



Corporate Business Plan

2019-20 Progress Report

January to March 2020



Shire of
Serpentine
Jarrahdale

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Ordinary Council Meeting - 18 May 2020

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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

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

84% Proceeding as planned / Completed (16/19)

5% Issues Exist (1/19)

11% Not Started (2/19)

Key Achievements and Highlights

- ❖ Official opening of the Byford Bark Park.
- ❖ Completion of the SJ Landcare facility upgrades (air conditioning renewal).
- ❖ Completion of all Firebreak Inspections.
- ❖ Award of three tenders for fire mitigation works.
- ❖ The "Hopeland fire - were you ready?" community forum in partnership with the Department of Fire and Emergency Services WA and Australian Red Cross - Emergency Services Western Australia.
- ❖ Completion of the Community Safety Survey.
- ❖ Launch of a Library Instagram page and YouTube channel.
- ❖ Delivered Australia Day and Opera at the Mill events.
- ❖ Launch of the CREATE promotion for Library week.
- ❖ Painting of the commemorative mural Urban Art Project at Byford Skate Park in memory of Ashley Graham.
- ❖ Installation of public art works on the Abernethy Road bus shelter.
- ❖ Community consultation to help determine the focus of the Health and Wellbeing Strategy 2020-24.
- ❖ Commencement of the next four year swimming pool inspection regime with first inspections showing 74% compliance, an increase of 25% from the previous cycle.
- ❖ Commencement of the Extractive Industries audit.





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



Action	Due Date	Quarter	Comments	Action Status
			<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		
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. 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none">○ 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 will be provided for Council's consideration as part of the new Corporate Business Plan Project.○ 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.	



Action	Due Date	Quarter	Comments	Action Status
		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 Tennis Pavilion with the kitchen installation to commence next quarter.○ 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	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<p>of our advocates.</p> <ul style="list-style-type: none">○ 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 event.○ 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. <ul style="list-style-type: none">• 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	



Action	Due Date	Quarter	Comments	Action Status
			young families with Story time and Rhyme time.	
		Apr-Jun 20		
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. Brigade wind ups were held and Brigade “inspired” awards handed out. 	Proceeding as planned
		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



Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		
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		
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
		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		



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	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 enable the creation of a schedule of works against budget allocation for this financial year and future financial years (Strategy 2.1) 	Proceeding as planned
		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 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<p>access has been delayed with a commencement date now to be in May (Strategy 1.2)</p> <ul style="list-style-type: none"> • 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. 	
		Apr-Jun 20		
1.1.1.10 Develop a sport and recreation plan	31 December 2019	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 Council consultation. 	Minor Issues Exist
		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		
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). 	Completed



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

10.3.5 - attachment 1

Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none">• 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).	



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



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

Action	Due Date	Quarter	Comments	Action Status
			<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



Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		
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 assessments ○ 78 other health premises assessments ○ 83 health application assessments ○ 176 health impact assessments of Development Applications and Building Applications ○ 19 event application assessments • The 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 Inquiry ○ Climate Change Issues Paper ○ Feedback for Discussion Paper on Managing Housing Health Risks in WA ○ Feedback for draft Guideline: Air Emissions 	Proceeding as planned
		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 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> ○ 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. 	
		Apr-Jun 20		
1.1.2.3 Provide efficient, effective, compliant regulatory services	Ongoing	Please refer to the update at action 1.1.2.2.		



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		
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		



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



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



Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> o 1 livestock infringements / warnings o 4 litter infringements / cautions o 2 completed prosecutions o 1,041 dog registrations o 131 cat registrations o 3 kennel/cattery licences o 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"> o 15 dog infringements / cautions o 106 parking infringements / warnings o 11 dust and building waste infringements / warnings o 4 livestock infringements / warnings o 166 dog registrations o 10 cat registrations o 3 kennel/cattery licences o 1 School Visit o 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



Action	Due Date	Quarter	Comments	Action Status
			<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		
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. • The total value of building work approved in this reporting period was \$48M, including the childcare facility on Warrington Road, the Showroom / Office 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<p>on Abernethy Road and an additional stage of poly tunnels at Henderson Road.</p> <ul style="list-style-type: none"> 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 thank the community for their efforts in maintaining a compliant pool barrier and for their cooperation in assisting with the inspection regime. 	Proceeding as planned



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

10.3.5 - attachment 1

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		



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



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

Action	Due Date	Quarter	Comments	Action Status
			Government's Mitigation Activity Fund. <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		



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		
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 Meetings 1 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 Byford Ewatch 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 series and attended all 8 events. 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<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		



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

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

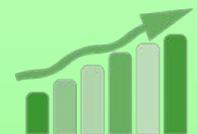
96.5% Proceeding as planned / Completed (27/28)

3.5% Issues Exist (1/28)

0% Not Started (0/28)

Key Achievements and Highlights

- ❖ The development of a new Local Planning Policy (LPP) to assist in guiding development within rural areas of the Shire (LPP 4.19: Development in the Rural Zone).
- ❖ Recognition as a 2020 Gold Waterwise Council for the Shire's commitment to water conservation and supporting water wise communities.
- ❖ The establishment of the Equine Advisory Group.





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		
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
		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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			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.	
		Apr-Jun 20		
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. • Assessed 7 subdivision clearances. • Assessed 1 local water management strategy. • Assessed 1 stormwater management plan. • Supervised 3 subdivision constructions. 	Proceeding as planned
		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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			sites.	
		Apr-Jun 20		
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		
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
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20		
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



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

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		
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 Local Development Plans. 	Proceeding as planned
		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		
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



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

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		
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		
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
		Apr-Jun 20		
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		



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

Action	Due Date	Quarter	Comments	Action Status
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		
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		
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		
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
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20		



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		
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. \$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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			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		
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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			Management Program for the Serpentine Sports Reserve. <ul style="list-style-type: none"> Budget of \$44,412 was used to manage weeds & feral animal control and natural area management. 	
		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
		Apr-Jun 20		



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		
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 marking. This has been completed. The Shire has submitted an application to the Minister for Tourism to be assessed under the "Wildflower Friendliness Rating Scheme", which if 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			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		
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. The Shire is underway with preparing for a trial of an electrical car for officer's use. 	Proceeding as planned
		Apr-Jun 20		



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		
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 awareness, has ensured the community is informed of all current focus 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			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		
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. The Shire's Waste Strategy is drafted and estimated to be issued for public consultation in February. 	Proceeding as planned
		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		



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		
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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<p>were received from a number of residents.</p> <ul style="list-style-type: none"> 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. 	
		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		



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		
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
		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



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

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		



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

91% Proceeding as planned / Completed (10/11)

9% Issues Exist (1/11)

0% Not Started (0/11)

Key Achievements and Highlights

- ❖ Completion of State Black Spot funded road-widening projects Jarrahdale Road and Kingsbury Drive.
- ❖ Completion of Park Road Rehabilitation.
- ❖ Opera at the Mill





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		



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



Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 20		
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		
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 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. 	Proceeding as planned
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20		
	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 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
3.2.1.4 Encourage , attract, support and facilitate tourism events in the district			<p>bike trail Munda Biddi as a bike event for families in September.</p> <ul style="list-style-type: none"> 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. 	
		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 businesses to engage with the community through sponsorship and as suppliers or service providers to the event. 	Proceeding as planned
		Apr-Jun 20		



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



Action	Due Date	Quarter	Comments	Action Status
			<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		
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 	Proceeding as planned



Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> ○ Expended \$245,000 on drainage maintenance ○ Expended \$975,000 on Parks and Gardens maintenance • The Shire has developed an Asset Management Strategy which details 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		
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		
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 Plans). • 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



Action	Due Date	Quarter	Comments	Action Status
		Jan-Mar 20	As above.	Proceeding as planned
		Apr-Jun 20		
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 covered by grant programs. 	Proceeding as planned
		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		



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 \$50 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		



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

Progressive

A resilient organisation demonstrating unified leadership and governance

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

91% Proceeding as planned / Completed (20/22)

9% Issues Exist (2/22)

0% Not Started (0/22)

Key Achievements and Highlights

- ❖ Free interpreting and translation is now available through TIS National for local government services.
- ❖ Launch of the Finance, HR & Payroll modules of the Shire's ERP system.
- ❖ Implementation of a whistle-blower hotline, online form and associated processes for staff and volunteers.
- ❖ A record 110 new citizens were welcomed at our Australian Day Citizenship Ceremonies.





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
			<p>essential training considered on a case by case basis across the board.</p> <ul style="list-style-type: none"> Recruitment has been put on hold whilst the Shire responds to COVID-19. 	
		Apr-Jun 20		
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 Started (2/80). 	Proceeding as planned
		Apr-Jun 20		
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 	Minor issues exist



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Action	Due Date	Quarter	Comments	Action Status
			Special Council Meeting. <ul style="list-style-type: none"> The financial sustainability review is underway however reporting of recommendations and actions will be delayed due to the COVID-19 Pandemic. 	
		Apr-Jun 20		
4.1.1.4 Provide high quality administration and financial support services to the organisation	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. The Annual Financial report and unqualified Audit report is complete. 	Proceeding as planned
		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		
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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<p>December: 221. From these, 325 were escalated, 234 to the Rangers and 91 to Operations.</p> <ul style="list-style-type: none"> 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 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		
4.1.1.6 Implement best practice record management services for the	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): 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
<p>Shire meeting accessibility and compliance requirements</p>			<ul style="list-style-type: none"> ○ Archive Search Application ○ Contaminated Sites Notifications ○ Create HPRM Postcards ○ Create new archive box ○ Create new property files ○ How to amalgamate Locations ○ Instructions for Bank Guarantees ○ New Starter Process ○ Processing Daily Mail ○ Processing FOI ○ Registering Incoming Correspondence from Outlook ○ Requesting Archival Documents ○ Setup and Configure Scanner / Trapeze Capture ● The below statistics were captured from January – December 2019: <ul style="list-style-type: none"> ○ Registered 13,709 documents into HPRM ○ Created 1,529 new application folders ○ Created 29 Archive Boxes ○ Destroyed 145 Archive Boxes ○ Received 8 Freedom of Information Applications, completed 7 with none being sent for internal review. ● 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 	



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

Action	Due Date	Quarter	Comments	Action Status
			<p>currently being upgraded to the latest version 9.3 and will now be called Content Manager.</p> <ul style="list-style-type: none"> 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
		Apr-Jun 20		
4.1.1.7 Provide robust reporting that is relevant, transparent and easily	Ongoing	Jul-Dec 19	<ul style="list-style-type: none"> Monthly Financial Reports and Quarterly Budget Reports were provided to Council. 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
accessible by staff and the community			<ul style="list-style-type: none"> 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. 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		
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 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<p>been implemented to ensure all administrator passwords are recorded and stored securely.</p> <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		
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. 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> 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. 	
		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 presentation to the Audit, Risk and Governance Committee in May 2020. 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. 	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> 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. 	
		Apr-Jun 20		
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



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Action	Due Date	Quarter	Comments	Action Status
		Jan-Mar 20	<ul style="list-style-type: none"> Amendment 207 has been prepared for Council consideration at the May OCM. 	Proceeding as planned
		Apr-Jun 20		
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		
		Apr-Jun 20		
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 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. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
			<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		
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		



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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 border="1"> <thead> <tr> <th></th> <th>Q1 (JUL – SEP)</th> <th>Q2 (OCT – DEC)</th> </tr> </thead> <tbody> <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> </tbody> </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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						<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											
			<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 ● 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 border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">Website</th> <th colspan="2">Facebook</th> <th colspan="2">LinkedIn</th> </tr> </thead> <tbody> <tr> <td>Sessions</td> <td>49,139</td> <td>New likes</td> <td>889</td> <td>New followers</td> <td>86</td> </tr> </tbody> </table>	Website		Facebook		LinkedIn		Sessions	49,139	New likes	889	New followers	86
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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 initiatives: <ul style="list-style-type: none"> Abernethy Road upgrade project 	Proceeding as planned																																																						



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Action	Due Date	Quarter	Comments	Action Status
			<ul style="list-style-type: none"> ○ 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 Ceremony. ● The General Meeting of Electors was held in January. ● The Shire's Community Engagement Strategy project continued in this 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
			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. <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">○ Opera at the Mill○ Waste Management Strategy○ Were You Ready? event○ Jarrahdale Entry Statement○ Summer Splash○ Advisory Group Vacancies○ COVID-19	
		Apr-Jun 20		



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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
			<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
		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		
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 preserved. 	Proceeding as planned
		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		



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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		
4.2.2.2 Routinely monitor performance against budgets and other key performance indicators	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
		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		



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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
		Apr-Jun 20		



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Action	Due Date	Quarter	Comments	Action Status
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		
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
		Apr-Jun 20		