

Corporate Business Plan

April to June 2017



Progress Report

SHIRE OF
WYNDHAM
EAST KIMBERLEY



Corporate Business Plan Progress Report

Introduction

The Chief Executive Officer presents to the Council each quarter an update on the Shires’s Corporate Business Plan 2016/17 - 2019/20. The purpose of the quarterly progress report is to:

- Provide a status update on the key actions undertaken by the Shire for each year of the Corporate Business Plan;
- Demonstrate how the Shire, through the Corporate Business Plan is meeting the Shire’s Strategic Community Plan;
- Be the basis for the annual review of the Corporate Business Plan that is required by the Integrated Planning and Reporting Guidelines.

Corporate Business Plan

The Corporate Business Plan is the Shire of Wyndham East Kimberley’s 4-year service and project delivery program. It is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan 2012–2022.

The purpose of the Plan is to demonstrate the operational capacity of the Shire to achieve its aspirational outcomes and objectives over the medium-term. All operational planning and reporting is driven by the Corporate Business Plan, which is reviewed annually to ensure priorities are achievable and effectively timed. Quarterly progress against services and programs is reported against the Strategic Community Plan’s three goals of:

Civic Leadership	Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability
Physical & Social Infrastructure	Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure
Lifestyle & Environment	Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities.

Integrated Planning and Reporting

Integrated planning and reporting is an organisational framework used to identify our priorities that drive the Shire’s operations. The framework consists of number of strategic plans for identifying and prioritising local issues.

The strategic plans set the goals and direction for the Shire's future activities. It integrates asset, service and financial plans so that the Shires resource capabilities match our community’s needs. The most important of these is the Shire's Strategic Community Plan.

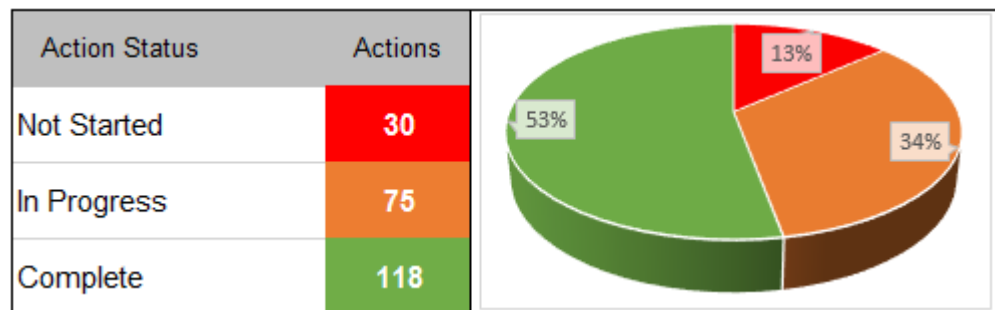
The Framework also helps ensure Council’s decisions consider the long-term future and take the community’s aspirations into account to deliver the best results possible with the resources available.

The below provides a visual overview of the intergrated Planning and Reporting Framework:



Summary

Overview of the status of the active action items within the Shire's Corporate Business Plan:



Corporate Business Plan 2016/17 - 2019/20 summary update by Strategic Community Plan Goals

Community Goal	2016/17 Actions Supporting the Goal	% Complete	Number of actions not completed by 30th June
1: Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability	56	71%	18
2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure	75	74%	24
3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities	70	70%	24
Regulation 17 Audit of the Local Government Regulations 1998	22	63%	8
Total CBP 2016/17	223	72%	74

How to Read The Report

Corporate Business Plan Actions are linked to the Strategic Community Plan's Goal, Objectives and Strategies

Goal	The Strategic Community Plan identified three focus areas. These are the Goals and create the main headings for each section of the Plan
Objective	The Objectives in the Strategic Community Plan are the associated outcomes for the community, creating the main sub-headings in the Plan
Strategy	Strategy text is the strategies identified to meet the objectives and all tasks are linked to these strategies

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
Action ID No.	Title of the Action being tracked and reported in the Corporate Business Plan				Is the Action Included in the 2017/18 Plan
	Shire Services that the action supports	A measure of the amount of the task that has been completed as a percentage	Action Update for the Quarter by Responsible Officers	Summary of the progress during the year	
	Each action is assigned to a directorate to implement				

ID	Action Title		Quarter 4 Progress April to June 2017	End of Year Comment	17/18 Plan
	Service	% Complete			
	Responsible Directorate				

1: Strong leadership and governance that underpins a more strategic approach to community engagement, regional development and organisational sustainability

No. of actions supporting the Goal 56 Goal Actions % Complete 71%

1.1: Strong community engagement

1.1.1: Investigate & implement options to encourage and integrate community input in Council planning, policies and decisions making

1 Undertake community satisfaction survey

Integrated Planning and Reporting	100%	The Shire successfully completed a community satisfaction survey using a Community Scorecard during April and May. 404 respondents completed the survey. The results of the survey are now an informing document. The results have been made available on the website.	The Shire successfully completed a community satisfaction survey using a Community Scorecard during April and May run on behalf of the Shire by an independent organisation.	<input checked="" type="checkbox"/>
Community Development				

1.1.2: Improve planning processes to ensure broader engagement and identification of relevant issues from all parties

55 Full review Strategic Community Plan (SCP)

Integrated Planning and Reporting	20%	During the quarter, a plan was completed detailing the community consultation process. The estimated completion date of the review is September 2017. The initial community engagement mechanism, a Community Scorecard is complete. The second engagement mechanism with community stakeholders is planned for September 2017	During the year, the Shire started the engagement process with the community to review and update the Strategic Community Plan (SCP). A community satisfaction survey using a Community Scorecard during April and May as the initial engagement mechanism. It is planned to complete a draft SCP for adoption by Council in October.	<input type="checkbox"/>
Community Development				

56 Annual and quarterly review of Corporate Business Plan (CBP)

Integrated Planning and Reporting	100%	During the quarter, Council endorsed the Draft Corporate Business Plan for 2017/18 to 2020/21 for public exhibition. The Shire received 91 public comments and these will be considered in the review process.	Council successfully reviewed and updated the four year Corporate Business Plan. The review process reflected on the feedback provided by the Community Scorecard 2017 and the Strategic Community Plan Goals and Objectives. From the second quarter progress reporting to Council was re-established by producing the Quarterly Progress Reporting against the CBP.	<input checked="" type="checkbox"/>
Community Development				

57 Ensure effective communication with the community including regular good news stories about the Shire

Media & Communications	100%	Effective communication with the community including regular good news stories about the Shire continued during the quarter.	SWEK news was printed in the Kimberley Eco every fortnight during the year providing the community regular updates on Shire activities.	<input checked="" type="checkbox"/>
Office of the Chief Executive				

60 Investigate and implement online options for the community to be more engaged

Community Engagement	90%	Research was undertaken and identified an additional module implemented through the current Website platform. The module named 'Community Consultation' replaces 'Have your Say'. The module is more interactive in comparison with the current Have Your Say page, as it allows the public to view documents, provide comment and feedback, along with answering polls and surveys. There is also an additional option to subscribe to project updates (projects advertised for public consultation).	Implementation of the Community Consultation module to the Shire's Website went 'live' on 1 July 2017. The Community Consultation module has replaced 'Have your Say'. The module is interactive and allows the public to view Project documents, images, provide comment and feedback, along with answering polls and surveys. There is also an additional option to subscribe to project updates.	<input type="checkbox"/>
Community Development				

ID	Action Title			17/18 Plan	
	Service	% Complete	Quarter 4 Progress April to June 2017		End of Year Comment
	Responsible Directorate				
61	Promote good news stories about the Shire				
	Media & Communications	100%	Good news stories about the Shire were promoted during the quarter	During the year a number of stories were posted to the Shire's webpage and Facebook community groups	
	Office of the Chief Executive				
1.2: Alignment of regional and local priorities with other agencies and community groups					
1.2.1: Work collaboratively with agencies for forward planning to expand opportunities and reduce wastage and duplication					
69	Liaise with government departments and other stakeholders on key community issues				
	Community Development	100%	The Shire's Stakeholder Advisory Group meets every two months to identify community issues with community groups.	At the October 2016 Ordinary Council Meeting Council endorsed the establishment of a Stakeholder Advisory Group. The Stakeholder Advisory Group was established to increase the flow of information between the Shire and the community, and to provide key stakeholders with an opportunity to be more active in the decision-making process. The Inaugural Meeting of the Group was on 23 January 2017; further meetings have been held on 27 March 2017 and 12 June 2017.	
	Community Development				
1.2.2: Work collaboratively with the other Kimberley Shires to create and manage regionally beneficial projects					
62	Implement Kimberley Strategic Plan and Kimberley Regional Business Plan				
	Office of the Chief Executive	75%	Kimberley Zone Representatives have met bi-monthly to progress action items identified in the Business Plan.	The Kimberley Strategic Plan was adopted by the Shire of Wyndham East Kimberley at the January 2017 Ordinary Council Meeting. The Zone group has met bi-monthly to progress action items from the Kimberley Group Business Plan.	
	Office of the Chief Executive				
67	A1.2.2.1.1 Kimberley Zone / RCG Youth Strategy				
	Community Development	75%	The Draft Shire Youth Plan has been produced with editing and further updating required to link fully with the Kimberley Zone Youth Strategy.	The area of Youth Services remains a priority for the Shire with the production and adoption of a Youth Plan providing a future framework for the delivery of services in this area. The Plan will define the Shires role and existing facility provision in the area of youth.	
	Community Development				
70	A1.2.2.1.2 Kimberley Zone / RCG Volunteering Strategy				
	Community Development	0%	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	At this time all volunteer services within Kununurra are facilitated by the Kununurra Community Resource Centre. The Kimberley Zone has not progressed to date the development of a Volunteer Strategy, however the Shire has included an action in the 2017/18 Corporate Business Plan to develop a Volunteers Code of Conduct which will provide the Shires community groups with defined processes relating to the recruitment, induction and retention of volunteers.	
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
72	A1.2.2.1.4 Kimberley Zone / RCG records management initiative				
	Information & Communications Technology	100%	Action Completed	During the year the Kimberley Zone records management initiative was completed	<input type="checkbox"/>
	Corporate Services				
73	A1.2.2.1.5 Kimberley Zone / RCG business systems improvement initiative				
	Information & Communications Technology	100%	Action Completed	During the year the Kimberley Zone business systems improvement initiative was completed	<input type="checkbox"/>
	Corporate Services				
482	Participate in Kimberley Zone Regional Collaborative Group (RCG)				
	Office of the Chief Executive	100%	The RCG meets bi-monthly	The RCG meets bi-monthly	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
1.2.3: Promote the colocation of community facilities and sharing of resources among community groups					
75	Develop a community facility strategy				
	Community Development	0%	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	<input checked="" type="checkbox"/>
	Community Development				
1.3: Advocacy of East Kimberley issues and opportunities at regional, state and national levels					
1.3.1: Actively provide input to decision making at the Regional, State and Federal levels on behalf of the community					
83	Advocate key local issues and priorities to Government representatives as contained in Strategic Plans				
	Office of the Chief Executive	100%	The progress of a Growth Centre Plan for Kununurra has been a key focus of ongoing discussions with State government agencies; it is envisaged that future progress around the development of this Plan will be resolved in September 2017.	Kununurra has been identified by the Sate Government as a Regional Town and the Shire has been working closely with the Kimberley Development Commission, LandCorp, East Kimberley Chamber of Commerce and Industry and Empowering Communities to progress the development of a Growth Centre Plan. The future development and progress of the Plan will be resolved post September 2017.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
92	Seek Councillor representation on boards and organisations				
	Governance	100%	The appointed Shire of Wyndham East Kimberley Commissioner, Mr. Ron Yuryevich has met with key stakeholders, and represented the Council on steering groups and Council committees.	The appointed Shire of Wyndham East Kimberley Commissioner, Mr. Ron Yuryevich has met with key stakeholders, and represented the Council on steering groups and Council committees.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
1.3.2: Actively participate in the review and implementation of municipal services to remote and Aboriginal communities					

ID	Action Title			17/18 Plan	
	Service	% Complete	Quarter 4 Progress April to June 2017		End of Year Comment
	Responsible Directorate				
84	Liaise with State and Federal government agencies regarding service delivery in Aboriginal communities				
	Office of the Chief Executive	75%	A meeting with the Aboriginal Lands Trust was hold to discuss and explore opportunities in regard to the maintenance of infrastructure in Aboriginal communities.	A meeting with the Aboriginal Lands Trust was hold to discuss and explore opportunities in regard to the maintenance of infrastructure in Aboriginal communities.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
1.4: Business innovation, efficiency and improved services					
1.4.1: Ensure legislative compliance and follow best practice principles in planning and service delivery					
53	Ensure compliance with the Integrated Planning and Reporting Framework				
	Integrated Planning and Reporting	100%	During the Quarter work to review the Shire's key informing documents continued. A draft Workforce Management Plan, Asset Management Plan and Long Term Financial Plan has been completed for the consideration of Council.	During the year, an assessment of compliance with the Integrated Planning and Reporting (IPR) Framework was completed. The assessment found a number of areas for improvement in the IPR process and documents. All the key informing documents also required updating and review. During the second half of the year significant work has been undertaken to improve IPRF processes and key informing documents.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
140	Ensure compliance with the Local Government Act 1995 and Regulations				
	Governance	100%	The Compliance Audit Return was considered by Council at the March 2017 Ordinary Council Meeting and subsequently forwarded to the Department of Local Government and Communities.	The Compliance Audit Return was considered by Council at the March 2017 Ordinary Council Meeting and subsequently forwarded to the Department of Local Government and Communities.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
142	Records Management - Ensure compliance with legislation and support the needs of the organisation				
	Records Management	100%	Action Completed	During the year the Shire maintained compliance with legislation and support the needs of the organisation	<input checked="" type="checkbox"/>
	Corporate Services				
143	Undertake a review of the Record Keeping plan				
	Records Management	80%	Review is due with the SRO by 30 August 2017	The shire undertook an initial review of the Record Keeping Plan. The plan is due for full review in 30 August 2017 and will be defered until 2017/18.	<input type="checkbox"/>
	Corporate Services				
144	Records Management - Develop General Disposal Authority for the Shire				
	Records Management	100%	We have in place DA 2015-001 General Disposal Authority for Local Government Records	During the year the Shire develop a General Disposal Authority for the Shire's Documents and records.	<input type="checkbox"/>
	Corporate Services				

ID	Action Title				17/18 Plan
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	Responsible Directorate				
145	Records Management - Undertake back scanning of paper records				
	Records Management	50%	We have purchased a new shredder to assist, backscanning has been incorporated into Records disposal program and is ongoing.	During the year assistance to catch up on the required record keeping requirements was initiated. The requirement to back scan records was not as significant as first thought.	<input type="checkbox"/>
	Corporate Services				
146	Records Management - Undertake a review of vital records				
	Records Management	100%	All vital records are backed up on a regular basis, to be incorporated into disaster management plan.	The Shire undertook a review of vital records and maintained back ups of electronic records on a regular basis	<input checked="" type="checkbox"/>
	Corporate Services				
149	Provide financial functions that comply with legislative requirements				
	Contracting & Procurement Financial Services	100%	Financial functions provided during Q4	During the year financial functions were provided in compliance with legislative requirements.	<input type="checkbox"/>
	Corporate Services				
150	Develop Purchasing, Procurement and Contract Management in compliance with legislation				
	Contracting & Procurement Services	100%	The Shire's Purchasing Policy was last reviewed at the April 2017 OCM. In January 2017, the CEO signed off Purchasing Organisational Directives that provided detailed guidance on internal purchasing procedures. An Organisational Directive for Contract Man	The Shire's Purchasing Policy was last reviewed at the April 2017 OCM. In January 2017, Purchasing Organisational Directives were approved for internal use. An Organisational Directive for Contract Management is currently under development.	<input type="checkbox"/>
	Corporate Services				
151	Implement online centralised procurement portal for quoting and tendering				
	Financial Services	100%	Online centralised procurement portal for quoting and tendering established using Vendor panel	Online centralised procurement portal for quoting and tendering established using Vendor panel	<input type="checkbox"/>
	Corporate Services				
159	Review Local Laws				
	Governance	27%	Bushfire Brigades and Fencing Local Laws are currently before the Joint Standing Committee on Delegated Legislation.	A Register of Shire of Wyndham East Kimberley Local Laws has been established, this Register indicates that three (3) local laws have been reviewed and the remaining eight (8) local laws will be reviewed in 2017/18.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
163	Implement recommendations from the Regulation 17 Review				
	Risk Management	70%	In regard to the 11 incomplete actions, three (3) are at 90% complete with six (6) below 50% completion.	Of the 22 Regulation 17 actions 11 are complete, with the remaining 11 at levels of progress which amount to approximately 70% progress overall.	<input type="checkbox"/>
	Office of the Chief Executive				

ID	Action Title			17/18 Plan	
	Service	% Complete	Quarter 4 Progress April to June 2017		End of Year Comment
	Responsible Directorate				
164	Undertake Biennial review in accordance with Regulation 17 provisions				
	Risk Management	100%	Reported to Council December 2016 Ordinary Council Meeting.	On 20 December 2016 Council endorsed by resolution (11555) the Audit (Finance and Risk) Committee recommendation to note the results of the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance in respect of the Local Government (Audit) Regulations 1996 (r.17)	
	Office of the Chief Executive				
165	Develop and maintain quarterly Reg 17 status report for Audit (Finance and Risk) Committee				
	Risk Management	50%	Report provided to the December 2016 Special Audit (Finance and Risk) Committee Meeting.	Report provided to the December 2016 Special Audit (Finance and Risk) Committee Meeting.	
	Office of the Chief Executive				
166	Develop and implement a Risk Management Framework				
	Risk Management	100%	The Risk Management Policy which sets out the framework was adopted by Council at the July 2017.	A Risk Management Policy setting out the framework for Risk Management in accordance with AS/NZS ISO 31000:2009, the Australian Standard, Risk management Principles and guidelines was adopted by Council at the July 2017 meeting.	
	Office of the Chief Executive				
1.4.2: Improve the efficiency and productivity of Shire services					
483	Kununurra Leisure Centre Service Review				
	Recreation and Leisure	100%	The Service Review has been completed and presented to Council. Recommendations within the document have been actioned and either completed or added to the Corporate Business Plan for further action in the 17/18 and beyond budget.	The Service Review has been completed and presented to Council. Recommendations within the document have been actioned and either completed or added to the Corporate Business Plan for further action in the 17/18 and beyond budget.	
	Community Development				
485	Wyndham Swimming Pool Service Review				
	Recreation and Leisure	100%	The Service Review has been completed and presented to Council. Recommendations within the document have been actioned and either completed or added to the Corporate Business Plan for further action in the 17/18 and beyond budget.	The Service Review has been completed and presented to Council. Recommendations within the document have been actioned and either completed or added to the Corporate Business Plan for further action in the 17/18 and beyond budget.	
	Community Development				
486	Undertake Wyndham Youth Service Review				
	Youth Services	30%	This quarter has seen the investigation of a potential partnership for the operation and improvement of the Wyndham Youth Service	Service review will be dependent on the structure and involvement of the Shire if a new service/management model is developed.	
	Community Development				
487	Coordinate regular reviews of Shire services				
	Office of the Chief Executive	100%	Service Reviews have been undertaken for Kununurra Leisure and Aquatic Centre and Wyndham Swimming Pool	Service Reviews have been undertaken for Kununurra Leisure and Aquatic Centre and Wyndham Swimming Pool	
	Office of the Chief Executive				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				

505	Coordinate the development of Operational and Service Delivery Plans				
	Office of the Chief Executive	0%	Focus to date has been on the development of the key Integrated Planning and Reporting documents i.e. Corporate Business Plan; Long Term Financial Plan; Asset Management Plan; Workforce Plan. Progress on the development of templates for Operational and S	Focus to date has been on the development of the key Integrated Planning and Reporting documents i.e. Corporate Business Plan; Long Term Financial Plan; Asset Management Plan; Workforce Plan. Progress on the development of templates for Operational and Service Delivery Plans to be commenced 2017/18.	✓
	Office of the Chief Executive				

1.4.3: Maintain Council's long term financial viability

167	Review and maintain the Long Term Financial Plan				
	Financial Services	100%	Version 1 of the Plan is ready to integrate with the Asset Management Plan and the Workforce Plan	During the Year the Long Term Financial Plan was reviewed.	✓
	Corporate Services				

168	Undertake competitive neutrality reviews: - Airport - Landfill				
	Financial Services	20%	Competitive neutrality reviews planned for completion in May were delayed in order to complete the LTFP.	The Competitive neutrality reviews for the Airport and landfill have been deferred until 2017/18 once a LTFP has been adopted by Council.	☐
	Corporate Services				

169	EKRA - Develop and maintain a Long Term Financial Plan for the Airport				
	Airport	0%	The Airport LTFP will be completed after the Corporate LTFP. During the year supporting information was identified through the the review Airport Master Plan and Asset Management Plan.	The Airport LTFP will be completed after the Corporate LTFP. During the year supporting information was identified through the the review Airport Master Plan and Asset Management Plan.	✓
	Infrastructure				

170	Develop and maintain a Long Term Financial Plan for the Landfill				
	Financial Services	0%	This plan will be done in 2017/18 now that version 1 of the Long Term Financial Plan is complete.	Project carried over to 2017/18	✓
	Corporate Services				

171	Develop fee model structure for the Airport				
	Airport	0%	To be done after LTFP and competitive neutrality projects complete.	Project carried over to 2017/18	☐
	Corporate Services				

172	Develop and implement Asset Management Plan				
	Asset Management	100%	Asset management plan complete	Asset management plan complete	✓
	Infrastructure				

1.4.4: Deliver cost effective and efficient corporate services

ID	Action Title			17/18 Plan	
	Service	% Complete	Quarter 4 Progress April to June 2017		End of Year Comment
	Responsible Directorate				
175	Enhance customer services - develop a customer services charter				
	Customer Services	100%	Charter has been developed and is now in place	During the year a customer services charter was developed and is now in place to ensure enhanced customer services.	<input checked="" type="checkbox"/>
	Corporate Services				
177	Develop Council Chambers Audio capabilities for recording of meetings				
	Information & Communications Technology	30%	Quotes have been received for the work. Vendor selection is in process.	Project carried over to 2017/18, should be completed in September.	<input type="checkbox"/>
	Corporate Services				
179	Customer Service - Develop a public access portal - Information access				
	Information & Communications Technology	70%	Application has been installed and ready for deployment. Process to be completed in Q1 2017/18	Application has been installed and ready for deployment. Remaining work is to populate with Shire specific information. Process to be completed in Q1 2017/18. Project carried over to 2017/18	<input checked="" type="checkbox"/>
	Corporate Services				
184	Councillors - Provide governance administration and support				
	Governance/Council Secretariat	100%	Where required, support was provided to Councillors in respect of governance administration	Where required, support was provided to Councillors in respect of governance administration.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
185	Councillors - Professional development to support Councillors to perform their role				
	Governance	100%	Council attended Kimberley Zone Meeting and Developing Northern Australia for month of June as well as Local Government Week in July / August 2017 all of which provide opportunities for professional development.	Council attended Kimberley Zone Meeting and Developing Northern Australia for month of June as well as Local Government Week in July / August 2017 all of which provide opportunities for professional development.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
187	ICT - Develop and implement an Information and Communication Technology (ICT) Strategy				
	Information & Communications Technology	80%	To be completed Q1 2017/18	Project carried over to 2017/18	<input checked="" type="checkbox"/>
	Corporate Services				
190	ICT - Server and network upgrades				
	Information & Communications Technology	100%	Planned works for 16/17 completed.	Ongoing works.	<input checked="" type="checkbox"/>
	Corporate Services				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
191	ICT - Develop an ICT disaster recovery plan				
	Information & Communications Technology	0%	Work to be completed by Q2 2017/18	Project carried over to 2017/18	✓
	Corporate Services				
194	ICT - Implement outdoor officer information access portal				
	Information & Communications Technology	0%	Action Deferred pending System Review. Actioned for 2020/21		✓
	Corporate Services				
197	ICT - Laptop & Desktop upgrade Information Technology				
	Information & Communications Technology	30%	Ongoing, works carried forward to 2017/18.	Project carried over to 2017/18	✓
	Corporate Services				
1.4.5: Attract and maintain a skilled, motivated and professional workforce					
198	Review Workforce Management Plan				
	Organisational Development	90%	A draft Workforce Management Plan has been developed.	A draft Workforce Management Plan has been developed.	✓
	Office of the Chief Executive				
200	Develop Occupational Health and Safety Plan - Promotion and training				
	Occupational Health & Safety	80%	Committee auditing for draft plan	Committee auditing for draft plan	✓
	Office of the Chief Executive				
201	OHS - Schedule review policies and procedures				
	Governance	30%	The draft OHS Committee Charter / Terms of Reference is being reviewed by the OHS Committee.	The draft OHS Committee Charter / Terms of Reference is being reviewed by the OHS Committee.	✓
	Office of the Chief Executive				
2: Greater returns from regional investment to ensure sustainable provision of appropriate physical and social infrastructure					
<i>No. of actions supporting the Goal</i>		75	<i>Goal Actions % Complete</i>	75%	
2.1: A highly valuable East Kimberley economy that maximises social benefits					
2.1.2: Promote and support major events that benefit locals and attract visitors to the area					

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
206	Provide financial and administrative support to events				
	Community Development	100%	Ongoing support provided to a range of events through SWEK staff involvement	The Shire continues to provide ongoing support and guidance to clubs and organisations in assisting groups with the preparation of relevant documentation for events.	<input type="checkbox"/>
	Community Development				
211	To develop an Events Precinct Master Plan for Kununurra				
	Strategic & Land Use Planning Recreation and Leisure	0%	External funding to-date has not been secured for the development of an Event Precinct Master-Plan. Project has been deferred to the 2018/2019 Financial Year.	External funding to-date has not been secured for the development of an Event Precinct Master-Plan. Project has been deferred to the 2018/2019 Financial Year.	<input checked="" type="checkbox"/>
	Community Development				
2.2: Maintenance of economic diversity and greater community returns from investment in the region					
2.2.1: Promote the expansion of residential and industrial land					
212	Investigate the development of new and infill residential land in Kununurra				
	Strategic Land Use Planning	100%	The identification of new and infill residential land in Kununurra was undertaken as part of the Local Planning Strategy and Local Planning Scheme review.	The identification of new and infill residential land in Kununurra was undertaken as part of the Local Planning Strategy and Local Planning Scheme review.	<input checked="" type="checkbox"/>
	Community Development				
213	East Lily Creek subdivision				
	Strategic & Land Use Planning	75%	Council resolved at the March Ordinary Council Meeting that further development of the draft Kununurra Civic Centre Structure Plan and draft East Lily Creek Structure Plan will not be undertaken until the Kununurra Growth Plan has been endorsed by Council.	The Western Australian Planning Commission advised the Shire on 21 July 2016 that the "preparation of the Civic Centre Structure Plan should proceed concurrently with, or subsequent to, the Kununurra Regional Growth Plan." The Kununurra Civic Centre Structure Plan has identified future land uses in the sub-precinct where the existing Kununurra Aquatic and Leisure Facility and Town Oval are located. These uses have been incorporated in the East Lily Creek Structure Plan. Therefore it is not possible to progress these structure plans in isolation of each other. At the March 2017 Ordinary Council Meeting Council resolved that further development of the draft Kununurra Civic Centre Structure Plan and draft East Lily Creek Structure Plan will not be undertaken until the Kununurra Growth Plan has been endorsed by Council.	<input checked="" type="checkbox"/>
	Community Development				
217	Implement Local Planning Strategy				
	Strategic Land Use Planning	75%	No further action can be undertaken until the draft Local Planning Strategy has been approved by the WAPC (with or without modifications).	Public advertising of the draft Local Planning Strategy and draft Local Planning Scheme was undertaken in the last quarter of the 2016/2017 Financial Year. A total of 77 submissions were received in relation to the draft documents during the public exhibition period. Following consideration of the public submissions Council supported the referral of the draft documents, with modifications to the Western Australian Planning Commission for their review.	<input type="checkbox"/>
	Community Development				

ID	Action Title			17/18 Plan	
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	Responsible Directorate				
218	Kununurra - Rezone existing light industrial estate to composite industry				
	Strategic & Land Use Planning	50%	In light of submissions received on the draft Local Planning Scheme, Council has recommend a modification to the draft Scheme to not rezone the existing light industrial estate to composite industry until alterative light industrial land has been developed.	In light of submissions received on the draft Local Planning Scheme, Council has recommend a modification to the draft Scheme to not rezone the existing light industrial estate to composite industry until alterative light industrial land has been developed.	<input type="checkbox"/>
	Community Development				
219	Develop light industrial land around the wastewater treatment plant				
	Economic Development	90%	Included in draft Local Planning Strategy and Scheme No. 9.	Land around the wastewater treatment plant in Kununurra has been rezoned for light industrial in the draft Local Planning Strategy and draft Local Planning Scheme No. 9.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
221	Wyndham - Rezone land to promote Strategic Industry in proximity to Wyndham Port				
	Strategic & Land Use Planning	90%	No further action can be undertaken until draft Local Planning Scheme No. 9 has been gazetted.	No further action can be undertaken until draft Local Planning Scheme No. 9 has been gazetted.	<input type="checkbox"/>
	Community Development				
2.2.2: Support agricultural opportunities					
222	Liaise with State & Federal Ministers to promote issues relevant to the agricultural industry including pastoral				
	Economic Development	100%	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
223	Identification and mapping of priority agricultural land				
	Strategic & Land Use Planning	20%	Key stakeholders have been invited to participate on the Steering Group; the Shire has also advertised for local representatives from the farming community. It is anticipated that the inaugural Identification and Mapping of Priority Agricultural Lands Steering Group meeting will be held August 2017.	The Shire was successful in obtaining grant funding (\$72,000) under the Royalties for Regions - Kimberley Regional Grant Scheme for the identification and mapping of priority agricultural land. This project will identify, map and protect priority agricultural land within the Shire. Agriculture and food production is vitally important at both a local level and as a significant part of the State and national export economy. A transparent, defensible evidenced based analysis of priority agricultural lands within the Shire will ensure that land for agriculture and food production is protected. The Shire is establishing a Steering Group consisting of key stakeholders and local representatives from the farming community to guide this project. It is anticipated that the inaugural Identification and Mapping of Priority Agricultural Lands Steering Group meeting will be held August 2017.	<input checked="" type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
224	Develop a Local Planning Policy for Rural Workers Accommodation				
	Strategic & Land Use Planning	10%	Background research completed	Background research completed	<input type="checkbox"/>
	Community Development				
2.2.3: Advocate for improved availability of adequate water resources					
225	Liaise with State Government to promote issues relevant to irrigated, potable or waste water				
	Office of the Chief Executive	100%	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
2.2.4: Enhance and expand tourism opportunities in the East Kimberley and improve access to significant tourism destinations					
226	Support the EK Tourism Plan in collaboration with the tourism sector				
	Economic Development	100%	The Shire's adopted budget provides financial support to the Visitor Information Centre and East Kimberley Marketing Group.	The Shire provides financial assistance to the Kununurra Visitor Centre and East Kimberley Marketing Group to support the marketing of local tourism attractions.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
227	Provide operational funding to support the Kununurra Visitor Centre				
	Economic Development	100%	Additional funding of \$30,000 was provided to the Kununurra Visitor Centre following the submission to the Shire of their Strategic Business Plan.	The Council allocated a budget of \$30,000 to assist the operation of the Kununurra Visitor Centre and the marketing of local tourism attractions. An additional \$30,000 was provided to the Centre on their submission to the Shire of their Strategic Business Plan. Total funding provided was \$60,000.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
228	Support the EK Marketing Group for marketing and tourism purposes				
	Economic Development	100%	Continued support for the East Kimberley Marketing Group.	The Council allocated a budget of \$30,000 to assist the East Kimberley Marketing Group with their tourism marketing. The Council has also provided in principle support for a trial of an air service between Melbourne and Kununurra, and to enter into negotiations with the Group and their partners, including an operational subsidy to a maximum of \$200,000 to facilitate direct flights from Melbourne to Kununurra.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
229	Marketing North West "Our Town"				
	Economic Development	100%	Funding of Our Town episode completed, program developed and aired on GWN7	The Shire promoted the district through the Our Town television episodes aired on the 7 network.	<input type="checkbox"/>
	Office of the Chief Executive				
2.2.5: Advocate for improved telecommunications and internet services					

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
230	Advocate for improved Information & Communications Technology within the Shire				
	Economic Development	100%	Continued to advocate for improved services to residents in regard to communications technology.	During the year NBN begun work within the town of Kununurra to provide access to high speed data connections. The role out of NBN in Kununurra will continue into the 2017/18 Financial Year.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
2.2.6: Support local initiatives that promote entrepreneurial activities and a greater diversity of industries in the East Kimberley					
231	Advocate for industry and business development				
	Economic Development	100%	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	The Chief Executive Officer on behalf of the Shire advocates for key local issues through regular meetings with Ministers, Local Member, and State/Federal Government Agencies such as the Kimberley Development Commission	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
2.2.7: Advocate for a range of affordable housing options and styles that cater to a broad market including key worker housing					
235	Liaise with relevant Government Departments on initiatives to provide affordable housing				
	Office of the Chief Executive	20%	General discussion held with the Department of Housing regarding house supply.	General discussion held with the Department of Housing regarding house supply.	<input checked="" type="checkbox"/>
	Office of the Chief Executive				
2.2.8: Support and advocate for further development of the East Kimberley regional airport to attract more aircraft and greater competition					
237	EKRA - Extend the length for the runway to accommodate larger aircraft				
	Airport	10%	Work to identify and lobby for funding continued	Work to identify and lobby for funding during the year will continue into 2017/18.	<input checked="" type="checkbox"/>
	Infrastructure				
240	EKRA - Review and update the East Kimberley Regional Airport Master Plan				
	Airport	100%	Airport Master Plan 2017 has been completed with report scheduled to August Council Meeting.	A significant review of the Master Plan was undertaken during the year with a new draft Plan 2017 completed for submission to the August 2017 Council Meeting.	<input type="checkbox"/>
	Infrastructure				
241	EKRA - Welcome to Country Signage and sculpture				
	Airport	100%	The second element of sculpture was installed during the Quarter and formal Ceremony held with representatives of local Aboriginal community.	Following the initial installation of the Boab nut sculpture a second sculpture with signage details was installed together with a formal ceremony with representatives from the local Aboriginal community.	<input type="checkbox"/>
	Infrastructure				

ID	Action Title			17/18 Plan	
	Service	% Complete	Quarter 4 Progress April to June 2017		End of Year Comment
	Responsible Directorate				
242	EKRA - Improve Airport Precinct Signage				
	Airport	25%	Planning competed for Airport Entry Sign including siting and drawings. Builder commissioned with works expected in Q1 2017/18.	Planning competed for Airport Entry Sign including siting and drawings. Builder commissioned with works expected in Q1 2017/18.	☑
	Infrastructure				
243	EKRA - Store for Terminal Cleaning Equipment				
	Airport	25%	Store has been constructed to east of Terminal and is being utilised for cleaning equipment.	Store has been constructed to east of Terminal and is being utilised for cleaning equipment.	☐
	Infrastructure				
244	EKRA - Provide CCTV and upgrade Phone Systems at Airport Terminal				
	Airport	70%	New telephone system installed and operational. Independent review of CCTV capabilities with Waste Depot commissioned and draft Report received. To be installed by end Q2 2017/18.	New telephone system installed and operational. Independent review of CCTV capabilities with Waste Depot commissioned and draft Report received. To be installed by end Q2 2017/18.	☑
	Infrastructure				
293	EKRA - Upgrade and increase airport carparking capacity				
	Airport	30%	Following detailed design the project has been unsuccessfully tendered on two occasions. The works and cost estimates are to be reviewed in 2017/18 with aim to retender.	Site investigations and detailed design undertaken however tendering unsuccessful. Project review and retender in 2017/18.	☑
	Infrastructure				
299	EKRA - Airport Perimeter Security Fence Upgrade				
	Airport	100%	Replacement of next section of air-side security fencing completed in Q4.	Comprising part of staged program to upgrade the air-side security fencing the works were satisfactorily undertaken during the year.	☑
	Infrastructure				
2.2.9: Lobby for improvements to transport infrastructure, particularly for heavy haulage and shipping					
249	Great Northern Highway - Liaise with the State and Federal Governments on improvement projects				
	Office of the Chief Executive	100%	During the quarter work to replace the single lane Bow River Bridge with a dual lane begun and will significantly improve traffic safety. Funding of approx. \$50M has been allocated to upgrade Maggies Jump-up this will improve safety on the main access road	Funding to improve Great Northern Highway by Federal Government and State Government continued during the year. Work to replace the single lane Bow River Bridge with a dual lane will significantly improve safety. Funding of approx. \$50M to upgrade Maggies Jump-up will improve safety on the main access road for Wyndham.	☑
	Office of the Chief Executive				
250	Kununurra Bypass - Liaise with the State and Federal Governments on construction of a bypass				
	Office of the Chief Executive	10%	During the quarter community raised the prospect of a second bridge crossing for the Ord near Ivanhoe Crossing by moving the proposed Kununurra bypass to provide all weather access to water holes. No further progress was made during the quarter.	The Chief Executive Officer continues to advocate for the construction of a alternate bridge crossing the Ord River during meetings with the State and Federal Governments.	☑
	Office of the Chief Executive				

2.3: Facilities are appropriate for their intended purpose and factor in whole of life costing and maintenance

ID	Action Title		Quarter 4 Progress	End of Year Comment	17/18 Plan
	Service	% Complete	April to June 2017		
	Responsible Directorate				

2.3.1: Manage and maintain assets in a strategic and cost effective manner

252	Wyndham - Road reseal program				
	Roads - Sealed	50%	Contract Awarded.Construction works scheduled to commence in early August 2017.	It is anticipated that all works will be complete by end Q1 2017/18.	<input checked="" type="checkbox"/>
	Infrastructure				
253	Spray seal resurfacing program - Wyndham Townsite (R2R)				
	Roads - Sealed	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
255	Egret Close - Reconstruct and seal				
	Roads - Sealed	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
261	Kununurra - Reconstruct Nutwood and Rosewood Streets				
	Roads - Sealed	50%	Works deferred until new financial year awaiting contact to be awarded	Nutwood / Rosewood Streets drainage redevelopment is an ongoing program. Stage 1 works awaiting contract awarded at July OCM. Revised completion early Oct 2017	<input checked="" type="checkbox"/>
	Infrastructure				
265	Reconstruct the D2 drain following M1 Siphon augmentation				
	Drainage	100%	This project was required to satisfy a Shire responsibility to the Ord irrigation Cooperative. Responsibility for completion of this work was transferred to the Ord irrigation Cooperative.	This project was required to satisfy a Shire responsibility to the Ord irrigation Cooperative. Responsibility for completion of this work was transferred to the Ord irrigation Cooperative.	<input type="checkbox"/>
	Infrastructure				
267	Wyndham - Gambier Street U drainage channel				
	Drainage	50%	All consultancy works complete. Project awarded to Contractor. Works scheduled to commence early August with an anticipated completion date late August.	It is anticipated that all works will be complete by this stage.	<input checked="" type="checkbox"/>
	Infrastructure				
268	Drainage Upgrade (Design, Estimates, Construct)				
	Drainage	100%	Completed		<input type="checkbox"/>
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
269	Kununurra - Miniata Street - Divert collapsed drain under properties				
	Drainage	100%	Completed		<input type="checkbox"/>
	Infrastructure				
282	Research Station Road - Construct and seal				
	Roads - Unsealed	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
283	Mills Road - Reconstruct Failures				
	Roads - Unsealed	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
289	Bridge 5123 - Research Station Road				
	Bridges	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
294	EKRA - Air Conditioning Plant Replacement				
	Airport	30%	Site investigations in Q3 identified need for prior power augmentation - design completed and construction contract issued in Q4. Replacement air-conditioning be installed during Q2 of 2017/18.	Project installation deferred due to need for power augmentation to Terminal. The two stages of work scheduled to be completed in 2017/18.	<input checked="" type="checkbox"/>
	Infrastructure				
295	Wyndham Airport - Runway Reseal				
	Airport	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
297	Wyndham Airport - Upgrade to Septic System				
	Airport	100%	Project completed in Q3.	Upgrade of the Septic System completed and working satisfactorily.	<input type="checkbox"/>
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
298	EKRA - Maintenance of EKRA Terminal Building				
	Airport	100%	Project completed in Q3.	Works primarily comprising internal painting and utility maintenance completed.	<input type="checkbox"/>
	Infrastructure				
301	Kalumburu Road Renewal / Upgrade				
	Roads - Unsealed	100%	Completed	Completed	<input checked="" type="checkbox"/>
	Infrastructure				
303	Renew or upgrade new Landfill Assets as per Waste Management Strategy				
	Waste Management	75%	Implimentation of the Waste Management Strategy is ongoing.	Implimentation of the Waste Management Strategy is ongoing.	<input type="checkbox"/>
	Infrastructure				
304	Kununurra Landfill Site - Complete and commission new liquid waste ponds				
	Waste Management	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
306	Kununurra Landfill Site - Bores				
	Waste Management	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
307	Wyndham landfill - Purchase generator				
	Waste Management	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
308	ICT - Upgrade CCTV at the Kununurra Landfill				
	Information & Communications Technology	10%	Consultant submitted his report.	Project carried over to 2017/18	<input checked="" type="checkbox"/>
	Corporate Services				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
312	Create Action Plan and Implement development program for recreation space and playground equipment				
	Community Services	75%	Draft Recreation Space Action Plan has been developed with editing and further updating required	During the year the Draft Recreation Space Action Plan was completed and is being finalised for presentation to Council.	<input type="checkbox"/>
	Community Development				
315	Plant Replacement - Depot - Light Passenger Plant				
	Depot Services	100%	Completed	Completed	<input checked="" type="checkbox"/>
	Infrastructure				
316	Plant Replacement - Depot - Grounds-care Plant Medium				
	Depot Services	90%	Waiting on the delivery of a tractor and slasher.	Tractor and slasher expected t be delivered in August.	<input checked="" type="checkbox"/>
	Infrastructure				
317	Plant Replacement - Depot - Grounds-care plus Attachments				
	Depot Services	100%	Completed	Completed	<input checked="" type="checkbox"/>
	Infrastructure				
318	Plant Replacement - Depot - Trucks & Earthmoving Heavy				
	Depot Services	100%	Completed	Completed	<input checked="" type="checkbox"/>
	Infrastructure				
319	Plant Replacement - Airport - Passenger Plant				
	Airport	100%	Plant replacement completed in Q2.	Airport Passenger Plant replacement program was delivered.	<input checked="" type="checkbox"/>
	Infrastructure				
320	Plant Replacement - Airport - Grounds-care Plant Medium				
	Airport	100%	Preliminary work undertaken to investigate Ground care plant replacement. Condition of equipment has allowed replacement to be pushed out until 2018/19.	No Plant replacement was required duirng 2016/17. Condition of equipment has allowed replacement to be pushed out until 2018/19.	<input checked="" type="checkbox"/>
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
322	Implement Mangaloo Street traffic management devices				
	Roads - Unsealed	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				
509	Lake Argyle Road Upgrade Program				
	Roads - Sealed	100%	Completed.	Completed.	<input checked="" type="checkbox"/>
	Infrastructure				
2.3.2: Plan, design and budget for sustainable infrastructure					
324	Produce 10 year Asset Management schedule				
	Asset Management	50%	This work to be undertaken in following the development of a Service Level Statement.	This work to be undertaken in following the development of a Service Level Statement.	<input type="checkbox"/>
	Infrastructure				
331	Kununurra - Develop Stormwater Management Strategy				
	Drainage	40%	The study was held up by a third party supplier due to weather constraints. The study report is expected to be received by the Shire during August 2017.	The study was held up by a third party supplier due to weather constraints. The study report is expected to be received by the Shire during August 2017.	<input checked="" type="checkbox"/>
	Infrastructure				
332	Review traffic management for Ron Hodnett Drive				
	Roads - Unsealed	100%	A section of Ron Hodnet drive has been closed.	A section of Ron Hodnet drive has been closed.	<input checked="" type="checkbox"/>
	Infrastructure				
2.4: High standard of health and community facilities and services available to all residents					
2.4.1: Advocate for improved health and community services					
333	Review and maintain a Disability Access and Inclusion Plan				
	Community Services	75%	Draft Disability Access and Inclusion Plan has been produced with editing and further updating required	Draft Disability Access and Inclusion Plan has been produced with editing and further updating required	<input type="checkbox"/>
	Community Development				
336	Support childcare services				
	Community Services	100%	Staff attend Early Years Network Meetings and liaise with groups such as Ewin Centre and Kununurra Neighbourhood House as required	During the year Shire Staff attended relevant Early Years Network meetings to support initiatives in this area.	<input type="checkbox"/>
	Community Development				

ID	Action Title		Quarter 4 Progress April to June 2017	End of Year Comment	17/18 Plan
	Service	% Complete			
	Responsible Directorate				

2.4.2: Ensure community compliance with Environmental Health regulations

340	Manage and provide environmental health services				
	Environmental Health	100%	32 Premises inspected, 14 Public Event Inspections 11 Septic tank applications assessed.9 Complaints, Monthly pool sampling on target	129 Routine Health Inspections, 22 Public Event Inspections 20 Septic tank applications assessed.32 Complaints investigated. The public swimming pools in Kununurra and Wyndham were tested every month for chemical and microbiological quality.	<input checked="" type="checkbox"/>
	Community Development				
341	Mosquito-borne disease management				
	Environmental Health	100%	Ongoing trapping. Sentinel chicken program and the Sentinel Mosquito Arbovirus Capture Kit (SMACK) Trapping program on target.	During the year the Shire participated in the fortnightly Sentinel Chicken Program and Sentinel Mosquito Arbovirus Capture Kit (SMACK) Trapping project used to provide an early warning of increased flavivirus activity. Mosquito trapping was carried out in Wyndham and Kununurra on a fortnightly basis during the wet season and on a monthly basis during the dry season.	<input type="checkbox"/>
	Community Development				
342	Implement Mosquito Management Plan				
	Environmental Health	100%	Ongoing public awareness and communications program - FIMMWA funded fight the bite advertising (including advertising at the cinemas and through the radio). Ongoing larval surveys and application of larvicide in Kununurra and Wyndham as required.	The Shire Environmental Health Officers attended the Mosquito Management training organised by Department of Health and developed and implemented the Mosquito Management Plan. During the year the Shire also received FIMMWA Funding that contributed to the Fight the Bite campaign	<input checked="" type="checkbox"/>
	Community Development				

2.4.3: Support early childhood and family support services

346	Deliver family literacy activities and programs				
	Libraries	100%	Rhyme time sessions twice per week are well attended. Storytime once per week is also attended. All family literacy activities and programs were completed for the financial year during quarter 4.	More than 2,500 carers and children enjoyed Storytime and Rhymetime, Wyndham and East Kimberley students celebrated National Simultaneous Storytime, Children's Book Week and the Kimberley Writers Festival. 5,500 community members used the Internet facilities, we welcomed 690 new library members and loaned more than 43,000 items.	<input checked="" type="checkbox"/>
	Community Development				

2.4.4: Provide an environment where youth are empowered to develop their potential

348	Establish a Youth Advisory Council				
	Youth Services	0%	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	<input checked="" type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
349	Manage and promote youth services and program delivery				
	Youth Services	100%	Save the Children continued to operate during the quarter providing a range of activities and services for young people. Community Services staff continue to have a strong involvement with the Kununurra Empowering Youth (KEY) School Holiday Program. The Shire improved safety around the youth/sports precinct with the closure of Rod Hodnett Drive to restrict traffic flow	The Shire continues to provide the Kununurra and Wyndham Youth Centres. The Kununurra Youth centre was successfully managed by Save the Children, with the Ted Birch Recreation Centre in Wyndham operated by Shire staff. Community Services staff continue to have a strong involvement with the Kununurra Empowering Youth (KEY) School Holiday Program.	☑
	Community Development				
350	Manage and support the Youth and Recreation Centre in Wyndham in accordance with a Youth Services Strategy				
	Youth Services	100%	Staffing has been an issue with two (2) x casual positions now filled in quarter four (4) to enable the services safe delivery.	The Shire continues to operate the Wyndham Youth Service and is in negotiations for a new operational partnership to further improve the staffing and delivery of youth services in Wyndham.	☐
	Community Development				
351	Employ youth based school trainee at the Kununurra Leisure Centre or Wyndham Swimming Pool				
	Recreation Services	20%	At this stage no further progress has been made.	The engagement of a Trainee for the Wyndham Swimming Pool and Ted Birch Recreation Centre is a priority that fulfils several aims. The Traineeship would provide an employment opportunity for a local community member and provide further qualified coverage for the Swimming Pool and recreational services in the town. This position has been proposed in the 2017/18 Annual Budget.	☑
	Community Development				

2.5: East Kimberley residents have access to a broad range of educational opportunities

2.5.2: Advocate for the introduction of culturally appropriate alternative education for Indigenous people

355	Support culturally appropriate alternative education opportunities				
	Community Services	0%	This continues to challenge the Shire as stakeholders and options are limited and the Shire is dependant on alternative educators to initiate much of the activity required.	This continues to challenge the Shire as stakeholders and options are limited and the Shire is dependant on alternative educators to initiate much of the activity required.	☑
	Office of the Chief Executive				

2.5.3: Advocate for the establishment of more school based apprenticeships

356	Lobby the Department of Education for more school based apprenticeships				
	Community Services	0%	This continues to challenge the Shire in regard to engaging with influence with the Department of Education.	This continues to challenge the Shire in regard to engaging with influence with the Department of Education.	☑
	Office of the Chief Executive				

2.5.4: Encourage activities that promote adult educational opportunities including family support and life skills programs

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
357	Advocate for additional adult education opportunities				
	Community Services	0%			<input checked="" type="checkbox"/>
	Office of the Chief Executive				
3: Protection and enhancement of lifestyle values, community facilities and the environment to provide safe and inviting communities					
<i>No. of actions supporting the Goal</i> 70 <i>Goal Actions % Complete</i> 71%					
3.1: A broad range of lifestyle opportunities and activities are available for East Kimberley residents					
3.1.1: Support activities that promote volunteerism and active participation in community events and programs					
358	Support Civic and Volunteer events				
	Community Development	100%	All Civic and community Events completed for 2016/17. concluding with Thank a Volunteer Day in December 2016	Shire Staff actively supported local groups in the delivery of Civic and Community Events: Thank a Volunteer Day (Dec 2016), Seniors Week (Nov 2016), Great Northern Clean Up (Nov 2016), NAIDOC Week (July 2016), International Day of People with Disability (Dec 2016), Volunteer of the Year (26 Jan 2017)	<input checked="" type="checkbox"/>
	Community Development				
359	A3.1.1.1.5 ANZAC day				
	Governance	100%	ANZAC Dawn services were held in both Wyndham and Kununurra on 25 April 2017. The Shire came together on 25th April to commemorate all Australians and New Zealanders who served and died. Anzac Day marks the anniversary of Gallipoli the first campaign that	The community came together on 25 April to commemorate all Australians and New Zealanders who served and died. Anzac Day marks the anniversary of Gallipoli the first campaign that led to major casualties for Australian and New Zealand forces during the First World War. Dawn services were held in both Wyndham and Kununurra.	<input type="checkbox"/>
	Office of the Chief Executive				
360	A3.1.1.1.1 Great Northern Clean Up				
	Community Development	100%	The Great Northern Clean Up was held in Kununurra in October 2016 with limited attendance by community members.	The Great Northern Clean Up was held in Kununurra in October 2016 with limited attendance by community members.	<input type="checkbox"/>
	Community Development				
362	A3.1.1.1.2 Thank a Volunteer Day				
	Community Development	100%	Thank a Volunteer Day was delivered in December 2016.	Shire staff publicised the event within the community. Staff also actively partnered with community organisations and participated in the delivery of Thank a Volunteer Day Events, Kununurra and Wyndham in December 2016.	<input type="checkbox"/>
	Community Development				
363	A3.1.1.1.3 Seniors Week				
	Community Development	100%	Seniors Week delivered in November 2016	Shire Staff actively supported and partnered with local groups in the delivery of Seniors Week 2016.	<input type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
364	A3.1.1.1.4 NAIDOC Week				
	Community Development	100%	NAIDOC Week held in July 2016	Shire Staff actively supported local groups in the delivery of NAIDOC Week.	<input type="checkbox"/>
	Community Development				
365	A3.1.1.1.7 International Day of People with Disability				
	Community Development	100%	Event held on Sunday, 3 December 2016	Shire Staff actively supported local groups in the delivery of International Day for People with a Disability.	<input type="checkbox"/>
	Community Development				
366	Volunteer of the Year Awards				
	Governance	100%	Event held on 26th January 2017 Australia Day in Kununurra and Wyndham.	Shire staff organised and delivered events in Kununurra and Wyndham.	<input type="checkbox"/>
	Community Development				
367	A3.1.1.1.9 Australia Day				
	Governance	100%	Nil	On Australia Day the community came together as a nation to celebrate what's great about Australia and being Australian. It's the day to reflect on what we have achieved and what we can be proud of in our great nation. It's the day for us to re-commit to making Australia an even better place for the future.	<input type="checkbox"/>
	Office of the Chief Executive				
3.1.3: Support the community by providing access to local funding and sponsorship opportunities					
371	Action 3.1.3.1 Administer grants for community clubs and events				
	Community Development	100%	Annual Community Grants program provided to community groups.	The Shire successfully delivers the Community Grants program to support local clubs and organisations.	<input type="checkbox"/>
	Community Development				
372	Deliver a community grants scheme				
	Community Development	100%	The Community Grants Scheme continued to be delivered during the 4th Quarter	Annual Grants Program for the 2016/2017 delivered successfully and adopted at the September 2016 OCM. Annual Grants and Rates Assistance program for 2017/2018 Financial year was open from 1 May to 30 June 2017, receiving 29 applications, with recommendations put to Council for a Adoption at the July 2017 OCM. .	<input checked="" type="checkbox"/>
	Community Development				
373	A3.1.3.1.2 Ord River Sports Club Self-Supporting Loan				
	Community Development	0%	A Self-Supporting Loan for Ord River Sports Club has not been utilised	A Self-Supporting Loan for Ord River Sports Club has not been utilised by the Club during 2016/17.	<input type="checkbox"/>
	Corporate Services				

ID	Action Title		Quarter 4 Progress April to June 2017	End of Year Comment	17/18 Plan
	Service	% Complete			
	Responsible Directorate				

3.1.4: Facilitate activities that link communities

376	Identify opportunities and support activities that encourage relationships between different communities and community groups				
	Community Development	100%	The Stakeholder Advisory Group met on 12 June 2017.	At the October 2016 Ordinary Council Meeting Council endorsed the establishment of a Stakeholder Advisory Group. The Stakeholder Advisory Group was established to increase the flow of information between the Shire and the community, and to provide key stakeholders with an opportunity to be more active in the decision-making process. The Inaugural Meeting of the Group was on 23 January 2017; further meetings have been held on 27 March 2017 and 12 June 2017.	✓
	Community Development				

3.2: Waste management and protection of environmental values

3.2.1: Provide an integrated approach to waste management that includes waste minimisation strategies

305	Kununurra landfill area Capping				
	Waste Management	75%	Landfill capping is progressive and continuous with the development of the landfill.	Landfill capping is progressive and continuous with the development of the landfill.	✓
	Infrastructure				
310	Rehabilitation and decommission existing liquid waste ponds				
	Waste Management	50%	Work held up due to supply of membrane, work continuing into 2017/18	Work held up due to supply of membrane, work continuing into 2017/18	✓
	Infrastructure				
377	Implement the Waste Management Strategy				
	Waste Management	75%	Implementation of the Waste Management Strategy is ongoing.	Implementation of the Waste Management Strategy is ongoing.	✓
	Infrastructure				
380	Review closure plans for current Kununurra and Wyndam landfill sites				
	Waste Management	75%	Closure plans to be reviewed again in 2017/18	Closure plans to be reviewed again in 2017/18	✓
	Infrastructure				
381	Provide an annual "Free Waste Disposal Weekend" for domestic waste				
	Waste Management	100%	Completed	Completed	✓
	Infrastructure				

3.2.2: Ensure energy efficiency and low carbon options are used to reduce the Shire's energy costs and carbon footprint

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
382	Ensure environmental sustainability is considered in all decision making processes				
	Environment	100%	Environmental sustainability considered in the assessment of development applications, and applications referred to relevant agencies for comment as required.	Environmental sustainability considered in the assessment of development applications, and applications referred to relevant agencies for comment as required.	<input type="checkbox"/>
	Community Development				
3.3: Towns are safe and inviting for locals and tourists					
3.3.2: Promote greater vibrancy and activity within town centres, particularly through a mix of restaurants and accommodation					
388	Event Promotion				
	Community Development	100%	Community events held in the quarter promoted through the Shire's Web Site and events calendar.	During the year the Shire participated in the promotion of 6 significant events. The ongoing promotion of events is undertaken in partnership with a range of community groups.	<input type="checkbox"/>
	Community Development				
3.3.3: Ensure adequate street lighting					
263	Coolibah Drive - Lighting Upgrade Program Black Spot				
	Street Lighting	100%	Completed	Completed	<input checked="" type="checkbox"/>
	Infrastructure				
3.3.4: Ensure a well-connected and maintained network of shared paths					
274	Kununurra Townsite Footpath Upgrade Program				
	Footpaths	35%	Contract awarded. Media release effective 28/06/2017 ending 11/07/2017. Works scheduled to commence Mid July and complete by mid August.	It is anticipated that all works will be complete by mid August.	<input checked="" type="checkbox"/>
	Infrastructure				
275	Wyndham Townsite Footpath Upgrade Program				
	Footpaths	35%	Contract awarded. Media release effective 28/06/2017 ending 11/07/2017. Works scheduled to commence Mid July and complete by mid August.	It is anticipated that all works will be complete by mid August.	<input checked="" type="checkbox"/>
	Infrastructure				
276	Extend Coolibah Drive Footpath. Provide crossing point at Ironwood Drive, widen the path between Ironwood & Ivanhoe Caravan Park				
	Footpaths	100%	Completed	Completed	<input type="checkbox"/>
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
394	Prepare a Trails Master plan incorporating: - Wyndham Port footpath - Kununurra foreshore trails				
	Recreation and Leisure	100%	Draft Trails Master Plan developed for community consultation.	Draft Trails Master Plan developed for community consultation.	<input type="checkbox"/>
	Community Development				
3.3.6: Collaborate with Police and other agencies to review and make recommendations with regard to improved safety and reduced vandalism in towns					
399	Develop the Shire Community Safety and Crime Prevention Plan				
	Community Development	0%	Work has not commenced on this plan as yet due to competing priorities and capacity	The Community Safety and Crime Prevention Plan has been deferred and will be developed and presented to Council in the 2017/18 financial year.	<input checked="" type="checkbox"/>
	Community Development				
400	Develop check list based on CPTED principles when reviewing Shire facilities or designing new initiatives				
	Community Development	0%	Work has not commenced due to competing priorities and capacity	Work has not commenced due to competing priorities and capacity	<input checked="" type="checkbox"/>
	Community Development				
404	Undertake evaluation of Takeaway Alcohol Management System (TAMS) trial				
	Community Development	100%	TAMs evaluation report completed and referred to the Kununurra Wyndham Alcohol Accord for consideration	An evaluation of the TAMS Alcohol Management System was completed during the year. The report evaluated the benefits of TAMS and the overall impacts on the health and wellbeing of the community. The report was referred to the Kununurra Wyndham Alcohol Accord for consideration.	<input type="checkbox"/>
	Community Development				
405	Takeaway Alcohol Management System (TAMS) and evaluation				
	Community Development	100%	TAMs trial completed and project extended by 12 months	Kununurra Wyndham Alcohol Accord Group unanimously endorsed the extension of the TAMS program for a further 12 months.	<input checked="" type="checkbox"/>
	Community Development				
3.3.8: Ensure quality, consistent and responsive development and building assessment approval processes and enforcement					
408	Action 3.3.8.4 Review Local Planning Scheme				
	Strategic & Land Use Planning	90%	No further action can be undertaken until the draft Local Planning Scheme has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	No further action can be undertaken until the draft Local Planning Scheme has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	<input type="checkbox"/>
	Community Development				
409	Review local planning policies				
	Strategic Land Use Planning	10%	No further action can be undertaken until the draft Local Planning Scheme has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	No further action can be undertaken until the draft Local Planning Scheme has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	<input checked="" type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
410	Action 3.3.8.6 Finalise Local Planning Strategy				
	Strategic & Land Use Planning	90%	No further action can be undertaken until the draft Local Planning Strategy has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	No further action can be undertaken until the draft Local Planning Strategy has been approved by the WAPC (with or without modifications). There has therefore been no further progress during this quarter.	<input type="checkbox"/>
	Community Development				
480	Action 3.3.8.1 Manage and provide building services				
	Building Applications and Permits	100%	Building and Demolition Permit and Certifications issued: BA3 (Certificate of Design Compliance) x 7 + 24 (external certification); BA4 (Building Permit) x 20; BA6 (Demolition Permit) x 10; BA10 (Occupancy Permit) x 7; BA12 (Strata Occupancy Permit) x 0; BA14 (Building Approval Certificate) x 5; BA16 (Strata Building Approval Certificate) x 0; BA17 (Certificate of Construction Compliance) x 4; BA18 (Certificate Building Compliance) x 4; Amended Building Permit x 4; Extension of Time x 2; Private Swimming Pool Fencing inspections: Non-Compliant x 9 Compliant x 15 Removed: x 1	Building and Demolition Permit and Certifications issued: BA3 (Certificate of Design Compliance) x 45 + 34 (external certification); BA4 (Building Permit) x 74; BA6 (Demolition Permit) x 11; BA10 (Occupancy Permit) x 9; BA12 (Strata Occupancy Permit) x 0; BA14 (Building Approval Certificate) x 6; BA16 (Strata Building Approval Certificate) x 0; BA17 (Certificate of Construction Compliance) x 5; BA18 (Certificate Building Compliance) x 6; Amended Building Permit x 8; Extension of Time x 2; Private Swimming Pool Fencing Inspections: Non-Compliant x 15; Compliant x 32; Removed: x 3	<input type="checkbox"/>
	Community Development				
481	Maintain an asbestos register for Shire facilities				
	Building Applications and Permits	100%	Register completed - actions / recommendations to be implemented as required during scheduled maintenance	Register completed - actions / recommendations to be implemented as required during scheduled maintenance	<input type="checkbox"/>
	Community Development				
3.3.9: Provide animal control in accordance with legislative requirements					
411	Provide Ranger Services - Implement an animal management plan				
	Ranger Services	75%	Outdated Animal Management Plan being utilised. New plan in progress/draft.	Outdated Animal Management Plan being utilised. New plan in progress/draft. Plan to be reviewed during 2017/18	<input checked="" type="checkbox"/>
	Infrastructure				
412	A3.3.9.3.1 Implement an animal management plan				
	Ranger Services	75%	Completed. Pound insulated and Water supply upgraded.	Completed. Pound insulated and Water supply upgraded.	<input type="checkbox"/>
	Infrastructure				
413	Animal Management Facility Improvements				
	Ranger Services	100%	Projected improvements for 2016/17 complete. Further improvements for 2017/18 outstanding.	Projected improvements for 2016/17 complete. Further improvements planned for 2017/18.	<input checked="" type="checkbox"/>
	Infrastructure				

3.3.10: Adopt a partnership approach for emergency and fire management planning, preparedness, response and recovery

ID	Action Title		Quarter 4 Progress April to June 2017	End of Year Comment	17/18 Plan
	Service	%			
	Responsible Directorate	Complete			
414	Manage Fire and Emergency Services				
	Emergency Services	75%	Revised RFT Release early August. Target Award early October 2017. Target Department of Health facility operating licence June 2019 . Delayed while waiting for Water Corporation input into Scope of Works	Revised RFT Release early August. Target Award early October 2017. Target Department of Health facility operating licence June 2019 . Delayed while waiting for Water Corporation input into Scope of Works	✓
	Infrastructure				
415	Develop Environmental Health Emergency Management Support Plan				
	Environmental Health	0%	Currently working on the development of a Draft Environmental Health Emergency Management Support Plan	During the year the Shire Environmental Health Officers have met with the Local Emergency Management Committee and discussed the need for an Environmental Health Emergency Management Support Plan and have started collecting information as part of the development process. Staff have also completed emergency management training.	✓
	Community Development				
3.4: Protection and enhancement of community facilities					
3.4.1: Manage, maintain and upgrade public parks and amenities to ensure they meet community need and are accessible to people of all ages and abilities					
311	Renew and upgrade play spaces in accordance with Recreation Space Action Plan				
	Parks	0%	No works were undertaken during the Quarter, waiting on completion of Recreation Space Action Plan	Community to determine the overall scope for playground upgrade or renewal and discuss with Infrastructure.	✓
	Infrastructure				
313	Playspace Maintenance				
	Parks	100%	This is an ongoing maintenance program.	This is an ongoing maintenance program.	✓
	Infrastructure				
416	Upgrade Wyndham waste water reuse treatment facility				
	Infrastructure	0%	This item replaced by other specific programs in the new Corporate Business Plan including upgrading reticulation systems and a tree planting program.	This item replaced by other specific programs in the new Corporate Business Plan including upgrading reticulation systems and a tree planting program.	✓
	Infrastructure				
418	Enhance shire parks and gardens				
	Parks and Gardens	20%	finalising design and quotes for work. Expected completion prior to the December 2017.	finalising design and quotes for work. Expected completion prior to the December 2017.	☐
	Infrastructure				
419	Wyndham Parks and Gardens Reticulation Upgrade				
	Parks and Gardens	100%	Upgrade Lily Creek Lagoon jetty, boat ramp and car park completed	Upgrade Lily Creek Lagoon jetty, boat ramp and car park completed	✓
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
424	Action 3.4.1.4 Maintain, upgrade or renew public buildings and facilities				
	Property & Facility Mgmt.	100%	Maintenance of public buildings and facilities continued during the Quarter. An energy saving improvement was the installation of LED lighting in the KLC Hall that will reduce the operating cost of the hall.	All identified maintenance and upgrades were undertaken through the 2016/17 Financial Year in accordance with the adopted 2016/17 budget.	<input type="checkbox"/>
	Community Development				
425	A3.4.1.4.1 Purchase/swap lot 828 Koolama St Wyndham				
	Property & Facility Mgmt.	75%	The Shire is awaiting an updated Deed of Land Exchange to be provided for signing by the Department of Lands (now Department of Planning, Lands and Heritage). New valuations have been obtained for the land swap and the updated Difference in Value is now \$12,000.00 (GST inclusive). The Difference in Value was formerly \$13,000.00 (GST inclusive). The Deed of Land Exchange will require the structure at Lot 828 Koolama St Wyndham to be demolished within 6 months of the date of the deed.	The Shire is awaiting an updated Deed of Land Exchange to be provided for signing by the Department of Lands (now Department of Planning, Lands and Heritage). New valuations have been obtained for the land swap were obtained and the updated Difference in Value is now \$12,000.00 (GST inclusive). The Difference in Value was formerly \$13,000.00 (GST inclusive). The Deed of Land Exchange will require the structure at Lot 828 Koolama St Wyndham to be demolished within 6 months of the date of the deed.	<input type="checkbox"/>
	Community Development				
426	A3.4.1.4.2 Demolish structure at lot 828 Koolama St Wyndham				
	Property & Facility Mgmt.	0%	The demolition is required to be undertaken by a class 2 licenced contractor. In order to get quotes for the demolition of the structures through vendor panels (as required) we requested a number of contractors with the appropriate licence to register with vendor panel. This was because only one of the contractors licenced in WA were registered on vendor panel, however three quotes are required. Several contractors are now registered on vendor panel and quotes will soon be sought.	The demolition is required to be undertaken by a class 2 licenced contractor. In order to get quotes for the demolition of the structures through vendor panels (as required) we requested a number of contractors with the appropriate licence to register with vendor panel. This was because only one of the contractors licenced in WA were registered on vendor panel, however three quotes are required. Several contractors are now registered on vendor panel and quotes will soon be sought.	<input type="checkbox"/>
	Community Development				
427	A3.4.1.4.3 Construct ablutions and club storage at the Agricultural Oval				
	Property & Facility Mgmt.	90%	Contract awarded and works to be completed by 31 July 2017, noting that this was rolled into the 2017/18 budget due to administration delays.	During the year construction of Public Toilet facilities at the Agricultural Oval started and are scheduled to be completed in August 2017	<input type="checkbox"/>
	Community Development				
429	Investigate options to heat Kununurra and Wyndham swimming pools during cooler months				
	Property & Facility Mgmt.	100%	Research completed and documented into a range of heating options, all were cost prohibitive at this time.	Budgetary constraints at this time have impacted on the proposed heating project with further research required into client demand, heating alternatives and available grant funding.	<input type="checkbox"/>
	Community Development				
432	A3.4.1.4.5 Replace shade sails at the Kununurra Leisure Centre paddlers pool				
	Property & Facility Mgmt.	100%	Shade sails installed during this quarter over the toddlers pool	Project completed with a Shade sail installed at the Kununurra Leisure Centre.	<input type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
434	Investigate lights, viewing area and change rooms upgrade at Wyndham Oval				
	Property & Facility Mgmt.	75%	An upgrade of the existing oval lighting to occur in July 2017, changerooms and viewing area dependent on Sportsground Master Plan 2017/18.	An upgrade of the existing oval lighting to occur in July 2017, changerooms and viewing area dependent on Sportsground Master Plan 2017/18.	<input type="checkbox"/>
	Community Development				
3.4.2: Consider cultural values in all planning and design phases					
437	Action 3.4.2.1 Engage with Indigenous people in relation to public planning and design projects				
	Strategic & Land Use Planning	100%	The Stakeholder Advisory Group met on 12 June 2017.	At the October 2016 Ordinary Council Meeting Council endorsed the establishment of a Stakeholder Advisory Group. The Stakeholder Advisory Group was established to increase the flow of information between the Shire and the community, and to provide key stakeholders with an opportunity to be more active in the decision-making process. The Inaugural Meeting of the Group was on 23 January 2017; further meetings have been held on 27 March 2017 and 12 June 2017.	<input type="checkbox"/>
	Community Development				
3.4.3: Ensure Shire facilities are planned and managed to meet community needs					
441	Action 3.4.3.1 Property and facility management - Administer leases - Public buildings - Ablutions - Shire staff housing				
	Property & Facility Mgmt.	100%	Renewal of Community Leases over Shire reserve land continued during the Quarter	Renewal of Community Leases over Shire reserve land continued through the 2016/17 financial year.	<input type="checkbox"/>
	Community Development				
442	Action 3.4.3.2 Develop Shire Staff Housing Policy				
	Organisational Development	15%	Research has commenced for the development of a Shire Housing Strategy; for progress will occur in 2017/18	Research has commenced for the development of a Shire Housing Strategy; for progress will occur in 2017/18	<input type="checkbox"/>
	Office of the Chief Executive				
444	A3.4.3.2 Staff Housing Upgrades				
	Property & Facility Mgmt.	100%	Work to maintain staff housing continued as planned and budgeted.	Staff housing was maintained within budget during the year	<input type="checkbox"/>
	Community Development				
445	Action 3.4.3.3 Manage Wyndham Community Resource Centre				
	Community Development	100%	Centre successfully managed with contract deliverables achieved during the quarter	During the year the Centre was successfully managed with contract deliverables achieved during the quarter. The Shires recent tender application for the management of the Wyndham CRC was unsuccessful with the existing management contract expiring on the 1 October 2017.	<input type="checkbox"/>
	Community Development				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
446	Action 3.4.3.4 Investigate feasibility of alternate ablutions for the Bastion				
	Property & Facility Mgmt.	50%	Deferred to 2017/18	Deferred to 2017/18	<input type="checkbox"/>
	Community Development				
447	Action 3.4.3.5 Develop Staff Housing Strategy				
	Property & Facility Mgmt.	15%	Preliminary research undertaken.	Preliminary research undertaken.	<input type="checkbox"/>
	Community Development				
3.4.4: Provide and support a more effective range of sport and recreation services and facilities including a new leisure and aquatic facility in Kununurra					
448	KLC - Develop a project definition plan for Renewal of Kununurra Leisure Centre				
	Recreation and Leisure	10%	Consultants were engaged to investigate whether it was feasible to develop the existing Kununurra Leisure and Aquatic Centre site to meet future service demands. This will assist Council in the review of the draft structure plans for Kununurra Civic Precinct and East Lily Creek by providing concepts plans if it is resolved by Council that the Centre is to remain in the Kununurra Civic Precinct.	Consultants were engaged to investigate whether it was feasible to develop the existing Kununurra Leisure and Aquatic Centre site to meet future service demands. This will assist Council in the review of the draft structure plans for Kununurra Civic Precinct and East Lily Creek by providing concepts plans if it is resolved by Council that the Centre is to remain in the Kununurra Civic Precinct.	<input checked="" type="checkbox"/>
	Community Development				
449	KLC - Prepare detailed Business Case for renewal of Kununurra Leisure Centre				
	Recreation and Leisure	0%	Further development of Business Case pending resolution of preferred sitting of KLC	Further development of Business Case pending resolution of preferred sitting of KLC	<input type="checkbox"/>
	Community Development				
451	Continue to support sport and recreation services and programs				
	Community Development	100%	During the quarter SWEK staff continued to support clubs through advice and the opportunity to access funding.	The Shires Quick and Annual Grants continue to attract strong interest from clubs and community groups with available funding for the grants being increased for the 2017/18 period.	<input type="checkbox"/>
	Community Development				
452	Investigate the provision of gym facilities in Wyndham				
	Recreation and Leisure	75%	The Investigation of the provision of gym facilities in Wyndham was completed during this Quarter	The provision of gym facilities is dependent on the installation of a 13m demountable for use as a dedicated First Aid Room. Additional space in the demountable allows for a small gym in the larger portion of the demountable. Initial Quotes have been sought regarding the alteration of the existing demountable and transport from the Wyndham Depot to the Swimming Pool site.	<input checked="" type="checkbox"/>
	Community Development				

3.5: An active outdoor lifestyle is encouraged and promoted

3.5.1: Promote an increase in the number of public events particularly outdoor events and those for youth and which promote cultural diversity

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
461	Develop a standardised event risk management plan				
	Environmental Health	100%	Risk Management Plan in place	Risk Management Plan has been developed and is now in use to guide organisations in the safe provision of events.	<input type="checkbox"/>
	Community Development				
3.5.2: Encourage cooperation between sporting groups and assist them in building capacity					
462	Action 3.5.2.1 Continue to support sport and recreation clubs				
	Recreational Services & Programs	100%	During the quarter SWEK staff continued to support clubs through advice and the opportunity to access funding.	During the quarter SWEK staff continued to support clubs through advice and the opportunity to access funding.	<input type="checkbox"/>
	Community Development				
3.5.3: Increase access to the lake, gulf and rivers, including boat ramps, according to demand usage and safety considerations					
464	Review the Lake Kununurra Foreshore and Aquatic Use plan to include Vegetation Management Plan				
	Strategic & Land Use Planning	0%	Prioritisation of actions due to reduced resources have delayed the implementation of this action.	The Lake Kununurra Foreshore and Aquatic Use Plan was endorsed by Council in 2010 and reviewed and updated in December 2012. The Lake Kununurra Foreshore and Aquatic Use Plan 2012 needs to be reviewed and updated in consultation with the Lake Kununurra Foreshore and Aquatic Use Committee; inclusive of the incorporation of the Lake Kununurra and Lily Creek Lagoon Vegetation Management Plan (January 2008). The review of these documents will ensure that land uses issues affecting foreshore reserves and associated areas on both sides of Lake Kununurra are managed sustainably to ensure the protection of this valuable asset and its surrounds. The prioritisation of actions due to reduced resources have prevented the review of this Plan this year, however this action has been included in the 2017/18 Corporate Business Plan.	<input checked="" type="checkbox"/>
	Community Development				
466	A3.5.3.1.1 Finalise Local Planning Policy for Crossing Falls, Packsaddle and Jabiru Road foreshore				
	Strategic & Land Use Planning	90%	No further action can be undertaken until draft Local Planning Scheme No. 9 has been approved by WAPC (with or without modifications).	No further action can be undertaken until draft Local Planning Scheme No. 9 has been approved by WAPC (with or without modifications).	<input type="checkbox"/>
	Community Development				
467	Action 3.5.3.2 Upgrade Lily Creek Lagoon jetty, boat ramp and car park				
	Asset Management	100%	Community consultation was completed during the fourth Quarter.	All consultancy work completed and draft report with Department of Transport for their review. Report approval at August OCM	<input type="checkbox"/>
	Infrastructure				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
471	Anton's Landing - Upgrade Wyndham Boat Ramp & Floating Pontoon				
	Boating	0%	This project has been rescheduled for review in 2019/20	This project has been rescheduled for review in 2019/20	<input checked="" type="checkbox"/>
	Infrastructure				
475	Lake Argyle - Provide improved public access to the Lake				
	Boating	70%	Lake Argyle Road redevelopment is an ongoing works program. Stage 2 works was awarded. Work expected to commence on 1 August 2017.	Lake Argyle Road redevelopment is an ongoing works program. Stage 2 works was awarded. Work expected to commence on 1 August 2017.	<input checked="" type="checkbox"/>
	Infrastructure				
476	Lake Argyle - Review Concept for improved access to Lake Argyle				
	Boating	0%	Prioritisation of actions due to reduced resources have delayed the implementation of this action. Project has be re-scheduled to 2019/20.	Prioritisation of actions due to reduced resources have delayed the implementation of this action. Project has be re-scheduled to 2019/20.	<input type="checkbox"/>
	Community Development				
REG17 - LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - CEO to review certain systems and procedures					
<i>No. of actions supporting the Goal</i>		22	<i>Goal Actions % Complete</i>	63%	
8.0 MONITORING AND REVIEW					
R17.8.2 Executive Management Team					
542	Minutes of Executive Management Team meetings be maintained				
		100%	Minutes of Executive Management Team Minutes are minuted.	Minutes of Executive Management Team Minutes are minuted.	<input type="checkbox"/>
	Office of the Chief Executive				
R17.6 FRAMEWORK DESIGN					
R17.6.2 Council Policies					
510	Develop a Risk Management Policy and present to Council				
	Governance	100%	Risk Management Policy adopted by Council at the July Ordinary Council Meeting.	Risk Management Policy adopted by Council at the July Ordinary Council Meeting.	<input type="checkbox"/>
	Office of the Chief Executive				
512	Develop and Internal Risk Control Policy				
	Governance	100%	The Risk Management Policy was adopted by Council at the July 2017.	A Risk Management Policy developed in accordance with AS/NZS ISO 31000:2009, the Australian Standard, Risk management was adopted by Council at the July 2017 meeting.	<input type="checkbox"/>
	Office of the Chief Executive				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
517	Amend Shire Alcohol Management Policy				
	Community Safety	100%	Council adopted an amended Alcohol Management Policy at the July 2017 Ordinary Council Meeting.	Reducing alcohol-related harm is a whole of community responsibility including all levels of government, law enforcement agencies, the health and welfare sector, local communities, families and individuals. Alcohol management action by the Shire occurs alongside a comprehensive range of targeted and whole-of-population approaches aimed at preventing and reducing alcohol-related problems in the community. The Shire has some sphere of influence over alcohol management through existing legislative and policy functions in planning, and the enforcement of its Local Laws. An action identified in the Local Government (Audit) Regulations 1996, Regulation 17 review requested risk assessments to be completed prior to consideration being given to the issue of permits for the consumption of alcohol on Shire managed/controlled lands. Council's adopted CP/COM 3584 Alcohol Management Policy has been amended to reflect risk management requirements.	<input type="checkbox"/>
	Community Development				
518	Remove E9 Traffic Signs Policy from the shire website				
	Roads	100%	Policy reviewed.	Policy reviewed.	<input type="checkbox"/>
	Infrastructure				
519	Review E10 Roadside Advertising Policy				
	Roads	100%	Asset Mangement Policy updated at July OCM.	Asset Mangement Policy updated at July OCM.	<input type="checkbox"/>
	Infrastructure				
520	Review the policies in the Local Planning Policy Manual and update if required				
	Governance	0%	Review of Local Planning policies to be undertaken following the gazettal of the draft Local Planning Scheme No. 9. Review anticipated to be undertaken 2017/18	Review of Local Planning policies to be undertaken following the gazettal of the draft Local Planning Scheme No. 9. Review anticipated to be undertaken 2017/18	<input type="checkbox"/>
	Community Development				
521	Review CP/FIN-3200 Strategic Rating Policy amended to remove any defined rates in the dollar and minimum payment levels				
	Financial Services	100%	Review completed and adopted by Council	Review completed and adopted by Council	<input type="checkbox"/>
	Corporate Services				
522	Ensure CP/FIN-3201 Significant Accounting Policies are reviewed annually				
	Financial Services	100%	Was adopted by Council in September 2016. During Quarter 4 the policy was reviewed and will be adopted in July 2017.	Completed as part of the budget process and adopted by Council in September 2016.	<input type="checkbox"/>
	Corporate Services				

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
523	Amend CP/FIN-3204 Purchasing Policy for extension or variation of a contract's scope after a contract is signed				
	Financial Services	100%	Purchasing Policy reviewed and adopted by Council in January.	Purchasing Policy reviewed and adopted by Council in January.	<input type="checkbox"/>
	Corporate Services				
524	Review F20 Fixed Assets Policy and incorporated within the broader Asset Management Policy				
	Financial Services	100%	Asset management plan complete and presented to July OCM for public advertising.	Asset management plan complete and presented to July OCM for public advertising.	<input type="checkbox"/>
	Infrastructure				
R17.7 IMPLEMENTATION					
R17.7.2 Operational Policies and Procedures					
525	Workforce Management - Review, update and present to Council for consideration and adoption.				
	Organisational Development	90%	A draft Workforce Management Plan has been developed.	A draft Workforce Management Plan has been developed.	<input type="checkbox"/>
	Office of the Chief Executive				
526	Asset Management Plan - Develop and adopt an Asset				
	Infrastructure	80%	Emergency management procedures for Shire cyclone preparedness completed and with Shire managemnt for comment.	Emergency management procedures for Shire cyclone preparedness completed and with Shire managemnt for comment.	<input type="checkbox"/>
527	Long Term Financial Plan				
	Finance	100%	In Progress, action tracked as part of CBP action # 167		<input type="checkbox"/>
	Corporate Services				
529	Records Disaster Management Plan - The Plan be amended				
	Records	20%	Project carried over to 2017/18	Project carried over to 2017/18	<input type="checkbox"/>
	Corporate Services				
530	Cyclone Procedures				
	Emergency Management	0%	This action has been rolled over to 2017/18 awaiting completion of induction process.	This action has been rolled over to 2017/18 awaiting completion of induction process.	<input type="checkbox"/>
	Infrastructure				

R17.7.3 Human Resource Management and Practices

ID	Action Title				17/18 Plan
	Service	% Complete	Quarter 4 Progress April to June 2017	End of Year Comment	
	Responsible Directorate				
532	Review the Code of Conduct to include volunteers and contractors in the scope				
	Governance	0%	Other action priorities have prevented the completion of this action. Work to commence on a draft Volunteers Code of Conduct 2017/18	Other action priorities have prevented the completion of this action. Work to commence on a draft Volunteers Code of Conduct 2017/18	<input type="checkbox"/>
	Office of the Chief Executive				
533	Ensure The Occupational Health and Safety Committee commence regular meetings				
	Organisational Development	100%	Two (2) meetings of the OHS Committee.	Two (2) meetings of the OHS Committee.	<input type="checkbox"/>
	Office of the Chief Executive				
534	Establish a process to re-induct employees so they are aware of ongoing changes				
	Organisational Development	0%	To be developed further	To be developed further	<input type="checkbox"/>
	Office of the Chief Executive				
535	Staff Training - Development of a training matrix				
	Organisational Development	0%	To be developed further	To be developed further	<input type="checkbox"/>
	Office of the Chief Executive				
536	Staff Qualifications - Documented procedures developed to ensure staff qualifications are current and copies are maintained on file				
	Organisational Development	0%	To be developed further	To be developed further	<input type="checkbox"/>
	Office of the Chief Executive				
537	Ensure all contractors and volunteer staff undergo induction before commencing				
	Organisational Development	0%	This action has been rolled over to 2017/18 awaiting completion of induction process.	This action has been rolled over to 2017/18 awaiting completion of induction process.	<input type="checkbox"/>
	Infrastructure				



Shire of Wyndham East Kimberley strives for continuous improvement and welcomes your feedback in relation to the Corporate Business Plan.

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