



Meander Valley Council

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

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 7 June 2016

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Minutes for the ordinary meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 7 June 2016 at 1.39 pm.

PRESENT:

Mayor Craig Perkins, Deputy Mayor Michael Kelly, Councillors Andrew Connor, Tanya King, Ian Mackenzie, Bob Richardson, Rodney Synfield, John Temple and Deborah White.

APOLOGIES:

Nil

IN ATTENDANCE:

Greg Preece, General Manager
Merrilyn Young, Personal Assistant
Malcolm Salter, Director Corporate Services
David Pyke, Director Governance & Community Services
Rick Dunn, Director Economic Development & Sustainability
Matthew Millwood, Director Works
Dino De Paoli, Director Infrastructure Services
Leanne Rabjohns, Town Planner
Justin Simons, Town Planner
Jon Harmey, Senior Accountant
Rob Little, Asset Management Coordinator
Krista Palfreyman, Development Services Administration Coordinator
Narelle Beer, Finance Officer
Beth Williams, Administration Officer
Daniel Smedley, Recreation Coordinator
Vicki Jordan, Community Officer
Cameron Page, Technical Officer
Patrick Gambles, Community Development Manager
Kris Eade, Property Management Officer

115/2016 CONFIRMATION OF MINUTES:

Councillor King moved and Councillor Mackenzie seconded, ***“that the minutes of the Ordinary meeting of Council held on Tuesday 10 May, 2016, be received and confirmed.”***

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

116/2016 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date	Items Discussed
24 May 2016	<ul style="list-style-type: none">• Dairy Industry Update• Meander Falls Road Extension• Westbury Clubrooms Development• TasWater – Moratorium on increase in distributions• Westbury Road property opportunity• Site Visit – 1A Bayview Drive, Blackstone Heights• Updated Long Term Financial Plan & Rating/Budget• Review of Policy 65 – Staged Development Schemes under Strata Titles Act 1988• Hadspen Urban Growth Area Infrastructure Provision Policy and Hadspen Urban Growth Area Project• Agfest Review• Department of Education land

117/2016 ANNOUNCEMENTS BY THE MAYOR:

Thursday 12 May 2016

TasWater Shareholders Representatives meeting

Friday 13 May 2016

Investiture, Judith Kilby (Government House)

Monday 16 May 2016

Conclusion of Crime Stoppers Week event (Launceston)

Tuesday 17th May 2016

Meeting with Metro Tasmania Chair and CEO

Saturday 21 May 2016

Westbury Recreation Ground, Commitment of Funding announcement by Eric Hutchinson MHA

Tuesday 24 May 2016

Council Workshop & Citizenship Ceremony, Westbury

Monday 30 May 2016

Blackstone Heights, Mobile Blackspot commitment of funding announcement by Andrew Nikolic MHA

Friday 3 June 2016

NTD Local Government Committee meeting

Tuesday 7 June 2016

Citizenship Ceremony, Westbury

118/2016 DECLARATIONS OF INTEREST:

133/2016 TasWater – External Funding Proposal – Cr Tanya King

119/2016 TABLING OF PETITIONS:

A non-conforming petition was tabled by residents and landowners regarding the Meander Primary School with 104 signatures.

Cr Richardson moved and Cr White seconded ***“that Council receive the non-conforming petition.”***

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

120/2016 PUBLIC QUESTION TIME

1. QUESTIONS TAKEN ON NOTICE – MAY 2016

Nil

2. QUESTIONS WITHOUT NOTICE – JUNE 2016

2.1 B. McSweeney – Meander

1. What analysis has been done in regard to the effect of property values in Meander if a drug rehabilitation proposal goes ahead?
2. Does the Teen Challenge policy of not accepting lesbians into their program contravene the Anti-Discrimination Act 1998?

Response by Rick Dunn, Director Economic Development & Sustainability

1. ***No analysis has been done on this issue.***
2. ***Council is not aware if Teen Challenge has a policy on this issue.***

2.2 C Chilcott – Meander

1. What cost has this process been to Council (ratepayer) with regard to the survey of the Meander School site.
2. If neither of the proposals are accepted today what will happen to the School site and will the people of Meander be given the same opportunity to have input?

Response by Rick Dunn, Director Economic Development & Sustainability

1. ***Between \$5,500 and \$7,500***

Response by Craig Perkins, Mayor

2. ***A response cannot be given until the matter has been considered today.***

2.3 R Gavshon – Meander

1. Should Council assess the Teen Challenge proposal to be neither socially or economically beneficial to the Meander community, will the Teen Challenge proposal be rejected final and less contentious options be sought?
2. Alternatively, should Council wish to consider the Teen Challenge further, will substantive detail be provided on how such a facility would be run, under what legal framework the facility would operate within and what external oversight would be imposed on the operation of the facility?

Response by Craig Perkins, Mayor

A response cannot be given until the matter has been considered today.

2.4 S Johnston – Meander

1. Has any Councillor or staff made unofficial assurances to any entity whilst the process has been operating?

Response by Craig Perkins, Mayor

None to our knowledge.

2. Regarding the survey, why was Jackeys Marsh an included area and not Montana – given that many residents of Montana have family and connections to the school buildings etc.

Response by Rick Dunn, Director Economic Development & Sustainability

The Council sub-committee made a decision to use the Meander and Jackeys Marsh rating area as determined by the Valuer-General as the boundaries for the survey area. This decision was based upon those immediate surrounding communities that may be impacted by any of the proposed options.

2.5 J John – Meander

1. Why was the IPM Survey Design description for Teen Challenge not complete and transparent at time of delivery to the residents of Meander. It saddens me to think that what Teen Challenge embraces as its critical core business of “substance abuse issues” was omitted from the survey description. The Meander residents trust the survey information handed to them was true, correct and up front at time of delivery. As stated in the IPM Report the Field officers were briefed on both candidates. To be fully informed and unbiased did the Field officers explain as they handed out the surveys to all residents or at least inform residents to the wall, door and table notices for correct description of Teen Challenge as stated in the IPM report.

Response by Rick Dunn, Director Economic Development & Sustainability

Copies of the expressions of interest for the initial three proposals were publicly available on Councils website and hard copies of these were available at the Meander Store prior to the public meeting at Meander on 21 March 2016. These documents contained descriptions of each of the proposed operations. The description on the survey indicated “Refuge for women and children at risk”. The description of the Teen Challenge operation which was available for public viewing on the survey days stated “It will provide women with children, pregnant women and single women suffering from addictions, domestic violence and life controlling issues, access to a safe, stable environment.” The operation proposes to assist women and children that are exposed to domestic violence and not just a centre to deal with drug addiction issues.

Whilst the process of the surveying was independently undertaken, it is Council's understanding that IPM field officers referred people to the printed project descriptions when they (IPM) were asked questions about the two proposals or members of the public sought clarification.

2. Has a risk assessment of your facility on the impact and safety of the residents of Meander been conducted and made public? Given its location, isolation from urban based support agencies and professional services.

***Response by Rick Dunn, Director Economic Development & Sustainability
A risk assessment has not been conducted.***

2.6 D Chilcott – Meander

Do the names on the petition that has been tabled today (07-06-16) come from within the area that was surveyed?

Response by Greg Preece, General Manager

They have been checked and to the best of my knowledge they are within the area that was surveyed.

121/2016 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MAY 2016

1.1 Cr Tanya King

The April Briefing report to Council included a letter from Gregory Andrews, Threatened Species Commissioner, Dept of Environment, Federal Government. Gregory refers to feral cat management activities and specifically references cat trapping initiatives of Griffith City Council.

Can Council investigate the feasibility of implement similar initiatives here?

Can Officers provide a time-frame for implementation, if the initiatives are deemed appropriate?

Response by Martin Gill, Director Development Services

Council officers have contacted Griffith City Council to enquire about the program referred to by the Threatened Species Commissioner in his letter of 11 March 2016.

The program at Griffith City Council can be summarised in the following way:

- ***Council hires out cat traps for local residents***
- ***Residents capturing cats in the traps can deposit the cats in the traps at the animal pound***
- ***Initially all cats were euthanised, however following feedback from the community, the first step now is to try to rehouse cats***

There is no active cat trapping undertaken by Council officers

If this is a program Council would like to initiate in Meander Valley a full feasibility study could be undertaken.

Council would need to address the following issues in the study:

- ***Upgrade of the existing animal pound facility in order to receive and house cats***
- ***There is no public access to the existing animal pound***
- ***Managing the process of euthanasia and disposal of corpses***

Because Council would need to resolve issues around the pound, which might include finding a new site and building a new facility, it would most likely need 12 to 18 months to implement the program.

1.2 Cr Bob Richardson

It has been noted that NBN has begun installation of "cables" etc in Westbury. Apart from that installation being somewhat amateurish (trenches were dug in King Street around a parked vehicle, rather than moving the vehicle to produce a straight trench) the real question is:-

Given the imminent Federal election, and the possibility of a different Government, is it too late to suspend NBN activity, so that proper, not copper, may be installed in Westbury and Hadspen.

Could Council advise who the Federal Minister for Communications was who made the decision to downgrade from proper to copper?

My understanding is that the previous Minister's choice to have copper rather than proper was based on the UK model. Could council confirm that the last copper in the UK was recently replaced by fibre to the premises – near John O'Groats?

***Response by Rick Dunn, Director Economic Development & Sustainability
When the Liberal Ministry was sworn into Cabinet on 18 September 2013, the
Minister for Communications was Malcolm Turnbull.***

Electronic media reports indicate that broadband fibre will be installed to John O'Groats sometime in 2016.

2. COUNCILLOR QUESTIONS ON NOTICE – JUNE 2016

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JUNE 2016

3.1 Cr Ian Mackenzie

There have been a number of tragic incidences with the floods over the past few days. There have been many and one in particular that concerns me greatly is that I have heard but yet to be confirmed is of an event in which a dairy farming family from the Mole Creek area has said to have not only had their house flooded but have also lost up to 2/3 that is approximately 200- 300 dairy cows. If such an event is confirmed and to help them rebuild their farm and their lives, may I -

1. Foreshadow a motion to provide a total rate remission to that family for 2 years?

2. What other services/things could Council do to provide support to that family' and
3. As a suggestion could Council provide clean up support of deceased animals when located?

Response by Greg Preece, General Manager

This needs to be a decision of Council and can be discussed at a workshop.

3.2 Cr Bob Richardson

- a) Since discussion commenced about a year ago regarding a community function centre/sports pavilion at Westbury, the concept of producing a "mud map" for the precinct has been raised on several occasions.

That mud map has still to be produced, but probably should be prior to any developments at the ground.

What is Council's plan to produce that mud map?

Response by Craig Perkins, Mayor

Council has not made a decision to prepare a mud map.

- b) Medium-sized SUV Vehicles, such as Mitsubishi Outlander and Nissan X-Trail retail at about \$28,000. Recently over \$112,000 was spent on 4 (four) basketball rings at Deloraine Community Complex. That is, each of rings cost the equivalent of a medium-sized SUV each.

I would believe most ratepayers would consider this excessive and would probably have reasonable expectations that this expense should have followed a thorough business case study.

Could I please have a copy of that study?

Response by Craig Perkins, Mayor

There was no business case study.

122/2016 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

123/2016 NOTICE OF MOTIONS BY COUNCILLORS

135/2016 SUSTAINABLE ENVIRONMENT COMMITTEE – CR DEB WHITE

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advised that for item DEV 1 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

124/2016 SUBDIVISION – 1A BAYVIEW DRIVE, BLACKSTONE HEIGHTS

The Mayor invited Mr Adam Martin to address the Council meeting regarding this item.

1) Introduction

This report considers the planning application PA\16\0145 for a 2 Lot Subdivision for land located at 1A Bayview Drive, Blackstone Heights (CT 159573/1).

2) Recommendation

It is recommended that the application for a use and development for a Subdivision (2 lots), for land located at 1A Bayview Drive, Blackstone Heights (CT 159573/1) by DJ McCulloch Surveying, requiring the following discretions:

12.4.3.1 General Suitability

12.4.3.2 Lot Area, Building Envelopes and Frontage

29.4.3.1 General Suitability

29.4.3.2 Lot Requirements and Frontage

be REFUSED, on the following grounds:

1. In accordance with Section 12.4.3.1 General Suitability and performance criteria P1 a) and b), the proposed Lot 2 is not suitable for use and development in an arrangement that is consistent with the zone purpose, particularly section 12.1.3 Desired Future Character Statement for Blackstone Heights.

DECISION:

Cr Mackenzie moved and Cr Richardson seconded ***“that the application for a use and development for a Subdivision (2 lots), for land located at 1A Bayview Drive, Blackstone Heights (CT 159573/1) by DJ McCulloch Surveying, requiring the following discretions:***

12.4.3.1 General Suitability

12.4.3.2 Lot Area, Building Envelopes and Frontage

29.4.3.1 General Suitability

29.4.3.2 Lot Requirements and Frontage

be REFUSED, on the following grounds:

2. In accordance with Section 12.4.3.1 General Suitability and performance criteria P1 a) and b), the proposed Lot 2 is not suitable for use and development in an arrangement that is consistent with the zone purpose, particularly section 12.1.3 Desired Future Character Statement for Blackstone Heights.”

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

125/2016 ENVIRONMENTAL NUISANCE – PROSPECT VALE

1) Introduction

The purpose of this report is to seek Council approval to engage an environmental engineer to undertake an emissions audit on residential land abutting the Donalds Avenue light industrial area.

2) Recommendation

It is recommended that Council:

- 1. Engages a suitably qualified environmental engineer to record and monitor emissions from Hudson Civil Products for a period of up to two months across the remainder of 2016; and*
- 2. Review the results of the audit program before determining if any further action is required.*

DECISION:

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

- 1. Engages a suitably qualified environmental engineer to record and monitor emissions from Hudson Civil Products for a period of up to two months across the remainder of 2016; and*
- 2. Review the results of the audit program before determining if any further action is required.”*

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

Cr King moved and Cr Mackenzie seconded ***“that Council bring forward agenda items ED & S 3 and INFRA 2 to be discussed now.”***

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

126/2016 FORMER MEANDER SCHOOL DECISION PROCESS

The Mayor invited the following people to address the Council meeting regarding this item – Wayne Johnston, Bronte Booth, Greg Beck, Tanya Cavanagh, Martin Bratzel, Kevin Knowles and Peter Ferrall.

1) Introduction

The purpose of this report is for Council to determine a future use for the former Meander School site based on information received from the Expression of Interest process and feedback from the Meander community.

2) Recommendation

It is recommended that Council receives the IPM Survey Report and that it makes its decision regarding the future use of the former Meander School site.

DECISION:

Cr White moved and Cr Connor seconded ***“that***

- Council declines to take ownership of the Meander Primary School site, and that***
- it recommends the Education Department broaden its terms of reference for prospective occupants to include commercial enterprises, and that***
- Council work with the Education Department to develop such terms of reference, and that***
- Council assist Teen Challenge to find suitable premises for their proposed facility.”***

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

Cr Kelly moved and Cr King seconded ***“that Council***

- a) accepts formal ownership of the property***
- b) endorse Teen Challenge as the preferred tenant for the Meander Primary School subject to a lease agreement being drawn up to the satisfaction of the Council and Teen Challenge which reflects -***
- that Teen Challenge will cover all stamp duty, lease costs associated with the transfer of the property from the Crown to the Meander Valley Council and all future ongoing costs associated with the property;***
 - that will ensure that Teen Challenge will upkeep and maintain the buildings and grounds;***
 - that clearly reflects that any capital investment made by Teen Challenge will not be recoupable at the termination of the lease, whenever that may occur;***
 - that Council staff negotiate a suitable and standard property lease arrangement with Teen Challenge and that Teen Challenge will not have access to the property until such time as the lease agreement has been completed;***
 - that the term of the lease be 5 years with a 5 year plus 5 year option; and***
 - that Teen Challenge acknowledge that they may be required to lodge and have assessed a Development Application before they are permitted to commence their use of the site, and they will cover all costs associated with such an application.***

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

The meeting adjourned for afternoon tea 3.54pm

The meeting resumed at 4.17pm

Cr Connor left the meeting at 4.17pm

127/2016 WESTBURY RECREATION GROUND PAVILION UPGRADE

The Mayor invited Mr Leigh Watts to address the Council meeting regarding this item.

1) Introduction

The purpose of this report is to seek Council approval for a change in the project scope for delivery of the Westbury Recreation Ground Pavilion upgrade project.

12) Recommendation

It is recommended that Council approve the change in project scope and allocation of available funding to an extension to the south eastern end of the existing Westbury Recreation Ground club rooms building.

Cr Richardson left the meeting at 4.33pm

DECISION:

Cr King moved and Cr White seconded ***“that Council approve the change in project scope and allocation of available funding to an extension to the south eastern end of the existing Westbury Recreation Ground club rooms building and that Council undertake a business case to determine the extent of any future building works at the Recreation Ground.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

128/2016 REVIEW OF POLICY NO. 65 – STAGED DEVELOPMENT SCHEMES UNDER STRATA TITLES ACT 1998

1) Introduction

The purpose of this report is to review Policy No 65 - Staged Development Schemes under the Strata Titles Act 1998.

2) Recommendation

It is recommended that Council adopt the amended Policy No. 65 – Staged Development Scheme Under Strata Titles Act 1988, as follows:

POLICY MANUAL

Policy Number: 65 **Staged Development Schemes Under Strata Titles Act 1998**

Purpose: To ensure the orderly construction of staged development schemes under the Strata Titles Act 1998

Department: Development Services

Author: Martin Gill, Director

Council Meeting Date: ~~12th March 2013~~ 7 June 2016

Minute Number:

Next Review Date: March ~~2016~~2020

POLICY

1. Definitions

Vicinity: The area ~~encompassed by~~ within a stage of development that will not require ~~disturbance demolition or modification~~ for the construction of a later stage._s

2. Objective

The objective of the policy is to provide direction for Council regarding the certification of a strata plan in to safeguard against circumstances instances where staged development schemes are left partially completed, or cases where building has not been completed but titles are issued because the developer has gained an exemption from the requirements for a certificate of approval under Part 2 of the Strata Titles Act 1998.

3. Scope

The policy shall apply to all applicants to Council for a staged development scheme under the Strata Titles Act 1998.

4. Policy

1. Council will not approve an application for Approval of Scheme which requires an exemption from the requirements for a certificate of approval under Part 2 of the Strata Titles Act 1998.

2. Council will approve an application for a Staged Development Scheme under the Strata Titles Act 1998 subject to it being in accordance with a permit having been issued under the Land Use Planning & Approvals Act 1993.

3. That for Staged Development Schemes of land for single unit development, Council will require that all of the common areas within the vicinity of each stage, and in restricted sites, all of the excavation and foundation works for the latter staged units are to be completed before a strata plan is certified for the first stage

4. That for multi storey Staged Development Schemes, each floor level must be totally completed with all relevant Certificates issued and all of the common areas finished for that level before a strata plan is certified for that stage

5. That authority to approve a Staged Development Scheme under Part 3 of the Strata Titles Act 1998 be delegated to the General Manager

6. That Prior to any stage being certified by Council, all certificates under Part 2 of the Local Government (Building & Miscellaneous Provisions) Act 1993 have been issued where building work has been involved.

7. That all landscaping required for a stage has been established to the satisfaction of Council's town planner or a prescribed landscaping bond has been submitted to Council, before the strata plan is certified for that stage.

Principles:

Council will not approve an application for Approval of Scheme in Principle which requires an exemption from the requirements for a certificate of approval under Part 2 of the Strata Titles Act 1998. This exemption means that no certificate of Occupancy, Completion Certificate nor Building Certificate has been issued. The building has not been completed but titles could be issued.

All staged Development Schemes must have a planning permit firstly issued under the Land Use Planning and Approvals Act 1993. It is to be noted that this Act and the Strata Titles Act 1998 are totally separate Legislation.

It is considered that for multi-storey Staged Development Schemes, each floor level must be totally completed with all relevant Certificates issued and all of the common areas finished for that level before the strata plan is certified.

For strata development for land for single unit development Council requires that all of the common areas within the vicinity of each stage be built plus, in restricted sites, all of the excavation and foundation works for the latter units. For a typical unit site where the street frontage comprises a driveway and the first unit; with the remaining units and car parking located internally the staging should be; **Stage 1:**

- Unit 1 (plus any other units included in that stage)
- All common areas within vicinity of stage 1
- Reticulated services clear of vicinity of stage 1
- Fencing between stage 1 and bulk of site. (Some of this may be temporary for the duration of the construction) Ensuring that undeveloped stages are not openly accessible.

Stage 2:

- There are to be no works within stage 1
- All common areas within vicinity of stage 2,
- Reticulated services clear of vicinity of stage 2
- Fencing between stage 2 and bulk of site. (Some of this may be temporary for the duration of the construction) Ensuring that undeveloped stages are not openly accessible.

Subsequent stages shall be executed in the same manner described above

5. Legislation

Strata Titles Act 1998

Land Use Planning and Approval Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

6. Responsibility

The Director of Development Services is responsible for the application of this policy.

DECISION:

Cr King moved and Cr Mackenzie seconded *“that Council adopt the amended Policy No. 65 – Staged Development Scheme Under Strata Titles Act 1988, as follows:*

POLICY MANUAL

Policy Number: 65	Staged Development Schemes Under Strata Titles Act 1998
Purpose:	To ensure the orderly construction of staged development schemes under the Strata Titles Act 1998
Department:	Development Services
Author:	Martin Gill, Director
Council Meeting Date:	7 June 2016
Minute Number:	128/2016
Next Review Date:	March 2020

POLICY

1. Definitions

Vicinity: The relevant area associated with a stage of development that will not require demolition or modification for the construction of a later stage.

2. Objective

The objective of the policy is to provide direction for Council regarding the certificate of a strata plan in circumstances where staged development schemes are left partially completed, or where building has not been completed but titles are issued because the developer has gained an exemption from the requirements for a certificate of approval under Part 2 of the Strata Titles Act 1998.

3. Scope

The policy shall apply to all applicants to Council for a staged development scheme under the Strata Titles Act 1998.

4. Policy

1. Council will not approve an application for Approval of Scheme which requires an exemption from the requirements for a certificate of approval under Part 2 of the Strata Titles Act 1998.
2. Council will approve an application for a Staged Development Scheme under the Strata Titles Act 1998 subject to it being in accordance with a permit having been issued under the Land Use Planning & Approvals Act 1993.
3. That for Staged Development Schemes of land for single unit development, Council will require that all of the common areas within the vicinity of each stage, and in restricted sites, all of the excavation and foundation works for the latter staged units are to be completed before a strata plan is certified for the first stage.
4. That for multi storey Staged Development Schemes, each floor level must be totally completed with all relevant Certificates issued and all of the common areas finished for that level before a strata plan is certified for that stage
5. That authority to approve a Staged Development Scheme under Part 3 of the Strata Titles Act 1998 be delegated to the General Manager.

5. Legislation

Strata Titles Act 1998

Land Use Planning and Approval Act 1993

Local Government (Building and Miscellaneous Provisions) Act 1993

6. Responsibility

The Director of Development Services is responsible for the application of this policy.

The motion was declared CARRIED with Councillors, Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

129/2016 LEGISLATIVE COUNCIL INQUIRY INTO THE WILD FALLOW DEER POPULATION IN TASMANIA

1) Introduction

The purpose of this report is to seek Council approval of a submission to the inquiry into the wild fallow deer population in Tasmania.

2) Recommendation

It is recommended that Council:

- 1. makes a submission to the Legislative Council Government Administration Committee `A` inquiry into the wild fallow deer population in Tasmania***
- 2. includes the following points in it's submission:***
 - the partly protected status of fallow deer does not provide effective control of an introduced species***
 - there is increasing evidence of property damage caused by fallow deer in Meander Valley***
 - there is increasing evidence of motor accidents caused by or involving wild fallow deer on roads within Meander Valley***
 - Council attributes the increase in property damage and vehicle accidents to the increase in fallow deer populations***

DECISION:

Cr King moved and Cr Kelly seconded "***that Council***

- 1. makes a submission to the Legislative Council Government Administration Committee `A` inquiry into the wild fallow deer population in Tasmania***
- 2. includes the following points in it's submission:***
 - the partly protected status of fallow deer does not provide effective control of an introduced species***
 - there is increasing evidence of property damage caused by fallow deer in Meander Valley***
 - there is increasing evidence of motor accidents caused by or involving wild fallow deer on roads within Meander Valley***

- ***Council attributes the increase in property damage and vehicle accidents to the increase in fallow deer populations.”***

The motion was declared CARRIED with Councillors, Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

130/2016 REQUEST FOR REMISSION OF THE 2015-16 RATES AND CHARGES ON 152 AND 154 BLACKSTONE ROAD, BLACKSTONE HEIGHTS

1) Introduction

The purpose of this report is for Council to consider a request from the owner of 152 and 154 Blackstone Rd, Blackstone Heights for a remission of the 2015-16 rates and charges levied on these two properties that are affected by the landslip at Blackstone Heights.

2) Recommendation

It is recommended that Council grants a rate remission for the General Rate (subject to applying the Minimum Amount of \$135) and Waste Management charge for 2015-16 under Section 129 of the Local Government Act 1993 to the following properties:

- ***Unit 1/152 Blackstone Road, Blackstone Heights***
- ***Unit 2/152 Blackstone Road, Blackstone Heights***
- ***154 Blackstone Road, Blackstone Heights***

DECISION:

Cr Synfield moved and Cr Temple seconded ***“that Council grants a rate remission for the General Rate (subject to applying the Minimum Amount of \$135) and Waste Management charge for 2015-16 under Section 129 of the Local Government Act 1993 to the following properties:***

- ***Unit 1/152 Blackstone Road, Blackstone Heights***
- ***Unit 2/152 Blackstone Road, Blackstone Heights***
- ***154 Blackstone Road, Blackstone Heights.”***

The motion was declared CARRIED with Councillors, Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

131/2016 ANNUAL REVIEW OF FEES AND CHARGES 2016-17

1) Introduction

The purpose of this report is for Council to review and adopt the fees and charges for the 2016-17 financial year.

2) Recommendation

It is recommended that Council adopt the proposed fees and charges for the 2016-17 financial year, as follows:

MEANDER VALLEY COUNCIL

Fees & Charges: 2016-2017

FEES AND CHARGES REVISION JUNE 2017

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Planning/Development Permit Fees			
Compliance Assessment – Residential Development	New Fee	\$80	New Fee
Developments less than \$5,000 (Permitted Status)	\$115	\$117	Increase \$2 in line with CCI.
Historic Cultural Heritage Act	\$115 (plus cost of advertising)	\$117 (plus cost of advertising)	Increase \$2 in line with CCI.
Outbuildings (Permitted Status)	\$274	\$280	Increase \$6 in line with CCI.
House (Discretionary Application)	\$454	\$463	Increase \$9 in line with CCI.
House (Permitted Status)	\$274	\$280	Increase \$6 in line with CCI.
Discretionary Development	0.30% of development cost. Minimum charge \$454. Maximum charge \$5,000. Plus advertising fee at cost for level 2 activities.	0.30% of development cost. Minimum charge \$463. Maximum charge \$5,000. Plus advertising fee at cost for level 2 activities.	Minimum charge increase \$9 in line with CCI.
Development (Permitted Status)	0.30% of development cost. Minimum charge \$274. Maximum charge \$5,000.	0.30% of development cost. Minimum charge \$280. Maximum charge \$5,000.	Minimum charge increase \$6 in line with CCI.
Retrospective Planning Application	New Fee	Double Planning Fee	New Fee
Subdivision Applications:			
Application for Subdivision	\$526 + \$55 per lot	\$535 + \$55 per lot	Increases \$9 in line with CCI.
Application for sealing of Final Plan of Subdivision	\$274	\$280	Increase \$6 in line with CCI.
Application to amend sealed plan	\$274	\$280	Increase \$6 in line with CCI.
Application for modification, or release of Adhesion Order	\$372	\$380	Increase \$8 in line with CCI.

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Stratum Subdivision:			
Application for sealing of final plan	\$372	\$380	Increase \$8 in line with CCI.
Forest Practices Plans:			
Approval of Forest Practices Plan	\$330	\$340	Increase \$10 in line with CCI.
Harvesting of Plantation Forestry Less than 1ha	\$175	\$180	Increase \$5 in line with CCI.
Other:			
Application for amendment to planning permit: 1-10 adjoining owner notices Greater than 10 adjoining owner notices	\$274 \$274 + \$5 per additional notice	\$280 \$280 + \$5 per additional notice	Increase \$6 in line with CCI.
Part 5 Agreements – Processing & Sealing	\$137	\$140	Increase \$3 in line with CCI
Copy of Planning scheme Ordinance	\$40	\$40	No increase
Copy of Planning Scheme Maps (Large Scale)	\$22 per Map	\$22 per Map	No increase
Determining extension of time requests	\$94	\$96	Increase \$2 in line with CCI
Adjoining property permits advice – not on 337 certificate	\$27	\$28	Increase \$1 in line with CCI
Amendments to Planning Scheme (not including fee payable to TPC):			
Text or Map Alteration	0.30% of development cost. Minimum charge \$330. Maximum charge \$5,000. Plus advertising fee \$990.	0.30% of development cost. Minimum charge \$340. Maximum charge \$5,000. Plus advertising fee \$1,000.	Minimum charge increase \$10, advertising fee increase \$10 in line with CCI.
Section 43A – House in Rural Zone	\$880	\$900	Increase \$20 in line with CCI.
Health Fees			
Fees and Charges approved at the May 2016 Council meeting			
Dog Registration and Licence Fees			
Fees and Charges approved at the May 2016 Council meeting			

Engineering (Subdivisions)

Plan checking and final inspections for privately supervised works (only applies to works that have been certified by a qualified engineer approved by the Director Infrastructure Services)	1.5% of value of public works Minimum fee \$410*	Increase of \$10 to minimum fee.
Inspection of failed works	\$127.50* per hour of contracted inspections or re-inspections of works that failed a previous inspection.	Increase of \$2.50 to hourly fee.

N.B. Public works are defined as any works that council is obliged to maintain for the community and include roads, footpaths, drainage (both underground and surface), landscaping, parks and public buildings.

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
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Tip Fees

Includes domestic vehicles, domestic vehicles taking trailers, and small trucks that are less than 3.0 tonne Gross Vehicle Mass/Gross Combination Mass (GVM/GCM) only, disposing of household garbage, concrete/rubble, clean fill, green waste, wood, metal, plastics, etc. Does not include any vehicles transporting controlled waste. All vehicles greater than 3.0 tonnes GVM/GSM are charged per m³ rate.

Waste Cars & Trailers Car / Wagon (includes \$0.32 regional waste levy)	\$8.50*	\$8.50*	No increase
Ute & Single Axle Trailer (up to 1m ³) covered (includes \$1.60 regional waste levy that is exempt from GST)	\$15*	\$15*	No increase
Ute & Single Axle Trailer (up to 1m ³) uncovered (includes \$1.60 regional waste levy that is exempt from GST)	\$21*	\$21*	No increase
Tandem Axle Trailer & Small Truck (up to 3.0 T GVM) covered (includes \$3.20 regional waste levy that is exempt from GST)	\$25*	\$25*	No increase
Tandem Axle Trailer & Small Truck (up to 3.0 T GVM) uncovered (includes \$3.20 regional waste levy that is exempt from GST)	\$33*	\$33*	No increase
Domestic and Trade Waste Loose per m ³ (includes \$2.50 per m ³ regional waste levy that is exempt from GST) Compacted per m ³	\$36* By Appointment Only	\$36*	No increase, removal of requirement for appointment.
Motor Vehicle - Other Car Tyres and Light Truck Tyres – each	\$12.50*	\$12.50*	No increase
Truck Tyres – each	\$37.50*	\$37.50*	
Motor Vehicle Bodies – each	\$105*	\$105*	No increase

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Recyclables			
Waste oil 20 litre containers	\$1*	\$1*	No increase
Separated and sorted recyclables	Free of charge	Free of charge	No change
Comingled recyclables	Per Waste Fees	Per Waste Fees	No change
Clean green waste (no rubbish, plastic, contamination)	Half Price*	Half Price*	No change
Timber – salvageable	Half Price*	Half Price*	No change
Timber – scrap, stumps, logs >150mm	Full Price*	Full Price*	No change
Drum Muster (must be triple washed)	Free of charge	Free of charge	No change
Clean fill (<150mm rocks, no contamination or concrete)	Free of charge	Free of charge	No change
Light scrap steel and non-ferrous metal	Free of charge	Free of charge	No change
e-waste – televisions, computers, screens & keyboards	Free of charge	Free of charge	No change
Batteries	Free of charge	Free of charge	No change
Items suitable for tip shop	Free of charge	Free of charge	No change
Mattresses (per Item)	No Fee	\$5*	New Fee
Refrigerators and Freezers (per Item)	No Fee	\$5*	New Fee
Cemetery Fees			
Lawn Cemeteries:-			
Public Graves			
Single depth burial	\$545*	\$555*	Increase \$10 in line with CCI.
Double depth burial	\$545*	\$555*	Increase \$10 in line with CCI.
Reservation of Land			
Reserve land 2.5m x 1.25m	\$464*	\$473*	Increase \$9 in line with CCI.
Private Graves			
Single depth burial in reservation	\$122*	\$124*	Increase \$2 in line with CCI.
Double depth burial in reservation	\$122*	\$124*	Increase \$2 in line with CCI.
Second interment in double depth grave	\$83*	\$84*	Increase \$1 in line with CCI.
General Cemeteries – Deloraine, Mole Creek and Bracknell			
Public Graves (Mole Creek and Bracknell Cemeteries only)			
Single depth burial	\$292*	\$297*	Increase \$5 in line with CCI.
Double depth burial	\$292*	\$297*	Increase \$5 in line with CCI.

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Reservation of Land (Mole Creek and Bracknell Cemeteries only)			
Reserve land 2.5m x 1.25m	\$251*	\$255*	Increase \$4 in line with CCI.
Private Graves			
Single depth burial in reservation	\$83*	\$84*	Increase \$1 in line with CCI.
Double depth burial in reservation	\$83*	\$84*	Increase \$1 in line with CCI.
Second interment in double depth grave	\$83*	\$84*	Increase \$1 in line with CCI.
Wall of Memory - Mole Creek & Bracknell			
Reservation of niche	\$127*	\$129*	Increase \$2 in line with CCI.
Interment of ashes in niche	\$251*	\$255*	Increase \$4 in line with CCI.
Interment in reserved niche	\$167*	\$170*	Increase \$3 in line with CCI.
Wall or Memory – Deloraine			
Reservation of niche	\$167*	\$170*	Increase \$3 in line with CCI.
Interment of ashes in niche	\$292*	\$297*	Increase \$5 in line with CCI.
Interment in reserved niche	\$167*	\$170*	Increase \$3 in line with CCI.
Miscellaneous			
Applications for graves made outside normal Council office hours – additional fee	\$212*	\$216*	Increase \$4 in line with CCI.
Graves for children under 18 years of age	Nil	Nil	No change
Interment of ashes in existing grave (if arranged by Council)	\$167*	\$170*	Increase \$3 in line with CCI.
Exhumation	\$669*	\$681*	Increase \$12 in line with CCI.
Fee for inspecting registers	\$10*	\$10*	No increase
Deloraine Swimming Pool Fees			
Child	\$2*	\$2*	No increase
Adult	\$3*	\$3*	No increase
Spectator	\$1*	\$1*	No increase
Season Child	\$51*	\$51*	No increase
Season Adult	\$61*	\$61*	No increase
Season Family	\$164*	\$164*	No increase

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Hall Rentals			
Westbury Town Hall and Supper Room			
Social functions – including balls, dances, discos, weddings, dinners, parties (maximum 10 hours use)	\$148*	\$150*	Increase \$2 in line with CCI.
Regular Local Community User (Supper Room only)			
Dinner/luncheon meetings, group meetings (maximum 3 hours use)	\$42*	\$45*	Increase \$3 (fee increased \$3 2012 to 2015)
All Other Uses			
Full facility (per hour or part thereof)	\$26*	\$30*	Increase \$4 (fee increased \$2: 2012 to 2015)
Main hall only (per hour or part thereof)	\$10*	\$12*	Increase \$2 (no fee increase 2012 to 2015)
Supper room only (per hour or part thereof)	\$20*	\$24*	Increase \$4 (fee increased \$2: 2012 to 2015)
Preparation for any function on night preceding	\$20*	\$20*	No increase (no fee increase 2012 to 2015)
Friends of the Town Hall fundraising functions	No Charge	No Charge	No change
Bond (social functions only)			
If liquor provided at function	\$370	\$375	Increase \$5 in line with CCI.
If liquor not provided at function	\$125	\$125	No increase
Rates Search			
Per hour (or part thereof) for the time taken in search (subject to minimum fee of \$200 per property)	\$46*	\$50*	Increase \$4 (fee increased \$4: 2012 to 2015)
Clearing of Fire Hazards			
Arranging clearing of fire hazard at the request of a landowner or occupier – in addition to contractor's costs	\$82*	\$82*	No increase
Recreation Facilities & Reserves			
Hire charges for regular user groups are determined under the Recreation Facilities Pricing Policy. Recommended fees for the Deloraine Community Complex, Meander Valley Performing Arts Centre, Westbury Community Centre and Hadspen Recreation Ground Memorial Centre are provided in Attachment 1.			

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Permit Authority (PA)			
Notifiable Works – Building			
Class 1	New Fee	\$240	Fee required with new legislation
Class 1 – Unit Developments	New Fee	\$300	Fee required with new legislation
Class 10	New Fee	\$122	Fee required with new legislation
Class 2-9 Commercial < \$500,000	New Fee	\$300	Fee required with new legislation
Class 2-9 Commercial > \$500,000	New Fee	\$600	Fee required with new legislation
Demolition	New Fee	\$122	Fee required with new legislation
Building Permit			
Class 1 Residential New/Alterations/Additions < \$5,000	\$120	\$122	Increase \$2 in line with CCI.
Class 1 Residential New/Alterations/Additions \$5,000 to \$10,000	\$200	\$204	Increase \$4 in line with CCI.
Class 1 Residential New/Alterations/Additions > \$10,000	\$300	\$306	Increase \$6 in line with CCI.
Multi-Unit Class 1	\$300	\$306	Increase \$6 in line with CCI.
Class 10 Outbuilding	\$200	\$204	Increase \$4 in line with CCI.
Class 2 – 9 Commercial < \$200,000	\$300	\$306	Increase \$6 in line with CCI.
Class 2 – 9 Commercial \$200,000 to \$500,000	\$600	\$611	Increase \$11 in line with CCI.
Class 2 – 9 Commercial \$500,001 to \$1,000,000	\$900	\$917	Increase \$17 in line with CCI.
Class 2 – 9 Commercial > \$1,000,000	\$1,500	\$1,530	Increase \$30 in line with CCI.
Demolition Only	\$120	\$122	Increase \$2 in line with CCI.
Permit of Substantial Compliance	Double PA Fees	Double PA Fees	No change
Certificates of Completion	PA Fees	PA Fees	No change
Staged Development	PA + \$150 per stage	PA + \$153 per stage	Increase \$3 in line with CCI.
Amended Permit Class 1 Residential	\$150	\$153	Increase \$3 in line with CCI.
Amended Permit Class 10 Outbuilding	\$120	\$122	Increase \$2 in line with CCI.
Amended Permit Class 2 – 9 Commercial	\$200	\$204	Increase \$4 in line with CCI.

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Plumbing Permit			
Notifiable Works - Plumbing			
Class 1 Residential	New Fee	\$326	Fee required with new legislation
Class 1 Residential – Multiple Units	New Fee	\$510 + \$326 for each additional unit	Fee required with new legislation
Class 10 Outbuilding	New Fee	\$160	Fee required with new legislation
Class 10 Outbuilding with Fixtures	New Fee	\$275	Fee required with new legislation
Class 2-9 Commercial < \$200,000	New Fee	\$510	Fee required with new legislation
Class 2-9 Commercial \$200,000 to \$500,000	New Fee	\$1,020	Fee required with new legislation
Class 2-9 Commercial \$500,001 to \$1,000,000	New Fee	\$1,222	Fee required with new legislation
Class 2-9 Commercial > \$1,000,000	New Fee	Price on Application	Fee required with new legislation
Demolition Only	New Fee	\$153	Fee required with new legislation
Additional Inspections	New Fee	\$100	Fee required with new legislation
Plumbing Permit			
Class 1 Residential no fixtures	\$160	\$163	Includes up to 3 Inspections. Additional inspections \$100 Inc. of GST.
Class 1 Residential up to 3 fixtures New/Alterations/Additions	\$370	\$375	Includes up to 3 Inspections. Additional inspections \$100 Inc. of GST.
Class 1 Residential up to 6 fixtures New/Alterations/Additions	\$500	\$510	Includes up to 3 Inspections. Additional inspections \$100 Inc. of GST.
Class 1 Residential up to 9 fixtures New/Alterations/Additions	\$600	\$611	Includes up to 5 Inspections. Additional inspections at \$100 Inc. of GST.
Multi-Unit Class 1 Residential	\$500 + \$320 for each additional unit	\$510 + \$326 for each additional unit	Includes up to 3 Inspections. Additional inspections \$100 Inc. of GST.
Class 10 Outbuilding no fixtures	\$160	\$163	Includes 2 Inspections. Additional inspections \$100 Inc. of GST.
Class 10 Outbuilding with fixtures	\$270	\$275	Includes up to 3 Inspections. Additional inspections \$100 Inc. of GST.

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Class 2 – 9 Commercial < \$200,000	\$500	\$510	Includes up to 5 Inspections. Additional inspections \$100 Inc. of GST.
Class 2 – 9 Commercial \$200,000 to \$500,000	\$1,000	\$1,020	Includes up to 5 Inspections. Additional inspections \$100 Inc. of GST.
Class 2 – 9 Commercial \$500,001 to \$1,000,000	\$1,200	\$1,222	Includes up to 5 Inspections. Additional inspections \$100 Inc. of GST.
Class 2 – 9 Commercial > \$1,000,000	Price on Application	Price on Application	Includes up to 5 Inspections. Additional inspections \$100 Inc. of GST.
Special Plumbing Permit – On-site Waste Water	\$240	\$245	Includes up to 2 Inspections. Additional inspections \$100 Inc. of GST.
Demolition Only	\$150	\$153	New Fee
Amended Permit	\$150	\$153	New Fee
Additional Inspections	\$100	\$100	Includes 1 Inspection. Additional inspections \$100 Inc. of GST.
Building Surveying			
Building Work Category			
Class 1 Residential New/Alterations/Additions < \$10,000	\$320*	N/A	Services discontinued: Council decision 12 April 2016
Class 1 Residential New/Alterations/Additions \$10,001 to \$50,000	\$640*	N/A	Services discontinued: Council decision 12 April 2016
Class 1 Residential New/Alterations/Additions > \$50,000	\$900*	N/A	Services discontinued: Council decision 12 April 2016
Multi-Unit Class 1 Residential	\$640* + \$350* for each additional unit	N/A	Services discontinued: Council decision 12 April 2016
Class 10 Outbuilding < \$10,000	\$400*	N/A	Services discontinued: Council decision 12 April 2016
Class 10 Outbuilding > \$10,000	\$560*	N/A	Services discontinued: Council decision 12 April 2016
Class 2 – 9 Commercial < \$200,000	\$800*	N/A	Services discontinued: Council decision 12 April 2016
Class 2 – 9 Commercial \$200,000 to \$500,000	\$1,400*	N/A	Services discontinued: Council decision 12 April 2016

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Class 2 – 9 Commercial > \$500,000	Price on Application	N/A	Services discontinued: Council decision 12 April 2016
Demolition Only	\$150*	N/A	Services discontinued: Council decision 12 April 2016
Minor Alteration or Repair < \$5,000	\$320*	N/A	Services discontinued: Council decision 12 April 2016
Amendment to Certificate of Likely Compliance Class 1 Residential New/Alterations/Additions	\$240*	\$250*	Increase \$10
Amendment to Certificate of Likely Compliance Class 10 Outbuilding	\$160*	\$163*	Increase \$3 in line with CCI.
Amendment to Certificate of Likely Compliance Class 2-9 Commercial	\$300*	\$306*	Increase \$6 in line with CCI.
Additional Inspections	\$100*	\$100*	Includes 1 Inspection.
State Government Levies			
Construction Industry Training Fund Levy. (Applies to All work over the value of \$12,000)	0.2% of the total estimated cost of construction		
Building Levy. (Applies to All work over the value of \$12,000)	0.1% of the total estimated cost of construction		

Other Fees and Charges

Service Description	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Permit Extension – Current Permit	\$100	\$100	No increase
Permit Extension – Expired Permit	\$300	\$306	Increase \$6 in line with CCI.
Re-Open Closed File	\$180	\$185	Increase \$5 in line with CCI.
Records Search Fee (Copy of Plans)	\$50*	\$60*	Increase \$10
Paper Copy of Certified Documents	New Fee	\$30*	New fee
Receipt of Minor Works Notification	\$54	\$55	Increase \$5 in line with CCI.
Temporary Occupancy Permit (Residential)	\$150	\$153	Increase \$3 in line with CCI.
Temporary Occupancy Permit (Events)	\$120 per hour	\$120 per hour	No increase
Building Certificate	\$225	\$230	Increase \$5 in line with CCI.
Occupancy Permits (Essential Services) Form 46 & 56	\$225	\$230	Increase \$5 in line with CCI.
Form 49 – EHO Report	\$140	\$200	Increase \$60
Form 50 – EHO Occupancy Report	\$140	\$145	Increase \$5 in line with CCI.

ATTACHMENT 1

RECOMMENDED NEW HIRE RATES - FROM 1 July 2016

**DELORAINÉ COMMUNITY COMPLEX, MEANDER VALLEY PERFORMING ARTS CENTRE,
WESTBURY SPORTS CENTRE & HADSPEN RECREATION GROUND MEMORIAL CENTRE**

		2015-16 FEES/CHARGES <i>GST Inclusive</i>		2016-17 FEES/CHARGES <i>GST Inclusive</i>	
DELORAINÉ COMMUNITY COMPLEX AND MEANDER VALLEY PERFORMING ARTS CENTRE					
Stadiums (per basketball court)					
Seniors	: Roster	\$27.70	Per Hour	\$29.00	Per Hour
	: Training	\$18.50	Per Hour	\$19.00	Per Hour
	: Non-regular users	\$25.60	Per Hour	\$27.00	Per Hour
Juniors	: Roster	\$19.50	Per Hour	\$20.00	Per Hour
	: Training	\$13.00	Per Hour	\$14.00	Per Hour
	: Non-regular users	\$17.90	Per Hour	\$19.00	Per Hour
Schools		\$13.00	Per Hour	\$14.00	Per Hour
Venue Day Rates (all facilities, 24 hours)					
Delorainé Community Complex		No Fee		\$550.00	Per Day
MV Performing Arts Centre		No Fee		\$330.00	Per Day
Westbury Sports Stadium		No Fee		\$220.00	Per Day
Meeting Room		\$11.70	Per Hour	\$12.00	Per Hour
Auditorium					
Conferences (morning, afternoon, evening)		\$181.10	Per Use	\$185.00	Per Use
Conferences (hourly rate)		No Fee		\$50.00	Per Hour
Cabarets, weddings, dinners.		\$247.10	Per Use	\$255.00	Per Use
Funeral services.		No Fee		\$130.00	Per Use
Shows, films	: Amateur	\$165.30	Per Use	\$170.00	Per Use
	: Professional	\$328.40	Per Use	\$335.00	Per Use
Use after 12 a.m.	: 12 a.m. to 1 a.m.	\$56.90	Per Hour	Fee Removed	
	: 1 a.m. to 2 a.m.	\$68.50	Per Hour	Fee Removed	
Kitchen					
Used in conjunction with Auditorium/Stadium:					
Delorainé Community Complex		\$85.30	Per Use	\$90.00	Per Use
MV Performing Arts Centre		No Fee		\$40.00	Per Use
Kitchen and wooden floor only		\$114.80	Per Use	\$120.00	Per Use
Squash Courts		\$8.90	Per Hour	\$10.00	Per Hour
Little Theatre	Practice	\$25.30	Per Use	\$30.00	Per Use
	Local	\$83.20	Per Use	\$85.00	Per Use
	Travelling	\$125.30	Per Use	\$130.00	Per Use
Use of over head projector		\$28.40	Per Hour	Fee Removed	
Use of tv/video		\$71.70	Per Hour	Fee Removed	
WESTBURY SPORTS CENTRE					
Seniors	: Roster	\$27.70	Per Hour	\$29.00	Per Hour
	: Training	\$18.50	Per Hour	\$19.00	Per Hour
	: Non-regular users	\$25.60	Per Hour	\$27.00	Per Hour
Juniors	: Roster	\$19.50	Per Hour	\$20.00	Per Hour
	: Training	\$13.00	Per Hour	\$14.00	Per Hour
	: Non-regular users	\$17.90	Per Hour	\$19.00	Per Hour
HADSPEN RECREATION GROUND MEMORIAL CENTRE					
Evening functions (from 6pm)		No Fee		\$80.00	Per Use
Non-regular users		\$11.70	Per Hour	\$12.00	Per Hour

DECISION:

Cr Mackenzie moved and Cr Kelly seconded ***“that Council adopt the proposed fees and charges for the 2016-17 financial year, as per the recommendation.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

132/2016 2016-2017 BUDGET ESTIMATES, LONG TERM FINANCIAL PLAN UPDATE AND RATING RECOMMENDATIONS

1) Introduction

The purpose of this report is to present the 2016-2017 Budget Estimates, Long Term Financial Plan (LTFP) update and rating recommendations for adoption by Council.

2) Recommendation

It is recommended that Council adopts the 2016-2017 Budget Estimates, the updated Long Term Financial Plan and the following Rating recommendations:

1. General Rate

- a) That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July, 2016 and ending on 30 June, 2017, namely a rate of 6.0078 cents in the dollar of assessed annual value of the land;***
- b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$135.***

2. Service Rates and Service Charges

That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July, 2016 and ending on 30 June, 2017 namely:

- a) A service charge for waste management in respect of all lands of \$46 for the making available of waste management facilities.***

- b) That pursuant to Section 94(3A) of the Act, Council declares by absolute majority, that the service charge for waste management is varied as follows:**
- i. by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$130 to \$176;**
 - ii. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$158 to \$204;**
 - iii. by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$316 to \$362;**
 - iv. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving such a service by reducing it by \$28 to \$176;**
 - v. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is**

varied for all lands receiving such a service by reducing it by \$158 to \$204;

- c) A Fire Protection Service Rate for the contribution specified in a notice issued under section 81B of the Fire Service Act 1979:**
- i. in respect of the Launceston Permanent Brigade Rating District of 1.4034 cents in the dollar of assessed annual value of rateable land within that District;**
 - ii. in respect of the Volunteer Brigade Rating Districts of 0.3931 cents in the dollar of assessed annual value of rateable land within those Districts AND**
 - iii. in respect of General Land of 0.3614 cents in the dollar of assessed annual value of rateable General land.**
- d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$38.**

3. Separate Apportionments

That for the purpose of this resolution, the rates and charges shall apply to each parcel of land that is shown as being separately assessed in the valuation list prepared under the Valuation of Land Act 2001.

4. Instalment Payments

That pursuant to Section 124 of the Act Council:

- a) *Decides all rates are payable by all ratepayers by four approximately equal instalments;***
- b) *Determines that the dates by which instalments are to be paid shall be as follows:***

The first instalment on or before 31 August 2016

The second instalment on or before 31 October 2016

The third instalment on or before 31 January 2017

The fourth instalment on or before 31 March 2017

5. Interest on Late Payments

That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.020548% (7.5% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.

6. Adjusted Values

That for the purposes of each of these resolutions any reference to assessed annual value includes a reference to that value as adjusted pursuant to section 89A of the Act.

And

That pursuant to Section 82 (6) of the Act the Council by absolute majority, authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated expenditure under section 82(2)(b) and the estimated capital works under section 82(2)(d) so long as the total amount of that estimate is not altered.

DECISION:

Cr Kelly moved and Cr King seconded ***“that Council adopts the 2016-2017 Budget Estimates, the updated Long Term Financial Plan and the following Rating recommendations:***

1. General Rate

- a) That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July, 2016 and ending on 30 June, 2017, namely a rate of 6.0078 cents in the dollar of assessed annual value of the land;***
- b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$135.***

2. Service Rates and Service Charges

That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July, 2016 and ending on 30 June, 2017 namely:

- a) A service charge for waste management in respect of all lands of \$46 for the making available of waste management facilities.***

- b) That pursuant to Section 94(3A) of the Act, Council declares by absolute majority, that the service charge for waste management is varied as follows:***
 - i. by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$130 to \$176;***

 - ii. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$158 to \$204;***

 - iii. by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$316 to \$362;***

 - iv. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is***

varied for all lands receiving such a service by reducing it by \$28 to \$176;

- v. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$158 to \$204;*
- c) A Fire Protection Service Rate for the contribution specified in a notice issued under section 81B of the Fire Service Act 1979:*
 - i. in respect of the Launceston Permanent Brigade Rating District of 1.4034 cents in the dollar of assessed annual value of rateable land within that District;*
 - ii. in respect of the Volunteer Brigade Rating Districts of 0.3931 cents in the dollar of assessed annual value of rateable land within those Districts AND*
 - iii. in respect of General Land of 0.3614 cents in the dollar of assessed annual value of rateable General land.*
- d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$38.*

3. Separate Apportionments

That for the purpose of this resolution, the rates and charges shall apply to each parcel of land that is shown as being separately assessed in the valuation list prepared under the Valuation of Land Act 2001.

4. Instalment Payments

That pursuant to Section 124 of the Act Council:

- a) Decides all rates are payable by all ratepayers by four approximately equal instalments;*

- b) Determines that the dates by which instalments are to be paid shall be as follows:**

The first instalment on or before 31 August 2016

The second instalment on or before 31 October 2016

The third instalment on or before 31 January 2017

The fourth instalment on or before 31 March 2017

5. Interest on Late Payments

That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.020548% (7.5% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.

6. Adjusted Values

That for the purposes of each of these resolutions any reference to assessed annual value includes a reference to that value as adjusted pursuant to section 89A of the Act.

And

That pursuant to Section 82 (6) of the Act the Council by absolute majority, authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated expenditure under section 82(2)(b) and the estimated capital works under section 82(2)(d) so long as the total amount of that estimate is not altered."

The motion was declared CARRIED UNANIMOUSLY with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

Cr King left the meeting at 5.00pm

133/2016 TASWATER – EXTERNAL FUNDING PROPOSAL

1) Introduction

The purpose of this report is for Council to consider a request from TasWater seeking Owner Councils to agree to a funding contribution of foregone dividend increases for an additional seven years that, should commitment from the State and Federal Governments be forthcoming, would enable major strategic projects to proceed over the next ten years.

2) Recommendation

It is recommended that Council supports the extension of the current moratorium on increases in distributions until 2024/25 in the event that TasWater secures commitments of no less than \$400 million from the State and Federal Government over a 10 year period.

DECISION:

Cr Mackenzie moved and Cr White seconded ***“that Council supports the extension of the current moratorium on increases in distributions until 2024/25 in the event that TasWater secures commitments of no less than \$400 million from the State and Federal Government over a 10 year period.”***

The motion was declared CARRIED with Councillors Kelly, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

Cr King returned to the meeting at 5.03pm

134/2016 2016-2017 ANNUAL PLAN

1) Introduction

The purpose of this report is for Council to adopt the 2016-2017 Annual Plan.

2) Recommendation

It is recommended that Council adopt the Annual Plan as per the attachment for the 2016-2017 financial year.

DECISION:

Cr Kelly moved and Cr King seconded ***“that Council adopt the Annual Plan, as per the attachment, for the 2016-2017 financial year.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.



**2016-2017
Annual Plan**



Meander Valley Council

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

Meander Valley Council Annual Plan 2016-2017

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Meander Valley Council Annual Plan 2016-2017

Overview

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

The coming year will see Council deliver the following projects -

- Plan and implement Waste Management Strategy Action Plan;
- Prepare Local Provision Schedules for inclusion in the new Tasmanian Planning Scheme;
- Continue to implement and further develop the Hadspen Urban Growth 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, Westbury and Deloraine Outline Development Plans;
- In conjunction with the other northern councils, undertake the delivery of the Northern Tasmania Street Light Program to replace existing street lights with light emitting diode (LED) lights.
- Continue with a variety of projects to reduce energy consumption and improve energy efficiencies across Council and Meander Valley communities.

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 \$10.297 million, will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$3.06 million of this figure being allocated to building new and upgraded infrastructure. Council will also deliver \$ 2.612 million in additional Australian Government Grants for roads and bridges.

Meander Valley Council Annual Plan 2016-2017

Fast Facts about the Meander Valley

Rateable assessments	9,883
Capital value of properties	\$3,204,558,600
Adjusted Assessed annual value of properties	\$150,410,742
Residential population (estimate)	19,686
Geographical area	3,821 sq kms
Number of Councillors	9
Sealed Roads	564kms
Unsealed Roads	257kms
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 2016-2017

Budget Estimates

	2015-2016	2016-2017
Revenue:		
Rate Revenue	10,832,600	11,286,500
Fees and User Charges	1,119,300	1,101,700
Contributions and Donations	350,600	311,800
Interest	961,300	907,300
Grants and Subsidies	6,093,200	6,960,500
Other Revenue	995,900	1,013,200
Total Operating Revenue:	20,352,900	21,581,000
Operating Expenditure:		
Employee Costs	6,028,000	6,150,000
Maintenance and Working Expenses	6,054,400	6,155,200
Interest on Loans	311,300	271,300
Depreciation	4,963,400	4,961,000
Payments to Government Authorities	1,028,600	1,075,600
Other Payments	236,300	245,000
Total Operating Expenditure:	18,622,000	18,858,100
Operating Surplus/Deficit:	1,730,900	2,722,900
Underlying Surplus/(Deficit)	839,900	1,796,700
Capital Expenditure	8,862,000	15,033,100
Repayment of Loans:		
Asset Sales:	215,000	215,000
Closing Cash Balance:	19,360,115	13,586,500
Net assets:	232,800,000	241,089,300

Meander Valley Council Annual Plan 2016-2017

Rates and Charges

The following rates and charges will apply for 2016-2017:

General rate:	All rateable properties are applied a General Rate of 6.0078 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$46. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$176 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$204 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$362 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	<p>All properties within the municipal area are rated based on the income requirements of the State Fire Commission.</p> <p>Properties within the Launceston Permanent Brigade District are applied a rate of 1.4034 cents in the \$ of AAV with a minimum of \$38.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3931 cents in the \$ of AAV with a minimum of \$38.</p> <p>All other properties are applied a rate of 0.3614 cents in the \$ of AAV with a minimum of \$38.</p>
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 2016, 31 October 2016, 31 January 2017 and 31 March 2017.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 7.50% per annum (2c per \$100 per day).

Council's rating policy No 77 is available on the website www.meander.tas.gov.au

POLICY REVIEW

POLICY REVIEWS	Audit Panel By 28/6	Council By 30/09	Audit Panel By 22/12	Council By 31/12	Audit Panel By 23/3	Council By 31/3	Audit Panel By	Council By 30/6
Governance: <ul style="list-style-type: none"> • Vandalism Reduction Incentive • Councillors Expense Entitlements • Community Organisations Regulatory Fees Refund Scheme • Management of Public Art 	21	21	24	24	80	80	75	75
Corporate Services: <ul style="list-style-type: none"> • Recreation Facilities Pricing • Rates and Charges 	77	77	56	56				
Infrastructure Services: <ul style="list-style-type: none"> • Stock Underpasses on Council Roads • Reimbursement for Disposal of Materials at Tip Sites • Driveway Crossovers • Infrastructure Contributions • Asset Management 	2 4	2 4	15	15	20 60	20 60		
Development Services: <ul style="list-style-type: none"> • Building Approval in incomplete Subdivisions • Public Open Space Contributions • Building Plans and Approval Lists • Private Timber Reserves 			22	22	6	6	11 36	11 36

<ul style="list-style-type: none"> • Dog Management • Adhesion Orders • Street Dining and Vending 	62 72	62 72					43	43
Works: <ul style="list-style-type: none"> • Nil 								
Economic Development and Sustainability <ul style="list-style-type: none"> • Conservation Covenant Incentive Scheme • Industrial Land Development • Social Media 	74 76	74 76					81	81

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 Customer Service Charter		Style Manual Special Committees of Council	Delegations	Customer Service Charter
Corporate Services: Human Resource Policy Manual				Human Resource Policy Manual
Infrastructure Services: Nil				
Development Services: Nil				
Works: Nil				
Economic Development and Sustainability Nil				

Due for review (other than annually):

Business Continuity Plan (next full review 2018/19)

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 after 2018 local government elections)

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 – next review 2019/20)

External WH&S Audit (every 3 years – next review 2018/19)

Due for review annually

Style Manual

Delegations

Special Committees of Council

Governance and Community Services

Directorate	1. Governance & Community Services	Program number and title	1.1 Secretarial and 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
1	Deliver Annual Plan	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2017/18 Annual Plan
2	Prepare Annual Report	Complete draft for printing	Complete report and present at AGM		
3	Conduct Annual General Meeting (AGM)		Advertise, organise and conduct AGM		
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and Workshop Agendas	Prepare for each meeting	Prepare for each meeting	Prepare for each meeting	Prepare for each meeting
5	Policy Review	Review as per schedule	Review as per schedule	Review as per schedule	Review as per schedule
6	Conduct Australia Day (AD) event	Review AD criteria. Call for nominations	Assess nominations. Plan civic function	Conduct a civic function on AD	
7	Operations Document Review	Review as per schedule	Review as per schedule	Review as per schedule	Review as per schedule

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

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
1	Implement Risk Management Framework	Review the framework	Action the framework	Action the framework	Action the framework
2	Implement the Internal Audit Program	Review of Audit outcomes	Conduct Audit	Review of Audit outcomes	Conduct Audit
3	Conduct Risk Management Committee meeting	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
4	Business Continuity Plan (BCP)			Yearly review and update	
5	Co-ordinate functions of the Audit Panel	Conduct meeting as per Audit Schedule		Conduct two meetings as per Audit Schedule	Conduct meeting as per Audit Schedule

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director Gov and CS
2	N/A	MVC	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	\$15,000	MVC and independent resource	Director Gov and CS

Action performance targets

N/A

Directorate	1. Governance & Community Services	Program number and title	1.3 Employee Health and 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
1	Health and Safety Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting
2	Conduct Driver training course	Organise course	Course held	Review effectiveness of course	
3	Deliver a Health and Wellbeing Program	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs
4	Conduct emergency evacuation drills		Conduct drill – Council Office and GWTVC		Conduct drill – Council Office and GWTVC
5	Conduct Staff Survey	Implement Action Plan	Issue survey	Report to staff on results of survey. Prepare action plan	Implement action plan
6	Workplace Consultative Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting
7	Review Evacuation Plans				Review Plans
8	Conduct pre-start review of safety systems and verification by worksite inspection	Conduct reviews	Conduct reviews	Conduct reviews	Conduct reviews

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director Gov and CS and H and S Committee
2	\$2,500	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 Management Officer
8	N/A	MVC	Work Health and Safety Officer

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
1	Participation in Northern Tasmania Development (NTD)	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting	Attend NTD Local Government Committee Meeting
2	Convene meetings of the Customer Service Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
3	Convene meetings of the Merit User Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
4	Provide support to the Townscape Reserves and Parks Special Committee (TRAP)	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes
5	Review Council's Delegation Register		Review register		
6	Prepare Human Resources Plan			Prepare framework for Plan	Begin consultation with staff
7	Participate in benchmarking project with other Councils in the northern region	Engage a consultant to undertake project	Deliver report to Council	Develop future Action Plan	Develop future Action Plan
8	Conduct Community Satisfaction Survey				Conduct survey

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$62,000	MVC	General Manager
2	N/A	MVC	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	N/A	MVC and Consultant	General Manager
6	N/A	MVC	General Manager
7	\$12,000	MVC and Consultant	General Manager
8	\$8,000	Consultant	Director Gov and CS

Action performance targets

N/A

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
1	Facilitate the operation of the Meander Valley Community Safety Group	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress	Conduct meeting and report on progress
2	Deliver the Community Grants Program	Acquit Round 1 and advertise	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct the Meandering Art Exhibition	Establish Schools artist in residence workshops	Conduct Meandering exhibition	Evaluate Meandering Exhibition and Schools artist in residence workshops	Advertise Schools' artist in residence workshops to schools
4	Support Positive Ageing Programs	Report on progress	Report on progress	Report on progress	Report on progress
5	Develop and manage the Public Arts Policy	Report on progress	Report on progress	Report on progress	Report on progress
6	Provide Strategic Business and Planning assistance to community groups	Report on progress	Report on progress	Report on progress	Report on progress

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,000	MVC/DIER	Community Development Manager
2	\$87,000	MVC	Community Development Manager/Admin support
3	\$5,000	MVC	Community Development Manager/Personal Assistant
4	\$2,000	MVC	Community Development Manager
5	N/A	MVC	Community Development Manager
6	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	Range of programs delivered
5	Meetings held and goals achieved
6	Number of planning assistances undertaken

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
1	Conduct School Holiday Program	Conduct and report	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes
2	Conduct Stepping Stones Camps	Conduct program	Conduct program	Conduct program	Conduct program and evaluate overall outcomes
3	Conduct Community Recreation Leaders' Award Program (subject to numbers)	Conduct tutored program	Report on progress	Report on progress	Evaluate outcomes
4	Conduct 'National Youth Week' Event			Prepare and advertise event	Conduct event
5	Facilitate outdoor recreation programs	Conduct program	Conduct program	Conduct program	Conduct program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$4,000	MVC/DHHS/Contract	Community Officer/Community Development Manager/Recreation Coordinator
2	\$10,000	MVC and Contract	Community Officer
3	\$2,000	MVC	Community Officer/Community Development Manager
4	\$2,000	MVC/DPAC	Community Officer
5	\$13,000	MVC and Contract	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

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
1	Support the operation of the Recreation Co-Ordination Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground	Conduct all users meeting	Liaise with User Groups	Conduct all users meeting	Liaise with User Groups
3	Research and produce an Outdoor Recreation Facilities User Guide for Prospect Vale Park and Hadspen Memorial Centre	Draft User Guide for each venue	Liaise with users and test User Guide	Roll-out User Guide to seasonal and casual users and on-line	Review and evaluate effectiveness

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Recreation Officer
2	N/A	MVC	Recreation Officer
3	\$1,000	MVC	Recreation Coordinator

Action performance targets

No.	Performance target
1	Meeting held and goals achieved
2	User meeting held and goals achieved
3	User Guide produced and evaluated

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
1	Operate the Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre on a 7-day per week basis	Operate facilities and report to performance targets	Operate facilities and report to performance targets	Operate facilities and report to performance targets	Operate facilities and report to performance targets
2	Produce Indoor Recreation Facilities Management annual report and annual budget including fees review	Produce operations report			Review fees and produce annual budget
3	Develop a strategy and implement to promote and market indoor recreation facilities to current and prospective users	Develop and implement strategy	Conduct all users meeting	Review strategy	Conduct all users meeting
4	Research and produce and Indoor Recreation Facilities User Guide for Deloraine Community Complex, Meander Valley Performing Arts Centre and Westbury Sports Centre	Draft User Guide for each venue	Liaise with users and test User Guide	Roll-out User Guide to season and casual users and on-line	Review and evaluate effectiveness
5	Research and design a pilot Meander Valley VET Work Placement Program at the Westbury Sports Centre and associated local venues		Complete research and design	Complete Pilot Program	Review and evaluate effectiveness

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$242,000	MVC	Recreation Coordinator
2	N/A	MVC	Recreation Coordinator
3	N/A	MVC	Recreation Coordinator
4	\$1,000	MVC	Recreation Coordinator
5	\$2,000	MVC	Recreation Coordinator

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
3	Complete strategy and hold all user meetings
4	User Guide produced and evaluated
5	Pilot Program conducted and evaluated

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
1	Raise Rates and Sundry Debtor accounts	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Complete State Authority returns	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return			Final State Fire and Treasury pensioner claims
3	Issue Section 132 certificates (Property Rates)	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
4	Arrange annual insurance renewals		Crime Insurance (Fidelity Guarantee renewal)	Directors and Officers and Employment Practices renewal	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV
5	Reconciliation of Control Accounts	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVCr	Rates Officer
2	N.A	MVC	Rates Officer
3	N/A	MVC	Rates Officer

4	\$250,000	MVC	Finance Officer and Director Corporate Services
5	N/A	MVC	Senior Accountant

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none"> ▪ Issue Rates notices before 31st July 2016 ▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none"> ▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none"> ▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end ▪ Reconcile Payroll within 5 working days of processing.

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
1	Review and present the Long Term Financial Plan (LTFP) to Council				Review and present the LTFP to Council
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes			Determine budget update program	Present budget, fees and charges to Council in June
3	Annual external reporting	Produce Statutory Accounts and complete KPI consolidated data sheets			Prepare end of year timetable for Statutory Accounts and Audit
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time
5	Provide internal financial management reports on a timely basis for decision making	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
6	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment policy	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment

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 2016, Jan 2017 and April 2017 respectively

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
1	Maintenance and upgrade of IT infrastructure	Commence rolling replacement of PC's	Complete rolling replacement of PC's.		
2	Consider and prioritise recommendations for implementing following the review of the IT disaster recovery plans	Finalise plan and recommended actions	Prioritise and commence actions within budget allocations	Complete priority actions within budget allocations	Review priorities and formulate budget to complete

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC	IT Officer
2	\$40,000	MVC/IT Contractor	IT Officer

Action performance targets

N/A

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation
2	Annual Archive Disposal	Arrange for removal of documents due for disposal			List documents due for disposal
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects	Commence identified priority projects	Continue with priority projects	Report on status of projects

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

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
1	Review 2016 Enterprise Agreement	Review increases and apply across new scale and allowances.			Review CPI percentage to determine increase
2	Implementation of LGAT Workplace Behaviours Policy suite	Consult on stage 2 policies	Implement Stage 2 policies		
3	Review existing Human Resources Policies and Procedures manual		Review existing policies not replaced by LGAT policy suite	Update HR Policy Manual for policy document	
4	Coordinate training needs via Learning Management system	Report to Directors on quarterly training to be delivered	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered	Report to Directors on quarterly training to be delivered
5	Performance Review System	Ensure all employee performance reviews have been completed	Ensure all inside employee salary reviews have been completed	Ensure all mini performance reviews and all outside employee wage reviews have	Review the current year's performance reviews and recommend any changes required

				been completed	
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	HR/Payroll Officer
2	N/A	MVC	HR/Payroll Officer
3	N/A	MVC	HR/Payroll Officer
4	N/A	MVC	HR/Payroll Officer and Directors
5	N/A	MVC	HR/Payroll Officer and Directors

Action performance targets

N/A

Infrastructure Services

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC)	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting
2	Participate in Northern Regional Emergency Management Committee (NREMC)	Attend meeting	Attend meeting	Attend meeting	Attend meeting
3	Support the operation of the Deloraine SES unit through ongoing management of the MOU		Briefing report to Council		Briefing report to Council
4	Conduct emergency management training facilitated by Red Cross		Complete training		
5	Review and update Emergency Management/Social Recovery contact list		Contact List updated		

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	\$13,200	MVC and SES	Director Infrastructure Services

4	\$2,000	MVC and Rec Cross	Director Infrastructure Services
5	N/A	MVC	Administration Officer – Infrastructure Services

Action performance targets

No.	Performance target
1	Meetings held
2	Attend meetings and report to MEMRC
3	Obtain activities report from Deloraine SES and provide information to Council on a 6 monthly basis in Briefing Reports

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
1	Deliver the bridge inspection and maintenance program	Manage contract	Manage contract	Manage contract	Manage contract
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program
3	Undertake Council's responsibility as a road authority <ul style="list-style-type: none"> - Working in the road reserve permits - Cross over applications - Applications from utility owners - NVHR and heavy vehicle management - Rural addressing - Supervision of subdivision construction 	Achieve activity performance targets	Achieve activity performance targets	Achieve activity performance targets	Achieve activity performance targets
4	Undertake footpath proactive defect inspections			Undertake required inspections	Undertake required inspections

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$31,500	MVC and Contractor	Senior Technical Officer - Engineering
2	Capital Works - \$7,153,300	MVC and Contractors	Director Infrastructure Services
3	N/A	MVC	Technical Officer & Senior Technical Officer – Engineering, Administration Officer – Infrastructure Services
4	N/A	MVC	Asset Management Coordinator and Works Department

Action performance targets

No.	Performance target
1	Review of contractors compliance with the contract and hold meeting to discuss prioritisation of future bridge replacement projects
2	Development of project plans, delivery of projects in line with budget, time line, and scope
3	Private addressing applications completed within 10 business days, NHVR applications within 28 days, assess cross over applications within 10 business days
4	Meet timeframes set out by Conquest

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pools at Mole Creek and Caveside	Review and extend existing contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance	Undertake inspection and required maintenance	Undertake inspection and required maintenance	Undertake inspection and required maintenance
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register		Carry out annual inspections	
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance

5	Property services – leasing, hire agreements, disputes, building valuations, and administration	Review agreements		Review agreements	
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$65,000	MVC and Contractors	Property Management Officer
2	N/A	MVC	Property Management Officer
3	N/A	MVC	Property Management Officer
4	N/A	MVC and Contractors	Property Management Officer
5	N/A	MVC	Property Management Officer
6	Capital Works - \$297,500	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

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
1	Undertake inspections and condition assessments of all equipment and facilities	Undertake required inspections	Undertake required inspections	Undertake required inspections	Undertake required inspections
2	Continue to develop and review the Strategic Plan for Council's open space areas		Report to program		Report to program
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program
4	Undertake elm leaf beetle treatment (3 yearly program)		Undertake treatment		

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. Annual comprehensive inspection completed by December 31
2	Provide information to Council in Briefing Reports
3	Development of project plans, delivery of projects in line with budget, time line, and scope
4	Complete treatment work by 31 December

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
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> - Review Asset Management Plans - Undertake Conquest training and development - Integrate Strategic Planning outcomes into AMP and LTFP - Develop whole of organisation approach to AM 	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report	Provide monthly Conquest report	Provide monthly Conquest report	Provide monthly Conquest report
3	Support Northern Asset Management Group <ul style="list-style-type: none"> - Attend IPWEA and NAMS committee meetings 	Chair meeting and action minutes	Chair meeting and action minutes	Chair meeting and action minutes	Chair meeting and action minutes
4	Prepare 2017/2018 Capital Works Program		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
5	Update asset information including capitalisation of assets in Conquest and GIS and undertake road useful life assessment and building revaluations	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS
6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes
7	Undertake additional survey of stormwater assets and update GIS				Complete by 30 June

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	\$35,000	MVC and Contractors	Asset Management Coordinator and Property+ Management Officer
6	N/A	MVC	Senior Technical Officer - Engineering
7	\$20,000	MVC and Contractors	Senior Technical Officer - Engineering

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

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
1	Implement Waste Management Strategy and Action Plan	Action the Plan	Action the Plan	Action the Plan	Action the Plan
2	Support Northern Tasmanian Waste Management Group activities through a 5% landfill levy	Attend meetings	Attend meetings	Attend meetings	Attend meetings
3	Provision of kerbside collection contracts for waste, recyclables, and organics	Supervise Contract	Supervise Contract	Supervise Contract	Supervise Contract
4	Provision of landfill, waste transfer stations and resource recovery operations contract	Supervise Contract	Supervise Contract	Supervise Contract	Supervise Contract
5	Provision of hard waste collection		Undertake collection		
6	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program
7	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	Ground and surface water monitoring Annual Report to EPA		Ground and surface water monitoring	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC and Consultants	Director Infrastructure Services and Senior Technical Officer - Engineering
2	\$65,000	MVC	Senior Technical Officer - Engineering
3	\$500,000	MVC and Contractor	Senior Technical Officer - Engineering
4	\$470,000	MVC and Contractor	Director Infrastructure Services and Senior Technical Officer - Engineering
5	\$20,000	MVC and Contractor	Senior Technical Officer - Engineering
6	Capital Works - \$310,000	MVC and Contractors	Senior Technical Officer - Engineering
7	\$22,000	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	Supervise and review contract
6	Development of project plans, delivery of projects in line with budget, time line, and scope

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans	Report on progress	Report on progress	Report on progress	Report on progress
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes	Chair meeting and distribute minutes
3	Support regional NRM Stormwater Officer	Meet with officer	Meet with officer	Meet with officer	Meet with officer
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program	Report to program	Report to program	Report to program

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 - \$120,000	MVC and Consultants	Senior Technical Officer - Engineering

Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2017
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
1	Process development applications in accordance with delegated authority	Performance Target	Performance Target	Performance Target	Performance Target
2	Process Planning Scheme Amendments	Performance Target	Performance Target	Performance Target	Performance Target
3	Prepare Local Provisions Schedule for the Tasmanian Planning Scheme	Prepare Project Plan	Draft Local Provisions Schedule		
4	Carrick Rural Living Area - Rezoning	Rezoning approved by Minister			
5	Department of Education Land Prospect Vale – Development Plan		Finalise Development Plan		
6	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant	Develop Draft Plan	Present Plan to Council	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$623,000	MVC	Director Development Services
5	\$10,000	MVC and Consultant	Director Development Services
6	\$32,500	MVC and Consultant	Senior Town Planner and Economic Development Officer

Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
3	Local Provisions Schedule adopted by Council
6	Activity Centre Plan completed

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
1	Permit Authority – Issue Permits for Category 4 Building works	Performance Target	Performance Target	Performance Target	Performance Target
2	Permit Authority – Process Building Applications	Performance Target	Performance Target	Performance Target	Performance Target
3	Permit Authority – Manage outstanding Building Completions and Illegal Works				Reduce outstanding completions by 20%
4	Coordinate Major Events applications	Performance Target	Performance Target	Performance Target	Performance Target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$30,000	MVC	Director Development Services
2-4	\$322,000 (incorporating Plumbing administration support)	MVC	Director Development Services and Permit Authority

Action performance targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council. Achieve 95% conformance.
4	Respond to applications with 7 working days.

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
1	Monitor and sample water quality of recreational waters	Record Results	Record Results	Record Results	Record Results
2	Inspect Places of Assembly annually as per program	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence
3	Inspect and register food premises annually	Inspections per Schedule	Inspections per Schedule	Inspections per Schedule	Issue annual registration for all food premises
4	Co-ordinate immunisation clinics				Complete Immunisation Program
5	Investigate incidents and complaints re notifiable diseases, public health or environmental nature	Monitor and Report to Agencies	Monitor and Report to Agencies	Monitor and Report to Agencies	Monitor and Report to Agencies
6	Process applications for special plumbing permits and on site waste water disposal	Performance Target	Performance Target	Performance Target	Performance Target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1-4	\$160,000	MVC, External Consultants and Immunisation Nurses	Director Development Services
5-6	\$65,000	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

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
1	Conduct inspections and process applications for Plumbing Permits	Performance Target	Performance Target	Performance Target	Performance Target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$153,000	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

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
1	Annual Audit of Dog Registrations			Conduct Audit	
2	Fire Abatement Management		Issue Fire Abatement Notices	Issue Fire Abatement Notices	
3	Investigate incidents and complaints regarding animal control	Performance Target	Performance Target	Performance Target	Performance Target
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed		

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1,3	\$144,800	MVC and External Consultants	Director Development Services and General Inspector
2	\$16,700	MVC and External Contractors	Director Development Services and General Inspector
4	In Kind	MVC	Director Development Services

Action performance targets

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

Works

Directorate	5. Works	Program number and title	5.1 Parks, Reserves, Sports Grounds and 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
1	Undertake the maintenance work in accordance with the level of service required	Report to performance target	Report to performance target	Report to performance target	Report to performance target
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$909,800	MVC	Director Works, Work Supervisors
2	Capital Works \$ 65,000 – Deloraine Cemetery improvements \$ 10,000 – Install AWTS at Bracknell River Reserve \$ 15,000 – Replace cricket nets Bracknell Rec Ground \$181,000 – Various reserves – footpath/walk, irrigation and landscaping upgrades and renewals	MVC and external service providers	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

Directorate	5. Works	Program number and title	5.2 Roadside Verges and 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
1	Undertake the maintenance work in accordance with the level of service required.	Report to performance target	Report to performance target	Report to performance target	Report to performance target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$402,000	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

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
1	Undertake maintenance work in accordance with the level of service required	Report to performance target	Report to performance target	Report to performance target	Report to performance target
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,908,400 (includes \$150,000 R2R funding)	MVC and external service providers	Director Works, Work Supervisors
2	Capital Works \$1,705,000 – Road construction \$950,000 – Road reseal and gravel re-sheeting \$161,000 – Footpath construction	MVC and external service providers	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

Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning and 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
1	Undertake street litter bin collection and cleaning in accordance with the current level of service	Report to performance target	Report to performance target	Report to performance target	Report to performance target
2	Undertake cleaning of toilets in accordance with the current level of service	Report to performance target	Report to performance target	Report to performance target	Report to performance target

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$226,000	MVC	Director of Works
2	\$252,700	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

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
1	Undertake maintenance work in accordance with the level of service required	Report to performance target	Report to performance target	Report to performance target	Report to performance target
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$128,900	MVC and external service providers	Director Works, Work Supervisors
2	Capital Works \$100,000 – Carrick open drain improvement program \$100,000 – Westbury open drain improvement program \$50,000 – Bracknell open drain improvement program \$20,000 – William Street Westbury \$20,000 – Lovett Lane Westbury \$15,000 – Exton WSUD	MVC and external service providers	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

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
1	Manage plant to achieve operational objectives			Complete review	
2	Undertake plant purchase/trade in accordance with 10 year Major Plant Replacement Program and the projects listed in the 2016-2017 Capital Works Program	Report to program	Report to program	Report to program	Report to program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$352,700	MVC	Director Works, Work Supervisors
2	Capital Works \$473,000 – Major plant (renewal and new) \$20,000 – Minor plant (renewal and new)	MVC	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	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.7 Works and 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
1	Develop Works and Maintenance Program by June for the following financial year			Undertake assessment	Develop work program

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director of Works and Director of Infrastructure Services

Action performance targets

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

Economic Development & Sustainability

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

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Continue implementation of NRM strategies as per annual work plan	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target
2	Review and update Councils Natural Resource Management Strategy	Commence review	Continue review	Present draft to Council	
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities	

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC	NRM Officer
2	\$5,000	MVC	NRM Officer
3	\$11,000	MVC	General Manager

Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Strategy completed
3	Attend annual meetings and support a regional approach to river catchment management

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
1	Promote investment in Meander Valley to support the growth of identified industry sectors	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
2	Continue to Implement actions contained in the Communication Action Plan	Review progress and reset priorities	Report on progress via the Briefing Report	Report on progress via the Briefing Report	Report on progress via the Briefing Report
3	Support activities of the Sustainable Environment Committee	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes
4	Support the progress of Hadspen Urban Growth Area		Report on progress	Report on progress	Report on progress
	a. Negotiate and prepare the Part 5 agreements with landowners	Report on progress	Report on progress	Report on progress	Report on progress
5	Develop Council's Asian Engagement Strategy as part of the regional project		Report on progress		
6	Operate the Great Western Tiers Visitor Centre efficiently and effectively	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue	Report on visitation statistics and sales revenue
7	Develop a plan for installation of Wi-Fi infrastructure at identified locations across Meander Valley	Commence the development of the installation plan	Report on progress	Report on progress	Report on progress
8	Develop a plan for the installation of video surveillance in Deloraine and Westbury	Commence development of the business case for the program	Report on progress	Report on progress	Report on progress

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$29,000	MVC	Director Economic Development and Sustainability
2	\$18,500	MVC	Communication Officer
3	\$5,000	MVC	Project Officer
4a	\$7,000	MVC	Director Economic Development and Sustainability/ Project Officer/Director Development Services/Town Planner/Senior Accountant
5	\$18,000	MVC	Director Economic Development and Sustainability
6	\$343,000	MVC	Director Economic Development and Sustainability/ Visitor Centre Manager
7	\$65,000 CW Carry Over FY 15/16	MVC	Director Economic Development/Property Management Officer
8	\$10,000	MVC	Director Economic Development and 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
4a	Meet project timeframes as agreed by the Project Team
5	Strategy Completed
6	Deliver operations on budget
7	Approval of program by Council
8	Approval of program by Council

135/2016 NOTICE OF MOTION – SUSTAINABLE ENVIRONMENT COMMITTEE – CR DEB WHITE

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Councillor Deb White to formalise the appointment of the Sustainable Environment Committee (SEC) as a Special Committee of Council.

2) Recommendation (Cr Deb White)

It is recommended that Council,

- 1. Establish the Sustainable Environmental Committee as a Special Committee of Council under Section 24 (2) of the Local Government Act 1993;***
- 2. Appoint the following as members of the Special Committee – Cr D White, Cr B Richardson, R Dunn, S Brownlea, K Eade and C Plaisted;***
- 3. Adopt the SEC Terms of Reference and Action Plan incorporating the Charter for the Special Committee.***

DECISION:

Cr White moved and Cr Mackenzie seconded ***“that Council,***

- 1. Establish the Sustainable Environmental Committee as a Special Committee of Council under Section 24 (2) of the Local Government Act 1993;***
- 2. Appoint the following as members of the Special Committee – Cr D White, Cr B Richardson, R Dunn, S Brownlea, K Eade and C Plaisted;***
- 3. Adopt the SEC Terms of Reference and Action Plan incorporating the Charter for the Special Committee.***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

136/2016 INFORMATION BAY SIGNAGE AND STRUCTURES, BASS HIGHWAY DELORAINE

1) Introduction

The purpose of this report is for Council to formally consider accepting the ownership of the information layby structures located on the Bass Highway at Deloraine as donated assets from the Department of State Growth.

2) Recommendation

It is recommended that Council does not accept ownership of the laybys, structures and signage located on the Bass Highway, Deloraine.

DECISION:

Cr Mackenzie moved and Cr King seconded ***“that Council does not accept ownership of the laybys, structures and signage located on the Bass Highway, Deloraine.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

137/2016 DELORAINÉ CAR SHOW 2017 REQUEST

1) Introduction

The purpose of this report is for Council to consider a request from the organising committee of the Deloraine Car Show to increase the size of the 2017 event through increased road closures.

2) Recommendation

It is recommended that Council approve the request for the road closure for the 2017 Deloraine Car Show that includes:

- ***Emu Bay Road from the western side of the Deloraine Hotel roundabout to Parsonage Street and;***
- ***West Parade from the western side of the Deloraine Hotel roundabout to the West Church Street junction.***

DECISION:

Cr Kelly moved and Cr Mackenzie seconded ***“that Council approve the request for the road closure for the 2017 Deloraine Car Show that includes:***

- ***Emu Bay Road from the western side of the Deloraine Hotel roundabout to Parsonage Street and;***
- ***West Parade from the western side of the Deloraine Hotel roundabout to the West Church Street junction.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

138/2016 POLICY REVIEW NO. 49 – COMMUNICATION POLICY FOR THE MEDIA

1) Introduction

The purpose of this report is for Council to review Policy No 49 – Communication Policy for the Media.

2) Recommendation

It is recommended that Council confirm the continuation of Policy No 49 – Communication Policy for the Media, as follows:

POLICY MANUAL

Policy Number: 49

Media Communications Policy

Purpose:

To provide a clear direction to assist the Mayor, Councillors and Officers in dealing effectively with the media.

Department:

Economic Development & Sustainability

Author:

Rick Dunn, Director

Council Meeting Date:

~~11 June 2013~~ 7 June 2016

Minute Number:

~~107/2013~~

Next Review Date:

June ~~2016~~ 2020

POLICY

1. Definitions

Nil.

2. Objective

The objective is to provide the Mayor, Councillors and Officers with a framework for dealing with the media.

3. Scope

This policy applies to the Mayor, Councillors and Officers in handling media communication.

4. Policy

Political Issues:

Issues that relate to matters of a political nature are to be directed to the Mayor who will be responsible for determining whether it is desirable for a media interview to be conducted.

The Mayor may delegate the media interview to the Deputy Mayor or the General Manager if circumstances warrant this.

The response to the media on political issues is to be conducted within the Council's policy framework and where there is not a framework then any statements should be made so that they do not bind the Council to a particular course of action. It is recognised that the Mayor needs to use his/her discretion in dealing with these issues.

Community Issues:

Community issues are those that may relate to a particular event; eg closure of a factory, local disaster, local award etc. In these cases the Mayor is the most appropriate person to deal with these issues.

The Mayor may delegate a response to community issues where he/she is unavailable or where the nature of the issue is such that it should be handled more appropriately by a councillor or officer.

Operational Issues:

It is the responsibility of the General Manager to determine the most appropriate person to deal with the media in relation to operational issues.

The General Manager may delegate a response to operational issues where he/she is unavailable or where the nature of the issue is such that a more appropriate officer should handle it.

Councillor Media Statements:

A councillor has the right to make personal statements that reflect their own individual views provided such views do not purport to be the views of the Council.

5. Legislation

Local Government Act 1993

Local Government (General) Amendment (Code of Conduct) Regulations 2006

6. Responsibility

The General Manager is responsible for the application of this policy.

DECISION:

Cr Mackenzie moved and Cr King seconded ***“that Council confirm the continuation of Policy No 49 – Communication Policy for the Media, as follows:***

POLICY MANUAL

Policy Number: 49

Media Communications Policy

Purpose:

To provide a clear direction to assist the Mayor, Councillors and Officers in dealing effectively with the media.

Department:

Economic Development & Sustainability

Author:

Rick Dunn, Director

Council Meeting Date:

7 June 2016

Minute Number:

138/2016

Next Review Date:

June 2020

POLICY

1. Definitions

Nil

2. Objective

The objective is to provide the Mayor, Councillors and Officers with a framework for dealing with the media.

3. Scope

This policy applies to the Mayor, Councillors and Officers in handling media communication.

4. Policy

Political Issues:

Issues that relate to matters of a political nature are to be directed to the Mayor who will be responsible for determining whether it is desirable for a media interview to be conducted.

The Mayor may delegate the media interview to the Deputy Mayor or the General Manager if circumstances warrant this.

The response to the media on political issues is to be conducted within the Council's policy framework and where there is not a framework then any statements should be made so that they do not bind the Council to a particular course of action. It is recognised that the Mayor needs to use his/her discretion in dealing with these issues.

Community Issues:

Community issues are those that may relate to a particular event; eg closure of a factory, local disaster, local award etc. In these cases the Mayor is the most appropriate person to deal with these issues.

The Mayor may delegate a response to community issues where he/she is unavailable or where the nature of the issue is such that it should be handled more appropriately by a councillor or officer.

Operational Issues:

It is the responsibility of the General Manager to determine the most appropriate person to deal with the media in relation to operational issues.

The General Manager may delegate a response to operational issues where he/she is unavailable or where the nature of the issue is such that a more appropriate officer should handle it.

Councillor Media Statements:

A councillor has the right to make personal statements that reflect their own individual views provided such views do not purport to be the views of the Council.

5. Legislation

Local Government Act 1993

Local Government (General) Amendment (Code of Conduct) Regulations 2006

6. Responsibility

The General Manager is responsible for the application of this policy.

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

139/2016 NEW POLICY NO 87 - HADSPEN URBAN GROWTH AREA DEVELOPMENT

1) Introduction

The purpose of this report is to seek Council approval of a new Policy to outline a funding and delivery model for the provision of shared infrastructure in the Hadspen Urban Growth Area

2) Recommendation

It is recommended that Council approves a new Policy – Hadspen Urban Growth Area Development as follows:-

POLICY MANUAL

Policy Number: 87

Hadspen Urban Growth Area Development

Purpose:

To establish guidelines for the provision of infrastructure by Council, and securing contributions from landowners, to facilitate development in the Hadspen Urban Growth Area

Department:

Economic Development & Sustainability

Author:

Rick Dunn, Director

Council Meeting Date:

7 June 2016

Minute Number:

139/20167

Next Review Date:

June 2020

POLICY

1. Definitions

a) Hadspen Urban Growth Area

The area described by the Hadspen Specific Area Plan (SAP F2) in the Meander Valley Interim Planning Scheme 2013

b) Landowner Contributions

Contributions made by landowners to directly compensate Council for the cost of its investment.

c) Cost of Capital

The borrowing rate as provided by Tascorp, applied to the total cost of the Council's investment over a period not exceeding 15 years which may include periodic interest rate reviews as determined appropriate to the financing arrangements.

d) Infrastructure

For the purposes of this policy, infrastructure includes the following:

- Roads
- Stormwater including Water Sensitive Urban design
- Water and Sewerage
- Pedestrian and Cycle networks
- Power
- Telecommunications

e) Investment

Council finance provided for the construction of infrastructure in the Hadspen Urban Growth Area

f) Development

As defined by Section 3 of the Land Use Planning and Approvals Act 1993

2. Objective

The objective of this policy is to provide:

- for the construction of infrastructure which will underpin the development of the Hadspen Urban Growth Area
- a framework for financing Council investment in the capital cost of the construction of infrastructure
- a model for ensuring that Council recovers its investment

3. Scope

The Policy is applicable to the provision of infrastructure for the Hadspen Urban Growth Area.

4. Policy

Background

There are multiple land owners in the Hadspen Urban Growth Area. In order to coordinate and facilitate development Council may resolve to finance and construct infrastructure that will be shared by the future community.

Council is taking on a financial risk by assuming debt to finance its investment.

Council will apply appropriate mechanisms to ensure that the initial investment is recovered and the debt paid down as the area is developed. Council will ensure that it recovers its investment in the infrastructure.

Policy

- Council will finance the planning, design and construction of infrastructure where a long term benefit to the community can be demonstrated
- Council will limit the amount of its investment to:
 - expenses associated with planning, design and construction of the infrastructure
 - the cost of capital required to provide finance.
- Council will cap its investment to the lesser of the annual borrowing limit approved by State Treasury for the current financial year or 100% of the annual general rate in the current year less any debt recovery under Councils Policy No. 76 – Industrial Land Development.
- Council will recover 100% of its investment in the development by way of developer contributions back to Council in accordance with the following procedures:

Timing

The timing of the contributions back to Council will be determined at the discretion of Council based upon projected revenues from the development and the extent to which Council needs to provide a stimulus to the development:

- should a landowner sell all or any part of the land during the life of the part 5 Agreement the landowner contributions can either be recovered 100% from the initial landowner or spread between the original landowner and subsequent landowners
- the estimated time frame to recover Council's investment will not exceed 15 years

Mechanism

Having determined the timing of the contributions Council will recover its investment by a part 5 agreement as provided for under Section 71 of the Land Use Planning and Approvals Act 1993 with payment of the specified landowner contributions being payable on the sealing of a final plan in each subdivision.

Landowner contributions will be apportioned on a per square metre basis of the saleable land and applied to each lot in the proposed subdivision accordingly.

Council may agree, at its absolute discretion, to accept additional voluntary contribution payments. If Council agrees and voluntary contribution payments are received the remaining contribution amount will be proportionally reduced over the remaining square metres.

5. Legislation and related Council Policies

Local Government Act 1993

Land Use Planning and Approvals Act 1993

Industrial Land Development Policy No. 76

6. Responsibility

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

DECISION:

Cr Mackenzie moved and Cr King seconded ***“that It is recommended that Council approves Policy No 87 – Hadspen Urban Growth Area Development as follows:-***

POLICY MANUAL

Policy Number: 87

Hadspen Urban Growth Area Development

Purpose:

To establish guidelines for the provision of infrastructure by Council, and securing contributions from landowners, to facilitate development in the Hadspen Urban Growth Area

Department: Economic Development & Sustainability
Author: Rick Dunn, Director
Council Meeting Date: 7 June 2016
Minute Number: 139/2016
Next Review Date: *June 2020*

POLICY

1. Definitions

a) Hadspen Urban Growth Area

The area described by the Hadspen Specific Area Plan (SAP F2) in the Meander Valley Interim Planning Scheme 2013

b) Landowner Contributions

Contributions made by landowners to directly compensate Council for the cost of its investment.

c) Cost of Capital

The borrowing rate as provided by Tascorp, applied to the total cost of the Council's investment over a period not exceeding 15 years which may include periodic interest rate reviews as determined appropriate to the financing arrangements.

d) Infrastructure

For the purposes of this policy, infrastructure includes the following:

- Roads
- Stormwater including Water Sensitive Urban design
- Water and Sewerage
- Pedestrian and Cycle networks
- Power
- Telecommunications

e) Investment

Council finance provided for the construction of infrastructure in the Hadspen Urban Growth Area

f) Development

As defined by Section 3 of the Land Use Planning and Approvals Act 1993

2. Objective

The objective of this policy is to provide:

- for the construction of infrastructure which will underpin the development of the Hadspen Urban Growth Area
- a framework for financing Council investment in the capital cost of the construction of infrastructure
- a model for ensuring that Council recovers its investment

3. Scope

The Policy is applicable to the provision of infrastructure for the Hadspen Urban Growth Area.

4. Policy

Background

There are multiple land owners in the Hadspen Urban Growth Area. In order to coordinate and facilitate development Council may resolve to finance and construct infrastructure that will be shared by the future community.

Council is taking on a financial risk by assuming debt to finance its investment.

Council will apply appropriate mechanisms to ensure that the initial investment is recovered and the debt paid down as the area is developed. Council will ensure that it recovers its investment in the infrastructure.

Policy

- Council will finance the planning, design and construction of infrastructure where a long term benefit to the community can be demonstrated
- Council will limit the amount of its investment to:
 - expenses associated with planning, design and construction of the infrastructure
 - the cost of capital required to provide finance.
- Council will cap its investment to the lesser of the annual borrowing limit approved by State Treasury for the current financial year or 100%

of the annual general rate in the current year less any debt recovery under Councils Policy No. 76 – Industrial Land Development.

- Council will recover 100% of its investment in the development by way of developer contributions back to Council in accordance with the following procedures:

Timing

The timing of the contributions back to Council will be determined at the discretion of Council based upon projected revenues from the development and the extent to which Council needs to provide a stimulus to the development:

- should a landowner sell all or any part of the land during the life of the part 5 Agreement the landowner contributions can either be recovered 100% from the initial landowner or spread between the original landowner and subsequent landowners
- the estimated time frame to recover Council's investment will not exceed 15 years

Mechanism

Having determined the timing of the contributions Council will recover its investment by a part 5 agreement as provided for under Section 71 of the Land Use Planning and Approvals Act 1993 with payment of the specified landowner contributions being payable on the sealing of a final plan in each subdivision.

Landowner contributions will be apportioned on a per square metre basis of the saleable land and applied to each lot in the proposed subdivision accordingly.

Council may agree, at its absolute discretion, to accept additional voluntary contribution payments. If Council agrees and voluntary contribution payments are received the remaining contribution amount will be proportionally reduced over the remaining square metres.

5. Legislation and related Council Policies

Local Government Act 1993

Land Use Planning and Approvals Act 1993

Industrial Land Development Policy No. 76

6. Responsibility

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

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

ITEMS FOR CLOSED SECTION OF THE MEETING:

Cr Kelly moved and Cr Mackenzie seconded ***“that Council move into Closed Session to discuss the following items.”***

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

The meeting moved into Closed Session at 5.18pm

140/2016 CONFIRMATION OF MINUTES OF THE CLOSED SESSION OF THE ORDINARY COUNCIL MEETING HELD ON 10 MAY, 2016.

141/2016 LEAVE OF ABSENCE

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

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

The motion was declared CARRIED with Councillors Kelly, King, Mackenzie, Perkins, Synfield, Temple and White voting for the motion.

The meeting re-opened to the public at 5.20pm

The meeting closed at 5.21pm

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CRAIG PERKINS (MAYOR)