

Meander Valley Council

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

# **ORDINARY AGENDA**

**COUNCIL MEETING**

**Tuesday 9 April 2019**

# **COUNCIL MEETING VISITORS**

Visitors are most welcome to attend Council meetings.

Visitors attending a Council Meeting agree to abide by the following rules:-

- Visitors are required to sign the Visitor Book and provide their name and full residential address before entering the meeting room.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council the speaker is asked not to swear or use threatening language.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

## **SECURITY PROCEDURES**

- Council staff will ensure that all visitors have signed the Visitor Book.
- A visitor who continually interjects during the meeting or uses threatening language to Councillors or staff, will be asked by the Chairperson to cease immediately.
- If the visitor fails to abide by the request of the Chairperson, the Chairperson shall suspend the meeting and ask the visitor to leave the meeting immediately.
- If the visitor fails to leave the meeting immediately, the General Manager is to contact Tasmania Police to come and remove the visitor from the building.
- Once the visitor has left the building the Chairperson may resume the meeting.
- In the case of extreme emergency caused by a visitor, the Chairperson is to activate the Distress Button immediately and Tasmania Police will be called.



PO Box 102, Westbury,  
Tasmania, 7303

Dear Councillors

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 9 April 2019 at 4.00pm.**

Martin Gill  
**GENERAL MANAGER**

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**Evacuation and Safety:**

At the commencement of the meeting the Mayor will advise that,

- Evacuation details and information are located on the wall to his right;
- In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation. When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car-park at the side of the Town Hall.

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

**PRESENT:****APOLOGIES:****IN ATTENDANCE:****CONFIRMATION OF MINUTES:**

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

**COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:**

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

## **ANNOUNCEMENTS BY THE MAYOR:**

### **13 March 2019**

Brian Mitchell Announcement and Media event - Netball Courts, Deloraine

### **19 March 2019**

Community Forum - Parkham Hall

### **22 March 2019**

NTFA Season Launch - Launceston

### **26 March 2019**

Rotary Club of Deloraine - Deloraine

### **29 March 2019**

LGAT General Meeting - Devonport

Deloraine Bowls Club Awards Night - Deloraine

Deloraine Football Club Guernsey Presentation - Deloraine

### **31 March 2019**

Fire Trailer Launch – Jackeys Marsh

### **2 April 2019**

Meeting with Alex Tay – Director Local Government

## **DECLARATIONS OF INTEREST:**

## **TABLING OF PETITIONS:**

# **PUBLIC QUESTION TIME**

## **General Rules for Question Time:**

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice to come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may direct a Councillor or Council officer to provide a response.

All questions and answers must be kept as brief as possible.

There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

Questions on notice and their responses will be minuted.

Questions without notice raised during public question time and the responses to them will not be minuted or recorded in any way with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

## **Notes**

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.

- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document, produced are subject to the laws of defamation.

For further information please telephone 6393 5300 or visit [www.meander.tas.gov.au](http://www.meander.tas.gov.au)

## **PUBLIC QUESTION TIME**

### **1. PUBLIC QUESTIONS TAKEN ON NOTICE – MARCH 2019**

Nil

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

Nil

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

## **COUNCILLOR QUESTION TIME**

### **1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MARCH 2019**

1. Cr Tanya King

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

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

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

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

Nil

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

## **DEPUTATIONS BY MEMBERS OF THE PUBLIC**



## CERTIFICATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and
2. where any advice is given directly to Council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person."

A handwritten signature in black ink, appearing to read 'M Gill', with a long, sweeping horizontal line extending to the right.

**Martin Gill**  
**GENERAL MANAGER**

"Notes: S65(1) of the Local Government Act requires the General Manager to ensure that any advice, information or recommendation given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

# **NOTICE OF MOTION 1**

Reference No. 61/2019

**Notice of Motion** - Cr Tanya King

## **VEGETATION FUEL LOAD MANAGEMENT IN THE TASMANIAN WILDERNESS WORLD HERITAGE AREA**

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### **1) Motion**

It is recommended that Council

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

### **2) Background**

The 2019 bushfires in the Tasmanian Wilderness World Heritage Area (TWWHA) once again highlighted the risks to private property and landowners living adjacent to conservation areas.

38% of land in the Meander Valley Council is located within the TWWHA. The length of the boundary between the TWWHA and private land and forestry assets within Meander Valley is more than 95km.

I am calling on the State Government to protect the assets of all land owners by managing the fuel load that has built up with the lack of management of TWWHA, and the restrictions that are encumbered on land owners who have a desire to manage their property and are hindered by current restrictions.

In addition to providing the facility to better manage the land by way of fuel reduction, when a fire event occurs, and what happens also requires review. The existing "rules" on who is responsible for a fire, and its consequent management

is defined by the area affected. This hinders the effectiveness of firefighting efforts, impacting on coordination, motivation and prioritisation.

**Author – Cr Tanya King**

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### **3) Officers Comments**

On 30 March 2019 the Tasmanian Government released the terms of reference for the Independent Review into the 2018-19 bushfires.

The media release from the Hon. Will Hodgman MP, Premier, which accompanied the announcement, stated that the review would consider the following matters:

- The causes, chronology and response of the 2018-19 bushfires in Tasmania on and following 28 December 2018.
- The effectiveness of community messaging and warnings.
- The timeliness and effectiveness of the fire response and management strategy, including accommodating the priorities of life, property, environmental and cultural values, and timber production and forest asset values by Tasmanian fire agencies.
- ***The impact and effectiveness of fuel management programs in the fire affected areas on the management and containment of the fires.***
- The effectiveness of state, regional and local command, control and co-ordination arrangements, to include agency interoperability and the co-ordination of emergency management activities with government and non-government organisations.
- The effectiveness of the arrangements in place for requesting and managing interstate and international assistance and the significance of interstate and international assistance in managing the fires.
- The use and effectiveness of aviation firefighting resources, in particular, the suitability of aircraft types for the protection of environmental values, forest assets and the rural/urban interface in Tasmania.
- Any other matter that the Review team identifies in the course of its activities as warranting discussion.
- The Review team will provide a means for members of the public and other interested parties to make submissions to the Review and will have regard to any submissions received in compiling its report.

Council's submission will focus on the matters highlighted above.

Submissions are due on 3 May 2019.

If Council support the Notice of Motion a draft submission will be brought to the 30 April Workshop for review before it is submitted.

#### **4) Strategic/Annual Plan Conformance**

Furtheres the objectives of the Council's Community Strategic Plan 2014 to 2024 in particular:

- Future direction (5) - Innovative leadership and community governance

#### **5) Policy Implications**

Not applicable.

#### **6) Legislation**

Not applicable.

#### **7) Risk Management**

Not applicable.

#### **8) Consultation with State Government and other Authorities**

The Notice of Motion, if supported, will initiate engagement with the State and Federal Governments.

#### **9) Community Consultation**

Not applicable.

#### **10) Financial Impact**

Council officer time will be required to prepare the submission. It is anticipated that the costs associated with this work would be in the order of \$1,000.

#### **11) Alternative Recommendations**

Not applicable.

#### **12) Voting Requirements**

Simple Majority

**AUTHOR:** Martin Gill  
GENERAL MANAGER

**DECISION:**

## **PLANNING AUTHORITY ITEMS**

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

The following are applicable to all Planning Authority reports:

### **Strategic/Annual Plan Conformance**

Council has a target under the Annual Plan to assess applications within statutory timeframes.

### **Policy Implications**

Not applicable.

### **Legislation**

Council must process and determine the application in accordance with the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

### **Risk Management**

Risk is managed by the inclusion of appropriate conditions on the planning permit.

### **Financial Impact**

If the application is subject to an appeal to the Resource Management Planning and Appeal Tribunal, Council may be subject to the cost associated with defending its decision.

### **Alternative Options**

Council can either approve the application with amended conditions or refuse the application.

### **Voting Requirements**

Simple Majority

# **PLANNING AUTHORITY 1**

Reference No. 62/2019

## **4 CLIFTON PLACE, PROSPECT VALE**

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

### **1) Introduction**

Applicant	Pitch-tech Constructions
Owner	S & K Nankervis
Property	4 Clifton Place, Prospect Vale (CT:51370\64)
Zoning	Rural Resource Zone
Discretions	10.4.2 Setbacks and building envelope for all dwellings - P3 10.4.3 Site coverage and private open space - P2 10.4.6 Privacy for all dwellings – P2 10.4.8 Waste storage for multiple dwellings – P1 10.4.9 Storage for multiple dwellings – P1 10.4.12 Site Services for multiple dwellings – P1 E.3.6.1 Development on Land Subject to Risk of Landslip – P1 E6.6.1 Car Parking Numbers – P1 E6.7.1 Construction of Car Parking and Access Strips – P1 E6.7.2 Design and Layout of Car Parking –P2
Existing Land Use	Residential (Single Dwelling)
Number of Representations	Two (2)
Decision Due	9 April 2019
Planning Scheme:	Meander Valley Interim Planning Scheme 2013 (the Planning Scheme)

### **2) Recommendation**

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

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

*and subject to the following conditions:*

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



**satisfaction of Council.**

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

Note:

1. Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the Urban Drainage Act 2013.
2. If the development is intended to be subject to Strata, the footprint of all buildings approved by this permit are to be shown on the strata plan in accordance with the *Strata Titles Act 1998*.
3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: [mail@mvc.tas.gov.au](mailto:mail@mvc.tas.gov.au)
4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
  - a) Building approval
  - b) Plumbing approvalAll enquiries should be directed to Council's Permit Authority or Council's Plumbing Surveyor on 6393 5320.
5. This permit takes effect after:
  - a) The 14 day appeal period expires; or
  - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or
  - c) Any other required approvals under this or any other Act are granted.
6. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website [www.rmpat.tas.gov.au](http://www.rmpat.tas.gov.au)
7. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

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

### **3) Background**

This application proposes to construct an additional dwelling to the rear of an existing dwelling at 4 Clifton Place Prospect Vale.

The title slopes downward to the north-east, away from Clifton Place. The existing dwelling on the title is located to the front of the lot. The land is surrounded by residential developments.

A site plan is included in Figure 1, below, while full plans are included in the attached documents.

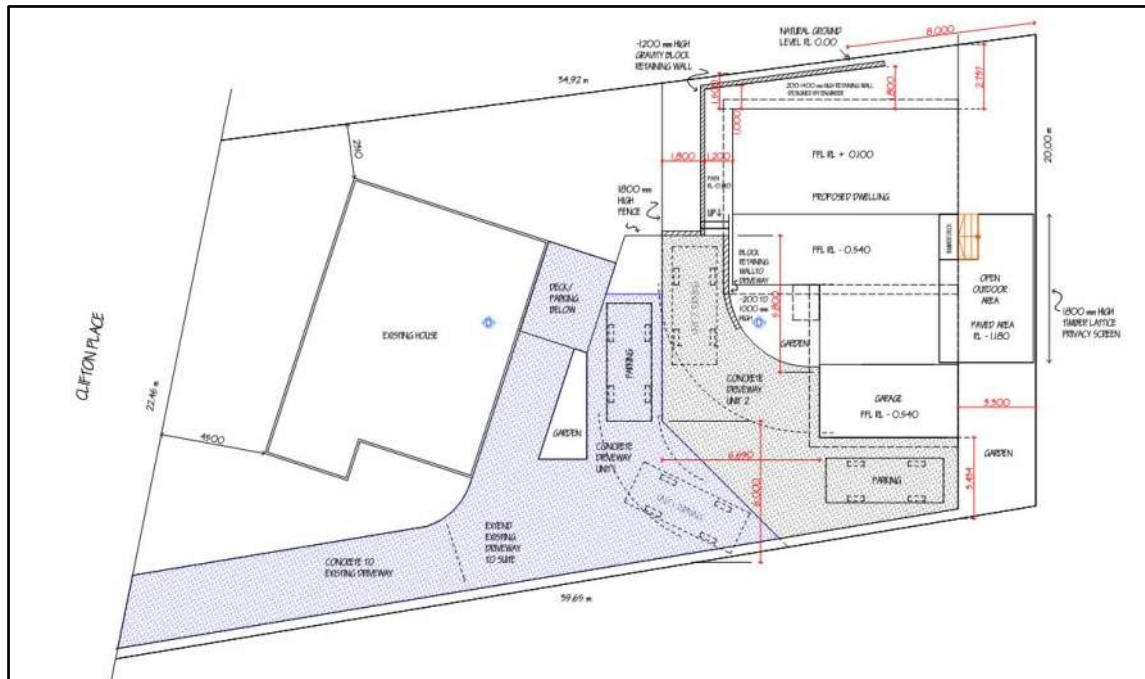


Figure 1: proposed site plan (Adorn Drafting, 2018)

#### 4) Representations

The application was advertised for the statutory 14-day period.

Two (2) representations were received (attached documents). A summary of the representation is as follows:

- a) Previously informed only single dwellings were permitted.
- b) Number of vehicles at the site and congestion in Clifton Place caused by street parking, impacting garbage collection and emergency service vehicles.
- c) Bins being left on the street.

Comment:

- a) While former planning regulations may have prohibited the development of multiple dwellings in this area, the General Residential Zone currently lists Multiple Dwellings as a permitted use in this zone. Council must make a decision based on the current planning scheme and the standards which are applicable now.
- b) Parking has been considered in the assessment below. The planning scheme requires five (5) parking spaces for this development, including a dedicated visitor parking space. Each dwelling is provided with two parking spaces. A dedicated visitor parking space has not been

provided. Council's Director Infrastructure Services has provided advice that there is sufficient street parking in the vicinity, in Clifton Place and Chris Street, to accommodate visitor parking.

- c) The occupant's bins being left out on the street is not a planning concern. It is not appropriate for a planning permit to regulate the duration that bins are left on the street. It is noted that Council does not have any by-laws limiting the time bins can be left on the street.

## 5) Consultation with State Government and other Authorities

The application was referred to TasWater. A TasWater Submission to Planning Authority Notice (TWDA 2018/01778-MVC) was provided on the 18 February 2019.

## 6) Officers Comments

**Use Class:** Residential (Multiple Dwellings)

### Applicable Standards

A brief assessment against all applicable Acceptable Solutions of the applicable zone and codes is provided below. This is followed by a more detailed discussion of any applicable Performance Criteria and the objectives relevant to the particular discretion.

10 General Residential Zone	
Scheme Standard	Assessment
<b>10.3.1 Amenity</b>	
Acceptable Solution A1	Complies
<b>10.4.1 Residential density for multiple dwellings</b>	
Acceptable Solution A1	Complies
<b>10.4.2 Setbacks and building envelope for all dwellings</b>	
Acceptable Solution A1	Complies
Acceptable Solution A2	Complies
Acceptable Solution A3	Relies on Performance Criteria
<b>10.4.3 Site coverage and private open space for all dwellings</b>	
Acceptable Solution A1	Complies
Acceptable Solution A2	Relies on Performance Criteria
<b>10.4.4 Sunlight and overshadowing for all dwellings</b>	

Acceptable Solution A1	Complies
Acceptable Solution A2	Complies
<b>10.4.5 Width of openings for garages and carports for all dwellings</b>	
Acceptable Solution A1	Complies
<b>10.4.6 Privacy for all dwellings</b>	
Acceptable Solution A1	Complies
Acceptable Solution A2	Relies on Performance Criteria
Acceptable Solution A3	Complies
<b>10.4.8 Waste storage for multiple dwellings</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>10.4.9 Storage for multiple dwellings</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>10.4.10 Common Property for multiple dwellings</b>	
Acceptable Solution A1	Complies
<b>10.4.11 Outbuildings for multiple dwellings</b>	
Acceptable Solution A1	Complies
<b>10.4.12 Site Services for multiple dwellings</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>E4 Road and Rail Assets Code</b>	
<b>E4.6.1 Use and Road or Rail Infrastructure</b>	
Acceptable Solution A2	Complies
<b>E4.7.2 Management of Road Accesses and Junctions</b>	
Acceptable Solution A1	Complies
<b>E3 Landslip Code</b>	
<b>E.3.6.1 Development on Land Subject to Risk of Landslip</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>E6 Car Parking and Sustainable Transport Code</b>	
<b>E6.6.1 Car Parking Numbers</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>E6.6.3 Taxi Drop-off and Pickup</b>	
Acceptable Solution A1	Complies
<b>E6.6.4 Motorbike Parking Provisions</b>	
Acceptable Solution A1	Complies
<b>E6.7.1 Construction of Car Parking Spaces and Access Strips</b>	
Acceptable Solution A1	Relies on Performance Criteria
<b>E6.7.2 Design and Layout of Car Parking</b>	

Acceptable Solution A1	Complies
Acceptable Solution A2	Relies on Performance Criteria

### Performance Criteria

#### General Residential Zone

##### 10.4.2 Setbacks and building envelope for all dwellings

#### Objective

*To control the siting and scale of dwellings to:*

- (a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and*
- (b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and*
- (c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and*
- (d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.*

#### Performance Criteria P3

*The siting and scale of a dwelling must:*

- (a) not cause unreasonable loss of amenity by:
 
  - (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or*
  - (ii) overshadowing the private open space of a dwelling on an adjoining lot; or*
  - (iii) overshadowing of an adjoining vacant lot; or*
  - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and**
- (b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.*

#### Comment:

The proposed dwelling is setback 3.3m from the rear boundary and is not contained within the building envelope. This setback is considered acceptable.

As the rear boundary is located to the north-east of the new dwelling, the proposal will not result in any overshadowing of the dwelling and private open space area to the rear.

As the land is located uphill of 3 Hutton Court any new dwelling will have a significant visual presence. This is not uncommon in urban environments. The proposed dwelling is single story and has a relatively low roof profile. A portion of

the rear elevation will be screened by the existing boundary fence and proposed privacy screen. In this instance, the scale and visual bulk of the proposed dwelling is not significantly increased by the reduced setback and the visual impacts are acceptable.



Photo 1: property boundary and neighbouring dwelling at 3 Hutton Court, viewed from the subject property, looking north-east

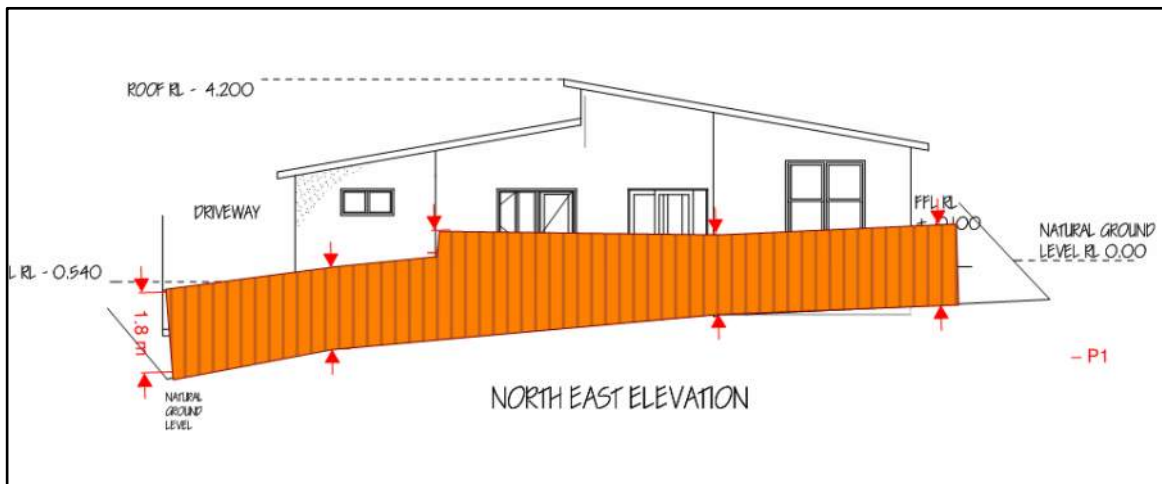


Figure 2: approximate visual appearance of the proposed development (boundary fence included, viewed from 3 Hutton Drive

Separation between the proposed dwelling and the neighbouring dwelling to the rear, 3 Hutton Court, is more than 8m. This separation is consistent with that of other dwellings on adjoining lots in the surrounding area.

The proposal is consistent with the objective and provides reasonable separation between dwellings and does not compromise solar access to neighbouring dwellings.

#### 10.4.3 Site coverage and private open space for all dwellings

##### **Objective**

*To provide:*

- (a) for outdoor recreation and the operational needs of the residents; and*
- (b) opportunities for the planting of gardens and landscaping; and*
- (c) private open space that is integrated with the living areas of the dwelling; and*
- (d) private open space that has access to sunlight.*

##### **Performance Criteria P2**

*A dwelling must have private open space that:*

- (a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:
  - (i) conveniently located in relation to a living area of the dwelling; and*
  - (ii) orientated to take advantage of sunlight.**

##### **Comment:**

Unit 2 has been provided with a private open space area immediately adjacent to the dwelling and with a northern orientation to take advantage of the sun. This private open space area does not have the dimensions required by the acceptable solutions. However, the space seamlessly extends under the roofline of the dwelling and combined with the undercover area, the space possesses the same utility as a fully compliant private open space area. The space has sufficient dimensions that it is capable of providing an area for outdoor relaxation, dining entertainment and children's play and complies with the Performance Criteria.

The private open space area associated with Unit 1 has a similar level of amenity as in its current situation. The existing deck provides direct access from the habitable rooms of the dwelling, while the private open space to the north-west, provides room for relaxation and children's play.

The proposed private open space areas are conveniently located and orientated to take advantage of the sun, and are consistent with the Objectives of the standard.



#### 10.4.6 Privacy for all dwellings

##### **Objective**

*To provide reasonable opportunity for privacy for dwellings.*

##### **Performance Criteria P2**

*A window or glazed door, to a habitable room of dwelling, that has a floor level more than 1 m above the natural ground level, must be screened, or otherwise located or designed, to minimise direct views to:*

- (a) window or glazed door, to a habitable room of another dwelling; and*
- (b) the private open space of another dwelling; and*
- (c) an adjoining vacant residential lot.*

##### **Comment:**

The second bedroom window of Unit 2 is 1.3m above the natural ground level and less than 4m from the rear boundary. As the property is elevated above the neighbour at 3 Hutton Court, the window does provide an opportunity for overlooking.

It is recommended that the bedroom 2 window of Unit 2 be relocated to the north-west wall or be made a highlight window with a minimum sill height of 1.7m. Relocating the window to the north-west will not result in a reduction in privacy for the dwelling to the north-west. In this location, the room will have a finished floor surface less than 1m above the natural ground level and the window will comply with the Acceptable Solutions for privacy. The existing boundary fence and vegetation on the adjoining property are considered to provide sufficient screening.

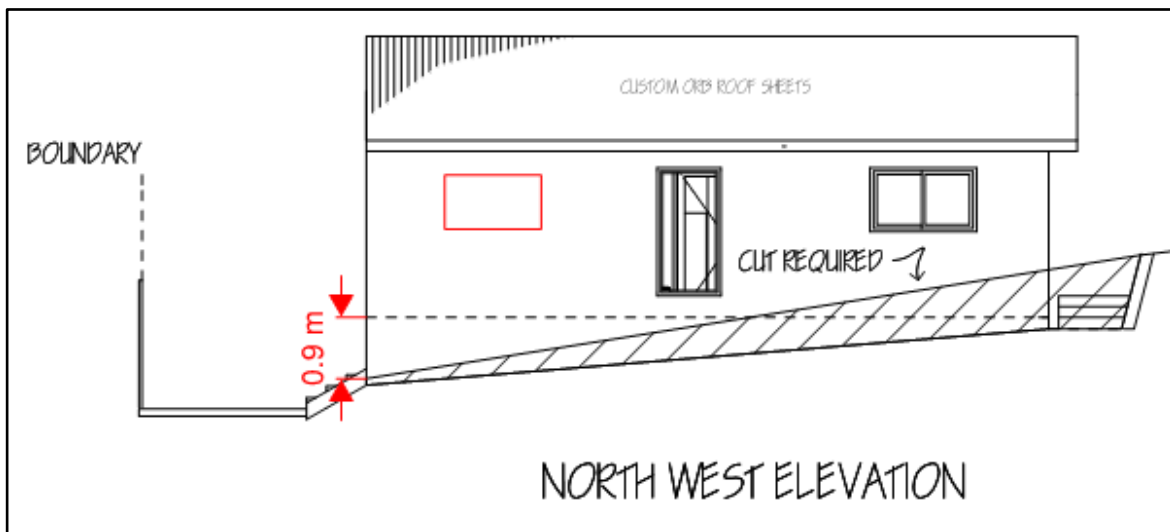


Figure 3: proposed north-west elevation showing the height of the finished floor surface and approximate location of relocated window

With an appropriate condition on the permit, the development can be made consistent with the objective and provide a reasonable degree of privacy.

**Recommended Condition:**

1. The Bedroom 2 window of Unit 2 is to be relocated to the north-west wall or be made a highlight window with a minimum sill height of 1.7m.

10.4.8 Waste storage for multiple dwellings

**Objective**

*To provide for the storage of waste and recycling bins for multiple dwellings.*

**Performance Criteria P1**

*A multiple dwelling development must provide storage, for waste and recycling bins, that is:*

- (a) capable of storing the number of bins required for the site; and*
- (b) screened from the frontage and dwellings; and*
- (c) if the storage area is a communal storage area, separated from dwellings on the site to minimise impacts caused by odours and noise.*

**Comment:**

As a bin storage location has not been indicated on the plans, it is recommended that a condition be placed on the planning permit that bins are to be stored behind the building line of each dwelling or are screened from the road with a 1.2m high screen with minimum uniform transparency of 10%.

**Recommended Condition:**

1. A storage area is to be provided for the waste and recycle bins associated with each dwelling and is to be:
  - a) behind the building line and within the private open space of each of the dwellings; or
  - b) screened from the public road by a 1.2m high screen with minimum uniform transparency of 10%.

10.4.9 Storage for multiple dwellings

**Objective**

*To provide adequate storage facilities for each multiple dwelling.*

**Performance Criteria P1**

*Each multiple dwelling must provide storage suitable to the reasonable needs of residents.*

**Comment:**

The proposed development does not compromise the existing storage available for Unit 1. Although there is not a distinct area for secure storage identified on the plans for Unit 2, this dwelling provides an enclosed garage. It is considered that there is sufficient space in the proposed garage to accommodate domestic storage as well as provide for the parking of a vehicle and laundry facilities.

It is also noted that both dwellings have sufficient space in their private open space areas to accommodate a garden shed if additional storage is required by future occupants. This can be undertaken without requiring a planning permit.

The development is consistent with the objective and provides for the reasonable storage needs of the residents.

10.4.12 Site Services for multiple dwellings

**Objective**

*To ensure that:*

- a) site services for multiple dwellings can be installed and easily maintained; and*
- b) site facilities for multiple dwellings are accessible, adequate and attractive.*

**Performance Criteria P1**

*Sufficient space (including easements where required) for mail services must be provided for each multiple dwelling.*

**Comment:**

There is sufficient space in the frontage for the provision of mail boxes.

**Landslip Code**

E.3.6.1 Development on Land Subject to Risk of Landslip

**Objective**

*To ensure that development is appropriately located through avoidance of areas of landslip risk, or where avoidance is not practicable, suitable measures are available to protect life and property.*

**Performance Criteria P1**

*Development must demonstrate that the risk to life and property is mitigated to a low or very low risk level in accordance with the risk assessment in E3.6.2 through submission of a landslip risk management assessment.*

**Comment:**

The subject title is identified by the Land Information System of Tasmania (the LIST) as being within a Medium Risk Landslip Hazard Band. The application includes a Landslip Risk Assessment and Site Classification Report prepared by Geoton Pty Ltd considering this hazard. The report provides several recommendations for the management of landslip risk.

**Recommended Condition:**

1. Prior to the commencement of works, detailed design drawings incorporating the recommendations of the endorsed Landslip Risk Assessment and Site Classification assessment are to be ratified by Geoton Pty Ltd (or another suitably qualified person) and written evidence of compliance provided to the satisfaction of Council.
  
2. Prior to the commencement of use written advice from Geoton Pty Ltd or a suitably qualified person are to be provided to Council demonstrating that the development has been constructed in accordance with the endorsed Landslip Risk Assessment and Site Classification Report.

**Car Parking and Sustainable Transport Code**

**6.6.1 Car Parking Numbers**

**Objective**

*To ensure that an appropriate level of car parking is provided to service use.*

**Performance Criteria P1**

*The number of car parking spaces provided must have regard to:*

- a) the provisions of any relevant location specific car parking plan; and*
- b) the availability of public car parking spaces within reasonable walking distance; and*
- c) any reduction in demand due to sharing of spaces by multiple uses either because of variations in peak demand or by efficiencies gained by consolidation; and*
- d) the availability and frequency of public transport within reasonable walking distance of the site; and*

- e) *site constraints such as existing buildings, slope, drainage, vegetation and landscaping; and*
- f) *the availability, accessibility and safety of on-road parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; and*
- g) *an empirical assessment of the car parking demand; and*
- h) *the effect on streetscape, amenity and vehicle, pedestrian and cycle safety and convenience; and*
- i) *the recommendations of a traffic impact assessment prepared for the proposal; and*
- j) *any heritage values of the site; and*
- k) *for residential buildings and multiple dwellings, whether parking is adequate to meet the needs of the residents having regard to:*
  - i) *the size of the dwelling and the number of bedrooms; and*
  - ii) *the pattern of parking in the locality; and*
  - iii) *any existing structure on the land.*

**Comment:**

The level of parking provided with the development is considered to be adequate. Both of the dwellings are provided with two (2) parking spaces for the residents of each of the subject dwellings. The planning scheme does not require dwellings to provide parking for additional vehicles owned by residents. Multiple dwellings have additional requirements for a dedicated visitor parking space. This is usually located in the common property of the development. The proposed development does not provide for a dedicated visitor parking space.

Council's Director Infrastructure Services has provided advice that there is sufficient opportunity for parking in the immediate area to accommodate parking for visitors to the site. Clifton Place is a relatively short cul-de-sac less than 70m in length. As well as parking in Clifton Place, the site is within walking distance of Chris Street where there is ample opportunity for parking.



Photo 2: Clifton Place viewed from Chris Street, showing the extent of the street and parking



Photo 3: Clifton Place cul-de-sac head

Council has not received any previous reports of congestion from the public or waste collection services. If congestion is occurring it is likely the result of inappropriate parking rather than an overall lack of parking. Ongoing issues of

congestion can be managed through traffic management, such as no parking signs and line marking.

The development is consistent with the Objective and provides an appropriate level of car parking.

#### E6.7.1 Construction of Car Parking Spaces and Access Strips

##### **Objective**

*To ensure that car parking spaces and access strips are constructed to an appropriate standard.*

##### **Performance Criteria P1**

*All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.*

##### **Comment:**

The application does not expressly indicate that parking spaces will be line marked. Due to the shared nature of the access and parking area, it is recommended that a condition be placed on the permit to require parking spaces to be adequately delineated.

It is noted that the existing parking associated with Unit 1 is informal and unsealed. It is considered appropriate that all parking on the site be properly formed and sealed.

##### **Recommended Condition:**

1. All parking spaces are to be line marked or otherwise clearly delineated to the satisfaction of Council's Town Planner.
2. All parking and manoeuvring spaces are to be sealed with an impervious all-weather seal.

#### E6.7.2 Design and Layout of Car Parking

##### **Objective**

*To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.*

##### **Performance Criteria P2**

*Car parking and manoeuvring space must:*

- a) *be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and*
- b) *provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic.*

**Comment:**

The proposed development does not provide for all vehicles to enter and exit the site in a forward direction. Due to the slope and length of the shared driveway and the lack of regularity in the parking arrangements, this is not considered to be acceptable and would adversely affect the safety and convenience of the users. To allow turning from the existing parking space under the deck of Unit 1, it is recommended that the garden bed to the north-east of Unit 1 be removed and the driveway be altered in accordance with Figure 3 below, to allow vehicles to reverse to the north-east, then exit the site in a forward direction.

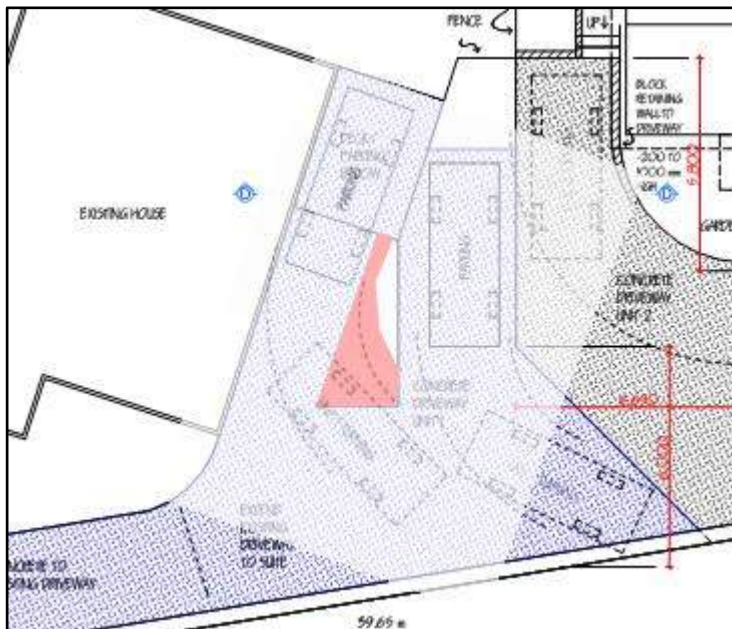


Figure 4: recommended alterations highlighted in red and showing approx. swept path

The plans demonstrate that all other vehicles can manoeuvre on site. With a condition on the planning permit the development can be made compliant with the Performance Criteria and the Objective.

**Recommended Condition:**

1. The driveway to the north-east of Unit 1 is to be realigned in accordance with Attachment A (attached), or otherwise to the satisfaction of Council's Town Planner, to provide for all vehicles parked on site to manoeuvre and exit in a forward direction.



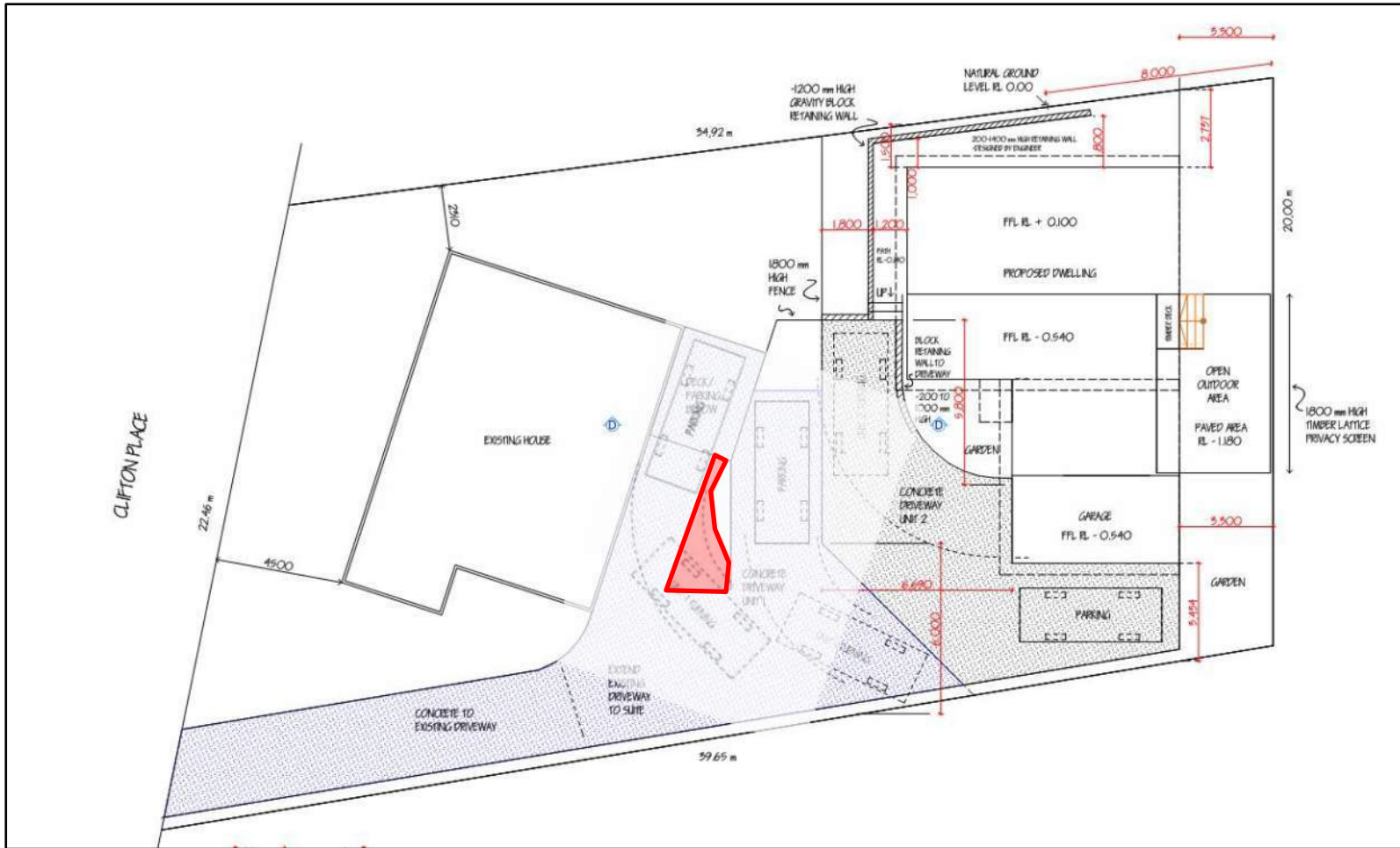
## **Conclusion**

In conclusion, it is considered that the application for Use and Development for Multiple Dwellings (2 Units) is an acceptable development in the General Residential Zone and is recommended for approval with conditions.

## **7) Voting Requirements**

Simple Majority

## **DECISION:**



## Attachment A – Alterations to Driveway

Required alterations to driveway configuration to the rear of Unit 1 shown in red.

## Submission to Planning Authority Notice

Council Planning Permit No.	PA\19\0082	Council notice date	31/10/2018
<b>TasWater details</b>			
TasWater Reference No.	TWDA 2018/01778-MVC	Date of response	18/02/2019
TasWater Contact	Rachael Spencer	Phone No.	03 6345 6346
<b>Response issued to</b>			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
<b>Development details</b>			
Address	4 CLIFTON PLACE, PROSPECT VALE	Property ID (PID)	7727042
Description of development	Multiple Dwellings (1 Existing, 1 New)		
<b>Schedule of drawings/documents</b>			
	Prepared by	Drawing/document No.	Revision No.
	Date of Issue		
Adorn Drafting	Dwg 436 Sheet 2 & 7 of 1 1	A	05/02/2019
<b>Conditions</b>			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p><b>CONNECTIONS, METERING &amp; BACKFLOW</b></p> <ol style="list-style-type: none"> <li>1. A suitably sized water supply with metered connections to the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit.</li> <li>2. Any removal and/or installation of new and/or modified property service connections must be carried out by TasWater at the developer's cost.</li> </ol> <p><b>56W CONSENT</b></p> <ol style="list-style-type: none"> <li>3. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the <i>Water and Sewerage Industry Act 2008</i> for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.</li> </ol> <p>The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) must show footings of proposed buildings located over or within 2.0m from TasWater pipes and must be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans must also include a cross sectional view through the footings which clearly shows;</p> <ol style="list-style-type: none"> <li>a. Existing pipe depth and proposed finished surface levels over the pipe;</li> <li>b. The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;</li> <li>c. A note on the plan indicating how the pipe location and depth were ascertained.</li> </ol> <p><b>DEVELOPMENT ASSESSMENT FEES</b></p>			

4. The applicant or landowner as the case may be, must pay a development assessment fee of \$211.63 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date they are paid to TasWater.

The payment is required within 30 days of the issue of an invoice by TasWater.

### Advice

#### General

For information on TasWater development standards, please visit

<http://www.taswater.com.au/Development/Development-Standards>

For application forms please visit <http://www.taswater.com.au/Development/Forms>

#### Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

- A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater
- TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit [www.taswater.com.au/Development/Service-location](http://www.taswater.com.au/Development/Service-location) for a list of companies
- TasWater will locate residential water stop taps free of charge
- Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

### Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

#### Authorised by



**Jason Taylor**

Development Assessment Manager

### TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

## PLANNING NOTICE

An application has been received for a Permit under s.57 of the Land Use and Planning Approvals Act 1993:

APPLICANT: **Pitch-tech Constructions - PA\19\0082**

PROPERTY ADDRESS: **4 Clifton Place, PROSPECT VALE (CT:51370/64)**

DEVELOPMENT: **Multiple dwelling (1 unit) - building envelope, window orientation, private open space, land slip, car parking numbers**

The application is available for inspection at the council offices at Westbury, during normal office hours, or at [www.meander.tas.gov.au](http://www.meander.tas.gov.au) for a period of 14 days from the date of this notice.

Any person who wishes to make a representation in accordance with the Land Use and Planning Approvals Act 1993 must do so in writing to the General Manager, PO Box 102, Westbury, 7303, by fax 6393 1474 or email to [planning@mvc.tas.gov.au](mailto:planning@mvc.tas.gov.au) no later than:

**Wednesday 13 March 2019**

Please Note: Any representations lodged will be available for public viewing.

Should you have any questions about this application please do not hesitate to contact the Council's Planning Department on 03 6393 5320.

Dated at Westbury on 23 February 2019.

Martin Gill  
**GENERAL MANAGER**

# APPLICATION FORM PLANNING

Land Use Planning and Approvals Act 1993

Index No.	10442	
Doc No.		
RCVD	30 OCT 2018	MVC
Action Officer	SS	Dept. CDS
EO	OD	<input checked="" type="checkbox"/>

Meander Valley Council  
WORKING TOGETHER

- Application form & details MUST be completed **IN FULL**.
- Incomplete forms will not be accepted and may delay processing and issue of any Permits.

### OFFICE USE ONLY

Property No:  Assessment No:  -  -

DA\  PA\

- Is your application the result of an illegal building work?  Yes  No Indicate by ✓ box
- Is a new vehicle access or crossover required?  Yes  No

### PROPERTY DETAILS:

Address:  Certificate of Title:

Suburb:   Lot No:

Land area:  m<sup>2</sup> / ha

Present use of land/building:  (vacant, residential, rural, industrial, commercial or forestry)

Does the application involve Crown Land or Private access via a Crown Access Licence:  Yes  No

Heritage Listed Property:  Yes  No

### DETAILS OF USE OR DEVELOPMENT:

Indicate by ✓ box

Building work  Change of use  Subdivision

Forestry  Demolition

Other

Total cost of development (inclusive of GST):  Includes total cost of building work, landscaping, road works and infrastructure

Description of work:

Use of building:  (main use of proposed building – dwelling, garage, farm building, factory, office, shop)

New floor area:  m<sup>2</sup> New building height:  m

Materials: External walls:  Colour:

Roof cladding:  Colour:

## SITE INFORMATION

BUILDING DESIGNER	-	STEPHEN LAWES
ACCREDITATION	-	CC 4667 J
LAND TITLE REFERENCE No	-	VOLUME 174146 FOLIO 66
PROPOSED DWELLING AREA	-	105 m2
WIND CLASSIFICATION	-	N2
SOIL CLASSIFICATION	-	"p"
CLIMATE ZONE	-	7
FLOODING	-	NO
BAL RATING	-	NOT APPLICABLE
CORROSION ENVIRONMENT	-	MEDIUM

## DRAWING SCHEDULE

DWG	-SHEET 1	COVER SHEET
DWG	-SHEET 2	SITE PLAN
DWG	-SHEET 3	FLOOR PLAN
DWG	-SHEET 4	ELEVATIONS
DWG	-SHEET 5	ELEVATIONS/ WINDOW SCHEDULE
DWG	-SHEET 6	SECTION A-A
DWG	-SHEET 7	SECTION B-B
DWG	-SHEET 8	DRAINAGE DIAGRAM
DWG	-SHEET 9	LIGHTING/ ROOF PLAN
DWG	-SHEET 10	WATER PROOFING DETAILS
DWG	-SHEET 11	SPECIFICATION SHEET

ALL DIMENSIONS TO BE CHECKED AND VERIFIED BY BUILDER BEFORE THE COMMENCEMENT OF WORK  
 ALL WORK AND MATERIALS TO BE IN COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA AND LOCAL COUNCIL REQUIREMENTS  
 ALL TIMBER FRAMING TO BE IN COMPLIANCE WITH AUSTRALIAN STANDARDS 1684.4  
 PLANS TO BE USED IN CONJUNCTION WITH STRUCTURAL ENGINEER'S DRAWINGS

ADORN DRAFTING

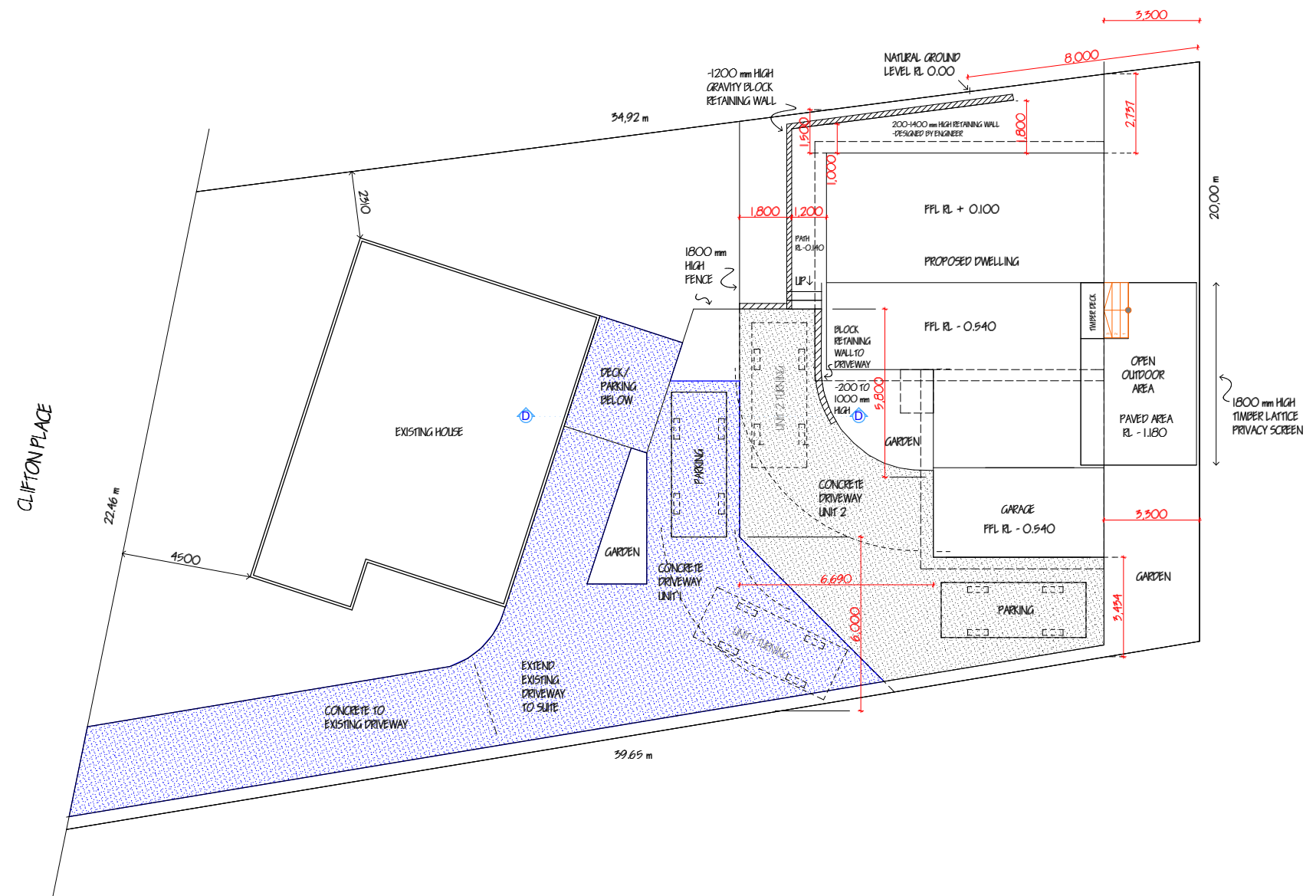
MBL 0415 255 160  
 E-MAIL : stephenlawes@aapt.net.au

STEPHEN LAWES  
 CC 4667 J  
 CATEGORY ABP 1  
 18/ A TAMAR RISE  
 RIVERSIDE, TAS

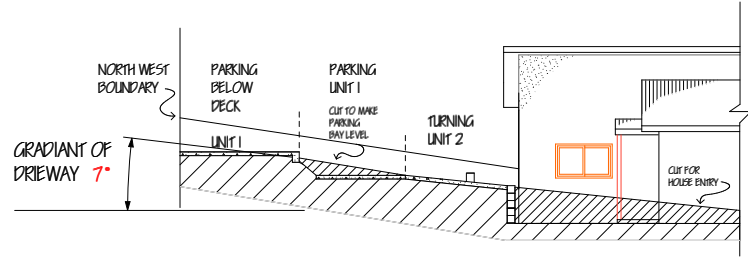
PROPOSED DWELLING  
 TO 4 CLIFTON PLC, PROSPECT VALE  
 FOR STUART & KARA NANKERVIS

DRAWING	COVER PAGE
DATE	27/9/2018
SCALE	1:100
DWG 436	SHEET 11 OF 11

PA 1



NOTE:  
 BOUNDARY LINES SHOWN ON SITE PLAN AND THE DISTANCES FROM EXISTING AND PROPOSED STRUCTURES ARE APPROXIMATE ONLY AND SHOULD NOT BE RELIED ON FOR DWELLING POSITION AND HEIGHT.  
 A SURVEY PLAN AND SURVEY PEGS ARE TO BE USED FOR DWELLING POSITION AND LEVELS.



SECTION D-D

ISSUE	AMENDMENT	DATE
A	ADDITIONAL DRIVEWAY DETAILS	5/2/19

ALL DIMENSIONS TO BE CHECKED AND VERIFIED BY BUILDER BEFORE THE COMMENCEMENT OF WORK  
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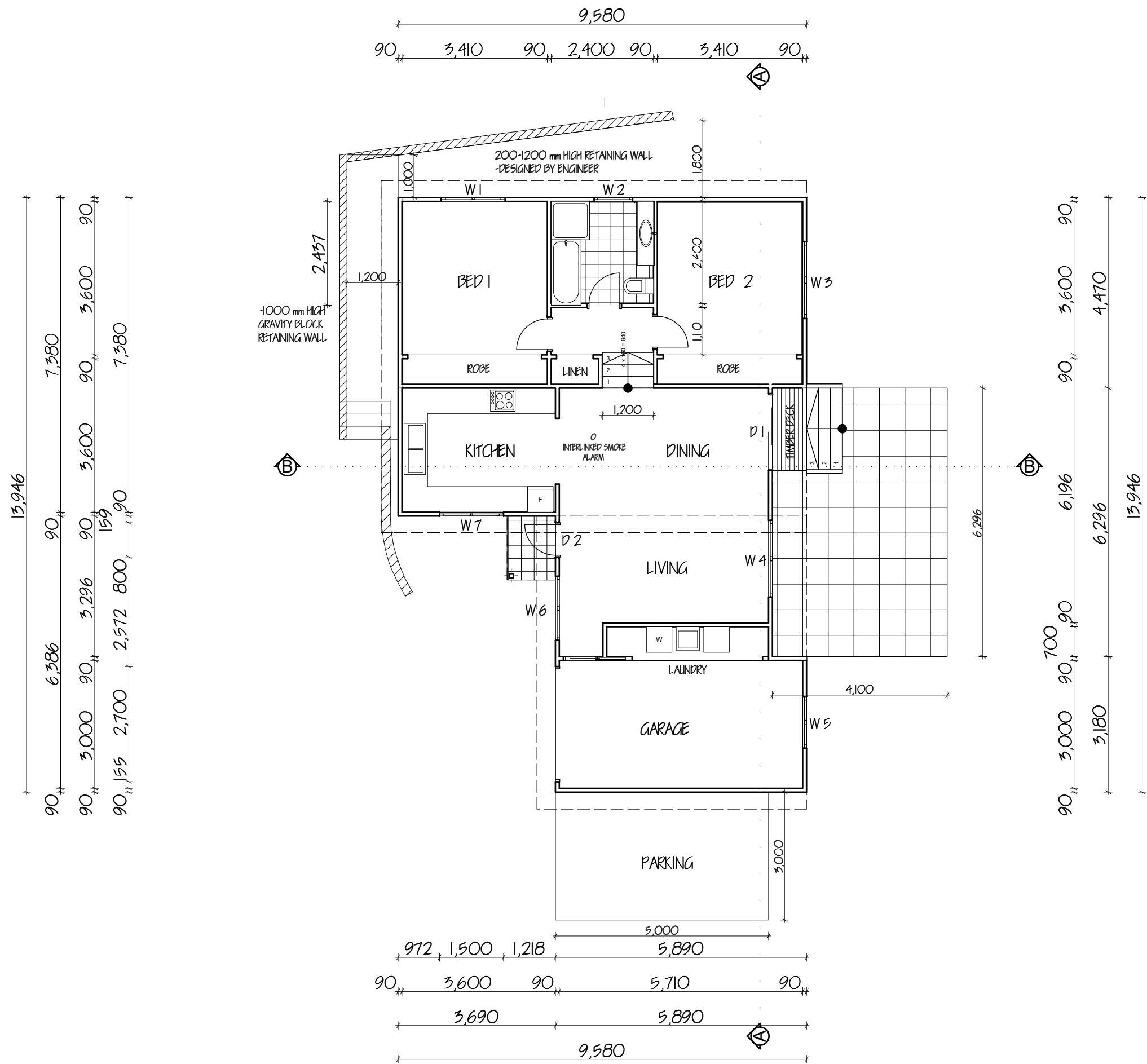
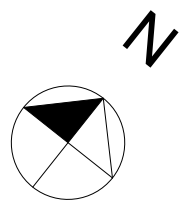
STEPHEN LAWES  
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 CATEGORY ABP 1  
 18/ A TAMAR RISE  
 RIVERSIDE, TAS

PROPOSED DWELLING  
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 FOR STUART & KARA NANKERVIS

DRAWING	SITE PLAN
DATE	27/9/2018
SCALE	1:200
DWG 436	SHEET 3 OF 11

PA 1





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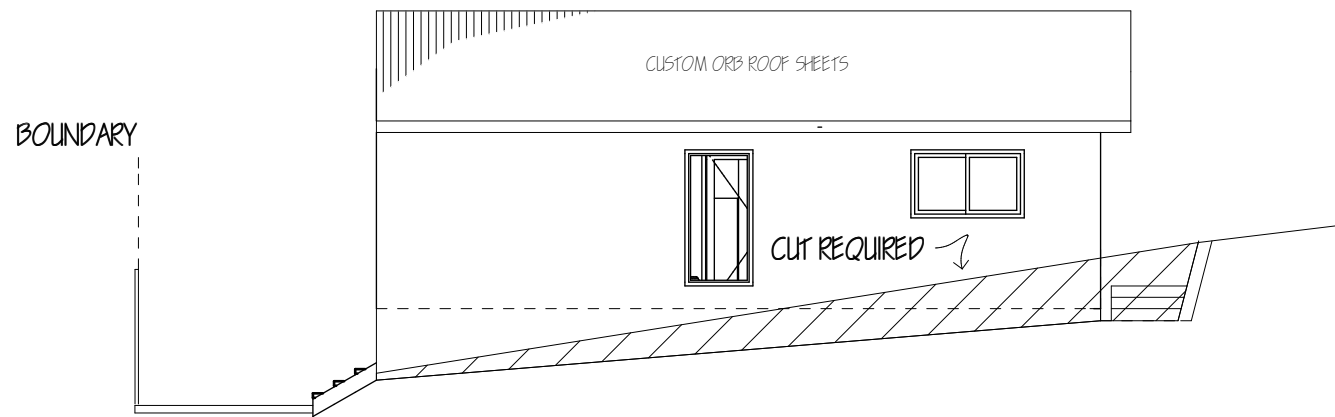
**ADORN DRAFTING**  
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 E-MAIL : stephenlawes@aapt.net.au

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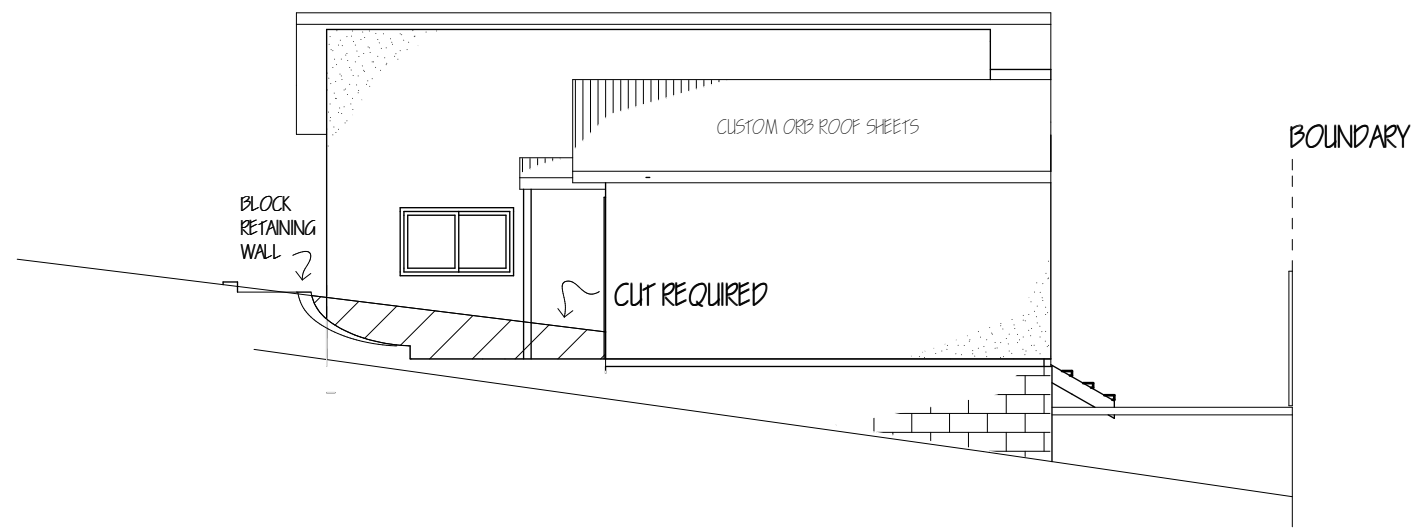
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 FOR STUART & KARA NANKERVIS

DRAWING	FLOOR PLAN
DATE	27/9/2018
SCALE	1:100
DWG 436	SHEET 5 OF 7

**PA 1**



NORTH WEST ELEVATION



SOUTH EAST ELEVATION

WINDOW AND DOOR SCHEDULE				
WINDOW MANUFACTURER -SEE ENERGY EFFICIENCY CERTIFICATE -WHERE ALTERNATIVE WINDOW AND DOORS ARE USED THEY MUST HAVE EQUAL OR BETTER ENERGY EFFICIENCY RATING.				
	HEIGHT	WIDTH	TYPE	GLASS
W 1	900	1500	AWN	
W 2	1800	900	AWN	ORB
W 3	1800	1800	AWN	
W 4	1800	1800	AWN	
W 5	600	1200	AWN	
W 6	1200	1500	AWN	
W 7	900	1500	AWN	
DOORS				
D 1	2100	1800		SLD
D 2	2040	820		
INTERNAL DOORS				
2040X820 UNLESS SHOWN OTHERWISE ON FLOOR PLAN				
TIMBER LINTELS	MGP 10	METAL LINTELS		
0-1000	1/ 90X45	0-1200	75X10 BAR	
1000-1500	1/ 140X45	1200-1500	75X75 10 ANGLE	
1500-2000	1/ 190X45	1500-2400	125X75X10 ANGLE	
2000-2500	1/ 240X45	2400-3000	150X90X10 ANGLE	
2500-3000	2/ 240X45			
ROOF LOAD WIDTH UP TO 4500 mm		FOR LINTELS OVER 3000 mm SEE ENGINEER'S DRAWINGS		

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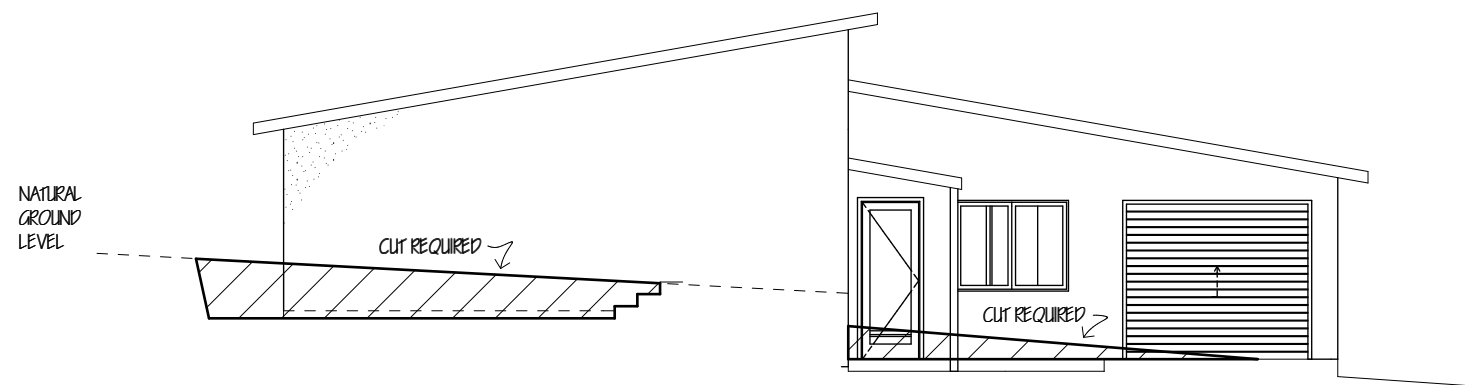
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STEPHEN LAWES  
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 RIVERSIDE, TAS

PROPOSED DWELLING  
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 FOR STUART & KARA NANKERVIS

DRAWING	ELEVATION
DATE	27/ 9/ 2018
SCALE	1:100
DWG 436	SHEET 4 OF 11

**PA 1**



WEST ELEVATION



NORTH EAST ELEVATION

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SCALE	1:100
DWG 436	SHEET 5 OF 11

**WALL FRAMING**

TO COMPLY WITH BCA AND AS 1684  
 2400 mm HIGH TIMBER FRAMED WALLS  
 90X45 MGP 10 PINE STUDS AND NOGGINGS  
 90X45 MGP 10 PINE TOP AND BOTTOM PLATES  
 HARDIES "EASY LAP" FIBRE CEMENT CLADDING

BRACING AND TIE DOWNS TO ENGINEER'S DRAWINGS

10mm PLASTERBOARD TO WALLS AND CEILINGS  
 INSULATION BATTS TO WALLS  
 INSULATION BATTS TO CEILINGS  
 INSULATION BATTS TO SUBFLOOR

-SEE ENERGY EFFICIENCY CERTIFICATE

**FLOOR FRAMING**

19 mm PARTICLE BOARD SHEET FLOORING  
 140X45 MGP 10 PINE FLOOR JOISTS @ 450 CRS  
 140X45 MGP 10 PINE LEDGER FIXED @ 900 CRS  
 2/ 140X45 MGP 10 PINE BEARERS/ BRICK PIERS

**WATERPROOFING**

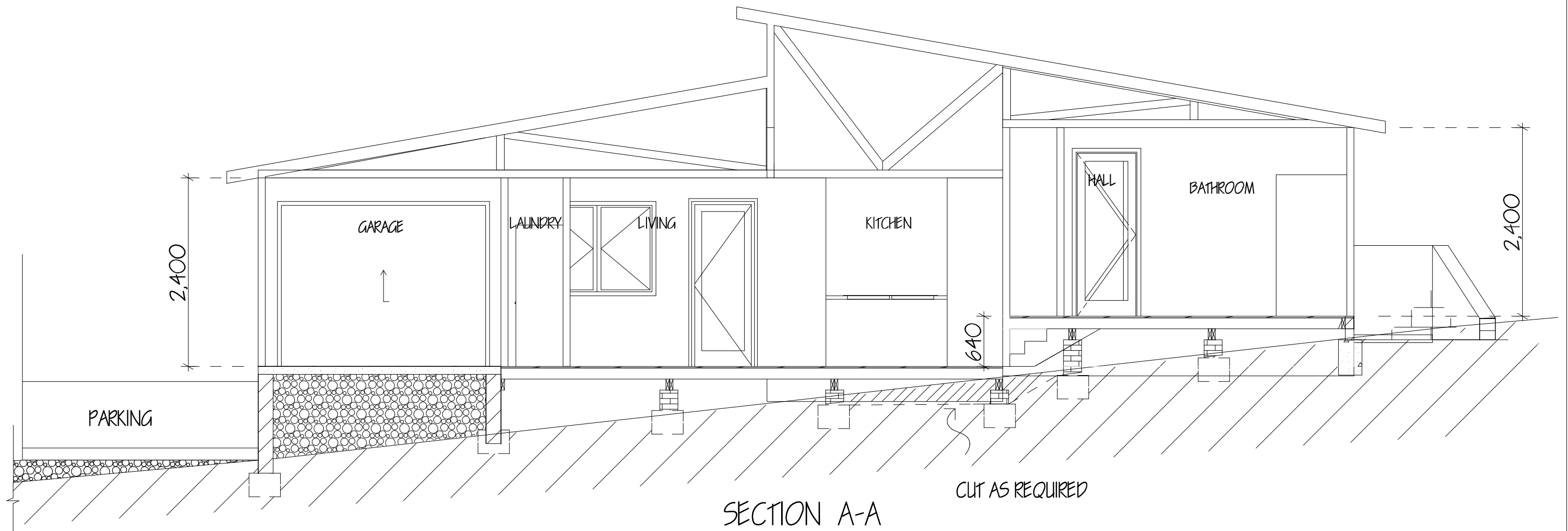
WATER PROOFING TO COMPLY WITH  
 BOCA 3.8.1.2 AND AS 3740

LATOURLETTE- HYDRO BAN WATERPROOFING  
 SYSTEM TO BE APPLIED WHERE

- FIXTURES ARE INSTALL LED
- ENTIRE FLOORS AND WALLS WHERE TO TILED
- SHOWER FLOORS AND HOBS
- 1800mm HIGH ABOVE SHOWER FLOOR
- 150 mm ABOVE BATH AND LAUNDRY TUB
- WALL JUNCTIONS AND WALL / FLOOR JUNCTIONS
- ALL PENETRATIONS

AND TO BE APPLIED  
 IN ACCORDANCE WITH MANUFACTURERS  
 INSTRUCTIONS

VILLA BOARD OR MOISTURE RESISTANT  
 PLASTERBOARD TO BE USED IN WET AREAS



SECTION A-A

ALL DIMENSIONS TO BE CHECKED AND VERIFIED BY BUILDER BEFORE THE COMMENCEMENT OF WORK  
 ALL WORK AND MATERIALS TO BE IN COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA AND LOCAL COUNCIL REQUIREMENTS  
 ALL TIMBER FRAMING TO BE IN COMPLIANCE WITH AUSTRALIAN STANDARDS 1684.4  
 PLANS TO BE USED IN CONJUNCTION WITH STRUCTURAL ENGINEER'S DRAWINGS

ADORN DRAFTING

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 E-MAIL : stephenlaves@aapt.net.au

PA 1

STEPHEN LAWES

CC 4667 J  
 CATEGORY ABP 1  
 18/ A TAMAR RISE  
 RIVERSIDE, TAS

PROPOSED DWELLING  
 TO 4 CLIFTON PLC, PROSPECT VALE  
 FOR STUART & KARA NANKERVIS

DRAWING	SECTION
DATE	27/ 9/ 2018
SCALE	1:50
DWG 436	SHEET 04 OF 11

**TRUSSES**

DESIGNED BY MANUFACTURER  
 -INSTALLATION, BRACING AND FIXING  
 TO MANUFACTURERS SPECIFICATIONS  
 METAL CEILING BATTENS @ 450 CRS

ROOF PITCH - 10 DEGREES  
 CUSTOM ORB ROOF SHEETS/ SARKING  
 400 mm EAVES -4.5 mm FIBRE CEMENT SHEET

**ENGINEERING**

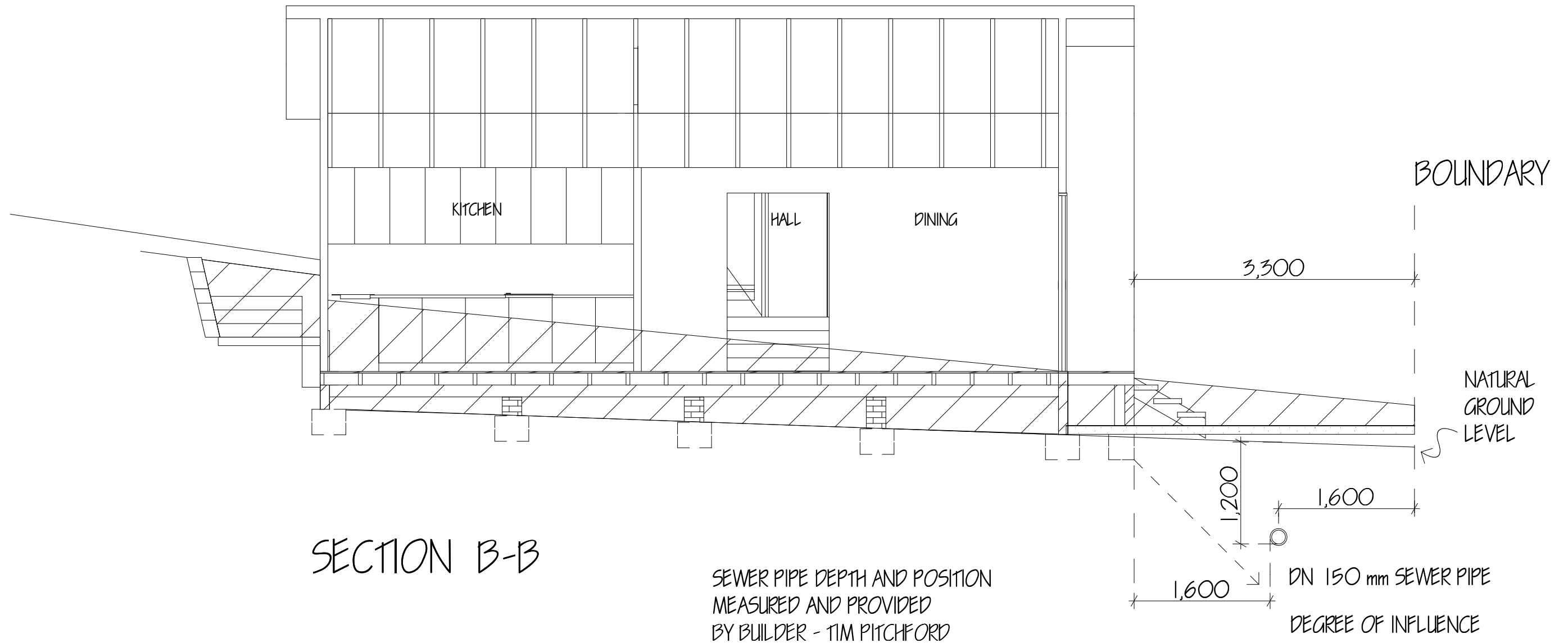
PADS, SLAB, FOOTINGS  
 AND RETAINING WALLS  
 TO COMPLY WITH AS 2870  
 (RESIDENTIAL SLABS AND FOOTINGS)  
 -SEE ENGINEER'S DRAWINGS

**DECK**

90X22 F5 TREATED PINE DECKING  
 90X45 F5 TREATED PINE JOISTS@450 CRS  
 2/ 140X45 F5 TREATED PINE BEARERS  
 90X90 F5 TREATED PINE POSTS  
 / GALVANIZED STIRRUPS BOLTED TO  
 400X400X400 CONCRETE PADS

**STAIRS**

STAIRS TO COMPLY  
 WITH BCA VOL 2 3.9.1  
 2/ 140X45 TP TREADS  
 240X45 TP STRINGERS  
 APPROXIMATE DIMENSIONS  
 GOING 290 mm  
 RISE 160 mm



**SECTION B-B**

SEWER PIPE DEPTH AND POSITION  
 MEASURED AND PROVIDED  
 BY BUILDER - TIM PITCHFORD

ISSUE	AMENDMENT	DATE
A	ADDITIONAL SEWER DETAILS	5/2/19

ALL DIMENSIONS TO BE CHECKED AND VERIFIED BY BUILDER BEFORE THE COMMENCEMENT OF WORK  
 ALL WORK AND MATERIALS TO BE IN COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA AND LOCAL COUNCIL REQUIREMENTS  
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**ADORN DRAFTING**

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 E-MAIL : stephenlawes@aapt.net.au

**PA 1**

**STEPHEN LAWES**

CC 4667 J  
 CATEGORY APP 1  
 18/ A TAMAR RISE  
 RIVERSIDE, TAS

PROPOSED DWELLING  
 TO 4 CLIFTON PLC, PROSPECT VALE  
 FOR STUART & KARA NANKERVIS

DRAWING	SECTION
DATE	27/9/2018
SCALE	1:50
DWG 436	SHEET page 45 OF 11

# PLUMBING

GENERALLY TO COMPLY WITH AND BE INSTALLED IN ACCORDANCE WITH AS 3500, THE PLUMBING CODE OF AUSTRALIA AND THE RELEVANT STATE PLUMBING CODE

ALL PLUMBING WORK TO BE COMPLETED BY A QUALIFIED AND LICENSED PLUMBER

## LEGEND

- IO - INSPECTION POINT
- ⊠ ORG - OVERFLOW RELIEF GULLY
- ⊙ EV - VENT PIPE
- DP - DOWN PIPE
- - STORM WATER PIPE - MINIMUM FALL OF 1:100
- - SEWER PIPE - MINIMUM FALL OF 1:60

## PVC WASTE PIPES

BATH, BASIN AND FLOOR WASTE TO BE 40 mm  
 SINK, LAUNDRY TUB, SHOWER AND VENT TO BE 50 mm  
 STORM WATER AND DOWNPIPES TO BE 90 mm  
 SEWER TO BE 100 mm

## MATERIALS

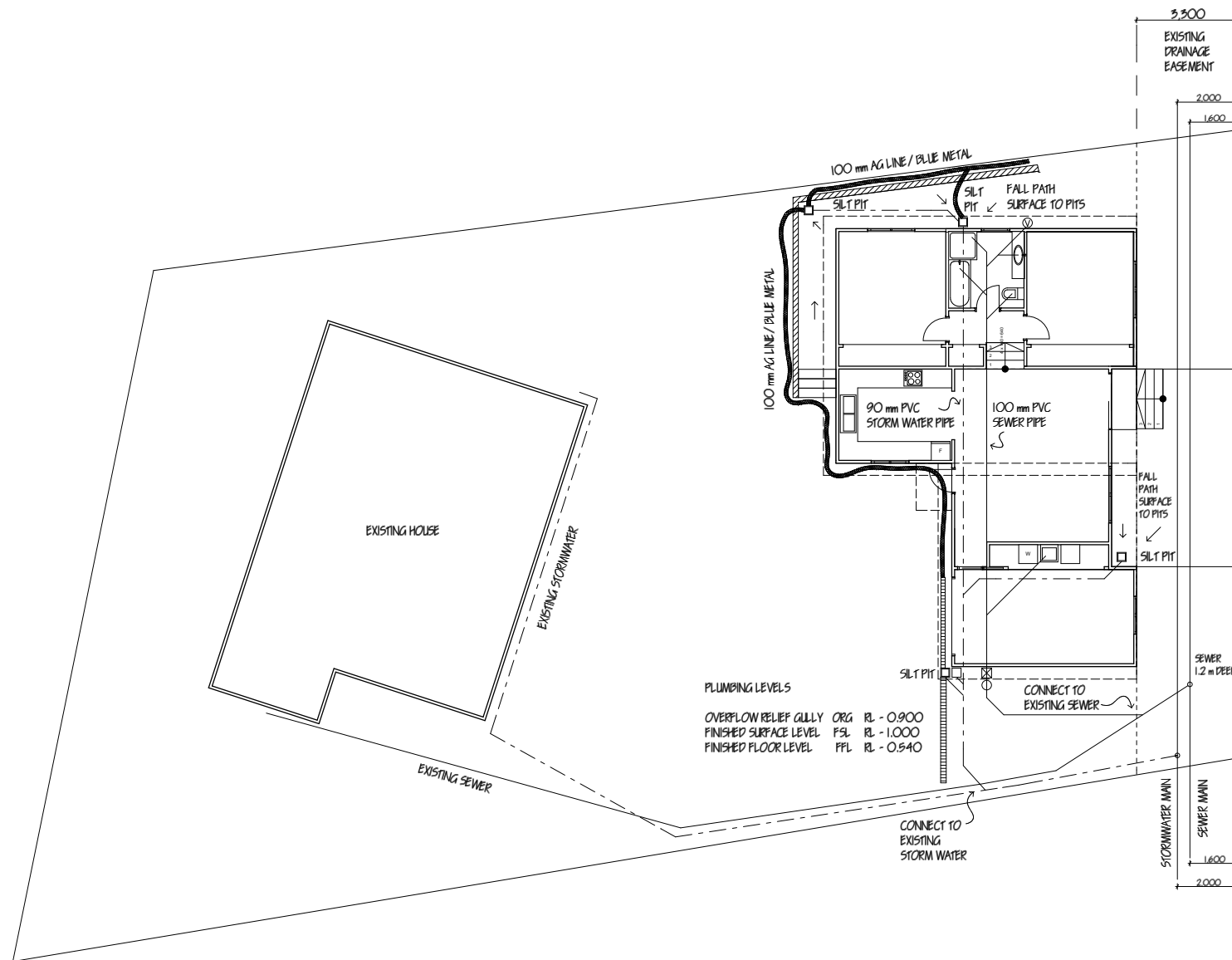
WATER PIPES TO COMPLY WITH AS/ NZS 3500.1 AND AS/ NZS 3500.5  
 COPPER OR POLY TYPE PIPES  
 HOT AND COLD WATER BRANCHES TO BE DN 16 mm  
 MAIN LINE TO BE DN 20 mm

## WATER TEMPERATURE

50 DEGREES TO SANITARY FIXTURES  
 60 DEGREES TO LAUNDRY AND KITCHEN SINK  
 OUTLET PIPES FROM THE HOT WATER UNIT MUST BE COPPER FOR AT LEAST 1 METER BEFORE CONNECTING TO POLY TYPE PIPES.

WATER FLOW SUPPLY BACK FLOW PREVENTION DEVICE TO BE FITTED TO OUTSIDE TAPS

PRESSURE REGULATOR TO BE FITTED BETWEEN MAINS WATERLINE AND HOUSE.



SEWER PIPE DEPTH AND POSITION MEASURED AND PROVIDED BY BUILDER - TIM PITCHFORD

ISSUE	AMENDMENT	DATE
A	ADDITIONAL SEWER DETAILS	5/2/19

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ADORN DRAFTING

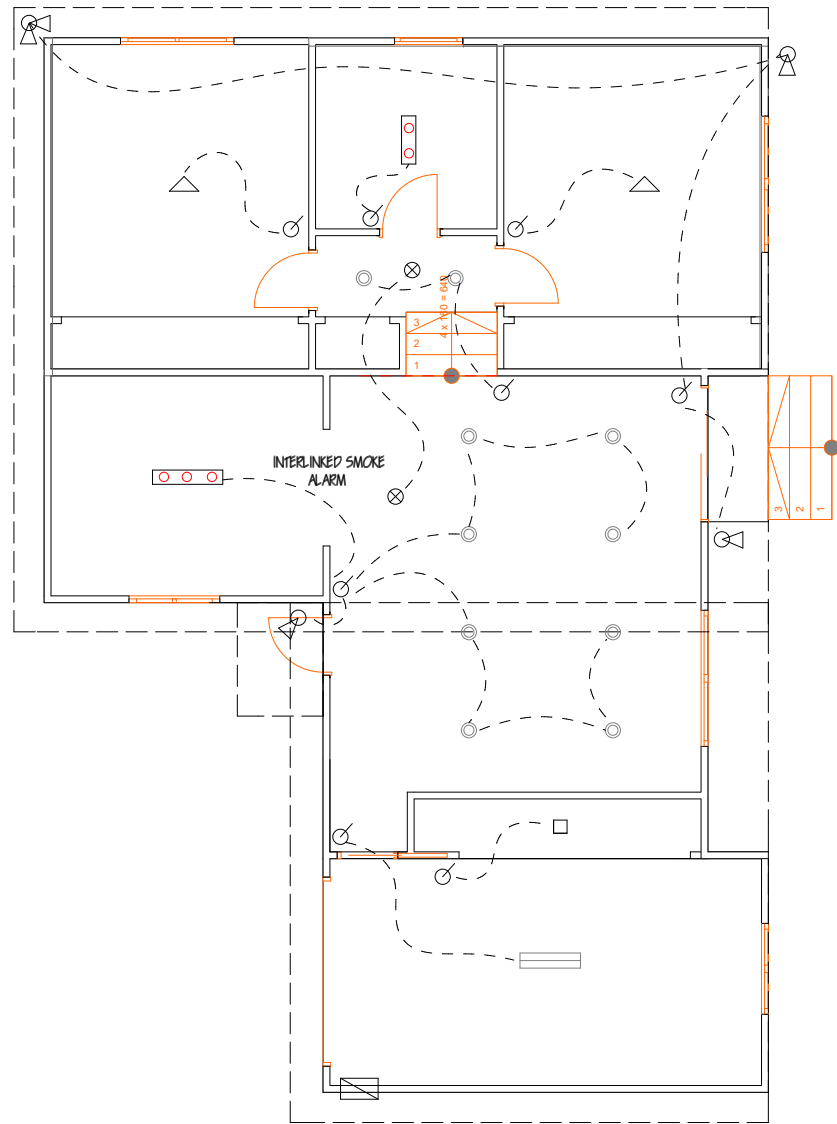
MBL 0415 255 160  
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PROPOSED DWELLING  
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 FOR STUART & KARA NANKERVIS

DRAWING	DRAINAGE PLAN
DATE	27/9/2018
SCALE	1:200
DWG 436	SHEET 6 OF 11

PA 1



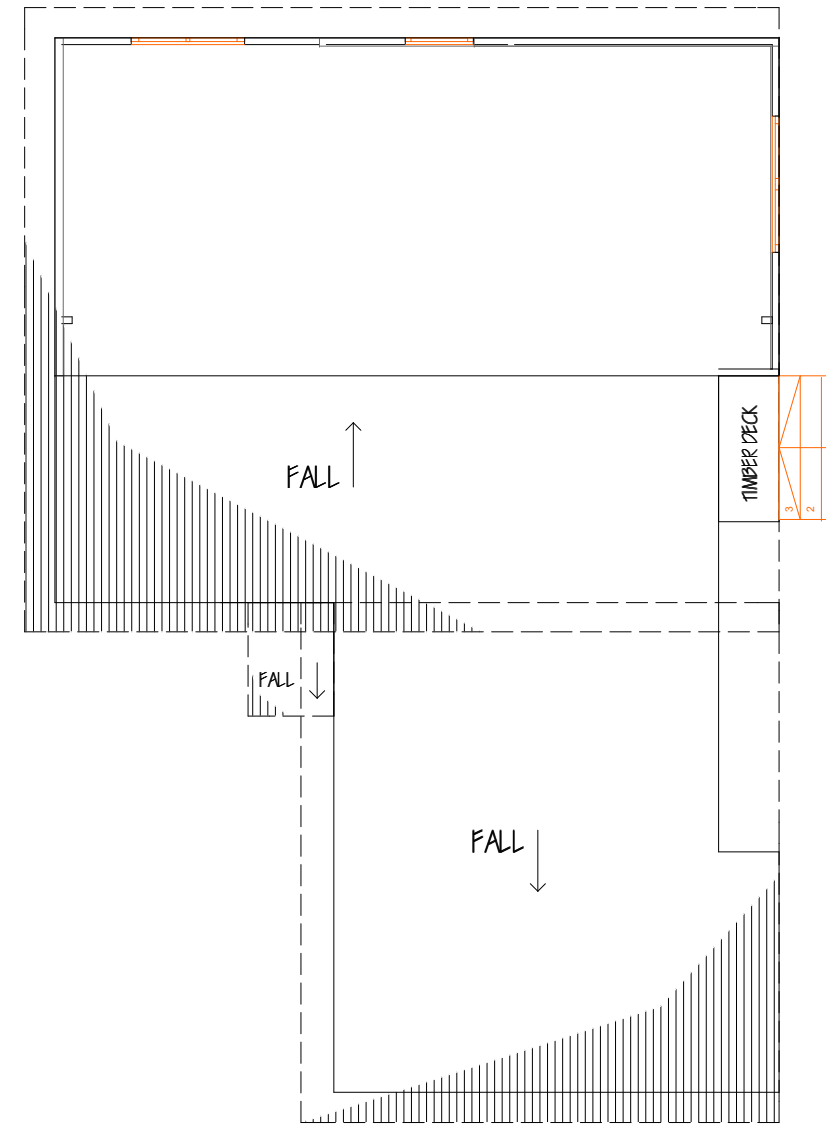
**ELECTRICAL**

WIRING RULES: AS/ NZS 3000: 2007

- \* ALL WIRING, LIGHTING, ELECTRICAL OUTLETS AND FIXTURES WIRING MUST BE INSTALLED BY A LICENSED PRACTITIONER.
- \* ALL LIGHTING AND ELECTRICAL FITTINGS AND FIXTURES AS PRESCRIBED BY OWNER AT TIME OF INSTALLATION.
- \* SMOKE DETECTORS AS SHOWN.
- \* COMPLYING POSITIONS OF GPO'S, LIGHT SWITCHING TO BE DIRECTED & AGREED WITH OWNER.
- \* DOWN LIGHTS LIMITED TO 10 MAX.

LIGHTING SCHEDULE			WATTS- ILLUMINATION POWER LOAD ALLOWANCE
ROOM NAME	FLOOR AREA (m2)	ALLOWANCE W/ m2	
LIVING			
KITCHEN			
DINING	38.5	5	128
BATHROOM	6	5	30
LAUNDRY	2.6	5	13
BED 1	14.5	5	72.5
BED 2	14.5	5	72.5
HALL	4.2	5	21
GARAGE	19	5	95
TOTAL	99.3		452

- ○ ○ SMOKE ALARM
- BATTEN HOLDER
- ○ ○ BAR LIGHT
- ▬ FLUORESCENT LIGHT
- ⊙ WALL LIGHT
- ⊙ SWITCH
- ⊙ LED - DOWN LIGHT
- ▭ METER BOX
- ⊕ FAN
- ⊙ SENSOR LIGHT
- △ PENDANT LIGHT



HOUSE ROOF PITCH - 10 DEGREE'S  
 ROOF SHEETS TO BE FIXED AS PER  
 MANUFACTURERS SPECIFICATIONS

ROOF BATTENS TO BE FIXED  
 2/ 75X3.05 DEFORMED SHANK NAILS

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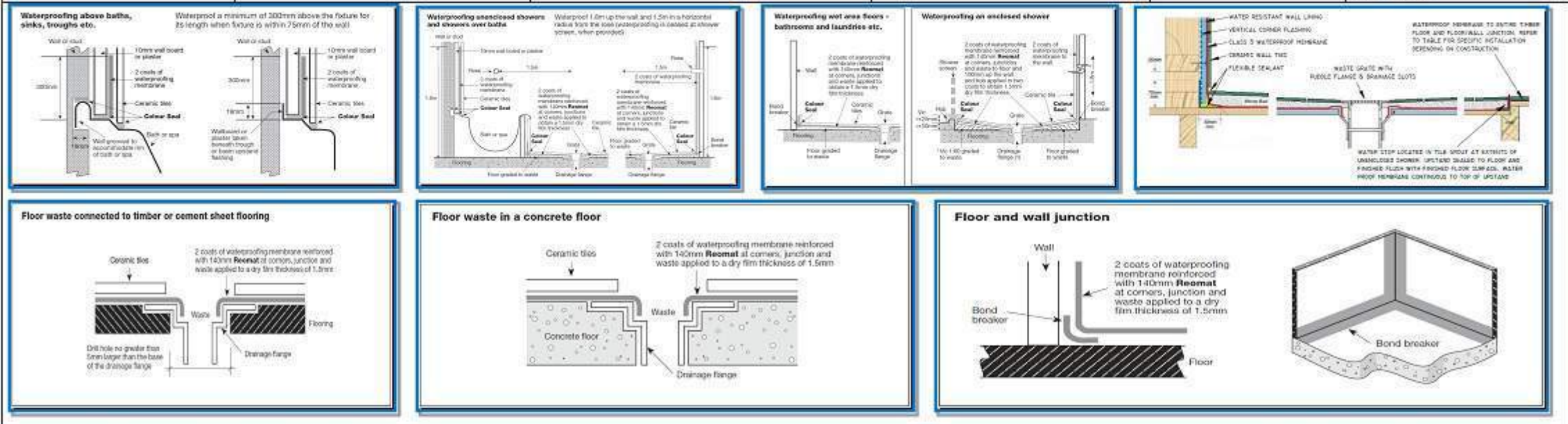
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DRAWING	LIGHTING/ ROOF PLAN
DATE	27/ 9/ 2018
SCALE	1:100
DWG 436	SHEET 9 OF 10

**PA 1**

**Table 3.8.1.1 Waterproofing and Water Resistance Requirements for Building Elements in Wet Areas**

Vessels or area where the fixture is installed	Floors and horizontal surfaces	Walls	Wall junctions and joints	Wall / floor junctions	Penetrations	
<b>Shower area (enclosed and unenclosed)</b>						
With hob	Waterproof floor in shower area (including any hob or step-down).	(a)	(1)	Waterproof wall junctions within shower area.	Waterproof wall / floor junctions within shower area.	Waterproof penetrations in shower area.
With step-down			(1)			
Without hob or step-down		(b)				
Waterproof penetrations in shower area.	N/A	Water resistant walls in shower area to not less than 1800 mm above finished floor level of the shower.	Waterproof wall junctions within shower area.	Waterproof wall / floor junctions within shower area.	Waterproof penetrations in shower area.	
<b>Area outside shower area</b>						
For concrete and compressed fibre cement sheet flooring	Water resistant floor of the room.	N/A	N/A	Waterproof wall / floor junctions	N/A	
For timber floors including particleboard, plywood and other	Waterproof floor of the room					
<b>Area adjacent to baths and spas</b>						
For concrete and compressed fibre cement sheet flooring	Water resistant floor of the room.	(a)	Water resistant junctions within 150mm above a vessel for the extent of the vessel.	Water resistant wall / floor junctions for the extent of the vessel.	Waterproof tap and spout penetrations where they occur in horizontal surfaces.	
For timber floors including particleboard, plywood and other	Waterproof floor of the room	(b)	Water resistant all exposed surface below vessel lip			
Inserted baths and spas	(a)	Waterproof snar area, incorporating water stop under the bath lip.	(a)	Waterproof junctions within 150 mm above bath or spa; and	N/A	Waterproof tap and spout penetrations where they occur in horizontal surfaces.
	(b)	No requirement under bath.	(b)	No requirement under bath.		
<b>NOTE: Where a shower is above a bath or spa, use requirements for shower.</b>						
<b>Other areas</b>						
Laundries and WCs	Water resistant floor of the room	N/A	N/A	Waterproof wall / floor junctions.		
Walls adjoining other vessels (e.g. sink, basin or laundry tub)	N/A	Water resistant to a height of not less than 150mm above the vessel, for the extent of the vessel, where the vessel is within 10 mm of a wall.	Waterproof wall junctions where a vessel is fixed to a wall.	N/A	Waterproof tap and spout penetrations where they occur in surfaces required to be waterproof or water resistant.	



**General Details of Waterproofing of wet areas** Drawing Number **Wet Area - 001**

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 PLANS TO BE USED IN CONJUNCTION WITH STRUCTURAL ENGINEER'S DRAWINGS

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DRAWING WATERPROOFING DETAILS  
 DATE 27/9/2018  
 DWG 436 SHEET 10 of 11



**GENERAL SPECIFICATIONS**

BEFORE COMMENCING ANY WORK, QUOTING ON OR ORDERING ANY MATERIALS VERIFY DIMENSIONS, SETBACKS AND ALL EXISTING AND PROPOSED LEVELS.

IF DURING THE SETOUT AND CONSTRUCTION OF THE WORKS ANY DISCREPANCIES ARISE IN THE DIMENSIONS OR LOGIC THE DESIGNER SHOULD BE CONTACTED FOR CLARIFICATION AND ADVICE BEFORE WORK CONTINUES.

ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE LATEST "BUILDING REGULATIONS " AND "THE BUILDING CODE OF AUSTRALIA" AND AS 1684.4 RESIDENTIAL TIMBER FRAMED CONSTRUCTION FOR THE RELEVANT SITE WIND VELOCITY AND THE RELEVANT "AUSTRALIAN STANDARDS" FOR EACH ASPECT OF THE WORKS.

TO ACCOMPANY THESE PLANS FOR COUNCIL BUILDING APPLICATION, A SOIL REPORT, BRACING SCHEDULE AND STRUCTURAL DESIGN IS REQUIRED BY A GEO-TECHNICAL STRUCTURAL ENGINEER.

NOTE: DOOR AND WINDOW SIZES ARE NOMINAL ONLY/ OPENING SIZES ARE TO SUITE ACTUAL DOORS OR WINDOWS.

**ENGINEERING**

ARCHITECTURAL PLANS ARE TO BE USED IN CONJUNCTION WITH THE ENGINEERING DRAWINGS AND SPECIFICATIONS WITH THE ENGINEERING DRAWINGS TO TAKE PRECEDENCE OVER ARCHITECTURAL PLANS .

**SITE WORKS AND GROUND LEVELS**

EXCAVATION AND FILLING OF THE SITE TO BE IN ACCORDANCE WITH BCA PART 3.1 AND AS 2870 AND ANY SPECIAL DETAILS OR INSTRUCTIONS ON THE ENGINEERS DRAWINGS SHALL TAKE PRECEDENCE.

SURFACE DRAINAGE-ALL FINISHED GROUND TO FALL AWAY FROM BUILDING 1 IN 50 (1 IN 100 MINIMUM) . FINISHED SLAB LEVELS ARE TO BE 150 mm MINIMUM ABOVE FINISHED GROUND LEVEL AND 100 mm ABOVE PATHS. GARAGE DOORWAY TO BE SHAPED TO TAKE WATER AWAY.

**FOOTINGS AND SLABS**

GENERALLY TO BE IN ACCORDANCE WITH AS 2870 . PREPARATION AND PLACEMENT OF CONCRETE AND REINFORCEMENT TO BE TO AS 2870 CONCRETE AND STEEL REINFORCEMENT TO BE IN ACCORDANCE WITH AS 2870 AND AS 3500.

ALTERNATIVELY FOOTINGS AND SLABS TO BE IN ACCORDANCE WITH STRUCTURAL ENGINEERS DRAWINGS AND SPECIFICATIONS

THE SITE CLASSIFICATION TO BE IN ACCORDANCE WIT AS 2870. REFER TO SOIL REPORT FOR SITE CLASSIFICATION , IF ANY SOFT GROUND OR GROUND DIFFERENT FROM THE SOIL REPORT IS FOUND DURING EXCAVATION IT SHOULD BE REPORTED TO THE BUILDING SURVEYOR FOR INSTRUCTIONS.

**FLOORS**

GENERALLY TO COMPLY WITH BCA 3.12.1.5 AND AS 1668.2 - SEE PLANS AND ENGINEERS DRAWINGS FOR MEMBER SIZES, SPACING AND RELEVANT SPECIFICATIONS

**FRAMING**

TIMBER FRAMING TO BE IN ACCORDANCE WITH AS 1684. MANUFACTURED TIMBER MEMBERS TO BE IN ACCORDANCE WITH MANUFACTURERS PRESCRIBED FRAMING MANUAL .

SUBFLOOR VENTILATION TO BE IN ACCORDANCE WITH BCA 3.4.1 SUBFLOOR AREA IS TO FREE OF ORGANIC MATERIAL AND RUBBISH. PROVIDE VENT OPENINGS IN SUBSTRUCTURE WALLS AT A RATE OF 7300 mm<sup>2</sup>/ M OF WALL LENGTH, WITH VENTS NOT MOE THAN 600 mm FROM CORNERS.

UNDERSIDE OF FLOOR FRAMING MEMBERS TO HAVE A MINIMUM CLEARANCE OF 150 mm WITHIN 2000 mm OF THE EXTERNAL SUBFLOOR WALLS AND 400mm TO ALL OTHER AREAS -SEE BCA TABLE 3.4.1.2 SUBFLOOR VENTILATION CLEARANCE.

TIE DOWN AND BRACING OF TIMBER CONSTRUCTION TO BE IN ACCORDANCE WITH SECTION 8 OF AS 1684.2 AND, AS 4055 AND ANY ENGINEERS DRAWINGS AND SPECIFICATIONS

STRUCTURAL STEEL FRAMING TO BE IN ACCORDANCE WITH BCA 3.4.4 AS 1250, AS 4100 AND STRUCTURAL ENGINEERS DESIGN AND SPECIFICATIONS.

**ROOF TRUSSES**

TO BE DESIGNED BY TRUSS MANUFACTURER ON APPROVED OR ACCREDITED SOFTWARE AND AN ENGINEERS CERTIFICATE, IS TO BE SUPPLIED BY THE MANUFACTURER. TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH ENGINEERING PRINCIPLES

TRUSSES SHALL BE HANDLED, ERECTED, INSTALLED AND BRACED IN ACCORDANCE WITH AS 4440 AND MANUFACTURERS SPECIFICATIONS.

TIE TRUSSES TO TOP PLATE OF EXTERNAL WALLS WITH PRYDA'S UNITE BRACKETS -FIX WITH 4/ 35X3.15mm GALVANIZED CONNECTOR NAILS TO EACH END

TRUSS -BOTTOM CORD TO BE TIED TO INTERNAL WALLS WITH PRYDA HITCH STABILIZES -FIX WITH 3/ 35X3.15mm CONNECTOR NAILS TO TRUSS CORD AND 3 TO TOP PLATE

PRYDA SPEED BRACING INSTALLATION AS TO TRUSS MANUFACTURERS BRACING LAYOUT PLAN -FIX WITH 2/ 35X3.15mm CONNECTOR NAILS PER TRUSS AND TO MANUFACTURERS SPECIFICATIONS

MANUFACTURERS SPECIFICATION TO TAKE PRECEDENCE OVER THE ABOVE RECOMMENDED TIE DOWN OPTIONS

METAL FURRING CHANNEL SCREW FIXED @ 450 CRS TO BOTTOM CORD OF ROOF TRUSSES

**BUILDING FABRIC**

GENERALLY TO BE IN ACCORDANCE WITH 3.12.1 BUILDING FABRIC INSULATION INSULATION FITTED TO FORM CONTINUOUS BARRIER TO ROOF, CEILINGS WALLS AND FLOORS .

REFLECTIVE BUILDING MEMBRANE INSTALLED TO FORM 20 mm AIRSPACE BETWEEN REFLECTIVE FACE AND EXTERNAL LINING/ CLADDING FITTED CLOSELY UP TO PENETRATIONS/ OPENINGS, ADEQUATELY SUPPORTED AND JOINTS TO BE LAPPED A MINIMUM OF 150 mm .

**ROOF AND WALL CLADDING**

GENERALLY TO BE IN ACCORDANCE WITH BCA 3.5. ROOF CLADDING TO BE IN ACCORDANCE WITH BCA 3.5.1 AND ; ROOF TILES AS 2049 AND AS 2050, METAL SHEET ROOFING AS 1562.1 , POLYCARB ROOF SHEETING AS/ NZS 4256.1.2.3 AND AS 1562.3

GUTTERS AND DOWNPIPES, GENERALLY TO BE IN ACCORDANCE WITH BCA 3.5.2 AND AS/ NZS 3500.3.2 AND THE PLUMBING CODE DOWNPIPES TO BE 90 mm DIA, OR 100 X 50 mm RECTANGULAR SECTION AT MAXIMUM 12,000mm CRS AND TO BE WITHIN 1200 mm OF A VALLEY

WALL CLADDING TO BE IN ACCORDANCE WITH BCA 3.5.3 AND MANUFACTURERS SPECIFICATIONS , FLASHINGS TO BCA 3.5.3.6.

**GLAZING**

GENERALLY BE IN ACCORDANCE WITH AS 1288 - CLASS 'A' SAFETY GLASS TO BATHROOM WINDOWS BELOW 2000 mm , EXTERNAL GLAZING IN ACCORDANCE WITH 3.1.2.2. . WINDOWS ARE TO COMPLY WITH BCA WINDOW SAFETY REQUIREMENTS. REFER ALSO TO DOOR AND WINDOW SCHEDULE

**MASONRY**

GENERALLY MASONRY WALLS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH BCA 3.3 AND AS 3700 UNREINFORCED MASONRY TO BCA 3.3.1 REINFORCED MASONRY TO BCA 3.3.2 MASONRY ACCESSORIES TO BCA 3.3.3 WEATHERPROOFING OF MASONRY TO BCA 3.3.4.

-SEE ENGINEERS DRAWINGS FOR SPECIFIC DETAILS AND POSITION OF CONTROL JOINTS.

**INSULATION**

TO MAINTAIN THICKNESS AND POSITION AFTER INSTALLATION INSURE CONTINUOUS COVER WITHOUT VOIDS EXCEPT AROUND SERVICES AND FITTINGS .

**TYPICAL WALL FRAME**

TO COMPLY WITH BCA AND AS 1684. 200 mm HIGH BRICK VENEER WALLS 90X35 MGP 10 PINE STUDS AND NOGGINGS, 90X35 MGP 10 PINE TOP AND BOTTOM PLATES . BRACING AND TIE DOWNS TO ENGINEER'S DRAWINGS

10mm PLASTERBOARD TO WALLS AND CEILINGS INSULATION BATTS TO WALLS TO COMPLY WITH BCA PART 3.12.1.3 INSULATION BATTS TO CEILINGS TO COMPLY WITH BCA PART 3.12.1.1

**ENERGY EFFICIENCY**

GENERALLY TO BE IN ACCORDANCE WITH BCA 3.12. ENERGY EFFICIENCY TO COMPLY WITH THE CLIMATE ZONE AND STATES MINIMUM CURRENT STAR RATING REQUIREMENTS OR ABOVE.

**SERVICES**

GENERALLY TO BE IN ACCORDANCE WITH BCA 3.1.2.5 HOT WATER SUPPLY SYSTEM DESIGNED AND INSTALLED IN ACCORDANCE WITH AS/ NZS 3500

**HEALTH AND AMENITY**

GENERALLY xxxxx AREA WATERPROOFING TO BE IN ACCORDANCE WITH AS 3740 AND BCA 3.8.1 WATERPROOFING OF SURFACES ADJACENT TO OPEN SHOWER, INCLUDING SHOWER OVER BATH, 1500 mm FROM A VERTICAL LINE PROJECTED FROM SHOWER ROSE TO A HEIGHT 1800 mm ABOVE FINISHED FLOOR

WALL SURFACES ADJACENT TO PLUMING FIXTURES, BATHS ACT TO BE PROTECTED TO A HEIGHT OF 150 mm ABOVE FIXTURES, CEILING HEIGHTS TO BE IN ACCORDANCE WITH BCA 3.8.2

**FACILITIES**

GENERALLY TO BE IN ACCORDANCE WITH BCA 3.8.3 REQUIRED FACILITIES IN ACCORDANCE WITH 3.8.3.2 SANITARY COMPARTMENTS TO BE IN ACCORDANCE WITH BCA 3.8.3.3 . PROVISIONS OF NATURAL LIGHT TO BE IN ACCORDANCE WITH BCA 3.8.4.2. WINDOWS/ ROOF LIGHTS TO PROVIDE LIGHT TRANSMISSION ARE EQUAL TO 10 % OF FLOOR AREA OF THE ROOM.

VENTILATION TO BE IN ACCORDANCE WITH BCA 3.8.5 OR AS 1668.2 FOR MECHANICAL VENTILATION. EXHAUST FROM BATHROOM/ WC TO BE VENTED OUTSIDE FOR STEAL ROOF ANT TO ROOF SPACE FOR TILE ROOF, NATURAL VENTILATION TO BE PROVIDED AT A RATE OF 5 % OF THE FLOOR AREA, IN ACCORDANCE WITH BCA 3.8.5.2

ALL DIMENSIONS TO BE CHECKED AND VERIFIED BY BUILDER BEFORE THE COMMENCEMENT OF WORK  
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 ALL TIMBER FRAMING TO BE IN COMPLIANCE WITH AUSTRALIAN STANDARDS 1684.4  
 PLANS TO BE USED ONLY IN CONJUNCTION WITH STRUCTURAL ENGINEER'S DRAWINGS

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PROPOSED DWELLING  
 TO 4 CLIFTON PLC, PROSPECT VALE  
 FOR STUART & KARA NANKERVIS

DRAWING	SPECIFICATIONS
DATE	27/ 9/ 2018
SCALE	
DWG	SHEET #1 of 11

SEARCH OF TORRENS TITLE

VOLUME	FOLIO
51370	64
EDITION	DATE OF ISSUE
9	24-Aug-2018

SEARCH DATE : 29-Oct-2018

SEARCH TIME : 03.06 PM

DESCRIPTION OF LAND

Town of PROSPECT VALE  
 Lot 64 on Sealed Plan 51370  
 Derivation : Part of Lot 971 Gtd to H Burrows  
 Prior CT 4822/57

SCHEDULE 1

M701541 TRANSFER to STEWART JOHN NANKERVIS and KARA MAREE  
 NANKERVIS Registered 24-Aug-2018 at 12.01 PM

SCHEDULE 2

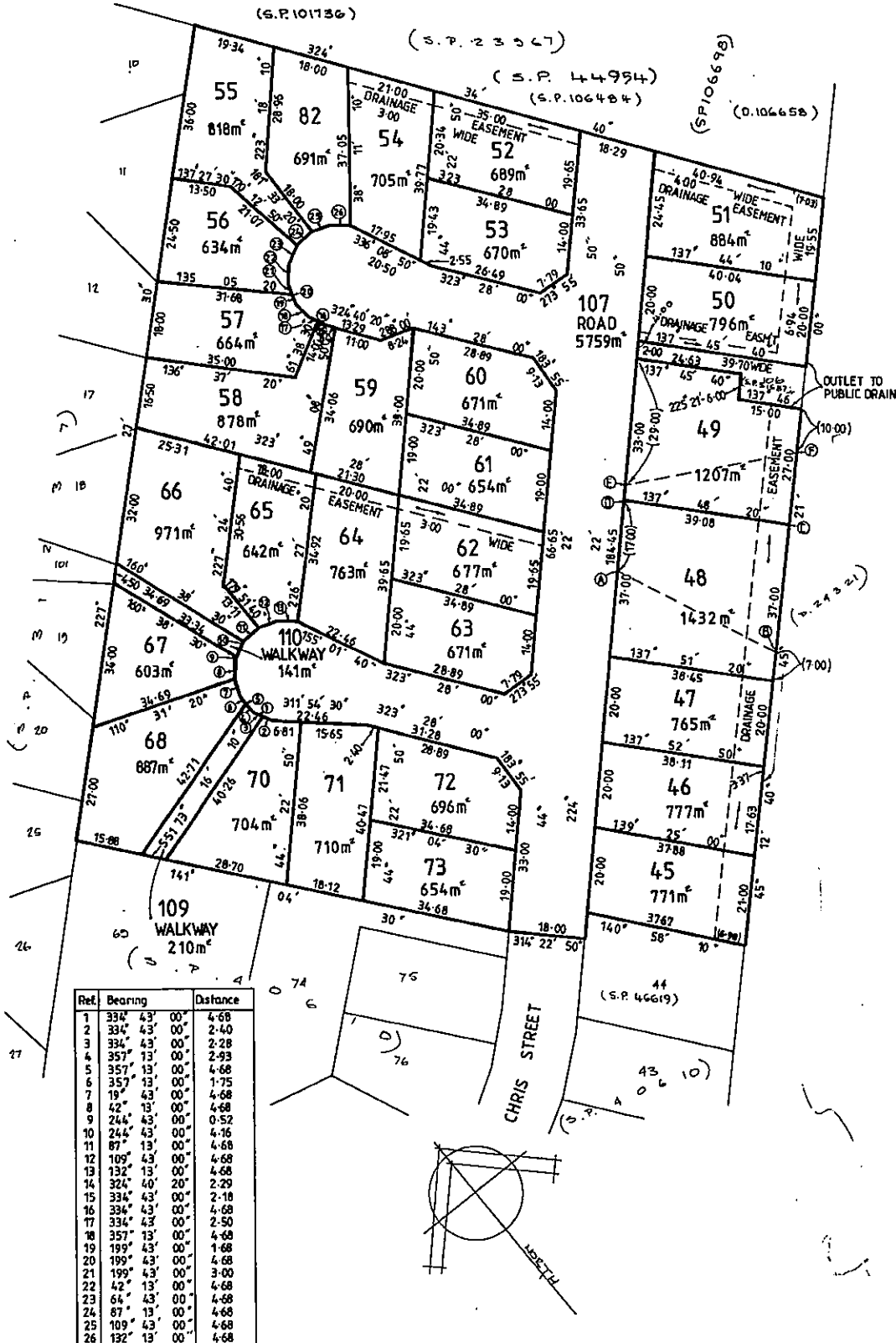
Reservations and conditions in the Crown Grant if any  
 SP 51370 EASEMENTS in Schedule of Easements  
 SP 51370 COVENANTS in Schedule of Easements  
 SP 51370 & SP 51687 FENCING COVENANT in Schedule of Easements  
 E149066 MORTGAGE to Bendigo and Adelaide Bank Limited  
 Registered 24-Aug-2018 at 12.02 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

23/9/19

Owner: STORNOWAY GRAVEL CONSTRUCTIONS PTY. LTD.	PLAN OF SURVEY by Surveyor... PAUL ANTHONY PHELPS... of of land situated in the CAMPBELL-SMITH, PHELPS, PEDLEY PTY LTD of 60 ELPHIN RD. LAUNCESTON of land situated in the	Registered Number: <b>SP51370</b>
Title Reference: CT Vol 4-260-Fol 97 CT. 4-592-62	TOWN OF PROSPECT VALE	Approved Effective from: <b>23 OCT 2019</b>
Grantee: PART OF LOT 971, 321-3-25 GTD. TO HENRY BURROWS	SCALE 1: 750 MEASUREMENTS IN METRES	<i>M. Phillips</i> Recorder of Titles



12 September 2018

Reference No. GL18418Ab

Ms Kara Nankervis  
39 Bradford Avenue  
PROSPECT VALE TAS 7250

Dear Madam

**RE: Landslide Risk Assessment and Site Classification  
4 Clifton Place, Prospect Vale**

We have pleasure in submitting herein our report detailing the results of the geotechnical investigation conducted at the above site.

Should you require clarification of any aspect of this report, please contact Brett Street or the undersigned on 03 6326 5001.

For and on behalf of Geoton Pty Ltd



**Tony Barriera**  
Director

## 1 INTRODUCTION

A limited scope investigation has been conducted for Ms Kara Nankervis at the site of a proposed residential development at 4 Clifton Place, Prospect Vale.

The investigation has been conducted to provide the following:

- A landslide risk assessment;
- An assessment of the general subsurface conditions at the site and consequently assign a Site Classification in accordance with AS 2870 – 2011 “Residential Slabs and Footings”; and
- A review of the topographical setting and provide a Wind Classification in accordance with AS 4055 – 2012 “Wind Loads for Housing”.

No site plan of the proposed development was provided, however we understand a unit is proposed.

## 2 BACKGROUND

### 2.1 Geology

The MRT Digital Geological Atlas, 1:25,000 Series, indicates that the site is located on Tertiary aged sediments consisting of poorly consolidated clay, silt, and clayey labile sand with rare gravel and lignite; some iron oxide-cemented layers and concretions; some leaf fossils, with this being generally confirmed by our field investigation.

### 2.2 Landslide Hazards

Examination of the LIST Landslide Planning Map indicates that the site is mapped within a medium landslide hazard band.

Examination of the MRT Tasmanian Landslide Hazard series, Launceston – Landslide Inventory sheet, 1:25,000 scale, indicates that the site is not mapped within any known landslide features. A recent or active shallow landslide (Landslide ID: 946) is located approximately 210m to the south of the site.

Examination of the MRT Tasmanian Landslide Hazard series, Launceston – Geomorphology sheet, 1:25,000 scale, indicates that the site is mapped with hill slopes of between 7° and 13°.

Examination of the MRT Tasmanian Landslide Hazard series, Launceston – Slide Susceptibility sheet, 1:25,000 scale, indicates that the site is mapped within a source area, i.e. an area of hillside with the potential to form a slope failure, identified largely on the basis of slope angle and geology.

Examination of the MRT Tasmanian Landslide Hazard series, Launceston – Potential Landslide Hazards sheet, 1:25,000 scale, indicates that the site is generally zoned as Ta, i.e. area above the lower threshold angle of 7° below which the rock unit is unconditionally stable.

Examination of the MRT Tamar Valley – Advisory Landslide Zoning Prospect sheet, 1:25,000 scale, indicates that the site is generally mapped within a CLASS III zone, i.e. potential landslide areas; steeper areas underlain by soft rocks but not known to have failed; steeper slopes underlain by deeply weathered hard rock and derived soils in which land stability assessment is recommended, often involving field inspection, sometimes requiring subsurface investigations.

### **3 FIELD INVESTIGATION**

The field investigation was conducted on 30 August 2018 and involved the drilling of 2 boreholes by a 4WD mounted auger rig to depths of 3.0m. Insitu vane shear strength tests were conducted in the clay layers encountered in the investigation.

The logs of the boreholes are included in Appendix A with their locations shown in Figure 1 attached.

The results of the field tests are shown on the borehole logs.

### **4 SITE CONDITIONS**

#### **4.1 Site Description**

The site is developed with an existing dwelling. The ground surface is partly bare of vegetation, with the remainder generally having a low cover of grass. The site generally slopes to the northeast with slope angles of approximately 12° to 13° at the front of the block, angles of 12° to 13° in the centre of the block, and angles of 8° to 11° near the north eastern boundary.

The slopes within the site are typically smooth with only minor subdued undulations. The slopes within the site and surrounds do not show any distinct sign of any recent landslide activity.

A photograph of the site is attached as Plate 1.

#### **4.2 Subsurface Conditions**

The investigation indicated that the soil profile varied slightly across the site. The boreholes encountered fill of sandy silt/clayey silt to depths of 0.15m and 0.8m, overlying natural silty sand to depths of 0.55m and 1.0m, overlying clayey sand to depths of 0.8m and 1.2m, overlying sandy clay to depths of 1.5m and 1.8m, underlain by silty clay to the investigated depths of 3.0m. The clay soils were typically very stiff.

The boreholes did not encounter any sign of seepage over the investigated depths.

Full details of soil conditions encountered are presented on the borehole logs.

### **5 SLOPE STABILITY**

The qualitative likelihood, consequence and risk terms used in this report for risk to property are given in Appendix B. The risk terms are defined by a matrix that brings together different combinations of likelihood and consequence. Risk matrices help to communicate the results of risk assessment, rank risks, set priorities and develop

transparent approaches to decision making. The notes attached to the tables and terms and the comments on response to risk in Appendix B are intended to help explain the risk assessment and management process.

In light of the findings of this investigation (very stiff soils, no seepages, topography, slope angles), the likelihood of small to medium scale failures occurring on the site affecting the proposed residence is considered UNLIKELY, whilst a larger scale failure occurring is considered RARE.

The potential consequences of landslides occurring on the site after development for a small to medium scale failure are assessed to be MEDIUM, and MAJOR for a large-scale event.

**The corresponding qualitative risks for either of these events occurring on the site are assessed as LOW.**

In our experience, regulating authorities allow developments to proceed with VERY LOW to LOW risk.

## 6 DISCUSSION AND RECOMMENDATIONS

Based on the findings of the investigation and the above landslide risk appraisal, we consider that the proposed development would not adversely impact on the site and immediate surroundings nor significantly increase its current assessed landslide risk, provided the development adheres to the principles of good hillside practice, and the recommendations below. An information sheet entitled "Some Guidelines for Hillside Construction" adapted from the Journal of the Australian Geomechanics Society, Volume 42, Number 1, dated March 2007, is presented in Appendix C.

We recommend that:

- Cuts and fills should be minimised and where less than 1m in height may be battered at slope angles no steeper than 1 vertical to 3 horizontal (1V:3H) or alternatively these should be retained;
- Adequate subsurface and surface drainage should be provided behind all retaining walls;
- Collected stormwater drainage should be piped to the council stormwater or street drainage system;
- No uncontrolled discharge of collected surface water onto the ground surface or through absorption trenches is permitted on the site; and
- Should any seepage or groundwater be encountered during site or footing excavations, it is recommended that subsoil drainage be provided to discharge to the council stormwater or street drainage system.

## 7 SITE CLASSIFICATION

After allowing due consideration of the site geology, drainage and soil conditions and because of uncontrolled fill greater than 0.4m depth, the site has been classified as follows:

### **CLASS P (AS 2870)**

However, should all footings be deepened through the fill to found uniformly in the natural silty sand soils it may be proportioned to a **CLASS M**.

Foundation designs in accordance with this classification are to be subject to the overriding conditions of Section 8 below.

This Classification is applicable only for ground conditions encountered at the time of this investigation. If cut or fill earthworks are carried out, then the Site Classification will need to be re-assessed, and possibly changed.

## 8 FOUNDATIONS

Particular attention should be paid to the design of footings as required by AS 2870 – 2011.

The proposed structure should be supported on footings that penetrate the uncontrolled fill to be founded in:

### **SILTY SAND (SM) – fine to medium grained, orange**

**encountered below 0.15m and 0.80m from the existing ground surface**

An allowable bearing pressure of **100kPa** is available for edge beams, strips, pads and bored piers founded as above.

**No structure should be founded on fill without the footings extending through the fill to the natural soils.**

The site classification presented assumes that the current natural drainage and infiltration conditions at the site will not be markedly affected by the proposed site development work. Care should therefore be taken to ensure that surface water is not permitted to collect adjacent to the structure and that significant changes to seasonal soil moisture equilibria do not develop as a result of service trench construction or tree root action.

Attention is drawn to Appendix B of AS 2870 and CSIRO Building Technical File BTF18 “Foundation Maintenance and Footing Performance: A Homeowner’s Guide” as a guide to maintenance requirements for the proposed structure.

Although the borehole data provides an indication of subsurface conditions at the site, variations in soil conditions may occur in areas of the site not specifically covered by the field investigation. The base of all footing or beam excavations should therefore be inspected to ensure that the founding medium meets the requirements referenced herein with respect to type and strength of founding material.



## 9 WIND CLASSIFICATION

After allowing due consideration of the region, terrain, shielding and topography, the site has been classified as follows:

### WIND CLASSIFICATION N2 (AS 4055)

REGION	TERRAIN CATEGORY	SHIELDING	TOPOGRAPHY
A	TC2.5	FS	T2

#### References:

Australian Geomechanics Society (2007) – Practice note guidelines for landslide risk management 2007, Australian Geomechanics Journal, Vol 42, No. 1

AS 1726 - 2017 Geotechnical Site Investigation

AS 2870 - 2011 Residential Slabs and Footings

AS 4055 - 2012 Wind Loads for Housing

#### Attachments:

Limitations of report

Figure 1 – Site Plan

Site Photograph

Appendix A – Borehole Logs & Explanation Sheets

Appendix B – Qualitative Terminology for Use in Assessing Risk to Property

Appendix C – Some Guidelines for Hillside Construction

Appendix D – Certificate Forms

## Geotechnical Consultants - Limitations of report

These notes have been prepared to assist in the interpretation and understanding of the limitations of this report.

### Project specific criteria

The report has been developed on the basis of unique project specific requirements as understood by Geoton and applies only to the site investigated. Project criteria are typically identified in the Client brief and the associated proposal prepared by Geoton and may include risk factors arising from limitations on scope imposed by the Client. The report should not be used without further consultation if significant changes to the project occur. No responsibility for problems that might occur due to changed factors will be accepted without consultation.

### Subsurface variations with time

Because a report is based on conditions which existed at the time of subsurface exploration, decisions should not be based on a report whose adequacy may have been affected by time. For example, water levels can vary with time, fill may be placed on a site and pollutants may migrate with time. In the event of significant delays in the commencement of a project, further advice should be sought.

### Interpretation of factual data

Site assessment identifies actual subsurface conditions only at those points where samples are taken and at the time they are taken. All available data is interpreted by professionals to provide an opinion about overall site conditions, their likely impact on the proposed development and recommended actions. Actual conditions may differ from those inferred to exist, as it is virtually impossible to provide a definitive subsurface profile which includes all the possible variabilities inherent in soil and rock masses.

### Report Recommendations

The report is based on the assumption that the site conditions as revealed through selective point sampling are indicative of actual conditions throughout an area. This assumption cannot be substantiated until earthworks and/or foundation construction is almost complete and therefore the report recommendations can only be regarded as preliminary. Where variations in conditions are encountered, further advice should be sought.

### Specific purposes

This report should not be applied to any project other than that originally specified at the time the report was issued.

### Interpretation by others

Geoton will not be responsible for interpretations of site data or the report findings by others involved in the design and construction process. Where any confusion exists, clarification should be sought from Geoton.

### Report integrity



The report as a whole presents the findings of the site assessment and the report should not be copied in part or altered in any way.

### Geoenvironmental issues

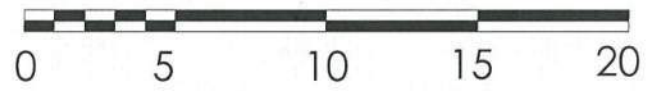
This report does not cover issues of site contamination unless specifically required to do so by the client. In the absence of such a request, Geoton take no responsibility for such issues.



**Legend**

- BH 1  
 Approximate Borehole Location
-   $5^\circ$  Approximate Slope Angle

**Approximate Scale (m)**



<b>GEO TON</b> Pty Ltd				client: <b>MS KARA NANKERVIS</b>	
				project: <b>4 CLIFTON PLACE PROSPECT VALE</b>	
date	<b>12/09/2018</b>	drawn	<b>AF</b>	title: <b>SITE PLAN</b>	
scale	<b>As Shown</b>	approved	<b>TB</b>		
original size	<b>A4</b>	rev.		project no: <b>GL18418A</b>	figure no. <b>1</b>

Meander Valley Council Ordinary Agenda - 9 April 2019

**PA 1**



PLATE 1 - View of the site looking to the north

<b>GEOTON</b> Pty Ltd			client: MS KARA NANKERVIS		
			project: 4 CLIFTON PLACE PROSPECT VALE		
title: PHOTOGRAPH					
date:	30/08/2018	original	A4	project no: GL18418A	figure no. PLATE 1

# Appendix A

## Borehole Logs

## Geotechnical Consultants

PO Box 522 Prospect TAS 7250

Unit 24, 16-18 Goodman Court, Invermay TAS

T (03) 6326 5001

Borehole no. BH1

Sheet no. 1 of 1

Job no. GL18418A

Method		Support	Penetration	Water	Notes Samples Tests DCP	Depth (m)	Graphic log Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
ADV	N										
					5			FILL - Sandy Silt/Clayey Silt - brown mixed with orange, trace fine gravel, organics	M	MD	FILL
					6			SILTY SAND - fine to medium grained, orange trace clay	M	MD	NATURAL
					6						
					6		SM				
					5	0.50					
					10						
					12+		SC	CLAYEY SAND - fine to medium grained, orange mottled cream, trace fine gravel	M/W	D	
						1.00	CH/ CL	SANDY CLAY - medium to high plasticity, cream mottled orange, fine grained sand	M	VSt	V=110kPa
						1.50					
						2.00					
						2.50					
						3.00	CH	SILTY CLAY - high plasticity, orange mottled grey	M	VSt	
								Borehole BH1 terminated @ 3.0m			
						3.50					
						4.00					
						4.50					

### Geotechnical Consultants

PO Box 522 Prospect TAS 7250

Unit 24, 16-18 Goodman Court, Invermay TAS

T (03) 6326 5001

Borehole no. BH2

Sheet no. 1 of 1

Job no. GL18418A

Client :		Ms Kara Nankervis				Date :		30/08/18	
Project :		Landslide Risk Appraisal & Site Classification				Logged By :		BS	
Location :		4 Clifton Place, Prospect Vale							
Drill model :		Drilltech		Easting:		Slope: 90°		RL Surface :	
Hole diameter :		150mm		Northing:		Bearing: -		Datum :	
Method Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
ADV N						FILL - Sandy Silt/Clayey Silt, brown mixed with orange, trace fine gravel, organics	M	MD	FILL
				0.50		FILL - Sandy Silt, medium plasticity, brown, trace gravel, pockets of orange sandy clay	M/W	MD	
				1.00	SM	SILTY SAND - fine to medium grained, orange, with some fine gravel	M	MD	NATURAL V=110kPa
					SC	CLAYEY SAND - fine to medium grained, orange mottled cream, trace fine gravel	M/W	MD	
				1.50	CH/CI	SANDY CLAY - medium to high plasticity, cream mottled orange, fine grained sand	M	VSt	
				2.00	CH	SILTY CLAY - high plasticity, orange mottled brown	M	VSt	V-refusal
				2.50					
			3.00						
						Borehole BH2 terminated @ 3.0m			
				3.50					
				4.00					
				4.50					

## Investigation Log Explanation Sheet

### Method – Borehole

TERM	Description
AS	Auger Screwing*
AD	Auger Drilling*
RR	Roller / Tricone
W	Washbore
CT	Cable Tool
HA	Hand Auger
DT	Diatube
B	Blank Bit
V	V Bit
T	TC Bit

\* Bit shown by suffix e.g. ADT

### Method – Excavation

TERM	Description
N	Natural exposure
X	Existing excavation
H	Backhoe bucket
B	Bulldozer blade
R	Ripper
E	Excavator




### Support

TERM	Description
M	Mud
N	Nil
C	Casing
S	Shoring

### Penetration

1	2	3	4	
				No resistance ranging to refusal

### Water

Symbol	Description
	Water inflow
	Water outflow
	17/3/08 water on date shown

### Notes, samples, tests

TERM	Description
U <sub>50</sub>	Undisturbed sample 50 mm diameter
U <sub>63</sub>	Undisturbed sample 63 mm diameter
D	Disturbed sample
N	Standard Penetration Test (SPT)
N*	SPT – sample recovered
N <sub>c</sub>	SPT with solid cone
V	Vane Shear
PP	Pocket Penetrometer
P	Pressumeter
B <sub>s</sub>	Bulk sample
E	Environmental Sample
R	Refusal
DCP	Dynamic Cone Penetrometer (blows/100mm)

### Classification symbols and soil description

Based on unified classification system

### Moisture

TERM	Description
D	Dry
M	Moist
W	Wet
W <sub>P</sub>	Plastic Limit
W <sub>L</sub>	Liquid Limit

### Consistency/Density index

TERM	Description
VS	very soft
S	soft
F	firm
St	stiff
VSt	very stiff
H	hard
Fb	friable
VL	very loose
L	loose
MD	medium dense
D	dense
VD	Very dense



## Soil Description Explanation Sheet(1of 2)

### DEFINITION:

In engineering terms soil includes every type of uncemented or partially cemented inorganic or organic material found in the ground. In practice, if the material can be remoulded or disintegrated by hand in its field condition or in water it is described as a soil. Other materials are described using rock description terms.

### CLASSIFICATION SYMBOL & SOIL NAME

Soils are described in accordance with the Unified Classification System (UCS) as shown in the table on Sheet 2.

### PARTICLE SIZE DESCRIPTIVE TERMS

NAME	SUBDIVISION	SIZE
Boulders		>200 mm
Cobbles		63 mm to 200 mm
Gravel	coarse	20 mm to 63 mm
	medium	6 mm to 20 mm
	fine	2.36 mm to 6 mm
Sand	coarse	600 µm to 2.36 mm
	medium	200 µm to 600 µm
	Fine	75 µm to 200 µm

### MOISTURE CONDITION

**Dry** Looks and feels dry. Cohesive and cemented soils are hard, friable or powdery. Uncemented granular soils run freely through hands.

**Moist** Soil feels cool and darkened in colour. Cohesive soils can be moulded. Granular soils tend to cohere.

**Wet** As for moist but with free water forming on hands when handled.

### CONSISTENCY OF COHESIVE SOILS

TERM	UNDRAINED STRENGTH $s_u$ (kPa)	FIELD GUIDE
Very Soft	<12	A finger can be pushed well into the soil with little effort.
Soft	12 - 25	A finger can be pushed into the soil to about 25mm depth.
Firm	25 - 50	The soil can be indented about 5mm with the thumb, but not penetrated.
Stiff	50 - 100	The surface of the soil can be indented with the thumb, but not penetrated.
Very Stiff	100 - 200	The surface of the soil can be marked, but not indented with thumb pressure.
Hard	>200	The surface of the soil can be marked only with the thumbnail.
Friable	-	Crumbles or powders when scraped by thumbnail.

### DENSITY OF GRANULAR SOILS

TERM	DENSITY INDEX (%)
Very loose	Less than 15
Loose	15 - 35
Medium Dense	35 - 65
Dense	65 - 85
Very Dense	Greater than 85

### MINOR COMPONENTS

TERM	ASSESSMENT GUIDE	PROPORTION OF MINOR COMPONENT IN:
Trace of	Presence just detectable by feel or eye, but soil properties little or no different to general properties of primary component.	Coarse grained soils: <5%
		Fine grained soils: <15%
With some	Presence easily detected by feel or eye, soil properties little different to general properties of primary component.	Coarse grained soils: 5 - 12%
		Fine grained soils: 15 - 30%

### SOIL STRUCTURE

ZONING		CEMENTING	
Layers	Continuous across exposure or sample.	Weakly cemented	Easily broken up by hand in air or water.
Lenses	Discontinuous layers of lenticular shape.	Moderately cemented	Effort is required to break up the soil by hand in air or water.
Pockets	Irregular inclusions of different material.		

### GEOLOGICAL ORIGIN

#### WEATHERED IN PLACE SOILS

Extremely weathered material	Structure and fabric of parent rock visible.
Residual soil	Structure and fabric of parent rock not visible.

#### TRANSPORTED SOILS

Aeolian soil	Deposited by wind.
Alluvial soil	Deposited by streams and rivers.
Colluvial soil	Deposited on slopes (transported downslope by gravity).
Fill	Man made deposit. Fill may be significantly more variable between tested locations than naturally occurring soils
Lacustrine soil	Deposited by lakes.
Marine soil	Deposited in ocean basins, bays, beaches and estuaries.

## Soil Description Explanation Sheet (2 of 2)

### SOIL CLASSIFICATION INCLUDING IDENTIFICATION AND DESCRIPTION

FIELD IDENTIFICATION PROCEDURES (Excluding particles larger than 60 mm and basing fractions on estimated mass)				USC	PRIMARY NAME	
COARSE GRAINED SOILS More than 50% of materials less than 63 mm is larger than 0.075 mm	GRAVELS More than half of coarse fraction is larger than 2.0 mm	CLEAN GRAVELS (Little or no fines)	Wide range in grain size and substantial amounts of all intermediate particle sizes.	GW	GRAVEL	
			Predominantly one size or a range of sizes with more intermediate sizes missing.	GP	GRAVEL	
		GRAVELS WITH FINES (Appreciable amount of fines)	Non-plastic fines (for identification procedures see ML below)	GM	SILTY GRAVEL	
			Plastic fines (for identification procedures see CL below)	GC	CLAYEY GRAVEL	
	SANDS More than half of coarse fraction is smaller than 2.0 mm	CLEAN SANDS (Little or no fines)	Wide range in grain sizes and substantial amounts of all intermediate sizes missing	SW	SAND	
			Predominantly one size or a range of sizes with some intermediate sizes missing.	SP	SAND	
		SANDS WITH FINES (Appreciable amount of fines)	Non-plastic fines (for identification procedures see ML below).	SM	SILTY SAND	
			Plastic fines (for identification procedures see CL below).	SC	CLAYEY SAND	
FINE GRAINED SOILS More than 50% of Material less than 63 mm is smaller than 0.075 mm  (A 0.075 mm particle is about the smallest particle visible to the naked eye)	IDENTIFICATION PROCEDURES ON FRACTIONS <0.2 mm.					
	SILTS & CLAYS Liquid limit less than 50	DRY STRENGTH	DILATANCY	TOUGHNESS		
		None to Low	Quick to slow	None	ML	SILT
		Medium to High	None	Medium	CL	CLAY
	SILTS & CLAYS Liquid limit greater than 50	Low to medium	Slow to very slow	Low	OL	ORGANIC SILT
		Low to medium	Slow to very slow	Low to medium	MH	SILT
		High	None	High	CH	CLAY
		Medium to High	None	Low to medium	OH	ORGANIC CLAY
	HIGHLY ORGANIC SOILS	Readily identified by colour, odour, spongy feel and frequently by fibrous texture.			Pt	PEAT

• Low plasticity – Liquid Limit WL less than 35%. • Medium plasticity – WL between 35% and 50%.

### COMMON DEFECTS IN SOIL

TERM	DEFINITION	DIAGRAM
PARTING	A surface or crack across which the soil has little or no tensile strength. Parallel or sub parallel to layering (eg bedding). May be open or closed.	
JOINT	A surface or crack across which the soil has little or no tensile strength but which is not parallel or sub parallel to layering. May be open or closed. The term 'fissure' may be used for irregular joints <0.2 m in length.	
SHEARED ZONE	Zone in clayey soil with roughly parallel near planar, curved or undulating boundaries containing closely spaced, smooth or slickensided, curved intersecting joints which divide the mass into lenticular or wedge shaped blocks.	
SHEARED SURFACE	A near planar curved or undulating, smooth, polished or slickensided surface in clayey soil. The polished or slickensided surface indicates that movement (in many cases very little) has occurred along the defect.	

TERM	DEFINITION	DIAGRAM
SOFTENED ZONE	A zone in clayey soil, usually adjacent to a defect in which the soil has a higher moisture content than elsewhere.	
TUBE	Tubular cavity. May occur singly or as one of a large number of separate or inter-connected tubes. Walls often coated with clay or strengthened by denser packing of grains. May contain organic matter	
TUBE CAST	Roughly cylindrical elongated body of soil different from the soil mass in which it occurs. In some cases the soil which makes up the tube cast is cemented.	
INFILLED SEAM	Sheet or wall like body of soil substance or mass with roughly planar to irregular near parallel boundaries which cuts through a soil mass. Formed by infilling of open joints.	

# Appendix B

## Qualitative Terminology for Use in Assessing Risk to Property

## QUALITATIVE TERMINOLOGY FOR USE IN ASSESSING RISK TO PROPERTY

### QUALITATIVE MEASURES OF LIKELIHOOD

Approximate Annual Probability Indicative Value	Notional Boundary	Implied Indicative Landslide Recurrence Interval		Description	Descriptor	Level
10 <sup>-1</sup>	5x10-2	10 years	20 years	The event is expected to occur over the design life.	ALMOST CERTAIN	A
10-2		100 years	200 years	The event will probably occur under adverse conditions over the design life.	LIKELY	B
10-3	5x10-4	1000 years	2000 years	The event could occur under adverse conditions over the design life.	POSSIBLE	C
10-4		10,000 years	20,000 years	The event might occur under very adverse circumstances over the design life.	UNLIKELY	D
10-5	5x10-5	100,000 years	200,000 years	The event is conceivable but only under exceptional circumstances over the design life.	RARE	E
10-6		1,000,000 years	2,000,000 years	The event is inconceivable or fanciful over the design life.	BARELY CREDIBLE	F

**Note:** (1) The table should be used from left to right; use Approximate Annual Probability or Description to assign Descriptor, not vice versa.

### QUALITATIVE MEASURES OF CONSEQUENCES TO PROPERTY

Approximate Cost of Damage Indicative Value	Notional Boundary	Description	Descriptor	Level
200%	100%	Structure(s) completely destroyed and/or large scale damage requiring major engineering works for stabilisation. Could cause at least one adjacent property major consequence damage.	CATASTROPHIC	1
60%	40%	Extensive damage to most of structure, and/or extending beyond site boundaries requiring significant stabilisation works. Could cause at least one adjacent property medium consequence damage.	MAJOR	2
20%	10%	Moderate damage to some of structure, and/or significant part of site requiring large stabilisation works. Could cause at least one adjacent property minor consequence damage.	MEDIUM	3
5%	1%	Limited damage to part of structure, and/or part of site requiring some reinstatement stabilisation works.	MINOR	4
0.5%		Little damage. (Note for high probability event (Almost Certain), this category may be subdivided at a notional boundary of 0.1%. See Risk Matrix.)	INSIGNIFICANT	5

- Notes:**
- (2) The Approximate Cost of Damage is expressed as a percentage of market value, being the cost of the improved value of the unaffected property which includes the land plus the unaffected structures.
  - (3) The Approximate Cost is to be an estimate of the direct cost of the damage, such as the cost of reinstatement of the damaged portion of the property (land plus structures), stabilization works required to render the site to tolerable risk level for the landslide which has occurred and professional design fees, and consequential costs such as legal fees, temporary accommodation. It does not include additional stabilisation works to address other landslides which may affect the property.
  - (4) The table should be used from left to right; use Approximate Cost of Damage or Description to assign Descriptor, not vice versa

Geoton Pty Ltd (adapted from Australian Geomechanics Vol 42 No 1 March 2007)

## QUALITATIVE TERMINOLOGY FOR USE IN ASSESSING RISK TO PROPERTY (CONTINUED)

### QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK TO PROPERTY

LIKELIHOOD	Indicative Value of Approximate Annual Probability	CONSEQUENCES TO PROPERTY (with Indicative Approximate Cost of Damage)				
		1: CATASTROPHIC 200%	2: MAJOR 60%	3: MEDIUM 20%	4: MINOR 5%	5: INSIGNIFICANT 0.5%
A – ALMOST CERTAIN	10 <sup>-1</sup>	VH	VH	VH	H	M or L (5)
B - LIKELY	10 <sup>-2</sup>	VH	VH	H	M	L
C - POSSIBLE	10 <sup>-3</sup>	VH	H	M	M	VL
D - UNLIKELY	10 <sup>-4</sup>	H	M	L	L	VL
E - RARE	10 <sup>-5</sup>	M	L	L	VL	VL
F - BARELY CREDIBLE	10 <sup>-6</sup>	L	VL	VL	VL	VL

- Notes:**
- (5) For Cell A5, may be subdivided such that a consequence of less than 0.1% is Low Risk.
  - (6) When considering a risk assessment it must be clearly stated whether it is for existing conditions or with risk control measures which may not be implemented at the current time.

### RISK LEVEL IMPLICATIONS

	Risk Level	Example Implications (7)
VH	VERY HIGH RISK	Unacceptable without treatment. Extensive detailed investigation and research, planning and implementation of treatment options essential to reduce risk to Low; may be too expensive and not practical. Work likely to cost more than value of the property.
H	HIGH RISK	Unacceptable without treatment. Detailed investigation, planning and implementation of treatment options required to reduce risk to Low. Work would cost a substantial sum in relation to the value of the property.
M	MODERATE RISK	May be tolerated in certain circumstances (subject to regulator's approval) but requires investigation, planning and implementation of treatment options to reduce the risk to Low. Treatment options to reduce to Low risk should be implemented as soon as practicable.
L	LOW RISK	Usually acceptable to regulators. Where treatment has been required to reduce the risk to this level, ongoing maintenance is required.
VL	VERY LOW RISK	Acceptable. Manage by normal slope maintenance procedures.

**Note:** (7) The implications for a particular situation are to be determined by all parties to the risk assessment and may depend on the nature of the property at risk; these are only given as a general guide

# Appendix C

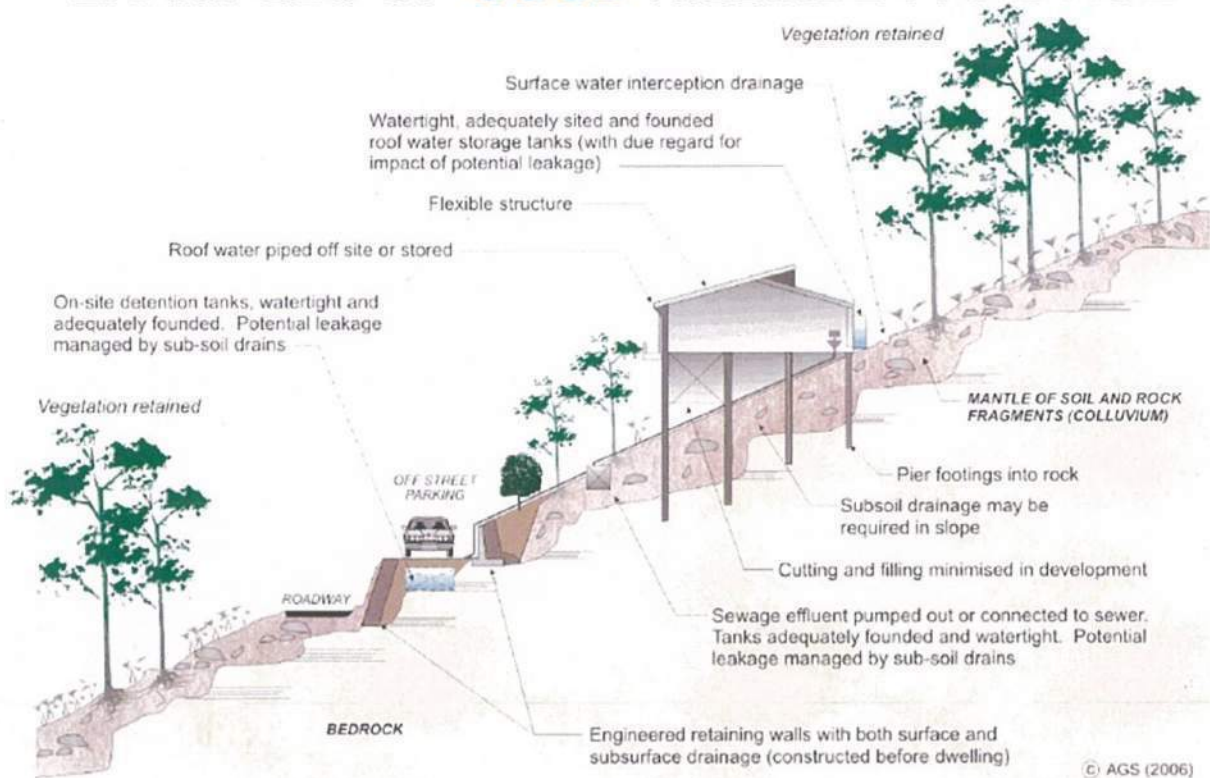
## Some Guidelines for Hillside Construction

# PRACTICE NOTE GUIDELINES FOR LANDSLIDE RISK MANAGEMENT 2007

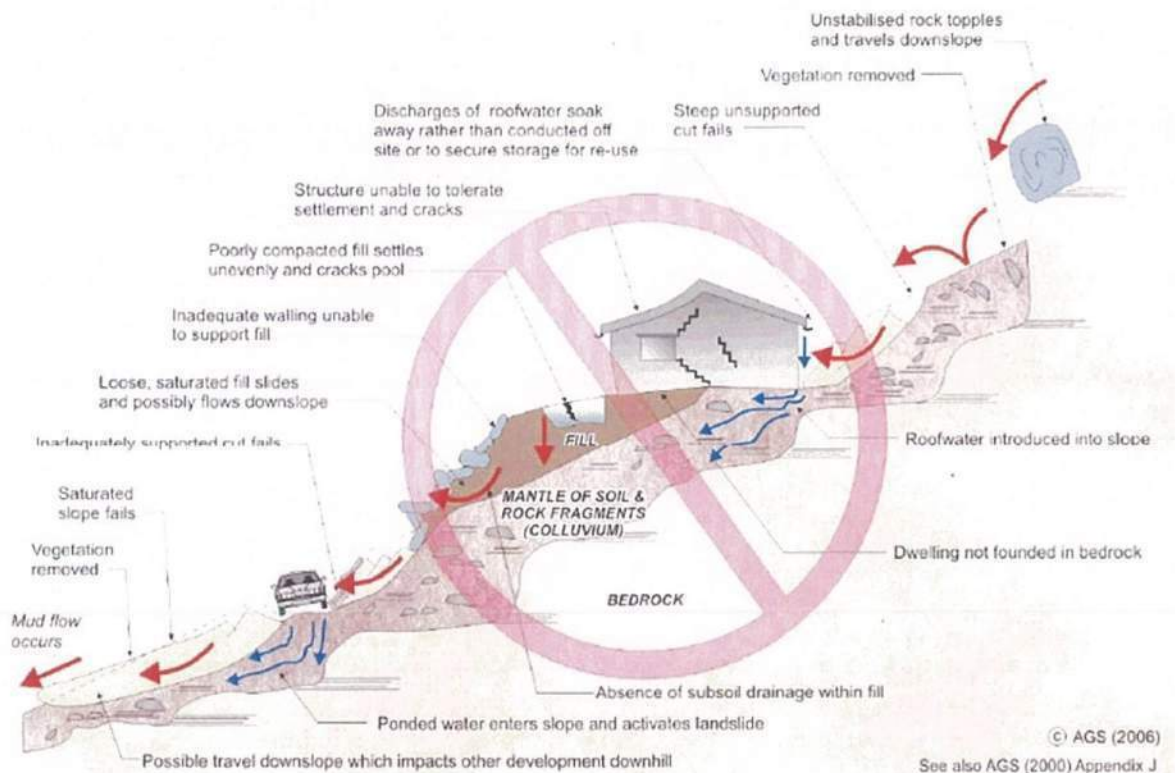
## APPENDIX - SOME GUIDELINES FOR HILLSIDE CONSTRUCTION

	<b>GOOD ENGINEERING PRACTICE</b>	<b>POOR ENGINEERING PRACTICE</b>
<b>ADVICE</b>		
<b>GEOTECHNICAL ASSESSMENT</b>	Obtain advice from a qualified, experienced geotechnical practitioner at early stage of planning and before site works.	Prepare detailed plan and start site works before geotechnical advice.
<b>PLANNING</b>		
<b>SITE PLANNING</b>	Having obtained geotechnical advice, plan the development with the risk arising from the identified hazards and consequences in mind.	Plan development without regard for the Risk.
<b>DESIGN AND CONSTRUCTION</b>		
<b>HOUSE DESIGN</b>	Use flexible structures which incorporate properly designed brickwork, timber or steel frames, timber or panel cladding. Consider use of split levels. Use decks for recreational areas where appropriate.	Floor plans which require extensive cutting and filling. Movement intolerant structures.
<b>SITE CLEARING</b>	Retain natural vegetation wherever practicable.	Indiscriminately clear the site.
<b>EARTHWORKS</b>	Retain natural contours wherever possible.	Indiscriminatory bulk earthworks.
<b>CUTS</b>	Minimise depth. Support with engineered retaining walls or batter to appropriate slope. Provide drainage measures and erosion control.	Large scale cuts and benching. Unsupported cuts. Ignore drainage requirements
<b>FILLS</b>	Minimise height. Strip vegetation and topsoil and key into natural slopes prior to filling. Use clean fill materials and compact to engineering standards. Batter to appropriate slope or support with engineered retaining wall. Provide surface drainage and appropriate subsurface drainage.	Loose or poorly compacted fill, which if it fails, may flow a considerable distance including onto property below. Block natural drainage lines. Fill over existing vegetation and topsoil. Include stumps, trees, vegetation, topsoil, boulders, building rubble etc in fill.
<b>ROCK OUTCROPS &amp; BOULDERS</b>	Remove or stabilise boulders which may have unacceptable risk. Support rock faces where necessary.	Disturb or undercut detached blocks or boulders.
<b>RETAINING WALLS</b>	Found on rock where practicable. Provide subsurface drainage within wall backfill and surface drainage on slope above. Construct wall as soon as possible after cut/fill operation.	Construct a structurally inadequate wall such as sandstone flagging, brick or unreinforced blockwork. Lack of subsurface drains and weepholes.
<b>FOOTINGS</b>	Found within rock where practicable. Use rows of piers or strip footings oriented up and down slope. Design for lateral creep pressures if necessary. Backfill footing excavations to exclude ingress of surface water.	Found on topsoil, loose fill, detached boulders or undercut cliffs.
<b>SWIMMING POOLS</b>	Engineer designed. Support on piers to rock where practicable. Provide with under-drainage and gravity drain outlet where practicable. Design for high soil pressures which may develop on uphill side whilst there may be little or no lateral support on downhill side.	
<b>DRAINAGE</b>		
<b>SURFACE</b>	Provide at tops of cut and fill slopes. Discharge to street drainage or natural water courses. Provide general falls to prevent blockage by siltation and incorporate silt traps. Line to minimise infiltration and make flexible where possible. Special structures to dissipate energy at changes of slope and/or direction.	Discharge at top of fills and cuts. Allow water to pond on bench areas.
<b>SUBSURFACE</b>	Provide filter around subsurface drain. Provide drain behind retaining walls. Use flexible pipelines with access for maintenance. Prevent inflow of surface water.	Discharge roof runoff into absorption trenches.
<b>SEPTIC &amp; SULLAGE</b>	Usually requires pump-out or mains sewer systems; absorption trenches may be possible in some areas if risk is acceptable. Storage tanks should be water-tight and adequately founded.	Discharge sullage directly onto and into slopes. Use absorption trenches without consideration of landslide risk.
<b>EROSION CONTROL &amp; LANDSCAPING</b>	Control erosion as this may lead to instability. Revegetate cleared area.	Failure to observe earthworks and drainage recommendations when landscaping.
<b>DRAWINGS AND SITE VISITS DURING CONSTRUCTION</b>		
<b>DRAWINGS</b>	Building Application drawings should be viewed by geotechnical consultant	
<b>SITE VISITS</b>	Site Visits by consultant may be appropriate during construction/	
<b>INSPECTION AND MAINTENANCE BY OWNER</b>		
<b>OWNER'S RESPONSIBILITY</b>	Clean drainage systems; repair broken joints in drains and leaks in supply pipes. Where structural distress is evident see advice. If seepage observed, determine causes or seek advice on consequences.	

## EXAMPLES OF **GOOD** HILLSIDE PRACTICE



## EXAMPLES OF **POOR** HILLSIDE PRACTICE





# Appendix D

## Certificate Forms

**CERTIFICATE OF QUALIFIED PERSON – ASSESSABLE ITEM**

**Section 321**

To:  *Owner /Agent*  
 *Address*  
  *Suburb/postcode*

Form **55**

**Qualified person details:**

Qualified person:   
 Address:    Phone No:   
 Fax No:   
 Licence No:  Email address:

Qualifications and Insurance details:  *(description from Column 3 of the Director's Determination - Certificates by Qualified Persons for Assessable Items)*

Speciality area of expertise:  *(description from Column 4 of the Director's Determination - Certificates by Qualified Persons for Assessable Items)*

**Details of work:**

Address:    Lot No:   
 Certificate of title No:

The assessable item related to this certificate:  *(description of the assessable item being certified)*  
 Assessable item includes –  
 - a material;  
 - a design  
 - a form of construction  
 - a document  
 - testing of a component, building system or plumbing system  
 - an inspection, or assessment, performed

**Certificate details:**

Certificate type:  *(description from Column 1 of Schedule 1 of the Director's Determination - Certificates by Qualified Persons for Assessable Items n)*

This certificate is in relation to the above assessable item, at any stage, as part of - (tick one)

building work, plumbing work or plumbing installation or demolition work:

or

a building, temporary structure or plumbing installation:

In issuing this certificate the following matters are relevant –

Documents:	Geoton Pty Ltd, Report Reference No. GL18418Ab, dated 12/09/2018
Relevant calculations:	Refer to report
References:	AS 2870 – 2011 Residential Slabs and Footings Construction AS 4055 – 2012 Wind Loads for Housing CSIRO Building Technical File 18

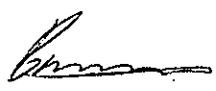
*Substance of Certificate: (what it is that is being certified)*

Site Classification in accordance to AS2870 - 2011  
Wind Loading in accordance to AS 4055 - 2012  
Findings and recommendations of report

*Scope and/or Limitations*

The classification applies to the site as investigated at the time and does not account for any future alteration to foundation conditions resulting from earthworks, drainage condition changes or site maintenance variations.

I certify the matters described in this certificate.

	<i>Signed:</i>	<i>Certificate No:</i>	<i>Date:</i>
Qualified person:		GL18418Ab	12/09/2018

*KRJ*

Civil Engineering Pty Ltd

ABN 67 141 221 034  
6 Lomond View Drive Prospect Vale Tas 7250

Phone Kev: 0408 130 714  
Ryan: 0419 554 944  
Joe: 0407 850 657

29/4/2014

Our ref SC1251

T Tasker  
C/- Engineering Edge  
291 Invermay Rd  
INVERMAY Tas 7248

Attention: F Gekus

Dear Sir,

**Re Site Classification : 4 Clifton Place Prospect Vale**

We have pleasure in presenting herewith our site classification report for the above development.

Thank you for your instructions to proceed with this work. Should you require any further clarification of the report's content please contact Mr Mike Maundrill on 63261266.

Yours faithfully,

J Luttrell

KRJ Civil Engineering Pty Ltd



BRADDON BUILDING SURVEYING P/L  
PO BOX 224  
DEVONPORT TAS 7310

Site classification in accordance with AS 2870 2011  
 Wind classification in accordance with AS 4055 2006.

Project No SC1251 page 1 of 2

<b>Client</b>	T Tasker
<b>Address of property</b> Lot No (if applicable)	4 Clifton Place Prospect Vale
<b>Local conditions</b> slope/direction geology source of geological data	variable, trending easterly Tertiary aged sediments Tasmanian Dept Mines Geological Atlas Launceston sheet
<b>Site conditions</b> slope/direction soil profile (refer also borehole logs) does soil profile confirm geological data test results seepage	moderate to steep/north easterly Sand/sandy gravel overlying sandy clay yes refer borehole logs not observed
<b>Classification</b> AS 2870 <b>CLASS</b> basis of classification	<b>M</b> Predicted surface movement 20 - 40mm Profile identification local knowledge
<b>Foundations</b> founding depth founding medium allowable bearing pressure	below 0.4 metres Gravelly sand/sand >100 kPa
<b>Landslide Category</b> 1 Source of landslip information	<b>Class III</b> "potential landslide area" MRT Launceston Advisory Landslide Zoning Summerhill Sheet
2	<b>Medium</b> Landslide hazard band LISTmap Landslide Planning Map V2
<b>Other aspects affecting development</b>	Avoid ponding of water adjacent to building during and after construction.
<b>Precautions</b>	Should structural filling be required to level the site for construction all fill should be placed in layers not exceeding 300mm and be compacted to a minimum density ratio of 95% Standard Proctor Compaction (AS 1289 5.1.1).

BRADDON BUILDING SURVEYING P/L  
 PO BOX 224  
 DEVONPORT TAS 7310

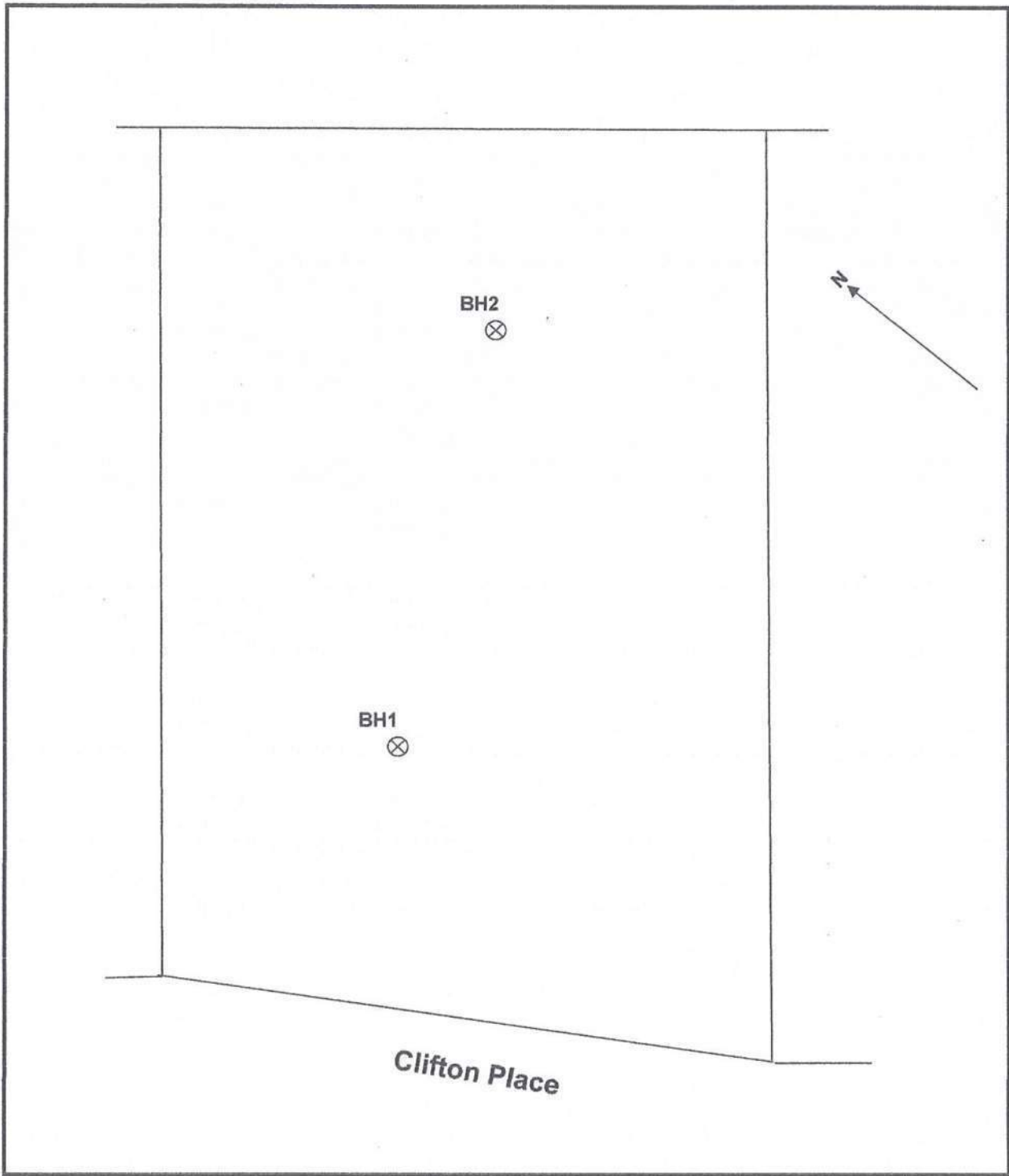
<p><b>Wind Classification</b> AS 4055 <b>CLASS</b></p> <p>Region Terrain category Shielding Topography</p>	<p>N1 A TC3 FS T1</p>
<p><b>Remarks</b></p>	<p>Refer CSIRO publication BTF 18 "Foundation Maintenance and Footing Performance: A Homeowners Guide", and Appendix B of AS 2870 as a guide to maintenance requirements for the proposed structure.</p> <p>This investigation was conducted in the area of the site considered to be appropriate for building. Should an alternative site be selected it may be necessary to conduct a further assessment.</p> <p>Inspect base of all foundations to ensure the requirements of this report are met with regard to type and strength of founding medium.</p> <p>If materials exposed in excavations differ markedly from those recorded on the borehole logs then further advice should be sought.</p> <p>The effects of the removal or planting of trees should be considered by the building's designer in accordance with Appendix H of AS 2870 - 2011.</p>

Signed

J Luttrell

KRJ Civil Engineering Pty Ltd

BRADDON BUILDING SURVEYING P/L  
PO BOX 224  
DEVONPORT TAS 7310



<b>ADG LABORATORIES Pty Ltd</b> 7 Derby Street Mowbray	client	<b>T Tasker</b>	
	site	<b>4 Clifton Place</b>	<b>Prospect Vale</b>
	scale	Not to scale	
	job no:	SC1251	drawing No SC1251 /

BRADDON BUILDING SURVEYING P/L  
 PO BOX 224  
 DEVONPORT TAS 7310

# ADG LABORATORIES

7 Derby Street Mowbray  
 ph 63261266 fax 63261566

## BOREHOLE LOG

client	<b>T Tasker</b>	job No	SC1251
project	Site classification	logged by	MAM
location	4 Clifton Place	date	14/4/14
method	Drilltech Auger rig	BoreHole No	1
hole diameter	150 mm		

Material description	Depth (m)	moisture	consistency/ density index	Samples	Notes, Tests
SANDY GRAVEL (GP) fine to medium grained, brown	0.25	M	MD		
grading to GRAVELLY SAND (SP)	0.50				
	0.75				
SILTY SANDY CLAY (CH) medium to high plasticity, light brown	1.00	M	VSt / H		Vane refusal
	1.25				
CLAYEY SAND (SC) low plasticity	1.50				
	1.75				
Borehole terminated at 2.0 metres	2.00				Vane refusal

BRADDON BUILDING SURVEYING PL  
 PO BOX 224  
 MOWBRAY TAS 7310



# ADG LABORATORIES

7 Derby Street Mowbray  
 ph 63261266 fax 63261566

## BOREHOLE LOG

client	<b>T Tasker</b>	job No	SC1251
project	Site classification	logged by	MAM
location	4 Clifton Place	date	14/4/14
method	Drilltech Auger rig	BoreHole No	2
hole diameter	100 mm		

Material description	Depth (m)	moisture	consistency/ density index	Samples	Notes, Tests
SAND (SP) fine grained, grey/brown	0.25	M	L / MD		
	0.50				
	0.75				
SILTY SANDY CLAY (CH) medium to high plasticity, greybrown	1.00	M	VSt / H		Vane refusal
	1.25				
	1.50				
	1.75				
Borehole terminated at 2.0 metres	2.00				

BRADON BUILDING SURVEYING PT  
 PO BOX 224  
 DEWPORT TAS 7310

**From:** Sephen lawes  
**Sent:** 6 Feb 2019 17:03:53 +1100  
**To:** Justin Simons  
**Cc:** pitch-tech@bigpond.com  
**Subject:** RE: PA\19\0082 - S54 Request for Additional Information - 4 Clifton Place,  
Prospect Vale - Multiple Dwelling  
**Attachments:** DSCN0797.JPG, DSCN0780.JPG, DSCN0789.JPG

Hi Justin,

yes, the driveway will follow the existing base placed when  
the original driveway was formed , this is just slightly above natural ground level.  
Please attached see pics







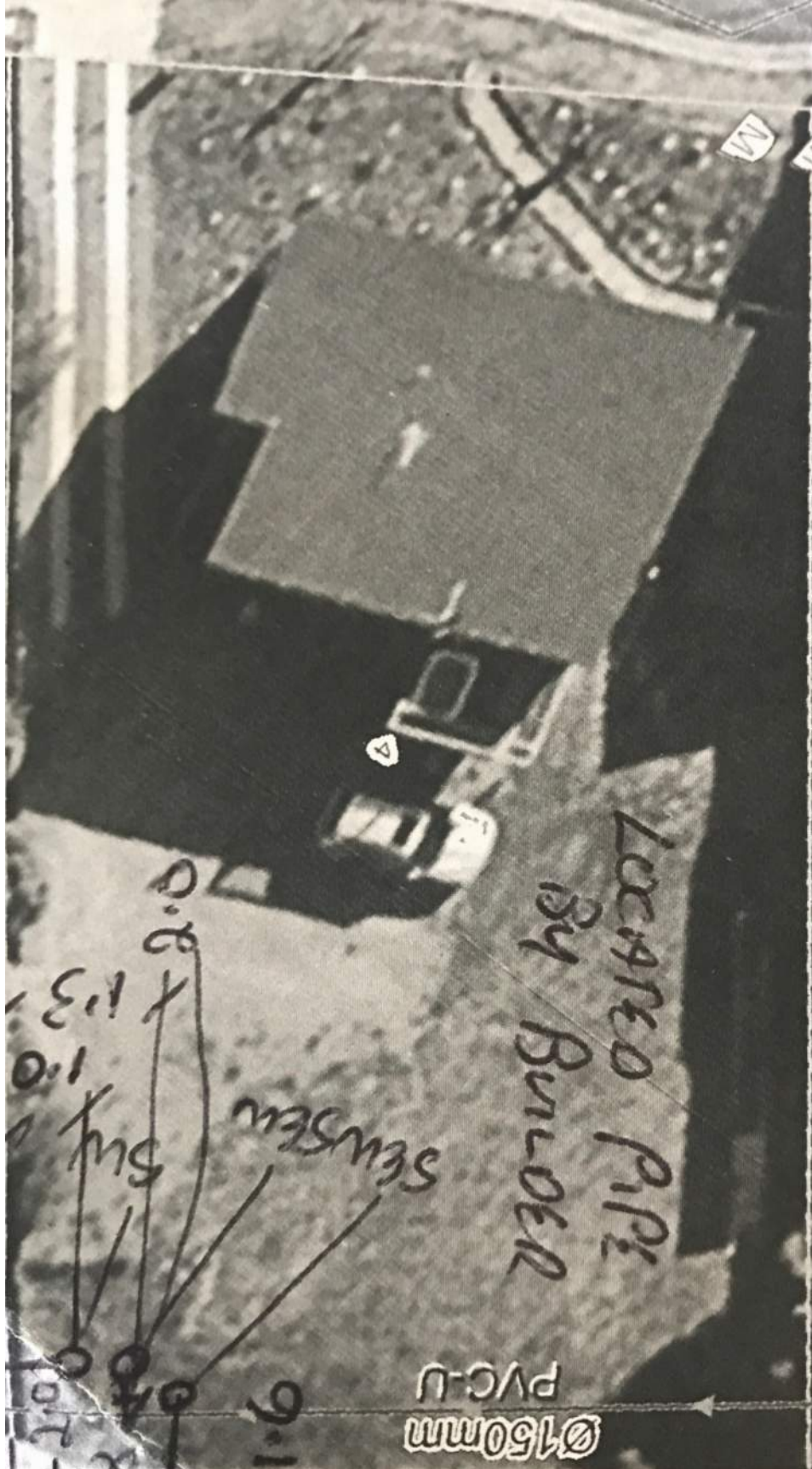












**From:** Tony Longman  
**Sent:** 4 Mar 2019 11:56:42 +1100  
**To:** Planning @ Meander Valley Council  
**Subject:** PA\19\0082 Second dwelling 4 Clifton Place

Sir , we have objections to the proposed construction @ 4 Clifton Place Prospect Vale  
When we purchased 6 and 8 Clifton Place we were informed Single Dwelling only  
Provision had been made elsewhere for multiple unit sites .

No 4 Clifton Place currently has three vehicles permanent plus more when visitors arrive .Two  
dwellings on the site could see eight or more vehicles total . Our tiny cul-de sac will be unable to accept  
emergency vehicles (Fire ,Police and Ambulances) as the surplus vehicles will need to park on the street.

The Garbage collection vehicle has difficulty in negotiating the current situation- it will definitely battle  
under an agravated parking regime.

Yours Tony and Pauline Longman  
Sent from my iPad

Index No. 10442		Doc No.	
RCVD	13 MAR 2019	MVC	
Action Officer	JS	Dept.	CP
EO	X	OD	✓

units

13.3.19

DEAR SIR

I AS ~~A~~ BARRY LINDSAY OWNER OCCUPIER  
 OF CHIFTON PH PROSPECT VALL HAVE  
 CONCERNS REGARDING DEVELOPMENT APP  
 PA/19/0082

(A) ALREADY TRAFFIC CONGESTION IN  
 CULDESAC OF CHIFTON PH

(B) TENNANTS APPEAR TO NOT HAVE DUTY  
 OF CARE REGARDING 16 HOUR ALLOWABLE  
 LIMIT FOR WASTE BINS OFTEN LEFT OUT  
 FOR DAYS

(C) WASTE COLLECTORS HAVE DIFFICULTY  
 GOIN ABOUT THE DRIVING IN CULDESAC  
 ALREADY

Yours faithfully



BARRY LINDSAY  
 MOB 0439661350

## **PLANNING AUTHORITY 2**

Reference No. 63/2019

### **REPORT ON REPRESENTATIONS TO THE DRAFT MEANDER VALLEY LOCAL PROVISIONS SCHEDULE**

**AUTHOR:** Jo Oliver  
SENIOR STRATEGIC PLANNER

---

#### **1) Introduction**

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

#### **2) Recommendation**

***It is recommended that the Planning Authority:***

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

### **3) Background**

The Draft Meander Valley Local Provisions Schedule (LPS) was endorsed by the planning authority at its meeting on 12 December 2017 and submitted to the Tasmanian Planning Commission (TPC). The TPC directed that the Draft LPS be publicly notified in accordance with the Act on 9 October 2018.

The draft LPS was publicly notified for 60 days on 20 October 2018, with the period for the submission of representations closing on 21 December 2018. In accordance with the requirements of the Act, a notice was placed in two Saturday editions of the Examiner and Advocate newspapers and an article placed on Council's website under 'Latest News'. In addition to the requirements of the Act, a letter was sent to each property owner identified in Council's rates database notifying property owners that the Draft LPS is on public exhibition and where to access the documents for viewing.

At the conclusion of the exhibition period, 41 representations had been received.

### **4) Strategic/Annual Plan Conformance**

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024, in particular:

- Future Direction (1) - A sustainable natural and built environment
- Future Direction (2) - A thriving local economy
- Future Direction (4) - Innovative leadership and community governance

### **5) Policy Implications**

Not applicable.

### **6) Legislation**

Following public exhibition of the Draft LPS, Section 35F of the Act requires the planning authority to prepare a report containing:

- a copy of each representation made under s.35E(1);
- a statement of the planning authority's opinion as to the merit of each representation made, in particular as to:
  - whether the draft LPS should be modified; and

- if recommended to be modified, the effect on the draft LPS as whole;
- a statement as to whether the planning authority is satisfied that the draft LPS meets the LPS criteria;
- the recommendation of the planning authority in relation to the draft LPS.

Having considered the representations, Section 35G of the Act provides for the planning authority to provide advice to the TPC in a notice, that the planning authority is of the opinion that the State Planning Provisions (SPP's) should be altered. The Act however, contains a particular complexity in that any submissions by a party that the SPP's should be altered cannot be regarded as a representation.

This report, and the subsequent decision of the planning authority, is made up of two parts that address separately the planning authority's report under Section 35F and the planning authority's notice under Section 35G.

Following receipt of the planning authority report under Section 35F, the TPC will hold hearings into the representations made. The TPC will then seek the agreement of the Minister for Planning for the final form of the Meander Valley LPS before it is approved and commences operation.

There is no legislative process prescribed for a notice submitted by the planning authority under Section 35G.

## **7) Risk Management**

Not applicable.

## **8) Consultation with State Government and other Authorities**

The TPC issued a schedule of State agencies and authorities to be directly notified of the exhibition of the Draft LPS. Each of the agencies and authorities were notified in accordance with this direction. Representations are addressed in the attached report table.

## **9) Community Consultation**

The Draft Meander Valley LPS has been subject to the statutory public exhibition requirements of the Act. In addition, after-hours public information sessions were held at Westbury, Deloraine and Prospect Vale.

## 10) Financial Impact

Not applicable.

## 11) Alternative Recommendations

The planning authority may choose to amend the recommendations in response to particular representations and provide associated reasons.

## 12) Officers Comments

Representations submitted generally related to the following topics:

- zoning of particular properties or land;
- overlay mapping on particular properties or land;
- the effect of provisions on particular areas, properties and uses;
- suggestions for additional Specific Area Plans or modifications to proposed Specific Area Plans;
- suggestions for modifications to the Particular Purpose Zone;
- deficiencies of the Natural Assets Code provisions relating to the Priority Vegetation Area overlay;
- protection of local heritage through the Local Historic Heritage Code;
- provision of scenic management measures through the Scenic Protection Code;
- Regional Land Use Strategy of Northern Tasmania; and
- the Tasmanian Planning Scheme and State Planning Provisions – relating to some specific matters and also general dissatisfaction.

The matters raised in representations are addressed in accordance with the requirements of the Act in the attached table '**1.0 Planning Authority Report under Section 35F of LUPAA – Consideration of Representations to the Draft Meander Valley Local Provisions Schedule**'.

Matters raised in the representations that warrant consideration of amendments to the State Planning Provisions are addressed in accordance with the requirements of the Act in the attached report '**2.0 Planning Authority Notice under Section 35G of LUPAA – Recommended Amendments to the State Planning Provisions**'.

Council's reports, together with the representations, are available as a separate attachment to this agenda.



### 13) Voting Requirements

Simple Majority

**DECISION:**

# **COMMUNITY AND DEVELOPMENT SERVICES 1**

Reference No. 64/2019

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

**AUTHOR:** Patrick Gambles  
COMMUNITY DEVELOPMENT MANAGER

### **1) Recommendation**

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

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

### **2) Officers Report**

The total Grants allocation for the year is \$98,200 (1% of the General Rate). \$5,000 of this sum is reserved for Council's policy for refunding regulatory fees to community groups, \$5,000 is allocated to Council's Townscape Incentive Grants Scheme and \$5,000 is earmarked for individual sponsorships and establishment grants. This leaves a balance of \$83,200 for community grants. With four (4) rounds each year, the Committee aims to work to an amount of 25% of the balance each quarter. For 2018-19, this is \$20,800.

Councillor Stephanie Cameron and Councillor Tanya King, Jonathan Harmey (Director Corporate Services) met on 25 March 2019 to consider the applications received. They were supported by Patrick Gambles (Community Development Manager), Merrilyn Young (Executive Assistant) and Daniel Smedley (Sport & Community Coordinator). Neville Scott (General Inspector) was an apology.

### **Regulatory Fees Refund Scheme**

There have been no requests for fee refunds during the period January-March 2019.

### **Individual Sponsorship Requests**

The following requests have been approved by the General Manager during the period January-March 2019:

<b>Individual</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Rupert Mackenzie	Hadspen	Karl Posselt Cup – Soccer - NSW	\$150
Jesse Cowan	Hagley	Inter Pacific Rally (Equestrian) – Hong Kong	\$300
Olivia Willis	Whitemore	World Supermodel Finals - Fiji	\$300
Danielle Laughher	Westbury	National Netball Championships- QLD	\$150
Colleen Fellows	Westbury	Multi-Disability Lawn Bowls National Championships - QLD	\$150
Shannon Hyland	Westbury	Multi-Disability Lawn Bowls National Championships - QLD	\$150
Dominic Grose	Blackstone H.	National Canoe Polo Championships - NSW	\$150
			<b>\$1,350</b>

### **Grant Applications from Organisations**

Nine grant applications were received for the round, totalling requests of \$18,525. A range of factors were considered to achieve a fair distribution. The recommended outcomes are indicated in the final column of the following table:

Organisation	Project	Project Cost	Grant Requested	Grant Recommended
Children First Foundation	Special Children's Variety Show	\$240	\$240	\$270
Deloraine A & P Society	Sheep shed extension	\$34,256	\$3,000	\$3,000
Hadspen Cricket Club	BBQ Area	\$9,946	\$3,000	\$3,000
Launceston City Football Club	Portable Goals	\$5,320	\$2,660	-
Make a Wish Foundation	Special Children's Christmas Party	\$300	\$300	\$360
Meander Hall & Recreation Committee	BBQ upgrade	\$3,300	\$2,500	\$2,500
Meander Valley Community Radio	Broadcasting equipment upgrade	\$3,193	\$2,825	\$2,825
Prospect Hawks Junior Football Club.	Coach Equipment Project 2019-2023	\$5,091	\$3,000	\$2,475
Westbury Bowls Club	Water pipe Surveying	\$1,194	\$1,000	\$1,000
		<b>\$62,840</b>	<b>\$18,525</b>	<b>\$15,430</b>

8 allocations equalling \$15,430 are recommended for approval by Council. These have a total project cost of \$57,520. In addition, associated voluntary labour is estimated in excess of \$61,000.

One (1) application did not receive funding in this round for the following reason:

Organisation	Project	Grant Requested	Reason (s)
Launceston City Football Club	Portable goals	\$2,660	Additional information required regarding storage, safety, risks to other users.

### 3) Council Strategy and Policy

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future Direction (3): Vibrant and engaged communities
- Future Direction (4): A healthy and safe community

The Grants assessment process was undertaken in accordance with the guidelines attached to the Community Incentive Grants Policy No 82.

#### **4) Legislation**

Not applicable.

#### **5) Risk Management**

Not applicable.

#### **6) Government and Agency Consultation**

Not applicable.

#### **7) Community Consultation**

Advice and assistance is provided to applicants on request. The Community Grants program is communicated through community networks and the media. An Information and Guidelines Kit is available from the Council website with hard copies on hand at Council reception. A Grants Information Forum is held annually in May.

#### **8) Financial Consideration**

The awarding of grants is made within the limits of the annual budget allocation which is spread over four rounds throughout the year.

#### **9) Alternative Recommendations**

Council can amend or elect not to approve the Committee's recommendations.

#### **10) Voting Requirements**

Simple Majority

### **DECISION:**

## **COMMUNITY AND DEVELOPMENT SERVICES 2**

Reference No. 65/2019

### **GROUND NAMING SPONSORSHIP-PROSPECT HAWKS JUNIOR FOOTBALL CLUB**

**AUTHOR:** Claire Bailey  
SPORT FACILITY AND DEVELOPMENT OFFICER

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#### **1) Recommendation**

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

***(1) The Prospect Hawks Junior Football Club to promote 'Gallagher Insurance' as a sponsor for the AFL ground at Prospect Vale Park for the life of their sponsorship agreement.***

***(2) The Prospect Hawks Junior Football Club to meet all costs of installation of signage on the football ground fence and scoreboard and removal of this signage at the completion of the agreement.***

#### **2) Officers Report**

The Prospect Hawks Junior Football Club has recently secured a sponsorship arrangement with Arthur J. Gallagher & Co in an arrangement spanning 3 years with options to extend beyond this time frame.

This sponsorship is subject to the provision of signage at Prospect Vale Park (attachment 1). Signage is proposed at the club room entry, club scoreboard, ground perimeter fence and on the ground entry sign.

The proposal from the Prospect Hawks Junior Football Club was first presented to Council officers via a formal letter dated 8 February 2019. This is a new initiative from the club (attachment 2).

Information provided by the club is that "Arthur J. Gallagher & Co. is a US-based global insurance brokerage and risk management services firm. Established in 1927, they are the third largest insurance broker in the world. Gallagher is one of Australia's – and the worlds – largest insurance broking and

risk management companies with 25+ regional and metropolitan branches in Australia. Apparently they are the broker of choice for over 100,000 Australian businesses and active contributors to the community.”

Historically Council has been in favour of supporting sporting clubs in their endeavours to secure long term financial security and broaden their participation reach within the community.

Council has previously approved proposals for ground naming sponsorship for the following:

1. Prospect Vale Park (Launceston City Football Club) – “Mitsubishi Park” and “Buckby Landrover Park”
2. Westbury Recreation Ground (Cricket Club) – “Shaw Oval” and “Industrial Galvanisers Oval”
3. Hadspen Recreation Ground (Cricket Club) – “Scope Park” and “Start Solar Park”.
4. Deloraine Recreation Ground (Football Club) – “Bendigo Bank”.

As part of the sponsorship agreement Prospect Hawks Junior Football Club would like to seek Council’s approval to allow the ground to be referred to by the Junior Football Club under the sponsor name “Gallagher Park”. The AFL ground in question is located at the southern end of Prospect Vale Park. This proposal is for Prospect Hawks Junior Football Club branding purposes only and will not change the name of Prospect Vale Park.

The signage proposal does not necessitate any structural changes to the existing signs. They can be removed at any time by using a screwdriver or simply lifting off the fence if necessary.

All placement and removal costs will be borne by the club.

Signage has been proposed by the Junior Football Club for installation on the AFL Ground perimeter fence, AFL Ground scoreboard, entry sign to the Prospect Vale Park sports facility and on the main building wall at the facility being the Ray Johnstone Centre. Council is supportive of signage for the club to provide an incentive to the sponsor in promoting their business. The recommendation supports the installation of signage at the AFL Ground used by the Hawks, specifically the AFL Ground perimeter fence and the AFL Ground scoreboard. It is not recommended for Council to support the installation of signage at the road entrance to Prospect Vale Park (off Harley Parade) or on the main building. Prospect Vale Park is a multi-use facility with many user groups including the Hawks but also a number of soccer groups, the Launceston Touch Association,

Prospect Park Sports Club and a number of other casual users. Where a request for signage on the entrance and building has been received from the Hawks it would be a concern if other users that hire the ground provide similar requests and Council's entrance signage and building are viewed as an advertising platform for a number of private businesses.

### **3) Council Strategy and Policy**

Further the objectives of the Council's Community Strategic Plan 2014-24 in particular:

- Future Directions (4): A healthy and safe community.

### **4) Legislation**

Not applicable.

### **5) Risk Management**

Not applicable.

### **6) Government and Agency Consultation**

Not applicable.

### **7) Community Consultation**

Not applicable.

### **8) Financial Consideration**

All costs associated with the signage will be borne by the club.

### **9) Alternative Recommendations**

Council can decide not to support the proposal for ground naming and signage sponsorship.

### **10) Voting Requirements**

Simple Majority.

## **DECISION:**



## PROSPECT HAWKS JFC – GROUND NAMING SPONSOR GALLAGHER PARK

### Name of sponsor, reasons behind choosing sponsor – Gallagher Park

- Arthur J. Gallagher & Co. is a US-based global insurance brokerage and risk management services firm. Established in 1927 they are the third largest insurance broker in the world. Gallagher have more than 26,000 employees worldwide.
- Gallagher is one of Australia's – and the world's – largest insurance broking and risk management companies.
- With 25+ regional and metropolitan branches in Australian they understand local business communities because we're part of them ourselves. That's why we're the broker of choice for over 100,000 Australian businesses and active contributors to the community.

### Annual operational costings for Prospect Hawks JFC

The Club has had to raise an average of \$82,166 per annum in the last 3 years to cover outgoings to conduct the football programs for 300+ players each year. Prospect Park is a high cost venue when compared to other football venues in Northern Tasmania. These are the main costs that the Club volunteers had to pay out in 2017 and 2018 (averaged in some instances).

ITEM	COST - \$
Facility Use Fees to Prospect Park Sports Club (MVC)	5213
Rent to Prospect Park Sports Club (MVC)	1000
Membership to Prospect Park Sports Club (MVC)	1100
Ground Hire to MVC	2800
Ground Lighting to MVC	738
Ground / Pool / Gym Hire Fees to Prospect HS (off-season)(MVC)	1108
Umpiring Fees	7260
Game Day Fees – Canteen, Gate, Scoreboard	4400
Coaching Fees	4575
Sports Trainer Fees	4105
Medical Supplies	1773
Insurance – AFL PL, Asset, Club Management	2600
NTJFA & AFLTW – Affiliation Fees	5410
Equipment – Footballs / Tackle / Cones / Whistles	3200
Game Day Apparel - Guernseys / Shorts / Socks / Warm-up Tops	19423
Player Teas – Pizza / Pie Nights	1389
Donations – Prospect High School Eagle Awards	300
Donations – State Player Assistance for Levies	1010
Trophies / Presentation Dinners x 9	13468
Sundry – Post / Maintenance / Registration/ Fuel / Signage etc	2000
<b>TOTAL</b>	<b>82872</b>

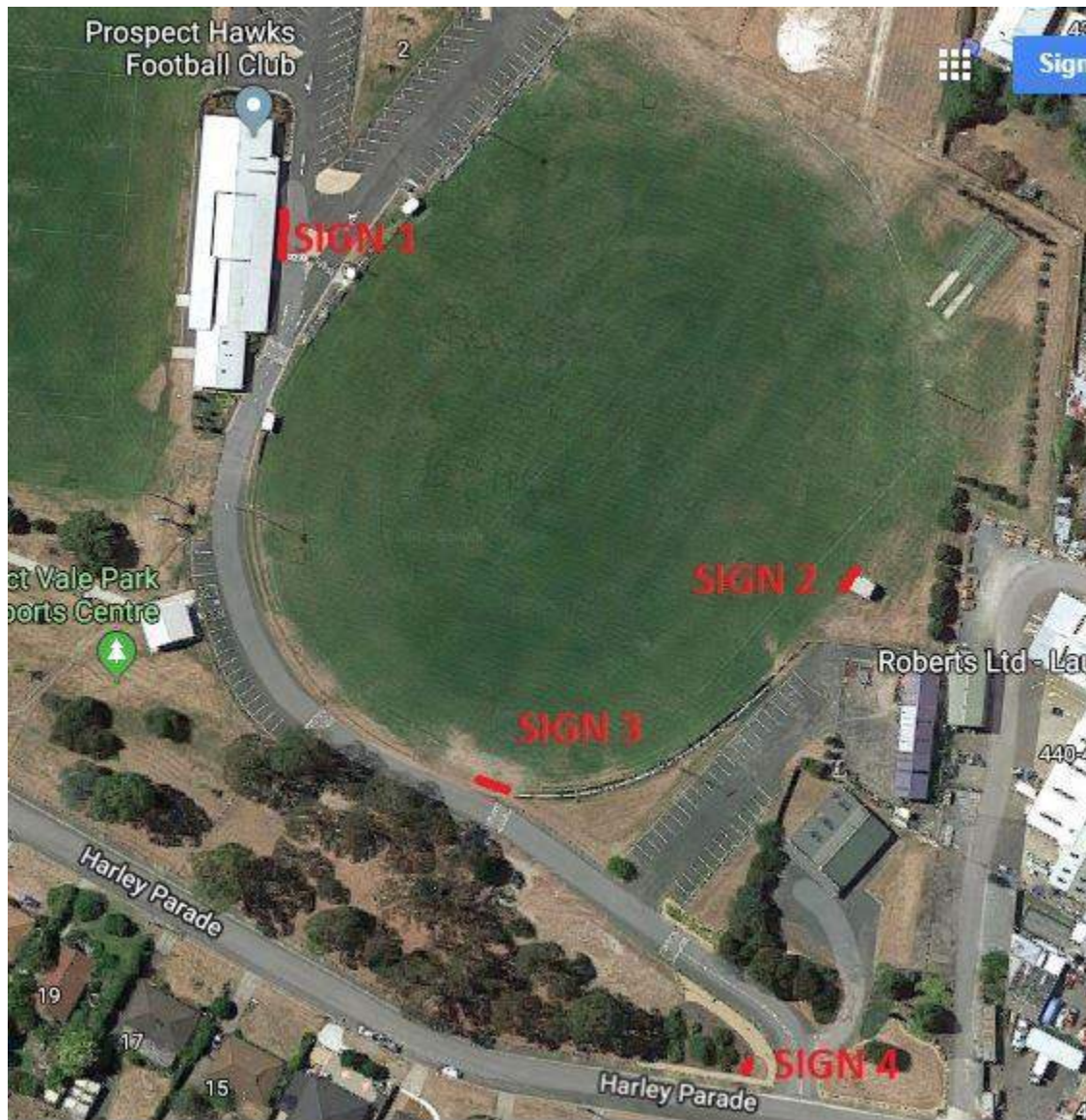
Revenue is made up of registration fees, grants, canteen, coffee, gate fees, raffles, donations, and sponsorship. Sponsorship is important part of the revenue mix for our volunteers.

**Rough sketches of the proposed placement on signs (both on grounds and building) & Clarification around the statement 'able to be removed readily'.**

- The Signs are all existing or replicating existing. The signs can be removed at any time by use of a screwdriver or simply lifting off in the case of the fence sign.
- We have attached a layout and description of the signs.
- As well some examples of signs insitu.



## SIGN LAYOUT / DESCRIPTION AT PROSPECT PARK – AFL GROUND



- **SIGN 1** – Clubroom Entry – existing sign with new skin. The sign can be removed if required to restore the original façade if necessary.
- **SIGN 2** – Club Scoreboard - new laminate sign. The sign can be removed if required to restore the original façade if necessary.
- **SIGN 3** – Fence existing sign with new skin. Remove by lifting off the fence.
- **SIGN 4** – Ground Entry – existing sign with new skin. The sign can be removed if required to restore the original façade if necessary. The description at the top of this sign and the MVC logo remains as is similar to changes approved by Council at Hadspen Recreation Ground.

# **CORPORATE SERVICES 1**

Reference No. 66/2019

## **FINANCIAL REPORTS TO 31 MARCH 2019**

**AUTHOR:** Justin Marshall  
SENIOR ACCOUNTANT

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### **1) Recommendation**

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

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

### **2) Officers Report**

The financial performance for nine months of the financial year is discussed in the Exception and Trends Report which is attached.

### **3) Council Strategy and Policy**

The Annual Plan requires the financial reports to March 2019 be presented at the April 2019 Council meeting.

Further the objectives of Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance.

### **4) Legislation**

Not applicable.

## **5) Risk Management**

Not applicable.

## **6) Government and Agency Consultation**

Not applicable.

## **7) Community Consultation**

Not applicable.

## **8) Financial Consideration**

Not applicable.

## **9) Alternative Recommendations**

Not applicable.

## **10) Voting Requirements**

Simple Majority

## **DECISION:**



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Total Council Operations</b>			
<b>Operating Revenue</b>			
Rate Revenue	12,348,427	12,465,800	99.06%
Fees & User Charges	971,448	1,228,300	79.09%
Contributions & Donations	64,466	349,000	18.47%
Interest	590,212	785,400	75.15%
Grants & Subsidies	3,560,617	6,741,600	52.82%
Sale of Assets	-	216,000	0.00%
Other Revenue	507,923	756,500	67.14%
<b>Total Operating Revenue</b>	<b>\$ 18,043,094</b>	<b>\$ 22,542,600</b>	<b>80.04%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	935,231	1,360,400	68.75%
Corporate Services	1,490,107	2,073,000	71.88%
Infrastructure Services	2,223,350	3,202,500	69.43%
Works	2,789,445	3,793,200	73.54%
Community & Development Services	1,807,149	2,659,600	67.95%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 9,245,283</b>	<b>\$ 13,088,700</b>	<b>70.64%</b>
Interest	158,490	236,500	67.01%
Depreciation	3,851,625	5,135,500	75.00%
Payments to Government Authorities	595,983	1,192,000	50.00%
Administration Allocated	-	-	
Other Payments	108,156	274,700	39.37%
<b>Total Operating Expenditure</b>	<b>\$ 13,959,537</b>	<b>\$ 19,927,400</b>	<b>70.05%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 4,083,556</b>	<b>\$ 2,615,200</b>	



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>General Administration</b>			
<b>Operating Revenue</b>			
Rate Revenue	-	-	
Fees & User Charges	149,335	193,700	77.10%
Contributions & Donations	2,155	4,000	53.86%
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	1,956	500	391.26%
<b>Total Operating Revenue</b>	<b>\$ 153,446</b>	<b>\$ 198,200</b>	<b>77.42%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	813,189	1,174,200	69.25%
Corporate Services	1,184,183	1,675,300	70.68%
Infrastructure Services	162,464	252,800	64.27%
Works	2,175	6,300	34.52%
Community & Development Services	87,313	116,000	75.27%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 2,249,324</b>	<b>\$ 3,224,600</b>	<b>69.76%</b>
Interest	-	-	
Depreciation	165,375	220,500	75.00%
Payments to Government Authorities	-	-	
Administration Allocated	(47,550)	(79,200)	60.04%
Other Payments	19,140	32,000	59.81%
<b>Total Operating Expenditure</b>	<b>\$ 2,386,289</b>	<b>\$ 3,397,900</b>	<b>70.23%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 2,232,844)</b>	<b>(\$ 3,199,700)</b>	<b>69.78%</b>



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Roads Streets and Bridges</b>			
<b>Operating Revenue</b>			
Rate Revenue	-	-	
Fees & User Charges	64,849	64,500	100.54%
Contributions & Donations	-	222,500	0.00%
Interest	-	-	
Grants & Subsidies	1,171,848	2,982,200	39.29%
Sale of Assets	-	-	
Other Revenue	-	-	
<b>Total Operating Revenue</b>	<b>\$ 1,236,697</b>	<b>\$ 3,269,200</b>	<b>37.83%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	58,090	150,200	38.68%
Works	1,508,476	2,220,500	67.93%
Community & Development Services	-	-	
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 1,566,566</b>	<b>\$ 2,370,700</b>	<b>66.08%</b>
Interest	-	-	
Depreciation	2,265,150	3,020,200	75.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	117,500	0.00%
<b>Total Operating Expenditure</b>	<b>\$ 3,831,716</b>	<b>\$ 5,508,400</b>	<b>69.56%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 2,595,019)</b>	<b>(\$ 2,239,200)</b>	<b>115.89%</b>





# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Health and Community and Welfare</b>			
<b>Operating Revenue</b>			
Rate Revenue	2,670,539	2,647,100	100.89%
Fees & User Charges	293,953	442,200	66.48%
Contributions & Donations	16,697	100,500	16.61%
Interest	163,520	218,000	75.01%
Grants & Subsidies	183,772	700,000	26.25%
Sale of Assets	-	-	
Other Revenue	31,319	97,600	32.09%
<b>Total Operating Revenue</b>	<b>\$ 3,359,800</b>	<b>\$ 4,205,400</b>	<b>79.89%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	122,042	186,200	65.54%
Corporate Services	272,515	357,200	76.29%
Infrastructure Services	1,479,219	2,207,600	67.01%
Works	747,186	992,200	75.31%
Community & Development Services	672,488	1,001,200	67.17%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 3,293,451</b>	<b>\$ 4,744,400</b>	<b>69.42%</b>
Interest	158,490	236,500	67.01%
Depreciation	619,650	826,200	75.00%
Payments to Government Authorities	595,983	1,192,000	50.00%
Administration Allocated	47,014	78,600	59.81%
Other Payments	58,394	78,500	74.39%
<b>Total Operating Expenditure</b>	<b>\$ 4,772,982</b>	<b>\$ 7,156,200</b>	<b>66.70%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 1,413,182)</b>	<b>(\$ 2,950,800)</b>	<b>47.89%</b>



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Land Use Planning and Building</b>			
<b>Operating Revenue</b>			
Rate Revenue	-	-	
Fees & User Charges	329,656	346,000	95.28%
Contributions & Donations	-	-	
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	51,703	43,500	118.86%
<b>Total Operating Revenue</b>	<b>\$ 381,358</b>	<b>\$ 389,500</b>	<b>97.91%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	166,288	194,300	85.58%
Works	-	-	
Community & Development Services	744,693	1,142,700	65.17%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 910,981</b>	<b>\$ 1,337,000</b>	<b>68.14%</b>
Interest	-	-	
Depreciation	13,500	18,000	75.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	-	
<b>Total Operating Expenditure</b>	<b>\$ 924,481</b>	<b>\$ 1,355,000</b>	<b>68.23%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 543,122)</b>	<b>(\$ 965,500)</b>	<b>56.25%</b>



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Recreation and Culture</b>			
<b>Operating Revenue</b>			
Rate Revenue	-	-	
Fees & User Charges	133,656	181,900	73.48%
Contributions & Donations	45,615	22,000	207.34%
Interest	-	-	
Grants & Subsidies	1,393,000	861,000	161.79%
Sale of Assets	-	216,000	0.00%
Other Revenue	5,295	7,800	67.88%
<b>Total Operating Revenue</b>	<b>\$ 1,577,566</b>	<b>\$ 1,288,700</b>	<b>122.42%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	-	-	
Corporate Services	27,897	33,200	84.03%
Infrastructure Services	329,691	365,600	90.18%
Works	757,573	953,900	79.42%
Community & Development Services	302,655	406,200	74.51%
<b>Maintenance &amp; Working Expenses</b>	<b>\$ 1,417,816</b>	<b>\$ 1,758,900</b>	<b>80.61%</b>
Interest	-	-	
Depreciation	500,175	666,900	75.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	29,721	45,700	65.03%
<b>Total Operating Expenditure</b>	<b>\$ 1,947,712</b>	<b>\$ 2,471,500</b>	<b>78.81%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 370,146)</b>	<b>(\$ 1,182,800)</b>	<b>31.29%</b>



# Meander Valley Council

## 2019 Operating Statement as at 31-Mar-2019

	Actual 2019	Budget 2019	% of Budget
<b>Unallocated and Unclassified</b>			
<b>Operating Revenue</b>			
Rate Revenue	9,677,888	9,818,700	98.57%
Fees & User Charges	-	-	
Contributions & Donations	-	-	
Interest	426,692	567,400	75.20%
Grants & Subsidies	811,997	2,198,400	36.94%
Sale of Assets	-	-	
Other Revenue	417,650	607,100	68.79%
<b>Total Operating Revenue</b>	<b>\$ 11,334,227</b>	<b>\$ 13,191,600</b>	<b>85.92%</b>
<b>Operating Expenditure</b>			
<b>Departments</b>			
Governance	-	-	
Corporate Services	5,512	7,300	75.50%
Infrastructure Services	27,599	32,000	86.25%
Works	(225,965)	(379,700)	59.51%
Community & Development Services	-	(6,500)	0.00%
<b>Maintenance &amp; Working Expenses</b>	<b>(\$ 192,855)</b>	<b>(\$ 346,900)</b>	<b>55.59%</b>
Interest	-	-	
Depreciation	287,775	383,700	75.00%
Payments to Government Authorities	-	-	
Administration Allocated	536	600	89.31%
Other Payments	902	1,000	90.19%
<b>Total Operating Expenditure</b>	<b>\$ 96,358</b>	<b>\$ 38,400</b>	<b>250.93%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 11,237,869</b>	<b>\$ 13,153,200</b>	<b>85.44%</b>

## OPERATING STATEMENT - EXCEPTION & TRENDS REPORT

### Consolidated Operating Statement

The Operating Statement to March 2019 is within management's forecasts. There are some exceptions from Council's budget adopted in July 2018 and developing trends which are discussed further in the Analysis by Function sections.

### REVENUE

**Rate Revenue** – All Rate Revenue is recognised for the year with only additional rates received on supplementary valuations between now and the financial year end to be included. The rate debtor balances outstanding at 31 March 2019 appears in Report 6.

**Fees & User Charges** – Is within budget and is expected to remain within budget at year end.

**Contributions & Donations** – Is well below budget however when new subdivision assets taken over by Council are recognised at financial year end, is expected to be within budget.

**Interest** – Is slightly above budget and is expected to be slightly above budget at year end, due to a higher than expected cash balance.

**Grants & Subsidies** – Is below budget expectations, due primarily to the timing of grant receipts and the prepayment of 50% of the current 2018-19 Financial Assistance Grants allocation in 2017-18, made in June 2018. This is expected to be within budget by year end.

**Sale of Assets** – Relates to divestment of parks and reserves at Prospect Vale and Blackstone Heights. These are expected to be completed by year end.

**Other Revenue** – Is within budget and is expected to remain within budget at year end.

### EXPENSES

#### Departments

**Governance** – slightly below budget expectations

**Corporate Services** – within budget expectations

**Infrastructure Services** – slightly below budget expectations

**Works** – within budget expectations

**Community & Development Services** – slightly below budget expectations

**Interest** – Three of the four annual Tascorp loan interest instalments have been incurred. The annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions will be accounted for at year end which has caused this item to be slightly under budget.

**Depreciation** – Is accurately calculated and accounted for at year end however a proportionate amount (75%) of the budget has been allocated for the purposes of the Operating Statement.

**Payments to Government Authorities** – Only two of the four annual instalments for the Fire Levy have been incurred to March. The third instalment is due in April.

**Other Payments** – Is below budget. This item is largely notional accounting values of infrastructure assets written off upon reconstruction or disposal, this is accounted for as part of the year end procedures. The Tasmanian Audit Office fees and Community Grants are also recognised in Other Payments. This item is expected to be within budget at year end.

## Analysis by Function

### Administration

<b>Revenue</b>	<b>\$ 153,446</b>	<b>77.42 %</b>
<b>Expenses</b>	<b>\$ 2,386,289</b>	<b>70.23%</b>

Revenue is above budget to March, primarily due to property sales related activities including the 337 property certificate fees income in Fees & User Charges being slightly above expectations.

Administration expenditure is within budget expectations to this point of the year. Expenses for *Community & Development Services* include employee expenses required to prepare the 337 certificates. Expenses for *Governance* include annual LGAT subscription, contribution to Northern Tasmania Development Corporation and 2018 Local Government election costs. Expenses for *Corporate Services* include annual insurance renewals.

### Roads, Street and Bridges

<b>Revenue</b>	<b>\$ 1,236,697</b>	<b>37.83 %</b>
<b>Expenses</b>	<b>\$ 3,831,716</b>	<b>69.56 %</b>

Fees & User Charges income is the annual heavy vehicle licence fees distribution from the State Government. Grants & Subsidies is under budget due to the timing of grant receipts and also due to the prepayment of 50% of the 2018/19 Grants Commission allocation in 2017/18. Contributions & Donations includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end.

Roads & Streets maintenance expenditure is within budget expectations to this point of the year. Bridge maintenance expenditure is below budget but expected to be within budget expectations by year end. Other Payments are budgeted amounts for road and bridge infrastructure that is written off upon reconstruction or disposal, this will be accounted for at financial year end.

### Health, Community and Welfare

<b>Revenue</b>	<b>\$ 3,359,800</b>	<b>79.89 %</b>
<b>Expenses</b>	<b>\$ 4,772,982</b>	<b>66.70 %</b>

Revenue is slightly above budget to date, due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. The Contributions & Donations income will increase to be within budget once stormwater infrastructure assets from new subdivisions are recognised and contributions from community cars are accounted for at year end. Interest income is three interest payments received from Aged Care Deloraine. A corresponding expense is shown in interest expenses for Council's funds on paid to Tascorp. Budgeted Grants & Subsidies revenue includes the final claim for disaster relief funding in respect of the June 2016 floods, which is expected to be received by year end.

Expenditure is slightly below budget expectations to this point of the year. *Infrastructure* is slightly below budget, partly due to March's monthly invoices not being received for garbage collection, recycling collection and the provision of street lighting. Also, consultancy expenses are less than expected to this point in the year. *Community & Development Services* is below budget partly due to the fact that various minor projects have not yet commenced.

## Analysis by Function

Payments to Government Authorities is the State Fire Levy, only two of the four instalments have been paid to March. Interest Expense is payments to Tascorp as described above however also includes a budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine.

### Land Use Planning & Building

<b>Revenue</b>	<b>\$ 381,358</b>	<b>97.91 %</b>
<b>Expenses</b>	<b>\$ 924,481</b>	<b>68.23 %</b>

Fees & User Charges are development approval and building approval fees which have exceeded expectations to date. Other Revenue includes plumbing surveying services provided to Northern Midlands and Latrobe Councils, which are above budget expectations.

*Community & Development Services* expenditure is slightly below budget due to expenditure on consultants, advertising and training being less than expected to date.

### Recreation and Culture

<b>Revenue</b>	<b>\$ 1,577,566</b>	<b>122.42 %</b>
<b>Expenses</b>	<b>\$ 1,947,712</b>	<b>78.81 %</b>

Contributions from property developers in lieu of public open space due to subdivision activity has exceeded budget. Grants & Subsidies includes funds received to date towards Westbury Recreation Ground clubrooms redevelopment (\$638,100), Deloraine Community Complex netball courts (\$359,000) and Prospect Vale Park AFL lighting upgrades (\$246,900). Sale of Assets budgeted revenue relates to divestment of parks and reserves at Prospect Vale and Blackstone Heights. These are expected to be completed by year end.

Overall expenditure is within budget. *Corporate Services* expenditure includes property insurance premiums and land tax paid for the full year. *Infrastructure* expenditure is above budget, due in part to higher than expected building maintenance and consultancy costs. Infrastructure expenditure also includes the annual Deloraine pool management contract's seasonal costs, with the season now complete. *Works* includes maintenance on parks and reserves which is slightly above budget to date. Other Payments include community grants in the recreation area.

### Unallocated & Unclassified

<b>Revenue</b>	<b>\$ 11,334,227</b>	<b>85.92 %</b>
<b>Expenses</b>	<b>\$ 96,358</b>	<b>250.93 %</b>

Rate Revenue is the general rates component of the rates raised for the year. Three of the four annual instalments of Financial Assistance Grants have been received, however this is significantly below budget due to the prepayment of 50% of the current 2018-19 Grants allocation in 2017-18, made in June 2018. Other Revenue includes Council's ownership distributions from TasWater with \$278,000 received to date, however the full amount of \$556,000 is expected to be received at year end. Other Revenue also includes \$96,707 of unclaimed proceeds from properties that were sold at auction by Council three years ago for unpaid rates.

Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.

# Capital Project Report

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>Administration</b>						
<b>100 - Administration</b>						
5042 Council Chambers - Small Meeting Room Upgrade	\$0	\$25,352	\$25,352	\$20,000	\$5,352	126.76%
5101 Workstations and Peripherals	\$0	\$26,577	\$26,577	\$27,000	-\$423	98.43%
5102 Network Infrastructure	\$0	\$0	\$0	\$25,400	-\$25,400	0.00%
5111 Software and Upgrades	\$18,338	\$36,918	\$55,256	\$85,600	-\$30,344	64.55%
5115 Conquest Software Upgrade 14/15	\$5,060	\$1,849	\$6,908	\$45,000	-\$38,092	15.35%
5116 Mobile Inspection Software 16/17	\$21,333	\$0	\$21,333	\$34,000	-\$12,667	62.74%
5127 MVC Website Upgrade 17/18	\$12,399	\$689	\$13,087	\$15,000	-\$1,913	87.25%
5128 New Projector - Council Chambers 17/18	\$0	\$15,274	\$15,274	\$16,000	-\$726	95.46%
5129 Municipal Revaluation 18/19	\$0	\$23,750	\$23,750	\$200,000	-\$176,250	11.88%
5130 Great Western Tiers Websites Upgrade	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
100 - Administration Sub Total	\$57,129	\$130,408	\$187,537	\$483,000	-\$295,463	38.83%
<b>100 - Administration Sub Total</b>	<b>\$57,129</b>	<b>\$130,408</b>	<b>\$187,537</b>	<b>\$483,000</b>	<b>-\$295,463</b>	<b>38.83%</b>

## Roads Streets and Bridges

### 201 - Roads and Streets

5587 Jackeys Marsh Rd - Jackeys Marsh	\$0	\$9,290	\$9,290	\$30,000	-\$20,710	30.97%
5600 Rowlands - Liena	\$0	\$3,214	\$3,214	\$30,000	-\$26,786	10.71%
5620 Whiteleys Rd - Meander	\$0	\$0	\$0	\$30,500	-\$30,500	0.00%
5815 Simmons St - Carrick	\$357	\$51,423	\$51,780	\$52,000	-\$220	99.58%
5825 Emu Bay Rd - Deloraine	\$0	\$389	\$389	\$10,000	-\$9,611	3.89%
5826 Church St West - Deloraine	\$0	\$35,909	\$35,909	\$50,000	-\$14,091	71.82%
5829 Morrison St - Deloraine 17/18	\$0	\$0	\$0	\$45,600	-\$45,600	0.00%
5852 Goderick East - Deloraine 12/13	\$87	\$51,186	\$51,273	\$54,000	-\$2,727	94.95%
5854 Weston St - Deloraine	\$0	\$15,875	\$15,875	\$15,000	\$875	105.84%
5857 Church St East - Deloraine	\$0	\$5,435	\$5,435	\$15,000	-\$9,565	36.23%



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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
5859 Parsonage St - Deloraine	\$0	\$10,842	\$10,842	\$10,000	\$842	108.42%
5860 Beefeater St - Deloraine	\$74	\$2,354	\$2,428	\$57,000	-\$54,572	4.26%
5861 West Parade - Deloraine	\$0	\$74,129	\$74,129	\$74,000	\$129	100.17%
5888 Winifred Jane Cres - Hadspen	\$0	\$9,318	\$9,318	\$10,000	-\$683	93.18%
5894 Country Club Av - Prospect Vale	\$0	\$1,169	\$1,169	\$80,000	-\$78,831	1.46%
5956 Bradford Av - Prospect Vale 17/18	\$724	\$4,369	\$5,093	\$20,000	-\$14,907	25.46%
5984 Old Bass Highway - Carrick	\$0	\$9,799	\$9,799	\$30,000	-\$20,201	32.66%
6101 2017 Black Hills Rd - Black Hills	\$0	\$158,696	\$158,696	\$170,000	-\$11,304	93.35%
6102 Blackstone Rd - Blackstone Heights 16/17	\$5,643	\$1,643	\$7,286	\$110,000	-\$102,714	6.62%
6141 Dunorlan Rd - Dunorlan 17/18	\$25	\$24,910	\$24,935	\$90,000	-\$65,065	27.71%
6146 Scotts Ln - Emu Plains	\$0	\$95,340	\$95,340	\$100,000	-\$4,660	95.34%
6153 R2R 2019 Glenore Rd - Glenore	\$0	\$324,394	\$324,394	\$325,000	-\$606	99.81%
6176 Meander Main Rd - Meander	\$0	\$18,831	\$18,831	\$20,000	-\$1,169	94.15%
6185 Union Bridge Rd - Mole Creek	\$0	\$589	\$589	\$25,000	-\$24,411	2.35%
6211 River Road - Reedy Marsh	\$0	\$0	\$0	\$45,000	-\$45,000	0.00%
6224 Weegen Rd - Weegen	\$0	\$12,146	\$12,146	\$15,000	-\$2,854	80.98%
6228 Dexter St- Jones To Five Acre - Westbury	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
6229 Marriott St Moore To Lyttleton St	\$0	\$0	\$0	\$55,000	-\$55,000	0.00%
6259 Railton Rd - Kimberley	\$0	\$322,826	\$322,826	\$350,000	-\$27,174	92.24%
6276 Westbury Rd - Prospect: Transport Study Projects	\$0	\$0	\$0	\$1,609,500	-\$1,609,500	0.00%
6283 Westbury Rd - Cycling Lanes 13/14	\$17,495	\$2,303	\$19,799	\$50,000	-\$30,201	39.60%
6284 New Footpath Developments - Westbury 15/16	\$0	\$0	\$0	\$30,668	-\$30,668	0.00%
6285 New Footpath Developments - Blackstone 17/18	\$18,363	\$1,059	\$19,422	\$884,000	-\$864,578	2.20%
6288 Westbury Rd - PVP Entrance Roundabout 15/16	\$57,297	\$13,985	\$71,282	\$50,000	\$21,282	142.56%
6289 Mt Leslie Rd - St Patricks Parking Improvements 16/17	\$45,617	\$1,073	\$46,689	\$215,000	-\$168,311	21.72%
6296 Westbury Rd - Prospect Vale: Gateway Streetscape Design	\$1,864	\$129	\$1,992	\$0	\$1,992	0.00%
6695 Nutt Street - Deloraine 17/18	\$1,853	\$61,510	\$63,364	\$63,400	-\$36	99.94%
<b>201 - Roads and Streets Sub Total</b>	<b>\$149,400</b>	<b>\$1,324,136</b>	<b>\$1,473,536</b>	<b>\$4,850,668</b>	<b>-\$3,377,132</b>	<b>30.38%</b>

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>210 - Bridges</b>						
5228 Mersey River Liena Road	\$0	\$5,476	\$5,476	\$0	\$5,476	0.00%
5266 Un-Named Creek R/Vale-Selbourne 17/18	\$10,442	\$210,012	\$220,455	\$210,000	\$10,455	104.98%
5283 Bluff Creek Bogan Road	\$0	\$36,466	\$36,466	\$195,000	-\$158,534	18.70%
5297 Leiths Creek Barbers Road	\$0	\$7,240	\$7,240	\$160,000	-\$152,760	4.53%
5322 Limestone Creek Walters Road	\$0	\$6,822	\$6,822	\$200,000	-\$193,178	3.41%
5348 Cubits Creek Western Creek Road 17/18	\$10,751	\$176,654	\$187,405	\$105,000	\$82,405	178.48%
5352 Ritchies Creek Botts Road	\$0	\$4,586	\$4,586	\$160,000	-\$155,414	2.87%
5363 Allsops Creek Bankton Road 17/18	\$5,527	\$77,323	\$82,850	\$280,000	-\$197,150	29.59%
5364 Dalebrook River Bankton Road	\$0	\$70,759	\$70,759	\$260,000	-\$189,241	27.21%
5365 Western Creek Bankton Road	\$0	\$8,277	\$8,277	\$275,000	-\$266,723	3.01%
5369 Myrtle Creek Myrtle Creek Road	\$4,773	\$32,239	\$37,012	\$160,000	-\$122,988	23.13%
5440 Liffey River Bennetts Road	\$0	\$35,410	\$35,410	\$240,000	-\$204,590	14.75%
210 - Bridges Sub Total	\$31,494	\$671,266	\$702,760	\$2,245,000	-\$1,542,240	31.30%
<b>200 - Roads Streets and Bridges Sub Total</b>	<b>\$180,893</b>	<b>\$1,995,402</b>	<b>\$2,176,295</b>	<b>\$7,095,668</b>	<b>-\$4,919,373</b>	<b>30.67%</b>

### Health and Community Welfare

#### 310 - Animal Control

6705 Westbury Council Offices - Dog Pens & Parking 17/18	\$767	\$11,660	\$12,428	\$15,000	-\$2,572	82.85%
310 - Animal Control Sub Total	\$767	\$11,660	\$12,428	\$15,000	-\$2,572	82.85%

#### 315 - Cemeteries

6306 Deloraine Lawn Cemetery Seating, Bins & Garden 16/17	\$0	\$0	\$0	\$18,700	-\$18,700	0.00%
6308 Deloraine Lawn Cemetery Shelter 16/17	\$315	\$958	\$1,273	\$25,000	-\$23,728	5.09%
315 - Cemeteries Sub Total	\$315	\$958	\$1,273	\$43,700	-\$42,428	2.91%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>316 - Community Amenities</b>						
6520 Public Wifi at Council Buildings Project 15/16	\$0	\$2,346	\$2,346	\$31,211	-\$28,865	7.52%
6523 CCTV Security Cameras Westbury & Deloraine 17/18	\$4,137	\$64,250	\$68,387	\$67,959	\$428	100.63%
6524 Westbury Village Green - Public Toilets	\$0	\$5,957	\$5,957	\$10,000	-\$4,043	59.57%
6525 Electric Vehicle Chargers	\$0	\$11,194	\$11,194	\$11,000	\$194	101.77%
316 - Community Amenities Sub Total	\$4,137	\$83,747	\$87,884	\$120,170	-\$32,286	73.13%
<b>317 - Street Lighting</b>						
6551 Northern Lights - LED Street Light Replacement	\$13,929	\$10,909	\$24,839	\$70,980	-\$46,141	34.99%
317 - Street Lighting Sub Total	\$13,929	\$10,909	\$24,839	\$70,980	-\$46,141	34.99%
<b>321 - Tourism &amp; Area Promotion</b>						
7801 GWTVIC - Ground works	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
7831 Folk Museum - Rising Damp Corrective Works 17/18	\$8,888	\$16,562	\$25,450	\$100,000	-\$74,550	25.45%
7832 Westbury Silhouette Trail Lighting 17/18	\$1,307	\$1,319	\$2,626	\$5,000	-\$2,374	52.52%
321 - Tourism & Area Promotion Sub Total	\$10,195	\$17,881	\$28,076	\$120,000	-\$91,924	23.40%
<b>322 - Economic Services</b>						
7851 HUGAP Sewerage Infrastructure Design	\$0	\$1,107	\$1,107	\$0	\$1,107	0.00%
322 - Economic Services Sub Total	\$0	\$1,107	\$1,107	\$0	\$1,107	0.00%
<b>335 - Household Waste</b>						
6602 Westbury Land fill Site - Cell Expansion	\$25,864	\$4,040	\$29,904	\$160,800	-\$130,896	18.60%
6605 Mobile Garbage Bins	\$0	\$18,582	\$18,582	\$60,000	-\$41,418	30.97%
6611 Mobile Organics Bins	\$16,565	\$0	\$16,565	\$300,000	-\$283,435	5.52%
335 - Household Waste Sub Total	\$42,429	\$22,622	\$65,052	\$520,800	-\$455,748	12.49%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>351 - Storm Water Drainage</b>						
6414 Winifred-Jane Cres, Hadspen - Stormwater 14/15	\$7,335	\$2,100	\$9,435	\$8,000	\$1,435	117.94%
6436 Panorama Rd Blackstone Stormwater	\$4,376	\$3,470	\$7,846	\$150,000	-\$142,154	5.23%
6439 King St Westbury Stormwater	\$0	\$69,340	\$69,340	\$80,000	-\$10,660	86.67%
6452 Maryanne St, Westbury - Stormwater 17/18	\$17,615	\$9,533	\$27,148	\$25,000	\$2,148	108.59%
6456 Church St Carrick Stormwater	\$0	\$20,720	\$20,720	\$19,000	\$1,720	109.05%
6460 Henrietta St Bracknell Stormwater	\$0	\$61,831	\$61,831	\$60,000	\$1,831	103.05%
6479 Kipling Cr - Hadspen Stormwater 15/16	\$7,806	\$0	\$7,806	\$35,100	-\$27,294	22.24%
6483 Taylor St, Westbury Stormwater	\$0	\$2,978	\$2,978	\$30,000	-\$27,022	9.93%
6495 Urban Stormwater Drainage – Program Budget	\$0	\$0	\$0	\$53,253	-\$53,253	0.00%
6496 Open Drain Program, Blackstone Heights 15/16	\$0	\$0	\$0	\$34,000	-\$34,000	0.00%
6498 Open Drain Program, Westbury	\$0	\$0	\$0	\$37,700	-\$37,700	0.00%
6499 Open Drain Program, Bracknell	\$0	\$0	\$0	\$8,000	-\$8,000	0.00%
6850 Arthur St, Carrick - Stormwater	\$0	\$21,711	\$21,711	\$22,200	-\$489	97.80%
6851 Kimberley Stormwater Improvements	\$0	\$35,418	\$35,418	\$60,000	-\$24,582	59.03%
6852 Esplanade, Bracknell - Stormwater	\$0	\$12,723	\$12,723	\$12,000	\$723	106.02%
6853 Ashburner St, Carrick - Stormwater	\$0	\$17,156	\$17,156	\$17,156	\$0	100.00%
351 - Storm Water Drainage Sub Total	\$37,133	\$256,981	\$294,114	\$651,409	-\$357,295	45.15%
<b>300 - Health and Community Welfare Sub Total</b>	<b>\$108,905</b>	<b>\$405,866</b>	<b>\$514,771</b>	<b>\$1,542,059</b>	<b>-\$1,027,288</b>	<b>33.38%</b>

### Recreation and Culture

#### 505 - Public Halls

7428 Bracknell Hall - Bracing Building Structure 16/17	\$4,507	\$3,420	\$7,927	\$435,000	-\$427,073	1.82%
7440 Caveside Hall - Roof Replacement	\$0	\$25,332	\$25,332	\$40,000	-\$14,668	63.33%
7441 Westbury Town Hall - Reseal Carpark	\$0	\$761	\$761	\$15,000	-\$14,239	5.08%
7442 Chudleigh Hall - Reseal Carpark	\$0	\$3,306	\$3,306	\$10,000	-\$6,694	33.06%
505 - Public Halls Sub Total	\$4,507	\$32,820	\$37,326	\$500,000	-\$462,674	7.47%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>515 - Swimming Pools and Other</b>						
7505 Caveside Pool Replace Fence 17/18	\$389	\$2,507	\$2,896	\$22,000	-\$19,104	13.16%
515 - Swimming Pools and Other Sub Total	\$389	\$2,507	\$2,896	\$22,000	-\$19,104	13.16%
<b>525 - Recreation Grounds &amp; Sports Facilities</b>						
7603 Bracknell Recreation Ground Improvements	\$0	\$34,039	\$34,039	\$30,000	\$4,039	113.46%
7610 Westbury Sports Ctr - Electrical Upgrade 17/18	\$14,442	\$10,804	\$25,246	\$22,000	\$3,246	114.76%
7668 Westbury Rec Ground - Building Design & Upgrade 14/15	\$164,211	\$151,804	\$316,015	\$2,086,881	-\$1,770,866	15.14%
7671 PVP Development Plan - Sportsgrounds Upgrade 17/18	\$0	\$0	\$0	\$124,900	-\$124,900	0.00%
7678 PVP Main Access & Parking 15/16	\$99,816	\$0	\$99,816	\$100,000	-\$184	99.82%
7687 PVP AFL & Soccer Sports Lighting 17/18	\$24,357	\$362,915	\$387,272	\$622,100	-\$234,828	62.25%
7688 Deloraine Community Complex - Female Changeroom Refurb.	\$0	\$4,961	\$4,961	\$35,000	-\$30,039	14.17%
7689 Hadspen Rec Ground - New Footpath	\$0	\$28,546	\$28,546	\$40,000	-\$11,454	71.37%
7690 Deloraine Community Complex - Netball Courts	\$0	\$410,923	\$410,923	\$510,000	-\$99,077	80.57%
525 - Recreation Grounds & Sports Facilities Sub Total	\$302,827	\$1,003,992	\$1,306,819	\$3,570,881	-\$2,264,062	36.60%
<b>545 - Sundry Cultural Activities</b>						
7908 MVPAC Roof Renewal 16/17	\$0	\$12,467	\$12,467	\$0	\$12,467	0.00%
7909 MVPAC Foyer Improvements	\$0	\$4,644	\$4,644	\$30,000	-\$25,356	15.48%
545 - Sundry Cultural Activities Sub Total	\$0	\$17,111	\$17,111	\$30,000	-\$12,889	57.04%
<b>565 - Parks and Reserves</b>						
8012 Deloraine Train Park - Play Equip/Retaining Wall 16/17	\$6,791	\$24,445	\$31,236	\$30,712	\$524	101.71%
8014 Deloraine Riverbank - New Walkway at Cenotaph 17/18	\$4,834	\$0	\$4,834	\$54,588	-\$49,754	8.86%
8015 Pitcher Parade Dog Run Improvements 17/18	\$12,907	\$9,150	\$22,057	\$24,000	-\$1,943	91.91%
8020 Bordin St Reserve - Park Improvements	\$0	\$776	\$776	\$10,000	-\$9,224	7.76%
8024 West Parade Carpark - Install New Light 17/18	\$312	\$10,718	\$11,030	\$11,030	\$0	100.00%
8044 Blackstone Park - Playground Equipment	\$0	\$2,814	\$2,814	\$100,000	-\$97,186	2.81%
8053 Blackstone Park - Sale of Public Land 16/17	\$1,519	\$4,671	\$6,190	\$0	\$6,190	0.00%

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	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
8054 Mace St Reserve - Disposal Costs 14/15	\$5,183	\$46,939	\$52,121	\$0	\$52,121	0.00%
8059 Winifred Jane Cres Hadspen - Playground Upgrade	\$0	\$188	\$188	\$10,000	-\$9,812	1.88%
8079 Hadspen Lions Park - Erosion Control & Landscaping 17/18	\$21,690	\$21,352	\$43,042	\$50,000	-\$6,958	86.08%
8097 Kimberley Township Improvements	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
8098 Coronea Court, Hadspen - Renew Playground	\$0	\$752	\$752	\$35,000	-\$34,248	2.15%
8099 Poets Place Reserve, Hadspen - Divest Land	\$0	\$190	\$190	\$5,000	-\$4,810	3.79%
8100 Hadspen Bull Run - Seating & Shade	\$0	\$548	\$548	\$25,000	-\$24,452	2.19%
8101 Chris St Reserve, Prospect - Divest Land	\$0	\$59	\$59	\$5,000	-\$4,941	1.18%
565 - Parks and Reserves Sub Total	\$53,235	\$122,601	\$175,837	\$370,330	-\$194,493	47.48%
<b>500 - Recreation and Culture Sub Total</b>	<b>\$360,958</b>	<b>\$1,179,031</b>	<b>\$1,539,989</b>	<b>\$4,493,211</b>	<b>-\$2,953,222</b>	<b>34.27%</b>

### Unallocated and Unclassified

#### 625 - Management and Indirect O/Heads

8803 Minor Plant Purchases	\$0	\$25,482	\$25,482	\$35,400	-\$9,918	71.98%
8815 Replacement Traffic Count Units	\$0	\$8,592	\$8,592	\$12,000	-\$3,408	71.60%
8816 Westbury Depot - Wash Bay Upgrade	\$0	\$5,358	\$5,358	\$0	\$5,358	0.00%
625 - Management and Indirect O/Heads Sub Total	\$0	\$39,432	\$39,432	\$47,400	-\$7,968	83.19%

#### 655 - Plant Working

8734 Backhoe Replacement (No. 310)	\$0	\$0	\$0	\$110,000	-\$110,000	0.00%
8739 Reach Mower (No.805)	\$0	\$0	\$0	\$80,000	-\$80,000	0.00%
8759 Mower (No. 610)	\$0	\$16,908	\$16,908	\$20,000	-\$3,092	84.54%
8760 Tow Broom (No. 715)	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
655 - Plant Working Sub Total	\$0	\$16,908	\$16,908	\$240,000	-\$223,092	7.05%

# Capital Project Report

## 2019 Financial Year



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**675 - Other Unallocated Transactions**

	<i>Prior Year Expenditure</i>	<i>Current Year Expenditure</i>	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
8707 Fleet Vehicle Purchases	\$0	\$32,912	\$32,912	\$110,600	-\$77,688	29.76%
8761 Fleet Vehicle Purchase - Mayor	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$32,912	\$32,912	\$140,600	-\$107,688	23.41%
<b>600 - Unallocated and Unclassified Sub Total</b>	<b>\$0</b>	<b>\$89,251</b>	<b>\$89,251</b>	<b>\$428,000</b>	<b>-\$338,749</b>	<b>20.85%</b>
<b>Total Capital Project Expenditure</b>	<b>\$707,885</b>	<b>\$3,799,958</b>	<b>\$4,507,844</b>	<b>\$14,041,938</b>	<b>-\$9,534,094</b>	<b>32.10%</b>

# Capital Resealing Report

## 2019 Financial Year



31-Mar-2019 20:22:44

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5823 Glover Av - Blackstone Heights	\$19,494	\$0	\$19,494	0.00%
5825 Emu Bay Rd - Deloraine	\$89,850	\$0	\$89,850	0.00%
5834 Kaye Elizabeth Pl - Deloraine	\$1,768	\$0	\$1,768	0.00%
5842 Archer St - Deloraine	\$4,174	\$0	\$4,174	0.00%
5852 Goderick East - Deloraine 12/13	\$22,747	\$0	\$22,747	0.00%
5854 Weston St - Deloraine	\$7,468	\$0	\$7,468	0.00%
5861 West Parade - Deloraine	\$4,521	\$0	\$4,521	0.00%
5877 Rutherglen Rd - Hadspen	\$18,994	\$0	\$18,994	0.00%
5901 Las Vegas Dr - Prospect Vale	\$40,865	\$0	\$40,865	0.00%
5922 Hughes Ct - Prospect Vale	\$100,152	\$0	\$100,152	0.00%
5961 Neptune Dr - Blackstone Heights	\$113,902	\$0	\$113,902	0.00%
5972 Lonsdale Prom - Westbury	\$13,554	\$0	\$13,554	0.00%
6099 Whitchurch Lane - Weetah	\$2,427	\$0	\$2,427	0.00%
6124 Cluan Rd - Cluan	\$36,141	\$0	\$36,141	0.00%
6137 Creswells Rd - Deloraine	\$2,949	\$0	\$2,949	0.00%
6152 Adelphi Rd - Glenore	\$6,464	\$0	\$6,464	0.00%
6160 Joscelyn St - Hagley	\$2,288	\$0	\$2,288	0.00%
6194 Railton Main Road - Moltema	\$112,479	\$0	\$112,479	0.00%
6203 East Parkham - Parkham	\$45,878	\$0	\$45,878	0.00%
6214 Selbourne Rd - Selbourne	\$4,302	\$0	\$4,302	0.00%
6225 Eynens Rd - Weetah	\$5,432	\$0	\$5,432	0.00%
6226 Weetah Rd - Weetah	\$36,987	\$0	\$36,987	0.00%
6247 Whitmore Rd - Whitmore	\$67	\$0	\$67	0.00%
6259 Railton Rd - Kimberley	\$8,071	\$0	\$8,071	0.00%
6263 Whympers Cr, Prospect Vale	\$330	\$0	\$330	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,174,800	-\$1,174,800	0.00%
201 - Roads and Streets Sub Total	\$701,304	\$1,174,800	-\$473,496	59.70%
<b>Capital Resealing Projects - Grand Total</b>	<b>\$701,304</b>	<b>\$1,174,800</b>	<b>-\$473,496</b>	<b>59.70%</b>



# Capital Gravelling Report

## 2019 Financial Year

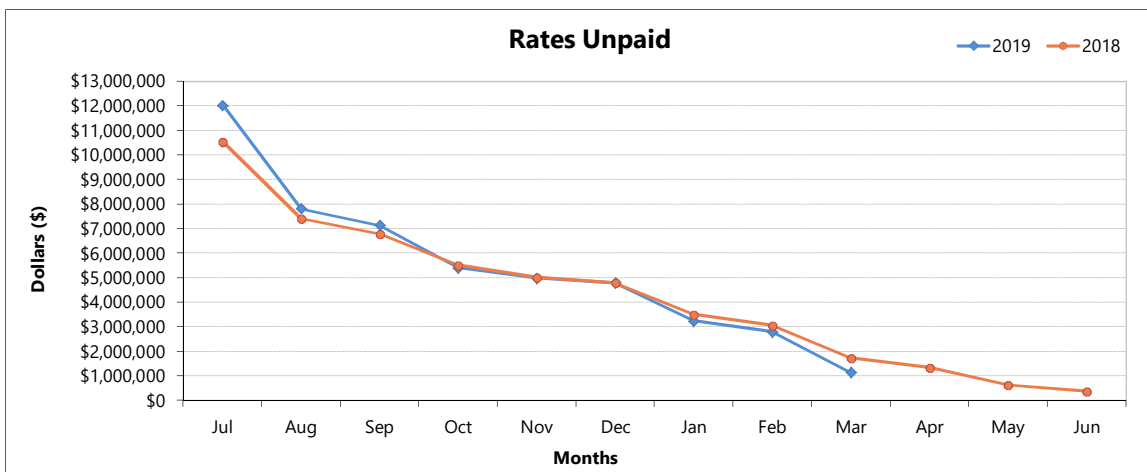


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	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
<b>Roads Streets and Bridges</b>				
<b>201 - Roads and Streets</b>				
5766 Haberles Road - Western Creek	\$3,915	\$0	\$3,915	0.00%
5799 Gravel Resheeting General Budget Alloc	\$0	\$210,000	-\$210,000	0.00%
201 - Roads and Streets Sub Total	\$3,915	\$210,000	-\$206,085	1.86%
<b>Capital Gravelling Expenditure Total</b>	<b>\$3,915</b>	<b>\$210,000</b>	<b>-\$206,085</b>	<b>1.86%</b>

## Meander Valley Rates Report as at 31/03/2019

	2019	2018
<b>Rate Balance Carried Forward from previous Year</b>	\$ 377,074	\$ 395,556
<b>2018/19 Rates Raised</b>	\$ 12,526,914	\$ 11,918,627
<b>Interest</b>	\$ 42,606	\$ 47,278
<b>Rate Adjustments</b>	\$ 21,495	\$ 46,320
<b>Payments Received</b>	-\$ 11,828,823	-\$ 10,689,055
<b>Rates Control Account Balance</b>	<b>\$ 1,139,266</b>	<b>\$ 1,718,726</b>
<b>% of Rates Unpaid</b>	<b>8.80%</b>	<b>13.90%</b>



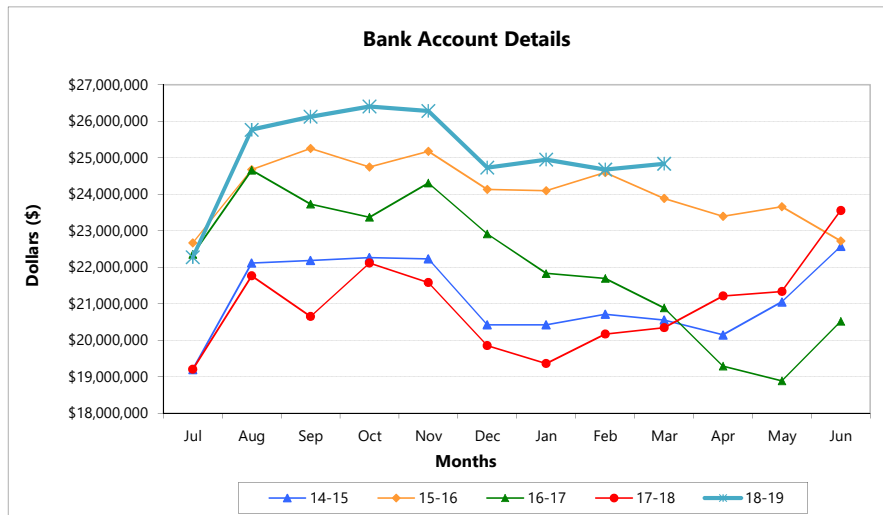
## Meander Valley Council Cash Reconciliation as at 31-March-2019

	2018-19	2017-18
<b>Balance Carried Forward from previous Year</b>	\$ 23,554,799	\$ 20,521,466
<b>Add Deposits</b>	\$ 17,906,730	\$ 20,118,385
<b>Less Payments</b>	-\$ 16,622,793	-\$ 20,292,598
<b>Balance as per Bank Account</b>	<b><u>\$ 24,838,736</u></b>	<b><u>\$ 20,347,253</u></b>

Made up of:	Amount	Interest Rate
Cash at Bank	369,965	0.75%
Westpac Bank Cash Management Account	1,812,997	2.00%
Commonwealth Bank at Call Account	100	0.00%
National Bank	1,069,821	2.71%
Westpac Bank	1,000,000	2.76%
Bendigo Bank	2,269,543	2.75%
Defence Bank	1,027,516	2.83%
MyState Financial	4,245,713	2.70-2.80%
ME Bank	2,000,000	2.73-2.84%
Bankwest	3,516,653	2.70-2.80%
Bank of Us	2,526,427	2.95%
Bank of Sydney	1,000,000	2.95%
Bank of Queensland	1,000,000	2.70%
Summerland Credit Union	1,000,000	2.80%
Maitland Mutual	1,000,000	2.70%
Police Credit Union SA	1,000,000	2.93%
	<b><u>\$ 24,838,736</u></b>	

Less expenditure commitments:	
2019 Operating expenditure outstanding	-4,523,988
2019 Capital expenditure outstanding	-10,213,675
Add assets:	
2019 Operating income outstanding	4,249,506
2019 Estimated rate debtors outstanding	1,139,266
Estimated Commonwealth Flood Reimbursement	258,574
Part 5 agreement amounts receivable	850,509
2018 Audited loans receivable	3,600,000
Less liabilities:	
2018 Audited tip rehabilitation	-3,778,271
2018 Audited employee leave provisions	-1,635,470
2018 Audited loans payable	-3,600,000

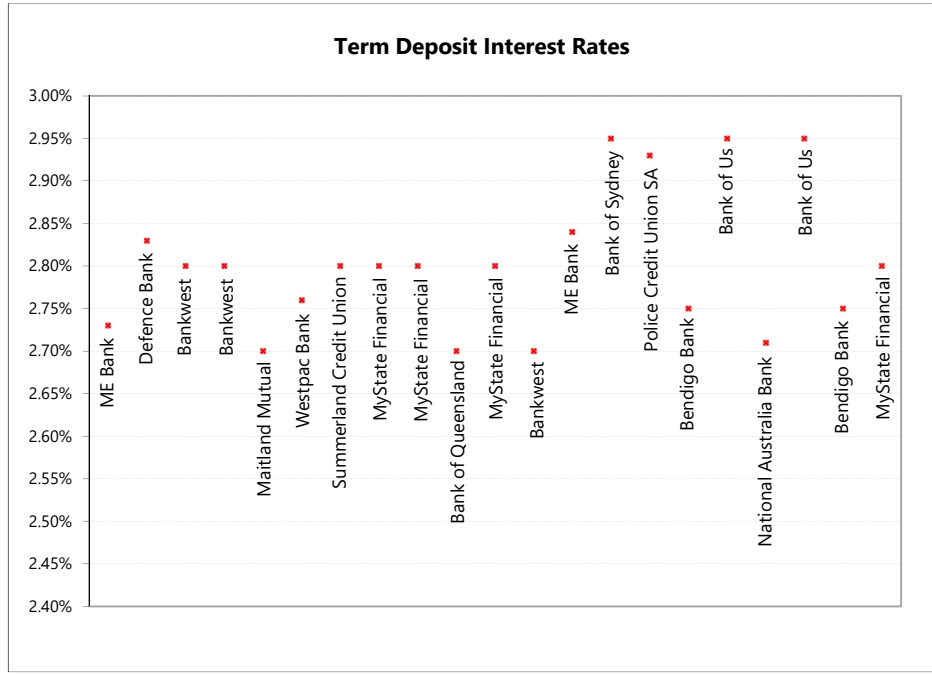
**Adjusted Cash Balance** **\$ 11,185,187**



Date: 31-March-2019

Institution	Deposit	Rate %	Entered	Due
ME Bank	1,000,000	2.73%	02/01/2019	02/04/2019
Defence Bank	1,027,516	2.83%	08/04/2018	08/04/2019
Bankwest	1,000,000	2.80%	12/07/2018	08/04/2019
Bankwest	1,006,482	2.80%	16/07/2018	12/04/2019
Maitland Mutual	1,000,000	2.70%	14/02/2019	15/04/2019
Westpac Bank	1,000,000	2.76%	20/04/2018	23/04/2019
Summerland Credit Union	1,000,000	2.80%	06/02/2019	07/05/2019
MyState Financial	1,163,713	2.80%	28/08/2018	28/05/2019
MyState Financial	1,027,500	2.80%	12/06/2018	12/06/2019
Bank of Queensland	1,000,000	2.70%	17/09/2018	14/06/2019
MyState Financial	1,027,500	2.80%	15/06/2018	15/06/2019
Bankwest	1,510,171	2.70%	20/09/2018	17/06/2019
ME Bank	1,000,000	2.84%	22/06/2018	24/06/2019
Bank of Sydney	1,000,000	2.95%	29/06/2018	01/07/2019
Police Credit Union SA	1,000,000	2.93%	14/01/2019	15/07/2019
Bendigo Bank	1,000,000	2.75%	18/07/2018	18/07/2019
Bank of Us	1,026,427	2.95%	07/12/2018	03/09/2019
National Australia Bank	1,069,821	2.71%	29/10/2018	29/10/2019
Bank of Us	1,500,000	2.95%	28/11/2018	28/11/2019
Bendigo Bank	1,269,543	2.75%	17/12/2018	17/12/2019
MyState Financial	1,027,000	2.80%	02/03/2019	02/03/2020

**\$ 22,655,674**

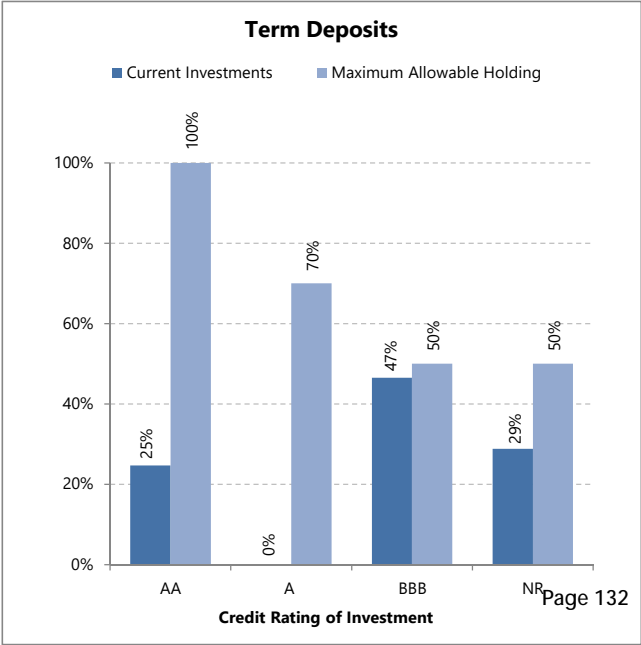
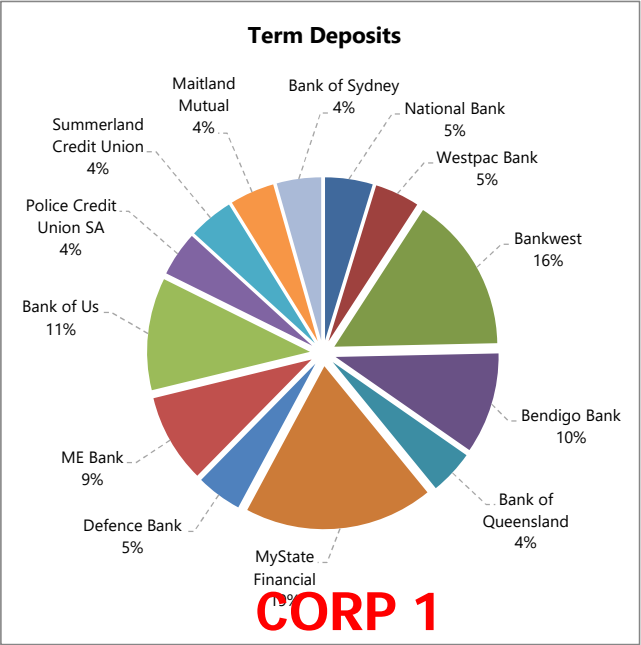


Average Interest Rate 2.80%

**Term Deposits with institutions**

Institution	Credit Rating	Amount
National Bank	AA	1,069,821
Westpac Bank	AA	1,000,000
Bankwest	AA	3,516,653
Bendigo Bank	BBB	2,269,543
Bank of Queensland	BBB	1,000,000
MyState Financial	BBB	4,245,713
Defence Bank	BBB	1,027,516
ME Bank	BBB	2,000,000
Bank of Us	NR	2,526,427
Police Credit Union SA	NR	1,000,000
Summerland Credit Union	NR	1,000,000
Maitland Mutual	NR	1,000,000
Bank of Sydney	NR	1,000,000

**\$ 22,655,674**



# **GOVERNANCE 1**

Reference No. 67/2019

## **NORTHERN TASMANIAN WASTE MANAGEMENT GROUP LANDFILL LEVY AMENDMENT**

**AUTHOR:** Martin Gill  
GENERAL MANAGER

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### **1) Recommendation**

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

### **2) Officers Report**

The Northern Tasmanian Waste Management Group (NTWMG) was established in 2007 when a need was identified to have a coordinated and strategic approach to waste and resource recovery in the region.

Membership includes seven councils from northern Tasmania: Launceston, Break O'Day, Dorset, George Town, Meander Valley, Northern Midlands and West Tamar.

The role of the NTWMG is to provide advice, funding and education about better management of waste and resource recovery within northern Tasmanian communities, businesses and local governments.

The NTWMG operates under a voluntary regional partnership and is able to provide these services through the current \$5/tonne levy on waste disposed to landfill from northern Tasmania.

In 2007 when the group started operating, there was a \$2/tonne levy which was increased to \$5/tonne in 2012. There has not been an amendment for 7 years and no CPI adjustment has been applied over that period to keep up with inflation.

The proposed landfill levy amendment from \$5 per tonne to \$7.50 per tonne would boost NTWMG yearly income from \$480,000 to \$720,000 and allow the group's strategy projects to be implemented on a sustainable basis into the future.

Officers from NTWMG presented the proposed increase to the landfill levy to Council at a Council workshop held on 12 March 2019.

The City of Launceston considered and adopted the proposed increase to the landfill levy on 21 March 2019.

### **3) Council Strategy and Policy**

Further the objectives of the Community Strategic Plan 2014 to 2024 in particular:

- Future direction (5) - Innovative leadership and community governance
- Future direction (6) - Planned infrastructure services

### **4) Legislation**

Not applicable.

### **5) Risk Management**

Not applicable.

### **6) Government and Agency Consultation**

Not applicable.

### **7) Community Consultation**

Not applicable.

### **8) Financial Consideration**

For the 2017/2018 financial year the Council landfilled 10,200 tonnes of material contributing \$51,000 to the regional landfill levy.

Under the proposed amendment of \$7.50, the cost implications would be \$76,500; an increase of \$25,500/year.

If the proposed increase to the landfill levy is approved Council will determine how the additional costs will be funded through budget estimates process.

During 2017/2018 the NTWMG direct benefit to MVC through recycling services, strategy projects, kerbside audits, education and communication tools was \$64,282.

These services have been further supported since 2017/2018 with increased paint recycling and a dedicated Ewaste collection for MVC.

## **9) Alternative Recommendations**

Council can elect not to increase the landfill levy.

## **10) Voting Requirements**

Simple Majority

## **DECISION:**

## **GOVERNANCE 2**

Reference No. 68/2019

### **2018-2019 ANNUAL PLAN – QUARTERLY REVIEW – MARCH 2019**

**AUTHOR:** Martin Gill  
GENERAL MANAGER

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#### **1) Recommendation**

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

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

#### **2) Officers Report**

Section 71 of the Local Government Act 1993 requires Council to prepare an Annual Plan. This plan provides details of the works and programs to be undertaken by Council and is the organisation’s commitment to both Councillors and the community that these works and programs will be delivered.

In the March quarter there were 94 targets.

Of these targets – 72 were achieved, 19 in progress and 3 deferred.

**Directorate:** Corporate Services

**Program 2.1:** Financial Services

**Activity 2.3.1:** Fresh Municipal Valuation

**Target:** Commence preliminary valuation data analysis

**Comment:** Deferred to June 2019 as data not received from State Government.



**Directorate:** Infrastructure Services  
**Program 3.6** Waste Management & Resource Recovery  
**Activity 3.6.6** Procurement of kerbside collection contracts to rural areas for waste and recycling  
**Target:** Tender & Award Contract  
**Comment:** Project deferred following discussion at Council, Workshop and no tenders received for collection contract.

**Directorate:** Infrastructure Services  
**Program 3.8:** Sustainable Development  
**Activity 3.8.6:** Westbury Road Prospect Vale – Activity Centre Plan  
**Target:** Present plan to Council  
**Comment:** Deferred due to further traffic engineering assessments and will be presented to Council at upcoming Workshop following receipt of tenders for Westbury Road roundabout project.

### 3) Council Strategy and Policy

This performance report relates directly to the achievement of the Annual Plan.

### 4) Legislation

It is a requirement of the Local Government Act 1993 that Council prepares and approves an Annual Plan.

### 5) Risk Management

Not applicable.

### 6) Government and Agency Consultation

Not applicable.

### 7) Community Consultation

Not applicable.

### 8) Financial Consideration

Not applicable.

### 9) Alternative Recommendations

Not applicable

## 10) Voting Requirements

Simple Majority

**DECISION:**

# Meander Valley Council

Annual Plan 2018-2019



Meander Valley Council  
WORKING TOGETHER



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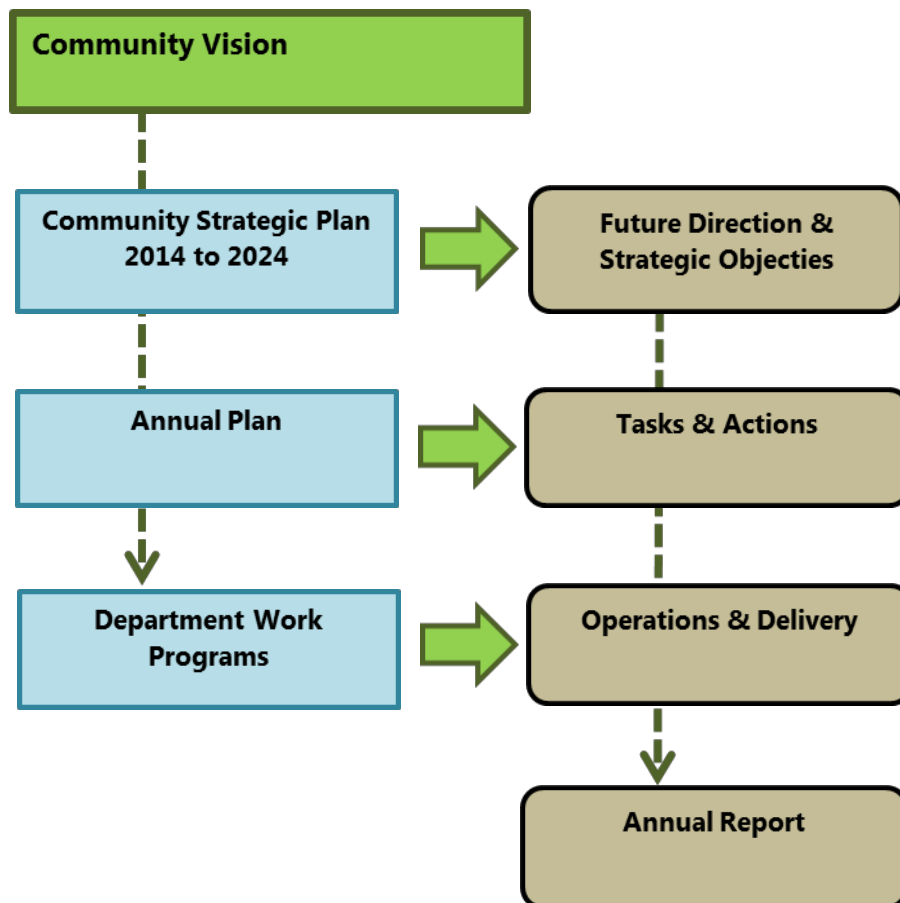
## ANNUAL PLAN OVERVIEW

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

### Link to Community Strategic Plan 2014 to 2024

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



The coming year will see Council deliver the following projects –

- Upgrade of the Westbury Recreation Ground Change Rooms
- Implementation of Waste Management Strategy Action Plan
- Local Provision Schedules for inclusion in the new Tasmanian Planning Scheme
- Development of Stormwater System Management Plans
- Upgrade of Railton Road
- Construction of new netball courts in Deloraine

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

**BUDGET ESTIMATES**

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

## RATES AND CHARGES

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

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

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



## POLICY REVIEW

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

## DOCUMENT REVIEW

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

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

## PROGRAM ACTIVITY

### Governance

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review <b>Achieved</b>	Prepare quarterly review <b>Achieved</b>	Prepare quarterly review <b>Achieved</b>	Prepare quarterly review. Prepare 2018/19 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing <b>In Progress</b>	Complete report and present at AGM. Advertise and conduct AGM <b>Achieved</b>		
3	Policy Review & Operations Document Review Responsibility – Executive Assistant Responsible Officer: Executive Assistant	5.1	Review as per schedule <b>Achieved</b>	Review as per schedule <b>Achieved</b>	Review as per schedule <b>Achieved</b>	Review as per schedule
4	Conduct Australia Day (AD) event Responsibility – Executive Assistant Responsible Officer: Executive Assistance	3.2	Review AD criteria. Call for nominations <b>Achieved</b>	Assess nominations. Plan civic function <b>Achieved</b>	Conduct a civic function on AD <b>Achieved</b>	

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

### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

### Operational detail

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

### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Participation in Northern Tasmania Development Corporation Ltd (NTDC) Responsible Officer: General Manager	2.1	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting <b>Achieved</b>	Attend NTDC Local Government Committee Meeting
2	Participate in Resource Sharing Implementation project with other Councils in the northern region Responsible Officer: General Manager	5.6		Prepare Implementation Plan <b>In Progress</b>		Prepare Project Plans
3	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress <b>Achieved</b>	Identify opportunities and report on progress
4	Continue to implement actions contained in the Communication Action Plan Responsible Officer: Communications Officer	2.3	Review progress and reset priorities <b>Achieved</b>	Report on progress via the Briefing Reports <b>Achieved</b>	Report on progress via the Briefing Reports <b>Achieved</b>	Report on progress via the Briefing Reports

#### Action performance targets

No.	Performance target
2	Complete Review and implement changes



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

## Corporate Services

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

### Operational detail

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

6	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target <b>Achieved</b>	Achieve activity performance target
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**Action performance targets**

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

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

#### Operational detail

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

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

### Action performance targets

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

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

### Operational detail

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

### Action performance targets

N/A

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

#### Operational detail

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

#### Action performance targets

N/A

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2016 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances. <b>Achieved</b>			Review CPI percentage determine increase
2	Coordinate training needs via Learning Management system Responsible Officer: HR/Payroll Officer	5.4	Report to Directors on quarterly training to be delivered  <b>Achieved</b>	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered <b>Achieved</b>	Report to Directors on quarterly training to be delivered <b>Achieved</b>	Report to Directors on quarterly training to be delivered
3	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Ensure all employee performance reviews have been completed <b>Achieved</b>	Ensure all inside employee salary reviews have been completed <b>Achieved</b>	Ensure all mini performance reviews and all outside employee wage reviews have been completed <b>Achieved</b>	Review the current year's performance reviews and recommend any changes required



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

N/A

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

#### Operational detail

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

#### Action performance targets

N/A

## Infrastructure Services

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

### Operational detail

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

### Action performance targets

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

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

### Operational detail

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

### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside Responsible Officer: Property Management Officer	6.4, 6.6	Tender new contract  <b>Achieved</b>	Award contract and undertake pre-opening inspection and required maintenance. Open pool 1 December <b>Achieved</b>	Operate pool to 1 March  <b>Achieved</b>	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance  <b>Achieved</b>	Undertake required maintenance
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Property Management Officer		Report to program  <b>Achieved</b>	Report to program  <b>Achieved</b>	Report to program  <b>Achieved</b>	Report to program

**Action performance targets**

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

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

### Operational detail

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

### Action performance targets

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



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

#### Operational detail

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

**Action performance targets**

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

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

### Operational detail

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

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

#### Action performance targets

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

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

#### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Senior Technical Officer	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2018-2019 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review <b>Achieved</b>	Report to program in Annual Plan Review

#### Action performance targets

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

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

### Operational detail

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

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

#### Action performance targets

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

## Community and Development Services

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

### Operational detail

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

### Action performance targets

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



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

#### Operational detail

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

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

**Action performance targets**

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

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

**Operational detail**

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



**Action performance targets**

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

**Action performance targets**

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

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

#### Operational detail

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

**Action performance targets**

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

## Works

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

### Operational detail

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

### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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



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

### Operational detail

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

### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

#### Operational detail

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

#### Action performance targets

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

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

### Operational detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Respond to customer enquiries Responsible Officers: Works Director, Works Supervisors and Works Officers	6.1 t	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review <b>Achieved</b>	Report to Annual Plan Review
2	Undertake assessment on Works Depots and and provide report to Council Responsible Officer: Works Director	6.6	Commence assessment <b>Achieved</b>		Finalise report and present to Council <b>Achieved</b>	

### Action performance targets

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

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

Councillor xx moved and Councillor xx 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.”***

### **Voting Requirements**

Absolute Majority

The meeting moved into Closed Session at x.xxpm

### **GOV 3 CONFIRMATION OF MINUTES**

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

### **GOV 4 LEAVE OF ABSENCE**

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

### **PLANNING AUTHORITY 3 – ZENITH COURT, BLACKSTONE HEIGHTS – APPEAL 158/18P**

The meeting re-opened to the public at x.xxpm

Cr xxx moved and Cr xxx seconded ***“that the following decisions were taken by Council in Closed Session and are to be released for the public’s information.”***

The meeting closed at .....

.....  
WAYNE JOHNSTON (MAYOR)