




QUARTERLY REPORTING TOOL
July - September 2023

2023/2024	Initiative	Overseeing Shire Staff	 Status	% Complete	Comments	
x	1	A Distinct BT Brand				
x	1.1	BT identity:				
x		This is a continual commitment to promote that Broomehill-Tambellup is the region driven by community spirit. This is the next stage brand development (such as signage consistency, banner poles, message consistency, and storytelling tools)				
x	1.1.1	Creation of a Corporate 'Style Guide' that is expanded to include physical features (E.g. unique signage, paving colours, street signs, signage, bin surrounds, etc) of both town sites and our unique rural areas, to encapsulate the different characteristics of communities within Shire BT.	Anthony Middleton - Chief Executive Officer	On Target	40%	EXA has commenced first draft. Once more content has been added, take to SMT & Council for adoption.
X	1.1.4	Establish a Social Media theme and style/branding consistency	Pam Hull - Strategic Support & Projects Officer	Complete	100%	Facebook post template designed and in use
X	1.2.1	Big sky thinking forum, facilitated	Pam Hull - Strategic Support & Projects Officer	Below Target		Not yet commenced
X	1.2.2	Establish a Shire BT Innovation Committee. Possible fit with Beautification Team (3.4.1)	Pam Hull - Strategic Support & Projects Officer	Below Target		Not yet commenced
x	1.3	BT storytelling and communications:				
x		This is the community and Shire-driven collection and promotion of 'local legends or legendary stories' (such as the roadside farm equipment, Gordon River swans, local wild orchids or hockey limousine).				
X	1.3.1	Creation of a monthly BT storytelling collection and promotion of local legends or legendary stories. Details to include:	Anthony Middleton - Chief Executive Officer	On Target	50%	Design from Market Creations has been received. To commence as soon as content can be sourced.
x		· Half page spot in the <i>Topics</i> , with a name to assist the promotion and referencing within the community;	Anthony Middleton - Chief Executive Officer	On Target	50%	
x		· Shire to commence input of stories with the goal to be community driven.	Anthony Middleton - Chief Executive Officer	On Target	50%	
X	1.3.2	Cataloguing of above for historical referencing and possibly a book to be published, website or calendar to further spread the message.	Anthony Middleton - Chief Executive Officer	On Target	5%	
X	1.3.3	Liaise with Tambellup Corner Shop Museum and Broomehill Heritage Group for content and storytelling ideas.	Anthony Middleton - Chief Executive Officer	Below Target	10%	
x	1.4	BT piggy-back brand:				
x		This is working strongly with partnerships (such as Great Southern Development or private partners) to piggy-back Broomehill-Tambellup on partners' brands.				
X	1.4.1	Be an active partner in regional groups such as:	Anthony Middleton - Chief Executive Officer	Complete	Ongoing	
x		· Great Southern Treasures	Anthony Middleton - Chief Executive Officer	Complete	Ongoing	New MOU & Service Level Agreement signed. CEO regularly attends meetings.
x		· Southern Link VROC.	Anthony Middleton - Chief Executive Officer	Complete	Ongoing	CEO re-invigorated VROC to focus more on operational issues (CEO focus).
X	1.4.2	Continue to support Great Southern Treasures/regional tourism organisations.	Anthony Middleton - Chief Executive Officer	Complete	Ongoing	New MOU & Service Level Agreement signed. CEO regularly attends meetings.
X	1.4.3	Progress the installation of trails interpretative and directional signage in conjunction with Great Southern Regional Trail branding	Pam Hull - Strategic Support & Projects Officer	On Target	10%	Working with Outdoors Great Southern
X	1.4.4	Positively promote all events, development and happenings in the Shire to actively get the Shire's name promoted	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	

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x	2	A United Community				
x	2.1	BT well-being and safety:				
X	2.1.1	Adoption by the Council of the Tambellup Youth Precinct Master Plan	Pam Hull - Strategic Support & Projects Officer	Complete	100%	Adopted at the September 2023 OCM.
X	2.1.2	Construct of stage 1 of the Tambellup Youth Precinct Master Plan	Pam Hull - Strategic Support & Projects Officer	On Target	5%	Researching options and getting quotes to move building (with Phil) - quotes to come from Gray Carter, Pratt Transport, electrical, plumbing trades. Need to incorporate a 'base' for the building to sit on - not sleepers. Also considering options for additional building - donga, sea container etc.
X	2.1.4	Develop partnerships that enable the youth worker program to be continued and enhanced in consultation with community (funding)	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Funding secured from Youth Great Southern to support program. Investigations for alternative funding and liaison with Albany Youth Support Assn Inc. ongoing.
X	2.1.5	Support CRC in delivery of Youth Support Programs	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Promotion of youth and community events through FB, website events module
X	2.1.7	Support organisations and individuals to develop and deliver wellbeing programs to the community (e.g. Active Farmers, OFFFLL, Seniors)	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	2.1.8	Formalise a program/calendar of activities available within the community, whether structured or informal, and promote.	Pam Hull - Strategic Support & Projects Officer	On Target	50%	All events listed in Topics are promoted on website event calendar and FB
X	2.1.9	Enhance community awareness of high-threat emergency periods by utilising Shire communication channels to share DFES messaging	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	DFES campaign 'Lithium Batteries' info shared through FB 'Preparing your home' resources scheduled for September through FB Bushfire Safety Awareness workshop scheduled - September 2023
X	2.1.12	Promote key health programs, e.g. vaccination programs, screening services for early intervention of key health issues such as cervical, skin & breast cancer, mental health programs.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Wesley Lifeforce Mental Health First Aid workshop 30 August promoted
X	2.1.13	Partner with external agencies to provide community education to reduce the consumption of alcohol, tobacco and other drugs in the community.	Anthony Middleton - Chief Executive Officer	Below Target	1%	
X	2.1.14	Ensure all Shire premises, facilities and workplaces are smoke free places, by adopting a Council Policy, installing appropriate signage and community education.	Peter Vlahov - Manager of Works	On Target	5%	New signage at TA depot
X	2.1.15	Provide environmental health protection by reducing the incidence and community spread of infectious disease through managing the built environment, potable water sampling and vector control.	Peter Vlahov - Manager of Works	On Target		Mosquito control is being undertaken
X	2.1.16	Participate in the WALGA Roadwise program to provide education and awareness about safe road use and driver behaviour, to reduce the risks and impacts of road trauma.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Liaised with Roadwise Great Southern Officer - program has changed and focus at LG level is now on best practice to road safety actions. Council determined to participate in the Roadwise Councils Program (September 2023 OCM)
x	2.2	BT volunteering:				
x		This is community and Shire assisting and growing new-age BT-spirit, volunteering models and celebrating the spirit created through volunteering. This includes school and youth volunteering 'action-oriented' programs to develop the volunteers-of-the-future.				
X	2.2.5	Create a <i>Youth Engagement Strategy</i> , inclusive of new idea generation and communication frameworks (e.g. Youth Advisory Council) and programs that address essential life skills for all, such as obtaining drivers licenses.	Anthony Middleton - Chief Executive Officer	Below Target	1%	Funds in the 2023/24 budget
X	2.2.6	Create an annual events that recognises the contributions made in a small community, such as volunteer recognition / training day / community giving day / community member recognition.	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced

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x	2.3	BT community creativity				
x		This is Shire, partners and community forming a 'BT Community Chest', being four grant rounds per year, for 'innovative community spirit' projects (such as social enterprise concepts, support of co-operative projects, environmental initiatives or art programs).				
X	2.3.1	Establish guidelines and Council adoption. Liaise with similar local community funding providers and establish grant assessment panel.	Kay Squibb - Manager Finance & Admin	Below Target	Guidelines to be drafted	
x	3	An Appreciated Culture				
X	3.1.1	Make changes to every day Shire BT organisational processes that represent and recognise our First Nations people.	Anthony Middleton - Chief Executive Officer	Below Target	1%	
X	3.1.5	Actively engage with the Community to ensure diversity of representation on the Council and Shire staff.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	Interest was sought within the Tambellup Indigenous Community for Councillor nominations but none were received. One new female Councillor. High staff diversity achieved.
x	3.2	BT history appreciation:				
x		This is community and Shire working with partners to complete the Municipal Inventory Review program and subsequent storytelling, and actioning specific heritage works in the future.				
X	3.2.1	Review Municipal Heritage Inventories from Shires (pre-amalgamation) into one unified Shire BT Heritage List.	Pam Hull - Strategic Support & Projects Officer	On Target	80%	Draft Local Heritage Survey and Local Heritage List presented to August OCM - out for consultation to end of September, back to November OCM for adoption.
X	3.2.4	Ensure all physical heritage locations are accessible and well sign posted, by establishing a hierarchy of sites and facility needs (e.g. parking, water, pathways, toilets, indigenous significance, signage, directional signs, wayfinding markers etc).	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
X	3.2.5	Council adoption of a master plan for all Cemeteries in the Shire.	Peter Vlahov - Manager of Works	On Target	80%	Tambellup adopted. Broomehill is out for public comment
X	3.2.6	Implement an electronic cemetery administration system and install map and directional signage at all cemeteries	Pam Hull - Strategic Support & Projects Officer	On Target	70%	Maps have been created and data uploaded, final verification to be carried out prior to training, sign production and installation, and launch.
x	3.2.9	Commission a report/obtain qualified advice on the integrity of the roof of the Tambellup Memorial Hall. Implement recommended actions.	Peter Vlahov - Manager of Works	On Target	10%	Qualified builder has inspected. To submit report.
x	3.3	BT 'Open to All' campaign:				
x		This is a four-year campaign which actively encourages adherence to community values to better build an inclusive environment for all people by encouraging all businesses, groups, clubs and Shire to take the 'Open to All' pledge and maintain a safe and welcoming environment.				
X	3.3.1	Through initiatives 1.1, 1.3, 2.2 & 3.1, constantly:	Anthony Middleton - Chief Executive Officer			
x		· Communicate Shire Values	Anthony Middleton - Chief Executive Officer	Below Target	1%	New banners will be purchased soon.
x		· Promote Council's Reconciliation Strategy; and	Anthony Middleton - Chief Executive Officer	Below Target	1%	Strategy does not yet exist.
x		· Tell stories via local media of community groups working together.	Anthony Middleton - Chief Executive Officer	Below Target	1%	

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x	3.4 'Colour BT':				
x	This is a community-driven colouring-in focus on art in the region as a means to increase community spirit in a unique Broomehill-Tambellup manner (such as painting of basketball courts, inviting an artist-in-residence, painting all front doors).				
X	3.4.1 Establishment Beautification Team (refer 9.2)	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	3.4.4 Establish the Annual Shire BT Christmas light competition	Anthony Middleton - Chief Executive Officer	On Target	33%	Put something in to the October Topics
X	3.4.6 Establish the Annual Christmas Rural Gate decoration competition.	Anthony Middleton - Chief Executive Officer	On Target	33%	Put something in to the October Topics
X	3.4.7 Sealing and kerbing of all streets within both town sites	Peter Vlahov - Manager of Works	On Target	10%	Will be part of the 10 year road program
X	3.4.8 Adoption by the Council of a 10 year Footpath Plan that incorporates:	Peter Vlahov - Manager of Works	On Target	10%	Will be part of the 10 year road program
X	· the existing town site Bike Plans (x2);	Peter Vlahov - Manager of Works	On Target	10%	Will be part of the 10 year road program
X	· Department of Transport's Cycling Strategy 2050	Peter Vlahov - Manager of Works	On Target	10%	Will be part of the 10 year road program
X	· Coloured footpaths, novelty items or way finding measures to promote and direct pedestrians to trails, attractions, facilities and services (in conjunction with Beautification Team).	Peter Vlahov - Manager of Works	On Target	10%	Will be part of the 10 year road program
x	3.5 BT recreation				
x	This is a community and Shire recreation program that stimulates community spirit and maximises interaction (such as orienteering, fun run, wildflower walks, bike rides, Indigenous tours and Gordon River swims).				
X	3.5.2 Support Bloom Festival by coordinating events, or assisting community groups to stage events.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Bloom program released - only one event in tambellup (CRC). Research ideas for other major events each year.
X	3.5.3 Support existing groups to develop and deliver alternative activities.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Bloom program released - only one event in tambellup (CRC). Research ideas for other major events each year.
x	4 Versatile Accommodation				
x	4.1 Broomehill short-stay accommodation renewal				
x	This is the building of more short-stay accommodation in both Broomehill and Tambellup. The community is developing the Imperial Hotel in Broomehill – other community members/partners and the Shire can assist in fast-tracking this renewal.				
X	4.1.1 Assist the Broomehill Village Cooperative in the reopening of the Imperial Hotel and preservation of the building for the future of the town.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	CEO attending monthly board meetings and assisting with Project management
X	4.1.3 Launch and promotion of an on-line caravan park booking system for Broomehill.	Kay Squibb - Manager Finance & Admin	Complete	100%	System launched, promoted on the Shire website
X	4.1.4 Develop master plan for the Broomehill Caravan Park showing future cabin locations	Anthony Middleton - Chief Executive Officer	Complete	100%	Adopted by the Council in June 2023.
x	4.2 Tambellup short-stay accommodation development				
x	This is the Shire developing the Tambellup Caravan Park and creating cabin style accommodation for workers and visitors. This also requires exploring further RV and camping options.				
X	4.2.1 Move the Tambellup RV rest area to the site of the old bowling green.	Anthony Middleton - Chief Executive Officer	On Target	20%	Design completed. Will occur when construction starts on 1a.

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X	4.2.2 Tambellup Caravan Park – Construction of Stage 1(a)	Anthony Middleton - Chief Executive Officer	On Target	20%	Detailed design of power, sewer and water currently being finalised.
x	4.3 BT quality house and land options				
x	This is the Shire expediting house and land releases, and investing in quality Shire or community-owned houses.				
X	4.3.1 Undertake a review of the Shire’s 2018 House & Land Strategy.	Anthony Middleton - Chief Executive Officer	On Target	80%	Discussion at SMT 31st August. Submit at October council meeting.
X	4.3.2 Actively promote and market the sale of land at the Broomehill ‘University’ block	Anthony Middleton - Chief Executive Officer	On Target	1%	Refer to 4.3.1
x	4.4 BT accommodation-of-the-future project				
x	This is the Shire and the community coming together to plan the housing needs of the future using strong data, good research and a community spirit to solve two-to-six year housing needs (including future housing for support living-off-farm).				
X	4.4.3 Be an active partner in possible Great Southern Housing Initiative stage 2.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	Initial meeting has occurred. Business case is being developed. 2 to 3 year process.
x	5 Healthy Existing Businesses				
x	5.1 BT telecommunications				
x	This is the advocacy for improvement of black spots, and assisting community members to share telecommunication hot spots.				
X	5.1.1 Undertake an analysis of mobile and internet black spots in the Shire.	Kay Squibb - Manager Finance & Admin	On Target	80%	Community consultation complete. Write to GSDC.
X	5.1.2 In conjunction with the GSDC, lobby for additional communication towers in the Shire to minimise black spots.	Kay Squibb - Manager Finance & Admin	On Target	30%	Tower priorities given to GSDC Dec 22
x	5.2 BT BEC activation				
x	This is the maximisation and promotion of the Tambellup Business Enterprise Centre. Maximisation requires creative community minds and a partnership between BEC, Shire and community groups (such as Community Cropping team).				
X	5.2.1 Undertake a needs analysis of business (trade) vacancies in the Shire	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
X	5.2.3 Assist the BEC to have certainty of land tenure	Anthony Middleton - Chief Executive Officer	On Target	90%	Lobbying of Dept of Land to assist process. BEC just needs to do paperwork through Taylor, Nott & Molinari.
x	5.3 BT business support				
x	This is a program of work to stimulate business interaction through events, education, sharing and celebrating. This is the Shire supporting a ‘shop local’ philosophy (such as stimulating Shire purchases at local store).				
X	5.3.1 Support existing businesses through an active ‘shop-local’ Shire BT purchasing process. (see also 6.3.3)	Anthony Middleton - Chief Executive Officer	On Target	10%	First discussion with Deli occurred 18/7/23.
x	- Meet with local businesses to identify opportunities for expanded range and increased local spending;	Anthony Middleton - Chief Executive Officer	Below Target	10%	Not commenced
x	- Accurately map the local spend in the previous two financial years and in future financial years as a measure of success.	Kay Squibb - Manager Finance & Admin	Below Target		Not commenced
X	5.3.2 Actively support the Tambellup and Broomehill Cooperatives (& other community groups such as the CRC) in innovative and resourceful ways to ensure the future success of our towns.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	CEO attending BHVC monthly board meetings and assisting with Project management

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X	5.3.3	Grow our online business directory to include all products that can be purchased locally and liaise with community groups for inclusion in new resident information packs (see also 6.1.3).	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	5.3.5	Maintain food standards through surveillance of food outlets and communication of food recalls to the wider community.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	
x	5.4	T school maximisation Program				
x		This is the maximisation of the Tambellup School through out-of-hours adult learning and extra-community activity.				
X	5.4.2	Support and encourage Shire staff and elected members in the provision of 5.4.1 through a formal Shire Policy.	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
x	6	Attracted New Businesses				
x	6.1	BT trade incentive				
x		This is community members and Shire enabling tradespeople to be attracted to Broomehill and Tambellup through unique and extraordinary programs (such as teaching trades, Community 'ShareSheds' and providing trade incentives)				
X	6.1.1	Adoption by the Council of an Economic Development Strategy, addressing items 6.1 to 6.4.	Anthony Middleton - Chief Executive Officer	Below Target	1%	In 2023/24 Budget. First quote received in October.
X	6.1.2	Adoption of a 'Roads Hierarchy' to ensure the transport task for a highly productive and responsive agricultural community is met.	Peter Vlahov - Manager of Works	Complete	100%	Adopted at the April OCM
X	6.1.3	Audit of local trades and promotion of what is available (see 5.3.3)	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
x	6.2	BT Noongar business development				
x		This is Noongar community members increasing their confidence in business progress, through partners and community support, to develop minor or major business concepts (such as bush skill activities, and growth in the tree nursery/seeds enterprise).				
x	6.2.2	Research possibility of local organisations supplying all Shire BT mulch, wood chips, seedlings and plants. Shire BT to assist in the supply of raw materials such as green waste and possible licensing requirements.	Peter Vlahov - Manager of Works	Below Target		Not commenced
x	6.2.3	Accurately map the local spend in the previous two financial years and in future financial years as a measure of success.	Kay Squibb - Manager Finance & Admin	Below Target		Not commenced
x	6.3	BT visitation stopover services				
x		This is the community and Shire investing in stopover improvements (such as Broomehill Roadhouse) to ensure visitors and local have access to basic provisions such as milk and fuel.				
X	6.3.1	Review Information Signage across the Shire (build and promote the brands of our towns)	Anthony Middleton - Chief Executive Officer	On Target	10%	TA Info Bay needs updating and modernising. Gordon River Plan and Tambellup Railway Precinct in Community Consultation. Broomehill Holland Track start point completed. Draft style guide commenced (see 1.1.1)
X	6.3.3	Support existing businesses through an active 'shop-local' Shire BT purchasing process. (see also 5.3.1)	Anthony Middleton - Chief Executive Officer	On Target	10%	First discussion with Deli occurred 18/7/23.

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x	6.4	BT new business				
x		This is the Shire making it easy for any new business to be attracted to the area such as a supportive Town Planning Scheme, commercial and industrial land development and encouraging value-adding to current business and industry.				
X	6.4.1	Support existing businesses through innovative methods for Shire support to ensure their continuation and the basic provision of service for both visitors and local residents.	Anthony Middleton - Chief Executive Officer	On Target	10%	First discussion with Deli occurred 18/7/23.
X	6.4.2	Advocate for the identification and release of light industrial and/or commercial land in the Shire	Anthony Middleton - Chief Executive Officer	On Target	5%	Housing and Land Strategy recommendation. Refer also to 6.4.5
X	6.4.3	Create in the short term, increased office accommodation options for the Shire to enable the hosting of regional positions. This to be completed in conjunction with housing accommodation options.	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced.
X	6.4.5	Amalgamation of the two Town Planning Scheme's into a new Local Planning Scheme with a "can-do" approach to value adding development.	Anthony Middleton - Chief Executive Officer	On Target	20%	Phil Shephard is progressing.
x	7	Celebrated Natural Environments				
x	7.1	Gordon River advancement				
x		This is the upgrading of the Gordon River site, including BBQ stand, grasslands, toilets, benches, children play, signage, storytelling of its historical significance and possible event organisation.				
X	7.1.1	Adopt a plan for the Gordon River weir area clearly showing upgrades to the site and integration with trails, including:	Peter Vlahov - Manager of Works	On Target	70%	Draft plan to september council meeting. Community consultation for adoption for November.
x		· BBQ stand;				
x		· Grasslands;				
x		· Toilets;				
x		· Street Furniture;				
x		· Children play Facilities;				
x		· Signage; and				
x		· Storytelling of its historical significance.				
X	7.1.6	Investigate the construction of a pedestrian bridge on Tambellup West road.	Peter Vlahov - Manager of Works	On Target	10%	Discussions with Main Roads.
x	7.2	Indigenous significance sites				
x		This is the identification and celebration of significant Noongar sites, for private and community recognition, storytelling and heritage preservation.				
x	7.3	Boot Rock Reserve				
x		This is the beautification and recognition of the Boot Rock Reserve including public access, preservation of native flora, weed clearing and restoration works for wildflower walks.				
X	7.3.2	Prepare master plan for the area, clearly defining:	Peter Vlahov - Manager of Works	On Target	5%	
x		· Parking;				
x		· Trail;				
x		· Signage;				
x		· Fencing and other infrastructure.				
x		Incorporate BRRMP (refer 7.3.1) into this master plan.				

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x	7.4	Tambellup Water Reserve				
x		This is the beautification and recognition of Tambellup Water Reserve, with focus on flora hotspot and weed clearing.				
x	8	Enjoyed Built Environments				
x	8.1	Broomehill Heritage Precinct renewal				
x		This is the renewal of the Broomehill Heritage Precinct (including Broomehill Roads Board Museum, and Holland Track Start Point). The renewal includes footpaths, seating, interpretive panels, photo opportunity sites, static machinery displays and advocacy with Coolgardie to support and promote the Track.				
X	8.1.1	Implement the components of the Broomehill Heritage Precinct 5 Year Plan, making this location a people friendly essential stop for both visitors and locals.	Anthony Middleton - Chief Executive Officer	On Target	80%	Most components of the plan have been implemented. An earlier review of the plan (in conjunction with BHG) can be done (including adding 5 year columns and traffic light system of scoring).
X	8.1.2	Actively promote the Horsepower Highway and the Holland Track and Broomehill's integral location as the "must do" start of both attractions (See also 6.3.4.)	Anthony Middleton - Chief Executive Officer	On Target	20%	New (brown directional) signage ready to be installed. HTSP now completed. Novelty social media photo opportunity (as per BHP 5 yr Plan) needs to be developed.
X	8.1.3	Undertake townscape planning with extensive community consultation, incorporating:	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
x		· Banner poles;	Anthony Middleton - Chief Executive Officer	On Target	50%	Council Adoption of Banner Poles in temporary locations Sept 2023.
x		· Deciduous street trees, including in centre of road in India St (opposite Henry Jones)	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
x		· Entry statement upgrade or replacement; and	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
x		· Extend new paving selection around the town centre	Anthony Middleton - Chief Executive Officer	On Target	25%	Journal Street Extension Underway
x	8.2	Tambellup Railway Precinct development				
x		This is the development of the Tambellup Railway Precinct including toilets, accommodation at the old Railway Station, signage, banner poles and EV charging options.				
X	8.2.1	Undertake townscape planning with extensive community consultation, including banner poles, deciduous street trees and facilities to encourage community use. (see also 1.1.2)	Anthony Middleton - Chief Executive Officer	On Target	60%	H&H Architects completing plan - Out to community consultation until Feb 24
X	8.2.4	Create a pedestrian link along Crowden Street between the railway precinct and recreation ground through improved footpaths and installation of street trees.	Peter Vlahov - Manager of Works	On Target	10%	Draft plan to be received.
x	8.3	Tambellup Civic and Community Precinct Exploration				
x		This is the exploration of the potential use of the old butcher and general store area, along the east side of Norrish Street, Tambellup, as a civic and community precinct.				
X	8.3.1	Investigate the land tenure possibilities and the potential use of the general store as an expanded civic and community precinct.	Anthony Middleton - Chief Executive Officer	On Target	60%	Offer to purchase made and has been accepted. Land ownership issues being resolved by the estate prior to settlement.

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x	9	Unique BT Interactions				
x	9.1	Anytime trails and adventure				
x		This is an extraordinary trails program, to the level of trails being a Broomehill-Tambellup talking point. Some regional trails being linked with Noongar storytelling, highlighted by signage, plaques and digital support. Includes Yoorn Trails Series, in partnership with Great Southern Treasures.				
X	9.1.1	Adoption by the Council of a Shire BT Trails Master Plan, linking intrinsically with the Great Southern Trails Master Plan	Pam Hull - Strategic Support & Projects Officer	On Target	10%	Funding secured, consultant to be appointed October 2023.
X	9.1.3	Review Tambellup Heritage Trail Information signage.	Pam Hull - Strategic Support & Projects Officer	On Target	10%	Consultation complete, content with Outdoors Great Southern to be retrieved and developed. **OGS has funding available for content development, panel design and fabrication - TBC
x	9.2	Anytime gardens, parks and play				
x		This is a community-driven parks and play upgrade, on top of projects un-folding in parts 7 and 8, including painting and planting. A community 'Beautification Team' is formed, with funding allocated.				
X	9.2.2	Prepare a plan to establish community garden, community compost, worm farm and fruit trees for both towns.	Peter Vlahov - Manager of Works	Below Target	5%	
x	9.2.3	For Beautification Team (Refer to item 1.2.2 and 3.4.1)	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	9.2.4	Ensure the ongoing viability of the operation and maintenance of the community run facilities in both towns as outlined in 9.2.2.	Peter Vlahov - Manager of Works	Below Target		Not commenced
x	9.3	Community shared Experiences				
x		This is an internal BT events program, specifically designed to build community spirit (such as art experiences, quiz nights, dances, multicultural events, even social enterprise) where all and any community members come together to practice community spirit.				
X	9.3.1	Council adoption of the first Shire BT Public Health Plan	Pam Hull - Strategic Support & Projects Officer	Complete	100%	Adopted OCM April 2023
X	9.3.2	Investigate Shire Web site events page becoming a community resource where organisations can promote their events.	Pam Hull - Strategic Support & Projects Officer	On Target	10%	Uploading events from Topics
X	9.3.4	To partner with Community to deliver Reconciliation Week and/or NAIDOC Week activities.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	Council support for NAIDOC netball carnival, hall hire waived for Elders lunch
X	9.3.5	Promote community participation in healthy lifestyle campaigns by raising awareness of the benefits of healthy eating and exercise e.g., LiveLighter.	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	9.3.6	Work with external agencies & stakeholders for the management of safe and accessible public events	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	9.3.7	Work with community organisations to encourage active participation in recreational activities for all ages, including children, young adults and seniors.	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced

QUARTERLY REPORTING TOOL
July - September 2023

2023/2024	Initiative	Overseeing Shire Staff	Status	% Complete	Comments
x	10 Grown Shire Leadership				
x	10.1 SoBT community engagement program				
x	This is a Shire, pre-planned, twice per year engagement program to build strong interaction between community and Shire.				
X	10.1.1 Council to decide format of event, purpose and outcomes.	Anthony Middleton - Chief Executive Officer	Complete	100%	First two events held. Format will be continually fine-tuned.
X	10.1.2 Hold regular events, fine tuning based on previous event feedback.	Anthony Middleton - Chief Executive Officer	Complete	Ongoing	Next event planned for March 2024.
x	10.2 SoBT community training and development				
x	This is a Shire sponsored shared learnings (such as community impact, leadership programs, guest speakers, junior Council program, and Councillors attraction program). A new 'Legacy Grants' program for community members to learn about 'community spirit'.				
X	10.2.1 See also 5.4, 2.3 and 2.1.	Anthony Middleton - Chief Executive Officer	Below Target	1%	Not commenced
x	10.3 SoBT contribution to environment				
x	This is the way the Shire contributes to the environment (such as introducing Containers for Change, solar panels and EV charging sites).				
X	10.3.1 Council adoption of a Waste Management Plan	Peter Vlahov - Manager of Works	Below Target		Not commenced
X	10.3.2 Council adoption of a Tambellup town site Drainage Plan	Peter Vlahov - Manager of Works	Below Target		Not commenced
X	10.3.3 Identification of energy efficiency improvements and installation of solar PV systems on Shire owned buildings that are major power consumers.	Anthony Middleton - Chief Executive Officer	On Target	60%	TA Pavillion solar panel installation is in the 23/24 budget with 100% grant funding from FRWF (Enel)
x	10.3.5 Working with community groups, installation of a containers for change location in both town sites to reduce landfill and littering and provide a funding stream for items 2.3, 3.4, 10.2 & 11.4.	Peter Vlahov - Manager of Works	Below Target		Not commenced
X	10.3.6 Becoming an active contributor to the Gillamii Centre.	Anthony Middleton - Chief Executive Officer	On Target	Ongoing	Council delegate now sits on Committee. CEO attending AGM on 24/10/23.
x	10.3.7 Continuation of Drum Muster and promotion of its benefits. Investigate possible relocation of the Tambellup Drum Muster depot to the refuse site.	Peter Vlahov - Manager of Works	On Target	5%	Identified a site at the tip.
X	10.3.8 Refer also to community gardens, worm farms and compost facility in item 2.1.1.	Peter Vlahov - Manager of Works	On Target		Youth precinct draft plans include provision for future community garden. Youth worker program and Shire support (sand, garden mix) for extension of community garden at Lynthias Place.
x	10.4 SoBT workforce development				
x	This is the Shire and local businesses supporting traineeships and work experience programs.				
X	10.4.1 Host an Administration Officer trainee in the Office	Kay Squibb - Manager Finance & Admin	Complete	100%	Current trainee will complete studies in October 2023
X	10.4.2 Partner with local businesses and service providers to develop and implement an informal work experience program for local youth 18-25 years.	Pam Hull - Strategic Support & Projects Officer	Below Target		Not commenced
X	10.4.3 Partner with Local businesses and service providers to participate in high school work experience programs	Pam Hull - Strategic Support & Projects Officer	On Target		Student placement with Works team proposed for December 2023.

QUARTERLY REPORTING TOOL
July - September 2023

2023/2024	Initiative	Overseeing Shire Staff	Status	% Complete	Comments
x	11 Delivered Shire Trust and Performance				
x	11.1 SoBT monitoring and reporting				
x	This is the Shire workforce scoring all SCP pieces of work with a traffic light scoring system, and passing these results to all community members, quarterly.				
X	11.1.1 Undertake quarterly assessment of all Corporate Business Plan initiatives using a traffic light scoring system, and reporting these in a meaningful summary (showing highlights) to the community via the Topics, Facebook and Shire website.	Pam Hull - Strategic Support & Projects Officer	On Target	Ongoing	For October 2023 OCM
X	11.1.2 Undertake biennial Community Perceptions Survey (Community Scorecard)	Anthony Middleton - Chief Executive Officer	On Target	30%	PO issued to complete as a group of 5 Shires
x	11.2 SoBT financial sharing				
x	This is the Shire workforce releasing financial trends and results quarterly, transparently indicating where funds come from for each piece of work. The Shire is working well with the community to develop new revenue options to achieve community-driven pieces of work.				
X	11.2.1 Undertaking specific initiatives to improve meaning and understanding of the Shire's monthly financial reports.	Kay Squibb - Manager Finance & Admin	On Target	95%	Monthly financial report template updated from July 2023, monitor for feedback from Councillors, staff and community
X	11.2.2 Regularly publish in the Topics "Did you know?"... segments to expand the community knowledge of Shire BT finances and organisational trends	Kay Squibb - Manager Finance & Admin	Below Target		To commence in October Topics
x	11.3 SoBT workforce satisfaction				
x	This is the Shire advancing workforce satisfaction through reconciliation progress, celebrating milestone achievements, developing a sense of pride and confidence, and the workforce contributing to pieces of 'People Power' at any time.				
X	11.3.1 Adoption of a Depot Master Plan for Broomehill & Tambellup Works Depot's to guide develop and upgrades at the Works Depot's.	Peter Vlahov - Manager of Works	On Target	50%	
X	11.3.4 Develop a timetable of "presentations" for toolbox and staff meetings (e.g. budget, strategic plan, Enterprise Bargaining Agreement, etc)	Anthony Middleton - Chief Executive Officer	On Target	15%	Timetable commenced
X	11.3.5 Workshop quarterly SCP performance with all staff.	Anthony Middleton - Chief Executive Officer	On Target	15%	Timetable commenced
x	11.4 SoBT community revenue				
x	This is the Shire and community working creatively together to build new revenue streams for community-driven 'People Power' activities.				
x	11.4.1 (See also 10.3.5 - Working with community groups)	Peter Vlahov - Manager of Works	Below Target		Not commenced
X	11.4.2 Refer also community grants process as outlined in 2.3.1	Kay Squibb - Manager Finance & Admin	Below Target		Guidelines to be drafted

QUARTERLY REPORTING TOOL
July - September 2023

2023/2024	Initiative	Overseeing Shire Staff	Status	% Complete	Comments	
x	12	Collected Region-wide Knowledge				
x	12.1	SoBT community data				
x		This is the Shire inspiring community to collect and release specific data important to the community (such as number of businesses, blackspots, visitation rates, caravan park occupancy rates, property sales). Data is being used to attract funding, developing greater community and partner engagement.				
X	12.1.1	Invite community input for data subject matter - possible subjects include number of facility hires, number of businesses registered in the Shire, volunteering levels, St Johns, Fire & Emergency Services, Police, flora and fauna sightings, etc.	Kay Squibb - Manager Finance & Admin	On Target	Ongoing	To commence in October Topics alongside 11.2.2 'Did you know?'....
x	12.2	SoBT Shire data				
x		This is the Shire collecting and releasing specific data on Shire-related activities (such as health provisions, roads, safety, traffic measures). Data is being used to drive advocacy and attract support.				
X	12.2.1	Undertake a building assessment framework to prioritise Shire building assets for major maintenance and upgrade works.	Kay Squibb - Manager Finance & Admin	On Target	50%	Review existing 'building hierarchy' in Buildings Asset Management Plan
X	12.2.2	See also 12.1.1	Kay Squibb - Manager Finance & Admin	Below Target		Quarterly ShireBT data - March, June, Sept & December Topics
x	12.2.3	Create a regular feedback loop between the Shire and the community advising the results of data collection efforts (12.1 & 12.2) and community consultation undertaken (1.1.5).	Anthony Middleton - Chief Executive Officer	On Target	50%	Design from Market Creations has been received. To commence as soon as content can be sourced.
x	12.3	SoBT celebrating milestones				
x		This is the Shire and the partners, like the CRC, using mediums, like 'Topics', reinforcing factual storytelling, with data, to instil BT identity and celebrate community spirit. All community members will be increasing awareness of all activities, successes, data and uniqueness of BT, so as to spread united messages to external stakeholders.				
X	12.3.1	Incorporate promotion of community values into 1.3, 12.1, 12.2	Anthony Middleton - Chief Executive Officer	Below Target		New banners will be purchased soon.
X	12.3.2	Investigate Shire sponsored "Celebrating Achievements" page in Topics to ensure all good news stories get coverage.	Anthony Middleton - Chief Executive Officer	On Target	50%	Design from Market Creations has been received. To commence as soon as content can be sourced.
x	12.4	SoBT digital literacy				
x		This is the Shire helping the community to become ICT savvy, and supporting staff in the new ICT systems.				
X	12.4.1	Council adoption of a Shire BT Information & Communications Technology Plan.	Kay Squibb - Manager Finance & Admin	Below Target		
X	12.4.2	Actively promote on-line library resources such as Borrowbox, Libby, Kanopy and Overdrive.	Kay Squibb - Manager Finance & Admin	On Target	80%	Links on Shire and CRC websites, monthly promotion in Topics
X	12.4.3	Define people friendly public spaces and ensure good Wi-Fi and device charging and in Shire Libraries.	Kay Squibb - Manager Finance & Admin	Below Target		Wi-fi to be setup for Broomehill Library and public wi-fi in an area adjacent to the office