

Meander Valley Council

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

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 9 August 2016

COUNCIL MEETING VISITORS

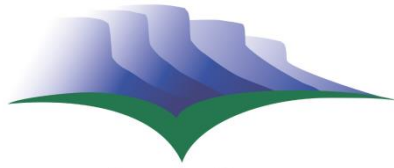
Visitors are most welcome to attend Council meetings.

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

WORKING TOGETHER

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 9 August 2016 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 unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation. When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car-park at the side of the Town Hall.*

Agenda for an ordinary meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 9 August 2016 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 12 July, 2016, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
26 July 2016	<ul style="list-style-type: none"> ▪ General Manager Appointment ▪ Potential Property Purchase – Prospect Vale ▪ Hadspen Urban Growth Area – Project Update

ANNOUNCEMENTS BY THE MAYOR:

Friday 15 July 2016

Regional Flood Recovery Committee meeting

Monday 18 July 2016

Meeting with Minister for Education, Hon. Jeremy Rockliff (Hobart)

Wednesday 19 July 2016

LGAT AGM and General meeting

Thursday 20 July 2016

LGAT Annual Conference

Regional Flood Recovery Committee meeting

Friday 21 July 2016

LGAT Annual Conference

Monday 25 July 2016

Meeting with Meander Valley Financial Services (Deloraine Sports precinct funding)

Tuesday 26 July 2016

Council workshop

Wednesday 27 July 2016

Regional flood information session (Deloraine)

Meeting with Ross Hart, Federal member for Bass

Beacon Foundation Business Partnership Group

Thursday 28 July 2016

Bioenergy Workshop (Westbury)

Friday 29 July 2016

Regional Flood Recovery Committee meeting

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 – JULY 2016

Nil

2. QUESTIONS WITHOUT NOTICE – AUGUST 2016

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JULY 2016

1.1 Cr Bob Richardson

- (a) The July 2016 "Meander Valley Gazette" included an article headlined with "Launch of New Basketball Initiatives".

Apart from the 4 basketball rings, each with a price equivalent to that of a Mitsubishi Outlander, the article stated: "the (upgrades) also included upgrades to stadium seating, the canteen and toilet and shower facilities". Because the press article stated "included", presumably money was also spent on other facilities.

What was the total cost of these refurbishments, including the Council staff input, Council administration fees, materials and labour/contractors fees?

Response by Daniel Smedley, Recreation Co-Ordinator

The refurbishments mentioned in the media release for the launch of the new basketball rings at Deloraine Community Complex stadium included:

- 1. The seating project including semi-permanent fixing of the seating to the stadium walls and minor repairs carried out by Tas Precision Contracting. Including staff time to organise the supplier the cost was \$1440.27.***
- 2. The canteen upgrade was part of the 2015 Capital Works program approved by Council. The total cost of this project was \$23,908.66***

- 3. The toilet and shower facilities improvements are to be undertaken in the 2016-2017 financial year and \$30,000 has been approved by Council in the Capital Works budget.**

What was the cost of the launch function, including staff time, advertising, refreshments, etc.?

Response by Daniel Smedley, Recreation Co-Ordinator

The launch of the new basketball rings at Deloraine Community Complex stadium was very successful and befitting a once in a generation stadium development. The event was covered by Southern Cross television, The Examiner and The Meander Valley Gazette and reflected positively on the work that Meander Valley Council is undertaking in support of the community.

The launch was organised by Council's Recreation Co-ordinator and Facility Officer and a sausage sizzle was provided by the Deloraine Junior Basketball Club catering committee which undertakes fundraising towards an annual visit by junior players to Canberra. The Council contributed \$225 towards the cost of the sausage sizzle and non-alcoholic drinks that were served. The total cost of the event to Council, including catering (\$225), staff time (\$145) and mail-out (\$30) was \$400.

- (b) Senator Eric Abetz has stated that the "new" Turnbull Government will honour promises made during the election, even if made by defeated members. Some of those promises related to sporting/recreational facilities included: Exeter (\$1 million), Campbell Town (\$775,000), Oatlands (\$1.5 million), Smithton (\$3.6 million).

Given that the proposed Westbury Recreation and Community Function Centre was to cost in excess of \$3 million why did Council only request \$300,000? And who made that decision?

Response by Greg Preece, General Manager

At the November 2015 Council meeting, Council approved the list of Priority Projects for the Bass and Lyons electorates. The Westbury Recreation Ground Clubroom Development project only sought \$250,000 but \$300,000 was given.

2. COUNCILLOR QUESTIONS ON NOTICE – AUGUST 2016

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – AUGUST 2016

DEPUTATIONS BY MEMBERS OF THE PUBLIC

NOTICE OF MOTIONS BY COUNCILLORS

Nil

CERTIFICATION

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

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



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."

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advises that for item DEV1 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

DEV 1 11 WEST BARRACK STREET, DELORAINE - EXTENSION AND CHANGE OF USE

1) Introduction

This report considers application PA\16\0191 for an extension and change of use to Service Industry and Manufacturing and Processing on land located at 11 West Barrack Street, Deloraine (CT's: 47332/1 & 92367/1).

2) Background

Applicant

H & M Graham

Planning Controls

The subject land is controlled by the *Meander Valley Interim Planning Scheme 2013* (referred to this report as the 'Scheme').

Use & Development

The application proposes to change the use and extend an existing building located at 11 West Barrack Street, Deloraine. The extension will be located behind the existing building and will add an additional floor area of 173m². The primary use of the site will be for Service Industry as defined by the planning scheme, in particular the use will include a four bay mechanics workshop, reception and office space, storage, delivery dock, 14 bay car park and customer drop off bays. The application also proposes to undertake uses defined as Manufacturing and Processing under the planning scheme. These activities include fabrication of custom steel products including gates, balustrades, trailers.

Site & Surrounds

The subject property has two separate titles, with a total combined area of 1500m². The site is occupied by a large building, which is constructed over the title boundary, with a large gravel parking area to the rear. The building has an existing floor area of 488m² and directly fronts West Barrack Street. The building has been vacant for more than 2 years and no longer retains any existing use rights.

The adjacent land comprises a mix of commercial and residential uses. The land to the immediate north, north-east and north-west of the site is used for residential purposes with a mix of single and multiple dwellings. The land to the west contains a church and a dwelling, while the land to the south contains the STHIL chainsaw showroom and workshop.



Photo 1: Aerial photo of subject titles and surrounding land.



Photo 2: Subject property and existing buildings, viewed from West Barrack Street.



Photo 3: Existing buildings, viewed from West Barrack Street, looking north-east.



Photo 4: Existing buildings, viewed from West Barrack Street, looking south-east.



Photo 5: Location of proposed extension, looking south-east. Approx. footprint of extension in red.



Photo 6: Location of proposed extension, looking south-west toward West Barrack Street and showing the existing gravelled parking area.



Photo 7: Adjoining residence at 13 West Barrack Street.



Photo 8: Adjoining residences at 4 Bonney Street.



Photo 9: Adjoining residences at 4 Bonney Street.

Statutory Timeframes

Date Received:	1 June 2016
Request for further information:	8 June 2016
Information received:	24 June 2016
Advertised:	2 July 2016

Closing date for representations:	18 July 2016
Extension of time granted:	Not applicable.
Extension of time expires:	Not applicable.
Decision due:	9 August 2016

3) Strategic/Annual Plan Conformance

Council has a target under the Annual Plan to assess applications within statutory timeframes.

4) Policy Implications

Not applicable.

5) Statutory Requirements

Council must process and determine the application in accordance with the *Land Use Planning Approval Act 1993 (LUPAA)* and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

6) Risk Management

Management of risk is inherent in the conditioning of the permit.

7) Consultation with State Government and other Authorities

The application was referred to TasWater. A Submission to Planning Authority Notice (TWDA-2016/01027-MVC) was received on 27 July 2016 (attached document).

8) Community Consultation

The application was advertised for the statutory 14-day period.

Three (3) representations were received (attached document). The representations are discussed in the assessment below.

9) Financial Impact

Not applicable

10) Alternative Options

Council can either approve, with or without conditions, or refuse the application.

11) Officers Comments

Zone

The subject property is located in the General Business Zone. The land surrounding the site is located in the General Business and General Residential Zones.



Figure 1: Zoning of subject title and surrounding land.

Use Class

Table 8.2 of the Scheme, categorises the proposed use classes as:

- Service Industry; and
- Manufacturing and Processing

In the General Business Zone, these uses are both listed as discretionary uses under section 21.1.2 - Use Table. As such, the proposed uses are assessed against the Zone Purpose including the Local Area Objectives and Desired Future Character Statements. The use standards in the zone and applicable codes are also considered relative to each applicable issue.

21.1 Zone Purpose

21.1.1 Zone Purpose Statements

21.1.1.1 To provide for business, community, food, professional and retail facilities serving a town or group of suburbs.

21.1.1.2 To create through good urban design:

- a) an attractive and safe environment; and
- b) activity at pedestrian levels with active road frontages offering interest and engagement to shoppers and; and

- c) appropriate provision for car parking, pedestrian access and traffic circulation.

21.1.2 Local Area Objectives

Deloraine

- a) The existing commercial centre of Deloraine focused on Emu Bay Road will be maintained as the primary retail and commercial area through consolidating uses as much as possible, in consideration of parking needs and accessibility.
- b) Provide for the re-use of heritage character buildings.

21.1.3 Desired Future Character Statements

Deloraine

- a) Maintain the strong streetscape lines of buildings along Emu Bay Road and ensure new development is complementary to remnant heritage buildings.

Comment:

Zone Purpose - 21.1.1.1

The purpose of the General Business Zone is to provide for business opportunities within existing commercial centres. In this respect the proposed business is consistent with the purpose and provides an opportunity for a local business. However, there is a clear distinction between uses which are considered appropriate for the zone and 'discretionary' forms of business, which may be appropriate for the zone in particular circumstances. General Retail and Hire, Food Services (cafes and takeaways) and Professional Services (offices, doctors and accountants) are 'no permit required', businesses which contribute to a vibrant and interactive commercial precinct. Those uses with higher risk of amenity issues, such as Service Industry and Manufacturing and Processing are 'discretionary Uses in the General Business Zone.

In this instance the proposed use is not considered to be appropriate given the residential nature of the surrounding properties and the high risk of conflict which will likely result from noise impacts.

The impact of the proposed metal fabrication is considered under the Environmental Impacts Attenuation Code below. While the use for Service Industry does not require a specific setback, the use

does involve noise generating activities, using rattle guns and other machinery. These activities clearly have the potential to impact the amenity of the adjoining properties. While the application includes a noise assessment, these activities are not considered in the report. As discussed under the Environmental Impacts Attenuation Code, these uses are hard to regulate and there is a high risk of breeches and ongoing compliance issues due to the surrounding residences.

Zone Purpose - 21.1.1.2

No changes (besides additional signage) are proposed for the frontage of the building and direct access for pedestrians will continue to be available from West Barrack Street. As such the development will not impact the existing visual attractiveness of the area. However the proposed use will result in amenity issues, generally arising from noise, which will have an impact on the general amenity of the location. Approving an industrial form of use may also result in the exclusion of other, more appropriate use that could enhance the amenity and attractiveness of the commercial area.

The site provides adequate on-site parking to meet the needs of the business in accordance with the Car Parking and Sustainable Transport Code (see assessment below) and the main entrance to the building provides direct access to the pedestrian foot path on West Barrack Street. The use of an existing gravel carpark to the rear of the building, however, is not considered to be appropriate considering the proximity to residential dwellings. This carpark is elevated above the natural ground level and allows some overlooking of the adjoining units at 4 Bonney Street and allows for headlights to be directed at the dwellings at around head height. This situation is existing and regardless of use and development there is nothing prohibiting people from parking a vehicle or standing on the elevated area. However, it is questionable whether there are existing use rights for this area to continue being used as a commercial carpark, particularly as it has not been used for some time. The proposed intensification in the use of the site and the significant increase in vehicles using the car park area, warrants some boundary treatment.

In this case a vegetation screen is considered to be an acceptable means of managing the visual impacts associated with the parking area. A vegetation screen planted at the top of the ridge will reduce the impacts of the parking area, as well as visually screening the

property from view. This will result in a significant improvement in the amenity of the private open spaces of the dwellings at 4 Bonney Street and will create a more attractive environment for the residents. As the screen would be to the south of the residential properties, it would not result in an unreasonable degree of overshadowing. The vegetation screen would need to be evergreen, with a minimum height of 2m, planted near the crest of the raised parking area.

It is also noted that the existing gravelled surface of the carpark is in a state of disrepair. The proximity of the carpark to residential properties and the existing fence height makes it inappropriate for further increases in height. While gravel is an acceptable medium in this case, it is considered warranted that the permit be conditioned such that any resurfacing of the parking area will not result in any increase in the relative height of the existing finished ground surface.

Local Area Objectives and Desired Future Character

The proposed use and development is a commercial venture and continues to support Emu Bay Road as the commercial centre of Deloraine.

The subject building is not a heritage character building.

The subject property is located in West Barrack Street and is not directly visible from Emu Bay Road. As such the use and development does not conflict with the Desired Future Character Statement for Deloraine.

The proposal is not considered to be consistent with the Purpose of the General Business Zone and does not create an attractive environment within the commercial centre of Deloraine and does not respect the residential amenity of the adjoining residential properties.

Recommended Condition:

Refer to Recommended Conditions under Environmental Impacts and Attenuation Code, below for conditions relating to noise. Due to the nature of the Service Industry Use and its proximity to residential properties it is

recommended that conditions relating to noise attenuation be applied to the entire site.

- 1. Prior to the commencement of use a dense screen of trees or shrubs must be planted along the boundary shared with 4 Bonney Street to ensure reasonable privacy and minimise light intrusion for the adjoining property. The plant screen must obtain a minimum growth height of at least 2 metres, be an evergreen species and planted at such intervals as recommended for the creation of a hedge. The screen is to be of semi-mature plants and planted near to the crest of the parking area. The vegetation must be maintained with any dead or diseased plants being replaced.*
- 2. Any resurfacing or repair works on the carpark in the east portion of the lot are not to result in an increase in the relative height of the finished surface above natural ground level or extend the usable area closer than 3m from the boundary shared with 4 Bonney Street.*

Applicable Standards

This assessment considers all applicable planning scheme standards.

In accordance with the statutory function of the State Template for Planning Schemes (Planning Directive 1), where use or development meets the Acceptable Solutions it complies with the planning scheme, however it may be conditioned if considered necessary to better meet the objective of the applicable standard.

Where use or development relies on performance criteria, discretion is applied for that particular standard only. To determine whether discretion should be used to grant approval, the proposal must be considered against the objectives of the applicable standard and the requirements of Section 8.10.

A brief assessment against all applicable Acceptable Solutions of the General Business Zone and Codes is provided below. This is followed by a more detailed discussion of any applicable Performance Criteria and the objectives relevant to the particular discretion.

Compliance Assessment

The following table is an assessment against the applicable standards of the Meander Valley Interim Planning Scheme 2013.

General Business Zone			
Scheme Standard		Comment	Assessment
21.3.1 Amenity			
A1	Commercial vehicles (except for visitor accommodation and recreation) must only operate between 6.00am and 10.00pm Monday to Sunday.	The application proposes to operate between 8:30am and 6:00pm.	Complies
21.4.1 Siting, Design and Built Form			
A1	The entrance of a building must be: <ul style="list-style-type: none"> a) clearly visible from the road or publically accessible areas on the site; and b) provide a safe access for pedestrians. 	The public access to the building will be located on West Barrack Street and will provide visible and safe access for pedestrians.	Complies
A2	Building height must not exceed: <ul style="list-style-type: none"> a) 8 metres; or b) 1m greater than the average of the heights of buildings on immediately adjoining lots. 	The proposed extension has a maximum height of 5m.	Complies
A3	Buildings must be: <ul style="list-style-type: none"> a) set back from all boundaries a minimum distance of 2.0 metres; or b) the same as or less than 	The proposed workshop is set back less than 2m from the boundary shared with 13 West	Relies on Performance Criteria

	<p>the setback of an immediately adjoining building; or</p> <p>c) where it adjoins a residential zone, sited such that the private open space and habitable room windows of the adjoining site are not overshadowed by more than 50% on the 21st of June, or where existing overshadowing is greater than 50%, not increase the degree of overshadowing.</p>	Barrack Street.	
A4	No acceptable solution	Not applicable	

Road and Railway Assets Code

Scheme Standard	Comment	Assessment	
E4.6.1 Use and road or rail infrastructure			
A1	Sensitive use within 50m of a category 1 or 2 road with a speed limit of more than 60km/h, a railway or future road or railway, does not increase the annual average daily traffic movements by more than 10%.	Not applicable	
A2	For roads with a speed limit of 60km/h or less the use must not generate more than 40 movements per day.	The proposed use is for Service Industry with a relatively high turnover. A traffic impact assessment has been submitted with the application and	Relies on Performance Criteria

		confirms that movements will exceed 40 vehicle movements per day.	
A3	For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic movements by more than 10%.	Not applicable	
E4.7.1 Development on and adjacent to Existing and Future Arterial Roads and Railways			
A1	The following must be at least 50m from a railway, a future road or railway and a category 1 or 2 road with a speed limit of more than 60km/h: <ul style="list-style-type: none"> a) new road works, buildings, additions and extensions, earthworks and landscaping works; and b) building envelopes on new lots; and c) outdoor sitting, entertainment and children's play areas. 	The proposed development is more than 50m from a railway, future road or railway and Category 1 or 2 Roads.	Complies
E4.7.2 Management of Road Accesses and Junctions			
A1	For roads with a speed limit of 60km/h or less the development must include one access providing both entry and exit, or two accesses providing separate entry and exit.	Not applicable	
A2	For roads with a speed limit of more than 60km/h the development must not	Not applicable	

	include a new access or junction.		
E4.7.3 Management of Rail Level Crossings			
A1	Where land has access across a railway: a) development does not include a level crossing; or b) development does not result in a material change onto an existing level crossing.	Not applicable	
E4.7.4 Sight Distance at Accesses, Junctions and Level Crossings			
A1	Sight distances at a) an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and b) rail level crossings must comply with <i>AS1742.7</i> ; or c) If the access is a temporary access, the written consent of the relevant authority has been obtained.	Not applicable	

Car Parking and Sustainable Transport Code			
Scheme Standard		Comment	Assessment
6.6.1 Car Parking Numbers			
A1	The number of car parking spaces must not be less than the requirements of: a) Table E6.1; or b) a parking precinct plan.	The completed building will have a floor area of 661m ² and as such requires 8.3 car parks. The existing car park at the rear of the	Complies

		lot has 14 parking spaces. As such there is sufficient existing car parking on site to provide for the proposed use.	
E6.6.3 Taxi Drop-off and Pickup			
A1	One dedicated taxi space must be provided for every 50 car spaces required by Table E6.1 or part thereof (except for dwellings in the General Residential Zone.	Client drop off and pick up bays have been provided in the staging area adjacent to the existing building.	Complies
E6.6.4 Motorbike Parking Provisions			
A1	One motorbike parking space must be provided for each 20 car spaces required by Table E6.1 or part thereof.	The site provides a number of parking spaces surplus to the requirements of the planning scheme which can be used for parking by motorbikes.	Complies
E6.7.1 Construction of Car Parking Spaces and Access Strips			
A1	All car parking, access strips manoeuvring and circulation spaces must be: <ul style="list-style-type: none"> a) formed to an adequate level and drained; and b) except for a single dwelling, provided with an impervious all weather seal; and c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	No changes are proposed to the existing car park at the rear of the site. The development includes a new delivery dock. The dock will be contained within the proposed extension, will have an impervious concrete floor	Complies

		and the roof will be drained to the reticulated stormwater system.	
E6.7.2 Design and Layout of Car Parking			
A1	<p>A1.1</p> <p>Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for dwellings in the General Residential Zone) must be located behind the building line; and</p> <p>A1.2</p> <p>Within the General Residential Zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>	<p>All parking, including the delivery dock is located behind the building line.</p> <p>The development is not within the General Residential Zone.</p>	Complies
A2	<p>A2.1</p> <p>Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> a) have a gradient of 10% or less; and b) for more than 4 cars, enter and exit the site in a forward direction; and c) have access width not less than and not 10% greater than Table E6.2; and d) have a width of access and manoeuvring space to parking spaces not less than Table E6.3 	<p>The proposed delivery dock is flat.</p> <p>All vehicles can enter and exit the site in a forward direction.</p> <p>The access width is existing and meets the minimum requirements of E6.2.</p> <p>The width of access and</p>	Complies

	<p>where:</p> <ul style="list-style-type: none"> (i) there are three or more spaces; and (ii) where parking is more than 30m from the road; or (iii) the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2</p> <p>The layout of car spaces and access ways must be designed in accordance with <i>Australian Standard AS 2890.1</i>.</p>	<p>manoeuvring space adjacent to parking spaces complies with Table E6.3.</p> <p>No changes to general car parking have been proposed. AS 2890.1 does not apply to the new delivery dock, the standards of which are considered later in the assessment.</p>	
E6.7.3 Car Parking Access, Safety and Security			
A1	<p>Car parking areas with greater than 20 parking spaces must be:</p> <ul style="list-style-type: none"> a) secured and lit so that unauthorised persons cannot enter or; b) visible from buildings on or adjacent to the site at times when parking occurs. 	<p>Car parking areas are visible from adjacent buildings during times when parking occurs.</p>	Complies
E6.7.6 Loading and Unloading of Vehicles, Drop-off and Pickup			
A1	<p>For retail, commercial, industrial, service industry, warehouse or storage uses:</p> <ul style="list-style-type: none"> a) at least one loading bay must be provided in accordance with Table E6.4; and b) loading and bus bays and access strips must be designed in 	<p>A new loading bay has been proposed within the extension. The area of the delivery bay is greater than 27m² in area and complies with Table E6.4. The loading bay</p>	Complies

	accordance with <i>Australian Standard AS/NZS 2890.3 2002.</i>	complies with 2890.2 in regard to Medium Rigid Vehicles.	
E6.8.1 Pedestrian Walkways			
A1	Pedestrian access must be provided for in accordance with Table E6.5.	As existing.	Complies

Environmental Impacts and Attenuation Code			
Scheme Standard		Comment	Assessment
E11.6.1 Attenuation Distances			
A1	No acceptable solution.	Not applicable	
A2	Uses listed in Tables E11.1 and E11.2 must be set back from any existing sensitive use, or a boundary to the General Residential, Low Density Residential, Rural Living, Major Tourism, Environmental Living, Urban Mixed Use and Village zones, the minimum attenuation distance listed in Tables E11.1 and E11.2 for that activity.	The Manufacturing and Processing component of the application relates to the fabrication of steel products such as gates, balustrades and trailers. Metal fabrication is listed in Table E11.1 as a use which has the potential to create environmental harm or nuisance. The attenuation distance required by the Acceptable Solution between metal fabrication and dwellings is 500m.	Relies on Performance Criteria

Signage Code		
Scheme Standard	Comment	Assessment
14.6.12 Wall Signs		
A1	<p>Wall Signs in all zones must:</p> <ul style="list-style-type: none"> a) not extend further than the height of the building; and b) not be illuminated by other than baffled lights; and c) not project further than 0.4 metres from the wall to which it is affixed; and d) have a maximum display area 25% of the area of the wall. 	<p>The application includes 3 new wall signs. On the north-west and south-west walls, and a replacement sign on the south-east wall.</p> <p>The sign on the north-west wall has an area of 7.2m², and covers less than 25% of the wall.</p> <p>The two signs on the south-west wall have a combined area of 12.7m and cover significantly less than 25% of the wall.</p> <p>An existing wall sign on the south-east side of the building will also be replaced with a sign of similar dimensions, 7.8m².</p> <p>All of the proposed signs do not extend</p>
		Complies

		above the roofline, are not illuminated and do not project more than 0.4m from the wall.	
--	--	--	--

Performance Criteria

General Business Zone
21.4.1 Siting, Design and Built Form
<p>Objective</p> <ul style="list-style-type: none"> a) <i>To ensure that buildings are visually compatible with surrounding development.</i> b) <i>To ensure that the pedestrian and vehicular environment is safe.</i> c) <i>To ensure that development respects the interface with an adjoining General Residential Zone.</i>
<p>Performance Criteria P3</p> <p><i>Building setbacks must:</i></p> <ul style="list-style-type: none"> a) <i>provide for enhanced levels of public interaction or public activity; and</i> b) <i>ensure the efficient use of the site; and</i> c) <i>be consistent with the established setbacks within the immediate area and the same zone; and</i> d) <i>be consistent with the local area objectives, if any; and</i> e) <i>provide for emergency vehicle access; and</i> f) <i>to avoid unreasonable levels of overshadowing to adjoining residential uses.</i>
<p>Comment:</p> <p>A reduced setback from the rear boundary, shared with 13 West Barrack Street, is considered to be acceptable. The proximity to the boundary allows the applicant to maximise their use of space on the subject property and limit the amount of narrow, unusable land.</p> <p>As the extension will be located to the south of 13 West Barrack Street, shadows will be predominately cast onto the subject property and will not impact the habitable rooms or private open space areas associated with the neighbouring dwelling.</p>

The proposed setback is not consistent with the general setbacks of buildings in the area, most of which are setback more than 2 metres from a boundary. However, the length of the wall that is less than 2m from the boundary is not excessive and is not considered to have an unreasonable impact on 13 West Barrack Street.

The building directly fronts West Barrack Street and is accessible to emergency services vehicles.

The development is consistent with the objective in so far as the physical structure is concerned. Being predominately behind the building line it is visually compatible with the area, will not impact pedestrian or road safety and will not have an unreasonable impact on the adjoining residential properties.

Road and Railway Assets Code

E4.6.1 Use and road or rail infrastructure

Objective

To ensure that the safety and efficiency of road and rail infrastructure is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.

Performance Criteria P2

For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.

Comment:

In accordance with the Clause E4.5 of the Planning Scheme a traffic impact assessment was submitted with the application. The traffic impact assessment demonstrates that West Barrack Street and the surrounding road network is capable of absorbing the additional traffic generated by the development and that the existing access points provide safe sight distances in excess of Table E4.7.4 of the scheme. As the existing building is hard against the pedestrian footpath, the traffic impact assessment recommends that a fisheye mirror and additional window be installed in the façade to improve pedestrian safety.

Council's Director of Infrastructure has considered the traffic impact assessment and advised (attached document) that the location of the access

and the volume of traffic generated by the development is acceptable. However, the significant increase in vehicles exiting the site, combined with the narrow road verge, warrants upgrades to minimise the tracking of gravel onto West Barrack Street. As such it is recommended that the car park to the south-east of the existing building be sealed for a minimum of 6m from the carriageway to the satisfaction of Council's Director Infrastructure Services.

The development can be conditioned such that it will not impact the safety and efficiency of the road in accordance with the objective.

Recommended Condition:

1. *Prior to the commencement of use the car park to the south-east of the existing building is to be sealed for a minimum of 6m from the carriage way on West Barrack Street to the satisfaction of Council's Director Infrastructure Services.*

Environmental Impacts and Attenuation Code

E11.6.1 Attenuation Distances

Objective

To ensure that potentially incompatible use or development is separated by a distance sufficient to ameliorate any adverse effects.

Performance Criteria P2

Uses with the potential to create environmental harm and environmental nuisance must demonstrate by means of a site specific study that there will not be an environmental nuisance or environmental harm having regard to:

- a) *the degree of encroachment; and*
- b) *the nature of the emitting operation being protected by the attenuation area; and*
- c) *the degree of hazard or pollution that may emanate from the emitting operation; and*
- d) *use of land irrigated by effluent must comply with National Health and Medical Research Council Guidelines.*

Comment:

In order to approve the proposed use and development Council must be reasonably satisfied that it is separated from the surrounding residences by

sufficient distance to ameliorate any adverse effects resulting from emissions caused by metal fabrication activities.

For metal fabrication activities the Acceptable Solutions require a separation distance of 500m from existing sensitive uses. However, the closest dwelling to the proposed metal fabrication is approximately 20m away, while there are 6 dwellings within a 50m radius of the site. The proposed metal fabrication activities include the use of a metal guillotine, angle grinder, band saw and compressor. While not mentioned in the application or noise assessment it can also be assumed that the use will generate general industrial noises such as drilling, welding and hammering. It is also noted that other activities associated with the Service Industry use have not been considered under this code as this use is not a use listed as requiring a particular attenuation distance.

Council can approve a reduced separation distance after consideration of the nature of the emitting activity, the degree of encroachment and the degree of hazard or pollution that may emanate from the activity. Council may also consider any mitigation measures put in place to reduce the impacts. While manufacturing currently constitutes approximately 10% of the business, it is likely that the activities will fluctuate depending on demand and it is assumed that metal fabrication activities could be occurring for the entire duration that the premises operates.

In accordance with the Performance Criteria, a site specific study has been submitted with the application in order to demonstrate that the proposed use can be appropriately managed to mitigate the impacts on neighbouring dwellings (attached document). The report identifies:

- There is a high level of existing background noise at the site due to the proximity to the commercial area of Deloraine and the existing semi-industrial uses at the STHIL workshop (7 West Barrack Street, Deloraine).
- The highest noise level associated with machinery used for metal fabrication was an angle grinder, generating 70.8dB(A). This is a worst case scenario in the immediate vicinity of the machine and does not take into account the effects of separation between the machine and the dwellings.
- This is lower than the existing background noise measured in West Barrack Street.
- The combined noise levels resulting from all machinery operating at once was 1.3dB(A) above the background levels; a level that would be barely perceptible. This assessment does not consider the characterisation of the noise or tonality.

- Risk associated with odour is minimal.

The report provides a number of recommendations to manage noise impacts, including:

- the installation of fibre cement lining within the workshop; and
- keeping external doors closed during operating hours; and
- insulation of compressor if located externally to the building.

The report also suggests that noise monitoring be undertaken 3 months after the use is established to confirm noise levels and inform any necessary mitigation measures.

Council's Environmental Health Officers have also considered the application and have raised concerns regarding the appropriateness of establishing a new industrial use on a site dominated by residential properties. The concerns are summed up in the following paragraph:

"From an Environmental Health perspective, the proposed change of use to service industry, manufacturing and processing is considered to be inappropriate for the location. There are existing examples within the municipality where commercial/ industrial uses have been granted Planning approval adjoining residential land, and there are ongoing problems regarding noise nuisance in these areas as a result of incompatible land use. The emission of noise from the proposed use is likely to be detrimental to the amenity of neighbouring residences and therefore has the potential to cause an environmental nuisance under the Environmental Management and Pollution Control Act 1994. On this basis, the application for change of use to service industry, manufacturing and processing is not supported. "

Specific concerns raised by the Environmental Health Officer also include:

- the short duration of the noise monitoring on which the report is based and the degree to which measured background levels are representative of the current situation;
- the practicality and enforceability of requiring doors to be closed while metal fabrication activities are occurring; and
- lack of measureable evidence demonstrating the effectiveness of the proposed mitigation measures.
- no weekend noise monitoring.

A full copy of the comments provided by Council's Environmental Health Officer is attached.

It is clear that there are deficiencies in the noise report submitted with the

application, introducing a significant level of uncertainty and risk regarding noise impacts.

Discussions with the applicant regarding the 'closed door' recommendation in the noise assessment suggest that it is not always going to be practicable to operate with doors closed. This has raised serious concerns, as already the application includes a requirement that is not suitable for the use or the expectations of the applicant.

The building in which manufacturing is undertaken must be brought up to a level of construction that will significantly reduce the noise leaving the building. The recommendations of the noise report will result in some reduction in noise; however there is insufficient detail in the reporting to demonstrate the effectiveness of these measures in this particular instance.

While additional reporting may be undertaken after the commencement of use to demonstrate compliance with the noise regulations, there are also risks associated with this approach. Modification of behaviour during the assessment period or a lull in productivity may result in measured noise levels being at a minimum. The assessment also does not account for the purchase or replacement of machinery over time, such as the introduction of a forklift. The residential nature of the surrounding land means that small scale changes, such as fluctuations in production or the replacement of machines which would generally go unnoticed, have the potential to increase the impacts and conflicts between uses.

After commencement of the use any noise complaints would need to be verified by Council prior to enforcement. While in some circumstances this risk is acceptable and can be managed, the residential nature of the area suggests that this is not one of those cases.

It is considered that the proposed metal fabrication use is incompatible with the residential properties surrounding the site and there is insufficient separation to adequately mitigate the impacts of the use. Noise impacts generated by the use are likely to result in an unreasonable impact and cannot be effectively managed by conditions.

Conditions Arising from the Acceptable Solutions

General Business Zone
21.3.1 Amenity
Objective

To ensure that the use of land is not detrimental to the amenity of the surrounding area in terms of noise, emissions, operating hours or transport.

Comment:

Although operating hours are within the Acceptable Solutions for the Zone, the nature of the use, the status as discretionary uses with specified attenuation distances and the surrounding residential properties warrants stricter control on operating hours, particularly on weekends and public holidays. It is recommended that the use is restricted to the following hours:

Monday to Friday 8:30am to 6pm
Saturday 9am – 12 midday
Sunday and Public Holidays not permitted

Recommended Condition:

- 1. Excluding office and administrative tasks, the proposed use is restricted to the following hours of operation:
Monday to Friday - 8:30am to 6pm
Saturday - 9am – 12 midday
Sunday and Public Holidays - not permitted*

Representations

Three (3) representations were received (see attached documents). A summary of the representations is as follows:

- Use not appropriate for site considering the residential nature of the surrounding area.
- Potential noise impacts.
- Requirement for a higher fence and separation between the boundary and parking spaces to mitigate impacts from vehicles.
- Impacts on traffic flow in West Barrack Street.
- Current drainage insufficient and impacting adjoining properties.
- Inadequate advertising.
- Devaluation of neighbouring properties.
- Possibility of more suitable locations.

- Concern regarding the appearance of current site occupied by the proponents and risk of proposed site being used for storage of car bodies and parts.

Comment:

- **Appropriateness of Use and Noise Impacts**
The appropriateness of the use has been discussed above in consideration of the Zone Purpose and the Environmental Impacts Attenuation Code and is not considered to be appropriate for the site.

- **Boundary Fence and Location of Car Parking**
The location of car parking and the boundary fence has been discussed against the zone purpose above. And can be appropriately conditioned for light emissions and privacy.

The crest of the car park is located approximately 3m from the fence (measured by Council's Planner). This is already greater than the 2m setback raised in the representations. The nature of the business also suggests that only on the rare occasion would more than 1 vehicle at a time be operating in this area. The 3m of separation between the parking spaces and the fence is considered sufficient. It is also noted that a 3m reduction in the isle width of the parking spaces will not restrict the ability of vehicles to manoeuvre in accordance with AS2890.1.

- **Impacts on traffic**
A traffic impact assessment was submitted with the application and Council's Director Infrastructure Services is satisfied that the proposal will not adversely impact the road network or road safety.
- **More Appropriate Locations**
Deloraine has a number of existing industrial zones in which both Service Industry and Manufacturing and Processing are permitted as of right. The subject business currently operates from the General Industrial land at the old Butter Factory on Mole Creek Road. However Council must consider the application currently presented and its compliance with the planning scheme.
- **Stormwater**

The site is known to have a history of issues relating to stormwater management. The existing building did not have gutters until relatively recently and it is noted that there are no downpipes at the rear of the building. In the current situation it is likely that stormwater is concentrated and allowed to flow onto adjoining properties. Council's Plumbing Surveyor has the ability to issue Plumbing Notices requiring the stormwater to be appropriately managed. This would limit impacts on the dwelling at 13 West Barrack Street to natural overland flow. Notices can be issued to correct the issue regardless of the outcomes of this application.

The applicant has not indicated that the carpark at the rear of the site will be sealed. A gravelled carpark is considered to be acceptable for the proposed use. However, should the applicant wish to seal the carpark, it would result in the concentration of stormwater and would need to be appropriately managed to the satisfaction of Council's Plumbing Surveyor.

- **Inadequate Advertising**
The application was advertised in accordance with the Land Use Planning and Approvals Act 1993.
- **Property Values**
The impact of the development on property values is not a planning consideration.
- **Storage of Car Bodies**
The application proposes use and development to be generally contained within the buildings. Given the discretionary nature of the use, its proximity to residential properties and its location within the central business area of Deloraine, it is considered appropriate to condition the permit so that all mechanical work on vehicles is confined to the interior of the proposed/existing buildings and no storage of parts or breaking down of wrecks is to occur outside of the buildings.

Recommended Condition:

1. *No servicing or repair of vehicles, no storage of parts or wrecks and no breaking down of wrecks is to occur outside of the existing and approved buildings.*

Conclusion

The proposed change of use for 11 West Parade Deloraine is not a straight forward decision. Both uses, Service Industry and Manufacturing and Processing, have potential to cause ongoing amenity issues for a number of dwellings in close proximity. While the applicant has provided a noise assessment arguing that noise impacts can be managed, the assessment does not provide sufficient proof of the existing conditions or outcomes. Some of the recommendations rely on the behaviour of the landowner and are difficult to enforce. Council has had significant difficulty in the past enforcing noise compliance and the process is costly.

There is a serious concern that conflicts will be ongoing and that the business will be constrained due to the sensitivity of the location. Changes which would normally go unnoticed in industrial areas would require serious consideration and any intensification of use may require further planning assessments. The lack of specific detail in the application also raises concern, along with the practicality of complying with the recommendations of the noise assessment.

The use will re-establish use rights for a high impact activity of an industrial nature within a residential area.

In conclusion, it is considered that the application for Use and Development for Service Industry and Manufacturing and Processing is incompatible with the surrounding residential properties and does not provide sufficient attenuation for an activity with high potential for environmental harm.

AUTHOR: Justin Simons
TOWN PLANNER

12) Recommendation

That the application for Use and Development for an extension and change of use to Service Industry and Manufacturing and Processing on land located at 11 West Barrack Street, Deloraine (CT's: 47332/1 & 92367/1) by H & M Graham , requiring the following discretions:

- 21.4.1 - Siting, Design and Built Form
- E4.6.1 - Use and road or rail infrastructure
- E11.6.1 - Attenuation Distances

be REFUSED on the following grounds:

- 1. In accordance with Section 11.6.1 Environmental Impacts and Attenuation Code and Performance Criteria P2 the proposed use does not provide sufficient separation between the use and adjoining sensitive uses or satisfactorily ameliorate noise impacts.**
- 2. The use is not consistent with the Zone Purpose and will adversely impact the amenity of the Deloraine commercial centre.**

DECISION:

REVISION

No	DATE	DESCRIPTION	BY	CHECK
A	30.05.16	DEVELOPMENT APPLICATION	mb	mb

DEVELOPMENT APPLICATION FOR PROPOSED MECHANIC WORKSHOP (11 WEST BARRACK STREET) DELORAIN, TASMANIA

NOTE:
 ARCHITECT: MICHAEL BERNACKI (929)
 ACCREDITATION NUMBER: CC6490
 LAND TITLE REF NUMBER: VOLUME 47332, FOLIO 1 EDITION 6
 VOLUME 92367, FOLIO 1 EDITION 6
 FLOOR AREA: 661M²
 SOIL CLASSIFICATION: H2
 CLIMATE ZONE: 7
 BAL: N/A
 ALPINE AREA: N/A
 CORROSION ENVIRONMENT: MODERATE
 FLOODING: NO
 LANDSLIP: NO
 DISPERSIVE SOILS: UNKNOWN
 SALINE SOILS: UNKNOWN
 SAND DUNES: NO
 MINE SUBSIDENCE: NO
 LANDFILL: N/A
 GROUND LEVELS: REFER PLAN
 WIND CLASSIFICATION: NI

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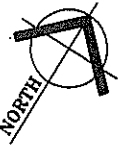
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PROJECT NAME:
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 11 WEST BARRACK STREET
 DELORAIN

DRAWING TITLE:
 COVER SHEET

DRAWING No.	DRAWING TITLE
A-DA-01	Cover Sheet
A-OA-02	Existing - Site Plan
A-DA-D3	Existing - Level 1 Plan
A-DA-D4	Existing - Roof Plan
A-OA-05	Existing - Northern & Eastern Elevations
A-DA-D6	Existing - Southern & Western Elevations
A-DA-D7	Proposed - Site Plan
A-DA-08	Proposed - Level 1 Plan
A-OA-09	Proposed - Roof Plan
A-DA-10	Proposed - Northern & Eastern Elevations
A-DA-11	Proposed - Southern & Western Elevations
A-OA-12	Proposed - Vehicle Turning Circle
A-DA-13	Proposed - Medium Ridged Vehicle Turning Circle
A-DA-14	Proposed - Signage Zone - Northern & Eastern Elevations
A-OA-15	Proposed - Signage Zone - Southern & Western Elevations

DRAWN: MB
 CHECKED: MB
 SCALE: NTS @ A3
 DATE: APRIL 2016
 PROJECT NO: 1613
 DRAWING NO: A-DA-01 A



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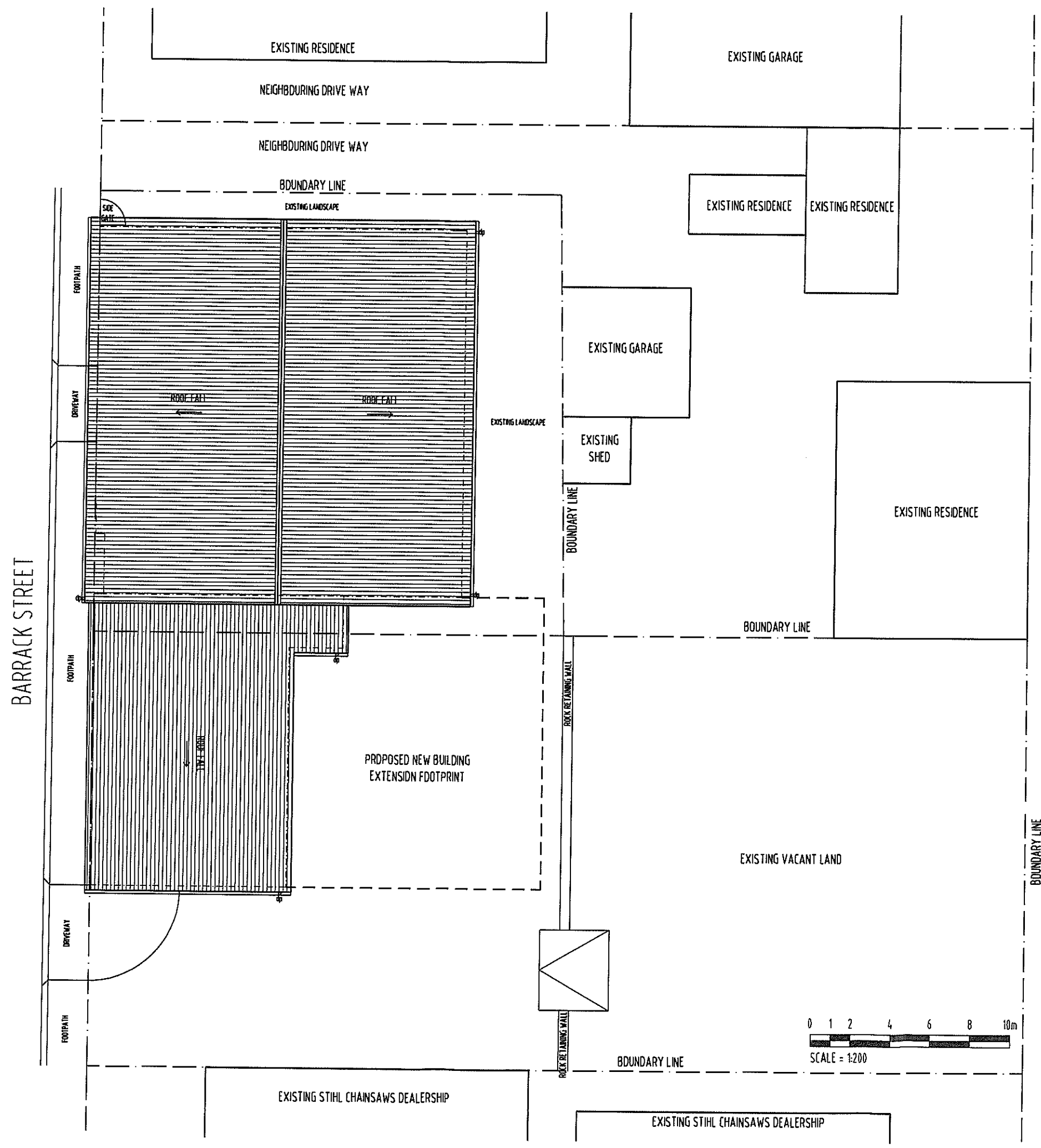


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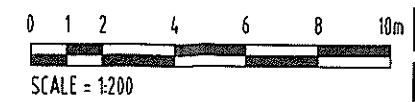
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 EXISTING
 SITE PLAN

DRAWN: MB
 CHECKED: MB
 SCALE: 1:200 @ A3
 DATE: APRIL 2016
 PROJECT NO. 1613
 DRAWING NO. A-0A-02 A



EXISTING LEVEL 1 AREA	- 488M ² = 52.550 FLOOR AREA
PROPOSED EXTENSION AREA	- 173M ² = 1850 FLOOR AREA
TOTAL BUILDING AREA	- 661M ² = 7150 FLOOR AREA
SITE AREA	- 1528M ²
SITE COVER	- 43%

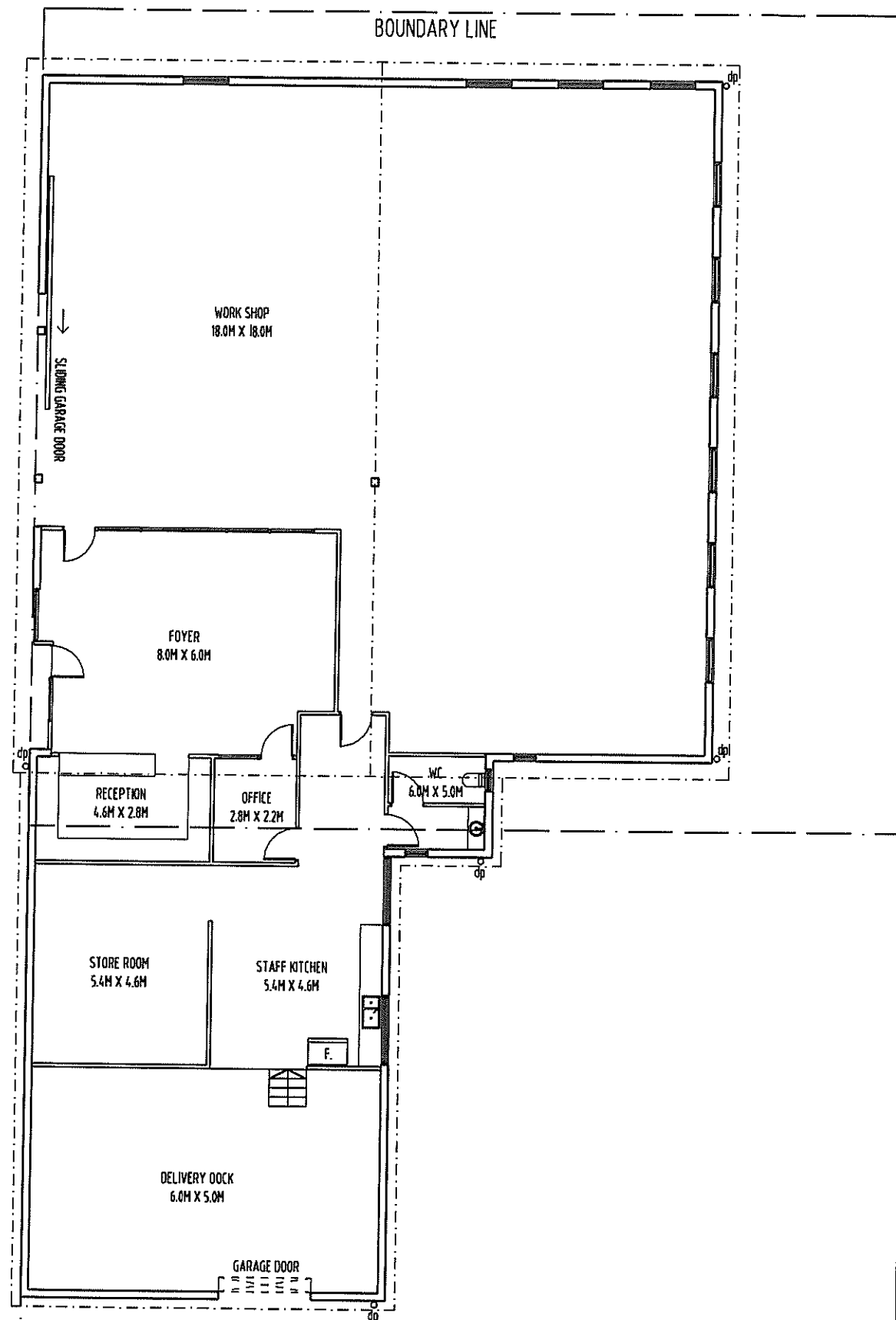
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REVISION			
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BARRACK STREET



01 EXISTING LEVEL 1 PLAN
1:150

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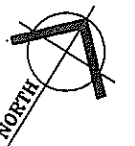


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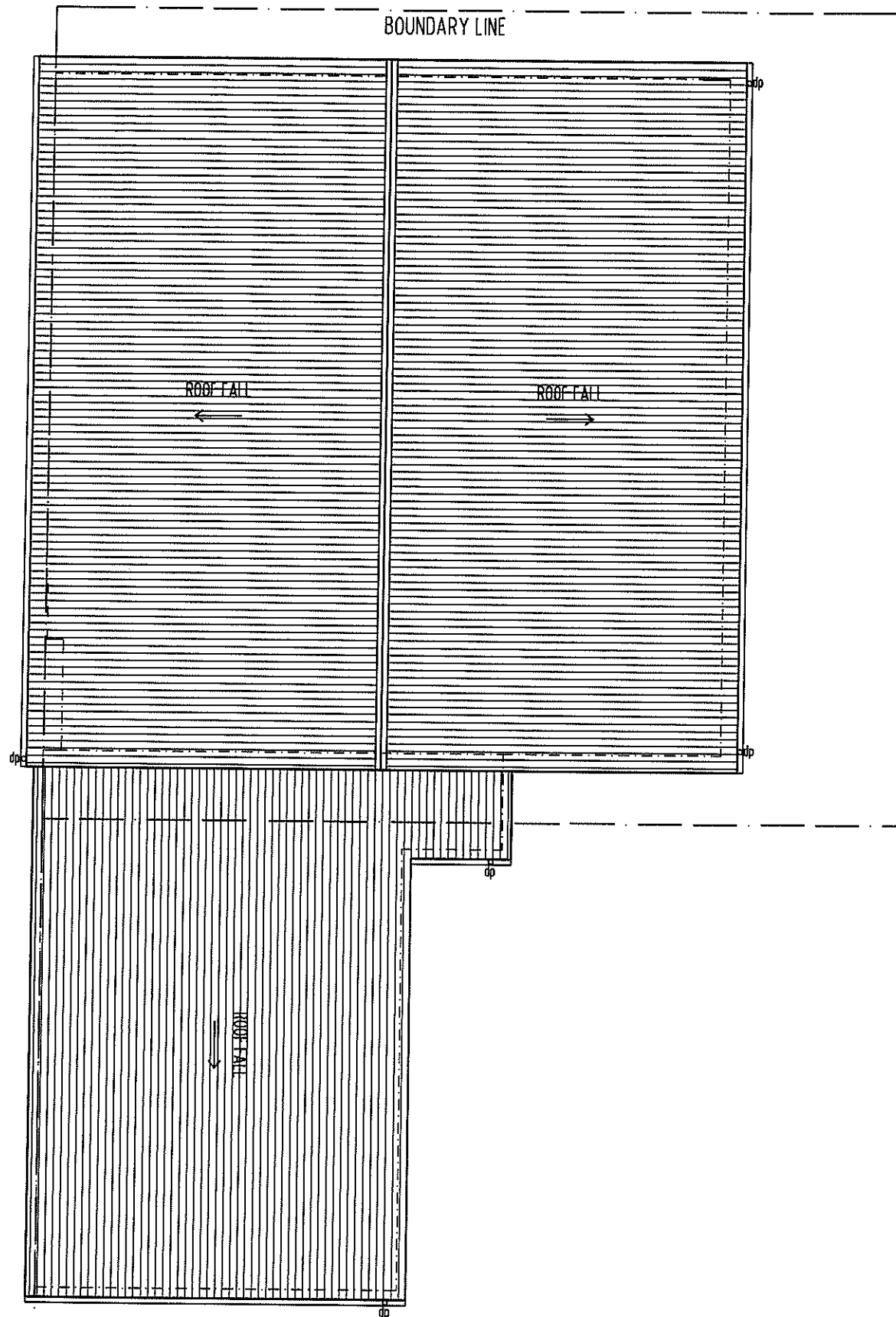
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LEVEL 1

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DATE:	APRIL 2016
PROJECT NO.	1613
DRAWING NO.	A-DA-03 A



REVISION			
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A	30.05.16	DEVELOPMENT APPLICATION	mb mb

BARRACK STREET



BOUNDARY LINE

01 EXISTING ROOF PLAN
- 1:150

BOUNDARY LINE

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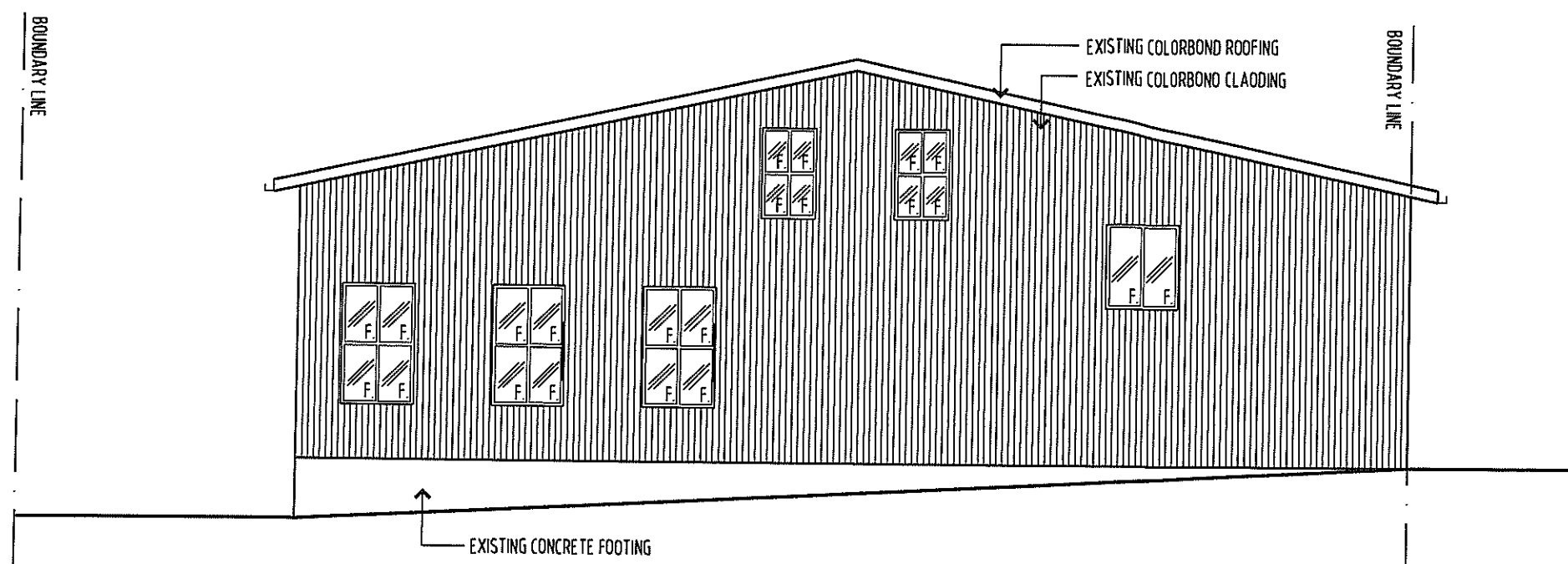
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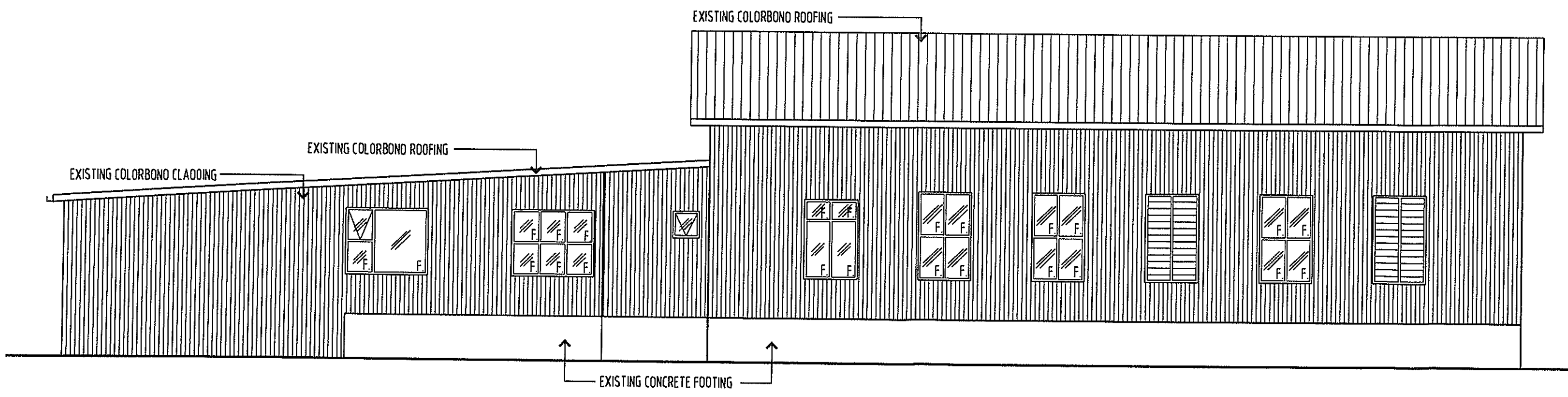
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ROOF PLAN

DRAWN: MB
CHECKED: MB

SCALE: 1:150 @ A3
DATE: APRIL 2016
PROJECT NO: 1613
DRAWING NO: A-DA-04 A



01 EXISTING NORTHERN ELEVATION
1:100



01 EXISTING EASTERN ELEVATION
1:100

REVISION			
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A	30/05/16	DEVELOPMENT APPLICATION	mb mb

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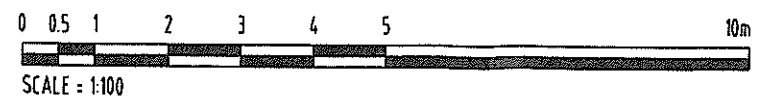


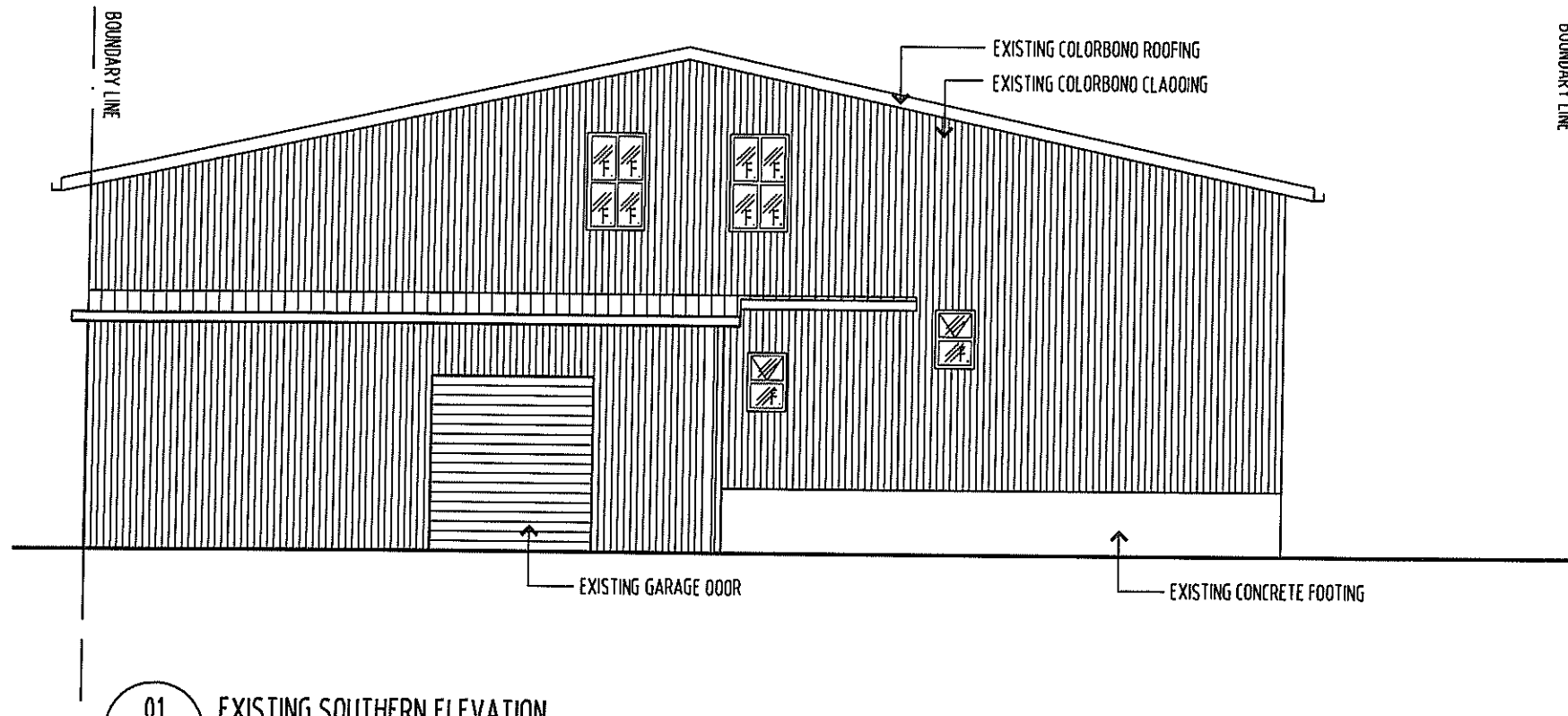
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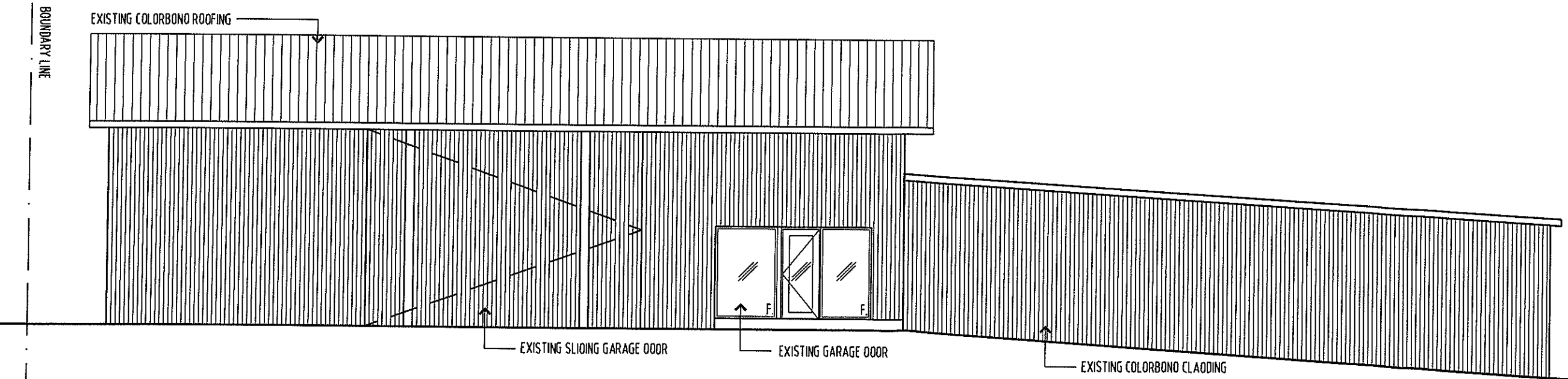
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 NORTHERN & EASTERN
 ELEVATIONS

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 DATE: APRIL 2016
 PROJECT NO. 1613
 DRAWING NO. A-0A-05 A





01 EXISTING SOUTHERN ELEVATION
- 1:100



01 EXISTING WESTERN ELEVATION
- 1:100

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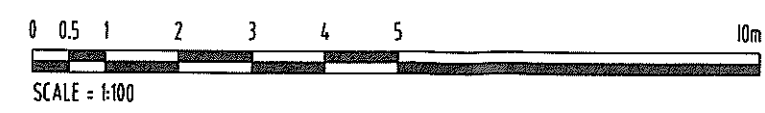
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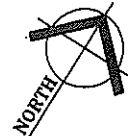


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 MECHANIC WORKSHOP
 11 WEST BARRACK STREET
 OELORAINE
 DRAWING TITLE:
 EXISTING SOUTHERN & WESTERN ELEVATIONS

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SCALE:	1:100 @ A3
DATE:	APRIL 2016
PROJECT NO.	1613
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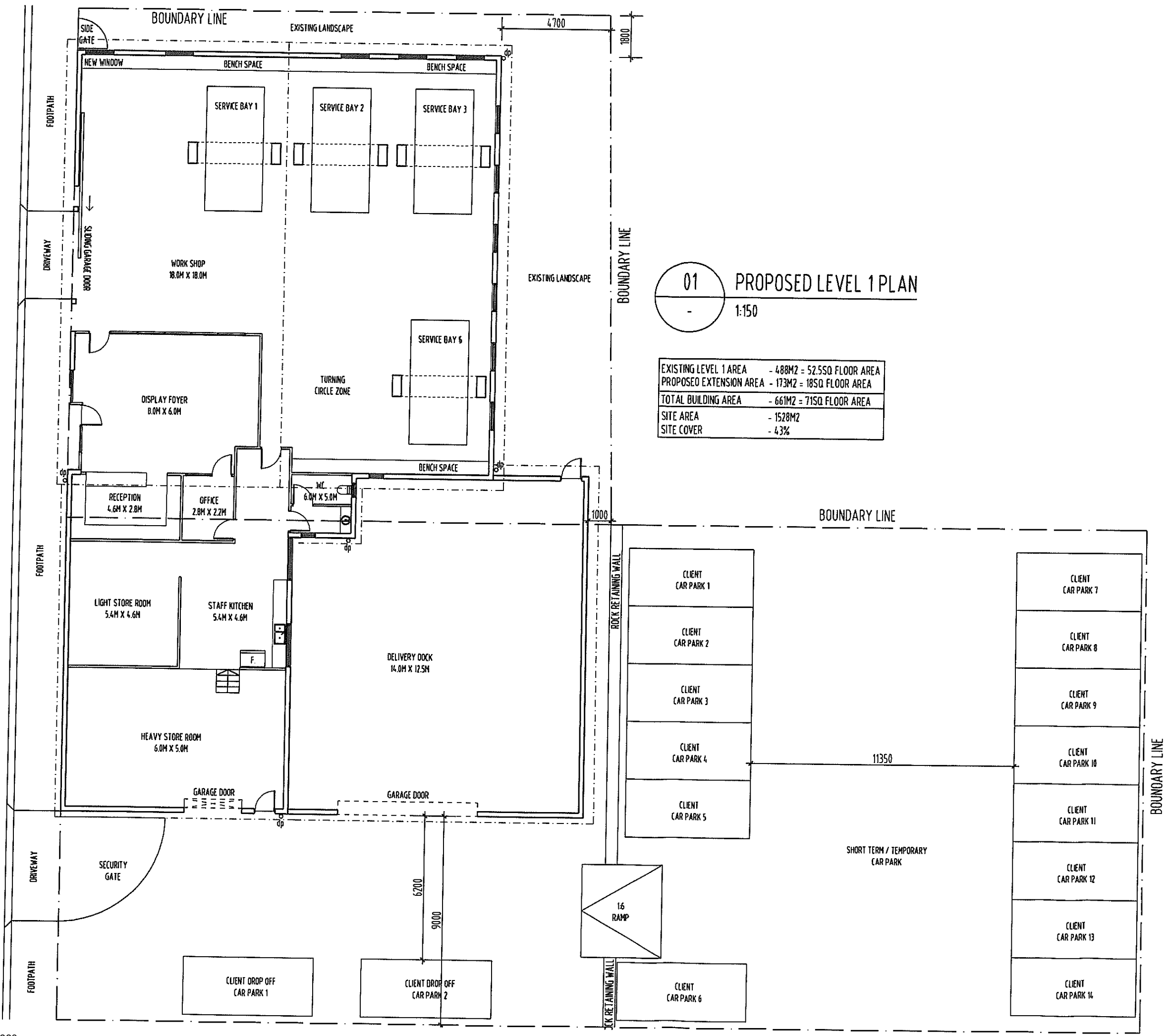
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11 WEST BARRACK STREET
DELDRAINE

DRAWING TITLE:
PROPOSED
LEVEL 1 PLAN

DRAWN: MB
CHECKED: MB
SCALE: 1:150 @ A3
DATE: APRIL 2016
PROJECT NO. 1613
DRAWING NO. A-DA-08

BARRACK STREET



01 PROPOSED LEVEL 1 PLAN
1:150

EXISTING LEVEL 1 AREA	- 488M ² = 52.5SQ FLOOR AREA
PROPOSED EXTENSION AREA	- 173M ² = 18SQ FLOOR AREA
TOTAL BUILDING AREA	- 661M ² = 71SQ FLOOR AREA
SITE AREA	- 1528M ²
SITE COVER	- 4.3%



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MECHANIC WORKSHOP
11 WEST BARRACK STREET
OELORAINE

DRAWING TITLE:

PROPOSED
ROOF PLAN

DRAWN: MB

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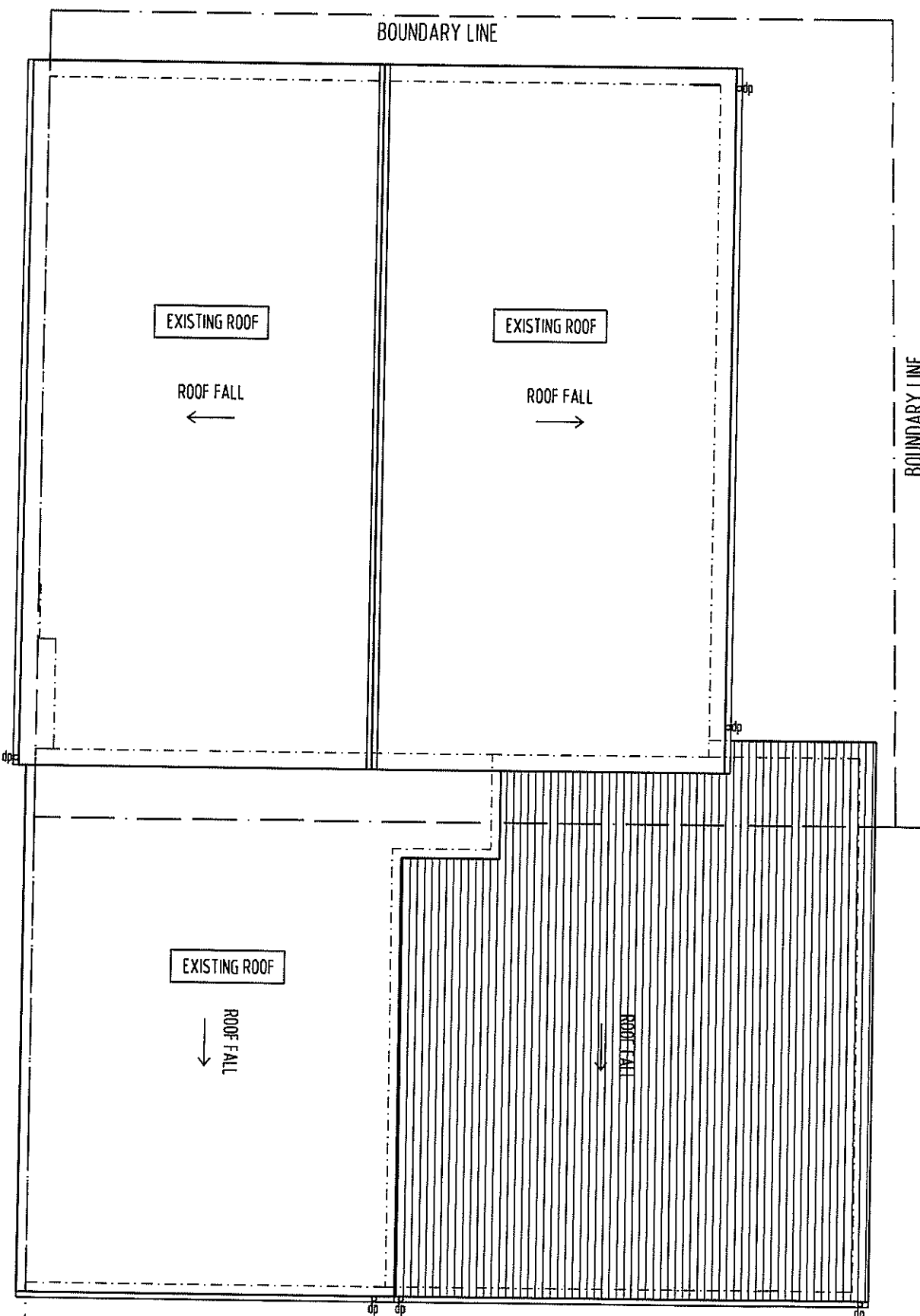
DATE: APRIL 2016

PROJECT NO. 1613

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BARRACK STREET



01 PROPOSED ROOF PLAN
1:150

BOUNDARY LINE

BOUNDARY LINE

BOUNDARY LINE

EXISTING ROOF

ROOF FALL

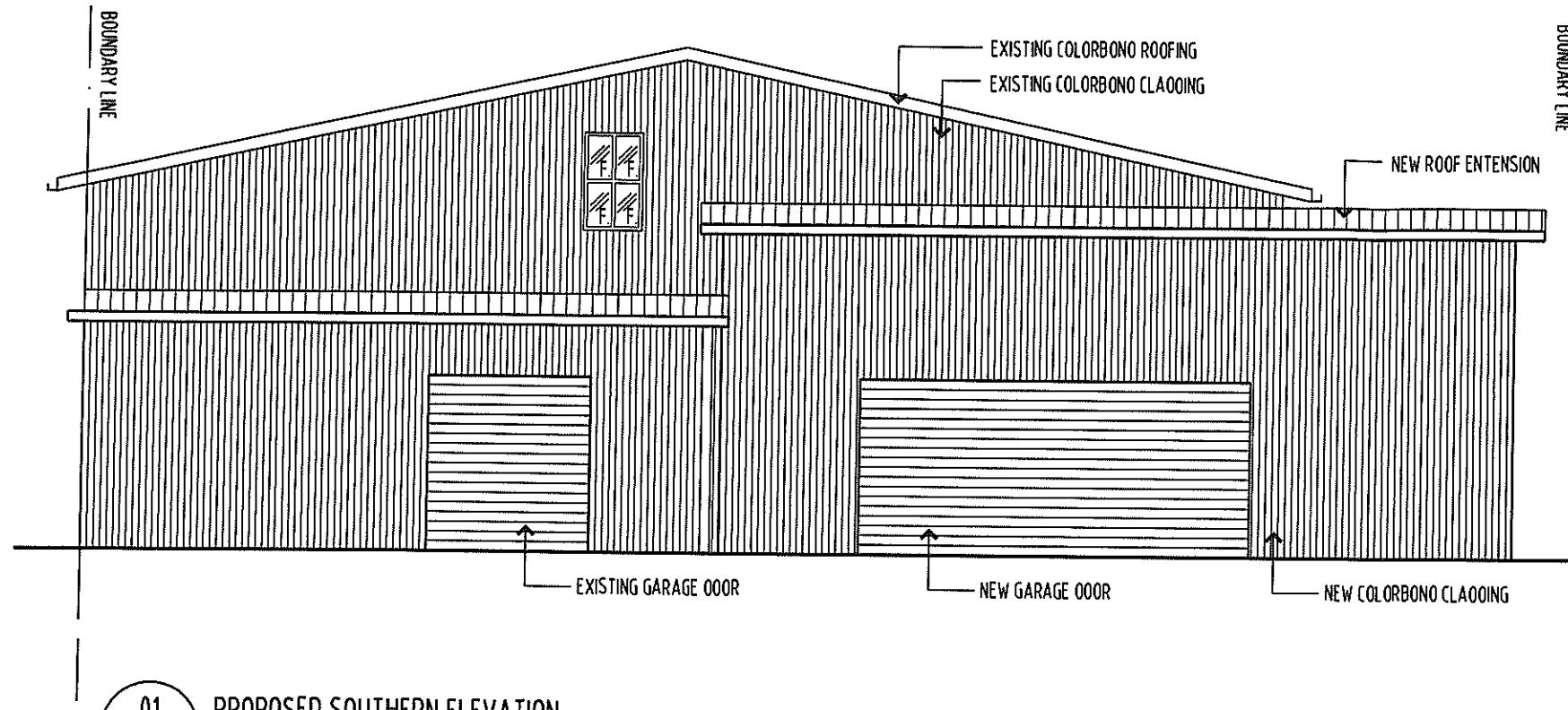
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ROOF FALL

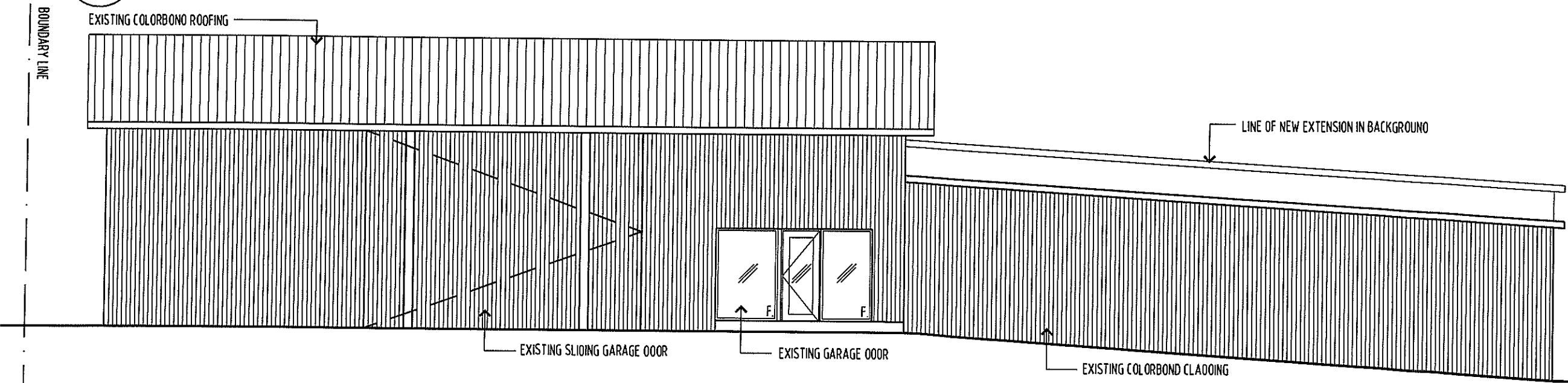
EXISTING ROOF

ROOF FALL

ROOF FALL



01 PROPOSED SOUTHERN ELEVATION
- 1:100



01 PROPOSED WESTERN ELEVATION
- 1:100

NOTE:
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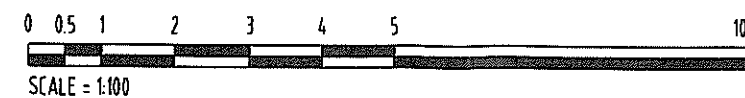


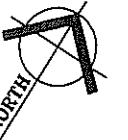
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11 WEST BARRACK STREET
OELORAINE

DRAWING TITLE:
PROPOSED
SOUTHERN & WESTERN
ELEVATIONS

DRAWN: MB
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DATE: APRIL 2016
PROJECT NO. 1613
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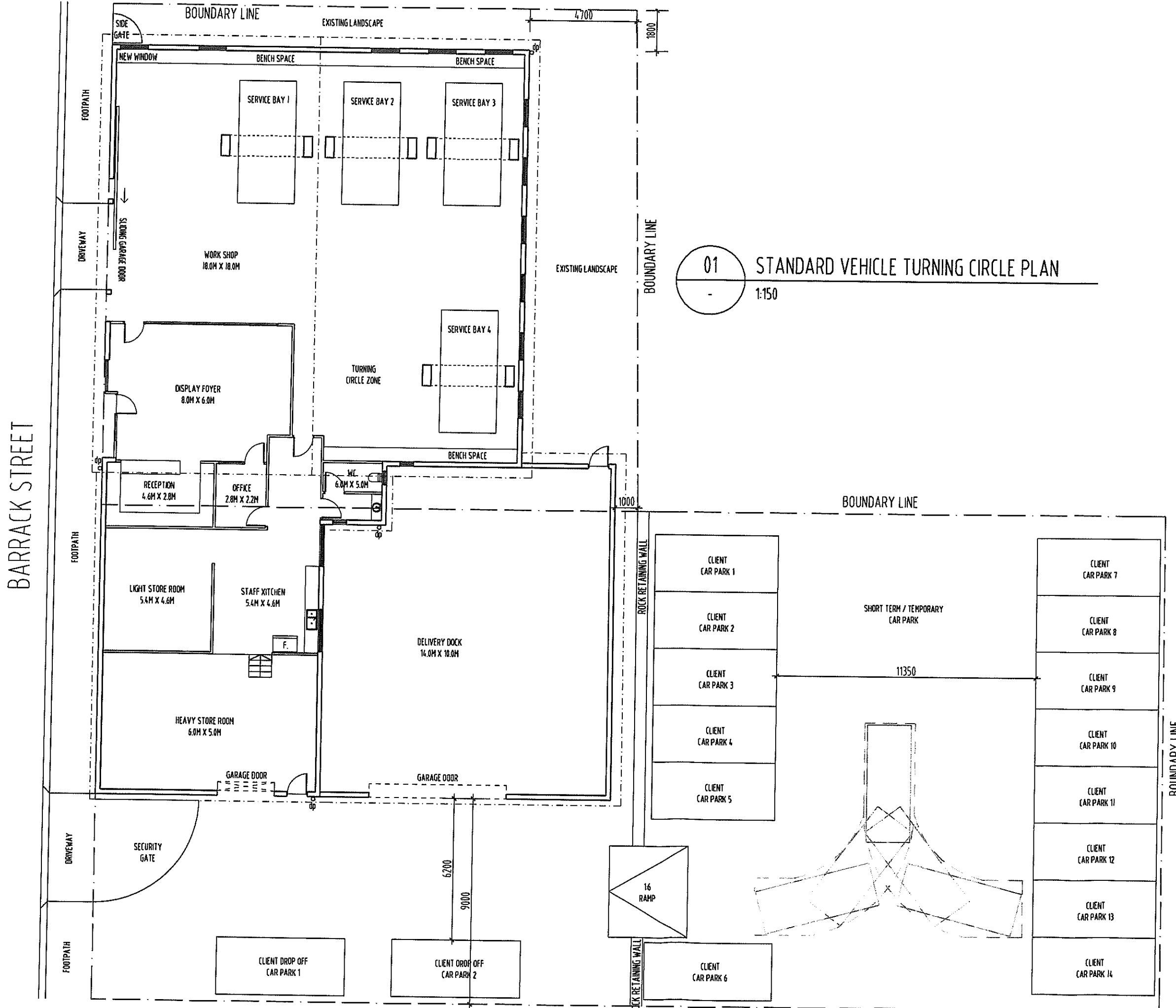
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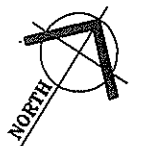
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VEHICLE
TURNING CIRCLE

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SCALE:	1:150 @ A3
DATE:	APRIL 2016
PROJECT NO.	1613
DRAWING NO.	A-0A-12



01 STANDARD VEHICLE TURNING CIRCLE PLAN
1:150

BARRACK STREET



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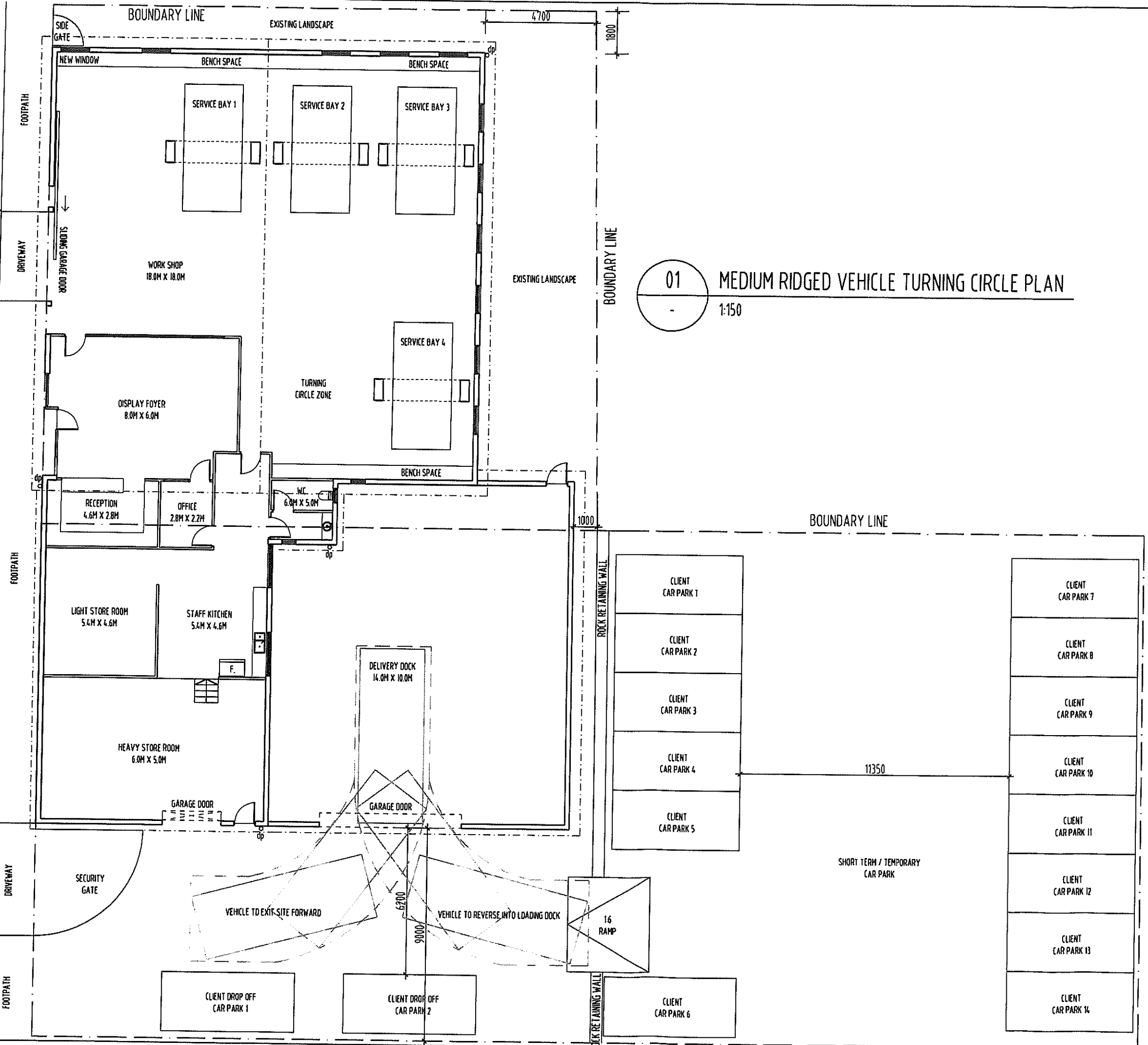
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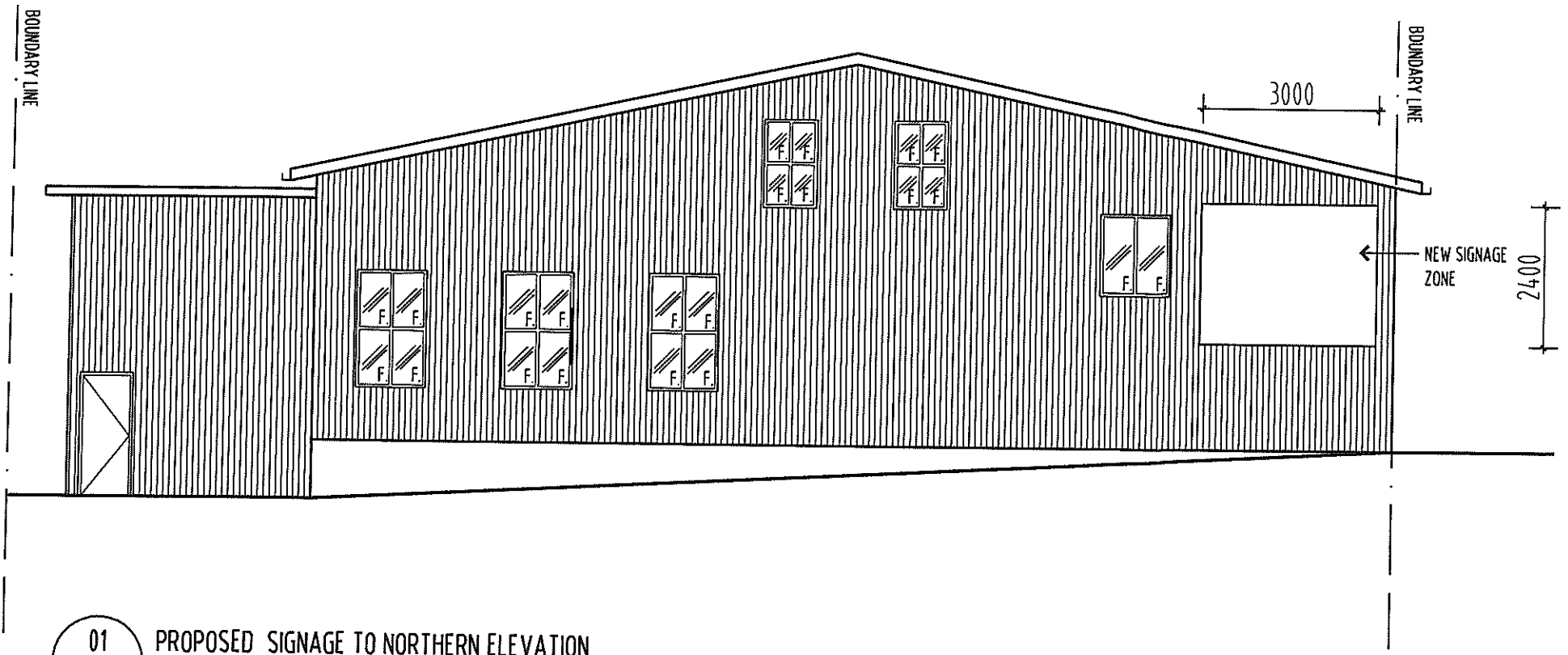
PROJECT NAME:
MECHANIC WORKSHOP
11 WEST BARRACK STREET
DELDRINE

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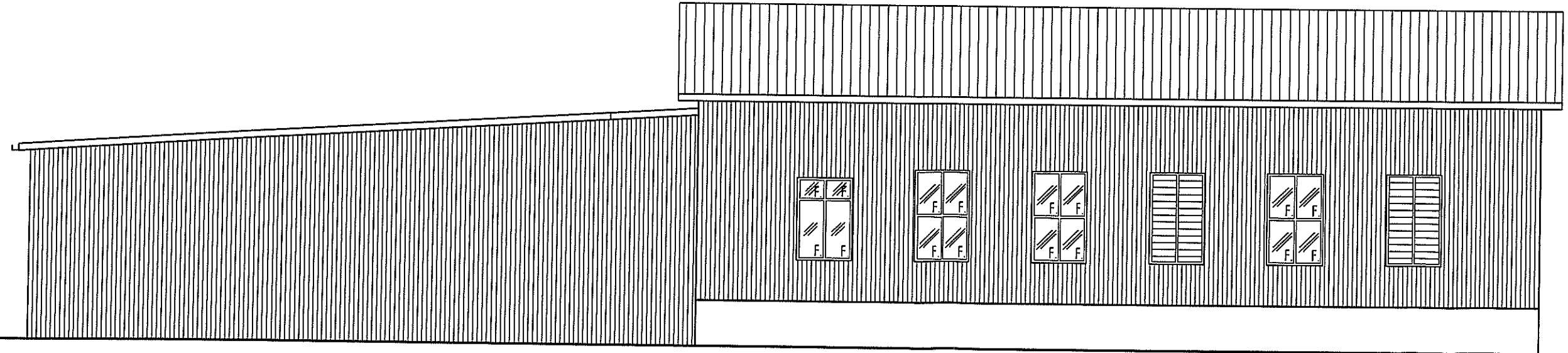
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PROJECT NO.: 1613
DRAWING NO.: A-DA-13 DEV 1 A

BARRACK STREET





01 PROPOSED SIGNAGE TO NORTHERN ELEVATION
- 1:100



01 PROPOSED SIGNAGE TO EASTERN ELEVATION
- 1:100

NOTE.
NO SIGNAGE ON THIS ELEVATION

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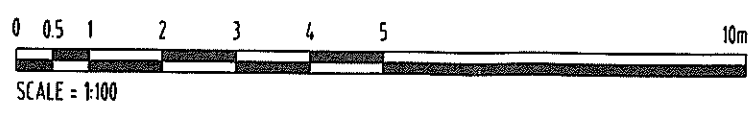


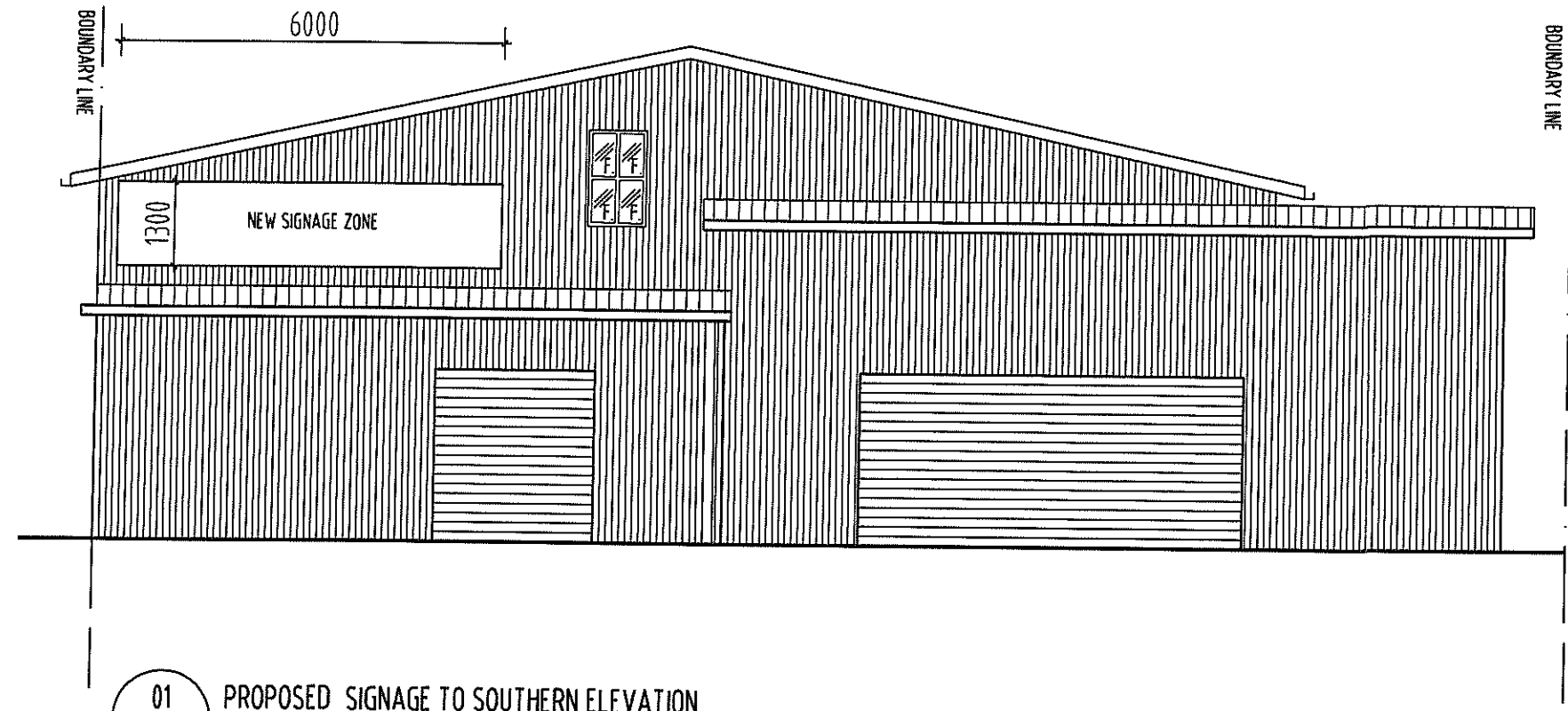
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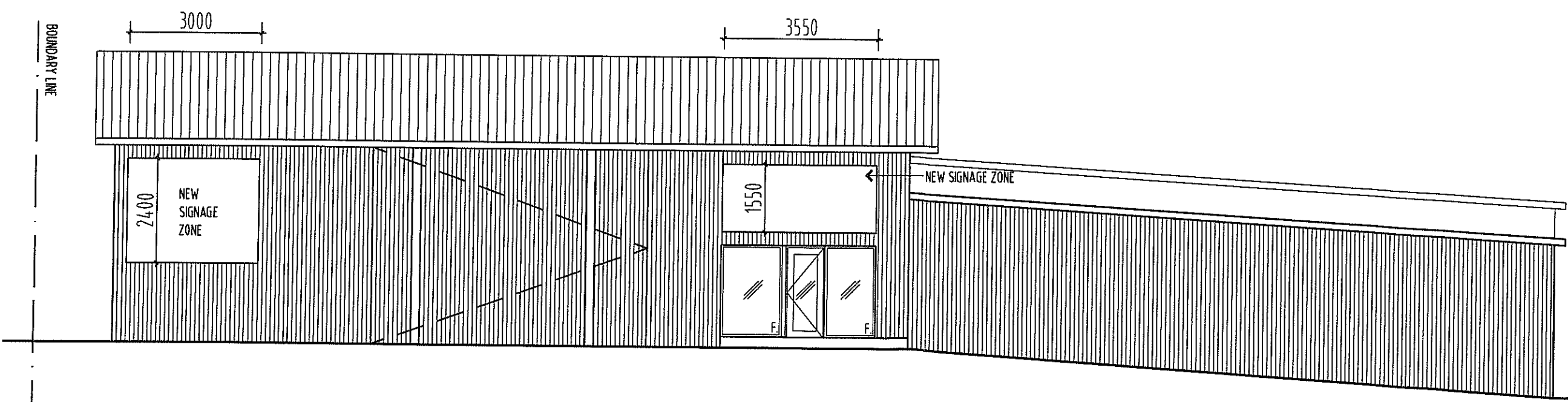
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PROPOSED SIGNAGE ZONE
NORTHERN & EASTERN
ELEVATIONS

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PROJECT NO. 1613
DRAWING NO. A-0A-14 A





01 PROPOSED SIGNAGE TO SOUTHERN ELEVATION
1:100



01 PROPOSED SIGNAGE TO WESTERN ELEVATION
1:100

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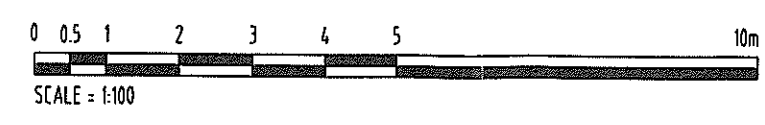


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Graham Automotive & Fabrication

155 Mole Creek Road, Deloraine

Heath Graham

Ph. 03 6362 3263 Mob. 0403 400 632

May 27, 2016

Graham Automotive & Fabrication.

Established 16 years. Owned and operated by Heath Graham
Current location: Old Butter Factory, 155 Mole Creek Road, Deloraine.

Three main areas of business:

- Automotive repairs and servicing
- Steel fabrication (for example, gates, balustrades, trailers)
- AIS Transport Inspection Station

Opening hours: 8:30 – 6pm. Monday – Friday. We do not open on weekends except for an occasional catch up of work.

Number of workers: Heath (owner): full time, 1 part-time sub contractor, 1 part-time employee, 1 part-time apprentice. Hoping will increase to 2 full time employees once we have moved.

It is difficult to determine the number of customers or vehicles accessing the business on a daily basis. Please refer to the Traffic Impact Assessment for management of vehicle traffic.

For any further details, please contact either Heath or Maranda Graham

Heath 0403 400 632

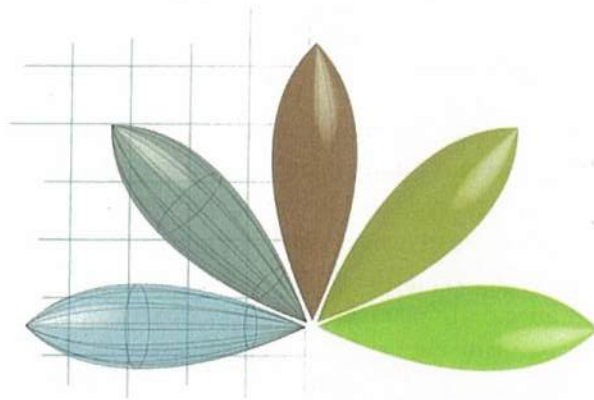
Maranda 0439 623 212

Noise Assessment Report

11 West Barrack
Street
Deloraine

For: Heath & Maranda
Graham

Project No: 5504



Environmental
Service & Design

ABN: 97 107 517 144
14 Cattley Street
Burnie TAS 7320
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Document Control

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DRAFT 1	Bruce Harpley	ES&D	21/06/2016
REVIEW	Rod Cooper	ES&D	22/06/2016
FINAL	Bruce Harpley	ES&D	22/06/2016

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Executive Summary

Municipality	Meander Valley Council
Location	11 West Barrack Street
Client	Heath & Maranda Graham
Location Plan	ES&D
Date of Assessment	29 April 2016
Desktop Study	2 May 2016



Figure 1 – Location Plan

1 Background

Environmental Services and Design Pty Ltd have been engaged by Heath & Maranda Graham to conduct a noise and odour assessment. The noise and odour assessment is in relation to a proposed automotive and engineering workshop at 11 West Barrack Street Deloraine.

The assessment relates to potential noise and odour effects of the proposed workshop on the surrounding residential (sensitive) premises. The nearest sensitive premises is approximately 10m from the proposed workshop.

The area surrounding the proposed workshop is a mixture of light industrial (motorcycle workshop, chainsaw retail and servicing) and residential uses. The proposed workshop is an existing but disused glass window and door manufacturing workshop.

It is proposed that the workshop will operate only during the daytime between 8.30am and 6.00pm Monday to Friday. No evening operations are envisaged with only occasional weekend use.

All equipment is to be positioned within the proposed workshop. The guillotine, angle grinder and band saw operations are intermittent ranging from a few seconds for the guillotine up to 10 minutes each time for the band saw and angle grinder.

The compressor is switched on only when required and then switched off to avoid unnecessary refill and noise.

Current operations are at the nearby "Butter Factory" (155 Mole Creek Road Deloraine) so current noise and noise power levels can be determined and applied to the new building. Current "odour" levels were also taken to determine if a problem is likely to occur at the new premises.

2 Site Assessment

A site visit was conducted on 29 April 2016 to measure noise levels and odour at the existing premises and survey the proposed premises. All measurements have been carried out in generally in accordance with section 5 of the Noise Measurements Procedures Manual 2008.

Background measurements at the proposed workshop site were taken at 2.5m instead of 3.5m due to the proximity of the building to the roadway. Taking the background measurements at 3.5m was impractical due to passing traffic.

Measurement of the 'actual' noise within the existing workshop was required for each piece of portable apparatus therefore, section 26 of the manual was used as a guide only.

Sound Level Meter

All measurements were taken with a Type 1 RION NL22 sound level meter calibrated July 2015. Pre and post measurement field calibrations were conducted utilising a field calibrator last calibrated July 2015. There were no deviations in the pre and post measurement readings.

Photos of measurement locations and sound level meter setup were not taken on this occasion.

Odour

Odour was assessed using a calibrated MultiRae Pro portable multi gas monitor. Calibration of the monitor was conducted October 2015. Sensors installed in the monitor enable measurement of volatile organic compounds, carbon dioxide, carbon monoxide, hydrogen sulphide and sulphur dioxide.

Conditions

Conditions for the sound level and odour measurements are as follows:

- 29 April 2016 at 1:00-2:00 pm;
- Overcast with short periods of light showers (no measurement taken during showers);
- General traffic travelling along West Barrack Street;
- Noise measurements taken at 3.0m from operating machinery and external to existing workshop at 3.5m with roller door open; and
- Background measurements taken with no traffic and whilst traffic travelled in both direction along West Barrack Street; and
- Sound level meter mounted on tripod at 1.2m above ground level; and
- Odour measurements taken throughout existing workshop with vehicle maintenance being undertaken.

Building Construction

The existing workshop at the 'Butter Factory' site is a steel framed steel clad structure. The proposed workshop in Barrack Street is a wooden framed steel clad structure. Both workshops are of similar construction material. The steel cladding of both workshops is the most relevant factor in the construction.

Simple steel clad workshops can be ineffective in reducing external noise levels. However, it is the intention of the applicant to internally line the proposed workshop in cement sheeting.

The density of the cement sheeting will reduce any potential for amplification of sound as well as reducing sound transmission through the walls.

Field Measurements - Noise

Noise measurements recorded at the existing workshop site are shown in the table 1 below. Internal measurements were taken 3.0m from the equipment whilst operating with the sound level meter positioned 1.2m above ground level.

Measurement of each individual piece of noise emitting equipment taken inside the existing workshop is likely to be higher due to reverberation of the sound within the building. This indicates the actual noise within the building during normal operations.

The measurement procedure for portable apparatus contained in section 26 of the measurement manual was used as a guide only. As the purpose of this survey was to collect data on the actual noise levels with the existing workshop, measurement were not taken in 'free field' to determine the compliance of the equipment as per the manual.

Section 15 of the noise measurement manual details procedures for measurement of industrial and commercial activities for compliance verification or complaint investigation. Section 15.6 stated that the measurement interval must be representative of the situation under consideration. A measurement period of less than 10 minutes to obtain L_{max} data for this existing operation is considered appropriate.

1/3 octave analysis was not conducted for the noise sources under investigation as there was no definitive tonal component noted and it was not necessary to exclude ambient sources or interference due to the real time nature of the measurements.

Figure 2 shows the measurement locations within the existing workshop and external to the workshop. Figure 3 shows the background measurement location at 11 Barrack Street.

Measurement position		Butter Factory Workshop - 3.0m - dB(A)	Butter Factory Workshop - External - dB(A) 4.0m from open roller door
1	Band saw	70.1	63.6
2	Angle grinder (5 inch)	81.3	70.8
3	Guillotine	74.9	67.7
4	Compressor	79.1	66.5

Table 1 – Noise Measurement Data

The combined outdoor noise levels for all four pieces of equipment at 4.0m with the roller door open is calculated at 73.9dB(A).

Observations

Whilst taking the noise measurements it was obvious to the operator that noise from the equipment varied with type and use.

- The guillotine has an obvious very short impact noise as cut metal drops from the machine.
- The small grinder was noted to have a higher frequency component which varied depends upon the thickness and type of material being worked.
- The reciprocating band saw was noted to have a lower frequency component.
- The compressor, whilst under load, was noted to have a mixture of low and high frequency.
- There was no noticeable tonal component to the noise sources.



Figure 2 – Measurement locations – existing workshop



Figure 3 – Measurement location – proposed workshop

Background measurements, with and without traffic passing, were taken at West Barrack Street. With no traffic passing background noise level was 72.6 dB(A) and with traffic passing 76.3 dB(A).

The short measurement period detailed in section 14.4 of the Noise Measurement Manual 2008 was utilised to collect background noise data. The position of the measurement in Barrack Street was chosen to be a true representative sample of the daytime noise levels experienced by sensitive premises. This enabled a comparison of the noise levels from the proposed workshop to be compared to the actual background noise in the area under investigation.

Evening and night time background measurements were not taken as the proposed workshop is not intended to be operating during these times.

Field Measurements - Odour

Fifteen minutes continuous sampling was conducted throughout the entire existing workshop situated at the Butter Factory. No gases or volatile organic compounds were detected. No strong odours were noted during the assessment. This indicates no generation or acceptable air movement.

3 Discussion

The closest residential premises are situated as follows:

- 10m to the northwest with no doors or roller doors and 18m northeast with an access door;
- Workshop access door faces residences approximately 28m to the south and west.

Noise

High daytime background noise levels can be expected in the subject location due to the proximity to the commercial area, major roadway and existing light industrial and residential uses.

The noise levels recorded at the existing workshop have not been adjusted for distance attenuation to the residential premises and are considered a 'worst case' scenario.

As noted in Table 1 above, the highest noise level recorded outside the existing workshop with the doors open, was from the small angle grinder at 70.8dB(A).

This is 1.8dB(A) lower than the background level recorded with no cars passing and 5.5dB(A) lower than the background with cars passing along West Barrack Street.

The combined noise levels for all equipment operating at the same time with the roller door open of 73.9dB(A) is 1.3dB(A) above the measured background noise. Although it would be a rare occurrence for all four pieces of equipment to be operating simultaneously, a 1.3dB(A) increase would be barely perceptible by residents, but no characterisation of the noise has been considered at this point.

Odour

The MultiRae monitor did not sense any volatile organic compounds or gases inside or outside the existing premises. No strong odours were noted by the assessor inside or outside the existing premises during the site assessment.

4 Conclusion

The high background noise level in the area is 1.8dB(A) above the equipment which recorded the highest noise level (ignoring distance that would further decrease the workshop noise to the nearest residences).

The combined noise levels of all equipment operating simultaneously, taken outside the existing workshop with the doors open, is 1.3dB(A) above background noise measurement with no passing traffic. This increase is considered negligible and would be barely perceptible at surrounding residences.

The effects on surrounding residences caused by odours from the proposed workshop is negligible as none were measured or perceived during the site visit at the current workshop.

Should it be necessary to position the air compressor external to the building the noise level of 79.1dB(A) may cause annoyance to residents. This can be reduced by placing the air compressor in a noise insulated enclosure or within the building itself.

As the proposed workshop will not be operating during the evening or night time and daytime background levels are above the combined workshop noise sources, the potential for environmental nuisance is low.

5 Recommendations

The noise levels measured external to the existing workshop indicate that the proposed workshop, with similar construction materials, should not be a source of excessive noise above background levels.

Noise emissions to nearby sensitive premises may be mitigated by:

- The installation of internal lining. The applicant has already indicated the intention to line the proposed workshop with fibre cement sheeting;

- Noise emissions may be further mitigated by ensuring all external doors are closed during operating hours;
- Should it be necessary to position the air compressor external to the workshop it must be housed in an insulated enclosure to reduce noise levels when operating.
- Compressor can be housed inside the workshop to reduce potential noise emissions;
- Equipment, with lower noise emission levels, can be sourced as replacement is required.

Should it become necessary to reduce noise emissions further an acoustic insulation batt can be fitted to external walls facing sensitive premises.

The odour assessment indicates that surrounding residents will not be affected by odour from the workshop, therefore there are no specific recommendations.

It is also recommended that a further noise level survey be carried out 3 months after establishment of the proposed workshop to confirm the noise levels generated by the activity and inform any necessary mitigation measures.

Yours faithfully



Bruce Harpley
Technical Consultant



TRAFFIC IMPACT ASSESSMENT

Mechanical Workshop – 11 West Barrack Street, Deloraine

Prepared on behalf of H & M Graham

Prepared By:

Risden Knightley BE (Civil), Ass Dip Civil Eng, MIEAust, CC 2539X

PO Box 128, Prospect 7250
Mobile: 0400 642469 Fax: 6343 1668

Email: rijkmail@netspace.net.au

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INTRODUCTION

A proposed 4 bay mechanical workshop is progressing at the old Deloraine Glass facility located at 11 West Barrack Street, Deloraine. An existing building is located on the property and is constructed, with its fronting directly on the boundary of West Barrack Street. Access to the proposed development will be through an existing sliding door located on the north end of the building for the workshop bays, whilst access to the parking will be located further south. Refer to proposal plan, attached as *Appendix A*.

In accordance with section E4 Road and Railway Assets and E6 Car Parking and Sustainable Transport Code of the Meander Valley Interim Planning Scheme 2013, a traffic report is required as part of the documentation for the proposal. RJK Consulting Engineers have been engaged to undertake a traffic impact assessment, to determine the impact the development may have on the surrounding area.

A site inspection was carried out on 3 May, 2016.

Objectives

The key objectives of the report are:

- Review of the existing road environment in the vicinity of the site and the traffic conditions on the road network.
- Provision of information on the proposed development with regards to traffic movements and activity.
- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity.
- Traffic implications of the proposal with respect to the external road network in terms of traffic efficiency, road safety and Planning Scheme requirements.

Project Scope

This report (including all associated mapping and information) relates only to the area identified in the following map.



Figure 1 - Listmap reference of location



Figure 2 - Aerial photograph of location

The outcomes have been developed based on the resources available. The report provides recommendations relating to site-specific investigations and detailed design. The report has also been confirmed in relation to requirements from Council and the applicable planning scheme. During the preparation of this report

Department of State Growth was also contacted regarding crash history and Meander Valley Council regarding traffic counts.

Applicable Planning Scheme

Throughout this report, assessments have been based on Meander Valley Interim Planning Scheme 2013.

EXISTING CONDITIONS

The Site

The proposed development is located at 11 West Barrack Street, Deloraine. At the location of the property a footpath is afforded on the frontage of the proposed development. The street width is approximately 8 metres with the opposite side of the road ending against a large concrete retaining wall.

The surrounding area could be described as rolling developed residential land with a mixture of housing and commercial premises.

Whilst the road is not line marked at the location, street lighting is afforded to motorists.

Existing Land Use

The subject site is located within the General Business zone per Meander Valley Interim Planning Scheme 2013.

Impacted Road Network

West Goderich Street is part of the residential street network just north of Emu Bay Road roundabout. Land use in this area is a mix of residential and general business. All local streets are covered by the default 50 km/hr speed limit whilst Emu Bay Road is a 40 km/hr speed limit. Access to the proposed development is directly off West Barrack Street.

As the development is along West Barrack Street no intersection is directly affected. As such this traffic impact assessment focusses on the safety of the entry and exit of the site directly.

PROPOSED DEVELOPMENT & ACCESS ARRANGEMENTS

The proposal is to develop the site to accommodate a 4 bay workshop facility, a delivery dock, a 14 bay customer parking facility together with 2 client drop off bays.

Access to the site is proposed to be provided directly off West Barrack Street. A copy of the proposed development plan is attached as *Appendix A*.



Figure 3 – West Barrack Street, looking North



Figure 4 – West Barrack Street looking back towards Emu Bay Road

(Note: “For Sale” sign is located on southern entrance gate)

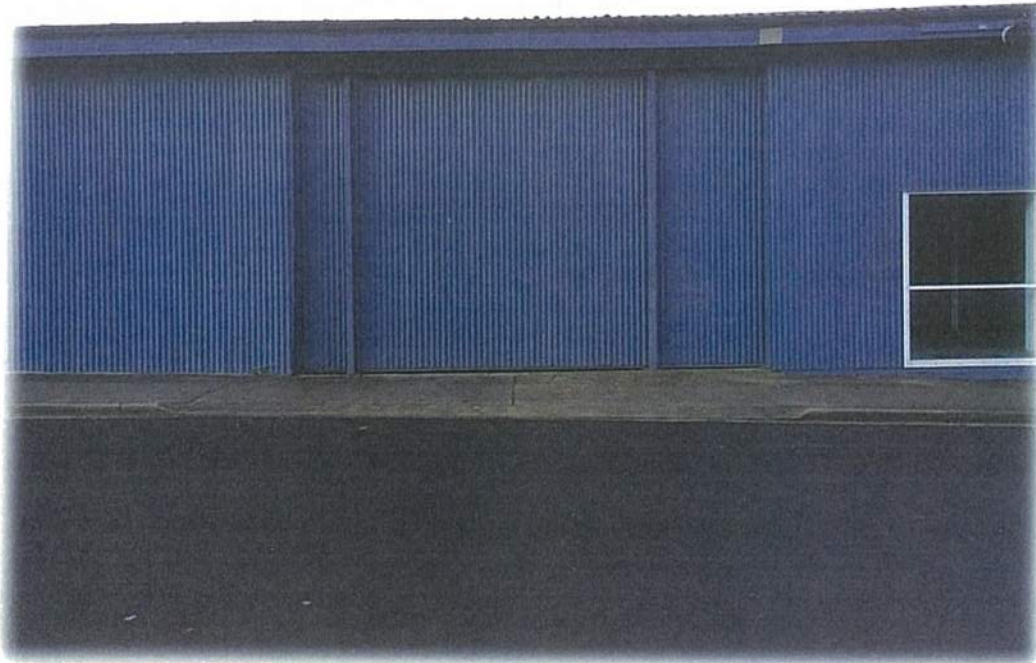


Figure 5 – Access to facility at sliding garage door

TRIP GENERATION

Traffic Generation

The RTA Guide to Traffic Generating Developments (2002) (*RTA Guide*) does not set out traffic generation rates for this type of development. As such comparison with similar motor vehicle facilities (*Bathurst Street Workshop, Launceston*) has been used as a basis for survey data collected.

Rates have therefore been assessed that the peak operating hour is between 8am and 9am, and also between 5pm to 6pm. Based on a mechanical workshop bay, survey data demonstrated 2 cars per day per bay.

Based on this the following rates apply:

- Daily vehicle trips = 4 per workshop bay

Additionally, 3 staff will be in attendance with a calculation of an additional 2 trips per staff member to be included. It is also proposed that 2 deliveries will occur outside peak hours.

Current Traffic

Limited traffic data is available, however based on average daily residential generation with some consideration for other uses, suggests typical weekday values of up to some 1300 vehicles per day.

PEAK HOUR TRIP ASSIGNMENT

Based upon the figures detailed, estimated peak hour and daily traffic from the current existing area is based on 10% of the overall traffic counts. This equates to a 130vph.

Traffic Distribution

The distribution of existing traffic is based on the location of the households in respect to local services and work environments. Noting such, the following distributions are assumed for current distribution scenarios:

Clients directly accessing new development

AM - 50% from Emu Bay Road

AM - 50% from Parsonage Street

West Barrack Street – current residential traffic split

AM - 75% of traffic heading to the roundabout

AM - 25% from the roundabout heading past the development site

Therefore based on such, the following diagram illustrates the total projected traffic distribution. It is noted that the PM has been omitted as it presents the least traffic impact.

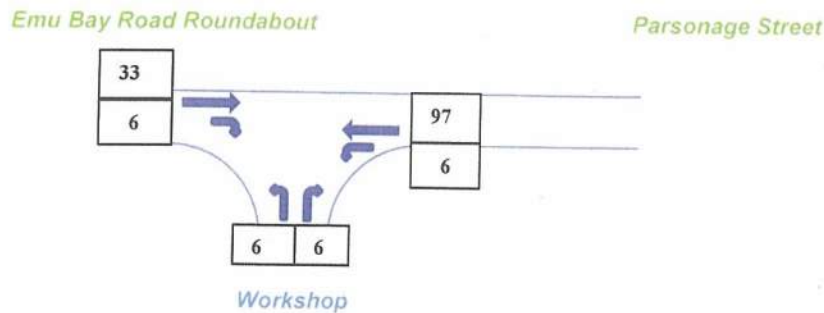


Figure 6 – Distribution (AM)

TRAFFIC GROWTH

Minimal traffic growth is expected in the area and therefore is not considered to have an impact on the projected 10 year forecast.

IMPACT ON TRANSPORT NETWORK

Access Impacts

The proposed development would be accessing West Barrack Street directly. No new entrances are proposed, however due to the proximity of the building face to the footpath, limited sight distance is afforded to pedestrians when vehicles are exiting. It is proposed to deal with this by the placement of an additional window in the building façade and the positioning of a fish eye mirror to alleviate the blind spot.

Following discussions with Meander Valley Council's Director of Infrastructure Services and assessing the road dynamics, acknowledgement was given that these measures were deemed appropriate.

Sight Distance Assessment

Site distance from the existing driveways are deemed suitable for a 50 km/hr speed environment. For vehicles exiting and entering from the workshop facility, site distance of 96 metres to the right is afforded and to the left sight distance is approximately 150 metres to the roundabout. From the vehicle parking area, site distance of 114 metres to the right is afforded and to the left sight distance is approximately 122 metres to the roundabout.

These SISD have been assessed against Table E4.7.4 Safe Intersection Sight Distance (SISD) of the Meander Valley Interim Planning Scheme 2013. The SISD requirements of a road with flat terrain at 50 km/hr (2 second reaction time) is 80 metres. As the actual SISD exceeds this, no SISD issue exists.

Traffic Capacity

The impact of the traffic capacity on the surrounding network has been investigated. As the peak traffic is estimated at 12 vph or a total of 42 vpd this is in excess of the allowable 40 vehicles however it is recognised that there is no compromise on the safety or function.

Road Safety

The designated state speed limit for West Barrack Street at this location is 50 km/hr, with the 85% speed has been assessed as being between 45 km/hr southbound to the roundabout and 50 km/hr northbound.

Existing road safety deficiencies can be highlighted through the examination of existing crash history. Accident records indicate there have been no reported crashes in the past 5 years within the vicinity of the access to the proposed workshop. This suggests that the speed environment for these roads is acceptable and that no safety issues are present to motorists.

Pedestrian and Cyclist Impacts

Footpaths are available and no disjointed approaches were evident during this investigation. There are no cycling lanes present.

The location of the development, and possible connection to town facilities is considered to encourage greater pedestrian usage. It was noted however during the inspection that limitations were evident to pedestrian safety. This can be resolved by the placement of a fish eye mirror and an additional window in the building.

Public Transport Provision

Public transport provision for this site is relatively poor. No regular public bus service is provided. Given the nature of the proposed development, demand for public transport is expected to be low.

Parking Assessment

No on-street parking is required as adequate parking is provided on site.

Currently the proposal outlines 16 onsite parking spots in addition to the 4 workshop bays. As outlined in the scheme, the requirement for parking is set at 1 space per 80m² or 2 spaces per 3 employees whichever is greater. In this case adequate parking is proposed.

Access for Larger Vehicles

Access for larger vehicles is not expected. The largest design vehicle will be an 8.8metre Design Service Vehicle (garbage truck).

PLANNING SCHEME REQUIREMENTS

E 4 *Road & Railway Assets Code Assessment in accordance with code indicates:*

MEANDER VALLEY INTERIM PLANNING SCHEME 2013		
Section	Acceptable Solution/ Performance Criteria	Response
E 4.6.1 Use and road or rail infrastructure	P2	As demonstrated, and discussed with Council the development is in excess of the 40 vehicle entry and exit movements by 2 vehicles. Adequate SISD is available and pedestrian and cyclist safety can be resolved as noted.
E 4.7.1 Development on and adjacent to Existing and Future Arterial Roads and Railways	Not Applicable	
E 4.7.2 Management of Road Access and Junctions	A1	Whilst 2 crossovers are utilised these are on separate titles.
E 4.7.3 Management of Rail Level Crossings	Not Applicable	
E 4.7.4 Sight Distance at Accesses, Junctions and Level Crossings	A1 (a)	Refer to report

E 6 *Car Parking and Sustainable Transport Code Assessment in accordance with code indicates:*

MEANDER VALLEY INTERIM PLANNING SCHEME 2013		
Section	Acceptable Solution/ Performance Criteria	Response
E 6.6.1 Car Parking Numbers	A1 (a)	Parking spaces exceed table requirements.
E 6.7.1 Construction of Car Parking Spaces and Access Strips	A1 (a), (b)	Car parking exists
E 6.7.2 Design and Layout of Car Parking	A1.1 A2.1, A2.2	Refer to plan
E 6.7.3 Car Parking Access, Safety and Security	Not Applicable	
E 6.7.4 Parking for Persons with a Disability	A2	1 parking space to be dedicated
E 6.7.6 Loading and Unloading of Vehicles, Drop-off and Pickup	A1 (a), (b)	Refer to plan
E 6.8.1 Pedestrian Walkways	Not Applicable	

CONCLUSION / RECOMMENDATIONS

Assessment of the proposed development indicates:

No significant road safety impacts are foreseen for the proposed development.

This is based on the following:

- The surrounding road transport network is capable of absorbing the relatively small estimated traffic generation of the proposed development.
- Sight distance at the access exceeds Planning Scheme requirements and therefore provides a safe access environment.
- The crash history of the surrounding road network near the subject site does not indicate that there are any specific road safety issues that are likely to be exacerbated by traffic generated by the proposed development.
- Adequate parking is available on site.
- Visibility for pedestrian safety be mitigated by the placement of a fish eye mirror and an additional window in the workshop building.



May 2016

Justin Simons

From: jwg-art@westnet.com.au
Sent: Thursday, 14 July 2016 3:14 PM
To: Planning @ Meander Valley Council
Subject: Reference number PA/16/0191

13 West Barrack Street

Deloraine

Tasmania 7304

Ph: 6362 4188

The General Manager

Meander Valley Council

14.7.16

Dear Sir/Madam,

Regarding the application for planning approval at the location 11 West Barrack Street, Deloraine and change of use to Service Industry...

I strongly disapprove of Industry being allowed in this area.

I note that in your list of setbacks, noise level has been omitted. As this is not an Industrial zone the noise and daily disruption to an otherwise quiet and peaceful, mainly residential area, could be of major concern to local residents.

As the noise factor was not mentioned in your letters sent to elderly residents in this area, they may not be aware of how much noise would be generated, servicing vehicles and manufacturing metal works. Some of these residents do not have a car or the Internet to view the plans.

Having Industry in this area would most likely devalue my property and other properties in close proximity and make them difficult to sell. This would be grossly unfair, as I have gone to considerable expense and many years of hard work to improve the buildings and gardens to a much higher standard than when purchased.

I have always felt that an area out of town set aside for Industry would be more suitable for these businesses.

Yours sincerely,

Jane Widdowson-Gray.

Artist/Photographer

Index No.	14933	18 July 2016
Doc No.		
Batch No.	1049464	
RCVD	18 JUL 2016	MVC
Action Officer	JS	Dept. DS
EO	OD	<input checked="" type="checkbox"/> BOX

The General Manager
Meander Valley Council
P O Box 102
WESTBURY TAS 7303

Dear Sir,

APPLICATION FOR PLANNING APPROVAL – H & M GRAHAM – PA\16\0191
11 WEST BARRACK STREET, DELORAINE (CT's 47332/1 & 92367/1)
EXTENSION AND CHANGE OF USE TO SERVICE INDUSTRY, AND MANUFACTURING AND PROCESSING

I would like to make the following comments regarding the abovementioned application-

- Taking into consideration the site of the application is currently zoned 'Business' and is very close to a substantial residential area, manufacturing of the kind discussed in the application would appear to be inappropriate. Considering the business is already established, it would seem that the applicant's current location in proximity to like activities would be more appropriate.
- I was unable to ascertain from the site plan, the distance allowed between the boundary of No 4 Bonney Street and the proposed parking bays, but it does appear to be very narrow. I would request that the distance be at least 2 metres from the fence. This was a problem with the previous occupant, who had less vehicles than the proposed number catered for in this application.
- My neighbour and I also request that sufficient attention be given to drainage, so that we do not have run-off into our backyards during heavy rain.
- I also have concerns about the number of old (presumably)disused vehicles etc. stored at the applicant's present site, and several other people I have spoken to in this general area have also expressed concern about this. Even if these are not transferred to the new site, we fear that a similar situation could occur at the Barrack Street site in time, and this would be of real concern to neighbouring business and home owners alike, not only from a visual point of view, but they could attract vermin and other pests as well.
- One lady did have some concern about heavy traffic in West Barrack Street. It seems from information in the reports that this is well under control, but she mentioned the fact that a lot of heavy vehicles exiting through Deloraine from Launceston direction travelled over the bridge near the Deloraine Hotel and north along West Barrack Street turning left at Beefeaters Street, and following it around until it meets Emu Bay Road again, and then continuing on through the next roundabout to their destinations, and similarly this would apply in the opposite direction. She had apparently lived somewhere on this route for many years and said this applied at general times during the day and applied to tourist, passenger and school buses, vegetable trucks, farm machinery and the like, all of which of course travel past the proposed development.

I respectfully request that you consider the points I have made in this submission.

Yours faithfully ,



Robin Styles
Owner/Occupier
Unit 3, 4 Bonney Street

Index No.	14933		
Doc No.			
Batch No.	1049468	17	7-2016
RCVD	18 JUL 2016	MVC	
Action Officer	SS	Dept.	D
EO	✓	BOX	✓

To whom it

may concern.

Re. development of the glass factory
to garage and manufactory by
Mr. Graham.

This yard is at my back door.
I'd appreciate a higher fence and
cars/trucks park at least 4 feet (5')
from fence, this would help any
fumes/dust/smoke from being
an added irritant to my
condition of asthma.

Thank you
Good luck.

Patricia Etchell
2/4 Bonney St
Bellevue

P.S.

Peoples concerns of traffic flow in
West Bonney St.

Build up of spare parts old leads (cars)
in heaps.

Drainage from block come through
to back of units.

Patricia E.

Justin Simons

From: Dino De Paoli
Sent: Thursday, 21 July 2016 5:24 PM
To: Justin Simons; Katie Proctor
Subject: RE: PA\16\0191 - Representations - 11 West Barrack Street, Deloraine - Change of Use to Service Industry and Manufacturing and Processing

Thanks Justin.

Given the arrangement of the sliding door in the front of the existing building it is apparent that vehicles have entered and exited the building at this point in the past and no negative issues were raised in the Traffic Impact Assessment about the movement of vehicles at this location. Given the low vehicle speeds and low pedestrian numbers the proposal for vehicle access/egress is considered reasonable.

Dino

Dino De Paoli | Director Infrastructure Services

Meander Valley Council

working together

T: 03 +61 3 6393 5340 | F: 03 6393 1474 | M: 0409 547 797 | E: Dino.DePaoli@mvc.tas.gov.au | W: www.meander.tas.gov.au

A Noise Assessment Report by Environmental Service & Design (ES & D) dated 22 June 2016 was submitted with the Planning Permit application. The report also included an odour assessment at the existing premises for the business. There is no evidence to suggest that odour from the proposed activities will cause a nuisance to surrounding residents.

The timeframe noted in the report for undertaking background noise measurements was one hour, 1:00-2:00pm on 29 April 2016. While the Noise Measurement Procedures Manual (Tasmania) allows for short measurement periods, the Manual states that it is good practice to take several measurements and the statistical distributions, where available, should be reviewed to support the results. No statistical distributions were presented in the report.

Obtaining accurate and representative background noise levels in an environment are crucial when assessing noise nuisance. The difference between the background noise and the intrusive noise arising from an activity is a key factor when determining the likelihood of an environmental nuisance. Noise reports for commercial/industrial uses generally include data collected using the extended measurement procedure, whereby measurements are taken over a longer time period, usually a number of weeks. A representative background noise can then be determined from the median 10 percentile L_{90} results, using the method outlined in the Manual.

The data provided in the report for background noise are single dB(A) levels: 72.6 dB(A) with no traffic passing and 76.3dB(A) with traffic passing. It is unknown if these single levels are in fact representative of the background noise experienced in this area; they could be lower or they could be higher than the average noise levels. Further information would be required to provide certainty of the background noise level, and subsequently to enable the likelihood of environmental nuisance to be accurately determined.

The report does not address the attenuation distance of 500m for metal fabrication from a sensitive use noted in the Environmental Impacts and Attenuation Code of the Planning Scheme. Together with the uncertainty regarding the background noise level, there is not adequate evidence presented to satisfy the Performance Criteria noted in E11.6 of the Scheme.

The noise assessment report makes a number of recommendations for mitigating impacts from noise on nearby residences, including: the installation of internal lining to the workshop, ensuring all external doors are closed during operating hours, and housing the air compressor in an insulated enclosure or within the workshop. Given the nature of the proposed business, it may not be practical to have all external doors closed during operating hours. Lining the workshop and insulating the air compressor housing are noise mitigation strategies which are likely to reduce the noise and are supported, however the extent of the mitigation is unknown as the report does not include comment on the anticipated dB(A) reduction which is likely to result from the implementation of either strategy.

From an Environmental Health perspective, the proposed change of use to service industry, manufacturing and processing is considered to be inappropriate for the location. There are existing examples within the municipality where commercial/ industrial uses have been granted Planning approval adjoining residential land, and there are ongoing problems

regarding noise nuisance in these areas as a result of incompatible land use. The emission of noise from the proposed use is likely to be detrimental to the amenity of neighbouring residences and therefore has the potential to cause an environmental nuisance under the *Environmental Management and Pollution Control Act 1994*. On this basis, the application for change of use to service industry, manufacturing and processing is not supported.

Should Council determine that the application be approved, the following conditions should be considered for inclusion on the permit:

a) The activities may only be carried out between the following hours:

Monday to Friday	8:30am to 6pm
Saturday	9am – 12 midday
Sunday and Public Holidays	not permitted

b) The recommendations (list them, excluding having all external doors closed?) contained in the noise assessment report prepared by Environmental Services and Design dated 22 June 2016 must be implemented during construction and use of the premises.

c) A verification report by a qualified acoustic engineer is required to be submitted to Council within six weeks from commencement of issue of the Occupancy Permit to certify the development or proposed use is complying with the following and operating without causing an environmental nuisance:

the equivalent continuous A-weighted sound pressure level measured over 15 minutes ($L_{Aeq15min}$) emitted from the premises must not exceed 5dB above the background (L_{A90}) noise level at any time when assessed at the boundary of an affected receiver. The background noise level must be measured in the absence of noise emitted from the proposed use in accordance with *AS 1055.1-1997 Acoustics – Description and Measurement of Environmental Noise General Procedures* and *Noise Measurement Procedures Manual (Tasmania)*.

Alternative noise condition

a) An activity carried out in accordance with a permit associated with the land, must not exceed an equivalent continuous A-weighted sound pressure level as measured over 15 minutes ($L_{Aeq15min}$) of:

45dB(A) between the hours of 7am to 6pm;

when measured in a habitable room of a residential premise in other ownership.

From: TasWater - Development
Sent: 27 Jul 2016 04:01:45 +0000
To: Planning @ Meander Valley Council
Subject: TasWater Submission to Planning Authority Notice Conditions 2016-17 DA 2016 01027-MVC for PA\16\0191
Attachments: PD16 56010 11 WEST BARRACK ST, DELORAINE TasWater Submission to Planning Authority Notice Conditions 2016-17 DA 2016 01027-MVC.pdf

Dear Sir/Madam,

Please find attached TasWater's Submission to Planning Authority Notice which declares that TasWater:

- does not object to the granting of the permit subject to the inclusion of TasWater conditions

Please arrange for the TasWater Submission to Planning Authority Notice to be referenced within the permit and appended to it.

If you have any queries, please contact me.

Thank you.

Regards

David Boyle

Senior Development Assessment Officer



D (03) 6345 6323
F 1300 862 066
A GPO Box 1393, Hobart TAS 7001
36-42 Charles Street, Launceston, TAS 7250
E david.boyle@taswater.com.au
W <http://www.taswater.com.au/>

Submission to Planning Authority Notice

Council Planning Permit No.	PA\16\0191	Council notice date	21/07/2016
TasWater details			
TasWater Reference No.	TWDA 2016/01027-MVC	Date of response	27/07/2016
TasWater Contact	David Boyle	Phone No.	6345 6323
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	11 WEST BARRACK ST, DELORAINE	Property ID (PID)	6259566
Description of development	Extension & change of use to Service Industry Manufacturing & processing (CT: 92367/1 & 47332/1)		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Honed Architecture & Design	1613 A-DA-01 to 15		April 2016
Conditions			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p>CONNECTIONS, METERING & BACKFLOW</p> <ol style="list-style-type: none"> 1. A suitably sized water supply with metered connection / sewerage system and connection for this mechanic workshop development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit. 2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost. 3. Prior to use of the development, a boundary backflow prevention device and water meter must be installed, to the satisfaction of TasWater. <p>DEVELOPMENT ASSESSMENT FEES</p> <ol style="list-style-type: none"> 4. The applicant or landowner as the case may be, must pay a development assessment fee to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date they are paid to TasWater, as follows: <ol style="list-style-type: none"> a. \$201.93 for development assessment; and <p>The payment is required within 30 days of the issue of an invoice by TasWater.</p> 			

Advice

For information on TasWater development standards, please visit <http://www.taswater.com.au/Development/Development-Standards>

For application forms please visit <http://www.taswater.com.au/Development/Forms>

The developer is responsible for arranging to locate existing TasWater infrastructure and clearly showing it on any drawings. Existing TasWater infrastructure may be located by TasWater (call 136 992) on site at the developer's cost, alternatively a surveyor and/or a private contractor may be engaged at the developers cost to locate the infrastructure.

TRADE WASTE

A washbay is not indicated on the submitted plans, however if a washbay is developed on site, approval to discharge to sewer and suitable pre-treatment devices will be required.

Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

Authorised by



Jason Taylor

Development Assessment Manager

TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

DEV 2 REVIEW OF POLICY NO. 62 – ADHESION ORDERS

1) Introduction

The purpose of this report is for Council to review Policy No. 62 – Adhesion Orders

2) Background

This policy provides guidance for Council when considering requests to amalgamate land titles.

In the majority of circumstances amalgamating land titles will be undertaken through the subdivision process set out in the Local Government (Building and Miscellaneous Provisions) Act 1993(Act).

In some circumstances Council will consider the amalgamation of land titles by way of an Adhesion Order where;

- One of the lots is of a size that would make it difficult to develop because of the provisions of the Meander Valley Interim Planning Scheme 2013; and
- The respective properties are in the same ownership.

Council may grant an Adhesion Order under Section 110 of the Act.

Under the same section of the Act Council also has the power to remove an Adhesion Order.

Following the review of the Policy by Council officers it was considered by Council's Audit Panel. The Audit Panel supported the continuation of the policy and supported the proposed amendments to the policy.

3) Strategic/Annual Plan Conformance

The Annual Plan provides for the review of this policy in the September 2016 quarter.

4) Policy Implications

The process of policy review ensures that policies remain up to date and relevant.

5) Statutory Requirements

Local Government (Building and Miscellaneous Provisions) Act 1993

6) Risk Management

Council needs to ensure that the policy objectives and subsequent implementation of the policy align with the requirements of Local Government (Building and Miscellaneous Provisions) Act 1993.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Not Applicable

9) Financial Impact

Not Applicable

10) Alternative Options

Council can elect to not amend or discontinue the existing policy.

11) Officers Comments

In the period since the previous review of this policy there has been no change to the Act that would require a material change to the policy.

Council receives very few requests for Adhesion Orders. The provisions in Section 110 of the Act mean that there are very few circumstances when an order can be granted.

The Policy is in place for those infrequent situations where a request to amalgamate a property falls outside the normal scope of the subdivision

process. In this context it functions effectively, and provides a framework for making decisions.

It is proposed to amend the policy to remove the section of the policy entitled 'Alternative Adhesion Order'. As it stands this part of the policy provides for an outcome that may not be supported by the Titles Office.

It is recommended that this part of the policy is removed.

AUTHOR: Martin Gill
DIRECTOR DEVELOPMENT SERVICES

12) Recommendation

It is recommended that Council adopt the amended Policy No. 62 – Adhesion Orders, as follows:

POLICY MANUAL

Policy Number: 62	Adhesion Orders
Purpose:	To clarify Council's position with respect to requests for adhesion orders.
Department:	Development Services
Author:	Martin Gill, Director
Council Meeting Date:	13th August 2013 9 August 2016
Minute Number:	137/2013
Next Review Date:	August 2016 2020

POLICY

1. Definitions

"Adhesion Order" is an order of the council that the parcels comprised in the block subject to the order are not to be dealt with so that they come into the possession of different persons for an estate of freehold at law or in equity or for a term at law or in equity of 3 years or more.

"Urban settlement" includes land within a town that is serviced with either a council water or sewage supply.

2. Objective

To outline the basis on which Council may or may not issue adhesion orders.

3. Scope

This policy is to apply to all requests for adhesion orders.

4. Policy

Approval of application for Adhesion Order

- Council may grant an adhesion order where the requirements of section 110 of the Local Government (Building & Miscellaneous Provisions) Act 1993 (the Act) are met by the applicant.
- In essence, this would occur where two or more adjoining lots are involved and held in common ownership, and at least one lot is of a sub-minimal size according to the minimum lot size requirements of the zone under the Meander Valley Interim Planning Scheme 2013. Note, Section 110 (2) of the Act also outlines circumstances where approval could not be given.

Removal of Adhesion Orders

- Council will only approve the removal of an adhesion order if such application to Council is accompanied by a development application for subdivision in accordance with the Planning Scheme.

Alternative to Adhesion Order

- ~~Should two or more lots require amalgamating, and the survey costs are considered excessive for the benefit obtained, Council may allow the use of a Part 5 Agreement under the provisions of Section 71 of the Land Use Planning and Approvals Act. The applicant is responsible for providing information to enable Council to make a determination about whether the survey costs are excessive when compared to the benefit to be obtained. Council, however, has no way of ensuring that the Land Titles Office enforces such Part 5 Agreements on the sale of parcels of land.~~
- ~~Agreements under section 71 of LUPA will not be allowed in defined urban settlements.~~

Refusal of application for Adhesion Orders

- Where the requirements of Section 110 of Local Government (Building & Miscellaneous Provisions) Act 1993 cannot be met, the application for an adhesion order will be refused. In these circumstances and where a Part 5 agreement is not appropriate, Council will require the applicant to make an application for subdivision in accordance with the land Use Planning and Approvals Act.

5. Legislation

Section 110 - Local Government (Building & Miscellaneous Provisions) Act 1993
Land Use Planning & Approvals Act 1993

6. Responsibility

The responsibility for the operation of this policy rests with the Director, Development Services.

DECISION:

DEV 3 REVIEW OF POLICY NO. 72 – STREET DINING & VENDING

1) Introduction

The purpose of this report is for Council to review Policy No. 72 – Street Dining and Vending.

2) Background

Council has statutory responsibility for all local highways in the municipality. In the majority of cases in urban areas the highway includes the footpath.

The Street Dining and Vending Policy (Policy) was developed as a framework for managing the occupation of footpaths by businesses in urban areas. The Policy indicates that Council will grant consent for parties to occupy a portion of a highway subject to certain criteria.

Council has implemented the Policy by issuing licences, provided that the applicant:

- Occupies the highway in accordance with guidelines set out in the Policy; and
- Obtains appropriate public liability insurance that has indemnity in favour of Council.

The policy has an important role to play in achieving a balance between needs of pedestrians and business owners.

The policy also recognises that activating shop frontages can bring vibrancy and energy to shopping precincts.

3) Strategic/Annual Plan Conformance

The Annual Plan provides for the review of this policy in the September 2016 quarter.

4) Policy Implications

The process of policy review ensures that policies remain up to date and relevant.

5) Statutory Requirements

Local Government (Highways) Act 1982

Traffic Act 1925

Vehicle & Traffic Act 1999

6) Risk Management

Council needs to ensure that in granting licences for parties to occupy a highway that the occupation occurs in a safe and controlled way.

Council needs to ensure that licence holders do not occupy a highway without appropriate public liability insurance.

Council also needs to ensure that the indemnity for the insurance is made in favour of Council.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Not Applicable

9) Financial Impact

Not Applicable

10) Alternative Options

Council can elect to amend or discontinue the existing policy.

11) Officers Comments

This policy was subject to significant change following the review in 2013. The subsequent policy has worked effectively and has been easy to implement.

For these reasons it is recommended that there is no change to the policy aside from administrative updates.

AUTHOR: Martin Gill
DIRECTOR DEVELOPMENT SERVICES

12) Recommendation

It is recommended that Council continues the existing Policy No. 72 – Street Dining and Vending, as follows:

POLICY MANUAL

Policy Number: 72	Street Dining and Vending
Purpose:	To establish a Policy for the controlled management of street dining and vending within townships.
Department:	Development Services
Author:	Martin Gill, Director
Council Meeting Date:	13 August, 2013 9 August 2016
Minute Number:	138/2013
Next Review Date:	August 2016 2020

POLICY

1. Definitions

Road Occupation Licence: means a licence to occupy the portion of pavement adjacent to the premises encroaching thereon.

2. Objective

The objective is to provide guidelines for the management of street vending and dining within the Meander Valley, taking into considerations the needs of pedestrians, shoppers and business operators, to encourage a vibrant and enjoyable shopping precinct within townships.

3. Scope

Applies to all townships and shopping precincts within the Meander Valley.

4. Policy

In accordance with the controls set out in Section 21 of the Local Government (Highways) Act 1982 Council will support street dining and street vending in any urban area where there is an adequate and properly formed footpath and roadway adjacent to the premises making an application for a licence subject to the following:-

4.1. Method of Control

- Street dining and street vending is to be controlled by the issue of licences from Council, to be known as Road Occupation Licences, other than when a business undertakes either of these activities for less than 10 occasions per year.
- Licences are to specify the conditions of use outlined in this policy.
- For business providing on street dining, Licenses will only be issued to food premises complying with the Food Act 2003 requirements and can only be used on pavement immediately outside the premises.
- Notwithstanding the fact that guidelines can be satisfied Council is under no obligation to issue a licence and each licence is issued solely at Council's discretion.
- Licences may be terminated if guidelines are not complied with, following due warning for non-compliance.
- Licences will be issued or renewed annually from 1st July.

4.2 Road Occupation Licences

Council will issue successful applicants with a Road Occupation Licence that will be valid for one year from the commencement date. No fee will be charged by Council. The applicant will be responsible for applying to renew the licence on an annual basis.

4.3 Indemnity

Licence holders are to hold a public and products liability insurance cover extending over the area designated for street vending or street dining. Council is to be named on the policy and cover must be to a minimum value of \$5 million.

A certificate of insurance must be produced which covers the term of the licence proposed, and must not be cancelled during the duration of the licence.

4.4 Operational Requirements

- All equipment, furniture and signs to be removed at cessation of each day's trading by the license holder including screens and support posts, footpath sockets to be plugged.

- Umbrellas must be removed or lowered if weather renders them potentially unsafe.
- The licence holder must maintain street vending equipment and dining furniture in a clean condition and comply with the requirements of Council's Environmental Health Officer where relevant.
- The licence holder must maintain all areas adjacent to and including areas where the encroachment is located in a clean and sanitary manner including but not limited to emptying waste bins, washing pavements on a daily basis, and promptly cleaning and washing away any liquid, food, debris, broken glass or waste from the area resulting from the activity.
- The existing street rubbish bins are not to be used by the licence holder for disposal of table waste.

4.5 Health and Other Regulations

- Food premises applying for a licence must have premises registered by Council's Environmental Health Officer under the Food Act 2003.
- Any other permits required by law must be obtained by the licence holder, who is also responsible to comply with other Council regulations.

4.6 Guidelines for Placement of Street Dining Furniture

- Street dining is permitted in two zones:-
 - Shopfront Zone: 1m wide parallel strip abutting and running the length of the shopfront
 - Kerb Zone: parallel strip running the length of the shopfront, 900mm back from the kerb.

A minimum clear width of 1.7m for pedestrians shall be maintained at all times between the two zones.

Street dining may be allowed to within 600mm of a kerb where no parking occurs. Where parking occurs, a width of 1.2m shall be maintained every 6m to allow access from parked vehicles to the footpath. Where street crossing points occur a 2m wide unobstructed access is to be maintained.

- No encroachment is allowed beyond the side boundaries of any property.
- No furniture is to be placed within 1m of any street furniture or street tree.
- The licence holder is responsible for maintaining the required clearances at all times.
- Outdoor dining is not permitted adjacent to loading zones, bus stops or taxi ranks.

- Notwithstanding the above, where clearances specified cannot be achieved, Council may allow the placement of dining furniture if the applicant can demonstrate to Council's satisfaction that it will not cause danger or obstruction to footpath users.

4.7 Guidelines for Placement of Vending Equipment

- Street vending is only permitted in a 1m wide strip adjacent and parallel to the applicant's shopfront.
- No encroachment is allowed beyond the side boundaries of any property.
- No vending is allowed within 1m of any street furniture or street tree.
- The licence holder is responsible for maintaining the required clearances at all times.
- Notwithstanding the above, where clearances specified cannot be achieved, Council may allow street vending if the applicant can demonstrate to Council's satisfaction that it will not cause danger or obstruction to footpath users.

4.8 Guidelines for Vending Equipment and Merchandise

- Vending equipment is to be of good quality in keeping with the surrounding streetscape. Equipment also needs to be adequately constructed and secured where appropriate to the satisfaction of Council.
- Merchandise displayed by the licence holder is to be consistent with the type and quality of goods displayed in the licence holder's premises. All merchandise is to be properly contained on or within the vending equipment.

4.9 Furniture Design Parameters

- (i) Tables and Chairs
Tables and chairs to be strongly constructed and designed for a public environment (preferably timber or metal) finish to be durable and colour to be compatible with 'gunmetal' street furniture colour.
- (ii) Screens
Screens defining the outer dining areas to be based on removable posts, set in sockets installed by Council at the applicants cost or secured to the satisfaction of Council. Posts and screen frames to be colour compatible with 'gunmetal' street furniture. Screen material to be durable vinyl or other approved material, colour compatible with frames and other street furniture. Details of posts and sockets are available from Council.
- (iii) Umbrellas
Umbrellas to be of durable construction, designed for a public environment and set in approved weighted bases capable of maintaining hold-down in strong winds.

- Advertising logo or signs are not allowed on tables, however, logos only may be permitted on umbrellas, screens and chair backs.
- Special furniture or furniture not complying with guidelines may be submitted for consideration.

4.10 Guidelines for Portable Pavement Signs

- 2 signs are allowed per premises, or 1 per tenant where multiple tenants exist in a premises
- Signs must be securely anchored to the pavement or other stable objects
- Signs must be removed each night
- Signs can only be placed in shopfront zone and kerbside zone
- Signs must not exceed dimensions listed below
- Signs do not require a Road Occupation Licence

4.11 Signage Definition:

A sign not permanently attached to a building or structure or to the ground. It includes the following types:

A Frame

A sandwich board, usually fronting business premises and usually displayed within the road reserve with a maximum height of 1.2 metres and a maximum width of 0.75 metres.

T Frame

A board secured to a base, usually fronting business premises and usually displayed within the road reserve with a maximum height of 1.2 metres and a maximum width of 0.75 metres.

Menu Board

A sign (usually comprising a blackboard or casing in which posters or flyers can be displayed) designed to allow the advertising message to be readily changed and is not greater than 1 square metre in area.

Mobile

A freestanding sign which can be easily moved around a site and has a maximum height of 1.5 metres and maximum width of 1 metre.

4.12 Application Process

- An applicant is required to submit the following:-

- a written application together with a plan to a suitable scale showing the size, number, colour and location of vending equipment and or tables and chairs, screens and other furniture proposed including photographs or other illustrations.
- A copy of public liability insurance showing indemnity in favour of Council
- When all information has been received Council's Development Services Director will decide within (14) days to issue a licence. In the event of approval the applicant will have to meet all the requirements of the licence before commencement of street dining or street vending. Where an application is refused Council will provide grounds for refusal.
- In the event of an application being refused the applicant has the right to appeal to the General Manager for a review of the decision.

5. Legislation

Local Government (Highways) Act 1982

Traffic Act 1925

Vehicle & Traffic Act 1999

6. Responsibility

The responsibility for the operation of this policy rests with the Director, Development Services.

DECISION:

GOV 1 ANNUAL PLAN QUARTERLY REVIEW – JUNE 2016

1) Introduction

The purpose of this report is for Council to consider the June quarterly review of the Annual Plan.

2) Background

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

3) Strategic/Annual Plan Conformance

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

4) Policy Implications

Not Applicable

5) Statutory Requirements

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

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

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

9) Financial Impact

Not Applicable

10) Alternative Options

Not Applicable

11) Officers Comments

An outstanding result has been achieved for the June quarter with all 127 targets being met.

One activity was deferred and one was cancelled:-

Program 1.4	Other Governance Functions
Activity 1.4.2	Prepare a Council Delivery Plan
Target:	Present Plan to Council for approval
Comment:	Deferred Unable to present at a workshop for Council's consideration.

Program 3.1	Emergency Services
Activity 3.1.2	Participate in Northern Regional Emergency Management Committee (NREMC)
Target:	Attend meeting
Comment:	Cancelled Meeting cancelled due to June flooding.

AUTHOR: Greg Preece
GENERAL MANAGER

12) Recommendation

It is recommended that Council receive and note the Annual Plan review for the June 2016 quarter.

DECISION:



2015/2016
June
Quarterly Review



Meander Valley Council



Meander Valley Council Annual Plan 2015/2016

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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:	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.3672 cents in the \$ of AAV with a minimum of \$38. Properties within the Volunteer Brigade Districts are applied a rate of 0.3835 cents in the \$ of AAV with a minimum of \$38. All other properties are applied a rate of 0.3664 cents in the \$ of AAV with a minimum of \$38.

SUMMARY

June 2016 Quarterly Review

Area	Number of Targets (excl Canc)	No of Targets Met (excl Canc)	Conformance
1. Governance	36	36	100%
2. Corporate Services	19	19	100%
3. Infrastructure Services	32	32	100%
4. Development Services	19	19	100%
5. Works	11	11	100%
6. Economic Development	10	10	100%
OVERALL TOTALS	127	127	100%

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

Meander Valley Council Annual Plan 2015/2016



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 						

Meander Valley Council Annual Plan 2015/2016



Economic Development and Sustainability <ul style="list-style-type: none">• Communication Policy for the Media					49	49
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Meander Valley Council Annual Plan 2015/2016



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

Meander Valley Council Annual Plan 2015/2016



Governance and Community Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Deliver Annual Plan	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review. Prepare 2016/17 Annual Plan Achieved	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 Achieved	Complete report and present at AGM Achieved			5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
3	Conduct Annual General Meeting (AGM)		Advertise, organise and conduct AGM Achieved			5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and Workshop Agendas	Prepare for each Meeting Achieved	Prepare for each meeting Achieved	Prepare for each meeting Achieved	Prepare for each meeting Achieved	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation

Meander Valley Council Annual Plan 2015/2016



5	Policy Review	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	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 Achieved	Assess nominations. Plan civic function Achieved	Conduct a civic function on AD Achieved		3.2.2 - Support local events and activities that respond to a community need
7	Operations Document Review	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	5.6.1 – Implement processes to ensure compliance with the Local Government Act and other relevant legislation

Resource requirements

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

Meander Valley Council Annual Plan 2015/2016



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 Achieved	Action the framework Achieved	Action the framework Achieved	Action the framework Achieved	5.6.2 – Implement and review the Risk Management Framework
2	Implement the Internal Audit Program	Review of Audit outcomes Achieved	Conduct Audit Achieved	Review of Audit outcomes Achieved	Conduct Audit Achieved	5.6.2 – Implement and review the Risk Management Framework
3	Conduct Risk Management Committee meeting	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	5.6.2 – Implement and review the Risk Management Framework
4	Review Business Continuity Plan (BCP)	Review BCP In Progress	BCP to Audit Panel In Progress	BCP to be approved by Council In Progress		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 Achieved		Conduct two meetings as per Audit Schedule Achieved	Conduct meeting as per Audit Schedule Achieved	5.6.8 – Support the operation of the internal Audit Panel

Meander Valley Council Annual Plan 2015/2016



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 Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	5.4.5 - Develop and implement a Workplace Health and Safety Program
2	Conduct Driver training course	Organise course Achieved	Course held Achieved	Review effectiveness of course Achieved		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 Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	5.4.5 - Develop and implement a Workplace Health and Safety Program

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4	Conduct emergency evacuation drills		Conduct drill – Council Office and GWTVC Achieved		Conduct drill – Council Office and GWTVC Achieved	5.4.5 - Develop and implement a Workplace Health and Safety Program
5	Conduct Staff Survey	Implement Action Plan Achieved	Issue survey Achieved	Report to staff on results of survey. Prepare action plan Achieved	Implement action plan Achieved	5.4.3 - Effectively manage and support Council's human resources
6	Workplace Consultative Committee operation	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	5.4.3 - Effectively manage and support Council's human resources
7	Review Evacuation Plans				Review Plans Achieved	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'tment 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 Achieved	Attend NTD Local Government Committee Meeting Achieved	Attend NTD Local Government Committee Meeting Achieved	Attend NTD Local Government Committee Meeting Achieved	5.5.4 Participate and support the operation of Northern Tasmania Development
2	Prepare a Council Delivery Plan	Present Plan to Council for approval In Progress		Update Delivery Plan In Progress	Present Plan to Council for approval Deferred	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 Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	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 Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	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 Achieved	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Achieved	4.2.3 Provide support to Council's Townscape, Reserves and Parks (TRAP) Special Committee

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6	Review Council's Delegation Register		Review register In Progress			5.1.3 Co-ordinate and preparation of Council's integrated planning and reporting framework
7	Prepare Human Resources Plan			Prepare framework for Plan In Progress	Begin consultation with staff In Progress	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 In Progress	Deliver report to Council In Progress	Develop future Action Plan In Progress	Develop future Action Plan In Progress	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 Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	4.1.1 - Assist in the promotion of community safety and health issues across the local government area
2	Deliver the Community Grants Program (including community, special events and sport and recreation)	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise Achieved	Acquit Final Round and advertise Conduct Grants Information Forum Achieved	3.2.1 - Provide the Community Grants Program
3	Conduct the Meandering Art Exhibition	Establish Schools artist in residence workshops Achieved	Evaluate school workshops Achieved	Conduct Meandering exhibition Achieved	Evaluate Meandering Exhibition Advertise Schools' artist in residence workshops to schools Achieved	3.1.1 - Conduct initiatives that support the visual and performing arts
4	Manage the Community Directory	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	3.1.3 - Support and develop volunteering across the local government area

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5	Deliver Positive Ageing Programs	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	3.1.2 - Assist opportunities for positive ageing
6	Develop and manage the Public Arts Policy		Establish advisory group Achieved	Report on progress Achieved	Report on progress Achieved	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 Achieved	Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	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 Cancelled	Conduct and report Cancelled	Conduct and report Cancelled	Conduct and report Evaluate overall outcomes Cancelled	3.4.1 - Provide activity opportunities for young people
2	Conduct Stepping Stones Camps	Conduct program Grades 9-12 Achieved	Conduct program Grades 6 -8 Achieved	Conduct program 18-25 age group In Progress	Evaluate overall outcomes Achieved	3.3.1 - Facilitate opportunities for self-development and leadership
3	Conduct Working Well with Young People Program (subject to numbers)	Conduct program Cancelled				3.3.2 - Provide training opportunities for community volunteers
4	Conduct 'National Youth Week' Event			Prepare and advertise event Achieved	Conduct event Achieved	3.4.1 - Provide activity opportunities for young people
5	Facilitate outdoor recreation programs	Conduct program Achieved	Conduct program Achieved	Conduct program Achieved	Conduct program Achieved	3.3.2 - Provide training opportunities for community volunteers

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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

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 Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground	Liaise with User Groups Achieved	Liaise with User Groups Achieved	Liaise with User Groups Achieved	Liaise with User Groups Achieved	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 Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved	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 Not Achieved	In Progress		Review fees and produce annual budget Achieved	4.2.1 - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation Co-ordination Group
3	Promote and market indoor recreation facilities to current and prospective users	Liaise with users Achieved	Liaise with users Achieved	Liaise with users Achieved	Liaise with users Achieved	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	Recreation Co-ordinator
2	N/A	MVC	Recreation Co-ordinator
3	N/A	MVC	Recreation Co-ordinator

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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

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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 Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	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 Achieved			Final State Fire and Treasury pensioner claims Achieved	5.6.3 - Responsibly manage the Council's core financial activities
3	Issue Section 132 certificates (Property Rates)	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	5.6.3 - Responsibly manage the Council's core financial activities
4	Arrange annual insurance renewals		Crime Insurance (Fidelity Guarantee renewal) Achieved	Directors and Officers and Employment Practices renewal Achieved	Annual renewals as per schedule incl. Public Liability and PI, ISR,	5.6.3 - Responsibly manage the Council's core financial activities

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					Workers Comp. and MV Achieved	
5	Participate in Northern Councils' review of insurances and brokerage service		Commence Review Deferred	Complete review Deferred		5.6.3 – Responsibly manage the Council's core financial activities
6	Reconciliation of Control Accounts	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	5.6.3 - Responsibly manage the Council's core financial activities

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	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 Achieved	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 Achieved	Present budget, fees and charges to Council in June Achieved	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 Achieved			Prepare end of year timetable for Statutory Accounts and Audit Achieved	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 Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved	5.6.1 - Implement processes to ensure compliance with the Local Government Act and other relevant legislation

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5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	5.6.4 - Provide internal financial management reports on a timely basis for decision making
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 Achieved	Review cash flow weekly to determine funds for investment Achieved	Review cash flow weekly to determine funds for investment Achieved	Review cash flow weekly to determine funds for investment Achieved	5.6.3 – Responsibly manage the Council's core financial activities

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 Achieved	Complete rolling replacement of PC's. Program blade replacement Achieved	Complete blade replacement Achieved		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 Achieved	Hold bi-monthly ICTRG meetings, determine and implement actions Achieved	Hold bi-monthly ICTRG meetings, determine and implement actions Achieved	Hold bi-monthly ICTRG meetings, determine and implement actions Achieved	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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	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 Achieved			List documents due for disposal Achieved	5.6.6 - Effectively manage and maintain Council's information resource
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects Achieved	Commence identified priority projects Achieved	Continue with priority projects Achieved	Report on status of projects Achieved	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 Achieved	Attend working group meetings Cancelled	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 In Progress	Employee consultation on new pay descriptors and pay scales In Progress	Complete new pay descriptors and pay scale project Achieved		5.4.3 - Effectively manage and support Council's human resources
3	Review current Workplace Agreement	Review performance increases and apply to pay rates Achieved			Review CPI percentage increases Achieved	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 Achieved	Continue new Workplace Agreement bargaining process Achieved	Finalise new Workplace Agreement Achieved	5.4.3 - Effectively manage and support Council's human resources

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5	Implementation of LGAT Workplace Behaviours Policy suite		Implement stage 1 policies and update the HR Policy Manual In Progress	Implement stage 2 policies and update the HR Policy Manual Deferred		5.4.3 - Effectively manage and support Council's human resources
6	Finalise and implement new Learning Management System (LMS)	Finalise new training software (LMS). Report to Directors on quarterly training to be delivered In Progress	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered In Progress	Report to Directors on quarterly training to be delivered Achieved	5.4.3 - Effectively manage and support Council's human resources
7	Performance Review System	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Achieved	Ensure all mini performance review and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required Achieved	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

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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 Deferred	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	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 Cancelled	Attend meeting Achieved	Attend meeting Achieved	Attend meeting Cancelled	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 Achieved				4.4.2 – Support the operation of the Deloraine SES Unit
4	Undertake Meander River flood study	Develop Plan In Progress	Develop Plan In Progress	Present Study to Council In Progress	Achieved	4.4.6 – Undertake flood survey mapping

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5	Review and update Municipal Emergency Management Plan (MEMP) contact list		Contact List updated Achieved			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 Achieved	Finalise MEMP review In Progress		Approve by Council Achieved	4.4.1 - Maintain and exercise the Municipal Emergency Management and Recovery Plan

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 In Progress	Manage contract In Progress	Manage contract In Progress	Manage contract In Progress	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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Achieved	Tender proposed bridges for 2016/17 In Progress Also subject to Capital Works approval		6.3.2 – Deliver a bridge replacement and upgrade program

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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 Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved	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 Achieved	Capture actions in asset register Achieved	Capture actions in asset register Achieved	Capture actions in asset register Achieved	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
6	Undertake footpath inspections and condition assessments	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	6.3.7 - Deliver a road and footpath inspection and maintenance program

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

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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 Achieved	Undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March Achieved		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 In Progress	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance In Progress	Undertake inspection and required maintenance In Progress	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 Achieved		Carry out annual inspections In Progress		6.4.8 - Undertake Council owned property management and maintenance program
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	6.4.8 - Undertake Council owned property management and maintenance program

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5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Review agreements Achieved		Review agreements Achieved		6.4.8 – Undertake Council owned property management and maintenance program
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	6.1.4 – Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices

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 Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	6.1.1 - Continue the asset condition and assessment program
2	Strategic open space development and review				Draft report to Council Achieved	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 In Progress	Report to program In Progress	Report to program In Progress	Report to program Achieved	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 Achieved	Undertake assessment Achieved	Undertake assessment Achieved	Undertake assessment Achieved	6.4.3 - Deliver a tree inspection, maintenance and replacement program

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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

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 LTFF 	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	5.1.5 - Deliver outcomes of the Strategic Asset Management Plan 5.1.6 - Conduct annual review of Council's service levels 5.2.2 - Deliver Council's Asset Management framework 6.1.5 - Review and update Asset Management Plans
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	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 Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	5.1.5 - Deliver outcomes of the Strategic Asset Management Plan
4	Prepare Capital Works Program		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation Achieved	Annual program prepared for approval by Council Achieved	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

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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 Achieved	Capitalisation of assets and recording in Conquest and GIS Achieved	Capitalisation of assets and recording in Conquest and GIS Achieved	Capitalisation of assets and recording in Conquest and GIS Achieved	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
6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	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 In Progress	Report to program In Progress	Report to program In Progress	Report to program In Progress	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 Achieved	Undertake meeting, update budgets and gantt chart Achieved	Undertake meeting, update budgets and gantt chart Achieved	Undertake meeting, update budgets and gantt chart Achieved	5.4.6 - Develop and implement a co-ordinated Council approach for project planning and delivery

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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 In Progress	Develop Action Plan In Progress	Action the Plan In Progress	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 Achieved	Attend meetings Achieved	Attend meetings Achieved	Attend meetings Achieved	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 In Progress	Supervise Contract In Progress	Supervise Contract In Progress	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 In Progress	Supervise Contract In Progress	Supervise Contract In Progress	Supervise Contract In Progress	1.5.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations
5	Provision of hard waste collection		Undertake collection Achieved			1.5.3 - Manage the annual collection of hard waste

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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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Report to EPA Achieved		Ground and surface water monitoring Achieved		1.5.2 - Manage the expansion and operation of landfill sites including rehabilitation and transfer stations

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

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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 In Progress	Develop plans in line with risk assessment action plan In Progress	Develop plans in line with risk assessment action plan In Progress	Develop plans in line with risk assessment action plan In Progress	1.6.4 - Ensure stormwater discharge reduces the impact on the environment 2.2.2 - Undertake transport and stormwater modeling to facilitate future development 6.5.1 - Develop and maintain stormwater catchment risk assessments and undertake detailed modeling to develop stormwater management plans
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	6.5.1 - Develop and maintain stormwater catchment risk assessments and undertake detailed modeling to develop stormwater management plans
3	Support regional NRM Stormwater Officer	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved	1.6.1 – Participate and support the Tamar Estuary and Esk River program

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4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program In Progress	Report to program In Progress	Report to program In Progress	Report to program In Progress	2.2.4 - Support new developments through the Infrastructure Contribution Policy 6.1.4 - Ensure works are undertaken in accordance with permit conditions, design 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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	1.1.1 - Manage land use and planning processes
2	Process Planning Scheme Amendments	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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 Achieved			1.1.3 - Participate in State planning initiatives
4	Rezoning Land in the Hadspen Growth Area	Rezoning Approved by Council Achieved		Rezoning Approved by Minister Achieved		1.1.2 - Review and update Meander Valley Planning Scheme
5	Carrick Rural Living Area - Rezoning		Rezoning Approved by Council Achieved		Rezoning Approved by Minister In Progress	1.1.2 - Review and update Meander Valley Planning Scheme
6	Department of Education Land Prospect Vale – Development Plan	Prepare Project Plan Achieved	Complete Field Surveys Achieved		Finalise Development Plan Achieved	1.1.1 - Manage land use and planning processes

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7	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant In Progress	Develop Draft Plan In Progress	Present Plan to Council In Progress		2.3.2 -Implement Main Street Improvement Program
8	Deloraine Outline Development Plan		Prepare Project Plan and engage Consultant Achieved	Prepare Plan Achieved	Present Plan to Council Achieved	1.2.1 Prepare Outline Development Plans for Meander Valley townships
9	Westbury Townscape Plan		Prepare Project plan and engage Consultant In Progress	Prepare Plan In Progress	Present Plan to Council In Progress	2.3.2 -Implement Main Street Improvement Program
10	Develop a Vision and Purpose Statement for Westbury Public Recreation Spaces	Prepare Project Plan Achieved	Community consultation Deferred	Present draft vision to Council Deferred		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 Achieved		Attend meeting Achieved	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

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			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

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Building Services - undertake assessments, inspections and surveying for Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	4.3.1 - Undertake Councils legislative responsibilities in Building Control services
2	Permit Authority – Process Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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% Achieved	4.3.1 - Undertake Councils legislative responsibilities in Building Control services
4	Coordinate Major Events applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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

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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 Achieved	Record Results Achieved	Record Results Achieved	Record Results Achieved	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 Achieved	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence Achieved	4.3.6 - Undertake Councils legislative responsibilities in preventative health
3	Inspect and register food premises annually	Inspections per Schedule Achieved	Inspections per Schedule Achieved	Inspections per Schedule Achieved	Issue annual registration for all food premises Achieved	4.3.6 - Undertake Councils legislative responsibilities in preventative health
4	Co-ordinate immunisation clinics				Complete Immunisation Program Achieved	4.3.6 - Undertake Councils legislative responsibilities in preventative health
5	Investigate incidents and complaints re notifiable diseases, public health or environmental nature	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	Monitor and Report to Agencies Achieved	4.3.5 – Undertake Councils legislative responsibilities in Environmental Protection 4.3.6 - Undertake Councils legislative responsibilities in preventative health

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6	Process applications for special plumbing permits and on site waste water disposal	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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 Deferred			4.3.7 - Undertake Councils legislative responsibilities in animal management services across the local government area
2	Fire Abatement Management		Issue Fire Abatement Notices Achieved	Issue Fire Abatement Notices Achieved		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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	4.3.7 - Undertake Councils legislative responsibilities in animal management services across the local government area
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed Achieved			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

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Action performance targets

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

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Works

Directorate	5. Works	Program number and 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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to performance Target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to performance Target Achieved	Report to performance target Achieved	Report to performance target Achieved	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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Achieved		5.2.4 - Review and undertake plant replacement program
2	Complete risk assessment of major plant	Report to performance target Achieved	Report to performance target Achieved			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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved	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 Achieved	Develop work program Achieved	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)

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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 Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved	1.3.3 - Deliver NRM program activities
2	Implement the actions of the Community Energy Efficiency Program (CEEP)	Complete all Council installs Achieved	Complete Project and Final Report Achieved			1.4.3 – Deliver the Commonwealth Energy Efficiency Program
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities Achieved		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

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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 Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	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 In Progress	Report on progress via the Briefing Report In Progress	Report on progress via the Briefing Report Achieved	Report on progress via the Briefing Report Achieved	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 Achieved	Report on progress via quarterly meeting minutes Achieved	Report on progress via quarterly meeting minutes Achieved	Report on progress via quarterly meeting minutes Achieved	1.4.2 - Support the operation of Councils Sustainability Committee and implement approved projects
4	Support the progress of Hadspen rezoning		Report on progress Achieved	Report on progress Achieved	Report on progress Achieved	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 In Progress	Update Council on progress In Progress	Update Council on progress Achieved	Update Council on progress Achieved	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

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				Achieved	Achieved	Meander Valley townships
5	Monitor the progress of the Economic Renewal Action Group (ERAG)	Provide minutes to Council Achieved	Provide minutes to Council Achieved	Provide minutes to Council Achieved	Provide minutes to Council Achieved	2.1.3 – Monitor the Economic Renewal Action Group program implementation
6	Develop Council’s Asian Engagement Strategy		Complete Project Scope Achieved	Present Strategy to Council Achieved		2.1.1 - Implement actions of the Meander Valley Economic Development Strategy
7	Project Sponsor the Thoroughbred Breeding Strategic Plan Project in partnership with TasBreeders	Appoint consultant Achieved	Monitor project progress In Progress	Strategic Plan completed and Govt grant acquitted In Progress		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 Achieved	Report on visitation statistics and sales revenue Achieved	Report on visitation statistics and sales revenue Achieved	Report on visitation statistics and sales revenue Achieved	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 In Progress	Present program to Council for approval In Progress	Identify the technology and hardware for implementation In Progress	Implement program and monitor progress Achieved	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 In Progress	Continue to develop business case In Progress	Present program to Council for approval Deferred	For Council funding approval	4.1.1 – Assist in the promotion of community safety and health issues across the local government area.

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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
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 2016-2017 COMMUNITY GRANTS APPLICATION ASSESSMENTS - ROUND 1 - JULY 2016

1) Introduction

The purpose of this report is to present for Council approval, the recommendations of the Community Grants Committee for Community Grants Round 1.

2) Background

This is the first assessment of the 2016-17 financial year. The total, annual Grants allocation is \$80,000 of which 15% (\$12,000) is earmarked for Sponsorships and Establishment Grants. With four rounds each year the Committee aims to work within an amount of 25% of the balance, including carry-overs each quarter. For 2016-17 this is \$19,125.

Committee members Crs Tanya King and Ian Mackenzie, Vicki Jordan (Community Officer) and Malcom Salter (Director Corporate Services) and the Grants Administrator, Merrilyn Young met on 28 July 2016 to consider the applications received.

3) Strategic/Annual Plan Conformance

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (3): Vibrant and engaged communities

4) Policy Implications

The Grants assessment process was undertaken in accordance with the guidelines attached to the Community Grants Policy No 82.

5) Statutory Requirements

Section 77 of the Local Government Act 1993 – *'Details of any grant made are to be included in the Annual Report of the Council'*

6) Risk Management

Liability and public risk issues are considered in evaluating grant applications.

7) Consultation with State Government and other Authorities

Not Applicable

8) Community Consultation

Advice and assistance is provided to applicants on request. The Community Grants program is communicated through community networks and the media. An Information and Guidelines Kit is available from the Council website with hard copies on hand at Council reception. A Grants Information Forum is held annually in May.

9) Financial Impact

The awarding of grants is made within the limits of the annual budget allocation which is spread over four rounds throughout the year.

10) Alternative Options

Council can amend or elect not to approve the Committee's recommendations.

11) Officers Comments

Individual Sponsorship Requests

The following requests have been approved by the General Manager during the period April- July 2016:

Name	Resident	Purpose	\$
Monique Pinkiewicz	Prospect Vale	National Youth Soccer Championships - NSW	150
Lailani Pybus	Blackstone Heights	International Children's Games – TAIWAN	300
Conall McCormack	Prospect Vale	AFL National Schoolboys Championships - QLD	150
Jamie Fenton	Prospect Vale	Aust National School Rugby Union Championships – NSW	150
Izaak Austen	Prospect Vale	National Basketball Championships – NSW	150
Solomon Clarke	Hadspen	National Soccer Championships – NSW	150
Joshua Garwood-Besanvalle	Hadspen	National Basketball Championships – NSW	150
Courtney Treloar	Hadspen	2016 Sports Australia Netball Championships – SA	150
Henry Youl	Hadspen	2016 World Rowing U23 Championships – NETHERLANDS	300
Ruth Saltmarsh	Meander	Australian Indoor Bias Bowls Championships – NSW	150
Madeleine Pearn	Whitemore	Pony Club National Championships – WA	150
			1950

Grant Applications and Sponsorship Requests from Organisations

Fifteen applications were received totalling requests of \$28,073. A range of factors were considered to achieve a fair distribution. The recommended outcomes are indicated in the final column of the following table:

Organisation	Project	Project Cost \$	Grant Requested \$	Grant Recommended \$
Rotary - Central Launceston	Circus Quirkus	240	240	240*
Bracknell Cricket Club	Equipment for training & expansion	2604	2,604	2,340
Carrick Park Pacing Club	Inside seating and tables	1,469.34	1,119.34	735
Deloraine Amateur Basketball Assoc.	Basketball uniforms	3,000	2,000	1,000
Deloraine Creative Studios	Lighting up	2,300	2,300	Nil
Launceston Touch Association	Game Day siren replacement	4,500	3,000	3,000
Meander Valley Catholic Parish	Electrical wiring of Parish Centre	5,120	2,560	Nil
Prospect Junior Football Club Inc	Prospect Hawks/Hawthorn Short Film Project	1,500	500	500
Tasmanian Pony & Riding Club	Dressage Arena	7,034.50	3,000	3,000
Lions Club of Hadspen South Esk	Hadspen Community Notice Board	5,800	3,000	3,000
Veteran Car Club of Australia (Tas)	Peter Waddle Memorial Tour	1,900	300	300
Westbury Bowls Club Inc	Resurfacing Club floor	3,760.20	2,000	2,000
Westbury Cricket Club	Junior Cricket	2,510.05	2,510.05	2,510.05
Westbury RSL Sub Branch Inc	Cenotaph Militaria Upgrade	700	500	500
Wombat 4 Rescue Inc	Wombat pen and shed	2679.18	2679.18	Nil
		45,119.07	28,312.57	19,125.05

*This sponsorship request has been funded in advance of the August Council meeting with the approval of Council's General Manager.

Twelve allocations equalling \$19,125.05 are recommended for approval by Council. These have a total project cost of \$35,020.

Three applications were not supported for the following reasons:

Organisation	Project	Grant Requested	Reason
Deloraine Creative Studios	"Lighting up". To replace current lights with LED lights to save costs & provide better lighting	2,300	Direct benefit to occupants & private owner.
Meander Valley Catholic Parish	Electrical re-wiring of Parish Centre	2,560	Already exempt from General Rates. Normal property owner maintenance responsibility
Wombat 4 Rescue Inc.	Wombat pen and shed	2,679.18	Private facility.

AUTHOR: David Pyke
DIRECTOR GOVERNANCE & COMMUNITY SERVICES

12) Recommendation

It is recommended that Council:

- a) notes the Individual Sponsorships approved by the General Manager during the period April – July 2016; and*
- b) endorse the recommendations of the Community Grants Committee and approves the allocation of funds to the applicants as listed in the following table:*

Organisation	Project	Grant Recommended \$
Rotary - Central Launceston	Circus Quirkus	240*
Bracknell Cricket Club	Equipment for training & expansion	2,340
Carrick Park Pacing Club	Inside seating and tables	735
Deloraine Amateur Basketball Assoc.	Basketball uniforms	1,000
Launceston Touch Association	Game Day siren replacement	3,000
Prospect Junior Football Club Inc	Prospect Hawks/Hawthorn Short Film Project	500
Tasmanian Pony & Riding Club	Dressage Arena	3,000
Lions Club of Hadspen South Esk	Hadspen Community Notice Board	3,000
Veteran Car Club of Australia (Tas)	Peter Waddle Memorial Tour	300
Westbury Bowls Club Inc	Resurfacing Club floor	2,000
Westbury Cricket Club	Junior Cricket	2,510.05
Westbury RSL Sub Branch Inc	Cenotaph Militaria Upgrade	500
	Total	19,125.05

DECISION:

CORP 1 REVIEW OF POLICY NO 77 - RATES AND CHARGES

1) Introduction

The purpose of this report is to present the revised Rates and Charges policy to Council for adoption as required under the Local Government Act 1993 (Act).

2) Background

Rates are a major source of revenue for Local Government. Part 9 of the Act provides numerous tools for councils to use in raising rates and each council uses these tools in a way that is suitable to its municipal area. Every year that a council makes a rates resolution it is making policy decisions about how it wishes to distribute the burden of tax across the community.

Ratepayers often do not know why rates are raised or what decisions are being made on their behalf. Rates are often compared between municipal areas, without regard to the level of services provided by that municipal area, or the differing decisions made by each individual council.

In December 2011, the Act was amended to require councils to implement a rates and charges policy to provide transparency in decision-making and to educate their communities about how revenue is raised. The policy should be consistent with a council's long-term financial, asset management and strategic plans to ensure that there is sufficient revenue from rates to provide the services that a council wishes to provide, and to assist in planning for the future.

The initial policy was adopted in August 2012 and is subject to review, at a minimum, every four years.

3) Strategic/Annual Plan Conformance

Supports the future directions of Council's Community Strategic Plan 2014 to 2024.

Revision of the policy by 31 August 2016 is a task within the current Annual Plan.

4) Policy Implications

Not Applicable

5) Statutory Requirements

Section 86B of the Act; PART 9 - Rates and Charges

6) Risk Management

Not Applicable

7) Consultation with State Government and other Authorities

The Division of Local Government, Dept of Premier and Cabinet provided a guidance paper for policy development to assist councils in the framing of their initial rates and charges policy.

8) Community Consultation

Community consultation was not required in framing or reviewing the policy, however it must be available to the public in paper form and on Council's website.

9) Financial Impact

An objective of the policy is to maintain a sustainable rates system that provides revenue stability and supports a balanced budget to avoid placing the burden of current expenditure on future generations.

10) Alternative Options

Not Applicable

11) Officers Comments

The policy is relatively straight forward. It incorporates the fundamental requirements detailed in the Local Government Office guidance paper. The following recommended changes are minimal and are necessary to reflect current circumstances and rating practices;

4.1 Principals and Goals

Add "bridges" to the first dot point as it is a substantial infrastructure asset class.

Delete "ten year" and add "financial management strategy" to the second last dot point in the last paragraph.

4.2 Valuation method used for rating

The number 28 is replaced with "the majority" as a small number of councils have moved to capital value. The last paragraph is deleted as it is no longer relevant.

4.3.2 General Rate variation

Second paragraph deleted as it is no longer relevant - new valuation cycle and no varied General Rate in place.

4.3.3 Service rates and charges

First and third paragraph wording amended and second paragraph deleted to reflect the current situation.

4.4.4 Remissions – section 129(d)

Second paragraph deleted as it is no longer relevant.

4.4.5 Conservation Covenant incentive (Rate Rebate) scheme

This section is deleted as it referred to the separate grants scheme operating under Council policy No 74. The grants are not rate remissions under Part 9 – Rates and Charges, of the Local Government Act 1993 and therefore not relevant to this policy.

5. Legislation and Related Council Policies

Policy No 74 is deleted as per section 4.4.5 above.

Current legislation requires the policy to be reviewed, at a minimum, every four years or when Council makes a significant change in how it applies rates and charges. It will continue to evolve in response to changing circumstances and future distributions of the rates burden as Council believes best suits its municipal area from time to time.

The amended policy was considered by Council's Audit Panel at its meeting on the 28 June 2016 and recommended to Council for approval.

AUTHOR: Malcolm Salter
DIRECTOR CORPORATE SERVICES

12) Recommendation

It is recommended that Council adopts the amended Rates and Charges policy as follows:

POLICY MANUAL

Policy Number: 77

Rates and Charges

Purpose: To outline the principles that council intends to apply in exercising its powers, or performing its functions, under Part 9 – Rates and Charges, of the Local Government Act 1993 (the Act).

Department: Corporate Services

Author: Malcolm Salter, Director

Council Meeting Date: ~~14 August 2012~~ 9 August 2016

Minute Number: ~~136/2012~~

Next Review Date: No later than **August 2016 2020** or otherwise in accordance with section 86B(4) of the Act

POLICY

1. Definitions

As detailed in the Act, Section 86 - Interpretation of Part 9; and

Rates: - Constitute taxation for the purposes of local government rather than a 'fee for service' AND are based on the value of rateable land (property) and/or a fixed charge levied on land on an equal or proportional basis to recover the cost of services provided or made available to that land.

2. Objectives

To inform Meander Valley Council ratepayers and the general community of the principles that council intends to apply when setting the annual rates and charges under the Act, Part 9 – Rates and Charges;

To maintain a sustainable rates system that provides revenue stability and supports a balanced budget to avoid placing the burden of current expenditure on future generations; and

To ensure that all councillors and staff work together and have a consistent understanding of the Council's long term revenue goals

3. Scope

This policy applies to all Councillors and staff involved in making decisions concerning the making of rates and charges.

4. Policy

4.1 Principles and goals

Council will raise revenue sufficient for the purpose of governance and administration of its municipal area and to provide for appropriate infrastructure and services for the community. Rates are the major source of Council's revenue providing approximately 50% of annual income.

Examples of the infrastructure and services provided are listed below. They are typically those that would not be provided by the private sector:

- local roads, bridges, footpaths and drainage
- street lighting and cleaning
- urban stormwater disposal services
- waste and recycling collection and disposal
- public halls and community centres
- maintenance of parks, playgrounds, sportsgrounds and swimming pools
- youth services
- community development & events
- regulatory and compliance activities for public & environmental health, animal control, statutory planning, building and plumbing control
- emergency services

Rates (including service charges) constitute taxation for the purpose of local government rather than a fee for service. All ratepayers receive benefits from paying rates but those benefits are consumed in different quantities and types over the lives of the ratepayer. As rates are a method of taxation, the total amount of rates paid may not directly relate to the services, infrastructure or facilities used by each ratepayer. The General Rate is a "progressive" tax, applied to the Land, Capital or Assessed Annual (rental) Value of property. While a service charge is fixed it may differ between properties and in various parts of the municipal area depending on the type and level of service provided or made available and the circumstances in a particular area.

When making rating decisions Council will give consideration to the following principles that apply to the imposition of taxes on communities:

- Capacity to pay - the ability of the taxpayer to pay the tax is taken into account. The value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates
- Benefit - all taxpayers receive some benefit. Council balances capacity to pay with the benefit principle, acknowledging that there are some services that benefit the community as a whole, so everyone should contribute
- Simplicity - relates to how easily the tax is understood, the certainty of application and its ease of collection. Council rates are unavoidable, levied on a regular and consistent basis and collected at specific intervals
- Sustainability - the tax system should grow in line with the needs of changing expenditure, taking into account changes in economic growth and demographic changes. Council will raise sufficient rates to meet current and future spending needs, to provide revenue stability and to support a balanced budget to avoid placing the burden of current expenditure on future generations
- Economic Efficiency - relates to the effect of the tax on the behaviour of the taxpayers. Rates are considered to be generally efficient because they have a limited effect on a decision to buy a property. The efficiency of rates as a tax however can be distorted by an abnormal rise or fall in property values affecting the valuation base. Council will consider varying the General Rate to manage these circumstances if and when they arise

Council's practices and decisions in setting rates and charges are underpinned by:

- the statutory obligations as outlined in the Act;
- the objectives outlined in council's strategic plan;
- the needs and expectations of the community;
- the expected change in prices for goods and services;
- the **ten-year financial management strategy** and long term financial plan; and
- the long term asset management plans

4.2 Valuation method used for rating

Council currently has the choice of three valuation bases:

- Land value – value of the property excluding all visible improvements (eg building structures);
- Capital value – total value of the property including land value;
- Assessed Annual Value (AAV) – gross annual rental value, less GST, council rates and land tax. Legislation stipulates the AAV must not be less than 4% of the capital value.

The Valuation of Land Act 2001 determines rating authorities are to be provided with a market-based Fresh Valuation (general revaluation) every six years. Adjustment factors

are applied every two years to property valuations when rating authorities are not subject to a revaluation cycle. The adjustment factors help minimise large fluctuations to valuations that can occur between the revaluation cycles.

Council utilises the AAV basis; currently ~~28 the majority~~ of the 29 Tasmanian councils choose this basis of valuation for rating purposes. Council is satisfied with the AAV adopted method and considers that it is positioned well to address capacity to pay considerations. A shift to either land value or capital value would result in shifts in the apportionment of rates across the municipal area which in turn would lead to pressure for further manipulation of rates through variation or other type adjustments to compensate for a valuation base change.

~~Council will change to a capital or land valuation basis should either be the legislated outcome from the current Valuation and Rating Review being undertaken jointly by State and Local Government.~~

4.3 Levying of rates

Rates shall be issued each financial year in accordance with the Act

4.3.1 Minimum amount

Pursuant to Section 90 (4) of the Act, council sets a minimum amount payable in respect of the General Rate. The primary reason for imposing a minimum amount is to ensure that all rateable properties make a base contribution to the cost of administering council's activities and maintaining the services and physical infrastructure that supports each property.

4.3.2 General Rate variation

Pursuant to section 107 of the Act Council will consider the variation of the General Rate between different land use classes of properties within the municipal area to compensate for a significant valuation base change occurring from a Fresh Valuation or biennial adjustment factors. If a council varies a rate, the General Manager must notify the ratepayer in a rates notice of the rate as varied, of the variation factor used and of the date it takes effect. A ratepayer may only object to a variation in a rate on the basis that the use of the ratepayer's land is not the use of land on which the variation is based.

~~During the current valuation cycle Council varies the General Rate for land within the valuation list with a land use class of Primary Production such that the proportion of General Rate revenue from this land use class does not exceed 25%. The reason for the variation is that prior to the current valuation cycle the proportion had traditionally been under 20%.~~

4.3.3 Service rates and charges

Council has waste management service charges to assist to recover the cost of the service from the user through annual charges. The current service charge for Waste Management is based on all properties paying a fixed charge for the cost of providing tips and transfer stations plus an additional variable charge for those properties receiving a kerbside collection. (garbage removal) is in respect to all lands to which council supplies a garbage removal service. The additional charge for the standard 80 litre mobile garbage bin and one mobile recycle bin is increased where ratepayers opt for a larger 140 litre size mobile garbage bin.

~~Council will consider an expansion of the service charge to recover the costs of all waste management services, including tips and transfer stations as part of the current process of preparing its waste management strategy.~~

Council will consider introducing urban stormwater service rates and charges in 2017-18 subject to completion of current urban stormwater studies including definition of districts for properties in urban areas benefitting from such services.

4.4 Exemptions and remissions

4.4.1 Commonwealth and Crown land

Pursuant to section 87(1) of the Act Land that is owned and occupied exclusively by the Commonwealth, certain Crown Land as specified and land owned by the Hydro Electric Corporation is exempt from the General Rate. Service Rates and Charges will apply for services used by or made available to the land.

4.4.2 Charitable organisations and Aboriginal land

Pursuant to section 87(1)(d) & (da) of the Act Land that is owned and occupied exclusively for charitable purposes and land that is Aboriginal land, within the meaning of the Aboriginal Lands Act 1995 is exempt from the General Rate. Service Rates and Charges will apply for services used by or made available to the land.

4.4.3 Pensioner and Health Care Card Holder remissions

Council will not provide a remission above the annual grant or subsidy on rates and charges provided by the State Government. To be entitled to apply, the *Local Government (Rates and Charges Remissions) Act 1991* requires that a ratepayer must be an eligible person and must occupy the property as his or her principle dwelling on or prior to 1 July of the rating year. Under certain circumstances eligible pensioners may be able to claim for the preceding financial year.

4.4.4 Remissions - section 129(d)

Pursuant to Section 129(d) of the local Government Act 1993 Council, by absolute majority may grant a remission of any rates payable by a class of ratepayers.

~~For 2012-13 only Council grants a General Rate remission of \$20 for land occupied for residential purposes according to the Valuation List supplied by the Valuer General to offset household cost of living increases caused by the 1.5% General Rate increase.~~

4.4.5 ~~Conservation Covenant Incentive (Rate Rebate) scheme~~

~~Council provides a grant rather than a rate remission to pay or refund a proportion of General Rates payable or paid by the owners of land who have entered into a conservation covenant pursuant to the Nature Conservation Act 2002 based on an amount per hectare as per Council Policy No 74 – Conservation Covenant Incentive Scheme.~~

4.5 Supplementary rates

Pursuant to section 92 of the Act, if during the year a supplementary valuation is made of any land, Council may adjust the amount payable in respect of any rate or charge for that land for that financial year and will issue a supplementary rates notice resulting from the adjustment. Adjustments will not be made for Supplementary valuations received close to year end where it is not practicable to do so except for the purposes of a refund due or rectifying an error.

4.6 Payment of rates

Pursuant to section 124 of the Act Council permits all ratepayers to pay all rates by four approximately equal instalments instead of by one payment. Council has opted not to provide a discount for encouraging early payment of rates in full. Instalment due dates are the last business day in August, October, January and March.

An extensive range of payment methods is provided, for example through internet, phone, mail, direct debit and in person.

4.7 Overdue rates

Pursuant to section 128 of the Act, if rates, or any one rates instalment, are not paid on or before they fall due, Council may impose a penalty not exceeding 10% of the amount owing, and/or charge a daily interest rate determined by the Council in accordance with the formula specified in the Act. Council has opted not to apply a fixed % penalty but to only apply a daily interest charge which is reviewed each year.

If a ratepayer does not pay the rates on his or her property, Council will commence legal action against the ratepayer to recover the outstanding amount. If Council takes such legal action the ratepayer will also be liable for Council's legal costs associated with the action.

Pursuant to section 137 of the Act, if rates are not paid for a period exceeding three years, Council may sell a property or part of a property to recover the unpaid rates. Council can sell it by public auction or by direct sale. Decisions to sell a property for recovery of rates will be made on a case by case basis.

If the owner of a property cannot be found, Council may apply to the Minister to have that property transferred to the Council.

4.8 Objection rights

Pursuant to section 123 of the Act, a person may object to a rates notice on the grounds that:

- a) the land specified in the rates notice is exempt from the payment of those rates; or
- b) the amount of those rates is not correctly calculated having regard to the relevant factors; or
- c) the basis on which those rates are calculated does not apply; or
- d) he or she is not liable for the payment of the rates specified in the rates notice; or
- e) he or she is not liable to pay those rates for the period specified in the rates notice

An objection is to be made in writing within 28 days after receipt of the rates notice and lodged with the General Manager. The General Manager may amend the rates notice as the General Manager considers appropriate or may refuse to amend the notice.

A person may appeal to the Magistrates Court (Administrative Appeals Division) for a review if the General Manager fails to amend the rates notice within 30 days after lodging the objection or refuses to amend the notice.

4.9 Policy review and legal status

Pursuant to section 86B(4) of the Act, Council must review its rates and charges policy by the end of each successive four year period after 31 August 2012 or when Council makes a significant change in how it applies rates and charges, whichever is earlier

Pursuant to section 86B(6) of the Act a rate or charge is not invalid by reason only that it does not conform to the council's rates and charges policy.

5. Legislation and Related Council Policies

Local Government Act 1993, Part 9 – Rates and Charges

Council Policy No 60 – Asset Management

~~Council Policy No 74 – Conservation Covenant Incentive Scheme~~

6. Responsibility

Responsibility for the operation of this policy rests with the General Manager.

DECISION:

ITEMS FOR CLOSED SECTION OF THE MEETING:

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

The meeting moved into Closed Session at x.xxpm

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 12 July, 2016.

INFRA 1 CONTRACT NO 175-2016-17 - DESIGN AND CONSTRUCTION OF BRIDGE NO. 782, LIENA ROAD, LIENA

(Reference Part 2 Regulation 15(2)(d) Local Government (Meeting Procedures) Regulations 2015)

INFRA 2 CONTRACT NO. 173 – 2016/17 - DESIGN AND CONSTRUCTION CONTRACT FOR SPORTS FIELD PLAYING SURFACE IMPROVEMENTS AT PROSPECT VALE PARK

(Reference Part 2 Regulation 15(2)(d) Local Government (Meeting Procedures) Regulations 2015)

GOV 3 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

GOV 4 APPOINTMENT OF GENERAL MANAGER

(Reference Part 2 Regulation 15(2)(g) Local Government (Meeting Procedures) Regulations 2015)

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)