



Meander Valley Council
Working Together

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 11 June 2019

Table of Contents

93/201	CONFIRMATION OF MINUTES:.....	3
94/2019	COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:	4
95/2019	ANNOUNCEMENTS BY THE MAYOR:.....	4
96/2019	ANNOUNCEMENTS BY COUNCILLORS.....	4
97/2019	DECLARATIONS OF INTEREST:.....	5
98/2019	TABLING OF PETITIONS:.....	5
99/2019	PUBLIC QUESTION TIME	5
100/2019	COUNCILLOR QUESTION TIME.....	5
101/2019	DEPUTATIONS BY MEMBERS OF THE PUBLIC	5
102/2019	538 RIVER ROAD, REEDY MARSH	6
103/2019	CASSIDYS ROAD, RED HILLS	8
104/2019	ANNUAL REVIEW OF FEES & CHARGES 2019-20	15
105/2019	2019-20 BUDGET ESTIMATES, LONG TERM FINANCIAL PLAN UPDATE AND RATES RESOLUTION	44
106/2019	CODE FOR TENDERS AND CONTRACTS 2019	52
107/2019	REVIEW OF BUDGETS FOR THE 2018-19 CAPITAL WORKS PROGRAM.....	115
108/2019	APPOINTMENT OF ACTING GENERAL MANAGER.....	117
109/2019	MEANDER VALLEY COUNCIL ANNUAL PLAN 2019–20	118
 ITEMS FOR CLOSED SECTION OF THE MEETING		
110/2019	CONFIRMATION OF MINUTES.....	225
111/2019	LEAVE OF ABSENCE.....	225
112/2019	LOCAL GOVERNMENT TASMANIA (LGAT) 2019 ELECTIONS.....	225

Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 11 June 2019 at 4.00pm.

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

APOLOGIES: Cr Stephanie Cameron

IN ATTENDANCE: Martin Gill, General Manager
Merrilyn Young, Executive Officer
Dino De Paoli, Director Infrastructure Services
Jonathan Harmey, Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services
Justin Simons, Town Planner
Leanne Rabjohns, Town Planner
Justin Marshall, Senior Accountant
Krista Palfreyman, Development Services Co-ordinator

The Mayor acknowledged the OAM received by Mrs Kim Brundle-Lawrence, a resident of Meander Valley, in the 2019 Queens Birthday Honours List.

93/2019 CONFIRMATION OF MINUTES:

Councillor Kelly moved and Councillor Sherriff seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 14 May 2019, be received and confirmed.”***

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

94/2019 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
28 May 2019	<ul style="list-style-type: none">• Proposed Budget Estimates 2019-20• Proposed Annual Plan 2019-20• Appointment of Acting General Manager

95/2019 ANNOUNCEMENTS BY THE MAYOR:

22 May 2019

- National Volunteer Week Function – Deloraine House

22 May 2019

- Bracknell Hall Meeting - Bracknell

25 May 2019

- Guest Speaker - Deloraine Football Club Sponsors & Life Members Lunch

28 May 2019

- Council Workshop

30 May 2019

- LGAT Mayor's Professional Development Day – Launceston

6 June 2019

- Governor's Winter Ball – Government House, Hobart

96/2019 ANNOUNCEMENTS BY COUNCILLORS

Councillor Stephanie Cameron

- Attendance at the Anzac Day service at Hagley
- Attendance at Bracknell Hall meeting

Councillor Tanya King

- Congratulations to Deloraine District Pony Club A Division Games team for placing second in the State Games Finals on Sunday 2 June 2019

97/2019 DECLARATIONS OF INTEREST:

Nil

98/2019 TABLING OF PETITIONS:

Council received a petition from 43 residents of Cheltenham Way, Prospect Vale requesting the removal of street trees in Cheltenham Way. The petition conformed with the requirements of Section 57 of the Local Government Act 1993.

99/2019 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – MAY 2019

Nil

2. PUBLIC QUESTIONS WITH NOTICE – JUNE 2019

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – JUNE 2019

Nil

100/2019 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MAY 2019

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – JUNE 2019

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JUNE 2019

Nil

101/2019 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

PLANNING AUTHORITY ITEMS

The Mayor advised that 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.

102/2019 538 RIVER ROAD, REEDY MARSH

Planning Application: PA\19\0205

Proposal: Residential Outbuilding

Author: Leanne Rabjohns
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Residential Outbuilding on land located at 538 River Road, Reedy Marsh (CT: 236483/1), by T Woolley, be APPROVED, generally in accordance with the endorsed plans:

- a) Site plan (2 pages);**
- b) Photos (2 pages);**
- c) TNC Engineering P/L – Drawing Number: SLAN190033-3;**
- d) T Woolley – email dated 4 April 2019;**

and subject to the following conditions:

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

Note:

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

2. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval
 - b) Plumbing approvalAll enquiries should be directed to Council's Permit Authority on 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.
3. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.
5. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
6. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.
7. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
8. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and

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|--|
| <p>c) The relevant approval processes will apply with state and federal government agencies.</p> |
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DECISION:

Cr King moved and Cr Kelly seconded ***“that the application for Use and Development for Residential Outbuilding on land located at 538 River Road, Reedy Marsh (CT: 236483/1), by T Woolley, be APPROVED, generally in accordance with the endorsed plans:***

- a) Site plan (2 pages);**
- b) Photos (2 pages);**
- c) TNC Engineering P/L – Drawing Number: SLAN190033-3;**
- d) T Woolley – email dated 4 April 2019;**

and subject to the following conditions:

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

Note:

1. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council’s Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.
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 - c) The relevant approval processes will apply with state and federal government agencies.

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

103/2019 20 CASSIDYS ROAD, RED HILLS

Planning Application: PA\19\0180

Proposal: Resource Development (controlled environment agriculture) – polytunnels and incidental agricultural buildings

Author: Justin Simons
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Resource Development (Controlled Environment Agriculture) on land located at 20 Cassidys Road, Red Hills, CT 109552/3, by G Clark, be APPROVED, generally in accordance with the endorsed plans:

- a) Macquarie Franklin – Agricultural Report and Meander Valley Interim Planning Scheme 2013 Compliance Report, dated December 2018***
- b) Macquarie Franklin – Site Plan with hand written annotation.***
- c) Photo elevations (x3)***

and subject to the following conditions:

- 1. The buildings approved by this permit are not permitted to be used for human habitation and are limited to resource development activities only.**
- 2. All commercial and employee vehicles associated with the business are to be parked within the property boundaries.**

Note:

1. An application for a Plumbing Permit will be required at the Building and Plumbing Permit application stage for the on-site wastewater system servicing the proposed ablution block. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application. Please find attached a list of on-site wastewater designers and an information sheet on the application for installation.

If you have any waste water questions, please feel free to contact Council's

Environment Health team on 6393 5320.

2. 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.
3. 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:
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9. If any Aboriginal relics are uncovered during works;
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au); and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Kelly moved and Cr Nott seconded ***“that the application for Use and Development for Resource Development (Controlled Environment Agriculture) on land located at 20 Cassidys Road, Red Hills, CT 109552/3, by G Clark, be APPROVED, generally in accordance with the endorsed plans:***

- a) Macquarie Franklin – Agricultural Report and Meander Valley Interim Planning Scheme 2013 Compliance Report, dated December 2018***
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 - c) The relevant approval processes will apply with state and federal government agencies.

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

104/2019 ANNUAL REVIEW OF FEES & CHARGES 2019-20

1) Recommendation

It is recommended that Council adopt the proposed fees and charges for the 2019-20 financial year, as follows:



MEANDER VALLEY COUNCIL

Fees & Charges: 2019-2020

FEES AND CHARGES REVISION JUNE 2019

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Planning/Development Permit Fees			
Planning Review – Residential Development	\$60	\$60	No change
Developments less than \$5,000 (Permitted Status)	\$155	\$160	Increase \$5 in line with CCI
House and/or Residential Outbuilding (Discretionary Application including Advertising Fee)	\$500	\$670	Increase in line with CCI and now incorporates Advertising Fee
House and/or Outbuilding (Permitted Status)	\$292	\$300	Increase \$8 in line with CCI
Discretionary Development (including Advertising Fee)	0.30% of development cost. Minimum charge \$500. Maximum charge \$5,120. Plus advertising fee at cost for level 2 activities.	0.30% of development cost. Minimum charge \$670. Maximum charge \$15,000. Plus advertising fee at cost for level 2 activities.	Minimum charge increased in line with CCI and now incorporates Advertising Fee. Maximum charge increased in line with surrounding Councils
Development (Permitted Status)	0.30% of development cost. Minimum charge \$292. Maximum charge \$5,000.	0.30% of development cost. Minimum charge \$300. Maximum charge \$15,000.	Minimum charge increased in line with CCI. Maximum charge increased in line with surrounding Councils
Advertising Fee	\$150	N/A	Now part of Discretionary Fees
Re-advertising Fee - amended plan prior to determination (at applicants request)	\$150	\$150	No change
Retrospective Planning Application	Double Planning/Development Fee	Double Planning/Development Fee	No change
Subdivision Applications			
Application for Subdivision (including Advertising Fee) Meander Valley Council Ordinary Minutes - 11 June 2019	\$550 + \$80 per lot	\$670 + \$80 per lot	Increase in line with CCI and now includes Advertising Fee



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Application for sealing of Final Plan of Subdivision	\$300	\$310	Increase \$10 in line with CCI
Application to amend sealed plan	\$310	\$310	No change. Now consistent with other Application Fees
Application for modification, or release of Adhesion Order	\$395	\$310	Decrease fee. Now consistent with other Application Fees
Stratum Subdivision			
Application for sealing of final plan	\$395	\$410	Increase \$15 in line with CCI
Other			
Application for amendment to Permitted planning permit	N/A	\$160	New fee. Distinction in level of work required
Application for amendment to Discretionary planning permit	\$300	\$310	Increase \$10 in line with CCI
Part 5 Agreements – Processing & Sealing	\$250	\$260	Increase \$10 in line with CCI
Copy of Planning scheme Ordinance	\$65	\$80	Increase to capture actual costs
Copy of Planning Scheme Maps (Large Scale)	\$25 per Map	\$2 per Map	Change from A1 size to A3 size
Determining extension of time requests	\$100	\$100	No change
Amendments to Planning Scheme (not including fee payable to TPC)			
Text or Map Alteration	0.30% of development cost. Minimum charge \$750. Maximum charge \$5,120. Plus advertising fee at cost.	\$4,000 + Tasmanian Planning Commission Fee	Change in fee structure consistent with surrounding Councils
Health Fees			
Fees and Charges approved at the May 2019 Council meeting			
Dog Registration and Licence Fees			
Fees and Charges approved at the May 2019 Council meeting			



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Engineering (Subdivisions)			
Plan checking and final inspections for privately supervised works (only applies to works that have been certified by a qualified engineer approved by Director Infrastructure)	1.5% of value of public works Minimum fee \$420*	1.5% of value of public works Minimum fee \$434*	Increase \$14 in line with CCI
Inspection of failed works	\$131* per hour of contracted inspections or re-inspections of works that failed a previous inspection.	\$135* per hour of contracted inspections or re-inspections of works that failed a previous inspection.	Increase \$4 in line with CCI
<i>N.B. Public works are defined as any works that council is obliged to maintain for the community and include roads, footpaths, drainage (both underground and surface), landscaping, parks and public buildings.</i>			
Tip Fees			
Excludes vehicles transporting controlled wastes.			
General Waste to Landfill			
Bags up to 60 litres (each)	\$0.50*	\$1*	Increase \$0.50
240 litre bins (each)	\$2*	\$3*	Increase \$1
Car / Wagon	\$9*	\$9.50*	Increase \$0.50 in line with CCI
Ute (up to 1.5 cubic metres)	\$16*	\$17*	Increase \$1 in line with CCI
Trailer - single or dual axle (up to 1.5 cubic metres)	\$16*	\$17*	Increase \$1 in line with CCI
Other vehicles (over 1.5 and less than 5.0 cubic metres)	\$27*	\$11* per cubic metre	Change in fee calculation
Vehicles over 5.0 cubic metres	Disposal subject to Council approval	Disposal subject to Council approval	No change
Green Waste, Unsorted Recyclables & Salvageable Timber			
Excludes contaminated green waste and scrap timber, stumps & logs greater than 150mm diameter.			
Bags up to 60 litres (each)	\$0.25*	\$0.50*	Increase \$0.25
240 litre bins (each)	\$1*	\$1.50*	Increase \$0.50
Car / Wagon	\$4.50*	\$4.75*	Increase \$0.25 in line with CCI



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Ute (up to 1.5 cubic metres)	\$8*	\$8.50*	Increase \$0.50 in line with CCI
Trailer - single or dual axle (up to 1.5 cubic metres)	\$8*	\$8.50*	Increase \$0.50 in line with CCI
Other vehicles (over 1.5 and less than 5.0 cubic metres)	\$13.50*	\$5.50* per cubic metre	Change in fee calculation
Vehicles over 5.0 cubic metres	Disposal subject to Council approval	Disposal subject to Council approval	No change
Other Items			
Car Tyres & Light Truck Tyres (each)	\$13*	\$13*	No change
Truck Tyres (each)	\$39*	\$40*	Increase \$1 in line with CCI
Motor Vehicle Bodies (each)	\$20*	\$20*	No change
Mattresses (each)	\$6*	\$6*	No change
Refrigerators and Freezers (each)	\$6*	\$6*	No change
Waste oil 20 litre containers (each)	\$1*	\$1*	No change
Recyclable Materials - Free of Charge			
Separated and sorted recyclables	Free of charge	Free of charge	No change
Drum Muster (must be triple washed)	Free of charge	Free of charge	No change
Clean fill (<150mm rocks, no contamination or concrete)	Free of charge	Free of charge	No change
Light scrap steel and non-ferrous metal	Free of charge	Free of charge	No change
e-waste – televisions, computers, screens & keyboards	Free of charge	Free of charge	No change
Batteries	Free of charge	Free of charge	No change
Polystyrene	Free of charge	Free of charge	No change
Motor oil & cooking oils	Free of charge	Free of charge	No change
Fluorescent tubes and light bulbs	Free of charge	Free of charge	No change
Items suitable for tip shop	Free of charge	Free of charge	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Cemetery Fees			
Lawn Cemeteries			
Public Graves			
Single depth burial	\$600*	\$650*	Increase \$50
Double depth burial	\$600*	\$650*	Increase \$50
Reservation of Land			
Reserve land 2.5m x 1.25m	\$500*	\$550*	Increase \$50
Single depth burial in reservation	\$140*	\$150*	Increase \$10 in line with CCI
Double depth burial in reservation	\$140*	\$150*	Increase \$10 in line with CCI
Second interment in double depth grave	\$140*	\$150*	Increase \$10 in line with CCI
General Cemeteries – Deloraine, Mole Creek and Bracknell			
Public Graves (Mole Creek and Bracknell Cemeteries only)			
Single depth burial	\$400*	\$525*	Increase over two years for consistency with Lawn Cemeteries
Double depth burial	\$400*	\$525*	Increase over two years for consistency with Lawn Cemeteries
Reservation of Land			
Reserve land 2.5m x 1.25m (Mole Creek and Bracknell Cemeteries only)	\$300*	\$425*	Increase over two years for consistency with Lawn Cemeteries
Single depth burial in reservation	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Double depth burial in reservation	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Second interment in double depth grave	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Wall of Memory – Deloraine, Mole Creek & Bracknell			
Reservation of niche	\$200*	\$250*	Increase \$50 to reflect cost
Interment of ashes in niche	\$400*	\$400*	No change
Interment in reserved niche	\$200*	\$150*	Decrease \$50 to reflect cost



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Miscellaneous			
Applications for graves made outside normal Council office hours – additional fee	\$200*	\$200*	No change
Graves for children under 18 years of age	Nil	Nil	No change
Interment of ashes in existing grave (if arranged by Council)	\$300*	\$300*	No change
Exhumation	\$800*	\$800*	No change
Deloraine Swimming Pool Fees			
Child	\$2*	\$2*	No change
Adult	\$3*	\$3*	No change
Spectator	\$1*	\$1*	No change
Season Child	\$52*	\$52*	No change
Season Adult	\$62*	\$62*	No change
Season Family	\$168*	\$168*	No change
Hall Rentals			
Westbury Town Hall and Supper Room			
Social functions – including balls, dances, discos, weddings, dinners, parties (maximum 10 hours use)	\$150*	\$150*	No change
Regular Local Community User (Weekly use of Supper Room only)			
Dinner/luncheon meetings, group meetings (per hour or part thereof)	\$16.50* per hour	\$16.50* per hour	No change
All Other Uses			
Full facility (per hour or part thereof)	\$30*	\$30*	No change
Main hall only (per hour or part thereof)	\$16.50*	\$16.50*	No change
Supper room only (per hour or part thereof)	\$25*	\$25*	No change
Preparation for any function on night preceding	\$20*	\$20*	No change
Bond (social functions only)			
If liquor provided at function	\$375	\$375	No change
If liquor not provided at function	\$125	\$125	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Rates Search			
Includes providing replacement copies of rates notices – Per hour (or part thereof) for the time taken	\$50*	\$50*	No change. Rarely used.
Clearing of Fire Hazards			
Arranging clearing of fire hazard at the request of a landowner or occupier – in addition to contractor's costs	\$86*	\$88*	Increase \$2 in line with CCI
Recreation Facilities & Reserves			
Recommended fees for the Deloraine Community Complex, Meander Valley Performing Arts Centre, Westbury Community Centre and Hadspen Recreation Ground Memorial Centre are provided in Attachment 1. Recommended fees for regular and casual users of outdoor facilities are provided in Attachments 2 and 3.			
Parks & Reserves			
Administration fee to facilitate reserve hire agreement of Council land for social gatherings upon request (i.e. weddings & birthdays)	\$25*	\$25*	No change. Rarely used
Permit Authority (PA)			
Notifiable Works – Building			
Notification lodgement from Building Surveyor	\$250	\$260	Increase \$10 in line with CCI
Demolition Only or Underpinning Only	\$127	\$130	Increase \$3 in line with CCI
Building Permit			
Class 1 Residential New/Alterations/Additions	\$320	\$330	Increase \$10 in line with CCI
Multi-Unit Class 1	\$320	\$330	Increase \$10 in line with CCI
Class 10 Outbuilding	\$210	\$220	Increase \$10 in line with CCI
Class 2 – 9 Commercial < \$200,000	\$315	\$325	Increase \$10 in line with CCI
Class 2 – 9 Commercial \$200,00 to \$500,000	\$635	\$655	Increase \$20 in line with CCI
Class 2 – 9 Commercial \$500,001 to \$1,000,000	\$950	\$980	Increase \$30 in line with CCI
Class 2 – 9 Commercial > \$1,000,000	\$1,590	\$1,650	Increase \$60 in line with CCI
Demolition Only	\$127	\$130	Increase \$3 in line with CCI



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Permit of Substantial Compliance	Double Building Permit Fees	Double Building Permit Fees	No change
Staged Development	Building Permit Fee + \$160 per stage	Building Permit Fee + \$170 per stage	Increase \$10 in line with CCI
Certificates of Completion	PA Fees	N/A	No longer required
Amended Permit Class 1 Residential	\$158	\$165	Increase \$7 in line with CCI
Amended Permit Class 10 Outbuilding	\$127	\$130	Increase \$3 in line with CCI
Amended Permit Class 2 – 9 Commercial	\$215	\$230	Increase \$15 in line with CCI
Plumbing Permit			
Notifiable Works – Plumbing			
Class 1 Residential no fixtures	\$185	\$190	Increase \$5 in line with CCI
Class 1 Residential up to 3 fixtures New/Alterations/Additions	\$410	\$425	Increase \$15 in line with CCI
Class 1 Residential up to 6 fixtures New/Alterations/Additions	\$535	\$555	Increase \$20 in line with CCI
Class 1 Residential 7 fixtures or more New/Alterations/Additions	\$635	\$660	Increase \$25 in line with CCI
Class 1 Residential – Multiple Units	\$530 + \$350 for each additional unit	\$550 + \$360 for each additional unit	Increase \$20 and \$10 in line with CCI
Class 10 Outbuilding no fixtures	\$185	\$190	Increase \$5 in line with CCI
Class 10 Outbuilding with fixtures	\$410	\$425	Increase \$15 in line with CCI
Class 2-9 Commercial < \$200,000	\$535	\$555	Increase \$20 in line with CCI
Class 2-9 Commercial \$200,000 to \$500,000	\$1,060	\$1,095	Increase \$35 in line with CCI
Class 2-9 Commercial \$500,001 to \$1,000,000	\$1,270	\$1,320	Increase \$50 in line with CCI
Class 2-9 Commercial > \$1,000,000	Price on Application	Price on Application	No change
Amended Certificate of Likely Compliance	\$205	\$210	Increase \$5 in line with CCI
Demolition Only	\$160	\$165	Increase \$5 in line with CCI
Additional Inspections	\$100	\$110	Increase \$10



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Plumbing Permit			
Category 4	\$270	\$280	Increase \$10 in line with CCI
Category 4 - Including On-site Wastewater Assessment	\$470	\$485	Increase \$15 in line with CCI
Category 4 - Retrospective Approval	Double Plumbing Permit Fees	Double Plumbing Permit Fees	No change
Staged Development	Plumbing Permit Fees + \$160 per stage	Plumbing Permit Fees + \$170 per stage	Increase \$10 in line with CCI
Demolition Only	\$160	\$165	Increase \$5 in line with CCI
Amended Permit	\$160	\$165	Increase \$5 in line with CCI
Additional Inspections	\$100	\$110	Increase \$10
Building Surveying			
Building Work Category			
Amendment to Certificate of Likely Compliance Class 1 Residential New/Alterations/Additions	\$260*	\$330*	Private Surveyor – Cost Recovery
Amendment to Certificate of Likely Compliance Class 10 Outbuilding	\$170*	\$330*	Private Surveyor – Cost Recovery
Amendment to Certificate of Likely Compliance Class 2-9 Commercial	\$320*	\$330*	Private Surveyor – Cost Recovery
Additional Inspections	\$100*	\$190*	Private Surveyor – Cost Recovery
State Government Levies			
Construction Industry Training Fund Levy (Applies to All work over the value of \$20,000)	0.2% of the total estimated cost of construction		
Building Levy (Applies to All work over the value of \$20,000)	0.1% of the total estimated cost of construction		
Other Fees and Charges			
Administration Services – Withdrawn Applications	\$100*	\$100*	No change
Permit Extension – Current Permit	\$100	\$100	No change
Permit Extension – Expired Permit	\$310	\$310	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Notifiable Work Extension	N/A	\$100	New fee required by legislation
Plumbing Permit Extension	\$100	\$100	No change
Re-Open Closed File	\$185	\$190	Increase \$5 in line with CCI
Review Plans to Determine Category of Building Work	\$60	\$60	No change
Review Plans to Determine Category of Plumbing Work	\$60	\$60	No change
Review Plans to Determine Planning Requirement	N/A	\$60	New fee
Records Search Fee (Copy of Plans)	\$80*	\$80*	No change
Paper Copy of Certified Documents	\$30*	\$30*	No change
Receipt of Form 80 - Notice of Low Risk Plumbing Work	\$55	\$55	No change
Receipt of Form 80 - Notice of Low Risk Building Work	\$55	\$55	No change
Building Certificate	\$240	\$250	Increase \$10 in line with CCI
Form 49 – EHO Report	\$210	\$215	Increase \$5 in line with CCI
Form 50 – EHO Occupancy Report	\$155	\$160	Increase \$5 in line with CCI
Technical Review	N/A	\$100* per hour	New fee
Processing Enforcement Notices & Orders	N/A	\$100* per hour	New fee

ATTACHMENT 1

RECOMMENDED NEW HIRE RATES - FROM 1 JULY 2019

DELORAINIE COMMUNITY COMPLEX, MEANDER VALLEY PERFORMING ARTS CENTRE,
WESTBURY SPORTS CENTRE & HADSPEN RECREATION GROUND MEMORIAL CENTRE

	CURRENT 2018-19 FEES/CHARGES GST Inclusive	PROPOSED 2019-20 FEES/CHARGES GST Inclusive
DELORAINIE COMMUNITY COMPLEX AND MEANDER VALLEY PERFORMING ARTS CENTRE		
Stadiums (per basketball court)		
Seniors : Roster	\$31.00 Per Hour	\$32.00 Per Hour
: Training	\$21.00 Per Hour	\$22.00 Per Hour
: Non-regular users	\$29.00 Per Hour	\$30.00 Per Hour
: Outdoor	\$0.00 Per Hour	\$15.00 Per Hour
Juniors : Roster	\$15.50 Per Hour	\$16.00 Per Hour
: Training	\$10.50 Per Hour	\$11.00 Per Hour
: Non-regular users	\$14.50 Per Hour	\$15.00 Per Hour
: Outdoor	\$0.00 Per Hour	\$7.50 Per Hour
Schools	\$10.50 Per Hour	\$11.00 Per Hour
DCC Meeting Room or Mezzanine space	\$13.00 Per Hour	\$14.00 Per Hour
DCC Auditorium		
Conferences (morning, afternoon, evening)	\$190.00 Per Use	\$195.00 Per Use
Conferences (hourly rate)	\$50.00 Per Hour	\$55.00 Per Hour
Cabarets, weddings, dinners	\$260.00 Per Use	\$270.00 Per Use
Funeral Services	\$130.00 Per Use	\$135.00 Per Use
Shows, films : Amateur	\$175.00 Per Use	\$180.00 Per Use
: Professional	\$340.00 Per Use	\$350.00 Per Use
Kitchens		
Main kitchen DCC	\$90.00 Per Use	\$93.00 Per Use
MV Performing Arts Centre	\$40.00 Per Use	\$41.50 Per Use
Squash Courts	\$11.00 Per Hour	\$11.50 Per Hour
MVPAC Practice	\$30.00 Per Use	\$31.00 Per Use
Local	\$88.00 Per Use	\$91.00 Per Use
Travelling	\$135.00 Per Use	\$140.00 Per Use
Venue Day Rates (all facilities, 24 hours)		
Deloraine Community Complex	\$570.00 Per Day	\$590.00 Per Day
MV Performing Arts Centre	\$340.00 Per Day	\$350.00 Per Day
Westbury Sports Stadium	\$230.00 Per Day	\$240.00 Per Day
WESTBURY SPORTS CENTRE		
Seniors : Roster	\$31.00 Per Hour	\$32.00 Per Hour
: Training	\$21.00 Per Hour	\$22.00 Per Hour
: Non-regular users	\$29.00 Per Hour	\$30.00 Per Hour
Juniors : Roster	\$15.50 Per Hour	\$16.00 Per Hour
: Training	\$10.50 Per Hour	\$11.00 Per Hour
: Non-regular users	\$14.50 Per Hour	\$15.00 Per Hour
HADSPEN RECREATION GROUND MEMORIAL CENTRE		
Non-regular users	\$13.00 Per Hour	\$14.00 Per Hour
Evening functions (from 6pm)	\$85.00 Per Use	\$88.00 Per Use

ATTACHMENT 2

REGULAR USER GROUND HIRE RATES - FROM COUNCIL POLICY 56
ALL VENUES - ALL REGULAR USERS IN THESE SPORTS

SPORT	PLAYER NUMBERS PER TEAM	SENIOR / JUNIOR	CURRENT 2018-19 RATE PER TEAM PER SEASON (inc GST)	PROPOSED 2019-20 RATE PER TEAM PER SEASON (inc GST)
Football (AFL)	25	Senior Men	\$1,025.00	\$1,056.00
	20	Senior Women	\$512.50	\$528.00
	20	Junior	\$256.25	\$264.00
Soccer	12	Senior Men	\$512.50	\$528.00
	12	Senior Women	\$256.25	\$264.00
	10	Junior	\$128.15	\$132.00
Cricket	12	Senior Men	\$512.50	\$528.00
	12	Senior Women	\$256.25	\$264.00
	12	Junior	\$128.15	\$132.00
Touch Football	8	Senior Men	\$256.25	\$264.00
	8	Senior Women	\$128.15	\$132.00
	8	Junior	\$64.10	\$66.00

ATTACHMENT 3

**RECOMMENDED NEW CASUAL USER GROUND HIRE RATES - FROM 1 JULY 2019
ALL VENUES - ALL CASUAL USERS**

SPORTS GROUNDS / FACILITIES FOR CASUAL USERS				
FEES/CHARGES GST Inclusive				
SPORTS GROUNDS / FACILITIES	CURRENT 2018-19 RATE PER HOUR	PROPOSED 2019-20 RATE PER HOUR	CURRENT 2018-19 RATE PER DAY	PROPOSED 2019-20 RATE PER DAY
Bracknell rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Bracknell rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Bracknell clubrooms		Fee determined by leaseholder		
Carrick recreation ground	\$11.00	\$11.50	\$65.00	\$67.00
Deloraine rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Deloraine rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Deloraine clubrooms		Fee determined by leaseholder		
Hadspen rec. ground / centre	\$31.00	\$32.00	\$185.00	\$190.50
Hadspen rec. ground only	\$21.00	\$21.50	\$125.00	\$128.50
Hagley rec ground / change rooms	\$16.00	\$16.50	\$95.00	\$98.00
Hagley rec ground only	\$11.00	\$11.50	\$65.00	\$67.00
Hagley clubrooms		Fee determined by leaseholder		
Meander recreation ground	\$11.00	\$11.50	\$65.00	\$67.00
Prospect Vale Park - per change-room	\$10.00	\$10.00	\$40.00	\$40.00
Prospect Vale Park - per touch field	\$13.50	\$13.50	\$80.00	\$82.00
Prospect Vale Park - per soccer field	\$21.00	\$21.50	\$125.00	\$128.50
Prospect Vale Park - per football field	\$26.00	\$27.00	\$155.00	\$160.00
Prospect Vale Park - clubrooms		Fee determined by leaseholder		
Westbury rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Westbury rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Westbury clubrooms		Fee determined by leaseholder		
Whitemore rec ground only	\$11.00	\$11.50	\$65.00	\$67.00
Whitemore clubrooms		Fee determined by leaseholder		
Sports Ground Lighting	\$15.00	\$15.50	N/A	N/A
Key Bond (refundable)	\$50.00	\$50.00	N/A	N/A
Discounts – Ground Only				
Junior Discount (under 18 years)	50%	50%	N/A	N/A
Female & Inclusion Discount	50%	50%	N/A	N/A
Off-peak Use (between 9am and 3pm)	25%	25%	N/A	N/A

DECISION:

Cr Nott moved and Cr Sherriff seconded ***“that Council adopt the proposed fees and charges for the 2019-20 financial year, as follows:***



MEANDER VALLEY COUNCIL

Fees & Charges: 2019-2020

FEES AND CHARGES REVISION JUNE 2019

FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Planning/Development Permit Fees			
Planning Review – Residential Development	\$60	\$60	No change
Developments less than \$5,000 (Permitted Status)	\$155	\$160	Increase \$5 in line with CCI
House and/or Residential Outbuilding (Discretionary Application including Advertising Fee)	\$500	\$670	Increase in line with CCI and now incorporates Advertising Fee
House and/or Outbuilding (Permitted Status)	\$292	\$300	Increase \$8 in line with CCI
Discretionary Development (including Advertising Fee)	0.30% of development cost. Minimum charge \$500. Maximum charge \$5,120. Plus advertising fee at cost for level 2 activities.	0.30% of development cost. Minimum charge \$670. Maximum charge \$15,000. Plus advertising fee at cost for level 2 activities.	Minimum charge increased in line with CCI and now incorporates Advertising Fee. Maximum charge increased in line with surrounding Councils
Development (Permitted Status)	0.30% of development cost. Minimum charge \$292. Maximum charge \$5,000.	0.30% of development cost. Minimum charge \$300. Maximum charge \$15,000.	Minimum charge increased in line with CCI. Maximum charge increased in line with surrounding Councils
Advertising Fee	\$150	N/A	Now part of Discretionary Fees
Re-advertising Fee - amended plan prior to determination (at applicants request)	\$150	\$150	No change
Retrospective Planning Application	Double Planning/Development Fee	Double Planning/Development Fee	No change
Subdivision Applications			
Application for Subdivision (including Advertising Fee) Meander Valley Council Ordinary Minutes - 11 June 2019	\$550 + \$80 per lot	\$670 + \$80 per lot	Increase in line with CCI and now includes Advertising Fee



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Application for sealing of Final Plan of Subdivision	\$300	\$310	Increase \$10 in line with CCI
Application to amend sealed plan	\$310	\$310	No change. Now consistent with other Application Fees
Application for modification, or release of Adhesion Order	\$395	\$310	Decrease fee. Now consistent with other Application Fees
Stratum Subdivision			
Application for sealing of final plan	\$395	\$410	Increase \$15 in line with CCI
Other			
Application for amendment to Permitted planning permit	N/A	\$160	New fee. Distinction in level of work required
Application for amendment to Discretionary planning permit	\$300	\$310	Increase \$10 in line with CCI
Part 5 Agreements – Processing & Sealing	\$250	\$260	Increase \$10 in line with CCI
Copy of Planning scheme Ordinance	\$65	\$80	Increase to capture actual costs
Copy of Planning Scheme Maps (Large Scale)	\$25 per Map	\$2 per Map	Change from A1 size to A3 size
Determining extension of time requests	\$100	\$100	No change
Amendments to Planning Scheme (not including fee payable to TPC)			
Text or Map Alteration	0.30% of development cost. Minimum charge \$750. Maximum charge \$5,120. Plus advertising fee at cost.	\$4,000 + Tasmanian Planning Commission Fee	Change in fee structure consistent with surrounding Councils
Health Fees			
Fees and Charges approved at the May 2019 Council meeting			
Dog Registration and Licence Fees			
Fees and Charges approved at the May 2019 Council meeting			



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Engineering (Subdivisions)			
Plan checking and final inspections for privately supervised works (only applies to works that have been certified by a qualified engineer approved by Director Infrastructure)	1.5% of value of public works Minimum fee \$420*	1.5% of value of public works Minimum fee \$434*	Increase \$14 in line with CCI
Inspection of failed works	\$131* per hour of contracted inspections or re-inspections of works that failed a previous inspection.	\$135* per hour of contracted inspections or re-inspections of works that failed a previous inspection.	Increase \$4 in line with CCI
<i>N.B. Public works are defined as any works that council is obliged to maintain for the community and include roads, footpaths, drainage (both underground and surface), landscaping, parks and public buildings.</i>			
Tip Fees			
Excludes vehicles transporting controlled wastes.			
General Waste to Landfill			
Bags up to 60 litres (each)	\$0.50*	\$1*	Increase \$0.50
240 litre bins (each)	\$2*	\$3*	Increase \$1
Car / Wagon	\$9*	\$9.50*	Increase \$0.50 in line with CCI
Ute (up to 1.5 cubic metres)	\$16*	\$17*	Increase \$1 in line with CCI
Trailer - single or dual axle (up to 1.5 cubic metres)	\$16*	\$17*	Increase \$1 in line with CCI
Other vehicles (over 1.5 and less than 5.0 cubic metres)	\$27*	\$11* per cubic metre	Change in fee calculation
Vehicles over 5.0 cubic metres	Disposal subject to Council approval	Disposal subject to Council approval	No change
Green Waste, Unsorted Recyclables & Salvageable Timber			
Excludes contaminated green waste and scrap timber, stumps & logs greater than 150mm diameter.			
Bags up to 60 litres (each)	\$0.25*	\$0.50*	Increase \$0.25
240 litre bins (each)	\$1*	\$1.50*	Increase \$0.50
Car / Wagon	\$4.50*	\$4.75*	Increase \$0.25 in line with CCI



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Ute (up to 1.5 cubic metres)	\$8*	\$8.50*	Increase \$0.50 in line with CCI
Trailer - single or dual axle (up to 1.5 cubic metres)	\$8*	\$8.50*	Increase \$0.50 in line with CCI
Other vehicles (over 1.5 and less than 5.0 cubic metres)	\$13.50*	\$5.50* per cubic metre	Change in fee calculation
Vehicles over 5.0 cubic metres	Disposal subject to Council approval	Disposal subject to Council approval	No change
Other Items			
Car Tyres & Light Truck Tyres (each)	\$13*	\$13*	No change
Truck Tyres (each)	\$39*	\$40*	Increase \$1 in line with CCI
Motor Vehicle Bodies (each)	\$20*	\$20*	No change
Mattresses (each)	\$6*	\$6*	No change
Refrigerators and Freezers (each)	\$6*	\$6*	No change
Waste oil 20 litre containers (each)	\$1*	\$1*	No change
Recyclable Materials - Free of Charge			
Separated and sorted recyclables	Free of charge	Free of charge	No change
Drum Muster (must be triple washed)	Free of charge	Free of charge	No change
Clean fill (<150mm rocks, no contamination or concrete)	Free of charge	Free of charge	No change
Light scrap steel and non-ferrous metal	Free of charge	Free of charge	No change
e-waste – televisions, computers, screens & keyboards	Free of charge	Free of charge	No change
Batteries	Free of charge	Free of charge	No change
Polystyrene	Free of charge	Free of charge	No change
Motor oil & cooking oils	Free of charge	Free of charge	No change
Fluorescent tubes and light bulbs	Free of charge	Free of charge	No change
Items suitable for tip shop	Free of charge	Free of charge	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Cemetery Fees			
Lawn Cemeteries			
Public Graves			
Single depth burial	\$600*	\$650*	Increase \$50
Double depth burial	\$600*	\$650*	Increase \$50
Reservation of Land			
Reserve land 2.5m x 1.25m	\$500*	\$550*	Increase \$50
Single depth burial in reservation	\$140*	\$150*	Increase \$10 in line with CCI
Double depth burial in reservation	\$140*	\$150*	Increase \$10 in line with CCI
Second interment in double depth grave	\$140*	\$150*	Increase \$10 in line with CCI
General Cemeteries – Deloraine, Mole Creek and Bracknell			
Public Graves (Mole Creek and Bracknell Cemeteries only)			
Single depth burial	\$400*	\$525*	Increase over two years for consistency with Lawn Cemeteries
Double depth burial	\$400*	\$525*	Increase over two years for consistency with Lawn Cemeteries
Reservation of Land			
Reserve land 2.5m x 1.25m (Mole Creek and Bracknell Cemeteries only)	\$300*	\$425*	Increase over two years for consistency with Lawn Cemeteries
Single depth burial in reservation	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Double depth burial in reservation	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Second interment in double depth grave	\$140*	\$150*	Increase for consistency with Lawn Cemeteries
Wall of Memory – Deloraine, Mole Creek & Bracknell			
Reservation of niche	\$200*	\$250*	Increase \$50 to reflect cost
Interment of ashes in niche	\$400*	\$400*	No change
Interment in reserved niche	\$200*	\$150*	Decrease \$50 to reflect cost



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Miscellaneous			
Applications for graves made outside normal Council office hours – additional fee	\$200*	\$200*	No change
Graves for children under 18 years of age	Nil	Nil	No change
Interment of ashes in existing grave (if arranged by Council)	\$300*	\$300*	No change
Exhumation	\$800*	\$800*	No change
Deloraine Swimming Pool Fees			
Child	\$2*	\$2*	No change
Adult	\$3*	\$3*	No change
Spectator	\$1*	\$1*	No change
Season Child	\$52*	\$52*	No change
Season Adult	\$62*	\$62*	No change
Season Family	\$168*	\$168*	No change
Hall Rentals			
Westbury Town Hall and Supper Room			
Social functions – including balls, dances, discos, weddings, dinners, parties (maximum 10 hours use)	\$150*	\$150*	No change
Regular Local Community User (Weekly use of Supper Room only)			
Dinner/luncheon meetings, group meetings (per hour or part thereof)	\$16.50* per hour	\$16.50* per hour	No change
All Other Uses			
Full facility (per hour or part thereof)	\$30*	\$30*	No change
Main hall only (per hour or part thereof)	\$16.50*	\$16.50*	No change
Supper room only (per hour or part thereof)	\$25*	\$25*	No change
Preparation for any function on night preceding	\$20*	\$20*	No change
Bond (social functions only)			
If liquor provided at function	\$375	\$375	No change
If liquor not provided at function	\$125	\$125	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Rates Search			
Includes providing replacement copies of rates notices – Per hour (or part thereof) for the time taken	\$50*	\$50*	No change. Rarely used.
Clearing of Fire Hazards			
Arranging clearing of fire hazard at the request of a landowner or occupier – in addition to contractor's costs	\$86*	\$88*	Increase \$2 in line with CCI
Recreation Facilities & Reserves			
Recommended fees for the Deloraine Community Complex, Meander Valley Performing Arts Centre, Westbury Community Centre and Hadspen Recreation Ground Memorial Centre are provided in Attachment 1. Recommended fees for regular and casual users of outdoor facilities are provided in Attachments 2 and 3.			
Parks & Reserves			
Administration fee to facilitate reserve hire agreement of Council land for social gatherings upon request (i.e. weddings & birthdays)	\$25*	\$25*	No change. Rarely used
Permit Authority (PA)			
Notifiable Works – Building			
Notification lodgement from Building Surveyor	\$250	\$260	Increase \$10 in line with CCI
Demolition Only or Underpinning Only	\$127	\$130	Increase \$3 in line with CCI
Building Permit			
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Class 2 – 9 Commercial > \$1,000,000	\$1,590	\$1,650	Increase \$60 in line with CCI
Demolition Only	\$127	\$130	Increase \$3 in line with CCI



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Permit of Substantial Compliance	Double Building Permit Fees	Double Building Permit Fees	No change
Staged Development	Building Permit Fee + \$160 per stage	Building Permit Fee + \$170 per stage	Increase \$10 in line with CCI
Certificates of Completion	PA Fees	N/A	No longer required
Amended Permit Class 1 Residential	\$158	\$165	Increase \$7 in line with CCI
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Notifiable Works – Plumbing			
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Class 1 Residential 7 fixtures or more New/Alterations/Additions	\$635	\$660	Increase \$25 in line with CCI
Class 1 Residential – Multiple Units	\$530 + \$350 for each additional unit	\$550 + \$360 for each additional unit	Increase \$20 and \$10 in line with CCI
Class 10 Outbuilding no fixtures	\$185	\$190	Increase \$5 in line with CCI
Class 10 Outbuilding with fixtures	\$410	\$425	Increase \$15 in line with CCI
Class 2-9 Commercial < \$200,000	\$535	\$555	Increase \$20 in line with CCI
Class 2-9 Commercial \$200,000 to \$500,000	\$1,060	\$1,095	Increase \$35 in line with CCI
Class 2-9 Commercial \$500,001 to \$1,000,000	\$1,270	\$1,320	Increase \$50 in line with CCI
Class 2-9 Commercial > \$1,000,000	Price on Application	Price on Application	No change
Amended Certificate of Likely Compliance	\$205	\$210	Increase \$5 in line with CCI
Demolition Only	\$160	\$165	Increase \$5 in line with CCI
Additional Inspections	\$100	\$110	Increase \$10



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Plumbing Permit			
Category 4	\$270	\$280	Increase \$10 in line with CCI
Category 4 - Including On-site Wastewater Assessment	\$470	\$485	Increase \$15 in line with CCI
Category 4 - Retrospective Approval	Double Plumbing Permit Fees	Double Plumbing Permit Fees	No change
Staged Development	Plumbing Permit Fees + \$160 per stage	Plumbing Permit Fees + \$170 per stage	Increase \$10 in line with CCI
Demolition Only	\$160	\$165	Increase \$5 in line with CCI
Amended Permit	\$160	\$165	Increase \$5 in line with CCI
Additional Inspections	\$100	\$110	Increase \$10
Building Surveying			
Building Work Category			
Amendment to Certificate of Likely Compliance Class 1 Residential New/Alterations/Additions	\$260*	\$330*	Private Surveyor – Cost Recovery
Amendment to Certificate of Likely Compliance Class 10 Outbuilding	\$170*	\$330*	Private Surveyor – Cost Recovery
Amendment to Certificate of Likely Compliance Class 2-9 Commercial	\$320*	\$330*	Private Surveyor – Cost Recovery
Additional Inspections	\$100*	\$190*	Private Surveyor – Cost Recovery
State Government Levies			
Construction Industry Training Fund Levy (Applies to All work over the value of \$20,000)	0.2% of the total estimated cost of construction		
Building Levy (Applies to All work over the value of \$20,000)	0.1% of the total estimated cost of construction		
Other Fees and Charges			
Administration Services – Withdrawn Applications	\$100*	\$100*	No change
Permit Extension – Current Permit	\$100	\$100	No change
Permit Extension – Expired Permit	\$310	\$310	No change



FACILITY/SERVICE	CURRENT FEES/CHARGES (* GST inclusive)	PROPOSED FEES/CHARGES (* GST inclusive)	COMMENTS
Notifiable Work Extension	N/A	\$100	New fee required by legislation
Plumbing Permit Extension	\$100	\$100	No change
Re-Open Closed File	\$185	\$190	Increase \$5 in line with CCI
Review Plans to Determine Category of Building Work	\$60	\$60	No change
Review Plans to Determine Category of Plumbing Work	\$60	\$60	No change
Review Plans to Determine Planning Requirement	N/A	\$60	New fee
Records Search Fee (Copy of Plans)	\$80*	\$80*	No change
Paper Copy of Certified Documents	\$30*	\$30*	No change
Receipt of Form 80 - Notice of Low Risk Plumbing Work	\$55	\$55	No change
Receipt of Form 80 - Notice of Low Risk Building Work	\$55	\$55	No change
Building Certificate	\$240	\$250	Increase \$10 in line with CCI
Form 49 – EHO Report	\$210	\$215	Increase \$5 in line with CCI
Form 50 – EHO Occupancy Report	\$155	\$160	Increase \$5 in line with CCI
Technical Review	N/A	\$100* per hour	New fee
Processing Enforcement Notices & Orders	N/A	\$100* per hour	New fee

ATTACHMENT 1

RECOMMENDED NEW HIRE RATES - FROM 1 JULY 2019

DELORAINIE COMMUNITY COMPLEX, MEANDER VALLEY PERFORMING ARTS CENTRE,
WESTBURY SPORTS CENTRE & HADSPEN RECREATION GROUND MEMORIAL CENTRE

	CURRENT 2018-19 FEES/CHARGES GST Inclusive	PROPOSED 2019-20 FEES/CHARGES GST Inclusive
DELORAINIE COMMUNITY COMPLEX AND MEANDER VALLEY PERFORMING ARTS CENTRE		
Stadiums (per basketball court)		
Seniors : Roster	\$31.00 Per Hour	\$32.00 Per Hour
: Training	\$21.00 Per Hour	\$22.00 Per Hour
: Non-regular users	\$29.00 Per Hour	\$30.00 Per Hour
: Outdoor	\$0.00 Per Hour	\$15.00 Per Hour
Juniors : Roster	\$15.50 Per Hour	\$16.00 Per Hour
: Training	\$10.50 Per Hour	\$11.00 Per Hour
: Non-regular users	\$14.50 Per Hour	\$15.00 Per Hour
: Outdoor	\$0.00 Per Hour	\$7.50 Per Hour
Schools	\$10.50 Per Hour	\$11.00 Per Hour
DCC Meeting Room or Mezzanine space	\$13.00 Per Hour	\$14.00 Per Hour
DCC Auditorium		
Conferences (morning, afternoon, evening)	\$190.00 Per Use	\$195.00 Per Use
Conferences (hourly rate)	\$50.00 Per Hour	\$55.00 Per Hour
Cabarets, weddings, dinners	\$260.00 Per Use	\$270.00 Per Use
Funeral Services	\$130.00 Per Use	\$135.00 Per Use
Shows, films : Amateur	\$175.00 Per Use	\$180.00 Per Use
: Professional	\$340.00 Per Use	\$350.00 Per Use
Kitchens		
Main kitchen DCC	\$90.00 Per Use	\$93.00 Per Use
MV Performing Arts Centre	\$40.00 Per Use	\$41.50 Per Use
Squash Courts	\$11.00 Per Hour	\$11.50 Per Hour
MVPAC Practice	\$30.00 Per Use	\$31.00 Per Use
Local	\$88.00 Per Use	\$91.00 Per Use
Travelling	\$135.00 Per Use	\$140.00 Per Use
Venue Day Rates (all facilities, 24 hours)		
Deloraine Community Complex	\$570.00 Per Day	\$590.00 Per Day
MV Performing Arts Centre	\$340.00 Per Day	\$350.00 Per Day
Westbury Sports Stadium	\$230.00 Per Day	\$240.00 Per Day
WESTBURY SPORTS CENTRE		
Seniors : Roster	\$31.00 Per Hour	\$32.00 Per Hour
: Training	\$21.00 Per Hour	\$22.00 Per Hour
: Non-regular users	\$29.00 Per Hour	\$30.00 Per Hour
Juniors : Roster	\$15.50 Per Hour	\$16.00 Per Hour
: Training	\$10.50 Per Hour	\$11.00 Per Hour
: Non-regular users	\$14.50 Per Hour	\$15.00 Per Hour
HADSPEN RECREATION GROUND MEMORIAL CENTRE		
Non-regular users	\$13.00 Per Hour	\$14.00 Per Hour
Evening functions (from 6pm)	\$85.00 Per Use	\$88.00 Per Use

ATTACHMENT 2

REGULAR USER GROUND HIRE RATES - FROM COUNCIL POLICY 56
ALL VENUES - ALL REGULAR USERS IN THESE SPORTS

SPORT	PLAYER NUMBERS PER TEAM	SENIOR / JUNIOR	CURRENT 2018-19 RATE PER TEAM PER SEASON (inc GST)	PROPOSED 2019-20 RATE PER TEAM PER SEASON (inc GST)
Football (AFL)	25	Senior Men	\$1,025.00	\$1,056.00
	20	Senior Women	\$512.50	\$528.00
	20	Junior	\$256.25	\$264.00
Soccer	12	Senior Men	\$512.50	\$528.00
	12	Senior Women	\$256.25	\$264.00
	10	Junior	\$128.15	\$132.00
Cricket	12	Senior Men	\$512.50	\$528.00
	12	Senior Women	\$256.25	\$264.00
	12	Junior	\$128.15	\$132.00
Touch Football	8	Senior Men	\$256.25	\$264.00
	8	Senior Women	\$128.15	\$132.00
	8	Junior	\$64.10	\$66.00

ATTACHMENT 3

**RECOMMENDED NEW CASUAL USER GROUND HIRE RATES - FROM 1 JULY 2019
ALL VENUES - ALL CASUAL USERS**

SPORTS GROUNDS / FACILITIES FOR CASUAL USERS				
FEES/CHARGES GST Inclusive				
SPORTS GROUNDS / FACILITIES	CURRENT 2018-19 RATE PER HOUR	PROPOSED 2019-20 RATE PER HOUR	CURRENT 2018-19 RATE PER DAY	PROPOSED 2019-20 RATE PER DAY
Bracknell rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Bracknell rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Bracknell clubrooms		Fee determined by leaseholder		
Carrick recreation ground	\$11.00	\$11.50	\$65.00	\$67.00
Deloraine rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Deloraine rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Deloraine clubrooms		Fee determined by leaseholder		
Hadspen rec. ground / centre	\$31.00	\$32.00	\$185.00	\$190.50
Hadspen rec. ground only	\$21.00	\$21.50	\$125.00	\$128.50
Hagley rec ground / change rooms	\$16.00	\$16.50	\$95.00	\$98.00
Hagley rec ground only	\$11.00	\$11.50	\$65.00	\$67.00
Hagley clubrooms		Fee determined by leaseholder		
Meander recreation ground	\$11.00	\$11.50	\$65.00	\$67.00
Prospect Vale Park - per change-room	\$10.00	\$10.00	\$40.00	\$40.00
Prospect Vale Park - per touch field	\$13.50	\$13.50	\$80.00	\$82.00
Prospect Vale Park - per soccer field	\$21.00	\$21.50	\$125.00	\$128.50
Prospect Vale Park - per football field	\$26.00	\$27.00	\$155.00	\$160.00
Prospect Vale Park - clubrooms		Fee determined by leaseholder		
Westbury rec ground / change rooms	\$21.00	\$21.50	\$125.00	\$128.50
Westbury rec ground only	\$16.00	\$16.50	\$95.00	\$98.00
Westbury clubrooms		Fee determined by leaseholder		
Whitemore rec ground only	\$11.00	\$11.50	\$65.00	\$67.00
Whitemore clubrooms		Fee determined by leaseholder		
Sports Ground Lighting	\$15.00	\$15.50	N/A	N/A
Key Bond (refundable)	\$50.00	\$50.00	N/A	N/A
Discounts – Ground Only				
Junior Discount (under 18 years)	50%	50%	N/A	N/A
Female & Inclusion Discount	50%	50%	N/A	N/A
Off-peak Use (between 9am and 3pm)	25%	25%	N/A	N/A

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

105/2019 2019-20 BUDGET ESTIMATES, LONG TERM FINANCIAL PLAN UPDATE AND RATES RESOLUTION

1) Recommendation

It is recommended that:

- A. Pursuant to section 82(3)(a) of the Local Government Act 1993 (Act) Council adopts the proposed Budget Estimates for the financial year ending 30 June 2020. The proposed Budget Estimates are set out in full in Attachment 1.**
- B. Pursuant to Section 82(6) of the Act, Council authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated operating expenditure under section 82(2)(b) and the estimated capital works under section 82(2)(d), so long as the total amount of the estimate is not altered.**
- C. Pursuant to Part 9 of the Act Council adopts the following rates and charges for the period 1 July 2019 to 30 June 2020:**
 - 1. General Rate**
 - a) That pursuant to Section 90 of the Local Government Act 1993 (the Act), Council makes the following General Rate in relation to all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the municipal area for the period commencing 1 July 2019 and ending on 30 June 2020, namely a rate of 5.682 cents in the dollar of assessed annual value of the land;***
 - b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$170.***
 - 2. Service Rates and Service Charges**

That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section

87) for the period commencing 1 July 2019 and ending on 30 June 2020 namely:

- a) A service charge for waste management in respect of all lands of \$56 for the making available of waste management facilities.**
- b) That pursuant to Section 94(3A) of the Act, Council declares, that the service charge for waste management is varied as follows:**
 - i. by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$128, from \$56 to \$184;**
 - ii. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$154, from \$56 to \$210;**
 - iii. by reason of the provision of an additional extra capacity kerbside waste collection service ie one 240 litre (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$308, from \$56 to \$364;**
 - iv. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving**

such a service by reducing it by \$26, from \$210 to \$184;

v. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$154, from \$364 to \$210;

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

i. in respect of the Launceston Permanent Brigade Rating District of 1.468 cents in the dollar of assessed annual value of rateable land within that District; AND

ii. in respect of the Volunteer Brigade Rating Districts of 0.373 cents in the dollar of assessed annual value of rateable land within those Districts; AND

iii. in respect of General Land of 0.335 cents in the dollar of assessed annual value of rateable General land.

d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$41.

3. Separate Apportionments

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

4. Instalment Payments

That pursuant to Section 124 of the Act Council:

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

The first instalment on or before 30 August 2019

The second instalment on or before 31 October 2019

The third instalment on or before 31 January 2020

The fourth instalment on or before 31 March 2020

5. Interest on Late Payments

That pursuant to Section 128 of the Act , if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge of 0.022192% (8.10% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.

6. Adjusted Values

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

DECISION:

Cr Kelly moved and Cr Nott seconded *“that*

- A. Pursuant to section 82(3)(a) of the Local Government Act 1993 (Act) Council adopts the proposed Budget Estimates for the financial year ending 30 June 2020. The proposed Budget Estimates are set out in full in Attachment 1.**
- B. Pursuant to Section 82(6) of the Act, Council authorises the General Manager to make minor adjustments up to \$20,000 to individual items within the estimated operating expenditure under section 82(2)(b) and the estimated capital works under section 82(2)(d), so long as the total amount of the estimate is not altered.**
- C. Pursuant to Part 9 of the Act Council adopts the following rates and charges for the period 1 July 2019 to 30 June 2020:**
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 - b) That pursuant to Section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate of \$170.***
 - 2. Service Rates and Service Charges**

That pursuant to Sections 93, 93A and 94 of the Act, Council makes the following Service Rates and Service Charges in respect of all rateable land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87) for the period commencing 1 July 2019 and ending on 30 June 2020 namely:

 - c) A service charge for waste management in respect of all lands of \$56 for the making available of waste management facilities.***
 - d) That pursuant to Section 94(3A) of the Act, Council declares, that the service charge for waste management is varied as follows:***

- by reason of the provision of a standard kerbside waste collection service, ie one 80 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service, by increasing it by \$128, from \$56 to \$184;***
- i. by reason of the provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, and including alternate weekly garbage and green waste collection where provided, the service charge for waste management is varied for all lands receiving such a service by increasing it by \$154, from \$56 to \$210;***
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 - iii. by reason of the locality and provision of an extra capacity kerbside waste collection service ie one 140 litre mobile garbage bin and one mobile recycling bin, upsized from the standard kerbside waste collection (as per 2b)i above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights the service charge for waste management is varied for all lands receiving such a service by reducing it by \$26, from \$210 to \$184;***
 - iv. by reason of the locality and provision of an additional extra capacity kerbside waste collection service ie one 240 litre mobile garbage bin (or two 140 litre) mobile garbage bin(s) and one mobile recycling bin, upsized from the extra capacity kerbside waste collection (as per 2b)ii above), during the trial and implementation of alternate weekly green waste collection at Blackstone Heights, the service charge for waste management is varied for all lands receiving such a service by reducing it by \$154, from \$364 to \$210;***

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 - ii. in respect of the Volunteer Brigade Rating Districts of 0.373 cents in the dollar of assessed annual value of rateable land within those Districts; AND**
 - iii. in respect of General Land of 0.335 cents in the dollar of assessed annual value of rateable General land.**
- d) That pursuant to Section 93(3) of the Act, Council sets a minimum amount payable in respect of the fire protection service rates of \$41.**

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

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That pursuant to Section 124 of the Act Council:

- a) *Decides all rates are payable by all ratepayers by four approximately equal instalments;***
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7. Adjusted Values

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

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

106/2019 CODE FOR TENDERS AND CONTRACTS 2019

1) Recommendation

It is recommended that Council approves the revised Code for Tenders and Contracts 2019 as follows:

Code for Tenders and Contracts

20195



Approved by Meander Valley Council

Date: 9-11 June 20159

Table of Contents

Table of Contents.....	2
1.0 Introduction.....	4
2.0 Definitions.....	4
3.0 Application of this Code.....	7
3.1 Review of the Code.....	7
3.2 Accountability.....	7
3.3 Delegation.....	7
3.4 Breach of the Code.....	7
3.5 Engaging a Third Party to Manage a Procurement Process.....	7
4.0 Procurement Principles.....	8
4.1 Council Procurement Principles.....	8
4.2 Open and Effective Communication.....	8
4.3 Value for Money.....	9
4.4 Ethical Behaviour and Fair Dealing.....	9
5.0 Procurement Processes.....	11
5.1 Procurement Values.....	11
5.2 Procurement Overview Processes.....	11
5.3 Planning the Procurement.....	11
5.4 Calculating the Value of a Purchase.....	12
5.4.1 Price.....	12
5.4.2 Non Price Considerations.....	12
5.5 Minimum Requirements.....	13
5.6 Council Conditions of Contract.....	13
5.7 Project Manager/Enquiries.....	13
5.8 Procurement Types.....	14
5.8.1 Direct Procurement (for purchases at or below \$10,000).....	14
5.8.2 Written Quotations (for purchases between \$10,000 to \$100,000).....	14
5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000)...	14
5.8.4 Tenders (for purchases \$250,000 or greater).....	15
5.8.4.1 Open Tenders.....	15

5.8.4.2	Multiple-stage Tender.....	16
5.8.5	Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register	18
5.8.5.1	Standing Contract.....	18
5.8.5.2	Multiple Use Register	18
5.8.5.3	Strategic Alliances.....	19
5.9	Amendments to Tender Documentation.....	19
5.10	Supplementary Information.....	20
5.10.1	Quotation/Tender Conditions	20
5.10.2	Quotation/Tender Specifications	20
5.10.3	Submission of Offers	20
5.11	Non-Conforming Offers.....	21
5.12	Evaluating Tenders.....	21
5.13	Negotiation, Rejection and Acceptance of Tenders	22
5.14	Document Registration and Storage.....	23
6.0	Contracts.....	24
6.1	Contract Management	24
6.2	Contract Renewals.....	24
6.3	Contract Extension	25
6.4	Contract Reviews	25
7.0	Exemptions	26
8.0	Complaints Process	27
8.1	Debriefing Session	27
9.0	Disposals.....	28
9.1	Disposals less than \$20,000	28
9.2	Disposals greater than \$20,000.....	28
10.0	Reporting.....	29
10.1	Procurement at or above the Prescribed Amount	29
10.2	Contract Extensions	29
10.3	Emergency Provisions.....	29
10.4	Other Circumstances	29

1.0 Introduction

This Code for Tenders and Contracts (Code) provides a policy framework on best practice tendering and procurement methods in line with the legislative requirements of Sections 333A and B of the Local Government Act 1993 (the Act) and the Local Government Regulations 2005 (Regulations).

~~With this Code~~ Council aims to achieve the procurement principles of:

- Open and effective competition
- Value for money
- Sustainability, and
- Ethical behaviour and fair dealing.

In addition, the ~~Code~~ Council aims to:

- Ensure compliance with relevant legislation
- Promote the efficient and ethical use of resources
- Encourage probity in decision making
- Provide opportunities for local suppliers
- Minimise the cost to suppliers during the tendering period
- Allow Council to appropriately manage risk, and
- Promote Council's economic, social and environmental plans and policies.

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$~~250~~100,000 (exc. GST). For purchases under \$~~100~~250,000 (exc. GST) alternate procurement processes ~~will~~ apply.

2.0 Definitions

the Act	Means the Local Government Act 1993.
Alternative Tender	A tender, or quote, that offers an alternative proposal that still satisfies Council's requirements. An alternative tender will not be considered unless it is submitted as an accompanying tender to a conforming tender.
Bid Shopping	The practice of trading off one supplier's prices against another's in order to obtain lower prices.
Code	Refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the Act and Regulations.
Consultant	A person or organisation, external to Council, engaged under a contract on a temporary basis to provide recommendations or high

level specialist or professional advice to assist decision making by Council. The consultant is expected to exercise their own skills and judgement independently of Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

Contract	A contract is a binding agreement entered into between two or more parties that involve an exchange of specified goods and/or services for a specified financial reimbursement or other considerations. The terms of the agreement are usually set out in writing and specific legal obligations are created by the signing of the contract.
Contractor	A person or organisation, external to Council, engaged under contract for service (other than as an employee) to provide specified services to Council.
Council	Meander Valley Council (MVC). Represented by the General Manager and/or Directors.
Direct Procurement	Direct procurement for operational requirements. Values are determined by each Council Officer's delegated authority- <u>or with approval from the Officer's Director.</u>
Evaluation Panel	Council officers or consultants who have been assigned to assess the quotations/tenders. The evaluation panel provides recommendations to the Director/General Manager/Council.
Expressions of Interest (Eoi)	A means of exploring the market or to pre-qualify suppliers to reduce the cost of quotation/tendering by restricting the issue of formal quotations/tenders.
Local Business	<u>any business operating in the northern region of Tasmania and preferably having a permanent office or presence in the Meander Valley Municipal Area.</u>
Multiple use Register	Through an EOI process, Council invites suppliers to register with Council for the supply of particular categories of goods and services.
Open Tender	Call for tenders by placing an advertisement in the newspaper.
Periodic Tender	A tender from which a single tenderer or multiple tenderers may be contracted for a specific period to provide specific services during that period without the need for a further tender process.
Procurement	The entire process by which resources are obtained by Council, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Probity	Probity is a risk management approach to ensuring procedural

integrity.

Project Manager	A nominated Council Officer that will manage the project and act as the direct liaison with the suppliers.
Public Tender	A tender where a supplier that can meet the requirements of the request for tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	The bid submitted in response to a request for quotation from Council.
Quotation Package	Accompanying required documentation and any supplementary information that will support the quotation bid.
Regulations	Means the Local Government Regulations 2005 or subsequent updated regulation.
Request for Quotation (RFQ)	A request for written offers from Council to suppliers capable of providing a specified work, goods or service.
Request for Tender (RFT)	A document soliciting offers from suppliers capable of providing a specified work, goods or service. Requests for tender are usually advertised.
Supplier	Any party submitting a tender/quote. A competent supplier <u>A person or organisation, external to Council,</u> that is able to comply with the requirements as stated in the tendering/quotation process and delivers the requested goods or service in compliance with this Code and relevant legislation.
Tender	A proposal, bid or offer that is submitted by a consultant, contractor or supplier in response to a request for tender.
Tenderer	An individual or supplier/company that submits a tender.
Tender Box	A box or cabinet used as the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Council also provides this facility through the provision of an electronic account.
Tender <u>Briefing Meeting</u>	A session in which tenderers are invited to attend to enable Council to provide the tenderers with more information and answer questions. This process enables all interested parties to receive the same information. Meeting minutes shall be provided to all attendees prior to the close of tender.
Tender Package	Accompanying required documentation and any supplementary information that will support the tender bid.

3.0 Application of this Code

3.1 Review of the Code

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every four (4) years.

The Code may be modified from time to time by Council to reflect changes in operational requirements.

3.2 Accountability

As a measure of accountability and transparency, the Council will:

- Make a copy of this Code (and any amendments) available for public inspection at the Council's offices during ordinary office hours, and
- ~~Make copies of this Code available for purchase at a reasonable charge, and~~
- Make this Code available on Council's website.

3.3 Delegation

Financial limits for Council officers for procurement processes shall be in accordance with Council's approved procurement delegations.

3.4 Breach of the Code

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a supplier or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a supplier commits a breach of this Code, Council may, in its absolute discretion, take action against that supplier.

3.5 Engaging a Third Party to Manage a Procurement Process

Council may engage third parties to manage the procurement process for individual projects. The use of a third party to act as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council or the engaged third party from complying with Council's procurement policy and procedures.

~~Should Council engage a third party to manage a procurement process, it will be ensured that material is included in the contractual arrangements with the third party that requires the third party to comply with Council's procurement policy and procedures.~~

4.0 Procurement Principles

This Code has been developed in order to have a transparent set of strategies that Council will follow in order to comply with the procurement principles as required in the Act.

The Code will apply to Councillors, Council employees and agents and any supplier wishing to compete for Council business or provide goods, services or works to Council, including contractors, subcontractors, consultants and suppliers.

~~Wherever reasonably possible suppliers engaged by Council will also apply the Code when seeking tenders or quotations from subcontractors and suppliers.~~

4.1 Council Procurement Principles

Council will:

- Promote fair and open competition and seek value for money for the Council and its local community
- Protect commercial-in-confidence information
- Establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received
- Provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers
- Seek to minimise the cost to suppliers for participation in the quotation/tender procurement process
- Enhance the opportunities and capabilities of local suppliers and industry
- Evaluate tenders/quotes based on the pre-specified selection criteria defined in the quotation/tender procurement documentation (e.g. do not develop selection criteria after distribution of quotation/tender procurement documentation), and
- Consider the procurement opportunities to use of recycled, recyclable, reusable, sustainable goods in procurement processes.

All suppliers involved in tenders and quotations to which this Code applies must:

- Promote honesty and equity in the treatment of all suppliers of goods and services
- Ensure that they are well acquainted with Council requirements identified in this Code
- Refrain from submitting tenders/quotations without firm intention to proceed
- Refrain from improper practice including collusive tendering/quoting
- Not canvass any employees of Council in relation to the request for quotation/tender process
- Not offer gifts or benefits to a Council officer for the discharge of official business
- Declare any conflicts of interest, and
- Comply with applicable legislative, regulatory and statutory requirements.

4.2 Open and Effective Communication

Open and effective communication is ensuring that the procurement process is impartial, open and encourages competitive offers. In practice, this means that Council will:

- Use transparent and open procurement processes so that potential suppliers and the public can have confidence in the outcomes
- Adequately test the market by applicable processes through open tender or seeking quotations
- Avoid biased specifications
- Treat all suppliers consistently and equitably, and
- Ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers.

4.3 Value for Money

Value for money is achieving the desired outcomes at the best possible price. In practice this means that Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price. In doing this, Council may take the following factors into consideration:

- Fit for purpose
- Maintenance and running costs over the lifetime of the asset, product or service
- The value of the acquisition and potential benefits against the cost of that purchase
- An assessment of risks associated with the purchase including the preferred procurement method
- The contribution to the achievement of other Council objectives
- Quality assurance and perceived level of risk
- The capacity of the supplier
- Time constraints
- Disposal value
- ~~Maintenance costs over the expected life of the asset or product~~
- The impact of the procurement decision on the environment: minimising waste, ~~and~~ reducing demand for goods and services which have a direct impact on the environment and reducing the environmental impact through considered design and construction methodologies
- The impact of the procurement decision on the local economy: industry development and employment creation, and
- The impact of the procurement decision on society - elimination of discrimination and the promotion of equal opportunity.

4.4 Ethical Behaviour and Fair Dealing

Ethical behaviour and fair dealing means that all procurement is undertaken in a fair and unbiased way and in the best interests of Council. In practice, this means that Council will:

- Be fully accountable for the procurement practices that Council will use and the decisions Council will make
- Comply with legal requirements
- Ensure that decisions are not influenced by conflicts of interest and expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality
- Maintain confidentiality

- Deal honestly with and be equitable in the treatment of all potential suppliers
- Ensure that all procurement is undertaken in accordance with Council's policies
- Conduct all business in the best interests of Council
- Ensure that all information and clarifications provided in the initial procurement stages are distributed to all prospective suppliers
- ~~Enhance the capabilities of local suppliers and industry~~
- Ensure that specifications are clear and ensure that conditions of contract are not excessively onerous, and
- Decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers.

5.0 Procurement Processes

5.1 Procurement Values

Council applies ~~four (4)~~ ~~three (3)~~ thresholds to procurement values:

- ~~\$210,000~~ and below
- Between ~~\$210,000~~ and \$100,000
- ~~Between \$100,000 and 250,000~~, and
- ~~\$250,000~~ and above.

The methods of procurement differ within these values however, the margins do not preclude Council obtaining written quotations or calling for tenders for procurement values ~~outside of below~~ the stipulated ~~value thresholds~~. The use of these processes will be in accordance with this Code. The types of contracts used for each of the procurement values will be at the discretion of Council.

Tenders and quotations must be sought on a GST exclusive basis.

5.2 Procurement Overview Processes

The following procurement overview is provided to give a brief outline on the way in which Council procures routine goods and services:

- Plan the procurement ~~and draft the Project Plan as required~~ (which includes the selection of the most appropriate procurement method)
- Prepare the relevant documents (e.g. quotation, tender)
- Invite and receive offers
- Evaluate offers
- Advise both the successful and unsuccessful bidders
- Manage any contract that has been implemented as a result of the procurement, and
- Conduct a project evaluation (if required).

5.3 Planning the Procurement

During the planning phase of the procurement process where written quotations or tenders are to be requested, the following steps may be taken:

- Any relevant approval to undertake a purchase is obtained
- An estimate of the cost of the goods or service is undertaken and available Council funding of such a purchase is confirmed and an appropriate method of procurement is chosen
- The specification is defined and mandatory requirements are identified
- The method of receipt of offers is defined
- The establishment of an evaluation panel ~~for tenders~~
- The establishment of evaluation criteria and evaluation methodology
- ~~The development of a risk assessment and management plan, and~~
- ~~The commencement of a contract management plan.~~

The following table refers to the ~~four (4)~~ ~~three (3)~~ procurement thresholds and summarises what procurement method Council utilises based on the value of the purchase.

Procurement Value	Minimum Requirement
At or below \$ 20 10,000	Direct Purchases No formal quotations are required however the Council may at their discretion obtain written quotations <u>should be obtained when appropriate at the discretion of the project manager.</u>
Between \$ 20 10,000 and \$100,000	Written Quotations Where possible, at least two (2) three (3) written quotations will be obtained <u>including one (1) from an appropriate local business.</u>
<u>Between \$100,000 and \$250,000</u>	<u>Written Quotations or Tender</u> <u>Where possible, at least three (3) written quotations or tenders will be obtained including one (1) from an appropriate local business.</u>
\$ 100 250,000 and above	Public Tender Council will advertise each tender. All applications will be assessed using Council's assessment matrix.

Council will apply the above requirements to the purchase of all goods and services with the exception of the circumstances described under Section 7.0 Exemptions.

If it is known that only one specialist supplier is available for work or there are specific reasons for wanting to utilise one supplier, then that supplier may be invited to provide a quotation/tender with the permission of the General Manager. The project manager will be required to document reasoning and demonstrate that the procurement process is being undertaken in accordance with Council's principles of this Code.

5.4 Calculating the Value of a Purchase

5.4.1 Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST), or
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST), or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST)

As per Regulation 23, Council will not split a single procurement activity into two or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders, or seek the required approvals under the specified financial delegations.

5.4.2 Non Price Considerations

Council will ensure that it is buying at the most competitive price available, but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by Council that relate to non-price related matters are identified in section 4.0 Procurement Principles.

5.5 Minimum Requirements

It will be a minimum requirement of all suppliers that they must be able to meet Council's and all legislated Work Health and Safety (WHS), risk management and insurance requirements. This includes completion of Council's online WHS induction for contractors.

The supplier must typically be included on Council's Contractor List prior to the awarding of any contract and. ~~To do so, the supplier shall~~ provide to Council ~~with~~ a copy of their;

- Public Liability Insurance (\$~~2~~10,000,000)
- Workers Compensation
- Vehicle Insurance
- Personal Cover Insurance (if the supplier is an individual)

If this documentation is not provided to Council or not kept up to date, Council ~~will not~~ is not obliged ~~to~~ enter into any business agreements with that supplier.

5.6 Council Conditions of Contract

Where specified in quotation/tender documentation, suppliers will be required to meet the requirements of Council's Conditions of Contract. Practical completion and final payments ~~will~~ may not be awarded if these conditions are not met and signed off by Council. Council's Conditions of Contract will typically be in line with applicable Australian Standard Conditions of Contract.

5.7 Project Manager/Enquiries

For the purposes of communication with all potential suppliers, Council must nominate a project manager for each procurement activity, and clearly specify their name and contact details. Suppliers may seek further information only from the project manager or in the event of their absence, from a nominated substitute ~~person~~.

The project manager (or their nominee) will:

- Provide quotation/tender documentation to an enquiring supplier
- Instruct that questions from prospective suppliers be put in writing (electronic documentation ~~or facsimile will suffice~~ is encouraged)
- Record the time and date of an enquiry, the name of the enquirer, relevant contact details and the substance of the discussion, and
- Provide responses in writing.

Where the information required is for the purposes of clarification then this can be undertaken at any point in the quotation/tender period and be limited to the supplier requesting the information.

Where an enquiry points out a substantial error or makes a material difference then this information

shall be provided to all suppliers who have requested or received quotation/tender documentation. The additional information will be provided to allow sufficient time for the suppliers to submit an amended application. This may require an extension of the quotation/tender period.

Enquiries of this nature will have Tender Addendum issued so as to inform all tenderers of the same message and information.

5.8 Procurement Types

5.8.1 Direct Procurement (for purchases at or below \$2010,000)

Direct procurement applies to all operational purchases at or below \$2010,000 including one-off-~~and off and~~ consumable purchases in the course of operational activities. While no formal quotations are required for direct procurements below \$2010,000, the project manager may, at their discretion, giving consideration to time constraints and complexity of the project, obtain written quotations from at least two suitable suppliers as a confirmation of the agreed procurement conditions. This method will be used only for low value, low risk goods and services and provide the most advantageous outcome for Council.

The quotation from the supplier can be communicated directly to the project manager.

When detailing conditions and specifications of a purchase, the project manager may utilise either a contract or Council's purchase order form. The project manager must provide a clear description of the goods and services required.

Council's Quotation and Record Form can be used to record evaluation and selection process information if appropriate.

5.8.2 Written Quotations (for purchases between \$2010,000 to \$100,000)

Council invites written offers from at least ~~three two (2)~~ suitable suppliers with a request for quotation. At least one (1) quotation shall be obtained from a local business where appropriate local businesses are available, which may be in letter or electronic form. Where less than three suitable suppliers are reasonably available, records outlining this circumstance will be kept.

Council's request for quotation documentation will include the terms and conditions of quotation, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be ~~delivered~~ emailed directly to the project manager.

The project manager must record the evaluation and selection process of the successful supplier through the use of Council's Quotation and Record Form. Tender principles may be used at the discretion of the project manager.

5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000)

Council invites written offers from at least three (3) suitable suppliers with a request for quotation or formal tender. Where less than three suitable suppliers are reasonably available, records outlining this circumstance will be kept.

At least one (1) quotation or tender shall be requested from a local business where appropriate local businesses are available.

Council's request for quotation or tender documentation will include the relevant terms and conditions, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation or tender provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the project manager, however, tenders shall be managed in accordance with the public tender process.

5.8.35.8.4 Tenders (for purchases \$~~250~~100,000 or greater)

Council's request for tenders is a formalised process where Council invites offers from suppliers to provide specified goods or services. ~~Council may determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than \$250100,000.~~

Tenders will typically be publicly advertised, with exceptions in line with Section 7, including where there are limited suppliers in the market to warrant a public tender.

Council Officers may notify local suppliers of public tenders at the time of advertising.

5.8.3.15.8.4.1 Open Tenders

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender, however, tenderers are required to submit all required information and will be evaluated against stated selection criteria.

Consistent with the Regulations (Regulation 24) Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on Council's website, making the tender available to all suitably qualified and interested bidders. Council may send tender documentation directly to an identified supplier, however, any documentation will not be provided to a potential tenderer until the tender has been advertised.

The tender advertisement will identify:

- The nature of the goods and or services the Council requires
- The period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published)
- Where the tender must be lodged
- Details of a person from whom more detailed information relating to the tender may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- The specifications of the goods and or services required
- The duration of the contract, including any extensions that are specified in the contract
- Any mandatory tender specifications and contract conditions

- Objective Criteria for evaluating the contract, and
- Reference to the Council Code for Tenders and Contracts.

All enquiries and provision of tender documentation shall be carried out by Council's project manager. Suitably qualified tenderers who register their interest shall be issued with the RFT package. The RFT package will outline how the tenderer is to respond to the stated request and by when.

A tenderer submitting a response in relation to a Council public tender must do so in writing. The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

The nature of the purchase may require that a tender briefing-meeting is conducted. The time and place at which the tender briefing-meeting is to be held will be detailed in the tender documentation. The project manager must keep minutes of any tender briefing-meeting which will be distributed to all tenderers.

The tenderer must demonstrate through the provision of referees and any requested documentation that they are competent in establishing and managing risk management procedures and can follow contemporary WHS legislative requirements.

A tenderer may not withdraw its tender before acceptance without Council's consent other than as permitted in the conditions of tendering included in the tender documents. Council may give or withhold its consent in its absolute discretion.

The tender box will not be opened until the time set for the closing of tenders has elapsed. Tenders must be opened in the presence of:

- One member of the Council's staff other than the project manager; and
- The project manager or nominee.

Each employee present must sign the Tender Received Form Opening Record showing the tenderer's names, the service tendered for and the tender price. The total tender sums are disclosed only if it is stated in the tender documentation. The Tender Opening Record also confirms the employees should have no conflict of interest in the tender. Should a conflict exist and be declared, that employee must nominate an alternate officer to sign the Tender Opening Record and the Conflict of Interest Declaration must be completed.

The project manager must record the evaluation and selection process of the successful supplier by utilising Council's quotation/tender review form and Council's assessment matrix.

The successful tenderer will be engaged under a Formal Instrument of Agreement with Conditions of Contract identified within the initial invitation. The Project Manager must use one of the prescribed templates when preparing the Formal Instrument of Agreement.

5.8.3.25.8.4.2 Multiple-stage Tender

From time to time Council may utilise a multiple-stage tendering process to:

- Gain market knowledge and clarify the capability of suppliers
- Shortlist qualified tenderers, and

- Obtain industry input.

A multiple-stage procurement process may be more costly and time-consuming for both suppliers and Council, and as such, Council will usually only use them where:

- The best way to meet requirements is unclear
- It is considered appropriate to pre-qualify suppliers and restrict the issue of formal tender documentation
- Benefits exist which cannot be obtained by researching the market through conventional means, and
- Maximum flexibility is required throughout the procurement process

The multiple-stage processes that Council may use are as follows:

- Expressions of Interest (Eoi) – an Eoi is generally used to shortlist potential suppliers before seeking detailed offers. Suppliers are shortlisted on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers that demonstrated the required capacity.
- Request for Information – may be used at the planning stage of a project to assist with defining the project. Council will not issue a request for information to identify or select suppliers.
- Request for Proposal – may be used when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- Request for Tender – may be used when a project or requirement has been defined to solicit offers from suppliers capable of providing a specified work, goods or service.
- Closed Tender process – may be used if the initial specification is well defined, ~~and~~ an Eoi or request for proposal has already been used to shortlist suppliers, or a public tender is not warranted. Suppliers will be informed in advance that only those short-listed will be requested to tender.

Council is mindful of the following aspects when conducting a Multiple-stage Tender process:

- That a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by Council, and
- When using a Request for Information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

When calling for Eoi Council will generally follow the advertising requirements outlined in 5.8.3.1 Open Tenders.

The General Manager will ensure that suppliers are provided with the following in order to lodge an Eoi:

- Details of the goods or services required
- The criteria for evaluating Eoi
- The method for evaluating Eoi against the criteria
- Details of any further stages in the tender process, and
- A reference to Council's Code for Tenders and Contracts.

The General Manager may then send an invitation to tender to those suppliers that expressed an interest in providing the goods or services required and were selected to tender through the EoI evaluation process.

5.8.45.8.5 Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register

5.8.4.15.8.5.1 Standing Contract

A Council, through an open tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

The way in which a standing contract is established can either be:

- To utilise the open tender process, or
- For Council to assess the suppliers listed in the multiple-use register in line with Council's defined procurement values.

Council may legitimately purchase directly from a supplier listed on a standing contract panel. The recommended validity period for standing contracts will be stipulated during the Open Tender process.

The selected tenderers can be used to provide the specific goods or services without calling a further tender during the specified period.

Council may implement its own standing contract arrangements or may make use of goods and or services panels that have been negotiated for example for Tasmanian Councils via Local Government Association of Tasmania (LGAT) as a member of the National Procurement Network or via similar arrangements through State Government.

5.8.4.25.8.5.2 Multiple Use Register

A multiple use register is a list, intended for use in more than one procurement process, of pre-qualified suppliers, who have satisfied the conditions for participation or inclusion on the register.

Council may establish a multi-use register of suppliers who meet criteria established by the Council in respect to the supply of particular categories of goods and services.

Inclusion on a multi-use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

Council will invite tenders or quotations for a contract for the supply of goods and or services from all suppliers included on a multiple use register for a particular category of goods and or services.

Council will generally follow the advertising requirements outlined in Open Tenders when inviting applications from suppliers for inclusion on a multiple use register.

~~The Council will invite applications from suppliers for inclusion on a multiple use register by advertising locally via the daily newspaper circulating in the municipal area and via Councils website. The public notice will identify:~~

- ~~The nature of the goods and or services the Council requires~~
- ~~Any identification details associated with the register~~
- ~~The period within which the application must be lodged~~
- ~~Where the application must be lodged~~
- ~~Details of a person from whom more detailed information relating to the multiple use register may be obtained.~~

~~The General Manager will ensure that applicants are provided with information regarding:~~

- ~~The specifications of the goods and or services required~~
- ~~The criteria for evaluating the applications~~
- ~~The method of evaluating applications against the criteria~~
- ~~Council's Code for Tenders and Contracts.~~

Council may accept an application for inclusion on the multiple use register or reject an application. If Council rejects the application, the General Manager will advise the applicant of the reasons for rejection.

If Council accepts the application, the General Manager will advise the applicant of the category their application will be included in on the multiple use register. The multiple use register will be reviewed by Council at least every two (2) years.

Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

5.8.4-35.8.5.3 Strategic Alliances

Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- LGAT through the National Procurement Network
- State Government contracts,
- Other local government procurement processes, and
- any other purchasing group of which Council is a member.

5.9 Amendments to Tender Documentation

The project manager may amend tender documentation if it discovers a significant error or discrepancy in it. If amendments to the tender package are made the project manager must:

- Give the addendum to the tender package to all tenderers
- Provide the addendum to all tenderers at least seven (7) days prior to the close of tender; and
- Permit any tenderer who has already submitted a tender to submit an addendum which is clearly marked "Tender Addendum".

Each tenderer must, not later than the tender closing, acknowledge in writing receipt of the

addendum given by the project manager. Failure to do so could result in the tender being invalid.

5.10 Supplementary Information

5.10.1 Quotation/Tender Conditions

When preparing the quotation/tender documentation Council will prepare clear and concise information that includes the terms and conditions of the planned purchase with a detailed description of the goods or services required.

The conditions set out the terms under which Council will receive and evaluate offers. The conditions shall include:

- The closing date, time and place of lodgement
- Details on how quotes/tenders are to be lodged
- Advice on the treatment of late submissions
- Pricing requirements
- The project manager's details
- The evaluation criteria and a brief outline of the evaluation methodology used
- Relevant Council policies and principles.

Additional conditions for tenders may include:

- Details of intended duration of the contract including any extensions applicable to the contract
- Details of supporting documents that should accompany the tender
- Advice and details on the availability of any ~~briefing tender meetings~~ sessions for prospective tenderers
- Advice on how and in what circumstances the procurement documentation can be altered
- Any assessment or presentation requirements, and
- An indication if alternative bids will be considered.

5.10.2 Quotation/Tender Specifications

The specifications clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract.

The specifications may include:

- Functional requirements
- Performance requirements, and
- Technical requirements.

5.10.3 Submission of Offers

Council may provide both a locked tender box and the opportunity to submit the offer as an electronic document. Council accepts offers in both formats provided they are a conforming offer. Council will not be responsible for, nor take into consideration any service or transmission delays. Council will not be responsible for the security of the information contained in the electronically transmitted offer. It is the tenderers responsibility to satisfy itself that Council has received the offer by the stated closing time.

Where the Tenderer elects to submit their tender electronically, they must do so by addressing the tender to Tenders@mvc.tas.gov.au . Tenderers must not address directly or carbon copy (Cc) their tender submissions directly to the project manager or contact officer as to do so will breach the confidentiality and transparency of the tender process. ~~The project managers email address, if specified as an acceptable method of submitting offers, may be used for the lodgement of conforming offers.~~

A person submitting a response in relation to a Council tender must do so in writing.

The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

5.11 Non-Conforming Offers

Council will reject non-conforming offers (in accordance with the terms of Council's quotation/tender documentation) which:

- Are lodged after the closing time without valid reason
- Are not signed where required
- Are incomplete – for example, questions have not been answered, pages are missing, or required documentation for the evaluation of a supplier has not been attached
- Do not comply with mandatory conditions of the quotation/tender
- Do not observe and comply with requirements of relevant Acts and Statutes of Parliament, Regulations, By-Laws, Orders, Codes of Practice and WHS Legislation and Regulations, or
- Fail to meet mandatory specifications and evaluation criteria.

Any offer which does not comply with the quotation/tender document should be rejected unless the offer satisfies the requirements for an alternative quote/tender.

The Council may, in its absolute discretion, accept an offer received late if it was posted at such a time (postmarked not less than two (2) clear days before closing) that Council should have received it by the stipulated closing date.

5.12 Evaluating Tenders

This clause applies to tenders issued with an estimated value equal to or greater than \$100,000.

The General Manager may direct a tender evaluation panel to review and assess tenders in-line with the evaluation criteria depending on the nature of the project. The tender evaluation panel should comprise of at least three individuals, which includes the project manager.

Council will evaluate tenders in accordance with this Code and against the pre-specified tender evaluation criteria and methodology contained within the Request for Tender. Council will utilise the Council assessment matrix during the evaluation of the tender. Once completed, and the associated Contract has been awarded, the Tender Assessment Matrix should be registered to Council's Electronic Content Management system.

Council must take into account the following criteria when considering tenders:

- Compliance to this Code and tender evaluation criteria and methodology

It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought must be documented. Any request for clarification must not turn an alternative tender into a conforming tender.

- Evaluation against the tender evaluation criteria through the assessment matrix

The assessment matrix is a framework for the detailed analysis of each offer against both qualitative and quantitative criteria, applying weightings to the pre-specified tender evaluation criteria. The tenderer must demonstrate that they meet the tender evaluation criteria, not just assert it.

Council must determine the weighting to be given to the criteria before the tenders are opened. The weightings are to be determined at Council's absolute discretion. The weightings given to each criterion may vary from project to project. Council may advise the tenderers of the weightings but shall not be obliged to do so.

- High risk/value/complex tenders

In selecting a tenderer for a high risk/value or complex project, Council may undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract. If Council intends to use this further detailed assessment it must be detailed in the tender documentation.

Council officers must also consider the financial competency of the preferred tenderer prior to completion of the tender evaluation by undertaking relevant checks (eg. ASIC, creditor, State Government registration).

- Write an evaluation report

On completion of the evaluation process Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant approval authority (e.g. Council, General Manager or Director).

Council's evaluation reports include:

- A comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis, and
- Reasons for overlooking lower priced tenders.

5.13 Negotiation, Rejection and Acceptance of Tenders

The following points must be noted in relation to consideration of negotiation, rejection and acceptance of tenders:

- Council must consider all conforming tenders.
- Council is not obliged to accept any tender.
- Council is not obliged to accept the lowest priced nor any conforming tender.
- Council may negotiate with the tenderer who submitted an alternative tender and may accept the alternative tender or any variation of it negotiated with the tenderer.

- Council may reject all tenders. If Council rejects all tenders Council must advise each tenderer accordingly and may invite further tenders.
- Council may negotiate with the preferred tenderer and after ~~exhausting~~ negotiations with the preferred tenderer, may negotiate with other tenderers in order of preference.
- In the course of negotiation with a tenderer, Council must not disclose the details of a tender submitted by any other tenderer.
- Prior to awarding the tender the evaluation panel or project manager must prepare a summary report detailing the assessment process of the tenderers and which tenderer they are recommending for acceptance.
- Council must approve the selection of the successful tenderer prior to the contract being awarded where approval of financial value of the contract exceeds the General Manager's delegation.
- Council must issue a letter of offer to the successful tenderer stating the details of the accepted offer and setting out the terms of acceptance.
- Council and the successful tenderer must execute a formal contract document in the form specified in the tender package (with any amendments) within 14 days from the date when the successful tenderer received the letter of offer.
- Council must advise all other tenderers that their tenders have been unsuccessful and unless it is inappropriate to do so, of the price of the accepted tender.
- The successful tenderer shall not be entitled to receive payment for carrying out the work until it has executed a formal contract document.

5.14 Document Registration and Storage

All documentation relating to a quotation or tender will be stored in Council's document management system.

Supplied hard copies will be stored in an appropriate location. All quotations/tenders that Council receives will be clearly marked with the time and date of receipt.

Offers received as an electronic document to the ~~project managers email address~~dedicated tenders email address shall be recorded in the same method as offers received in the post.

6.0 Contracts

6.1 Contract Management

A contract defines the rights and obligations of both parties once the quotation/tender has been awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the supplier that has made the successful offer. This includes:

- The conditions of quotation/tender
- The specifications including any plans and other attachments
- The successful offer, and
- The conditions of contract.

A copy of the conditions of contract may be included in Council's original request for quotation/tender package.

The conditions of contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases with a value of \$~~250~~400,000 or above, or where there are material risks involved.

For complex or high value purchases, it may be necessary for Council to enter into negotiations prior to finalising the contract in consultation with Council's legal advisors. The purpose of these negotiations is to:

- Test the understanding and assumptions made by the suppliers in determining their costs
- Clarify and rectify any false assumptions, and
- Achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be included in the final contract and once completed and agreed, both parties then sign the formal contract.

A formal contract management plan is not required for all contracts, but Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

There are limitations on the amount of work which can be added or deleted without affecting the schedule of rates.

6.2 Contract Renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, Council will undertake a new procurement process prior to the completion of the existing contract.

6.3 Contract Extension

In some circumstances, it may be desirable for Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- By a majority of Council
- Following a full evaluation of the performance of the current contractor, and
- Where the principles of open and effective competition are protected.

As a rule, Council will not extend contracts if:

- The original contract does not allow an extension
- Since the previous tender, the market has changed substantially, or
- The nature of the goods/services required has substantially changed.

6.4 Contract Reviews

Contract/Contractor review requirements will be specified as determined within the conditions of contract. In addition to the review requirements, at the completion or prior to the renewal of a contract, a contract review should be considered. The review should be used as a process to constructively assess positive and negative outcomes of a contract.

Reviews should include but are not limited to:

- Was the selected project delivery method the best approach
- What were the project issues and how can they be avoided on future projects
- Reasons for any cost increases or variations
- Suggested improvements to contract documentation or overall approach
- What was done well and was successful
- Are the operators accepting of the design, and
- Any safety or environmental issues.

7.0 Exemptions

The Regulations provide that Council must publicly invite tenders for the purchase of goods and services with a value in excess of ~~\$250,000~~ \$250,000. Council is committed to encouraging open and effective competition between suppliers with the objective of obtaining value for money.

Council may not issue a tender or use a quotation process where the goods and services relate to:

- An emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency.
- A contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth.
- A contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania.
- A contract for goods or services obtained as a result of a tender process conducted by another Council, a single authority, a joint authority, the Local Government Association of Tasmania or any other local government association in this State or in another State or a Territory.
- A contract for goods or services in respect of which the Council is exempt under another Act from the requirement to invite a tender.
- A contract for goods or services that is entered into at public auction.
- A contract for insurance entered into through a broker.
- A contract arising when Council is directed to acquire goods or services due to a claim made under a contract of insurance.
- A contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of one or more of the following;
 - Extenuating circumstances
 - Remoteness of the locality
 - The unavailability of competitive or reliable tenderers
 - A contract of employment with a person as an employee of the Council.
- Where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money.
- Where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system and there are limited supply options.
- The product is being trialled to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called.
- To assist in the development of a new product in conjunction with a private sector supplier.
- Where cost to Council and to suppliers would outweigh the value for money benefits of calling public tenders.
- Projects of exceptional circumstances or genuine urgency where conclusive justification of the request is provided.

8.0 Complaints Process

Tasmanian councils are provided with broad competency powers under the Act to carry out the role of providing services to their communities and the Act also includes accountability measures under which councils can be held responsible to the communities for their actions and decisions.

The resolution of complaints against Council is a responsibility of Council and will be dealt with in accordance with the Customer Service Charter.

In the first instance, complainants should be encouraged to seek resolution through the project manager in charge of the tendering process. If the complainant wishes to pursue the matter further, the General Manager will investigate the complaint.

The following records will be maintained for any complaint received and resolved:

- Date of complaint
- Complainant's details
- Description of complaint
- Action taken including dates, and
- The outcome.

8.1 Debriefing Session

The purpose of a debriefing session is to provide feedback to an unsuccessful supplier that could assist the supplier in submitting a more competitive bid in the future. Debriefing sessions will only be provided if requested by the unsuccessful supplier. The debriefing session will address the following issues:

- Their performance against the selection criteria, and
- Their strengths and weakness of the quotation/tender application.

The debriefing session is not a comparison of quotation/tender applicants and is not to be used to justify the selection of the successful supplier. At no point during the session will Council disclose any information regarding any supplier.

The debriefing session should be conducted by the tender evaluation panel if appropriate. Council will document the proceedings of each debriefing session including:

- Attendees and the company names
- Information provided
- Any issues raised
- Detailed information requested but not disclosed
- Any likely future complaints, and
- Recommendations for future action.

9.0 Disposals

Disposals are to be conducted so that the best return to Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the Act.

9.1 Disposals less than \$20,000

Council will dispose of items with a disposal value of less than \$20,000 at the discretion of the General Manager.

9.2 Disposals greater than \$20,000

Council shall dispose of items with an estimated disposal value in excess of \$20,000 by way of tender, public auction, or trade-in.

When disposing items by tender, Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper if these are more likely to attract appropriate interest.

10.0 Reporting

10.1 Procurement at or above the Prescribed Amount

Council will report in its Annual Report details of any contract for the supply or provision of goods and or services valued at or above the currently legislated prescribed amount of \$~~250~~100,000.

The General Manager will establish and maintain procedures for reporting to Council circumstances where a public tender or quotation process was not used and reasonably should have been.

10.2 Contract Extensions

Council will report in its Annual Report the details of any extension of a contract where Council agreed to extend a contract by an absolute majority and the pre-existing contract did not specify extensions.

Details that will be reported for Clauses 10.1 and 10.2 at a minimum as required under the Regulations are;

- A description of the contract
- The period of the contract
- The periods of any options for extending the contract
- The value of any tender awarded or, if a tender was not required, the value of the contract excluding GST
- The business name of the successful contractor, and
- The business address of the successful contractor.

10.3 Emergency Provisions

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied as a result of an emergency, where in the opinion of the General Manager, there was insufficient time to invite tenders for the goods and services required in that emergency.

10.4 Other Circumstances

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied because Council agreed by absolute majority, that a satisfactory result would not have been achieved if tenders were invited because of;

- Extenuating circumstances
- The remoteness of the locality
- The unavailability of competitive or reliable tenderers, and
- A contract of employment with a person as an employee of the Council.

Details that will be reported for Clauses 10.3 and 10.4 at a minimum as required under the Regulations are;

- A description of the reason for not inviting public tenders
- A description of the goods and or services acquired

- The value of the goods and or services acquired, and
- The name of the supplier.

DECISION:

Cr Bower moved and Cr Nott seconded ***“that Council approves the revised Code for Tenders and Contracts 2019 as follows:***

Code for Tenders and Contracts 2019



Approved by Meander Valley Council

Date: 11 June 2019

Table of Contents

Table of Contents.....	2
1.0 Introduction.....	4
2.0 Definitions.....	4
3.0 Application of this Code.....	7
3.1 Review of the Code.....	7
3.2 Accountability.....	7
3.3 Delegation.....	7
3.4 Breach of the Code.....	7
3.5 Engaging a Third Party to Manage a Procurement Process.....	7
4.0 Procurement Principles.....	8
4.1 Council Procurement Principles.....	8
4.2 Open and Effective Communication.....	8
4.3 Value for Money.....	9
4.4 Ethical Behaviour and Fair Dealing.....	9
5.0 Procurement Processes.....	11
5.1 Procurement Values.....	11
5.2 Procurement Overview Processes.....	11
5.3 Planning the Procurement.....	11
5.4 Calculating the Value of a Purchase.....	12
5.4.1 Price.....	12
5.4.2 Non Price Considerations.....	12
5.5 Minimum Requirements.....	13
5.6 Council Conditions of Contract.....	13
5.7 Project Manager/Enquiries.....	13
5.8 Procurement Types.....	14
5.8.1 Direct Procurement (for purchases at or below \$10,000).....	14
5.8.2 Written Quotations (for purchases between \$10,000 to \$100,000).....	14
5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000).....	14
5.8.4 Tenders (for purchases \$250,000 or greater).....	15
5.8.4.1 Open Tenders.....	15

5.8.4.2	Multiple-stage Tender.....	16
5.8.5	Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register	18
5.8.5.1	Standing Contract.....	18
5.8.5.2	Multiple Use Register	18
5.8.5.3	Strategic Alliances.....	19
5.9	Amendments to Tender Documentation.....	19
5.10	Supplementary Information.....	19
5.10.1	Quotation/Tender Conditions	19
5.10.2	Quotation/Tender Specifications	20
5.10.3	Submission of Offers	20
5.11	Non-Conforming Offers.....	20
5.12	Evaluating Tenders.....	21
5.13	Negotiation, Rejection and Acceptance of Tenders	22
5.14	Document Registration and Storage.....	22
6.0	Contracts.....	24
6.1	Contract Management	24
6.2	Contract Renewals.....	24
6.3	Contract Extension	25
6.4	Contract Reviews	25
7.0	Exemptions	26
8.0	Complaints Process	27
8.1	Debriefing Session	27
9.0	Disposals.....	28
9.1	Disposals less than \$20,000	28
9.2	Disposals greater than \$20,000.....	28
10.0	Reporting.....	29
10.1	Procurement at or above the Prescribed Amount	29
10.2	Contract Extensions	29
10.3	Emergency Provisions.....	29
10.4	Other Circumstances	29

1.0 Introduction

This Code for Tenders and Contracts (Code) provides a policy framework on best practice tendering and procurement methods in line with the legislative requirements of Sections 333A and B of the Local Government Act 1993 (the Act) and the Local Government Regulations 2005 (Regulations).

Council aims to achieve the procurement principles of:

- Open and effective competition
- Value for money
- Sustainability, and
- Ethical behaviour and fair dealing.

In addition, the Council aims to:

- Ensure compliance with relevant legislation
- Promote the efficient and ethical use of resources
- Encourage probity in decision making
- Provide opportunities for local suppliers
- Minimise the cost to suppliers during the tendering period
- Allow Council to appropriately manage risk, and
- Promote Council's economic, social and environmental plans and policies.

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (exc. GST). For purchases under \$250,000 (exc. GST) alternate procurement processes apply.

2.0 Definitions

the Act	Means the Local Government Act 1993.
Alternative Tender	A tender, or quote, that offers an alternative proposal that still satisfies Council's requirements. An alternative tender will not be considered unless it is submitted as an accompanying tender to a conforming tender.
Bid Shopping	The practice of trading off one supplier's prices against another's in order to obtain lower prices.
Code	Refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the Act and Regulations.
Consultant	A person or organisation, external to Council, engaged under a contract on a temporary basis to provide recommendations or high

level specialist or professional advice to assist decision making by Council. The consultant is expected to exercise their own skills and judgement independently of Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

Contract	A contract is a binding agreement entered into between two or more parties that involve an exchange of specified goods and/or services for a specified financial reimbursement or other considerations. The terms of the agreement are usually set out in writing and specific legal obligations are created by the signing of the contract.
Contractor	A person or organisation, external to Council, engaged under contract for service (other than as an employee) to provide specified services to Council.
Council	Meander Valley Council (MVC). Represented by the General Manager and/or Directors.
Direct Procurement	Direct procurement for operational requirements. Values are determined by each Council Officer's delegated authority or with approval from the Officer's Director.
Evaluation Panel	Council officers or consultants who have been assigned to assess the quotations/tenders. The evaluation panel provides recommendations to the Director/General Manager/Council.
Expressions of Interest (Eoi)	A means of exploring the market or to pre-qualify suppliers to reduce the cost of quotation/tendering by restricting the issue of formal quotations/tenders.
Local Business	any business operating in the northern region of Tasmania and preferably having a permanent office or presence in the Meander Valley Municipal Area.
Multiple use Register	Through an EOI process, Council invites suppliers to register with Council for the supply of particular categories of goods and services.
Open Tender	Call for tenders by placing an advertisement in the newspaper.
Periodic Tender	A tender from which a single tenderer or multiple tenderers may be contracted for a specific period to provide specific services during that period without the need for a further tender process.
Procurement	The entire process by which resources are obtained by Council, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Probity	Probity is a risk management approach to ensuring procedural

integrity.

Project Manager	A nominated Council Officer that will manage the project and act as the direct liaison with the suppliers.
Public Tender	A tender where a supplier that can meet the requirements of the request for tender has the opportunity to bid.
Purchasing	The acquisition of goods or services.
Quotation	The bid submitted in response to a request for quotation from Council.
Quotation Package	Accompanying required documentation and any supplementary information that will support the quotation bid.
Regulations	Means the Local Government Regulations 2005 or subsequent updated regulation.
Request for Quotation (RFQ)	A request for written offers from Council to suppliers capable of providing a specified work, goods or service.
Request for Tender (RFT)	A document soliciting offers from suppliers capable of providing a specified work, goods or service. Requests for tender are usually advertised.
Supplier	A person or organisation, external to Council, that is able to comply with the requirements as stated in the tendering/quotation process and delivers the requested goods or service in compliance with this Code and relevant legislation.
Tender	A proposal, bid or offer that is submitted by a consultant, contractor or supplier in response to a request for tender.
Tenderer	An individual or supplier/company that submits a tender.
Tender Box	A box or cabinet used as the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Council also provides this facility through the provision of an electronic account.
Tender Meeting	A session in which tenderers are invited to attend to enable Council to provide the tenderers with more information and answer questions. This process enables all interested parties to receive the same information. Meeting minutes shall be provided to all attendees prior to the close of tender.
Tender Package	Accompanying required documentation and any supplementary information that will support the tender bid.

3.0 Application of this Code

3.1 Review of the Code

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every four (4) years.

The Code may be modified from time to time by Council to reflect changes in operational requirements.

3.2 Accountability

As a measure of accountability and transparency, the Council will:

- Make a copy of this Code (and any amendments) available for public inspection at the Council's offices during ordinary office hours, and
- Make this Code available on Council's website.

3.3 Delegation

Financial limits for Council officers for procurement processes shall be in accordance with Council's approved procurement delegations.

3.4 Breach of the Code

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a supplier or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a supplier commits a breach of this Code, Council may, in its absolute discretion, take action against that supplier.

3.5 Engaging a Third Party to Manage a Procurement Process

Council may engage third parties to manage the procurement process for individual projects. The use of a third party to act as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council or the engaged third party from complying with Council's procurement policy and procedures.

4.0 Procurement Principles

This Code has been developed in order to have a transparent set of strategies that Council will follow in order to comply with the procurement principles as required in the Act.

The Code will apply to Councillors, Council employees and agents and any supplier wishing to compete for Council business or provide goods, services or works to Council, including contractors, subcontractors, consultants and suppliers.

4.1 Council Procurement Principles

Council will:

- Promote fair and open competition and seek value for money for the Council and its local community
- Protect commercial-in-confidence information
- Establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received
- Provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers
- Seek to minimise the cost to suppliers for participation in the procurement process
- Enhance the opportunities and capabilities of local suppliers and industry
- Evaluate tenders/quotes based on the pre-specified selection criteria defined in the procurement documentation (e.g. do not develop selection criteria after distribution of procurement documentation), and
- Consider opportunities to use recycled, recyclable, reusable, sustainable goods in procurement processes.

All suppliers involved in tenders and quotations to which this Code applies must:

- Promote honesty and equity in the treatment of all suppliers of goods and services
- Ensure that they are well acquainted with Council requirements identified in this Code
- Refrain from submitting tenders/quotations without firm intention to proceed
- Refrain from improper practice including collusive tendering/quoting
- Not canvass any employees of Council in relation to the request for quotation/tender process
- Not offer gifts or benefits to a Council officer for the discharge of official business
- Declare any conflicts of interest, and
- Comply with applicable legislative, regulatory and statutory requirements.

4.2 Open and Effective Communication

Open and effective communication is ensuring that the procurement process is impartial, open and encourages competitive offers. In practice, this means that Council will:

- Use transparent and open procurement processes so that potential suppliers and the public can have confidence in the outcomes
- Adequately test the market by applicable processes through open tender or seeking quotations
- Avoid biased specifications
- Treat all suppliers consistently and equitably, and
- Ensure a prompt and courteous response to all reasonable requests for advice and information from suppliers.

4.3 Value for Money

Value for money is achieving the desired outcomes at the best possible price. In practice this means that Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price. In doing this, Council may take the following factors into consideration:

- Fit for purpose
- Maintenance and running costs over the lifetime of the asset, product or service
- The value of the acquisition and potential benefits against the cost of that purchase
- An assessment of risks associated with the purchase including the preferred procurement method
- The contribution to the achievement of other Council objectives
- Quality assurance and perceived level of risk
- The capacity of the supplier
- Time constraints
- Disposal value
-
- The impact of the procurement decision on the environment: minimising waste, reducing demand for goods and services which have a direct impact on the environment and reducing the environmental impact through considered design and construction methodologies
- The impact of the procurement decision on the local economy: industry development and employment creation, and
- The impact of the procurement decision on society - elimination of discrimination and the promotion of equal opportunity.

4.4 Ethical Behaviour and Fair Dealing

Ethical behaviour and fair dealing means that all procurement is undertaken in a fair and unbiased way and in the best interests of Council. In practice, this means that Council will:

- Be fully accountable for the procurement practices that Council will use and the decisions Council will make
- Comply with legal requirements
- Ensure that decisions are not influenced by conflicts of interest and expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality
- Maintain confidentiality

- Deal honestly with and be equitable in the treatment of all potential suppliers
- Ensure that all procurement is undertaken in accordance with Council's policies
- Conduct all business in the best interests of Council
- Ensure that all information and clarifications provided in the initial procurement stages are distributed to all prospective suppliers
- Ensure that specifications are clear and ensure that conditions of contract are not excessively onerous, and
- Decline gifts or benefits offered by those involved in the procurement process, particularly from suppliers.

5.0 Procurement Processes

5.1 Procurement Values

Council applies four (4) thresholds to procurement values:

- \$10,000 and below
- Between \$10,000 and \$100,000
- Between \$100,000 and 250,000, and
- \$250,000 and above.

The methods of procurement differ within these values however, the margins do not preclude Council obtaining written quotations or calling for tenders for procurement values below the stipulated thresholds. The use of these processes will be in accordance with this Code. The types of contracts used for each of the procurement values will be at the discretion of Council.

Tenders and quotations must be sought on a GST exclusive basis.

5.2 Procurement Overview Processes

The following procurement overview is provided to give a brief outline on the way in which Council procures routine goods and services:

- Plan the procurement and draft the Project Plan as required (which includes the selection of the most appropriate procurement method)
- Prepare the relevant documents (e.g. quotation, tender)
- Invite and receive offers
- Evaluate offers
- Advise both the successful and unsuccessful bidders
- Manage any contract that has been implemented as a result of the procurement, and
- Conduct a project evaluation (if required).

5.3 Planning the Procurement

During the planning phase of the procurement process where written quotations or tenders are to be requested, the following steps may be taken:

- Any relevant approval to undertake a purchase is obtained
- An estimate of the cost of the goods or service is undertaken and available Council funding of such a purchase is confirmed and an appropriate method of procurement is chosen
- The specification is defined and mandatory requirements are identified
- The method of receipt of offers is defined
- The establishment of an evaluation panel for tenders
- The establishment of evaluation criteria and evaluation methodology

The following table refers to the four (4) procurement thresholds and summarises what procurement method Council utilises based on the value of the purchase.

Procurement Value	Minimum Requirement
At or below \$10,000	Direct Purchases No formal quotations are required however written quotations should be obtained when appropriate at the discretion of the project manager.
Between \$10,000 and \$100,000	Written Quotations Where possible, at least two (2) written quotations will be obtained including one (1) from an appropriate local business.
Between \$100,000 and \$250,000	Written Quotations or Tender Where possible, at least three (3) written quotations or tenders will be obtained including one (1) from an appropriate local business.
\$250,000 and above	Public Tender Council will advertise each tender. All applications will be assessed using Council's assessment matrix.

Council will apply the above requirements to the purchase of all goods and services with the exception of the circumstances described under Section 7.0 Exemptions.

If it is known that only one specialist supplier is available for work or there are specific reasons for wanting to utilise one supplier, then that supplier may be invited to provide a quotation/tender with the permission of the General Manager. The project manager will be required to document reasoning and demonstrate that the procurement process is being undertaken in accordance with Council's principles of this Code.

5.4 Calculating the Value of a Purchase

5.4.1 Price

The dollar value of the purchase may be calculated as follows:

- single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST), or
- multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST), or
- ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST)

As per Regulation 23, Council will not split a single procurement activity into two or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders, or seek the required approvals under the specified financial delegations.

5.4.2 Non Price Considerations

Council will ensure that it is buying at the most competitive price available, but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by Council that relate to non-price related matters are identified in section 4.0 Procurement Principles.

5.5 Minimum Requirements

It will be a minimum requirement of all suppliers that they must be able to meet Council's and all legislated Work Health and Safety (WHS), risk management and insurance requirements. This includes completion of Council's online WHS induction for contractors.

The supplier must typically be included on Council's Contractor List prior to the awarding of any contract and provide to Council a copy of their;

- Public Liability Insurance (\$20,000,000)
- Workers Compensation
- Vehicle Insurance
- Personal Cover Insurance (if the supplier is an individual)

If this documentation is not provided to Council or not kept up to date, Council is not obliged enter into any business agreements with that supplier.

5.6 Council Conditions of Contract

Where specified in quotation/tender documentation, suppliers will be required to meet the requirements of Council's Conditions of Contract. Practical completion and final payments may not be awarded if these conditions are not met and signed off by Council. Council's Conditions of Contract will typically be in line with applicable Australian Standard Conditions of Contract.

5.7 Project Manager/Enquiries

For the purposes of communication with all potential suppliers, Council must nominate a project manager for each procurement activity, and clearly specify their name and contact details. Suppliers may seek further information only from the project manager or in the event of their absence, from a nominated substitute.

The project manager (or their nominee) will:

- Provide quotation/tender documentation to an enquiring supplier
- Instruct that questions from prospective suppliers be put in writing (electronic documentation is encouraged)
- Record the time and date of an enquiry, the name of the enquirer, relevant contact details and the substance of the discussion, and
- Provide responses in writing.

Where the information required is for the purposes of clarification then this can be undertaken at any point in the quotation/tender period and be limited to the supplier requesting the information.

Where an enquiry points out a substantial error or makes a material difference then this information

shall be provided to all suppliers who have requested or received quotation/tender documentation. The additional information will be provided to allow sufficient time for the suppliers to submit an amended application. This may require an extension of the quotation/tender period. Enquiries of this nature will have Tender Addendum issued so as to inform all tenderers of the same message and information.

5.8 Procurement Types

5.8.1 Direct Procurement (for purchases at or below \$10,000)

Direct procurement applies to all operational purchases at or below \$10,000 including one-off and consumable purchases in the course of operational activities. While no formal quotations are required for direct procurements below \$10,000, the project manager may, at their discretion giving consideration to time constraints and complexity of the project, obtain written quotations from at least two suitable suppliers as a confirmation of the agreed procurement conditions. This method will be used only for low value, low risk goods and services and provide the most advantageous outcome for Council

The quotation from the supplier can be communicated directly to the project manager.

When detailing conditions and specifications of a purchase, the project manager may utilise either a contract or Council's purchase order form. The project manager must provide a clear description of the goods and services required.

Council's Quotation and Record Form can be used to record evaluation and selection process information if appropriate.

5.8.2 Written Quotations (for purchases between \$10,000 to \$100,000)

Council invites written offers from at least two (2) suitable suppliers with a request for quotation. At least one (1) quotation shall be obtained from a local business where appropriate local businesses are available.

Council's request for quotation documentation will include the terms and conditions of quotation, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the project manager.

The project manager must record the evaluation and selection process of the successful supplier through the use of Council's Quotation and Record Form. Tender principles may be used at the discretion of the project manager.

5.8.3 Written Quotations or Tenders (for purchases between \$100,000 to \$250,000)

Council invites written offers from at least three (3) suitable suppliers with a request for quotation or formal tender. Where less than three suitable suppliers are reasonably available, records outlining this circumstance will be kept.

At least one (1) quotation or tender shall be requested from a local business where appropriate local

businesses are available.

Council's request for quotation or tender documentation will include the relevant terms and conditions, together with a clear description of the goods or services (specifications) required.

The response time to the request for quotation or tender provided to suppliers will depend largely upon the nature and the complexity of the purchase. Quotations can be emailed directly to the project manager, however, tenders shall be managed in accordance with the public tender process.

5.8.4 Tenders (for purchases \$250,000 or greater)

Council's request for tenders is a formalised process where Council invites offers from suppliers to provide specified goods or services.

Tenders will typically be publicly advertised, with exceptions in line with Section 7, including where there are limited suppliers in the market to warrant a public tender.

Council Officers may notify local suppliers of public tenders at the time of advertising.

5.8.4.1 Open Tenders

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender, however, tenderers are required to submit all required information and will be evaluated against stated selection criteria.

Consistent with the Regulations (Regulation 24) Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on Council's website, making the tender available to all suitably qualified and interested bidders. Council may send tender documentation directly to an identified supplier, however, any documentation will not be provided to a potential tenderer until the tender has been advertised.

The tender advertisement will identify:

- The nature of the goods and or services the Council requires
- The period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published)
- Where the tender must be lodged
- Details of a person from whom more detailed information relating to the tender may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- The specifications of the goods and or services required
- The duration of the contract, including any extensions that are specified in the contract
- Any mandatory tender specifications and contract conditions
- Criteria for evaluating the contract, and
- Reference to the Council Code for Tenders and Contracts.

All enquiries and provision of tender documentation shall be carried out by Council's project manager.

Suitably qualified tenderers who register their interest shall be issued with the RFT package. The RFT package will outline how the tenderer is to respond to the stated request and by when.

A tenderer submitting a response in relation to a Council public tender must do so in writing. The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

The nature of the purchase may require that a tender meeting is conducted. The time and place at which the tender meeting is to be held will be detailed in the tender documentation. The project manager must keep minutes of any tender meeting which will be distributed to all tenderers.

The tenderer must demonstrate through the provision of referees and any requested documentation that they are competent in establishing and managing risk management procedures and can follow contemporary WHS legislative requirements.

A tenderer may not withdraw its tender before acceptance without Council's consent other than as permitted in the conditions of tendering included in the tender documents. Council may give or withhold its consent in its absolute discretion.

The tender box will not be opened until the time set for the closing of tenders has elapsed. Tenders must be opened in the presence of:

- One member of the Council's staff other than the project manager; and
- The project manager or nominee.

Each employee present must sign the Tender Opening Record showing the tenderer's names, the service tendered for and the tender price. The total tender sums are disclosed only if it is stated in the tender documentation. The Tender Opening Record also confirms the employees should have no conflict of interest in the tender. Should a conflict exist and be declared, that employee must nominate an alternate officer to sign the Tender Opening Record and the Conflict of Interest Declaration must be completed.

The project manager must record the evaluation and selection process of the successful supplier by utilising Council's quotation/tender review form and Council's assessment matrix.

The successful tenderer will be engaged under a Formal Instrument of Agreement with Conditions of Contract identified within the initial invitation. The Project Manager must use one of the prescribed templates when preparing the Formal Instrument of Agreement.

5.8.4.2 Multiple-stage Tender

From time to time Council may utilise a multiple-stage tendering process to:

- Gain market knowledge and clarify the capability of suppliers
- Shortlist qualified tenderers, and
- Obtain industry input.

A multiple-stage procurement process may be more costly and time-consuming for both suppliers and Council, and as such, Council will usually only use them where:

- The best way to meet requirements is unclear
- It is considered appropriate to pre-qualify suppliers and restrict the issue of formal tender documentation
- Benefits exist which cannot be obtained by researching the market through conventional means, and
- Maximum flexibility is required throughout the procurement process

The multiple-stage processes that Council may use are as follows:

- Expressions of Interest (Eoi) – an Eoi is generally used to shortlist potential suppliers before seeking detailed offers. Suppliers are shortlisted on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers that demonstrated the required capacity.
- Request for Information – may be used at the planning stage of a project to assist with defining the project. Council will not issue a request for information to identify or select suppliers.
- Request for Proposal – may be used when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- Request for Tender – may be used when a project or requirement has been defined to solicit offers from suppliers capable of providing a specified work, goods or service.
- Closed Tender process – may be used if the initial specification is well defined, an Eoi or request for proposal has already been used to shortlist suppliers, or a public tender is not warranted. Suppliers will be informed in advance that only those short-listed will be requested to tender.

Council is mindful of the following aspects when conducting a Multiple-stage Tender process:

- That a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by Council, and
- When using a Request for Information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

When calling for Eoi Council will generally follow the advertising requirements outlined in 5.8.3.1 Open Tenders.

The General Manager will ensure that suppliers are provided with the following in order to lodge an Eoi:

- Details of the goods or services required
- The criteria for evaluating Eoi
- The method for evaluating Eoi against the criteria
- Details of any further stages in the tender process, and
- A reference to Council's Code for Tenders and Contracts.

The General Manager may then send an invitation to tender to those suppliers that expressed an interest in providing the goods or services required and were selected to tender through the Eoi evaluation process.

5.8.5 Ongoing Supply Arrangements – Standing Contracts and Multiple Use Register

5.8.5.1 Standing Contract

A Council, through an open tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

The way in which a standing contract is established can either be:

- To utilise the open tender process, or
- For Council to assess the suppliers listed in the multiple-use register in line with Council's defined procurement values.

Council may legitimately purchase directly from a supplier listed on a standing contract panel. The recommended validity period for standing contracts will be stipulated during the Open Tender process.

The selected tenderers can be used to provide the specific goods or services without calling a further tender during the specified period.

Council may implement its own standing contract arrangements or may make use of goods and or services panels that have been negotiated for example for Tasmanian Councils via Local Government Association of Tasmania (LGAT) as a member of the National Procurement Network or via similar arrangements through State Government.

5.8.5.2 Multiple Use Register

A multiple use register is a list, intended for use in more than one procurement process, of pre-qualified suppliers, who have satisfied the conditions for participation or inclusion on the register.

Council may establish a multi-use register of suppliers who meet criteria established by the Council in respect to the supply of particular categories of goods and services.

Inclusion on a multi-use register provides certainty for potential suppliers that they have been recognised as meeting conditions for participation.

Council will invite tenders or quotations for a contract for the supply of goods and or services from all suppliers included on a multiple use register for a particular category of goods and or services.

Council will generally follow the advertising requirements outlined in Open Tenders when inviting applications from suppliers for inclusion on a multiple use register.

Council may accept an application for inclusion on the multiple use register or reject an application. If Council rejects the application, the General Manager will advise the applicant of the reasons for rejection.

If Council accepts the application, the General Manager will advise the applicant of the category their application will be included in on the multiple use register. The multiple use register will be reviewed by Council at least every two (2) years.

Council will allow a supplier to apply for inclusion on the multiple use register at any time unless the supplier has made an application in the previous 12 months and the application has not been accepted.

5.8.5.3 Strategic Alliances

Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- LGAT through the National Procurement Network
- State Government contracts,
- Other local government procurement processes, and
- Any other purchasing group of which Council is a member.

5.9 Amendments to Tender Documentation

The project manager may amend tender documentation if it discovers a significant error or discrepancy in it. If amendments to the tender package are made the project manager must:

- Give the addendum to the tender package to all tenderers
- Provide the addendum to all tenderers at least seven (7) days prior to the close of tender; and
- Permit any tenderer who has already submitted a tender to submit an addendum which is clearly marked "Tender Addendum".

Each tenderer must, not later than the tender closing, acknowledge in writing receipt of the addendum given by the project manager. Failure to do so could result in the tender being invalid.

5.10 Supplementary Information

5.10.1 Quotation/Tender Conditions

When preparing the quotation/tender documentation Council will prepare clear and concise information that includes the terms and conditions of the planned purchase with a detailed description of the goods or services required.

The conditions set out the terms under which Council will receive and evaluate offers. The conditions shall include:

- The closing date, time and place of lodgement
- Details on how quotes/tenders are to be lodged
- Advice on the treatment of late submissions
- Pricing requirements
- The project manager's details
- The evaluation criteria and a brief outline of the evaluation methodology used
- Relevant Council policies and principles.

Additional conditions for tenders may include:

- Details of intended duration of the contract including any extensions applicable to the

contract

- Details of supporting documents that should accompany the tender
- Advice and details on the availability of any tender meetings for prospective tenderers
- Advice on how and in what circumstances the procurement documentation can be altered
- Any assessment or presentation requirements, and
- An indication if alternative bids will be considered.

5.10.2 Quotation/Tender Specifications

The specifications clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications may include:

- Functional requirements
- Performance requirements, and
- Technical requirements.

5.10.3 Submission of Offers

Council may provide both a locked tender box and the opportunity to submit the offer as an electronic document. Council accepts offers in both formats provided they are a conforming offer. Council will not be responsible for, nor take into consideration any service or transmission delays. Council will not be responsible for the security of the information contained in the electronically transmitted offer. It is the tenderers responsibility to satisfy itself that Council has received the offer by the stated closing time.

Where the Tenderer elects to submit their tender electronically, they must do so by addressing the tender to Tenders@mvc.tas.gov.au . Tenderers must not address directly or carbon copy (Cc) their tender submissions to the project manager or contact officer as to do so will breach the confidentiality and transparency of the tender process.

A person submitting a response in relation to a Council tender must do so in writing.

The tenderer must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

5.11 Non-Conforming Offers

Council will reject non-conforming offers (in accordance with the terms of Council's quotation/tender documentation) which:

- Are lodged after the closing time without valid reason
- Are not signed where required
- Are incomplete – for example, questions have not been answered, pages are missing, or required documentation for the evaluation of a supplier has not been attached
- Do not comply with mandatory conditions of the quotation/tender
- Do not observe and comply with requirements of relevant Acts and Statutes of Parliament, Regulations, By-Laws, Orders, Codes of Practice and WHS Legislation and Regulations, or
- Fail to meet mandatory specifications and evaluation criteria.

Any offer which does not comply with the quotation/tender document should be rejected unless the offer satisfies the requirements for an alternative quote/tender.

The Council may, in its absolute discretion, accept an offer received late if it was posted at such a time (postmarked not less than two (2) clear days before closing) that Council should have received it by the stipulated closing date.

5.12 Evaluating Tenders

This clause applies to tenders issued with an estimated value equal to or greater than \$100,000.

The General Manager may direct a tender evaluation panel to review and assess tenders in-line with the evaluation criteria depending on the nature of the project. The tender evaluation panel should comprise of at least three individuals, which includes the project manager.

Council will evaluate tenders in accordance with this Code and against the pre-specified tender evaluation criteria and methodology contained within the Request for Tender. Council will utilise the Council assessment matrix during the evaluation of the tender. Once completed, and the associated Contract has been awarded, the Tender Assessment Matrix should be registered to Council's Electronic Content Management system.

Council must take into account the following criteria when considering tenders:

- Compliance to this Code and tender evaluation criteria and methodology

It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought must be documented. Any request for clarification must not turn an alternative tender into a conforming tender.

- Evaluation against the tender evaluation criteria through the assessment matrix

The assessment matrix is a framework for the detailed analysis of each offer against both qualitative and quantitative criteria, applying weightings to the pre-specified tender evaluation criteria. The tenderer must demonstrate that they meet the tender evaluation criteria, not just assert it.

Council must determine the weighting to be given to the criteria before the tenders are opened. The weightings are to be determined at Council's absolute discretion. The weightings given to each criterion may vary from project to project. Council may advise the tenderers of the weightings but shall not be obliged to do so.

- High risk/value/complex tenders

In selecting a tenderer for a high risk/value or complex project, Council may undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract. If Council intends to use this further detailed assessment it must be detailed in the tender documentation.

Council officers must also consider the financial competency of the preferred tenderer prior to completion of the tender evaluation by undertaking relevant checks (e.g. ASIC, creditor, State Government registration).

- Write an evaluation report

On completion of the evaluation process Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant approval authority (e.g. Council, General Manager or Director).

Council's evaluation reports include:

- A comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis, and
- Reasons for overlooking lower priced tenders.

5.13 Negotiation, Rejection and Acceptance of Tenders

The following points must be noted in relation to consideration of negotiation, rejection and acceptance of tenders:

- Council must consider all conforming tenders.
- Council is not obliged to accept any tender.
- Council is not obliged to accept the lowest priced nor any conforming tender.
- Council may negotiate with the tenderer who submitted an alternative tender and may accept the alternative tender or any variation of it negotiated with the tenderer.
- Council may reject all tenders. If Council rejects all tenders Council must advise each tenderer accordingly and may invite further tenders.
- Council may negotiate with the preferred tenderer and after negotiations with the preferred tenderer, may negotiate with other tenderers in order of preference.
- In the course of negotiation with a tenderer, Council must not disclose the details of a tender submitted by any other tenderer.
- Prior to awarding the tender the evaluation panel or project manager must prepare a summary report detailing the assessment process of the tenderers and which tenderer they are recommending for acceptance.
- Council must approve the selection of the successful tenderer prior to the contract being awarded where approval of financial value of the contract exceeds the General Manager's delegation.
- Council must issue a letter of offer to the successful tenderer stating the details of the accepted offer and setting out the terms of acceptance.
- Council and the successful tenderer must execute a formal contract document in the form specified in the tender package (with any amendments) within 14 days from the date when the successful tenderer received the letter of offer.
- Council must advise all other tenderers that their tenders have been unsuccessful and unless it is inappropriate to do so, of the price of the accepted tender.
- The successful tenderer shall not be entitled to receive payment for carrying out the work until it has executed a formal contract document.

5.14 Document Registration and Storage

All documentation relating to a quotation or tender will be stored in Council's document management

system.

Supplied hard copies will be stored in an appropriate location. All quotations/tenders that Council receives will be clearly marked with the time and date of receipt.

Offers received as an electronic document to the dedicated tenders email address shall be recorded in the same method as offers received in the post.

6.0 Contracts

6.1 Contract Management

A contract defines the rights and obligations of both parties once the quotation/tender has been awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the supplier that has made the successful offer. This includes:

- The conditions of quotation/tender
- The specifications including any plans and other attachments
- The successful offer, and
- The conditions of contract.

A copy of the conditions of contract may be included in Council's original request for quotation/tender package.

The conditions of contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases with a value of \$250,000 or above, or where there are material risks involved.

For complex or high value purchases, it may be necessary for Council to enter into negotiations prior to finalising the contract in consultation with Council's legal advisors. The purpose of these negotiations is to:

- Test the understanding and assumptions made by the suppliers in determining their costs
- Clarify and rectify any false assumptions, and
- Achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be included in the final contract and once completed and agreed, both parties then sign the formal contract.

A formal contract management plan is not required for all contracts, but Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

There are limitations on the amount of work which can be added or deleted without affecting the schedule of rates.

6.2 Contract Renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, Council will undertake a new procurement process prior to the completion of the existing contract.

6.3 Contract Extension

In some circumstances, it may be desirable for Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- By a majority of Council
- Following a full evaluation of the performance of the current contractor, and
- Where the principles of open and effective competition are protected.

As a rule, Council will not extend contracts if:

- The original contract does not allow an extension
- Since the previous tender, the market has changed substantially, or
- The nature of the goods/services required has substantially changed.

6.4 Contract Reviews

Contract/Contractor review requirements will be specified as determined within the conditions of contract. In addition to the review requirements, at the completion or prior to the renewal of a contract, a contract review should be considered. The review should be used as a process to constructively assess positive and negative outcomes of a contract.

Reviews should include but are not limited to:

- Was the selected project delivery method the best approach
- What were the project issues and how can they be avoided on future projects
- Reasons for any cost increases or variations
- Suggested improvements to contract documentation or overall approach
- What was done well and was successful
- Are the operators accepting of the design, and
- Any safety or environmental issues.

7.0 Exemptions

The Regulations provide that Council must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000. Council is committed to encouraging open and effective competition between suppliers with the objective of obtaining value for money.

Council may not issue a tender or use a quotation process where the goods and services relate to:

- An emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency.
- A contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth.
- A contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania.
- A contract for goods or services obtained as a result of a tender process conducted by another Council, a single authority, a joint authority, the Local Government Association of Tasmania or any other local government association in this State or in another State or a Territory.
- A contract for goods or services in respect of which the Council is exempt under another Act from the requirement to invite a tender.
- A contract for goods or services that is entered into at public auction.
- A contract for insurance entered into through a broker.
- A contract arising when Council is directed to acquire goods or services due to a claim made under a contract of insurance.
- A contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of one or more of the following;
 - Extenuating circumstances
 - Remoteness of the locality
 - The unavailability of competitive or reliable tenderers
 - A contract of employment with a person as an employee of the Council.
- Where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money.
- Where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system and there are limited supply options.
- The product is being trialled to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called.
- To assist in the development of a new product in conjunction with a private sector supplier.
- Where cost to Council and to suppliers would outweigh the value for money benefits of calling public tenders.
- Projects of exceptional circumstances or genuine urgency where conclusive justification of the request is provided.

8.0 Complaints Process

Tasmanian councils are provided with broad competency powers under the Act to carry out the role of providing services to their communities and the Act also includes accountability measures under which councils can be held responsible to the communities for their actions and decisions.

The resolution of complaints against Council is a responsibility of Council and will be dealt with in accordance with the Customer Service Charter.

In the first instance, complainants should be encouraged to seek resolution through the project manager in charge of the tendering process. If the complainant wishes to pursue the matter further, the General Manager will investigate the complaint.

The following records will be maintained for any complaint received and resolved:

- Date of complaint
- Complainant's details
- Description of complaint
- Action taken including dates, and
- The outcome.

8.1 Debriefing Session

The purpose of a debriefing session is to provide feedback to an unsuccessful supplier that could assist the supplier in submitting a more competitive bid in the future. Debriefing sessions will only be provided if requested by the unsuccessful supplier. The debriefing session will address the following issues:

- Their performance against the selection criteria, and
- Their strengths and weakness of the quotation/tender application.

The debriefing session is not a comparison of quotation/tender applicants and is not to be used to justify the selection of the successful supplier. At no point during the session will Council disclose any information regarding any supplier.

The debriefing session should be conducted by the tender evaluation panel if appropriate. Council will document the proceedings of each debriefing session including:

- Attendees and the company names
- Information provided
- Any issues raised
- Detailed information requested but not disclosed
- Any likely future complaints, and
- Recommendations for future action.

9.0 Disposals

Disposals are to be conducted so that the best return to Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the Act.

9.1 Disposals less than \$20,000

Council will dispose of items with a disposal value of less than \$20,000 at the discretion of the General Manager.

9.2 Disposals greater than \$20,000

Council shall dispose of items with an estimated disposal value in excess of \$20,000 by way of tender, public auction, or trade-in.

When disposing items by tender, Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper if these are more likely to attract appropriate interest.

10.0 Reporting

10.1 Procurement at or above the Prescribed Amount

Council will report in its Annual Report details of any contract for the supply or provision of goods and or services valued at or above the currently legislated prescribed amount of \$250,000.

The General Manager will establish and maintain procedures for reporting to Council circumstances where a public tender or quotation process was not used and reasonably should have been.

10.2 Contract Extensions

Council will report in its Annual Report the details of any extension of a contract where Council agreed to extend a contract by an absolute majority and the pre-existing contract did not specify extensions.

Details that will be reported for Clauses 10.1 and 10.2 at a minimum as required under the Regulations are;

- A description of the contract
- The period of the contract
- The periods of any options for extending the contract
- The value of any tender awarded or, if a tender was not required, the value of the contract excluding GST
- The business name of the successful contractor, and
- The business address of the successful contractor.

10.3 Emergency Provisions

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied as a result of an emergency, where in the opinion of the General Manager, there was insufficient time to invite tenders for the goods and services required in that emergency.

10.4 Other Circumstances

Council will report in its Annual Report the details of all instances where non-application of the public tender process has been applied because Council agreed by absolute majority, that a satisfactory result would not have been achieved if tenders were invited because of;

- Extenuating circumstances
- The remoteness of the locality
- The unavailability of competitive or reliable tenderers, and
- A contract of employment with a person as an employee of the Council.

Details that will be reported for Clauses 10.3 and 10.4 at a minimum as required under the Regulations are;

- A description of the reason for not inviting public tenders
- A description of the goods and or services acquired

- The value of the goods and or services acquired, and
- The name of the supplier.

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

107/2019 REVIEW OF BUDGETS FOR THE 2018-19 CAPITAL WORKS PROGRAM

1) Recommendation

It is recommended that Council approves the following project budget changes to the 2018-2019 Capital Works Program;

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Dunorlan Rd Reconstruction & Stock Underpass	\$90,000	\$25,000	\$115,000
River Road Guardrail - Reedy Marsh	\$22,500	-\$22,500	\$0
Northern Lights - LED Street Light Replacement	\$70,980	-\$44,000	\$26,980
Railton Rd Reconstruction - Kimberley	\$350,000	\$60,500	\$410,500
Allsops Creek Bridge Reconstruction - Bankton Road	\$280,000	-\$42,500	\$237,500
Dalebrook River Bridge Reconstruction - Bankton Road	\$260,000	-\$40,000	\$220,000
Cubits Creek Bridge Reconstruction - Western Creek Road	\$105,000	\$82,500	\$187,500
Kipling Cr - Hadspen - Stormwater	\$35,100	-\$35,100	\$0
Mary Street Drainage Improvements - Westbury	\$0	\$70,000	\$70,000
Public Wifi at Council Buildings Project	\$31,211	-\$28,500	\$2,711
MVPAC Roof Renewal - Stage 1	\$0	\$29,600	\$29,600
Deloraine Riverbank - New Walkway at Cenotaph	\$54,588	-\$54,588	\$0
Deloraine Community Complex - Netball Courts	\$510,000	\$60,000	\$570,000

DECISION:

Cr Kelly moved and Cr King seconded *“that Council approves the following project budget changes to the 2018-2019 Capital Works Program;*

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Dunorlan Rd Reconstruction & Stock Underpass	\$90,000	\$25,000	\$115,000
River Road Guardrail - Reedy Marsh	\$22,500	-\$22,500	\$0
Northern Lights - LED Street Light Replacement	\$70,980	-\$44,000	\$26,980
Railton Rd Reconstruction - Kimberley	\$350,000	\$60,500	\$410,500
Allsops Creek Bridge Reconstruction - Bankton Road	\$280,000	-\$42,500	\$237,500
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Kipling Cr - Hadspen - Stormwater	\$35,100	-\$35,100	\$0
Mary Street Drainage Improvements - Westbury	\$0	\$70,000	\$70,000
Public Wifi at Council Buildings Project	\$31,211	-\$28,500	\$2,711
MVPAC Roof Renewal - Stage 1	\$0	\$29,600	\$29,600
Deloraine Riverbank - New Walkway at Cenotaph	\$54,588	-\$54,588	\$0
Deloraine Community Complex - Netball Courts	\$510,000	\$60,000	\$570,000

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

108/2019 APPOINTMENT OF ACTING GENERAL MANAGER

1) Recommendation

It is recommended that Council appoints the Director Infrastructure Services, Dino De Paoli, as the Acting General Manager from 28 June 2019 to 18 July 2019 inclusive.

DECISION:

Cr Kelly moved and Cr Bower seconded *“that Council appoints the Director Infrastructure Services, Dino De Paoli, as the Acting General Manager from 28 June 2019 to 18 July 2019 inclusive.*

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

109/2019 MEANDER VALLEY COUNCIL ANNUAL PLAN
2019-20

1) Recommendation

It is recommended that Council adopt the Meander Valley Council Annual Plan 2019-20 for the 2019-20 financial year as follows:



Meander Valley Council
Working Together

2019-2020
**DRAFT
ANNUAL
PLAN**

Community
Vision



Community
Strategic Plan



Annual Plan



Our six future directions:

**A sustainable natural
& built environment**

A thriving local economy

**Vibrant & engaged
communities**

**A healthy & safe
community**

**Innovative leadership
& community governance**

**Planned infrastructure
services**



Contents

Annual Plan Overview	4	3.6 Waste Management & Resource Recovery.....	28
Rates & Charges	6	3.7 Stormwater Management.....	30
Policy Review	7	3.8 Sustainable Development.....	31
Program Activity			
Governance			
1.1 Secretarial & Administrative Support.....	9	Community & Development Services	
1.2 Risk Management.....	11	4.1 Land Use & Planning	32
1.3 Employee Health & Safety Management.....	12	4.2 Building, Plumbing & Permit Authority 2016.....	33
1.4 Other Governance Functions	13	4.3 Environmental Health	35
 		4.4 General Inspector.....	36
Corporate Services		4.5 Natural Resource Management.....	37
2.1 Financial Services	14	4.6 Community Development.....	38
2.2 Financial Management & Reporting	16	4.7 Services to Young People	40
2.3 Information Technology	18	4.9 Recreation Facilities Management.....	42
2.4 Information Management.....	19	4.10 Business Engagement.....	44
2.5 Human Resources	20	 	
2.6 Great Western Tiers Visitor Information Centre	21	Works	
 		5.1 Roads	46
Infrastructure Services		5.2 Urban Storm Water.....	47
3.1 Emergency Services	22	5.3 Parks, Reserves, Sports Grounds & Cemeteries	48
3.2 Transport.....	23	5.4 Toilets, Street Cleaning & Litter Collection.....	49
3.3 Property Services.....	24	5.5 Plant.....	50
3.4 Parks & Recreation.....	26	 	
3.5 Asset Management & O&M.....	27	Public Health Goals & Objectives	51
 		Budget Estimates	52

Annual Plan Overview

Our Annual Plan must state the manner in which we will meet the goals and objectives of our Strategic Plan. 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.

This document is important as a key strategic focal point for the organisation's departments and is used as an integral part of the Council's corporate reporting system to the Councillors and the community.

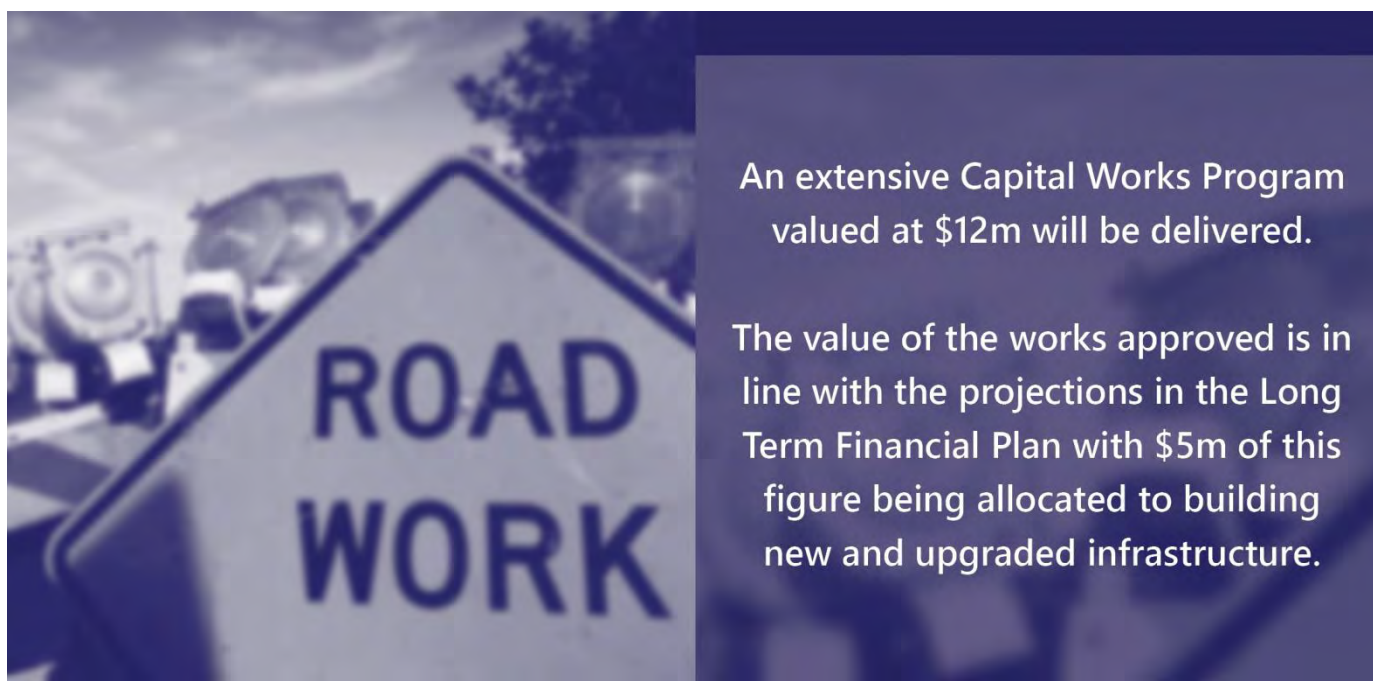
Link to Community Strategic Plan 2014 to 2024

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 –

- Completion of Westbury Recreation Ground Change Rooms Upgrade
- Implementation of Waste Management Strategy Action Plan
- Completion of Urban Stormwater System Management Plans
- Upgrade of Railton Road
- Upgrade of Council Chambers
- Rehabilitation of Osmaston Road
- Replacement of six Rural Bridges
- Upgrade of Meander Valley Performing Arts Centre Foyer



Rates and Charges

The following rates and charges will apply for 2019-20:

General Rate	All rateable properties are applied a General Rate of 5.682 cents in the \$ of AAV with a minimum charge of \$170.
Waste Management	For properties without a kerbside collection service the charge is \$56. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$184 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$210 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$364 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.468 cents in the \$ of AAV with a minimum of \$41. Properties within the Volunteer Brigade Districts are applied a rate of 0.373 cents in the \$ of AAV with a minimum of \$41. All other properties are applied a rate of 0.335 cents in the \$ of AAV with a minimum of \$41.
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 30 August 2019, 31 October 2019, 31 January 2020 and 31 March 2020.
Penalties for late payment	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.10% per annum (2.2192c 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 49: Media Communications								
Policy 87: Hadspen Urban Growth Area								
Corporate Services								
Policy 45: Information Management								
Policy 71: Investment of Surplus Funds								
Infrastructure Services								
Policy 13: Subdivision Servicing								
Policy 14: Fencing Council Owned Land								
Policy 78: New and Gifted Assets								
Community and Development Services								
Policy 34: Real Estate Advertising Signs (due in August 2018)								
Policy 65: Staged Development Schemes under Strata Titles Act 1998								

Policy 73: Managing Public Appeals									
Policy 89: Undocumented Building Works									
Policy 86: Industrial Development Incentive									
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	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	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2020/21 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing	Complete report and present at AGM. Advertise and conduct AGM		
3	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager	5.1	Complete Project Planning	Undertake Community Consultation	Draft updated document completed	Adopted by Council
4	Investigate the development of a Community Consultation Policy	5.1		Workshop with Council	Prepare Draft Policy	Adopted by Council

Action Performance Targets

No.	Performance target
2	AGM held and Annual Report adopted by Council
3	Community Strategic Plan reviewed and updated if required
4	Council decision on development of Policy

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

Operational Detail

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

Action Performance Targets

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

Action Performance Targets

N/A

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee Responsible Officer: Health & Safety Officer	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

Action Performance Targets

No.	Performance target
1	Conduct meetings and implement improvement initiatives

Action Performance Targets

N/A

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 (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>		

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	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
2	Signage Strategy	6.1, 6.3		Project Scope	Workshop draft Strategy	

Action Performance Targets

N/A

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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & Regular Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Complete State Government Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return			Final State Fire and Treasury pensioner claims
3	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
4	Arrange annual insurance renewals Responsible Officer: Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal)		Annual insurance renewals incl. Public Liability, Property & Workers Comp.
5	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Action Performance Targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st August 2019▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing

Directorate	2. Corporate Services	Program number and title	2.2 Financial Management and 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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.3 Evidence based decision-making engages the community and is honest, open and transparent 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & present updated 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 of Budget & Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council workshop
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts for Tas Audit Office	Produce Statutory KPI consolidated data sheets		Determine year end update program
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes Responsible Officer: Senior Accountant	5.6	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

6	Monitor Council's short-term expenditure commitments & invest funds in accordance with Council's Investment Policy Responsible Officer: Senior Accountant	5.2	Review cash flow weekly	Review cash flow weekly	Review cash flow weekly	Review cash flow weekly
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan

Action Performance Targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute monthly project expenditure reports ▪ Provide financial reports for September, December and March quarters to Council in Oct 2019, Jan 2020 & April 2020 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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's	Complete rolling replacement of PC's.		

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 resources		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 Officer: Information Management Officer	5.6	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation
2	Annual Archive Disposal Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal			List documents due for disposal

Action Performance Targets

N/A

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

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 2019 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances.			Review CPI percentage determine increase
2	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Coordinate inside employee performance reviews due for completion		Coordinate inside employee mini reviews & salary reviews due for completion	Coordinate outside employee performance reviews and salary reviews due for completion
3	Review of documentation including HR Policy manual, employee information manual & LGAT Policies Responsible Officer: HR/Payroll Officer	5.6			Review, update & consolidate draft HR policy manual	Adopt revised HR policy manual

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 Strategic Plan	Future Direction (2) - A thriving local economy 2.4 A high level of recognition and demand for Great Western Tiers products and experiences.		

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	Advise elected members of monthly visitation statistics Responsible Officer: Director Corporate Services	2.4	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report	Provide statistics 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 six-monthly meeting		Chair six-monthly meeting	
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4	Report to Council in Annual Plan Review			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4			Conduct training	

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

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	Prepare maintenance budget items for 2020-2021	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Review and extend existing contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Property Management Officer	6.1	Report to program	Report to program	Report to program	Report to program

Action Performance Targets

No.	Performance target
1	Review and document Contractor's compliance with the 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	Undertake required inspections	Undertake required inspections
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Project Manager Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Completion of projects in line with project plan requirements

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions <ul style="list-style-type: none"> - Review Strategic Asset Management Plan - Review Asset Management Plans Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program
2	Prepare 2020-2021 Capital Works Program and Forward Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake building and storm water revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS

Action Performance Targets

No.	Performance target
1	Meetings held
2	To prepare annual Capital Works Program for approval in June Quarter
3	Capitalisation of assets prior to finalisation of 2019-2020 Statutory Reporting.

Directorate	3. Infrastructure Services	Program	3.6 Waste Management and Resource Recovery
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	number and title
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area
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>6.6 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	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Implement contract extension or issue new tender for services.	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA		Ground and surface water monitoring	

Action Performance Targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract. 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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Director Infrastructure	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete all lower risk catchments by June 2020
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number & 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	Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> 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>		

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	Westbury Residential Rezoning Responsible Officer: Senior Strategic Planner	1.1		Rezoning approved		
2	Undertake projects to support implementation of the Prospect Vale Blackstone Heights structure Plan	1.1				PVBH Specific Area Plan approved
3	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete rezoning process in the December quarter.
2	Progress Westbury Road Activity Centre Project and complete PVBH Specific Area Plan in June quarter.
3	Further feasibility work for the bioenergy project subject to grant funding

Community and Development Services

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

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

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

Action Performance Targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced to meet transitional requirements of Building Act 2016
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 and Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational Detail

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

Action Performance Targets

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

Directorate	4. Community and 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	Prepare for Audit	Conduct Audit		
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices	Issue Notices	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target	Performance Target	Performance Target	Performance Target

Action Performance Targets

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

Directorate	4. Community and 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	Implement activities	Implement activities	Implement activities
2	Monitor and assess implementation of the Town Common Management Plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Performance target	Performance target	Performance target	Performance target

Action Performance Targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Consistent with management plan

Directorate	4. Community and 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> <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	Facilitate the operation of Council Community Forums Responsible Officer: Community Development Manager	3.4, 4.1.	Conduct Forum and report outcomes	Conduct Forum and report outcomes	Conduct Forum and report outcomes	Conduct Forum and report outcomes
2	Deliver the Community Grants Program Responsible Officer: Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer: Community Development Manager	3.1, 3.2	Establish event, promotion and procedures	Promote participation	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer: Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership	Promote event and sell tickets	Conduct event	Review event outcomes
5	Produce a user-friendly Event Management Guide Responsible Officer: Community Development Manager	3.2, 4.1, 4.3	Draft Guide	Launch Guide		

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	Guide produced

Directorate	4. Community and 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>3.1 Creativity and learning are part of daily life across the communities of Meander Valley.</p> <p>3.2 Successful local events enhance community life.</p> <p>3.3 Educations and training opportunities are available to everyone across the local government areas.</p> <p>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</p> <p>3.5 Young people have the opportunity to be engaged in community life.</p> <p>Future Direction (4) - A healthy and safe community.</p> <p>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</p> <p>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.</p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program Responsible Officer: Community Officer	3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2	Conduct and report		Conduct and report	Conduct and report. Evaluate overall outcomes
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.		Conduct and report	Conduct and report	Conduct and report. 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 and report outcomes
4	Conduct Youth Liaison workshop with Council Responsible Officer: Community Officer	3.4, 3.5	Prepare, conduct workshop and report outcomes			

Action Performance Targets

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

Directorate	4. Community and 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, 4.2, 6.1, 6.4	Draft Final Plan	Seek endorsement of Plan	Report on progress	Report on progress
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities	Promote facilities	Promote facilities	Review and assess promotion strategies
3	Produce a User Guide for individual indoor facilities Responsible Officer: Sport Facility & Development Officer	4.1,4.2, 6.4	Draft Guide format	Complete Guide	Report on progress	

Action Performance Targets

No.	Performance target
1	Plan endorsed and progress reported
2	Promotion implemented and progress reviewed
4	Guides produced and progress reported

Directorate	4. Community and 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>2.3 people are attracted to live in the townships, rural and urban areas of Meander Valley</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>		

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	2.1, 2.3, 2.4, 2.5,	Present at Council workshop	Launch Directory site with promotion strategy	Report on progress	Report on progress
2	Produce a regular Small Business Bulletin Responsible Officer: Business Engagement Officer	2.1, 2.4, 2.5, 3.3	Compile and distribute	Compile and distribute	Compile and distribute	Compile and distribute
3	Support the establishment of a 'Chamber of Commerce' for Meander Valley Responsible Officer: Business Engagement Officer	2.1,2.2. 2.3,2.4,2.5, 3.2,3.3,	Report on progress	Report on progress	Report on progress	Report on progress

Action Performance Targets

No.	Performance target
1	Directory established and promoted
2	Bulletin established and distributed
3	Chamber of Commerce progressed

Works

Directorate	5. Works	Program number and title	5.1 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 maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.2 Urban Storm water
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 Storm water 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	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.3 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	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are presented in a clean and tidy condition and meet the needs of 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>6.4 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 maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report

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 the Program Objective Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with the approved budget Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Review plant utilization and hire rates, and update 10 year Plant Replacement Program
2	Provide program, project and budget updates in Briefing Report

Public Health Goals and Objectives

Meander Valley Council is committed to protecting and promoting the health of its residents and visitors. The Council's Environmental Health team and General Inspector is responsible for ensuring the statutory obligations under the Public Health Act 1997, Environmental Management and Pollution Control Act 1994, Food Act 2003, Dog Control Act 2000 and Local Government Act 1993 are met. As part of Meander Valley's public health goals and objectives, in 2019-20 the Health and Compliance Department will seek to:

- Review the public health statement/report provided in the Annual Report;
- Improve public awareness with regards to responsible dog ownership and the provisions of our Dog Management Policy;
- Improve public awareness with regards to wood smoke and Burn Brighter initiatives;
- Undertake Immunisation programs in the local schools;
- Conduct food handling training for local food businesses and community groups
- Ensure on site waste water treatment systems are installed in accordance with regulations
- Monitor water quality at public recreation sites

Budget Estimates

	2018-19	2019-20
Revenue		
Rate Revenue	12,465,800	12,966,400
Fees and User Charges	1,228,300	1,255,000
Contributions and Donations	46,500	51,500
Interest	785,400	835,600
Grants and Subsidies	4,602,400	4,441,200
Other Revenue	736,500	748,700
Total Operating Revenue	19,864,900	20,298,400
Operating Expenditure		
Employee Costs	6,659,300	6,798,100
Maintenance and Working Expenses	6,409,300	6,427,500
Borrowing Costs	236,500	266,000
Depreciation	5,135,500	5,088,000
Payments to Government Authorities	1,192,000	1,264,900
Other Payments	274,700	286,800
Total Operating Expenditure	19,907,300	20,131,300
Underlying Surplus/(Deficit)	204,400	167,100
Net Operating Surplus/(Deficit)including capital and abnormal items	2,657,700	1,900,300
Capital Expenditure	13,753,100	11,978,100
Repayment of Loans	-	-
Asset Sales	216,000	216,000
Closing Cash Balance	15,899,100	15,767,800
Net Assets	295,743,892	295,910,992

DECISION:

Cr Bower moved and Cr King seconded ***“that Council adopt the Meander Valley Council Annual Plan 2019-20 for the 2019-20 financial year as follows:***



Meander Valley Council
Working Together

2019-2020

ANNUAL PLAN


Community
Vision



Community
Strategic Plan



Annual Plan



Our six future directions:

**A sustainable natural
& built environment**

A thriving local economy

**Vibrant & engaged
communities**

**A healthy & safe
community**

**Innovative leadership
& community governance**

**Planned infrastructure
services**



Contents

Annual Plan Overview	4	3.6 Waste Management & Resource Recovery.....	28
Rates & Charges	6	3.7 Stormwater Management.....	30
Policy Review	7	3.8 Sustainable Development.....	31
Program Activity			
Governance			
1.1 Secretarial & Administrative Support.....	9	Community & Development Services	
1.2 Risk Management.....	11	4.1 Land Use & Planning	32
1.3 Employee Health & Safety Management.....	12	4.2 Building, Plumbing & Permit Authority 2016.....	33
1.4 Other Governance Functions	13	4.3 Environmental Health	35
 		4.4 General Inspector.....	36
Corporate Services		4.5 Natural Resource Management.....	37
2.1 Financial Services	14	4.6 Community Development.....	38
2.2 Financial Management & Reporting	16	4.7 Services to Young People	40
2.3 Information Technology	18	4.9 Recreation Facilities Management.....	42
2.4 Information Management.....	19	4.10 Business Engagement.....	44
2.5 Human Resources	20	 	
2.6 Great Western Tiers Visitor Information Centre	21	Works	
 		5.1 Roads	46
Infrastructure Services		5.2 Urban Storm Water.....	47
3.1 Emergency Services	22	5.3 Parks, Reserves, Sports Grounds & Cemeteries	48
3.2 Transport.....	23	5.4 Toilets, Street Cleaning & Litter Collection.....	49
3.3 Property Services.....	24	5.5 Plant.....	50
3.4 Parks & Recreation.....	26	 	
3.5 Asset Management & O&M.....	27	Public Health Goals & Objectives	51
 		Budget Estimates	52

Annual Plan Overview

Our Annual Plan must state the manner in which we will meet the goals and objectives of our Strategic Plan. 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.

This document is important as a key strategic focal point for the organisation’s departments and is used as an integral part of the Council’s corporate reporting system to the Councillors and the community.

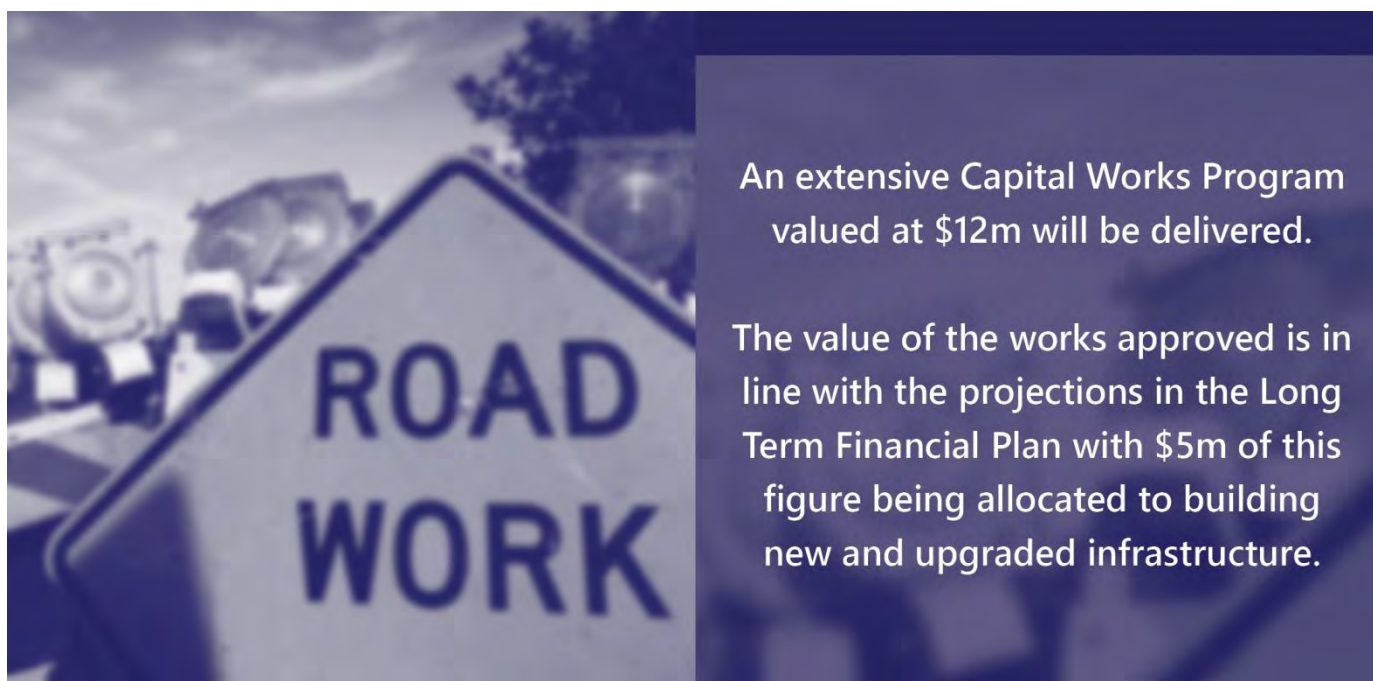
Link to Community Strategic Plan 2014 to 2024

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 –

- Completion of Westbury Recreation Ground Change Rooms Upgrade
- Implementation of Waste Management Strategy Action Plan
- Completion of Urban Stormwater System Management Plans
- Upgrade of Railton Road
- Upgrade of Council Chambers
- Rehabilitation of Osmaston Road
- Replacement of six Rural Bridges
- Upgrade of Meander Valley Performing Arts Centre Foyer



Rates and Charges

The following rates and charges will apply for 2019-20:

General Rate	All rateable properties are applied a General Rate of 5.682 cents in the \$ of AAV with a minimum charge of \$170.
Waste Management	For properties without a kerbside collection service the charge is \$56. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$184 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$210 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$364 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.468 cents in the \$ of AAV with a minimum of \$41. Properties within the Volunteer Brigade Districts are applied a rate of 0.373 cents in the \$ of AAV with a minimum of \$41. All other properties are applied a rate of 0.335 cents in the \$ of AAV with a minimum of \$41.
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 30 August 2019, 31 October 2019, 31 January 2020 and 31 March 2020.
Penalties for late payment	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.10% per annum (2.2192c 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 49: Media Communications								
Policy 87: Hadspen Urban Growth Area								
Corporate Services								
Policy 45: Information Management								
Policy 71: Investment of Surplus Funds								
Infrastructure Services								
Policy 13: Subdivision Servicing								
Policy 14: Fencing Council Owned Land								
Policy 78: New and Gifted Assets								
Community and Development Services								
Policy 34: Real Estate Advertising Signs (due in August 2018)								
Policy 65: Staged Development Schemes under Strata Titles Act 1998								

Policy 73: Managing Public Appeals									
Policy 89: Undocumented Building Works									
Policy 86: Industrial Development Incentive									
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	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	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review	Prepare quarterly review. Prepare 2020/21 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing	Complete report and present at AGM. Advertise and conduct AGM		
3	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager	5.1	Complete Project Planning	Undertake Community Consultation	Draft updated document completed	Adopted by Council
4	Investigate the development of a Community Consultation Policy	5.1		Workshop with Council	Prepare Draft Policy	Adopted by Council

Action Performance Targets

No.	Performance target
2	AGM held and Annual Report adopted by Council
3	Community Strategic Plan reviewed and updated if required
4	Council decision on development of Policy

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

Operational Detail

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

Action Performance Targets

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

Action Performance Targets

N/A

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Health and Safety Committee Responsible Officer: Health & Safety Officer	5.6	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting	Conduct quarterly meeting

Action Performance Targets

No.	Performance target
1	Conduct meetings and implement improvement initiatives

Action Performance Targets

N/A

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 (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>		

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	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress	Identify opportunities and report on progress
2	Signage Strategy	6.1, 6.3		Project Scope	Workshop draft Strategy	

Action Performance Targets

N/A

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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & Regular Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
2	Complete State Government Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return			Final State Fire and Treasury pensioner claims
3	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target
4	Arrange annual insurance renewals Responsible Officer: Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal)		Annual insurance renewals incl. Public Liability, Property & Workers Comp.
5	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

Action Performance Targets

No.	Performance target
1	<ul style="list-style-type: none">▪ Issue Rates notices before 31st August 2019▪ Issue Sundry Debtor notices within 10 working days of receipt of request
3	<ul style="list-style-type: none">▪ Issue 98% of Section 132 Certificates within 3 working days of entry of request
5	<ul style="list-style-type: none">▪ Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end▪ Reconcile Payroll within 5 working days of processing

Directorate	2. Corporate Services	Program number and title	2.2 Financial Management and 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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley 5.3 Evidence based decision-making engages the community and is honest, open and transparent 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & present updated 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 of Budget & Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program	Present budget, fees and charges to Council workshop
3	Annual external reporting Responsible Officer: Senior Accountant	5.6	Produce Statutory Accounts for Tas Audit Office	Produce Statutory KPI consolidated data sheets		Determine year end update program
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes Responsible Officer: Senior Accountant	5.6	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns	Submit BAS and Payroll Tax returns
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target	Achieve activity performance target

6	Monitor Council's short-term expenditure commitments & invest funds in accordance with Council's Investment Policy Responsible Officer: Senior Accountant	5.2	Review cash flow weekly	Review cash flow weekly	Review cash flow weekly	Review cash flow weekly
7	Co-ordinate functions of the Audit Panel Responsible Officer: Director Corporate Services	5.6	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan	Conduct meeting as per Work Plan

Action Performance Targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute monthly project expenditure reports ▪ Provide financial reports for September, December and March quarters to Council in Oct 2019, Jan 2020 & April 2020 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 Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 & upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's	Complete rolling replacement of PC's.		

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 resources		
Link to Strategic Plan	Future Direction (5) - Innovative leadership and community governance 5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan 5.6 Meander Valley Council is recognised as a responsibly managed organisation		

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 Officer: Information Management Officer	5.6	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation	Maintain records in accordance with legislation
2	Annual Archive Disposal Responsible Officer: Information Management Officer	5.6	Arrange for removal of documents due for disposal			List documents due for disposal

Action Performance Targets

N/A

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

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 2019 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances.			Review CPI percentage determine increase
2	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Coordinate inside employee performance reviews due for completion		Coordinate inside employee mini reviews & salary reviews due for completion	Coordinate outside employee performance reviews and salary reviews due for completion
3	Review of documentation including HR Policy manual, employee information manual & LGAT Policies Responsible Officer: HR/Payroll Officer	5.6			Review, update & consolidate draft HR policy manual	Adopt revised HR policy manual

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 Strategic Plan	Future Direction (2) - A thriving local economy 2.4 A high level of recognition and demand for Great Western Tiers products and experiences.		

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	Advise elected members of monthly visitation statistics Responsible Officer: Director Corporate Services	2.4	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report	Provide statistics 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 six-monthly meeting		Chair six-monthly meeting	
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure	4.4	Report to Council in Annual Plan Review			
3	Conduct emergency management training exercise facilitated by Red Cross Responsible Officer: Administration Officer Infrastructure Services	4.4			Conduct training	

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

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	Prepare maintenance budget items for 2020-2021	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Review and extend existing contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December	Operate pool to 1 March	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance	Undertake required maintenance
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Property Management Officer	6.1	Report to program	Report to program	Report to program	Report to program

Action Performance Targets

No.	Performance target
1	Review and document Contractor's compliance with the 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	Undertake required inspections	Undertake required inspections
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Project Manager Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Meet timeframes set out by Conquest. Annual comprehensive inspection completed by December 31
2	Completion of projects in line with project plan requirements

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions <ul style="list-style-type: none"> - Review Strategic Asset Management Plan - Review Asset Management Plans Responsible Officer: Asset Management Coordinator	6.1, 6.6	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program
2	Prepare 2020-2021 Capital Works Program and Forward Works Program Responsible Officer: Asset Management Coordinator	6.1, 6.3, 6.6		Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council
3	Update asset information including <ul style="list-style-type: none"> - capitalisation of assets in Conquest - undertake building and storm water revaluation Responsible Officer: Asset Management Coordinator	6.1	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS

Action Performance Targets

No.	Performance target
1	Meetings held
2	To prepare annual Capital Works Program for approval in June Quarter
3	Capitalisation of assets prior to finalisation of 2019-2020 Statutory Reporting.

Directorate	3. Infrastructure Services	Program	3.6 Waste Management and Resource Recovery
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	number and title
Program Objective	To provide adequate, efficient, and affordable waste services within Meander Valley Local Government Area
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>6.6 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	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer: Senior Technical Officer	6.6	Manage Contract	Manage Contract	Implement contract extension or issue new tender for services.	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA		Ground and surface water monitoring	

Action Performance Targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract. 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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Director Infrastructure	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete all lower risk catchments by June 2020
2	Completion of projects in line with project plan requirements

Directorate	3. Infrastructure Services	Program number & 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	Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> 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>		

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	Westbury Residential Rezoning Responsible Officer: Senior Strategic Planner	1.1		Rezoning approved		
2	Undertake projects to support implementation of the Prospect Vale Blackstone Heights structure Plan	1.1				PVBH Specific Area Plan approved
3	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review	Report in Annual Plan Review

Action Performance Targets

No.	Performance target
1	Complete rezoning process in the December quarter.
2	Progress Westbury Road Activity Centre Project and complete PVBH Specific Area Plan in June quarter.
3	Further feasibility work for the bioenergy project subject to grant funding

Community and Development Services

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

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

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

Action Performance Targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced to meet transitional requirements of Building Act 2016
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 and Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation to Environmental Protection and Preventative Health		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (1) - A sustainable natural and built environment. <i>1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.</i></p> <p>Future Direction (4)- A healthy and safe community. <i>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</i> <i>4.3 Public health and safety standards are regulated, managed and maintained.</i></p>		

Operational Detail

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

Action Performance Targets

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

Directorate	4. Community and 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	Prepare for Audit	Conduct Audit		
2	Fire Abatement Management Responsible Officer: General Inspector	4.3		Issue Notices	Issue Notices	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target	Performance Target	Performance Target	Performance Target

Action Performance Targets

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

Directorate	4. Community and 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	Implement activities	Implement activities	Implement activities
2	Monitor and assess implementation of the Town Common Management Plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Performance target	Performance target	Performance target	Performance target

Action Performance Targets

No.	Performance target
1	Complete actions within timeframes and within budget
2	Consistent with management plan

Directorate	4. Community and 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> <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	Facilitate the operation of Council Community Forums Responsible Officer: Community Development Manager	3.4, 4.1.	Conduct Forum and report outcomes	Conduct Forum and report outcomes	Conduct Forum and report outcomes	Conduct Forum and report outcomes
2	Deliver the Community Grants Program Responsible Officer: Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise	Acquit Round 2 and advertise	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer: Community Development Manager	3.1, 3.2	Establish event, promotion and procedures	Promote participation	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer: Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership	Promote event and sell tickets	Conduct event	Review event outcomes
5	Produce a user-friendly Event Management Guide Responsible Officer: Community Development Manager	3.2, 4.1, 4.3	Draft Guide	Launch Guide		

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	Guide produced

Directorate	4. Community and 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>3.1 Creativity and learning are part of daily life across the communities of Meander Valley.</p> <p>3.2 Successful local events enhance community life.</p> <p>3.3 Educations and training opportunities are available to everyone across the local government areas.</p> <p>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</p> <p>3.5 Young people have the opportunity to be engaged in community life.</p> <p>Future Direction (4) - A healthy and safe community.</p> <p>4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.</p> <p>4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.</p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Conduct School Holiday Program Responsible Officer: Community Officer	3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2	Conduct and report		Conduct and report	Conduct and report. Evaluate overall outcomes
2	Conduct Stepping Stones Camps Responsible Officer: Community Officer	3.1, 3.3, 3.4, 4.1, 4.2.		Conduct and report	Conduct and report	Conduct and report. 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 and report outcomes
4	Conduct Youth Liaison workshop with Council Responsible Officer: Community Officer	3.4, 3.5	Prepare, conduct workshop and report outcomes			

Action Performance Targets

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

Directorate	4. Community and 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, 4.2, 6.1, 6.4	Draft Final Plan	Seek endorsement of Plan	Report on progress	Report on progress
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities	Promote facilities	Promote facilities	Review and assess promotion strategies
3	Produce a User Guide for individual indoor facilities Responsible Officer: Sport Facility & Development Officer	4.1,4.2, 6.4	Draft Guide format	Complete Guide	Report on progress	

Action Performance Targets

No.	Performance target
1	Plan endorsed and progress reported
2	Promotion implemented and progress reviewed
4	Guides produced and progress reported

Directorate	4. Community and 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>2.3 people are attracted to live in the townships, rural and urban areas of Meander Valley</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>		

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	2.1, 2.3, 2.4, 2.5,	Present at Council workshop	Launch Directory site with promotion strategy	Report on progress	Report on progress
2	Produce a regular Small Business Bulletin Responsible Officer: Business Engagement Officer	2.1, 2.4, 2.5, 3.3	Compile and distribute	Compile and distribute	Compile and distribute	Compile and distribute
3	Support the establishment of a 'Chamber of Commerce' for Meander Valley Responsible Officer: Business Engagement Officer	2.1,2.2. 2.3,2.4,2.5, 3.2,3.3,	Report on progress	Report on progress	Report on progress	Report on progress

Action Performance Targets

No.	Performance target
1	Directory established and promoted
2	Bulletin established and distributed
3	Chamber of Commerce progressed

Works

Directorate	5. Works	Program number and title	5.1 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 maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.2 Urban Storm water
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 Storm water 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	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.3 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	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report
2	Provide program, project and budget updates in Briefing Report

Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are presented in a clean and tidy condition and meet the needs of 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>6.4 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 maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Provide Customer Service Request statistics and budget updates in Briefing Report

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 the Program Objective Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with the approved budget Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

No.	Performance target
1	Review plant utilization and hire rates, and update 10 year Plant Replacement Program
2	Provide program, project and budget updates in Briefing Report

Public Health Goals and Objectives

Meander Valley Council is committed to protecting and promoting the health of its residents and visitors. The Council's Environmental Health team and General Inspector is responsible for ensuring the statutory obligations under the Public Health Act 1997, Environmental Management and Pollution Control Act 1994, Food Act 2003, Dog Control Act 2000 and Local Government Act 1993 are met. As part of Meander Valley's public health goals and objectives, in 2019-20 the Health and Compliance Department will seek to:

- Review the public health statement/report provided in the Annual Report;
- Improve public awareness with regards to responsible dog ownership and the provisions of our Dog Management Policy;
- Improve public awareness with regards to wood smoke and Burn Brighter initiatives;
- Undertake Immunisation programs in the local schools;
- Conduct food handling training for local food businesses and community groups
- Ensure on site waste water treatment systems are installed in accordance with regulations
- Monitor water quality at public recreation sites

Budget Estimates

	2018-19	2019-20
Revenue		
Rate Revenue	12,465,800	12,966,400
Fees and User Charges	1,228,300	1,255,000
Contributions and Donations	46,500	51,500
Interest	785,400	835,600
Grants and Subsidies	4,602,400	4,441,200
Other Revenue	736,500	748,700
Total Operating Revenue	19,864,900	20,298,400
Operating Expenditure		
Employee Costs	6,659,300	6,798,100
Maintenance and Working Expenses	6,409,300	6,427,500
Borrowing Costs	236,500	266,000
Depreciation	5,135,500	5,088,000
Payments to Government Authorities	1,192,000	1,264,900
Other Payments	274,700	286,800
Total Operating Expenditure	19,907,300	20,131,300
Underlying Surplus/(Deficit)	204,400	167,100
Net Operating Surplus/(Deficit)including capital and abnormal items	2,657,700	1,900,300
Capital Expenditure	13,753,100	11,978,100
Repayment of Loans	-	-
Asset Sales	216,000	216,000
Closing Cash Balance	15,899,100	15,767,800
Net Assets	295,743,892	295,910,992

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

Council moved to Closed Session at 4.38pm

110/2019 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 14 May 2019.

111/2019 LEAVE OF ABSENCE

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

112/2019 LOCAL GOVERNMENT TASMANA (LGAT) 2019 ELECTIONS

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

Council returned to Open Session at 4.52pm

The meeting closed at 4.53 pm

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WAYNE JOHNSTON (MAYOR)