



# **ATTACHMENT B**

**ORDINARY MEETING  
OF COUNCIL**

**AGENDA  
OPEN MEETING  
21 JANUARY 2019**

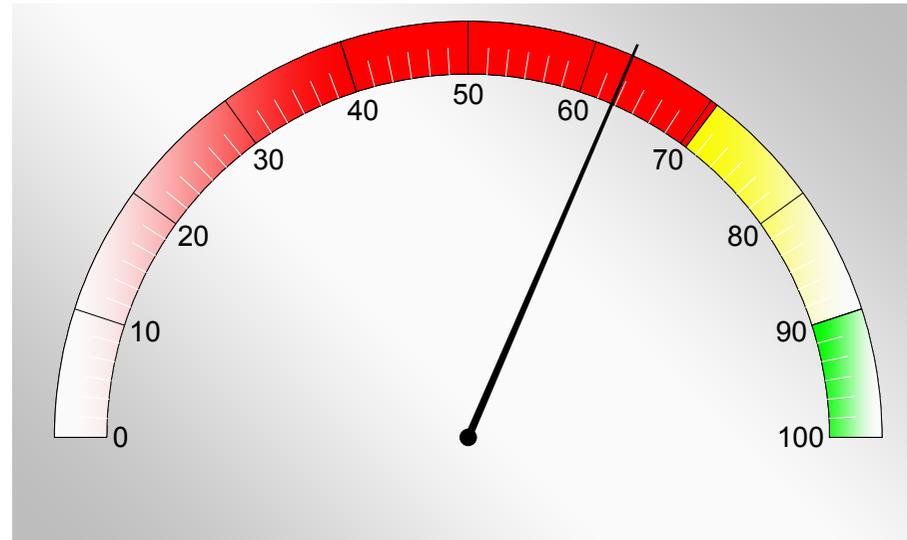
**Item 10.6  
Supporting Documents  
Quarterly Performance Report**



## **Departmental Monthly Performance Report**

December 2018

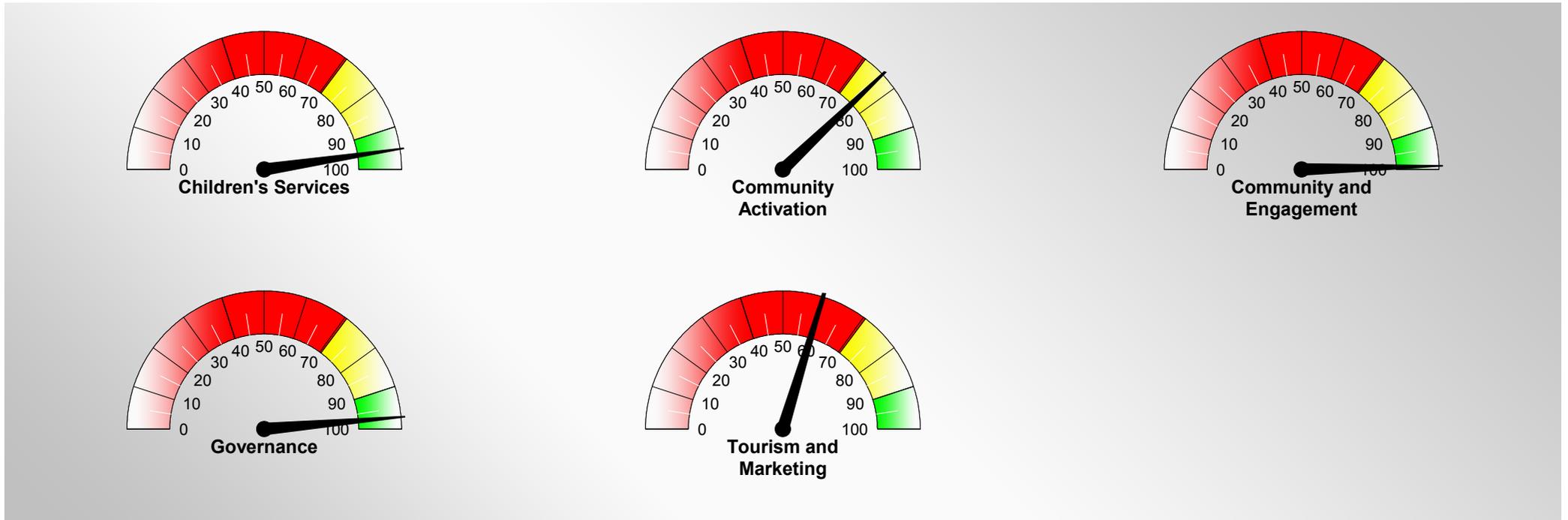
### Monthly Progress against Actions



<i>Description</i>	<i>Indicator</i>
109 Actions reported on	
47 Actions at least 90% of monthly target	<span style="color: green;">■</span>
15 Actions between 70 and 90% of monthly target	<span style="color: yellow;">■</span>
47 Actions less than 70% of monthly target	<span style="color: red;">■</span>
0 Ongoing Actions	
0 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	

Departmental Monthly Performance Report

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Children's Services	6	5	1	0	0	0	0	0
Community Activation	17	8	2	7	0	0	0	0
Community and Engagement	3	2	1	0	0	0	0	0
Governance	1	0	1	0	0	0	0	0
Tourism and Marketing	5	2	1	2	0	0	0	0

Departmental Monthly Performance Report - Community and Engagement

-  At least 90% of monthly Action target achieved
-  Between 70 and 90% of monthly Action target achieved
-  Less than 70% of monthly Action target achieved

Children's Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.4.1 Promote and work with stakeholders to provide affordable quality services.</b>							
3.4.1.2 Development of a business model and infrastructure proposal for Warwyn Early Learning to meet demand.	Work has commenced on Business Plan utilising external funding.	Wendy Richards	30/06/2019	N/A	48	40	
<b>Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.</b>							
3.5.1.1 Deliver Early Years Programs consistent with the National Quality Framework.	Programs proceeding to expectation.	Wendy Richards	30/06/2019	N/A	48	48	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.</b>							
4.1.2.1 Deliver wellbeing program in Warawyn Early Years services in partnership with the Smith Family.	Work continued on this program.	Wendy Richards	30/06/2019	N/A	48	48	
4.1.2.2 Implement Warawyn Early Learning services strategies from the Reconciliation Action Plan.	Warawyn remains the only facility of this nature with a reconciliation action plan. Actions are being implemented.	Wendy Richards	30/06/2019	N/A	48	48	
<b>Strategy: 4.2.1 Focus on the value of recreation in promoting the health and wellbeing of our community.</b>							
4.2.1.1 Implement move-well-eat-well healthy food provision into all Warawyn Early Learning services.	Morning and afternoon teas and lunch provision has commenced.	Wendy Richards	30/06/2019	N/A	48	48	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.3.1 Provide education to facilitate awareness and appreciation of built and natural assets.</b>							

## Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.3.1.1 Implementation of Sustainability Action Plan through all Warawyn Early Learning Services.	Action plan progress remains on schedule.	Wendy Richards	30/06/2019	N/A	48	48	

## Departmental Monthly Performance Report - Community and Engagement

## Community Activation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.1 Commit to best practice in community engagement.</b>							
1.1.1.1 Support the delivery of the Waratah Community Board.	Administrative support is being provided to the Waratah Community Board by the Community Development Officer. The next meeting will be held on 16 February 2019.	Deb Mainwaring	30/06/2019	N/A	48	50	
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.2 Develop a sponsorship program for key events.	A review of the current sponsorship package has been undertaken with a view of further refinement.	Deb Mainwaring	30/06/2019	N/A	48	75	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							
2.4.1.1 Investigate developing a Health and Wellbeing Plan in conjunction with Circular Head Council and Live Well Tasmania.	The draft Health and Wellbeing Plan, Age Friendly Communities Plan and Youth Plan were endorsed by Council at the September meeting for public comment for a four week period prior the final review and adoption of the Plans. Further consultation will be undertaken with specific groups.	Deb Mainwaring	30/06/2019	N/A	48	85	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.2 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.</b>							
3.1.2.1 Review Waratah-Wynyard Council Social Recovery Plan.	The WWC Social Recovery Plan in conjunction with the Burnie City and Circular Head Councils was endorsed by the Western Emergency Management Committee at the August meeting.	Deb Mainwaring	31/12/2018	N/A	100	100	
<b>Strategy: 3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.</b>							

## Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.2.1.1 Review and update community databases.	This is being undertaken on a continuous basis as information comes to hand.	Richard Muir Wilson	30/06/2019	N/A	48	50	
<b>Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.</b>							
3.3.1.1 Partner in delivery of the 7UP youth program with Rural Health Tasmania.	Draft MOU ready for Council consideration.	Richard Muir Wilson	30/06/2019	N/A	48	40	
3.3.1.2 OSSR - Complete detailed design for the East Wynyard Foreshore Playground.	Not yet commenced.	Tracey Bradley	31/12/2018	N/A	100	0	
3.3.1.3 Support establishment of community health and wellbeing hubs in Wynyard.	Warren Moore is currently working with the core stakeholders on incorporation models and will report back to Council on outcome.	Tracey Bradley	30/06/2019	N/A	48	84	
<b>Strategy: 3.4.2 Support and promote strategies to increase the rate of volunteerism in the community.</b>							
3.4.2.1 Complete Review of Tulip Festival and associated events to ensure sustainability of the event.	Internal review has been undertaken. Survey has been sent to relevant stakeholders.	Chantelle French	31/12/2018	N/A	48	50	
3.4.2.2 Implement volunteer framework and volunteer recognition program.	A working group to be established to seek information for volunteer framework and determining a recognition program.	Deb Mainwaring	28/02/2019	N/A	48	10	
<b>Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.</b>							
3.5.1.2 Progressively implement the Inclusive Ageing Strategy.	Draft Age Friendly Communities Plan 2018-2023 is being presented to a combined WWC & CHC discussion on the 15.08.2018.	Richard Muir Wilson	30/06/2019	N/A	48	50	
3.5.1.3 Deliver Waratah-Wynyard youth leaders annual action plan events and activities.	Actions are continuing in line with Plan.	Chantelle French	30/06/2019	N/A	48	40	
3.5.1.4 Implementation of health and wellbeing plan strategies and actions in conjunction with Circular Head Council.	This will commence following the adoption of the Health and Wellbeing Plan.	Deb Mainwaring	30/06/2019	N/A	48	0	

## Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.5.1.5 Implement age friendly communities plan strategies and actions / activities in conjunction with Circular Head Council.	This will commence following the adoption of the Health and Wellbeing Plan.	Richard Muir Wilson	30/06/2019	N/A	48	0	
3.5.1.6 Implement the youth strategy plan actions and activities.	WWYL activities and events are planned for August. School holiday events for High School students held in September.	Richard Muir Wilson	30/06/2019	N/A	48	30	
<b>Strategy: 3.5.2 Become a 24/7 accessible council through the use of technology.</b>							
3.5.2.1 Investigate opportunities for online access to booking payments for facilities.	Work in being undertaken to determine whether this can be integrated into web based software.	Greg Irwin	30/06/2019	N/A	48	30	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.</b>							
4.1.2.1 Identify and implement projects within Council's Public Art Program.	Funds are being sourced from Arts Tasmania to fund a new public art project in Goldie Street. Planning approval for the work at 26 Goldie Street has been given.	Richard Muir Wilson	30/06/2019	N/A	48	19	

## Departmental Monthly Performance Report - Community and Engagement

## Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Review arrangement structure for SES support.	Discssions have been held with Regional SES and a draft new MOU developed for consideration of an alternate operational model with the Regional SES managing the unit budget and Council maning an annual contribution for costs.  A transition plan is being developed to further focus emergency managment support consistent with a collaborative approach.	Tracey Bradley	30/06/2019	N/A	48	50	
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Review, promote and set up monitoring program for customer service charter and standards.	Customer Service Charter adopted on 17 September 2018. Monitoring program to be commenced.	Tracey Bradley	30/06/2019	N/A	48	48	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.</b>							
4.1.2.1 Develop and implement Somerset CBD Artscape project.	The initial design drafts have been developed and work has commenced with the Designer to consult with the community on design elements.	Tracey Bradley	31/03/2019	N/A	48	41	

Departmental Monthly Performance Report - Community and Engagement

**Governance**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.</b>							
1.5.1.1 Review and update Council policies as per agreed schedule.	25 policies currently under review. 18 policies to be reviewed as per schedule. 18 Policies current.	Roseanne Titcombe	30/06/2019	N/A	48	40	

## Departmental Monthly Performance Report - Community and Engagement

## Tourism and Marketing

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.2 Strengthen our communication with the community using diverse communications channels relevant to the demographic.</b>							
1.1.2.1 Develop and adopt Communication and Engagement Strategy.	Workshop to be held with council in February to progress.	Rachael Hogge	31/12/2018	N/A	100	0	
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Review operational service levels for visitor services.	Yet to commence.	Rachael Hogge	30/06/2019	N/A	48	0	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.</b>							
3.2.1.1 Develop communication plan for key strategic documents.	New template has been developed. To be progressively rolled out for existing and new projects.	Patrick Fahy	30/06/2019	N/A	48	40	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.2 Identify and maximise current industry and resource capacities.</b>							
5.1.2.1 Continue to develop and promote the Wonders of Wynyard Exhibition Centre as a significant regional tourism attraction.	Won Tasmanian Tourism Awards fro 3rd year in row - entered into Hall of Fame. Finalist in Australian Awards March 2019 in Launceston. Renovations all but complete - new cabinets installed. Just waiting on a glass front and locks and will be finalised.	Rachael Hogge	30/06/2019	N/A	48	50	
<b>Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.</b>							
5.1.3.1 Maintain membership of, and active involvement in, Cradle Coast Authority tourism structure.	Membership and participation continues.	Rachael Hogge	30/06/2019	N/A	48	50	

Departmental Monthly Performance Report - General Manager

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
General Manager	40	14	5	21	0	0	0	0

## Departmental Monthly Performance Report - General Manager



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

## General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.2 Strengthen our communication with the community using diverse communications channels relevant to the demographic.</b>							
1.1.2.1 Conduct bi-annual Community Survey.	Preparations have commenced. Planning to conduct the survey in Feb/March 2019. Working with Circular Head Council as per previous surveys. Workshop to be conducted with elected members on 14 January 2019 to discuss.	Shane Crawford	30/09/2019	N/A	0	25	
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Implement Council's Highway, Public Reserves, Parking & Stormwater By-Law.	Once all Freedom Camping rules and regulations are finalised, appropriate signage can be put in place to enable monitoring to commence	Shane Crawford	30/06/2019	N/A	48	15	
<b>Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.</b>							
1.3.1.1 Promote and increase public awareness of the Sustainable Murchison Community Plan.	Plans are underway for the development of a Reference Group with representatives from Circular Head, Burnie, Waratah Wynyard and the Cradle Coast Authority to progress implementation of the Sustainable Murchison Plan. A MOU has been drafted to articulate initial actions ensuring the work does not duplicate that of the CCA Futures Plan	Shane Crawford	30/06/2019	N/A	48	30	

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
1.3.1.2 Develop projects and governance framework for the Sustainable Murchison 2040 Plan priority projects.	Working with CHC and BCC to develop an action plan in respect to regional priorities. Will continue working with the CCA in respect to regional economic development through the Sustainable Murchison Plan driving the Regional Futures Plan.	Shane Crawford	31/03/2019	N/A	48	48	
1.3.1.3 OSSR - Develop, adopt and implement Freedom Camping Strategy and practices.	Council have determined locations for Freedom Camping and the preparation of the Strategy is now underway	Shane Crawford	30/06/2019	N/A	48	25	
<b>Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.</b>							
1.5.1.1 Complete comprehensive induction process for all Councillors following the Local Government Election.	Two day induction completed. Workshops continue to be held to educate councillors on projects and activities. External training being offered by LGAT.	Shane Crawford	31/12/2018	N/A	100	100	
1.5.1.2 Review and revise Council Agenda content and implement agenda compilation software.	System purchased, templates and back-end infrastructure under construction. Aiming for March completion.	Shane Crawford	30/06/2019	N/A	48	40	
1.5.1.3 Complete feasibility study for a HR system to record training and qualifications to identify skill gaps.	Not yet commenced.	Sharon Debono	30/06/2019	N/A	48	0	
<b>Strategy: 1.6.1 Encourage increased participation by all stakeholders.</b>							
1.6.1.2 Ensure regular meetings are held with relevant State and Federal Ministers on matters of importance.	Occurs on an ongoing basis. Most recent meetings include visit from Steven Jones Shadow Minister - Regional Services & Local Govt; Ruth Forrest MLC and Senator Steve Martin.	Shane Crawford	30/06/2019	N/A	48	50	
1.6.1.3 Develop effective regional collaborative governance particularly in respect to the implementation of the Sustainable Murchison Community Plan.	Working with CHC and BCC to develop an action plan in respect to regional priorities. Will continue working with the CCA in respect to regional economic development through the Sustainable Murchison Plan driving the Regional Futures Plan.	Shane Crawford	30/06/2019	N/A	48	50	

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 1.6.2 Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.</b>							
1.6.2.1 Complete Leadership Development program.	Program nearing completion. One session left in February.	Sharon Debono	30/06/2019	N/A	48	90	
1.6.2.1 Drive organisational change to develop the preferred Constructive organisational culture.	Systematic changes continue to be rolled out throughout the organisation. The Continuous Improvement (CI) Board process has been introduced at the Works centre and continues to work well. Some cross functional work teams started on specific areas. Consultative Committee to recommence in February following lengthy break.	Shane Crawford	30/06/2019	N/A	48	48	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.</b>							
2.1.1.1 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe).	A HR Strategy is under development. All actions recommended by the World Café working groups have been incorporated into this document. Expect the action plan will be finalised in Feb 2019	Shane Crawford	30/06/2019	N/A	48	10	
2.1.1.1 Investigate new IT solutions for e-learning for staff and contractors.	Online induction completed for all contractors, induction information now all held electronically within the system. Insurances now transferred from manual system to electronic system. All training details now entered for Childcare with training to complete. Draft online employee induction prepared and out for consultation and review	Sharon Debono	30/06/2019	N/A	48	40	
2.1.1.2 Complete Workforce Development Plan: (a) Skills audit to be completed; and (b) Skills gap analysis completed.	Qualifications now gathered for all staff and entered into Whos on Location	Sharon Debono	28/02/2019	N/A	73	25	

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.1.1.2 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Improved Communication.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
2.1.1.3 Training Register to be updated following completion of performance reviews. Aligned to Performance Review Register.	All current training is loaded onto Whos on Location.	Sharon Debono	30/06/2019	N/A	48	20	
2.1.1.3 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Team alignment, cohesion and role clarity.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
2.1.1.4 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Interpersonal Skills.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
2.1.1.5 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Cross-functional cohesion.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
2.1.1.6 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Induction and training.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
2.1.1.7 Complete projects and implement strategies identified during staff Strategic Cultural Planning Workshop (World Cafe): Feedback and recognition.	Will be incorporated in HR Strategy.	Sharon Debono	30/06/2019	N/A	48	0	
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Update HR policies under adopted HR Framework.	6 policies have been drafted under the adopted HR Framework . Consultation phase complete - policies adopted. 6 others in draft awaiting consultation through SMT and all staff. Remaining 3 policies not yet drafted.	Sharon Debono	31/12/2018	N/A	100	40	

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.2.2.2 Implement an online employee induction system.	Completed draft content for the online induction - waiting on review by other stakeholders to progress.	Sharon Debono	28/02/2019	N/A	60	50	
2.2.2.3 Refine arrangements for resource shared employees, including development of individual MOU's.	Facilitated meeting with all resource shared employees to gain feedback. Draft MOU developed. Working through staff to place all on MOUs in order to better define and clarify the resource sharing arrangements	Shane Crawford	31/12/2018	N/A	100	40	
<b>Strategy: 2.3.1 Identify and satisfy internal customer needs by consulting and managing expectations.</b>							
2.3.1.1 Investigate online training solutions for staff.		Sharon Debono	28/02/2019	N/A	33	0	
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							
2.4.1.1 Delivery of Training Register and Performance Reviews.	All training data from the Depot collated into online system. All Childcare staff, training details implemented. Performance Appraisals nearing completion.	Sharon Debono	30/06/2019	N/A	48	60	
<b>Strategy: 2.5.1 Maintain and develop effective collaboration and resource-sharing practices with Circular Head Council.</b>							
2.5.1.1 Implement the recommendations from the review of resource sharing arrangements with Circular Head Council.	Resource sharing implementation plan developed by the combined EMT and is progressively being implemented. Document reviewed at monthly joint EMT meetings.	Shane Crawford	30/06/2019	N/A	48	48	
<b>Strategy: 2.6.1 Promote Best Practice and foster innovation.</b>							
2.6.1.1 Commence development of the Workforce Development Plan.	To be progressed following development of HR Strategy	Sharon Debono	30/06/2019	N/A	48	0	
2.6.1.2 Investigate and implement electronic HR time and attendance system.	Not yet commenced.	Sharon Debono	30/06/2019	N/A	48	0	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							

## Departmental Monthly Performance Report - General Manager

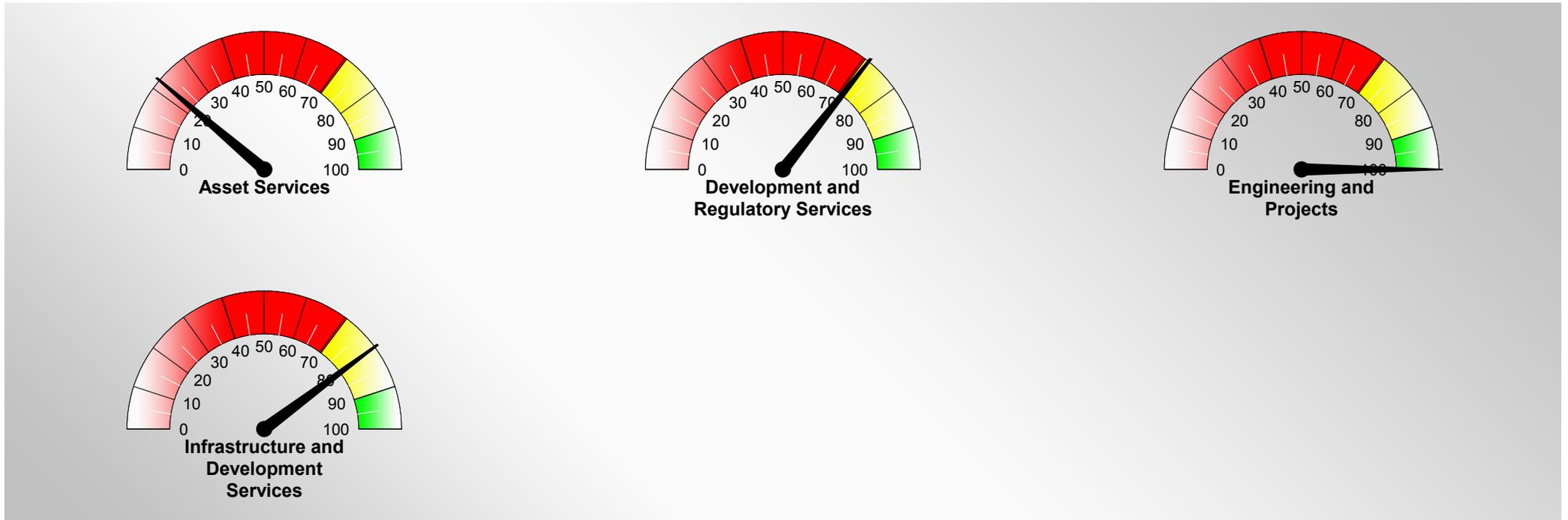
ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.1.1.1 Commence implementation of strategies identified in the Central Area Development Strategies document.	Central Area Development Plan yet to be finalised. Expecting to workshop draft report in February 2019	Shane Crawford	30/06/2019	N/A	48	5	
<b>Strategy: 3.1.2 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.</b>							
3.1.2.1 Secure funding to enable implementation of CCTV System in Somerset and Wynyard CBD areas.	Funding secured as part of election commitment from Federal Liberal Government. Council has now been asked to apply through a competitive grants process and expect to hear the outcome in February.	Shane Crawford	30/06/2019	N/A	48	80	
<b>Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.</b>							
3.3.1.1 OSSR - Complete detailed design for the ANZAC PARK All Ability Playground.	Working group is progressing. EOI is being circulated to relevant stakeholders to complete detailed park design work.	Shane Crawford	30/06/2019	N/A	48	40	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.</b>							
4.1.1.1 OSSR - Work with Wynyard BMX Club to design, develop and implement upgrade to facilities in line with OSSR Plan.	A working group has been established to support the BMX club. Planning application approved.	Shane Crawford	30/06/2019	N/A	48	70	
4.1.1.2 Work with Taswater and the Waratah community to facilitate a mutually agreed future for the Waratah Dam.	Discussions ongoing.	Shane Crawford	30/06/2019	N/A	48	48	
<b>Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in</b>							
4.3.1.1 Continue commenced staged implementation of the Waratah-Wynyard Open Space, Sport and Recreation Plan and progress Sport and Recreation precinct Masterplans in Somerset and Wynyard.	OSSR Plan endorsed by the Council at its September meeting. Internal working group meeting regularly to progress plans. Somerset masterplans being reviewed. Work has commenced on a number of playground related tasks.	Shane Crawford	30/06/2019	N/A	48	35	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.1.1 Pursue economic development and expansion opportunities that will be beneficial to the community.	Part 5 agreement for Woolworths development initiated. Central Area Development Plans nearing finalisation. Goldie St carpark construction completed. Other ED opportunities progressing.	Shane Crawford	30/06/2019	N/A	48	48	
<b>Strategy: 5.3.1 Promote value-adding to current production streams.</b>							
5.3.1.1 Explore opportunities to redevelop existing public land holdings to create prime residential opportunities to encourage population growth.	A list of potentially surplus land has been compiled through the OSSR Process. In addition to the Council's current land holding in Hales Street and Serrata Crescent this land will be appropriately redeveloped as opportunities arise in the future.	Shane Crawford	30/06/2019	N/A	48	30	
<b>Strategy: 5.3.3 Actively manage community and economic growth through community engagement.</b>							
5.3.3.1 Establish a visitation program between business and Council.	Since commencement the General Manager has visited a number of clubs, associations and businesses. Activities of the GM are listed each month in the Council agenda. The Mayor and GM will continue with this introductory program.	Shane Crawford	30/06/2019	N/A	48	48	
<b>Strategy: 5.4.1 Develop a recognised brand and actively market the local government area.</b>							
5.4.1.1 Progressively implement a rebranding of the Council to align the corporate and destination marketing brand for Waratah-Wynyard.	Work to progressively implement the brand internally and externally has commenced.	Shane Crawford	30/06/2019	N/A	48	30	

Departmental Monthly Performance Report - Infrastructure and Development Services

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Asset Services	5	0	0	5	0	0	0	0
Development and Regulatory Services	5	1	0	4	0	0	0	0
Engineering and Projects	3	3	0	0	0	0	0	0
Infrastructure and Development Services	11	7	1	3	0	0	0	0

## Departmental Monthly Performance Report - Infrastructure and Development Services



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

### Asset Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Conduct internal review of the management of public halls.	Yet to commence.	Jonathan Linden	30/06/2019	N/A	100	0	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.1.1 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.</b>							
6.1.1.1 Expand transport service level document to include urban roads.	No progress to report.	Jonathan Linden	30/06/2019	N/A	48	0	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.4.1 Promote innovative sustainable design through renewable energy and resources.</b>							
7.4.1.1 Develop Storm Water Service Level Strategy.		Jonathan Linden	31/12/2018	N/A	48	0	
7.4.1.1 Pursue implementation of strategies included within the Cradle Coast Waste Management Strategy.	Next CCWMMG Meeting scheduled for 28 November 2018. Kerbside Recycling Audits scheduled to commence 17 September for a period of 8 weeks and a second period in April 2019. Interim report provided by Waste Governance Coordinator to discuss the regional waste proposal and has been tabled at General Manager's meeting. Waste Transfer Station Best Practice grant funding rounds now open and applications will be assessed in approximately October/November.	Dana Hicks	30/06/2019	N/A	48	19	

## Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.4.1.2 Develop Waste Strategy.	Work underway - progress workshopped with Council on 14 January 2019.	Jonathan Linden	30/06/2019	N/A	48	8	

## Departmental Monthly Performance Report - Infrastructure and Development Services

## Development and Regulatory Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Review all planning templates. Full review of planning administration processes and development of an internal planning permit checklist.	Initial planning procedures meeting held, and tasks allocated. Will meet again next week to bring together suggested improvements.	Ashley Thornton	30/06/2019	N/A	48	25	
2.2.2.2 Review all food health templates.	No further update at this time.	Ashley Thornton	30/06/2019	N/A	48	51	
2.2.2.3 Implement system adjustments to reflect Building Act changes and streamline building administration procedures and manuals.	Review of systems has commenced. Upcoming discussions of the State's Building and planning portal project.	Ashley Thornton	28/02/2019	N/A	50	12	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 Complete the drafting of Waratah-Wynyard Council's Tasmanian Planning Scheme Local Provisions Schedule.	Comments on Bushfire overlay referred to Tasfire. First prelodgement discussion held with the Tasmanian Planning Commission, as well as a regional discussion that included the TPC. Burnie City Council highlighted the need for consistency and collaboration between adjacent councils.	Ashley Thornton	30/06/2019	N/A	48	19	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.</b>							
5.4.2.1 Research, plan and develop Council's Settlement Strategy.	Background research into NSW planning reforms, which is legislating development of local planning statements by all councils, following the development of new regional plans.	Ashley Thornton	30/04/2019	N/A	48	5	

## Departmental Monthly Performance Report - Infrastructure and Development Services

## Engineering and Projects

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.</b>							
3.3.1.1 Complete development and construction of the Wynyard Waterfront Masterplan projects.	New Boardwalk, seawall & wharf entry scheduled for end of 3rd quarter of 2018/19, currently out to tender	Daniel Summers	30/06/2019	N/A	48	50	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.5.1 Consider and encourage biodiversity through forward thinking and planning.</b>							
7.5.1.1 Continue to work with Crown Land Services to identify solutions for areas of Coastal Erosion.	Bulletin provided to update Sisters Beach residents.	Bill Walker	30/06/2019	N/A	48	60	
<b>Strategy: 7.5.2 Facilitate monitoring of pollution trends and events by the relevant authorities in our community environment.</b>							
7.5.2.1 Review Weed Strategy and develop implementation for recommendations.	Updates provided as part of quarterly report.	Bill Walker	30/06/2019	N/A	48	48	

## Departmental Monthly Performance Report - Infrastructure and Development Services

## Infrastructure and Development Services

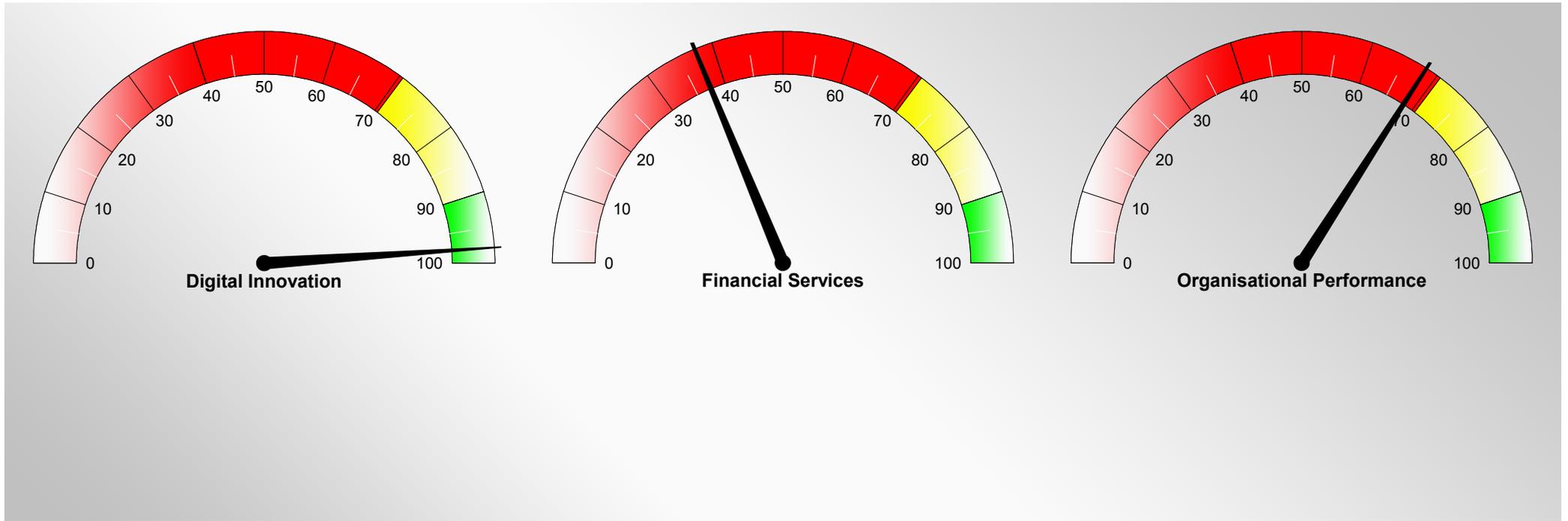
ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Improve the Integrated Strategic Asset Management Plan.	Update of renewals program. Draft list of Strategic projects produced for prioritisation with the SAMP 10 year forecast	Daniel Summers	30/06/2019	N/A	48	50	
1.2.1.2 Undertake a Modern Equivalent Roads Renewal Review.		Daniel Summers	31/03/2019	N/A	66	70	
1.2.1.3 Continue rolling program to install cost effective LED lighting to community facilities.		Ashley McDougall	31/12/2018	N/A	100	0	
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Continue development of Service Level Standards.	Out of hours callout review progressing. Service level discussion now occurring at Joint EMT level on monthly basis	Daniel Summers	30/06/2019	N/A	48	48	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							
2.4.1.1 Embed LEAN practices into project management and operational procedures.		Daniel Summers	30/06/2019	N/A	48	0	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and which</b>							
3.1.1.1 Design, develop and implement the next stage of Coastal Pathway - Cooe to Wynyard.	Project no reliant upon the State Governments process for providing access to the rail corridor.	Daniel Summers	30/06/2019	N/A	48	25	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.2.1 Plan for a priority access network for freight.</b>							
6.2.1.1 Identify priority access for freight (including development of heavy vehicle routes and bridge infrastructure).	Coordinated approach being undertaken with relevant stakeholders through the NHVR access network	Daniel Summers	30/06/2019	N/A	48	50	

## Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 6.2.2 Plan for all movements and modes of transport with a fit-for-purpose network.</b>							
6.2.2.1 Work with State Growth to finalise the review of the Cooee to Wynyard Bass Highway - "Understanding and improving Traffic Flow".	Findings to be presented to Council by Director Infrastructure and Development in February.	Daniel Summers	30/06/2019	N/A	48	50	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.1.1 Foster opportunity through sustainable development and community engagement.</b>							
7.1.1.1 Complete Flood Mitigation Studies for Big Creek and Port Creek.	Stanwyn Court flood study significantly progressed and workshop held with Council to explore options. Port Creek modelling in progress. Mitigation options to be developed	Daniel Summers	30/06/2019	N/A	48	60	
<b>Strategy: 7.5.1 Consider and encourage biodiversity through forward thinking and planning.</b>							
7.5.1.1 Pursue implementation of strategies included with the Council's adopted Waste Management Strategy.	Completion of waste compactor installation at the Wynyard Transfer station to reduce transport to landfill costs. Waste Strategy review underway	Daniel Summers	30/06/2019	N/A	48	50	
7.5.1.2 Complete catchment analysis for the creation of stormwater management plans pursuant to the Urban Drains Act 2013.	Cotton St Wynyard is being analysed as a priority with mitigation options investigated for catchment diversion.	Daniel Summers	31/12/2018	N/A	100	75	

Departmental Monthly Performance Report - Organisational Performance

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Digital Innovation	5	2	3	0	0	0	0	0
Financial Services	4	1	0	3	0	0	0	0
Organisational Performance	4	2	0	2	0	0	0	0

## Departmental Monthly Performance Report - Organisational Performance



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

## Digital Innovation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							
2.2.1.1 Complete the digitisation of records and implementation of the ECM document management system.	Administrator and Key User Training session held end October 2018. Final set up and preparation of data for final upload almost complete.  Project delayed due to unavailability of Technology One consultants to complete process.	Amanda Davison	31/12/2018	N/A	100	81	
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Continue the digitalisation of historical records.	Back Scanning Project complete	Amanda Davison	30/06/2019	N/A	48	70	
2.2.2.2 Develop IT consortium project and implementation plan.	Have attended Foundation Councils ICT Shared Services - Operational Group meeting. Open discussion commenced.  Data relating to Software and Hardware capabilities of CHC, BCC and WWC have be posted on ICT Consortium Dashboard for discussion. Next meeting yet to be scheduled.  IT Consortium Group continuing to compile information gathered to form service delivery report.	Amanda Davison	30/06/2019	N/A	48	36	

## Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 2.3.1 Identify and satisfy internal customer needs by consulting and managing expectations.</b>							
2.3.1.1 Progress actions from IT review.	<p>Have had brief discussion with General Manager - meetings to be held during next few weeks to go through details and timelines.</p> <p>Have met with IT Officer and relevant staff regarding expectations and resourcing. Currently compiling list of requirements and actions to progress actions from Review.</p> <p>Continuation of development plan - to align with Digital Innovation Strategic Plan</p>	Amanda Davison	30/06/2019	N/A	48	43	
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							
2.4.1.1 Finalise implementation of a common email platform with Circular Head Council.	<p>The recent rollout of Office365 has provided the opportunity for a common email platform with Circular Head Council. Work is currently being carried out to resolve any issues encountered.</p> <p>Work continuing of resolving issues encountered by staff at CHC and WWC. Looking at OneNote as a collaborative tool.</p>	Amanda Davison	30/06/2019	N/A	48	85	

## Departmental Monthly Performance Report - Organisational Performance

## Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Improve the Long Term Financial Plan.	List of new and upgraded assets arising from recent strategy plans has been provided and is currently being inserted into the LTFP. Awaiting SAMP review and updated renewals program to update LTFP prior to the capital works budget. The LTFP update continuing without a SAMP revision or asset life review. Most indexes have been updated, as are the waste and garbage models. Data is being entered for year 0, formulae are being reset and rolled forward to new ten year forecast. 10 Year capital works program is being reviewed and data entry commenced.	Claire Smith	30/06/2019	N/A	48	5	
1.2.1.2 Establish best practice asset valuation and depreciation methodologies.	Project being jointly run with Director Infrastructure & Development Services. Draft guideline on 'Valuing public infrastructure at current replacement cost' have been sourced from the Queensland Audit Office. Initial workshop with Circular Head Council has produced a first draft of an asset categorisation and valuation model. Work is progressing with Stormwater asset revaluations underway.	Claire Smith	30/06/2019	N/A	48	50	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							

## Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.2.1.2 Update the financial module of the enterprise software solution (Authority).	Will be updating to Version 7 in th enew year, part of which will include Hierachy Manager which will enable more workflows.	Stephen Imms	30/06/2019	N/A	48	5	
<b>Strategy: 2.6.1 Promote Best Practice and foster innovation.</b>							
2.6.1.1 Review labour allocation process in finance system.		Stephen Imms	30/06/2019	N/A	48	0	

## Departmental Monthly Performance Report - Organisational Performance

## Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 Adopt the Boat Harbour Beach Development Plan.	Amendments to the Boat Harbour Beach Development Plan to incorporate Freedom Camping, along with recent feedback received from other stakeholders. Budget for amendments to be considered and agreed. Following the changes the plan will be discussed with Council for accepting prior to public consultation.	Claire Smith	30/06/2019	N/A	48	20	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							
5.1.1.1 Work in partnership with Burnie City Council to advance a prospectus for land availability for economic development (CCA).	Draft Regional Investment Prospectus developed by Cradle Coast Authority and the Office of the Coordinator General currently finalised and awaiting approval. WWC undertook much of the initial data gathering/collection and provided the relevant information to the CCA.	Claire Smith	30/06/2019	N/A	48	50	
<b>Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.</b>							

## Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.4.2.1 Assess the feasibility of the expansion of industrial land east of the Airport.	Stakeholder discussion have occurred in relation to potential industrial locations, design and access. In principle agreement from TasWater. Councillors accepting of proposal and aware of future infrastructure costs, rezoning issues and likely time to development. Currently in progress, Taswater have confirmed they are ready to proceed with finalisation of transfer of ownership on the agreed basis.	Claire Smith	30/06/2019	N/A	48	90	
5.4.2.2 Facilitate land rezoning and infrastructure development to provide appropriate retail, commercial and industrial land for future use.		Claire Smith	30/06/2019	N/A	48	0	