**WET Action Plan 2021 – August Report**

**Our purpose:** To partner with Timorese for sustainable development of water and sanitation infrastructure in rural Timor-Leste

**Our vision:** Improved life outcomes for the people of rural villages in Timor-Leste through improved access to clean water and sanitation

**Our two-year focus:** Funding and practical support for at least one WASH project per year in a rural village in Timor-Leste

*NOTE: The following action plan has been developed during the COVID-19 epidemic and consequent social and travel restrictions. Those actions which cannot be implemented due to restrictions are shaded grey. Completed activities are shaded green. Actions which require attention or are behind schedule are shaded yellow.*

*Key to personnel: YB – Yve Bayley\*, EdP = Eddie de Pina, FH = Father Helio, AP = Ashley Porra, AG = Andy Graham, DL = Daryl Lewis, PR = Peter Reeve, GP = Greta Perry\*, MT = Mark Taylor\*, MB = Michael Bellamy\*, AMM = Anne Maree Mugavin\*, JK = Julie Kean\*, CoM = Committee of Management*

*(\* member of 2020 Committee of Management)*

| **Goal** | **Action (What will we do?)** | **Measure (How will we know if we have succeeded?)** | **Activities 2020-21** | **Lead** | **Timing** | **Outcome** |
| --- | --- | --- | --- | --- | --- | --- |
| Contribute to improved water, sanitation and hygiene in rural Timor-Leste | 1. Fund at least one WASH project per year in rural areas of TL | Written report and financial records presented to Committee of Management; outcomes reported to WET stakeholders and supporters | **Project 1: LAUCAU and DISTRICT 2019-2020** | | | |
| Complete funding of installation of water tanks in Laucau district (Laucau, Assui Lefen, Assui Kraik) | YB, EdP, FH, AG, DL, PR | Apr 2019 – Dec 2019 | Yve attended formal opening, Feb 2020 |
| Provide regular project reports to CoM | YB | Ongoing | Laucau project reported monthly to CoM; final report March 2020  Email feedback provided to former members and stakeholders |
| Promote project in WET newsletters | GP | 2 x yearly | Laucau project reported in newsletter March 2020 |
| Promote project on website and Facebook site | MT | During work and on completion | Laucau project reported on website and Facebook March 2020 |
| **Project 2: LAUANA VILLAGE, LETEFOHO 2020** | | | |
| Negotiate one additional WASH project for late 2020 | MT, EdP | Jun - Aug | Project plan approved by WET CoM on 3/9/20 |
| Provide regular project reports to CoM | MT, EdP | April 2021 | Report indicates project on hold due to impact of floods and COVID |
| Promote project in WET newsletters | GP | Nov 2020 | Project reported in June 2021 newsletter |
| Promote project on website and Facebook site | MT | Ongoing | Promoted on website and FB, July 2021 |
| 1. Strengthen partnership with Catholic Archdiocese and Bakhita Centre as WET’s in-country partners | MOU signed with Archdiocese and Bakhita Centre | Discuss concept of MoU with Bakhita Centre representatives |  |  | Partnership negotiations on hold due to COVID-19 |
| Discuss concept of MoU with Catholic Archdiocese representatives |  |  | Partnership negotiations on hold due to COVID-19 |
| Draft MoU document for signing |  |  | Partnership negotiations on hold due to COVID-19 |
| Organise signing of MoU |  |  | Partnership negotiations on hold due to COVID-19 |
| Monitor implementation of MoU |  |  | Partnership negotiations on hold due to COVID-19 |
| 1. Continue to collaborate on WASH projects with Rotary East Warrnambool | MOU signed with Rotary East Warrnambool | Discuss MoU with Rotary International Director | MT, MB | Jun – Jul | Rotary International Projects on hold due to COVID-19 |
| Agree on future project support from Rotary | MT, MB | Jun – Jul | Rotary International Projects on hold due to COVID-19 |
| 1. Collaborate with other WASH actors in Timor-Leste to achieve WET aims | Demonstrated networking with other funding agencies to ensure there is a clear understanding of each agency’s involvement | Develop and maintain friendships with at least two other like groups | GP |  | *Eg Sydney, Shepparton*  On hold due to COVID-19 |
| Explore possibilities for collaboration, and ensure no duplication | GP |  | On hold due to COVID-19 |
| 1. Ensure that a needs analysis is undertaken for any potential projects, and projects are prioritised according to set criteria | Projects are matched to, and utilise, the skills of local workers; projects are completed within available WET funds | Complete project plan (including financial plan) for Project 2 | MT, EdP | Aug – Sep | Lauana Project Plan approved by CoM on 3/9/20 |
| Provide project reports as per project plan | EdP, FH, YB | As per project plan | Verbal and photographic project reports |
| Provide financial reports as per project plan | EdP, MB | Ongoing and final report | Final financial report, March 2021 |
| Develop the capacity of rural communities to build and maintain improved water, sanitation and hygiene infrastructure | 1. Ensure that local villagers are strongly involved in the selection, construction and maintenance of WASH projects | Active participation by villagers in WET projects | Describe village participation and skills needs in project plan | EdP, MT | Aug - Sep | See Lauana Project Plan |
| Monitor and report on village participation and skills needs | EdP, FH | Each project report | See Lauana Project Plan |
| Provide Australian mentor for project implementation | DL, MT | Aug – Sep | See Lauana Project Plan |
| Provide training where required to meet skills needs | EdP | Sep – Dec | See Lauana Project Plan |
| 1. Seek feedback from local communities regarding implementation of WASH projects | Continuous improvement process implemented based on feedback | Determine questions and seek feedback following each project | MB, MT, JK | Dec - Jan | Difficult to implement for Lauana Project because of COVID-19 |
| Consider project feedback and opportunities for improvement | CoM | Jan – Mar |  |
| 1. Build sustainability strategies into all WASH project planning | WET-funded projects sustained by villages for at least 2 years | Review each project 2 years following completion | CoM | Nov 2022 | Difficult to implement for Lauana Project because of COVID-19 |
| 1. Explore further training strategies for rural Timorese in health and sanitation infrastructure and project management | Training opportunity provided in-country or in Australia within 2 years |  |  |  | On hold due to COVID-19 |
| Strengthen WET’s capacity to support WASH projects | 1. Maintain a strategic approach to WET activities | 2 year Strategic Plan developed and monitored | Develop and endorse 2020 Strategic Plan | JK, CoM | Aug - Nov 2019 | Strategic Plan endorsed November 2019 |
| 2020 Action Plan developed and monitored | Develop 2020 Action Plan | JK, CoM | Mar – Jun 2020 | Action Plan accepted by CoM 16/6/20 |
| Factor in COVID-19 limitations to 2020 Action Plan | JK, CoM | May – Jun | Ongoing |
| Project Plan template developed to facilitate project scrutiny | Develop and endorse Project Plan template | JK, CoM | Jun - Jul | Completed |
| 1. Comply with ACNC registration requirements | All ACNC compliance requirements met | Hold AGM meeting per constitution | GP, AMM | Oct 2020 | Completed |
| Submit annual statements to ACNC:   * Annual financial statement, including income and expenses inside and outside Australia * Audit report * President report * HR report – no of staff, volunteers | AMM | Nov 2020 | Completed |
| Ensure Fit and Proper Persons declarations for all responsible persons (CoM) | AMM | Ongoing | Completed |
| 1. Comply with ACNC External Conduct Standards 1 - 4 | Standards 1 – 4 are adhered to:   * Activities and control of resources * Annual review of overseas activities and record-keeping * Anti-fraud and anti-corruption * Protection of vulnerable individuals | Maintain financial scrutiny of projects  Provide accurate, complete and timely financial records; keep for at least 7 years  Maintain solvency  Minimise risks, including conflict of interest, fraud, corruption and bribery  Ensure operations are consistent with WET purpose and vision  Comply with Australian laws  Ensure protection of vulnerable individuals including children and people with disability | CoM | Ongoing | Currently compliant (Aug 2021) |
| 1. Develop policies and procedures and risk mitigation strategies to facilitate the work of WET | Policies and procedures meet ACNC compliance requirements and provide appropriate guidance and operational framework for WET activities | Develop policies for:   * Financial management * Risk management * Child protection | JK, AMM, MT | April 2021 | Financial Management Policy endorsed  Child Protection Policy endorsed  Risk Management Policy not yet developed |
| 1. Ensure appropriately skilled and enthusiastic members of the Committee of Management | CoM ensures that WET purpose and mission are adhered to and two-year plan is implemented | Recruit diverse and skilled individuals to CoM | GP |  | Michael McCluskey joined CoM June 2020 |
| Offer skills development opportunities for CoM members | GP, MT | Ongoing | On hold due to COVID-19 uncertainties |
| Comply with WET constitution | GP, AMM | Ongoing | All constitutional requirements met to date |
| Provide accurate and timely agenda and minutes of meetings | AMM | Ongoing | Agenda and minutes circulated for every CoM meeting |
| 1. Raise WET’s public profile to optimise fund-raising | Regular media promotion  Minimum of two newsletters per year  Regular updating of WET website  Regular updating of WET Facebook page  Membership increased to 100 within 2 years | Promote in print media and radio | GP | Ongoing | Article in Standard, April 2020 |
| Distribute at least two newsletters via email to WET members and others | GP, AMM | Ongoing | Newsletter distributed November 2020, June 2021 |
| Update WET website at least bi-monthly | MT | Ongoing | Updated July 2021 |
| Post new Facebook entries at least bi-monthly | MT | Ongoing | Post April 2020, July 2021 |
| Promote membership on website and FB site | MT | Ongoing | July 2021 |
| Promote WET at least twice at Warrnambool market | GP, AMM | Feb 2020 |  |
| Promote WET at a minimum of two other events | GP, AMM | Feb 2020 | Promotion at OLHC Church |
| 1. Attract sufficient funds to support one WASH project each year | At least $10 K raised each year through fund-raising, grants and donations to support WET projects | Market WET-beneficiary Christmas cards | AMM, YB | Oct – Dec 20 |  |
| Organise and promote “Meet the author” event | GP, YB, AMM | 21 Nov 2020 | Planning underway May 2020; support from Collins Books |
| Organise and promote dinner dance | CoM |  | On hold due to COVID-19 |
| Develop crowd-funding strategy | CoM |  |  |
| Provide catering for Warrnambool Art Show | CoM | Jun 2021 | On hold due to COVID-19 |
| Achieve ATO tax-deductible status | YB, MM | Dec 2021 | Part completed |
| 1. Ensure that funds raised are spent in a timely fashion on appropriate projects | 75% of funds raised are allocated for a project within 12 months of receipt | Monitor project expenditure to ensure timely allocation of funds | MT | Sep – Dec | See approved project plan for Lauana Village Project |
| Ensure value-for-money in implementation of WASH projects | 1. Ensure WET financial accountability | CoM provides oversight of all financial commitments and transactions | Simplify bank accounts to a single account | MT | June 2020 | Completed (may need adjustment for DGR compliance) |
| Provide monthly financial report | MT | Monthly – ongoing | Bi-monthly meetings 2021 |
| Ensure compliance with financial policy | CoM | Ongoing | Policy endorsed April 2021 |
| 1. Project plan in place for all WET supported projects | Project plan signed off by CoM and in-country partners | Develop and endorse planning template for WET projects | JK, MB, MT | June 2020 | Accepted by CoM, June 2020 |
| 1. Procure project goods and services in Timor-Leste where possible | At least 75% of project goods and services procured locally | Monitor procurements to ensure 75% local supply | MT | Ongoing | All goods and services for Lauana Village Project purchased in-country |
| 1. Provide transparent reporting of all project activities and expenses | Reports provided to WET CoM and project progress reports included in WET newsletters | CoM to monitor all project expenses | CoM | Ongoing | Laucau project inadequately monitored; needs improvement for future projects;  Lauana project expenses not yet fully reported |
| Project progress report included in each newsletter | GP, YB | Ongoing | Lauana project reported in November 2020, July 2021 newsletters |