

Meander Valley Council

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

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 10 April 2018

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Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 10 April 2018 at 1.32pm.

PRESENT: Mayor Craig Perkins, Councillors Andrew Connor, Tanya King, Ian Mackenzie, Bob Richardson, Rodney Synfield and John Temple.

APOLOGIES: Councillor Deborah White
Deputy-Mayor Michael Kelly

IN ATTENDANCE: Martin Gill, General Manager
Merrilyn Young, Executive Assistant
Dino De Paoli, Director Infrastructure Services
Jonathan Harmey, Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services
Leanne Rabjohns, Town Planner
Justin Simons, Town Planner
Natasha Whiteley, Town Planner
Justin Marshall, Senior Accountant
Marianne MacDonald, Communications Officer

57/2018 CONFIRMATION OF MINUTES:

Councillor King moved and Councillor Connor seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 March, 2018, be received and confirmed.”***

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

58/2018 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
27 March 2018	<ul style="list-style-type: none">• Deloraine Netball Courts• Valley Central Industrial Precinct• Planning Appeal – 46A Beefeater Street, Deloraine• Strategic Planning Documentation Review and Implementation Project

59/2018 ANNOUNCEMENTS BY THE MAYOR:

Friday 23 March 2018

Meeting with TasWater and Deloraine Business owners (Trade Waste)

Meeting with Tasmania Audit Office

Wednesday 28 March 2018

Meeting with advisor to Federal Environment Minister Josh Frydenberg (Westbury Bio-Energy)

Saturday 7 April 2018

Attended official opening of Replica Sandy Lake Hut (Lake McKenzie)

60/2018 DECLARATIONS OF INTEREST:

Nil

61/2018 TABLING OF PETITIONS:

Nil

62/2018 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – MARCH 2018

1.1 Mr G McCulloch

Mr McCulloch asked a number of questions regarding the Mobile Food Van Policy which were answered on the day. In addition the following question was asked -
What about the waste and grease trap?

Response by Lynette While, Director Community & Development Services
Mobile food vans are fully self-contained. External waste and grease traps are therefore not required on the trading sites.

1.2 Mrs S Stevenson

60 & 80kph sign on approach to T intersection of Meander Valley Road and Oaks Road on both approaches. Do we need a fatal accident for Departments to do this request? Bishopsbourne Road gets an 80kph just because a new housing estate is in the development stages, whereas, Monds Lane and Oaks Road already have 9 families of which 8 children reside. Traffic which includes trucks and cars have tripled in the past 6 years and drivers only react to speed signage not other signs in this case. Trucks are not turning off engine brakes either.

In conclusion please can common sense make this work? Tapes across the road to collect data are not totally correct as drivers take their foot off the accelerator and brake.

Response by Dino De Paoli, Director Infrastructure Services
It is noted that Council officers have contacted the Department of State Growth to provide comment on the proposal to reduce the speed limit on Oaks Road. A reduction in speed limit may also require review of the posted speeds on Meander Valley Road which is a State road. Council officers will contact Mrs Stevenson once a response from the Department is received.

2. PUBLIC QUESTIONS WITH NOTICE – APRIL 2018

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – APRIL 2018

63/2018 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MARCH 2018

1.1 Cr Deborah White

- a) With evidence mounting concerning the negative effects of the use of glyphosate, I remind Council of the recommendation of the motion that I put to the Council meeting of April 2016, viz.,

That Meander Valley Council monitors current research into the effects of glyosphate and explores the use of available non-toxic alternatives.

Evidence is mounting concerning the negative effects of the use of glyosphate on public health. This now includes papers from the Harvard Medical School Journal noting a positive correlation between the widespread use of glyosphate in the 80's and the dramatic rise in the incidence of autism. As a Council how can we step up our efforts to introduce non-toxic methods of weed control?

Response by Matthew Millwood, Director Works

Council officers have continued to monitor ongoing research associated with glyphosate use. Due to the extensiveness of this matter, Council officers will provide a report for discussion at a future Council Workshop.

- b) During a recent workshop in which we looked at community engagement in Council activities, I suggested that we need to strengthen the opportunity for input from young people of the municipality into our ODP's.

The report from the Tasmanian Youth Local Government 2017 Conference contains several motions which outline ways to do that.

They included motions on Waste Management, Recreational Facilities, Youth Employment, Public Transport, Age-friendly communities, Youth Advisory Groups, Community Mental Health.

Could the General Manager advise as to how we as a Council could incorporate some or all of these suggestions in our Council's Strategic Plan.

Response by Lynette While, Director Community & Development Services

To date consultation with young people has taken place at the Stepping Stones Leadership Camps across the 3 age groups. (11 – 14 years, 15 – 18 years and 18 – 25 years). A designated session is built into all camps giving young people the opportunity to voice their concerns, opinions and requests/desires. Issues arising

are fed back to Councillors and Departments via the Briefing Report. Informal conversations occur continually through programs throughout the year.

Currently there is a week of activities planned for Youth Week Tasmania 13 – 22 April. This week is based on ‘connecting community through conversations’ and winds up with a Coffee, Cake and Conversations Café on Sunday 22 April between 1.00 - 5.00pm. This will be an opportunity for young people to showcase talents and tell their stories and participate with adults (invited guests) in a World Style Café where relevant topics are discussed among guests at each table. This will be an opportunity for informal consultation with young people.

We could also identify two Council workshops per year that can involve 3-4 young people who will lead on a couple of youth-related issues and contribute to the wider workshop agenda. It would be good to align the workshop with other youth activities throughout the year.

1.2 Cr Andrew Connor

Now that the 2018 Tasmanian State election has been run and won can the Mayor or General Manager provide a list of election promises made by the re-elected government in response to Meander Valley Council's election priority list for the Bass and Lyons electorates, detailing the project, funding amount promised and time-frame for delivery?

Response by General Manager

The table below outlines the election priority lists submitted to the Major parties prior to the recent State elections and the commitments made by the re-elected Liberal Party. There are no timeframes for delivery at this point in time.

Bass

Project	Request	Government Commitment
Prospect Vale Park Upgrade and installation drainage and irrigation of playing surfaces	\$750,000	
Prospect Vale Park Construction of internal car parking and road network to improve circulation and safety for users	\$1.5m	
Hadspen Pedestrian access over Highway Bridge Esk River (Meander Valley Highway) to link east	\$3m	

Project	Request	Government Commitment
and west Hadspen.		
Hadspen Reticulated water supply infrastructure upgrade to facilitate residential growth: <ul style="list-style-type: none"> • New Reservoir 1.15MI • Trunk Main from Prospect Vale 	\$1.8m	
Hadspen New roundabout – entry to Hadspen Urban Growth Area to facilitate residential growth	\$1m	\$500,000
Hadspen Combined Recreation & Stormwater Infrastructure Hadspen	\$850,000	
Carrick Upgrade of Waste Water Treatment Plant to facilitate residential growth	\$15m	
Prospect Vale Relocation of the Industrial Businesses in Donald's Avenue	\$10m	
Hadspen Erosion Treatment of South Esk riverbank and foreshore parkland development	\$400,000	
Blackstone Heights Upgrade of Blackstone Heights Park <ul style="list-style-type: none"> • Additional recreation infrastructure and landscaping to improve recreation use 	\$100,000	\$60,000
Blackstone Heights Extension of footpath network to improve pedestrian connectivity	\$400,000	
Prospect Vale Bass Highway Off Ramp – <ul style="list-style-type: none"> • Entrance/gateway beautification project 	\$100,000	
Prospect Vale Park Upgrade of lighting infrastructure to improve	\$250,000	\$60,000

Project	Request	Government Commitment
recreation participation		

Lyons

Project	Request	Government Commitment
Bracknell Construction of reticulated sewerage to address environmental concerns within the community	\$5m	
Westbury Development of multipurpose function centre Westbury Recreation Ground	\$5m	\$200,000
Carrick Upgrade of Waste Water Treatment Plant	\$15m	
Meander Valley Great Western Tiers touring route signage replacement	\$500,000	
Bracknell Reconstruction Bracknell Memorial Hall to ensure sustainable community use & roofing improvements to adjoining boys and girls gymnasium	\$600,000	\$80,000
Deloraine Stage 1 Community Complex/Education Precinct <ul style="list-style-type: none"> • Linking key community assets including schools and Community Complex to improve access, connectivity and assist in promoting healthy living and passive recreation (\$1m) • Sports Field Development between primary school and Community Complex- Hockey/Soccer ground and training area including lighting (\$1.7m) • Extension of Gay Street and new carpark area (\$400,000) 	\$4.3m	

Project	Request	Government Commitment
<ul style="list-style-type: none"> • Two outdoor netball courts and basketball half-court (\$200,000) • Alterations to auditorium to improve functionality (\$300,000) • Extension to Community Complex to provide for indoor courts (squash, badminton, dance) (\$700,000) 		
Meander Valley Short Walks Strategy <ul style="list-style-type: none"> • Develop masterplan • design upgrade program 	\$100,000	
Mole Creek Refurbishment of Mole Creek Memorial Hall to facilities community activity and use	\$60,000	
Westbury Upgrade of stormwater drainage system to manage flooding within urban areas	\$300,000	
Deloraine Lighting for Meander River paths to improve community safety and recreation use	\$250,000	

The Government made a number of other commitments to local organisations, including:

- ***Deloraine Football Club – Clubroom upgrade - \$60,000***
- ***Meander Valley Suns - Scoreboard - \$ 20,000***
- ***Bracknell Football Club - \$20,000***
- ***Hadspen Lions Club – Bull Run - \$25,000***

2. COUNCILLOR QUESTIONS WITH NOTICE – APRIL 2018

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – APRIL 2018

3.1 Cr Ian Mackenzie

- a) Will Council write to Crown Land Services, Tasmanian Parks and Wildlife Service and DPIPWWE asking for a copy of agency file on the old town chart for F03-76-78 which I am led to believe is the agreement between Crown Land Services and Meander Valley Council in regards to Bracknell Camp Area that has recently been closed.

***Response by Martin Gill, General Manager
Yes we will.***

- b) In 2016 I moved an amendment to the rates rise to use \$2.5 million of Council reserves to be used on projects within the community, affectionately known as “Macca’s Millions” (not a name I gave it). Would Council be able to provide details to be presented at the June/July workshop on how that funding has or will be used and the additional infrastructure that has been provided within our community?

***Response by Martin Gill, General Manager
Question taken on Notice.***

3.2 Cr Andrew Connor

Can the Director of Infrastructure Services please advise Council on the progress of the 2017/18 capital works item to install a sealed footpath along one side of Blackstone Road between Panorama and Kelsey Roads in Blackstone Heights?

Works were scheduled to begin by the end of March. Is there a new target commencement or completion date?

***Response by Dino De Paoli, Director Infrastructure Services
This capital works item will go out to tender within the next week.***

64/2018 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

65/2018 NOTICE OF MOTIONS BY COUNCILLORS

Nil

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advises that for items 66/2018 to 68/2018 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

66/2018 11 CHARLIES LANE, CARRICK - SINGLE DWELLING AND OUTBUILDING

The Mayor invited Theresa Hatton to address Council regarding this agenda item.

1) Introduction

This report considers application PA\18\0162 for Single Dwelling and Residential Outbuilding on land located at 11 Charlies Lane, Carrick CT 173582/18.

2) Recommendation

That the application for Use and Development for Single dwelling and Residential outbuilding on land located at 11 Charlies Lane, Carrick CT 173582/18 by Theresa L Hatton, requiring the following discretions:

13.4.1 Building Design and Siting

be APPROVED, generally in accordance with the endorsed plans:

- a) Theresa L. Hatton – Drawing Number: 4844P – Sheet Numbers: 03-12;***
- b) Skyline Sheds and Garages – Job Number: 25331;***
- c) MultiBuild – Print 3D Shed;***

and subject to the following conditions:

- 1. Prior to the commencement of the use, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**
 - a) A landscape plan must be submitted for approval by showing established evergreen trees between the outbuilding and the southern side boundary, spaced to soften the appearance of the outbuilding.**
- 2. The landscaping identified in Condition 1 a) above is to be maintained in a healthy condition. Any dead or dying plants are to be replaced with a healthy specimen.**

- 3. The use of outbuilding is not permitted for human habitation and is limited to residential storage and related residential activities only.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
- 2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

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

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

7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Mackenzie moved and Cr Connor seconded ***“that the application for Use and Development for Single dwelling and Residential outbuilding on land located at 11 Charlies Lane, Carrick CT 173582/18 by Theresa L Hatton, requiring the following discretions:***

13.4.1 Building Design and Siting

be APPROVED, generally in accordance with the endorsed plans:

- a) Theresa L. Hatton – Drawing Number: 4844P – Sheet Numbers: 03-12;***
- b) Skyline Sheds and Garages – Job Number: 25331;***
- c) MultiBuild – Print 3D Shed;***

and subject to the following conditions:

- 1. Prior to the commencement of the use, amended plans must be submitted for approval to the satisfaction of Council’s Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**
 - a) A landscape plan must be submitted for approval by showing established evergreen trees between the outbuilding and the**

southern side boundary, spaced to soften the appearance of the outbuilding.

- 2. The landscaping identified in Condition 1 a) above is to be maintained in a healthy condition. Any dead or dying plants are to be replaced with a healthy specimen.**
- 3. The use of outbuilding is not permitted for human habitation and is limited to residential storage and related residential activities only.**

Note:

- 1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
- 2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**
 - a) Building approval**
 - b) Plumbing approval**

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

- 3. This permit takes effect after:**
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or
 - c) Any other required approvals under this or any other Act are granted.
- 4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.**
- 5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to**

commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

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

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

67/2018 33 PARSONAGE STREET, DELORAINE - EXTENSION TO DENTAL PRACTICE AND MULTIPLE DWELLINGS (TWO UNITS)

1) Introduction

This report considers application PA\18\0098 for an extension to a Dental Practice and Multiple Dwellings (Two Units) on land located at 33 Parsonage Street, Deloraine (CT 160068\2).

2) Recommendation

That the application for Use and Development for Extension to Dental Practice and Multiple Dwellings (Two Units) on land located at 33 Parsonage Street, Deloraine (CT 160068\2) by Adams Building Design , requiring the following discretions:

- 21.4.1 - Setbacks
- 21.4.2.2 - Private open space
- E4.6.1 -More than 40 vehicle movements
- E6.7.2 - Design and layout of car parking
- E6.7.6 - Loading bay
- E6.8.1 – Pedestrian walkway
- E11.6.1 - Attenuation distance

be APPROVED, generally in accordance with the endorsed plans:

a) Adams Building Design, Drawing No.: 040817, Sheet: 3-11

and subject to the following conditions:

1. Prior to the commencement of use:

a) of the dental practice extension:

- i) landscaping is to be installed along the frontage of the property in accordance with Drawing No.:040817, Sheet: 4 & 5**
- ii) all car parking spaces (excluding those associated with the dwellings) are to be line marked or otherwise delineated**
- iii) the accessible parking spaces are to be installed in accordance with AS2890.6**

b) of the dental practice extension or dwellings, whichever comes first:

- i) a designated pedestrian pathway is to be delineated by line marking and clearly identified in accordance with Condition 1**

- ii) the access to the property is to be sign posted with a “10km/h” speed limit sign and a sign indicating shared pavement for pedestrians and vehicles to the satisfaction of Council’s Town Planner.
2. The landscaping identified in Condition 1.a)i) above is to be maintained in a healthy condition. Any dead or dying plants are to be replaced with a healthy specimen.
3. The parking space identified to the south of Unit 2 is to be designated to Unit 2 in any future application for strata title.
4. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2017/01843-MVC, attached).

Note:

1. Council as the Stormwater Authority intends to serve notice on adjoining properties under the provisions of the Urban Drainage Act 2013 for the installation of public mains to service the subject property and adjoining land.
2. Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the Urban Drainage Act 2013.
3. Any future application for strata title will be required to provide a shared visitor parking space accessible to both dwellings, in addition to two designated parking spaces per dwelling, in order to comply with this planning permit.
4. Internal landscaping (excluding that identified in Condition 1. a) i) above) is not considered fundamental to this assessment and is at the discretion of the land owner.
5. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council’s Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.

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

- a) Building approval
- b) Plumbing approval

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

7. This permit takes effect after:

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

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

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

10. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.

11. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

12. If any Aboriginal relics are uncovered during works;

- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
- b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal

Heritage Tasmania Fax: (03) 6233 5555 Email:
aboriginal@heritage.tas.gov.au); and

- c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Connor moved and Cr Mackenzie seconded ***“that the application for Use and Development for Extension to Dental Practice and Multiple Dwellings (Two Units) on land located at 33 Parsonage Street, Deloraine (CT 160068\2) by Adams Building Design , requiring the following discretions:***

- 21.4.1 - Setbacks
- 21.4.2.2 - Private open space
- E4.6.1 -More than 40 vehicle movements
- E6.7.2 - Design and layout of car parking
- E6.7.6 - Loading bay
- E6.8.1 – Pedestrian walkway
- E11.6.1 - Attenuation distance

be APPROVED, generally in accordance with the endorsed plans:

b) Adams Building Design, Drawing No.: 040817, Sheet: 3-11

and subject to the following conditions:

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a) of the dental practice extension:

- i) landscaping is to be installed along the frontage of the property in accordance with Drawing No.:040817, Sheet: 4 & 5**
- ii) all car parking spaces (excluding those associated with the dwellings) are to be line marked or otherwise delineated**
- iii) the accessible parking spaces are to be installed in accordance with AS2890.6**

b) of the dental practice extension or dwellings, whichever comes first:

- i) a designated pedestrian pathway is to be delineated by line marking and clearly identified in accordance with Condition 1**
- ii) the access to the property is to be sign posted with a “10km/h” speed limit sign and a sign indicating shared pavement for pedestrians and vehicles to the satisfaction of Council’s Town Planner.**

2. **The landscaping identified in Condition 1.a)i) above is to be maintained in a healthy condition. Any dead or dying plants are to be replaced with a healthy specimen.**
3. **The parking space identified to the south of Unit 2 is to be designated to Unit 2 in any future application for strata title.**
4. **The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2017/01843-MVC, attached).**

Note:

1. **Council as the Stormwater Authority intends to serve notice on adjoining properties under the provisions of the Urban Drainage Act 2013 for the installation of public mains to service the subject property and adjoining land.**
2. **Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the Urban Drainage Act 2013.**
3. **Any future application for strata title will be required to provide a shared visitor parking space accessible to both dwellings, in addition to two designated parking spaces per dwelling, in order to comply with this planning permit.**
4. **Internal landscaping (excluding that identified in Condition 1. a) i) above) is not considered fundamental to this assessment and is at the discretion of the land owner.**
5. **Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.**
6. **This Permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:**

- a) Building approval
- b) Plumbing approval

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

7. This permit takes effect after:

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

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

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

10. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.

11. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

12. If any Aboriginal relics are uncovered during works;

- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
- b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and

- c) The relevant approval processes will apply with state and federal government agencies.

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

68/2018 46A BEEFEATER STREET, DELORAINE – PROPOSED CONDITIONS FOR PLANNING APPEAL PROCESS

1) Introduction

This report considers proposed conditions, as part of the appeal process, regarding PA\18\0064 for Multiple Dwellings (7 units) and demolition of a building at 46a Beefeater Street, Deloraine (CT 31888/3) with drainage works through 33 Tower Hill Street (CT 118654/2), 38 West Goderich Street (CT 118655/1) and 35 Moriarty Street (CT 32226/1), Deloraine.

2) Recommendation

It is recommended that Council:

1. resolves to advise the Resource Management and Planning Appeal Tribunal and all parties that the proposed conditions to resolve the appeal have been determined, as follows:

- 1) The applicant must construct new kerb and channel and footpath across the entire frontage of 46a Beefeater Street (CT 31888/3), including removal of the existing driveway crossover.**
- 2) Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:
 - a) Construction design drawings must be prepared for approval of Council's Director Infrastructure Services showing the alignment of proposed works and cross sections, including the details for the construction of the new driveway.****

2. resolves to forward the Draft Planning Permit to the Resource Management and Planning Appeal Tribunal and all parties, as follows:

DRAFT PLANNING PERMIT

PLANNING APPLICATION NO: PA\18\0064

LOCATION: 46a Beefeater Street (CT 31888/3), with drainage works through 33 Tower Hill Street (CT 118654/2), 38 West Goderich Street (CT 118655/1) and 35 Moriarty Street (CT 32226/1), DELORAINE

APPLICATION: Rebecca Green & Associates

DEVELOPMENT: Multiple dwelling (7 units) and demolition of a building

In accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*, you are advised that the application for Multiple dwelling (7 units) for land located at 46a Beefeater Street (CT 31888/3), with drainage works through 33 Tower Hill Street (CT 118654/2), 38 West Goderich Street (CT 118655/1) and 35 Moriarty Street (CT 32226/1), DELORAINE, is **APPROVED**, generally in accordance with the endorsed plans:

- a) **Rebecca Green & Associates – Planning Submission – dated 28 September 2017;**
- b) **Adorn Drafting – Drawing Number: 420 – Sheets: 1-14 – dated 14 November 2017;**
- c) **IPD Consulting P/L – Traffic Impact Assessment – dated September 2017;**
- d) **IPD Consulting P/L – Preliminary Stormwater Review – dated 25 September 2017;**

and subject to the following conditions:

- 1. The applicant must construct new kerb and channel and footpath across the entire frontage of 46a Beefeater Street (CT 31888/3), including removal of the existing driveway crossover.**
- 2. The new vehicular crossover must be constructed and sealed in accordance with LGAT standard drawing TSD-RO9-V1 (copy attached) to a width of 6.0m and to the satisfaction of Council's Director of Infrastructure Services.**
- 3. Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**

- a) **Amended site plan showing the first 7m of the internal driveway being at least 4.5m in width and a passing bay every 30m.**
 - b) **Construction design drawings must be prepared for approval of Council's Director Infrastructure Services showing the alignment of proposed works and cross sections, including the details for the construction of the new driveway.**
- 4. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2017/01667-MVC attached).**

Note:

1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.
2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval; and/or
 - b) Plumbing approval.All enquiries should be directed to Council's Permit Authority on 6393 5322 or Council's Plumbing Surveyor on 0419 510 770.
3. This permit takes effect after:
 - a) any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined.
4. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.
5. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

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

3. resolves to delegate to the General Manager authority to act as the Planning Authority for any subsequent Consent Agreement approval process, as under section 6(3) of the Land Use Planning and Approvals Act 1993.

DECISION:

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

- 1. commits to upgrade the section of Beefeater Street between Emu Bay Road and Moriarty Street in the financial year 2018/19 to the satisfaction of the Director Infrastructure Services**
- 2. resolves to advise the Resource Management and Planning Appeal Tribunal and all parties that the proposed conditions to resolve the appeal have been determined, as follows:**
 - a) The applicant must construct new kerb and channel and footpath across the entire frontage of 46a Beefeater Street (CT 31888/3), including removal of the existing driveway crossover.**
 - b) Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council’s Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**

- i) Construction design drawings must be prepared for approval of Council's Director Infrastructure Services showing the alignment of proposed works and cross sections, including the details for the construction of the new driveway.***

- c) resolves to forward the Draft Planning Permit to the Resource Management and Planning Appeal Tribunal and all parties, as follows:***

DRAFT PLANNING PERMIT

PLANNING APPLICATION NO: PA\18\0064

LOCATION: 46a Beefeater Street (CT 31888/3), with drainage works through 33 Tower Hill Street (CT 118654/2), 38 West Goderich Street (CT 118655/1) and 35 Moriarty Street (CT 32226/1), DELORAINE

APPLICATION: Rebecca Green & Associates

DEVELOPMENT: Multiple dwelling (7 units) and demolition of a building

In accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*, you are advised that the application for Multiple dwelling (7 units) for land located at 46a Beefeater Street (CT 31888/3), with drainage works through 33 Tower Hill Street (CT 118654/2), 38 West Goderich Street (CT 118655/1) and 35 Moriarty Street (CT 32226/1), DELORAINE, is **APPROVED**, generally in accordance with the endorsed plans:

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- d) IPD Consulting P/L – Preliminary Stormwater Review – dated 25 September 2017;**

and subject to the following conditions:

- 1. The applicant must construct new kerb and channel and footpath across the entire frontage of 46a Beefeater Street (CT 31888/3), including removal of the existing driveway crossover.**

- 2. The new vehicular crossover must be constructed and sealed in accordance with LGAT standard drawing TSD-RO9-V1 (copy attached) to a width of 6.0m and to the satisfaction of Council's Director of Infrastructure Services.**
- 3. Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**
 - a) Amended site plan showing the first 7m of the internal driveway being at least 4.5m in width and a passing bay every 30m.**
 - b) Construction design drawings must be prepared for approval of Council's Director Infrastructure Services showing the alignment of proposed works and cross sections, including the details for the construction of the new driveway.**
- 4. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2017/01667-MVC attached).**

Note:

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

4. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.
 5. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
 6. If any Aboriginal relics are uncovered during works;
 - a) all works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) the presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) the relevant approval processes will apply with state and federal government agencies.
- 3. *resolves to delegate to the General Manager authority to act as the Planning Authority for any subsequent Consent Agreement approval process, as under section 6(3) of the Land Use Planning and Approvals Act 1993.***

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

69/2018 2017-2018 COMMUNITY INCENTIVE GRANTS **APPLICATION ASSESSMENTS - ROUND 4 - APRIL** **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 4.

2) Recommendation

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

Organisation	Project	Grant Recommended \$
Blackstone Hts Com News Assoc. Inc	Community Notice Board	3,000
Children First Foundation Inc	Special Kids Show tickets	240
Deloraine Creative Studios Inc	Pottery Hub Project	2,710
Deloraine House Inc	Stove and Range Hood	3,000
Italian Day Centre (North) Inc	Fresh Meals Service	2,590
Jumping Tasmania (North) Inc	Tas Show Jumping Champs	3,000
Parkham Community Assoc. Inc	Tree management	3,000
Prospect Park Sports Club Inc	Audio-visual improvements	3,000
Westbury & Dis Historical Society Inc	Community Notice Board	2,000
Whitemore Cricket Club Inc	Cricket pitch replacement	3,000
		25,540

DECISION:

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

Organisation	Project	Grant Recommended \$
Blackstone Hts Com News Assoc. Inc	Community Notice Board	3,000
Children First Foundation Inc	Special Kids Show tickets	240
Deloraine Creative Studios Inc	Pottery Hub Project	2,710
Deloraine House Inc	Stove and Range Hood	3,000
Italian Day Centre (North) Inc	Fresh Meals Service	2,590
Jumping Tasmania (North) Inc	Tas Show Jumping Champs	3,000
Parkham Community Assoc. Inc	Tree management	3,000
Prospect Park Sports Club Inc	Audio-visual improvements	3,000
Westbury & Dis Historical Society Inc	Community Notice Board	2,000
Whitemore Cricket Club Inc	Cricket pitch replacement	3,000
		25,540

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

70/2018 2017-2018 ANNUAL PLAN – QUARTERLY REVIEW – MARCH 2018

1) Introduction

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

2) Recommendation

It is recommended that Council receive and note the Annual Plan review for the March 2018 quarter as attached.

DECISION

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

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

Meander Valley Council

Annual Plan 2017-2018



Meander Valley Council
WORKING TOGETHER



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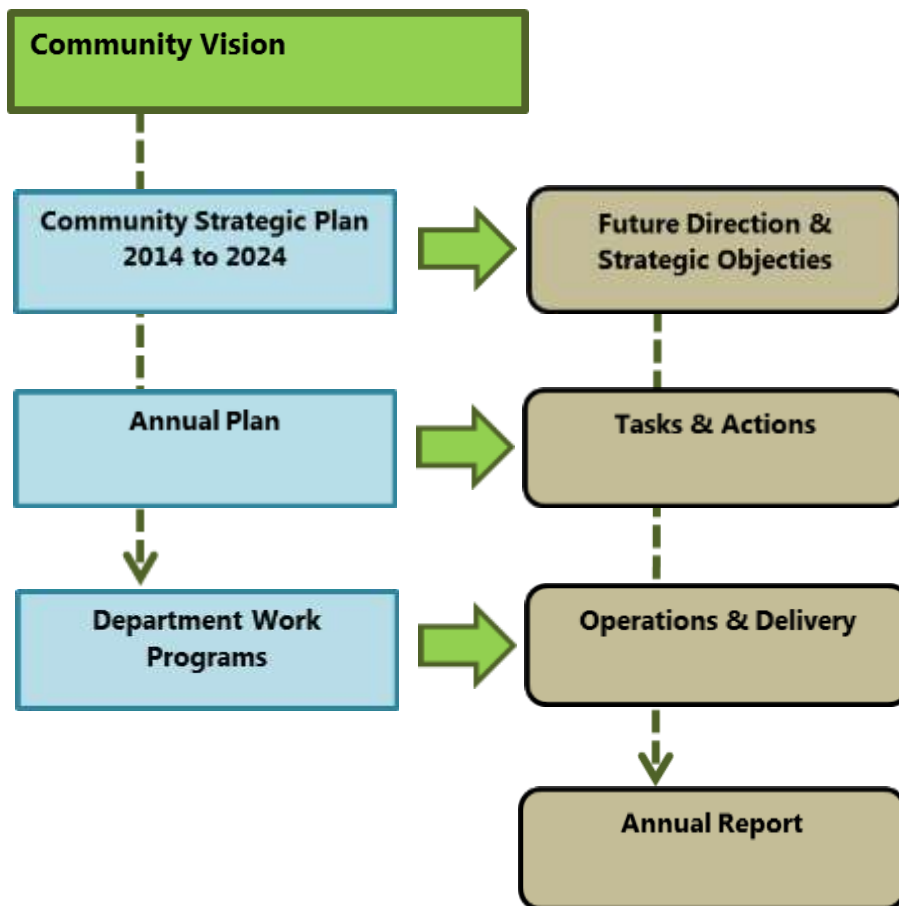
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ANNUAL PLAN OVERVIEW

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

Link to Community Strategic Plan 2014 to 2024

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



The coming year will see Council deliver the following projects –

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

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

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

BUDGET ESTIMATES

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

RATES AND CHARGES

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

General rate:	All rateable properties are applied a General Rate of 5.6727 cents in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$52. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$180 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$206 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$360 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies:	<p>All properties within the municipal area are rated based on the income requirements of the State Fire Commission.</p> <p>Properties within the Launceston Permanent Brigade District are applied a rate of 1.3147 cents in the \$ of AAV with a minimum of \$39.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3847 cents in the \$ of AAV with a minimum of \$39.</p> <p>All other properties are applied a rate of 0.3535 cents in the \$ of AAV with a minimum of \$39.</p>
Payment Method:	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 31 August 2017, 31 October 2017, 31 January 2018 and 30 March 2018.
Penalties for late payment:	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.72% per annum (2.389c per \$100 per day).

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

POLICY REVIEW

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

DOCUMENT REVIEW

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

PROGRAM ACTIVITY

Governance

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review Achieved	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 In progress	Complete report and present at AGM. Advertise and conduct AGM Achieved		
3	Policy Review & Operations Document Review Responsibility – Executive Assistant Responsible Officer: Executive Assistant	5.1	Review as per schedule Achieved	Review as per schedule Achieved	Review as per schedule Achieved	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 Achieved	Assess nominations. Plan civic function Achieved	Conduct a civic function on AD Achieved	
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Action performance targets

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

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

Operational detail

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

Action performance targets

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

Directorate	1. Governance	Program number and title	1.3 Employee Health and Safety Management
Program Objective	To provide a safe place of work for our people and to measure and monitor our employer obligations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

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

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC) Responsible Officer: General Manager	2.1	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting Achieved	Attend NTDC Local Government Committee Meeting
2	Review Council's Delegation Register Responsible Officer: General Manager	5.6		Review register Achieved		
3	Participate in benchmarking project with other Councils in the northern region Responsible Officer: General Manager	5.6	Review options provided by Consultant Achieved			
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 Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress

5	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities Achieved	Report on progress via the Briefing Reports Achieved	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports
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Action performance targets

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

Corporate Services

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

Operational detail

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

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

Action performance targets

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

Directorate	2. Corporate Services	Program number and title	2.2 Financial Management & Reporting
Program Objective	To comply with statutory requirements for Local Government Finance, State and Federal Taxation and to provide meaningful reports for internal financial management		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (5) - Innovative leadership and community governance</p> <p><i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i></p> <p><i>5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley</i></p> <p><i>5.3 Evidence based decision-making engages the community and is honest, open and transparent.</i></p> <p><i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and present the Long Term Financial Plan (LTFP) to Council Responsible Officer: Senior Accountant	5.2				Review and present the LTFP to Council
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program Achieved	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 Achieved			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 Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time Achieved	Submit BAS and Payroll Tax returns on time

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

Action performance targets

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

Directorate	2. Corporate Services	Program number and title	2.3 Information Technology
Program Objective	Provide reliable and effective information technology services for the organisation		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

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

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.4 Information Management
Program Objective	Effectively manage and maintain Council's information resource		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5) Innovative leadership and community governance <i>5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act Responsible Officers: Customer Service Officer & Information Management Officer	5.6	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	Maintain records in accordance with legislation Achieved	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 Achieved			List documents due for disposal
3	Implementation of Archive Office Audit Recommendations Responsible Officer: Information Management Officer	5.1	Document and prioritise improvement projects Achieved	Commence identified priority projects Achieved	Continue with priority projects Achieved	Report on status of projects
4	Implementation of ECM Connected Content Responsible Officer: Information Management Officer	5.6	Plan software implementation Achieved	Commence testing and conduct system administration training Achieved		Implement software upgrade into production system

Action performance targets

N/A

Directorate	2. Corporate Services	Program number and title	2.5 Human Resources
Program Objective	Effectively manage and support Council's human resources		
Link to Community Strategic Plan 2014 to 2024	Future Direction (5)- Innovative leadership and community governance <i>5.4 Meander Valley Councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.</i> <i>5.6 Meander Valley Council is recognised as a responsibly managed organisation.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances. Achieved			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 Achieved	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered

3	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Deferred	Ensure all mini performance reviews and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required
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Action performance targets
N/A

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

Operational detail

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

Action performance targets

N/A

Infrastructure Services

Directorate	3. Infrastructure Services	Program number and title	3.1 Emergency Services
Program Objective	To build capacity and resilience in the community and ensure Council is prepared to assist with emergency services in the response to emergencies and lead in the recovery		
Link to Community Strategic Plan 2014 to 2024	Future Direction (4) - A healthy and safe community <i>4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC) Responsible Officer: Director Infrastructure	4.4	Chair quarterly meeting Deferred to October	Chair quarterly meeting Achieved	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 Deferred		Report to Council in Annual Plan Review
3	Conduct emergency management training facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training Achieved	Conduct training Achieved	
4	Review Municipal Emergency Management Plan Responsible Officer: Administration Officer Infrastructure	4.4			Review Plan Deferred	Review Plan

Action performance targets

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

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

Operational detail

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

Action performance targets

No.	Performance target
1	Quarterly tasks achieved. Contractor performance assessed
2	Completion of projects in line with project plan requirements
3	Meet timeframes set out by Conquest

Directorate	3. Infrastructure Services	Program number and title	3.3 Property Services
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.4 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 Achieved	Undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March Achieved	
2	Review the operation of the Deloraine Pool	6.6		Complete review Achieved		
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance Responsible Officer: Property Management Officer	6.1			Carry out annual inspections Achieved	
4	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance

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

Action performance targets

No.	Performance target
1	Review of Contractors compliance with the contract
2	Meet timeframes set out by Conquest
3	Meet timeframes set out by Conquest
4	Completion of projects in line with project plan requirements
5	Completion of review by June 30

Directorate	3. Infrastructure Services	Program number and title	3.4 Parks & Recreation
Program Objective	To provide and maintain parks and recreation facilities throughout the Local Government Area.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities Responsible Officer: Director Works & Technical Officer Community Spaces	6.1, 6.6	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections Achieved	Undertake required inspections
2	Complete the Strategic Plan for Council's open space areas for Hadspen and Prospect Vale Responsible Officer: Technical Officer Community Spaces	6.6	Community consultation Achieved	Report to Council In progress	Prepare budget items for 2018-2019 Achieved	
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 In progress	Report to program in Annual Plan Review In progress	Report to program in Annual Plan Review In progress	Report to program in Annual Plan Review
4	Undertake tree audit of reserves (parks and sports facilities) and identified townstreets Responsible Officer: Technical Officer Community Spaces	6.1		Undertake audit In progress		
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 Achieved	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes
6	Westbury Recreation Ground Function Centre Business Case Responsible Officer: Property Management Officer	6.6	Draft report to Council Workshop Achieved			

Action performance targets

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

Directorate	3. Infrastructure Services	Program number and title	3.5 Asset Management and GIS
Program Objective	Provision of Asset and GIS services to assist the operations of Council.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.3 The Meander Valley transport network meets the present and future needs of the community and business.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Improvement Plan <ul style="list-style-type: none"> - Review Asset Management Plans - Undertake Conquest training and development - Undertake AM training and awareness - Develop whole of organisation approach to AM Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program Achieved	Chair meeting and action improvement program
2	Prepare 2018-2019 Capital Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation Achieved	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake bridge revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS In progress	Capitalisation of assets and recording in Conquest and GIS In progress	Capitalisation of assets and recording in Conquest and GIS In progress	Capitalisation of assets and recording in Conquest and GIS
6	GIS Activities <ul style="list-style-type: none"> - Input GIS data relating to capitalisation of assets and subdivisions Responsible Officer: Asset Management Coordinator	6.1				Update GIS

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

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

Directorate	3. Infrastructure Services	Program number and title	3.6 Waste Management and Resource Recovery
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provision of kerbside collection contracts for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract In progress	Manage Contract In progress	Manage Contract In progress	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract In progress	Manage Contract In progress	Manage Contract In progress	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection Achieved	Report to Council in Annual Plan Review Achieved	
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 In progress	Report to program in Annual Plan Review In progress	Report to program in Annual Plan Review In progress	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 Achieved		Ground and surface water monitoring Achieved	

Action performance targets

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

Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways. Council through the Urban Drains Act and the Local Government (Highways) Act aims to provide piped stormwater networks in line with current local government standards and major stormwater networks (overland flows and roads) capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) principles where appropriate.</p>		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p>		

Operational detail

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

Action performance targets

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

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

Operational detail

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

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

Action performance targets

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

Community and Development Services

Directorate	4. Community & Development Services	Program number and title	4.1 Land Use & Planning
Program Objective	To carry out planning duties and prepare policies for the sustainable development of the local government area		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment. <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley.</i> <i>1.2 Liveable townships, urban and rural areas across the local government area with individual character.</i> <i>1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Process development applications in accordance with delegated authority Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Permit Authority – Issue Permits for Category 4 Building works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	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 Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target
5	Conduct inspections and process applications for Plumbing Permits Responsible Officer: Plumbing Surveyor	1.4, 1.4, 5.5	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target

Action performance targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council. Achieve 95% conformance.
2	Building applications processed in a timely manner
3	Outstanding building completions and illegal works reduced by 10%
4	Respond to applications within 7 working days
5	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information

Directorate	4. Community & Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Monitor and sample water quality of recreational waters Responsible Officer: Environmental Health Officer	1.5, 4.1	Record Results Achieved	Record Results Achieved	Record Results Achieved	Record Results
2	Inspect Places of Assembly annually as per program Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence Achieved	Issue Annual Licence
3	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all premises Achieved	Inspections as per Schedule Achieved	Inspections as per Schedule Achieved	Issue annual registration for all food premises
4	Co-ordinate immunisation clinics for school and staff Responsible Officer: Environmental Health Officer	4.1, 4.3				Complete Immunisation Program

Action performance targets

No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program

Directorate	4. Community & Development Services	Program number and title	4.4 General Inspector
Program Objective	To carry out statutory responsibilities for the administration and enforcement of the Dog Control Act 2000, Fire Services Act 1979 and the Local Government Act 1993.		
Link to Community Strategic Plan 2014 to 2024	Future direction (4) - A healthy and safe community. <i>4.3 Public health and safety standards are regulated, managed and maintained.</i>		

Operational detail

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

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Continue implementation of NRM strategies as per annual work plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target
2	Review and update Councils Natural Resource Management Strategy Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Complete Strategy Achieved	Design internet version of Strategy In progress	Develop internet version of Strategy Not Achieved	Internet version of strategy completed
3	Participate in the Tamar Estuary Esk Rivers Program Responsible Officer: NRM Officer	1.3, 1.4, 1.6			Report on TEER activities Achieved	

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of the Meander Valley Community Safety Group Responsible Officer – Community Development Manager	3.4, 4.1.	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress Achieved	Conduct meeting and report on progress
2	Deliver the Community Grants Program Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise Achieved	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Review Art exhibition Achieved	Establish format for exhibition Achieved	Conduct exhibition Achieved	Review exhibition

Action performance targets

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

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

Operational detail

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

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support the operation of the Recreation Co-Ordination Group Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting Achieved	Conduct meeting
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen Recreation Ground Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct all users meeting Achieved	Liaise with User Groups Achieved	Conduct all users meeting Achieved	Liaise with User Groups
3	Deloraine & Districts Recreation Precinct Feasibility Study Responsible Officer: Recreation Coordinator	1.1, 4.2, 5.3	Draft report to Council In progress		Review recommendations Achieved	

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Preliminary Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4		Review document In progress	Report proposed changes Not Achieved	
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 Achieved	Conduct all users meeting In progress	Review strategy In progress	Conduct all users meeting

3	Research and design a pilot Meander Valley VET Work Placement Program at the Westbury Sports Centre and associated local venues Responsible Officer: Recreation Coordinator	3.3, 3.5, 4.1, 6.4		Complete research and design In progress	Complete Pilot Program Achieved	Review and evaluate effectiveness
4	Develop a Draft Long Term Capital Asset Expenditure Plan for recreation facilities Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4		Identify existing documents and prepare scope of review In progress	Facility inspections and consultation In progress	Prepare draft plan for Council

Action performance targets

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

Works

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

Operational detail

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

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake the maintenance work in accordance with the level of service required. Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	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 Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review

Action performance targets

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

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

Operational detail

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

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide storm water maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	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 Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review

Action performance targets

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

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve operational objectives Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review Achieved	
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 Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review

Action performance targets

No.	Performance target
1	Major plant hire rates to be competitive with private sector
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
2	Conformance with project budget and works program

Directorate	5. Works	Program number and title	5.6 Management
Program Objective	To provide facilities, resources and leadership to support the effective and efficient delivery of services to the community		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Respond to customer enquiries Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1 t	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review
2	Engage consultant to undertake assessment and provide report on Works Depots Responsible Officer: Works Director and External Consultant	6.6	Finalise scope of project Achieved	Engage consultant In progress	Receive report and present to Council Not Achieved	

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

71/2018 FINANCIAL REPORTS TO 31 MARCH 2018

1) Introduction

The purpose of this report is to present Council's financial reports for the period ending 31 March 2018.

2) Recommendation

It is recommended that Council receive the following financial reports for the period ended 31 March 2018:

- 1. Consolidated operating statement with accompanying operating statements for the key operational areas of Council***
- 2. Exception and trends report***
- 3. A detailed list of capital works project expenditure to date***
- 4. A detailed list of capital resealing project expenditure to date***
- 5. A detailed list of capital gravelling project expenditure to date***
- 6. Cash reconciliation & investments summary***

DECISION:

Cr Richardson moved and Cr Synfield seconded ***“that Council receive the following financial reports for the period ended 31 March 2018:***

- 1. Consolidated operating statement with accompanying operating statements for the key operational areas of Council***
- 2. Exception and trends report***
- 3. A detailed list of capital works project expenditure to date***
- 4. A detailed list of capital resealing project expenditure to date***
- 5. A detailed list of capital gravelling project expenditure to date***
- 6. Cash reconciliation & investments summary***

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

The Mayor advised that INFRA 1 (72/2018) has been withdrawn by the General Manager for further discussion at a Council Workshop.

72/2018 REVIEW OF POLICY NO. 66 – BONDS AND BANK GUARANTEES- SUBDIVISIONS

1) Introduction

The purpose of this report is for Council to review Policy No. 66 – Bonds and Bank Guarantees – Subdivisions.

2) Background

Policy No. 66 provides guidance about managing the completion of public infrastructure in new subdivisions.

The policy provides for Council to seal a subdivision plan before the completion of all infrastructure. This is subject to a bond and bank guarantee being provided to Council by the land developer as financial security to complete the outstanding infrastructure work.

This approach allows the developer to generate financial return during the development of the subdivision through the sale of land, but protects both Council and future land owners against a failure of the developer to deliver infrastructure to the required standard.

3) Strategic/Annual Plan Conformance

The Annual Plan provides for the review of this Policy in the June 2018 quarter

4) Policy Implications

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

5) Statutory Requirements

Local Government (Building and Miscellaneous Provisions) Act 1993

6) Risk Management

Council is exposed to potential financial risk if infrastructure is not completed by developers.

7) Consultation with State Government and other Authorities

Not applicable.

8) Community Consultation

Not applicable.

9) Financial Impact

Not applicable.

10) Alternative Options

Council can elect to amend or discontinue the existing Policy.

11) Officers Comments

It is recommended that the Policy is renamed from Bonds and Bank Guarantees – Subdivisions, to Security for Incomplete Works in Subdivisions.

The Policy continues to operate effectively, and it provides the opportunity for Council to support developers whilst protecting Council against the risk of a developer not completing infrastructure work to the required standard.

It is recommended that the Policy is continued subject to amendments as highlighted. The key change is to remove reference to the Land Use Planning and Approval Act 1993, as the Local Government (Building and Miscellaneous Provisions) Act 1993 provides the legislative framework for the application of security. The attached amended document was provided to the Council Audit Panel Meeting on 27 February. No further alterations were suggested by the Audit Panel.

AUTHOR: Dino De Paoli
DIRECTOR INFRASTRUCTURE SERVICES

12) Recommendation

It is recommended that Council confirms the continuation of the renamed Policy 66 - Security for Incomplete Works in Subdivisions, amended as follows:



POLICY MANUAL

Policy Number: 66
Works—in Subdivisions

Bonds & Bank GuaranteesSecurity for Incomplete

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Purpose: The purpose of this Policy is to outline the application of ~~bonds and bank guarantees~~security in relation to ~~subdivisions—containing—~~incomplete infrastructure works in subdivisions.

Department: ~~Development~~Infrastructure Services
Author: ~~Martin Gill~~Dino De Paoli, Director

Council Meeting Date: ~~10 April 2018~~ 9 June 2015
Minute Number: ~~322/2015~~

Next Review Date: ~~June 2018~~ April 2022

POLICY

1. Definitions

~~Guarantee~~Security: Security in the form of ~~cash~~ bond or bond and bank guarantee.
~~Infrastructure:~~ Assets including, but not limited to, roads, stormwater drainage, footpaths, driveways and public lighting.

2. Objective

The objective of this policy is to ensure ~~essential~~infrastructure is completed in subdivisions at an appropriate point in time considering the level of occupancy of prior to occupancy of dwellingspremises.

3. Scope

The policy shall apply to all approved subdivision applications. ~~approved by Council when acting as the Planning Authority.~~

4. Policy

1. Where the value of the incomplete infrastructure in subdivisions is less than \$~~1520~~,000 no ~~cash or bond and bank guarantees~~security will be accepted in lieu of the works being completed unless extenuating circumstances are accepted by the Director Infrastructure Services. In addition, the final survey plan will not be sealed by Council until such works are completed to the satisfaction of Council's Engineer.

Policy Name: ~~Bonds & Bank Guarantees~~ Security for incomplete works in Subdivisions

Version ~~3-4~~
Page 1



2. ~~For larger subdivisions w~~Where the value of incomplete infrastructure in subdivisions is in excess of \$1520,000 the developer will be required to lodge ~~a security guarantee~~ before the final plan is sealed by Council. In addition, the following conditions will apply:

a) The developer will be allowed 12 months to complete the infrastructure or at an approved point in time as agreed by the Director Infrastructure Services. If the outstanding works are not completed to the satisfaction of Council's Engineer, the security guarantee will be called in to allow Council to complete the outstanding works.

b) ~~When issuing the planning permit for the subdivision, Council may include a condition on the permit that allows Council to require a Part V Agreement that includes the following conditions:~~The value of the security will be an amount equivalent to the estimated cost of outstanding works if constructed 12 months from the date of the agreement plus 50% to cover costs related to indexation of works and Council project management costs.

~~• In the event that the applicant requests Council to seal the final plan of subdivision, or for stages thereof, prior to the installation of all the required infrastructure works to the satisfaction of Council's Engineer. The applicant to provide security in the form of a bond and bank guarantee, to an amount equivalent to the estimated cost of outstanding works if constructed 12 months from the date of the agreement.~~

~~• c)~~ The estimated cost will be determined using the tendered rates for the project or the Rawlinsons Construction Cost Guide or another mutually agreed method for costing.

~~• d)~~ Sealing of the subdivision plan will be subject to the consent of all other relevant authorities.

~~The Part V Agreement is to be lodged with the Recorder of Titles pursuant to the Land titles Act 1980 and a copy is also to be lodged with the Tasmanian Planning Commission.~~

~~e) a)~~ Where the final plan is sealed under guarantee and there is incomplete infrastructure, pursuant to Section 72 of the Building Act 2000, any building permit issued by Council in these circumstances will be conditioned as follows:

~~The building must not be occupied and no certificate of occupancy issued until the following infrastructure is completed to the satisfaction of Council's Engineer and Plumbing Surveyor:~~

Policy Name: **Bonds & Bank Guarantees – Security for incomplete works in Subdivisions**

Version **3-4**
Page 2

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- ~~Water~~
- ~~Sewerage~~
- ~~Drainage~~
- ~~Access~~

5. Legislation

~~Land Use Planning and Approval Act 1993;~~

Local Government (Building and Miscellaneous Provisions) Act 1993;

~~Building Act 2000.~~

6. Responsibility

The Director ~~Development~~ Infrastructure Services is responsible for ensuring compliance with the policy.



Policy Name: ~~Bonds & Bank Guarantees~~ Security for incomplete works in Subdivisions

Version ~~3-4~~
Page 3

ITEMS FOR CLOSED SECTION OF THE MEETING:

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

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

73/2018 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 13 March, 2018.

74/2018 LEAVE OF ABSENCE

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

The meeting moved into Closed Session at 2.08pm

The meeting re-opened to the public at 2.14pm

The meeting closed at 2.14pm

.....
CRAIG PERKINS (MAYOR)