The Oakford Fire Station Working Group has identified a preferred site for the new Oakford Fire Station and will be recommending this to Council in April.	
		Apr-Jun 20	<ul style="list-style-type: none">• The Oakford Fire Station Project Report was presented to Council on 18 May 2020 to consider a future location of the Oakford Fire Station. Council resolved to establish an advisory group to assess four potential options, and undertake community engagement. Officers have since undertaken the following work:<ul style="list-style-type: none">○ Held the Advisory Group meetings.○ Commenced the community consultation and an online survey is being promoted via the Shire website and media pages.• An update on the key Community Infrastructure projects as per the 2019-20 budget is as follows:<ul style="list-style-type: none">○ The House refurbishment project fund requested to carry forward for further investigation of works.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.1 Implement the Community Infrastructure Public Open Space Strategy subject to allocated resources			<ul style="list-style-type: none">○ The kitchen design for the Briggs Park Pavilion Refurbishment is complete with works expected to be completed by July this year. The pavilion and change room refurbishment funds have been requested to carry forward and revise works.○ The Industrial fans at the Serpentine Jarrahdale Community Recreation Centre is complete.	
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">• The library undertook key events and programs this reporting period, highlights included:<ul style="list-style-type: none">○ The SJ Community Fair and the Shire's Garden Week.○ An online safety session to continue the e-smart library accreditation.○ The acquisition of Oculus Virtual Reality goggles for use by customers (funded by SJ Library Friends).○ The acquisition a Nintendo Switch for use by customers.○ The end of year event for members of the years 1, 3 and 5 Reading Rewards Program.○ The reorganisation of the library to facilitate a media based area.○ The presentation of the Reading Reward certificates at the local school.○ Special Christmas activities such as decorating the tree by the community, Santa at Play in the park, Christmas Storytime at Bill Hicks Reserve, free book drop at local cafes and the Christmas Elf Promotion on social media.• An update on key facility services this reporting period is as follows:<ul style="list-style-type: none">○ The Briggs Park Oval Upgrade is complete. The formal opening was held in October with a number of elected members, politicians, state government representatives, funding partners and local members in attendance.○ The Nature Play Splash Park concept design report is complete. This	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)			<p>will be provided for Council's consideration as part of the new Corporate Business Plan Project.</p> <ul style="list-style-type: none">○ The construction of a gazebo for the Serpentine Cemetery is underway, made possible through the Shire's major grants program.○ Project management support was provided to the Jarrahdale Heritage Society to complete an Alcoa funding project to construct stairs between St Paul's Church and the Old Post Office.○ \$44,000 of Commonwealth Safer Communities CCTV funding redirected into the Byford Dog Park CCTV project.○ Approval and project management support provided to the Jarrahdale Community Collective for construction of Share Shed at Bruno Gianatti Hall, Jarrahdale.○ Project management support provided to Sport Aircraft Builders Club of WA for construction of a re-fueling facility at Yangedi Airfield in Serpentine.	
		Jan-Mar 20	<ul style="list-style-type: none">• An update on key facility services this reporting period is as follows:<ul style="list-style-type: none">○ Officially opened the Byford Bark Park with hundreds of people and their dogs in attendance.○ The Youth Development Team worked with young people from around the Shire to design and paint a commemorative mural Urban Art Project at Byford Skate Park in memory of Ashley Graham, who was a regular at the skate park, but sadly passed away in 2018.○ Release of the Autumn Community Events and Activities Program○ Australia Day Event.○ Supported Hugh Manning Tractor Museum to commence their kitchen refurbishment project made possible through the Major Grant scheme.○ Supported Jarrahdale Playgroup to complete re-flooring of Jarrahdale	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)			<p>Tennis Pavilion with the kitchen installation to commence next quarter.</p> <ul style="list-style-type: none">○ Commissioned three public art pieces for installation on Shire Bus Shelters. The public art on the Abernethy Road bus shelter is complete.○ Commenced lease negotiations with new Serpentine Jarrahdale Community Resource Centre committee.• The library undertook key events and programs this reporting period, highlights included:<ul style="list-style-type: none">○ Regular programs such as Story time, Rhyme time, SJ Writers and SJ Creators.○ SciTech excursion during the school holidays and a Baby Sensory event. The January school holiday program also included Crafty Hands session conducted by a Local Occupational therapist and a visit by the High Wycombe Out of School Care.○ Library Lovers Day including Blind dates with Books.○ SJ Library Friends behind the scenes event to increase knowledge of our advocates.○ Began visiting schools for Kindergarten Better Beginnings program with presentations to children and parents and reading rewards programs for Year 1 and Year 3 students.○ Library stalls at the Beenyup Primary School opening and the SJLF Friends event for Tales of the Outback.○ Library Staff attended a new mum's talk as part of the program with the Child Health Nurse.○ An NDIS provider, APM, manned the info desk at the library over 2 days.○ Co-hosted an Ovarian Cancer fundraising event for Paint the Town Teal with SJ Community Resource Centre and SJ Library Friends. Included coverage on the front page of the SJ Examiner after the	



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)			<p>event.</p> <ul style="list-style-type: none"> Staff gave a presentation at Byford Progress Association. Launch of the CREATE promotion for Library week included visits to Arts and Crafts group Mundijong, All Things Craft Mundijong and St Aidan's, Byford crochet and knitting group. The Library trialed a new series called Live @ the Library, which entailed opening the library up as a venue for local artists and performers. This event encouraged collaboration between the library and the local community. The first two events were the local Ukulele group and a variety of local Poets. To continue the library's eSmart accreditation a Facebook event was hosted, to highlight Safer Internet day. In partnership with the Sikh Community, the Library has allocated space for a small collection of Sikh readings. The Library launched an Instagram page and a YouTube channel this reporting period. The YouTube channel was created to address the COVID-19 restrictions, to allow Library staff to still engage with people, especially young families with Story time and Rhyme time. 	
		Apr-Jun 20	<ul style="list-style-type: none"> The library undertook key events and programs this reporting period, highlights included: <ul style="list-style-type: none"> Launched a new service called "Ask a Librarian" to assist with enquiries during COVID- 19 closed period. The you tube channel was very active for Rhyme time Storytime, Book reviews, Book Bugs and Bookworm club presentation to year 1 and 3 students and Better Beginnings kindergarten packs. SJ Writers and book club support and Book Bugs and Bookworm was offered online. Library staff have organised a kit of activities and books for adults and children to be available for use for attendees in the event an 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)			<p>Evacuation Centre is established.</p> <ul style="list-style-type: none">○ SJ Creators was online for April with the topic a Family History workshop, with a focus on TROVE and in Kay with How to use Instagram.○ “click and collect/ takeaway” service was introduced for library customers. This enabled members of the community to continue to obtain reading and audio-visual material during the COVID19 closed period. Items were selected by staff and placed on a table at the front of the library for customers to collect at a prescribed time.○ Adult nonfiction collection was rearranged into genres to make topics more accessible for customers.○ Facebook social media campaign for Volunteer Week (Monday 18 May – Sunday 24 May) to acknowledge our library volunteers and Library and Information Week (Monday 25 May – Sunday 31 May).○ Library opened to public 18 may in line with guidelines and the easing of government restrictions from COVID-19.○ Purchase of Electronic items for STEAM activities for children and adults.○ Purchase of an iPad a for Library catalogue access, in the library for customer use.○ Storytime and Rhyme reopened after the closed period though conducted in Byford Hall due to social distance library space and both sessions on the one day, good numbers attending.○ Library building is now a location for an external defibrillator. <ul style="list-style-type: none">• Highlights regarding key facilities and community services this reporting period includes:	



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities)			<ul style="list-style-type: none">○ The Shire's Anzac Day Commemorative Service Broadcast○ Development of an interactive online resource for equine industry○ Responding to COVID-19:<ul style="list-style-type: none">○ Establishment of Helping Hands SJ○ Closure of key facilities including the Library and SJ Community Recreation Centre and the subsequent reopening in line with government guidelines.○ A phased return to community facilities for hirers, with nearly 20 COVID-19 Safety Plans developed for Phase Two, Phase Three and Phase Four.○ Support to community groups needing to develop a COVID-19 Safety Plans.○ Reinstatement of the youth program○ #SmallBusinessShoutOut campaign.	
1.1.1.4 Promote, support and recognise volunteers	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">• The library provided the following support for volunteers this reporting period:<ul style="list-style-type: none">○ Hosted a thank you event for the SJLF committee past and present members.○ Supported a youth volunteer worker to complete their work experience in the library.○ 20 volunteers provided 381 volunteer hours for various library programs.• Other volunteer activity this reporting period included:<ul style="list-style-type: none">○ The recognition of 1 sport volunteer and 6 community volunteers through the Volunteer Recognition Program.○ A volunteer luncheon was held in December with 140 volunteers in attendance.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.4 Promote, support and recognise volunteers			<ul style="list-style-type: none"> ○ Brigade wind ups were held and Brigade “inspired” awards handed out. 	
		Jan-Mar 20	<ul style="list-style-type: none"> • Due to the recent outbreak of COVID-19, all training for volunteer firefighters has been postponed. At this stage, the Shire’s Volunteer Awards and Recognition evening for the end of June must be rescheduled. Brigades are complying with the Department of Health Guidelines, enforcing social distancing and hygiene measures. Officers have provided Brigades with additional supplies required for hygiene. • 10 volunteers (including a work placement student) provided 156 hours towards various library programs. • 1 sport volunteer and 3 community volunteers were recognised through the Volunteer Recognition Program. 	Minor issues exist
		Apr-Jun 20	<ul style="list-style-type: none"> • The Annual Awards Evening has been postponed. This event may be held later in the year subject to timing and brigade availabilities. • Volunteer Bush Fire Brigades have now recommenced training, whilst still complying with social distancing and hygiene requirements. • No library volunteer hours were recorded during this time due to the COVID-19 restrictions. Some volunteers have continued in a limited capacity with Oral History transcriptions from home and packaging of seeds for the seed swap. • The National Volunteer Week was celebrated through short videos that recognised the contribution of local community groups for their efforts in response to COVID-19. • 2 community volunteers were recognised through the Volunteer Recognition Program. • Support provided to community volunteers during the COVID-19 pandemic response period. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.5 Provide funding options to support sporting and community groups and projects as well as individuals.	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The August Grants round had 7 applications requesting a total of \$16,200. Six applicants were allocated a total of \$8,027 and one was diverted to a sponsorship of \$870.The November Grants round was highly competitive with 9 applications requesting a total of \$37,571. Five applicants were allocated a total of \$16,610, 1 was diverted to a sponsorship of \$3,348 and 1 was provided with a donation of \$500. Of the two remaining, 1 application was withdrawn and 1 was ineligible.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">Five (5) General Grant applications were received in Round 3. One grant was successful to the total of \$795.00.For the March 2020 round of Major Grants, no new applications were received, however one existing application needed consideration. Funding was successful to the total of \$14,809.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Projects approved under Round 3 were deferred due to the impacts of COVID-19 and will be reconsidered in 2020/21. The May round was cancelled (resolution SCM077/03/20).The Community Funding Policy was reviewed and endorsed by Council in May, introducing new funding categories.Two sundry grants approved. Last permissible as scheme now repealed.The Shire is working with Lotterywest and Byford Baptist Church to obtain funding for Emergency COVID-19 Relief (Byford Free Food Market) and Communicare to establish local Emergency Assistance avenues.	Proceeding as planned
1.1.1.6 Develop a Youth Development Strategy	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none">The Shire is currently considering whether to develop a stand alone strategy or whether a combined community development strategy would be more appropriate.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.6 Develop a Youth Development Strategy		Jan-Mar 20	<ul style="list-style-type: none">At the March Council meeting, Council agreed to continue with the production of a Youth Strategy and Action Plan as part of a Community Development Strategy 2020- 2025 and Implementation Plan 2020-2023.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">As above – for development in 2020/21	Proceeding as planned
1.1.1.8 Review the Disability Access and Inclusion Plan and report progress towards outcomes on an annual basis	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none">An update against the 2018-22 Access and Inclusion Plan is as follows:<ul style="list-style-type: none">The Annual Review of the Shire's Disability Access and Inclusion Plan was submitted to the Department of Communities in July.A grant for an Audio Loop for the civic centre was applied for but was unfortunately unsuccessful (Strategy 3.3).The Shire applied and was accepted to partner with Inclusion Solutions to instigate a program of training, mentoring and advocacy for the Shire and community groups around access and inclusion, for this financial year (Strategy 1.5, 4.2)The Shire met with key stakeholder APM Armadale (disability service provider) to develop a working relationship (Strategy 1.4)As part of the Inclusion Solutions Partnership, the Shire delivered the 'Introduction to Inclusion' workshop in October for sporting clubs, community groups and the general community.Internal staff training was provided on the Principles of Social Inclusion in November.One community group and one sporting club has been confirmed as part of the mentoring program.A project to increase accessibility to the lower Briggs Park oval by providing a concrete ramp near the canteen storage area for wheelchair access will commence in January (Strategy 1.2).The Priority Works Plan was endorsed by Council in October which will	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.8 Review the Disability Access and Inclusion Plan and report progress towards outcomes on an annual basis			enable the creation of a schedule of works against budget allocation for this financial year and future financial years (Strategy 2.1)	
		Jan-Mar 20	<ul style="list-style-type: none"> As part of the Inclusion Solutions Partnership Jarrahdale Community Collective have been receiving mentoring. The project to increase accessibility to the lower Briggs Park oval by providing a concrete ramp near the canteen storage area for wheelchair access has been delayed with a commencement date now to be in May (Strategy 1.2) Further meetings held with APM Armadale to explore opportunities for collaboration (strategy 1.4) Officers attended an Inclusive Events workshop delivered by Inclusion Solutions Opera at the Mill ticketing included a Companion Card option for patrons which allows anyone with a card to attend the event for free when accompanying someone with accessibility requirements. Three people booked with the Companion Card. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> An Audio loop has been installed in Civic Chambers and will be operational for the July Council Meeting. The Shire is working with APM Communities as part of COVID-19 Recovery to ensure adequate services for those on NDIS. An investigation on activation sites for ACROD Bays undertaken, however all sites allocated. Request for consideration in future rounds. 3 workshops delivered for Mental Health Awareness. Disability Access Stairs at the Old Jarrahdale Post Office complete. 	Proceeding as planned
1.1.1.10 Develop a sport and recreation plan		Jul-Dec 19	<ul style="list-style-type: none"> The Shire is currently considering whether the strategy should stand alone or sit under a broader community strategy and plan to undertake further 	Minor Issues Exist



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.10 Develop a sport and recreation plan	31 December 2019		Council consultation.	
		Jan-Mar 20	<ul style="list-style-type: none">At the March Council meeting, Council agreed to the development of a Community Development Strategy 2020- 2025 and Implementation Plan 2020-2023. Sport and Recreation will be considered as a part of this strategy.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">As above – for development in 2020/21.	Proceeding as planned
1.1.1.11 Develop the Ageing Well Strategy	31 December 2019	Jul-Dec 19	<ul style="list-style-type: none">The Ageing Well Strategy was adopted by Council in August and has been printed and distributed to key community organisations.A Range of initiatives and programs were delivered this reporting period for seniors including; Zumba Gold, morning teas, day trips, cyber safety, Garden Week, Seniors Week Activities 11 – 15 November and Tai Chi in the Park (Strategic Actions 4.1 and 8.3).A grant for an Audio Loop for the civic centre was applied for but was unfortunately unsuccessful.The Shire attended the affordable housing strategy and represented the Shire's views on affordable, diverse housing options for residents co-located with amenities (Strategic Actions 3.1, 3.2 and 3.3).	Completed



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Strategy 1.1.2 Provide a healthy community environment

Action	Due Date	Quarter	Comments	Action Status
1.1.2.1 Implement the Health and Wellbeing Strategy	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shires Environmental Health Team continues to meet the objectives of the Health and Wellbeing Strategy as follows:Environmental Health Protection This objective forms the core environmental health duties including public building and event assessments, on site waste water system assessments, health impact assessments on major development proposals within the Shire as outlined statistically in action 1.1.2.2. The Shire has been working closely with the Department of Water Environment and Regulation on a light industry audit program and has audited a number of light industrial facilities. There has been positive outcomes resulting from the collaborative audit program. The Shire hosted an Emergency Animal Disease Program in conjunction with the state Health Department, a training provider and local enterprise in regard to the actions required if there was a suspected infectious animal disease outbreak. This was the first program of its kind in WA.Safe, Secure and healthy Foods The Shire continues to carry out food safety assessments on local food businesses including cafes, restaurants, bars and abattoirs. The Shire has continued to provide free resources to the community from the Live Lighter Program. The Shire has also moved into the next stage in an ECU research project "Pathways to a healthy Food Environment". As a Pilot case we have begun developing a health profile for the Shire which will form the benchmark to develop objectives within this space.Active Lifestyle	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.1 Implement the Health and Wellbeing Strategy			<p>The Shire continues to advocate for the provision of public open space that promotes an active lifestyle.</p> <p>This reporting period our team attended the SJ Lifestyle Expo for people aged 55 and over to encourage an active lifestyle in our aging community. We also had officers undergo the Mosquito Management Training Course to assist with our “fight the bite program” and control mosquito growth in various water bodies allowing for the physical enjoyment of the public open spaces.</p> <ul style="list-style-type: none">A detailed project plan has been developed for the proposed review of the Health and Wellbeing Strategy 2020 – 2024 with Community consultation set to commence early in the new year.	
		Jan-Mar 20	<ul style="list-style-type: none">This quarter the emphasis has been on the review of the Shires Health and Wellbeing Strategy. The review of the strategy is lead by the Environmental Health team working closely with the Community Services team and seeking feedback and input from all teams across the organisation. As part of the review a community consultation process was undertaken to help determine the focus of the Health and Wellbeing Strategy 2020-24. This will shape what we deliver for the health and wellbeing of the community.119 community groups were contacted to provide their input as well as 12 different external agencies and industry bodies.A survey was conducted to determine what residents felt were the biggest health risk concerns are for them and their family. We also requested their ideas and suggestions on what the Shire could deliver to reduce public health risks and improve the overall health and wellbeing of our community.Members of the Shires environmental health team attended 10 community events to meet with community members in person and complete a survey. We also had the survey available online. In total we had 240 respondents, all of which had a valuable input to help us set priority objectives based on the results. The Strategy is on track for finalisation in Quarter 4 of this year.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.1 Implement the Health and Wellbeing Strategy		Apr-Jun 20	<ul style="list-style-type: none">The review of the Health and Wellbeing Strategy Project progressed in this quarter into the development of the Draft Health & Wellbeing Strategy 2020 - 2024 Document.Further Internal and external review of the draft document was undertaken and the final draft was prepared for Council endorsement.The Health and Wellbeing Strategy is on track to be endorsed by Council at the July Ordinary Council Meeting and progress into the implementation phase for the next financial year.	Proceeding as planned
1.1.2.2 Provide efficient, effective, compliant environmental health services	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shires Environmental Health department has carried out the following assessments within this period;<ul style="list-style-type: none">141 food safety assessments78 other health premises assessments83 health application assessments176 health impact assessments of Development Applications and Building Applications19 event application assessmentsThe Shires Environmental Health department responded to 174 external customer requests regarding environmental health concerns raised by the community.Our Environmental Health team has also collated a submission on behalf of the organisation on topics such as:<ul style="list-style-type: none">Climate Health WA InquiryClimate Change Issues PaperFeedback for Discussion Paper on Managing Housing Health Risks in WA	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.2 Provide efficient, effective, compliant environmental health services			<ul style="list-style-type: none">○ Feedback for draft Guideline: Air Emissions	
		Jan-Mar 20	<ul style="list-style-type: none">• The Shires Environmental Health department has carried out the following assessments within this period;<ul style="list-style-type: none">○ 93 food safety assessments○ 46 other health premises assessments○ 16 health application assessments○ 7 health assessments on event applications○ 103 health impact assessments of Development Applications and Building Applications• The Shires Environmental Health department responded to 408 external customer requests regarding environmental health concerns raised by the community.• The light industry program was recommenced with 3 audits carried out in conjunction with the Department of Water and Environmental Regulation.• The Environmental Health team also compiled submissions on behalf of the organisation for various in legislative reform discussion papers.• Increased our response to the COVID-19 by;<ul style="list-style-type: none">○ Increasing Environmental Health Officer presence in high traffic areas,○ Re-prioritising health services for our businesses, and○ Preparing information sheets for the community.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">• The Shires Environmental Health department has carried out the following assessments within this period;	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.2 Provide efficient, effective, compliant environmental health services			<ul style="list-style-type: none">○ 77 food safety assessments○ 30 other health premises assessments○ 48 health application assessments○ 1 health assessments on event applications○ 96 health impact assessments of Development Applications and Building Applications○ The Shire's Environmental Health department responded to 400 external customer enquiries regarding environmental health.○ Joint Light Industry Program inspections were ceased in March due to COVID but resumed officially in April, with changes to field hygiene practice & vehicle disinfection. The Shire's Environmental Health team carried out 4 Light Industry Inspections this quarter.• Prioritised environmental health services in response to the WA government COVID Roadmap to assist businesses and community facilities to reopen safely were:<ul style="list-style-type: none">○ In April, the focus of the team during the highly restricted COVID period was maintaining environmental health inspections, monitoring, compliance and providing community education wherever possible, so as to reduce additional public health impacts in the community. The intention of maintain these services during this time was to relieve pressure on the health care system, as per directions from the WA Chief Health Officer.○ In May, the focus of the team was adapting environmental health services to implement Phase 2 of the COVID Roadmap, including implementation and operation of the COVID Safety Plans. The Environmental Health team played a key role in supporting and educating community businesses about the Safety Plan Requirements, and making note of businesses not complying with	



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.2 Provide efficient, effective, compliant environmental health services			<p>the requirements and informing WA Police.</p> <ul style="list-style-type: none">○ In June, the team transitioned to the WA government Phase 3 Roadmap, with restrictions relaxed for the Shire's businesses and reopening of facilities. The team focussed on preparedness for these premises reopening, including skin penetration premises (tattoo and beauty therapy), public buildings assessment and increasing presence/spot checks in high traffic community places	
1.1.2.3 Provide efficient, effective, compliant regulatory services	Ongoing	Please refer to the update at action 1.1.2.2.		



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Outcome 1.2 - A recognised culture and heritage

Strategy 1.2.1 Recognise local heritage

Action	Due Date	Quarter	Comments	Action Status
1.2.1.1 Develop a local heritage strategy	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none">This project was not budgeted in the 2019-20 Budget and will be resubmitted for consideration in the 2020-21 financial year.A draft Business Case has been prepared for 2020-21 financial year budget consideration and this action is incorporated into the new Corporate Business Plan as "Develop a Local Heritage Survey and Heritage List by 30 June 2021".	Not Started
		Jan-Mar 20	As above.	Not Started
		Apr-Jun 20	Officers are progressing the project with internal resources.	Proceeding as planned
1.2.1.2 Manage and review Municipal Heritage Inventory	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none">Please refer to the update at action 1.2.1.1.	Not Started
		Jan-Mar 20	As above.	Not Started
		Apr-Jun 20	<ul style="list-style-type: none">Please refer to the update at action 1.2.1.1.	Proceeding as planned



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Strategy 1.2.2 Encourage and support public art in public areas

Action	Due Date	Quarter	Comments	Action Status
1.2.2.1 Develop a public arts master plan	30 June 2021	Jul-Dec 19	<ul style="list-style-type: none">The Public Art Strategy and Public Art Masterplan was endorsed by Council in August.	Completed



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Outcome 1.3 - A safe place to live

Strategy 1.3.1 Comply with relevant local and state law, in the interests of the community

Action	Due Date	Quarter	Comments	Action Status
1.3.1.1 Provide regulatory services	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">• A summary of the activity undertaken towards the Re-Active Compliance Programme by the Compliance Team this reporting period is as follows:<ul style="list-style-type: none">○ 83 complaints were received and 83 were investigated.○ 499 enquiries were managed and 214 site inspections were carried out.○ 18 direction notices were issued under the <i>Planning and Development Act 2005</i>.• A summary of the activity undertaken towards the Form 2 Audit Programme by the Compliance Team this reporting period is as follows:<ul style="list-style-type: none">○ Facilitation of 84 pro-active audits.○ Managed two State Administrative Tribunal matters and two successful prosecutions. As a result, the Shire was awarded approximately \$450,000 from successful prosecutions. Officers are continuing to work with the landowner to ensure the site will be remediated and re-instated.• An outline of activities undertaken by the Community Safety and Emergency Services team this reporting period include:<ul style="list-style-type: none">○ 45 firebreak infringements○ 8,756 firebreak inspections○ 44 dog infringements / cautions○ 709 parking infringements / warnings○ 72 dust and building waste infringements / warnings	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.1.1 Provide regulatory services			<ul style="list-style-type: none">○ 1 livestock infringements / warnings○ 4 litter infringements / cautions○ 2 completed prosecutions○ 1,041 dog registrations○ 131 cat registrations○ 3 kennel/cattery licences○ 2 school visits	
		Jan-Mar 20	<ul style="list-style-type: none">• An outline of activities undertaken by the Community Safety and Emergency Services teams this reporting period include:<ul style="list-style-type: none">○ 15 dog infringements / cautions○ 106 parking infringements / warnings○ 11 dust and building waste infringements / warnings○ 4 livestock infringements / warnings○ 166 dog registrations○ 10 cat registrations○ 3 kennel/cattery licences○ 1 School Visit○ Firebreak Inspections have been completed with 18,226 first and second inspections taking place. Statistics are as follows:<ul style="list-style-type: none">▪ Work Order 1st Inspection – 216;▪ Infringement 1st Inspection – 47;▪ Infringement 2nd Inspection – 41; and	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.1.1 Provide regulatory services			<ul style="list-style-type: none"> Contractors required 2nd Inspection – 7. A summary of the activity undertaken towards the Re-Active Compliance Programme by the Compliance Team this reporting period is as follows: <ul style="list-style-type: none"> 20 complaints were received and 20 were investigated. 317 enquiries were managed and 77 site inspections were carried out. A summary of the activity undertaken towards the Form 2 Audit Programme by the Compliance Team this reporting period is as follows: <ul style="list-style-type: none"> The Extractive Industries audit has commenced. The Shire Compliance Officers in conjunction with the Environmental Officers will be undertaking the annual review of all extractive industry operations within the Shire. The Shire has received \$110,000 in fees paid by the operators as part of the audit process. Officers, progressed with gathering evidence to initiate prosecution proceedings against three different landowners for unauthorised developments. Council subsequently approved to initiate the proceedings. Two State Administrative Tribunal matters are being heard at the State Administrative Tribunal; 	
		Apr-Jun 20	<ul style="list-style-type: none"> An outline of activities undertaken by the Community Safety and Emergency Services team this reporting period include: <ul style="list-style-type: none"> 49 dog infringements / cautions 32 parking infringements / warnings 18 dust and building waste infringements / warnings 9 livestock infringements / warnings 3 litter infringements / cautions 142 dog registrations 26 cat registrations 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.1.1 Provide regulatory services			<ul style="list-style-type: none">Prohibited burning period season was extended by a month due to lack of rain within this period.Some relaxation around the Department of Health guidelines for COVID-19 allowed Brigades to undertake weekly brigade training, whilst still maintaining social distancing and hygiene.Drive Vehicles Under Operational Conditions course recently completed by 30 of the Bush Fire Brigade Volunteers in attendance.A Memorandum of Understanding between the Shire and the Department of Fire and Emergency Services saw our Community Emergency Services Manager, Ricky Southgate, commence working within the Shire. Ricky also holds the position of Chief Bush Fire Control Officer. <ul style="list-style-type: none">A summary of the activity undertaken by the Compliance Team this reporting period is as follows:<ul style="list-style-type: none">31 complaints were received and investigated, 11 of which have been resolved;436 enquiries were managed and 120 site inspections were carried out;1 direction notice was issued under the Planning and Development Act 2005;No pro-active audits were undertaken this quarter;No State Administrative Tribunal matters were undertaken;Two prosecutions were commenced but not yet determined by the Court; andThe Shire has received \$10,350 in infringements.	
1.3.1.2 Provide compliance services with the appropriate industry codes and legislative requirements with regards to accessibility and safety	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire determined 252 Certified Building Applications in an average assessment time of 8.95 days.The Shire determined 196 Uncertified Building Applications in an average assessment time of 9.1 days.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.1.2 Provide compliance services with the appropriate industry codes and legislative requirements with regards to accessibility and safety			<ul style="list-style-type: none">The total value of building work approved in this reporting period was \$48M, including the childcare facility on Warrington Road, the Showroom / Office on Abernethy Road and an additional stage of poly tunnels at Henderson Road.The building services team has continued to increase assessment efficiencies as well as updating the information sheets on the Shire's website.The Shire's Swimming Pool Barrier inspection regime has reached an overall compliance rate of 98.5% as at December 2019 with only a handful of properties with restricted access preventing the Shire from completing the 4 year Swimming Pool Inspection Regime.The Building Team has also been a part of the industry working groups on the reform of the building Approvals Process, Public Buildings and a review of the Australian standard for pool fencing.	
		Jan-Mar 20	<ul style="list-style-type: none">The Shire determined 115 Certified Building Applications in an average assessment time of 6.73 days.The Shire determined 78 Uncertified Building Applications in an average assessment time of 9.2 days.The total value of building work approved in this reporting period was \$29.6M, including the Salvado Catholic College Stage 1.Even with the emergence of the COVID-19 pandemic the team has altered working arrangements to a split shift of working from home and in the office to ensure we continue to issue building permits in a timely fashion to support the construction industry.The Shire's Swimming Pool Barrier inspection regime has commenced the next 4 year cycle completing 201 pool barrier inspections, of which over 74% were compliant. This is an increase in compliance rates from the previous 4 year cycle which was at less than 50% on first inspection. We would like to	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.1.2 Provide compliance services with the appropriate industry codes and legislative requirements with regards to accessibility and safety			thank the community for their efforts in maintaining a compliant pool barrier and for their cooperation in assisting with the inspection regime.	
		Apr-Jun 20	<ul style="list-style-type: none">The Shire determined 141 Certified Building Applications in an average assessment time of 5.51 days.The Shire determined 89 Uncertified Building Applications in an average assessment time of 10.75 days.The total value of building work approved in this reporting period was \$22.05M, with 72 Dwelling determinations accounting for over \$17.8M of this total.Due to COVID-19 the assessment of building applications was prioritised based on the overall community benefit, economically, socially and health such as a medical centre fitout building application had a 1 day turn around.The team is expecting an influx of applications over the next financial year as the community take advantage of Federal and State Government grants for building.Pool barrier inspections were conducted with heightened hygiene requirements and limited social contact due to COVID-19. The Shire's Swimming Pool Barrier Inspector was able to conduct an astonishing 300 inspections this quarter due to greater availability of residents to respond to the request for inspections and provide access to their property. Over 82% of the pool barriers were compliant at the time of inspection. We would like to thank the community for their continued cooperation in assisting with the inspection regime, especially during these last few months of uncertainty.	Proceeding as planned



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Strategy 1.3.2 Support local emergency services

Action	Due Date	Quarter	Comments	Action Status
1.3.2.1 Support the Local Emergency Services and maintain and test associated emergency and recovery plans	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Shire Officers attended the State Exercise on Animal Welfare using the Shire's Animal Welfare Plan.The Local Emergency Management Committee meeting was held with a similar exercise on Animal Welfare.The Oakford Brigade were successful in a grant application to supplement and replace Bushfire Ready resources.A 2019-20 Mitigation Activity Funding Grant was successfully applied for, yielding \$418,990.All firebreaks on Shire land were completed by November 2019.Lot 1342 Webb Road firebreaks installed and slashing completed.The Jarrahdale Brigade were successful in a grant application for the installation of sirens in Jarrahdale.Shire staff attended important emergency and support training this reporting period including Emergency Management Training and Local Recovery Coordinator Training delivered by WALGA, Welfare Centre Training delivered by the Department of Communities and Communicating in Recovery Training delivered by the Red Cross.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">Volunteer fire fighters and ground crew worked to contain a dangerous fire in Mardella and Hopeland at the end of January, which posed a threat to property and lives. Shire staff also helped set up an evacuation centre at the Serpentine Jarrahdale Community Recreation Centre.The Shire awarded three tenders for fire mitigation works to improve the Shire's preparedness for bush fires, made possible after the Shire successfully secured \$418,990 in grant funding from the State	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.2.1 Support the Local Emergency Services and maintain and test associated emergency and recovery plans			<p>Government's Mitigation Activity Fund.</p> <ul style="list-style-type: none">The Shire hosted a community forum "Hopeland fire - were you ready?" following the Hopeland fire emergency, in partnership with the Department of Fire and Emergency Services WA and Australian Red Cross - Emergency Services Western Australia to assist the community in preparing for emergencies.The Shire's Director Community Services was elected as the Shire's Local Recovery Coordinator.	
		Apr-Jun 20	<ul style="list-style-type: none">Funding for our previous Mitigation Activity Funding is being finalised for acquittal.The Shire successfully applied for and received \$493,500.00 from Mitigation Activity Funding. This funding will target areas within the Shire deemed extreme, very high and high risk.The Shire's Local Recovery Plan and Local Emergency Management Arrangements are under review. Finalisation of these has been delayed due to the response to the COVID-19 pandemic.	Proceeding as planned



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Strategy 1.3.3 Enhance community safety

Action	Due Date	Quarter	Comments	Action Status
1.3.3.1 Develop and implement Community Safety Plan	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Due to Structural changes at the Shire and Mundijong Police Station an updated draft Community Safety and Crime Prevention Plan will be produced in the first half of the 2020/2021 financial year. Information from the Community Safety Survey 2019/2020 is due to close on 31 January 2020 with the results to be incorporated into the plan.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">The Community Safety and Crime Prevention Plan has been completed and is scheduled to be presented to Council at the May Ordinary Council Meeting.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">The Community Safety and Crime Prevention Plan 2020-2022 was adopted by Council at the May meeting.	Proceeding as planned
1.3.3.2 Facilitate and support Neighbourhood Watch groups and community newsletters	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">4 x Neighbourhood Watch Meetings1 Training Workshop conducted by WA Police/Neighbourhood Watch WA in Cannington in December for all WA NHW groups.Neighbourhood Watch Stall at Mundijong Fair, Lifestyle Expo, Senior Safety Expo, Jarrahdale Log Chop, Serpentine Primary School Xmas event and Play in the Park in ByfordEwatch newsletters distributed in July, August and September to approximately 1600 residents. This is a joint initiative between the Shire of SJ and the Mundijong Police.8 x Community Barbecues. These events are a partnership between the Shire of Serpentine Jarrahdale, the local Mundijong Police and Neighbourhood Watch. This year the Bush Fire Ready Group attended all 8 events with local volunteer Fire Brigades promoting the work that they undertake. The Shire Rangers were a welcome addition at the barbecue	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.3.3.2 Facilitate and support Neighbourhood Watch groups and community newsletters			<p>series and attended all 8 events.</p> <ul style="list-style-type: none">The barbecues were held in Oakford, Byford, Keysbrook, Jarrahdale, Whitby, Mundijong, Serpentine and Cardup. Over 700 people attended the events. There has been a request for Darling Downs to be included in the 2020/2021 series making a total of 9 events for next year.	
		Jan-Mar 20	<ul style="list-style-type: none">ewatch newsletter distributed in January 2020 to 1600 subscribers.Neighbourhood Watch Stall at the opening of Dog Park in Byford on 17 January 2020, Neighbourhood Watch Stall partnering with WA Police's Community Engagement Section at Byford Multicultural Festival on 18 January 2020 and attendance at the Youth Summer Splash Event on 31 January 2020.Meetings with the WA Police and the South East Metro Community Safety Officers in February and March to discuss possible joint initiatives and current crime spikes and trends within the Armadale and Cannington districts.Community Safety Survey 2019 conducted until 31 January 2020. A total of 388 responses received. Report on survey findings circulated to local Mundijong Police and EMG in March 2020.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Due to the COVID-19 restrictions, the Neighbourhood Watch group did not conduct any meetings during this reporting period.Ewatch newsletters were issued to 1800 subscribers.Neighbourhood Watch volunteers assisted vulnerable members of the community by giving a Helping Hand where required. Assistance given included, shopping, collecting mail and providing social contact via telephone.	Proceeding as planned



Place

A protected and enhanced natural, rural and built environment

Community feedback

The community value the country lifestyle which is underpinned by housing, the natural environment, families and community.

The community recognise and identify the beautiful landscape as precious. As the population continues to grow, as a result of development of the district, integration of the environment and residential development will be essential to maintain the character of the district

Aspirations and opportunities

Survey respondents understand planning for the future is important for solving existing and future issues. They recognise the value of good design and hope future developments positively respond to the natural environment.

Conservation of natural vegetation is important as the landscape offers an opportunity to promote the Shire as a 'trails hub'.

Progress Snapshot | 28 Actions

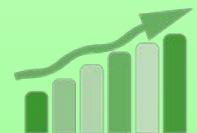
93% Proceeding as planned / Completed (26/28)

7% Issues Exist (2/28)

0% Not Started (0/28)

Key Achievements and Highlights

- Council adoption of the Draft Local Planning Strategy and Draft Local Planning Scheme No. 3 following advertising, and referral to the Western Australian Planning Commission (WAPC) and Minister for final approval
- The updated draft Byford and Mundijong District Structure Plans advertised for community feedback
- Community Infrastructure Development Contribution Plan was adopted by Council and is currently with WAPC for final approval
- Adoption of the Integrated Water Management Plan
- Adoption of the Switch your thinking Business Plan 2020/25
- Inaugural SJ Garden Competition
- Adoption of the Waste Management Strategy 2020-2024





Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.1 - A diverse, well planned built environment

Strategy 2.1.1 Actively engage with development of planning frameworks

Action	Due Date	Quarter	Comments	Action Status
2.1.1.1 Advocate and lobby for advancement of local planning priorities	Ongoing	Jul-Dec 19	The Shire continues to lobby the advancement of the Byford Metronet and CBD redesign including multiple access points into subdivisions.	Proceeding as planned
		Jan-Mar 20	The Shire has been actively involved in discussion with the public and private sector, on investment and infrastructure opportunities and priorities. One key highlight has been Metronet formally beginning the process to seek a multi-disciplinary Engineering and Land Use Planning consultancy team to plan and design the Byford Rail Extension as part of the Project Definition Plan phase of that development.	Proceeding as planned
		Apr-Jun 20	Recent engagement with the Metronet team continues to progress this project as a high priority for the Shire. Officers are seeking to ensure the project responds to the Council direction and achieve an efficient and integrated outcome for the town centre.	Proceeding as planned
2.1.1.2 Provide efficient, effective and compliant land use planning services	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">During the reporting period, the Shire received 251 development applications valued at \$86M and determined 266 applications valued at \$32M. The Shire also received two Joint Development Application Panel (JDAP) applications valued at \$66M.During this period, the Shire was also involved in 8 State Administrative Tribunal matters. Two of the matters were heard at a full hearing and related to development associated with the placement of fill and location of an outbuilding. The Shire was successful on both occasions. Two matters have been scheduled for a full hearing in March 2020 and the remainder were resolved by mediation and Council reconsideration.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
2.1.1.2 Provide efficient, effective and compliant land use planning services		Jan-Mar 20	<ul style="list-style-type: none"> During the reporting period, the Shire received 115 development applications valued at \$13M and determined 99 applications valued at \$9M. During this period, the Shire was also involved in four State Administrative Tribunal matters. One of the matters which related to an extractive industry was heard at a full hearing however, was subsequently adjourned to a later date to address the outstanding matters. Another matter scheduled to go to a hearing was adjourned as a result of COVID-19. The remaining matters are subject to further mediation. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> During the reporting period:- <ul style="list-style-type: none"> The Shire received 123 development applications valued at \$15,711,371.88 Determined 108 applications valued at \$12,917,869.36 Commenced advertisement of a new Joint Development Assessment Panel application 1 Joint Development Application Panel application was determined with a value of \$5,000,000.00 The Shire was also involved in 3 new appeals to the State Administrative Tribunal. Two of the matters are due to be heard at a full hearing and the other is due to be reconsidered by the Shire following mediation. A further appeal was heard at a full hearing, the outcome of which is yet to be reached by the Tribunal. 	Proceeding as planned
2.1.1.3 Oversee the construction of sub divisional infrastructure	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Provided engineering advice on 270 planning applications. Assessed 11 engineering drawings. Approved 4 engineering drawings and 3 landscape drawings. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
2.1.1.3 Oversee the construction of sub divisional infrastructure			<ul style="list-style-type: none"> Assessed 7 subdivision clearances. Assessed 1 local water management strategy. Assessed 1 stormwater management plan. Supervised 3 subdivision constructions. 	
		Jan-Mar 20	<ul style="list-style-type: none"> Provided engineering advice on 86 planning applications. Assessed 5 engineering drawings. Approved 2 engineering drawings Assessed 6 subdivision clearances. Assessed 3 local water management strategy/ urban water management plans. Assessed 2 storm water management plan. Supervised 2 subdivision constructions and 1 landscape construction sites. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Provided engineering advice on 104 planning applications. Assessed 6 engineering drawings. Approved 4 engineering drawings. Assessed 5 subdivision clearances. Assessed 4 local water management strategy/ urban water management plans. Supervised 4 subdivision constructions and 1 landscape construction sites. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
2.1.1.4 Effectively plan for the community's future population growth needs for educational, health, recreation, and commercial/retail facilities and amenities	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Refer to action 2.1.1.5 (Local Planning Strategy), action 2.1.1.6 (Local Planning Scheme), actions 2.1.1.8 and 2.1.1.9 (District Structure Plans) and actions 2.1.1.14 and 2.1.1.15 (Development contributions). Notable progress this reporting period is the public advertising of the Draft Local Planning Strategy, the Local Planning Scheme No.3 and Scheme Amendment 207 for community infrastructure development contributions. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Council recommended support of the Draft Local Planning Strategy to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. Council also recommended support of the Draft Local Planning Scheme No. 3 to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. The updated draft Byford and Mundijong District Structure Plans, adopted by Council for advertising, started formal advertising on 20 May 2020. The Development Contribution Plan No 5 for Byford will be finalised early in the new financial year by Council resolution. The scheme amendments to enable the new Byford and Mundijong development contribution schemes to be included into the local planning scheme started formal advertising in May 2020 and will close early in the new financial year. 	Proceeding as planned
2.1.1.5 Develop a new Local Planning Strategy	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> The Draft Local Planning Strategy commenced public advertising. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
2.1.1.5 Develop a new Local Planning Strategy		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Council recommended support of the Draft Local Planning Strategy to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. The Commission will finalise the Strategy as per the Planning and Development (Local Planning Schemes) Regulations 2015 and advise the Shire of its decision. 	Completed
2.1.1.6 Develop Local Planning Scheme No 3	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> The Draft Local Planning Scheme No.3 commenced public advertising. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Council recommended support of the Draft Local Planning Scheme No. 3 to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. The Commission will finalise Scheme No.3 as per the Planning and Development (Local Planning Schemes) Regulations 2015 and advise the Shire of its decision. Further modifications may be required. 	Completed
2.1.1.7 Review and update Local Planning Policies	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Three Council Policies were reviewed in this period. Minor amendments were undertaken to the State Administrative Tribunal Council Policy, Waiving and Refunding of Fees and Compliance and Prosecution Council Policies. A new Minor Building Modifications Council Policy was prepared to assist in fast tracking development and an additional Local Planning Policy was also developed to assist in the determination of 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.1.1.7 Review and update Local Planning Policies			Local Development Plans.	
		Jan-Mar 20	<ul style="list-style-type: none">A review of three Local planning Policies have been undertaken which have been endorsed by Council for the purposes of public consultation. Consultation occurred earlier this year. The revised LPPs and the submissions received will be presented to Council at a later date this year for approval.One new Local Planning Policy (LPP) was prepared to assist in guiding development within rural areas of the Shire (LPP 4.19: Development in the Rural Zone) . The LPP was subsequently endorsed by Council for the purpose of public consultation at its February Ordinary Council meeting. Public consultation is planned to occur shortly.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">During this reporting period:-<ul style="list-style-type: none">New Local Planning Policy 4.19 – Outbuildings, Sheds, Garden Sheds and Sea Containers was adopted at the June Ordinary Council Meeting.Local Planning Policy 4.7 – Placement of Fill was revised and the revised policy was adopted at the June Ordinary Council Meeting.Local Planning Policy 1.5 – Exempt Development was revised and the revised policy was adopted at the June Ordinary Council Meeting.Local Planning Policy 4.2 – Sea Containers was revoked at the June Ordinary Council Meeting.The Shire has also commenced drafting Local Planning Policy 4.20 – Licensed Premises (Liquor).	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.1.1.8 Develop a Development Strategy for Byford (Local Area Plan and District Structure Plan)	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> District Structure Plan and Scheme Amendments are currently with the Department of Planning, Lands and Heritage for approval to advertise. The Shire is currently considering whether to convert the Local Area Plans to Place Plans. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The updated draft District Structure Plan, adopted by Council for advertising, started formal advertising on 20 May 2020 and will progress into the new financial year. 	Proceeding as planned
2.1.1.9 Develop a Development Strategy for Mundijong Whitby (Local Area Plan and District Structure Plan)	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> District Structure Plan and Scheme Amendments are currently with the Department of Planning, Lands and Heritage for approval to advertise. The Shire is currently considering whether to convert the Local Area Plans to Place Plans. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	The updated draft District Structure Plan, adopted by Council for advertising, started formal advertising on 20 May 2020 and will progress into the new financial year.	Proceeding as planned
2.1.1.10 Develop a Development Strategy for Serpentine (Local Area Plan)	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> Two of the three studies for the Serpentine Local Structure Plan have been completed. Due to the unprecedented response to the Planning for Growth public engagement process this has been given a lower priority. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.1.1.10 Develop a Development Strategy for Serpentine (Local Area Plan)		Apr-Jun 20	<ul style="list-style-type: none"> The project has been complicated by various other local structure plans being submitted in the general area that affect the outcomes of the Serpentine local structure plan. Two of the technical studies required by the Western Australian Planning Commission to finalise it have been conducted but the local water management strategy requires further work to integrate it with other proposals in the area before it can be finalised. 	Minor Issues Exist
2.1.1.11 Develop a Development Strategy for Jarrahdale (Local Area Plan)	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> Jarrahdale Local Area Plan has been drafted. The Shire is currently considering whether to convert the Local Area Plans to Place Plans. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The document has been advertised and therefore can and is being utilised for further planning. It will also be updated to incorporate recently approved projects. 	Proceeding as planned
2.1.1.12 Work with the Western Australian Planning Commission and the Department of Planning, Lands and Heritage to implement the Perth and Peel @ 3.5 million specific to Oakford and Oldbury planning investigation areas.	30 June 2021	Jul-Dec 19	<ul style="list-style-type: none"> The Planning Investigation Areas over the area means that it will only be done when the Department of Planning Lands & Heritage are willing to finalise the studies. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Discussions with the Department of Planning Lands and Heritage have progressed regarding the further planning for these areas and these discussions will continue where and when appropriate. 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.1.1.13 Work with the Western Australian Planning Commission and the Department of Planning, Lands and Heritage to implement the Perth and Peel @ 3.5 million specific to Keysbrook and Hopeland planning investigation areas.	30 June 2021	Jul-Dec 19	<ul style="list-style-type: none"> The Planning Investigation Areas over the area means that it will only be done when the Department of Planning Lands & Heritage are willing to finalise the studies. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Discussions with the Department of Planning Lands and Heritage have progressed regarding the further planning for these areas and these discussions will continue where and when appropriate. 	Proceeding as planned
2.1.1.14 Develop Development Contribution Plan No 5 for Byford	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> The Scheme amendment is currently with the Department of Planning Lands & Heritage for consent to advertise. We are unable to progress with the project until this approval is given. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The project has progressed sufficiently to enable Development Contribution Plan No.5 for Byford to be finalised early in the new financial year by Council resolution. The scheme amendment to enable substantial modifications to the Byford development contribution scheme (amendment 208), to be included in the local planning scheme, started formal advertising in May 2020 and will close early in the new financial year. 	Proceeding as planned
2.1.1.15 Develop a Development Contribution Plan for Mundijong-Whitby	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> The Scheme amendment is currently with the Department of Planning Lands & Heritage for consent to advertise. We are unable to progress with the project until this approval is given. 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.1.1.15 Develop a Development Contribution Plan for Mundijong-Whitby		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">The scheme amendment to enable the Mundijong development contribution plan to be included in the local planning scheme, started formal advertising in May 2020 and will close early in the new financial year.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.2 - A sustainable natural environment

Strategy 2.2.1 Develop, maintain and implement plans for the management and maintenance of Shire controlled parks, reserves, and natural assets

Action	Due Date	Quarter	Comments	Action Status
2.2.1.1 Advocate and lobby for advancement of local planning priorities	Ongoing	Jul-Dec 19	No significant activity occurred during the reporting period.	Proceeding as planned
		Jan-Mar 20	The Shire has commenced work in respect of trails planning, and is presenting to Council its integrated water management strategy that seeks to secure irrigation water security for future public open space and reserves in the Shire	Proceeding as planned
		Apr-Jun 20	The Shire has progressed fundamental components of its local planning framework which enables a consistent position to be expressed for future development proposals to occur. This has assisted the shire in identifying opportunities for market to consider as part of broader economic recovery following the COVID-19 event. Planning priorities are being aligned with State Government infrastructure priorities such as the Byford Metronet and Tonkin Highway extension.	Proceeding as planned
2.2.1.2 Manage and maintain the Shire's trails in accordance with Trails Master Plan, within allocated resources	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Peel Regional Trails Strategy and Shire of Serpentine Jarrahdale local trails plans endorsed by Council in October. Trails Business Cases have been developed by Tredwell and are in final draft form – Byford Trail Centre, Rail Trail and Jarrahdale Oval Trailhead concept designed. It is estimated that the cases will be available for Council's consideration in Jan-Mar 2020. Supported PDC to develop a funding application for the Peel Regional Trails Project. The Shire continues to maintain the trails in the Shire, with 84 km of trail and associated reserves sprayed and slashed during this period. 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.1.2 Manage and maintain the Shire's trails in accordance with Trails Master Plan, within allocated resources			<ul style="list-style-type: none">• \$23,000 general maintenance expenditure on trails this reporting period.• Planned renewal for trails refurbishment has been identified and a schedule is currently being developed.• The Shire continues to ensure that trails are included in new rural subdivision areas.	
		Jan-Mar 20	<ul style="list-style-type: none">• \$52,000 general maintenance expenditure on trails to date.• Planned renewal for trails refurbishment has been identified and developed.• Officers are working on developing an equine trial network master plan.• Continued to complete Trails Business Case for Byford Trail Centre, Rail Trail and Jarrahdale Oval Trailhead. Council consideration delayed until July 2020.• Began investigating opportunities to provide trails opportunity in the Shire linking to the Bibbulmun Track.• Began investigating the opportunity for installation of toilets and improvement of parking at Kittys Gorge Trail/Jarrahdale Cemetery.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">• The Business Cases for Byford Trail Centre, Rail Trail and Jarrahdale Oval Trailhead are completed and due to be considered by Council in July 2020.• The Jarrahdale Trails Town Strategy project has commenced and is due to be considered by Council in March 2021.• \$73,185 general maintenance expenditure on trails to date (95% budget expended).• Request to carry forward funds relating to capital trails renewal due to low staffing numbers to undertake works.• Exploration of development opportunities in relation to Kittys Gorge and Langford Park enhancements, a loop from the Bibbulmun Track into	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
			Jarrahdale and an Equine Masterplan.	
2.2.1.3 Maintain and review Asset Management Plans for natural assets, including bushland	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> \$784,000 expenditure on Parks and Gardens maintenance this reporting period. The Nutrient Program for Mundijong and Upper Briggs Ovals has been carried out in accordance with the report, with granulars, fertilizers and turf energy applied and verti drainage completed as recommended. Ongoing works with SJ Landcare carried out for weed management on the reserves. Call for nominations for the Significant Tree Register. Council adoption of the State of the Environment Report in September. Council adoption of the Local Biodiversity Strategy Update Report in December. Successful grant application of \$21,889 from State Natural Resource Management Program for the Serpentine Sports Reserve. Budget of \$44,412 was used to manage weeds & feral animal control and natural area management. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> \$1,758,000 expenditure on Parks and Gardens maintenance to date. The Nutrient Program for Mundijong and Upper Briggs Ovals continues. An independent report on its outcomes is expected to be provided next quarter. Nominated trees for the Significant Tree Register are in the process of assessment. A rural verge policy is under development. The Reserve Management Plans are being reviewed and updated. Weeds and feral animal control within the Shire reserves is being managed. 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.1.3 Maintain and review Asset Management Plans for natural assets, including bushland		Apr-Jun 20	<ul style="list-style-type: none">• \$2,630,000 expenditure on Parks and Gardens maintenance to date.• The Nutrient Program for Mundijong and Upper Briggs Ovals continues. An independent report completed. Identified improvements in overall condition and future renovations planned.• Assessment of the nominated trees for the Significant Tree Register continues.• The development of a rural verge policy continues.• The review and update of the Reserve Management Plans continues.• Weeds and feral animal control within the Shire reserves continues to be managed.• The Shire initiated the first SJ Garden Competition process.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.2 Seek to minimise resource usage and continue to maximise reuse opportunities

Action	Due Date	Quarter	Comments	Action Status
2.2.2.1 Investigate and seek partnerships for alternative waste water usage opportunities	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The draft Integrated Water Management Strategy was presented to Council for the purpose of public advertising and public consultation this period. The final strategy is anticipated to be presented to Council by March. The project won the Australian Water Association (AWA) 'Innovating for Sustainable Water and Environmental Outcomes Award'. The Water Corporation WA are engaging a consultant to produce a report on investment into the shire's ground water The Shire is currently investigating a water source in Jarrahdale to create developments that require higher water demands. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> The Shire was recognised as a 2020 Gold Waterwise Council for its commitment to water conservation and supporting water wise communities. The draft Integrated Water Management Plan is finalised and community consultation is complete. Plan to be put to Council for endorsement in May. The Shire is currently investigating a water source in Jarrahdale to create developments that require higher water demands. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Integrated Water Management Plan is finalised and adopted by Council. The Shire received land access permission from Water Corporation to initiate the investigation for spring water availability for a potential water resource in Jarrahdale. 	Proceeding as planned
2.2.2.2 Investigate natural resource availability within the district	30 June 2020	Jul-Dec 19	<ul style="list-style-type: none"> Approval from the DBCA for Disturbance Assessment System received allowing the Shire to go into the State Forest to do exploratory actions towards the development the Kingsbury Drive Gravel site. A contractor was engaged to conduct a Dieback survey and report on ground 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.2.2 Investigate natural resource availability within the district			<p>marking. This has been completed.</p> <ul style="list-style-type: none"> The Shire has submitted an application to the Minister for Tourism to be assessed under the "Wildflower Friendliness Rating Scheme", which if successful, will allow the Shire of Serpentine Jarrahdale to receive additional exposure highlighting wildflower on roadside verges in specific components of Tourism WA's wildflower promotions, over and above the agencies normal promotion of wildflower areas in WA. 	
		Jan-Mar 20	<ul style="list-style-type: none"> A geotechnical investigation was conducted to evaluate the quantity and quality of the gravel material at the Kingsbury Drive Gravel site. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Geotechnical Investigation Report and the Dieback Survey were submitted to DBCA for approval process. DBCA is currently seeking clarification of Section 18 & 91 of the Land administration act about Native Title over the proposed gravel site. Project cannot be progressed further until this land administrative issue is resolved. 	Minor Issues Exist
2.2.2.3 Investigate and seek partnerships to maximise opportunities for alternative energy	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Participated in the Climate Council's Cities Power Partnership program. Through the Rewards for Residents and Rewards for Business initiatives, the Shire brokered discounts on solar PV and solar battery storage systems that are promoted to Shire rewards, staff and local businesses. The Shire continues to work in partnership with Westgen Solar who will be constructing a large Solar Farm in Byford. This renewable source will produce enough electricity to power up to 5,000 houses in the Byford area. The Shire is looking at installing a power source for electric vehicles for shire car use. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> A new business case for next 5 year of Switch Your Thinking Program is under development. 	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.2.3 Investigate and seek partnerships to maximise opportunities for alternative energy			<ul style="list-style-type: none">The Shire is underway with preparing for a trial of an electrical car for officer's use.	
		Apr-Jun 20	<ul style="list-style-type: none">Council adopted the Switch your thinking Business Plan for the period of 2020/21 to 2024/25.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.3 Continue to minimise the volume and impact of waste generated within the district

Action	Due Date	Quarter	Comments	Action Status
2.2.3.1 Manage waste in an environmentally responsible manner at the lowest possible cost	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">All waste activities provided July to September met targets and no service failures were recorded during this quarter.Waste management collection contracts are in place, however, due to the total loss of the Cleanaway MRF facility, recyclable materials are being diverted to Landfill. This is out of the Shire's control and Cleanaway have only managed to divert 50% of their collected volumes to third party processing facilities.Cleanaway are exploring other potential recycling options but this will take some time to gain the necessary approvals and licenses. At this stage it is likely that a deal will be made with an alternative facility to manage the shire's recycling waste.	Major issues exist
		Jan-Mar 20	<ul style="list-style-type: none">Cleanaway have negotiated terms with Southern Metropolitan Regional Council (SMRC), to deliver all recyclable (yellow lid bin) material to SMRC's Materials Recovery Facility in Canning Vale for processing. This deal ensures the Shire's recycling material is not going to landfill.The Shire is currently finalising the tender documents for the new Waste Collection contract, which will be in effect from the 1st July 2020.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Cleanaway have been awarded the waste collections RFQ for a period of 5 years, commencing on 1st July 2020.	Proceeding as planned
2.2.3.2 Develop and implement waste minimisation awareness program	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Education awareness has been successfully highlighted through our communication platforms, particularly on social media, where our initiatives such as e-waste drop off and close the loop recycling with the free mulch giveaway have received excellent feedback from the community.Promotion of National Recycling Week and Asbestos Awareness have been key items that the Shire has publicised, this along with illegal dumping	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.3.2 Develop and implement waste minimisation awareness program			awareness, has ensured the community is informed of all current focus areas.	
		Jan-Mar 20	<ul style="list-style-type: none">The Shire has recently communicated the draft Waste Management Strategy via online platforms and other media outlets. In addition, an informative walk in session was conducted for the shire residents in March and an online survey was provided for comment on the Waste Strategy.The upcoming Shire free mulch collection service has been cancelled due to the COVID-19 Pandemic. The expectation is to provide the service when it is safe to do so.The Shire continues to advertise any relevant communication regarding waste reduction or awareness.	Minor issues exist
		Apr-Jun 20	<ul style="list-style-type: none">The Shire finalised the Waste Management Strategy 2020-2024 during the reporting period and this was adopted by Council at the June Ordinary Council Meeting.The Shire has communicated various recycling initiatives via its social media platforms, including, Plastic Free July, recycling charity donations and household hazardous waste disposal.The final Green verge waste collection was completed in May and June, the Shire will now commence the projects identified in the Waste Management Strategy.	Proceeding as planned
2.2.3.3 Continue to investigate waste management options	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The segregation and separation of Shire generated waste streams has been the focus in quarter 1, items are now being recovered from mixed waste streams and where available, recycled upstream.Investigations into specialised plant and equipment in quarter 2 have analysed various machinery and plant that would provide a solution to our ongoing needs in the waste management area.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.3.3 Continue to investigate waste management options			<ul style="list-style-type: none">The Shire's Waste Strategy is drafted and estimated to be issued for public consultation in February.	
		Jan-Mar 20	<ul style="list-style-type: none">Plant and equipment options are being assessed for suitability in the waste management areas for the Shire.Development of the Waste Management Strategy is continuing and on target to be on the agenda for the June Ordinary Council Meeting.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">The Shire received its site licence to operate the Watkins Road Transfer Station from the Department of Water and Regulation.The operational plan to reopen Watkins Road Transfer Station will now commence.Initial investigations have been undertaken to operate a Food Organics, Garden Organics processing facility in the Shire.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.4 Support community groups (both new and existing), who are preserving and enhancing the natural environment

Action	Due Date	Quarter	Comments	Action Status
2.2.4.1 Partner with community groups, wishing to participate in environmental planning or project implementation on Shire reserves and in Shire localities	Ongoing	Jul-Dec 18	<ul style="list-style-type: none">The Shire continues to work with SJ Landcare and PHBG on community projects to enhance the reserves.The Shire is in partnership with the Darling Downs Residents Association to maintain reserves in Darling Downs.Council adoption of the Darling Downs Trail Network Reserves Management Plan in July.The Switch Your Thinking team work with the community on environmental awareness projects.Work with community groups such as Cemetery Group, SJ Trail Groups, Jarrahdale Heritage Society continues.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">The Shire continues to work with SJ Landcare and PHBG on community projects to enhance the reserves.The Shire is in partnership with the Darling Downs Residents Association to maintain reserves in Darling Downs.The Switch Your Thinking team work with the community on environmental awareness projects.Work with community groups such as Cemetery Group, SJ Trail Groups, Jarrahdale Heritage Society continues.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">As above.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.2.4.2 Implement the Shire's Annual "Plants to Residents" Program	Ongoing	Jul-Dec 18	<ul style="list-style-type: none">Free verge plant program officially opened in June for the public. Landcare SJ together with the Shire published a promotional flyer and applications were received from a number of residents.The Landcare SJ distributed vouchers for those who registered for seedlings. Approximately 3900 seedlings were distributed across 166 residents.The Shire received \$5,132 from the Water Corporation's Waterwise Greening Scheme for the free verge plants program.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">New season for Free Verge Program opens on June 2020.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Free verge plant program officially opened to the public for the next season. Landcare SJ together with the Shire published a promotional flyer and applications were received from a number of residents.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.3 - A productive rural environment

Strategy 2.3.1 Recognise local heritage

Action	Due Date	Quarter	Comments	Action Status
2.3.1.2 Actively engage and support existing rural industry	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire continued to actively support the SJ Food and Farm Alliance.A meeting was held with Southern Dirt CEO and Project Officer to determine how the Shire and Southern Dirt can work together collaboratively to benefit our existing rural industry. An item on this topic will be going to the February Council Meeting.In July, the Shire hosted an Equine Community Forum. The purpose of the meeting was to engage with our equine community and ensure that they received the correct information about their responsibilities and requirements as horse owners within our Shire.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">In light of the COVID-19 pandemic, the Shire is reviewing its position relating to financial sponsorship of external groups with a view to further expand support to local business groups.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Council has endorsed supporting the SJ Food and Farm Alliance through a grant payment of \$10,600 towards establishing a Farmers Market in Mundijong. This is an example of the Shire actively supporting local groups and local businesses during these challenging times.	Proceeding as planned
2.3.1.3 Encourage new and innovative food, agricultural and associated industry initiatives	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire continued to actively pursue and encourage potential new food and agricultural investment opportunities, leveraging several large new business introductory sources such as PWC, EY, Axito, Peel Development Commission to help introduce potential new business investors to the Shire.	Proceeding as planned



Place - Our objective is a protected and enhanced natural, rural and built environment

Action	Due Date	Quarter	Comments	Action Status
2.3.1.3 Encourage new and innovative food, agricultural and associated industry initiatives		Jan-Mar 20	<ul style="list-style-type: none">We are continuing with the above activities and we have expanded our search for additional suitable businesses to invest in agricultural industries in the shire.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">We continue to actively engage with potential new investors in the food processing and agricultural production areas. We are currently working with two major business investors looking to relocate large existing businesses into this Shire.	Proceeding as planned



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

Prosperity

An innovative, commercially diverse and prosperous economy

Community feedback

Improved connectivity with the wider region is seen as an area for development as it expands access to employment and education opportunities for local residents, this in turn promotes personal and economic growth within the Shire.

The community recognises that the beautiful natural environment and local attractions create opportunities for increased economic activity including tourism.

Aspirations and opportunities

The community has a desire for improved transport networks and linkage with both Perth and the Peel region. Improved connectivity with the wider region expands access to employment and education opportunities for local residents, this in turn promotes personal and economic growth within the Shire.

The community are open to new technologies and embracing innovation. The Shire has an opportunity to be progressive and embrace change by applying creative thinking.

Progress Snapshot | 11 Actions

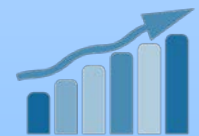
100% Proceeding as planned / Completed
(11/11)

0% Issues Exist (0/11)

0% Not Started (0/11)

Key Achievements and Highlights

- Virtual Tourism Forum for Local tourism operators hosted in collaboration with the Peel CCI and Business SJ
- Cardup Siding Rd (Stage1) widening is complete
- The Shire is collaborating with South Metro TAFE on a Feasibility Study for a new TAFE College within the Byford Metronet Precinct.
- The Shire is also collaborating with the East Metro Health Service and others on a Feasibility Study for a Health Hub within the Byford Metronet Precinct
- Council adoption of the Draft Local Planning Strategy and Draft Local Planning Scheme No. 3 following advertising, and referral to the Western Australian Planning Commission (WAPC) and Minister for final approval





Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

Outcome 3.1 - A commercially diverse and prosperous economy

Strategy 3.1.1 Actively support new and existing local businesses within the district

Action	Due Date	Quarter	Comments	Action Status
3.1.1.1 Implement the Shire's Rural Land Strategy and ensure associated policies are kept current and relevant	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire has progressed scheme amendments and local plans in accordance with the Rural Strategy.	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">The Shire continued to progress scheme amendments and local plans in accordance with the Rural Strategy. To provide the necessary statutory weight to the Rural Strategy Council recommended support of the Draft Local Planning Strategy to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. The Local Planning Strategy will replace the Rural Strategy.	Proceeding as planned



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

Outcome 3.2 - A vibrant tourist destination experience

Strategy 3.2.1 Actively support tourism growth within the district

Action	Due Date	Quarter	Comments	Action Status
3.2.1.1 Develop and implement tourism and marketing strategies	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Extensive work on the development of a Tourism Marketing Plan has occurred this reporting period. This work is in conjunction with the Perth Hills Tourism Alliance (City of Armadale, City of Swan, Shire of Mundaring, City of Kalamunda and the Shire of Serpentine Jarrahdale) and it is expected to be made available to all five member councils for feedback prior to finalisation and a launch scheduled for March/April 2020.The Shire has continued to work with the Lot 814 Jarrahdale Consortium to develop a draft business plan for the tourism infrastructure and facilities for this site.The Shire hosted a Tourism Forum in December 2019, which was attended by a large number of local tourism operators. A wide range of industry speakers and presenters were also in attendance and the event was very well received. It is our intention to repeat this forum towards the end of 2020.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">Work continues to deliver an integrated tourism marketing plan for the Perth Hills Tourism Alliance together with a new branding strategy. We anticipate a launch of this plan and new brand later this year after COVID-19 pandemic subsides.The Shire continues to work with the Lot 814 Jarrahdale Consortium to develop a draft business plan for the tourism infrastructure and facilities for this site.The Shire in collaboration with Peel CCI, Business SJ, Tourism WA and Destination Perth are planning to provide assistance to local tourism businesses as they reopen into a post COVID-19 marketplace.	Proceeding as planned



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

Action	Due Date	Quarter	Comments	Action Status
3.2.1.1 Develop and implement tourism and marketing strategies		Apr-Jun 20	<ul style="list-style-type: none"> The Draft Destination Marketing Plan for the Perth Hills Tourism Alliance is complete. This will be presented to Council together with a Perth Hills Branding Strategy once this is complete. We continue to work with a range of investors on new tourism investment projects, but COVID-19 has held up some investment plans and decisions for the moment. The Shire, in collaboration with the Peel CCI and Business SJ hosted a Virtual Tourism Forum for Local tourism operators. It was a very successful event with about 70 people logging in for the forum. We had Tourism WA and Destination Perth present on Recovery and Restart Programs and activities to enable local tourism businesses to successfully restart and recover. 	Proceeding as planned
3.2.1.2 Investigate, develop and operate tourism facilities within the district	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Refer to action 3.2.1.1 for an update on the Lot 814 Jarrahdale and Perth Hill Tourism Alliance projects. The Shire is currently considering replacing the Wayfinding Project with the Perth Hills Tourism Alliance Marketing Plan. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Refer to action 3.2.1.1 for an update on the Lot 814 Jarrahdale and Perth Hill Tourism Alliance projects The Shire will no longer be developing its own standalone Tourism Destination Marketing Plan. Instead, we will be using the integrated Perth Hills Tourism Alliance Destination Marketing Plan to deliver the same benefits to our local tourism industry. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Refer to action 3.2.1.1 	Proceeding as planned
3.2.1.3 Seek joint partnership with private industry to fund economic tourism projects and opportunities	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Shire continues to work with potential private industry partners to fund and develop significant tourism projects and opportunities within the Shire. All but one of these private industry partners are based in Western Australia and one is based in Singapore. All of these potential partners 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.2.1.3 Seek joint partnership with private industry to fund economic tourism projects and opportunities			are in the early stages of project assessment. Most of these potential partners already own the land they seek to develop as major tourism projects.	
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	As above.	Proceeding as planned
3.2.1.4 Encourage , attract, support and facilitate tourism events in the district	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Shire partnered with the Munda Biddi Trail foundation and Bikewise to support the Dwellingup 100 Mountain bike event by promoting a local bike trail Munda Biddi as a bike event for families in September. The Shire held Garden Week in September. The Serpentine Jarrahdale Trails and their opportunities were presented at the Tourism Forum in December. Planning for Opera at the Mill underway, with the event scheduled to be held 7 March 2020. Significant private sector sponsorship (\$80,000) has been raised. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Opera at the Mill was held at the No. 1 Jarrahdale Heritage Mill on Saturday 7 March 2020. A total of 517 tickets were booked (408 were paid, 109 were allocated to sponsors and invited guests). The event activated the Jarrahdale Heritage Mill site recognising its unique character and highlighted the potential for events to be hosted there in a naturally beautiful and historically significant environment. The event also provided a unique tourism opportunity that focussed on the history and heritage of the region to attract both residents and non-residents to Jarrahdale, and thus promoting the Shire as a place to visit. The event allowed the community to engage and participate in an arts and cultural event and provided numerous opportunities for local 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.2.1.4 Encourage , attract, support and facilitate tourism events in the district			businesses to engage with the community through sponsorship and as suppliers or service providers to the event.	
		Apr-Jun 20	<ul style="list-style-type: none">Refer to action 3.2.1.1 regarding the Virtual Tourism Forum held in collaboration with the Peel CCI and Business SJ.Scheduled events were cancelled under Phase Two COVID-19 restrictions and large events are still on-hold.Dams Challenge discussion underway for 2021 event.The Shire is currently considering a Men's Shed proposal on intra-shed event for November.Council resolved to support SJ Farmers Market event late 2020.	Proceeding as planned



Outcome 3.3 - An innovative, connected transport network

Strategy 3.3.1 Maintain, enhance and rationalise the Shire's transport network in accordance with affordable sound Asset Management Plans

Action	Due Date	Quarter	Comments	Action Status
3.3.1.1 Maintain and deliver affordable Capital Works Program aligned to the Asset Management Plans	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> An update on the capital works as per the 2019-20 budget is as follows: <ul style="list-style-type: none"> Abernethy Road upgrade – Civil works completed by Contractors. Rail replacement works remains outstanding, with works scheduled for early next year. State Black Spot funded road constructions – Jarrahdale Road and Kingsbury Drive road-widening projects awarded to contractors. Mundijong Road and Kargotich Road Roundabout – Land acquisition finalised, awaiting for fencing relocation and utility service relocation. Road rehabilitation on Rowley Road - Completed Briggs Park Lower Oval Upgrade - Completed Jarrahdale Road Rehabilitation Works - Completed Soldiers Road Footpath - Design in progress Hopeland Road and Karnup Road Intersection Improvement - Western Power Pole relocation is completed. Currently undertaking procurement to contract the civil works. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> An update on the capital works as per the 2019-20 budget is as follows: <ul style="list-style-type: none"> Abernethy Road upgrade – Civil works completed by contractors. Rail replacement works remains outstanding, with works scheduled for July 2020. State Black Spot funded road constructions – Jarrahdale Road and Kingsbury Drive road-widening projects are complete. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.3.1.1 Maintain and deliver affordable Capital Works Program aligned to the Asset Management Plans			<ul style="list-style-type: none"> ○ Mundijong Road and Kargotich Road Roundabout – Land acquisition finalised and fencing relocation complete. Awaiting utility service relocation. ○ Park Road Rehabilitation is complete. ○ Soldiers Road Footpath design is in progress. ○ Hopeland Road and Karnup Road Intersection Improvement - currently undertaking procurement to contract the civil works. ○ Wright Road – Construction to commence late April. ○ Cardup Siding Road – Construction to commence late April. 	
		Apr-Jun 20	<ul style="list-style-type: none"> ● An update on the capital works as per the 2019-20 budget is as follows: <ul style="list-style-type: none"> ○ Abernethy Road upgrade – Civil works completed by contractors. Rail replacement works remains outstanding, with works scheduled for October 2020. ○ Cardup Siding Rd (Stage1) widening is completed. The Cardup Siding Rd (Stage 2) widening to McLeod Close will commence in July with expected completion in August 2020. ○ Hopeland Rd Rehabilitation works, between Karnup Rd and Rowe Rd have commenced, with expected completion in mid-October 2020. ○ Elliott Rd Rehabilitation has commenced with expected completion in August 2020. ○ Abernethy Rd Slow Points have been awarded with work scheduled to commence late July 2020. ○ Mundijong Road and Kargotich Road Roundabout – Utility services relocation expected to be complete by the end of July 2020. Civil works tender expected to be awarded in September 2020. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.3.1.1 Maintain and deliver affordable Capital Works Program aligned to the Asset Management Plans			<ul style="list-style-type: none"> ○ Hopeland Road and Karnup Road Intersection Improvement – Works have commenced and expected to be complete by August 2020. ○ Soldiers Road Footpath design accepted by PTA. MoU with PTA to use the rail corridor and native vegetation clearing permit needs to be finalised. Construction split into 8 stages. Grant funding application for Western Australia Bicycle Network (WABN) Stages 1 and 2 construction submitted for 2021/22 and 2022/23 programs. ○ Grant funding application submitted for 2021/22 MRRG Rehabilitation program, 2021/22 Australian Government and State Black Spot program and Bridge Renewal Program Round 5. 	
3.3.1.3 Review and maintain Asset Management Plans for roads, footpaths, drainage, parks and reserves	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> • This reporting period the Operations team: <ul style="list-style-type: none"> ○ Completed 473hrs of grading (Road and Shoulder maintenance) ○ Expended \$25,000 on footpath and kerb repairs ○ Expended \$186,000 on drainage maintenance ○ Expended \$784,000 on Parks and Gardens maintenance • Low staffing levels have existed during this period affecting expenditure. Rectification expected after December 2019. The Shire will review and if required, will engage additional temporary staff or contractors to complete catch-up works. 	Minor issues exist
		Jan-Mar 20	<ul style="list-style-type: none"> • This reporting period the Operations team: <ul style="list-style-type: none"> ○ Completed 231hrs of grading (Road and Shoulder maintenance) ○ Expended \$3,500 on footpath and kerb repairs ○ Expended \$245,000 on drainage maintenance ○ Expended \$975,000 on Parks and Gardens maintenance • The Shire has developed an Asset Management Strategy which details 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.3.1.3 Review and maintain Asset Management Plans for roads, footpaths, drainage, parks and reserves			the major improvement projects to be undertaken over the next four years towards enhancing the management of our assets. The strategy is in its final stages and is estimated to be approved by Council in June this year.	
		Apr-Jun 20	<ul style="list-style-type: none"> This reporting period the Operations team: <ul style="list-style-type: none"> Completed 168hrs of grading (Road and Shoulder maintenance) Expended \$16,343 on footpath and kerb repairs Expended \$337,000 on drainage maintenance Expended \$871,000 on Parks and Gardens maintenance The Asset Management Strategy is scheduled for Council approval in July. 	Proceeding as planned
3.3.1.4 Develop, maintain and deliver efficient and effective Plant Replacement Program	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> All Light Fleet have been procured for the financial year. All Heavy Fleet have been identified and procurement is on track for completion early 2020. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Heavy Fleet procurement status; <ul style="list-style-type: none"> Truck renewals – Purchase Orders have been raised, submission to supplier is imminent. Trailer renewals – Awaiting additional quotations, prior to procurement assessment. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Truck and trailer renewals have been completed, with the exception of the Bobcat trailer, which has been moved to the next financial year. 	Proceeding as planned
3.3.1.5 Prepare and implement strategic land usage strategy	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Refer to action 2.1.1.5 (Local Planning Strategy), action 2.1.1.6 (Local Planning Scheme and actions 2.1.1.8 and 2.1.1.9 (District Structure 	Proceeding as planned



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

Action	Due Date	Quarter	Comments	Action Status
3.3.1.5 Prepare and implement strategic land usage strategy			Plans). <ul style="list-style-type: none"> Notable progress this reporting period is the public advertising of the Draft Local Planning Strategy, the Local Planning Scheme No.3 and Scheme Amendment 207 for community infrastructure development contributions. 	
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Council recommended support of the Draft Local Planning Strategy to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. Council also recommended support of the Draft Local Planning Scheme No. 3 to the Western Australian Planning Commission at the Special Council Meeting of 22/29 June 2020. The updated draft Byford and Mundijong District Structure Plans, adopted by Council for advertising, started formal advertising on 20 May 2020. The Development Contribution Plan No 5 for Byford will be finalised early in the new financial year by Council resolution. The scheme amendments to enable the new Byford and Mundijong development contribution schemes to be included into the local planning scheme started formal advertising in May 2020 and will close early in the new financial year. Also, refer to action 2.1.1.5 (Local Planning Strategy), action 2.1.1.6 (Local Planning Scheme and actions 2.1.1.8 and 2.1.1.9 (District Structure Plans). 	Proceeding as planned
3.3.1.6 Advocate for innovative transport initiatives	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Please refer to action 4.2.1.1 for transport advocacy activities such as Tonkin Highway and the Byford Metronet. A meeting with the Peel group is scheduled to occur in February at the Shire Offices to discuss the potential for a local peel transport plan in partnership with the State Government. The Shire has been in discussions with the State Government regarding possible road upgrade funding for shire roads that are not currently 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.3.1.6 Advocate for innovative transport initiatives			covered by grant programs.	
		Jan-Mar 20	<ul style="list-style-type: none">The Shire has been actively involved in discussion with the public sector, on infrastructure opportunities and priorities. One key highlight has been Metronet formally beginning the process to seek a multi-disciplinary Engineering and Land Use Planning consultancy team to plan and design the Byford Rail Extension as part of the Project Definition Plan phase of that development.The Shire continues to hold ongoing meetings with PTA representatives in relation to the Byford Metronet and Main Roads WA in relation to Tonkin Highway and its associated roads.Discussions are also ongoing with Main Roads WA in relation to shire roads safety and standards.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">Continue to work with main roads WA and Metronet in relation to developments that are fast tracking.	Proceeding as planned



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Outcome 3.4 - An innovation centre of excellence

Strategy 3.4.1 Identify and promote innovation and education opportunities

Action	Due Date	Quarter	Comments	Action Status
3.4.1.1 Work with partners including education service providers and industries to identify and promote innovative economic opportunities	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> We have re-established a high level (Pro Vice Chancellor) connection at Murdoch University and are actively pursuing re-energising the Whitby Farm Drone Hub in collaboration with Murdoch, RDA Perth and the Peel Development Commission. We are also pursuing TAFE and Murdoch University to consider involvement in the Byford Metronet Precinct. Co-hosted with the Peel CCI a Business Boot Camp held at the Byford and Districts Country Club. This was a very popular event attended by over 80 local business people. A range of speakers and presenters delivered on a variety of relevant topics to local SJ business owners and operators. Received confirmation from Baptistcare on their commitment to build a \$74 million Aged Care and Independent Living Complex in Byford. This will include the new Byford Baptist Church, a large Community Centre, and other amenities. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> The Shire has been working closely with a number of private sector companies to help them advance their investment planning for substantial new businesses across the Shire. These include commercial, industrial, retail, tourism and agribusiness investments. These are all substantial in investment scale and in terms of local construction and ongoing employment jobs. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Shire is collaborating with South Metro TAFE on a Feasibility Study for a new TAFE College within the Byford Metronet Precinct. The Shire is also collaborating with the East Metro Health Service and 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
3.4.1.1 Work with partners including education service providers and industries to identify and promote innovative economic opportunities			<p>others on a Feasibility Study for a Health Hub within the Byford Metronet Precinct.</p> <ul style="list-style-type: none">We continue to work with a number of private sector businesses on their investment planning for new projects in the Shire. These are all significant investment opportunities for the Shire's economic and social development and growth, but COVID-19 has impacted on investment timing for several of these projects.	



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Community feedback

The community highly values the strong sense of community and lifestyle enjoyed in the district and as the Shire continues to grow, they seek future development to be strategically planned and controlled with appropriate policy setting. Maintaining the uniqueness of the Shire is a key community focus.

Aspirations and opportunities

The community would like the Shire to continue to service the needs of the district through the provision and delivery of a high level of governance and accountability.

The Council is committed to strategic forward thinking, strong representation and providing the community with leadership. This is aligned to the aspirations of the community.

Opportunities exist to leverage existing and future partnerships through greater collaboration.

A primary aim is to continually enhance community capacity and investment whilst maximising efforts to advocate and lobby for more funding, resources and better services.

Progress Snapshot | 22 Actions

100% Proceeding as planned / Completed (22/22)

0% Issues Exist (0/22)

0% Not Started (0/22)

Key Achievements and Highlights

- The business trainees successfully completed their Traineeship program and both are continuing with the Shire in a Casual or Fixed Term position
- Development and implementation of a mandatory 5 module training program for all staff addressing safety, wellbeing and Shire procedures during COVID-19
- Implementation of a new intranet yielding improved employee collaboration and information sharing
- Comprehensive annual review of the Shire's register of delegations and authorisations
- Completion of the Interim Audit as part of the 30 June 2020 Annual Financial Report audit process
- Council support for Amendment scheme 207, the Community Infrastructure Development Contribution Plan
- Implementation of the COVID-19 Local Recovery Communications Plan





Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Outcome 4.1 - A resilient, efficient and effective organisation

Strategy 4.1.1 Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources

Action	Due Date	Quarter	Comments	Action Status
4.1.1.1 Attract, develop and retain the best people to work in the Shire while ensuring an efficient, innovative workforce	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Two new business trainees have been appointed in the Shire's second year of the Traineeship program. Three additional trainees are planned for Parks and Gardens in early 2020.The Traineeship program is ongoing with the Business Trainees progressing through their business rotations, which included time in Customer Service, Records and IT.Organisational development and training has focused on preparations for OneComm and included training on coping with and managing change. The Shire also launched Litmos, an online learning platform, which provides the organisation with access to a large library of online learning materials, as well as organisation specific training courses.The Shire is also planning all staff refresher training on bullying, harassment and discrimination.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">The business trainees are continuing to progress through the Traineeship programs and are entering the last rotation in the business.The additional trainees for Parks and Gardens have been placed on hold during the COVID-19 pandemic.The Shire is focusing on online training through Litmos, with staff encouraged to develop their skills through these online courses whilst working from home.In response to COVID-19, all other training will be postponed, with only	Minor issues exist



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.1 Attract, develop and retain the best people to work in the Shire while ensuring an efficient, innovative workforce			essential training considered on a case by case basis across the board. <ul style="list-style-type: none"> Recruitment has been put on hold whilst the Shire responds to COVID-19. 	
		Apr-Jun 20	<ul style="list-style-type: none"> The business trainees successfully completed their Traineeship program and both are continuing with the Shire in a Casual or Fixed Term position. The additional traineeship positions for Parks and Gardens are scheduled to progress in the new financial year. Implementation of the OneComm Recruitment Module has commenced and is due for completion in February 2021. This module will replace the use of Big Red Sky for recruitment. The Shire is promoting the use of Litmos for the majority of training requirements in response to COVID-19. This results in a financial saving whilst ensuring ongoing training requirements are facilitated. The Shire developed and implemented a mandatory 5 module training program in Litmos for all staff addressing safety, wellbeing and Shire procedures during COVID-19. All other face-to-face training has been postponed in response to COVID-19 and will be reconsidered in the new financial year. 	Proceeding as planned
4.1.1.2 Manage the organisation, within and across the directorates, to deliver the services, key projects and initiatives in accordance with the Strategic Community Plan and Corporate Business Plan	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Reporting against the Corporate Business Plan this period shows 93.75% Proceeding as planned / Completed (75/80) 2.5% Proceeding with Minor Issues (2/80), 1.25% with identified Major Issues (1/80) and 2.5% have Not Started (2/80). 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Reporting against the Corporate Business Plan this period shows 92.5% Proceeding as planned / Completed (74/80) 5% Proceeding with Minor Issues (4/80), 0% with identified Major Issues (0/80) and 2.5% have Not 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.2 Manage the organisation, within and across the directorates, to deliver the services, key projects and initiatives in accordance with the Strategic Community Plan and Corporate Business Plan			Started (2/80).	
		Apr-Jun 20	<ul style="list-style-type: none"> Reporting against the Corporate Business Plan this period shows 97.5% Proceeding as planned / Completed (78/80) 2.5% Proceeding with Minor Issues (2/80), 0% with identified Major Issues (0/80) and 0% have Not Started (0/80). 	Proceeding as planned
4.1.1.3 Maximise equitable revenue raising opportunities	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Rates Billing complete and collection of outstanding monies is underway. 73.6% of rates and service fees have been collected. The Shire has appointed the WA Treasury Corp to conduct a financial sustainability review and planning for this is underway. An increase in bank interest income has occurred due to the allocation of excess funds in the short-term interest bearing Reserve account. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Continued focus on collection of outstanding Rates and Waste charges with 10.82% of total Rates and charges outstanding. On the onset of the COVID-19 pandemic rate staff were verbally advised to discontinue debt collection which was subsequently formalised by Council at the 6 April Special Council Meeting. The financial sustainability review is underway however reporting of recommendations and actions will be delayed due to the COVID-19 Pandemic. 	Minor issues exist
		Apr-Jun 20	<ul style="list-style-type: none"> Rates and waste charge collections strong, with outstanding charges rates and service charges sitting at 4.36% at the end of June. 	Proceeding as planned
	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Shire's invoice procedure has been improved to ensure invoices are more accurate and the issuing of credit notes is reduced. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.4 Provide high quality administration and financial support services to the organisation			<ul style="list-style-type: none"> The Annual Financial report and unqualified Audit report is complete. 	
		Jan-Mar 20	<ul style="list-style-type: none"> The financial and procurement modules of OneComm successfully implemented in February. Staff received additional procurement training. Financial controls are improved with procurement authorisations now fully automated within OneComm. Activities to facilitate automated Financial Reporting is in progress. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Continuing integration of the Onecomm system, completed testing of 2020a version of the software which includes some enhancements. 	Proceeding as planned
4.1.1.5 Provide a welcoming and efficient customer service to the community and other external stakeholders	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Review of Customer service Charter and Customer Service Policy underway. Higher level of customer interactions during September due to high volume of enquiries regarding rates. Customer Interactions for reporting period were July: 1459, August: 1630, September: 1913, October: 1777, November: 2003 and December: 1434. Calls taken by our After-hours service this reporting period were July: 218, August: 244, September: 216, October: 239, November: 248 and December: 221. From these, 325 were escalated, 234 to the Rangers and 91 to Operations. Improvement in process with transferring of calls to the Strategic Planning team who are now answering the duty phone the whole day. This will provide a higher level of service to the community as they no longer need to wait for a call back. The process for accessing the Rate roll has been revised. This is now back in printed form and kept in strong room to ensure security of 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.5 Provide a welcoming and efficient customer service to the community and other external stakeholders			information is maintained.	
		Jan-Mar 20	<ul style="list-style-type: none"> The process for recording statistics has been improved in Customer Service, yielding efficiency and improved data integrity for the team. Options on main phone line have been removed and all calls are actioned by Customer Service. Calls taken by our after-hours service this reporting period were January: 218, February: 215, and March: 237. From these calls, 147 were escalated, 103 to the Rangers and 44 to Operations. Customer interactions this reporting period were January: 1902, February: 1674, and March: 1404. Free interpreting and translation is now available through TIS National for a variety of local Government services and activities and the Customer Service team are in the process of developing a Business Operating Procedure for this. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> Customer interactions for reporting period are April: 2194, May: 2532 and June: 2935. Higher volume of customer interactions due to main phone lines actioned directly through customer service. Calls taken from our After Hours provider April: 177, May: 169 and June: 202. From these calls 132 were escalated - 90 to the Rangers and 42 to Operations. Customer Service contact remained available during COVID-19 pandemic response, despite the closure of the Administration Centre. Customer Service Officers responded to requests for assistance with information in regards to COVID-19 pandemic. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.6 Implement best practice record management services for the Shire meeting accessibility and compliance requirements	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The following business process have been reviewed and documented in ProMapp (software for recording business processes):<ul style="list-style-type: none">Archive Search ApplicationContaminated Sites NotificationsCreate HPRM PostcardsCreate new archive boxCreate new property filesHow to amalgamate LocationsInstructions for Bank GuaranteesNew Starter ProcessProcessing Daily MailProcessing FOIRegistering Incoming Correspondence from OutlookRequesting Archival DocumentsSetup and Configure Scanner / Trapeze CaptureThe below statistics were captured from January – December 2019:<ul style="list-style-type: none">Registered 13,709 documents into HPRMCreated 1,529 new application foldersCreated 29 Archive BoxesDestroyed 145 Archive BoxesReceived 8 Freedom of Information Applications, completed 7 with none being sent for internal review.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.6 Implement best practice record management services for the Shire meeting accessibility and compliance requirements			<ul style="list-style-type: none"> Vital Records – continued with digitization of vital records previously held as hard copies kept in storeroom. Created 203 new vital records. The Shire's document management System HPRM (version 8.2) is currently being upgraded to the latest version 9.3 and will now be called Content Manager. The Shire held 6 Ordinary Council Meetings, 7 Committee Meetings and 3 Special Council Meeting this reporting period with all agenda and minutes released within statutory timeframes. 	
		Jan-Mar 20	<ul style="list-style-type: none"> The Shire held 2 Ordinary Council Meetings, 3 Committee Meetings, 2 Special Council Meetings and the Annual General Meeting of Electors this reporting period with all agenda and minutes published within statutory timeframes. The below statistics were captured from January – March 2020: <ul style="list-style-type: none"> Registered 700 documents into HPRM Created 103 new application folders Created 2 Archive Boxes Destroyed 26 Archive Boxes Received 4 Freedom of Information Applications, completed 2 with none being sent for internal review. Vital Records – continued with digitisation of vital records previously held as hard copies kept in storeroom. Created 40 new vital records. The Shire's document management System HPRM (version 8.2) is currently being upgraded to version 9.1 and will now be called Content Manager. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.6 Implement best practice record management services for the Shire meeting accessibility and compliance requirements		Apr-Jun 20	<ul style="list-style-type: none">The Shire held 3 Ordinary Council Meetings, 1 Committee Meeting and 2 Special Council Meetings this reporting period with all agenda and minutes published within statutory timeframes. The holding of meetings was challenged by the response to the COVID-19 pandemic which resulted in one meeting being held electronically and other meetings being held in-person in strict accordance with the evolving public health requirements.The below statistics were captured from April – June 2020:<ul style="list-style-type: none">Registered 450 documents into HPRMCreated 82 new application foldersCreated 6 Archive BoxesReceived 3 Freedom of Information Applications, completed 3 with none being sent for internal review.Vital Records – continued with digitisation of vital records previously held as hard copies kept in storeroom. Created 20 new vital records.The Shire's document management System HPRM (version 8.2) is now upgraded to version 9.3 and will now be called Content Manager.	Proceeding as planned
4.1.1.7 Provide robust reporting that is relevant, transparent and easily accessible by staff and the community	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Monthly Financial Reports and Quarterly Budget Reports were provided to Council.The 2020/21 Budget Timetable was endorsed by Council in December and the process is underway.The audited June 2019 Financial Statement was provided to the Audit, Risk and Governance Committee.Annual review of the Corporate Business Plan including the 2018-19 progress report provided to Council at the August 2019 Ordinary Council Meeting.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.7 Provide robust reporting that is relevant, transparent and easily accessible by staff and the community			<ul style="list-style-type: none"> Planning for the 2019 Compliance Audit Return is underway. 	
		Jan-Mar 20	<ul style="list-style-type: none"> The July to December 2019 progress report against the Corporate Business Plan was provided to Council at the March 2020 Ordinary Council Meeting. Implementation of the Corporate Business Plan reporting tool in the Shire's ERP ("OneComm") is underway, with a project plan and initial scope developed. The Compliance Audit Return was accepted by the Audit, Risk and Governance Committee and Council in February/March and submitted to the Department of Local Government on 20 March 2020. On implementation of OneComm, automated Manager Financial Reports are now delivered daily. The first OneComm Payables Report was presented to Council in March. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The January to March 2020 progress report against the Corporate Business Plan was provided to Council at the May 2020 Ordinary Council Meeting. Implementation of the Corporate Business Plan reporting tool in the Shire's ERP ("OneComm") continues. Preparation of budget occurred within the Onecomm system for the first time and this significantly improved the Shire's ability to analyse costs. 	Proceeding as planned
4.1.1.8 Progress with integration of effective and secure technology systems and networks	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Microsoft Cloud based services such as Azure Active Directory has been implemented and Corporate Applications such as OneComm, ProMapp have been configured to utilise Azure for greater network security. In addition, a fully encrypted password management repository has also been implemented to ensure all administrator passwords are recorded 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.8 Progress with integration of effective and secure technology systems and networks			and stored securely. <ul style="list-style-type: none">• Corporate Applications – Litmos (Corporate e-learning), Nearmaps were added to Azure Active Directory.• A new corporate database server was implemented in October, which has introduced more reliability and adheres to information security best practices.• 5744 Service Desk requests were successfully completed January - December 2019.	
		Jan-Mar 20	<ul style="list-style-type: none">• Currently working with the Internal Auditor on implementing best practices for information Security that adheres to the ISO Standards 27002.• Prepared a Data Governance Framework and Business Operating Procedure, which has been accepted well by managers and will be presented to the Executive Management Committee for endorsement.• Phase 1 of the OneComm project saw the Finance, HR and Payroll modules go live on the 3rd of February, survey results of all staff showed that the project was a success and phase two requirements are currently being planned.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">• A new intranet was implemented using our Microsoft 365 SharePoint license, the new intranet allows employee's improved collaboration and information sharing from anywhere in the world.• The Disaster Recovery Project was successfully completed with the Shire now backing up its entire data into a cloud based Microsoft Azure storage area. The Shire is now using a cloud based backup, archive & recovery service called Commvault for the transfer of data into Azure, the Shires ICT disaster recovery plan is currently being updated to reflect the new changes to our recovery process.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> 1106 Service Desk requests were successfully completed this quarter. 	
4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Continuous focus on fraud prevention through adequate internal controls. For example, the setup of new suppliers and changes to supplier details were reviewed. Current controls reviewed include the segregation of duties and regular review of Audit trails documentation. The Shire's Bush Fires Local Law now complete upon acceptance by the Joint Standing Committee. The Shire's Public Places and Local Government Property Local Law now complete upon acceptance by the Joint Standing Committee in November 2019. At the November 2019, Ordinary Council Meeting, Council resolved to advertise a Serpentine-Jarrahdale Repeal Local Law. The Repeal Local Law will dissolve redundant local laws dating back more than 50 years. A draft Compliance Calendar has been prepared and will be refined in the coming months. Council adopted the new Councillor Training and Professional Development Council policy. 5 internal audits and review activities have been completed and 3 remain in progress. Internal Audit is finalising audit and additional scheduled activities until such time as a 3 year risk based strategic internal audit plan is developed 16 audit recommendations were completed by business areas within the Shire, 14 remain ongoing which are considered to be adequately progressing. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Considerable work has been undertaken reviewing the register of delegation and instruments used to appoint authorised persons. A revised register of delegations and authorised persons is on-track for 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions			<p>presentation to the Audit, Risk and Governance Committee in May 2020.</p> <ul style="list-style-type: none">• Comment was received on the Repeal Local Law and a revised Local Law was 'made' by Council at the February 2020 Ordinary Council Meeting.• The new committee structure has been implemented with appointments to the Shire's Committees of Council made at the February Ordinary Council Meeting. Appointments to Advisory Groups were deferred by Council at the March Special Council Meeting.• The Governance Professional Development day was cancelled due to the COVID-19 pandemic but the Shire has accepted an invitation to nominate an Officer on the Public Sector Commission's Integrity Advisory Group.• The Governance team has been providing advice and support to ensure compliance during transition to remote working arrangements due to the COVID-19 Pandemic.• Roll-out of a whistle-blower hotline, online form and processes for staff and volunteers.• Interim internal Audit Plan activities have been extensively completed with 2 reports issued in draft to respective business areas pending management comments and 1 in final reporting stage, audit reports include:<ul style="list-style-type: none">○ Asset Management○ Delegation Management○ IT General Computer Controls• Strategic internal audit planning is scheduled to commence.• Procurement internal controls are strengthened due to the automation of workflows in OneComm.	



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions		Apr-Jun 20	<ul style="list-style-type: none"> Council resolved a new register of delegations and authorisations in June following a comprehensive review. A new Council policy related to the use of the Common Seal and Execution of Documents was also adopted at the meeting. Associated training was designed to be delivered commencing in July 2020. Advice regarding state public health directions was provided to legally facilitate the holding of Council meetings in line with the COVID-19 pandemic response. Advice was provided related to interests to enable Council's consideration of the draft Local Planning Scheme and Strategy. Completion of Interim Audit as part of the 30 June 2020 Annual Financial Report audit process. Interim Internal Audit Plan 2019 reporting was completed and final reports presented at May 2020 Audit, Risk and Governance Committee. Interim Internal Audit Plan 2020 was adopted to guide activities to January 2021 until such time as the strategic risk register is workshopped and formalised within the Shire. 	Proceeding as planned
4.1.1.10 Optimise developer contributions to provide facilities and infrastructure to meet the needs of the growing community	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Scheme amendments for the Byford and Mundijong development contributions are with the Department of Planning Lands & Heritage for consent to advertise. We are unable to progress with the projects until this approval is given. Scheme Amendment 207 for community infrastructure development contributions was granted consent to advertise and public advertising has commenced. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Amendment 207 has been prepared for Council consideration at the May OCM. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.10 Optimise developer contributions to provide facilities and infrastructure to meet the needs of the growing community		Apr-Jun 20	<ul style="list-style-type: none"> Council recommended support for Amendment scheme 207, the Community infrastructure development contribution plan. Amendments 208 and 209 being the traditional infrastructure development contribution plans for Byford and Mundijong, have received consent to advertise and have started formal advertising in May 2020 for a period of 60 days. 	Proceeding as planned
4.1.1.11 Work in partnership with third party providers to deliver services on behalf of the local government	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Seniors Expo in September had over 30 service providers in attendance. Service Provider presentation with Dementia Australia in September. Advance Care Planning Workshop with Palliative Care WA in November 2019, in partnership with Anglican Parish of SJ's Seniors Morning Tea. Commenced discussions with Jarrahdale Community Collective to enter into partnership agreement for Community programming. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Finalised the draft Jarrahdale Community Collective partnership agreement for Council consideration in May 2020. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> In-principle support from Council in May for Jarrahdale Community Collective to utilise Bruno Gianatti Hall – Partnership Agreement detail in development. 	Proceeding as planned
4.1.1.12 Review and implement Business Continuity Plan	30 June	Jul-Dec 19	<ul style="list-style-type: none"> The scope of works and request for quote to develop a new Business Continuity Plan (BCP) has been undertaken and Officers are currently in the process of evaluating and selecting a provider. It is estimated that the Shire will have a new BCP in place by 30 June 2020. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Following a tender process which attracted eight bidders, Stantons International was selected in early February 2020 to prepare the Shire's new Business Continuity Plan. The rapid escalation of the response to the COVID-19 Pandemic 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.1.12 Review and implement Business Continuity Plan			<p>resulted in the preparation of the Shire's COVID-19 Business Continuity Plan which was based on the framework of the 2014 plan. This plan was accepted by Council at the March Special Council Meeting.</p> <ul style="list-style-type: none"> The lessons learned in the preparation and implementation of the pandemic plan will be applied to the Shire's new BCP which will cater for a wider range of business continuity eventualities in the long term. 	
		Apr-Jun 20	<ul style="list-style-type: none"> A draft Business Continuity Plan was provided by the consultant to Officers in May 2020. Final formatting of the Business Continuity Plan is being conducted to enable presentation to the Executive Management Group for adoption in July. The combination of preparing this Plan and the Shire's COVID-19 Business Continuity Plan has strengthened the Shire's capacity and resilience to service disruption events considerably. 	Proceeding as planned
4.1.1.13 Prioritise and pursue new income streams that are financially sound and equitable, such as establishing business enterprises or asset acquisition	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> The Shire is utilising interest bearing Reserve Account for additional Interest income. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Rates data modelled as input into the Rates Equity project is underway. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Shire are recipients of approximately \$1M in stimulus grants related to the COVID-19 recovery. 	Proceeding as planned



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Strategy 4.1.2 Maximise the Shire's brand and reputation in the community

Action	Due Date	Quarter	Comments	Action Status																																				
4.1.2.1 Undertake effective promotion of the Shire	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire maintains a Facebook page, Twitter account, LinkedIn profile and @unearthsj and @youthofsj Instagram accounts. The Shire also publishes a Shire e-newsletter, Library e-newsletter, Sports e-newsletter and School Holiday e-newsletter and the Scarp Voice publication in the Examiner Newspaper.Performance of the following communication channels is outlined below:<table><tr><td></td><td>Q1 (JUL – SEP)</td><td>Q2 (OCT – DEC)</td></tr><tr><td colspan="3">Website</td></tr><tr><td>Sessions</td><td>51,213</td><td>54,979</td></tr><tr><td>Users</td><td>75,603</td><td>38,372</td></tr><tr><td>Page views</td><td>228,293</td><td>127,349</td></tr><tr><td colspan="3">Facebook</td></tr><tr><td>New likes</td><td>466</td><td>557</td></tr><tr><td>Total likes</td><td>7,183</td><td>7,727</td></tr><tr><td>Total reach</td><td>425,188</td><td>530,729</td></tr><tr><td colspan="3">LinkedIn</td></tr><tr><td>New followers</td><td>94</td><td>68</td></tr><tr><td>Total followers</td><td>669</td><td>737</td></tr></table>		Q1 (JUL – SEP)	Q2 (OCT – DEC)	Website			Sessions	51,213	54,979	Users	75,603	38,372	Page views	228,293	127,349	Facebook			New likes	466	557	Total likes	7,183	7,727	Total reach	425,188	530,729	LinkedIn			New followers	94	68	Total followers	669	737	Proceeding as planned
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Action	Due Date	Quarter	Comments	Action Status																																													
4.1.2.1 Undertake effective promotion of the Shire			<table><tr><td>Page views</td><td>791</td><td>630</td></tr><tr><td colspan="3">Twitter</td></tr><tr><td>New followers</td><td>11</td><td>7</td></tr><tr><td>Total followers</td><td>308</td><td>315</td></tr><tr><td>Total impressions</td><td>19,725</td><td>15,187</td></tr><tr><td colspan="3">Instagram @unearthsj</td></tr><tr><td>New followers</td><td>39</td><td>30</td></tr><tr><td>Total followers</td><td>460</td><td>490</td></tr><tr><td colspan="3">Instagram @youthofsj</td></tr><tr><td>New followers</td><td>193</td><td>54</td></tr><tr><td>Total followers</td><td>428</td><td>472</td></tr><tr><td colspan="3">Media</td></tr><tr><td>Media responses</td><td>23</td><td>12</td></tr><tr><td>Media releases</td><td>11</td><td>12</td></tr><tr><td>Speeches/messages</td><td>4</td><td>7</td></tr></table>	Page views	791	630	Twitter			New followers	11	7	Total followers	308	315	Total impressions	19,725	15,187	Instagram @unearthsj			New followers	39	30	Total followers	460	490	Instagram @youthofsj			New followers	193	54	Total followers	428	472	Media			Media responses	23	12	Media releases	11	12	Speeches/messages	4	7	
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			<ul style="list-style-type: none">The development of the Shire’s new corporate website was completed and went live in December. Features of the new website include:<ul style="list-style-type: none">Cleaner layout and new design incorporating new branding.																																														



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Action	Due Date	Quarter	Comments	Action Status											
4.1.2.1 Undertake effective promotion of the Shire			<ul style="list-style-type: none">○ Improved accessibility for visitors○ Online “report it” form for residents to report issues○ Online Business directory and functionality for businesses to request a listing○ “Visit the Region” section to promote our tourism attractions○ Banner alerts at the top of the home page to inform residents of emergencies/prohibited burning○ Up-to-date fire rating alerts, pulled live from Department of Fire and Emergency Services webpage○ Residents and community groups can now submit their event online for consideration for inclusion on our events calendar <ul style="list-style-type: none">● The development of an organisation-wide Corporate Communications Strategy and new Brand Style Guide was completed and was endorsed by Council in November. The Strategy will be implemented commencing January 2020.												
		Jan-Mar 20	<ul style="list-style-type: none">● Implementation of the Shire’s Strategic Communications Plan commenced in this quarter. The Communication’s Team has commenced producing videos in-house, predominately of the Shire President for community updates and post-OCM outcomes.● Since mid-March, focus for the Communications Team has shifted to COVID-19 communications.● Performance of the following communication channels is outlined below:<table><tr><th colspan="2">Website</th><th colspan="2">Facebook</th><th colspan="2">LinkedIn</th></tr><tr><td>Sessions</td><td>49,139</td><td>New likes</td><td>889</td><td>New followers</td><td>86</td></tr></table>	Website		Facebook		LinkedIn		Sessions	49,139	New likes	889	New followers	86
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	Apr-Jun 20	<ul style="list-style-type: none">Implementation of the Shire's Strategic Communications Plan was on hold during this quarter due to COVID-19.The Communications Team implemented the COVID-19 Local Recovery Communications Plan to ensure the community was informed about COVID-19 restrictions and what it meant at a local level. Communication support was also provided to the Community Wellbeing and Economic Recovery sub-committees.Video content was developed in this period for the following initiatives:<ul style="list-style-type: none">Anzac Day 2020National Volunteer WeekPost OCM wrap upMen's Health Week 2020 was celebrated through an online photo	Proceeding as planned																																																							



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Action	Due Date	Quarter	Comments	Action Status																																																																		
4.1.2.1 Undertake effective promotion of the Shire			<p>campaign showcasing local men in the Shire.</p> <ul style="list-style-type: none">Performance of the following communication channels is outlined below: <table><tr><th colspan="2">Website</th><th colspan="2">Facebook</th><th colspan="2">LinkedIn</th></tr><tr><td>Sessions</td><td>52,596</td><td>New likes</td><td>314</td><td>New followers</td><td>77</td></tr><tr><td>Users</td><td>33,593</td><td>Total likes</td><td>899</td><td>Total followers</td><td>899</td></tr><tr><td>Page views</td><td>124,777</td><td>Total reach</td><td>499,262</td><td>Page views</td><td>551</td></tr><tr><th colspan="2">Twitter</th><th colspan="2">Instagram @sjshire</th><th colspan="2">Instagram @youthofsj</th></tr><tr><td>New followers</td><td>3</td><td>New followers</td><td>100</td><td>New followers</td><td>59</td></tr><tr><td>Total followers</td><td>899</td><td>Total followers</td><td>682</td><td>Total followers</td><td>630</td></tr><tr><td>Total impressions</td><td>16,575</td><td></td><td></td><td></td><td></td></tr><tr><th colspan="6">Media</th></tr><tr><td>Media responses</td><td>14</td><td>Videos</td><td>7</td><td>Media releases</td><td>7</td></tr><tr><td>Speeches/ messages</td><td>8</td><td></td><td></td><td></td><td></td></tr></table>	Website		Facebook		LinkedIn		Sessions	52,596	New likes	314	New followers	77	Users	33,593	Total likes	899	Total followers	899	Page views	124,777	Total reach	499,262	Page views	551	Twitter		Instagram @sjshire		Instagram @youthofsj		New followers	3	New followers	100	New followers	59	Total followers	899	Total followers	682	Total followers	630	Total impressions	16,575					Media						Media responses	14	Videos	7	Media releases	7	Speeches/ messages	8					
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4.1.2.2 Undertake effective community engagement	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">The Shire commenced work on an organisation-wide Community Engagement Strategy. The Strategy will guide the delivery of community engagement processes across the organisation to better inform decisions in regard to the planning of services, setting budgets and developing policies and strategies. In February 2020, community engagement will be carried out to inform the Strategy.The following communication and/or engagement plans were developed and implemented (commenced or ongoing) for Shire projects, events and	Proceeding as planned																																																																		



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Action	Due Date	Quarter	Comments	Action Status
4.1.2.2 Undertake effective community engagement			initiatives: <ul style="list-style-type: none"> ○ Abernethy Road upgrade project ○ Local Government Ordinary Elections ○ Equine Community Forum ○ Office of the Auditor General Report ○ Significant Tree Register ○ SJ Community Fair ○ Verge Policy ○ Jarrahdale Entry Statement ○ Planning for Growth ○ Bill Hicks Reserve off leash area ○ Amendment 207 - Community Infrastructure Development Contribution Plan ○ Tourism Forum ○ Byford Dog Park name competition ○ Community Emergency Services Manager • Planning for the Australia Day 2020 Community Awards and Citizenship Ceremony progressed and will welcome a record number of 110 new citizens. • New templates for public participation at Council meetings were made available on the Shire's new website. 	
		Jan-Mar 20	<ul style="list-style-type: none"> • The Shire welcomed a record 110 new citizens at our Australian Day Citizenship Ceremonies and 26 new citizens at our March Citizenship 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.2.2 Undertake effective community engagement			<p>Ceremony.</p> <ul style="list-style-type: none"> The General Meeting of Electors was held in January. The Shire's Community Engagement Strategy project continued in this quarter, with community engagement carried out in February. Development of the Strategy will commence in April and is scheduled to be completed by June 2020. The following communication and/or engagement plans were developed and implemented (commenced or ongoing) for Shire projects, events and initiatives: <ul style="list-style-type: none"> Opera at the Mill Waste Management Strategy Were You Ready? event Jarrahdale Entry Statement Summer Splash Advisory Group Vacancies COVID-19 	
		Apr-Jun 20	<ul style="list-style-type: none"> On-site public participation at Council meetings was limited to the response to the COVID-19 pandemic. Public participation was conducted by prior submission of questions, statements and deputations. No citizenship ceremonies were held. The provision of online ceremonies by the Department of Home Affairs has reduced the number of people awaiting a ceremony. The Shire's Community Engagement Strategy project was delayed during this quarter due to COVID-19. The Community Engagement Strategy and Policy is scheduled to be presented to Council in August 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.1.2.2 Undertake effective community engagement			<p>2020.</p> <ul style="list-style-type: none">• The following communication and/or engagement plans were developed and implemented (commenced or ongoing) for Shire projects, events and initiatives:<ul style="list-style-type: none">○ Waste Management Strategy○ Telecommunications issues○ Men's Health Week 2020○ SJ Garden Competition○ COVID-19	



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Outcome 4.2 - A strategically focused Council

Strategy 4.2.1 Build and promote strategic relationships in the Shire's interest

Action	Due Date	Quarter	Comments	Action Status
4.2.1.1 Advocate and influence relevant parties to address the Shire's growth demands and community aspirations	Ongoing	Jul-Dec 19	<p><u>July:</u></p> <ul style="list-style-type: none">The Acting CEO, Acting Deputy CEO/ Director Infrastructure Services and the Shire President met with Transport Minister Rita Saffioti in Perth to talk about local infrastructure projects in our region. Topics discussed with the Minister included:<ul style="list-style-type: none">Additional grade separations to be included in the Tonkin Highway extensionTiming of construction for the Tonkin Highway extensionThomas Road safety improvements and upgradesRealigning the Freight Rail LineSecuring \$90 million in government funding over the next 10 years to improve the safety of our local road network, including our Hypergrowth Network Implementation plan for our southern localities.The Shire hosted Member for Darling Range Alyssa Hayden MLA, the Hon. Donna Faragher, MLC and a representative from the office of Senator Linda Reynolds CSC for the Shire's 2019/20 Budget Showcase bus tour. <p><u>August:</u></p> <ul style="list-style-type: none">The Acting CEO, Director Development Services and the Shire President met with the Minister for Housing, Peter Tinley MLA to discuss housing opportunities around the future Byford Train Station.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.2.1.1 Advocate and influence relevant parties to address the Shire's growth demands and community aspirations			<ul style="list-style-type: none">The Shire President met with Federal Member for Canning Andrew Hastie to discuss the Tonkin Highway project. The extension is a vital project for our community and the Shire is advocating for overpasses at Thomas Road and Mundijong Road, which will reduce congestion and deliver the best planning outcomes. <p><u>September:</u></p> <ul style="list-style-type: none">In September, the Acting CEO, Acting Deputy CEO/Director Infrastructure Services and the Shire President met with Deputy Premier Roger Cook to discuss Thomas Road. The Shire is committed to working with the State and Federal Governments and Main Roads WA to address concerns relating to speed, lighting, safety, infrastructure upgrades and the future planning of Thomas Road. <p><u>November:</u></p> <ul style="list-style-type: none">The CEO and the Shire President met with the Honourable Matthew Swinbourn MLC where the key priorities for the Shire were discussed.The Chief Executive Officer and the Shire President also met with the Department of Planning, Lands and Heritage to discuss the future planning for our region. <p><u>December:</u></p> <ul style="list-style-type: none">The Shire hosted the Leader of the Opposition the Hon. Liza Harvey MLA along with Member for Darling Range Alyssa Hayden MLA to update them on the Shire's key projects and advocacy priorities.The Shire President attended the Community Cabinet meeting in Pinjarra where productive discussions were held with a number of Ministers including the Premier regarding priorities for the community.Councillors and Shire staff met with Main Roads WA where they gave a briefing on the Tonkin Highway extension and the Mundijong freight rail realignment.	



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Action	Due Date	Quarter	Comments	Action Status
4.2.1.1 Advocate and influence relevant parties to address the Shire's growth demands and community aspirations		Jan-Mar 20	<ul style="list-style-type: none"> The Shire President met with the Minister for Water, Hon. Dave Kelly MLA in March to discuss the Shire's water security. Discussions with Government and Main Roads continues regarding the Tonkin Highway extension and the future freight rail realignment study. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Shire President and CEO met with State and Federal representatives weekly during the COVID-19 pandemic, to ensure a collective response for the benefit of our communities. The Shire President wrote to relevant State and Federal Government Ministers seeking their support to fund critical infrastructure projects that were prioritised for Government funding at the Special Council Meeting on April 6. The Shire President and CEO also met with the Honourable Senator Louise Pratt and presented the Council's infrastructure projects and have gained valuable written support from Senator Pratt. A telecommunications survey was launched in June, to get feedback from the community on telephone, mobile and internet connection issues. The results will be presented to the Federal Member for Canning, Andrew Hastie, to support our advocacy for improved telecommunications infrastructure in the Shire. 	Proceeding as planned
4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> In August, the Acting CEO and the Shire President met with the new Officer in Charge of Mundijong Police Station Senior Sergeant Gailene Hamilton, where community and road safety initiatives were discussed, as well as opportunities for the Shire and local police to work on shared priorities. In September, the Shire President met with the Minister for Local Government, Heritage, Culture and the Arts David Templeman to present him with the draft Serpentine Heritage Precinct Plan. As the Serpentine community values the area's local heritage the Shire look forward to working with the local community to ensure its history and charm is 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders			preserved.	
		Jan-Mar 20	<ul style="list-style-type: none">Discussion on the Shire's local trails network continues with the Peel Trails Committee on projects such as the Jarrahdale Trails Town and the Byford Trail Centre, as well as working towards the enhancement of the Kitty's Gorge Trail.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">The Shire President met with Darren Klemm, Commissioner of the Department of Fire and Emergency Service as part of ongoing advocacy for a career firefighting facility within the Shire.The Shire continues to advocate for and shape the design of state government infrastructure for the benefit our local community, such as the Byford METRONET and Tonkin Highway.	Proceeding as planned



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Strategy 4.2.2 Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions

Action	Due Date	Quarter	Comments	Action Status
4.2.2.1 Maintain sound Long Term Financial Plan, Asset Management Plan and Workforce Plan	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">2019/20 Budget in line with Asset Management Plan and Long Term Financial Plan adopted in July 2019.A review of the workforce plan is underway following recommendations of an internal audit that reviewed the contents of the plan. It is anticipated that the workforce plan will be finalised for adoption early in 2020.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">The Draft Workforce Plan was discussed with Council at the Policy Concept Forum. Further development of the Plan will be undertaken by a consultant to review the future of the workforce and develop a strategy to manage a rapidly evolving workforce. The Shire is currently obtaining quotes to undertake this work.The long term financial plan is being revised to ensure integration with the annual budgeting process.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">A consultant has been engaged and is progressing work with key stakeholders within the organisation to develop the strategic aspects of the workforce plan. Some delays were experienced as a result of COVID-19 and the recent review of the organisation's structure.Budget preparation is reaching finalisation with presentation and adoption scheduled for July.The long term financial plan has been updated to integrate with the new Corporate Business Plan 2020-24 and Annual Budget 2020-21.	Proceeding as planned
	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">Monthly Budget Report distributed to Managers.Quarter 1 Budget Review and Budget Amendments endorsed by Council.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
4.2.2.2 Routinely monitor performance against budgets and other key performance indicators		Jan-Mar 20	<ul style="list-style-type: none">The half-year budget review completed and presented to Council in March 20.	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none">3rd quarter budget review complete.Managers and Executive now receive financial reports on demand.	Proceeding as planned



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Strategy 4.2.3 Provide clear strategic direction to the administration

Action	Due Date	Quarter	Comments	Action Status
4.2.3.1 Provide strategic leadership to the organisation and oversee the development and reporting of the Strategic Community Plan and Corporate Business Plan	Ongoing	Jul-Dec 19	<ul style="list-style-type: none">A strategic review of the Corporate Business Plan is underway which will significantly change the layout of the plan. The new plan will split the delivery program into the following five categories: Major Capital Projects, the Capital Works Program, Strategic Operating Projects and a Service Delivery Plan summary.Strategic Planning Sessions were held with Council in November and December to prioritise the projects for the new Corporate Business Plan for delivery from 1 July 2021 to 30 June 2024.Work is underway to fund the new Corporate Business Plan, including the establishment of a 2021-22 budget and an updated and integrated Long Term Financial Plan.It is estimated that the new Corporate Business Plan will be adopted by Council in June.A business case has been submitted to begin planning for the Major Strategic Review of the Shire's Strategic Community Plan, which is due to commence 1 July 2020 for a new Plan to be in place by 1 July 2021.Reporting against the current Corporate Business Plan continues.	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none">The review of the Corporate Business Plan (CBP) continues alongside next years annual budget process. Due to the COVID-19 pandemic, the budget and consequently the CBP is being revisited to ensure it captures adequate response measures to the virus. It is anticipated to be presented to Council in July at the same time as the budget.	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20	<ul style="list-style-type: none"> The review of the Corporate Business Plan is complete and expected to be considered by Council in July. 	Proceeding as planned
4.2.3.2 Provide strategic leadership to the organisation through clear strategic policies	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Four Council Policies were reviewed this reporting period: Purchasing – Procurement of Goods or Services, General Compliance and Enforcement, Waiving and Refunding of Fees and Proceedings before the State Administrative Tribunal 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> No significant activity in relation to policies this reporting period. 	Proceeding as planned
		Apr-Jun 20	<ul style="list-style-type: none"> The Execution of Documents and Use of the Common Seal Council Policy was reviewed and adopted by Council. The Permissible Verge Treatments – Rural Council Policy was released for public comment. New Council policies Community Funding and COVID-19 Leave were developed and adopted by Council. 	Proceeding as planned
4.2.3.3 Provide effective nomination support, induction, training and administrative support services for elected members	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Local government elections held 19 October and subsequent swearing in ceremony held 21 October. Councillors appointed to statutory required Committees at the Special Council Meeting in October. New Councillor training requirements (as per recent amendments to the LG Act) presented to Council at the November meeting and arrangement are underway to facilitate the required training accordingly. 	Proceeding as planned
		Jan-Mar 20	<ul style="list-style-type: none"> Councillors who are required to complete universal training modules have been enrolled in the WALGA modules in accordance with Council's policy. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20	<ul style="list-style-type: none">Council Support activities continued during the response to the COVID-19 pandemic.	Proceeding as planned