

Meander Valley Council

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

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 9 April 2019

Table of Contents

53/2019 CONFIRMATION OF MINUTES:	3
54/2019 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:	4
55/2019 ANNOUNCEMENTS BY THE MAYOR:.....	4
56/2019 DECLARATIONS OF INTEREST:	5
57/2019 TABLING OF PETITIONS:	5
58/2019 PUBLIC QUESTION TIME.....	5
59/2019 COUNCILLOR QUESTION TIME	9
60/2019 DEPUTATIONS BY MEMBERS OF THE PUBLIC	10
61/2019 NOTICE OF MOTION – CR TANYA KING - VEGETATION FUEL LOAD MANAGEMENT IN THE TASMANIAN WILDERNESS WORLD HERITAGE AREA	11
62/2019 4 CLIFTON PLACE, PROSPECT VALE	12
63/2019 REPORT ON REPRESENTATIONS TO THE DRAFT MEANDER VALLEY LOCAL PROVISIONS SCHEDULE	18
64/2019 2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS ROUND 4 – MARCH 2019	20
65/2019 GROUND NAMING SPONSORSHIP–PROSPECT HAWKS JUNIOR FOOTBALL CLUB.....	22
66/2019 FINANCIAL REPORTS TO 31 MARCH 2019	23
67/2019 NORTHERN TASMANIAN WASTE MANAGEMENT GROUP LANDFILL LEVY	24
68/2019 2018-2019 ANNUAL PLAN – QUARTERLY REVIEW – MARCH 2019	25
69/2019 NORTHERN TASMANIA REGIONAL PRIORITY PROJECTS – 2019 FEDERAL ELECTION ADVOCACY.....	84
 ITEMS FOR CLOSED SECTION OF THE MEETING:	
70/2019 CONFIRMATION OF MINUTES	86
71/2019 LEAVE OF ABSENCE	86
72/2019 ZENITH COURT, BLACKSTONE HEIGHTS – APPEAL 158/18P	86
73/2019 EXTENSION TO CONTRACT NO 167 2015/16 – MANAGEMENT AND OPERATION OF DELORAINE AND CLUAN REFUSE DISPOSAL SITES AND MOLE CREEK TRANSFER STATION.....	86

Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 9 April 2019 at 4.00pm.

PRESENT: Mayor Wayne Johnston, Deputy-Mayor Michael Kelly, Councillors Susie Bower, Stephanie Cameron, Tanya King, Frank Nott, Andrew Sherriff and John Temple.

APOLOGIES: Nil

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
Jo Oliver, Strategic Town Planner
Justin Simons, Town Planner
Natasha Whiteley, Town Planner
Krista Palfreyman, Development Services Co-ordinator
Patrick Gambles, Community Development Manager
Justin Marshall, Senior Accountant
Claire Bailey, Sport Facility & Development Officer

53/2019 CONFIRMATION OF MINUTES:

Councillor Nott moved and Councillor Sherriff seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 12 March 2019, be received and confirmed.”***

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

54/2019 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
12 March 2019	<ul style="list-style-type: none"> • Presentation – City Deal • 2018 Councillor Wish List – Implementation Plan • Public Wi-Fi review • Presentation – Proposed Private Pool Development • Community Incentive Grants Program
26 March 2019	<ul style="list-style-type: none"> • Presentation – Tourism Northern Tasmania • Presentation – Meander Valley Gazette • Council Facilities Upgrade • Long Term Financial Plan • Proposed Rural Rubbish & Recycling Collection Service • LGAT General Meeting Agenda – Items for decision

55/2019 ANNOUNCEMENTS BY THE MAYOR:

13 March 2019

Brian Mitchell Announcement and Media event - Netball Courts, Deloraine

19 March 2019

Community Forum - Parkham Hall

22 March 2019

NTFA Season Launch - Launceston

26 March 2019

Rotary Club of Deloraine - Deloraine

29 March 2019

LGAT General Meeting - Devonport

Deloraine Bowls Club Awards Night - Deloraine

Deloraine Football Club Guernsey Presentation – Deloraine

31 March 2019

Fire Trailer Launch – Jackeys Marsh

2 April 2019

Meeting with Alex Tay – Director Local Government

56/2019 DECLARATIONS OF INTEREST:

64/2019 CR SUSIE BOWER - 2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS ROUND 4 – MARCH 2019

57/2019 TABLING OF PETITIONS:

A non-compliant petition was tabled by the residents of Panorama Road regarding the extension of the footpath along Blackstone Road, Blackstone Heights

58/2019 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – MARCH 2019

Nil

2. PUBLIC QUESTIONS WITH NOTICE – APRIL 2019

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – APRIL 2019

3.1 K Hillman representing MARRA

(a) MARRA is deeply concerned by reports of censorship that surfaced after Council's 26 March Workshop with Joanne Eisemann, Manager of the Meander Valley Gazette.

We seek formal confirmation from Council that at that workshop it did not – either directly or indirectly – indicate that Council's future funding of the Gazette would depend on changes in the reporting of Council-related stories by Sharon Webb.

Question taken on Notice

(b) With respect to today's Notice of Motion about Vegetation Fuel Load Management, we note that under the TWWHA Management Plan, the Department of Parks and Wildlife has already undertaken to work co-operatively with adjoining landowners on fire management and other issues. The Management Plan also discusses the current fire management strategy, including fuel reduction burns.

Today's motion and the Council Question with Notice that precedes it – talk about 'crippling covenants' and 'restrictions encumbered on landowners'. Can Council please

- Provide more details on exactly what those covenants and restrictions are; and
- Advise how many private landowners in the Council area adjoin the TWWHAS, and how Council proposes to consult them so that its submission is representative of their views.

Questions taken on Notice

3.2 S. Manners – Westbury

- (a) Is it correct that at a meeting held in March that the Manager of the Meander Valley Gazette, Joanne Eisemann, was told that Sharon Webb's coverage of the past two years of Meander Valley Council meetings and decisions were "inaccurate, skewed and unbalanced"?

Response by Martin Gill, General Manager

I said that on a number of occasions Sharon Webb's coverage had been inaccurate, skewed and unbalanced.

- (b) Is it also correct that Joanne Eisemann was also told that if the newspaper wanted to keep reporting in this way the Meander Valley Council would look at withdrawing their two pages of advertising that they pay for every month?

Response by Martin Gill, General Manager

No, that it not correct.

3.3 A Ricketts – Reedy Marsh

Will Council, noting the proposed closure of the ANZ Bank's Deloraine Branch on 24 April, 2019, adopt the following goal and take the following actions?

The Goal: To work cooperatively and strategically, together with the public and businesses of the Meander Valley, to retain a properly staffed, physical bank building, of the ANZ Bank, in the town of Deloraine, achieved through either the retention of the current bank building or the relocation of the ANZ Bank Branch to another building in the main street of the Deloraine township.

Will Meander Valley Council also call and promote widely, an advertised public meeting aiming to formulate a strategy, to achieve the above goal as a matter of high urgency and priority?

Such a strategy should preferably include a raft of actions, a publicity campaign targeting the ANZ Bank's unfortunate decision and the establishment of a listing and analysis of community concerns with the detailing of potential impacts which the closure would bring.

Suggestions for dates for that urgent meeting are either Monday 15 April, Tuesday 16 April or Wednesday 17 April.

A strategy to convince and ensure the ANZ Bank will retain a staffed Bank Branch in Deloraine, for clarification this also means in the event of a closure, the re-establishment of the ANZ Branch in Deloraine.

Questions taken on Notice

3.4 H Hutchinson – Western Creek

With reference to the Question on Notice by Councillor King –

- (a) Have Councillors watched the presentations on livestream or attended either of the excellent forums on bushfire management, either at the University of Tasmania or online (livestream@utas.org) which were held in the past two months, to inform their discussion and the subsequent submission?

Response by Martin Gill, General Manager

No

- (b) Has an amount been allocated in the budget for bushfire management, particularly with regard to increased dry lightning strikes?

Response from Martin Gill, General Manager

No money has been allocated in the Council budget to manage bushfire risk resulting from increased dry lightning strikes. Council has a budget allocation for fire abatement actions and vegetation management of council land.

3.5 K Hillman - Meander

The General Rules for Public Question Time in the Agenda, as well as information on the Council's website, say that Public Questions Without Notice - and the responses to them - will not be minuted or recorded in any way with exception to those questions taken on notice for the next Council meeting.

This contravenes Item 32(1)(h) of Local Government (Meeting Procedures) Regulations 2015, which requires accurate recording of public questions without notice, and Council's response.

As Council does actually record such questions in the minutes, I infer this discrepancy is simply a relic of past practices. I ask Council if the documents in question can be updated as soon as possible, so that community members are not inadvertently discouraged from providing input to Council meetings.

Response by Martin Gill, General Manager

Regulation 31 of the Local Government (Meeting Procedures) Regulations 2015 deals with the Public Question Time.

Subsection (7) states:

A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.

Council determined the procedures that currently apply to Public Question Time in 2008.

The same provision was included in the Local Government (Meeting Procedures) Regulations 2005 which were in effect when Council determined the procedures in 2008.

It is worth noting that there was no requirement to make an accurate record of Public Questions Without Notice in the 2005 regulations.

However, Ms Hillman is right when she points out that Regulation 32(1)(h) of Local Government (Meeting Procedures) Regulations 2015 does require an accurate record of:

any question asked, without notice, by a member of the public and a summary of any answer given in response;

It would appear that the amendment to Regulation 32 introduced in 2015 has created an illogicality that allows Council to determine any other procedures when dealing with Public Question Time, including a procedure not to record

questions without notice, but at the same time require Council to record any question asked without notice in Public Question Time.

Now that the question been asked and Council does in practice record all public question time questions, as acknowledged in Ms Hillman's question, there would be value in clarifying how the regulations should be interpreted, and in doing so, reviewing the procedures that are included in the Agenda and published on Council's website if they are causing confusion or discouraging the public asking questions.

59/2019 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MARCH 2019

1. Cr Tanya King

Research indicates that the TWWHA was first established in 1982. Given that 38% of the total land area of MVC is now TWWHA, what input did Meander Valley Council have in the establishment of the TWWHA and its crippling covenants leading up to its inception?

Response by Martin Gill, General Manager

The Tasmanian Wilderness World Heritage Area (TWWHA) was divided across the Deloraine Council and the Westbury Council in 1982. A review of Council records did not find correspondence to or from either Council, relating to the establishment of the TWWHA.

2. COUNCILLOR QUESTIONS WITH NOTICE – APRIL 2019

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – APRIL 2019

3.1 Cr John Temple

Is there any update available to my March question relating to road safety outside the new Westbury Supermarket which is due to open in just over two months?

Question taken on Notice

60/2019 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

**61/2019 NOTICE OF MOTION – CR TANYA KING -
VEGETATION FUEL LOAD MANAGEMENT IN THE
TASMANIAN WILDERNESS WORLD HERITAGE
AREA**

1) Motion

It is recommended that Council

- a. prepares a submission to the Independent Review into the 2018-19 bushfires and that the submission focuses on the impact and effectiveness of fuel management programs in the Tasmanian Wilderness World Heritage Area*
- b. writes to the Australian Government Department of Environment and Energy seeking engagement on the issue of fire fuel loads in the Tasmanian Wilderness World Heritage Area."*

DECISION:

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

- a. prepares a submission to the Independent Review into the 2018-19 bushfires and that the submission focuses on the impact and effectiveness of fuel management programs in the Tasmanian Wilderness World Heritage Area*
- b. writes to the Australian Government Department of Environment and Energy seeking engagement on the issue of fire fuel loads in the Tasmanian Wilderness World Heritage Area*

*The motion was declared **CARRIED** with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.*

PLANNING AUTHORITY ITEMS

For the purposes of considering the following Planning Authority items, Council is acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993.

62/2019 4 CLIFTON PLACE, PROSPECT VALE

Planning Application: PA\19\0082
Proposal: Multiple Dwellings (2 Units)
Author: Justin Simons
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Multiple Dwellings (2 Units) on land located at 4 Clifton Place, Prospect Vale (CT:51370\64) by Pitch-tech Constructions, be APPROVED, generally in accordance with the endorsed plans:

- a) Geoton Pty Ltd, Landslip Risk Assessment and Site Classification Report, dated 12 September 2018**
- b) Adorn Drafting, drawing no.: 436, sheets: 2 (issue A), 3, 4, 5, 6, 7, 8 & 9**

and subject to the following conditions:

- 1. Prior to the commencement of works, detailed design drawings incorporating the recommendations of the endorsed Landslip Risk Assessment and Site Classification are to be ratified by Geoton Pty Ltd (or another suitably qualified person) and written evidence of compliance provided to the satisfaction of Council.**
- 2. The Bedroom 2 window of Unit 2 is to be relocated to the north-west wall or be made a highlight window with a minimum sill height of 1.7m.**
- 3. A privacy screen with a minimum height of 1.8m above the finished floor surface and minimum transparency of 30% is to be erected to the north of the paved private open space area of Unit 2.**

- 4. All parking spaces are to be line marked or otherwise clearly delineated and turning bays clearly marked as such to the satisfaction of Council's Town Planner.**
- 5. All parking and manoeuvring spaces are to be sealed with an impervious all-weather seal.**
- 6. The driveway to the north-east of Unit 1 is to be realigned in accordance with Attachment A – Alterations to Driveway (attached), or otherwise to the satisfaction of Council's Town Planner, to provide for all vehicles parked on site to manoeuvre and exit in a forward direction.**
- 7. Prior to the commencement of use:**
 - a) Written advice from Geoton Pty Ltd (or another suitably qualified person) are to be provided to Council demonstrating that the development has been constructed in accordance with the endorsed Landslip Risk Assessment and Site Classification.**
 - b) The development is to be completed in accordance with the endorsed plans and the requirements of Conditions 2-6 to the satisfaction of Council.**
- 8. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2018/01778-MVC).**

Note:

1. 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.
2. If the development is intended to be subject to Strata, the footprint of all buildings approved by this permit are to be shown on the strata plan in accordance with the *Strata Titles Act 1998*.
3. 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
4. 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 or Council's Plumbing Surveyor on 6393 5320.

5. 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.
6. 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
7. 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.
8. 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.
9. 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.
10. 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 Nott moved and Cr King seconded *“that that the application for Use and Development for Multiple Dwellings (2 Units) on land located at 4 Clifton Place, Prospect Vale (CT:51370\64) by Pitch-tech Constructions, be APPROVED, generally in accordance with the endorsed plans:*

- a) Geoton Pty Ltd, Landslip Risk Assessment and Site Classification Report, dated 12 September 2018
- b) Adorn Drafting, drawing no.: 436, sheets: 2 (issue A), 3, 4, 5, 6, 7, 8 & 9

and subject to the following conditions:

1. Prior to the commencement of works, detailed design drawings incorporating the recommendations of the endorsed Landslip Risk Assessment and Site Classification are to be ratified by Geoton Pty Ltd (or another suitably qualified person) and written evidence of compliance provided to the satisfaction of Council.
2. The Bedroom 2 window of Unit 2 is to be relocated to the north-west wall or be made a highlight window with a minimum sill height of 1.7m.
3. A privacy screen with a minimum height of 1.8m above the finished floor surface and minimum transparency of 30% is to be erected to the north of the paved private open space area of Unit 2.
4. All parking spaces are to be line marked or otherwise clearly delineated and turning bays clearly marked as such to the satisfaction of Council’s Town Planner.
5. All parking and manoeuvring spaces are to be sealed with an impervious all-weather seal.
6. The driveway to the north-east of Unit 1 is to be realigned in accordance with Attachment A – Alterations to Driveway (attached), or otherwise to the satisfaction of Council’s Town Planner, to provide for all vehicles parked on site to manoeuvre and exit in a forward direction.

7. Prior to the commencement of use:

- a) Written advice from Geoton Pty Ltd (or another suitably qualified person) are to be provided to Council demonstrating that the development has been constructed in accordance with the endorsed Landslip Risk Assessment and Site Classification.**
- b) The development is to be completed in accordance with the endorsed plans and the requirements of Conditions 2-6 to the satisfaction of Council.**

8. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2018/01778-MVC).

Note:

1. 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.
2. If the development is intended to be subject to Strata, the footprint of all buildings approved by this permit are to be shown on the strata plan in accordance with the *Strata Titles Act 1998*.
3. 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
4. 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 approvalAll enquiries should be directed to Council's Permit Authority or Council's Plumbing Surveyor on 6393 5320.
5. 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.
6. 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

7. 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.
8. 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.
9. 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.
10. 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 Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

63/2019 REPORT ON REPRESENTATIONS TO THE DRAFT MEANDER VALLEY LOCAL PROVISIONS SCHEDULE

1) Introduction

The purpose of this report is to consider the representations to the Draft Meander Valley Local Provisions Schedule (LPS) and provide recommendations to the Tasmanian Planning Commission (TPC) pursuant to section 35F and 35G of the *Land Use Planning and Approvals Act* (LUPAA) 1993.

2) Recommendation

It is recommended "that the Planning Authority:

- 1. endorse the attached document '1.0 Planning Authority Report under Section 35F of the Land Use Planning and Approvals Act 1993 – Consideration of Representations to the Draft Meander Valley Local Provisions Schedule' as its report pursuant to Section 35F of the Act and forward to the Tasmanian Planning Commission.**
- 2. that the planning authority endorse the attached document '2.0 Planning Authority Notice under Section 35G of LUPAA – Recommended Amendments to the State Planning Provisions' as its notice pursuant to Section 35G of the Act and forward to the Tasmanian Planning Commission.**
- 3. That the planning authority delegate to the General Manager its powers and functions to:**
 - a) modify the reports submitted under recommendations 1. and 2. for administrative corrections or if a request is received from the Tasmanian Planning Commission for further information; and**
 - b) represent the planning authority at hearings pursuant to Section 35H."**

Cr Bower moved and Cr Cameron seconded ***"that the Planning Authority:***

1. endorse the attached document:

'1.0 Planning Authority Report under Section 35F of the Land Use Planning and Approvals Act 1993 – Consideration of Representations

to the Draft Meander Valley Local Provisions Schedule' as its report pursuant to Section 35F of the Act and forward to the Tasmanian Planning Commission.

2. endorse the attached document:

'2.0 Planning Authority Notice under Section 35G of LUPAA – Recommended Amendments to the State Planning Provisions' as its notice pursuant to Section 35G of the Act and forward to the Tasmanian Planning Commission.

3. delegate to the General Manager its powers and functions to:

- a) modify the reports submitted under recommendations 1. and 2. for administrative corrections or if a request is received from the Tasmanian Planning Commission for further information; and**
- b) represent the planning authority at hearings pursuant to Section 35H."**

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, Nott and Sherriff voting for the motion and Councillors King and Temple voting against the motion.

Comments by Cr Tanya King

On Page 21 of the Agenda we find that "There is no other settlement in Tasmania that has such a distinct pattern of streets and lots"

The Interim Planning Scheme has resulted in a number of subdivisions at the expense of the existing amenity.

The attempt at 'tempering' the provision of new lots is acknowledged, however, the proposed minimum lot size of 1 hectare or 2.47 acres is still too small to maintain the character of the area.

Cr Bower left the meeting at 4.34pm

**64/2019 2018-2019 COMMUNITY INCENTIVE GRANTS
APPLICATION ASSESSMENTS ROUND 4 –
MARCH 2019**

1) Recommendation

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

Organisation	Project	Grant Recommended
Children First Foundation	Special Children's Variety Show	\$270
Deloraine A & P Society	Sheep shed extension	\$3,000
Hadspen Cricket Club	BBQ Area	\$3,000
Make a Wish Foundation	Special Children's Christmas Party	\$360
Meander Hall & Recreation Committee	BBQ upgrade	\$2,500
Meander Valley Community Radio	Broadcasting equipment upgrade	\$2,825
Prospect Hawks Junior Football Club.	Coach Equipment Project 2019-2023	\$2,475
Westbury Bowls Club	Water pipe surveying	\$1,000
		\$15,430

DECISION:

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

Organisation	Project	Grant Recommended
Children First Foundation	Special Children's Variety Show	\$270
Deloraine A & P Society	Sheep shed extension	\$3,000
Hadspen Cricket Club	BBQ Area	\$3,000
Make a Wish Foundation	Special Children's Christmas Party	\$360
Meander Hall & Recreation Committee	BBQ upgrade	\$2,500
Meander Valley Community	Broadcasting equipment upgrade	\$2,825

Radio		
Prospect Hawks Junior Football Club.	Coach Equipment Project 2019-2023	\$2,475
Westbury Bowls Club	Water pipe surveying	\$1,000
		\$15,430

The motion was declared CARRIED with Councillors Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

Cr Bower returned to the meeting at 4.36pm

65/2019 GROUND NAMING SPONSORSHIP-PROSPECT HAWKS JUNIOR FOOTBALL CLUB

1) Recommendation

It is recommended that Council approve:

- a) The Prospect Hawks Junior Football Club to promote 'Gallagher Insurance' as a sponsor for the AFL ground at Prospect Vale Park for the life of their sponsorship agreement.*
- b) The Prospect Hawks Junior Football Club to meet all costs of installation of signage on the football ground fence and scoreboard and removal of this signage at the completion of the agreement.*

DECISION:

Cr Kelly and Cr Cameron seconded *"that Council approve:*

- a) the Prospect Hawks Junior Football Club to promote 'Gallagher Insurance' as a sponsor for the AFL ground at Prospect Vale Park for the life of their sponsorship agreement.*
- b) the Prospect Hawks Junior Football Club to meet all costs of installation of signage on the football ground fence and scoreboard and removal of this signage at the completion of the agreement.*

*The motion was declared **CARRIED** with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.*

66/2019 FINANCIAL REPORTS TO 31 MARCH 2019

1) Recommendation

It is recommended that Council receive the following financial reports for the period ended 31 March 2019:

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

DECISION:

Cr King moved and Cr Nott seconded ***“that it is recommended that Council receive the following financial reports for the period ended 31 March 2019:***

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

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

67/2019 NORTHERN TASMANIAN WASTE
MANAGEMENT GROUP LANDFILL LEVY

1) Recommendation

It is recommended that Council endorse a landfill levy amendment from current \$5/tonne to \$7.50/tonne from 1 July 2019.

DECISION:

The motion lapsed for want of a mover and seconder.

**68/2019 2018-2019 ANNUAL PLAN – QUARTERLY
REVIEW – MARCH 2019**

1) Recommendation

It is recommended that Council:

“receive and note the Annual Plan review for the March 2019 quarter as attached”

DECISION:

Cr Nott moved and Cr King seconded ***“that Council receive and note the Annual Plan review for the March 2019 quarter as attached.”***

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

Meander Valley Council

Annual Plan 2018-2019



Meander Valley Council
WORKING TOGETHER



INDEX

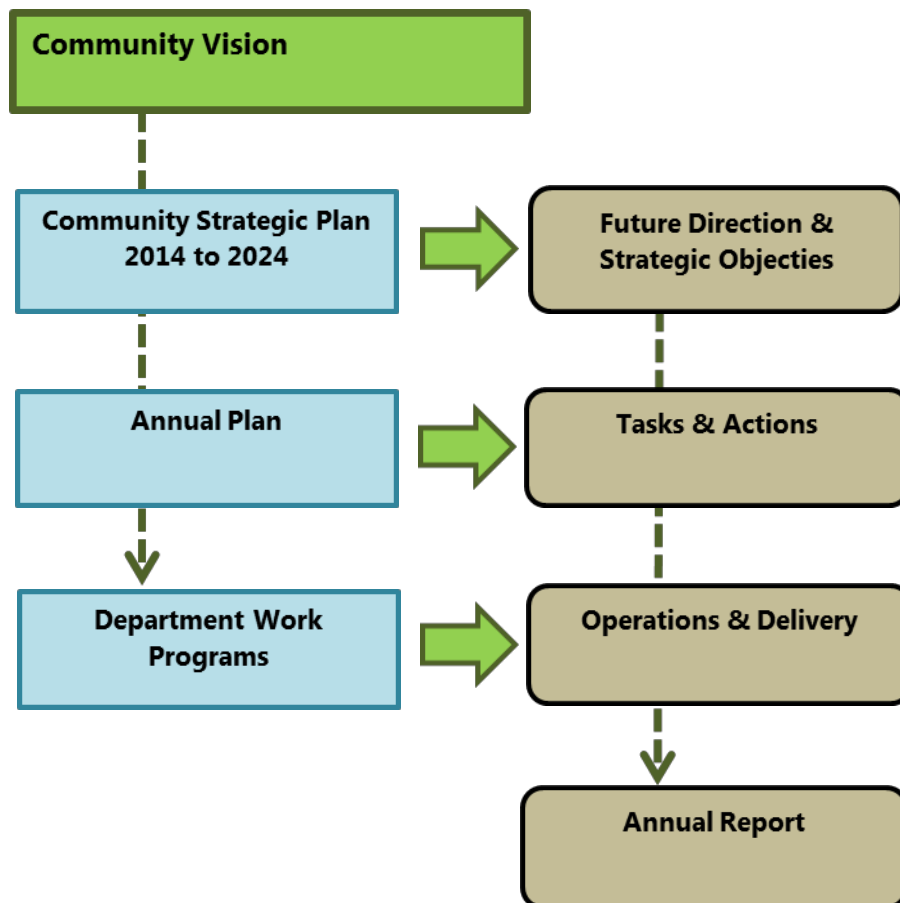
Annual Plan Overview.....	3
Budget Estimates.....	5
Rates And Charges.....	6
Policy Review.....	7
Document Review.....	8
Program Activity.....	10
Governance	
1.1 Secretarial and Administrative Support.....	10
1.2 Risk Management.....	12
1.3 Employee Health and Safety Management.....	13
1.4 Other Governance Functions.....	14
Corporate Services	
2.1 Financial Services.....	16
2.2 Financial Management and Reporting.....	18
2.3 Information Technology.....	20
2.4 Information Management.....	21
2.5 Human Resources.....	22
2.6 Great Western Tiers Visitor Information Centre.....	24
Infrastructure Services	
3.1 Emergency Services.....	25
3.2 Transport.....	26
3.3 Property Services.....	27
3.4 Parks and Recreation.....	29
3.5 Asset Management and GIS.....	31
3.6 Waste Management and Resource Recovery.....	33
3.7 Stormwater Management.....	35
3.8 Sustainable Development.....	36
Community And Development Services	
4.1 Land Use and Planning.....	38
4.2 Building, Plumbing and Permit Authority 2016.....	39
4.3 Environmental Health.....	41
4.4 General Inspector.....	42
4.5 Natural Resource Management.....	43
4.6 Community Development.....	44
4.7 Services to Young People.....	46
4.8 Recreation and Sport Services.....	48
4.9 Recreation Facilities Management.....	49
4.10 Business Engagement.....	51
Works	
5.1 Parks, Reserves, Sports Grounds and Cemeteries.....	53
5.2 Roads.....	54
5.3 Toilets, Street Cleaning and Litter Collection.....	55
5.4 Urban Stormwater.....	56
5.5 Plant.....	57
5.6 Management.....	58

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

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

BUDGET ESTIMATES

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

RATES AND CHARGES

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

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

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

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 1: Risk Management								
Corporate Services:								
Policy 68: Writing Off Debts								
Infrastructure Services:	Nil							
Community and Development Services:								
Policy 34: Real Estate Advertising Signs								
Policy 73 Managing Public Appeals								
Policy 89: Mobile Food Vans								
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				
Public Interest Disclosures				
Economic Development Strategy				
Business Continuity Plan				
Code of Conduct (with 12 months of ordinary election)				
External WH&S Audit				
Corporate Services				
Financial Management Strategy				
Infrastructure Services:				
Code of Tendering and Contracts				

Community and Development Services:				
Meander Valley Community Safety Plan				
Sport & Recreation Action Plan 2012-2015				
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	

5	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager			Undertake review Achieved	Update Achieved	
6	Prepare and implement Induction Program for new Council Responsible Officer: General Manager	5.4	Prepare program Achieved	Implement Program Achieved		

Action performance targets

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

Directorate	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		Review of Audit outcomes Achieved	

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 In Progress	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	Participate in Resource Sharing Implementation project with other Councils in the northern region Responsible Officer: General Manager	5.6		Prepare Implementation Plan In Progress		Prepare Project Plans
3	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress
4	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities Achieved	Report on progress via the Briefing Reports Achieved	Report on progress via the Briefing Reports Achieved	Report on progress via the Briefing Reports

Action performance targets

No.	Performance target
2	Complete Review and implement changes

4	Report on new development opportunities where commercial in confidence arrangements allow
5	Complete work plan for 2018 – 2019 FY.

Corporate Services

Directorate	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	Fresh Municipal Valuation	5.2			Commence preliminary valuation data analysis Deferred	Property valuation database updated
3	Complete State Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return 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 August 2018 ▪ 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 Achieved
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 Achieved

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 2018, Jan 2019 and April 2019 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	Complete rolling replacement of PC's. Achieved	
2	Implement Windows 10 Software to users Responsible Officer: IT Officer	5.6	Complete staged rollout of Windows 10 to all users 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

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 Achieved	Ensure all mini performance reviews and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required

4	Provide administrative support to the Workplace Consultative Committee in negotiating a new Workplace Agreement	5.4		Commence new Workplace Agreement bargaining process Achieved	Continue Workplace Agreement bargaining process Achieved	Finalise new Workplace Agreement
---	---	-----	--	--	--	----------------------------------

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 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 Achieved	Chair quarterly meeting Achieved	Chair quarterly meeting Cancelled	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 Achieved			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training In Progress		
4	Produce a Meander Valley Municipal Emergency Control Centre Plan (MECC) Responsible Officer: Administration Officer Infrastructure Services	4.4				Complete by 30 June

Action performance targets

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

Directorate	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		Contractor engaged for maintenance works Achieved	Prepare maintenance budget items for 2019-2020 Achieved	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018/2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review 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
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections In Progress	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	Tender new contract Achieved	Award contract and undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March Achieved	
2	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
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Property Management Officer		Report to program Achieved	Report to program Achieved	Report to program Achieved	Report to program

Action performance targets

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

Directorate	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 & Project Manager Infrastructure	6.1, 6.6		Undertake required inspections In Progress	Undertake required inspections Achieved	Undertake required inspections
2	Complete the Strategic Plan for Council's Play Space areas for Hadspen and Prospect Vale Responsible Officer: Project Manager Infrastructure	6.6	Community consultation Deferred	Review draft strategy Achieved	Report to Council. Prepare budget items for 2019-2020 In Progress	
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review 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	Provide support to the Townscape Reserves and Parks Special Committee (TRAP) Responsible Officer: Project Manager Infrastructure	6.6	Conduct meeting and report on outcomes Deferred	Conduct meeting and report on outcomes Achieved	Conduct meeting and report on outcomes Discontinued	Conduct meeting and report on outcomes
5	Commence the Strategic Plan for Council's Bike Network and Recreational Cycling Responsible Officer: Project Manager Infrastructure	6.6		Issue Request for Expressions of Interest Achieved	Prepare budget items for 2019-2020 Achieved	Report to Council

Action performance targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Present Strategy to Council Workshop by December 31; Council approval for strategy by 31 March
3	Completion of projects in line with project plan requirements
4	Bimonthly meetings
5	Issue request for quotation, report to Council in Briefing Report and prepare information to Council for 2019-2020 budget considerations

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

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plans - Review Asset Management Plans Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program In Progress	Chair meeting and action improvement program In Progress	Chair meeting and action improvement program In Progress	Chair meeting and action improvement program
2	Prepare 2019-2020 Capital Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list Achieved	Prioritise and undertake further design and cost estimation In Progress	Annual program prepared for approval by Council
3	Update asset information including - capitalisation of assets in Conquest - undertake road revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS 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
4	Undertake road condition assessments and road revaluation. Responsible Officer: Asset Management Coordinator	6.1		Complete conditions assessments Achieved		Prepare revaluation for Audit Office

Action performance targets

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

Directorate	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

1	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract Achieved	Manage Contract Achieved	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract Achieved	Manage Contract. Implement contract extension or issue new tender for services 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 2018-2019 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

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	
6	Procurement of kerbside collection contracts to rural areas for waste and recycling. Responsible Officer: Senior Technical Officer	6.6	Finalise scope of service In Progress	Tender Contract In Progress	Council approval and award Contract Deferred	

Action performance targets

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

Directorate	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</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Senior Technical Officer	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review 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 2019
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 Discontinued	Report on progress via quarterly meeting minutes Discontinued
2	Support the progress of the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review In Progress	Report in Annual Plan Review In Progress	Report in Annual Plan Review In progress	Report in Annual Plan Review
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure Services	6.1	Report to program in Annual Plan Review 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	Complete commercial viability report Achieved		Report to Council Achieved	
5	Implement Tasmanian Planning Scheme Responsible Officer: Senior Strategic Planner	1.1				Final Planning Scheme to be implemented.
6	Westbury Road Prospect Vale – Activity Centre Plan Responsible Officer: Senior Strategic Planner	6.6	Prepare project plan and engage consultant In Progress	Develop draft plan In Progress	Present plan to Council Deferred	

Action performance targets

No.	Performance target
1	Meetings held
2	Part V agreements established with landowners for infrastructure development
3	Completion of projects in line with project plan requirements
4	Complete business case assessment
5	Complete community consultation and required hearings with the Tasmanian Planning Commission for Scheme implementation by 30 June.

Community and Development Services

Directorate	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
3	Process Improvement – Design, create & implement planning workflow into Property & Rating		Design Workflow Achieved	Create workflow within Property & Rating and test In Progress	Go Live with implemented workflows In Progress	

Action performance targets

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

Directorate	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	Permit Authority – Issue Permits for Category 4 Plumbing works Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target
6	Permit Authority – Issue Notifiable Plumbing Works (Category 3) Responsible Officer: Coordinator Development Services	1.4, 4.3, 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.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced by 10%
4	Respond to applications within 7 working days
5	Process plumbing permit applications within 7 days of receipt of all information
6	Process notifiable plumbing works within 21 days of receipt of all information

Directorate	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 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	Inspections as per Schedule
3	Co-ordinate immunisation clinics Responsible Officer: Environmental Health Officer	4.1, 4.3		Complete Immunisation Program Achieved		

Action performance targets

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

Directorate	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 In Progress	
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	Review and implement NRM strategies Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Review and prioritize Council based activities Achieved	Implement activities In Progress	Implement activities In Progress	Implement activities
2	Prepare Management Plan for the Town Common Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Scope and collect relevant information In Progress	Prepare draft Plan In Progress	Consult re the Draft Plan In Progress	Submit Plan to Council for review

Action performance targets

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

Directorate	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 Council Community Forums Responsible Officer – Community Development Manager	3.4, 4.1.		Review forums with Council Achieved	Conduct Forum and report on progress Achieved	Conduct Forum and report on progress
2	Deliver the Community Grants Program Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise Achieved	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Establish event, venue format and procedures Achieved	Promote participation Achieved	Conduct exhibition Achieved	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer – Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership Achieved	Promote event and sell tickets Achieved	Conduct event Achieved	Review event outcomes
5	Update the MV Community Safety Plan Responsible Officer – Community Development Manager	3.4, 4.1, 4.3	Assess previous plan Achieved	Draft the revised Plan Cancelled		

Action performance targets

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

Directorate	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 In Progress	Conduct program Achieved	Conduct program Achieved	Conduct program and evaluate overall outcomes
3	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event In progress	Conduct event
4	Facilitate outdoor recreation programs Responsible Officer: Community Officer	3.1, 3.3, 4.1, 4.2.	Conduct program In Progress	Conduct program Achieved	Conduct program Achieved	Conduct program

Action performance targets

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

Directorate	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 Sport and Recreation facilities	4.2, 6.4	Conduct all users meeting Achieved	Liaise with User Groups Achieved	Conduct all users meeting Achieved	Liaise with User Groups

Action performance targets

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

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	Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4	Complete review of document In Progress	Report proposed changes In Progress	Draft Final Plan In Progress	Seek endorsement of Plan
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities Achieved	Promote facilities Achieved	Promote facilities In Progress	Review and assess promotion strategies
3	Develop a Draft Long Term Capital Asset Expenditure Plan for recreation facilities Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4	Complete research and design Achieved	Develop Plan In Progress	Report on progress In Progress	Seek endorsement of Plan

Action performance targets

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

Directorate	4. Community & Development Services	Program number and title	4.10 Business Engagement
Program Objective	Working with the small business community to increase participation, innovation and partnership		
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>2.4 A high level of recognition and demand for Great Western Tiers products and experiences</i></p> <p><i>2.5 Current and emerging technology is available to benefit both business and community</i></p> <p>Future Direction (3) - Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life</i></p> <p><i>3.3. Education and training opportunities are available to everyone across the local government area</i></p> <p><i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies</i></p>		

Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Establish a Small Business Directory Responsible Officer – Business Engagement Officer	2.4, 3.3	Develop Directory framework and promote Achieved	Report on progress In Progress	Report on progress In Progress	Report on progress
2	Establish a regular Small Business Bulletin Responsible Officer – Business Engagement Officer	2.1, 2.4, 3.3	Compile and distribute Achieved	Compile and distribute Achieved	Compile and distribute Achieved	Compile and distribute
3	Develop a 'Chamber of Commerce' strategy for Meander Valley Responsible Officer – Business Engagement Officer	2.1		Report on Strategy direction and stakeholder input In Progress	Complete Strategy In Progress	
4	Establish a Small Business Resource Register Responsible Officer – Business Engagement Officer	2.4,2.5, 3.3			Establish Register In Progress	Promote Register

Action performance targets

No.	Performance target
1	Directory established and promoted - listings noted
2	Bulletin established and distributed
3	Strategy established
4	Register established and promoted

Works

Directorate	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	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review 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	6.1, 6.4	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

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 & 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	Undertake assessment on Works Depots and and provide report to Council Responsible Officer: Works Director	6.6	Commence assessment Achieved		Finalise report and present to Council 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

69/2019 NORTHERN TASMANIA REGIONAL PRIORITY PROJECTS – 2019 FEDERAL ELECTION ADVOCACY

1) Recommendation

It is recommended that Council endorse the Regional Priority Projects identified by the Northern Tasmania Development Corporation INC, nominated for Federal Election advocacy, as follows:

- **Population Program**
- **Translink Launceston Gateway**
- **Fermen Tasmania Centre**
- **Bioenergy Plant Westbury**
- **Hydrogen Energy**

DECISION:

Cr Bower moved and Cr Cameron seconded ***“that Council endorse the Regional Priority Projects identified by the Northern Tasmania Development Corporation INC, nominated for Federal Election advocacy, as follows:***

- **Population Program**
- **Translink Launceston Gateway**
- **Fermen Tasmania Centre**
- **Bioenergy Plant Westbury**
- **Hydrogen Energy**

As an amendment Cr Temple moved and Cr Nott seconded ***“that the proposed bio-energy plant is situated at Valley Central and that at this time Council has not made any formal decision to assist with funding.”***

The amendment was LOST with Councillors Nott and Temple voting for the amendment and Councillors Bower, Cameron, Johnston, Kelly, King and Sherriff voting against the amendment.

The motion was declared CARRIED with Councillors Bower, Cameron, Johnston, Kelly, King, Nott and Sherriff voting for the motion and Councillor Temple voting against the motion.

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor Kelly moved and Councillor King 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 Bower, Cameron, Johnston, Kelly, King, Nott, Sherriff and Temple voting for the motion.

The meeting moved into Closed Session at 5.09pm

The meeting adjourned for afternoon tea at 5.09pm

The meeting resumed at 5.20pm

70/2019 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 15 January, 2018.

71/2019 LEAVE OF ABSENCE

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

72/2019 ZENITH COURT, BLACKSTONE HEIGHTS – APPEAL 158/18P

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

**73/2019 EXTENSION TO CONTRACT NO 167 2015/16 –
MANAGEMENT AND OPERATION OF DELORAINE
AND CLUAN REFUSE DISPOSAL SITES AND MOLE
CREEK TRANSFER STATION**

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

The meeting re-opened to the public at 6.18pm

The meeting closed at 6.19pm

.....
WAYNE JOHNSTON (MAYOR)