

Meander Valley Council

W O R K I N G T O G E T H E R

AGENDA

COUNCIL MEETING

Tuesday 20 January 2015

COUNCIL MEETING VISITORS

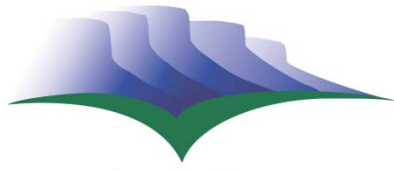
Visitors are most welcome to attend Council meetings.

Visitors attending a Council Meeting agree to abide by the following rules:-

- Visitors are required to sign the Visitor Book and provide their name and full residential address before entering the meeting room.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council the speaker is asked not to swear or use threatening language.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

SECURITY PROCEDURES

- Council staff will ensure that all visitors have signed the Visitor Book.
- A visitor who continually interjects during the meeting or uses threatening language to Councillors or staff, will be asked by the Chairperson to cease immediately.
- If the visitor fails to abide by the request of the Chairperson, the Chairperson shall suspend the meeting and ask the visitor to leave the meeting immediately.
- If the visitor fails to leave the meeting immediately, the General Manager is to contact Tasmania Police to come and remove the visitor from the building.
- Once the visitor has left the building the Chairperson may resume the meeting.
- In the case of extreme emergency caused by a visitor, the Chairperson is to activate the Distress Button immediately and Tasmania Police will be called.



Meander Valley Council

W O R K I N G T O G E T H E R

PO Box 102, Westbury,
Tasmania, 7303

Dear Councillors

I wish to advise that a general meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on *Tuesday 20 January 2015 at 1.30pm.*

Rick Dunn

ACTING GENERAL MANAGER

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Evacuation and Safety:

At the commencement of the meeting the Mayor will advise that,

- *Evacuation details and information are located on the wall to his left;*
- *In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation. When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car-park at the side of the Town Hall.*

Agenda for a general meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 20 January 2015 at 1.30pm.

PRESENT:**APOLOGIES:****IN ATTENDANCE:****CONFIRMATION OF MINUTES:**

Councillor xx moved and Councillor xx seconded, *"that the minutes of the Ordinary and Closed meeting of Council held on 9 December, 2014, be received and confirmed."*

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
	• N/A

DECLARATIONS OF INTEREST:**TABLING OF PETITIONS:**

A petition has been received from Hadspen residents raising concerns over an alleged breach of operating hours at the Red Feather Inn. The petition contains 23 signatures.

PUBLIC QUESTION TIME

General Rules for Question Time:

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice to come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may direct a Councillor or Council officer to provide a response.

All questions and answers must be kept as brief as possible.

There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

Questions on notice and their responses will be minuted.

Questions without notice raised during public question time and the responses to them will not be minuted or recorded in any way with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

Notes

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document, produced are subject to the laws of defamation.

For further information please telephone 6393 5300 or visit www.meander.tas.gov.au

PUBLIC QUESTION TIME

1. QUESTIONS TAKEN ON NOTICE – January 2015

1.1 Mr Gerard Deput

The following questions are for Council's Consideration

1.1.1) Regarding Domestic cats I would request the following actions:

Publicise cat owners responsibilities with special emphasis of their accountability to keep their cats within the confines of their own residential property and to detail actions that can legally be taken when their cats are left to stray on other properties by the owners of such properties.

As part of their obligations include compulsory micro chipping, desexing of cats and to forbid the sale of kittens unless registered breeders do so as part of their business.

*Response by Martin Gill, Director Development Services
Council officers will review the existing Cat Information page on the Meander Valley Council website.*

<http://www.meander.tas.gov.au/page.aspx?u=629>

As a first step Council Officers will incorporate a link to the relevant cat management pages on the Department of Primary Industries, Parks, Water, and Environment.

<http://dpiuwe.tas.gov.au/invasive-species/cat-management-in-tasmania>

The current Cat Information website page will also be updated to include particular sections of the Cat Management Act 2009 which:

- *set out owner responsibility for microchipping and desexing of cats.*
- *determine the extent to which land owners can protect their property from cats*

1.1.2) Proliferation of Rabbits in the Deloraine Area

Regarding the proliferation of rabbits in the Deloraine area, specifically the surrounds of the Kingdom Hall on the western approach into Deloraine.

Council to initiate an eradication programme, whether by Council or another government agency, as this vermin is now encroaching on nearby properties and to advise residents of these properties as to what their legal status is regarding their options of exterminating this pest from their gardens.

Response by Martin Gill, Director Development Services

Council officers will contact the Invasive Species branch in the Department of Primary Industries, Parks, Water, and Environment to ascertain if there are currently any rabbit management programs.

Council officers will discuss management options for land owners in urban areas and townships with the invasive species branch and provide this information through the website page, the Meander Valley Gazette and the Community news email distributed electronically by Meander Valley Council.

A good starting point for concerned residents is the information provided at the following Department of Primary Industries, Parks, Water, and Environment website:

<http://dpiuwe.tas.gov.au/invasive-species/invasive-animals/invasive-mammals/european-rabbits>

Or residents can contact Department of Primary Industries, Parks, Water, and Environment directly:

Invasive Species Enquiries

Phone: 03 6777 2200

Email: invasivespecies@dpiuwe.tas.gov.au

1.1.3) Invasion of non-native Species of Ducks and Geese – Meander River Precinct

Concerning the invasion of non-native species of ducks and geese in the Meander River precinct in Deloraine with the ever increasing consequence of fresh water contamination creating a potential health hazard, the negative and also hazardous impact on footpaths and a resultant offensive odour, as this vulnerable yet valuable asset needs to be vigorously promoted and protected.

Initiate an eradication programme with by Council or another government agency.

Response by Martin Gill, Director Development Services

The Department of Primary Industries, Parks, Water, and Environment do not categorise ducks and geese as invasive species.

In October 2014 Council officers undertook an assessment of the duck and geese numbers on the Deloraine river edge and deemed the numbers to be appropriate at the time, hence no culling was required.

Council will continue to monitor the numbers of birds to ensure that there are no adverse public effects.

2. QUESTIONS WITHOUT NOTICE – January 2015

Nil

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – December 2014

2. COUNCILLOR QUESTIONS ON NOTICE – January 2015

2.1 Cr A Connor – Blackstone Heights NBN

As some would know the fibre optic NBN is currently being rolled out in Blackstone Heights, unfortunately the NBN Company has deviated from its normal design standard and will instead use just a single connection into the suburb along the one road in/out of the suburb rather than two connections due to the cost of installing a second route for some 500m. Can Council obtain costings for a second connection into the suburb and lobby NBNCo or the Federal Government to ensure that this isolated suburb of over 100 residents will be properly served by Telecommunications particularly in times of emergencies.

Response by Dino De Paoli, Director Infrastructure

Following the issue of redundancy of supply of NBN services into Blackstone Heights being raised in November, the NBN's National Community Stakeholder Relations Manager has accepted an invitation to present to Councillors at the upcoming Council workshop on Tuesday 24th February, 2015. This workshop will provide an opportunity for Councillors to be briefed on matters concerning current and future NBN works within the municipality, as well as seek clarification on specific issues affecting the Blackstone Heights area. Discussions at the workshop will assist Councillors and Council officers in determining whether lobbying of the NBN and/or Federal Government should be undertaken and the specific issues that need to be addressed. Previous and recent enquiries made to the NBN Co. to obtain information on typical construction costs have been unsuccessful due to commercial arrangements in place with suppliers to NBN Co., and the variation encountered across the range of new builds undertaken.

2.2 Cr B Richardson – Hawthorn Hedges

Councillors are no doubt aware of the significance of hawthorn hedges, particularly between Exton and Hagley. These hedges form an integral part of the landscape, which is commonly described as "more English than England".

It is understood that many of these mature hedges are heritage listed; in the view of many people many more should be (listed).

During recent weeks a significant proportion of those hedges between Exton and Hagley are exhibiting significant damage. About 600 mms= from the ground these hedges have browned, probably as the result of herbicide spraying.

1. Who, or what authority is responsible for roadside maintenance along Meander Valley Road between, Carrick and Exton?

*Response by Matthew Millwood, Director Works
Meander Valley Road roadside vegetation maintenance outside of the urban limits is managed by Department of State Growth (DoSG).*

2. Can Council provide an explanation as to why such damage would be inflicted upon the hedges. I can think of two possible explanations: deliberate "vandalism" or carelessness. Are there further possibilities?

*Response by Matthew Millwood, Director Works
Director Works has contacted the DoSG requesting advice to the browning of the lower sections of the hawthorn hedges in the described locations. No response to date has been received*

3. Is the damage to the hawthorn hedges likely to be permanent?

*Response by Matthew Millwood, Director Works
Council Officers cannot provide comment on the likeliness of permanent damage to the hedge rows. This can only be assessed once DoSG have provided advice to Council in relation to the cause.*

4. Are any of the properties fronting the affected spray – damaged areas either organically-certified, applying for organic certification, or have conservation covenants applying to them.

*Response by Matthew Millwood, Director Works
There are no properties adjacent to the Meander Valley Road in the described locations that are currently organically certified or registered as a Tasmania Organic-Dynamic Producer (TOP). Council officers were unable to determine whether any properties are currently applying for organic certification. There are no conservation covenants within private property fronting Meander Valley Road between Deloraine and Hagley.*

5. Will Council initiate an investigation into this incident and report to a future Council meeting how future such events can be prevented?

*Response by Matthew Millwood, Director Works
Director Works will continue to seek response from DoSG in relation to this matter but cannot provide any assurance that such events will not occur in the future. Further information will be provided to Council when all relevant details have been made available by DoSG.*

2.3 Cr B Richardson – Upgrading of Facilities – Westbury Recreation Ground

Prior to the last State and Commonwealth parliamentary elections candidates were asked to comment upon funding contributions towards upgrading facilities at Westbury Recreation ground.

My recollection is that media reports indicated contributions of \$300,000 from the State Government (via Mr Shelton MHA) and that Mr Hutchinson, MHR indicated a positive stance towards a Federal contribution of up to \$500,000.

1. What has the response been from the State Government towards the project?

*Response by Rick Dunn, Acting General Manager
The Tasmanian Government has committed \$150 000 to the Westbury Recreation Ground Project in the 2015-2016 Financial Year."*

2. Has Council sought funding from the Commonwealth Government towards this project? If so what has been the response?

*Response by Rick Dunn, Acting General Manager
Council sought financial support from a newly elected Australian Government of \$120 000 for the Westbury Recreation Ground Project. This request was presented to Lyons Candidates prior to the 2013 Federal Election and via Council's Priority Projects Lyons document. A commitment from the Australian Government to support Council's financial request has not been confirmed at this point.*

2.4 Cr B Richardson – Roadside Maintenance – Meander Valley Road

It is now mid-January, 2015 and roadside maintenance on Meander Valley Road from Exton to Carrick (and probably beyond) has been minimal. Roadside rubbish along roadsides is only cleared by regular high winds!

Slashing of "overgrowth", including grass seems to have been non-existent, resulting in a fire hazard and producing unsightly entrances to towns such as Westbury. The interconnectors with the Bass Highway at Woodside and Birralee Road can only be described as being in a disgraceful condition.

1. Will Council contact the relevant State authority to fix the matter – NOW!!

*Response by Matthew Millwood, Director Works
Director Works has contacted Department of State Growth (DoSG) requesting advice regarding the vegetation growth on Meander Valley Road and the schedule for roadside slashing within these locations. No response to date has been received.*

2.5 Cr D White – MVEC Inc 23rd Annual Report – Request for details to Supplement the Meander Valley Enterprise Centre Manager’s Report

In the 2014 Meander Valley Enterprise Centre (MVEC) Annual Report, the Manager Mr Richard Millen reported on several areas of activity the MVEC had been involved in.

Can council officer’s follow-up with MVEC on the questions I have asked below for additional information?

Response by Acting General Manager Rick Dunn

Yes

Once the additional information has been provided, can this information be tabled at a 2015/2016 Council Workshop, prior to 2015/2016 budget deliberations for discussion?

Response by Acting General Manager Rick Dunn

Yes

2.5.1 Paragraph 1 – Tourist Industry

Tourist Industry - TNT – “2014 has been about bringing the strategic direction of the Great Western Tiers Tourism Association into line with the objectives of Tourism Northern Tasmania (TNT). Visitor numbers to the GWT Visitor Centre were once again down on last year despite a 14% increase in overall visits to the state. A significant increase in Chinese tourists to our region has been experienced but this has been of little benefit to most local operators. The GWTTA reprinted its Visitor Guide for the period 2013/2014. Future promotional planning is likely to focus more closely on a digital interspersed with a mixture of media to take advantage of a similar strategy by TNT.

- a) The Manager has stated that the objectives of GWTTA are aligned with those of TNT.

Question: What are these objectives?

- b) The Manager has stated that visitor numbers to the GWT Visitor Centre were once again down on last year despite a 14% increase in overall visits to the state.

Question: By how much are numbers down?

- c) The Manager stated that there has been a significant increase in Chinese tourists to our region.

Question: How many?

- d) The Manager has stated future promotional planning is likely to focus more closely on a digital interspersed with a mixture of media.

Question: Will it or wont it?

- e) The Manager stated we would take advantage of a similar strategy by TNT.

Question: Which strategy?

2.5.2 Paragraph 2 – Deloraine on the Move

Through its Fightback! Campaign launched last year membership has grown to 190 (from a base of under 30). Although the campaign itself was a little disappointing it is planned to persist with it and to increase the promotional advertising effort. DOM has had a very active committee during the year and has many projects in the pipeline. It is planned to expand DOM over a wider geographical area and to incorporate the Westbury district. The next AGM for DOM is expected to formalise a change of name to Meander Valley On The Move and the hope is that membership may grow to over 250. The Product and Services Guide, part of the Fightback Campaign, has been a great success. The cost of printing this every year, however, is prohibitive. The committee plan to relaunch the DOM web site, making it more appropriate to a business association and incorporate a searchable data base which can include businesses from its wider geographic area.

- a) The Manager stated that the Campaign for membership held last year was a little disappointing.

Question: How many gift vouchers were sold during campaign?

- b) The Manager stated that DOM intends to increase the campaign with a promotional advertising effort.

Question: How and at what cost?

- c) The Manager stated that DOM has had a very active committee.

Question: Who are they?

- d) The Manager stated that the DOM committee has many projects in the pipeline.

Question: What are they?

- e) The Manager stated that the DOM Committee plan to relaunch the DOM website making it more appropriate to a business association and incorporate a searchable data base which can include businesses from its wider geographic area.

Question: Will it or wont it?

2.5.3 Paragraph 3 – Rural Business Networking Group

Two network dinners have been held in 2014 -both sponsored by the guest speaker organisations (Activ8 me and NRM North). In both cases less than 20 participants attended.

- a) The Manager stated that there were less than 20 participants.

Question: How many participants?

2.5.4 Paragraph 5 – Deloraine Digital Hub

We have now been hosting the Deloraine Digital Hub for 18 months. During this time we have met our KPIs and succeeded in persuading a number of clients that they need to purchase iPads. We are required to run 12 workshops every month and handle 40 one on one visitor sessions. The aim of the hub program is to demonstrate the power of the internet to people who might not otherwise have the opportunity to experience it.

The contract is not expected to be renewed at the end of 2014.

- a) The Manager stated that we have met the KPI's
Question: What are the KPI's?

- b) The Manager stated that they succeeded in persuading a number of clients to purchase iPads.
Question: How many?

- c) The Manager stated that we are required to run 12 workshops every month and handle 40 one on one visitor sessions?
Question: Did these take place?

2.5.5 Concluding Paragraph

We continue to liaise with Council and are doing all possible to keep communication lines open and transparent. Combining the resources of Council, ERAG, MCEC, DOM and GWTTA for the greater good of the business community of Meander Valley is the predominant motivation.

- a) The Manager stated that we are doing all possible to keep communication lines open and transparent.
Question: What is being done?

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – January 2015

DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

NOTICE OF MOTIONS BY COUNCILLORS

Nil

CERTIFICATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and
2. where any advice is given directly to Council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person."



Rick Dunn
ACTING GENERAL MANAGER

"Notes: S65(1) of the Local Government Act requires the General Manager to ensure that any advice, information or recommendation given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

DEV 1 TASMANIAN BUILDING REGULATORY FRAMEWORK REVIEW

1) Introduction

The purpose of this report is to gain Council endorsement of the Meander Valley Council submission to the Tasmanian Building Regulatory Framework Review.

2) Background

The Tasmanian Government is undertaking a comprehensive review of the building regulatory framework to ensure that only the:

regulations which are still relevant to Tasmania today and into the future remain part of the framework.

The Director of Building Control was given responsibility to coordinate, investigate and report to the Treasurer following a systematic and complete Review of the Tasmanian Building Regulatory Framework (Review).

The terms of reference for the Review included:

- The Review will consider the relationship of the building regulatory framework with planning, environmental, heritage and any other legislation which intersects with the Framework
- The Review will determine whether the current building regulatory framework meets the needs and expectations (including safety, quality, performance, efficiency and sustainability) of the community, consumers and the industry and recommend any changes to improve the framework.
- The Review will be informed by contemporary building regulatory frameworks in other jurisdictions, recent reviews and any proposed changes in other similar jurisdictions.

The Review outcomes are to be implemented by the end of 2015.

In July 2014, an initial Consultation Paper was published and submissions were invited. The Director of Building Control used submissions to the Consultation Paper and other industry stakeholder consultations to develop a Position Paper which recommended actions to improve the Tasmanian Building Regulatory Framework.

Council has now been invited to make a submission on the Position Paper.

3) Strategic/Annual Plan Conformance

Not Applicable

4) Policy Implications

Not Applicable

5) Statutory Requirements

Not Applicable

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

The Department of Justice have managed the consultation process, which included establishing a Consumer Advisory Group. This group have been engaged since the beginning of the process.

9) Financial Impact

Not Applicable

10) Alternative Options

Council can elect to not make a submission or amend the draft submission attached to this report.

11) Officers Comments

In the Position Paper the Director of Building Control provides the following summary of the context in which the review has been undertaken:

The Building Regulatory Framework was introduced to help ensure all building works in Tasmania conform to national standards in terms of safety, amenity and quality.

However, concerns have been raised that existing regulation does not necessarily meet the test of necessity, benefit and ease of use.

The aim of this Review is to ensure that we have sufficient regulation to deliver the objectives without placing an unnecessary regulatory burden on people wishing to undertake building works.

The reduction of unnecessary “red tape” is a key election commitment of the current state government.

The Position Paper reflects this context by incorporating recommendations that provide for a clean-up around the regulatory edges, greater accountability for practitioners, and a greater emphasis on compliance and auditing to achieve efficiency and better outcomes.

Some options in the paper provide for more profound change but the majority of the changes sit with the framework of the current national approach to building regulation and a commitment to the principles of safety, amenity and quality.

Given this, it might be argued that the Position Paper is underpinned by the view that there is not a ‘regulatory burden’ in the system, but rather a system that needs modification and refinement.

Where the regulatory burden is proposed to be eased in the Position Paper the outcome is a shift of accountability or a greater acceptance of risk within the Building Regulatory Framework

A good example of this approach is **Recommendation 10**:

Allow for builder certification for a range of non-inhabited farm buildings

The benefit of this approach is the decrease in time and costs for the owner or consumer to build.

The disadvantage is that the structure has no approval process, this could lead to the use of inappropriate construction methods, the owner taking on more risk, and the potential for retrospective compliance initiated by Council.

In this case, the accountability is shifted to the builder, the risk to the owner, and the policing and audit function to the Council (or other agency).

It is worth noting that the approach embedded in Recommendation 10 will change the focus of the role Council plays in implementing the building regulatory framework by:

- Reducing the number of assessments Council undertakes
- Placing a greater emphasis on ensuring compliance through the Permit Authority role

This outcome plays out in the Position Paper through a number of the options and recommendations. **Option 24** is:

Every Council must appoint a Municipal Building Surveyor

The Municipal Building Surveyor would administer the compliance elements of the building control responsibilities of Local Government and Building Legislation.

This role would be different from the permit authority and different from the role played by the Building Surveyor currently engaged by Council.

If this option was adopted, and Council wanted to continue to provide a certificate service (building permit application assessment) for the community, it would need to employ two building surveyors.

This option reinforces the emphasis on 'separating responsibilities' and auditing that runs through the Position Paper. The recommendations clarify roles and provide for greater accountability by Building surveyors.

The description of **Recommendation 21** states:

The certifying Building Surveyor is required to report on whether building works comply with regulatory standards. Their role is to protect the interests of the home owner. If the Building Surveyor is employed by the builder, there is an obvious conflict of interest.

The recommendation itself is:

Strengthen provisions allowing for the property owners to appoint Building Surveyors and excluding the Building Surveyor from having contractual relationship with builders

The theme of 'separating responsibilities' is one of the strengths of the Position Paper. This approach won't necessarily cut red tape, but it will refine the structure of the system and reduce the number of areas where collusion is effectively supported by regulation.

That theme is supported throughout the paper by recommendations for more oversight by authorities, more accountability for practitioners and greater emphasis on audit and compliance.

This approach prioritises the consumer, and focuses on improving the system in order to provide greater protections for the consumer.

The Position Paper also provides for the consumer to take on more responsibility while providing more opportunities for cost and time savings when building. **Option 13** is a good example of this approach:

Introduce a Building Directive which allows for a standard pre-approved residential design

The consumer can build to a standard preapproved design which could be automatically approved. Any variations may need to go through a more traditional certificate process, but the consumer makes the choice.

Council officers have prepared the attached draft response to the Position Paper taking the approach that the consumer should be the key beneficiary for any proposed changes to the building regulatory framework. There is, however, some caution that tempers the officer recommendations. This generally reflects concerns held by officers that some of the recommendations introduce risk for the consumer.

The Council officer's recommendations are discussed in the following section of the report. This part of the report has been structured to reflect the structure of the Position Paper.

A copy of the position paper can be found at the Department of Justice website:

www.justice.tas.gov.au/building/regulation/building_regulatory_framework_review

Objectives

Recommendations 1 - 3

Council officers support these recommendations.

These actions will make the legislation more relevant and more readable. They will also provide greater flexibility in the system when new innovation and technology emerge.

Measuring success

Recommendations 4 - 6

Council Officers support these recommendations.

Better reporting and data will help in future review and reform processes.

Building approval process

Recommendations & Options 7- 19

The Director of Building Control summarised the recommendations in this section in the following way:

- Identify works that don't need a building permit
- Encourage greater use of the automatic permit procedures
- Streamline the building certification and permit processes
- Increase the efficiency and effectiveness of Permit Authorities
- Increase the efficiency and effectiveness of Building Surveyors
- Provide an affordable and accessible appeal mechanism

Council officers have some reservations about the **Recommendation 8, 9 & 10**. In the attached Response Paper they are currently marked as amber.

There are concerns that more building work in Meander Valley will not be subject to an approval process. The concern is that this provides a greater risk to consumers because the sign off on the structural integrity of the building relies solely on the judgement of the Builder.

Counter to these concerns is the obvious benefit to the consumer; a reduction in time and costs. A good certification process could also potentially reduce the number of illegal works that are constructed because the responsibility of reporting is taken on by the builder.

The opinion within the Building Services team, however, is that there would need to be a significant cultural change and skill upgrade required for building practitioners to ensure that self-certification provided the right protections for the consumer.

For these reasons Council Officers would recommend that Council does not support these recommendations.

Option 11 provides a higher threshold for what would be categorised as minor works and subsequently works that would be exempt from the building approvals process.

Council Officers prefer a definition of works rather than a straight out monetary value to determine minor works. This ensures that a risk based approach is taken. This would accord with the general direction of the Position Paper

For these reasons Council Officers recommend Option 11b

Option 13 has been discussed earlier in this report. Implemented correctly this action has the potential to provide significant benefits to the consumer. The pre-approved process is generally supported in preference to self-certification process in the Recommendation 8, 9 & 10.

Option 17 considers a model to improve the efficiency and effectiveness of Permit Authorities.

The discussion around this option extends to a broader consideration of the ongoing role of local government in the building approval process.

In combination with the reduction of the type of building works that need building approval (**Option 8, 9 & 10**), and the proposed minimum fee schedule (**Option 18**), the consolidation or privatisation of the permit authority role would significantly reduce the viability of offering Building Services at Meander Valley Council.

Supporting **Option 17a** (*Retain the current system of certification and separate permits with improvements*) means that Council would remain directly involved in the permit authority role, and would continue to have a responsibility to ensure compliance with regulations.

But it also means that the role of the Building Surveyor will be formally separated from the function of Council. This would mean that the Building Surveyor is limited to undertaking work where they are directly engaged by the consumer.

While there are no direct time and cost benefits for the consumer in this option, the role of Council as a record keeper with the ability to provide direct service to the local community are the strengths of the existing system.

The proposed improvements in the building regulatory framework, however, would see Council playing a greater compliance role.

Supporting **Option 17b** (*Reduce the number of permit authorities, improve auditing, documentation requirements, clarification of roles*) means that there is automatically a separation between the role of the Permit Authority and the Building Surveyor.

This option also means that responsibility for compliance is removed from Council.

Council can continue to offer Building Surveying services under this option, but as stated above if other recommendations in the Position Paper are implemented, the majority of work currently undertaken by the Building Surveyor will be subject to exemptions or pre-approval. Council would realistically only need a Building Surveyor to manage the transition to the 'improved' system and address the legacy of open building permits.

This option has the potential to reduce operational costs for Council and would provide a consistent state wide approach to the building approval processes for consumers.

There are no obvious time and cost benefits for the consumer, but consistency in the process and greater professionalism in the role would provide some benefits.

Option 17c (*Introduce fully contestable building certification [including permits]*) represents, potentially, the best outcome for consumers; it would reduce the

number of permits required and let market competition improve the timeliness of the process.

It would provide for the Building Survey to also act as the Permit Authority which would facilitate the merging of the certification and permit steps in the approval process.

There are, however, a number concerns about managing the quality of building work and the potential for ongoing conflict of interest issues resulting from industry `relationships' between Builders and Building Surveyors.

The Director of Building Control makes the following observations about the three options:

If the objective is to improve the Permit Authority role so that the same processes apply across the State, with a similar turnaround and cost for applications, there are a number of options:

- *Consider making the Permit Authority a fully-contestable role – one that could be performed privately rather than within council.*
- *Reduce the number of Permit Authorities across the State, to make the most of available resources, reduce costs and increase the likelihood of consistent processes (with stronger guidance from the Director of Building Control).*
- *Work with existing Permit Authorities to improve the way they do business under the new legislation.*
- *Implement a combination of these approaches – for example, a reduced number of Permit Authorities and increased contestability.*

Council officers have formed the view that only Option 17a and 17b should be considered.

Option 17a provides for the ongoing connection to the community, even if there is a greater emphasis on compliance; the role is essentially about protecting the consumer and being aware of what is `occurring in the built environment' in the local municipal area.

Option 17a is the model most similar to the current and actual functions of the team at Meander Valley.

Option 17b would probably provide the most efficient and effective model in the long term for the consumer.

A strong regime for Building Surveyors

Recommendations & Options 20 – 28

Council officers generally support the recommendations set out in this section.

Providing clarity for the Building Surveyor role and ensuring that there is a contractual separation between Building Surveyors and Builders will protect and benefit the consumer.

Council Officers do not support **Option 24** (*Every council must appoint a Municipal Building Surveyor*). As discussed in the Officers Comments, this role would only perform a compliance function within Council. The Municipal Building Surveyor could not practice in the local government area. The role would be to oversee the Permit Authority.

There are a limited number of building surveyors with the experience and qualifications in Tasmania to take on this role. Having this as requirement may have the effect of increasing the cost of engaging Building Surveyors for consumers and Council.

Practitioner registration and licensing

Recommendations & Options 29 – 47

Council Officers generally support the recommendations in this section with the following exceptions:

- **Recommendation 39** (*Owner builders will be subject to increased inspections*) – if the legislation provides for the owner builder process, then they should not be isolated out and subject to increased inspections.
- **Option 40** (*Add “owner builder” to title*) – as above, if the owner builder is subject to the same building approval process the distinction does not need to be made.

Protecting consumers and practitioners

Recommendations & Options 48– 58

Council officers support all initiatives that will provide greater protection for consumers.

Summary

Overall the Position Paper provides the foundation for improving the existing building regulatory framework. The recommendations in the paper do not result in a significant reduction in red tape. Rather the paper assumes that the principles and function of the regulations are fundamentally right.

What the Position Paper does do is introduce changes that would require more accountability, integrity and consistency from practitioners within the building industry. It also identifies and addresses those areas of conflict, inefficiency and tension within the existing regulatory framework including a frustration with ‘local government’ processes.

The proposed submission from Council has taken the position that changes that improve the outcome for the consumer without compromising consumer protection and building quality should be supported.

For these reasons it is recommended that Council endorses the proposed submission to the Tasmanian Building Regulatory Framework Review following clarification of the Council position on the following:

- Recommendation 8,9, & 10
- Option 17

12) Recommendation

It is recommended that Council endorse the submission to the Tasmanian Building Regulatory Framework Review in the form of the attached Response Paper following clarification of the Council position for the following:

- Recommendation 8,9, & 10
- Option 17

AUTHOR: Martin Gill
DIRECTOR DEVELOPMENT SERVICES

DECISION:

Tasmanian Building Regulatory Framework Review

Response paper

Version 1.1 8 December 2014



The Director of Building Control makes the following recommendations for the improvement and strengthening of the Tasmanian Building Regulatory Framework.

Please indicate whether you support the recommendations, and select your preferred option where choices are provided.

You may also wish to comment on any of the options or recommendations and you should do so at the end of the document.

Please complete your details:

Name

Organisation **Meander Valley Council**

Position

Phone number **(03) 6393 5300**

Email address **mail@mvc.tas.gov.au**

Street address **26 Lyall Street**

Suburb or city **Westbury**

State **Tasmania**

Postcode **7303**

Recommendation	Description	Response	
		Support	Don't Support
Recommendation 1	Update objectives and include in legislation	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 2	Legislation provides for Director Building Control to make determinations in areas of innovation and emerging technologies	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 3	Legislation be separated into its components, namely undertaking building work, licensing, warranties and disputes including contracts and security of payment	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 4	Introduce reporting requirements for Building Surveyors	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 5	Introduce reporting requirements for Permit Authorities	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 6	The Director Building Control to report annually to Parliament on regulatory cost and regulatory timeliness by municipal area	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 7	Increase penalties for illegal building works including additional fees for certificates of substantial compliance and certificate to proceed	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 8	Allow for Builder certification of certain low risk building work	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 9	Define Building Work in such a way as to exclude low risk work and exclude work which is subject to other regulatory or certification processes	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 10	Allow for builder certification for a range of non-inhabited farm buildings	<input type="checkbox"/>	<input type="checkbox"/>
Option 11a	Increase the threshold for minor alterations or minor repairs not subject to the building permit process to \$20,000 and index the threshold	<input type="checkbox"/>	<input type="checkbox"/>
Option 11b	Remove the threshold for minor alterations or minor repairs and introduce clear determination for scope of the exemption	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 12	Increase awareness of Planning Directive 4	<input type="checkbox"/>	<input type="checkbox"/>
Option 13	Introduce a Building Directive which allows for a standard pre-approved residential design	<input type="checkbox"/>	<input type="checkbox"/>
Option 14	Reduce need for plumbing permits, increase risk-based auditing, replace with notification process	<input type="checkbox"/>	<input type="checkbox"/>

Recommendation	Description	Response	
		Support	Don't Support
Recommendation 15	Promote awareness of the scope of the certifiable works provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendation 16	Remove requirement for most on-site waste water treatment systems to be approved for sale by the Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Select one option:	
Option 17a	Retain the current system of certification and separate permits with improvements, OR	<input checked="" type="checkbox"/>	
Option 17b	Reduce the number of permit authorities, improve auditing, documentation requirements, clarification of roles, OR	<input type="checkbox"/>	
Option 17c	Introduce fully contestable building certification (including permits)	<input type="checkbox"/>	
Option 18	The Director set minimum schedule of fees for building surveying services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendation 19	Clarify the essential maintenance requirements for Class 2–9 Buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendation 20	Clarify role and responsibilities of Building Surveyors and protections for Building Surveyors through the Building Act	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendation 21	Strengthen provisions allowing for the property owners to appoint Building Surveyors and excluding the Building Surveyor from having contractual relationship with builders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Option 22	Performance-based solutions are outside the scope of work of Building Surveyors unless the Building Surveyor undertakes additional specific qualifications in performance-based solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendation 23	Make current mandatory building notifications mandatory inspection points	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Option 24	Every council must appoint a Municipal Building Surveyor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Option 25	Introduce a new “inspector” level of building certifier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendation 26	Use regular reporting and targeted audits to drive compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendation 27	Mandatory component of Continuing Professional Development for Building Surveyors	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recommendation	Description	Response	
		Support	Don't Support
Recommendation 28	Include strengthened code of conduct for Building Surveyors in legislation	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 29	Allow for corporations/partnerships to obtain contracting licence	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 30	Licensing scheme (formerly Accreditation scheme) be modified to ensure that every practitioner licensed meet the requirements of the industry	<input type="checkbox"/>	<input type="checkbox"/>
		Select one option:	
Option 31a	Set time limit for “grandfathered” practitioners to bring their skills up to scratch, OR	<input type="checkbox"/>	
Option 31b	Set once-off mandatory CPD for grandfathered practitioners to bring their skills up to scratch	<input checked="" type="checkbox"/>	
Option 32	Explore licensing process for Engineers which is similar to current process for Architects in the Building Act.	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 33	Clarify role of roof plumber	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 34	No owner builder status for class 2 to 9 buildings	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 35	An owner builder can register but not self-certify	<input type="checkbox"/>	<input type="checkbox"/>
Option 36	Replace the number of projects rule by specifying the length of time before an owner builder can sell	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 37	Statutory warranties given to future owners and a compulsory inspection prior to sale	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 38	Definition of project is limited to one building permit per owner builder licence	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 39	Owner builders will be subject to increased inspections	<input type="checkbox"/>	<input type="checkbox"/>
Option 40	Add “owner builder” to title	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 41	Owner Builder to pay licence fees and have correct insurances	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 42	Introduce CPD for plumbers, electricians and other occupations under the Occupational Licensing Act	<input type="checkbox"/>	<input type="checkbox"/>

Recommendation	Description	Response	
		Support	Don't Support
Recommendation 43	Limit CPD to genuine learning activities pre-approved by Director Building Control or Administrator of Occupational Licensing	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 44	The Director Building Control may mandate certain activities	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 45	Strengthen code of conduct for building practitioners	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 46	Move building practitioners to the occupational licensing regime therefore adopting sanctions of that regime	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 47	Infringement regime if builder does not comply with Rectification Order	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 48	Director Building Control to provide a sample best practice contract and guide for residential building projects	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 49	Mandate clauses that must be included in a contract for residential building projects over the value of <\$15,000>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 50	Variations to a contract must be in writing and signed by both parties	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 51	Introduce mediation as first step in dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 52	Establish Disputes Process by Director's Determination	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 53	Review penalties and who should have the power to order them	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 54	Adopt a risk-based approach to auditing	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 55	Identify particular categories and do 100% inspections	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 56	Implement a user-pays auditing regime for repeat inspections	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 57	Specify the powers available to a Building Surveyor, Council officers or Delegate of the Director	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 58	A party make seek review of a Rectification Order within specified time	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation 59	Streamline Appeal and Review Processes	<input type="checkbox"/>	<input type="checkbox"/>

GOV 1 ANNUAL PLAN – QUARTERLY REVIEW – DECEMBER 2014

1) Introduction

The purpose of this report is to consider the December quarterly review of the Annual Plan.

2) Background

Section 71 of the Local Government Act 1993 requires Council to prepare an Annual Plan. This plan provides details of the works and programs to be undertaken by Council and is the organisation's commitment to both Councillors and the community that these works and programs will be delivered.

3) Strategic/Annual Plan Conformance

This performance report relates directly to the achievement of the Annual Plan.

4) Policy Implications

Not Applicable

5) Statutory Requirements

It is a requirement of the Local Government Act 1993 that Council prepares and approves an Annual Plan.

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

There is no requirement to consult with the Tasmanian Government when preparing this quarterly review.

8) Community Consultation

There is no requirement to consult with the community when preparing this review.

9) Financial Impact

Not Applicable

10) Alternative Options

Not Applicable

11) Officers Comments

An excellent result has been achieved for the December quarter all 151 targets being met.

Three Activities have been deferred and one cancelled:-

Activity 1.1.4 **Review Business Continuity Plan**
Target: **Review Business Continuity Plan**
Comment: **Activity deferred.** A decision has been made to engage a consultant to review Council's BCP. This review will commence in late March 2015 therefore this activity has been deferred from the December quarter until the March quarter.

Activity 1.3.2 **Review NRM Strategy for the local government area**
Target: **Commence review – December 2014**
Comment: **Activity deferred.** This review has been deferred until the Northern Tasmanian NRM Strategy is completed. This is to ensure the Meander Valley Strategy is aligned with both the Regional and State Strategies.

Activity 2.2.1 **Review and adopt the Long Term Financial Plan (LTFP)**
Target: **LTFP update workshop following State Govt. budget.**
Comment: **Activity cancelled.** Update workshop not required as State Govt. budget did not adversely affect the LTFP.

Activity 5.6.3 **Purchase/trade plant as per replacement program – (e) 4.5 truck**
Target: **Purchase/trade plant as per replacement program – (e) 4.5 truck**
Comment: **Project deferred.** Allocation to be managed within plant replacement budget. Plant replacement program to be reviewed prior to 2015/16 budget consideration by Council.

AUTHOR: Rick Dunn
 ACTING GENERAL MANAGER

12) Recommendation

It is recommended that Council receive and note the Annual Plan review for the December 2014 quarter.

DECISION:

Meander Valley Council Annual Plan 2014/2015

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Meander Valley Council Annual Plan 2014/2015

Overview

The Annual Plan outlines the programs and services Council intends to deliver throughout the year. These programs and services consist of a mixture of new and upgraded services, replacing existing or simply maintaining what already exists.

The coming year will see Council complete a review of key future strategic planning and operations documents and deliver the following projects –

- complete the review of Council's Strategic Plan and finalise Council's first Delivery Plan;
- continue with community engagement and finalise Council's waste management strategy;
- complete the activities required to have Council's Planning Scheme declared;
- complete the Prospect Vale/Blackstone Heights Structural Plan and commence projects in the Westbury Outline Development Plan;
- continue to implement projects outlined in the Hadspen Outline Development Plan and commence the process for the rezoning of land;
- undertake the construction of the Westbury Road/Vale Street Roundabout;
- develop stormwater system management plans in line with the risk assessment action plan.

Council will undertake a regular inspection program for Place of Assembly and Food Premises Licences, and co-ordinate immunisation clinics.

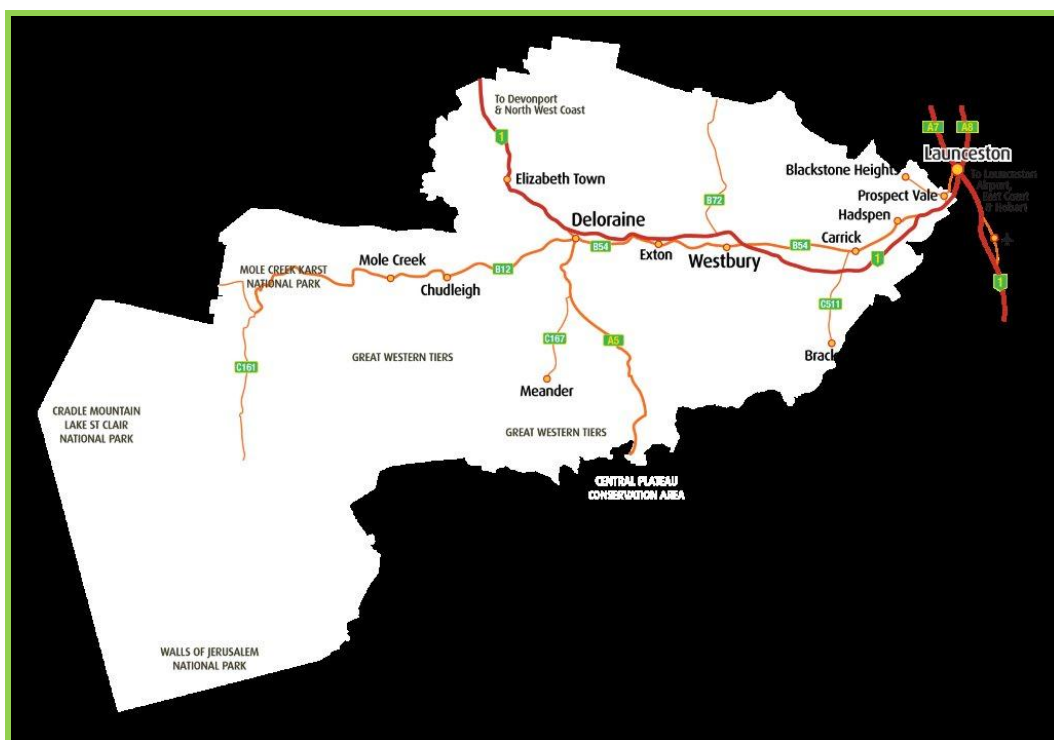
There is an ongoing commitment to continue Council's involvement in the Northern Tasmania Development and Council officers will continue to work with other Councils to deliver uniformity of standards, processes and resource sharing.

Once again an extensive Capital Works Program, valued at \$6.44 million will be delivered. Of this work, \$3.70 million is allocated for reconstruction or replacement of assets with the balance for new or upgraded assets. The value of these works is in line with the projections in the Long Term Financial Plan.

Meander Valley Council Annual Plan 2014/2015

Fast Facts about the Meander Valley

Rateable assessments	9,770
Capital value of properties	\$3,093,452,100
Adjusted Assessed annual value of properties	\$141,145,922
Residential population	19,543
Geographical area	3,821 sq kms
Number of Councillors	9
Sealed Roads	550kms
Unsealed Roads	254kms
Bridges	217



Meander Valley is a large and diverse area of Tasmania's northern region, which offers an assortment of enticing lifestyle opportunities. The varying landscape ranges from alpine mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, and even an urban community of Launceston. There are abundant small businesses and major enterprises, such as Country Club Tasmania and Tasmanian Alkaloids which offer great employment prospects to locals.

The Meander Valley skyline is dominated by the mountains of the Great Western Tiers and World Heritage Area, which form a dramatic backdrop to a rural landscape that in many areas is divided by traditional English hedges. Small townships and villages are found throughout the area. The seamless combination of mountains and rural landscapes, villages and townships gives Meander Valley its' unique look and feel; something that visitors recognise as distinctly Tasmanian.

Meander Valley Council Annual Plan 2014/2015

Budget Estimates

	2013-2014	2014-2015
Revenue:		
Rate Revenue	9,739,100	10,262,600
Fees and User Charges	1,051,800	1,106,900
Contributions and Donations	320,000	326,800
Interest	1,131,300	1,086,300
Grants and Subsidies	2,933,500	5,623,900
Other Revenue	880,500	945,000
Total Operating Revenue:	16,056,200	19,351,500
Operating Expenditure:		
Employee Costs	5,439,500	5,868,300
Maintenance and Working Expenses	5,729,400	5,777,700
Interest on Loans	261,300	311,300
Depreciation	5,041,900	5,168,400
Payments to Government Authorities	954,600	990,800
Other Payments	171,000	225,200
Total Operating Expenditure:	17,597,700	18,341,700
Operating Surplus/Deficit:	(1,541,500)	1,009,800
Underlying Surplus/(Deficit)	(40,000)	39,400
Capital Expenditure	6,056,600	7,871,000
Repayment of Loans:	-	
Asset Sales:	285,000	285,000
Closing Cash Balance:	17,834,900	18,325,200
Net assets:	274,856,000	278,825,300

Meander Valley Council Annual Plan 2014/2015

Rating Policy

The following rating policies will apply for 2014-2015:

Payment Method:	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 29 August 2014, 31 October 2014, 30 January 2015 and 31 March 2015.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 9.35% per annum.
General rate:	All rateable properties are applied a General Rate of 5.9398 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$15. For each separate service where kerbside garbage and/or green-waste & recycling collection is provided the charge is \$143 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$175 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$335 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.3330 cents in the \$ of AAV with a minimum of \$37. Properties within the Volunteer Brigade Districts are applied a rate of 0.3785 cents in the \$ of AAV with a minimum of \$37. All other properties are applied a rate of 0.3477 cents in the \$ of AAV with a minimum of \$37.

S U M M A R Y

December 2014 Quarterly Review

Area	Number of Targets (excl Canc)	No of Targets Met (excl Canc)	Conformance
1. Governance	38	38	100%
2. Corporate Services	19	19	100%
3. Infrastructure Services	41	41	100%
4. Development Services	19	19	100%
5. Works	25	25	100%
6. Economic Development	8	8	100%
OVERALL TOTALS	150	150	100%

Action Definitions for Reporting Purposes:
Ongoing; In Progress; Achieved; Cancelled; Deferred; Not Achieved

POLICY REVIEW

POLICY REVIEWS	By 30 September	By 31 December	By 31 March	By 30 June
Governance: <ul style="list-style-type: none"> • Appointment and responsibilities of Council representatives • Personal Information Protection 	23	67		
Corporate Services: <ul style="list-style-type: none"> • Nil 				
Infrastructure Services: <ul style="list-style-type: none"> • Tree Management 			37	
Development Services: <ul style="list-style-type: none"> • Real Estate Advertising Signs • Roadside Vendors • Bonds & Bank Guarantees - Subdivisions 	34		57	66
Works: <ul style="list-style-type: none"> • Nil 				
Economic Development & Sustainability <ul style="list-style-type: none"> • Nil 				

DOCUMENT REVIEW

OPERATION Document Reviews	By 30 September	By 31 December	By 31 March	By 30 June
Governance: Style Manual Delegations Special Committees of Council Community Grants Policy & Guidelines Customer Service Charter Meander Valley Community Safety Plan 2011-2014		Style Manual Delegations Special Committees of Council	Community Grants Policy & Guidelines	Customer Service Charter Meander Valley Community Safety Plan 2011-2014
Corporate Services: Nil				
Infrastructure Services: Asset Management Strategy Capital Works Priority Process			Asset Management Strategy	Capital Works Priority Process
Development Services: Nil				
Works: Skills Register		Skills Register		
Economic Development & Sustainability Nil				

Meander Valley Council Annual Plan 2014/2015



Due for review (other than annually):

Business Continuity Plan (biennial, next review 2016/17)

Code of Tendering and Contracts (every four years, next review 2017/18)

Human Resource Policy Manual (every 3 years – next review 2016/17)

Public Interest Disclosures Act 2002 - Model Procedures (every three years, next review 2017/18)

Code of Conduct (within 12-months of an ordinary election, next review 2015/16)

Customer Service Charter (biennial, next review 2014/15)

Meander Valley Community Safety Plan 2011 -2014 (every 3 years – next review 2014/15)

Sport & Recreation Action Plan 2012-2015 (every 3 years – next review 2015/16)

Emergency Management Plan (every 2 years – next review 2015/16)

Rating Policy (every 4 years – next review August 2016)

Economic Development Strategy 2012-2017 (every 5 years – next review 2017/18)

Capital Works Priority Process (every 2 years – next review 2014/15)

Governance and Community Services

Directorate	1. Governance & Community Services	Program number and title	1.1 Secretarial & Administrative support
Program Objective	To undertake functions to ensure compliance with legislative requirements		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Deliver Annual Plan	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review	Prepare quarterly review. Prepare 2015/16 Annual Plan	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
2	Prepare Annual Report	Complete draft for printing In Progress	Complete report and present at AGM Achieved			5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
3	Conduct Annual General Meeting (AGM)		Advertise, organise & conduct AGM Achieved			5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and Workshop Agendas	Prepare for each meeting Achieved	Prepare for each meeting Achieved	Prepare for each meeting	Prepare for each meeting	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
5	Policy Review	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule	Review as per schedule	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
6	Conduct Australia Day (AD) event	Review AD	Assess	Conduct		3.2.2 - Support local events and

Meander Valley Council Annual Plan 2014/2015



		criteria. Call for nominations In Progress	nominations. Plan civic function Achieved	a civic function on AD		activities that respond to a community need
7	Operations Document Review	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule	Review as per schedule	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
8	Conduct Council Elections	Update General Managers roll Achieved	Conduct election Achieved			5.6.9 - Assist with the orderly conduct of the Council election

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Personal Assistant
2	\$3,000	MVC	Personal Assistant
3	N/A	MVC	Personal Assistant
4	N/A	MVC	Personal Assistant
5	N/A	MVC	General Manager
6	\$5,000	MVC	Personal Assistant
7	N/A	MVC	General Manager
8	\$84,000	MVC	Director Gov & Community Services

Action performance targets

No.	Performance target
4	Agenda is prepared and distributed 4 days before each Council meeting. Draft meeting minutes are completed and distributed within 4 days of each Council meeting
5	Policies reviewed by Council
7	Documents reviewed by Council

Meander Valley Council Annual Plan 2014/2015



Directorate	1. Governance & Community Services	Program number and tile	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Implement Risk Management Framework	Action the framework Achieved	Action the framework Achieved	Action the framework	Action the framework	5.6.2 – Implement and review the Risk Management Framework
2	Implement the Internal Audit Program	Review of Audit outcomes In Progress	Conduct Audit In Progress	Review of Audit outcomes	Conduct Audit	5.6.2 – Implement and review the Risk Management Framework
3	Conduct Risk Management Committee meeting	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting	Conduct meeting	5.6.2 – Implement and review the Risk Management Framework
4	Review Business Continuity Plan (BCP)		Review BCP Deferred	BCP approved by Council		5.1.1 - Review and management of Councils Business Continuity Plan
5	Co-ordinate functions of the Audit Panel	Audit panel preparation In Progress	Conduct meeting In Progress	Conduct meeting	Conduct meeting	5.6.8 - Develop and implement operation of the internal Audit Panel – establish and implement internal audit process

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC and Consultant	Director Gov & CS
2	N/A	MVC and Consultant	Director Gov & CS
3	N/A	MVC	Director Gov & CS

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4	N/A	MVC	Director Gov & CS
5	\$15,000	MVC and independent resource	Director Gov & CS

Action performance targets

N/A

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Directorate	1. Governance & Community Services	Program number and title	1.3 Employee Health & Safety Management
Program Objective	To provide a safe place of work for our people and to measure and monitor our employer obligations.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Health & Safety Committee operation	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting	Conduct quarterly meeting	5.4.5 - Develop and implement a Workplace Health & Safety Program
2	Conduct Driver training course	Organise course In Progress	Course held Achieved	Review effectiveness of course		5.4.5 - Develop and implement a Workplace Health & Safety Program
3	Deliver a Health & Wellbeing Program	Conduct quarterly meeting & implement programs Achieved	Conduct quarterly meeting & implement programs Achieved	Conduct quarterly meeting & implement programs	Conduct quarterly meeting & implement programs	5.4.5 - Develop and implement a Workplace Health & Safety Program
4	Conduct emergency evacuation drills		Conduct drill – Council Office & GWTVC Achieved		Conduct drill – Council Office & GWTVC	5.4.5 - Develop and implement a Workplace Health & Safety Program
5	Conduct Staff Survey	Implement Action Plan Achieved	Issue survey Achieved	Report to staff on results of survey. Prepare action plan	Implement action plan	5.4.3 - Effectively manage and support Councils human resources

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6	Employee Consultative Committee operation	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting	Conduct quarterly meeting	5.4.3 - Effectively manage and support Councils human resources
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director Gov & CS & H & S Committee
2	\$3,500	Contract	Director Gov & CS & H & S Committee
3	\$15,000	MVC & Contract	Director Gov & CS & H & Wellbeing Committee
4	N/A	MVC	Director Gov & CS & Fire Wardens
5	\$4,000	MVC & Contract	General Manager
6	N/A	MVC	General Manager

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Directorate	1. Governance & Community Services	Program number and title	1.4 Other Governance functions
Program Objective	To provide good governance		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Review Community Strategic Plan	Draft plan to Council for endorsement In Progress	Community feedback on Plan In Progress	Finalise plan and Council approval		5.1.2 Review Community Strategic Plan
2	Participation in NTD	Attend NTD Local Government Committee Meeting Achieved	Attend NTD Local Government Committee Meeting Achieved	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	5.5.6 Participate and support the operation of Northern Tasmania Development
3	Prepare a Council Delivery Plan	Present initial plan to Council for approval Achieved		Update Delivery Plan	Present Plan to Council for approval	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
4	Participate in Northern Tasmania Sub Regional Alliance	Attend quarterly meeting Achieved	Attend quarterly meeting Achieved	Attend quarterly meeting	Attend quarterly meeting	5.5.8 Participate and support the operation of Northern Tasmanian Sub-Regional Alliance
5	Convene meetings of the Customer Service Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting	Conduct meeting	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
6	Convene meetings of the Merit User Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting	Conduct meeting	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
7	Provide support to the TRAP Special Committee	Conduct meeting &	Conduct meeting &	Conduct meeting &	Conduct meeting &	4.2.3 Provide support to Council's Townscape,

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		report on outcomes Achieved	report on outcomes Achieved	report on outcomes	report on outcomes	Reserves and Parks (TRAP) Special Committee
8	Conduct Community Satisfaction Survey				Conduct survey	5.1.4 Regularly review community satisfaction with Council service levels

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC & Contract	General Manager
2	\$60,000	MVC	General Manager
3	N/A	MVC	General Manager
4	N/A	MVC	General Manager
5	N/A	MVC	Director Gov & CS
6	N/A	MVC	Director Gov & CS
7	N/A	MVC	Director Gov & CS
8	\$8,000	Consultant	Director Gov & CS

Action performance targets

N/A

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Directorate	1. Governance & Community Services	Program number and title	1.5 Community Development
Program Objective	Working with the community for the benefit of all		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Facilitate the operation of the Meander Valley Community Safety Group	Conduct meeting & report on progress Achieved	Conduct meeting & report on progress Achieved	Conduct meeting & report on progress	Conduct meeting & report on progress	4.1.1 - Assist in the promotion of community safety and health issues across the local government area
2	Deliver the Community Grants Program (including community, special events and sport and recreation)	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum	3.2.1 - Provide the Community Grants Program
3	Conduct the Meandering Art Exhibition	Establish Schools artist in residence workshops Achieved	Evaluate school workshops Achieved	Conduct Meandering exhibition	Evaluate Meandering Exhibition Advertise Schools' artist in residence workshops to schools	3.1.1 - Conduct initiatives that support the visual and performing arts
4	Develop and manage the Community Directory	Finalise website In Progress	Report on progress Achieved	Report on progress	Report on progress	3.1.3 - Support and develop volunteering across the local government area
5	Deliver Positive Ageing Programs	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress	3.1.2 - Assist opportunities for positive ageing
6	Develop and manage the Public Arts Policy		Establish advisory group	Report on progress	Report on progress	3.1.1 - Conduct initiatives that support the visual and performing arts

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			In Progress			
7	Provide Strategic Business & Planning assistance to community groups	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress	3.3.3 - Provide Strategic and Business Planning assistance to community groups and sporting groups

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,000	MVC/DIER	Community Development Officer
2	\$80,000	MVC	Community Development Officer/Admin support
3	\$5,000	MVC	Community Development Officer/Personal Assistant
4	\$6,000	MVC	Community Development Officer
5	\$2,000	MVC	Youth Development Officer/Youth & Comm Worker
6	N/A	MVC	Community Development Officer
7	N/A	MVC	Community Development Officer

Action performance targets

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of schools and artists participating
4	Number and currency of registrations
5	Range of programs delivered
6	Advisory group established
7	Number of planning assistances undertaken

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Directorate	1. Governance & Community Services	Program number and title	1.6 Services to young people
Program Objective	To address and support the needs of young people through responsive and participatory approaches		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct School Holiday Program	Conduct and report Achieved	Conduct and report Achieved	Conduct and report	Conduct and report Evaluate overall outcomes	3.5.1 - Provide activity opportunities for young people
2	Conduct Stepping Stones Camps	Conduct program 18-25 age group Achieved	Conduct program Grades 6 – 8 Achieved	Conduct program Grades 9-12	Evaluate overall outcomes	3.3.1 - Facilitate opportunities for self-development and leadership
3	Conduct Working Well with Young People Program (subject to numbers)	Conduct program Cancelled				3.3.2 - Provide training opportunities for community volunteers
4	Conduct 'National Youth Week' Event			Prepare and advertise event	Conduct event	3.5.1 - Provide activity opportunities for young people
5	Facilitate outdoor recreation programs	Conduct program Achieved		Conduct program	Conduct program	3.3.2 - Provide training opportunities for community volunteers

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$8,000	MVC/DHHS/Contract	Youth Development Officer
2	\$9,000	MVC & Contract	Youth Development Officer
3	N/A	MVC	Youth Dev Officer/Community Development Officer
4	\$2,000	MVC/DPAC	Youth Development Officer
5	N/A	MVC	Youth Development Officer

Action performance targets

No.	Performance target
1	Program conducted and evaluated
2	Program conducted and evaluated

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3	Program conducted
4	Event conducted and evaluated
5	Program conducted and evaluated

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Directorate	1. Governance & Community Services	Program number and title	1.7 Recreation and Sport Services
Program Objective	To provide current and future recreation and sport programs and facilities		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Support the operation of the Recreation Co-Ordination Group	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting	Conduct meeting	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground	Liaise with User Groups Achieved	Liaise with User Groups Achieved	Liaise with User Groups	Liaise with User Groups	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Recreation Officer
2	N/A	MVC	Recreation Officer

Action performance targets

No.	Performance target
1	Goals achieved

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Directorate	1. Governance & Community Services	Program number and title	1.8 Indoor Recreation Facilities Management
Program Objective	To provide indoor facilities for recreational, social and community based activities that are safe, comfortable and fit for purpose		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate the Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre on a 7-day per week basis	Operate facilities & report to performance targets Achieved	Operate facilities & report to performance targets Achieved	Operate facilities & report to performance targets	Operate facilities & report to performance targets	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group 3.5.4 - Provide recreation facilities that are managed to meet the needs of young people in the community
2	Produce Indoor Recreation Facilities Management annual report and annual budget including fees review	Produce annual report Achieved			Review fees and produce annual budget	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
3	Promote and market indoor recreation facilities to current and prospective users	Liaise with users Achieved	Liaise with users Achieved	Liaise with users	Liaise with users	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$217,000	MVC & External Contractors	Indoor Recreation Facilities Manager
2	N/A	MVC	Indoor Recreation Facilities Manager
3	N/A	MVC	Indoor Recreation Facilities Manager

Action performance targets

No.	Performance target
1	Provide statistical reports on the usage and availability to Council through the Briefing Report
2	Complete annual report prior to October and budget prior to May for presentation to Council
3	Liaise with users

Corporate Services

Directorate	2. Corporate Services	Program number and tile	2.1 Financial Services
Program Objective	Responsibly manage the Council's core financial activities		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Raise Rates and Sundry Debtor accounts	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	5.6.3 - Responsibly manage the Council's core financial activities
2	Complete State Authority returns	Initial State Fire & Treasury pensioner claims & Annual State Fire Levy data return Achieved			Final State Fire and Treasury pensioner claims	5.6.3 - Responsibly manage the Council's core financial activities
3	Issue Section 132 certificates (Property Rates)	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	5.6.3 - Responsibly manage the Council's core financial activities
4	Arrange annual insurance renewals		Fidelity Guarantee renewal Achieved	Directors & Officers and Employment Practices renewal	Annual renewals as per schedule incl. Public Liability & PI, ISR, Workers Comp. & MV	5.6.3 - Responsibly manage the Council's core financial activities
5	Reconciliation of Control Accounts	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	5.6.3 - Responsibly manage the Council's core financial activities

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC & External Contractor	Rates Officer
2	N/A	MVC	Rates Officer
3	N/A	MVC	Rates Officer
4	\$220,000	MVC	Administrative Officer & Director Corporate Services
5	N/A	MVC	Senior Accountant

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none"> ▪ Issue Rates notices before 31st July 2014 ▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none"> ▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none"> ▪ Reconcile rates, sundry debtor & creditors control accounts within 10 working days of the month end ▪ Reconcile Payroll within 5 working days of processing.

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Directorate	2. Corporate Services	Program number and title	2.2 Financial Management & Reporting
Program Objective	To comply with statutory requirements for Local Government Finance, State & Federal Taxation and to provide meaningful reports for internal financial management		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Review and adopt the Long Term Financial Plan (LTFP)		LTFP update workshop following State Govt. budget Cancelled		Present the LTFP in June for adoption	5.2.1 - Review and adopt the Long Term Financial Plan
2	Coordinate the development and adoption of Budget & Rating recommendations with statutory timeframes			Determine budget update program	Present budget, fees & charges to Council in June	5.6.7 - Coordinate the development and adoption of Budget & Rating recommendations with statutory timeframes
3	Annual external reporting	Produce annual Statutory Accounts, complete KPI consolidated data collection sheets Achieved			Prepare end of year timetable for Annual Accounts & Audit	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes	Submit monthly BAS & Payroll Tax returns on time Achieved	Submit monthly BAS & Payroll Tax returns on time Achieved	Submit monthly BAS & Payroll Tax returns on time	Submit monthly BAS & Payroll Tax & annual FBT returns on time	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation

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5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target	5.6.4 - Provide internal financial management reports on a timely basis for decision making
6	Invest surplus Council funds in accordance with Council's Investment policy	Review cash flow weekly to determine surplus for investment Achieved	Review cash flow weekly to determine surplus for investment Achieved	Review cash flow weekly to determine surplus for investment	Review cash flow weekly to determine surplus for investment	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
7	Prepare Financial Management Strategy in accordance with section 70A of LGA 1993	Complete Financial Management strategy Achieved				5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Senior Accountant
2	N/A	MVC	Director Corporate Services & Senior Accountant
3	N/A	MVC	Senior Accountant
4	N/A	MVC	Senior Accountant
5	N/A	MVC	Senior Accountant
6	N/A	MVC	Senior Accountant
7	N/A	MVC	Director Corporate Services & Senior Accountant

Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce & distribute ongoing project expenditure reports ▪ Produce & distribute monthly operating statements within 10 working days of end of month ▪ Submit September, December & March quarterly financial reports to Council in Nov 2014, Jan 2015 & May 2015 respectively

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Directorate	2. Corporate Services	Program number and title	2.3 Information Technology
Program Objective	Provide reliable and effective information technology services for the organisation		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintenance & upgrade of IT infrastructure	Commence rolling replacement of PC's Achieved	Complete rolling replacement of PC's. Program blade & switch replacement Achieved	Complete blade replacement upgrade and determine switch replacement	Replace switch ready for VOIP installation	5.6.5 - Provide reliable and effective IT services for the organisation
2	Replace telephone system with VOIP		Select VOIP Provider Achieved	Determine replacement program	Complete VOIP installation	5.6.5 - Provide reliable and effective IT services for the organisation
3	Replace Xerox C7500 officer copier/printer/MFD		Replace Xerox C7500 MFD Achieved			5.6.5 - Provide reliable and effective IT services for the organisation
4	Implement minor version software upgrades to TechOne Property	Plan upgrades Achieved	Test upgrades Achieved	"Go Live" with upgrades		5.6.5 - Provide reliable and effective IT services for the organisation
5	ICT Reference Group (ICTRG)	Hold bi-monthly ICTRG meetings, determine & implement actions Achieved	Hold bi-monthly ICTRG meetings, determine & implement actions Achieved	Hold bi-monthly ICTRG meetings, determine & implement actions	Hold bi-monthly ICTRG meetings, determine & implement actions	5.6.5 - Provide reliable and effective IT services for the organisation

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$92,000	MVC/IT Consultant	IT Officer/IT Consultant
2	\$50,000	MVC & Consultant	Senior Accountant
3	\$28,000	MVC	IT Officer
4	\$10,000	MVC & TechOne consultant	Rates Officer
5	N/A	MVC (ICTRG)	Director Corporate Services

Action performance targets

N/A

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Directorate	2. Corporate Services	Program number and title	2.4 Information Management
Program Objective	Effectively manage and maintain Council's information resource		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation	Maintain records in accordance with legislation	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
2	Annual Archive Disposal	Obtain approval & arrange for removal of documents due for disposal Achieved			List documents due for disposal	5.6.6 - Effectively manage and maintain Council's information resource
3	Undertake ECM Upgrade		Complete Project & Resource Planning Achieved	Commence Upgrade	Complete Upgrade	5.6.6 - Effectively manage and maintain Council's information resource
4	Improvement Projects	Document & prioritise improvement Projects Achieved	Commence identified priority projects Achieved	Continue with priority projects	Report on status of projects	5.6.6 - Effectively manage and maintain Council's information resource

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Information Management Officer
2	N/A	MVC & GWTV	Information Management Officer
3	\$55,000	MVC & ECM Consultant	Information Management Officer
4	N/A	MVC	Information Management Officer

Action performance targets

N/A

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Directorate	2. Corporate Services	Program number and title	2.5 Human Resources
Program Objective	Effectively manage and support Council's human resources		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Continue to participate in working group on the project to modernise the Pay Descriptors and Bands as required by the EBA	Attend working group meetings Achieved	Attend working group meetings Achieved	Attend working group meetings	Attend working group meetings	5.4.3 - Effectively manage and support Council's human resources
	Continue with project tasks to modernise the Pay Descriptors and Bands as required by the EBA	Purchase and implement Jobscore software Achieved	Complete inside job rankings In Progress	Complete outside job rankings	Complete draft pay scale document for feedback	5.4.3 - Effectively manage and support Council's human resources
2	Training Plan		Update information received from Performance Reviews Achieved		Ensure training has been undertaken	5.4.3 - Effectively manage and support Council's human resources
3	Performance Review System	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Achieved	Ensure all mini performance reviews and all outside employee wage reviews have been completed	Review the current year's performance reviews and recommend any changes required	5.4.2 - Review and implement the Performance Review System and link to employee professional development

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC/Regional HRP Group	Payroll & HR Officer
2	\$1,900	MVC	Payroll & HR Officer
3	N/A	MVC	Payroll & HR Officer & Directors

Action performance targets

N/A

Infrastructure Services

Directorate	3. Infrastructure Services	Program number and title	3.1 Emergency Services
Program Objective	To build capacity and resilience in the community and ensure Council is prepared to assist with emergency services in the response to emergencies and lead in the recovery		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintain and exercise the EMP			Arrange and conduct desktop exercise		3.4.1 - Maintain and exercise the Municipal Emergency Management & Recovery Plan
2	Co-ordinate the MEMRC	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting	Chair quarterly meeting	3.4.3 - Co-ordinate the operation of the Municipal Emergency Management & Recovery Committee
3	NREMC meetings	Attend meeting Achieved	Attend meeting Achieved	Attend meeting	Attend meeting	3.4.1 - Maintain and exercise the Municipal Emergency Management & Recovery Plan
4	Support the operation of the Deloraine SES unit		Finalise MOU and provide grant In progress			3.4.2 - Support the operation of the Deloraine SES Unit
5	Undertake flood survey mapping	Action Plan In progress	Action Plan In progress	Action Plan	Action Plan	3.4.6 - Undertake flood survey mapping

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	2% FTE	MVC, MEMRC	Technical Support Officer
2	3% FTE	MVC, MEMRC - Director Works, Community Development Officer, Youth Development Officer, Councillors, Community members	Director Infrastructure Services
3	N/AI	MVC	Director Infrastructure Services
4	\$10,000 grant	MVC	Tech Support Officer
5	\$60,000 (carry over funds)	MVC & Consultant	Technical Officer - Stormwater

Action performance targets

No.	Performance target
5	All flood survey mapping completed for Meander River and associated catchments within the financial year

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Directorate	3. Infrastructure Services	Program number and tile	3.2 Transport
Program Objective	To maintain the serviceability and integrity of Council's transport network.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Deliver the bridge inspection and maintenance program	Manage contract In progress	Manage contract In progress	Manage contract	Manage contract	6.4.1 - Deliver a bridge and inspection and maintenance program 6.5.6 - Deliver a footbridge renewal, inspection and maintenance program
2	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Hadspen – Pedestrian crossing on Meander Valley Road bridge	In progress	In progress			6.4.5 - Deliver a footpath reconstruction and upgrade program
	b. Westbury Primary School – improvements to parking and footpath					6.4.5 - Deliver a footpath reconstruction and upgrade program
	c. Deloraine – improvements to footpath network to meet DDA requirements					6.4.5 - Deliver a footpath reconstruction and upgrade program
	d. Contract 133, Vale Street Roundabout	In progress	In progress			6.4.11 - Delivery of the Westbury Road Transport Study

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	e. Westbury Road Transport Study Projects	In progress	In progress			6.4.11 - Delivery of the Westbury Road Transport Study
	f. Deloraine – Morrison Street road upgrade in association with development					6.4.4 - Deliver a road reconstruction and upgrade program
	g. Deloraine - Light industrial subdivision road works contribution	In progress	In progress			2.2.3 - Facilitate the development of a Light Industrial site at East Deloraine
	h. Road Resurfacing Contract – Asphalt component	In progress	In progress			6.4.3 - Deliver a road resurfacing program – reseal, asphalt, gravel, crack sealing
	i. Contract 127, Bridgenorth Road, Pipers Lagoon Creek Bridge	In progress	In progress			6.4.2 - Undertake bridge replacement
	j. Contract 130, Greens Road, Mole Creek Bridge	In progress	Achieved			6.4.2 - Undertake bridge replacement
	k. Contract 132, Selbourne Road, Four Springs Creek Bridge	In progress	In progress			6.4.2 - Undertake bridge replacement
	l. Bridge Works – signage and safety barriers	In progress	In progress			6.4.2 - Undertake bridge replacement
	m. Contract 128, Western Creek Road, Western Creek Bridge	In progress	In progress			6.4.2 - Undertake bridge replacement
3	Bridge renewal program		Update bridge replacement program Achieved	Tender proposed bridges for 2015/16		6.4.2 - Undertake bridge replacement
4	Undertake Councils responsibility as a road authority	Report against performance	Report against performance	Report against performance	Report against performance	6.4.8 - Undertake Councils responsibility as a road authority

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	<ul style="list-style-type: none"> - Traffic counts - Working in the road reserve permit - Cross overs - Applications from utility owners - NVHR and heavy vehicle management - Rural addressing - Private works 	targets Achieved	targets Achieved	targets	targets	6.4.10 - Development and delivery of the street light management program
5	Review of safety issues and undertake road audits with DIER	Conduct meeting with DIER and capture actions in asset register Achieved	Conduct meeting with DIER and capture actions in asset register Achieved	Conduct meeting with DIER and capture actions in asset register	Conduct meeting with DIER and capture actions in asset register	6.4.9 - Development and delivery of the road safety program 6.2.1 - Partner with DIER in the delivery of regional and local road programs
6	Infrastructure design and documentation program in line with Capital Works Program and Proposed Project List	Report progress to program In progress	Report progress to program In progress	Report progress to program	Report progress to program	6.4.12 - The Meander Valley transport network meets the present and future needs of the community and business.
7	Undertake footpath inspections and condition assessments	Footpaths assessed Achieved	Footpaths assessed Achieved	Footpaths assessed	Footpaths assessed	6.4.7 - Deliver a road and footpath inspection and maintenance program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
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1	\$115,000	MVC & Contract	Technical Officer Bridges
2	\$2,892,000	MVC & Contract	Director Infrastructure Services
3	\$5,000	MVC	Technical Officer (Bridges)
4	\$20,000	MVC	Technical Officer (Roads)
5	\$5,000	MVC	Technical Officer (Roads), Works

6	\$5,000	MVC	Technical Officer (Roads)
7	\$10,000	MVC	Technical Officer (Assets), Works

Action performance targets

No.	Performance target
1	Review of contractors compliance with the contract
2	Development of project plans, delivery of projects in line with budget, time line, and scope
4	16 traffic counts per year, private addressing applications completed within 10 business days, NHVR applications within 28 days, assess cross over applications within 10 business days, undertake TIAs within 10 business days
7	Meet timeframes set out by Conquest

Directorate	3. Infrastructure Services	Program number and title	3.3 Property Services
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate Deloraine Swimming Pool and provide support to community swimming pools	Tender for operator and award contract Achieved	Undertake pre-opening inspection and required maintenance Open pool 1 December Achieved	Operate pool to 1 March		4.2.5 - Provide support for the operation and maintenance of swimming facilities in the local government area
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance	Undertake inspection and required maintenance	6.5.8 - Undertake Council owned property management and maintenance program
3	Complete Annual Maintenance Statement (Section 56) & Asbestos Audit (NCOP) compliance	Review Asbestos Register In progress	Achieved	Carry out inspections		6.5.8 - Undertake Council owned property management and maintenance program

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4	Co-ordinate building maintenance – general, reactive and programmed	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance	Undertake required maintenance	6.5.7 - Deliver a public toilet operation and maintenance program 6.5.8 - Undertake Council owned property management and maintenance program
5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Report against performance targets Achieved	Report against performance targets Achieved	Report against performance targets	Report against performance targets	6.5.8 – Undertake Council owned property management and maintenance program
6	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 – Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Prospect Vale – Marketplace Digital Display	In progress	In progress			5.6.5 - Provide reliable and effective IT services for the organisation
	b. Council Chambers – Audio Equipment	In progress	In progress			5.6.5 - Provide reliable and effective IT services for the organisation
	c. Deloraine Community Complex - Connectivity Improvements	In progress	In progress			5.6.5 - Provide reliable and effective IT services for the organisation
	d. Meander Hall – Partial roof replacement program	In progress	In progress			6.5.8 - Undertake Council owned property management and maintenance program
	e. Chudleigh Hall – Plumbing improvements	Achieved				6.5.8 - Undertake Council owned property management and maintenance program
	f. Westbury Town Hall – Heating		In progress			6.5.8 - Undertake Council

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						owned property management and maintenance program
	g. Westbury Recreation Ground Facilities – Upgrade and integration	In progress	In progress			4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
	h. Deloraine Community Complex – Lighting Efficiency Project	In progress	In progress			6.5.8 - Undertake Council owned property management and maintenance program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$65,000	MVC & Contractors	Property Management Officer
2	\$5,000	MVC	Property Management Officer
3	\$5,000	MVC	Property Management Officer
4	\$35,000	MVC	Property Management Officer
5	\$1,000	MVC	Property Management Officer
6	\$425,000	MVC & Contractors	Property Management Officer, Works

Action performance targets

No.	Performance target
1	Review of Contractors compliance with the contract
2	Meet timeframes set out by Conquest
3	Meet timeframes set out by Conquest
6	Development of project plans, delivery of projects in line with budget, time line, and scope

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Directorate	3. Infrastructure Services	Program number and tile	3.4 Parks & Recreation
Program Objective	To provide and maintain adequate parks and recreation facilities throughout the Local Government Area.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake inspections and condition assessments of all equipment and facilities	Achieved				6.1.1 - Continue the asset condition and assessment program
2	Strategic open space development and review	In progress	In progress			4.2.6 - Development of a network of fitness trails, play scapes and associated infrastructure within the local government area 3.5.4 - Provide recreation facilities that are managed to meet the needs of young people in the community 1.2.2 - Engage in regional Open Space & Recreational Facilities project
3	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Prospect Vale Park – Ground Upgrade Review		In progress			4.2.4 - Delivery of the Prospect Vale Park Development Plan 6.5.5 - Deliver a sports ground upgrade program

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	b. Prospect Vale Park – Main access and parking	Deferred	In progress			4.2.4 - Delivery of the Prospect Vale Park Development Plan
	c. Prospect Vale Park – Works associated with Development Plan	In progress	In progress			4.2.4 - Delivery of the Prospect Vale Park Development Plan 4.2.2 - Support the operation of the Prospect Vale Park Sports Club
	d. Prospect Vale Park – new natural play scape area	In progress	In progress			4.2.4 - Delivery of the Prospect Vale Park Development Plan 4.2.6 - Development of a network of fitness trails, playscapes and associated infrastructure within the local government area
	e. Purchase of new mobile lighting equipment	In progress	In progress			4.2.4 - Delivery of the Prospect Vale Park Development Plan
4	Undertake tree risk assessments	Undertake assessment Achieved	Undertake assessment Achieved	Undertake assessment	Undertake assessment	6.5.3 - Deliver a tree inspection, maintenance and replacement program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$10,000	MVC, & Consultants	Technical Officer (Open Space)
2	\$10,000	MVC	Technical Officer (Open Space)
3	\$624,000	MVC & Contractors	Technical Officer (Open Space)
4	\$1,000	MVC	Technical Officer (Open Space), NRM Officer & Works Supervisors

Action performance targets

No.	Performance target
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1	Meet timeframes set out by Conquest
3	Development of project plans, delivery of projects in line with budget, time line, and scope

Directorate	3. Infrastructure Services	Program number and tile	3.5 Asset Management and GIS
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> - Review Asset Management Plans - Undertake Conquest training and development 	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program	Chair meeting and action improvement program	5.1.5 - Deliver outcomes of the Asset Management Strategy 5.1.6 - Conduct annual review of Councils service levels 5.2.2 - Deliver Council's Asset Management framework 6.1.5 - Review and update Asset Management Plans.
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report	Provide monthly Conquest report	6.1.3 - Operate a system for the planned maintenance of our infrastructure assets and services
3	Support Northern Asset Management Group	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes	Chair meeting and action minutes	5.1.5 - Deliver outcomes of the Asset Management Strategy
4	Prepare Capital Works Program		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council	6.1.6 - Prepare annual Capital Works Program

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5	Develop Project Management Office	Chair meeting and develop action plan Achieved	Chair meeting and action plan In progress	Chair meeting and action plan	Chair meeting and action plan	5.4.6 - Develop and implement a co-ordinated Council approach for project planning and delivery
6	Update asset information	Capitalisation of assets and recording in Conquest and GIS Achieved	Capitalisation of assets and recording in Conquest and GIS Achieved	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	5.2.3 - Complete the annual revaluation and capitalization of assets 6.1.2 - Develop and maintain asset management and information databases and integration with GIS
7	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes	Chair meeting and distribute minutes	2.5.4 - Broaden the availability of Council's GIS data to the public 6.1.2 - Develop and maintain asset management and information databases and integration with GIS
8	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Asset Management Information System Upgrade					6.1.3 - Operate a system for the planned maintenance of our infrastructure assets and services
	b. GIS Data - Aerial imagery and contour mapping	Contour – Achieved Aerial imagery – In				6.1.2 - Develop and maintain asset management and information databases and

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		progress	In progress			integration with GIS
9	Project management meetings to review timelines, budget, and scope	Undertake meeting, update budgets and gantt chart Achieved	Undertake meeting, update budgets and gantt chart In progress	Undertake meeting, update budgets and gantt chart	Undertake meeting, update budgets and gantt chart	5.4.6 - Develop and implement a co-ordinated Council approach for project planning and delivery
10	Attend Northern Regional Infrastructure Group meetings	Attend meeting Achieved	Attend meeting Achieved	Attend meeting	Attend meeting	6.2.2 - Develop, adopt, and regulate regional infrastructure service standards 6.2.3 - Assist with the delivery of the Northern Integrated Transport Strategy 6.2.4 - Collaborate with other Councils on regional infrastructure and land use issues

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$20,000	MVC	Asset Management Coordinator
2	\$10,000	MVC	Asset Management Coordinator
3	\$3000	MVC	Asset Management Coordinator
4	\$5000	MVC	Asset Management Coordinator
5	\$5000	MVC	Director Infrastructure Services
6	\$80,000	MVC	Asset Management Coordinator
7	\$5000	MVC	GIS Officer
8	\$105,000	MVC & Contractors & Consultants	Technical Officers
9	\$5000	MVC	Director Infrastructure Services & Works
10	N/A	MVC	Director Infrastructure Services



Action performance targets

No.	Performance target
4	To prepare annual Capital Works Program for approval at May Council meeting
6	Asset information to be recorded within four weeks of receipt by Asset Management Coordinator
8	Development of project plans, delivery of projects in line with budget, time line, and scope
9	To prepare budget changes for approval by General Manager and/or Council

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Directorate	3. Infrastructure Services	Program number and title	3.6 Waste Management and Resource Recovery
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop Waste Management Strategy and Action Plan	Strategy approved by Council In progress	Develop Action Plan In progress	Action Plan	Action Plan	1.6.5 - Finalise MVC Waste Management Strategy & Action Plans 1.4.1 - Implement actions from the Waste Management Strategy 3.3.5 - Provide support to regional groups on school educational programs
2	Support NTWVG activities through a 5% landfill levy	Attend meetings Achieved	Attend meetings Achieved	Attend meetings	Attend meetings	5.5.2 - Support the operations of the Northern Tasmanian Waste Management Group through a voluntary levy on waste -
3	Provision of kerbside collection contracts for waste, recyclables, and organics	Supervise Contract Achieved	Supervise Contract Achieved	Create Supervise Contract	Award Supervise Contract	1.6.1 - Manage the kerbside collection contracts of waste, recyclables and organics
4	Provision of landfill and resource recovery operations and waste transfer stations	Reports sent to EPA Achieved	Audit and ground water monitoring Achieved	Reports sent to EPA	Audit and ground water monitoring	1.6.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
5	Hardwaste collection		Undertake collection			1.6.3 - Manage the annual collection of hard waste

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			Achieved			
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6	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Installation of landfill lining at Deloraine		In progress			1.6.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
	b. Purchase of new and replacement bins for kerbside services		Achieved			1.6.1 - Manage the kerbside collection contracts of waste, recyclables and organics
	c. Purchase and installation of bailer	In progress	In progress			1.6.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
7	Undertake audit of landfill operations and procedures		Undertake audit Achieved			1.4.1 - Implement actions from the Waste Management Strategy

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$30,000	MVC & Consultants	Technical Officer (Waste)
2	\$73,000	MVC	Technical Officer (Waste)
3	\$630,000	MVC	Technical Officer (Waste)
4	\$544,000	MVC	Technical Officer (Waste)
5	\$20,000	MVC	Technical Officer (Waste)
6	\$85,000	MVC	Technical Officer (Waste)

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7	\$10,000	MVC & Consultants	Technical Officer (Waste)
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Action performance targets

No.	Performance target
2	Attend regional meetings as scheduled and manage the operation of the landfill levy
3	Supervise and review contract
4	Supervise and review contract
6	Development of project plans, delivery of projects in line with budget, time line, and scope

Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways.</p> <p>Council through the Urban Drains Act and the Local Government (Highways) Act targets is to provide a minor stormwater network (pipes and pits) that is capable of meeting a 5% Annual Exceedance Probability (AEP) and a major stormwater network (overland flows and roads) that is capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) The target for stormwater quality is to have an 80% reduction in suspension of solids, 40% reduction in phosphorous, and 40% reduction in nitrogen.</p>		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop stormwater system management plans	Develop plans in line with risk assessment action plan Achieved	Develop plans in line with risk assessment action plan Achieved	Develop plans in line with risk assessment action plan	Develop plans in line with risk assessment action plan	<p>2.2.2 - Undertake transport and storm water modeling to facilitate future development</p> <p>1.5.5 - Ensure stormwater discharge reduces the impact on the environment</p> <p>6.3.1 - Develop and maintain storm water catchment risk assessments and undertake detailed modeling to develop stormwater management plans</p>
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting & distribute minutes Achieved	Chair meeting & distribute minutes Achieved	Chair meeting & distribute minutes	Chair meeting & distribute minutes	6.3.1 - Develop and maintain storm water catchment risk assessments and undertake detailed modeling to develop stormwater management plans
3	Support regional NRM Stormwater Officer	Meet with officer Achieved	Meet with officer Achieved	Meet with officer	Meet with officer	1.5.4 - Participate in Northern Regional Stormwater Quality Group

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4	Design, document, procurement, and supervise contracts as per Capital Works Program	Report to program In progress	Report to program In progress	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
	a. Stormwater Projects – infrastructure constraints and development contributions		In progress			2.2.4 - Support new developments through the Infrastructure Contribution Policy 6.3.3 - Deliver the storm water upgrade and renewal program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$80,000	MVC & Consultants	Technical Officer (Stormwater)
2	\$5,000	MVC	Technical Officer (Stormwater)
3	\$7,000	MVC	Technical Officer (Stormwater)
4	\$250,000	MVC & Consultants	Technical Officer (Stormwater)

Action performance targets

No.	Performance target
1	Complete all high risk catchments within 24 months
3	Meet with officer every 2 months
4	Development of project plans, delivery of projects in line with budget, time line, and scope

Development Services

Directorate	4. Development Services	Program number and tile	4.1 Land Use & Planning
Program Objective	To carry out planning duties and prepare policies for the sustainable development of the local government area		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Process development applications in accordance with delegated authority	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	1.1.1 - Manage land use and planning processes
2	Process Planning Scheme Amendments	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	1.1.2 - Review and update Meander Valley Planning Scheme
3	Participate in Regional Planning Project Initiative		Participate in Review of Regional Land Use Strategy Achieved			1.1.3 - Participate in regional planning initiatives
4	Rezoning Land in the Hadspen Growth Area	Rezoning Approved by Council Ongoing		Rezoning Approved by Minister		1.1.2 - Review and update Meander Valley Planning Scheme
5	Carrick Rural Living Area - Rezoning		Rezoning Approved by Council In progress		Rezoning Approved by Minister	1.1.1 - Manage land use and planning processes
6	Prepare Rural Living Strategy			Completed		2.3.3 - Facilitate the development of a Light Industrial site at East Deloraine
7	State Climate Change Adaptation Project		Completed Achieved			1.4.4 - Participate in statewide Climate Change Adaptation Project
8	Participate in State Policy Development – Natural Hazard Framework		Attend meeting Achieved		Attend meeting	3.4.5 - Provide assistance to the State Government in development of State Policy on the Natural Hazard

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						Framework
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-2, 6-7	\$495,000	MVC	Director Development Services
3	In-kind	MVC	Director Development Services
4	\$34,000	MVC	Senior Town Planner
5	\$7,000	MVC	Senior Town Planner

Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
3	Hadspen Growth Area rezoned

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Directorate	4. Development Services	Program number and title	4.2 Building Control
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Building Act 2000 and the Tasmanian Building Regulations 2004.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Building Services - undertake assessments, inspections and surveying for Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	4.3.1 - Undertake Councils legislative responsibilities in Building Control services
2	Permit Authority – Process Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	4.3.3 - Undertake Councils legislative responsibilities as a Permit Authority
3	Permit Authority – Manage outstanding Building Completions and Illegal Works				Reduce outstanding completions by 20%	4.3.1 - Undertake Councils legislative responsibilities in Building Control services
4	Coordinate Major Events applications					3.2.2 - Support local events and activities that respond to a community need

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1&3	\$97,000	MVC	Director Development Services
2-4	\$230,000 (incorporating Plumbing administration support)	MVC	Director Development Services & Permit Authority

Action performance targets

No.	Performance target
1	Where Council is issuing the Certificate of Likely Compliance, complete assessment and surveying within 21 working days of receipt of application and receipt of required documentation. Achieve 95% conformance.
2	Issue Building Permits within 7 working days from the date all other permits and documents as required by Building Act, are received by Council. Achieve 95% conformance

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Directorate	4. Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Monitor and sample water quality of recreational waters	Record Results Achieved	Record Results Achieved	Record Results	Record Results	4.3.6 - Undertake Councils legislative responsibilities in preventative health 1.5.3 - Undertake prescribed water sampling programs
2	Inspect Places of Assembly annually as per program	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence	Issue Annual Licence	4.3.6 - Undertake Councils legislative responsibilities in preventative health
3	Inspect and register food premises annually	Inspections per Schedule Achieved	Inspections per Schedule Achieved	Inspections per Schedule	Issue annual registration for all food premises	4.3.6 - Undertake Councils legislative responsibilities in preventative health
4	Co-ordinate immunisation clinics				Complete Immunisation Program	4.3.6 - Undertake Councils legislative responsibilities in preventative health
5	Investigate incidents and complaints re notifiable diseases, public health or environmental nature	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies	Monitor and Report to Agencies	4.3.5 – Undertake Councils legislative responsibilities in Environmental Protection 4.3.6 - Undertake Councils legislative responsibilities in preventative health
6	Process applications for special plumbing permits and on site waste water disposal	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	4.3.5 - Undertake Councils legislative responsibilities in Environmental Protection
7	Monitor EPN for Council Waste Transfer facilities		Monitor and Report Achieved		Monitor and Report	4.3.5 - Undertake Councils legislative responsibilities in Environmental Protection

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8	Create register for Contaminated Sites			Register Completed		4.3.8 - Develop a contaminated site register
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$178,000	MVC, External Consultants & Immunisation Nurses	Director Development Services
5-8	\$111,000	MVC & External Environmental Consultants	Director Development Services

Action performance targets

No.	Performance target
1	Respond to complaints within 24 hours and comply with statutory requirements
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program
5	Investigate all cases and complaints within 5 days of notification
6	Process applications within 12 days of receiving all required information, achieve 95% compliance
7	Prepare report every 6 months

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Directorate	4. Development Services	Program number and title	4.4 Plumbing & Drainage Control
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the plumbing legislation.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct inspections and process applications for Plumbing Permits	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	4.3.4 - Undertake Councils legislative responsibilities in Plumbing & Drainage Control services

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$158,000	MVC	Director Development Services Plumbing Surveyor

Action performance targets

No.	Performance target
1	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information

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Directorate	4. Development Services	Program number and title	4.5 Animal Control
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Annual Audit of Dog Registrations		Conduct Audit Achieved			4.3.7 - Undertake Councils legislative responsibilities in animal management services across the local government area
2	Fire Abatement Management		Issue Fire Abatement Notices Achieved	Issue Fire Abatement Notices		
3	Investigate incidents and complaints regarding animal control	Performance Target Achieved	Performance Target Achieved	Performance Target	Performance Target	4.3.7 - Undertake Councils legislative responsibilities in animal management services across the local government area
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed Achieved			

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1,3	\$133,100	MVC & External Consultants	Director Development Services & General Inspector
2	\$26,000	MVC & External Contractors	Director Development Services & General Inspector
4	In Kind	MVC	Director Development Services

Action performance targets

No.	Performance target
3	Investigate all cases and complaints with 10 days

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Works

Directorate	5. Works	Program number and tile	5.1 Parks, Reserves, Sports Grounds & Cemeteries
Program Objective	To ensure that Meander Valley Council's parks, reserves, cemeteries and sports grounds are maintained to provide a clean tidy and pleasant appearance that is acceptable to community and sporting organisations.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake the maintenance work in accordance with the level of service required.	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	6.5.2 – Deliver an open space facility inspection and maintenance program
2	Develop Safe Work Method Statements (SWMS) for High Risk Construction Works	Report to performance target In Progress	Report to performance target Achieved	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program
3	Undertake capital works as listed in the works program:	Report to program Achieved	Report to program Achieved	Report to program	Report to program	4.2.6 – Development of a network of fitness trails, playscapes and associated infrastructure within the local government area
	a. Birralee, Egmont Reserve – Renewal of concrete retaining wall at riverbank		Achieved			
	b. Hadspen, Riverbank and Skate Park – Installation of new concrete seating					
	c. Deloraine, East Westbury Place – New path and bollards					

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$850,900	MVC	Director of Works
2	Nil	MVC	Director of Works, Work Health & Safety Officer
3a	\$20,000	MVC	Director of Works, Westbury Works Supervisor
3b	\$12,000	MVC	Director of Works, Westbury Works Supervisor
3c	\$25,000	MVC	Director of Works, Deloraine Works Supervisor

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)

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1	Conformance with annual budget
2	SWMS developed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program

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Directorate	5. Works	Program number and title	5.2 Roadside Verges & Nature Strips
Program Objective	To ensure Meander Valley Council's road verges and nature strips are maintained to a safe and acceptable standard.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake the maintenance work in accordance with the level of service required.	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	6.4.7 – Deliver a road and footpath inspection and maintenance program
2	Develop Safe Work Method Statements (SWMS) for High Risk Construction Works	Report to performance target In Progress	Report to performance target In Progress	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$524,600	MVC	Director of Works
2	Nil	MVC	Director of Works, Work Health & Safety Officer

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	SWMS developed and any identified actions completed (activity is an ongoing task throughout the year)

Meander Valley Council Annual Plan 2014/2015



Directorate	5. Works	Program number and title	5.3 Roads
Program Objective	To construct and maintain a safe and effective road network to meet the needs of residents and visitors.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	6.4.7 – Deliver a road and footpath inspection and maintenance program
2	Develop Safe Work Method Statements (SWMS) for High Risk Construction Works	Report to performance target In Progress	Report to performance target In Progress	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program
3	Undertake capital works as listed in the works program:	Report to program Achieved	Report to program Achieved	Report to program	Report to program	6.4.4 - Deliver a road reconstruction and upgrade program
	a. Road Resealing – Various locations	In Progress	Achieved			
	b. Road Resheeting – Various locations	In Progress	In Progress			
	c. Westbury, Marriott Street – Road reconstruction including widening		In Progress			
	d. Hadspen, Winifred Jane Crescent – Kerb replacement and partial road reconstruction		Achieved			
	e. Westbury, Emu Plains Road – Road reconstruction	In Progress	Achieved			
	f. Parkham, Parkham Road – Road reconstruction	In Progress	Achieved			
	g. Hagley, Main Street – Upgrade drainage and footpath	In Progress	Achieved			
	h. Deloraine, Meander Valley Road – Upgrade kerb, footpath and drainage	In Progress	In Progress			
	i. Tree works – High level tree pruning		In Progress			
	j. Prospect Vale, Mount Leslie Road – Footpath resurfacing					
	k. Prospect Vale, Mace Street – Footpath resurfacing					
	l. Blackstone Heights – New footpath					
	m. Westbury, William Street – New footpath					
	n. Deloraine, West Goderich Street – New footpath	In Progress	Achieved			

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,664,300	MVC	Director of Works
2	Nil	MVC	Director of Works, Work Health & Safety Officer

Meander Valley Council Annual Plan 2014/2015



3a	\$730,000	MVC & External Contractor	Director of Works
3b	\$310,000	MVC	Director of Works
3c	\$130,000	MVC	Director of Works, Deloraine Works Supervisor
3d	\$80,000	MVC	Director of Works, Westbury Works Supervisor
3e	\$40,000	MVC	Director of Works, Deloraine Works Supervisor
3f	\$172,000	MVC	Director of Works, Deloraine Works Supervisor
3g	\$43,000	MVC	Director of Works, Westbury Works Supervisor
3h	\$267,000	MVC	Director of Works, Deloraine Works Supervisor
3j	\$50,000	MVC & External Contractor	Director of Works
3k	\$45,000	MVC	Director of Works, Westbury Works Supervisor
3l	\$60,000	MVC	Director of Works, Westbury Works Supervisor
3m	\$87,000	MVC	Director of Works, Westbury Works Supervisor
3n	\$37,000	MVC	Director of Works, Westbury Works Supervisor
3o	\$22,000	MVC	Director of Works, Deloraine Works Supervisor

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	SWMS developed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program

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Directorate	5. Works	Program number and tile	5.4 Toilets, Street Cleaning & Litter Collection
Program Objective	To maintain streets and public toilets in a clean and tidy condition in accordance with environmental standards.		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake cleaning and maintenance as required.	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	1.5.2 - Implementation of street cleaning and pit inducing contract
2	Undertake cleaning of toilets to current level of service required.	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	6.5.7 - Deliver a public toilet operation and maintenance program
3	Develop Safe Work Method Statements (SWMS) for High Risk Construction Works	Report to performance target In Progress	Report to performance target In Progress	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$207,200	MVC	Director of Works
2	\$235,300	MVC	Director of Works
3	Nil	MVC	Director of Works, Work Health & Safety Officer

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Achieve 95% conformance with Customer Service Request System and environmental standards (activity is an ongoing task throughout the year)
2	Conformance with annual budget
3	SWMS developed and any identified actions completed (activity is an ongoing task throughout the year)

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Directorate	5. Works	Program number and title	5.5 Urban Stormwater
Program Objective	To maintain a safe and effective stormwater drainage network		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to performance target Achieved	Report to performance target Achieved	Report to performance target	Report to performance target	6.3.2 – Undertake a stormwater inspection and maintenance program
2	Develop Safe Work Method Statements (SWMS) for High Risk Construction Works	Report to performance target In Progress	Report to performance target In Progress	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program
3	Undertake capital works as listed in the works program:	Report to program Achieved	Report to program Achieved	Report to program	Report to program	6.3.3 – Deliver an upgrade and renewal program
	a. Deloraine, Beefeater Street – Upgrade and pipe open drain					
	b. Carrick, Meander Valley Road – Inlet pit improvements and extend pipe outlet	In Progress	In Progress			
	c. Exton, Meander Valley Road – Upgrade open drains					

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$126,200	MVC	Director of Works
2	Nil	MVC	Director of Works, Work Health & Safety Officer
3a	\$75,000	MVC	Director of Works, Deloraine Works Supervisor
3b	\$47,000	MVC	Director of Works, Westbury Works Supervisor
3c	\$15,000	MVC	Director of Works, Westbury Works Supervisor

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	SWMS developed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program

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Directorate	5. Works	Program number and tile	5.6 Plant
Program Objective	To provide suitable plant and equipment at a competitive hire rate to accommodate Councils activities		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Review plant performance				Complete review	5.2.4 - Review and undertake plant replacement program
2	Complete risk assessment of major plant	Report to performance target In Progress	Report to performance target In Progress	Report to performance target	Report to performance target	5.4.5 - Develop and implement a Workplace Health & Safety Program
3	Purchase/trade plant as per replacement program	Report to program In Progress	Report to program In Progress	Report to program	Report to program	5.2.4 - Review and undertake plant replacement program
	a. Grader	In Progress	Achieved			
	b. Mower	In Progress	Achieved			
	c. 4.5 T Truck	In Progress	In Progress			
	d. 13 T Truck	In Progress	In Progress			
	e. 4.5 T Truck	In Progress	Defer			
	f. 6.5T Truck	In Progress	Achieved			
	g. Water cart	In Progress	In Progress			
	h. Utility	In Progress	Achieved			
	i. Minor Plant	In Progress	Achieved			

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	Nil	MVC	Director of Works
2	Nil	MVC	Director of Works, Work Health & Safety Officer
3a	\$280,000	MVC	Director of Works

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3b	\$30,000	MVC	Director of Works
3c	\$50,000	MVC	Director of Works
3d	\$80,000	MVC	Director of Works
3e	\$49,000	MVC	Director of Works
3f	\$70,000	MVC	Director of Works
3g	\$35,000	MVC	Director of Works
3h	\$32,000	MVC	Director of Works
3i	\$20,000	MVC	Director of Works

Action performance targets

No.	Performance target
1	To be competitive with private hire rates (activity is an ongoing task throughout the year)
1	Maintain or increase utilisation of plant (activity is an ongoing task throughout the year)
2	All major plant items risk assessed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program

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Directorate	5. Works	Program number and tile	5.7 Works & Maintenance Program
Program Objective	To develop Works & Maintenance Program for new financial year		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop Works & Maintenance Program by June for the following financial year.			Undertake assessment	Develop work program	6.1.3 – Operate a system for the planned maintenance of our infrastructure assets and services

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	Nil	MVC	Director of Works & Director of Infrastructure Services

Action performance targets

No.	Performance target
1	Conform with projected Works Program and estimates (activity is an ongoing task throughout the year)

Economic Development & Sustainability

Directorate	6. Economic Development & Sustainability	Program number and tile	6.1 Natural Resource Management
Program Objective	Facilitate Natural Resource Management for Council and Community		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Continue implementation of NRM strategies as per annual work plan	Achieve Performance Target Achieved	Achieve Performance Target Achieved	Achieve Performance Target	Achieve Performance Target	1.3.3 - Deliver NRM program activities
2	Complete a review of Meander Valley Council's Natural Resource Management Strategy 2010 3 rd Edition		Commence Review December 2014 Deferred	Continue Review	Complete Review	1.3.2 - Review NRM Strategy for the local government area
3	Implement the actions of the Community Energy Efficiency Program (CEEP)	Complete hardware installation program Achieved			Commence Energy Education Workshops	1.4.3 – Deliver the Commonwealth Energy Efficiency Program
4	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities		1.5.1 – Participate in the TEER program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$6,000	MVC	NRM Officer
2	\$6,000	MVC	NRM Officer
3	\$60,000	MVC	ED Officer & Property Management Officer
4	\$11,000	MVC	General Manager

Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Complete actions within timeframes and within budget
3	Comply with CEEP Deed Agreement
4	Attend annual meetings and support a regional approach to river catchment management

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Directorate	6. Economic Development & Sustainability	Program number and title	6.2 Economic Development
Program Objective	To create an investment ready environment in the Meander Valley Local Government Area		

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Support the development of Prospect Vale & Blackstone Heights Structural Plan and present to Council to receipt		Present Structure Plan to Council Achieved			1.2.1 - Prepare Outline Development Plans for Meander Valley townships
2	Promote investment in Meander Valley to support the growth of identified industry sectors	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress	Identify opportunities and report on progress	2.1.1 - Implement actions of the Meander Valley Economic Development Strategy
3	Continue to implement the Communication Action Plan	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress	5.3.1 - Implement and review Council's Communication Strategy
4	Support activities of the Sustainable Environment Committee	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress	1.4.2 - Support the operation of Councils Sustainability Committee and implement approved projects
5	Support the progress of Hadspen rezoning	Report on progress	In Progress	Complete Amendment		1.2.1 - Prepare Outline Development Plans for Meander Valley townships
	a. Complete Stormwater Management Plan	Achieved	In Progress			
	b. Complete Draft Traffic Network Plan	In Progress	In Progress			
	c. Complete Growth Area Master Plan	In Progress	In Progress			
	d. Commence landowner consultation and gain sign-off	Achieved				
	e. Meet and consult with Tasmanian Planning Commission	Timeline to be confirmed	Achieved			
	f. Complete Planning Scheme Amendment	Timeline to be	Timeline to be			

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		confirmed	confirmed before March 2015			
6	Monitor the progress of the Economic Renewal Action Group (ERAG)	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress	2.1.3 – Monitor the Economic Renewal Action Group program implementation

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	Budget allocated in Development Services Budget	MVC	Director Economic Development & Sustainability/ Project Officer/Director Development Services
2	\$40,000	MVC	Director Economic Development & Sustainability
3	\$15,500	MVC	Communication Officer
4	\$16,800	MVC	Project Officer
5	Budget allocated in Development Services Budget a. \$15,000 b. \$20,000 c. \$10,000	MVC	Director Economic Development & Sustainability/ Project Officer/Director Development Services
6	\$5,000	MVC	Director Economic Development & Sustainability

Action performance targets

No.	Performance target
1	Meet project timeframes as agreed by the specific Project Teams
2	Comply with the Tasmanian Government Deed Agreement to fund the Thoroughbred Breeding
3	Implement priority actions as agreed by Council's Management Team
4	Report on the progress of priority actions as set by the Sustainable Environment Committee
5	Meet project timeframes as agreed by the specific Project Teams
6	Advise Council of ERAG activity progress

CORP 1 FINANCIAL REPORTS TO 31st DECEMBER 2014

1) Introduction

The purpose of this report is to present Council's financial reports up to 31 December 2014.

2) Background

The attached financial reports to 31 December 2014 are presented for Council's attention and include:

- i. Consolidated operating statement with accompanying operating statements for the key operational areas of Council. These compare actual results with budget.
- ii. Exceptions and trends report.
- iii. A detailed list of capital project expenditure to date.
- iv. A detailed list of capital resealing project expenditure to date.
- v. A detailed list of capital gravelling project expenditure to date.
- vi. A summary of rates outstanding, including a comparison with the level of outstanding rates for the same period last year.
- vii. Cash reconciliation & investments summary.

3) Strategic/Annual Plan Conformance

The Annual Plan requires the financial reports up to December 2014 to be presented to the January 2015 Council meeting.

4) Policy Implications

Not applicable

5) Statutory Requirements

Not applicable

6) Risk Management

Not applicable

7) Consultation with State Government and other Authorities

Not applicable

8) Community Consultation

Not applicable

9) Financial Impact

Not applicable

10) Alternative Options

Not applicable

11) Officers Comments

Additional comments regarding the financial operations for the first half of the financial year are provided in the Exceptions and Trends report.

AUTHOR: Jonathan Harmey
SENIOR ACCOUNTANT

12) Recommendation

It is recommended that Council receive the following financial reports for the period ended 31 December 2014:

- i. Consolidated operating statement with accompanying operating statements for the key operational areas of Council.
- ii. Exceptions and trends report.
- iii. A detailed list of capital project expenditure to date.
- iv. A detailed list of capital resealing project expenditure to date.
- v. A detailed list of capital gravelling project expenditure to date.
- vi. A summary of rates outstanding, including a comparison with the level of outstanding rates for the same period last year.
- vii. Cash reconciliation & investments summary.

DECISION:



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Total Council Operations			
<u>Operating Revenue</u>			
Rate Revenue	10,340,368	10,262,600	100.76%
Fees & User Charges	560,739	1,106,900	50.66%
Contributions & Donations	52,033	326,800	15.92%
Interest	525,617	1,086,300	48.39%
Grants & Subsidies	2,373,801	5,623,900	42.21%
Other Revenue	179,773	945,000	19.02%
Total Operating Revenue	\$ 14,032,330	\$ 19,351,500	72.51%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	765,373	1,681,300	45.52%
Corporate Services	723,372	1,523,400	47.48%
Infrastructure Services	897,881	2,445,000	36.72%
Works	1,542,001	3,345,600	46.09%
Development Services	976,361	1,595,700	61.19%
Economic Development & Sustainability	531,742	1,055,000	50.40%
Maintenance & Working Expenses	\$ 5,436,730	\$ 11,646,000	46.68%
Interest	105,660	311,300	33.94%
Depreciation	2,584,200	5,168,400	50.00%
Payments to Government Authorities	247,694	990,800	25.00%
Administration Allocated	-	-	
Other Payments	36,980	225,200	16.42%
Total Operating Expenditure	\$ 8,411,264	\$ 18,341,700	45.86%
<u>Operating Surplus/(Deficit)</u>	\$ 5,621,067	\$ 1,009,800	



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
General Administration			
<u>Operating Revenue</u>			
Rate Revenue	-	-	
Fees & User Charges	88,993	130,000	68.46%
Contributions & Donations	1,255	3,300	38.02%
Interest	-	-	
Grants & Subsidies	-	-	
Other Revenue	2,517	1,500	167.77%
Total Operating Revenue	\$ 92,764	\$ 134,800	68.82%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	511,438	1,118,300	45.73%
Corporate Services	695,321	1,486,500	46.78%
Infrastructure Services	132,223	286,900	46.09%
Works	1,061	3,200	33.15%
Development Services	30,479	61,500	49.56%
Economic Development & Sustainability	-	-	
Maintenance & Working Expenses	\$ 1,370,523	\$ 2,956,400	46.36%
Interest	-	-	
Depreciation	144,500	289,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	(27,416)	(74,500)	36.80%
Other Payments	1,260	28,000	4.50%
Total Operating Expenditure	\$ 1,488,867	\$ 3,198,900	46.54%
<u>Operating Surplus/(Deficit)</u>	(\$ 1,396,102)	(\$ 3,064,100)	45.56%



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Roads Streets and Bridges			
<u>Operating Revenue</u>			
Rate Revenue	-	-	
Fees & User Charges	-	74,400	0.00%
Contributions & Donations	2,000	202,000	0.99%
Interest	-	-	
Grants & Subsidies	1,242,022	3,279,000	37.88%
Other Revenue	49,987	-	
Total Operating Revenue	\$ 1,294,008	\$ 3,555,400	36.40%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	-	-	
Corporate Services	-	-	
Infrastructure Services	12,367	132,900	9.31%
Works	850,860	1,914,300	44.45%
Development Services	-	-	
Economic Development & Sustainability	-	-	
Maintenance & Working Expenses	\$ 863,227	\$ 2,047,200	42.17%
Interest	-	-	
Depreciation	1,580,000	3,160,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	100,000	0.00%
Total Operating Expenditure	\$ 2,443,227	\$ 5,307,200	46.04%
<u>Operating Surplus/(Deficit)</u>	(\$ 1,149,219)	(\$ 1,751,800)	65.60%



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Health and Community and Welfare			
<u>Operating Revenue</u>			
Rate Revenue	2,025,327	2,010,400	100.74%
Fees & User Charges	206,693	460,500	44.88%
Contributions & Donations	23,300	114,000	20.44%
Interest	105,660	211,300	50.00%
Grants & Subsidies	50,000	124,400	40.19%
Other Revenue	38,029	83,400	45.60%
Total Operating Revenue	\$ 2,449,008	\$ 3,004,000	81.52%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	119,946	273,200	43.90%
Corporate Services	16	700	2.22%
Infrastructure Services	654,788	1,788,400	36.61%
Works	394,211	977,700	40.32%
Development Services	200,717	449,400	44.66%
Economic Development & Sustainability	531,742	1,055,000	50.40%
Maintenance & Working Expenses	\$ 1,901,420	\$ 4,544,400	41.84%
Interest	105,660	311,300	33.94%
Depreciation	274,800	549,600	50.00%
Payments to Government Authorities	247,694	990,800	25.00%
Administration Allocated	27,058	73,900	36.61%
Other Payments	32,817	61,000	53.80%
Total Operating Expenditure	\$ 2,589,448	\$ 6,531,000	39.65%
<u>Operating Surplus/(Deficit)</u>	(\$ 140,439)	(\$ 3,527,000)	3.98%



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Land Use Planning and Building			
<u>Operating Revenue</u>			
Rate Revenue	-	-	
Fees & User Charges	186,620	284,500	65.60%
Contributions & Donations	-	-	
Interest	-	-	
Grants & Subsidies	-	-	
Other Revenue	3,793	11,800	32.14%
Total Operating Revenue	\$ 190,413	\$ 296,300	64.26%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	-	-	
Corporate Services	-	-	
Infrastructure Services	13,337	26,200	50.91%
Works	-	-	
Development Services	731,912	1,090,800	67.10%
Economic Development & Sustainability	-	-	
Maintenance & Working Expenses	\$ 745,249	\$ 1,117,000	66.72%
Interest	-	-	
Depreciation	12,500	25,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	-	
Total Operating Expenditure	\$ 757,749	\$ 1,142,000	66.35%
<u>Operating Surplus/(Deficit)</u>	(\$ 567,336)	(\$ 845,700)	67.08%



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Recreation and Culture			
<u>Operating Revenue</u>			
Rate Revenue	-	-	
Fees & User Charges	78,432	157,500	49.80%
Contributions & Donations	25,478	7,500	339.71%
Interest	-	-	
Grants & Subsidies	-	150,000	0.00%
Other Revenue	9,371	8,100	115.70%
Total Operating Revenue	\$ 113,282	\$ 323,100	35.06%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	133,989	289,800	46.24%
Corporate Services	22,311	30,200	73.88%
Infrastructure Services	98,418	225,600	43.63%
Works	432,837	846,700	51.12%
Development Services	-	-	
Economic Development & Sustainability	-	-	
Maintenance & Working Expenses	\$ 687,556	\$ 1,392,300	49.38%
Interest	-	-	
Depreciation	393,400	786,800	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	2,500	35,500	7.04%
Total Operating Expenditure	\$ 1,083,456	\$ 2,214,600	48.92%
<u>Operating Surplus/(Deficit)</u>	(\$ 970,174)	(\$ 1,891,500)	51.29%



Meander Valley Council

2015 Operating Statement as at 31-Dec-2014

	Actual 2015	Budget 2015	% of Budget
Unallocated and Unclassified			
<u>Operating Revenue</u>			
Rate Revenue	8,315,041	8,252,200	100.76%
Fees & User Charges	-	-	
Contributions & Donations	-	-	
Interest	419,957	875,000	48.00%
Grants & Subsidies	1,081,779	2,070,500	52.25%
Other Revenue	76,077	840,200	9.05%
Total Operating Revenue	\$ 9,892,854	\$ 12,037,900	82.18%
<u>Operating Expenditure</u>			
<u>Departments</u>			
Governance & Community Services	-	-	
Corporate Services	5,724	6,000	95.40%
Infrastructure Services	-	(15,000)	0.00%
Works	(136,969)	(396,300)	34.56%
Development Services	-	(6,000)	0.00%
Economic Development & Sustainability	-	-	
Maintenance & Working Expenses	(\$ 131,244)	(\$ 411,300)	31.91%
Interest	-	-	
Depreciation	179,000	358,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	358	600	59.72%
Other Payments	403	700	57.55%
Total Operating Expenditure	\$ 48,517	(\$ 52,000)	-93.30%
<u>Operating Surplus/(Deficit)</u>	\$ 9,844,337	\$ 12,089,900	81.43%

OPERATING STATEMENT - EXCEPTION & TRENDS REPORT

Consolidated Operating Statement

The Operating Statement for the first half of the financial year is within management's forecasts. There are some exceptions from Councils budget adopted in June 2014 and developing trends which are discussed further in the Analysis by Function sections.

REVENUE

Rate Revenue – All Rates Revenue is recognised for the year, with only additional rates received on supplementary valuations between now and the financial year end to be included. The rates debtor balances outstanding at 31st December 2014 appears in Report vi.

Fees and Charges – Are within budget and they are expected to continue to be at year end.

Contributions & Donations – Are well below budget however when new subdivision assets taken over by Council are recognised at financial year end, is expected to slightly exceed budget.

Interest – Is within budget and in line with expectations.

Grants & Subsidies – Is below budget. A budgeted State Government grant will now be received in 2016.

Other Revenue – Is below budget to the end of December principally due to the small amount of annual Tas Water distributions having been received at this point in time.

EXPENSES

Departments

Governance & Community Services – within budget expectations

Corporate Services – within budget expectations

Infrastructure Services – below budget expectations

Works – within budget expectations

Development Services – above budget expectations

Economic Development & Sustainability – within budget expectations

Interest – Two of the four interest instalments have been paid to Tascorp for loaned funds. The annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions is recognised under interest and will be accounted for at year end causing this item to be under budget at December.

Depreciation – Is accurately calculated and accounted for at year end however a proportionate amount (50%) of the budget has been allocated for the purposes of the Operating Statement report.

Payments to Government Authorities – One of the four instalments for the Fire Levy have been incurred to December.

Other payments – Is below budget. This item is largely notional accounting values of infrastructure assets written off upon reconstruction or disposal, this is accounted for as part of the year end procedures. The Tasmanian Audit Office fees and Community Grants are also recognised in Other Payments. This item is expected to be within budget at year end.

Capital Project Report

2015 Financial Year



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	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Administration						
100 - Administration						
5039 Deloraine Office/Serv Tas Building - Costs of Sale 10/11	\$9,950.01	\$0.00	\$9,950.01	\$0.00	-\$9,950.01	0.00%
5101 Workstations and Peripherals	\$0.00	\$22,695.66	\$22,695.66	\$27,100.00	\$4,404.34	83.75%
5102 Network Infrastructure	\$0.00	\$0.00	\$0.00	\$72,400.00	\$72,400.00	0.00%
5109 Networked Copiers and Printers	\$0.00	\$9,434.00	\$9,434.00	\$28,000.00	\$18,566.00	33.69%
5111 Software and Upgrades	\$0.00	\$7,410.01	\$7,410.01	\$128,000.00	\$120,589.99	5.79%
5115 Conquest Software Updrade	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	0.00%
5117 VOIP Network Installation 13/14	\$0.00	\$9,661.62	\$9,661.62	\$50,000.00	\$40,338.38	19.32%
5118 Council Chambers - Audio Equipment 13/14	\$863.56	\$0.00	\$863.56	\$40,000.00	\$39,136.44	2.16%
5119 Aerial imagery and contour mapping 13/14	\$857.10	\$101,976.30	\$102,833.40	\$150,000.00	\$47,166.60	68.56%
5122 Council Office - Energy Efficiency (CEEP Funding) 13/14	\$50,746.43	\$22,958.36	\$73,704.79	\$95,608.08	\$21,903.29	77.09%
5124 PV Marketplace Digital Display	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
100 - Administration Sub Total	\$62,417.10	\$174,135.95	\$236,553.05	\$636,108.08	\$399,555.03	37.19%
100 - Administration Sub Total	\$62,417.10	\$174,135.95	\$236,553.05	\$636,108.08	\$399,555.03	37.19%

Capital Resealing Report

2015 Financial Year



12-Jan-2015 09:46:11

	<i>Actual Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5800 Bay View Drive - Blackstone Heights	\$1,437.67	\$0.00	-\$1,437.67	0.00%
5802 Louisa St - Bracknell	\$9,914.61	\$0.00	-\$9,914.61	0.00%
5826 Church St West - Deloraine	\$1,739.38	\$0.00	-\$1,739.38	0.00%
5835 Quamby Ct - Deloraine	\$1,036.43	\$0.00	-\$1,036.43	0.00%
6124 Cluan Rd - Cluan	\$609.73	\$0.00	-\$609.73	0.00%
6134 Racecourse Dr - Deloraine	\$17,095.07	\$0.00	-\$17,095.07	0.00%
6171 Liena Rd - Liena	\$1,551.84	\$0.00	-\$1,551.84	0.00%
6176 Meander Main Rd - Meander	\$34,067.92	\$0.00	-\$34,067.92	0.00%
6182 Huntsman Rd - Meander	\$6,571.09	\$0.00	-\$6,571.09	0.00%
6210 Porters Bridge Rd - Reedy Marsh	\$7,302.62	\$0.00	-\$7,302.62	0.00%
6211 River Road - Reedy Marsh	\$49,857.11	\$0.00	-\$49,857.11	0.00%
6248 Heazelwood Ln - Whitemore	\$16,608.10	\$0.00	-\$16,608.10	0.00%
6299 Reseals General Budget Allocation	\$0.00	\$1,000,000.00	\$1,000,000.00	0.00%
Capital Resealing Projects - Grand Total	\$147,791.57	\$1,000,000.00	\$852,208.43	14.78%

Capital Gravelling Report

2015 Financial Year



12-Jan-2015 09:42:20

	<i>Actual Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5540 Smith St - Deloraine	\$1,571.96	\$0.00	-\$1,571.96	0.00%
5541 Church St East - Deloraine	\$11,273.85	\$0.00	-\$11,273.85	0.00%
5544 Jordan Pl - Deloraine	\$1,186.79	\$0.00	-\$1,186.79	0.00%
5545 Liverpool St - Deloraine	\$4,889.37	\$0.00	-\$4,889.37	0.00%
5546 Sullivans - Deloraine	\$4,207.41	\$0.00	-\$4,207.41	0.00%
5571 Lindsays Rd - Glenore	\$14,530.31	\$0.00	-\$14,530.31	0.00%
5620 Whiteleys Rd - Meander	\$9,274.09	\$0.00	-\$9,274.09	0.00%
5648 Frankcombes - Montana	\$3,054.53	\$0.00	-\$3,054.53	0.00%
5669 Bradys Plain Rd - Parkham	\$46,564.96	\$0.00	-\$46,564.96	0.00%
5718 Smith St - Westbury	\$5,156.35	\$0.00	-\$5,156.35	0.00%
5748 Hilliers Rd - Whitemore	\$11,420.01	\$0.00	-\$11,420.01	0.00%
5799 Gravel Resheeting General Budget Alloc	\$0.00	\$310,000.00	\$310,000.00	0.00%
Capital Gravelling Expenditure Total	\$113,129.63	\$310,000.00	\$196,870.37	36.49%

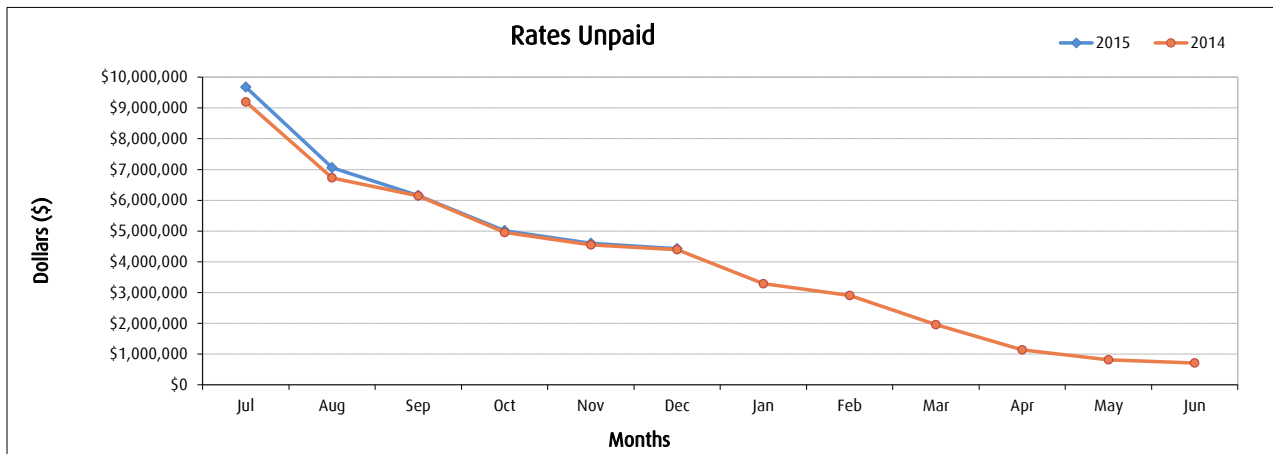
Meander Valley Rates Report as at 31/12/2014

	2015	2014
Rate Balance Carried Forward from previous Year	\$ 710,643.20	\$ 558,166.40
Water Balance Carried Forward from previous Year	\$ 667.75	\$ 667.75
2014/15 Rates Raised	\$ 10,340,263.45	\$ 9,725,543.61
Interest	\$ 39,227.10	\$ 37,409.82
Plus Adjustments	\$ 14,799.48	\$ 14,157.41
Payments Received	-\$ 6,674,464.97	-\$ 5,937,489.26
Rates Control Account Balance	\$ 4,431,136.01	\$ 4,398,455.73

% of Rates Unpaid

39.95%

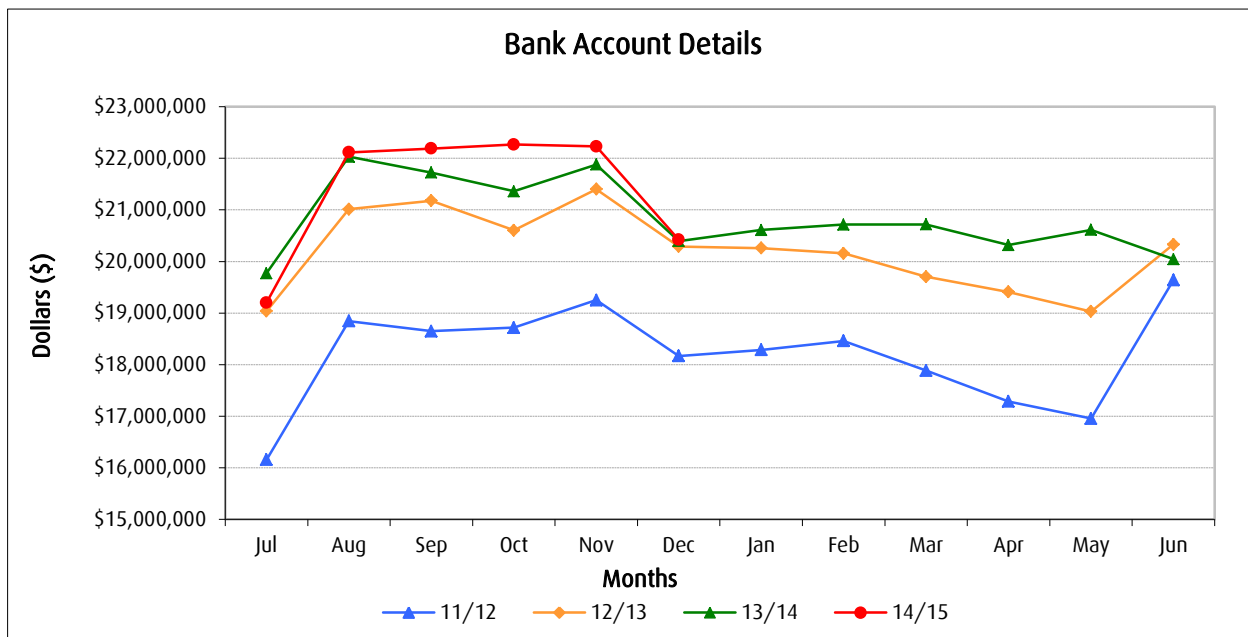
42.61%



Meander Valley Council Cash Reconciliation as at 31-December-2014

	2014/15	2013/14
Balance Carried Forward from previous Year	\$ 20,046,371	\$ 20,331,661
Add Deposits	\$ 10,868,721	\$ 9,531,429
Less Payments	-\$ 10,493,858	-\$ 9,465,977
Balance as per Bank Account	<u>\$ 20,421,235</u>	<u>\$ 20,397,112</u>

Made up of:	Amount	Interest Rate
Cash at Bank	217,718	0-1.00%
Commonwealth Bank Investments	443,117	2.25%
National Bank	3,084,000	3.75%-3.79%
Westpac Bank	4,000,000	3.65%-3.80%
ANZ Bank	3,000,000	3.50%-3.64%
Bendigo Bank	2,544,351	3.65%-3.75%
Bank of Queensland	1,000,000	3.40%
Defence Bank	1,000,000	3.85%
Suncorp Bank	1,000,000	3.45%
My State Financial	2,132,050	3.75%-3.95%
B & E Ltd	1,000,000	3.75%
Peoples Choice Credit Union	1,000,000	3.41%
	<u>\$ 20,421,235</u>	



Date:

31-December-2014

Institution	Deposit	Rate %	Entered	Due
Peoples Choice CU	1,000,000	3.41%	3/10/2014	7/01/2015
Bendigo Bank	544,351	3.65%	13/07/2014	13/01/2015
Bank of Queensland	1,000,000	3.40%	17/07/2014	15/01/2015
Suncorp Bank	1,000,000	3.45%	27/10/2014	27/02/2015
Bendigo Bank	1,000,000	3.75%	12/06/2014	12/03/2015
Defence Bank	1,000,000	3.85%	8/04/2014	8/04/2015
Westpac Bank	1,000,000	3.80%	26/09/2014	26/04/2015
Bendigo Bank	1,000,000	3.75%	15/05/2014	15/05/2015
Westpac Bank	1,000,000	3.65%	7/06/2014	7/06/2015
B & E	1,000,000	3.75%	18/06/2014	12/06/2015
MyState Financial	1,093,050	3.95%	12/06/2014	12/06/2015
National Australia Bank	2,084,000	3.79%	27/06/2014	27/06/2015
National Australia Bank	1,000,000	3.75%	16/07/2014	16/07/2015
Westpac Bank	1,000,000	3.78%	16/07/2014	16/07/2015
ANZ Bank	1,000,000	3.64%	1/09/2014	1/09/2015
Westpac Bank	1,000,000	3.75%	26/09/2014	26/09/2015
ANZ Bank	1,000,000	3.63%	20/11/2014	20/11/2015
ANZ Bank	1,000,000	3.50%	16/12/2014	16/12/2015
MyState Financial	1,039,000	3.75%	28/12/2014	28/12/2015

\$ 19,760,401

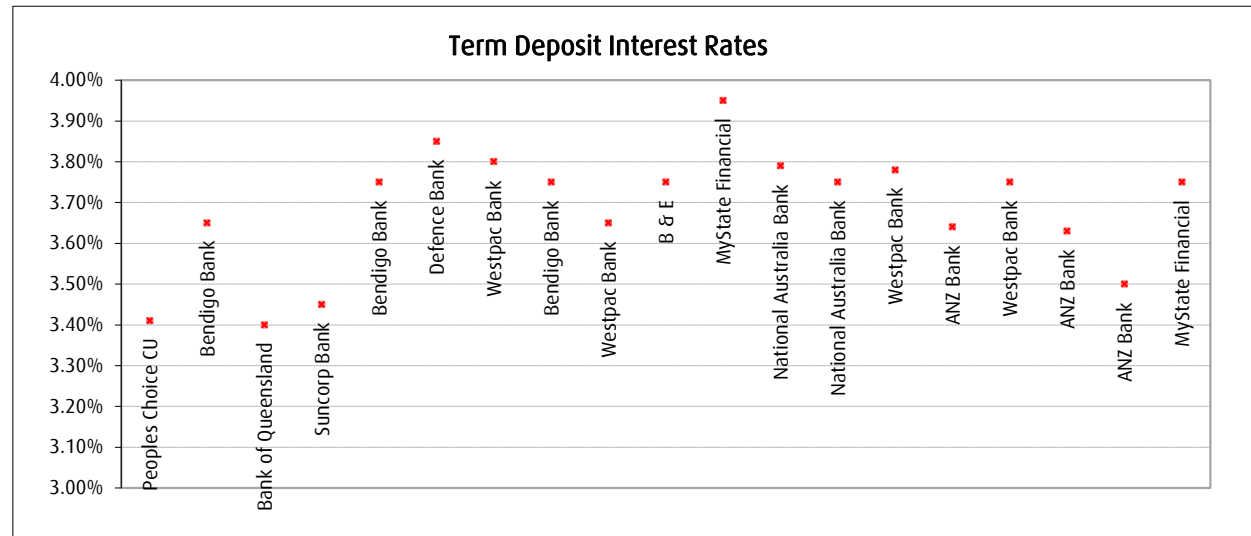
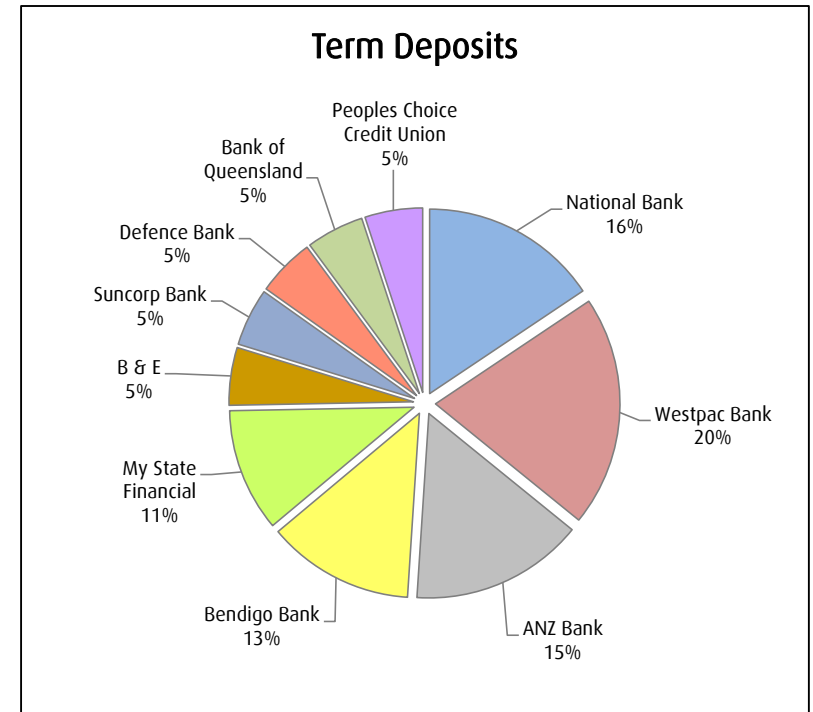
Average Interest Rate

3.68%

Term Deposits with institutions

National Bank	3,084,000
Westpac Bank	4,000,000
ANZ Bank	3,000,000
Bendigo Bank	2,544,351
My State Financial	2,132,050
B & E	1,000,000
Suncorp Bank	1,000,000
Defence Bank	1,000,000
Bank of Queensland	1,000,000
Peoples Choice Credit Union	1,000,000

\$ 19,760,401



Capital Project Report

2015 Financial Year



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	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Roads Streets and Bridges						
201 - Roads and Streets						
5715 Dexter St - Westbury	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
5829 Morrison St - Deloraine 10/11	\$3,174.79	\$0.00	\$3,174.79	\$45,000.00	\$41,825.21	7.06%
5852 Goderick East - Deloraine 12/13	\$0.00	\$0.00	\$0.00	\$54,000.00	\$54,000.00	0.00%
5863 Goderick West - Deloraine	\$0.00	\$37,746.22	\$37,746.22	\$22,000.00	-\$15,746.22	171.57%
5888 Winifred Jane Cres - Hadspen	\$0.00	\$86,674.99	\$86,674.99	\$80,000.00	-\$6,674.99	108.34%
5895 Mt Leslie Rd - Prospect Vale	\$0.00	\$373.72	\$373.72	\$45,000.00	\$44,626.28	0.83%
5899 Mace St - Prospect Vale	\$0.00	\$711.42	\$711.42	\$60,000.00	\$59,288.58	1.19%
5924 Vale St - Prospect Vale 13/14	\$141,009.71	\$489,525.40	\$630,535.11	\$680,000.00	\$49,464.89	92.73%
5962 William St, Westbury	\$0.00	\$0.00	\$0.00	\$37,000.00	\$37,000.00	0.00%
5968 Waterloo St - Westbury 11/12	\$14,976.19	\$0.00	\$14,976.19	\$20,000.00	\$5,023.81	74.88%
5985 Old Bass Highway - Hagley 13/14	\$10,348.52	\$73,452.78	\$83,801.30	\$86,000.00	\$2,198.70	97.44%
5990 Meander Valley Road - Deloraine	\$23,754.67	\$44,007.71	\$67,762.38	\$287,000.00	\$219,237.62	23.61%
6000 Old Bass Highway - Hadspen	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
6105 Panorama Rd - Blackstone Heights 13/14	\$0.00	\$4,437.43	\$4,437.43	\$59,600.00	\$55,162.57	7.45%
6148 Emu Plains Rd - Emu Plains	\$0.00	\$46,084.17	\$46,084.17	\$40,000.00	-\$6,084.17	115.21%
6204 R2R 2015 Parkham Rd - Parkham	\$0.00	\$183,763.68	\$183,763.68	\$172,000.00	-\$11,763.68	106.84%
6208 Bogan Rd - Quamby Brook 13/14	\$515.04	\$0.00	\$515.04	\$25,000.00	\$24,484.96	2.06%
6229 Marriott St Moore To Lyttleton St 13/14	\$50,153.35	\$34,721.13	\$84,874.48	\$223,000.00	\$138,125.52	38.06%
6276 Westbury Rd - Prospect: Transport Study Projects	\$0.00	\$3,084.45	\$3,084.45	\$257,500.00	\$254,415.55	1.20%
6277 Country Club Ave Prospect - Tree Management Strategy 13/14	\$13,693.92	\$18,442.78	\$32,136.70	\$38,500.00	\$6,363.30	83.47%
6283 Westbury Rd - Cycling Lanes 13/14	\$15,873.50	\$0.00	\$15,873.50	\$50,000.00	\$34,126.50	31.75%
6285 New Footpath Developments - Blackstone	\$0.00	\$0.00	\$0.00	\$87,000.00	\$87,000.00	0.00%
6286 DDA Improvements to Footpath Network	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00%
6290 Street Trees	\$0.00	\$6,217.42	\$6,217.42	\$50,000.00	\$43,782.58	12.43%
6293 Residential Property - 333 Westbury Rd	\$0.00	\$342,920.56	\$342,920.56	\$342,920.00	-\$0.56	100.00%
201 - Roads and Streets Sub Total	\$273,499.69	\$1,372,163.86	\$1,645,663.55	\$2,906,520.00	\$1,260,856.45	56.62%

Capital Project Report

2015 Financial Year



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	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
210 - Bridges						
5239 Pipers Lagoon Creek Bridgenorth Road	\$166.65	\$114,561.40	\$114,728.05	\$305,000.00	\$190,271.95	37.62%
5242 Western Creek Western Creek Road	\$166.65	\$0.00	\$166.65	\$205,000.00	\$204,833.35	0.08%
5259 Lobster Creek Pool Road Caveside 13/14	\$204,103.45	\$40,807.95	\$244,911.40	\$280,000.00	\$35,088.60	87.47%
5265 Rubicon River Elmers Road	\$166.66	\$0.00	\$166.66	\$135,000.00	\$134,833.34	0.12%
5284 Mole Creek Greens Road	\$166.66	\$171,281.00	\$171,447.66	\$200,000.00	\$28,552.34	85.72%
5290 Mersey River Union Bridge Road	\$1,241.26	\$5,497.29	\$6,738.55	\$0.00	-\$6,738.55	0.00%
5299 R2R 2015 Un-Named Creek Wadleys Road	\$166.66	\$4,758.05	\$4,924.71	\$150,000.00	\$145,075.29	3.28%
5319 R2R 2015 Four Springs Creek Selbourne Road	\$166.66	\$4,758.05	\$4,924.71	\$410,000.00	\$405,075.29	1.20%
5449 Deloraine Suspension Footbridge 13/14	\$22,021.38	\$63,182.40	\$85,203.78	\$80,000.00	-\$5,203.78	106.50%
5450 Bridge Safety Barrier & Signage	\$0.00	\$0.00	\$0.00	\$80,000.00	\$80,000.00	0.00%
210 - Bridges Sub Total	\$228,366.03	\$404,846.14	\$633,212.17	\$1,845,000.00	\$1,211,787.83	34.32%
200 - Roads Streets and Bridges Sub Total	\$501,865.72	\$1,777,010.00	\$2,278,875.72	\$4,751,520.00	\$2,472,644.28	47.96%
Health and Community Welfare						
314 - Emergency Services						
6750 Del Community Complex - Connectivity Improvement 10/11	\$0.00	\$4,575.00	\$4,575.00	\$20,000.00	\$15,425.00	22.88%
314 - Emergency Services Sub Total	\$0.00	\$4,575.00	\$4,575.00	\$20,000.00	\$15,425.00	22.88%
316 - Community Amenities						
6512 GWTVIC - Bus Shelter	\$0.00	\$4,642.51	\$4,642.51	\$15,000.00	\$10,357.49	30.95%
316 - Community Amenities Sub Total	\$0.00	\$4,642.51	\$4,642.51	\$15,000.00	\$10,357.49	30.95%
317 - Street Lighting						
6550 Street Lighting - Pole Replacements	\$0.00	\$11,174.70	\$11,174.70	\$0.00	-\$11,174.70	0.00%
317 - Street Lighting Sub Total	\$0.00	\$11,174.70	\$11,174.70	\$0.00	-\$11,174.70	0.00%

Capital Project Report

2015 Financial Year



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	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
321 - Tourism & Area Promotion						
7824 GWTVIC - Energy Efficiency (CEEP Funding) 13/14	\$19,173.01	\$26,812.54	\$45,985.55	\$61,470.46	\$15,484.91	74.81%
7827 Deloraine Community WiFi 13/14	\$0.00	\$3,502.14	\$3,502.14	\$20,000.00	\$16,497.86	17.51%
321 - Tourism & Area Promotion Sub Total	\$19,173.01	\$30,314.68	\$49,487.69	\$81,470.46	\$31,982.77	60.74%
335 - Household Waste						
6601 Deloraine Landfill Site	\$0.00	\$38,561.85	\$38,561.85	\$70,000.00	\$31,438.15	55.09%
6605 Mobile Garbage Bins	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
6609 Deloraine Tip - Bailer & Enclosure (NTWM Grant) 13/14	\$10,316.88	\$23,799.37	\$34,116.25	\$80,000.00	\$45,883.75	42.65%
335 - Household Waste Sub Total	\$10,316.88	\$62,361.22	\$72,678.10	\$157,000.00	\$84,321.90	46.29%
351 - Storm Water Drainage						
6412 Parsonage Street, Deloraine Stormwater	\$0.00	\$13,006.34	\$13,006.34	\$8,000.00	-\$5,006.34	162.58%
6414 Winifred-Jane Cres, Hadspen - Stormwater	\$0.00	\$3,766.35	\$3,766.35	\$20,000.00	\$16,233.65	18.83%
6417 Tyler House, Prospect - Stormwater	\$0.00	\$4,447.88	\$4,447.88	\$20,000.00	\$15,552.12	22.24%
6436 Panorama Rd Blackstone Stormwater	\$8,079.60	\$17,975.58	\$26,055.18	\$25,000.00	-\$1,055.18	104.22%
6445 Beefeater St Deloraine Stormwater	\$0.00	\$151.03	\$151.03	\$75,000.00	\$74,848.97	0.20%
6449 Meander Valley Carrick Rd Stormwater	\$0.00	\$18,327.08	\$18,327.08	\$47,000.00	\$28,672.92	38.99%
6458 Browne St, Hadspen - Stormwater	\$0.00	\$2,152.20	\$2,152.20	\$20,000.00	\$17,847.80	10.76%
6480 Bay View Dr, Blackstone Stormwater 13/14	\$13,501.38	\$3,254.69	\$16,756.07	\$15,000.00	-\$1,756.07	111.71%
6481 Heritage Pl, Prospect Vale Stormwater	\$0.00	\$2,044.99	\$2,044.99	\$4,100.00	\$2,055.01	49.88%
6482 Meander Valley Rd, Exton Stormwater	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
6483 Taylor St, Westbury Stormwater	\$0.00	\$17,463.29	\$17,463.29	\$10,000.00	-\$7,463.29	174.63%
6495 Urban Stormwater Drainage – Dev. Application Contributions	\$0.00	\$0.00	\$0.00	\$152,000.00	\$152,000.00	0.00%
351 - Storm Water Drainage Sub Total	\$21,580.98	\$82,589.43	\$104,170.41	\$411,100.00	\$306,929.59	25.34%
300 - Health and Community Welfare Sub Total	\$51,070.87	\$195,657.54	\$246,728.41	\$684,570.46	\$437,842.05	36.04%

Capital Project Report

2015 Financial Year



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	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Recreation and Culture						
505 - Public Halls						
7403 Westbury Town Hall - Heating	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
7409 Meander Hall - Partial Roof Replacement	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
7411 Chudleigh Hall - Plumbing Improvements	\$0.00	\$13,749.54	\$13,749.54	\$12,000.00	-\$1,749.54	114.58%
505 - Public Halls Sub Total	\$0.00	\$13,749.54	\$13,749.54	\$47,000.00	\$33,250.46	29.25%
525 - Recreation Grounds & Sports Facilities						
7642 Prospect Vale Park - Training Ground Lighting 10/11	\$0.00	\$1,543.37	\$1,543.37	\$5,800.00	\$4,256.63	26.61%
7648 Deloraine Community Complex - Electrical Upgrade 13/14	\$52,126.23	\$12,744.31	\$64,870.54	\$68,945.59	\$4,075.05	94.09%
7668 Westbury Rec Ground - Building Design & Upgrade	\$1,342.41	\$3,059.50	\$4,401.91	\$312,000.00	\$307,598.09	1.41%
7671 PVP Development Plan - Sportsgrounds Upgrade	\$18,961.53	\$7,457.96	\$26,419.49	\$346,000.00	\$319,580.51	7.64%
7677 PVP Ground Upgrade Review	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
7678 PVP Main Access & Parking	\$0.00	\$123.36	\$123.36	\$100,000.00	\$99,876.64	0.12%
7679 PVP Play Scape & Park Furniture	\$0.00	\$0.00	\$0.00	\$160,000.00	\$160,000.00	0.00%
7680 Mobile Lighting Equipment	\$0.00	\$18,990.00	\$18,990.00	\$18,000.00	-\$990.00	105.50%
525 - Recreation Grounds & Sports Facilities Sub Total	\$72,430.17	\$43,918.50	\$116,348.67	\$1,030,745.59	\$914,396.92	11.29%
565 - Parks and Reserves						
8054 Mace St Reserve - Disposal Costs	\$738.18	\$0.00	\$738.18	\$0.00	-\$738.18	0.00%
8075 Chris St Reserve, Prospect - Sale Transaction Costs	\$29,514.90	\$0.00	\$29,514.90	\$0.00	-\$29,514.90	0.00%
8082 Hadspen - Fitness Equipment Installation 12/13	\$175.28	\$0.00	\$175.28	\$13,000.00	\$12,824.72	1.35%
8084 Prospect Vale - New Walkway Barriers 12/13	\$9,713.01	\$0.00	\$9,713.01	\$20,000.00	\$10,286.99	48.57%
8088 Las Vegas Res. - Footpath to Jardine Cres	\$0.00	\$6,923.96	\$6,923.96	\$0.00	-\$6,923.96	0.00%
8090 West Prde Car Park - Access Path 13/14	\$574.60	\$536.79	\$1,111.39	\$60,000.00	\$58,888.61	1.85%
8091 Egmont Reserve Retaining Wall	\$0.00	\$36,757.22	\$36,757.22	\$20,000.00	-\$16,757.22	183.79%
8092 Hadspen Riverbank Concrete Seating	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
8093 East Westbury Pl, Deloraine - Path & Bollards	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
565 - Parks and Reserves Sub Total	\$40,715.97	\$44,217.97	\$84,933.94	\$150,000.00	\$65,066.06	56.62%
500 - Recreation and Culture Sub Total	\$113,146.14	\$101,886.01	\$215,032.15	\$1,227,745.59	\$1,012,713.44	17.51%

Capital Project Report

2015 Financial Year



12-Jan-2015 13:19:18

	<i>Brought Forward Amount</i>	<i>Current Amount</i>	<i>Total Amount</i>	<i>Budget Amount</i>	<i>Variance Amount</i>	<i>Percentage of Budget</i>
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0.00	\$20,069.52	\$20,069.52	\$20,000.00	-\$69.52	100.35%
625 - Management and Indirect O/Heads Sub Total	\$0.00	\$20,069.52	\$20,069.52	\$20,000.00	-\$69.52	100.35%
655 - Plant Working						
8701 4.5 Tonne Truck (Plant 925)	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
8704 Grader 3 Replacement (Plant 410)	\$0.00	\$289,902.14	\$289,902.14	\$280,000.00	-\$9,902.14	103.54%
8710 4.5 Tonne Truck (Plant 965)	\$0.00	\$0.00	\$0.00	\$49,000.00	\$49,000.00	0.00%
8711 Mower 2 Replacement (Plant 605)	\$0.00	\$26,729.08	\$26,729.08	\$30,000.00	\$3,270.92	89.10%
8724 Ute Replacement (Plant 209)	\$0.00	\$29,235.42	\$29,235.42	\$32,000.00	\$2,764.58	91.36%
8745 Truck 15t (New Plant) 13/14	\$0.00	\$202.15	\$202.15	\$80,000.00	\$79,797.85	0.25%
8746 Watercart (New Plant) 13/14	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	0.00%
8747 Tip Truck 3t (New Plant)	\$0.00	\$78,771.00	\$78,771.00	\$70,000.00	-\$8,771.00	112.53%
655 - Plant Working Sub Total	\$0.00	\$424,839.79	\$424,839.79	\$626,000.00	\$201,160.21	67.87%
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0.00	\$50,962.21	\$50,962.21	\$114,000.00	\$63,037.79	44.70%
675 - Other Unallocated Transactions Sub Total	\$0.00	\$50,962.21	\$50,962.21	\$114,000.00	\$63,037.79	44.70%
600 - Unallocated and Unclassified Sub Total	\$0.00	\$495,871.52	\$495,871.52	\$760,000.00	\$264,128.48	65.25%
Total Capital Project Expenditure	\$728,499.83	\$2,744,561.02	\$3,473,060.85	\$8,059,944.13	\$4,586,883.28	43.09%

Analysis by Function

Administration

Revenue	\$ 92,764	68.82 %
Expenses	\$ 1,488,867	46.54 %

Revenue is above budget to December. Property sales related activity including the 337 property certificate fees income in Fees and User Charges are currently above expectations. Other Revenue is the reimbursement of expenses from commercial tenants of Council owned property; this is now received in full for the year.

Expenses for *Infrastructure* are slightly below budget as an additional employee has not been engaged in the GIS area as budgeted. Other Payments includes the Tasmanian Audit Office fees which will be incurred closer to year end.

Roads, Street and Bridges

Revenue	\$ 1,294,008	36.40 %
Expenses	\$ 2,443,227	46.04 %

Fees and Charges income is the annual heavy vehicle licence fees distribution from the State Government which has not yet been received and expected in the March quarter. Government Grants reflect the receipt of 50% of the annual Grants Commission allocation, 26% of the annual Commonwealth Roads to Recovery funding with the remainder due prior to the end of the financial year. The \$500,000 grant towards the Westbury Rd development will be received in the second half of the year. Contributions & Donations includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end. The unbudgeted Other Revenue is an amount received from VOS Nominees towards the Vale Street roundabout project.

Expenditure overall is trending within budget after taking into account the maintenance works planned for the coming months. Bridge maintenance expenditure in *Infrastructure* has experienced little activity to date. *Works* road maintenance expenditure is currently slightly below budget however this activity is expected to increase particularly in the urban road areas. Other Payments are budgeted amounts for the road and bridge infrastructure written off upon reconstruction or disposal, this will be accounted for at financial year end.

Health, Community and Welfare

Revenue	\$ 2,449,008	81.52 %
Expenses	\$ 2,589,448	39.65 %

Revenue is well above budget to date, this is due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. The Contributions & Donations income will increase to be within budget once stormwater infrastructure assets in new subdivisions are recognised and contributions from community cars are accounted for at year end. Interest income is two interest payments received from Aged Care Deloraine. A corresponding interest expense is shown in Interest expenses for Council's funds on paid to Tascorp. Grant revenue includes funds received from the State Government for the Meander Valley Enterprise Centre's (MVEC) work with the Economic Renewal Action Group, this has been forwarded to MVEC. The remaining amounts for capital works under the Community Energy Efficiency Program will be received from the Commonwealth upon completion of the projects.

Expenditure is below budget at this point. *Infrastructure* is currently below budget due in part to Council only being billed for one of the four quarterly street Lighting payments with an additional \$80,000 anticipated for the December quarter, further work to be completed on the Meander flood mapping project of \$60,000, continuation of the waste management strategy and the monthly December tip contract fees to come. The stormwater costs in *Infrastructure* are almost fully expended for the year. *Works* is slightly below budget with additional costs due to be incurred in the areas of roadside slashing and stormwater asset maintenance.

Analysis by Function

Payments to Government Authorities is the State Fire Levy. Only one of the four instalments have been paid to December with the December amount of \$248,000 due in early January. Interest Expense is payments to Tascorp as described above however also includes a budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine. Other Payments are above budget due to Community Grants which are trending over budget at year end. Additional grants have been allocated in the Health, Community and Welfare area with less expected to be expended in Recreation and Culture for the year.

Land Use Planning & Building

Revenue	\$ 190,413	64.26 %
Expenses	\$ 757,749	66.35 %

Fees and User Charges are development approval and building approval fees. Revenue in the building function is trending above budget with the quantity of compliance work above expectations to December. *Development Services* expenditure is above budget and is expected to continue to be at year end. Much work has been completed on the Prospect Vale and Blackstone Heights outline development plan and Hadspen outline development plan with both of these projects exceeding the year's budget. There have also been significant costs incurred in dealing with a landslip matter at Blackstone Rd as previously advised which were not anticipated and are unbudgeted.

Recreation and Culture

Revenue	\$ 113,282	35.06 %
Expenses	\$ 1,083,456	48.92 %

Revenue from Fees and User Charges is within budget. Contributions for cash in lieu of public open space is over budget due to subdivision activity being above expectations. The budgeted Grants income is \$150,000 for building works at the Westbury Recreation ground. The State Government has now confirmed that these funds will be received in 2016. Other Revenue is above budget due to rental income currently being received at a property aligned with recreation ground development; this will continue to increase through to year end.

Overall expenditure is within budget and expected to continue to be at year end. *Corporate Services* expenditure includes all property insurance premiums and land tax paid in the first half of the year. *Infrastructure* is below budget at this point in time with further building maintenance to be completed in the next six months and only one payment having been made to the Deloraine pool management contract's seasonal costs. Other Payments include Community Grants (refer comments in Health, Community and Welfare).

Unallocated & Unclassified

Revenue	\$ 9,892,854	82.18 %
Expenses	\$ 48,517	-93.30 %

Rate Revenue is the general rates component of the rates raised for the year. Interest income is slightly below budget however is expected to be in line with budget when interest on loan balances from the Valley Central Industrial Estate land owners are accounted for at year end. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received. Other Revenue is largely Council's ownership distributions from Tas Water and is well below budget however is expected to meet budget at year end. Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.

INFRA 1 REVIEW OF BUDGETS FOR THE 2014-2015 CAPITAL WORKS PROGRAM

1) Introduction

The purpose of this report is to provide information to Council on Capital Works projects budget variations, and seek Council approval for the reallocation of funding within the Capital Works Program where budget variations fall beyond the limit of the General Manager's financial delegation.

2) Background

Project budget allocations within the Capital Works Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year detailed design, adjustment to project scope and the undertaking of additional works during construction results in project expenditure under and over approved budget amounts.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the Program budget. As part of our ongoing management of projects, Council officers review project time lines, budgets and scope. Project savings are generally used to offset project overruns, and additional funding can be requested to assist with balancing the budget or to finance new projects.

3) Strategic/Annual Plan Conformance

Council's Annual Plan (ref. Infrastructure Services and Works directorates) requires Council officers to report on the progress of Capital works projects on a quarterly basis.

4) Policy Implications

Not applicable.

5) Statutory Requirements

Council is required to approve variations in the capital works budget beyond the General Manager's financial delegation of \$20,000.

6) Risk Management

A contingent sum is added to project estimates to address minor changes in project scope. This contingency acts across the broader Capital Works Program by addressing major changes in scope where funds can be transferred between projects, therefore maintaining the same overall budget.

Project management plans are developed for significant projects to address issues to ensure projects are completed on time, within budget and scope. These plans also address risk management to ensure projects are built to the appropriate standards.

7) Consultation with State Government & Other Authorities

Not applicable.

8) Community Consultation

Not applicable.

9) Financial Impact

The recommended changes provide no change overall to the Capital Works Program amount.

10) Alternative Options

Council can approve with amendments to the allocations proposed, defer or remove projects from the Capital Works program, or not approve the recommendation.

11) Officers Comments

In order to deliver the outcomes required from Capital Works projects outlined in the Annual Plan, Council officers regularly review project scope, resourcing requirements and committed and forecast expenditure. Typically on a quarterly basis, project information is presented to Council where cost variations of interest have occurred, and formal approval is requested from the Council to reallocate funding within the Capital Works Program beyond the General Manager's financial delegation, or where new project works are required to be financed.

The table below provides a listing of the projects where reallocation of funding is required. It has been indicated where a reallocation of funding has been approved by the General Manager within the current limit of financial delegation, and those new projects and projects where the cost variation (increase or reduction) is greater than the General Manager's delegation, therefore requiring Council approval.

Overall, there is a zero net variation to the Program budget.

TABLE 1: 2014-2015 CAPITAL WORKS BUDGET – REALLOCATION OF PROJECT FUNDING

No.	Project Name	Original Budget	Variation	New Budget	Delegation	Comments
5118	Council Chambers Audio Equipment	\$55,000	-\$15,000	\$40,000	GM	Forecast project saving. Quotations received for supply of equipment and budget allows for installation and commissioning. Expected installation late Feb 2015.
5863	Roads: West Goderich St, Deloraine	\$22,000	\$16,000	\$38,000	GM	Additional funds required for reconstruction of 100 metres of kerb not in the original scope. Kerb was in poor condition and adjacent new footpath. Project complete.
5888	Roads: Winifred Jane Cres, Hadspen	\$80,000	\$7,000	\$87,000	GM	Additional funds required for kerb and channel reconstruction, including subsoil drainage and pavement reinstatement. Project complete.
5985	Roads: Bass Highway, Hagley	\$86,000	\$9,000	\$95,000	GM	Additional funds required to complete drainage, sealing and line marking works. Project complete.
6148	Roads: Emu Plains Rd, Emu Plains	\$40,000	\$6,000	\$46,000	GM	Additional funds required for pavement strengthening. Project complete.
6204	Roads: Parkham Rd - Parkham	\$172,000	\$12,000	\$184,000	GM	Additional funds required for extension in scope from 800m to 950m. Project complete.
6229	Roads: Marriott St, Westbury	\$223,000	-\$44,000	\$179,000	Council	Forecast saving on current stage of work. Project scope for future stages to be reviewed prior to seeking Council approval for funding in 2015/16.
6277	Country Club Ave, Prospect - Tree Management Strategy	\$38,500	-\$6,000	\$32,500	GM	Project saving. Removal of silky oak trees. Project complete.
5259	Bridges: Lobster Creek Pool Rd, Caveside	\$280,000	-\$35,000	\$245,000	Council	Project saving. Project complete.

5265	Bridges: Rubicon River Elmers Road	\$135,000	-\$15,000	\$120,000	GM	Forecast saving. Project to be undertaken by Council works depot.
5290	Bridges: Mersey River Union Bridge Rd	\$0	\$7,000	\$7,000	Council	New project. Costs associated with project scope development required for Government grant submission. Works have included survey, concept design and drawings, and cost estimate. Outcome of application expected to be known by end Jan. 2015. Project cost in excess of \$2M.
5299	Bridges: Un-Named Creek Wadleys Rd	\$150,000	-\$16,000	\$134,000	GM	Forecast saving. Project to be undertaken by Council works depot.
5449	Bridges: Deloraine Suspension Footbridge	\$80,000	\$19,000	\$99,000	GM	Additional funds required for completion of decking, railing, and structural anchors. Project complete.
8091	Egmont Reserve Retaining Wall	\$20,000	\$17,000	\$37,000	GM	Additional funds required to extend scope of retaining wall work. Project complete.
8701	Plant: 4.5 Tonne Truck (925)	\$50,000	\$10,000	\$60,000	GM	Additional funds required. Allocation managed within plant replacement budget.
8704	Plant: Grader 3 Replacement (410)	\$280,000	\$10,000	\$290,000	GM	Additional funds required. Allocation managed within plant replacement budget.
8710	Plant: 4.5 Tonne Truck (965)	\$49,000	-\$31,000	\$18,000	Council	Project deferred. Allocation to be managed within plant replacement budget. Plant replacement program to be reviewed prior to 2015/16 budget consideration by Council.
8711	Plant: Mower 2 Replacement (605)	\$30,000	-\$3,000	\$27,000	GM	Project saving. Allocation managed within plant replacement budget.
8724	Plant: Ute Replacement (209)	\$32,000	-\$3,000	\$29,000	GM	Project saving. Allocation managed within plant replacement budget.

8745	Plant: Truck 15t (New)	\$80,000	\$5,000	\$85,000	GM	Additional funds required. Allocation managed within plant replacement budget.
8747	Plant: Tip Truck 3t (New)	\$70,000	\$12,000	\$82,000	GM	Additional funds required. Allocation managed within plant replacement budget.
6495	Urban Stormwater Drainage – Replacement and new developments	\$230,000	-\$90,000	\$140,000	-	Overall stormwater funding allocation previously approved by Council. Transfer to specific projects under delegation noted below for information.
6412	Stormwater: Parsonage St, Deloraine	-	\$13,000	\$13,000	GM	Drainage extension and new pits associated with work in the vicinity of West Goderich St, Deloraine. Project complete.
6414	Stormwater: Winifred-Jane Cres	-	\$20,000	\$20,000	GM	Project scoping and design in progress.
6417	Stormwater: Tyler House, Prospect	-	\$20,000	\$20,000	GM	Project scoping and design in progress.
6458	Stormwater: Browne St, Hadspen	-	\$20,000	\$20,000	GM	Project scoping and design in progress.
6483	Stormwater: Taylor St, Westbury	-	\$17,000	\$17,000	GM	Drainage at Westbury Showgrounds to rectify long standing flooding issue. Project complete.
6512	Greater Western Tiers Visitor Information Centre - Bus Shelter	\$0	\$15,000	\$15,000	Council	Project previously approved by Council in 2011/12 and 2012/13. Community consultation completed and approval by Heritage Council received. Concrete slab and base plates installed. Steelwork and glazing to be completed.
6550	Street Lighting Pole Replacements	\$0	\$16,000	\$16,000	Council	New project. Renewal required to be undertaken in response to Workplace Standards inspection report identifying defective pole assets.

8088	Las Vegas Reserve: Footpath to Jardine Cres	\$0	\$7,000	\$7,000	Council	2013/14 approved project. This costing required to capitalise project work from the previous financial year due to late receipt of supplier invoice.
Totals		\$2,202,500	\$0	\$2,202,500		

AUTHOR: Dino De Paoli
DIRECTOR INFRASTRUCTURE SERVICES

12) Recommendation

It is recommended that Council note the budget changes made by the General Manager under delegated authority and approve the following changes to the 2014-2015 Capital Works Program.

<i>No.</i>	<i>Project Name</i>	<i>Original Budget</i>	<i>Variation</i>	<i>New Budget</i>
<i>6229</i>	<i>Roads: Marriott St, Westbury</i>	<i>\$223,000</i>	<i>-\$44,000</i>	<i>\$179,000</i>
<i>5259</i>	<i>Bridges: Lobster Creek Pool Rd, Caveside</i>	<i>\$280,000</i>	<i>-\$35,000</i>	<i>\$245,000</i>
<i>5290</i>	<i>Bridges: Mersey River Union Bridge Rd</i>	<i>\$0</i>	<i>\$7,000</i>	<i>\$7,000</i>
<i>8710</i>	<i>Plant: 4.5 Tonne Truck (965)</i>	<i>\$49,000</i>	<i>-\$31,000</i>	<i>\$18,000</i>
<i>6512</i>	<i>Greater Western Tiers Visitor Information Centre - Bus Shelter</i>	<i>\$0</i>	<i>\$15,000</i>	<i>\$15,000</i>
<i>6550</i>	<i>Street Lighting Pole Replacements</i>	<i>\$0</i>	<i>\$16,000</i>	<i>\$16,000</i>
<i>8088</i>	<i>Las Vegas Reserve: Footpath ton Jardine Cres</i>	<i>\$0</i>	<i>\$7,000</i>	<i>\$7,000</i>

DECISION:

Councillor x moved and Councillor x seconded *“that, pursuant to Section 15(1) of the Local Government (Meeting Procedures) Regulations, Council close the meeting to the public.”*

ITEMS FOR CLOSED SECTION OF THE MEETING:

GOV 2 APPLICATIONS FOR LEAVE OF ABSENCE

Meeting closed.....

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CRAIG PERKINS (MAYOR)