

Meander Valley Council

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

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 11 July 2017

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Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 11 July 2017 at 1.30pm.

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: Martin Gill, General Manager
Merrilyn Young, Executive Assistant
Dino De Paoli, Director Infrastructure Services
Jon Harmey, Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services
Jo Oliver, Senior Strategic Planner
Leanne Rabjohns, Town Planner
Justin Simons, Town Planner
Natasha Whiteley, Town Planner
Krista Palfreyman, Development Services Coordinator
Stuart Brownlea, NRM Officer
Kris Eade, Property Management Officer
Lauren Houston, Projects Officer, Infrastructure

137/2017 CONFIRMATION OF MINUTES:

Councillor White moved and Councillor Mackenzie seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 June, 2017, 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.

138/20176 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
27 June 2017	<ol style="list-style-type: none">1. Deloraine & Districts Recreation Feasibility Study2. Proposed Speed Limit Reduction – Pitcher Parade3. Proposed Notice of Motion – Cr Tanya King4. Review of Policy No 79 – Pursuit of Illegal Buildings5. Review of Policy No 56 – Recreation Facilities Pricing6. Review of Policy No 43 – Dog Management7. Review of Policy No 82 – Community Grants8. New Policy No 88 – Related Parties9. NRM Strategy 2017-202110. Mountain Man – Deloraine

139/2017 ANNOUNCEMENTS BY THE MAYOR:

Sunday 18 June to Wednesday 21 June 2017

ALGA National General Assembly (Canberra)

Friday 23 June 2017

Meeting with Teen Challenge

Tuesday 27 June 2017

Council Workshop

Hadspen Community Forum

Wednesday 28 June

LGAT General Management Committee

Premiers Local Government Council (Hobart)

Thursday 29 June 2017

Beacon Foundation and Country Club Dessert Challenge

Saturday 1 July 2017

Rotary Club of Westbury Changeover

Sunday 2 July 2017

Winterfire Lantern making workshop

Tuesday 4 July 2017

Prospect High School Beacon Charter signing

Wednesday 5 July 2017

NAIDOC Week (Deloraine)

Thursday 6 July 2017

Meeting with Premier Will Hodgman (Deloraine)

Tuesday 11 July 2017

Citizenships Ceremony (Westbury)

140/2017 DECLARATIONS OF INTEREST:

151/2017 Community Grants – Round 1 2017/18 - Cr Tanya King

141/2017 TABLING OF PETITIONS:

A copy of a petition to the Rt Hon Malcolm Turnbull, the Prime Minister and Parliament of Australia regarding the Restoration of Preventative Health Programs was tabled.

Councillor Richardson moved and Councillor Connor seconded ***“that Council receive the petition.”***

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

142/2017 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – JUNE 2017

Nil

2. PUBLIC QUESTIONS WITH NOTICE – JULY 2017

Nil

3. QUESTIONS WITHOUT NOTICE – JULY 2017

Nil

143/2017 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JUNE 2017

1.1 Cr Bob Richardson

On Sunday, last, I drove to St Mary's. I passed through Avoca, Fingal and St Mary's. I noted that most, if not all, of the streets were kerbed and guttered, and most streets had concrete footpaths. Two of the three population centres have schools and swimming pools and.....

The population centres have about 200, 200 and 500 people.

Why has Hadspen, a much larger centre, not been provided with a school? Why does not Hadspen and Westbury not have pools. Are these not reasonable questions to ask?

Response by Martin Gill, General Manager

Hadspen does not have a school because, to this point, neither the Department of Education nor another education provider has elected to establish a school in the township.

Hadspen and Westbury do not have pools because neither Westbury Council nor the Meander Valley Council have resolved to build a pool in either township.

I have assumed the last question regarding the reasonableness of the two prior questions was rhetorical. If it was not please let me know and I will prepare a response.

2. COUNCILLOR QUESTIONS WITH NOTICE – JULY 2017

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JULY 2017

3.1 Cr Tanya King

Its plastic free July, and I have been scrutinising my own family's plastic use, and have identified some improvements we can make. One easy thing to do is to separate and collect soft plastic for recycling. Unfortunately, I would need to drive to Launceston, to access my nearest collection point!

REDcycle is a recycling program that diverts flexible plastics – the ones you can't put in your kerbside recycling bin – from landfill and turns them into a material that can be used to manufacture new products.

Could Meander Valley Council please investigate the feasibility of introducing collection points within our municipality?

Question taken on Notice

3.2 Cr Andrew Connor

Could Council's Environmental Health Officers conduct proactive patrols during winter months to ensure compliance with smoking chimney regulations?

The regulations are breached if smoke is visible 10 metres or more from a chimney for at least 30 seconds at a time, as well as being generally visible for at least 10 minutes.

An infringement notice is an on-the-spot fine of \$240

Question taken on Notice

3.3 Cr Bob Richardson

Recently Councillors were circularised regarding published data from the 2016 Census.

That data was published in 4 statistical areas (SA1 through to SA4) for Meander Valley.

Could a map of the Meander Valley's SA's please be published in this Council meetings minutes.

Response by Martin Gill, General Manager
Map is attached

144/2017 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

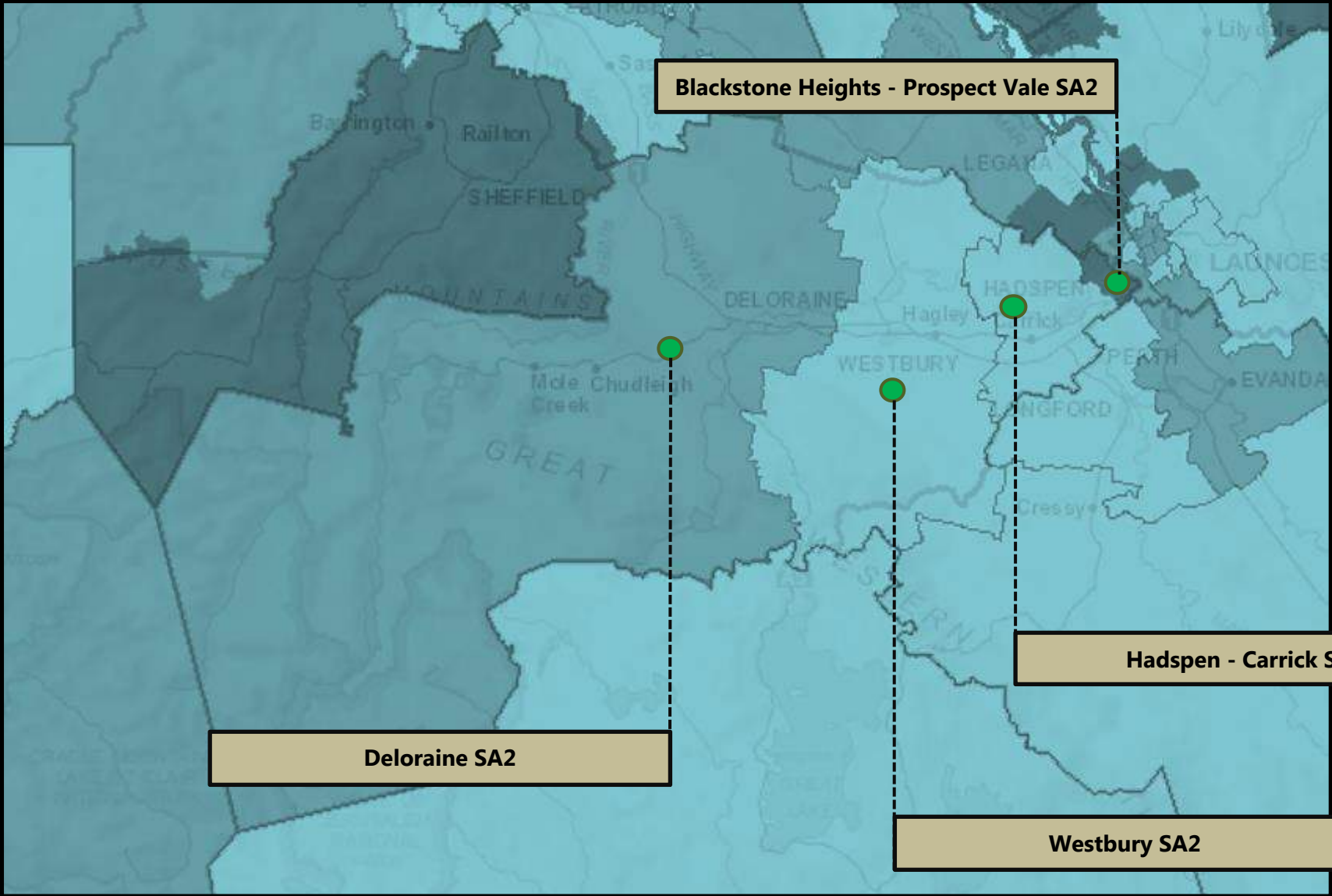
145/2017 NOTICE OF MOTIONS BY COUNCILLORS

158/2017 Notice of Motion – Repeal section 13 of the Fluoridation Act 1968 – Cr Tanya King

159/2017 Notice of Motion – Australia Day - Cr Andrew Connor

Meander Valley Council LGA

Statistical Area Level 2 (SA2)



COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advised that for items 146/2017 to 149/2017 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

146/2017 10A NEPTUNE DRIVE, BLACKSTONE HEIGHTS
- CHANGES TO AN EXISTING NON-
CONFORMING USE (STORAGE BUILDING)

1) Introduction

This report considers application PA\17\0205 for Changes to an Existing Non-conforming Use (storage building) on land located at 10A Neptune Drive, Blackstone Heights (CT 169236/2).

2) Recommendation

That the application for Use and Development for Clause 9.1.1(a) Changes to an Existing Non-conforming Use (storage building) on land located at 10A Neptune Drive, Blackstone Heights (CT 169236/2) by R Harrison requiring the following discretions:

- ***Changes to an Existing Non-conforming Use***

be APPROVED, generally in accordance with the endorsed plans:

- a) Johnstone McGee & Gandy – Site plan; Shed plans, elevations and details & Site and drainage plan;***

and subject to the following conditions:

- 1. Prior to the commencement of use, either:**

- a) a Section 71 agreement must be executed, that provides for the following:**

Prior to any future sealing of a subdivision of the land (CT 169236/2), the stormwater from the subject building must be directed to Council's stormwater system to the satisfaction of Director Infrastructure Services.

Once executed, the agreement must be lodged and registered in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993*.

All costs associated with preparing and registering the Agreement must be borne by the applicant.

OR

- b)
 - i. **Design drawings are to be submitted showing the means of connection to Council's stormwater system, to the satisfaction of Director Infrastructure Services; and**
 - ii. **All construction is to be completed in accordance with the endorsed stormwater design drawings, to the satisfaction of Director Infrastructure Services.**

Note:

1. **Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
2. **This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) **Building approval**
 - b) **Plumbing approval****All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.**
3. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted

within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Mackenzie moved and Cr White seconded ***"that the application for Use and Development for Clause 9.1.1(a) Changes to an Existing Non-conforming Use (storage building) on land located at 10A Neptune Drive, Blackstone Heights (CT 169236/2) by R Harrison requiring the following discretions:***

- ***Changes to an Existing Non-conforming Use***

be APPROVED, generally in accordance with the endorsed plans:

- a) Johnstone McGee & Gandy – Site plan; Shed plans, elevations and details & Site and drainage plan;***

and subject to the following conditions:

- 1. Prior to the commencement of use, either:**

- a) a Section 71 agreement must be executed, that provides for the following:**

Prior to any future sealing of a subdivision of the land (CT 169236/2), the stormwater from the subject building must be directed to Council's stormwater system to the satisfaction of Director Infrastructure Services.

Once executed, the agreement must be lodged and registered in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993*.

All costs associated with preparing and registering the Agreement must be borne by the applicant.

OR

- b)**
 - i. Design drawings are to be submitted showing the means of connection to Council's stormwater system, to the satisfaction of Director Infrastructure Services; and**
 - ii. All construction is to be completed in accordance with the endorsed stormwater design drawings, to the satisfaction of Director Infrastructure Services.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
- 2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval****All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.**
- 3. This permit takes effect after:**
 - a) The 14 day appeal period expires; or**
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.**

- c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
 5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
 6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
 7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
 8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies."

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

Comment by Cr Bob Richardson

The applicant had approval to construct a residence and restaurant.

The construction which has been undertaken looks nothing like a "manager's residence and restaurant".

Approval, retrospectively, for a storage building provides a potential precedent for future non-conforming buildings.

148/2017 45A PARSONAGE STREET, DELORAINE - MULTIPLE DWELLINGS (2 UNITS)

The Mayor invited Mark Butson to address the meeting regarding this item.

1) Introduction

This report considers application PA\17\0212 for Multiple Dwellings (2 units) on land located at 45A Parsonage Street, Deloraine CT:161933/2).

2) Recommendation

That the application for Use and Development for Multiple Dwellings (2 units) on land located at 45A Parsonage Street, Deloraine (CT:161933/2) by M Walters, requiring the following discretions:

- 10.4.2 Setbacks and building envelope
- 10.4.4 Sunlight and overshadowing for all dwellings
- 10.4.9 Storage for multiple dwellings
- E6.7.2 Design and Layout of Car Parking

be APPROVED, generally in accordance with the endorsed plans:

- a) Wood Drafting and Design Services, drawing number MW-1320, Sheets 01, 02 & 04.**

and subject to the following conditions:

- 1. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2017/00854-MVC attached).**

Note:

- 1. The provision of a dedicated visitor parking space is not a condition of this approval.**
- 2. The stormwater drainage system designed for the development must incorporate stormwater detention. Approval of the proposed on-site detention by Council's Infrastructure Department will be required prior to the issue of building and plumbing permit approvals. Refer to the separate letter from Council attached to this permit.**

3. **This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:**
 - a) **Building permit**
 - b) **Plumbing permit**

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

4. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
5. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au .
6. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
7. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received at least 6 weeks prior to the expiration date.
8. In accordance with the legislation, all permits issued by the planning authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

9. If any Aboriginal relics are uncovered during works;
- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
- The relevant approval processes will apply with State and Federal government agencies.

DECISION:

Cr Mackenzie moved and Cr Kelly seconded ***“that the application for Use and Development for Multiple Dwellings (2 units) on land located at 45A Parsonage Street, Deloraine (CT:161933/2) by M Walters, requiring the following discretions:***

- 10.4.2 Setbacks and building envelope
- 10.4.4 Sunlight and overshadowing for all dwellings
- 10.4.9 Storage for multiple dwellings
- E6.7.2 Design and Layout of Car Parking

be APPROVED, generally in accordance with the endorsed plans:

- a) **Wood Drafting and Design Services, drawing number MW-1320, Sheets 01, 02 & 04.**

and subject to the following conditions:

- 1. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2017/00854-MVC attached).**

Note:

- 1. The provision of a dedicated visitor parking space is not a condition of this approval.**
- 2. The stormwater drainage system designed for the development must incorporate stormwater detention. Approval of the proposed on-site**

detention by Council's Infrastructure Department will be required prior to the issue of building and plumbing permit approvals. Refer to the separate letter from Council attached to this permit.

- 3. This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:
 - a) Building permit**
 - b) Plumbing permit****

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

4. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
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6. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
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8. In accordance with the legislation, all permits issued by the planning authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

9. If any Aboriginal relics are uncovered during works;
- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with State and Federal government agencies."

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

149/2017 2172 MOLE CREEK ROAD, MOLE CREEK - UTILITIES (TELECOMMUNICATION TOWER, EQUIPMENT SHELTER & SECURITY FENCE)

The Mayor invited Clinton Northey, Metasite Pty Ltd, to address the meeting regarding this item.

1) Introduction

This report considers application PA\17\0180 for Discretionary use - utilities (telecommunication tower, equipment shelter & security fence) on land located at 2172 Mole Creek Road, Mole Creek (CT:16100/2).

2) Recommendation

That the application for Use and Development for Discretionary use - utilities (telecommunication tower, equipment shelter & security fence) on land located at 2172 Mole Creek Road, Mole Creek (CT:16100/2) by Metasite Pty Ltd C/- Optus , requiring the following discretions:

- Clause 13.3.1 - Amenity
- Clause 13.4.1 - Building Design and Siting

be APPROVED, generally in accordance with the endorsed plans:

- a) Huawei; Dated: 10 March 2017; Drawing No.: H0099C – P1 & P2; Revision 2.**
- b) Rogerson & Birch Surveyors; Dated: 22 February 2017; Ref No.: METAS16 10080-01 – Lease Detail Survey Plan.**

and subject to the following conditions:

- 1. Prior to the commencement works, a colour/finishes schedule is to be submitted to the satisfaction of Council's Town Planner. The materials and finishes of all structures are to be non-reflective and in tones that blend with the landscape.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community**

and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au

2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:

- a) Building approval**
- b) Plumbing approval**

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

3. This permit takes effect after:
- a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able

to view this permit (which includes the endorsed documents) on request, at the Council Office.

8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Kelly moved and Cr Connor seconded ***“that the application for Use and Development for Discretionary use - utilities (telecommunication tower, equipment shelter & security fence) on land located at 2172 Mole Creek Road, Mole Creek (CT:16100/2) by Metasite Pty Ltd C/-Optus, requiring the following discretions:***

- Clause 13.3.1 - Amenity
- Clause 13.4.1 - Building Design and Siting

be APPROVED, generally in accordance with the endorsed plans:

- a) **Huawei; Dated: 10 March 2017; Drawing No.: H0099C – P1 & P2; Revision 2.**
- b) **Rogerson & Birch Surveyors; Dated: 22 February 2017; Ref No.: METAS16 10080-01 – Lease Detail Survey Plan.**

and subject to the following conditions:

- 1. Prior to the commencement works, a colour/finishes schedule is to be submitted to the satisfaction of Council’s Town Planner. The materials and finishes of all structures are to be non-reflective and in tones that blend with the landscape.**
- 2. If the tower falls into disuse for a period of 2 years the owner/operator shall be responsible for its removal within the ensuing year and site remediation.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au**

- 2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.

3. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.

4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au

5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies."

As an amendment Cr Temple moved and Cr White seconded ***"that if the tower falls into disuse for a period of 2 years the owner/operator shall be responsible for its removal within the ensuing year and site remediation."***

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

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

150/2017 REPRESENTATIONS TO DRAFT PLANNING SCHEME AMENDMENT 1/2017 MEANDER VALLEY INTERIM PLANNING SCHEME 2013 – WESTBURY ROAD ACTIVITY CENTRE

1) Introduction

The purpose of this report is for Council to adopt a formal response to the representations made to the exhibition of the draft planning scheme amendment 1/2017 for a rezoning land from Light Industrial Zone to the General Business Zone and the insertion of a Specific Area Plan (SAP) for a future, mixed-use development on the land contained in 361, 369, 375 and 377 Westbury Road.

This report is prepared in accordance with Section 39 of the former provisions of the Land Use Planning and Approvals Act (LUPAA) 1993.

2) Recommendation

It is recommended that Council:

- 1. Endorse the officers comments as its opinion as to the merits of the representations in accordance with Section 39(2) of the former provisions of the Land Use Planning and Approvals Act 1993.**
- 2. Recommend to the Tasmanian Planning Commission the following modifications:**
 - a) Insert a Local Area Objective at 21.1.2 – Prospect Vale recognising the existing joinery use:**
 - c) Provide for the continued use of land for Manufacturing & Processing for a joinery business at 367 Westbury Road as a complementary use within the activity centre.***
 - b) Include ‘Manufacturing and Processing’ as a Permitted Use in 21.2 Use Table, qualified for a joinery business on Certificates of Title 32077/2 and 32077/3;**

- c) Insert a standard in the Use Standards at F5.4.2 as follows:

F5.4.2 Sensitive Use

<p><i>Objective:</i> <i>To ensure that the use of land for sensitive uses does not adversely impact on the operation of existing industrial activities.</i></p>	
<p><i>A1 Sensitive uses must be setback a minimum distance of 40m from the boundary of Certificates of Title 32077/2 and 32077/3 and the adjoining Light Industrial Zone.</i></p>	<p><i>P1 Applications for sensitive uses are to demonstrate that:</i></p> <p><i>a) the emissions of adjoining industrial activities will not adversely impact upon the amenity of that use; or</i></p> <p><i>b) measures are included to mitigate potential adverse impacts on that use.</i></p>

3. Forward the endorsed report to the Tasmanian Planning Commission.

DECISION:

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

1. Endorse the officers comments as its opinion as to the merits of the representations in accordance with Section 39(2) of the former provisions of the Land Use Planning and Approvals Act 1993.
2. Recommend to the Tasmanian Planning Commission the following modifications:
 - a) Insert a Local Area Objective at 21.1.2 – Prospect Vale recognising the existing joinery use:
 - c) ***Provide for the continued use of land for Manufacturing & Processing for a joinery business at 367 Westbury Road as a complementary use within the activity centre.***
 - b) Include ‘Manufacturing and Processing’ as a Permitted Use in 21.2 Use Table, qualified for a joinery business on Certificates of Title 32077/2 and 32077/3;

- c) Insert a standard in the Use Standards at F5.4.2 as follows:

F5.4.2 Sensitive Use

<p>Objective: <i>To ensure that the use of land for sensitive uses does not adversely impact on the operation of existing industrial activities.</i></p>	
<p>A1 <i>Sensitive uses must be setback a minimum distance of 40m from the boundary of Certificates of Title 32077/2 and 32077/3 and the adjoining Light Industrial Zone.</i></p>	<p>P1 <i>Applications for sensitive uses are to demonstrate that:</i></p> <p><i>a) the emissions of adjoining industrial activities will not adversely impact upon the amenity of that use; or</i></p> <p><i>b) measures are included to mitigate potential adverse impacts on that use.</i></p>

3. Forward the endorsed report to the Tasmanian Planning Commission."

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

Cr King left the meeting at 2.36pm

151/2017 2017-2018 COMMUNITY GRANTS APPLICATION

ASSESSMENTS - ROUND 1 - JULY 2017

1) Introduction

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

2) Recommendation

It is recommended that Council endorses the recommendations of the Community Grants Committee and approves the following allocations:

Organisation	Project	Grant Recommended \$
Darts Tasmania Inc	Junior Nationals - Westbury	1,850
Deloraine Golf Club Inc	Renovation of Greens	1,000
Deloraine House Inc	Community Garden - Deloraine	2,000
Goodstart Early Learning	Community Garden – Prospect Vale	2,000
Meander Valley Suns FC Inc	Match Day Footballs	2,070
Mole Creek Progress Assoc.	Community Garden – Mole Creek	2,000
Prospect Combined Probus Club	Cultural Trips Subsidy	1,000
Rotary Club of Westbury Inc	Food Van Safety Upgrade	3,000
Westbury Cricket Club Inc	Storage Container	2,600
Westbury PS P & F Assoc.	Westbury Maypole Festival	2,870
		20,390

DECISION:

Cr Mackenzie moved and Cr White seconded ***“that Council endorses the recommendations of the Community Grants Committee and approves the following allocations:***

Organisation	Project	Grant Recommended \$
Darts Tasmania Inc	Junior Nationals - Westbury	1,850
Deloraine Golf Club Inc	Renovation of Greens	1,000
Deloraine House Inc	Community Garden - Deloraine	2,000
Goodstart Early Learning	Community Garden – Prospect Vale	2,000
Meander Valley Suns FC Inc	Match Day Footballs	2,070
Mole Creek Progress Assoc.	Community Garden – Mole Creek	2,000
Prospect Combined Probus Club	Cultural Trips Subsidy	1,000
Rotary Club of Westbury Inc	Food Van Safety Upgrade	3,000
Westbury Cricket Club Inc	Storage Container	2,600
Westbury PS P & F Assoc.	Westbury Maypole Festival	2,870
		20,390

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

Cr King returned to the meeting at 2.42pm

152/2017 MEANDER VALLEY COUNCIL NATURAL RESOURCE MANAGEMENT STRATEGY 2017- 2021

1) Introduction

The purpose of this report is for Council to adopt the Meander Valley Council Natural Resource Management Strategy 2017-2021.

2) Recommendation

It is recommended that Council adopt the Meander Valley Natural Resource Management Strategy 2017-20 as follows:

Meander Valley Council

Natural Resource Management Strategy 2017-2021



"The Aboriginal people have a long connection to country that includes the Meander Valley Municipality. We respect and value these strong physical and spiritual links. Meander Valley Council acknowledges and pays respect to the Tasmanian Aboriginal Community as the traditional and original owners and custodians of this land, acknowledging Elders - past and present".

Further information

To find out more about this Strategy and how your or your organisation may be involved in it's implementation, contact Council.

Phone 6393 5300 • Fax 6393 1474 • Email mail@mvc.tas.gov.au

8.30am - 5pm, Monday - Friday

26 Lyall Street Westbury, Tasmania 7303 • PO Box 102, Westbury Tasmania 7303

Disclaimer

The Meander Valley Council Natural Resource Management Strategy 2017-2021 has been prepared with all due care and diligence, using the best available information at the time of publication. Meander Valley Council holds no responsibility for any errors or omissions within the document. Any decisions made by other parties based on this report are the responsibility of those parties.

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Strategy Vision

The Meander Valley Municipality is a place of positive lifestyles where productivity and social opportunities are enhanced through engagement with natural resource management, to maintain our rich natural assets for future generations.

About the Strategy

The Meander Valley Council Natural Resource Management Strategy 2017 – 2021 (this Strategy) is the fourth such Strategy that Council has prepared since 1999. Whilst retaining a focus on strategic, science and community based Natural Resource Management (NRM) objectives, it departs from previous versions in a number of ways.

What is retained

- Close links to the most recent regional NRM Strategy prepared by NRM North, in this case the *Natural Resource Management Strategy Northern Tasmania 2015 – 2020*.
- An emphasis on scientific knowledge and evidence based data as a foundation for NRM planning.
- Local knowledge and aspirations reflected in the NRM Strategy's Vision and in Managing Natural Assets.

What is new

- As a document prepared for Council by its NRM Committee, closer links to Council's strategic and operational frameworks are demonstrated.
- A more contemporary approach to document design and structure. This Strategy is concise and readily comprehended. It connects to a dynamic internet presence to broaden appeal, interaction and accessibility (from 2018).
- A stronger focus on NRM landscapes linked to land use planning. Planning scheme zones inform the distribution of NRM landscapes across the municipality. Zone objectives, land use mapping and NRM landscape objectives combine to provide appropriate direction to NRM priorities at a local scale.
- Climate change is a crucial issue with implications across all landscapes and natural assets, and relevant elements of climate change impacts are identified.

The Meander Valley in an NRM Context



The Meander Valley Municipality is a large and diverse area in Northern Tasmania which offers many business and lifestyle opportunities. The Great Western Tiers form a dramatic backdrop to our rural landscape and settlements. Landscapes range from mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, to the more urban communities of Hadspen, Blackstone Heights and Prospect Vale on the fringes of Launceston.

The Meander Valley is rich in natural resources. A variety of soils and relative abundance of water support a high diversity of agricultural pursuits and natural areas. Catchments for the Meander River and part of the Mersey River cover most of the municipality, with a network of streams reaching up into the highlands as well as the northern boundary.

Karst (soluble rock that forms solution features such as caves and sinkholes) is extensive in the Meander Valley, with world class show caves in the Mole Creek National Park, that is part of the broader Tasmanian Wilderness World Heritage Area (TWWHA). This is a special area that requires sensitive NRM responses.

A network of reserves recognises the diversity and quality of biodiversity and geodiversity values present. These range from the TWWHA to National Parks and other public reserve classifications. Complementing these, 2,374Ha of conservation covenant reserves

on 79 private properties have been established to protect important natural values. As you would expect of this network, threatened species and vegetation communities are well represented across the municipality. This is only part of the picture. You can't go far in Meander Valley without seeing some sort of natural values on private or public land.

NRM Landscapes

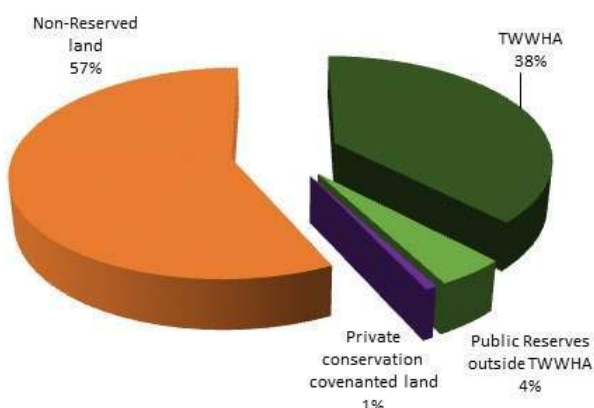
Natural Resource Management (NRM) is important and when outside reserve areas, often more so. NRM has traditionally focussed on areas where management change and strategic planning can make a difference for long term outcomes. NRM stakeholders and facilitators recognise the need to balance social, economic and environmental objectives across all land tenures and scales when making management decisions. A healthy local economy involving agriculture and industry contributes to social and environmental outcomes, just as environmental projects help safeguard economic outcomes and values whilst enhancing social context such as healthy and attractive places for residents and visitors alike.

Increasingly landscape level management is being advocated to build resilience in natural and productive systems that face climate change impacts, catastrophic natural events or land use change. Local, prioritised and well considered activities are still the building blocks of good NRM yet we need landscape connections that will stand the test of time. For example, biodiversity under pressure can benefit from appropriately designed movement and refuge corridors.

The engagement of stakeholders, land managers and policy makers will be critical to ensure that future generations are able to enjoy social, economic and environmental prosperity at least to the standards we have today.

Working to conserve natural values across the municipality will secure them for future generations.

Reserve Status in Meander Valley



Land Use in Meander Valley

Land use in Meander Valley has been dominated by agriculture, forestry and reserves since settlement.

Agriculture and to a lesser extent forestry, continue to drive the local economy. Manufacturing and processing related to agricultural production has grown in recent decades. Engineering, building and fabrication services, generally on the fringes of urban areas, are significant employers and wealth generators even though they have a small footprint. Quarrying and mining also occurs in isolated locations.

The agricultural sector is broad due to the range of soils and rainfall variations. Sheep operations are well represented across the municipality. On better soils with good rainfall or access to irrigation, dairy and beef cattle are common enterprises. Grains, vegetables, and berries are also growth industries in the sector.

Water storage in the form of commercial dams can regulate river flows and contribute to hydro power generation. Farm dams also play a role in managing the water resource.

Tasmanian Alkaloids produces pharmaceutical products at the Valley Central Industrial Estate on the edge of Westbury. This boosts industrial output significantly as well as commissioning the growing of required medicinal poppy stock on suitable land across the Meander Valley and further afield. This has provided a valuable alternative crop for farmers to add to their paddock rotations.



Meander Valley Council Ordinary Minutes - July 2017

Forestry is undertaken on private rural land, in the form of native forest harvesting and plantation management. Significant areas of forests on selected public land tenures are available to Forestry Tasmania for harvesting, generally on long rotations. Some informal reserve areas are created through the forest practices system.

Areas with a lifestyle focus, typically clusters of small farms or bush blocks, are common in Meander Valley and demand has seen new areas identified in strategic planning to facilitate their expansion. Reedy Marsh, Jackeys Marsh, Golden Valley, Elizabeth Town and Birralee are well established strongholds for lifestyle blocks. Many others areas are being made available for this land use purpose.



The main urban centres that service the rural areas are Deloraine and Westbury. Other villages with some services but limited urban development include Mole Creek, Chudleigh, Meander, Bracknell and Carrick. At the eastern end of the municipality, on the fringes of the City of Launceston, are the significant dormitory suburbs of Prospect Vale, Blackstone Heights and Hadspen.

The Country Club Casino at Prospect Vale is a major tourism hub and a centre for recreation. Tourism is a growth area with cycling trails, town parks, bushwalking trails, accommodation and reserves servicing this sector. Much of this is focussed in urban and natural areas, though increasingly visitors are enjoying scenic rural land with the dramatic Great Western Tiers in the background. The Mole Creek caves are also a big drawcard and provide a link to the Cradle Mountain – Lake St Clair National Park.

Working together - Natural Resource Management & Meander Valley Council's Community Strategic Plan

Visions, Values and Future Directions provide a context for Council programs and projects. This guides where resources are invested and how Council engages and works with the community.

Strategic outcomes are derived from Future Directions: they identify what role Council plays in progressing identified target outcomes and what collaboration will be required to see it realised. This provides a detailed guide on how to structure and put detail on it's Delivery Plan and Annual plans. Council's NRM Officer has a role to play as an advisor on Council projects and activities where natural

resources are at risk or where processes may have impacts on natural values or assets - as part of risk management systems. This NRM Strategy is designed to benefit the municipality and its residents. It strongly aligns with existing Meander Valley Council policy documents such as its *Community Strategic Plan 2014 – 2024*, *Council Delivery Plan 2014 – 2018* and Annual Plans. It will work alongside other planning documents such as the *Meander Valley Council Interim Planning Scheme 2013*, Outline Development Plans, Special Area Plans, and an Open Space Strategy (under development). It also provides a reference for relevant policy reviews.





Our Approach to Natural Resource Management

To create inclusive partnerships for natural resource management across all land tenures and as appropriate to landscape context. To empower and respect everyone willing to get involved in progressing actions to maintain and enhance the natural values of our area.

Community Input

Community input is vital to any Strategy, particularly one as broad and complex as one on Natural Resource Management. Feedback from individuals and groups within the area can assist with the identification of risk areas and the actual distribution of natural assets. The community is well placed to identify social and economic values across our landscapes. Land owners and managers will have to be both direction setters and stakeholders in crafting a sustainable future.

Community consultation in Meander Valley is being undertaken during a Draft Strategy exhibition period. When developing its Natural Resource Management Strategy, Northern Tasmania 2015 – 2020, NRM North joined the other Regional NRM organisations in Tasmania to undertake a comprehensive community and stakeholder consultation process. This Strategy has drawn on that input to inform prioritisation of threats to assets and asset management responses.

It is anticipated that this Strategy will become the core of a web-based version during 2017 – 2018. In that format it can be both responsive and current. New scientific evidence and additional community contributions will be able to inform minor updates during its 2017 – 2021 timeframe. More resources and links will be made available as part of the design.

Science and Evidence Input

Science and evidence together guide the way for management of natural resources. Often imperfect but always better than anecdotes or guesswork, it provides a responsible framework for us to work within. Proven methodologies are more likely to realise expectations. Modelling gives us a glimpse of

possible futures to let us make decisions with more confidence. Our understanding of NRM factors is changing all the time and science needs to critically assess and refocus along the way. After all, we do NRM for tomorrow rather than for today.

An enviable array of scientific research, data and modelling is available in Tasmania to inform Strategies such as this one. Some of these sources will be compiled and further explored in the web-based version of this Strategy.

NRM related projects must include appropriate technical advice and comply with legislation. Council's NRM Officer can provide advice.

NRM North Input

NRM North has been the Regional Natural Resource Management organisation for Northern Tasmania since 2005. The Meander Valley Municipality, as a part of the Northern Region, has maintained a close working relationship with NRM North. Meander Valley Council will continue to collaborate with NRM North for improved outcomes in our municipal area. Together we will tirelessly seek out connections with NRM stakeholders, broker funding for community groups and landowners keen to initiate NRM projects, and develop quality policies and procedures.

NRM North partners in planning, research, trials and monitoring. It gathers and distributes NRM knowledge across all NRM Landscapes and Assets. The structure of this Strategy purposely reflects the structure of the Regional NRM Strategy to further strengthen our collaborative approach at all levels. We value the resources and expertise that can be accessed at NRM North.

Strategy Structure

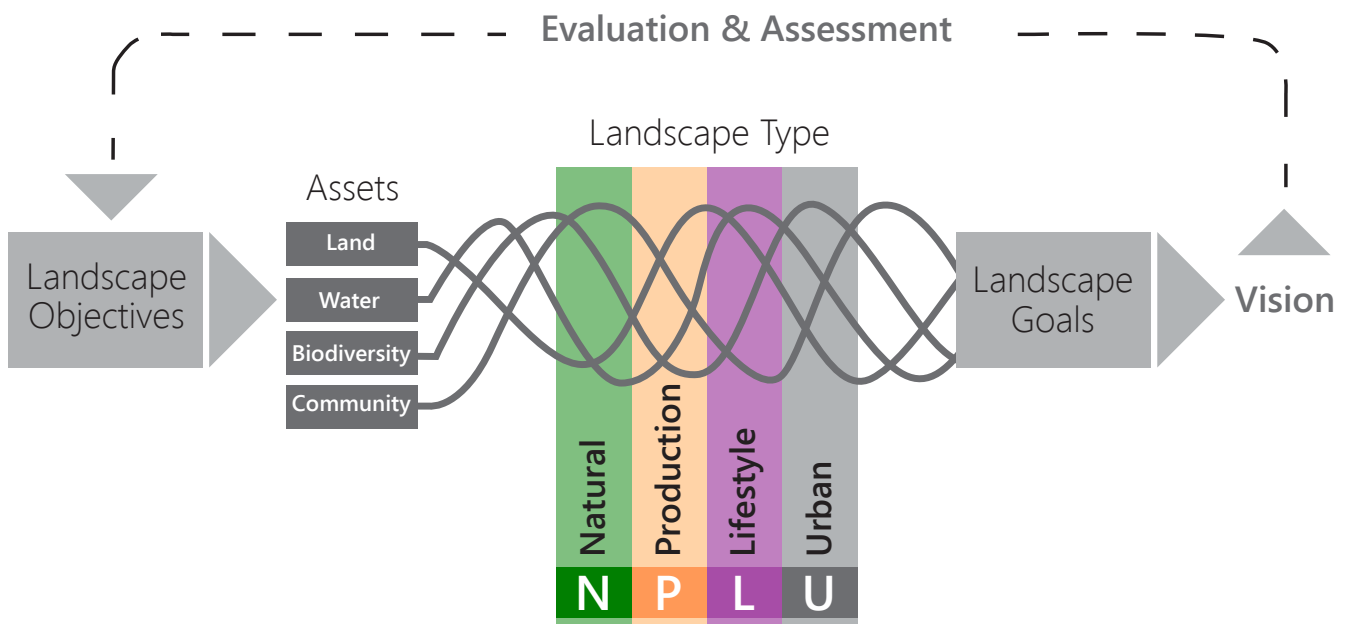
The regional approach to creating an NRM Strategy framework is replicated here. Landscapes and natural assets form the backbone of the NRM Strategy and these are detailed in following sections.

How actions are resourced and undertaken is a matter for prevailing circumstances that in some cases may include availability of grants, which usually come with specific opportunities and constraints. Due to the many considerations required, no specific actions are detailed here. This Strategy is available to justify time and investment, as well as identify priorities and risks to consider.

The Strategy approach is shown in Figure 1.1. The Landscape Objectives on the left, provide direction on how we manage Assets (land, water, biodiversity, community). The Landscape Types identified give context on how to reach landscape goals realistically and ultimately deliver on our Strategy Vision. These are described in further detail in following pages.

Evaluation of improvements and stakeholder engagement will be periodically reviewed. This important process will contribute to a reassessment of priorities and risks present as well as how we can improve delivery of NRM outcomes.

Figure 1.1



Landscape Types in the Meander Valley Municipal Area

Contemporary NRM planning recognises that different locations will have a different mix of social, environmental and economic characteristics. Being responsive to these variables allows more tailored priorities to be developed.

The degree of risk, distribution of natural values and sensitivity to change will vary from place to place. In order to make sense of this complexity, defining a few NRM Landscape types is an effective way to determine objectives and allocate priorities.

The use of Landscape Types identifies how land types connect across property boundaries, which is a critical consideration of NRM. This Strategy uses the NRM North landscape categories comprising of; Natural, Production, Lifestyle and Urban.

These have been applied in a manner that reflects the application of land use zones defined in the Tasmanian Planning System. NRM Landscape Types are shown below:



N Natural



P Production

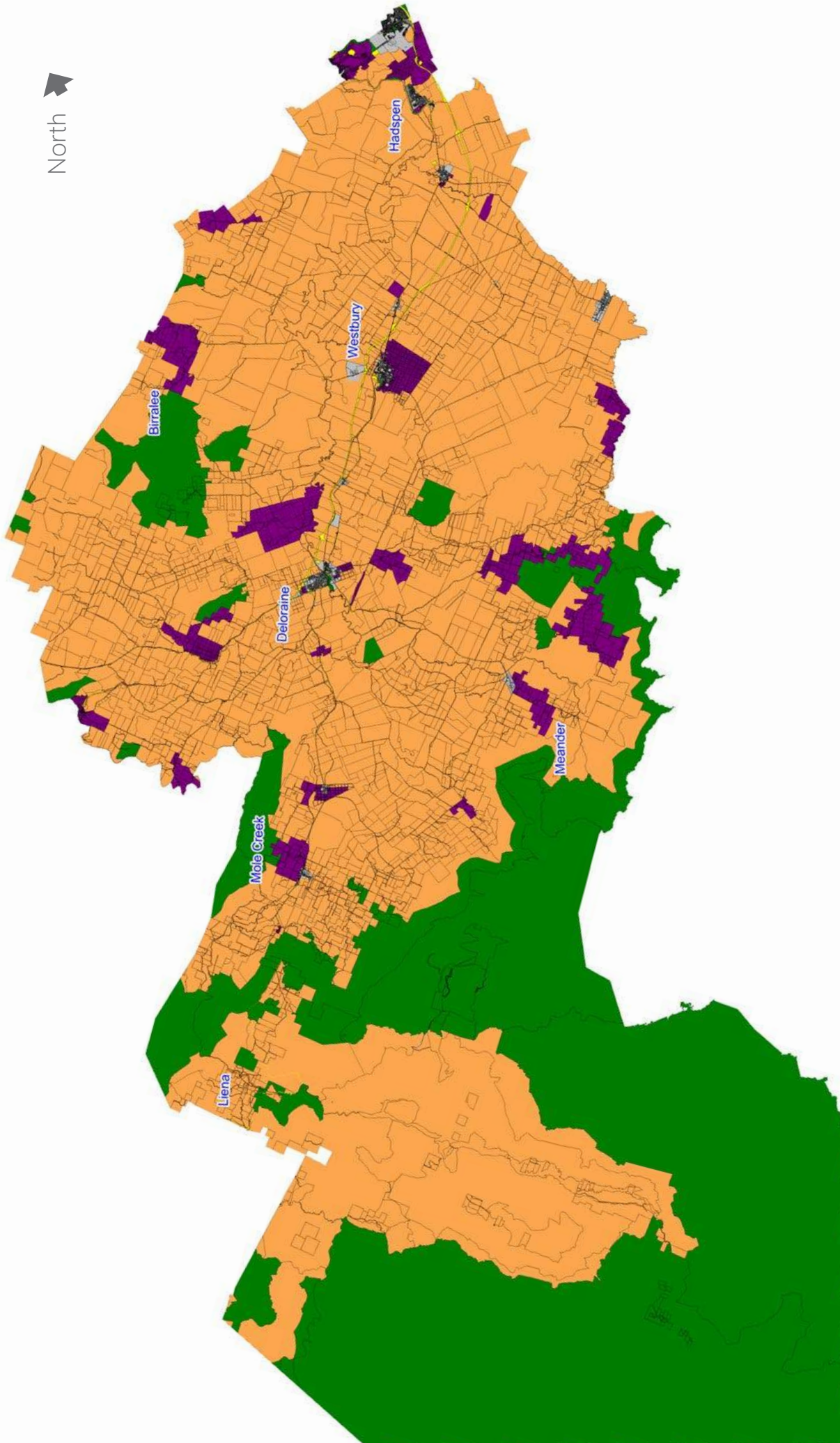


L Lifestyle



U Urban

North ↗



Identifying the Landscape Type in your Location

The Meander Valley municipal area is shown above. The different Landscape Types are colour coded.
Use the key below to identify what Landscape Type applies to your district.

- U Urban
- L Lifestyle
- N Natural
- P Production

NRM Landscapes in Meander Valley

N Natural Landscapes



Landscape Definition

Areas that support native species, communities and ecosystems and have experienced no, or minimal, direct human impact beyond those of pre-settlement, or have been substantially restored to appropriate ecological communities.

Landscape Goal

The character and function of the municipality's Natural Landscapes are maintained to support the community and ecological values that they provide.

Landscape Objectives

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on threatened species, karst, and wetlands.
- Engage and recognise contributions to positive NRM outcomes by volunteers, landowners with conservation covenants, the Aboriginal Community and researchers.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, karst, recreation areas as well as native vegetation where practical.

- Manage weed impacts, by containment or eradication, as appropriate to protect recreation areas and karst as priorities.
- Support control of feral animal populations where they are impacting on flora and fauna, with a focus on threatened species conservation.
- Effective planning undertaken as required to protect threatened species and native vegetation, the latter particularly where it borders a reserve.

P Production Landscapes



Landscape Definition

Areas that have been modified for broader-scale primary production including agriculture, aquaculture, forestry and mining.

Landscape Goal

To maintain healthy Production Landscapes, which underpin the municipality's productive economic values, while recognising the need to ensure sustainable development and intergenerational equity for the future.

Landscape Objectives

- Build on and support programs and initiatives aimed at improving productivity, profitability and

NRM Landscapes in Meander Valley

increasing adoption of best-practice environmental management.

- Improve biodiversity and associated farm shelter by protecting and connecting native vegetation, and avoiding fragmentation. Includes watercourses, drains and wetlands.

- Effective planning undertaken as required to support sustainable agricultural productivity, protect threatened species and native vegetation, particularly where connectivity and remediation is an objective.

- Planning and practices consider improving the carbon balance through such mechanisms as planting trees, improving waste management, and exploring options that reduce the impact of burning.

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on productive land, watercourses and wetlands, and native vegetation.

- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, and native vegetation where practical.

- Support control of feral animal populations where they are impacting agricultural land and surrounds.

- Manage weed impacts, by containment or eradication, as appropriate to protect productive land, threatened species, native vegetation, watercourses and wetlands.

- Land use changes planned to minimise the impacts on native flora and fauna especially threatened species, and native vegetation particularly where connectivity and remediation is an objective.

- Engage and recognise contributions to positive NRM outcomes by volunteers, landowners with conservation covenants, innovators and researchers.

- Research, trial and implement options to increase and maintain soil fertility.

- Retain soil and nutrients on productive land. Prevent these and any pollutants entering watercourses and wetlands, particularly where concentrations increase algal bloom risk or are likely to threaten aquatic ecosystems.

- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on productive land.

L Lifestyle Landscapes



Landscape Definition

Peri-urban or acreage property areas, fragmented and generally modified landscapes - these make up the non-income or complementary income-generating sector of land management.

Landscape Goal

The municipality's Lifestyle Landscapes will maintain the values for which they were settled.

Landscape Objectives

- Improve biodiversity and associated farm shelter by protecting and connecting native vegetation, and avoiding fragmentation. Includes watercourses, drains and wetlands.

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on productive land,

NRM Landscapes in Meander Valley

watercourses and wetlands, threatened species and native vegetation.

- Increased awareness of potential impacts of climate change.
- Manage weed impacts, by containment or eradication, as appropriate to protect productive land, threatened species, native vegetation, watercourses and wetlands.
- Support control of feral animal populations where they are impacting agricultural land and surrounds.
- Effective planning undertaken as required to support sustainable small farm productivity, protect watercourses and wetlands, threatened species and native vegetation, particularly where connectivity and remediation is an objective.
- Land use changes planned to minimise the impacts on native flora and fauna, especially threatened species, and native vegetation particularly where connectivity and remediation is an objective.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on threatened species, and native vegetation where practical.
- Engage and recognise contributions to positive NRM outcomes by small farm owners, landowners with conservation covenants, researchers, and innovators.
- Reduce pollutants and nutrients entering watercourses and wetlands, particularly where concentrations increase algal bloom risk or are likely to threaten aquatic ecosystems.
- Implement proven options to increase and maintain soil fertility.
- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on productive land.

U Urban Landscapes



Landscape Definition

Areas associated with towns, villages and suburbs as well as rural residential, retail and industrial areas.

Landscape Goal

The municipality's Urban Landscapes support healthy, vibrant communities that are connected to and aware of the municipality's natural resources.

Landscape Objectives

- Improve biodiversity and associated shelter by protecting and connecting native vegetation, and avoiding fragmentation on public land. Includes watercourses, drains and wetlands.
- Manage weed impacts, by containment or eradication, as appropriate to protect recreation areas, watercourses and wetlands.
- Effective planning undertaken as required for NRM outcomes in urban areas, particularly to support Outline Development Plans, planning for major subdivisions, and for sites bordering reserves.
- Land use changes planned to minimise the impacts on native flora and fauna, especially threatened species, wetlands and waterways, and native vegetation.

NRM Landscapes in Meander Valley

- Mitigate and manage the impacts of extreme and/or unseasonal hydrological changes on watercourses, wetlands, and native vegetation.
- Promote responsible pet ownership and support control of feral animal populations, particularly cats, where they are impacting fauna in urban and peri-urban areas.
- Improve communication on NRM matters in urban areas, and explore opportunities for partnerships.
- Increased awareness of potential impacts of climate change.
- Reduce pollutants entering watercourses, wetlands and drainage lines.
- Monitor and mitigate risks of salinity, sodicity and acid sulphate soils on urban land, native vegetation, recreation areas, watercourses, wetlands, and infrastructure.
- Mitigate and manage the impacts of fire regimes deviating from ecological norms on recreation areas with native vegetation.



Managing Natural Assets

Protecting, managing or improving the condition and range of natural assets is the ultimate aim of NRM. Natural assets include flora, fauna, soil, water and landscape features. Collectively they support us through ecosystem services and agricultural productivity.

Assets are divided up into four categories; Land, Biodiversity, Water and Community. This helps us to understand the type of natural asset under consideration. These terms are widely used in Natural Resource Management with programs and projects aimed at one or more of these categories so that outcomes can be readily assessed.

The Meander Valley supports a wide range of ecosystems and responsibly managed productive land to sustain our natural assets. Some natural assets are faring well whilst others need our attention. Priority natural assets identified in this Strategy are viewed from a landscape perspective as abundance, risks and appropriate responses vary greatly across the municipality.

Science and evidence inform the level of urgency and what actions are desirable for individual circumstances.

1. Land Assets

Overview

Meander Valley municipality's Land Assets encompass topography and the soils that support agriculture, plantation forestry and native ecosystems; the vegetation that covers and protects these soils; geo-conservation; and cultural heritage values.

Priority Focus Areas

- Karst (features and systems)
- Productive land
- Recreation areas
- Critical infrastructure
- Agricultural land where specific threats exist
- Land adjoining reserves
- Vistas of scenic areas

2. Water Assets

Overview

These include surface and groundwater resources and freshwater environments within the municipality, including rivers, karst, wetlands and aquifers. Dams at various scales may provide opportunities for biodiversity, controlled flows and improve water quality.

Priority Focus Areas

- Watercourses that are degrading
- Wetlands
- Groundwater
- Karst (systems)
- Stormwater networks

3. Biodiversity Assets

Overview

These encompass the municipality's terrestrial and aquatic native species and the complex ecological communities they form.

Priority Focus Areas

- Threatened species
- Threatened vegetation communities
- Riparian vegetation
- Other native vegetation in good condition
- Native flora and fauna where specific threats exist
- Where natural landscape connectivity or remediation is an objective
- Land for development
- Urban areas

4. Community Assets

Overview

These are the individuals; community groups and volunteers; State and Local Government; business and industry; and non-government organisations that represent the municipal community. These people play a critical role in the management and use of our natural resources and are in themselves a key asset.

Priority Focus Areas

- Smaller/hobby farm engagement
- Effective communication
- Strong NRM partnerships
- Aboriginal Community
- Engaged volunteers
- Recognition of direct contributions to improved NRM outcomes
- Research to support decision making
- Innovation in NRM
- Recognition of climate change impacts

Guide to using the Managing Natural Assets Table

By identifying the relationship between the four Asset Categories and the Landscape Types, the table illustrates the affect of a threat or issue in conjunction with the impact of climate change factors. Icons used are described below. The table should be read from left to right as the information in preceding columns is cumulative and determines Overall Urgency.

Identified issue or threat

An identified issue or threat is the trigger for NRM action.

Asset Affected & Priority Focus Area

Identifies the affected Priority Asset listed under one of the the four Asset Categories (Land, Water, Biodiversity or Community).

Priority Asset affected — **Threatened Species**

Asset Category — 3. Biodiversity

Vulnerability to identified issue or threat

Vulnerability is determined by a Priority Asset's susceptibility to and level of exposure to the identified issue or threat.

Level of impact on relevant Landscape Type

Priority Assets are associated with one or more of the four Landscape Types. The icons below are used to identify which Landscape Type/s are relevant to the Priority Asset and indicate the level of impact the issue or threat has within that Landscape Type.

N Natural landscape types will be moderately impacted	P Production landscape types will be moderately impacted	L Lifestyle landscape types will be moderately impacted	U Urban landscape types will be moderately impacted
N Natural landscape types will be highly impacted	P Production landscape types will be highly impacted	L Lifestyle landscape types will be highly impacted	U Urban landscape types will be highly impacted

Climate Change impacts identified as additional risk factors*

Priority Asset's and their Asset Categories are impacted by climate change. The impact climate change may have on a specific Priority Asset is listed in the table. The different aspects of climate change are explained below.

Temperature: Increase in average temperatures.

Evaporation Rate: Increased evaporation rate, reduced soil moisture and runoff.

Extreme Temperature: More frequent hot days, warm spells and heatwaves. Fewer frost-risk days and cold spells.

Drought: Increased time in drought.

Rainfall: Generally less rainfall in winter and spring, with regional differences and less snow.

Wind Speed: Increase in mean windspeed in winter. Possible increase in extremes.

Extreme Rainfall: Increase in intensity of heavy rainfall events.

Fire Weather: Fire weather will become harsher, with an increased fire weather risk.

*This table is a condensed version. A more comprehensive version can be found on page 22 (Figure 1.2)

Overall Urgency

Overall Urgency is determined after considering all of the impacts, and is described as: **Very High, High, Medium or Low**

Council's Role (Provider, Facilitator or Advocate)

All sectors of the community work together in their respective roles. Council acts in the following roles:

Provider: includes regulatory responsibilities

Facilitator: by working with and assisting others

Advocate: by speaking out and lobbying on behalf of the community

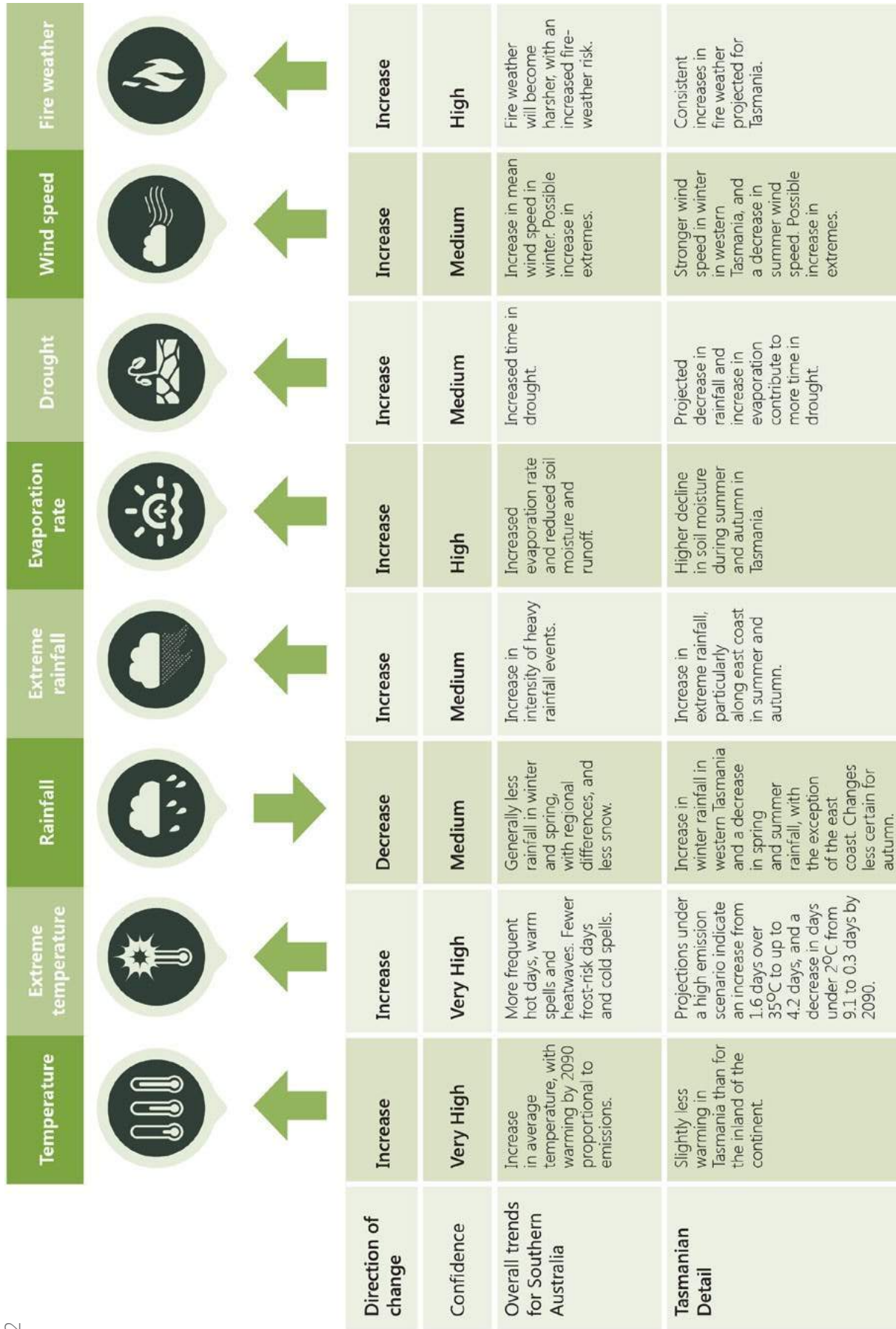
Managing Natural Assets Table

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
<p><i>The issue or threat is:</i></p> <p>Extreme and/or unseasonable hydrological changes</p>	<p><i>Priority Focus Area:</i> Threatened Species</p> <p><i>Asset Category:</i> 3. Biodiversity</p>	<p><i>The vulnerability of Threatened Species to pollution is:</i></p> <p>High</p>	<p><i>Lifestyle and Natural are the Landscape Types relevant to Threatened Species. Lifestyle and Natural Landscape Types will be highly impacted</i></p> <p>L N</p>	<p><i>Threatened Species may be impacted by the following aspects of climate change:</i></p> <p>Rainfall, Extreme Rainfall, Evaporation Rate, Drought</p>	<p><i>After considering all these impacts, the level of urgency is:</i></p> <p>Very High</p>	<p><i>Council's role is that of:</i></p> <p>Advocate</p>
	<p>Karst 1. Land</p>	High	N P L	Rainfall, Extreme Rainfall, Drought	Very High	Advocate
	<p>Productive Land 1. Land</p>	High	L P	Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Very High	Advocate
	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought	High	Provider
<p>Fire regimes deviating from ecological norms</p>	<p>Native Vegetation 3. Biodiversity</p>	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Threatened Species 3. Biodiversity</p>	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Advocate
	<p>Native Vegetation 3. Biodiversity</p>	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Facilitator
	<p>Recreation Areas 1. Land Assets</p>	Low	N U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Provider
<p>Weeds</p>	<p>Karst 1. Land Assets</p>	High	N P L	Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Fire Weather	High	Advocate
	<p>Threatened Species 3. Biodiversity</p>	Medium	N P L U	Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Native Vegetation 3. Biodiversity</p>	High	N P L U	Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	<p>Productive Land 1. Land</p>	Medium	P L U	Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Advocate
	<p>Recreation Areas 1. Land Assets</p>	Medium	N U	Extreme Temperature, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed	Medium	Provider
	<p>Karst 1. Land Assets</p>	Low	N	Temperature, Rainfall, Extreme Rainfall, Evaporation Rate	Low	Advocate
<p>Pollution</p>	<p>Watercourses & Wetlands 2. Water</p>	Medium	N P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Provider
	<p>Stormwater Networks 2. Water</p>	Medium	P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Provider

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
Pollution ...continued	Threatened Species 3. Biodiversity	Low	N P L U	Rainfall, Fire Weather	Medium	Advocate
Algal Blooms	Watercourses - water quality 2. Water	Low	N P U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	Medium	Provider
	Watercourses - aquatic life 2. Water	Medium	N P L	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	High	Provider
	Recreation Areas 1. Land	Medium	N U	Temperature, Extreme Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed	High	Provider
Decline in soil fertility: needs sustainable options; research & trials	Productive Land 1. Land	Medium	P L	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Medium	Advocate
	Native Vegetation 3. Biodiversity	Low	P L U	Rainfall, Extreme Rainfall, Evaporation Rate, Drought	Low	Advocate
Salinity, sod-icity & acid sulphate soils	Productive Land 1. Land	Low	P L	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Advocate
	Watercourses & Groundwater 2. Water	Low	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Advocate
	Infrastructure 1. Land	Medium	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	Native Vegetation 3. Biodiversity	Medium	P U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	Recreation Areas 1. Land	Medium	U	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Provider
	For Development 1. Land	Medium	U L	Temperature, Extreme Rainfall, Evaporation Rate	Medium	Facilitator
Feral Animals	Native Flora & Fauna 3. Biodiversity	Medium	N P L L U	None identified	Medium	Facilitator
	Productive Land 1. Land	High	P L	None identified	High	Facilitator
Loss of biodiversity & associated shelter (including fragmentation)	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Provider
	Native Vegetation 3. Biodiversity	Medium	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	Watercourses & Wetlands 2. Water	High	N P L L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Facilitator
	Productive Land 1. Land	Medium	P L	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Advocate
	Recreation Areas 1. Land	Low	N U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Medium	Provider
	Urban Areas 3. Biodiversity	High	L U	Temperature, Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider

Identified issue or threat	Priority Assets Affected	Vulnerability to identified issue or threat	Level of impact on relevant Landscape Type	Climate Change impacts identified as additional risk factors	Overall Urgency	Council's Role (Provider, Facilitator or Advocate)
Effective NRM planning and/or monitoring desirable	Productive Land 1. Land	Medium	N P L U	None identified	Medium	Facilitator
	Smaller/Hobby Farms 4. Community	Medium	P L U	None identified	High	Facilitator
	Land Adjoining Reserves 1. Land	Medium	N P L U	None identified	Medium	Advocate
	Watercourses & Wetlands 2. Water	High	P L U	None identified	High	Advocate
	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	N P L U	None identified	High	Provider
	Native Vegetation 3. Biodiversity	Medium	N P L U	None identified	Medium	Provider
	Threatened Species 3. Biodiversity	High	N P L U	None identified	High	Provider
Land use change	Native Fauna & Flora including Threatened Species 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
	Where natural landscape connectivity & remediation is an objective 3. Biodiversity	High	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Provider
Lack of engagement in NRM & recognition of NRM's contribution to positive environmental, economic & social outcomes	Effective Communication 4. Community	Low	N P L U	None identified	Low	Facilitator
	Strong NRM Partnerships 4. Community	Low	L U	None identified	Low	Facilitator
	Engaged Volunteers 4. Community	High	N P L U	None identified	High	Facilitator
	Aboriginal Community 4. Community	High	N P L U	None identified	High	Facilitator
	Recognition of direct contributions to improved NRM outcomes 4. Community	Medium	N P L	None identified	Medium	Facilitator
	Research to support decision making 4. Community	Medium	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Facilitator
	Innovation 4. Community	Medium	P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	High	Advocate
	Climate change mitigation & adaptation 4. Community	High	N P L U	Temperature, Extreme Temperature, Rainfall, Extreme Rainfall, Evaporation Rate, Drought, Wind Speed, Fire Weather	Very High	Provider

Figure 1.2



Climate change projections over the next century under a high emissions scenario^{3,4}

³ Grose, M et al., 2015, Southern Slopes Cluster Report, Climate Change in Australia's Natural Resource Management Regions: Cluster Reports, eds. Ekström, M, et al., CSIRO and Bureau of Meteorology, Australia. Please note footnote 3 relates to the information provided for temperature through to sea level. 4 Poloczanska, ES, Hobday, AJ and Richardson, AJ (Eds), 2012, Marine Climate Change in Australia, Impacts and Adaptation Responses, 2012 Report Card. Please note footnote 4 relates to the information provided for ocean temperature and ocean acidification.

Working Together



This Strategy has been prepared for Council by its Natural Resource Management Committee. At time of preparation, the contributing Committee members were:

Mr Tim Schmidt	(Chair; Deloraine Landcare Group)
Mrs Ann Whiteley	(Meander Landcare Group)
Mrs Maureen Bennett	(Agricultural sector)
Mr David Bower	(Private Forests Tasmania)
Mr Rob Buck	(Tasmania Parks & Wildlife Service)
Mr Glen Neill	(Industry – Tasmanian Alkaloids)
Mr Andrew Baldwin	(NRM North)
Cr Rodney Synfield	(Meander Valley Council)
Ms Lynette While	(Meander Valley Council)
Mr Stuart Brownlea	(Meander Valley Council)

The Committee particularly recognises the advice and assistance Andrew Baldwin provided, based on his involvement in developing the Natural Resource Management Strategy, Northern Tasmania 2015 – 2020.

Meander Valley Council provides a commitment to support this Strategy to the extent of considered resourcing, on land under its management.

As has been the case in the past, partnerships are key to effecting positive change for natural assets across all of our wonderful landscapes. Beyond its own land management responsibilities Meander Valley Council will continue to engage with the community and like-minded organisations to support its vision through the implementation of the Meander Valley Council Natural Resource Management Strategy 2017 – 2021.

References

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Meander Valley Council
WORKING TOGETHER

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Office Hours: 8:30am – 5:00pm Monday - Friday

Phone: 03 6393 5300

Email: mail@mvc.tas.gov.au

Web: www.meander.tas.gov.au



DECISION:

Cr Synfield moved and Cr White seconded ***“that Council adopt the Meander Valley Natural Resource Management Strategy 2017-2021 as above”***.

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.

153/2017 REVIEW OF POLICY NO. 82 – COMMUNITY GRANTS & REMOVAL OF COUNCIL POLICY 55 AND COUNCIL POLICY 75

1) Introduction

The purpose of this report is for Council to review existing policies No. 82 – Community Grants, No. 55 Townscape Incentive Grant Scheme and No. 75 Community Organisations Regulatory Fees Refund Scheme and to discontinue Policy No. 55 and Policy No. 75 and adopt revised Policy No. 82.

2) Recommendation

It is recommended that Council

- a. Discontinues Policy No. 55 – Townscape Incentive Grant Scheme and Policy No. 75 – Community Organisations Regulatory Fees Refund Scheme; and*
- b. Adopt the revised Policy No. 82 Community Incentive Grants*

POLICY MANUAL

Policy Number: 82	Community Incentive Grants
Purpose:	To establish a funding principle and operational framework for the management of Community Incentive Grants
Department:	Community & Development Services
Author:	Lynette While, Director Community & Development Services
Council Meeting Date:	11 July 2017
Minute Number:	153/2017
Next Review Date:	<i>July 2021</i>

POLICY

1. Definitions

Community Incentive Grants:

A range of financial grants made available to not-for-profit community organisations and individuals in support of projects and activities that build community capacity. These

include Community Grants, Community Organisations Regulatory Fees Refund Scheme and Townscape Incentive Grants Scheme.

Community Grant

Financial grant made available to not for profit community organisations and individuals to undertake community development projects and activities that build community capacity.

Regulatory Fees Refund Scheme

Assistance to eligible community organisations for a refund of regulatory fees charged by Council. These are typically for building, permit authority, planning, plumbing, place of assembly permit and food licence fees associated with a one-off occurrence such as a non-recurring event or the building of a structure.

Townscape Incentive Grant Scheme

Assistance to property owners in the Meander Valley municipality to improve the external appearance of their buildings and gardens in keeping with heritage principles.

2. Objective

The objectives of this policy are to:

- a) Provide a consistent and equitable process for the assessment and allocation of Community Incentive Grants
- b) Maintain the value and relativity of the annual budget allocation for Community Grants, Regulatory Fees Refunds Scheme and Townscape Incentive Grant Scheme
- c) Provide assistance to eligible organisations and individuals by way of an incentive to support and build community capacity.

3. Scope

This policy applies to Councillors, staff and community involved in the application and management of Community Incentive Grants.

4. Policy

Council will:

- i. Provide an overall annual budget for the Community Grants Program (incorporating Community Organisations Regulatory Fees Refund Scheme) equal to 1% of General Rate Income.

- ii. Provide an additional annual budget allocation for the Townscape Incentive Grant Scheme to provide assistance to property owners to improve the external appearance of their properties in keeping with heritage principles.
- iii. Assess and allocate all Community Incentive Grants in accordance with the attached Meander Valley Council Community Incentive Grants Policy Guidelines.

5. Legislation and Associated Council Policies

Local Government Act 1993 (Section 77)
 Policy No. 1 Risk Management
 Policy No. 78 New and Gifted Assets
 Community Development Framework 2013

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Community & Development Services.

DECISION:

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

- a. Discontinues Policy No. 55 – Townscape Incentive Grant Scheme and Policy No. 75 – Community Organisations Regulatory Fees Refund Scheme; and***
- b. Adopt the revised Policy No. 82 Community Incentive Grants***

POLICY MANUAL

Policy Number: 82	Community Incentive Grants
Purpose:	To establish a funding principle and operational framework for the management of Community Incentive Grants
Department:	Community & Development Services
Author:	Lynette While, Director Community & Development Services
Council Meeting Date:	11 July 2017
Minute Number:	153/2017
Next Review Date:	<i>July 2021</i>

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- ii. Provide an additional annual budget allocation for the Townscape Incentive Grant Scheme to provide assistance to property owners to improve the external appearance of their properties in keeping with heritage principles.
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Local Government Act 1993 (Section 77)
Policy No. 1 Risk Management
Policy No. 78 New and Gifted Assets
Community Development Framework 2013

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Community & Development Services."

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

154/2017 REVIEW OF POLICY NO. 43 - DOG MANAGEMENT

1) Introduction

The purpose of this report is for Council to review existing Policy No 43 – Dog Management.

2) Recommendation

It is recommended that Council adopt the following Dog Management Policy for the next five years as follows:

POLICY MANUAL

Policy Number: 43

Dog Management

Purpose:

To establish a Dog Management Policy for the Municipal Area that complies with The Dog Control Act 2000.

Department:

Community & Development Services

Author:

Neville Scott

Council Meeting Date:

17 April 2012 11 July 2017

Minute Number:

62/2012

Next Review Date:

April 2017 April 2022

POLICY

1. Definitions

2. Objective

The objectives listed in this section have been developed to guide the Dog Management Policy and to ensure that Council consistently and effectively fulfils its responsibilities under the Dog Control Act 2000, particularly with regard to the protection of residents' rights. The objectives of the Policy are:

1. To ensure that owners of dogs comply with their obligations under the Dog Control Act 2000.

2. To prevent the danger caused by dogs to the public and to other dogs and animals.
3. To minimise the distress and nuisance caused by dogs to the public.
4. To actively promote the responsible ownership of dogs.
5. To provide for the reasonable exercise and recreational needs of dogs.

3. Scope

All Dogs and owners of dogs residing within Meander Valley Council in the Municipality local government area.

4. Policy

COMPLAINTS AND NUISANCE PROVISIONS

Council will consider every complaint received. Issues raised will be investigated in a manner which ensures that all facts are considered to avoid vexatious and false complaints being supported. Where necessary, Council will institute proceedings against a dog owner for an offence under Section 46 of the Dog Control Act 2000.

MONITORING AND EVALUATION

An annual report will be prepared and presented to Council for noting their information, to evaluate the ongoing effectiveness of this policy as well as determining the extent to which the objectives of the policy have been met.

The report will include the following indicators.

- Number of dogs registered
- Number of dogs impounded
- Number of Infringement Notices issued
- Number of formal complaints received and actions taken
- Financial evaluation of the provision of animal control services
- Number of kennel licenses issued
- Summary of dogs declared to be dangerous

CODE OF RESPONSIBLE DOG OWNERSHIP

Council is committed to the objective of promoting responsible dog ownership and has adopted the following code which requires dog owners to:

- Ensure that the dog is kept under control at all times
- Ensure that the dog is registered in accordance with the Dog Control Act 2000, with a financial incentive provided for owners to de-sex dogs that are not being kept for intentional breeding purposes
- Ensure that the dog receives necessary care and attention in accordance with good veterinary practice, and is supplied with adequate food, water and shelter.

- Ensure that the dog receives adequate exercise
- Take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent or loud barking/ howling or by any other means.
- Take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person
- Take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife
- Take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person
- Comply with all regulations under the Dog Control Act 2000, including the requirement for the person in charge of a dog to immediately remove and dispose of faeces left by the dog in a public place or in a place not owned by the person

EDUCATION

Council will make available a pamphlet which includes information on:

- the requirements of the Dog Control Act 2000
- the code of responsible dog ownership
- the role and function of Council and Council's responsibilities to the community regarding dog management
- services available to assist community members to be responsible dog owners

Council Officers will, upon request, visit local schools to make presentations to students on dog ownership issues and responsibilities.

MUNICIPAL DOG POUND

Council will operate a Municipal dog pound in accordance with the requirements of the Dog Control Act 2000.

Every effort will be made to secure an alternative home for dogs admitted and not claimed, however, dogs will be euthanased as a last resort when required.

The information pamphlet will include encouragement for dog owners to contact Council in the event of losing their dog. Such action aims to facilitate the reuniting of impounded dogs with owners.

FEES

Council strives to set dog registration fees that are affordable by dog owners, yet provide a return for the costs associated with the delivery of dog control services.

Dog owners will be encouraged to register their dogs early in the financial year. Encouragement in this regard will be offered by the way of a discount if registration fees are paid prior to the 31 July August each year.

In developing registration fees each year Council will utilise the following principles:

- Owners of sterilized de-sexed dogs will be levied an amount as affordable as possible
- Owners who choose not to sterilise de-sex to keep entire dogs (either male or female) will be required to pay a higher level of fees
- Pensioners will be provided with an opportunity to register their first dog at a discounted rate
- Owners with an I.D. card from an approved Training Institute who keep either guide dogs, hearing dogs or companion dogs are not charged
- Owners of dogs kept for breeding purposes and registered with the TCA will be levied a fee that recognises the purpose for which they are kept. The fee will, however, be discounted from that which would normally apply to an entire animal
- Owners of Greyhounds registered with the Tasmanian Greyhound Racing Board will be provided with an opportunity to register the animal at a discounted rate
- Owners of working dogs will be provided with an opportunity to register the animal at a discounted rate

Owners seeking concessional registration (ie. pensioners or owners of sterilised or greyhound dogs) may need to produce written evidence of eligibility as prescribed in the Act. In the case of working dogs, a demonstration of working stock may be required. Breeders must produce a current Stud Prefix issued by the TCA.

Council will set its dog fees at its ordinary Council meeting held in May of each year. The fees will be advertised and standard renewal notices will be provided to all those who have registered a dog previously.

Council will undertake a full audit of dogs in the municipal area every 5 years.

PROPOSED DECLARED AREAS

Under the Act, Council can declare dog exercise areas on land solely under the jurisdiction of the Council, where dogs can be exercised off the lead if under effective control at all times.

The exercise areas proposed are:

- | | |
|------------|--|
| Prospect: | Pitcher Parade (western side of Wetlands area) |
| Hadspen: | River Reserve from Foote Street to Browne Street |
| Westbury: | part of Town Common |
| Deloraine: | part of Deloraine Community Complex site |

5. Legislation

Dog Control Act 2000

6. Responsibility

Responsibility for the operation of the policy rests with the Director, Community and Development Services.

DECISION:

Cr Mackenzie moved and Cr White seconded ***“that Council adopt the following Dog Management Policy for the next five years as follows:***

POLICY MANUAL

Policy Number: 43

Dog Management

Purpose:

To establish a Dog Management Policy for the Municipal Area that complies with The Dog Control Act 2000.

Department:

Community & Development Services

Author:

Neville Scott

Council Meeting Date:

11 July 2017

Minute Number:

154/2017

Next Review Date:

April 2022

POLICY

1. Definitions

2. Objective

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4. To actively promote the responsible ownership of dogs.

5. To provide for the reasonable exercise and recreational needs of dogs.

3. Scope

All Dogs and owners of dogs within Meander Valley Council local government area.

4. Policy

COMPLAINTS AND NUISANCE PROVISIONS

Council will consider every complaint received. Issues raised will be investigated in a manner which ensures that all facts are considered to avoid vexatious and false complaints being supported. Where necessary, Council will institute proceedings against a dog owner for an offence under Section 46 of the Dog Control Act 2000.

MONITORING AND EVALUATION

An annual report will be prepared and presented to Council for noting.

The report will include the following indicators.

- Number of dogs registered
- Number of dogs impounded
- Number of Infringement Notices issued
- Number of formal complaints received and actions taken
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- Number of kennel licenses issued
- Summary of dogs declared to be dangerous

CODE OF RESPONSIBLE DOG OWNERSHIP

Council is committed to the objective of promoting responsible dog ownership and has adopted the following code which requires dog owners to:

- Ensure that the dog is kept under control at all times
- Ensure that the dog is registered in accordance with the Dog Control Act 2000, with a financial incentive provided for owners to de-sex dogs that are not being kept for intentional breeding purposes
- Ensure that the dog receives necessary care and attention in accordance with good veterinary practice, and is supplied with adequate food, water and shelter.
- Ensure that the dog receives adequate exercise
- Take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent or loud barking/ howling or by any other means.
- Take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person
- Take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife
- Take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person

- Comply with all regulations under the Dog Control Act 2000, including the requirement for the person in charge of a dog to immediately remove and dispose of faeces left by the dog in a public place or in a place not owned by the person

EDUCATION

Council will make available a pamphlet which includes information on:

- the requirements of the Dog Control Act 2000
- the code of responsible dog ownership
- the role and function of Council and Council's responsibilities to the community regarding dog management
- services available to assist community members to be responsible dog owners

Council Officers will, upon request, visit local schools to make presentations to students on dog ownership issues and responsibilities.

MUNICIPAL DOG POUND

Council will operate a Municipal dog pound in accordance with the requirements of the Dog Control Act 2000.

Every effort will be made to secure an alternative home for dogs admitted and not claimed, however, dogs will be euthanased as a last resort when required.

The information pamphlet will include encouragement for dog owners to contact Council in the event of losing their dog. Such action aims to facilitate the reuniting of impounded dogs with owners.

FEES

Council strives to set dog registration fees that are affordable by dog owners, yet provide a return for the costs associated with the delivery of dog control services.

Dog owners will be encouraged to register their dogs early in the financial year. Encouragement in this regard will be offered by the way of a discount if registration fees are paid prior to the 31 July each year.

In developing registration fees each year Council will utilise the following principles:

- Owners of sterilized dogs will be levied an amount as affordable as possible
- Owners who choose not to sterilise dogs (either male or female) will be required to pay a higher level of fees
- Pensioners will be provided with an opportunity to register their first dog at a discounted rate
- Owners with an I.D. card from an approved Training Institute who keep either guide dogs, hearing dogs or companion dogs are not charged

- Owners of dogs kept for breeding purposes and registered with the TCA will be levied a fee that recognises the purpose for which they are kept. The fee will, however, be discounted from that which would normally apply to an entire animal
- Owners of Greyhounds registered with the Tasmanian Greyhound Racing Board will be provided with an opportunity to register the animal at a discounted rate
- Owners of working dogs will be provided with an opportunity to register the animal at a discounted rate

Owners seeking concessional registration (ie. pensioners or owners of sterilised or greyhound dogs) may need to produce written evidence of eligibility as prescribed in the Act. In the case of working dogs, a demonstration of working stock may be required. Breeders must produce a current Stud Prefix issued by the TCA.

Council will set its dog fees at its ordinary Council meeting held in May of each year. The fees will be advertised and standard renewal notices will be provided to all those who have registered a dog previously.

Council will undertake a full audit of dogs in the municipal area every 5 years.

DECLARED AREAS

Under the Act, Council can declare dog exercise areas on land solely under the jurisdiction of the Council, where dogs can be exercised off the lead if under effective control at all times.

The exercise areas are:

Prospect:	Pitcher Parade (western side of Wetlands area)
Hadspen:	River Reserve from Foote Street to Browne Street
Westbury:	part of Town Common
Deloraine:	part of Deloraine Community Complex site

5. Legislation

Dog Control Act 2000

6. Responsibility

Responsibility for the operation of the policy rests with the Director, Community and Development Services."

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

155/2017 2016-2017 ANNUAL PLAN – QUARTERLY REVIEW – JUNE 2017

1) Introduction

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

2) Recommendation

It is recommended that Council receive and note the Annual Plan review for the June 2017 quarter as follows:



2016/2017
June
Quarterly Review



Meander Valley Council

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

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:	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.4034 cents in the \$ of AAV with a minimum of \$38. Properties within the Volunteer Brigade Districts are applied a rate of 0.3931 cents in the \$ of AAV with a minimum of \$38. All other properties are applied a rate of 0.3614 cents in the \$ of AAV with a minimum of \$38.
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 2015, 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

S U M M A R Y June 2017 Quarterly Review

Area	Achieved	In Progress	Deferred
1. Governance	35	1	3
2. Corporate Services	18	0	0
3. Infrastructure Services	28	1	1
4. Development Services	13	2	0
5. Works	11	0	0
6. Economic Development	7	2	0
OVERALL TOTALS	112	6	4
Action Definitions for Reporting Purposes: Ongoing; In Progress; Achieved; Cancelled; Deferred; Not Achieved			

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

		Achieved	Achieved	Achieved	Achieved
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Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Personal Assistant
2	\$3,000	MVC	Personal Assistant
3	N/A	MVC	Personal Assistant
4	N/A	MVC	Personal Assistant
5	N/A	MVC	General Manager
6	\$5,000	MVC	Personal Assistant
7	N/A	MVC	General Manager

Action performance targets

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

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

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 Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved	Conduct quarterly meeting Achieved
2	Conduct Driver training course	Organise course Achieved	Course held Achieved	Review effectiveness of course Achieved	
3	Deliver a Health and Wellbeing Program	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved	Conduct quarterly meeting and implement programs Achieved
4	Conduct emergency evacuation drills		Conduct drill – Council Office and GWTVC Achieved		Conduct drill – Council Office and GWTVC Achieved
5	Conduct Staff Survey	Implement Action Plan Achieved	Issue survey Deferred	Report to staff on results of survey. Prepare action plan Deferred	
6	Workplace Consultative Committee operation	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

		Achieved	Achieved	Achieved	Achieved
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7	Review Evacuation Plans				Review Plans Achieved
8	Conduct pre-start review of safety systems and verification by worksite inspection	Conduct reviews Achieved	Conduct reviews Achieved	Conduct reviews Achieved	Conduct reviews Achieved

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

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

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

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

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 Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved	Operate facilities and report to performance targets Achieved
2	Produce Indoor Recreation Facilities Management annual report and annual budget including fees review	Produce operations report Achieved			Review fees and produce annual budget Achieved
3	Develop a strategy and implement to promote and market indoor recreation facilities to current and prospective users	Develop and implement strategy In Progress	Conduct all users meeting In Progress	Review strategy In Progress	Conduct all users meeting In Progress
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 In Progress	Liaise with users and test User Guide In Progress	Roll-out User Guide to season and casual users and on-line In Progress	Review and evaluate effectiveness Achieved
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 In Progress	Complete Pilot Program In Progress	Review and evaluate effectiveness Achieved

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

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

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

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 Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved
2	Annual Archive Disposal	Arrange for removal of documents due for disposal Achieved			List documents due for disposal Achieved
3	Action Project and Improvement Ideas - Annual Plan	Document and prioritise improvement projects Achieved	Commence identified priority projects Achieved	Continue with priority projects Achieved	Report on status of projects Achieved

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 Achieved
2	Implementation of LGAT Workplace Behaviours Policy suite	Consult on Stage 2 policies Deferred	Implement Stage 2 policies Achieved	Implement Stage 2 policies Deferred	
3	Review existing Human Resources Policies and Procedures manual		Review existing policies not replaced by LGAT policy suite Achieved	Update HR Policy Manual for policy document Achieved	
4	Coordinate training needs via Learning Management system	Report to Directors on quarterly training to be delivered 3 Achieved	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered Achieved

5	Performance Review System	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Achieved	Ensure all mini performance reviews and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required Achieved
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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 Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Deferred
2	Participate in Northern Regional Emergency Management Committee (NREMC)	Attend meeting Achieved	Attend meeting Achieved	Attend meeting Achieved	Attend meeting Achieved
3	Support the operation of the Meander Valley SES unit through ongoing management of the MOU		Briefing report to Council Achieved		Briefing report to Council Achieved
4	Conduct emergency management training facilitated by Red Cross		Complete training Deferred		Complete training Achieved
5	Review and update Emergency Management/Social Recovery contact list		Contact List updated Ongoing		

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 Achieved	Manage contract Achieved	Manage contract Achieved	Manage contract Achieved
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved
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 Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved	Achieve activity performance targets Achieved
4	Undertake footpath proactive defect inspections			Undertake required inspections In Progress	Undertake required inspections In Progress

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 Achieved	Undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March Achieved	
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance Achieved
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register In Progress		Carry out annual inspections Achieved	
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved

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

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

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 LTFF - Develop whole of organisation approach to AM 	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved	Provide monthly Conquest report Achieved
3	Support Northern Asset Management Group <ul style="list-style-type: none"> - Attend IPWEA and NAMS committee meetings 	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes Achieved
4	Prepare 2017/2018 Capital Works Program		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation Achieved	Annual program prepared for approval by Council Achieved
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 In Progress	Capitalisation of assets and recording in Conquest and GIS In Progress	Capitalisation of assets and recording in Conquest and GIS In Progress	Capitalisation of assets and recording in Conquest and GIS Achieved
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

		Achieved	Achieved	Achieved	Achieved
7	Undertake additional survey of stormwater assets and update GIS				Complete by 30 June Achieved

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

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 Ongoing	Report on progress Ongoing	Report on progress Ongoing	Report on progress Ongoing
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM, Plumbing, EHO	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved	Chair meeting and distribute minutes Achieved
3	Support regional NRM Stormwater Officer	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved	Meet with officer Achieved
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program Ongoing	Report to program Ongoing	Report to program Ongoing	Report to program Ongoing

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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
2	Process Planning Scheme Amendments	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
3	Prepare Local Provisions Schedule for the Tasmanian Planning Scheme	Prepare Project Plan Deferred	Draft Local Provisions Schedule In Progress	Draft Local Provisions Schedule In Progress	Draft Local Provisions Schedule In Progress
4	Carrick Rural Living Area - Rezoning	Rezoning approved by Minister Deferred	Rezoning approved by Minister In Progress	Performance Target Achieved	
5	Department of Education Land Prospect Vale – Development Plan		Finalise Development Plan Achieved		
6	Westbury Road Prospect Vale – Activity Centre Plan	Prepare Project Plan and engage Consultant Deferred	Prepare Project Plan and engage Consultant Deferred	Present Plan to Council Deferred	

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 Not Applicable this quarter	Performance Target Not Applicable this quarter	Performance Target Achieved	Performance Target Achieved
2	Permit Authority – Process Building Applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
3	Permit Authority – Manage outstanding Building Completions and Illegal Works				Reduce outstanding completions by 20% In Progress
4	Coordinate Major Events applications	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

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

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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

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 In Progress	
2	Fire Abatement Management		Issue Fire Abatement Notices Achieved	Issue Fire Abatement Notices Achieved	
3	Investigate incidents and complaints regarding animal control	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
4	Participate in Fire Management Area Committees		Fire Protection Plan Completed Achieved		

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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program In Progress	Report to program Achieved

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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved

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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$2,048,400 (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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake cleaning of toilets in accordance with the current level of service	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved

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 Achieved	Report to performance target Achieved	Report to performance target Achieved	Report to performance target Achieved
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	Report to program Achieved	Report to program Achieved	Report to program In Progress	Report to program Achieved

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 Achieved	
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 Achieved	Report to program Achieved	Report to program Achieved	Report to program Achieved

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 Achieved	Develop work program Achieved

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 Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved	Achieve Performance Target Achieved
2	Review and update Councils Natural Resource Management Strategy	Commence review Achieved	Continue review Achieved	Present draft to Council In Progress	
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on TEER activities Achieved	

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

8	Develop a plan for the installation of video surveillance in Deloraine and Westbury	Commence development of the business case for the program Achieved	Report on progress In Progress	Report on progress In Progress	Report on progress In Progress
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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

DECISION:

Cr White moved and Cr Kelly seconded ***“that Council receive and note the Annual Plan review for the June 2017 quarter as above”***.

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.

The Council meeting adjourned for afternoon tea at 2.57pm

The Council meeting resumed at 3.15pm

156/2017 MEANDER VALLEY COUNCIL ANNUAL PLAN **2017-18**

1) Introduction

The purpose of this report is for Council to adopt the Meander Valley Council Annual Plan 2017-18.

2) Recommendation

It is recommended that Council adopt the Annual Plan for the 2017-2018 financial year as follows:

Meander Valley Council

Annual Plan 2017-2018



Meander Valley Council
WORKING TOGETHER



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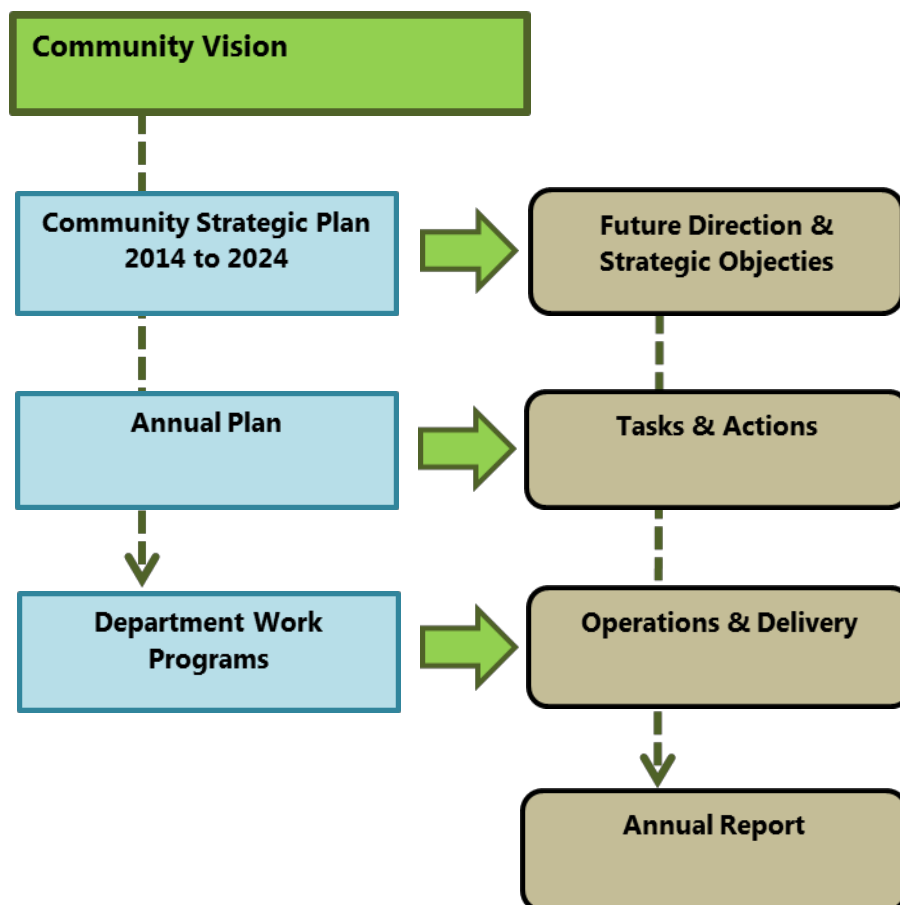
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ANNUAL PLAN OVERVIEW

The Annual Plan outlines the programs and services Council intends to deliver throughout the financial year. Preparation of the Annual Plan is informed by the strategic objectives of the Meander Valley Community Strategic Plan 2014 to 2024, the activities required to undertake the day-to-day operations and the management of regulatory responsibilities.

Link to Community Strategic Plan 2014 to 2024

The Community Strategic Plan 2014 to 2024 outlines the vision of the community. Council works to implement the vision through six future direction statements that are aligned with key strategic outcomes. These strategic outcomes guide the development of projects and programs. The diagram below depicts the current strategic planning framework of Meander Valley Council:



The coming year will see Council deliver the following projects –

- Upgrade of the Westbury Recreation Ground Change Rooms
- Implementation of Waste Management Strategy Action Plan
- Local Provision Schedules for inclusion in the new Tasmanian Planning Scheme
- Implementation of the Hadspen Urban Growth Plan
- Deloraine and Districts Recreation Precinct Feasibility Study
- Development of Stormwater System Management Plans

An extensive Capital Works Program, valued at \$13.5 million, will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$3.0 million of this figure being allocated to building new and upgraded infrastructure.

The Capital Works Program delivers \$1.9 million in roads, bridges and building works funded by Government Grants.

BUDGET ESTIMATES

	2017-2018	2016-2017
Revenue:		
Rate Revenue	11,890,600	11,293,500
Fees and User Charges	1,126,500	1,101,700
Contributions and Donations	120,000	61,800
Interest	751,000	907,300
Grants and Subsidies	4,638,000	4,287,000
Other Revenue	1,023,300	1,013,200
Total Operating Revenue:	19,549,400	18,664,500
Operating Expenditure:		
Employee Costs	6,606,800	6,661,000
Maintenance and Working Expenses	6,179,700	5,442,000
Borrowing Costs	241,300	271,300
Depreciation	5,052,000	4,961,000
Payments to Government Authorities	1,136,200	1,075,600
Other Payments	250,200	245,000
Total Operating Expenditure:	19,466,200	18,655,900
Underlying Surplus/(Deficit)	83,200	8,600
Net Operating Surplus/(Deficit)including capital and abnormal items	4,117,700	2,932,100
Capital Expenditure	13,517,700	15,033,100
Repayment of Loans:		
Asset Sales:	215,000	215,000
Closing Cash Balance:	14,766,509	15,718,609
Net assets:	281,043,086	276,925,386

RATES AND CHARGES

The following rates and charges will apply for 2017-2018:

General rate:	All rateable properties are applied a General Rate of 5.6727 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$52. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$180 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$206 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$360 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 1.3147 cents in the \$ of AAV with a minimum of \$39.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3847 cents in the \$ of AAV with a minimum of \$39.</p> <p>All other properties are applied a rate of 0.3535 cents in the \$ of AAV with a minimum of \$39.</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 2017, 31 October 2017, 31 January 2018 and 30 March 2018.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.72% per annum (2.389c per \$100 per day).

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

POLICY REVIEW

POLICY FOR REVIEW	28 June Audit Panel	30 Sept. Council	30 Sept. Audit Panel	31 Dec. Council	31 Dec. Audit Panel	31 March Council	31 March Audit Panel	30 June Council
Governance:								
Policy 23: Appointment & Responsibilities of Council Representatives								
Policy 67: Personal Information Protection								
Policy 83: Fraud Control								
Policy 84: Gifts & Benefits								
Corporate Services:	Nil							
Infrastructure Services:								
Policy 37: Vegetation Management								
Community and Development Services:								
Policy 34: Real Estate Advertising Signs								
Policy 66: Bonds & Bank Guarantees								
Policy 82: Community Grants								
Policy 85: Open Space								
Works:	Nil							

DOCUMENT REVIEW

OPERATION Document Reviews	By 30 September	By 31 December	By 31 March	By 30 June
Governance:				
Style Manual				
Delegations				
Special Committees of Council				
Pubic Interest Disclosures				
Economic Development Strategy				
Corporate Services				
Customer Service Charter				
Infrastructure Services:				
Municipal Emergency Management Plan				
Community and Development Services:				
Meander Valley Community Safety Plan				
Works:	Nil			

PROGRAM ACTIVITY

Governance

Directorate	1. Governance	Program number and title	1.1 Secretarial and Administrative support
Program Objective	To undertake functions to ensure compliance with legislative requirements		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and Engaged communities <i>3.2 Successful local events enhance community life.</i></p> <p>Future Direction (5) - Innovative Leadership and Community Governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2018/19 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing	Complete report and present at AGM. Advertise and conduct AGM		
3	Policy Review & Operations Document Review Responsibility – Executive Assistant Responsible Officer: Executive Assistant	5.1	Review as per schedule	Review as per schedule	Review as per schedule	Review as per schedule
4	Conduct Australia Day (AD) event Responsibility – Executive Assistant Responsible Officer: Executive Assistance	3.2	Review AD criteria. Call for nominations	Assess nominations. Plan civic function	Conduct a civic function on AD	

Action performance targets

No.	Performance target
2	AGM held and Annual Report adopted by Council
4	AD Event Conducted

Directorate	1. Governance	Program number and title	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative leadership and community governance <i>5.4 Meander Valley Councilors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Implement Risk Management Framework Responsible Officer: General Manager	5.6	Review the framework	Action the framework	Action the framework	Action the framework
2	Implement the Internal Audit Program Responsible Officer: Risk & Safety Officer	5.4	Review of Audit outcomes	Conduct Audit	Review of Audit outcomes	Conduct Audit

Action performance targets

No.	Performance target
1	Review Completed and Update endorsed by Audit Panel
2	Audit Recommendations implemented

Directorate	1. Governance	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.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee Responsible Officer: Health & Safety Officer	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting
3	Deliver a Health and Wellbeing Program Responsible Officer: General Manager	5.6	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs	Conduct quarterly meeting and implement programs
6	Workplace Consultative Committee operation Responsible Officer: General Manager	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

Action performance targets

No.	Performance target
1	Conduct meetings
2	N/A
3	Respond to suggestions with 14 days of meetings

Directorate	1. Governance	Program number and title	1.4 Other Governance Functions
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (2) - A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.</i></p> <p><i>2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure</i></p> <p><i>2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.</i></p> <p>Future Direction (5) - Innovative leadership and community governance</p> <p>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC) Responsible Officer: General Manager	2.1	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting	Attend NTDC Local Government Committee Meeting
2	Review Council's Delegation Register Responsible Officer: General Manager	5.6		Review register		
3	Participate in benchmarking project with other Councils in the northern region Responsible Officer: General Manager	5.6	Review options provided by Consultant			
4	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
5	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports

Action performance targets

No.	Performance target
2	Complete Review and implement changes
4	Report on new development opportunities where commercial in confidence arrangements allow
5	Complete work plan for 2017 – 2018 FY.

Corporate Services

Directorate	2. Corporate Services	Program number and title	2.1 Financial Services
Program Objective	Responsibly manage the Council's core financial activities		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) - Innovative leadership and community governance <i>5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates and Sundry Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Implement Enterprise Cash Receipting System Upgrade Responsible Officer: Rates Officer	5.6		Plan implementation requirements	Implement upgrades to the test environment	Implement upgrade to the production environment
3	Complete State Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return			Final State Fire and Treasury pensioner claims
4	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
5	Arrange annual insurance renewals Responsible Officer: Finance Officer & Director Corporate Services	5.6		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
6	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Action performance targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st July 2017▪ Issue Sundry Debtor notices within 10 working days of receipt of request
4	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
6	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing.

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		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (5) - Innovative leadership and community governance</p> <p><i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i></p> <p><i>5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley</i></p> <p><i>5.3 Evidence based decision-making engages the community and is honest, open and transparent.</i></p> <p><i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Senior Accountant	5.2				Review and present the LTFP to Council
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council in June
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	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 Responsible Officer: Senior Accountant	5.6	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 Responsible Officer: Senior Accountant	5.3	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 Responsible Officer: Senior Accountant	5.2	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
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule
8	Review Council's Financial Management Strategy Responsible Officer: Senior Accountant	5.1				Prepare review documentation by Council in July

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 2017, Jan 2018 and April 2018 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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance and upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's	Complete rolling replacement of PC's.		
2	Implement recommendations of IT Security Review Responsible Officer: IT Officer	5.6	Review recommendations of IT Security Review	Plan and prioritise recommended actions	Implement chosen recommendations	

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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) Innovative leadership and community governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officers: Customer Service Officer & Information Management Officer	5.6	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 Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal			List documents due for disposal
3	Implementation of Archive Office Audit Recommendations Responsible Officer: Information Management Officer	5.1	Document and prioritise improvement projects	Commence identified priority projects	Continue with priority projects	Report on status of projects
4	Implementation of ECM Connected Content Responsible Officer: Information Management Officer	5.6	Plan software implementation	Commence testing and conduct system administration training		Implement software upgrade into production system

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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.4 Meander Valley Councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances.			Review CPI percentage determine increase
4	Coordinate training needs via Learning Management system Responsible Officer: HR/Payroll Officer	5.4	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
3	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Ensure all employee performance reviews have been completed	Ensure all inside employee salary reviews have been completed	Ensure all mini performance reviews and all outside employee wage reviews have been completed	Review the current year's performance reviews and recommend any changes required

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.6 Great Western Tiers Visitor Information Centre
Program Objective	Effectively manage and maintain Council's Visitor Information Centre		
Link to Community Strategic Plan 2014 to 2024	Future Direction (2) - A thriving local economy <i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Report on Visitation statistics and sales revenue Responsible Officer: Director Corporate Services	2.4	Advise information in the Briefing Report	Advise information in the Briefing Report Advise information in the Briefing Report	Advise information in the Briefing Report	Advise information in the Briefing Report

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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (4) - A healthy and safe community <i>4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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) Responsible Officer: Director Infrastructure	4.4	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting	Chair quarterly meeting
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4		Report to Council in Annual Plan Review		Report to Council in Annual Plan Review
3	Conduct emergency management training facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training	Conduct training	
4	Review Municipal Emergency Management Plan Responsible Officer: Administration Officer Infrastructure	4.4			Review Plan	

Action performance targets

No.	Performance target
1	Meetings held
2	Obtain activities report from Deloraine SES and provide information to Council on a 6 monthly basis in Briefing Reports
3	Complete training for MVC officers and service group members
4	Review Plan and submit to SES

Directorate	3. Infrastructure Services	Program number and title	3.2 Transport
Program Objective	To maintain the serviceability and integrity of Council's transport network.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program Responsible Officer: Senior Technical Officer	6.1, 6.3	Finalise supply agreement	Contractor engaged for maintenance works	Prepare maintenance budget items for 2018-2019	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2016/2017 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action performance targets

No.	Performance target
1	Quarterly tasks achieved. Contractor performance assessed
2	Completion of projects in line with project plan requirements
3	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.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Review and extend existing contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Review the operation of the Deloraine Pool	6.6		Complete review		
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance Responsible Officer: Property Management Officer	6.1			Carry out annual inspections	
4	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance

5	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Property Management Officer		Report to program	Report to program	Report to program	Report to program
6	Review Evacuation Plans Responsible Officer: Property Management Officer	6.6				Review plans

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
4	Completion of projects in line with project plan requirements
5	Completion of review by June 30

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.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Director Works & Technical Officer Community Spaces	6.1, 6.6	Undertake required inspections	Undertake required inspections	Undertake required inspections	Undertake required inspections
2	Complete the Strategic Plan for Council's open space areas for Hadspen and Prospect Vale Responsible Officer: Technical Officer Community Spaces	6.6	Community consultation	Report to Council	Prepare budget items for 2018-2019	
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
4	Undertake tree audit of reserves (parks and sports facilities) and identified townstreets Responsible Officer: Technical Officer Community Spaces	6.1		Undertake audit		
5	Provide support to the Townscape Reserves and Parks Special Committee (TRAP) Responsible Officer: Technical Officer Community Spaces	6.6	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes
6	Westbury Recreation Ground Function Centre Business Case Responsible Officer: Property Management Officer	6.6	Draft report to Council Workshop			

Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Present Strategy to Council by December 31
3	Completion of projects in line with project plan requirements
4	Complete audit work by 31 December
5	Bimonthly meetings
6	Present business case to Council Workshop by December 31

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.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.3 The Meander Valley transport network meets the present and future needs of the community and business.</i></p> <p><i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 - Undertake AM training and awareness - Develop whole of organisation approach to AM Responsible Officer: Asset Management Coordinator	6.1, 6.6	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	Prepare 2018-2019 Capital Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake bridge revaluation Responsible Officer: Asset Management Coordinator	6.1	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	GIS Activities <ul style="list-style-type: none"> - Input GIS data relating to capitalisation of assets and subdivisions Responsible Officer: Asset Management Coordinator	6.1				Update GIS

7	Undertake additional survey of stormwater assets and update GIS Responsible Officer: Asset Management Coordinator	6.1				Complete by 30 June
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Action performance targets

No.	Performance target
2	To prepare annual Capital Works Program for approval at May Council meeting
3	Capitalisation of assets prior to finalisation of 2017-2018 Statutory Reporting. Completion of bridge revaluation for TAO by Dec 30 2017.
4	Update GIS information for completed projects by 30 June

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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provision of kerbside collection contracts for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA		Ground and surface water monitoring	

Action performance targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract
3	Report to Council by March 31 on collection results
4	Completion of projects in line with project plan requirements

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. Council through the Urban Drains Act and the Local Government (Highways) Act aims to provide piped stormwater networks in line with current local government standards and major stormwater networks (overland flows and roads) capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) principles where appropriate.</p>		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Senior Technical Officer	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2018
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number and title	3.8 Sustainable Development
Program Objective	Develop sustainable practices within our organisation and community through leading, supporting and encouraging staff, contractors and community to use energy, water and non-renewable resources more productively. Promote and support sustainable economic development initiatives.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> <i>1.4 Meander Valley is environmentally sustainable.</i></p> <p>Future Direction (2) - A thriving local economy <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i></p> <p>Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support activities of the Sustainable Environment Committee Responsible Officer: Sustainable Development Project Manager	1.4	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
2	Support the progress of the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2017-2018 Capital Works Program Responsible Officer: Director Infrastructure Services	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

4	Bioenergy Project Responsible Officer:- Sustainable Development Project Manager	2.2		Stage 1 Feasibility	Report to Council	
5	Prepare Local Provisions Schedule for the Tasmanian Planning Scheme Responsible Officer: Senior Strategic Planner	1.1	Prepare Project Plan	Draft Local Provisions Schedule	Finalise Local Provisions Schedule	
6	Westbury Road Prospect Vale – Activity Centre Plan Responsible Officer: Senior Strategic Planner	6.6	Prepare project plan and engage consultant	Develop draft plan	Present plan to Council	

Action performance targets

No.	Performance target
2	Part V agreements established with landowners for infrastructure development
3	Completion of projects in line with project plan requirements
4	Complete feasibility and commence business case

Community and Development Services

Directorate	4. Community & 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		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i> <i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i> <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target

Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance

Directorate	4. Community & Development Services	Program number and title	4.2 Building, Plumbing & Permit Authority 2016
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Building Act 2016 and the Tasmanian Building Regulations 2016.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment.</p> <p><i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i></p> <p><i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i></p> <p><i>1.4 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (3) Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life.</i></p> <p>Future Direction (4) A healthy and safe community.</p> <p><i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p> <p>Future direction (5) Innovative leadership and community governance</p> <p><i>5.5 Councils in the region collaborate and share resources for the collective good of their communities</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target	Performance Target	Performance Target	Performance Target
3	Permit Authority – Manage outstanding Building Completions and Illegal Works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3				Reduce outstanding completions by 10%

4	Coordinate Major Events applications Responsible Officer: 337 Officers	3.2	Performance Target	Performance Target	Performance Target	Performance Target
5	Conduct inspections and process applications for Plumbing Permits Responsible Officer: Plumbing Surveyor	1.4, 1.4, 5.5	Performance Target	Performance Target	Performance Target	Performance Target

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.
2	Building applications processed in a timely manner
3	Outstanding building completions and illegal works reduced by 10%
4	Respond to applications within 7 working days
5	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information

Directorate	4. Community & 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		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Environmental Health Officer	1.5, 4.1	Record Results	Record Results	Record Results	Record Results
2	Inspect Places of Assembly annually as per program Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence	Issue Annual Licence
3	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all premises	Inspections as per Schedule	Inspections as per Schedule	Issue annual registration for all food premises
4	Co-ordinate immunisation clinics Responsible Officer: Environmental Health Officer	4.1, 4.3				Complete Immunisation Program

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

Directorate	4. Community & Development Services	Program number and title	4.4 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.		
Link to Community Strategic Plan 2014 to 2024	Future direction (4) - A healthy and safe community. <i>4.3 Public health and safety standards are regulated, managed and maintained.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Annual Audit of Dog Registrations Responsible Officer: General Inspector	4.3			Conduct Audit	
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices	Issue Notices	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target	Performance Target	Performance Target	Performance Target

Action performance targets

No.	Performance target
1	Audit conducted as scheduled
2	Notices issued as required
3	Investigate all cases and complaints within 10 days

Directorate	4. Community & Development Services	Program number and title	4.5 Natural Resource Management
Program Objective	Facilitate Natural Resource Management for Council and Community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i> <i>1.4 Meander Valley is environmentally sustainable</i> <i>1.6 Participate and support programs that improve water quality in our waterways.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target	Achieve Performance Target
2	Review and update Councils Natural Resource Management Strategy Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Complete Strategy	Design internet version of Strategy	Develop internet version of Strategy	Internet version of strategy completed
3	Participate in the Tamar Estuary Esk Rivers Program Responsible Officer: NRM Officer	1.3, 1.4, 1.6			Report on TEER activities	

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	4. Community & Development Services	Program number and title	4.6 Community Development
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities. <i>3.1 Creativity and learning are art of daily life across the communities of Meander Valley.</i> <i>3.2 Successful local events enhance community life.</i> <i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</i></p> <p>Future Direction (4) - A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors of the community are planned, met and managed.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer – Community Development Manager	3.4, 4.1.	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 Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	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 Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Review Art exhibition	Establish format for exhibition	Conduct exhibition	Review exhibition

Action performance targets

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of artists participating

Directorate	4. Community & Development Services	Program number and title	4.7 Services To Young people
Program Objective	To address and support the needs of young people through responsive and participatory approaches		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities</p> <p><i>3.1 Creativity and learning are part of daily life across the communities of Meander Valley.</i></p> <p><i>3.2 Successful local events enhance community life.</i></p> <p><i>3.3 Educations and training opportunities are available to everyone across the local government areas.</i></p> <p><i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</i></p> <p><i>3.5 Young people have the opportunity to be engaged in community life.</i></p> <p>Future Direction (4) - A healthy and safe community.</p> <p><i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i></p> <p><i>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program Responsible Officer: Community Officer	3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2	Conduct and report	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.	Conduct program	Conduct program	Conduct program	Conduct program and evaluate overall outcomes
4	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event	Conduct event
5	Facilitate outdoor recreation programs Responsible Officer: Community Officer	3.1, 3.3, 4.1, 4.2.	Conduct program	Conduct program	Conduct program	Conduct program

Action performance targets

No.	Performance target
1	Programs conducted and evaluated
3	Program conducted and evaluated
4	Event conducted and evaluated
5	Program conducted and evaluated

Directorate	4. Community & Development Services	Program number and title	4.8 Recreation and Sport Services
Program Objective	To provide current and future recreation and sport programs and facilities		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p>Future Direction (4) - A healthy and safe community. <i>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and massive recreation.</i></p> <p>Future direction (5) - Innovative leadership and community governance. <i>5.3 Evidence based decision making engages the community and is honest, open and transparent.</i></p> <p>Future Direction (6) - Planned infrastructure services. <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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 Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground Responsible Officer: Recreation Coordinator	4.2, 6.4	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 Responsible Officer: Recreation Coordinator	1.1, 4.2, 5.3	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

Action performance targets

No.	Performance target
1	Meeting held and goals achieved
2	User meeting held and goals achieved
3	Study completed and reported to Council

Directorate	4. Community & Development Services	Program number and title	4.9 Recreation Facilities Management
Program Objective	To provide indoor facilities for recreational, social and community based activities that are safe, comfortable and fit for purpose		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p>Future Direction (3) - Vibrant and engaged communities. <i>3.3 Education and training opportunities are available to everyone across the local government area.</i> <i>3.5 Young people have the opportunity to be engaged in community life.</i></p> <p>Future Direction (4) -A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.2 Infrastructure facilities and programs encourage increased participation in all forms of active and passive recreation.</i></p> <p>Future direction (6) - Planned infrastructure services. <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Preliminary Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4		Review document	Report proposed changes	
2	Develop a strategy and implement to promote and market indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Develop and implement strategy	Conduct all users meeting	Review strategy	Conduct all users meeting

3	Research and design a pilot Meander Valley VET Work Placement Program at the Westbury Sports Centre and associated local venues Responsible Officer: Recreation Coordinator	3.3, 3.5, 4.1, 6.4	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
4	Develop a Draft Long Term Capital Asset Expenditure Plan for recreation facilities Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4		Complete research and design	Complete Pilot Program	Review and evaluate effectiveness

Action performance targets

No.	Performance target
1	Review, identify and report proposed changes
2	Complete strategy and hold all user meetings
3	Pilot Program to be conducted and evaluated
4	Prepare draft Plan

Works

Directorate	5. Works	Program number and title	5.1 Parks, Reserves, Sports Grounds and Cemeteries
Program Objective	To ensure that Councils parks, reserves, cemeteries and sports grounds are suitably maintained to provide a safe, clean and inviting experience to community and sporting organisations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide facility maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	6.1	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System & Conformance with annual budget
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.2 Roads
Program Objective	To construct and maintain a safe and effective road network to meet the needs of road users and the community.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	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. Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System
1	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.3 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are maintained in a clean and tidy condition.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake street/reserve litter collection and street cleaning Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Undertake cleaning of toilets in accordance with the current level of service Responsible Officers: Works Supervisors & Works Officers		Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System
1	Conformance with annual budget
2	Achieve 95% conformance with Customer Service Request System
2	Conformance with annual budget

Directorate	5. Works	Program number and title	5.4 Urban Stormwater
Program Objective	To provide and maintain an effective urban storm water drainage system		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6)- Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.5 Stormwater and flooding cause no adverse impacts.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide storm water maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects and provide progress report to Council Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system
1	Conformance with annual budget
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.5 Plant
Program Objective	To provide plant and equipment that suits Councils activities and is financially sustainable		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve operational objectives Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with 10 year Major Plant Replacement Program and report to Council Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Major plant hire rates to be competitive with private sector
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	5.6 Management
Program Objective	To provide facilities, resources and leadership to support the effective and efficient delivery of services to the community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Respond to customer enquiries Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1 t	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Engage consultant to undertake assessment and provide report on Works Depots Responsible Officer: Works Director and External Consultant	6.6	Finalise scope of project	Engage consultant	Receive report and present to Council	

Action performance targets

No.	Performance target
1	Provide advice to customer in accordance with Customer Service Charter
1	Achieve 95% conformance with Customer Service Request System
2	Report to Council and finalise future strategy for Depot sites

PROGRAM ACTIVITY

DECISION:

Cr Connor moved and Cr King seconded ***“that Council adopt the Annual Plan for the 2017-2018 financial year as above”***.

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

157/2017 COUNCIL AUDIT PANEL MINUTES, 2016-17 ANNUAL REPORT AND 2017-18 WORK PLAN

1) Introduction

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 27 June 2017 including its 2016-17 Annual Report and to approve the 2017-18 Council Audit Panel Work Plan.

2) Recommendation

It is recommended that Council:

- 1) receive the minutes of the Council Audit Panel meeting held on 27 June 2017***
- 2) receive and note the 2016-17 Annual Report***
- 3) approve the Council Audit Panel Work Plan for 2017-18***

DECISION:

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

- 1) receive the minutes of the Council Audit Panel meeting held on 27 June 2017***
- 2) receive and note the 2016-17 Annual Report***
- 3) approve the Council Audit Panel Work Plan for 2017-18.”***

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

Cr Kelly left the meeting at 3.33pm

Cr Kelly returned to the meeting at 3.35pm

158/2017 NOTICE OF MOTION - REPEAL SECTION 13 OF THE FLUORIDATION ACT 1968 – CR TANYA KING

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Tanya King that Council support a motion to be put by Kentish Council at the upcoming Local Government Association of Tasmania Annual General Meeting on 26 July 2017, seeking the repeal of Section 13 of the Fluoridation Act 1968.

2) Recommendation (Cr Tanya King)

It is recommended that Council support the motion by Kentish Council at the Local Government Association of Tasmania Annual General meeting of 2017, as follows:

That LGAT requests the State Government repeal section 13 of the Fluoridation Act 1968 (amended) which states that 'a Council must not hold an elector poll under Part 6 of the Local Government Act 1993 in relation to the addition of fluoride to a public water supply.

DECISION:

Cr Connor moved and Cr Richardson seconded ***“that Council support the motion by Kentish Council at the Local Government Association of Tasmania Annual General meeting of 2017, as follows:***

That LGAT requests the State Government repeal section 13 of the Fluoridation Act 1968 (amended) which states that 'a Council must not hold an elector poll under Part 6 of the Local Government Act 1993 in relation to the addition of fluoride to a public water supply’.”

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

159/2017 NOTICE OF MOTION - AUSTRALIA DAY – CR ANDREW CONNOR

1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Andrew Connor that Council support a motion from the City of Hobart to lobby for a change in the date of recognition of Australia Day.

2) Recommendation (Cr Andrew Connor)

It is recommended that Council

- 1. Support the motion by the City of Hobart to be considered at the Local Government Association of Tasmania Annual General Meeting***
- 2. Take other steps to support a change of date of Australia Day to one that is more acceptable to the wider community***

DECISION:

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

- 1. Support the motion by the City of Hobart to be considered at the Local Government Association of Tasmania Annual General Meeting***
- 2. Take other steps to support a change of date of Australia Day to one that is more acceptable to the wider community”.***

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

As an amendment Cr Temple moved and Cr xx seconded ***“that Part 2 of the motion be deleted.”***

The motion lapsed for want of a seconder.

Cr Synfield foreshadowed an alternate motion.

As an alternate motion Cr Synfield moved and Cr Richardson seconded ***“that Council supports a discussion by the community at large around the appropriate date for Australia Day.”***

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

160/2017 NEW POLICY NO. 88 – RELATED PARTY DISCLOSURES

1) Introduction

The purpose of this report is for Council to adopt a Related Party Disclosures Policy.

2) Recommendation

It is recommended that Council adopts the Related Party Disclosures Policy as follows:

POLICY MANUAL

Policy Number: 88

Related Party Disclosures

Purpose:

To outline the expectations of elected members and employees of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures*.

Department:

Corporate Services

Author:

Jonathan Harmey, Director

Council Meeting Date:

11 July 2017

Minute Number:

160/2017

Next Review Date:

July 2021

POLICY

1. Definitions

Close Family Member

Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.

Control of an entity

You control an entity if you have:
a) power over the entity;

- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

Declaration by KMP An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.

Entities controlled by KMPs Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

Entities related to Council Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.

Joint control of an entity To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Key Management Personnel (KMP) Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, Councillors, the General Manager and Directors.

KMP Compensation All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:

- a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave, paid sick leave and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- b) other long-term employee benefits, including long-service leave or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period and deferred compensation; and
- c) termination benefits.

Materiality Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial

information about a specific reporting entity.

Omissions or misstatements of information are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the information or a combination of both, could be the determining factor.

Ordinary Citizen
Transactions (OCTs)

Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.

Related Party of Council

People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.

Related Party Transaction

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

2. Objective

The objective of the Standard is to ensure that Council's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

3. Scope

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124). Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments. Under the Local Government Act 1993 and the Audit Act 2008 all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

4. Policy

- 4.1 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).
- 4.2 For the purpose of this Policy, Close Family Members includes, but is not limited to:
- that person's children and spouse or domestic partner;
 - children of that person's spouse or domestic partner; and
 - dependents of that person or of that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

- 4.3 It is the responsibility of the Director Corporate Services to seek a declaration upon a change of KMP.
- 4.4 All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
- 4.5 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.
- 4.6 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties; examples of OCT's are using a public swimming pool after paying the normal fee, paying property rates and dog registrations. If OCTs were to occur on terms and conditions that are different to those offered to the general public, the volume of transactions or other qualitative factors of the transactions may cause the OCTs to be assessed as being material in nature.
- 4.7 Council will not disclose non-material transactions. The Director Corporate Services and General Manager will jointly assess the materiality of the related party transactions that have been captured prior to disclosure. In determining materiality, the size and nature of the transaction individually and collectively will be considered.
- 4.8 Register of Related Party Transactions

4.8.1 Maintain a Register

The Director Corporate Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

4.8.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- the description of the related party transaction;
- the name of the related party;
- the nature of the related party's relationship with Council;
- whether the notified related party transaction is existing or potential;
- a description of the transactional documents.

The Director Corporate Services is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

- 4.9 Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.
- 4.10 Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.
- 4.11 In making disclosures in the annual financial statements Council will include:
- Total KMP compensation
 - Employee expenses for close family members of KMP
 - Transactions with close family members of KMP including the purchase of materials and services, assets and liabilities such as leases and loans.
 - Any other separate disclosure for each category of related party transactions
 - Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them
 - Where related party transactions have occurred, the nature of the related party relationship and information about the transactions, outstanding balances and commitments, including terms and conditions

5. Legislation

- Australian Accounting Standard AASB 124 Related Party Disclosures
- Local Government Act 1993, Section 28(e) Functions of Councillors
- Audit Act 2008
- Privacy Act 1988
- Personal Information Protection Act 2004

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Corporate Services.

Appendix 1 – Declaration of Related Party Transactions and Consent Form

Private and Confidential

Related Party Declaration by Key Management Personnel

For the period _____ to _____

Name of Key Management Person: _____

Position of Key Management Person: _____

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I _____, declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at _____ on the _____

Signature of KMP: _____

Name of KMP: _____

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

Appendix 2 - Related Party Information Collection Notice

Collection Notice

Related party transactions disclosure by Key Management Personnel

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Purpose of collection, use and disclosure of related party information

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties include the Mayor, Councillors, General Manager, Directors, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the Director Corporate Services and General Manager will jointly assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

Related Party Transactions Declaration by Key Management Personnel

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, Councillors, General Manager and Directors. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

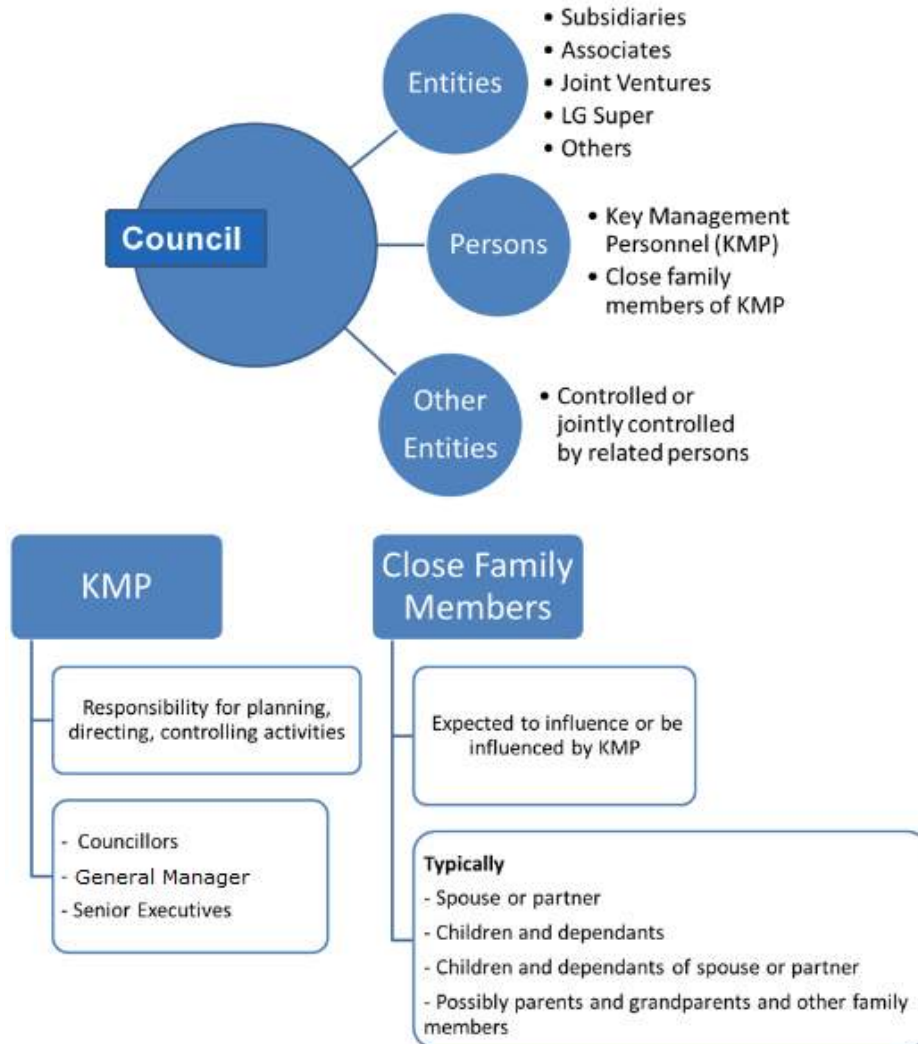
How will the information captured in the Declaration be used?

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

Who are related parties?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

What is an entity that I, or my close family members, control or jointly control?

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the Director Corporate Services for a confidential discussion.

DECISION:

Cr Connor moved and Cr White seconded ***“that Council adopts the Related Party Disclosures Policy as follows:***

POLICY MANUAL

Policy Number: 88

Related Party Disclosures

Purpose:

To outline the expectations of elected members and employees of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures*.

Department:

Corporate Services

Author:

Jonathan Harmey, Director

Council Meeting Date:

11 July 2017

Minute Number:

160/2017

Next Review Date:

July 2021

POLICY

1. Definitions

Close Family Member

Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person

in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.

Control of an entity	<p>You control an entity if you have:</p> <ul style="list-style-type: none">d) power over the entity;e) exposure, or rights, to variable returns from involvement with the entity; andf) the ability to use your power over the entity to affect the amount of your returns.
Declaration by KMP	<p>An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.</p>
Entities controlled by KMPs	<p>Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.</p>
Entities related to Council	<p>Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.</p>
Joint control of an entity	<p>To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>
Key Management Personnel (KMP)	<p>Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, Councillors, the General Manager and Directors.</p>
KMP Compensation	<p>All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:</p> <ul style="list-style-type: none">d) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave, paid sick leave and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;e) other long-term employee benefits, including long-service leave or other long-service benefits, long-term disability

- benefits and, if they are not payable wholly within twelve months after the end of the period and deferred compensation; and
- f) termination benefits.

Materiality Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Omissions or misstatements of information are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the information or a combination of both, could be the determining factor.

Ordinary Citizen Transactions (OCTs) Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.

Related Party of Council People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.

Related Party Transaction A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

2. Objective

The objective of the Standard is to ensure that Council's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

3. Scope

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124). Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party

relationships, transactions and commitments. Under the Local Government Act 1993 and the Audit Act 2008 all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

4. Policy

- 4.1 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).
- 4.2 For the purpose of this Policy, Close Family Members includes, but is not limited to:
- that person's children and spouse or domestic partner;
 - children of that person's spouse or domestic partner; and
 - dependents of that person or of that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

- 4.3 It is the responsibility of the Director Corporate Services to seek a declaration upon a change of KMP.
- 4.4 All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
- 4.5 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.
- 4.6 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties; examples of OCT's are using a public swimming pool after paying the normal fee, paying property rates and dog registrations. If OCTs were to occur on terms and conditions that are different to those offered to the general public, the volume of transactions or other qualitative factors of the transactions may cause the OCTs to be assessed as being material in nature.
- 4.7 Council will not disclose non-material transactions. The Director Corporate Services and General Manager will jointly assess the materiality of the related party transactions that have been captured prior to disclosure. In determining materiality, the size and nature of the transaction individually and collectively will be considered.
- 4.8 Register of Related Party Transactions

4.8.1 Maintain a Register

The Director Corporate Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the

information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

4.8.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- the description of the related party transaction;
- the name of the related party;
- the nature of the related party's relationship with Council;
- whether the notified related party transaction is existing or potential;
- a description of the transactional documents.

The Director Corporate Services is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

4.9 Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.

4.10 Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

4.11 In making disclosures in the annual financial statements Council will include:

- Total KMP compensation
- Employee expenses for close family members of KMP
- Transactions with close family members of KMP including the purchase of materials and services, assets and liabilities such as leases and loans.
- Any other separate disclosure for each category of related party transactions
- Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them
- Where related party transactions have occurred, the nature of the related party relationship and information about the transactions, outstanding balances and commitments, including terms and conditions

5. Legislation

- Australian Accounting Standard AASB 124 Related Party Disclosures
- Local Government Act 1993, Section 28(e) Functions of Councillors
- Audit Act 2008
- Privacy Act 1988
- Personal Information Protection Act 2004

6. Responsibility

Responsibility for the operation of this policy rests with the Director, Corporate Services.

Appendix 1 – Declaration of Related Party Transactions and Consent Form

Private and Confidential

Related Party Declaration by Key Management Personnel

For the period _____ to _____

Name of Key Management Person: _____

Position of Key Management Person: _____

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I _____, declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at _____ on the _____

Signature of KMP: _____

Name of KMP: _____

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

Appendix 2 - Related Party Information Collection Notice

Collection Notice

Related party transactions disclosure by Key Management Personnel

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Purpose of collection, use and disclosure of related party information

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties include the Mayor, Councillors, General Manager, Directors, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the Director Corporate Services and General Manager will jointly assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

Related Party Transactions Declaration by Key Management Personnel

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, Councillors, General Manager and Directors. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

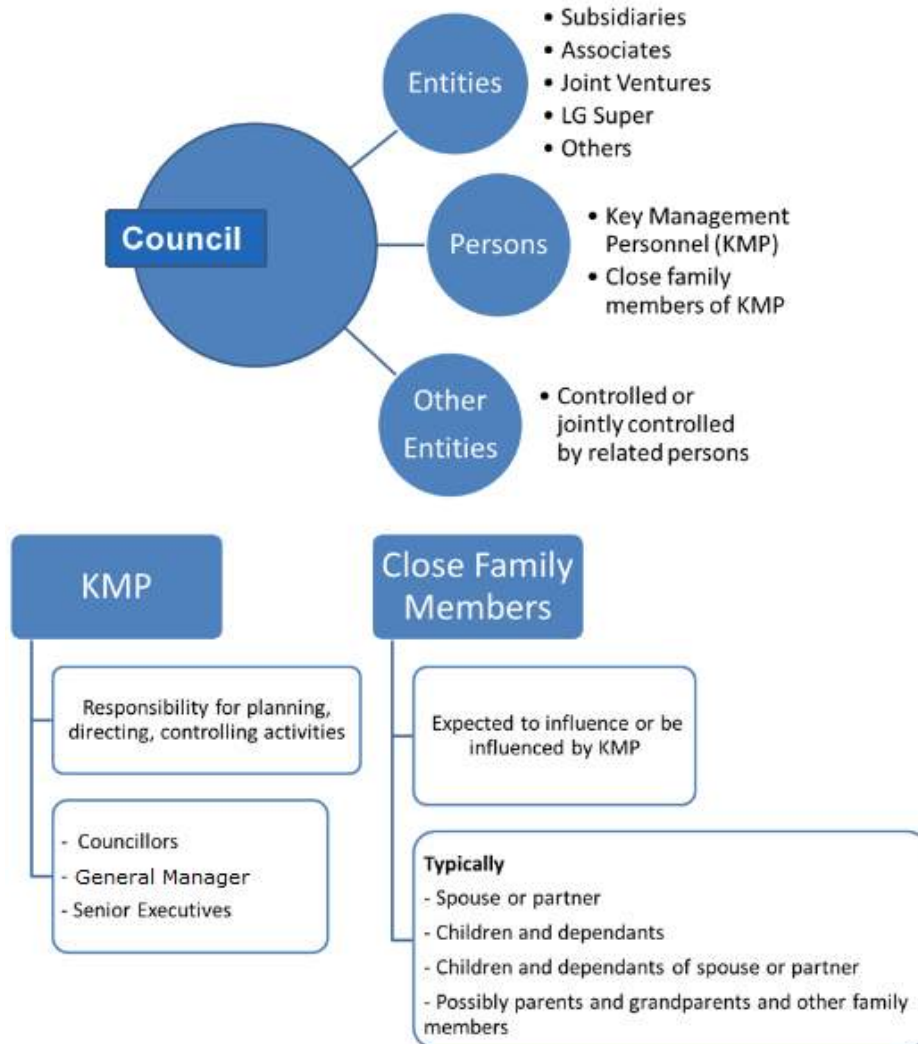
How will the information captured in the Declaration be used?

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

Who are related parties?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

What is an entity that I, or my close family members, control or jointly control?

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- d) power over the entity;
- e) exposure, or rights, to variable returns from involvement with the entity; and
- f) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the Director Corporate Services for a confidential discussion.

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

161/2017 REQUEST FOR REMISSION OF THE 2017-18 RATES AND CHARGES ON 46 CHELTENHAM WAY, PROSPECT VALE & REQUEST FOR COMPENSATION FROM COUNCIL

1) Introduction

The purpose of this report is for Council to consider a request from the owners of 46 Cheltenham Way, Prospect Vale as received by the General Manager in June 2017.

The property owners have requested "Rates remission: We would like to apply for the annual rates remission under the Local Government Act under Section 129 for the financial year of 2017/18". This is taken to be a remission of the 2017-18 rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale, equivalent to the amount a person eligible for the pensioner rate remission program would receive.

The owners have also requested "Compensation for our rates dating from the time we took possession of our house which was the 27 April 2015. We have paid in full, two years worth of rates since that date." This is taken to be financial compensation from Council equivalent to the amount an eligible person for the pensioner rate remission program would have received for rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale for the period 27 April 2015 to 30 June 2017.

2) Recommendation

It is recommended that Council:

- 1. Does not grant a rate remission for the General Rate and Waste Management charge for 2017-18 under Section 129 of the Local Government Act 1993 for 46 Cheltenham Way, Prospect Vale.***
- 2. Does not provide any financial compensation equivalent to the amount an eligible person for the pensioner rate remission program would have received for rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale for the period 27 April 2015 to 30 June 2017.***
- 3. Write to the State Government and cc Mr Luke Brown, Deputy Commissioner DVA Tasmania, to consider including all Department***

of Veterans Affairs "Gold Card" recipients be eligible for the Pensioner Rate Remission program.

DECISION:

Cr King moved and Cr Mackenzie seconded ***"that Council:***

- 1. Does not grant a rate remission for the General Rate and Waste Management charge for 2017-18 under Section 129 of the Local Government Act 1993 for 46 Cheltenham Way, Prospect Vale.***
- 2. Does not provide any financial compensation equivalent to the amount an eligible person for the pensioner rate remission program would have received for rates, charges and fire levy at 46 Cheltenham Way, Prospect Vale for the period 27 April 2015 to 30 June 2017.***
- 3. Write to the State Government and cc Mr Luke Brown, Deputy Commissioner DVA Tasmania, to consider including all Department of Veterans Affairs "Gold Card" recipients be eligible for the Pensioner Rate Remission program".***

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

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor White moved and Councillor Connor seconded ***“that pursuant to Regulation 15(2)(g) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public to discuss the following items”.***

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

162/2017 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 13 June, 2017.

163/2017 LEAVE OF ABSENCE

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

164/2017 WESTBURY RECREATION GROUND PAVILION UPGRADE

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

The meeting moved into Closed Session at 4.47pm

The meeting re-opened to the public at 5.31pm

The meeting closed at 5.31pm

.....
CRAIG PERKINS (MAYOR)