

Meander Valley Council

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

# **ORDINARY MINUTES**

**COUNCIL MEETING**

**Tuesday 10 July 2018**

## Table of Contents

114/2018	CONFIRMATION OF MINUTES:.....	3
115/2018	COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:.....	4
116/2018	ANNOUNCEMENTS BY THE MAYOR: .....	4
117/2018	DECLARATIONS OF INTEREST:.....	4
118/2018	TABLING OF PETITIONS:.....	4
119/2018	PUBLIC QUESTION TIME.....	5
120/2018	COUNCILLOR QUESTION TIME.....	7
121/2018	DEPUTATIONS BY MEMBERS OF THE PUBLIC .....	13
122/2018	NOTICE OF MOTIONS BY COUNCILLORS .....	13
123/2018	NOTICE OF MOTION – WASTE TRANSFER STATION FEES – CR IAN MACKENZIE.....	14
124/2018	2018-19 BUDGET ESTIMATES, LONG TERM FINANCIAL PLAN UPDATE AND RATING RECOMMENDATION.....	19
125/2018	NOTICE OF MOTION – CAMPING AT BRACKNELL RIVER RESERVE – CR IAN MACKENZIE .....	32
126/2018	2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS - ROUND 1 - JULY 2018.....	34
127/2018	NOTICE OF MOTION – RELOCATION OF LIGHTS AT THE DELORAINE COMMUNITY COMPLEX – CR IAN MACKENZIE .....	36
128/2018	THE KANAMALUKA/TAMAR ESTUARY RIVER HEALTH PLAN .....	37
129/2018	ANNUAL PLAN – QUARTERLY REVIEW – JUNE 2018.....	39
130/2018	MEANDER VALLEY COUNCIL ANNUAL PLAN 2018-19.....	94
131/2018	COUNCIL AUDIT PANEL MINUTES, 2017-18 ANNUAL REPORT AND 2018-19 WORK PLAN .....	152
132/2018	PROPOSED ROAD NAMING – STURGIS PLACE, PROSPECT VALE.....	153
	<b>ITEMS FOR CLOSED SECTION OF THE MEETING:.....</b>	<b>154</b>
133/2018	CONFIRMATION OF MINUTES.....	154
134/2018	LEAVE OF ABSENCE.....	154

Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 10 July 2018 at 1.33pm.

**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  
Jonathan Harmey, Director Corporate Services  
Dino De Paoli, Director Infrastructure Services  
Matthew Millwood, Director Works  
Lynette While, Director Community & Development Services  
Krista Palfreyman, Development Services Co-ordinator  
Narelle Beer, Rates Manager  
Marianne MacDonald, Communications Officer  
Steve Jordan, Technical Officer  
Justin Marshall, Senior Accountant

## **114/2018 CONFIRMATION OF MINUTES:**

Councillor King moved and Councillor White seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 12 June, 2018, be received and confirmed.”***

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

Councillors Connor and Richardson abstained from voting as they were not in attendance at the June Council meeting.

## **115/2018 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:**

Date :	Items discussed:
26 June 2018	<ul style="list-style-type: none"><li>• 2018 Operating Budget and LTFP</li><li>• Agfest Debrief</li></ul>

## **116/2018 ANNOUNCEMENTS BY THE MAYOR:**

### **Thursday 14 June 2018**

Prospect High School student body meeting

### **Sunday 16 June – Wednesday 20 June 2018**

Aust. Local Govt. Assoc. National General Assembly (Canberra)

### **Tuesday 26 June 2018**

Citizenship Ceremony

Council Workshop

Community Forum - Mole Creek

### **Thursday 5 July 2018**

Meeting with World Fly Fishing Championship organisers

Judge at Beacon Foundation Dessert Challenge

## **117/2018 DECLARATIONS OF INTEREST:**

123/2018 WASTE TRANSFER STATION FEES – CR IAN MACKENZIE

125/2018 CAMPING AT BRACKNELL RIVER RESERVE – CR IAN MACKENZIE

127/2018 RELOCATION OF LIGHTS – DELORAINE COMMUNITY COMPLEX – CR IAN MACKENZIE

## **118/2018 TABLING OF PETITIONS:**

Nil

## **119/2018 PUBLIC QUESTION TIME**

### **1. PUBLIC QUESTIONS TAKEN ON NOTICE – JUNE 2018**

#### **1.1 Mr Frank Nott, Prospect Vale**

Are Council Officers, Mayor and Councillors aware of the present situation at the entrance of Stage 2 of the Avila complex close to Bimbimbi Avenue at Jardine Crescent?

#### ***Response by Dino De Paoli, Director Infrastructure Services***

***A Council officer has inspected the entrance to Stage 2 of the Avila Complex. Council Officers will undertake a safety assessment based on the alignment of the driveway. The Director Infrastructure Services has spoken to Mr Nott to discuss this matter.***

### **2. PUBLIC QUESTIONS WITH NOTICE – JULY 2018**

#### **2.1 Meander Area Residents and Ratepayers Association Inc. (MARRA)**

We refer to Deputy Mayor Kelly's Question with Notice in the June 2018 Council meeting on yearly costs of non-core business, with a view to "...potential changes that...will keep rates increases to a minimum...". We understand the question relates to rates rise being considered because "(Council's) forecast revenue stream does not match our financial commitments." MARRA asks why Cr Kelly has not considered a motion to rescind the February 2018 decision to commit \$125,000 of ratepayers' money to a Meander Falls Road extension feasibility study, as this huge sum is also non-core business?

#### ***Response from Martin Gill, General Manager***

***Council officers had originally included \$30,000 in the proposed 2018–19 Budget to undertake initial planning work for the Meander Falls Road Extension Feasibility Study.***

***Following advice from the Premier that the State Government would not contribute funding toward the Feasibility Study Council and a review of proposed expenditure determined to remove the \$30,000 from the 2018–19 budget.***

***At this point Council has not allocated any money in Councils operating budget toward the proposed Feasibility Study.***

***This means that at the moment it has no impact on the general rate and is not contributing to the circumstances that have triggered the proposed rate increase.***

***Cr Kelly or Council may review the original decision and the commitment at a future time.***

### **3. PUBLIC QUESTIONS WITHOUT NOTICE – JULY 2018**

#### **3.1 Mr Frank Nott, Prospect Vale**

- a) What is the current Meander Valley Council area population?

***Response by Martin Gill, General Manager***

***The current population for Meander Valley is 19,626.***

- b) From page 33 of the Budget could I be provided with details on the \$216,000 indicated for ongoing costs from 17-18 for –
- i. Depreciation
  - ii. Operations
  - iii. Maintenance

#### ***Questions taken on Notice***

- c) With the revenue that is lost (discontinued 278k Tas Water dividends and 43k NRM –
- i. How was this revenue used?
  - ii. Does Council still need to continue doing it?

#### ***Questions taken on Notice***

#### **3.2 Mr Malcolm Eastley, Deloraine**

Have the Mayor and Manager passed onto Councillors the concerns raised by small businesses at meetings with TasWater?

#### ***Question taken on Notice***

# **120/2018 COUNCILLOR QUESTION TIME**

## **1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JUNE 2018**

### **1.1 Cr Ian Mackenzie**

#### **Bracknell River Reserve**

- i. What was the total cost of installation of bollard to council including materials, labour and all other associated council costs?

***Response by Matthew Millwood, Director Works  
The estimated cost to install the bollard was \$337.***

#### **Camping**

The following questions were part of a series of questions about free camping in the Northern Midlands local government asked by Councillor Mackenzie at the Ordinary Council meeting in June 2018.

The previous question was:

I believe that MVC's General Manager has recently had some communication with the Northern Midlands Council GM in regards to the process that Northern Midland Council went through in regards to Camping within the Northern Midlands Council Area is this correct?

The response was, yes this is correct.

- ii. What was that process?

***Response by Martin Gill, General Manager***

***In 2015, Northern Midlands Council developed and adopted a Camping in Council Reserves policy.***

***After adopting the policy Northern Midlands Council undertook the following process before deciding to offer self-contained vehicle overnight rest areas on Council reserves:***

- ***Worked through the full decision making guideline contained in the 2012 Statewide Directions Paper and cost attribution checklist***
- ***Met with all existing caravan park owners in the Northern Midlands local government area***
- ***Consulted with a range of stakeholders and residents, in particular residents who owned properties adjoining Council reserves***

- **Consulted with camping organisations, other sector representatives and local businesses**
- **Undertook a full risk assessment**

**Northern Midlands Council received no objections from other commercial operators and support from adjoining landowners.**

iii. What was the outcome of that process?

**Response by Martin Gill, General Manager**

**There are number of Council owned reserves within Northern Midlands where Self - Contained Vehicles can stay overnight.**

**The service is available to self-contained vehicles only. This means shower, washing, toilet, cooking, and sleeping must be contained within the vehicle. No grey or black water or other liquid is to be let out onto the ground, around trees, or into waterways.**

**You must obtain a permit to stay overnight. Permits are free for up to 48 hours and are available 24/7 via a website**

**A council officer undertakes regular inspections**

Great Western Tiers Visitor Centre

I believe there are two businesses within that operation, the Museum and the Visitor Information Centre, is this correct?

**Response by Jonathan Harmey, Director Corporate Services**

**The Visitor Centre and Deloraine & Districts Folk Museum are regarded as one operation but Council does track some visitor numbers and financial information separately.**

**The property at 98 Emu Bay Rd, Deloraine provides visitor services, Yarns Artwork in Silk exhibition and the Deloraine & Districts Folk Museum including settler's cottages. They operate as one business. There is one business plan for the whole precinct.**

**The Deloraine & Districts Folk Museum is cared for by a volunteer group which is overseen by the Visitor Centre manager. The reference group fundraises to assist in some development and discretionary projects that they identify such as additional items to add to the Museum display.**



**Council has a door counter that gathers total visitation to the precinct per day. Visitation for the Yarns exhibition and Museum is tallied by cash register ticket sales. There is one ticket that includes access to the Yarns exhibition and Museum. Both the Yarns exhibition and Museum have been achieved through considerable community involvement and donation. Maintenance and administration of the precinct is supported by a group of committed volunteers.**

What is the total cost of the Museum business part only of that business to MVC?

**Response by Jonathan Harmey, Director Corporate Services**

**The Visitor Information Centre and Deloraine & Districts Folk Museum buildings are joined and not separable. The cost of operating the business at the precinct was budgeted to cost \$367,000 in 2017-18, additional lawn mowing totalling \$2,300 was budgeted in 2017-18 and additional building maintenance of \$34,700 was budgeted in 2017-18. The costs do not include the many hours of volunteer time each day. Revenue of \$156,500 was budgeted to be received to offset the costs. The net cost of the entire precinct for 2017-18 is estimated to be \$247,500.**



**Image of the precinct at 98-100 Emu Bay Rd, Deloraine displaying the one main building and settler's cottages at the rear of the property.**

What is the total income of that part of the business?

**Response by Jonathan Harmey, Director Corporate Services**

**Visitation for the Yarns exhibition and Museum is tallied by cash register ticket sales. There is one ticket that includes access to the Yarns exhibition and Museum. In almost all circumstances the visitor attends both attractions at the precinct following the purchase of their ticket. There is a very minor number who will just visit Yarns or just the Museum. For 2017-18 total ticket sales (Yarns & Museum) were \$29,700 and total visitation was 5,897. This would equate to 14.5% of all visitors to the precinct.**

What is the total cost of the Visitor information Centre part only of this business to MVC?

**Response by Jonathan Harmey, Director Corporate Services**

**See response to "What is the total cost of the Museum business part only of that business to MVC? "**

What is the total income of part of that business?

**Response by Jonathan Harmey, Director Corporate Services**

**Anticipated revenue for the precinct in 2017-18 is \$156,000. After removing the Yarns exhibition and Museum revenue of \$29,700 the remaining revenue for the precinct is \$126,300.**

What is the total number of visitors to this centre?

**Response by Jonathan Harmey, Director Corporate Services**

**The total number of visitors for 2017-18 was 40,658 (including Yarns exhibition and Museum).**

What is the total spend of those visitors to the GWTV within the Meander Valley area?

**Response by Jonathan Harmey, Director Corporate Services**

**The total spend of people that visit the centre, visitors assisted over the phone and visitors assisted by email is unknown. The precinct recognises the following revenue:**

- **\$159,900 Gross accommodation sales (prior to recognising cost of accommodation)**
- **\$87,300 Merchandise sales**
- **\$29,700 Yarns and Museum visitation**

- **\$37,000 tickets, licences and other income**

**Gross accommodation sales breakdown is 1,058 bed nights sold. 728 (69%) are regional and 330 (31%) other areas Statewide.**

**The Visitor Information Centre network has reported that engagement with Visitor Centre's can result in 59% or more additional expenditure in the community (or around \$180 per adult visitor) on fuel, food and retail, accommodation and attraction services (Source: *The Impacts of Regional Visitor Information Centres on Visitor Behaviour in South Australia: Summary of Results, 2011, South Australian Tourism Commission*).**

What is the return to the tourism industry/businesses within the Meander Valley area on each "rate payers" dollar spent?

**Response by Jonathan Harmey, Director Corporate Services**

**The Visitor Information Centre network advises that centre's generate social benefits for their communities in addition to economic outcomes (e.g. employment, information for residents, community hubs, support during crises, industry training and support). As is the case with many Council services, such as Parks and Recreation areas, the social benefits are unable to be quantified. It is further noted that the precinct provides a range of services to visitors. It assists with supporting the Great Western Tiers Tourism Association, community events and fundraising, recommends local products, retail, hospitality, tourism destinations, accommodation providers, displays local brochures and advertises local businesses.**

How is this return quantified?

**Response by Jonathan Harmey, Director Corporate Services**

**The return would comprise a financial value to Council and associated business. It would also comprise many benefits in the community which could not be recognised with a financial value. Both are unable to be determined at this time.**

## **2. COUNCILLOR QUESTIONS WITH NOTICE – JULY 2018**

Nil

### **3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JULY 2018**

#### **3.1 Cr Tanya King**

- a) Could an update on the progress of the Westbury Recreation Ground building upgrade be provided?

***Response by Dino De Paoli, Director Infrastructure Services  
Council's architect is currently preparing documentation suitable for the planning application process.***

- b) The wider community have heard little since the public meeting in February. Could the update please be published via Council's communications networks?

***Response by Dino De Paoli, Director Infrastructure Services  
Yes an update can be provided and officers will recommend to the General Manager that this be done when the planning application commences.***

- c) What is the expected timeframe?

***Response by Dino De Paoli, Director Infrastructure Services  
Officers are anticipating planning documentation to be provided by the architect in around 3 weeks time.***

#### **3.2 Cr Andrew Connor**

- a) In March 2018 a Councillor Code of Conduct complaint was made against me. In late May the complaint was dismissed by the Code of Conduct panel without the need for a hearing.
  - i. Could the General Manager advise how much Council has been invoiced by the Local Government Code of Conduct panel for their costs in relation to their investigation of this complaint?

***Response by Martin Gill, General Manager  
Council were invoiced for \$1,819.***

- ii. Would it be fair to say that the invoice cost is approximately double the rates and charges levied by Council on an average property in say, Deloraine?

**Response by Martin Gill, General Manager**  
**Yes that would be fair to say.**

iii. How much did it cost for the complainant to make their complaint?

**Response by Martin Gill, General Manager**  
**The cost to the complainant was \$75.**

b) Could the Director Community and Development Services please make Council aware of the number of Development applications that have been received to convert residential properties to (short-medium term) visitor accommodation, commonly used for AirBNB or similar purposes and if any have been y have been refused.

**Response by Lynette While, Director Community & Development Services**  
**Council have received applications for 9 and permits have been issued for 9.**

3.3 Cr John Temple

Could Council be updated on the steps that are being taken to provide free camping in the Meander Valley for the upcoming tourist season.'

**Question taken on Notice**

## **121/2018 DEPUTATIONS BY MEMBERS OF THE PUBLIC**

Nil

## **122/2018 NOTICE OF MOTIONS BY COUNCILLORS**

123/2018 WASTE TRANSFER STATION FEES – CR IAN IAN MACKENZIE  
125/2018 CAMPING AT BRACKNELL RIVER RESERVE – CR IAN MACKENZIE  
127/2018 RELOCATION OF LIGHTS AT THE DELORAINE COMMUNITY COMPLEX  
– CR IAN MACKENZIE

## **123/2018 NOTICE OF MOTION – WASTE TRANSFER STATION FEES – CR IAN MACKENZIE**

### **1) Introduction**

The purpose of this report is for Council approve a Notice of Motion from Cr Ian Mackenzie to change the fee structure at Council's waste disposal sites for ratepayers who do not receive a kerbside waste and recycling collection service and for customers who do not want to recycle, and to change the proposed waste management service charge outlined in the proposed budget estimates.

### **2) Recommendation (Councillor Ian Mackenzie)**

***That council resolve to:***

- 1. Send a purposely produced Waste Management Sticker that can be mounted on the inside of a windscreen of a vehicle to the ratepayers of Meander Valley that did not receive Kerbside Waste/Recyclable collection in the 2017-2018 council financial year.***
- 2. That sticker will provide the following service;***
  - a. Recyclables to be placed in comingled bins or separated and sorted bins provide at each of Meander Valley's tips sites free of charge.***
  - b. On the condition of (a) general domestic waste and other materials stated in (c) if placed in appropriate areas, accompanying that recyclable will also be disposed of free of charge.***
  - c.***
    - i. Clean green waste (no rubbish, plastic, contamination),***
    - ii. Timber – salvageable***
    - iii. Timber – scrap, stumps, logs (> 150mm Full Price)***
    - iv. Drum Muster (must be triple washed)***
    - v. Clean fill (< 150mm rocks, no contamination or concrete)***
    - vi. Light scrap steel and non-ferrous metal***
    - vii. e-waste – televisions, computers, screens & keyboards***
    - viii. Batteries Free of charge***
- 3. The sticker will not provide the disposal of Motor Vehicle & Other items and disposal fees will be as follows.***
  - i. Car Tyres and Light Truck Tyres – each \$13\****

- ii. **Truck Tyres – each \$39\***
- iii. **Motor Vehicle Bodies – each \$20\***
- iv. **Mattresses (per Item) \$5\***
- v. **Refrigerators and Freezers (per Item) \$6\***
- vi. **Compacted per m<sup>3</sup> disposal subject to and conditions added regarding council approval**

**4. For those that do not wish to recycle or do not have a sticker, the following new fees (Fees) will apply.**

Tip Fees			New Fees	
Includes domestic vehicles, domestic vehicles taking trailers, and small trucks that are less than 3.0 tonne Gross Vehicle Mass/Gross Combination Mass (GVM) only; disposing of household garbage, concrete/rubble, clean fill, green waste, wood, metal, plastics, etc. Does not include any vehicles transporting controlled waste. All vehicles greater than 3.0 tonnes GVM/GSM are charged per m <sup>3</sup> rate.				
<b>Waste Cars &amp; Trailers</b>				
Car / Wagons (includes \$0.32 regional waste levy)	\$9*	\$9*	No change	\$4.50
Ute & Single Axle Trailer (up to 1m <sup>3</sup> ) covered (includes \$1.60 regional waste levy that is exempt from GST)	\$16*	\$16*	No change	\$8.00
Ute & Single Axle Trailer (up to 1m <sup>3</sup> ) uncovered (includes \$1.60 regional waste levy that is exempt from GST)	\$22*	\$23*	Increase \$1 in line with CCI	\$11.00
Tandem Axle Trailer & Small Truck (up to 3.0 T GVM) covered (includes \$3.20 regional waste levy that is exempt from GST)	\$26*	\$27*	Increase \$1 in line with CCI	\$13.00
Tandem Axle Trailer & Small Truck (up to 3.0 T GVM) uncovered (includes \$3.20 regional waste levy that is exempt from GST)	\$34*	\$35*	Increase \$1 in line with CCI	\$17.00
<b>Domestic and Trade Waste</b>				
Loose per m <sup>3</sup> (includes \$2.50 per m <sup>3</sup> regional waste levy that is exempt from GST)	\$37*	\$40*	Increase \$3 in line with CCI	\$18.50
Compacted per m <sup>3</sup>	By Appointment Only	Disposal subject to Council approval	Condition added regarding Council approval	
Bags up to 60 litres	\$2 each	\$2 each	No change	\$0.5
240 litre bins	N/A	\$6	New fee	\$2.00

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
<b>Motor Vehicle &amp; Other</b>			
Car Tyres and Light Truck Tyres – each	\$13*	\$13*	No change
Truck Tyres – each	\$38*	\$39*	Increase \$1 in line with CCI
Motor Vehicle Bodies – each	\$20*	\$20*	No change
<b>Recyclables</b>			
Waste oil 20 litre containers	\$1*	\$1*	No change
Separated and sorted recyclables	Free of charge	Free of charge	No change
Comingled recyclables	Per Waste Fees	Half Price	Half price
Clean green waste (no rubbish, plastic, contamination)	Half Price*	Half Price*	No change
Timber – salvageable	Half Price*	Half Price*	No change
Timber – scrap, stumps, logs >150mm	Full Price*	Full Price*	No change
Drum Muster (must be triple washed)	Free of charge	Free of charge	No change
Clean fill (<150mm rocks, no contamination or concrete)	Free of charge	Free of charge	No change
Light scrap steel and non-ferrous metal	Free of charge	Free of charge	No change
e-waste – televisions, computers, screens & keyboards	Free of charge	Free of charge	No change
Batteries	Free of charge	Free of charge	No change
Items suitable for tip shop	Free of charge	Free of charge	No change
Mattresses (per Item)	\$5*	\$6*	Increase \$1 in line with CCI
Refrigerators and Freezers (per Item)	\$6*	\$6*	No change

**5. Increase the current tip fee component of the weekly kerbside waste collection service from \$1.11 per bin to \$1.50 per bin per week (140l bins) and \$0.61 per bin to \$1.00 per bin per week (80l bins) which is equal to increase of \$20.00 per annum and a total of \$174.00 for Kerbside Garbage Collection and Waste Management Services.**

6. ***That Council rescinds the approval of the Tip Fees as contained in the 2018-2019 Fees and Charges, Council Minute 107/2018, and replaces the Tip Fees with those approved in this Motion.***
  
7. ***That Council defers agenda reports;***
  - a. ***CORP 1 2018-2019 Budget Estimates, Long Term Financial Plan Update and Rating Recommendation***
  - b. ***C&DS 1 2018-2019 Community Incentive Grants Application Assessments Round 1 – July 2018***
  - c. ***GOV 6 Meander Valley Council Annual Plan 2018-2019***
  
8. ***That Council authorises the General Manager under Section 82A of the Local Government Act 1993 to issue and apply amounts required to meet the requirements of Council until such time as Council adopts the budget estimates for the 2018–2019 financial year.***

## **DECISION:**

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

1. ***Send a purposely produced Waste Management Sticker that can be mounted on the inside of a windscreen of a vehicle to the ratepayers of Meander Valley that did not receive Kerbside Waste/ Recyclable collection in the 2017-2018 council financial year.***
  
2. ***That sticker will provide the following service:***
  - a. ***Recyclables to be placed in comingled bins or separated and sorted bins provide at each of Meander Valley’s tips sites free of charge.***
  - b. ***On the condition of (a) general domestic waste and other materials stated in (c) if placed in appropriate areas, accompanying that recyclable will also be disposed of free of charge.***
  - c.
    - i. ***Clean green waste (no rubbish, plastic, contamination),***
    - ii. ***Timber – salvageable***
    - iii. ***Timber – scrap, stumps, logs (>150mm Full Price)***
    - iv. ***Drum Muster (must be triple washed)***
    - v. ***Clean fill (<150mm rocks, no contamination or concrete)***
    - vi. ***Light scrap steel and non-ferrous metal***
    - vii. ***e-waste – televisions, computers, screens & keyboards***
    - viii. ***Batteries Free of charge***



**3. The sticker will not provide the disposal of Motor Vehicle & Other items and disposal fees will be as follows:**

- i. Car Tyres and Light Truck Tyres – each \$13\***
- ii. Truck Tyres – each \$39\***
- iii. Motor Vehicle Bodies – each \$20\***
- iv. Mattresses (per Item) \$5\***
- v. Refrigerators and Freezers (per Item) \$6\***
- vi. Compacted per m3 disposal subject to and conditions added regarding council approval**

**4. For those that do not wish to recycle or do not have a sticker, the following new fees (Fees) will apply.**

<b>Tip Fees</b>				<b>New Fees</b>
Includes domestic vehicles, domestic vehicles taking trailers, and small trucks that are less than 3.0 tonne Gross Vehicle Mass/Gross Combination Mass (GVM/GCM) only; disposing of household garbage, concrete/rubble, clean fill, green waste, wood, metal, plastics, etc. Does not include any vehicles transporting controlled waste. All vehicles greater than 3.0 tonnes GVM/GSM are charged per m <sup>3</sup> rate.				
<b>Waste Cars &amp; Trailers</b>				
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Compacted per m <sup>3</sup>	By Appointment Only	Disposal subject to Council approval	Condition added regarding Council approval	
Bags up to 60 litres	\$2 each	\$2 each	No change	\$0.5
240 litre bins	N/A	\$6	New fee	\$2.00

<b>FACILITY/SERVICE</b>	<b>CURRENT FEES/CHARGES (* GST inclusive)</b>	<b>PROPOSED FEES/CHARGES (* GST inclusive)</b>	<b>COMMENTS</b>
<b>Motor Vehicle &amp; Other</b>			
Car Tyres and Light Truck Tyres – each	\$13*	\$13*	No change
Truck Tyres – each	\$38*	\$39*	Increase \$1 in line with CCI
Motor Vehicle Bodies – each	\$20*	\$20*	No change
<b>Recyclables</b>			
Waste oil 20 litre containers	\$1*	\$1*	No change
Separated and sorted recyclables	Free of charge	Free of charge	No change
Comingled recyclables	Per Waste Fees	Half Price	Half price
Clean green waste (no rubbish, plastic, contamination)	Half Price*	Half Price*	No change
Timber – salvageable	Half Price*	Half Price*	No change
Timber – scrap, stumps, logs > 150mm	Full Price*	Full Price*	No change
Drum Muster (must be triple washed)	Free of charge	Free of charge	No change
Clean fill (<150mm rocks, no contamination or concrete)	Free of charge	Free of charge	No change
Light scrap steel and non-ferrous metal	Free of charge	Free of charge	No change
e-waste – televisions, computers, screens & keyboards	Free of charge	Free of charge	No change
Batteries	Free of charge	Free of charge	No change
Items suitable for tip shop	Free of charge	Free of charge	No change
Mattresses (per Item)	\$5*	\$6*	Increase \$1 in line with CCI
Refrigerators and Freezers (per Item)	\$6*	\$6*	No change

**5. Increase the current tip fee component of the weekly kerbside waste collection service from \$1.11 per bin to \$1.50 per bin per week (140l bins) and \$0.61 per bin to \$1.00 per bin per week (80l bins) which is**

**equal to increase of \$20.00 per annum and a total of \$174.00 for Kerbside Garbage Collection and Waste Management Services.**

- 6. That Council rescinds the approval of the Tip Fees as contained in the 2018-2019 Fees and Charges, Council Minute 107/2018, and replaces the Tip Fees with those approved in this Motion.**
- 7. That Council defers agenda reports;**
  - a. CORP 1 2018-2019 Budget Estimates, Long Term Financial Plan Update and Rating Recommendation**
  - b. C&DS 1 2018-2019 Community Incentive Grants Application Assessments Round 1 – July 2018**
  - c. GOV 6 Meander Valley Council Annual Plan 2018-2019**
- 8. That Council authorises the General Manager under Section 82A of the Local Government Act 1993 to issue and apply amounts required to meet the requirements of Council until such time as Council adopts the budget estimates for the 2018–2019 financial year.**

As a procedural motion Cr King moved and Cr Richardson seconded ***“that the agenda item be deferred to a workshop prior to October 2018.”***

The Mayor declined the procedural motion and allowed the debate to continue.

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

Comment by Cr King

I appreciate that there has been inequity between ratepayers that receive kerbside collection, and those who don't.

I am also tired of seeing and hearing about and being witness to illegal dumping. I find this activity extremely frustrating.

The obvious and simplest answer to the inequity problem, is to provide kerbside collection to all residential properties in the municipality, and find it disappointing that the timeline for this process continues to be stretched out.

I applaud Cr Mackenzie's effort to deal with the inequity, however, I am concerned about the ramifications the late recommendation additions will impact on the operation of the Council and budget.

# **124/2018 2018-19 BUDGET ESTIMATES, LONG TERM FINANCIAL PLAN UPDATE AND RATING RECOMMENDATION**

## **1) Introduction**

The purpose of this report is to present the 2018-19 Budget Estimates, Long Term Financial Plan (LTFP) update and rating recommendation for adoption by Council.

## **2) Recommendation**

**It is recommended that:**

- A. Pursuant to Section 82(3)(a) of the Local Government Act 1993 (Act) Council adopts the proposed Budget Estimates for the financial year ending 30 June 2019. The proposed Budget Estimates are set out in full in Attachment 1.**
- B. Pursuant to Section 82(6) of the Act, Council authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated operating expenditure under Section 82(2)(b) and the estimated capital works under Section 82(2)(d), so long as the total amount of the estimate is not altered.**
- C. Pursuant to Part 9 of the Act Council adopts the following rates and charges for the period 1 July 2018 to 30 June 2019:**
  - 1. General Rate**
    - a) That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July 2018 and ending on 30 June 2019, namely a rate of 5.906 cents in the dollar of assessed annual value of the land;***
    - b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$135.***

## 2. Service Rates and Service Charges

***That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July 2018 and ending on 30 June 2019 namely:***

- a) A service charge for waste management in respect of all lands of \$52 for the making available of waste management facilities.***
- b) That pursuant to Section 94(3A) of the Act, Council declares, that the service charge for waste management is varied as follows:***
  - i. by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$128 to \$180;***
  - ii. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$154 to \$206;***
  - iii. by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$308 to \$360;***
  - iv. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above),***

***during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving such a service by reducing it by \$26 to \$180;***

***v. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$154 to \$206;***

***c) That pursuant to Sections 93A of the Act, Council makes the following Service Rates in respect of the Fire Service Contributions it must collect under the Fire Service Act 1979:***

***i. in respect of the Launceston Permanent Brigade Rating District of 1.3646 cents in the dollar of assessed annual value of rateable land within that District; AND***

***ii. in respect of the Volunteer Brigade Rating Districts of 0.3962 cents in the dollar of assessed annual value of rateable land within those Districts; AND***

***iii. in respect of General Land of 0.3649 cents in the dollar of assessed annual value of rateable General land.***

***d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$40.***

### **3. Separate Apportionments**

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

#### 4. Instalment Payments

*That pursuant to Section 124 of the Act Council:*

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

*The first instalment on or before 31 August 2018*

*The second instalment on or before 31 October 2018*

*The third instalment on or before 31 January 2019*

*The fourth instalment on or before 29 March 2019*

#### 5. Interest on Late Payments

*That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.024137% (8.81% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.*

#### 6. Adjusted Values

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

### **DECISION:**

Cr White moved and Cr King seconded *“that*

- A. Pursuant to Section 82(3)(a) of the Local Government Act 1993 (Act) Council adopts the proposed Budget Estimates for the financial year ending 30 June 2019. The proposed Budget Estimates are set out in full in Attachment 1.**
- B. Pursuant to Section 82(6) of the Act, Council authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated operating expenditure under Section 82(2)(b) and the estimated capital works under Section 82(2)(d), so long as the total amount of the estimate is not altered.**

**C. Pursuant to Part 9 of the Act Council adopts the following rates and charges for the period 1 July 2018 to 30 June 2019:**

**1. General Rate**

- a) *That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July 2018 and ending on 30 June 2019, namely a rate of 5.906 cents in the dollar of assessed annual value of the land;***
- b) *That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$135.***

**2. Service Rates and Service Charges**

***That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July 2018 and ending on 30 June 2019 namely:***

- a) *A service charge for waste management in respect of all lands of \$52 for the making available of waste management facilities.***
- b) *That pursuant to Section 94(3A) of the Act, Council declares, that the service charge for waste management is varied as follows:***
  - i. *by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$128 to \$180;***

- ii. ***by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$154 to \$206;***
  - iii. ***by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$308 to \$360;***
  - iv. ***by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving such a service by reducing it by \$26 to \$180;***
  - v. ***by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$154 to \$206;***
- c) ***That pursuant to Sections 93A of the Act, Council makes the following Service Rates in respect of the Fire Service Contributions it must collect under the Fire Service Act 1979:***
- i. ***in respect of the Launceston Permanent Brigade Rating District of 1.3646 cents in the dollar of assessed annual value of rateable land within that District; AND***



- ii. in respect of the Volunteer Brigade Rating Districts of 0.3962 cents in the dollar of assessed annual value of rateable land within those Districts; AND*
  - iii. in respect of General Land of 0.3649 cents in the dollar of assessed annual value of rateable General land.*
- d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$40.*

### **3. Separate Apportionments**

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

### **4. Instalment Payments**

*That pursuant to Section 124 of the Act Council:*

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

*The first instalment on or before 31 August 2018*

*The second instalment on or before 31 October 2018*

*The third instalment on or before 31 January 2019*

*The fourth instalment on or before 29 March 2019*

### **5. Interest on Late Payments**

*That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.024137% (8.81% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.*

### **6. Adjusted Values**

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

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

Comment by Cr Ian Mackenzie

As stated as I am unsatisfied between the equity of the kerbside collection service costs to ratepayers versus non service ratepayers I am unable to support this motion.

Cr Kelly left the meeting at 2.25pm

Cr Kelly returned to the meeting at 2.29pm

Cr Mackenzie declared an interest in the amendment and left the meeting at 2.33pm

As an amendment Cr Connor moved and Cr Richardson seconded ***“that the rates resolution be updated to reflect a General Rate increase for 2018-2019 of 5.00% as recommended by council officers in the June 2018 agenda, including:***

- ***That the revenue raising measure and expenditure cuts noted in Section 11 of the July 2018 CORP 1 report not be enacted.***
- ***That the following, non-essential capital works item be deferred from the 2018-2019 budget –***

***-19.281 Myrtle Creek, Myrtle Creek Road \$160,000***

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

Comment by Cr King

Question in response to Cr Connor’s proposed amendment - By whose determination is the Myrtle Creek Road Bridge non-essential capital works? May I ask the Directors for their professional advice on this piece of infrastructure?

Cr Mackenzie returned to the meeting at 2.54pm

***The Council meeting adjourned for afternoon tea at 3.16pm  
The Council meeting reconvened at 3.48pm***

Cr Kelly moved and Cr White seconded ***“that pursuant to Section 19(2) of the Local Government (Meeting Procedures) Regulations 2015, Item 124/2018 be allowed to be debated again.”***

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

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

- A. Pursuant to Section 82(3)(a) of the Local Government Act 1993 (Act) Council adopts the proposed Budget Estimates for the financial year ending 30 June 2019. The proposed Budget Estimates are set out in full in Attachment 1.**
- B. Pursuant to Section 82(6) of the Act, Council authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated operating expenditure under Section 82(2)(b) and the estimated capital works under Section 82(2)(d), so long as the total amount of the estimate is not altered.**
- C. Pursuant to Part 9 of the Act Council adopts the following rates and charges for the period 1 July 2018 to 30 June 2019:**
  - 1. General Rate**
    - a) That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July 2018 and ending on 30 June 2019, namely a rate of 5.906 cents in the dollar of assessed annual value of the land;***
    - b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$135.***

## 2. Service Rates and Service Charges

***That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July 2018 and ending on 30 June 2019 namely:***

- a) A service charge for waste management in respect of all lands of \$52 for the making available of waste management facilities.***
- b) That pursuant to Section 94(3A) of the Act, Council declares, that the service charge for waste management is varied as follows:***
  - i. by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$128 to \$180;***
  - ii. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$154 to \$206;***
  - iii. by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$308 to \$360;***
  - iv. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above),***

***during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving such a service by reducing it by \$26 to \$180;***

***v. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$154 to \$206;***

***c) That pursuant to Sections 93A of the Act, Council makes the following Service Rates in respect of the Fire Service Contributions it must collect under the Fire Service Act 1979:***

***i. in respect of the Launceston Permanent Brigade Rating District of 1.3646 cents in the dollar of assessed annual value of rateable land within that District; AND***

***ii. in respect of the Volunteer Brigade Rating Districts of 0.3962 cents in the dollar of assessed annual value of rateable land within those Districts; AND***

***iii. in respect of General Land of 0.3649 cents in the dollar of assessed annual value of rateable General land.***

***d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$40.***

### **3. Separate Apportionments**

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

### **4. Instalment Payments**

***That pursuant to Section 124 of the Act Council:***

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

***The first instalment on or before 31 August 2018***

***The second instalment on or before 31 October 2018***

***The third instalment on or before 31 January 2019***

***The fourth instalment on or before 29 March 2019***

## **5. Interest on Late Payments**

***That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.024137% (8.81% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.***

## **7. Adjusted Values**

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

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

### Comment by Cr Ian Mackenzie

As stated as I am unsatisfied between the equity of the kerbside collection service costs to ratepayers versus non service ratepayers I am unable to support this motion.

### Comment by Cr Bob Richardson

Compared with most other municipalities, MVC rates are low – the consequence of several decades' Council rates decisions.

About 12 (?) years ago Council made decisions to freeze rates in one year and, in the subsequent year actually lowered rates for many ratepayers. At that time CPI

ran at about 5%. The effect? – Rates income fell by about 10% and has remained suppressed ever since.

Secondly, forward planning for infrastructure in growing areas has largely been ignored, except for the township of Deloraine.

Clearly TasWater's control to the State Government has also been a significant factor – rises in water bills and reduction in Council dividends. (That's to the Sate Liberal Government).

The "elephant in the room" is the use of information technology. Compared with about 10 years ago, households now incur significant costs which were not incurred them (That amount could thousands of dollars).

#### Comment by Cr John Temple

I voted against the motion as I do not support a rate rise beyond inflation unless for example Council is providing new services that are wanted by the majority of the community. The loss of part of the TasWater dividend is a small amount in terms of the overall budget and Council should have worked through many other options, over a considerable period, rather than taking the easy option at the last minute of inflicting a rate rise on ratepayers. It should be recognised that many of our ratepayers are on fixed incomes and also that many of our farmers feel they receive very little for the substantial amount of rates they pay.

Cr Synfield moved and Cr King seconded ***"that Council now consider 125/2018."***

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

## **125/2018 NOTICE OF MOTION – CAMPING AT BRACKNELL RIVER RESERVE – CR IAN MACKENZIE**

The Mayor invited Mrs Barbara Roberts to address Council regarding this agenda item.

### **1) Introduction**

The purpose of this report is for Council to approve a Notice of Motion from Cr Ian Mackenzie to re-open camping at the Bracknell River Reserve and in doing so charge \$3 per night per recreational vehicle or van.

### **2) Recommendation (Councillor Ian Mackenzie)**

*It is recommended that Council resolve to:*

- 1. Reopen camping at Bracknell River Reserve within 14 days from today's date.*
- 2. Charge a fee of \$3 per night per van at the Bracknell River Reserve and payments will be made through an honour box system (as used by parks and wildlife service) to be implemented by council.*
- 3. Have this as an interim measure until council has had the opportunity to address all issues associated with this service.*

## **DECISION:**

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

- 1. Reopen camping at Bracknell River Reserve within 30 days from today's date.*
- 2. Charge a fee of \$3 per night per van at the Bracknell River Reserve*
- 3. That council will act as the Management Committee and permits will be paid for and coordinated by the Bracknell Boys and Girls Club and will be available from the Bracknell Shop.*
- 4. Have this as an interim measure until council has had the opportunity to address all issues associated with this service.*

A procedural motion was moved by Cr Connor moved and seconded by Cr Kelly *“that the motion be put.”*



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

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

Comment by Cr Tanya King

I am a supporter of low impact camping in our regional towns, and I acknowledge the social and economic flow-on benefits that the visitors bring.

I agree too, that the cost to install an honesty box would be minimal, and I question the potential cost estimates totalling \$25,000, if this motion is supported.

Given that the State Government are currently reviewing the National Competition Policy Principles and Council owned camping facilities, and we expect the publication of this document in a couple of weeks, the amendment of the original motion to extend the timing to encompass this review, is a wise one.

The addition of using this initiative as in interim measure is also prudent, and provides the opportunity to make any relevant changes as per the pending State Government findings.

Comment by Cr Bob Richardson

Given that low cost camping issues are now the topic discussion at both State and Federal Government level (both seem to be expressing views favourable to the development of low-cost camping.

The issue of increasing community interest as the retiring 'baby boomers' enter the camping concept.

Given concerns about the legality of low cost camping in relation to (National) Competition Policy and with planning concerns, we need to defer Council decision until these issues are resolved.

The express these concerns (but support the concept of low-cost camping) does not imply opposition to low-cost camping. Indeed my personal history – I have a demonstrated history of strong support for business.

# 126/2018 2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS - ROUND 1 - JULY 2018

## 1) Introduction

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

## 2) Recommendation

***It is recommended that Council approve the recommendations of the Community Grants Committee for the following allocations:***

Organisation	Project	Grant Recommended \$
Bracknell PS Parents & Friends	Canberra Capital Tour	1,000
Deloraine A&P Society	Toilet & Kitchen Upgrade	3,000
Deloraine Devils Netball Club	Launching Net-Set-Go	1,950
Harvest Helpers	Juicer & Dehydrator	2,000
Make a Wish Foundation	Special Children's Christmas Party	300
MV Community Radio	Renovations and Licence	2,540
Westbury PS Parents & friends	Maypole Festival 2018	1,475
West. Tiers Community Club	Seniors' Week Bowls Carnival	600
		<b>12,865</b>

## DECISION:

Cr Connor moved and Cr White seconded ***"that Council approve the recommendations of the Community Grants Committee for the following allocations:***

Organisation	Project	Grant Recommended \$
Bracknell PS Parents & Friends	Canberra Capital Tour	1,000
Deloraine A&P Society	Toilet & Kitchen Upgrade	3,000

Deloraine Devils Netball Club	Launching Net-Set-Go	1,950
Harvest Helpers	Juicer & Dehydrator	2,000
Make a Wish Foundation	Special Children's Christmas Party	300
MV Community Radio	Renovations and Licence	2,540
Westbury PS Parents & friends	Maypole Festival 2018	1,475
West. Tiers Community Club	Seniors' Week Bowls Carnival	600
		<b>12,865</b>

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

Cr Connor left the meeting at 4.37pm

Cr Connor returned to the meeting at 4.40pm

## **127/2018 NOTICE OF MOTION – RELOCATION OF LIGHTS AT THE DELORAINE COMMUNITY COMPLEX – CR IAN MACKENZIE**

### **1) Introduction**

The purpose of this report is for Council to approve a Notice of Motion from Cr Ian Mackenzie to relocate the existing lights within the Deloraine Community Complex from 4 rows of 10 to 5 rows of 8 and realign them with the gaps between courts used for Badminton.

### **2) Recommendation (Councillor Ian Mackenzie)**

***It is recommended that Council resolve to relocate the lights within the Deloraine Community Complex from 4 rows of 10 to 5 rows of 8 and realign them with the gaps between courts used for badminton.***

## **DECISION:**

Cr Mackenzie moved and Cr Synfield seconded ***“that Council allocate a budget of \$10,000 and work with the Deloraine Badminton Association to achieve better game lighting outcomes that satisfies their use, ready for next season that will not detrimentally affect other users.”***

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

Councillors Connor and Mackenzie left the meeting at 5.01pm

# **128/2018 THE KANAMALUKA/TAMAR ESTUARY RIVER HEALTH PLAN**

## **1) Introduction**

The purpose of this report is for Council to endorse The Kanamaluka/Tamar Estuary River Health Plan (Plan)

## **2) Recommendation**

*It is recommended that Council resolve to:*

- 1. endorse The Kanamaluka/Tamar Estuary River Health Plan*
- 2. write to the Chair of the Tamar Estuary Management Taskforce to advise of Council's decision.*

## **DECISION:**

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

- 1. endorse The Kanamaluka/Tamar Estuary River Health Plan*
- 2. write to the Chair of the Tamar Estuary Management Taskforce to advise of Council's decision.”*

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

*Councillors Synfield and Temple abstained from the vote.*

As an amendment Cr Kelly moved and Cr Synfield seconded ***“that Council***

- 1. receive The Kanamaluka/Tamar Estuary River Health Plan*
- 2. write to the Chair of the Tamar Estuary Management Taskforce to advise of Council's decision.”*

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

#### Comment by Cr Rodney Synfield

I abstained from supporting the above motion for the following reasons.

I accept there is a lot of science supporting the River Health Action Plan, however the underpinning decision to simply reduce effluent flows into Zone 1 (from yacht club, Launceston to Legana) by approximately 70%, means, in the vernacular, something akin to filling a tub with effluent laden water, tipping 70% out and then filling up the tub with clean water - it's likely you still wouldn't want to dip your toe in same, much less fall out of your rowing scull into the river!

By all means fix the no-brainer elements, such as the separated effluent and storm water (systems) emanating from West Launceston that are currently combined at the Margaret Street Detention basin for transmission to Tea Tree Bend treatment works.

There are other elements related to the science that identifies matters that contribute to the health of the river that are either significantly underestimated or missing altogether from the report itself - sedimentation tonnage per annum from the entire catchment being one example.

A staged Plan that will over time aim to fix the various problems is what's needed.

#### Comment by Cr John Temple

I abstained from this motion of endorsement of the report as I am concerned that a vegetated riparian buffer should not be set at a seemingly arbitrary five metres. I believe that the buffer should vary from non-existent to very much greater than five metres depending on topography and land use in various locations. Also, I feel the report should have addressed the issue of the use of toxic chemicals within the catchment area.

## **129/2018 ANNUAL PLAN – QUARTERLY REVIEW – JUNE 2018**

### **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 2018 quarter.***

## **DECISION:**

Cr Kelly moved and Cr King seconded ***“that Council receive and note the Annual Plan review for the June 2018 quarter as attached.”***

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

# Meander Valley Council

Annual Plan 2017-2018





## INDEX

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<b>Overview .....</b>	<b>3</b>
Budget Estimates.....	5
Rates and Charges .....	6
Policy Review.....	7
Document Review .....	8
<b>Governance</b>	
1.1 Secretarial and Administrative support .....	9
1.2 Risk Management .....	11
1.3 Employee Health and Safety Management .....	12
1.4 Other Governance Functions.....	13
<b>Corporate Services</b>	
2.1 Financial Services.....	15
2.2 Financial Management & Reporting .....	17
2.3 Information Technology .....	19
2.4 Information Management .....	20
2.5 Human Resources .....	21
2.6 Great Western Tiers Visitor Information Centre.....	22
<b>Infrastructure Services</b>	
3.1 Emergency Services.....	23
3.2 Transport.....	24
3.3 Property Services.....	25
3.4 Parks & Recreation.....	27
3.5 Asset Management and GIS .....	29
3.6 Waste Management and Resource Recovery .....	31
3.7 Stormwater Management.....	33
3.8 Sustainable Development.....	34
<b>Community and Development Services</b>	
4.1 Land Use & Planning .....	36
4.2 Building, Plumbing & Drainage Control .....	37
4.3 Environmental Health.....	39
4.4 General Inspector.....	40
4.5 Natural Resource Management .....	41
<b>Works</b>	
5.1 Parks, Reserves, Sports Grounds and Cemeteries .....	49
5.2 Roads .....	50
5.3 Toilets, Street Cleaning and Litter Collection .....	51
5.4 Urban Stormwater .....	52
5.5 Plant .....	53
5.6 Management .....	54

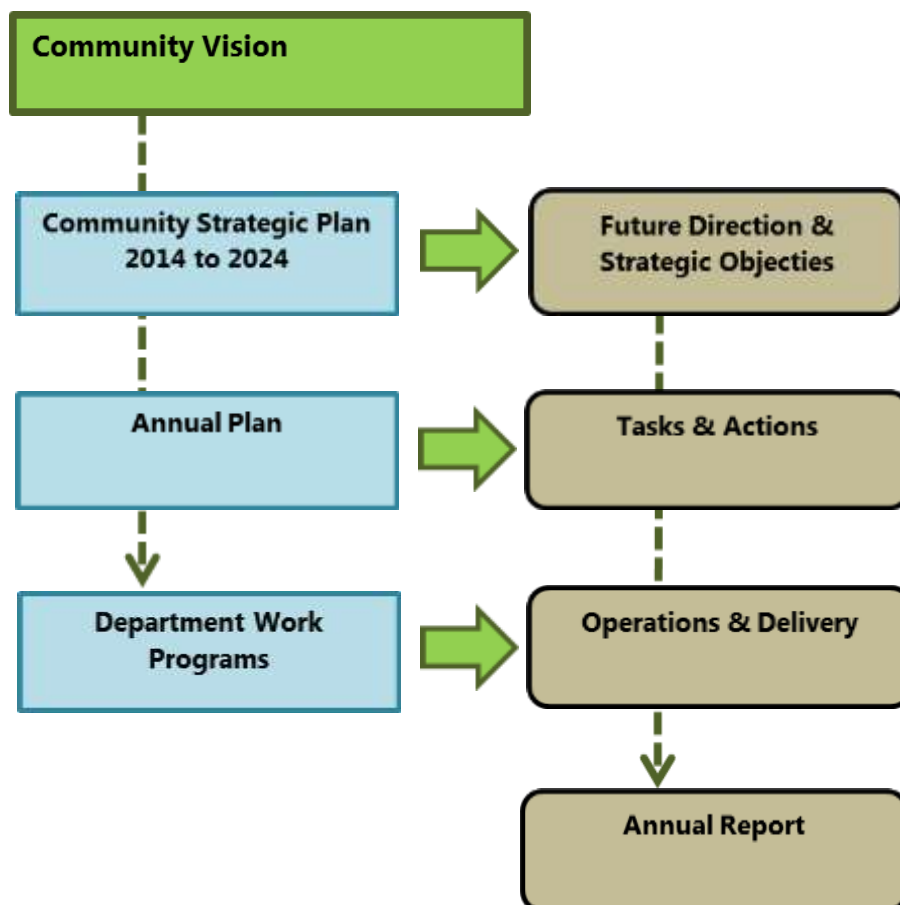
## ANNUAL PLAN OVERVIEW

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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**

	<b>2017-2018</b>	<b>2016-2017</b>
<b>Revenue:</b>		
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
<b>Total Operating Revenue:</b>	<b>19,549,400</b>	<b>18,664,500</b>
<b>Operating Expenditure:</b>		
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
<b>Total Operating Expenditure:</b>	<b>19,466,200</b>	<b>18,655,900</b>
<b>Underlying Surplus/(Deficit)</b>	<b>83,200</b>	<b>8,600</b>
<b>Net Operating Surplus/(Deficit)including capital and abnormal items</b>	<b>4,117,700</b>	<b>2,932,100</b>
<b>Capital Expenditure</b>	<b>13,517,700</b>	<b>15,033,100</b>
<b>Repayment of Loans:</b>		
<b>Asset Sales:</b>	<b>215,000</b>	<b>215,000</b>
<b>Closing Cash Balance:</b>	<b>14,766,509</b>	<b>15,718,609</b>
<b>Net assets:</b>	<b>281,043,086</b>	<b>276,925,386</b>

## RATES AND CHARGES

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

<b>General rate:</b>	All rateable properties are applied a General Rate of 5.6727 cents in the \$ of AAV with a minimum charge of \$135.
<b>Waste Management:</b>	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.
<b>Fire Levies:</b>	<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>
<b>Payment Method:</b>	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.
<b>Penalties for late payment:</b>	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](http://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
<b>Governance:</b>								
Policy 23: Appointment & Responsibilities of Council Representatives								
Policy 67: Personal Information Protection								
Policy 83: Fraud Control								
Policy 84: Gifts & Benefits								
<b>Corporate Services:</b>	Nil							
<b>Infrastructure Services:</b>								
Policy 37: Vegetation Management								
<b>Community and Development Services:</b>								
Policy 34: Real Estate Advertising Signs								
Policy 66: Bonds & Bank Guarantees								
Policy 82: Community Grants								
Policy 85: Open Space								
<b>Works:</b>	Nil							

## DOCUMENT REVIEW

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

## PROGRAM ACTIVITY

### Governance

Directorate	<b>1. Governance</b>	Program number and title	<b>1.1 Secretarial and Administrative support</b>
Program Objective	To undertake functions to ensure compliance with legislative requirements		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (3) - Vibrant and Engaged communities</b>  <i>3.2 Successful local events enhance community life.</i></p> <p><b>Future Direction (5) - Innovative Leadership and Community Governance</b>  <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 <b>Achieved</b>	Prepare quarterly review <b>Achieved</b>	Prepare quarterly review <b>Achieved</b>	Prepare quarterly review. Prepare 2018/19 Annual Plan <b>Achieved</b>
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing  <b>In progress</b>	Complete report and present at AGM. Advertise and conduct AGM <b>Achieved</b>		
3	Policy Review & Operations Document Review Responsibility – Executive Assistant Responsible Officer: Executive Assistant	5.1	Review as per schedule  <b>Achieved</b>	Review as per schedule  <b>Achieved</b>	Review as per schedule  <b>Achieved</b>	Review as per schedule  <b>Achieved</b>



4	Conduct Australia Day (AD) event Responsibility – Executive Assistant Responsible Officer: Executive Assistance	3.2	Review AD criteria. Call for nominations  <b>Achieved</b>	Assess nominations. Plan civic function  <b>Achieved</b>	Conduct a civic function on AD  <b>Achieved</b>	
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### Action performance targets

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

Directorate	<b>1. Governance</b>	Program number and title	<b>1.2 Risk Management</b>
Program Objective	Minimise risk to our people and the public		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) - Innovative leadership and community governance</b> <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 <b>Achieved</b>	Action the framework <b>Achieved</b>	Action the framework <b>Achieved</b>	Action the framework <b>Achieved</b>
2	Implement the Internal Audit Program Responsible Officer: Risk & Safety Officer	5.4	Review of Audit outcomes <b>Achieved</b>	Conduct Audit <b>Achieved</b>	Review of Audit outcomes <b>Achieved</b>	Conduct Audit <b>Achieved</b>

#### Action performance targets

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

Directorate	<b>1. Governance</b>	Program number and title	<b>1.3 Employee Health and Safety Management</b>
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	<b>Future Direction (5)- Innovative leadership and community governance</b> <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 <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>
3	Deliver a Health and Wellbeing Program Responsible Officer: General Manager	5.6	Conduct quarterly meeting and implement programs <b>Achieved</b>	Conduct quarterly meeting and implement programs <b>Achieved</b>	Conduct quarterly meeting and implement programs <b>Achieved</b>	Conduct quarterly meeting and implement programs <b>Achieved</b>
6	Workplace Consultative Committee operation Responsible Officer: General Manager	5.6	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>	Conduct quarterly meeting <b>Achieved</b>

### Action performance targets

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

Directorate	<b>1. Governance</b>	Program number and title	<b>1.4 Other Governance Functions</b>
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future direction (2) - A thriving local economy</b></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><b>Future Direction (5) - Innovative leadership and community governance</b></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 <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>
2	Review Council's Delegation Register Responsible Officer: General Manager	5.6		Review register <b>Achieved</b>		
3	Participate in benchmarking project with other Councils in the northern region Responsible Officer: General Manager	5.6	Review options provided by Consultant <b>Achieved</b>			
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 <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>
5	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities <b>Achieved</b>	Report on progress via the Briefing Reports <b>Achieved</b>	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports <b>Achieved</b>

**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	<b>2. Corporate Services</b>	Program number and title	<b>2.1 Financial Services</b>
Program Objective	Responsibly manage the Council's core financial activities		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) - Innovative leadership and community governance</b> <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 <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>
2	Implement Enterprise Cash Receipting System Upgrade Responsible Officer: Rates Officer	5.6		Plan implementation requirements <b>Achieved</b>	Implement upgrades to the test environment <b>Achieved</b>	Implement upgrade to the production environment <b>Deferred</b>
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 <b>Achieved</b>			Final State Fire and Treasury pensioner claims <b>Achieved</b>
4	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>

5	Arrange annual insurance renewals Responsible Officer: Finance Officer & Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal) <b>Achieved</b>	Directors and Officers and Employment Practices renewal <b>Achieved</b>	Annual renewals as per schedule incl. Public Liability and PI, ISR, Workers Comp. and MV <b>Achieved</b>
6	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>

#### Action performance targets

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

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.2 Financial Management &amp; Reporting</b>
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><b>Future Direction (5) - Innovative leadership and community governance</b></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 <b>Achieved</b>
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 <b>Achieved</b>	Present budget, fees and charges to Council in June <b>Achieved</b>
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts and complete KPI consolidated data sheets <b>Achieved</b>			Prepare end of year timetable for Statutory Accounts and Audit <b>Achieved</b>
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 <b>Achieved</b>	Submit BAS and Payroll Tax returns on time <b>Achieved</b>	Submit BAS and Payroll Tax returns on time <b>Achieved</b>	Submit BAS and Payroll Tax returns on time <b>Achieved</b>



5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>
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 <b>Achieved</b>	Review cash flow weekly to determine funds for investment <b>Achieved</b>	Review cash flow weekly to determine funds for investment <b>Achieved</b>	Review cash flow weekly to determine funds for investment <b>Achieved</b>
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Audit Schedule <b>Achieved</b>	Conduct meeting as per Audit Schedule <b>Achieved</b>	Conduct meeting as per Audit Schedule <b>Achieved</b>	Conduct meeting as per Audit Schedule <b>Achieved</b>
8	Review Council's Financial Management Strategy Responsible Officer: Senior Accountant	5.1				Prepare review documentation by Council in July <b>Achieved</b>

#### Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> <li>▪ Produce and distribute ongoing project expenditure reports</li> <li>▪ Produce and distribute monthly operating statements within 10 working days of end of month</li> <li>▪ Submit September, December and March quarterly financial reports to Council in Oct 2017, Jan 2018 and April 2018 respectively</li> </ul>

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.3 Information Technology</b>
Program Objective	Provide reliable and effective information technology services for the organisation		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5)- Innovative leadership and community governance</b> <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 <b>Achieved</b>	Complete rolling replacement of PC's. <b>Deferred</b>		
2	Implement recommendations of IT Security Review Responsible Officer: IT Officer	5.6	Review recommendations of IT Security Review <b>Achieved</b>	Plan and prioritise recommended actions <b>Achieved</b>	Implement chosen recommendations <b>Achieved</b>	

#### Action performance targets

N/A

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.4 Information Management</b>
Program Objective	Effectively manage and maintain Council's information resource		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) Innovative leadership and community governance</b> <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 <b>Achieved</b>	Maintain records in accordance with legislation <b>Achieved</b>	Maintain records in accordance with legislation <b>Achieved</b>	Maintain records in accordance with legislation <b>Achieved</b>
2	Annual Archive Disposal Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal <b>Achieved</b>			List documents due for disposal <b>Achieved</b>
3	Implementation of Archive Office Audit Recommendations Responsible Officer: Information Management Officer	5.1	Document and prioritise improvement projects <b>Achieved</b>	Commence identified priority projects <b>Achieved</b>	Continue with priority projects <b>Achieved</b>	Report on status of projects <b>Achieved</b>
4	Implementation of ECM Connected Content Responsible Officer: Information Management Officer	5.6	Plan software implementation <b>Achieved</b>	Commence testing and conduct system administration training <b>Achieved</b>		Implement software upgrade into production system <b>Deferred</b>

### Action performance targets

N/A

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.5 Human Resources</b>
Program Objective	Effectively manage and support Council's human resources		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5)- Innovative leadership and community governance</b> <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. <b>Achieved</b>			Review CPI percentage determine increase <b>Achieved</b>
2	Coordinate training needs via Learning Management system Responsible Officer: HR/Payroll Officer	5.4	Report to Directors on quarterly training to be delivered <b>Achieved</b>	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered <b>Achieved</b>	Report to Directors on quarterly training to be delivered <b>Achieved</b>	Report to Directors on quarterly training to be delivered <b>Achieved</b>
3	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Ensure all employee performance reviews have been completed <b>Achieved</b>	Ensure all inside employee salary reviews have been completed <b>Deferred</b>	Ensure all mini performance reviews and all outside employee wage reviews have been completed <b>Achieved</b>	Review the current year's performance reviews and recommend any changes required <b>Achieved</b>

### Action performance targets

N/A

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.6 Great Western Tiers Visitor Information Centre</b>
Program Objective	Effectively manage and maintain Council's Visitor Information Centre		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (2) - A thriving local economy</b> <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  <b>Achieved</b>	Advise information in the Briefing Report Advise information in the Briefing Report  <b>Achieved</b>	Advise information in the Briefing Report  <b>Achieved</b>	Advise information in the Briefing Report  <b>Achieved</b>

#### Action performance targets

N/A

## Infrastructure Services

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.1 Emergency Services</b>
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	<b>Future Direction (4) - A healthy and safe community</b> <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 <b>Deferred to October</b>	Chair quarterly meeting <b>Achieved</b>	Chair quarterly meeting	Chair quarterly meeting <b>Achieved</b>
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 <b>Deferred</b>		Report to Council in Annual Plan Review <b>Achieved</b>
3	Conduct emergency management training facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training <b>Achieved</b>		Conduct training Red Cross/MVC with Service Clubs <b>Achieved</b>
4	Review Municipal Emergency Management Plan Responsible Officer: Administration Officer Infrastructure	4.4			Review Plan <b>Deferred</b>	Review Plan <b>In progress</b>

### 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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.2 Transport</b>
Program Objective	To maintain the serviceability and integrity of Council's transport network.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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  <b>In progress</b>	Contractor engaged for maintenance works  <b>In progress</b>	Prepare maintenance budget items for 2018-2019  <b>In progress</b>	Maintenance works completed  <b>Achieved</b>
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  <b>In progress</b>	Report to program in Annual Plan Review  <b>In progress</b>	Report to program in Annual Plan Review  <b>Achieved</b>	Report to program in Annual Plan Review  <b>In progress</b>
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections  <b>Achieved</b>	Undertake required inspections  <b>Achieved</b>

### 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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.3 Property Services</b>
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (6) - Planned infrastructure services</b></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>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</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	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  <b>Achieved</b>	Undertake pre-opening inspection and required maintenance. Open pool 1 December <b>Achieved</b>	Operate pool to 1 March  <b>Achieved</b>	
2	Review the operation of the Deloraine Pool	6.6		Complete review <b>Achieved</b>		
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance Responsible Officer: Property Management Officer	6.1			Carry out annual inspections  <b>Achieved</b>	
4	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>



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  <b>Achieved</b>	Report to program  <b>Achieved</b>	Report to program  <b>Achieved</b>	Report to program  <b>Achieved</b>
6	Review Evacuation Plans Responsible Officer: Property Management Officer	6.6				Review plans <b>Achieved</b>

### 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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.4 Parks &amp; Recreation</b>
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>Achieved</b>	Undertake required inspections <b>Achieved</b>	Undertake required inspections <b>Achieved</b>	Undertake required inspections <b>Achieved</b>
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 <b>Achieved</b>	Report to Council <b>In progress</b>	Prepare budget items for 2018-2019 <b>Achieved</b>	
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 <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>
4	Undertake tree audit of reserves (parks and sports facilities) and identified townstreets Responsible Officer: Technical Officer Community Spaces	6.1		Undertake audit <b>In progress</b>		
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 <b>Achieved</b>	Conduct meeting and report on outcomes <b>Achieved</b>	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes <b>Achieved</b>
6	Westbury Recreation Ground Function Centre Business Case Responsible Officer: Property Management Officer	6.6	Draft report to Council Workshop <b>Achieved</b>			

**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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.5 Asset Management and GIS</b>
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> <li>- Review Asset Management Plans</li> <li>- Undertake Conquest training and development</li> <li>- Undertake AM training and awareness</li> <li>- Develop whole of organisation approach to AM</li> </ul> Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program  <b>Achieved</b>	Chair meeting and action improvement program  <b>Achieved</b>	Chair meeting and action improvement program  <b>Achieved</b>	Chair meeting and action improvement program  <b>Achieved</b>
2	Prepare 2018-2019 Capital Works Program  Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list  <b>Achieved</b>	Prioritise and undertake further design and cost estimation  <b>Achieved</b>	Annual program prepared for approval by Council  <b>Achieved</b>
3	Update asset information including <ul style="list-style-type: none"> <li>- capitalisation of assets in Conquest</li> <li>- undertake bridge revaluation</li> </ul> Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS  <b>In progress</b>	Capitalisation of assets and recording in Conquest and GIS  <b>In progress</b>	Capitalisation of assets and recording in Conquest and GIS  <b>In progress</b>	Capitalisation of assets and recording in Conquest and GIS  <b>In progress</b>
6	GIS Activities <ul style="list-style-type: none"> <li>- Input GIS data relating to capitalisation of assets and subdivisions</li> </ul> Responsible Officer: Asset Management Coordinator	6.1				Update GIS  <b>In progress</b>

7	Undertake additional survey of stormwater assets and update GIS Responsible Officer: Asset Management Coordinator	6.1				Complete by 30 June <b>In progress</b>
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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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.6 Waste Management and Resource Recovery</b>
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>In progress</b>	Manage Contract <b>In progress</b>	Manage Contract <b>In progress</b>	Manage Contract <b>In progress</b>
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract <b>In progress</b>	Manage Contract <b>In progress</b>	Manage Contract <b>In progress</b>	Manage Contract <b>In progress</b>
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection <b>Achieved</b>	Report to Council in Annual Plan Review <b>Achieved</b>	
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 <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>	Report to program in Annual Plan Review <b>In progress</b>
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 <b>Achieved</b>		Ground and surface water monitoring <b>Achieved</b>	

**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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.7 Stormwater Management</b>
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><b>Future Direction (6) - Planned infrastructure services</b>  <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 <b>In progress</b>
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 <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>

#### 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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.8 Sustainable Development</b>
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><b>Future Direction (1) - A sustainable natural and built environment</b>  <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><b>Future Direction (2) - A thriving local economy</b>  <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i></p> <p><b>Future Direction (6) - Planned infrastructure services</b>  <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 <b>Achieved</b>	Report on progress via quarterly meeting minutes <b>Achieved</b>	Report on progress via quarterly meeting minutes <b>Achieved</b>	Report on progress via quarterly meeting minutes <b>Achieved</b>
2	Support the progress of the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review <b>Achieved</b>	Report in Annual Plan Review <b>Achieved</b>	Report in Annual Plan Review <b>Achieved</b>	Report in Annual Plan Review <b>Achieved</b>
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 <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>

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

#### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.1 Land Use &amp; Planning</b>
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	<b>Future Direction (1) - A sustainable natural and built environment.</b> <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 <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>

### Action performance targets

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

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.2 Building, Plumbing &amp; Permit Authority 2016</b>
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><b>Future Direction (1) - A sustainable natural and built environment.</b></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><b>Future Direction (3) Vibrant and engaged communities.</b></p> <p><i>3.2 Successful local events enhance community life.</i></p> <p><b>Future Direction (4) A healthy and safe community.</b></p> <p><i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p> <p><b>Future direction (5) Innovative leadership and community governance</b></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 <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>
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%

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

### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.3 Environmental Health</b>
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (1) - A sustainable natural and built environment.</b>  <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><b>Future Direction (4)- A healthy and safe community.</b>  <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 <b>Achieved</b>	Record Results <b>Achieved</b>	Record Results <b>Achieved</b>	Record Results <b>Achieved</b>
2	Inspect Places of Assembly annually as per program Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue Annual Licence <b>Achieved</b>	Issue Annual Licence <b>Achieved</b>	Issue Annual Licence <b>Achieved</b>	Issue Annual Licence <b>Achieved</b>
3	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all premises <b>Achieved</b>	Inspections as per Schedule <b>Achieved</b>	Inspections as per Schedule <b>Achieved</b>	Issue annual registration for all food premises <b>Achieved</b>
4	Co-ordinate immunisation clinics for school and staff Responsible Officer: Environmental Health Officer	4.1, 4.3				Complete Immunisation Program <b>Achieved</b>

#### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.4 General Inspector</b>
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	<b>Future direction (4) - A healthy and safe community.</b> <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 <b>Achieved</b>	
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices <b>Achieved</b>	Issue Notices <b>Achieved</b>	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>

#### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.5 Natural Resource Management</b>
Program Objective	Facilitate Natural Resource Management for Council and Community		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (1) - A sustainable natural and built environment.</b> <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	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>
2	Review and update Councils Natural Resource Management Strategy Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Complete Strategy <b>Achieved</b>	Design internet version of Strategy <b>In progress</b>	Develop internet version of Strategy <b>Not Achieved</b>	Internet version of strategy completed <b>Not Achieved</b>
3	Participate in the Tamar Estuary Esk Rivers Program Responsible Officer: NRM Officer	1.3, 1.4, 1.6			Report on TEER activities <b>Achieved</b>	

#### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.6 Community Development</b>
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (3) - Vibrant and engaged communities.</b>  <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><b>Future Direction (4) - A healthy and safe community.</b>  <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 <b>Achieved</b>	Conduct meeting and report on progress <b>Achieved</b>	Conduct meeting and report on progress <b>Achieved</b>	Conduct meeting and report on progress <b>Achieved</b>
2	Deliver the Community Grants Program Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise <b>Achieved</b>	Acquit Round 2 and advertise <b>Achieved</b>	Acquit Round 3 and advertise <b>Achieved</b>	Acquit Final Round and advertise Conduct Grants Information Forum <b>Achieved</b>
3	Conduct Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Review Art exhibition <b>Achieved</b>	Establish format for exhibition <b>Achieved</b>	Conduct exhibition <b>Achieved</b>	Review exhibition <b>Achieved</b>

**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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.7 Services To Young people</b>
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><b>Future Direction (3) - Vibrant and engaged communities</b></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><b>Future Direction (4) - A healthy and safe community.</b></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 <b>Achieved</b>	Conduct and report <b>Achieved</b>	Conduct and report <b>Achieved</b>	Conduct and report Evaluate overall outcomes <b>Achieved</b>
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>	Conduct program and evaluate overall outcomes <b>Achieved</b>
4	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event <b>Achieved</b>	Conduct event <b>Achieved</b>
5	Facilitate outdoor recreation programs Responsible Officer: Community Officer	3.1, 3.3, 4.1, 4.2.	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>

**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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.8 Recreation and Sport Services</b>
Program Objective	To provide current and future recreation and sport programs and facilities		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (1) - A sustainable natural and built environment.</b>  <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><b>Future Direction (4) - A healthy and safe community.</b>  <i>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and massive recreation.</i></p> <p><b>Future direction (5) - Innovative leadership and community governance.</b>  <i>5.3 Evidence based decision making engages the community and is honest, open and transparent.</i></p> <p><b>Future Direction (6) - Planned infrastructure services.</b>  <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 <b>Achieved</b>	Conduct meeting <b>Achieved</b>	Conduct meeting <b>Achieved</b>	Conduct meeting <b>Achieved</b>
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 <b>Achieved</b>	Liaise with User Groups <b>Achieved</b>	Conduct all users meeting <b>Achieved</b>	Liaise with User Groups <b>Achieved</b>
3	Deloraine & Districts Recreation Precinct Feasibility Study Responsible Officer: Recreation Coordinator	1.1, 4.2, 5.3	Draft report to Council <b>In progress</b>		Review recommendations <b>Achieved</b>	

#### 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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.9 Recreation Facilities Management</b>
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><b>Future direction (1) - A sustainable natural and built environment.</b>  <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><b>Future Direction (3) - Vibrant and engaged communities.</b>  <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><b>Future Direction (4) -A healthy and safe community.</b>  <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><b>Future direction (6) - Planned infrastructure services.</b>  <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 <b>In progress</b>	Report proposed changes <b>Not Achieved</b>	
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 <b>Achieved</b>	Conduct all users meeting <b>In progress</b>	Review strategy <b>In progress</b>	Conduct all users meeting <b>Achieved</b>

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		Complete research and design <b>In progress</b>	Complete Pilot Program <b>Achieved</b>	Review and evaluate effectiveness <b>Achieved</b>
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		Identify existing documents and prepare scope of review <b>In progress</b>	Facility inspections and consultation <b>In progress</b>	Prepare draft plan for Council <b>In progress</b>

#### 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	<b>5. Works</b>	Program number and title	<b>5.1 Parks, Reserves, Sports Grounds and Cemeteries</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>
2	Undertake capital works as per the specific projects listed in the 2016-2017 Capital Works Program	6.1	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>

### 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	<b>5. Works</b>	Program number and title	<b>5.2 Roads</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>
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 <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>

#### Action performance targets

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

Directorate	<b>5. Works</b>	Program number and title	<b>5.3 Toilets, Street Cleaning and Litter Collection</b>
Program Objective	To ensure public toilets and streets are maintained in a clean and tidy condition.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>
2	Undertake cleaning of toilets in accordance with the current level of service Responsible Officers: Works Supervisors & Works Officers		Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>

### 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	<b>5. Works</b>	Program number and title	<b>5.4 Urban Stormwater</b>
Program Objective	To provide and maintain an effective urban storm water drainage system		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6)- Planned infrastructure services</b> <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 <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>
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 <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>

#### 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	<b>5. Works</b>	Program number and title	<b>5.5 Plant</b>
Program Objective	To provide plant and equipment that suits Councils activities and is financially sustainable		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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  <b>Achieved</b>	
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  <b>Achieved</b>	Report to Annual Plan review  <b>Achieved</b>	Report to Annual Plan review  <b>Achieved</b>	Report to Annual Plan review  <b>Achieved</b>

#### 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	<b>5. Works</b>	Program number and title	<b>5.6 Management</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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 <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>
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 <b>Achieved</b>	Engage consultant <b>In progress</b>	Receive report and present to Council <b>Not Achieved</b>	

### 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

# **130/2018 MEANDER VALLEY COUNCIL ANNUAL PLAN** **2018-19**

## **1) Introduction**

The purpose of this report is for Council to adopt the Meander Valley Council Annual Plan 2018-19.

## **2) Recommendation**

***It is recommended that Council adopt the Annual Plan for the 2018-2019 financial year as attached.***

Cr King moved and Cr White seconded ***“that Council adopt the Annual Plan for the 2018-2019 financial year as attached.”***

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

# Meander Valley Council

Annual Plan 2018-2019



Meander Valley Council  
WORKING TOGETHER



**INDEX**

ANNUAL PLAN OVERVIEW.....	3
BUDGET ESTIMATES.....	5
RATES AND CHARGES.....	6
POLICY REVIEW.....	7
DOCUMENT REVIEW.....	8
PROGRAM ACTIVITY.....	10
<b>GOVERNANCE.....</b>	<b>10</b>
1.1 Secretarial and Administrative support.....	10
1.2 Risk Management.....	12
1.3 Employee Health and Safety Management.....	13
1.4 Other Governance Functions.....	14
<b>CORPORATE SERVICES.....</b>	<b>15</b>
2.1 Financial Services.....	15
2.2 Financial Management & Reporting.....	17
2.3 Information Technology.....	19
2.4 Information Management.....	20
2.5 Human Resources.....	21
2.6 Great Western Tiers Visitor Information Centre.....	23
<b>INFRASTRUCTURE SERVICES.....</b>	<b>24</b>
3.1 Emergency Services.....	24
3.2 Transport.....	25
3.3 Property Services.....	26
3.4 Parks & Recreation.....	28
3.5 Asset Management and GIS.....	30
3.6 Waste Management and Resource Recovery.....	32
3.7 Stormwater Management.....	34
3.8 Sustainable Development.....	35
<b>COMMUNITY AND DEVELOPMENT SERVICES.....</b>	<b>37</b>
4.1 Land Use & Planning.....	37
4.2 Building, Plumbing & Permit Authority 2016.....	38
4.3 Environmental Health.....	40
4.4 General Inspector.....	41
4.5 Natural Resource Management.....	42
4.6 Community Development.....	43
4.7 Services To Young people.....	45
4.8 Recreation and Sport Services.....	47
4.9 Recreation Facilities Management.....	48
4.10 Business Engagement.....	50
<b>WORKS.....</b>	<b>52</b>
5.1 Parks, Reserves, Sports Grounds and Cemeteries.....	52
5.2 Roads.....	53
5.3 Toilets, Street Cleaning and Litter Collection.....	54
5.4 Urban Stormwater.....	55
5.5 Plant.....	56
5.6 Management.....	57



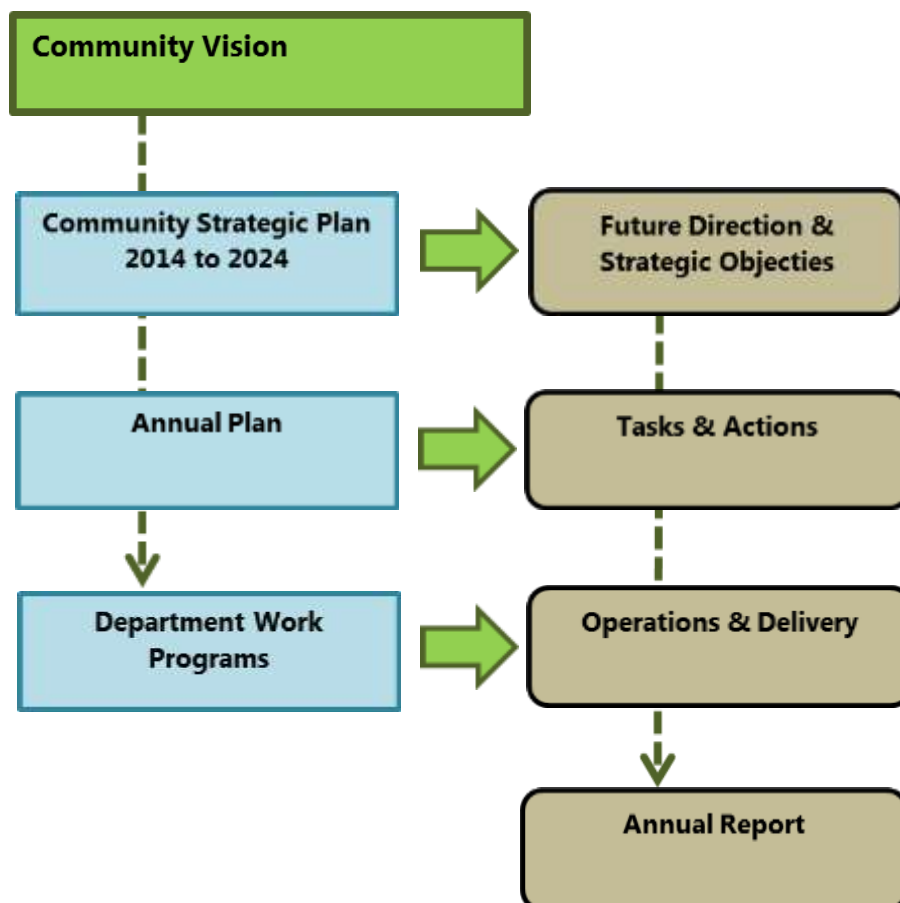
## ANNUAL PLAN OVERVIEW

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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
- Development of Stormwater System Management Plans
- Upgrade of Railton Road
- Construction of new netball courts in Deloraine

**An extensive Capital Works Program, valued at \$8.2 million, will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$2.3 million of this figure being allocated to building new and upgraded infrastructure.**

**BUDGET ESTIMATES**

	<b>2018-2019</b>	<b>2017-2018</b>
<b>Revenue:</b>		
Rate Revenue	12,465,800	11,890,600
Fees and User Charges	1,228,300	1,126,500
Contributions and Donations	46,500	120,000
Interest	785,400	751,000
Grants and Subsidies	4,602,400	4,638,000
Other Revenue	736,500	1,023,300
<b>Total Operating Revenue:</b>	<b>19,864,900</b>	<b>19,549,400</b>
<b>Operating Expenditure:</b>		
Employee Costs	6,658,000	6,434,300
Maintenance and Working Expenses	6,410,700	6,482,200
Borrowing Costs	236,500	241,300
Depreciation	5,135,500	5,052,000
Payments to Government Authorities	1,192,000	1,136,200
Other Payments	274,700	250,200
<b>Total Operating Expenditure:</b>	<b>19,907,400</b>	<b>19,596,200</b>
<b>Underlying Surplus/(Deficit)</b>	<b>204,400</b>	<b>83,400</b>
<b>Net Operating Surplus/(Deficit)including capital and abnormal items</b>	<b>2,862,100</b>	<b>4,117,900</b>
<b>Capital Expenditure</b>	<b>13,753,100</b>	<b>13,517,700</b>
<b>Repayment of Loans:</b>		
<b>Asset Sales:</b>	<b>216,000</b>	<b>0</b>
<b>Closing Cash Balance:</b>	<b>15,899,100</b>	<b>11,904,100</b>
<b>Net assets:</b>	<b>290,532,357</b>	<b>287,670,257</b>

## RATES AND CHARGES

The following rates and charges will apply for 2018-2019:

<b>General rate:</b>	All rateable properties are applied a General Rate of 5.906 cents in the \$ of AAV with a minimum charge of \$135.
<b>Waste Management:</b>	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.
<b>Fire Levies:</b>	<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 1.3646 cents in the \$ of AAV with a minimum of \$40.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3962 cents in the \$ of AAV with a minimum of \$40.</p> <p>All other properties are applied a rate of 0.3649 cents in the \$ of AAV with a minimum of \$40.</p>
<b>Payment Method:</b>	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 2018, 31 October 2018, 31 January 2019 and 29 March 2019.
<b>Penalties for late payment:</b>	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.81% per annum (2.4137c per \$100 per day).

**Council's Rating Policy No 77 is available on the website [www.meander.tas.gov.au](http://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
<b>Governance:</b>								
Policy 1: Risk Management								
<b>Corporate Services:</b>								
Policy 68: Writing Off Debts								
<b>Infrastructure Services:</b>	Nil							
<b>Community and Development Services:</b>								
Policy 34: Real Estate Advertising Signs								
Policy 73 Managing Public Appeals								
Policy 89: Mobile Food Vans								
<b>Works:</b>	Nil							

## DOCUMENT REVIEW

<b>OPERATION Document Reviews</b>	<b>By 30 September</b>	<b>By 31 December</b>	<b>By 31 March</b>	<b>By 30 June</b>
<b>Governance:</b>				
Style Manual				
Delegations				
Special Committees of Council				
Pubic Interest Disclosures				
Economic Development Strategy				
Business Continuity Plan				
Code of Conduct (with 12 months of ordinary election)				
External WH&S Audit				
<b>Corporate Services</b>				
Financial Management Strategy				
<b>Infrastructure Services:</b>				
Code of Tendering and Contracts				

<b>Community and Development Services:</b>				
Meander Valley Community Safety Plan				
Sport & Recreation Action Plan 2012-2015				
<b>Works:</b>	<b>Nil</b>			

## PROGRAM ACTIVITY

### Governance

Directorate	<b>1. Governance</b>	Program number and title	<b>1.1 Secretarial and Administrative support</b>
Program Objective	To undertake functions to ensure compliance with legislative requirements		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (3) - Vibrant and Engaged communities</b>  <i>3.2 Successful local events enhance community life.</i></p> <p><b>Future Direction (5) - Innovative Leadership and Community Governance</b>  <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	
5	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager			Undertake review	Update	

10



6	Prepare and implement Induction Program for new Council Responsible Officer: General Manager	5.4	Prepare program	Implement Program		
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**Action performance targets**

No.	Performance target
2	AGM held and Annual Report adopted by Council
4	AD Event Conducted
5	Community Strategic Plan reviewed and updated if required

Directorate	<b>1. Governance</b>	Program number and title	<b>1.2 Risk Management</b>
Program Objective	Minimise risk to our people and the public		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) - Innovative leadership and community governance</b> <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		Review of Audit outcomes	

#### Action performance targets

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

Directorate	<b>1. Governance</b>	Program number and title	<b>1.3 Employee Health and Safety Management</b>
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	<b>Future Direction (5)- Innovative leadership and community governance</b> <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	<b>1. Governance</b>	Program number and title	<b>1.4 Other Governance Functions</b>
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future direction (2) - A thriving local economy</b></p> <p>2.1 <i>The strengths of Meander Valley attract investment and provide opportunities for employment.</i></p> <p>2.2 <i>Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure</i></p> <p>2.3 <i>People are attracted to live in the townships, rural and urban areas of Meander Valley.</i></p> <p><b>Future Direction (5) - Innovative leadership and community governance</b></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	Participate in Resource Sharing Implementation project with other Councils in the northern region Responsible Officer: General Manager	5.6		Prepare Implementation Plan		Prepare Project Plans
3	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
4	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 2018 – 2019 FY

## Corporate Services

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.1 Financial Services</b>
Program Objective	Responsibly manage the Council's core financial activities		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) - Innovative leadership and community governance</b> <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	Fresh Municipal Valuation	5.2			Commence preliminary valuation data analysis	Property valuation database updated
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"><li>▪ Issue Rates notices before 31st August 2018</li><li>▪ Issue Sundry Debtor notices within 10 working days of receipt of request</li></ul>
4	<ul style="list-style-type: none"><li>▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request</li></ul>
6	<ul style="list-style-type: none"><li>▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end</li><li>▪ Reconcile Payroll within 5 working days of processing</li></ul>

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.2 Financial Management &amp; Reporting</b>
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><b>Future Direction (5) - Innovative leadership and community governance</b></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

### Action performance targets

No.	Performance target
5	<ul style="list-style-type: none"> <li>▪ Produce and distribute ongoing project expenditure reports</li> <li>▪ Produce and distribute monthly operating statements within 10 working days of end of month</li> <li>▪ Submit September, December and March quarterly financial reports to Council in Oct 2018, Jan 2019 and April 2019 respectively</li> </ul>



Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.3 Information Technology</b>
Program Objective	Provide reliable and effective information technology services for the organisation		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5)- Innovative leadership and community governance</b> <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 Windows 10 Software to users Responsible Officer: IT Officer	5.6	Complete staged rollout of Windows 10 to all users			

### Action performance targets

N/A

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.4 Information Management</b>
Program Objective	Effectively manage and maintain Council's information resource		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5) Innovative leadership and community governance</b> <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

### Action performance targets

N/A

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.5 Human Resources</b>
Program Objective	Effectively manage and support Council's human resources		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (5)- Innovative leadership and community governance</b> <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
2	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

4	Provide administrative support to the Workplace Consultative Committee in negotiating a new Workplace Agreement	5.4		Commence new Workplace Agreement bargaining process	Continue Workplace Agreement bargaining process	Finalise new Workplace Agreement
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**Action performance targets**

**N/A**

Directorate	<b>2. Corporate Services</b>	Program number and title	<b>2.6 Great Western Tiers Visitor Information Centre</b>
Program Objective	Effectively manage and maintain Council's Visitor Information Centre		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (2) - A thriving local economy</b> <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

#### Action performance targets

N/A

## Infrastructure Services

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.1 Emergency Services</b>
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	<b>Future Direction (4) - A healthy and safe community</b> <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			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training		
4	Produce a Meander Valley Municipal Emergency Control Centre Plan (MECC) Responsible Officer: Administration Officer Infrastructure Services	4.4				Complete by 30 June

### Action performance targets

No.	Performance target
1	Meetings held
2	Obtain activities report from Deloraine SES and provide information to Council on a 12 monthly basis in Briefing Reports
3	Complete exercise training for MVC officers
4	Prepare Plan and submit to SES

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.2 Transport</b>
Program Objective	To maintain the serviceability and integrity of Council's transport network.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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		Contractor engaged for maintenance works	Prepare maintenance budget items for 2019-2020	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018/2019 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	<b>3. Infrastructure Services</b>	Program number and title	<b>3.3 Property Services</b>
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (6) - Planned infrastructure services</b></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>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</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	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Tender new contract	Award contract and undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	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
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Property Management Officer		Report to program	Report to program	Report to program	Report to program



**Action performance targets**

No.	Performance target
1	Issue request for tender and award contract
2	Meet timeframes set out by Conquest
3	Completion of projects in line with project plan requirements

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.4 Parks &amp; Recreation</b>
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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 & Project Manager Infrastructure	6.1, 6.6		Undertake required inspections	Undertake required inspections	Undertake required inspections
2	Complete the Strategic Plan for Council's Play Space areas for Hadspen and Prospect Vale Responsible Officer: Project Manager Infrastructure	6.6	Community consultation	Review draft strategy	Report to Council. Prepare budget items for 2019-2020	
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 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	Provide support to the Townscape Reserves and Parks Special Committee (TRAP) Responsible Officer: Project Manager Infrastructure	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
5	Commence the Strategic Plan for Council's Bike Network and Recreational Cycling Responsible Officer: Project Manager Infrastructure	6.6		Issue Request for Expressions of Interest	Prepare budget items for 2019-2020	Report to Council

### 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 Workshop by December 31; Council approval for strategy by 31 March
3	Completion of projects in line with project plan requirements
4	Bi-monthly meetings
5	Issue request for quotation, report to Council in Briefing Report and prepare information to Council for 2019-2020 budget considerations

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.5 Asset Management and GIS</b>
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plans - Review Asset Management Plans 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 2019-2020 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 - capitalisation of assets in Conquest - undertake road 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
4	Undertake road condition assessments and road revaluation. Responsible Officer: Asset Management Coordinator	6.1		Complete conditions assessments		Prepare revaluation for Audit Office

**Action performance targets**

No.	Performance target
1	Meetings held
2	To prepare annual Capital Works Program for approval at May Council meeting
3	Capitalisation of assets prior to finalisation of 2018-2019 Statutory Reporting
4	Engage Moloney Asset Management Systems to undertake road condition assessment. Completion of road revaluation for submission to TAO in 2019-2020

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.6 Waste Management and Resource Recovery</b>
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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

1	Provision of kerbside collection contracts to existing urban areas 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. Implement contract extension or issue new tender for services.	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 2018-2019 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	
6	Procurement of kerbside collection contracts to rural areas for waste and recycling. Responsible Officer: Senior Technical Officer	6.6	Finalise scope of service.	Tender Contract	Council approval and award Contract	

### Action performance targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract. Existing contract to be extended or retendered and approval of new contract by Council by 31 March
3	Report to Council by March 31 on collection results
4	Completion of projects in line with project plan requirements
5	Complete reporting requirements for EPA in line with license requirements
6	Preparation of scope of services for Council review. Tender and award contract by 31 March for inclusion in 2019-2020 budget

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.7 Stormwater Management</b>
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><b>Future Direction (6) - Planned infrastructure services</b>  <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 2018-2019 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 2019
2	Completion of projects in line with project plan requirements



Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.8 Sustainable Development</b>
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><b>Future Direction (1) - A sustainable natural and built environment</b>  <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><b>Future Direction (2) - A thriving local economy</b>  <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i></p> <p><b>Future Direction (6) - Planned infrastructure services</b>  <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 2018-2019 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	Complete commercial viability report		Report to Council	
5	Implement Tasmanian Planning Scheme Responsible Officer: Senior Strategic Planner	1.1				Final Planning Scheme to be implemented.
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
1	Meetings held
2	Part V agreements established with landowners for infrastructure development
3	Completion of projects in line with project plan requirements
4	Complete business case assessment
5	Complete community consultation and required hearings with the Tasmanian Planning Commission for Scheme implementation by 30 June

## Community and Development Services

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.1 Land Use &amp; Planning</b>
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	<b>Future Direction (1) - A sustainable natural and built environment.</b> <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
3	Process Improvement – Design, create & implement planning workflow into Property & Rating		Design Workflow	Create workflow within Property & Rating and test	Go Live with implemented workflows	

### Action performance targets

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
3	Process Improvement - Planning Workflows created within Property & Rating to automate processes

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.2 Building, Plumbing &amp; Permit Authority 2016</b>
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><b>Future Direction (1) - A sustainable natural and built environment.</b></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><b>Future Direction (3) Vibrant and engaged communities.</b></p> <p><i>3.2 Successful local events enhance community life.</i></p> <p><b>Future Direction (4) A healthy and safe community.</b></p> <p><i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p> <p><b>Future direction (5) Innovative leadership and community governance</b></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	Permit Authority – Issue Permits for Category 4 Plumbing works Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target	Performance Target	Performance Target	Performance Target
6	Permit Authority – Issue Notifiable Plumbing Works (Category 3) Responsible Officer: Coordinator Development Services	1.4, 4.3, 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
2	Notifiable Building works 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 permit applications within 7 days of receipt of all information
6	Process notifiable plumbing works within 21 days of receipt of all information

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.3 Environmental Health</b>
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (1) - A sustainable natural and built environment.</b>  <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><b>Future Direction (4)- A healthy and safe community.</b>  <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 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	Inspections as per Schedule
3	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	Provide school based immunisations as per program

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.4 General Inspector</b>
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	<b>Future direction (4) - A healthy and safe community.</b> <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	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.5 Natural Resource Management</b>
Program Objective	Facilitate Natural Resource Management for Council and Community		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (1) - A sustainable natural and built environment.</b> <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	Review and implement NRM strategies Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Review and prioritize Council based activities	Implement activities	Implement activities	Implement activities
2	Prepare Management Plan for the Town Common Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Scope and collect relevant information	Prepare draft Plan	Consult re the Draft Plan	Submit Plan to Council for review

#### Action performance targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Management Plan prepared



Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.6 Community Development</b>
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (3) - Vibrant and engaged communities.</b>  <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><b>Future Direction (4) - A healthy and safe community.</b>  <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 Council Community Forums Responsible Officer – Community Development Manager	3.4, 4.1.		Review forums with Council	Conduct Forum and report on progress	Conduct Forum 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 GWTTA Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Establish event, venue format and procedures	Promote participation	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer – Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership	Promote event and sell tickets	Conduct event	Review event outcomes
5	Update the MV Community Safety Plan Responsible Officer – Community Development Manager	3.4, 4.1, 4.3	Assess previous plan	Draft the revised Plan	Submit Plan to Council for endorsement	

**Action performance targets**

No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of artists participating
4	Audience number and event finances
5	Plan updated

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.7 Services To Young people</b>
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><b>Future Direction (3) - Vibrant and engaged communities</b></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><b>Future Direction (4) - A healthy and safe community.</b></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
3	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event	Conduct event
4	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
2	Program conducted and evaluated
3	Event conducted and evaluated
4	Program conducted and evaluated

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

#### Action performance targets

No.	Performance target
1	Meeting held and goals achieved
2	User meeting held and goals achieved

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.9 Recreation Facilities Management</b>
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><b>Future direction (1) - A sustainable natural and built environment.</b>  <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i></p> <p><b>Future Direction (3) - Vibrant and engaged communities.</b>  <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><b>Future Direction (4) -A healthy and safe community.</b>  <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><b>Future direction (6) - Planned infrastructure services.</b>  <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	Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4	Complete review of document	Report proposed changes	Draft Final Plan	Seek endorsement of Plan
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities	Promote facilities	Promote facilities	Review and assess promotion strategies
3	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	Develop Plan	Report on progress	Seek endorsement of Plan

**Action performance targets**

No.	Performance target
1	Review, identify and report proposed changes
2	Promotion implemented
3	Report completed

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.10 Business Engagement</b>
Program Objective	Working with the small business community to increase participation, innovation and partnership		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (2) – A thriving local economy</b></p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment</i></p> <p><i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences</i></p> <p><i>2.5 Current and emerging technology is available to benefit both business and community</i></p> <p><b>Future Direction (3) - Vibrant and engaged communities.</b></p> <p><i>3.2 Successful local events enhance community life</i></p> <p><i>3.3. Education and training opportunities are available to everyone across the local government area</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>		

#### 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	Establish a Small Business Directory Responsible Officer – Business Engagement Officer	2.4, 3.3	Develop Directory framework and promote	Report on progress	Report on progress	Report on progress
2	Establish a regular Small Business Bulletin Responsible Officer – Business Engagement Officer	2.1, 2.4, 3.3	Compile and distribute	Compile and distribute	Compile and distribute	Compile and distribute
3	Develop a 'Chamber of Commerce' strategy for Meander Valley Responsible Officer – Business Engagement Officer	2.1		Report on Strategy direction and stakeholder input	Complete Strategy	
4	Establish a Small Business Resource Register Responsible Officer – Business Engagement Officer	2.4,2.5, 3.3			Establish Register	Promote Register

#### Action performance targets

No.	Performance target
1	Directory established and promoted - listings noted
2	Bulletin established and distributed



3	Strategy established
4	Register established and promoted

## Works

Directorate	<b>5. Works</b>	Program number and title	<b>5.1 Parks, Reserves, Sports Grounds and Cemeteries</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & 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 & Conformance with annual budget
2	Conformance with project budget and works program

Directorate	<b>5. Works</b>	Program number and title	<b>5.2 Roads</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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	<b>5. Works</b>	Program number and title	<b>5.3 Toilets, Street Cleaning and Litter Collection</b>
Program Objective	To ensure public toilets and streets are maintained in a clean and tidy condition.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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	6.1, 6.4	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

Directorate	<b>5. Works</b>	Program number and title	<b>5.4 Urban Stormwater</b>
Program Objective	To provide and maintain an effective urban storm water drainage system		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6)- Planned infrastructure services</b> <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 & conformance with annual budget
2	Conformance with project budget and works program

Directorate	<b>5. Works</b>	Program number and title	<b>5.5 Plant</b>
Program Objective	To provide plant and equipment that suits Councils activities and is financially sustainable		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <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	<b>5. Works</b>	Program number and title	<b>5.6 Management</b>
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	<b>Future Direction (6) - Planned infrastructure services</b> <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	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

## **131/2018 COUNCIL AUDIT PANEL MINUTES, 2017-18** **ANNUAL REPORT AND 2018-19 WORK PLAN**

### **1) Introduction**

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 26 June 2018, including its 2017-18 Annual Report and to approve the 2018-19 Council Audit Panel Work Plan.

### **2) Recommendation**

***It is recommended that Council:***

- 1. receive the minutes of the Council Audit Panel meeting held on 26 June 2018***
- 2. receive and note the 2017-18 Annual Report***
- 3. approve the Council Audit Panel Work Plan for 2018-19***

## **DECISION:**

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

- 1. receive the minutes of the Council Audit Panel meeting held on 26 June 2018***
- 2. receive and note the 2017-18 Annual Report***
- 3. approve the Council Audit Panel Work Plan for 2018-19.”***

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



## **132/2018 PROPOSED ROAD NAMING – STURGIS PLACE, PROSPECT VALE**

### **1) Introduction**

The purpose of this report is to seek Council endorsement of a proposed road name for an unnamed road off Buell Drive, Prospect Vale, as part of the proposed subdivision development, PA\15\0123 – Stage 2 - Lots 8-21.

### **2) Recommendation**

***It is recommended that Council endorse the proposed road name of 'Sturgis Place' for the unnamed road off Buell Drive, Prospect Vale, and forward it to the Nomenclature Board for formalisation.***

## **DECISION:**

Cr White moved and Cr Kelly seconded ***“that Council endorse the proposed road name of 'Sturgis Place' for the unnamed road off Buell Drive, Prospect Vale, and forward it to the Nomenclature Board for formalisation.”***

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

## **ITEMS FOR CLOSED SECTION OF THE MEETING:**

Councillor White moved and Councillor Kelly 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 Kelly, King, Perkins, Richardson, Synfield, Temple and White voting for the motion.***

Cr King left the meeting at 5.37pm

### **133/2018 CONFIRMATION OF MINUTES**

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 12 June, 2018.

### **134/2018 LEAVE OF ABSENCE**

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

The meeting moved into Closed Session at 5.37pm

The meeting re-opened to the public at 5.38pm

The meeting closed at 5.39pm

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CRAIG PERKINS (MAYOR)