

Meander Valley Council

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

# **ORDINARY MINUTES**

**COUNCIL MEETING**

**Tuesday 15 January 2019  
at 4.00pm**

## Table of Contents

1/2019	CONFIRMATION OF MINUTES: .....	3
2/2019	COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING.....	3
3/2019	ANNOUNCEMENTS BY THE MAYOR:.....	4
4/2019	DECLARATIONS OF INTEREST: .....	4
5/2019	TABLING OF PETITIONS: .....	4
6/2019	PUBLIC QUESTION TIME.....	4
7/2019	COUNCILLOR QUESTION TIME .....	5
8/2019	DEPUTATIONS BY MEMBERS OF THE PUBLIC .....	5
9/2019	NOTICE OF MOTIONS BY COUNCILLORS .....	5
10/2019	2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS - ROUND 3 – DECEMBER 2018.....	6
11/2019	2018-2019 ANNUAL PLAN – QUARTERLY REVIEW – DECEMBER 2018.....	8
12/2019	APPOINTMENT OF ACTING GENERAL MANAGER.....	68
13/2019	COUNCIL AUDIT PANEL RECEIPT OF MINUTES .....	69
14/2019	FINANCIAL REPORTS TO 31 DECEMBER 2018.....	73
 <b>ITEMS FOR CLOSED SECTION OF THE MEETING</b>		
15/2019	CONFIRMATION OF MINUTES .....	74
16/2019	LEAVE OF ABSENCE .....	74
17/2019	APPOINTMENT OF ACTING GENERAL MANAGER.....	74

Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 15 January 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:** Councillor Andrew Connor

**IN ATTENDANCE:** Martin Gill, General Manager  
Jonathan Harmey, Director Corporate Services  
Lynette While, Director Community & Development Services  
Patrick Gambles, Community Development Manager  
Justin Marshall, Senior Accountant

## **1/2019 CONFIRMATION OF MINUTES:**

Councillor Kelly moved and Councillor King seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 11 December, 2018, be received and confirmed.”***

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

## **2/2019 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:**

Date :	Items discussed:
18 December 2018	<ul style="list-style-type: none"><li>• Meeting with Tania Rattray MLC</li><li>• Council Induction</li><li>• Election Priorities</li></ul>

## **3/2019 ANNOUNCEMENTS BY THE MAYOR:**

**Wednesday 12 December 2018**

Deloraine High School – Presentation Evening

**Wednesday 26 December 2018**

Westbury Cycling Criterium

## **4/2019 DECLARATIONS OF INTEREST:**

Nil

## **5/2019 TABLING OF PETITIONS:**

Nil

## **6/2019 PUBLIC QUESTION TIME**

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

Nil

### **2. PUBLIC QUESTIONS WITH NOTICE – JANUARY 2019**

Nil

### **3. PUBLIC QUESTIONS WITHOUT NOTICE – JANUARY 2019**

#### **3.1 Mr M Eastley, Deloraine**

Would Council please consider convening a meeting to resolve issues from the work of the now defunct Safety Committee? A copy of the Safety Audit, which has been with Council for at least 12 months, is attached.

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

## **7/2019 COUNCILLOR QUESTION TIME**

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

Nil

### **2. COUNCILLOR QUESTIONS WITH NOTICE – JANUARY 2019**

Nil

### **3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JANUARY 2019**

Nil

## **8/2019 DEPUTATIONS BY MEMBERS OF THE PUBLIC**

Nil

## **9/2019 NOTICE OF MOTIONS BY COUNCILLORS**

Nil

# 10/2019 2018-2019 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS - ROUND 3 - DECEMBER 2018

## 1) Introduction

The purpose of this report is to present for Council approval, the recommendations of the Community Grants Committee for Community Incentive Grants Round 3.

## 2) Recommendation

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

Organisation	Project	Grant Recommended
Deloraine House Inc	Defibrillator	\$1,500
Deloraine Ladies Probus Inc	Club history 2009/2019	\$500
Launceston City Devils Junior Soccer Club Inc	Equipment replacement	\$2,000
Little Laneway Fringe Festival	Staging equipment	\$2,000
Lions Club of Riverside Inc	Special children's magic show	\$300
Mole Creek Progress Association Inc	Recreation area & playground	\$3,000
Pony Club Tasmania Inc (Northern Zone)	Show Jumping State Championships	\$2,000
Prospect Hawks Junior Football Club Inc	Playing apparel renewal 2019-22	\$1,500
Prospect Park Sports Club Inc	Reverse cycle air-conditioner	\$3,000
Tasmanian Garlic & Tomato Festival Inc	Responsible rubbish collection	\$490
Westbury Cricket Club Inc	Balls - junior cricket	\$1,000
Westbury RSL Sub Branch Inc	Portable public address system	\$2,000
Western Tiers Film Society	Little Theatre sound system upgrade	\$3,000
		<b>\$22,290</b>

## DECISION:

Councillor King moved and Councillor Cameron seconded, ***“that Council endorses the recommendations of the Community Grants Committee and approves the following allocations:”***

Organisation	Project	Grant Recommended
Deloraine House Inc	Defibrillator	\$1,500
Deloraine Ladies Probus Inc	Club history 2009/2019	\$500
Launceston City Devils Junior Soccer Club Inc	Equipment replacement	\$2,000
Little Laneway Fringe Festival	Staging equipment	\$2,000
Lions Club of Riverside Inc	Special children’s magic show	\$300
Mole Creek Progress Association Inc	Recreation area & playground	\$3,000
Pony Club Tasmania Inc (Northern Zone)	Show Jumping State Championships	\$2,000
Prospect Hawks Junior Football Club Inc	Playing apparel renewal 2019-22	\$1,500
Prospect Park Sports Club Inc	Reverse cycle air-conditioner	\$3,000
Tasmanian Garlic & Tomato Festival Inc	Responsible rubbish collection	\$490
Westbury Cricket Club Inc	Balls - junior cricket	\$1,000
Westbury RSL Sub Branch Inc	Portable public address system	\$2,000
Western Tiers Film Society	Little Theatre sound system upgrade	\$3,000
		<b>\$22,290</b>

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

## **11/2019 2018-2019 ANNUAL PLAN – QUARTERLY REVIEW – DECEMBER 2018**

### **1) Introduction**

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

### **12) Recommendation**

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

## **DECISION:**

Councillor Kelly moved and Councillor Sherriff seconded, ***“that Council receive and note the Annual Plan review for the December 2018 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
<b>Governance</b>	
1.1 Secretarial and Administrative Support.....	10
1.2 Risk Management.....	12
1.3 Employee Health and Safety Management.....	13
1.4 Other Governance Functions.....	14
<b>Corporate Services</b>	
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
<b>Infrastructure Services</b>	
3.1 Emergency Services.....	25
3.2 Transport.....	27
3.3 Property Services.....	28
3.4 Parks and Recreation.....	30
3.5 Asset Management and GIS.....	32
3.6 Waste Management and Resource Recovery.....	34
3.7 Stormwater Management.....	36
3.8 Sustainable Development.....	37
<b>Community And Development Services</b>	
4.1 Land Use and Planning.....	39
4.2 Building, Plumbing and Permit Authority 2016.....	40
4.3 Environmental Health.....	42
4.4 General Inspector.....	43
4.5 Natural Resource Management.....	44
4.6 Community Development.....	45
4.7 Services to Young People.....	47
4.8 Recreation and Sport Services.....	49
4.9 Recreation Facilities Management.....	50
4.10 Business Engagement.....	52
<b>Works</b>	
5.1 Parks, Reserves, Sports Grounds and Cemeteries.....	54
5.2 Roads.....	55
5.3 Toilets, Street Cleaning and Litter Collection.....	56
5.4 Urban Stormwater.....	57
5.5 Plant.....	58
5.6 Management.....	59

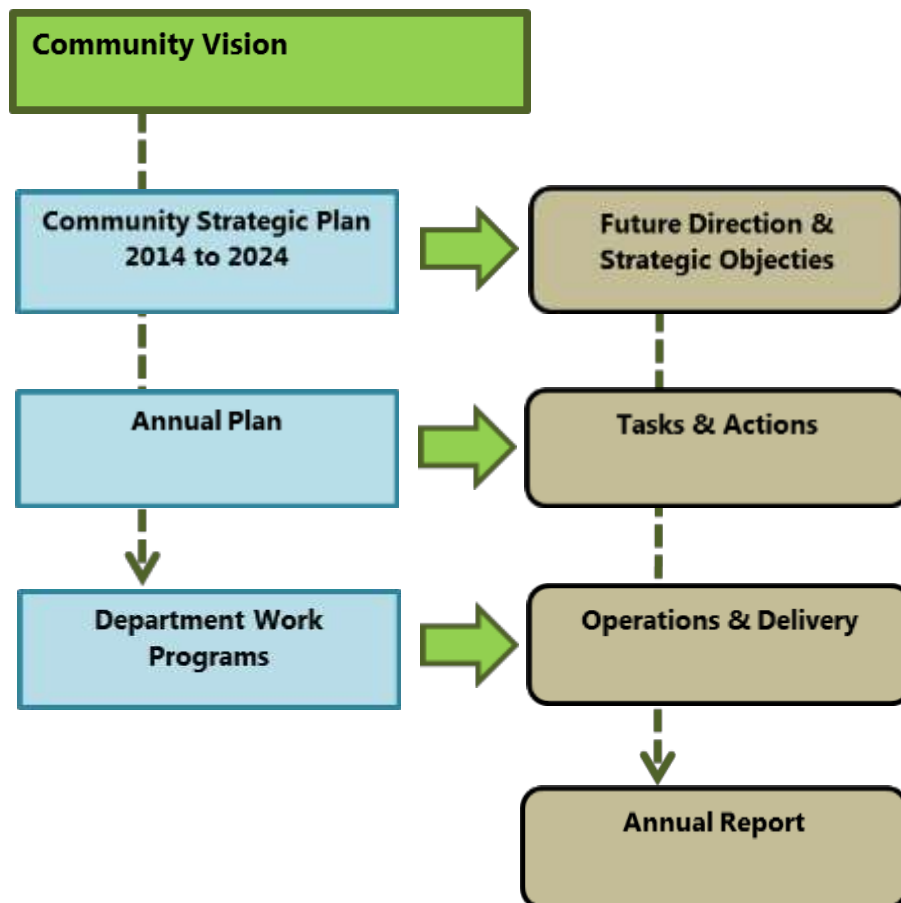
**ANNUAL PLAN OVERVIEW**

---

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**

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

## RATES AND CHARGES

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

<b>General rate:</b>	All rateable properties are applied a General Rate of 5.906 cents in the \$ of AAV with a minimum charge of \$135.
<b>Waste Management:</b>	For properties without a kerbside collection service the charge is \$52. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$180 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$206 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$360 for one 240L mobile garbage and one mobile recycling bin.
<b>Fire Levies:</b>	<p>All properties within the municipal area are rated based on the income requirements of the State Fire Commission.</p> <p>Properties within the Launceston Permanent Brigade District are applied a rate of 1.3646 cents in the \$ of AAV with a minimum of \$40.</p> <p>Properties within the Volunteer Brigade Districts are applied a rate of 0.3962 cents in the \$ of AAV with a minimum of \$40.</p> <p>All other properties are applied a rate of 0.3649 cents in the \$ of AAV with a minimum of \$40.</p>
<b>Payment Method:</b>	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 31 August 2018, 31 October 2018, 31 January 2019 and 29 March 2019.
<b>Penalties for late payment:</b>	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.81% per annum (2.4137c per \$100 per day).

**Council's Rating Policy No 77 is available on the website [www.meander.tas.gov.au](http://www.meander.tas.gov.au)**

## POLICY REVIEW

POLICY FOR REVIEW	28 June Audit Panel	30 Sept. Council	30 Sept. Audit Panel	31 Dec. Council	31 Dec. Audit Panel	31 March Council	31 March Audit Panel	30 June Council
<b>Governance:</b>								
Policy 1: Risk Management								
<b>Corporate Services:</b>								
Policy 68: Writing Off Debts								
<b>Infrastructure Services:</b>	Nil							
<b>Community and Development Services:</b>								
Policy 34: Real Estate Advertising Signs								
Policy 73 Managing Public Appeals								
Policy 89: Mobile Food Vans								
<b>Works:</b>	Nil							

## DOCUMENT REVIEW

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



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

## PROGRAM ACTIVITY

### Governance

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

### Operational detail

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

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

### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

### Operational detail

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

### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC) Responsible Officer: General Manager	2.1	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting	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 <b>In Progress</b>		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 <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress	Identify opportunities and report on progress
4	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities <b>Achieved</b>	Report on progress via the Briefing Reports <b>Achieved</b>	Report on progress via the Briefing Reports	Report on progress via the Briefing Reports

#### Action performance targets

No.	Performance target
2	Complete Review and implement changes

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

## Corporate Services

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates and Sundry Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target
2	Fresh Municipal Valuation	5.2			Commence preliminary valuation data analysis	Property valuation database updated
3	Complete State Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return <b>Achieved</b>			Final State Fire and Treasury pensioner claims
4	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target
5	Arrange annual insurance renewals Responsible Officer: Finance Officer & Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal) <b>Achieved</b>	Directors and Officers and Employment Practices renewal	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 <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target
---	--	-----	--	--	-------------------------------------	-------------------------------------

**Action performance targets**

No.	Performance target
1	<ul style="list-style-type: none"> <li>▪ Issue Rates notices before 31st August 2018</li> <li>▪ Issue Sundry Debtor notices within 10 working days of receipt of request</li> </ul>
4	<ul style="list-style-type: none"> <li>▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request</li> </ul>
6	<ul style="list-style-type: none"> <li>▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end</li> <li>▪ Reconcile Payroll within 5 working days of processing.</li> </ul>

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and present the Long Term Financial Plan (LTFP) to Council Responsible Officer: Senior Accountant	5.2				Review and present the LTFP to Council
2	Coordinate the development and adoption of Budget and Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council in June
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts and complete KPI consolidated data sheets <b>Achieved</b>			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 <b>Achieved</b>	Submit BAS and Payroll Tax returns on time <b>Achieved</b>	Submit BAS and Payroll Tax returns on time	Submit BAS and Payroll Tax returns on time
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target	Achieve activity performance target

6	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment policy Responsible Officer: Senior Accountant	5.2	Review cash flow weekly to determine funds for investment <b>Achieved</b>	Review cash flow weekly to determine funds for investment <b>Achieved</b>	Review cash flow weekly to determine funds for investment	Review cash flow weekly to determine funds for investment
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Audit Schedule <b>Achieved</b>	Conduct meeting as per Audit Schedule <b>Achieved</b>	Conduct meeting as per Audit Schedule	Conduct meeting as per Audit Schedule

### Action performance targets

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

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance and upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's <b>Achieved</b>	Complete rolling replacement of PC's. <b>Deferred</b>		
2	Implement Windows 10 Software to users Responsible Officer: IT Officer	5.6	Complete staged rollout of Windows 10 to all users <b>Achieved</b>			

### Action performance targets

N/A

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance of Council's cemetery records in accordance with the Cemeteries Act Responsible Officers: Customer Service Officer & Information Management Officer	5.6	Maintain records in accordance with legislation <b>Achieved</b>	Maintain records in accordance with legislation <b>Achieved</b>	Maintain records in accordance with legislation	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 <b>Achieved</b>			List documents due for disposal

### Action performance targets

N/A

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances. <b>Achieved</b>			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  <b>Achieved</b>	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered <b>Achieved</b>	Report to Directors on quarterly training to be delivered	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 <b>Achieved</b>	Ensure all inside employee salary reviews have been completed <b>Achieved</b>	Ensure all mini performance reviews and all outside employee wage reviews have been completed	Review the current year's performance reviews and recommend any changes required

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

**Action performance targets**

**N/A**

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

#### Operational detail

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

#### Action performance targets

N/A



## Infrastructure Services

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate the Municipal Emergency Management and Recovery Committee (MEMRC) Responsible Officer: Director Infrastructure	4.4	Chair quarterly meeting <b>Achieved</b>	Chair quarterly meeting <b>Achieved</b>	Chair quarterly meeting	Chair quarterly meeting
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4	Report to Council in Annual Plan Review <b>Achieved</b>			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4		Conduct training <b>In Progress</b>		
4	Produce a Meander Valley Municipal Emergency Control Centre Plan (MECC) Responsible Officer: Administration Officer Infrastructure Services	4.4				Complete by 30 June

### Action performance targets

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

4	Prepare Plan and submit to SES
---	--------------------------------

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program Responsible Officer: Senior Technical Officer	6.1, 6.3		Contractor engaged for maintenance works <b>Achieved</b>	Prepare maintenance budget items for 2019-2020	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018/2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review <b>In Progress</b>	Report to program in Annual Plan Review <b>In Progress</b>	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

### Action performance targets

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

Directorate	<b>3. Infrastructure Services</b>	Program number and title	<b>3.3 Property Services</b>
Program Objective	Operate property services in a safe and effective manner to satisfy public demand.		
Link to Community Strategic Plan 2014 to 2024	<b>Future Direction (6) - Planned infrastructure services</b> <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	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  <b>Achieved</b>	Award contract and undertake pre-opening inspection and required maintenance. Open pool 1 December <b>Achieved</b>	Operate pool to 1 March	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance	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  <b>Achieved</b>	Report to program  <b>Achieved</b>	Report to program	Report to program

**Action performance targets**

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

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities Responsible Officer: Director Works & Project Manager Infrastructure	6.1, 6.6		Undertake required inspections  <b>In Progress</b>	Undertake required inspections	Undertake required inspections
2	Complete the Strategic Plan for Council's Play Space areas for Hadspen and Prospect Vale Responsible Officer: Project Manager Infrastructure	6.6	Community consultation <b>Deferred</b>	Review draft strategy <b>Achieved</b>	Report to Council. Prepare budget items for 2019-2020	
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review	Report to program in Annual Plan Review
4	Provide support to the Townscape Reserves and Parks Special Committee (TRAP) Responsible Officer: Project Manager Infrastructure	6.6	Conduct meeting and report on outcomes <b>Deferred</b>	Conduct meeting and report on outcomes <b>Achieved</b>	Conduct meeting and report on outcomes	Conduct meeting and report on outcomes
5	Commence the Strategic Plan for Council's Bike Network and Recreational Cycling Responsible Officer: Project Manager Infrastructure	6.6		Issue Request for Expressions of Interest <b>Achieved</b>	Prepare budget items for 2019-2020	Report to Council

### Action performance targets

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

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

#### Operational detail

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



**Action performance targets**

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

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

### Operational detail

1	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract <b>Achieved</b>	Manage Contract <b>Achieved</b>	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer – Senior Technical Officer	6.6	Manage Contract <b>Achieved</b>	Manage Contract <b>Achieved</b>	Manage Contract. Implement contract extension or issue new tender for services.	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection <b>Achieved</b>	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review	Report to program in Annual Plan Review

5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA <b>Achieved</b>		Ground and surface water monitoring	
6	Procurement of kerbside collection contracts to rural areas for waste and recycling. Responsible Officer: Senior Technical Officer	6.6	Finalise scope of service <b>In Progress</b>	Tender Contract <b>In Progress</b>	Council approval and award Contract	

#### Action performance targets

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

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

#### Action performance targets

No.	Performance target
1	Complete all high risk catchments by June 2019
2	Completion of projects in line with project plan requirements

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support activities of the Sustainable Environment Committee Responsible Officer: Sustainable Development Project Manager	1.4	Report on progress via quarterly meeting minutes <b>Achieved</b>	Report on progress via quarterly meeting minutes <b>Achieved</b>	Report on progress via quarterly meeting minutes	Report on progress via quarterly meeting minutes
2	Support the progress of the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review <b>In Progress</b>	Report in Annual Plan Review <b>In Progress</b>	Report in Annual Plan Review	Report in Annual Plan Review
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure Services	6.1	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review	Report to program in Annual Plan Review

4	Bioenergy Project Responsible Officer:- Sustainable Development Project Manager	2.2	Complete commercial viability report <b>Achieved</b>		Report to Council	
5	Implement Tasmanian Planning Scheme Responsible Officer: Senior Strategic Planner	1.1				Final Planning Scheme to be implemented.
6	Westbury Road Prospect Vale – Activity Centre Plan Responsible Officer: <del>Senior Strategic Planner</del> Director Infrastructure Services	6.6	Prepare project plan and engage consultant <b>In Progress</b>	Develop draft plan <b>In Progress</b>	Present plan to Council	

#### Action performance targets

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

## Community and Development Services

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Process development applications in accordance with delegated authority Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
2	Process Planning Scheme Amendments Responsible Officer: Director Community & Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
3	Process Improvement – Design, create & implement planning workflow into Property & Rating		Design Workflow <b>Achieved</b>	Create workflow within Property & Rating and test <b>In Progress</b>	Go Live with implemented workflows	

### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Permit Authority – Issue Permits for Category 4 Building works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
3	Permit Authority – Manage outstanding Building Completions and Illegal Works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3				Reduce outstanding completions by 10%



4	Coordinate Major Events applications Responsible Officer: 337 Officers	3.2	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
5	Permit Authority – Issue Permits for Category 4 Plumbing works Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target
6	Permit Authority – Issue Notifiable Plumbing Works (Category 3) Responsible Officer: Coordinator Development Services	1.4, 4.3, 5.5	Performance Target <b>Achieved</b>	Performance Target <b>Achieved</b>	Performance Target	Performance Target

#### **Action performance targets**

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced by 10%
4	Respond to applications within 7 working days
5	Process plumbing permit applications within 7 days of receipt of all information
6	Process notifiable plumbing works within 21 days of receipt of all information

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and implement NRM strategies Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Review and prioritize Council based activities <b>Achieved</b>	Implement activities <b>In Progress</b>	Implement activities	Implement activities
2	Prepare Management Plan for the Town Common Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Scope and collect relevant information <b>In Progress</b>	Prepare draft Plan <b>In Progress</b>	Consult re the Draft Plan	Submit Plan to Council for review

#### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of Council Community Forums Responsible Officer – Community Development Manager	3.4, 4.1.		Review forums with Council <b>Achieved</b>	Conduct Forum and report on progress	Conduct Forum and report on progress
2	Deliver the Community Grants Program Responsible Officer – Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise <b>Achieved</b>	Acquit Round 2 and advertise <b>Achieved</b>	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer – Community Development Manager	3.1, 3.2	Establish event, venue format and procedures <b>Achieved</b>	Promote participation <b>Achieved</b>	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer – Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership <b>Achieved</b>	Promote event and sell tickets <b>Achieved</b>	Conduct event	Review event outcomes
5	Update the MV Community Safety Plan Responsible Officer – Community Development Manager	3.4, 4.1, 4.3	Assess previous plan <b>Achieved</b>	<del>Draft the revised Plan</del> <b>Cancelled</b>	<del>Submit Plan to Council for endorsement</del>	

**Action performance targets**

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

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

#### Operational detail

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

**Action performance targets**

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



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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Support the operation of the Recreation Co-Ordination Group Responsible Officer: Recreation Coordinator	4.2, 6.4	Conduct meeting <b>Achieved</b>	Conduct meeting <b>Achieved</b>	Conduct meeting	Conduct meeting
2	Co-ordinate usage and promotion of Sport and Recreation facilities	4.2, 6.4	Conduct all users meeting <b>Achieved</b>	Liaise with User Groups <b>Achieved</b>	Conduct all users meeting	Liaise with User Groups

#### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 6.4	Complete review of document <b>In Progress</b>	Report proposed changes <b>In Progress</b>	Draft Final Plan	Seek endorsement of Plan
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities <b>Achieved</b>	Promote facilities <b>Achieved</b>	Promote facilities	Review and assess promotion strategies
3	Develop a Draft Long Term Capital Asset Expenditure Plan for recreation facilities Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4	Complete research and design <b>Achieved</b>	Develop Plan <b>In Progress</b>	Report on progress	Seek endorsement of Plan

**Action performance targets**

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

Directorate	<b>4. Community &amp; Development Services</b>	Program number and title	<b>4.10 Business Engagement</b>
Program Objective	Working with the small business community to increase participation, innovation and partnership		
Link to Community Strategic Plan 2014 to 2024	<p><b>Future Direction (2) – A thriving local economy</b></p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment</i></p> <p><i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences</i></p> <p><i>2.5 Current and emerging technology is available to benefit both business and community</i></p> <p><b>Future Direction (3) - Vibrant and engaged communities.</b></p> <p><i>3.2 Successful local events enhance community life</i></p> <p><i>3.3. Education and training opportunities are available to everyone across the local government area</i></p> <p><i>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies</i></p>		

#### Operational detail

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

**Action performance targets**

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

## Works

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provide facility maintenance services Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review <b>Achieved</b>	Report to Annual Plan review	Report to Annual Plan review

### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake the maintenance work in accordance with the level of service required. Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital works projects and provide progress report to Council Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review	Report to Annual Plan Review

#### Action performance targets

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

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

### Operational detail

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

### Action performance targets

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



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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Respond to customer enquiries Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1 t	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review	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 <b>Achieved</b>		Finalise report and present to Council	

### Action performance targets

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

## **12/2019 APPOINTMENT OF ACTING GENERAL MANAGER**

### **1) Introduction**

The purpose of this report is for Council to consider the appointment of an Acting General Manager while the General Manager is on annual leave.

### **12) Recommendation**

***It is recommended that Council appoints the Director Corporate Services, Mr Jonathan Harmey, as the Acting General Manager from 29 January 2019 to 1 February 2019 inclusive when the General Manager is on Annual Leave.***

## **DECISION:**

Councillor Bower moved and Councillor Cameron seconded, ***“that Council appoints the Director Corporate Services, Mr Jonathan Harmey, as the Acting General Manager from 29 January 2019 to 1 February 2019 inclusive when the General Manager is on Annual Leave.”***

As a procedural motion Councillor Kelly moved and Councillor King seconded that ***“the meeting be closed to the public”***

The procedural motion was accepted and put by Mayor Johnston.

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

## **13/2019 COUNCIL AUDIT PANEL RECEIPT OF MINUTES**

### **1) Introduction**

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 18 December 2018.

### **2) Recommendation**

***It is recommended that Council receive the minutes of the Council Audit Panel meeting held on 18 December 2018 as attached."***

## **DECISION:**

Councillor Kelly moved and Councillor Nott seconded, ***"that Council receive the minutes of the Council Audit Panel meeting held on 18 December 2018 as attached."***

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



## Audit Panel Minutes

**Meeting Time & Date: 10am, 18 December 2018**

**Venue: Meander Valley Council**

**Present:**

Chairman Steve Hernyk

Councillor Susie Bower

Mr Chris Lyall

Councillor Frank Nott

**In Attendance:**

Martin Gill, General Manager

Justin Marshall, Senior Accountant

Jon Harmey, Director Corporate Services

Sam Bailey, Risk & Safety Officer

Dino De Paoli, Director Infrastructure Services

Susan Ellston, Finance Officer

Lynette While, Director Community & Development Services

**Apologies:**

Matthew Millwood, Director Works

**ORDER OF BUSINESS**

**ITEM**

**1. Declaration of Pecuniary Interests/conflict of interest**

Nil.

**2. Adoption of Previous Minutes**

It was resolved that the minutes of the meeting held on 26 June 2018 be received and confirmed.

**3. Outstanding from previous meeting - Action Sheet**

The Panel reviewed the Action Sheet and discussed the following items -

**3.1. Review Delegation process and exercise of these**

Present re-issued document to Panel for review.

**3.2 Review Asset Management Strategy**

Defer to March 2019 Audit Panel Meeting.

**3.3 Review Asset Management Policy**

Defer to March 2019 Audit Panel Meeting.

**3.4 Review performance of plans., strategies and policies including performance against identified benchmarks**

Provide a copy of the Minutes from the Asset Management Meeting for next Panel Meeting for review by Panel - Carry forward to next Audit Panel Meeting.

**3.5 Review management's implementation of audit recommendations**

Panel members and management to consider auditable areas for next years internal audit programme for next Panel meeting - Carry forward to next Audit Panel Meeting.

**3.6 Review WH&S**

Provide a copy of Minutes from the Workplace Consultative Committee Meeting Minutes for review by Panel - Carry forward to next Audit Panel Meeting.

**3.7 Review Business Continuity Plan**

Provide a copy of final BCP for review by Panel.

<p><b>4. Review Annual Meeting Schedule and Work Plan</b></p> <ul style="list-style-type: none"> <li>- No matters for discussion.</li> </ul>
<p><b>Governance and Strategy</b></p>
<p><b>5. Review policies &amp; procedures</b></p> <ul style="list-style-type: none"> <li>- No policies to review.</li> </ul>
<p><b>6. Review performance of plans, strategies and policies including performance against identified benchmarks.</b></p> <ul style="list-style-type: none"> <li>- General Manager presented a Verbal Report. Performance is tracking comfortably against identified benchmarks.</li> </ul> <p>Received and Noted.</p>
<p><b>Financial and Management Reporting</b></p>
<p><b>7. Review most current results and report any relevant findings to Council</b></p> <ul style="list-style-type: none"> <li>- The financial Reports were tabled as per circulation in the November Briefing Reports to Councillors.</li> </ul> <p>Received and Noted.</p>
<p><b>8. Review any business unit or special financial reports</b></p> <ul style="list-style-type: none"> <li>- No Matters to report.</li> </ul>
<p><b>Internal Audit</b></p>
<p><b>9. Consider any available audit reports</b></p> <ul style="list-style-type: none"> <li>- Internal Audit/s completed and reports were tabled.</li> </ul> <p>Reports were Received and Noted.</p>
<p><b>10. Review management's implementation of audit recommendations</b></p> <ul style="list-style-type: none"> <li>- No follow-up for Audit Corrective Actions required.</li> </ul> <p>Reports were Received and Noted.</p>
<p><b>External Audit</b></p>
<p><b>11. Consider any available audit reports</b></p> <ul style="list-style-type: none"> <li>- The Report from Roads to Recovery Program 2018 from TAO was circulated along with the Annual Report to Parliament also from TAO. It was noted there were no actions from either report.</li> </ul> <p>Reports were Received and Noted.</p>
<p><b>12. Review management's implementation of audit recommendations</b></p> <ul style="list-style-type: none"> <li>- It was noted there were no matters raised by the TAO. The Chairman acknowledged the good work of Justin and Jonathan and their staff in not having any TAO findings through the audit process</li> </ul> <p>Received and Noted.</p>

**13. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council**

- None to report.

**Risk Management and Compliance**

**14. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)**

- All suggestions recommended to Risk & Safety Officer have been received well and have been comprehensively implemented.

Received and Noted.

**15. Review Business Continuity Plan**

- A successful BCP scenario was carried out in November 2018. A report has now been prepared. The BCP has been reviewed and updated.

Received and Noted.

**16. Review W H & S Management process**

- Verbal Report

Received and Noted.

**17. Monitor any major claims or lawsuits by or against the Council and complaints against the Council**

- Council has received a compensation claim from a property owner in relation to the alleged failed waste water system.
- Council has been cleared of any alleged maladministration of the sale of a property for unpaid rates.
- Council will progress with an appeal to be lodged in the High Court in relation to Southern Cross Care. Panel are content with council's protocol in handling the risk and do not want to jeopardise any High Court decision.

Received and Noted.

**18. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour**

- No matters to report.

**Other Business**

**Meeting close**

This meeting closed at 11:06 am.

**Next Meeting**

The next meeting to be held on Tuesday 26 March 2019 at 10:30 am.



## **14/2019 FINANCIAL REPORTS TO 31 DECEMBER 2018**

### **1) Introduction**

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

### **2) Recommendation**

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

- 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:**

Councillor Kelly moved and Councillor King seconded, ***"that Council receive the following financial reports for the period ended 31 December 2018:***

- 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.***

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

Councillor Kelly moved and Councillor Bower 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 4.24pm

### **15/2019 CONFIRMATION OF MINUTES**

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 11 December, 2018.

### **16/2019 LEAVE OF ABSENCE**

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

### **17/2019 APPOINTMENT OF ACTING GENERAL MANAGER**

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

The meeting re-opened to the public at 4.39pm.

The meeting closed at 4.39pm.

.....  
WAYNE JOHNSTON (MAYOR)