

Meander Valley Council

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

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 8 September 2015

COUNCIL MEETING VISITORS

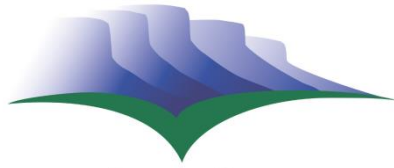
Visitors are most welcome to attend Council meetings.

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 an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 8 September 2015 at 1.30pm.**

Greg Preece
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 right;
- In the unlikelihood 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 an ordinary meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 8 September 2015 at 1.30pm.

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

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary meeting of Council held on Tuesday 11 August, 2015, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
18 August 2015	<ol style="list-style-type: none"> 1. 2015-16 DRAFT ANNUAL PLAN 2. COUNCIL REPORTS 3. BRIDGE ASSETS AND RENEWAL PROGRAM 4. ROADS TO RECOVERY FUNDING 5. REID STREET, WESTBURY
25 August 2015	<ol style="list-style-type: none"> 1. RURAL ALIVE AND WELL PRESENTATION 2. BLACKSTONE FOOTPATHS – FOOTPATH CONSTRUCTION PROGRAM 3. WESTBURY RECREATION GROUND BUILDING UPGRADE 4. 2016 FEDERAL ELECTION PRIORITY PROJECTS 5. BUSINESS EVENTS TASMANIA PRESENTATION 6. ECONOMIC RENEWAL ACTION GROUP

	<p>7. CAPITAL WORKS PROJECTS</p> <p>8. LOCAL GOVERNMENT REFORM</p> <p>9. GENERAL MANAGERS CONTRACT</p>
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ANNOUNCEMENTS BY THE MAYOR:

Sunday 16 August 2015

Ray Johnstone Centre naming

Tuesday 18 August 2015

Council workshop and Special Council meeting

Monday 24 August 2015

Andrew Lang Bio-energy presentation (region)

Tuesday 25 August 2015

Andrew Lang Bio-energy presentation (Council)

Thursday 27 August 2015

Katrena Stephenson (LGAT CEO and Council update)
TVIN Annual Dinner

Saturday 29 August 2015

Prospect Vale Park Play Space consultation

DECLARATIONS OF INTEREST:

TABLING OF PETITIONS:

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 – AUGUST 2015

Nil

2. QUESTIONS WITHOUT NOTICE – SEPTEMBER 2015

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – AUGUST 2015

1.1 Cr Bob Richardson

1. I note with great interest that this 2-day workshop cost ratepayers \$22,465. I table an attached document (for publication with the minutes) which indicates this amount could have constructed 195 metres of 1.5m wide, reinforced 1000mm thick concrete footpath for, say, use by Westbury Primary School students to better access their school.

Which does Council think ratepayers would prefer:- \$22,465 on a two-day talkfest, or something a little more practical, like 195 metres of footpath?

Response by Mayor Craig Perkins

I didn't consider the two days to be a talkfest, and in fact personally took considerable learning's out of both days. It is my expectation that our community would expect us to diligently consider all our expenditure.

2. It is noted that there were two facilitators who, collectively, were in attendance for some 2 ½ days. Their costs were \$10,814, or the equivalent of a daily rate of \$4325.60, or an hourly rate of over \$540 per hour.

Did they use helicopters to travel to/from the venue, and/or is the report to be issued gold plated and leather-bound?

Response by Mayor Craig Perkins

No the Consultants did not use helicopters and there is no gold plated report.

How does Council think ratepayers may respond to forking out \$540 an hour to such consultants?

Response by Mayor Craig Perkins

I am unable to answer this question as the hourly figure used in this question is incorrect.

The hourly rate for one consultant was \$120 and the second consultant charged \$200 per hour for workshop development time and \$250 per hour for workshop delivery. The total cost for the second consultant also included travel and accommodation costs.

3. Could Council advise its policy relating to the length of time an employee of Council will remain as a temporary staff member (including via an employment agency) before being placed on the permanent payroll?

Response by Greg Preece, General Manager

Council does not have a policy regarding length of tenure for temporary employment.

How many such employees currently exist?

Response by Greg Preece, General Manager

Council currently has seven temporary employees engaged in the following departments-

- 1. Corporate Services – one (Office Administration – two year traineeship)***
- 2. Governance and Community Services – one (Work Health and Safety Officer – two year contract)***
- 3. Works – five***

The Works Department employees are engaged through the employment agency, Skilled Group Limited. Three of these five employees were initially engaged on traineeship programs with one traineeship remaining in progress. This department's temporary employee numbers and hours worked on a weekly basis has remained consistent over the last 18 months due to workers compensation related matters and other unavoidable situations. It is expected that these matters should be finalised by mid-year 2016 and therefore a clear understanding of the department's substantive labour complement will be known and consequently the employment related matters associated with temporary labour shall be addressed.

And is Council aware that being a temporary employee faces difficulties which are not immediately apparent. For example banks are hesitant to give temporary employees housing loans.

Response by Greg Preece, General Manager

It is appreciated that in some circumstances it may be more difficult to secure finance for a person who has temporary employment rather than permanent status.

4. Reports to Council have indicated that the Dept of State Growth (Main Roads section) "forbids" use of websites along highway (and near highway) verges.

Is Council aware that there are two (large) signs erected by a commercial operator which display a website and which are in the Meander Valley Municipality?

Furthermore, these have been in place for some time (years?).

Could Council explain why they were allowed to be erected, and why they remain?

Response by Martin Gill, Director Development Services

The signs referred to in the question are the Ashgrove Cheese Farm signs outside of Elizabeth Town

Development application DA113/2004 proposed the replacement of two existing TVIS approved tourist signs with two larger commercial signs They were approved by Council in October 2004.

The application was referred to the Department of Infrastructure, Energy and Resources (DIER) now State Growth. DIER provided the following comments:

It has long been the Departments standing that it is not desirous for a proliferation of signs to be located alongside State Roads, and in this case the National Highway, from a traffic safety and aesthetic point of view, particularly on rural highways outside General Urban Speed Limits.

The signs proposed are, however, beyond the reservations boundaries of the State Road and any decision on whether the proposal is appropriate for approval, including size and location, is therefore, left to Council.

Nevertheless, the Department would have concerns if a sign constituted a hazard for road users. Such concerns would include:

- ***The obscuring of sight lines for drivers***
- ***The creation of an unforgiving roadside environment***
- ***The precedent which may be set for approval of signs, illuminated or otherwise, by other businesses, including third party signs. This is considered particularly valid in light of other businesses of a similar nature operating in the area.***

The Council delegate's report supporting the approval included the following statement:

Council's recently adopted strategic direction on tourism signage allows for the establishment of advertising signs within 400m of a tourist operation, provided they are located on related titles.

The signs were approved for erection by Council.

They remain in place because they continue to have planning approval.

As the signs are not within the State Road reserve State Growth cannot enforce its policy position on the content.

5. I have been a Councillor for 1 ½ decades. I am also a keen student of local, State and Federal (and indeed international) politics.

I have noted that in the past 20 or so years that State and Federal politicians have increasingly surrounded themselves with what the general public refer to as "minders" and "spin doctors".

In my 15 years as a municipal representative I have been pleased that Council has largely not gone down the same path.

However, it has come to my notice that Meander Valley Council has apparently recently appointed a Communications Officer (or "spin doctor").

Traditionally public relations has been a component of the position descriptions of the general manager in consultation with directors and elected representatives (specifically the Mayor).

What need(s) or changes have arisen to precipitate this change?

Responses by Rick Dunn, Director Economic Development & Sustainability

The Director Economic Development and Sustainability has been responsible for the development of the Communications Strategy and the delivery of it since 8 March 2011. Prior to this the Manager of Economic Development coordinated Meander Valley Council's communications in close consultation with the Mayor, General Manager and Department Directors. This was the situation from 17 May 2006 to 8 March 2011.

The change occurred as a result of Council Management seeking to make best use of the skill set of the Manager of Economic Development who had skills and experience in marketing and communications and is a Certified Practicing Marketer and a Fellow of the Australian Marketing Institute.

The appointment of a Communications Officer on 21 October, 2013, followed the adoption of Council's Communication Strategy and Communication Action Plan and through discussions identified a need for a dedicated communications resource.

Given that such a departure from tradition has apparently occurred, there are several questions which arise:-

i. Why was Council not consulted?

On 16 April 2013, Council unanimously adopted the Meander Valley Council Communications Strategy 2013 – 2018. Under Financial Impact in the Agenda Report the following was stated-

"Should the strategy be adopted, it implies that Council would want to see the implementation of a Communication Action Plan and this would however require the consideration of an allocation of resources."

The need to appoint a resource to support was discussed at the 16 April Council Meeting in the context of making allowance for such in the 2013–2014 Budget.

At the 11 June 2013 Council Meeting, the 2013-2014 budget was approved by Council and this included a funding allocation to resource the position of Communications Officer. The position supports all Departments and functional operations of Council.

ii. Who made the decision to make such an appointment?

The Director of ED&S made a recommendation to appoint a Communications Officer and this was discussed with and approved by the General Manager as per the 2013-2014 budget allocation.

iii. From what financial source is the position funded?

The ED&S Annual Operational Budget

iv. Was the position advertised?

The position of Communications Officer was advertised in the Examiner Newspaper on Saturday 31 August 2013

v. Is the position part-time, casual or full-time?

The position is full time.

vi. Is the position permanent or temporary?

The position is permanent.

vii. Can Councillors be provided with a Position Description?

Yes. The Position Description will be provided at the 8 September 2015 Council Meeting marked 'Confidential – Not for Distribution'.

viii. What is the remuneration package?

This is contained in the Position Description.

ix. What are the expected benefits to the Meander Valley ratepayers?

One area highlighted for improvement by residents in the biennial survey is the ability to improve communications with Council. Having a dedicated communications resource has allowed Council to:

- **Broaden its communication channels to residents**
- **Increase its level of communication to residents**
- **Ensure that communications are well-planned and considered**

Councils Communications Officer co-ordinates and provides considerable content for the Meander Valley Gazette to inform residents of a range of activities and initiatives that Council undertakes. Since employing a Communications Officer, Council is providing information to residents and the community across more communications mediums than ever before.

6. Some months ago a decision was made (by whom?) to remove signs erected by Westbury businesses in the traffic laybys on the Bass Highway (to the west and east of Westbury). At that time I cited (to Council) several other roadside signs along the Bass Highway. I note that several still exist, including the "trailer on the hill" between Elizabeth Town and Deloraine.

It seems double standards have been exercised.

Could I, and relevant Westbury commercial enterprises be provided with an explanation? Or is it simply an anti-Westbury thrust by those involved?

Response by Martin Gill, Director Development Services

The traffic laybys on the Bass Highway are managed by the Department of State Growth but fall under the provisions of the Meander Valley Interim Planning Scheme 2013.

The Department of State Growth infrequently contact Council to ask for support in removing business signs in the State Road Reserve. On other occasions State Growth will remove signs themselves. In this case the Department of State Growth worked with Council officers to have the signs removed.

It is State Growth policy that no business advertising signs be placed in the state road reserves. In addition, State Growth argues that the Meander Valley Interim Planning Scheme 2013 does not support the erection of 'off premises signs' unless erected by State or Local Government. (These signs usually provide directions or information and occasionally display accredited tourism businesses)

This last point has been subject to some debate around the Council table.

The 'trailer on the hill', or Blake's Manor signage is located on private land and outside the jurisdiction of State Growth. This is the important difference and potentially explains the different approaches.

Council officers have argued that the 'trailer on the hill', is an off premises sign and it's erection is not supported by the Meander Valley Interim Planning Scheme 2013. Council officers consider there are a number of signs along the highway that fall into this category.

Council itself does not necessarily agree with this view. There have been a number of discussions at Council workshops. A number of Councillors are concerned that the restrictions on off-premises signs are hurting local businesses. One Councillor has a view that Council officers and Councils legal counsel are misreading the planning provisions.

This debate has not been resolved, but at the February 2015 Ordinary Council Meeting the following notice of motion was carried:

"That Council writes to the Minister for Planning requesting that he exempts Meander Valley Council from implementing the provisions of the Meander Valley Interim Planning Scheme – E14 Signage Code until the new State-wide Planning Scheme is declared."

Council supported this motion and resolved to write to the Minister. No response has been received from the Minister at this point.

However, a number of businesses have taken this to mean that Council supports off-premise business signs. A number of businesses are ignoring previous requests to remove signage, others are putting new signage up, and others have taken the opportunity to improve their signs on the highway. This is happening in both Westbury and Deloraine.

There is no anti-Westbury thrust as such, however, the message provided to local businesses regarding Council Officers requests to remove signs on private land has been taken up with more vigour in the Deloraine area.

3.2 Cr Rodney Synfield

1. This question is supplementary to those (just) asked by Councillor Richardson, regarding the Communications Officer of Council. When was that position made fulltime and when was it made permanent?

***Response by Rick Dunn, Director Economic Development & Sustainability
The position was made fulltime on 21 October 2013. The position was made permanent on 20 October 2014.***

2. If a development application has been submitted to Council and approved and subsequent information comes to light that indicates outdated or incorrect information germane to the matter was used in the assessment, what role or responsibility does Council have to rectify or revisit the approval process, irrespective of whether an appeal into said matter has been lodged by some party?

***Response by Martin Gill, Director Development Services
If Council determined that an application was not valid it could recognise that its decision was not a valid decision and therefore no decision had been made. Council could then request further information.***

Section 51 (1AC) of the Land Use Planning and Approvals Act states:

... a valid application is an application that contains all relevant information required by the planning scheme applying to the land that is the subject of the application.

In order to say an application was not valid Council would need to be satisfied that it did not have all the relevant information required by the planning scheme at the time it considered the application.

2. COUNCILLOR QUESTIONS ON NOTICE – SEPTEMBER 2015

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – SEPTEMBER 2015

DEPUTATIONS BY MEMBERS OF THE PUBLIC

NOTICE OF MOTIONS BY COUNCILLORS

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."

A handwritten signature in blue ink, appearing to read 'G. Preece', with a large, stylized flourish at the end.

Greg Preece
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."

ED & S 1 DELORAINÉ OUTLINE DEVELOPMENT PLAN

1) Introduction

The purpose of this report is for Council to consider retaining the Deloraine Outline Development Plan (ODP) as a project for delivery in Council's 2015 – 2016 Annual Plan.

2) Background

The Deloraine ODP was listed for delivery in Council's 2014-2015 Annual Plan however it was deferred until 2015-2016 due to competing priorities and stretched project management resources.

After the completion of the Hadspen ODP and the successful level of engagement with the Hadspen Community, Council agreed that it would develop suburban and township specific plans for other key residential areas.

Westbury was identified as a priority which would benefit from the delivery of an ODP followed by Prospect Vale and Blackstone Heights and Deloraine.

The Land Use and Development Strategy 2005 provides strategic land use direction for our settlements. Importantly it sets out direction about spatial growth and appropriate triggers for reviewing land use demand and supply.

The direction for Deloraine is clear and states:

- No new residentially zoned land outside of existing serviced areas in the period 2004 -2016 unless significant demand is identified.

The rationale in undertaking these plans is that they provide direction for Council to undertake works and projects which are clearly aligned with the wishes and aspirations of the community.

Additionally, it provides for Council to prioritise the development of important infrastructure that requires significant financial investment which is factored into Council's Long Term Financial Plan.

At the August 2015 Workshop where discussions occurred on the content of Council's 2015 – 2016 Annual Plan, concerns were raised about undertaking the Deloraine ODP when certain components of the other ODP's have not yet been progressed.

3) Strategic/Annual Plan Conformance

Furthers the objectives of the Community Strategic Plan 2014 to 2024 in particular:

- Future Direction (3): Vibrant and engaged communities
- Future Direction (6): Planned infrastructure services

4) Policy Implications

Not Applicable

5) Statutory Requirements

Not Applicable

6) Risk Management

There is a risk that by completing another ODP, residents of Deloraine will have an expectation that projects identified would be progressed in the immediate or short term.

As with all ODP's undertaken to date, residents and stakeholders are advised that the ODP's provide a medium to long term blueprint for growth and development.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Council Officers have been contacted by residents and groups about a range of issues in relation to Deloraine. These include:

- Lack of footpath link and lighting from the rail line to the sports ground (football) was identified as an issue
- Improvements for car parking around the Deloraine shopping zone
- Public space connectivity with the river and creating connections between Emu Bay Road and river
- Enquiries about apartment buildings at the rear of the shops in Emu Bay Road

- Enquiries about the provision of open space in the area north of the Mole Creek Road and a push for higher density development in this area
- Enquiries about opening up the land west of Moriarty Street to urban development
- Future use of the Racecourse land including the potential to build a respite centre on this land
- Concerns about the state of the football club facilities
- Main street security
- Lack of good quality, north facing residential land
- Co-location of sporting activities into a single precinct.

Council officers have informed parties that these issues would be considered as part of the development of the Deloraine ODP.

9) Financial Impact

The Development Services Department has an allocation of \$40,000 in the 2015-2016 Budget for this project.

10) Alternative Options

Council can elect to modify or not to support the recommendation.

11) Officers Comments

The key objective of an ODP is to deliver a blueprint for future development of a city, township, suburb or a particular precinct. Typically an ODP will have a time horizon for development for up to 20 years and would assess issues such as:

- Appropriate residential, commercial and industrial land stocks and reserves
- Demographic reviews and modelling to predict how a study area might look in the future
- The use of existing community assets and planning for future assets
- Functionality of a study area in relation to pedestrian and vehicular connectivity
- Amenity or the look and feel of a place
- The need for services which may be provided by other organisations or authorities.

Central to the development of a quality ODP is the participation of residents and community stakeholders and their input on the issues mentioned

above. This is a key ingredient to ensure that the activities undertaken by Council to shape the future of how a township functions is aligned with the needs and aspirations of that community.

The typical outcomes that will flow from a quality ODP are:

- A relative level of agreement on what is important and valuable for a community
- Clarity for Council investment in existing and new infrastructure
- The development of an evidence base to support projects or address a long standing concern or issue
- Provides a planned and prioritised action plan over the short, medium and long term
- Provides evidence and community support to enable Council to leverage funding support from other tiers of government
- Adds to the 'big picture' inventory of projects in other study areas and builds a picture of the long term commitments and needs
- Allows Council to identify priorities for competing projects
- Adds detail to and ensures the Long Term Financial Plan is robust
- Provides Council with a mandate to progress projects, programmes and activities on behalf of the community.

There is an expectation from the Deloraine Community that the ODP will be undertaken this year. Where there is a potential expectation of the Deloraine community that the vast majority of projects and initiatives documented in the ODP will be delivered in the short term, these will be managed throughout the project by articulating that it is a development plan over a longer term period.

Delivery of the Deloraine ODP will complete the suite of long-term strategic land use plans that will guide and manage change over a 30 year period within Meander Valley. In doing this, Council will have a clear view of where major investment in infrastructure will be required over the short, medium and long term, how it can be prioritised and scheduled and how it can be paid for.

AUTHOR: Rick Dunn
DIRECTOR ECONOMIC DEVELOPMENT & SUSTAINABILITY

12) Recommendation

It is recommended that the Deloraine Outline Development Plan project remain in Council's 2015-2016 Annual Plan.

DECISION:

GOV 1 2015-2016 ANNUAL PLAN

1) Introduction

The purpose of this report is for Council to adopt the 2015-2016 Annual Plan.

2) Background

The purpose of the Annual Plan is to provide an organisational commitment to Council and the community of our activities and to plan for the development and use of financial resources for the forthcoming financial year.

3) Strategic/Annual Plan Conformance

The preparation of this document conforms with the Community Strategic Plan 2014-2024.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Section 71 of the Local Government Act 1993 requires Council to prepare and approve an Annual Plan for the municipal area for each financial year.

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

The Annual Plan will be available for inspection at the public offices during normal business hours and on Council's website.

9) Financial Impact

The Annual Plan has been aligned with the approved budget. All activities are considered achievable within current resource levels.

10) Alternative Options

Council can elect to amend or delete items within the Annual Plan.

11) Officers Comments

The 2015-2016 Annual Plan provides information to enable any person reading the document to understand the type of work that is conducted within each of the program areas.

This is a comprehensive document detailing the work the organisation will be undertaking during the next 12 months.

AUTHOR: Greg Preece
GENERAL MANAGER

12) Recommendation

It is recommended that Council adopt the Annual Plan as submitted for the 2015-2016 financial year.

DECISION:



2015/2016

Annual Plan



Meander Valley Council



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

Meander Valley Council Annual Plan 2015/2016

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Program Number and Title:	6.2 Economic Development	59

Meander Valley Council Annual Plan 2015/2016

Overview

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

The coming year will see Council deliver the following projects -

- Continue with community engagement to finalise Council's Waste Management Strategy;
- Continue to work with the Tasmanian Planning Taskforce to develop the Local Provision Schedules for Council's new statewide based planning scheme;
- Continue to work with the Tasmanian Planning Commission to rezone the land identified in the Hadspen Outline Development Plan;
- Develop further stormwater system management plans in line with the risk assessment action plan;
- Deliver projects identified in the Prospect Vale/Blackstone Heights Structure Plan and Hadspen and Westbury Outline Development Plans;
- Negotiate a new workplace agreement of Council by 30 June 2016;
- Continue with a variety of projects to reduce energy consumption and improve energy efficiencies on Council properties.

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 to deliver the Regional Futures Plan.

Along with other councils in the region, Council will participate in a service delivery benchmarking project, which will be used to identify opportunities for shared services or resource sharing between councils. This project will conform to the State Government's criteria for local government reform and improved service delivery.

Once again an extensive Capital Works Program, valued at \$8.862, million will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$2.5 million of this figure being allocated to building new and upgraded infrastructure.

Meander Valley Council Annual Plan 2015/2016

Fast Facts about the Meander Valley

Rateable assessments	9,823
Capital value of properties	\$3,131,348,600
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	223



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 the 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 2015/2016

Budget Estimates

	2014-2015	2015-2016
Revenue:		
Rate Revenue	10,262,600	10,832,600
Fees and User Charges	1,106,900	1,119,300
Contributions and Donations	326,800	350,600
Interest	1,086,300	961,300
Grants and Subsidies	5,623,900	6,093,200
Other Revenue	945,000	995,900
Total Operating Revenue:	19,351,500	20,352,900
Operating Expenditure:		
Employee Costs	5,868,300	6,028,000
Maintenance and Working Expenses	5,777,700	6,054,400
Interest on Loans	311,300	311,300
Depreciation	5,168,400	4,963,400
Payments to Government Authorities	990,800	1,028,600
Other Payments	225,200	236,300
Total Operating Expenditure:	18,341,700	18,622,000
Operating Surplus/Deficit:	1,009,800	1,730,900
Underlying Surplus/(Deficit)	39,400	839,900
Capital Expenditure	7,871,000	8,862,000
Repayment of Loans:		
Asset Sales:	285,000	215,000
Closing Cash Balance:	18,325,200	19,360,115
Net assets:	278,825,300	232,800,000

Meander Valley Council Annual Plan 2015/2016

Rating Policy

The following rating policies will apply for 2015-2016:

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 31 August 2015, 30 October 2015, 29 January 2016 and 31 March 2016.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.46% per annum.
General rate:	All rateable properties are applied a General Rate of 5.9307 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$30. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$160 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$188 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$346 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	<p>All properties within the municipal area are rated based on the income requirements of the State Fire Commission.</p> <p>Properties within the Launceston Permanent Brigade District are applied a rate of 1.3672 cents in the \$ of AAV with a minimum of \$38.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3835 cents in the \$ of AAV with a minimum of \$38.</p> <p>All other properties are applied a rate of 0.3664 cents in the \$ of AAV with a minimum of \$38.</p>

POLICY REVIEW

POLICY REVIEWS	Audit Panel By 22/9	Council By 31/12	Audit Panel By 22/12	Council By 31/3	Audit Panel By 23/3	Council By 30/6
Governance: <ul style="list-style-type: none"> • Risk Management • Disability Access • Leave of Absence from Meetings • Townscape Rate Incentive Scheme • Managing Public Appeals 	1 69	1 69	29 55	29 55	73	73
Corporate Services: <ul style="list-style-type: none"> • Information Management • Writing off Debts • Investment of Surplus Council Funds 	45 68	45 68	71	71		
Infrastructure Services: <ul style="list-style-type: none"> • Fencing - Council owned land • Subdivision Servicing • New and Gifted Assets 	15	15	13 77	13 77		
Development Services: <ul style="list-style-type: none"> • Environmental Compliance and Enforcement • Heritage Advice • Stated development Schemes under Strat Titles Act 1998 • Pursuit of Illegal Buildings 	63 44	63 44	65 79	65 79		
Works: <ul style="list-style-type: none"> • Nil 						
Economic Development and Sustainability <ul style="list-style-type: none"> • Communication Policy for the Media 					49	49

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 Business Continuity Plan Code of Conduct Sport and Recreation Action Plan 2012-2015		Style Manual Delegations Special Committees of Council Business Continuity Plan		Code of Conduct Sport and Recreation Action Plan 2012-2015
Corporate Services: Nil				
Infrastructure Services: Municipal Emergency Management Plan		Municipal Emergency Management Plan		
Development Services: Nil				
Works: Nil				
Economic Development and Sustainability Nil				

Meander Valley Council Annual Plan 2015/2016



Due for review (other than annually):

Business Continuity Plan (biennial, next review 2017/18)

Code of Tendering and Contracts (every four years, next review 2018/19)

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 – next review dependent on adoption by State Govt)

Customer Service Charter (biennial, next review 2016/17)

Meander Valley Community Safety Plan 2015 -2017 (every 3 years – next review 2017/18)

Sport and Recreation Action Plan 2012-2015 (every 3 years – next review 2018/19)

Municipal Emergency Management Plan (every 2 years – next review 2017/18)

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

Strategic Asset Management Plan (every 4 years – next review 2019/20)

Evacuation Plans for Council Buildings (every 5 years)

Due for review annually

Style Manual

Delegations

Special Committees of Council

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	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2016/17 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	Complete report and present at AGM			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 and conduct AGM			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	Prepare for each meeting	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	Review as per schedule	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 criteria. Call for nominations	Assess nominations. Plan civic function	Conduct a civic function on AD		3.2.2 - Support local events and activities that respond to a community need

Meander Valley Council Annual Plan 2015/2016



7	Operations Document Review	Review as per schedule	Review as per schedule	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
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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

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

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Directorate	1. Governance & Community Services	Program number and title	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	Action the framework	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	Conduct Audit	Review of Audit outcomes	Conduct Audit	5.6.2 – Implement and review the Risk Management Framework
3	Conduct Risk Management Committee meeting	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting	5.6.2 – Implement and review the Risk Management Framework
4	Review Business Continuity Plan (BCP)	Review BCP	BCP to Audit Panel	BCP to be approved by Council		5.1.1 - Review and management of Councils Business Continuity Plan
5	Co-ordinate functions of the Audit Panel	Conduct meeting as per Audit Schedule		Conduct two meetings as per Audit Schedule	Conduct meeting as per Audit Schedule	5.6.8 – Support the operation of the internal Audit Panel

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC and Consultant	Director Gov and CS
2	N/A	MVC and Consultant	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	\$15,000	MVC and Consultant	Director Gov and CS
5	\$15,000	MVC and independent resource	Director Gov and 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 and Safety Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	5.4.5 - Develop and implement a Workplace Health and Safety Program
2	Conduct Driver training course	Organise course	Course held	Review effectiveness of course		5.4.5 - Develop and implement a Workplace Health and Safety Program
3	Deliver a Health and Wellbeing Program	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	5.4.5 - Develop and implement a Workplace Health and Safety Program
4	Conduct emergency evacuation drills		Conduct drill - Council Office and GWTV		Conduct drill - Council Office and GWTV	5.4.5 - Develop and implement a Workplace Health and Safety Program
5	Conduct Staff Survey	Implement Action Plan	Issue survey	Report to staff on results of survey. Prepare action plan	Implement action plan	5.4.3 - Effectively manage and support Council's human resources

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6	Workplace Consultative Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	5.4.3 - Effectively manage and support Council's human resources
7	Review Evacuation Plans				Review Plans	5.4.5 – Develop and implement a Workplace Health and Safety Programme

Resource requirements

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

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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	Participation in Northern Tasmania Development (NTD)	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	5.5.4 Participate and support the operation of Northern Tasmania Development
2	Prepare a Council Delivery Plan	Present Plan to Council for approval		Update Delivery Plan	Present Plan to Council for approval	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
3	Convene meetings of the Customer Service Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
4	Convene meetings of the Merit User Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting	5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
5	Provide support to the Townscape Reserves and Parks Special Committee (TRAP)	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	4.2.3 Provide support to Council's Townscape, Reserves and Parks (TRAP) Special Committee
6	Review Council's Delegation Register		Review register			5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework

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7	Prepare Human Resources Plan			Prepare framework for Plan	Begin consultation with staff	5.4.1 – Prepare a Human Resources Plan that supports the future operations of Council
8	Participate in benchmarking project with other Councils in the northern region	Engage a consultant to undertake project	Deliver report to Council	Develop future Action Plan	Develop future Action Plan	5.5.1 – Participate in and support regional programs for resource sharing

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$60,000	MVC	General Manager
2	N/A	MVC	General Manager
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	N/A	MVC	Director Gov and CS
6	N/A	MVC and Consultant	General Manager
7	N/A	MVC	General Manager
8	\$15,000	MVC and Consultant	General Manager

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 and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and 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	Acquit Round 2 and advertise	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	Evaluate school workshops	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	Manage the Community Directory	Report on progress	Report on progress	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	Report on progress	Report on progress	Report on progress	3.1.2 - Assist opportunities for positive ageing

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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
7	Provide Strategic Business and Planning assistance to community groups	Report on progress	Report on progress	Report on progress	Report on progress	3.1.3 – Support and develop volunteering across the local government area 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 Manager
2	\$85,000	MVC	Community Development Manager/Admin support
3	\$5,000	MVC	Community Development Manager/Personal Assistant
4	\$2,000	MVC	Community Development Manager
5	\$2,000	MVC	Community Development Manager
6	N/A	MVC	Community Development Manager
7	N/A	MVC	Community Development Manager

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	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes	3.4.1 - Provide activity opportunities for young people
2	Conduct Stepping Stones Camps	Conduct program 18-25 age group	Conduct program Grades 6 – 8	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				3.3.2 - Provide training opportunities for community volunteers
4	Conduct 'National Youth Week' Event			Prepare and advertise event	Conduct event	3.4.1 - Provide activity opportunities for young people
5	Facilitate outdoor recreation programs	Conduct program	Conduct program	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	Community Officer/Community Support Officer
2	\$10,000	MVC and Contract	Community Officer
3	N/A	MVC	Community Officer/Community Development Manager
4	\$2,000	MVC/DPAC	Community Support Officer/Community Officer
5	N/A	MVC	Community Officer

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Action performance targets

No.	Performance target
1	Programs conducted and evaluated
2	Camps conducted and evaluated
3	Program conducted and evaluated
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	Conduct meeting	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	Liaise with User Groups	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

N/A

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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 and report to performance targets	Operate facilities and report to performance targets	Operate facilities and report to performance targets	Operate facilities and report to performance targets	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group 3.4.4 - 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 operations report			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	Liaise with users	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	\$210,000	MVC and 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 operations report and budget

Corporate Services

Directorate	2. Corporate Services	Program number and title	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	Achieve activity performance target	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 and Treasury pensioner claims and Annual State Fire Levy data return			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	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	5.6.3 - Responsibly manage the Council's core financial activities
4	Arrange annual insurance renewals		Crime Insurance (Fidelity Guarantee renewal)	Directors and Officers and Employment Practices renewal	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV	5.6.3 - Responsibly manage the Council's core financial activities
5	Participate in Northern Councils' review of insurances and brokerage service		Commence Review	Complete review		5.6.3 - Responsibly manage the Council's core financial activities
6	Reconciliation of Control Accounts	Achieve activity performance target	Achieve activity performance target	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	MVCr	Rates Officer
2	N.A	MVC	Rates Officer
3	N/A	MVC	Rates Officer
4	\$250,000	MVC	Finance Officer and Director Corporate Services
5	N/A	MVC and external contractor	Finance Officer
6	N/A	MVC	Senior Accountant

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none"> ▪ Issue Rates notices before 31st July 2015 ▪ 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
6	<ul style="list-style-type: none"> ▪ Reconcile rates, sundry debtor and 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 and 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 present the Long Term Financial Plan (LTFP) to Council				Review and present the LTFP to Council	5.2.1 - Review and adopt the Long Term Financial Plan
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes			Determine budget update program	Present budget, fees and charges to Council in June	5.6.7 - Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes
3	Annual external reporting	Produce Statutory Accounts and complete KPI consolidated data sheets			Prepare end of year timetable for Statutory Accounts and 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 BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation
5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	5.6.4 - Provide internal financial management reports on a timely basis for decision making

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6	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment policy	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	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	Senior Accountant
2	N/A	MVC	Director Corporate Services
3	N/A	MVC	Senior Accountant
4	N/A	MVC	Senior Accountant
5	N/A	MVC	Senior Accountant
6	N/A	MVC	Senior Accountant

Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute ongoing project expenditure reports ▪ Produce and distribute monthly operating statements within 10 working days of end of month ▪ Submit September, December and March quarterly financial reports to Council in Oct 2015, Jan 2016 and April 2016 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 and upgrade of IT infrastructure	Commence rolling replacement of PC's	Complete rolling replacement of PC's. Program blade replacement	Complete blade replacement		5.6.5 - Provide reliable and effective IT services for the organisation
2	ICT Reference Group (ICTRG)	Hold bi-monthly ICTRG meetings, determine and implement actions	Hold bi-monthly ICTRG meetings, determine and implement actions	Hold bi-monthly ICTRG meetings, determine and implement actions	Hold bi-monthly ICTRG meetings, determine and implement actions	5.6.5 - Provide reliable and effective IT services for the organisation

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$44,000	MVC/IT Consultant	IT Officer
2	N/A	MVC (ICTRG)	Director Corporate Services

Action performance targets

N/A

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	Maintain records in accordance with legislation	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	Arrange for removal of documents due for disposal			List documents due for disposal	5.6.6 - Effectively manage and maintain Council's information resource
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects	Commence identified priority projects	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	Information Management Officer
3	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 Workplace Agreement.	Attend working group meetings	Attend working group meetings	Attend working group meetings		5.4.3 - Effectively manage and support Council's human resources
2	Continue with project tasks to modernise the Pay Descriptors and Bands as required by the Workplace Agreement	Complete draft new pay descriptors and pay scales document for feedback	Employee consultation on new pay descriptors and pay scales	Complete new pay descriptors and pay scale project		5.4.3 - Effectively manage and support Council's human resources
3	Review current Workplace Agreement	Review performance increases and apply to pay rates			Review CPI percentage increases	5.4.3 - Effectively manage and support Council's human resources
4	Provide administrative support to the Workplace Consultative Committee in negotiating a new Workplace Agreement		Commence new Workplace Agreement bargaining process	Continue new Workplace Agreement bargaining process	Finalise new Workplace Agreement	5.4.3 - Effectively manage and support Council's human resources
5	Implementation of LGAT Workplace Behaviours Policy suite		Implement stage 1 policies and update the HR Policy Manual	Implement stage 2 policies and update the HR Policy Manual		5.4.3 - Effectively manage and support Council's human resources

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6	Finalise and implement new Learning Management System (LMS)	Finalise new training software (LMS). Report to Directors on quarterly training to be delivered	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	5.4.3 - Effectively manage and support Council's human resources
7	Performance Review System	Ensure all employee performance reviews have been completed	Ensure all inside employee salary reviews have been completed	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

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC/Regional HRP Group	HR/Payroll Officer
2	N/A	MVC	HR/Payroll Officer
3	N/A	MVC	HR/Payroll Officer
4	N/A	MVC	HR/Payroll Officer
5	N/A	MVC	HR/Payroll Officer and Directors
6	\$3000	MVC/Consultant	HR/Payroll Officer and Directors
7	N/A	MVC	HR/Payroll Officer and 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	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC)	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	4.4.3 - Co-ordinate the operation of the Municipal Emergency Management and Recovery Committee
2	Participate in Northern Regional Emergency Management Committee (NREMC)	Attend meeting	Attend meeting	Attend meeting	Attend meeting	4.4.1 - Maintain and exercise the Municipal Emergency Management and Recovery Plan
3	Support the operation of the Deloraine SES unit	Renew MOU. Purchase of new MV SES vehicle				4.4.2 - Support the operation of the Deloraine SES Unit
4	Undertake Meander River flood study	Develop Plan	Develop Plan	Present Study to Council		4.4.6 - Undertake flood survey mapping
5	Review and update Municipal Emergency Management Plan (MEMP) contact list		Contact List updated			4.4.1 - Maintain and exercise the Municipal Emergency Management and Recovery Plan
6	Review Municipal Emergency Management Plan (MEMP)	Complete risk treatment strategy assessment	Finalise MEMP review			4.4.1 - Maintain and exercise the Municipal Emergency Management and Recovery Plan

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, MEMRC - Director Works, Administration Officer Infrastructure Services, Community Development Officer, Youth Development Officer, Councillors, Community members	Director Infrastructure Services
2	N/A	MVC	Director Infrastructure Services
3	N/A	MVC and SES	Director Infrastructure Services
4	\$26,400 (carry over funds)	MVC and Consultant	Director Infrastructure Services
5	N/A	MVC	Administration Officer - Infrastructure Services
6	N/A	MVC, SES	Administration Officer - Infrastructure Services

Action performance targets

No.	Performance target
4	All flood survey mapping completed for Meander River by June 2016

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Directorate	3. Infrastructure Services	Program number and title	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	Manage contract	Manage contract	Manage contract	6.3.1 - Deliver a bridge and inspection and maintenance program 6.4.6 - Deliver a footbridge renewal, inspection and maintenance program
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
3	2016-2017 Bridge renewal program		Update bridge replacement program	Tender proposed bridges for 2016/17		6.3.2 - Deliver a bridge replacement and upgrade program
4	Undertake Council's responsibility as a road authority <ul style="list-style-type: none"> - Traffic counts - Working in the road reserve permits - Cross over applications - Applications from utility owners - NVHR and heavy vehicle management - Rural addressing 	Achieve activity performance targets	Achieve activity performance targets	Achieve activity performance targets	Achieve activity performance targets	6.3.8 - Undertake Council's responsibility as a road authority 6.3.10 - Development and delivery of the street light management program
5	Review of road safety issues and ongoing coordination with the Department of State Growth	Capture actions in asset register	Capture actions in asset register	Capture actions in asset register	Capture actions in asset register	6.3.9 - Development and delivery of the road safety program 6.2.1 - Partner with DoSG in the delivery of regional and local road programs

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6	Undertake footpath inspections and condition assessments	Undertake required inspections	Undertake required inspections	Undertake required inspections	Undertake required inspections	6.3.7 - Deliver a road and footpath inspection and maintenance program
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$31,500	MVC and Contractor	Senior Technical Officer - Engineering
2	Capital Works - \$3,695,000	MVC	Director Infrastructure Services
3	N/A	MVC	Senior Technical Officer
4	N/A	MVC	Senior Technical Officer
5	N/A	MVC	Senior Technical Officer
6	N/A	MVC	Asset Management Coordinator and Works Department

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	12 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
6	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 at Mole Creek and Caveside	Tender for operator and award contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	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	Undertake inspection and required maintenance	Undertake inspection and required maintenance	Undertake inspection and required maintenance	6.4.8 - Undertake Council owned property management and maintenance program
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register		Carry out annual inspections		6.4.8 - Undertake Council owned property management and maintenance program
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	6.4.8 - Undertake Council owned property management and maintenance program
5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Review agreements		Review agreements		6.4.8 – Undertake Council owned property management and maintenance program

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6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.1.4 – Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$67,300	MVC and Contractors	Property Management Officer
2	N/A	MVC	Property Management Officer
3	N/A	MVC	Property Management Officer
4	N/A	MVC	Property Management Officer
5	N/A	MVC	Property Management Officer
6	Capital Works - \$845,000	MVC and Contractors	Property Management Officer

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 title	3.4 Parks & Recreation
Program Objective	To provide and maintain 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	Undertake required inspections	Undertake required inspections	Undertake required inspections	Undertake required inspections	6.1.1 - Continue the asset condition and assessment program
2	Strategic open space development and review				Draft report to Council	4.2.6 - Development of a network of fitness trails, playscapes and associated infrastructure within the local government area 3.4.4 - Provide recreation facilities that are managed to meet the needs of young people in the community
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices 4.2.4 - Delivery of the Prospect Vale Park Development Plan
4	Undertake tree risk assessments	Undertake assessment	Undertake assessment	Undertake assessment	Undertake assessment	6.4.3 - Deliver a tree inspection, maintenance and replacement program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, Works Department and Consultants	Technical Officer (Open Space). Director Works
2	N/A	MVC	Technical Officer (Open Space)
3	Capital Works - \$345,000	MVC and Contractors	Technical Officer (Open Space)
4	N/A	MVC	Technical Officer (Open Space), NRM Officer and Works Supervisors

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Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest
3	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 title	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 - Integrate Strategic Planning outcomes into AMP and LTFP 	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	5.1.5 - Deliver outcomes of the Strategic Asset Management Plan 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	Provide monthly Conquest report	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 <ul style="list-style-type: none"> - Attend IPWEA and NAMS committee meetings 	Chair meeting and action minutes	Chair meeting and action minutes	Chair meeting and action minutes	Chair meeting and action minutes	5.1.5 - Deliver outcomes of the Strategic Asset Management Plan
4	Prepare Capital Works Program		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council	6.6.1 – Prepare initial project listing 6.6.2 – Review the works priority matrix for projects identified in the initial listing 6.6.3 – Present Draft Capital Works Program to Council for approval
5	Update asset information including capitalisation of assets in Conquest and GIS and undertake road revaluations	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	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 capitalisation of assets 6.1.2 - Develop and maintain asset management and information databases and integration with GIS

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6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes	Chair meeting and distribute minutes	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
7	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices 6.1.3 - Operate a system for the planned maintenance of our infrastructure assets and services
8	Project management meetings to review timelines, budget, and scope	Undertake meeting, update budgets and gantt chart	Undertake meeting, update budgets and gantt chart	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

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Asset Management Coordinator
2	N/A	MVC	Asset Management Coordinator
3	N/A	MVC	Asset Management Coordinator
4	N/A	MVC	Asset Management Coordinator
5	N/A	MVC	Asset Management Coordinator
6	N/A	MVC	Senior Technical Officer - Engineering
7	Capital Works - \$45,000	MVC	Asset Management Coordinator
8	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
5	Asset information to be recorded within four weeks of receipt by Asset Management Coordinator
7	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 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 a Waste Management Strategy and Action Plan		Strategy approved by Council	Develop Action Plan	Action the Plan	1.5.5 - Finalise MVC Waste Management Strategy 1.4.1 - Implement actions from the Waste Management Strategy
2	Support Northern Tasmanian Waste Management Group activities through a 5% landfill levy	Attend meetings	Attend meetings	Attend meetings	Attend meetings	5.5.2 - Support the operations of the Northern Tasmanian Waste Management Group through a voluntary levy on waste 3.3.5 - Provide support to regional groups on school educational programs
3	Provision of kerbside collection contracts for waste, recyclables, and organics	Supervise Contract	Supervise Contract	Supervise Contract	Supervise Contract	1.5.1 - Manage the kerbside collection contracts of waste, recyclables and organics
4	Provision of landfill, waste transfer stations and resource recovery operations contract	Supervise Contract	Supervise Contract	Supervise Contract	Supervise Contract	1.5.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
5	Provision of hard waste collection		Undertake collection			1.5.3 - Manage the annual collection of hard waste
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices
7	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	Ground and surface water monitoring Annual Report to EPA		Ground and surface water monitoring		1.5.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC and Consultants	Director Infrastructure Services and Senior Technical Officer - Engineering
2	\$73,000	MVC	Senior Technical Officer - Engineering
3	\$550,000	MVC and Contractor	Senior Technical Officer - Engineering
4	\$455,000	MVC and Contractor	Director Infrastructure Services and Senior Technical Officer - Engineering
5	\$18,000	MVC and Contractor	Senior Technical Officer - Engineering
6	Capital Works - \$20,000	MVC	Senior Technical Officer - Engineering
7	N/A	MVC and Consultants	Senior Technical Officer - Engineering

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	Issue contract to tender. 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	Develop plans in line with risk assessment action plan	Develop plans in line with risk assessment action plan	Develop plans in line with risk assessment action plan	<p>1.6.4 - Ensure stormwater discharge reduces the impact on the environment</p> <p>2.2.2 - Undertake transport and stormwater modeling to facilitate future development</p> <p>6.5.1 - Develop and maintain stormwater 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 and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	<p>6.5.1 - Develop and maintain stormwater catchment risk assessments and undertake detailed modeling to develop stormwater management plans</p>
3	Support regional NRM Stormwater Officer	Meet with officer	Meet with officer	Meet with officer	Meet with officer	<p>1.6.1 – Participate and support the Tamar Estuary and Esk River program</p>
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	<p>2.2.4 - Support new developments through the Infrastructure Contribution Policy</p> <p>6.1.4 - Ensure works are undertaken in accordance with permit conditions, design</p>

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						specifications and safe work practices 6.5.3 - Deliver the stormwater upgrade and renewal program
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$35,000	MVC and Consultants	Senior Technical Officer - Engineering
2	N/A	MVC	Senior Technical Officer - Engineering
3	\$7,200	MVC	Senior Technical Officer - Engineering
4	Capital Works - \$653,000	MVC and Consultants	Senior Technical Officer - Engineering

Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2016
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 title	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	Performance Target	Performance Target	Performance Target	1.1.1 - Manage land use and planning processes
2	Process Planning Scheme Amendments	Performance Target	Performance Target	Performance Target	Performance Target	1.1.2 - Review and update Meander Valley Planning Scheme
3	Participate in State Planning Reform Initiative		Participate in Review of Regional Land Use Strategy			1.1.3 - Participate in Statal planning initiatives
4	Rezone Land in the Hadspen Growth Area	Rezoning Approved by Council		Rezoning Approved by Minister		1.1.2 - Review and update Meander Valley Planning Scheme
5	Carrick Rural Living Area - Rezoning		Rezoning Approved by Council		Rezoning Approved by Minister	1.1.2 - Review and update Meander Valley Planning Scheme
6	Department of Education Land Prospect Vale – Development Plan	Prepare Project Plan	Complete Field Surveys		Finalise Development Plan	1.1.1 - Manage land use and planning processes
7	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant	Develop Draft Plan	Present Plan to Council		2.3.2 -Implement Main Street Improvement Program
8	Deloraine Outline Development Plan		Prepare Project Plan and engage Consultant	Prepare Plan	Present Plan to Council	1.2.1 Prepare Outline Development Plans for Meander Valley townships

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9	Westbury Townscape Plan		Prepare Project plan and engage Consultant	Prepare Plan	Present Plan to Council	2.3.2 - Implement Main Street Improvement Program
10	Develop a Vision and Purpose Statement for Westbury Public Recreation Spaces	Prepare Project Plan	Community consultation	Present draft vision to Council		4.2.6 – Development of a network of fitness trails, playscapes and associated infrastructure within the local government area
11	Participate in State Policy Development – Natural Hazard Framework		Attend meeting		Attend meeting	4.4.5 - Provide assistance to the State Government in development of State Policy on the Natural Hazard Framework

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-2,	\$600,000	MVC	Director Development Services
3	In-kind	MVC	Director Development Services and Senior Town Planner
4	\$20,000	MVC	Senior Town Planner
5	Officer Time	MVC	Senior Town Planner
6	\$20,000	MVC	Director Development Services
7	\$32,500	MVC and Consultants	Senior Town Planner and Economic Development Officer
8	\$40,000	MVC and Consultants	Director Development Services
9	\$15,000	MVC and Consultants	Director Development Services
10	\$5,000	MVC	Director Development Services
11	In-kind	MVC	Director Development Services and Senior Town Planner

Action performance targets

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

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	Performance Target	Performance Target	Performance Target	4.3.1 - Undertake Councils legislative responsibilities in Building Control services
2	Permit Authority - Process Building Applications	Performance Target	Performance Target	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	Performance Target	Performance Target	Performance Target	Performance Target	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	\$130,000	MVC	Director Development Services
2-4	\$120,000 (incorporating Plumbing administration support)	MVC	Director Development Services and 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.
4	Respond to applications with 7 working days.

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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	Record Results	Record Results	Record Results	4.3.6 - Undertake Councils legislative responsibilities in preventative health 1.6.3 - Undertake prescribed water sampling programs
2	Inspect Places of Assembly annually as per program	Issue Annual Licence	Issue Annual Licence	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	Inspections per Schedule	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	Monitor and Report to Agencies	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	Performance Target	Performance Target	Performance Target	4.3.5 - Undertake Councils legislative responsibilities in Environmental Protection

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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$147,000	MVC, External Consultants and Immunisation Nurses	Director Development Services
5-6	\$91,000	MVC and External Environmental Consultants	Director Development Services

Action performance targets

No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program
5	Commence investigation of cases and complaints with 5 days of notification
6	Process applications within 14 days of receiving all required information, achieve 95% compliance

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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	Performance Target	Performance Target	Performance Target	4.3.4 - Undertake Councils legislative responsibilities in Plumbing and Drainage Control services

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$138,000	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 General Inspector
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act 2000, Fire Services Act 1979 and the Local Government Act 1993.		

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			4.3.7 - Undertake Councils legislative responsibilities in animal management services across the local government area
2	Fire Abatement Management		Issue Fire Abatement Notices	Issue Fire Abatement Notices		5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
3	Investigate incidents and complaints regarding animal control	Performance Target	Performance Target	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			4.4.4 – Develop, implement and review a Fire Protection Plan for the local government area

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1,3	\$135,600	MVC and External Consultants	Director Development Services and General Inspector
2	\$32,000	MVC and External Contractors	Director Development Services and General Inspector
4	In Kind	MVC	Director Development Services

Action performance targets

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

Works

Directorate	5. Works	Program number and title	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	Report to performance target	Report to performance target	Report to performance target	6.4.2 – Deliver an open space facility inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	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

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$902,900	MVC	Director Works, Work Supervisors
2	Capital Works \$15,000 – Cemetery improvements \$20,000 – Park furniture (renewal and new)	MVC MVC	Director Works, Work Supervisors Director Works, Work Supervisors

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	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	Report to performance target	Report to performance target	Report to performance target	6.3.7 – Deliver a road and footpath inspection and maintenance program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$409,000	MVC	Director of Works

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

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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	Report to performance target	Report to performance target	Report to performance target	6.3.7 – Deliver a road and footpath inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.3.4 - Deliver a road reconstruction and upgrade program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,936,600 (includes \$150,000 R2R amount)	MVC	Director Works, Work Supervisors
2	Capital Works \$1,225,000 – Road construction \$1,050,000 – Road reseal and gravel re-sheeting \$30,000 – Street furniture (renewal and new) \$160,000 – Footpath construction \$20,000 – Pedestrian access improvements (ramps)	MVC and External Contractor MVC and External Contractor MVC MVC MVC and External Contractor	Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors Director Works, Work Supervisors

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	Conformance with project budget and works program

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Directorate	5. Works	Program number and title	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 street litter bin collection and cleaning in accordance with the current level of service	Report to performance target	Report to performance target	Report to performance target	Report to performance target	1.6.2 - Implementation of a street and pit cleaning program
2	Undertake cleaning of toilets in accordance with the current level of service	Report to performance target	Report to performance target	Report to performance target	Report to performance target	6.4.7 - Deliver a public toilet operation and maintenance program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$221,500	MVC	Director of Works
2	\$247,100	MVC	Director of Works

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

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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	Report to performance target	Report to performance target	Report to performance target	6.5.2 – Undertake a stormwater inspection and maintenance program
2	Undertake capital works as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program	6.5.3 – Deliver the stormwater upgrade and renewal program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$127,900	MVC	Director Works, Work Supervisors
2	Capital Works \$115,000 – Stormwater main upgrades and new \$20,000 – Stormwater pit replacements	MVC MVC	Director Works, Work Supervisors Director Works, Work Supervisors

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	Conformance with project budget and works program

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Directorate	5. Works	Program number and title	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	Manage plant to achieve operational objectives			Complete review		5.2.4 - Review and undertake plant replacement program
2	Complete risk assessment of major plant	Report to performance target	Report to performance target			5.4.5 - Develop and implement a Workplace Health and Safety Program
3	Undertake plant purchase/trade in accordance with 10 year Major Plant Replacement Program and the projects listed in the 2015-16 Capital Works Program	Report to program	Report to program	Report to program	Report to program	5.2.4 - Review and undertake plant replacement program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$328,000	MVC	Director Works, Work Supervisors
2	N/A	MVC	Director Works, Work Health and Safety Officer
3	Capital Works \$382,000 – Major plant (renewal and new) \$20,000 – Minor plant (renewal and new)	MVC	Director Works Director Works

Action performance targets

No.	Performance target
1	To be competitive with private hire rates (activity is an ongoing task throughout the year)
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
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 title	5.7 Works & Maintenance Program
Program Objective	To develop Works and 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 and 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	N/A	MVC	Director of Works and 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 title	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	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target	1.3.3 - Deliver NRM program activities
2	Implement the actions of the Community Energy Efficiency Program (CEEP)	Complete all Council installs	Complete Project and Final Report			1.4.3 - Deliver the Commonwealth Energy Efficiency Program
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities		1.6.1 - Participate in the TEER program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC	NRM Officer
2	\$4,000	MVC	NRM Officer
4	\$11,000	MVC	General Manager

Action performance targets

No.	Performance target
1	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	Promote investment in Meander Valley to support the growth of identified industry sectors	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	2.1.1 - Implement actions of the Meander Valley Economic Development Strategy
2	Implement the actions contained in the Communication Action Plan	Review progress and reset priorities	Report on progress via the Briefing Report	Report on progress via the Briefing Report	Report on progress via the Briefing Report	5.3.1 - Implement and review Council's Communication Strategy
3	Support activities of the Sustainable Environment Committee	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	1.4.2 - Support the operation of Councils Sustainability Committee and implement approved projects
4	Support the progress of Hadspen rezoning		Report on progress	Report on progress	Report on progress	1.2.1 - Prepare Outline Development Plans for Meander Valley townships
	a. Prioritise key actions of the Hadspen Growth Area Master Plan with emphasis on DSG State Road ownership, Tas Water Infrastructure capacities, Tas Networks Infrastructure planning	Identify priority actions	Update Council on progress	Update Council on progress	Update Council on progress	1.2.1 - Prepare Outline Development Plans for Meander Valley townships
	b. Commence discussions and negotiations with landowners on a part 5 agreement			Commence discussions	Report on progress	1.2.1 - Prepare Outline Development Plans for Meander Valley townships
5	Monitor the progress of the Economic Renewal Action Group (ERAG)	Provide minutes to Council	Provide minutes to Council	Provide minutes to Council	Provide minutes to Council	2.1.3 - Monitor the Economic Renewal Action Group program implementation
6	Develop Council's Asian Engagement Strategy		Complete Project Scope	Present Strategy to Council		2.1.1 - Implement actions of the Meander Valley Economic Development Strategy

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7	Project Sponsor the Thoroughbred Breeding Strategic Plan Project in partnership with TasBreeders	Appoint consultant	Monitor project progress	Strategic Plan completed and Govt grant acquitted		2.1.1 - Implement actions of the Meander Valley Economic Development Strategy
8	Operate the Great Western Tiers Visitor Centre efficiently and effectively	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	2.4.2 - Manage the operations of the Great Western Tiers Visitor Centre
9	Develop and install a public Wi-Fi infrastructure program for towns in Meander Valley	Commence the development of a public Wi-Fi infrastructure program	Present program to Council for approval	Identify the technology and hardware for implementation	Implement program and monitor progress	2.5.1 - Facilitate improved communication infrastructure throughout Meander Valley
10	Investigate and develop a program for the installation of security cameras in townships in Meander Valley	Commence development of the business case for the program	Continue to develop business case	Present program to Council for approval	For Council funding approval	4.1.1 - Assist in the promotion of community safety and health issues across the local government area.

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$46,000	MVC	Director Economic Development and Sustainability
2	\$18,000	MVC	Communication Officer
3	\$10,800	MVC	Project Officer
4	Budget allocated in Development Services Budget	MVC	Director Economic Development and Sustainability/ Project Officer/Director Development Services
5	\$5,000	MVC	Director Economic Development and Sustainability
6	\$18,000	MVC	Director Economic Development and Sustainability
7	\$26,000	MVC/DSG/TasBreeders	Director Economic Development and Sustainability
8	\$326,200	MVC	Director Economic Development and Sustainability/Manager Great Western Tiers Visitor Centre
9	\$45,000	MVC/ERAG	Director Economic Development & Sustainability
10	N/A	MVC	Director Economic Development & Sustainability

Action performance targets

No.	Performance target
1	Report on new development opportunities where commercial in confidence arrangements allow

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2	Implement priority actions as agreed by Council's Management Team
3	Report on the progress of priority actions as set by the Sustainable Environment Committee
4	Meet project timeframes as agreed by the specific Project Teams
5	Advise Council of ERAG activity progress
6	Table Strategy
7	Meet requirements of State Government Deed Agreement
8	Track expenditure and income against budget
9	Approval of program by Council
10	Approval of program by Council

GOV 2 NOTICE OF MOTION – CR IAN MACKENZIE - COUNCIL AMALGAMATION – DEFERRED FROM JULY MEETING

1) Introduction

The purpose of this report is for Council to continue consideration of a Notice of Motion from Councillor Mackenzie in relation to Council amalgamation that was discussed at the July 2015 meeting of Council and deferred to the September meeting.

2) Background (Councillor Ian Mackenzie)

All councils in the State have received a request from the Minister for Local Government, Mr Peter Gutwein to consider amalgamation or local government reform.

Council has received a number of requests from neighbouring councils to hold talks about amalgamation or resource sharing. There has been a meeting of the Local Government Association of Tasmania (LGAT) to discuss amalgamation.

It is considered to be a complete waste of time and Council resources until such time that Councils have a path forward or a picture as to what amalgamation may look like. The commentary from aldermen of neighbouring councils is about boundary adjustments and this is not amalgamation.

There are a number of groups that have specific agendas to push, so the Government needs to lead financial and social modelling.

There may be an argument that Tasmania is over governed (may be over legislated not over governed) and that there are too many councils and too many councillors. So how many is needed, is it 10, 15, or 21?

What are the true savings and costs?

What is it that everyone wants to achieve out of amalgamation and how will it be achieved?

It is considered that Council and Council officers are wasting time and resources on this matter and these resources could be better used to provide better benefits for the community.

3) Strategic/Annual Plan Conformance

Has a direct linkage to Council's Community Strategic Plan Future Direction (5) - 'Innovative leadership and community governance'.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Not Applicable

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

The debate regarding local government reform was initiated by the Government, in direct response to calls for reform from within local government and industry and community interest groups.

Minister Gutwein has asked all councils to consider amalgamation or resource sharing or shared services options. The Government has provided matching funding to assist to engage consultants to assist with this process. The Minister has requested regular updates from all councils as to the progress being made.

8) Community Consultation

To date there has been no community consultation other than the questions being currently asked in Council's Community Satisfaction Survey.

9) Financial Impact

This motion does not impose any financial impact on Council as it is asking the Government to fund financial and social modelling.

10) Alternative Options

Council can elect to amend or not support Councillor Mackenzie's motion.

11) Officers Comments (July Agenda Item)

Council is currently working with the George Town, Northern Midlands and West Tamar Councils on undertaking a benchmark of services project.

Launceston City Council has written to Council seeking a meeting to discuss what benefits voluntary amalgamation could provide for ratepayers. Council has accepted this offer and a meeting has been arranged for 21 July, 2015, with the Mayor, Deputy Mayor and Councillor Connor to represent Council.

George Town and West Tamar Council representatives will also join this meeting.

If this motion is approved by Council then Council would not participate in this meeting.

AUTHOR: Greg Preece
GENERAL MANAGER

12) Recommendation (Councillor Ian Mackenzie)

It is recommended that Council does not support any conversations or discussions around Council amalgamations until there is State Government led financial/social modelling providing a pathway for the future.

Motion from July meeting

Cr Mackenzie moved and Cr Kelly seconded ***“that Council continues involvement in the shared services project but does not support any conversations or discussions around Council amalgamations until there is State Government led financial/social modelling providing a pathway for the future for Tasmania as a whole.”***

As a procedural motion Cr Connor moved and Cr Synfield seconded ***“that this matter be deferred until the September meeting of Council.”***

The procedural motion was declared CARRIED with Councillors Connor, Kelly, Richardson, Synfield, White and Youd voting for the motion and Councillors King, Mackenzie and Perkins voting against the motion.

GOV 3 LOCAL GOVERNMENT REFORM

1) Introduction

The purpose of this report is for Council to further consider engaging in a benchmarking project involving all councils in northern Tasmania.

2) Background

Council at its April meeting considered the issue of Northern Midlands Council, West Tamar Council, George Town Council and Meander Valley Council entering into formal discussions about identifying strategic shared service opportunities.

A copy of the minute from the April meeting in relation to this matter is attached for Councillors information.

Since that time several meetings have been held with the Minister for Planning and Local Government, the Hon. Peter Gutwein MP, and with representatives of the other northern Tasmanian councils. From these discussions has come agreement to engage in a regional benchmarking project.

This project will establish standardised evidence based information which will provide comparative data on both quantitative and qualitative aspects of operations and identify areas of potential for resource sharing and other collaboration between Councils.

It is proposed to engage a consultant to undertake this work and a copy of the Project Brief, which outlines the project deliverables, is attached to this document. This Brief meets the requirements of the Minister and received his verbal approval.

In order to attract co-funding from the State Government the project will need to engage a consultant that has been approved by the Minister.

This list of consultants has now been released by the Minister with the following companies approved:-

SGS Economics and Planning
Ernest & Young
Deloitte Touché Tohmatsu
KPMG

It is unanimously accepted by the Councils that the chosen consultant will need to deliver an unbiased and honest result for each council that will stand any challenge by anyone.

The project will be managed by a Project Management Group made up of the General Managers of the eight participating councils, with the Chairman being Ian Peace from West Tamar Council.

Wherever possible it is envisaged that decisions will be made by consensus however if this is not possible a decision will be made by an absolute majority of votes with each council having one vote.

For probity reasons the Project Management Group will call for tenders from the approved tender list as supplied by the Minister, with West Tamar being the Tender Principal.

3) Strategic/Annual Plan Conformance

Complies with Council's Community Strategic Plan 2014-2024 - Future Direction (5) – 'Innovative leadership and community governance'.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Local Government Act 1993

6) Risk Management

It is critical that the councils engage an independent consultant to carry out the benchmarking project to ensure openness and transparency. With projects of this nature it is important to analyse the positives and negatives arising from the investigations.

Each Council must be open to the provision of data to allow its analysis in a consistent fashion that will support meaningful performance measures and benchmarks. Without a consistent approach and process mapping, data collection and input costings the benchmarking project will fail.

7) Consultation with State Government and other Authorities

As the Minister for Local Government initiated the discussion on local government reform, it is important that the councils keep the Minister for Planning and Local Government, the Hon. Peter Gutwein MP, informed on the progress of the enterprise wide service review and benchmarking project.

8) Community Consultation

Community consultation would be integral in determining an outcome from the service review and benchmarking project. Outcomes from this project will be utilised to inform future strategic discussion with the community.

Local government faces increasingly demanding and complex community expectations with limited resources and competing demands, it is critical that councils find new ways to plan and deliver services so that local government is sustainable and able to flourish. Strategic collaboration and partnerships are ways that councils can respond to these challenges.

9) Financial Impact

At the meeting held on 23 July, between the General Managers of the Northern Tasmanian Councils, it was proposed that the cost of the exercise be apportioned between councils on the basis of 40% of the cost being shared equally between councils and the remaining 60% be shared on a population basis.

The State Government has indicated it will provide financial assistance towards the project however there has been no firm commitment as to the actual amount. This contribution however, is contingent on the councils using a consultant from the Ministers approved list of consultants.

At the time of writing this report, the cost of the eight council project has not been finalised.

10) Alternative Options

Council can elect not to accept the recommendation or accept the recommendation with modifications.

11) Officers Comments

The expansion of the project from initially three councils to all councils in the region is a positive outcome and should be supported.

A major obstacle to the project is the requirement by the Director of Local Government, Mr Phil Hoysted, insisting on the use of the panel of consultants approved by the Minister to attract Government funding. The concern of some councils is the lack of detailed knowledge of local government service delivery by the selected consultants. This is an important concern because without this knowledge any assessment will lack relevance to the industry standard and industry cost of delivery.

Both the Northern Midlands and West Tamar Council considered this matter at their most recent meeting and passed the following motions:-

Northern Midlands Council Meeting – 17 August 2015

Cr Polley/Cr Goninon
that the Council

1. Endorse engagement in a benchmarking project involving councils in northern Tasmania which establishes a standardised evidence base providing comparative data on both quantitative and qualitative aspects of operations and identified areas of potential for resource sharing and other collaboration between councils;
2. Support the tender process for the feasibility study being open to consultants that are not included on the list of four consultants identified on the Tender Panel;
3. The General Manager be authorised to appoint a consultant with suitable local government experience; and
4. Authorise the General Manager to report back to the September council meeting on a way forward, if no progress has been made on the benchmarking project involving other councils.

Carried unanimously

West Tamar Council Meeting – 18 August 2015

Moved Cr Kearney seconded Cr Woinarski that council:

1. Endorse engagement in a benchmarking project involving Councils in Northern Tasmania which establishes a standardised evidence base providing comparative data on both quantitative and

qualitative aspects of operations and identifies areas of potential for resource sharing and other collaboration between Council; and

2. The General Manager be authorised to engage a project consultant.
3. Support the tender process for the feasibility study being open to additional consultants that are not included on the list of four consultants identified on the Tender Panel put forward by the State Government.

Fors: Crs Allen, Bracken, Ferguson, Holmdahl, Ireland, Kearney, Lyons, Shegog and Woinarski.

Against: Nil

CARRIED 9/0

In both resolutions the councils supported the tender for the project being open to additional consultants that are not included on the list of approved consultants.

While this may not suit the Director of Local Government, councils participating in the project should have a right to determine the most cost effective and suitably experienced consultant as local government is contributing financially to the project.

AUTHOR: Greg Preece
GENERAL MANAGER

12) Recommendation

It is recommended that Council –

- 1. Endorse engagement in a benchmarking project involving Councils in Northern Tasmania which establishes a standardised evidence base providing comparative data on both quantitative and qualitative aspects of operations and identifies areas of potential for resource sharing and other collaboration between Council; and***
- 2. The General Manager be authorised to engage a project consultant.***
- 3. Support the tender process for the feasibility study being open to additional consultants that are not included on the list of four consultants identified on the Tender Panel put forward by the State Government.***

DECISION:

281/2015 LOCAL GOVERNMENT REFORM

1) Introduction

The purpose of this report is for Council to consider its willingness to investigate a resource sharing model and/or voluntary amalgamation model for local government in Tasmania.

2) Recommendation

It is recommended that Council

- i) agrees to collaborate with the councils of Northern Midlands and West Tamar in a benchmarking exercise of financial and service delivery measures utilising the services of an independent consultant.*
- ii) authorise the General Manager to engage a project consultant with local government experience.*

DECISION:

Cr White moved and Cr Richardson seconded *“that Council*

- i) agrees to collaborate with the councils of Northern Midlands, West Tamar and George Town in a benchmarking exercise of financial and service delivery measures utilising the services of an independent consultant.*
- ii) authorise the General Manager to engage a project consultant with local government experience.*

As an amendment Cr Connor moved Cr Synfield seconded *“that Council*

- i) agrees to collaborate with the councils of Northern Midlands, West Tamar and George Town and invite Launceston City Council, Latrobe and Kentish Councils in a benchmarking exercise of financial and service delivery measures utilising the services of an independent consultant.*
- ii) authorise the General Manager to engage a project consultant with local government experience.*

The amendment was declared CARRIED with Councillors Connor, Kelly, King, Mackenzie, Perkins, Richardson and Synfield voting for the amendment and Councillors White and Youd voting against the amendment.

The amendment became the motion and was declared CARRIED with Councillors Connor, Kelly, King, Mackenzie, Perkins, Richardson and Synfield voting for the motion and Councillors White and Youd voting against the motion.



Project Brief

Investigation of Shared Service Model

July 2015

1. Background:

The Tasmanian State Government, by way of a proposal presented by the Minister for Planning and Local Government, Peter Gutwein MP in February 2015, has asked local government within Tasmania to look at opportunities for voluntary amalgamation and/or resource sharing/shared service opportunities.

Eight Councils from the northern region of Tasmania – Break O’ Day, Dorset, Flinders, George Town, Launceston City, Meander Valley, Northern Midlands and West Tamar have had initial informal discussions regarding possible resource sharing/shared services within the context of improving their financial sustainability.

Minister Gutwein’s proposal outlined four principles that must be met for amalgamations/shared services to be considered. Pursuant to these principles, amalgamations must:

- Be in the best interest of ratepayers
- Improve the level of services for communities
- Preserve and maintain local representation and
- Ensure the financial status of the entities is strengthened

Launceston City Council is the largest of the eight Councils. Three out of the eight Council’s (Meander Valley, Northern Midlands and West Tamar) are all deemed to be medium sized Councils, however each vary in population, area and rateable assessments. The remaining Councils (Break O’ Day, Dorset, Flinders and George Town) are classified as small Councils. Please see demographics in the table below:

Council	Break O’ Day	Dorset	Flinders	George Town	Launceston City	Meander Valley	Northern Midlands	West Tamar
Population	6,430	7,158	784	6,828	67,035	19,543	12,754	23,012
Rateable assessments	6,357	5,207	1,207	4,442	30,831	9,678	6,713	11,300
Area Size in Square Kilometres	3,526	3,228	1,997	653	1,414	3,330	5,137	691

From initial discussions, it has been agreed that the first steps in this process should be a benchmarking exercise, looking into the financial and service delivery measures of each

Council. This should be undertaken by an independent consultant who has experience in local government areas.

2. Objective:

The objective of the consultancy is to undertake a benchmarking process involving Councils in northern Tasmania which establishes a standardised evidence base providing data on both quantitative and qualitative aspects of operations and which additionally identifies from the data areas of potential for resource sharing and other collaboration between the Councils.

3. Required Outcomes:

The required outcomes of the consultancy are:

1. Review the base data utilised to establish Council's KPIs as identified in the Tasmanian Auditor General's report to ensure that the specific base data provides an apples for apples comparison for each Council.
2. Benchmark Council's KPIs as identified in the Tasmanian Auditor General's report, in addition to any other KPIs considered relevant
3. Identify the services provided by each Council and to what level these services are provided including any relevant contextual information on service differentials
4. Compare the services identified in point 3 and conduct comparison with the benchmark base line identified in point 2
5. Make recommendations on where improvements/efficiencies can be made in each area of each Council
6. Recommend resource sharing/service collaboration opportunities

4. Methodology:

The methodology of the consultancy should include:

- Establish a review team within each Council
- Analyse existing data (ensuring that base data allows the comparison of apples for apples comparative data for each Council)
- Identify the 'gap', strengths and opportunities for improvement
- Benchmark all eight Council's
- Recommend resource sharing/service collaboration opportunities
- Report to Council's

5. Project Management :

The project will be managed by the eight General Manager's of the Council's, who will be the Steering Committee for the project and meet as required.

6. Deliverable:

The consultancy outputs shall be delivered in two stages:

- Stage One – Draft Investigation of a Benchmarking and Shared Service Model
- Stage Two – Final Investigation of Shared Service Model

7. Timeframes:

The required timeframes for the project is:

- Stage One – not more than 12 weeks after the consultant is engaged
- Stage Two – not more than 5 weeks after stage one outputs are delivered
- Or by negotiation with the Steering Committee

8. Budget and Payment Schedule:

A formal contract will be signed with the consultant.

The payment schedule will be:

- First payment (20% of total) upon commencement of the project
- Second payment (40% of total) on the satisfactory completion of stage one
- Final payment (40% of total) upon satisfactory completion of stage two

9. Deliverables:

All reports are to be presented in:

- Hard copy form and
- Soft copy by email

10. Intellectual Property Ownership and Research/Investigation Documentation:

Any intellectual property rights associated with this project will be assigned to the respective Council's. On completion of the study all materials produced in the course of the project will be delivered to the Council's.

11. Selection Criteria:

Proposals will be assessed by the Steering Committee on the basis of:

- Appreciation of the work required:
 - Details of the methodology and scope of works to be conducted. The consultant's understanding of the nature and scope of the project and the need to appreciate and manage stakeholder interests and expectations
- Experience on similar projects:

- Description of similar projects undertaken by the consultant
- Capacity to undertake the work:
 - Qualifications and availability of consultants to be assigned to the task and qualifications and availability of planned sub-consultants
- Management systems:
 - Outline of systems to manage costs, time and quality associated with the task
- Financial:
 - The proposed budget for the consultancy

12. Expressions of Interest:

Expressions of interest addressing the selection criteria have been invited from a number of selected consultants known to have done work or have an interest in work of this nature.

Expressions of interest are to be submitted to Ian Pearce by email to Ian.Pearce@wtc.tas.gov.au by 5.00pm on **XX (insert closing date)**.

13. Further Information:

Further information can be obtained from Ian Pearce of West Tamar Council on 03 6323 9344 or by emailing Ian.Pearce@wtc.tas.gov.au.

INFRA 1 BRIDGE RENEWAL PROGRAMME

1) Introduction

The purpose of this report is for Council to approve the reallocation of funding to bridge renewal projects within the 2015-2016 Capital Works Programme.

2) Background

Council approved the 2015-2016 Capital Works Programme at the May 2015 Ordinary Meeting. The Programme included six bridge renewal projects at a total estimated cost of \$1,047,000.

Discussion at the May Ordinary Meeting was focussed on the necessity for these bridge renewal projects to be undertaken this financial year, and it was requested that Council staff provide further information to Councillors at a Workshop prior to commencing work on the bridge projects.

3) Strategic/Annual Plan Conformance

Complies with Council's Community Strategic Plan 2014-2024.
Future Direction (6) – Planned Infrastructure Services

4) Policy Implications

Policy Number 60 - Asset Management

5) Statutory Requirements

Not applicable.

6) Risk Management

Risk management plays an important part in Council's Asset Management activities. Council's bridge renewal programme mitigates the risk of the failure of bridge structures to maintain appropriate levels of service for the community and businesses.

7) Consultation with State Government and other authorities

Not Applicable

8) Community Consultation

Not applicable

9) Financial Impact

The recommended reallocation of funding for bridge projects does not change the overall funding level for the 2015-2016 Capital Works Programme.

10) Alternative Options

Council can elect to amend or not approve the recommendation.

11) Officers Comments

Following the May Ordinary Meeting of Council, the Director of Works, Senior Technical Officer Engineering and the Director Infrastructure Services inspected all bridges proposed for replacement in the 2015-2016 Capital Works Programme.

The inspections were undertaken to better understand the condition of the timber structures as reported by Council's inspection consultant in its Bridge Management System listing, to determine which, if any, structures could be replaced by Council's Works Department, and also determine whether any bridges could reasonably be deferred from the programme.

Following the inspection additional information was presented to Council at a Workshop in August recommending that the following adjustments be made to the proposed bridge projects.

Bridge Details	Current funding	Required Funding
Bridge 2162 (Western Creek, Montana Rd \$188,000). Remove this bridge from the programme as it can be deferred. Transfer funding to Bridge 164.	\$188,000	Nil
Bridge 164 (Damper Creek, Montana Rd \$256,000). Include this bridge in the programme. Transfer of funding from Bridge 158 and Bridge 2162 required.	-	\$256,000
Bridge 158 (Quamby Brook, Byes Rd \$163,000). Abutments do not require replacement. Work will be	\$163,000	\$65,000

undertaken by Council Works Department. Transfer of funding to Bridge 164 and Brooklyn Road projects		
Coiler Creek Tributary (Brooklyn Rd \$152,000). Additional funding through transfer from Bridge 158.	\$152,000	\$182,000
Totals	\$503,000	\$503,000

It is recommended that Bridge 2162 be removed from the programme and replaced with Bridge 164 as this structure has deteriorated more rapidly in the last 12 months. Bridge 2162 can be deferred and re-inspected as part of the routine bridge inspection process. Council officers will assess the feasibility of realigning Bridge 164 to improve the geometry of the road.

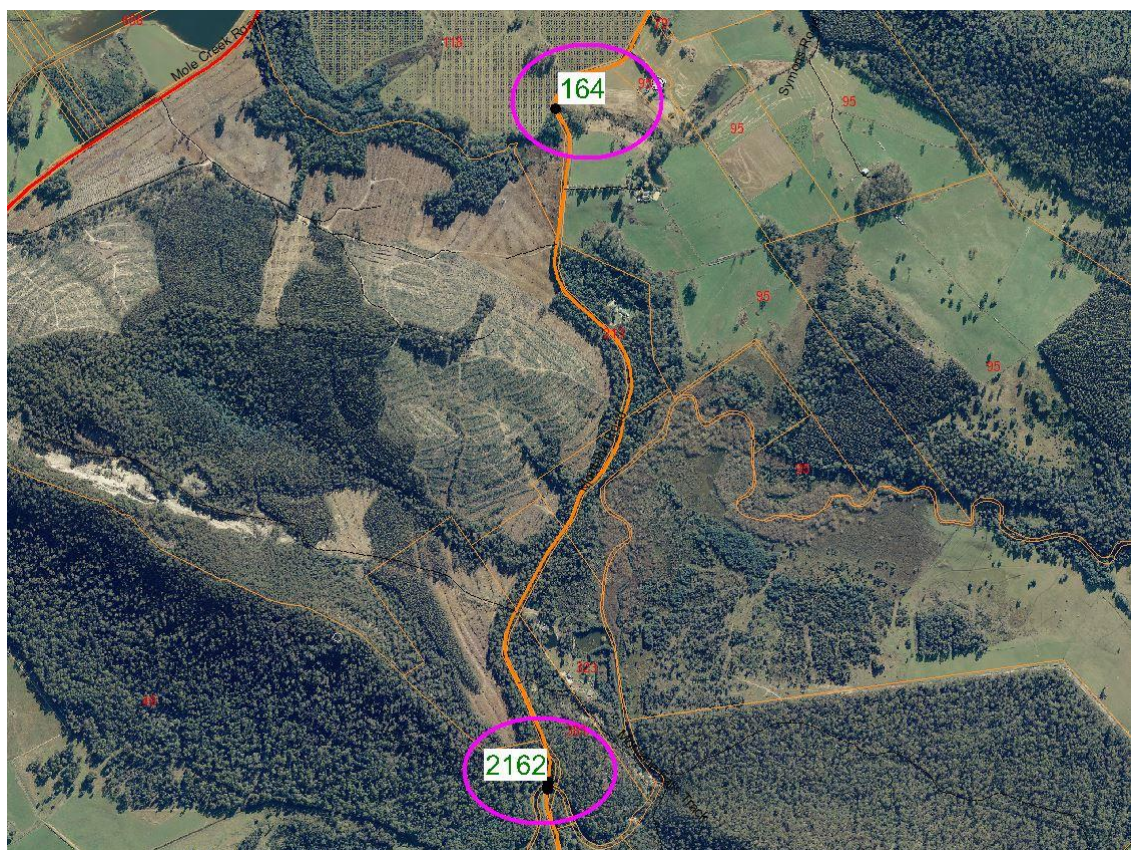


Image 1: Montana Road showing Bridge 2162 and Bridge 164



Image 2: Montana Road showing Bridge 164 looking south

AUTHOR: Dino De Paoli
DIRECTOR INFRASTRUCTURE SERVICES

12) Recommendation

It is recommended that Council approve the following changes to bridge projects within the 2015-2016 Capital Works Programme:

Bridge Details	Original Budget	New Budget
Bridge 2162 (Western Creek, Montana Rd \$188,000). Remove this bridge from the programme. Transfer funding to Bridge 164.	\$188,000	Nil
Bridge 164 (Dampier Creek, Montana Rd \$256,000). New bridge included in programme.	-	\$256,000
Bridge 158 (Quamby Brook, Byes Rd \$163,000). Transfer of funding to Bridge 164 and Brooklyn Road project.	\$163,000	\$65,000
Coiler Creek Tributary (Brooklyn Rd \$152,000). Additional funding through transfer from Bridge 158.	\$152,000	\$182,000

DECISION:

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx seconded ***“that Council move into Closed Session to discuss the following items.”***

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 11 August, 2015.

GOV 4 Leave of Absence
(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

GOV 5 General Managers Contract of Employment
(Reference Part 2 Regulation 15(2)(g) Local Government (Meeting Procedures) Regulations 2015).

WORKS 1 2015-16 Annual Tender – Road Sealing
(Reference Part 2, Regulation 15(2)(d) Local Government (Meeting Procedures) Regulations 2015).

The meeting moved into Closed Session at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that Council move out of Closed Session and endorse those decisions taken while in Closed Session.”***

The meeting re-opened to the public at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that the following decisions were taken by Council in Closed Session and are to be released for the public’s information.”***

The meeting closed at

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CRAIG PERKINS (MAYOR)