



Meander Valley Council
Working Together

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 21 January 2020

MEETING CONDUCT

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.
- Council staff will ensure that all visitors have signed the Visitor Book.
- Visitors may not use a recording device (audio, video and still camera equipment or mobile phone capable of recording speech) at a Council Meeting without the prior permission of the Chairperson. Council reserves the right to revoke permission at any time. A request to the Chairperson must advise the express purpose for any recording. Unless expressly stated otherwise, Meander Valley Council claims copyright ownership of the content of any recordings (the "Recordings"). The Recordings may not be uploaded, displayed or reproduced without the written permission of the General Manager for the express purpose advised to the Chairperson.
- Any requests to use a recording device at a Council Meeting, along with the express purpose for the recording, can be directed to the General Manager, 26 Lyall Street, Westbury TAS 7303.
- Any persons found recording without authority 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.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council, the speaker will not use offensive or threatening language, personal insults or inappropriate behaviour.
- If any Councillor at the meeting feels offended in any way by any such behaviour specified above, they should immediately bring the behaviour to the notice of the Chairperson by the way of a point of order.

- A visitor who disrupts a meeting by interjecting during the meeting or using 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.
- 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.
- Once the visitor has left the building the Chairperson may resume the meeting.
- A member of the public will leave a Closed Meeting unless invited to remain.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

SECURITY PROCEDURES

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.



Meander Valley Council
Working Together

PO Box 102, Westbury,
Tasmania, 7303

Notice is hereby given that an Ordinary Meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 21 January 2020, commencing at 4.00pm.**

In accordance with Section 65 of the *Local Government Act 1993*, I certify that with respect to all advice, information or recommendations 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.

Jonathan Harmey
ACTING GENERAL MANAGER

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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 21 January 2020 at 4.00pm.

Business is to be conducted at this meeting in the order in which it is set out in this agenda, unless the Council by Absolute Majority determines otherwise.

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 10 December 2019, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Date	Items discussed:
17 December 2019	<ul style="list-style-type: none">• 100 Day Challenge Outcomes• Westbury Recreation Ground Building Upgrades• LGAT 21st Century Council Project• Community Consultation Policy• State Government’s Public Meeting Outcomes• Meander Falls Road Feasibility Study• Recruitment of Business Engagement Officer

ANNOUNCEMENTS BY THE MAYOR

16 December 2020

Meeting with Minister Elise Archer - Westbury

17 December 2020

Council Workshop – Westbury

9 January 2020

Festival of Small Halls – Mole Creek

ANNOUNCEMENTS BY COUNCILLORS

Nil

DECLARATIONS OF INTEREST

TABLING AND ACTION ON PETITIONS

Nil

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 if they would like to ask their question. If they accept they will 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 request a Councillor or Council officer to provide a response. A Councillor or Council officer who is asked a question without notice at a meeting may decline to answer the question.

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.

If the Chairperson refuses to accept a question from a member of the public, they will provide reasons for doing so.

Questions on notice and their responses will be minuted. Questions without notice raised during public question time and the responses to them will be minuted, 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, or maximum number of questions per visitor, depending on the complexity of the issue, and on how many questions are anticipated to be 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.

PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – DECEMBER 2019

1.1 Mr Ian Mackenzie, Bracknell

- (a) There are 3 planning applications within this agenda today in regards to low cost camping in 3 different communities, could council please provide details on the community consultation process undertaken for each application?

Response by Jonathan Harmey, Acting General Manager

Bracknell

- ***Planning application for Louisa Street, Bracknell (PA\19\0199) advertised 27 July 2019 inviting written representations***
- ***Planning Application displayed on Council's website 27 July 2019***
- ***Planning Application displayed at Council offices***
- ***Planning notice displayed on-site***
- ***Meeting with interested community members, elected members and Council employees at the Bracknell Football Club 24 October 2019***
- ***A large number of emails, phone calls and meetings between community members, elected members and Council employees***

Deloraine

- ***Planning application for Racecourse Drive, Deloraine, (PA\20\0113) advertised 25 November 2019 inviting written representations***
- ***Planning Application displayed on Council's website 25 November 2019***
- ***Planning Application displayed at Council offices***
- ***Planning notice displayed on-site***
- ***Discussions with local community group that operates a camping business***
- ***A number of emails, phone calls and meetings between community members and Council employees***

Westbury

- **Meeting with adjoining property owners, elected members and Council employees at the Westbury Recreation Ground 26 March 2019**
- **Planning application for Franklin Street, Westbury (PA\20\0018) advertised 14 September 2019 inviting written representations**
- **Planning Application displayed on Council's website 14 September 2019**
- **Planning Application displayed at Council offices**
- **Planning notice displayed on-site**
- **A number of emails, phone calls and meetings between community members, elected members and Council employees**

2. PUBLIC QUESTIONS WITH NOTICE – JANUARY 2020

2.1 Mr Ian Mackenzie, Bracknell

- (a) The return advice from DPIWE to council on the 19 July 2018 was that Camping at Bracknell River Reserve was “not permitted” but when asked “where that was stated as I will be asked” by the director of council, the officer from parks replied “It does not exclusively specify that camping is not permitted but it not likely to fall under the permitted purpose” within the lease, why wasn’t it mentioned here that this had been a camp site for over 40 years?

Response by Jonathan Harmey, Acting General Manager

The quotation is part of advice we received from the State Government representative in 2018. It was one of a number of discussions with the State Government regarding the land that Council leases from them. Both the State Government representative and Council representative were aware of the way the property was being used.

- (b) The original lease dated 22 October 2001 the permitted purpose was recreational activities. “Recreational activities” is defined in the Crown Lands Regulations 2011 *Division 3 - Recreational activities- section or sub section 16. Camping (1) The managing authority may establish designated camping areas in any public reserve. The management authority was council. Councillor Synfield and I argued at that time that camping was permitted within the original lease, an email received on Wednesday 29th August from Mr Gill agrees with our interpretation that camping was permitted within that lease. It was also stated by Mr Gill that we would use the legislative argument if Parks were unwilling to change the lease. This application could have been prevented, why wasn’t this advice from Parks in regards to the camping not permitted or not likely to fall under the permitted purpose, challenged or argued against the legislation by council?*

Response by Jonathan Harmey, Acting General Manager

Working with the State Government to achieve an amendment to the lease was considered a simpler and quicker action to complete rather than mounting a legal challenge to the validity of advice received from the State Government (the land owner) at the time.

- (c) Was that Parks officer aware of any prior camping on this site and the existing use rights, when she provided the advice on the 19th July, would that advice been different if had she been aware and is a planning permit a requirement of this new lease?

Response by Jonathan Harmey, Acting General Manager

The officer was verbally advised that camping had been occurring on the site. The matter of existing use rights was not part of the discussion. The lease includes "that the Lessee covenants with the Minister to punctually comply with the requirements of all laws, by-laws, regulations and other requirements of Federal, State or local authority which affect the premises in any way."

- (d) In the past 20 years how many times has the public toilets at the Bracknell River Reserve failed except flooding as that's not a system failure and released effluent into the river system or on adjacent land?

Response by Jonathan Harmey, Acting General Manager

Council is not aware that the on-site wastewater system at the Bracknell River Reserve has failed to the extent that effluent has been released into the river system or onto adjacent land in the past 20 years. It is noted that Council staff identified, during routine visits to the Reserve in December 2015, that the absorption area was showing signs of failure which included seepage onto the surrounding area. Council engaged an on-site wastewater designer in January 2016 to undertake an assessment of the site and provide a design report for the upgrade of the on-site wastewater system. A Special Plumbing Permit was applied for and issued in September 2016 and the new system was installed in October 2016.

- (e) It was mentioned by the Directed of D and CS at the Bracknell camping meeting that the number of camp sites 10 were calculated by the geographic market area and the proposed total number of non-powered sites provided at this site at Bracknell is well below that 10% of the total number of non-powered camping sites within the geographical market area. Is it possible to have more low cost camping sites than the 10% of geographical market, as long as there is evidence of net public benefits?

Response by Jonathan Harmey, Acting General Manager

The number of sites was calculated by seeking a balance of space for camping and continuing to provide for use by local community members. This includes passive recreation such as walking, dog walking, fishing, bbq's etc. In addition, the figure was aimed to be within the limits of not more than 10% of the total non-powered camping sites within 60km of the site. The number of sites recommended in the planning application in December (which was refused in December 2019) was designed to provide a safe and controllable number of spaces that do not exceed what would be considered as existing in the past.

- (f) As this application has been unchanged from first being presented, apart from the great supper, what was the point and purpose of the Bracknell Camping Community meeting?

Response by Jonathan Harmey, Acting General Manager

Council conducted a meeting with a number of Bracknell community members at the Bracknell Football Club on 24 October 2019. This was an opportunity for Council to provide information, all parties to discuss their thoughts around the use of the Bracknell reserve area, their background at the site and their arguments for and against various uses. We received a number of questions around the use of the site. Mr Mackenzie asked a number of questions along with around nine (9) other people present. I was contacted by some attendees following the meeting to express their thanks which indicates that the meeting was of benefit.

- (g) What was the cost to council to hold the public meeting at Bracknell i.e. staff wages, councillor time and staff time, meeting notes administration and dissemination?

Response by Jonathan Harmey, Acting General Manager

Council conducted a meeting with interested parties at Bracknell in October (see previous question). The employee cost would be below \$300 with the Acting General Manager, Director Community and Development Services and elected members donating their time.

- (h) Its states in this planning application that the lease with the crown allows for RV camping only at a maximum of ten sites is this planning permit a requirement of the new lease to allow camping?

Response by Jonathan Harmey, Acting General Manager

The planning application in December (which was refused in December 2019) was designed to make the permitted use of the leased property to be in line with the conditions of the lease from the State Government.

- (i) In regards to the response given in the report to objection 1 B, the site has current existing use rights which is for the whole site. This application is only for a portion of the site. Does this mean that Bracknell still retains the existing use rights for the remainder of the site?

Response by Jonathan Harmey, Acting General Manager

The lease is for the whole site. The planning application applied (which was refused in December 2019) to the whole title with restriction of camping to the northern area of the land as identified in that planning application.

1.2 Helen Hutchinson

- (a) I recently attended a very well prepared and presented forum on fire management in Deloraine. The contribution of both the TFS and the council staff gave me confidence that the risk of severe, extreme and catastrophic fires during the summer period was well understood and that measures were in place to confront these situations. However, the issue re fuel reduction burns addressed in the TFS booklet Managing Fuels for Safer Communities specifically says that many areas of the state has vegetation that is NOT suitable for fuel reduction burns.

Do Councillors know that these areas include rainforest, wet eucalypt forests and alpine vegetation, just the kind of vegetation that exists in the TWWHA?

Response by Jonathan Harmey, Acting General Manager

Council's elected members have been provided with the comments.

- (b) Following the response to my question about Council workshops, I believe that these workshops are a kind of committee of the whole council. In the November workshop 16 items were discussed. If these had been discussed by committees they would have been minuted. According to the MVC Community Strategic Plan 'transparent decision-making' is valued as part of leadership and community governance.

In the interests of transparency and openness will the MVC take and make publicly available the minutes of future workshops?

Response by Acting General Manager, Jonathan Harmey
Council does not record formal minutes of Council Workshops and do not plan to commence this process.

- (c) I also attended a very interesting community consultation arranged by the MVC at the Dairy Plains Hall. I understood that notes had been taken at this event which would be available to attendees.

Where would I find these notes, and if all community consultations have similar recorded notes, where are these available?

Response by Jonathan Harmey, Acting General Manager
Council distributes the notes to attendees that provide their email address at the quarterly community forums. This is advised at the forums. Council would be happy to provide copies upon request by contacting the Westbury Offices or the Community Development Manager directly.

- (d) People would be forgiven for thinking that trees are causing our bushfires when science tells us that we are doing this ourselves by continuing to use coal, oil and gas, increasingly heating and drying the atmosphere, the oceans and the earth. We are in a happy place where public transport can move most people in cities, but in rural areas we must rely on other transport.

In the interest of reducing carbon emissions will the Meander Valley Council begin a program of replacing where possible all council machinery using internal combustion engines with machinery using electric engines and batteries.

Response by Jonathan Harmey, Acting General Manager
Council does not have any current plans to replace, where possible, all council machinery using internal combustion engines with machinery using electric engines and batteries. We will continue to monitor available technology and incorporate the use of alternative energy efficient technology where appropriate.

- (e) I commend Councillor Temple for his motion on the Climate Emergency. Other councils around Australia are trying to provide energy security from power failure resulting from storms, flood and fire, by either setting up community energy systems such as community owned wind turbines, or by assisting households to buy solar panels, solar hot water systems and home battery systems.

Is the Meander Valley Council considering doing one or all of these things to assist with energy security?

Response by Jonathan Harmey, Acting General Manager

Council is not currently considering setting up community energy systems or providing council's funds for private household solar panels, solar hot water systems and home battery systems.

3. PUBLIC QUESTIONS WITHOUT NOTICE – JANUARY 2020

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – DECEMBER 2019

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – JANUARY 2020

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – JANUARY 2020

DEPUTATIONS BY MEMBERS OF THE PUBLIC

PLANNING AUTHORITY ITEM 1

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

The following are applicable to this report.

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).

This report is prepared in accordance with Section 39 of LUPAA and considers representations to the draft amendment and permit.

Risk Management

Not applicable.

Financial Impact

Not applicable.

Alternative Options

Council can modify the conditions of the draft permit in consideration of the representation.

Voting Requirements

Simple Majority

PLANNING AUTHORITY 1

Reference No. 10/2020

67 MEANDER VALLEY ROAD, WESTBURY

Planning Application: Amendment 1/2019
PA\20\0063

Proposal: Planning Scheme Amendment:
Insert Resource Processing as a discretionary use in the Urban Mixed Use Zone for a distillery, including ancillary cellar door sales and café at 67 Meander Valley Road, Westbury.

Use and Development:
Change of use to Resource Processing
Extensions to an existing building, car parking and access works.

Author: Jo Oliver
Senior Strategic Planner

1) Introduction

Applicant	Pitt & Sherry
Owner	M & M Kolodziej
Property	67 Meander Valley Road, Westbury (CT43423/1)
Number of Representations	1
Decision Due	21 January 2020

2) Recommendation

It is recommended that Council:

- 1. Endorse the officer's comments as its report and opinion as to the merits of the representation in accordance with Section 39(2) of the former provisions of the Land Use Planning and Approvals Act 1993.**
- 2. Forward the endorsed report to the Tasmanian Planning Commission.**

3) Background

At its November 2019 ordinary meeting, Council initiated and certified the draft amendment and determined a permit for a proposed distillery. Pursuant to s.38 of the *Land Use Planning & Approvals Act 1993* (LUPAA), the amendment and draft permit were publicly notified for a period of 28 days.

At that time, the certified amendment and draft permit was referred to Taswater in accordance with s.56S. of the *Water and Sewerage Industry Act 2008*.

TasWater have responded with a notice that contains a request for additional information, which under the technical requirements of the legislation, must be regarded as a 'representation'.

Where a representation is received, pursuant to section 39(2) of the former provisions of LUPAA, the planning authority must not later than the expiration of 35 days after the exhibition period or such further period as the Tasmanian Planning Commission (TPC) allows, forward to the TPC a report comprising:

- a) a copy of each representation received by the authority in relation to the draft amendment or, where it has received no such representation, a statement to that effect; and
- b) a statement of its opinion as to the merit of each such representation, including, in particular, its views as to;
 - i. the need for modification of the draft amendment in the light of that representation; and
 - ii. the impact of that representation on the draft amendment as a whole; and
- c) such recommendations in relation to the draft amendment as the authority considers necessary.

The officer's comments provide an assessment against these criteria.

4) Representations

The TasWater notice containing the request for additional information must be regarded as a representation under the Act.

The TasWater request is attached.

5) Consultation with State Government and other Authorities

The request for additional information is a response to the referral of the amendment to TasWater under s.56S. of the *Water and Sewerage Industry Act* 2008.

6) Officers Comments

Despite being required to assess the representations to a draft amendment and provide a statement and recommendations in accordance with section 39(2), TasWater have a statutory entitlement to request information relating to the potential impact of a proposal on its operations and Council cannot interfere with this.

A response to the criteria of s.39(2) is provided below:

Statement of Merit
TasWater have queried the level of water consumption by the proposed distillery use and current pressure to the existing building in order to determine if there are water supply capacity constraints and if any upgrades will be necessary to service the distillery. This appears to be a reasonable request given the significant change in the nature of the use of the building.
Need for Modification
There is no need to modify the amendment or draft permit. The process of assessment by the TPC will enable appropriate TasWater conditions to be included on any permit issued.
Impact of representation on the draft amendment as a whole
The representation does not impact on the draft amendments as a whole. Servicing is a matter for technical resolution when the information is provided by the applicant.
Recommendation
No recommendation.

Conclusion

Council cannot provide any effective input to the process at this stage. When the applicant provides TasWater with the information requested, servicing details can be finalised for any permit that may be issued by the TPC.

The statements contained in this report will be forwarded to the TPC as Council's report pursuant to s.39 of LUPAA.

DECISION:

Amended Request for Additional Information

For Planning Authority Notice

Council Planning Permit No.	Draft Amendment 1/2019 – PA\20\0063	Application date	25/11/2019
TasWater details			
TasWater Reference No.	TWDA 2019/01736-MVC	Date of response	5/12/2019
TasWater Contact	Tim Watson (Trade Waste)	Phone No.	0427 812 711
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	67 MEANDER VALLEY RD , WESTBURY	Property ID (PID)	7656723
Description of development	Planning Scheme Amendment & Proposed Distillery	Stage No.	
Additional information required			
<p>Additional information is required to process your request. To enable assessment to continue please submit the following:</p> <ol style="list-style-type: none"> 1. To allow TasWater to determine potential hydraulic service capacity limitations, please provide the following: <ol style="list-style-type: none"> a. Average dry weather sewage flow (ADWF) at the point of connection; b. Peak dry weather sewage flow (PDWF) at the point of connection; c. Total sewage flow at the point of connection; d. The required Peak day flow rate in L/s and the required residual pressure (kPa) at the point of connection. e. Peak day usage in L/day f. Probable simultaneous water demand (PSD) for the existing + proposed development g. The required fire flow rate in L/s and the required residual pressure (kPa) at the point of connection. <p>NOTE: The pressures will need to include losses through the actual connection, the associated pipework and the elevation changes.</p> <ol style="list-style-type: none"> h. Calculations of the number of Equivalent Tenements. <p>NOTE: The engineering design calculations must comply with AS/NZS 3500.0:2003 Plumbing and Drainage and the Sewerage and Water Codes of Australia - Melbourne Retail Water Agencies Integrated Code version(s) published by the Water Services Association of Australia, and as amended by TasWater's Supplements.</p> 			
Advice			
Service Locations			
<p>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.</p> <ul style="list-style-type: none"> • A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. <p>Further information can be obtained from TasWater</p> <ul style="list-style-type: none"> • 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 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.

To view our assets, all you need to do is follow these steps:

- 1) Open up webpage - <http://maps.thelist.tas.gov.au/listmap/app/list/map>
- 2) Click 'Layers'
- 3) Click 'Add Layer'
- 4) Scroll down to 'Infrastructure and Utilities' in the Manage Layers window, then add the appropriate layers.
- 5) Search for property
- 6) Click on the asset to reveal its properties

Authorised by



Jason Taylor

Development Assessment Manager

TASWATER CONTACT DETAILS

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

COMMUNITY AND DEVELOPMENT SERVICES 1

Reference No. 11/2020

2019-20 COMMUNITY INCENTIVE GRANTS APPLICATION ASSESSMENTS ROUND 3 – DECEMBER 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:

Organisation	Project	Grant Recommended
Harveydale Rodeo Association	Grandstand Maintenance	\$3,000
Lions Club of Hadspen South Esk	Community Notice Board	\$1,500
Lions Club of Riverside	Annual Magic Show	\$300
Meander Valley Netball Club	New Equipment & Supply	\$1,194
Mole Creek & District Community Shed	Community Shed Renovations	\$2,782
Prospect Park Sports Club	Hand Dryers Installation	\$3,000
Rotary Club of Westbury	Garden Pergola Construction	\$2,872
Tasmanian Garlic & Tomato Festival	Education & Entertainment Program	\$2,600
Westbury St Patricks Festival Steering Group	2020 St Patricks Festival	\$1,500
Westbury Scout Group	Safety Rails	\$1,738
		\$20,486

2) Officers Report

The total Grants allocation for the year is \$101,800 (1% of the General Rate). \$5,000 of this sum is reserved for Council's policy for refunding regulatory fees to community groups and \$5,000 is earmarked for individual sponsorships and establishment grants. This leaves a balance of \$91,800 for community grants. With four (4) rounds each year, the Grants Committee aims to work to an amount of 25% of the balance each quarter. For 2019-20, this is \$22,950.

Total allocations for Round 1 and Round 2 were \$13,177 and \$22,981 respectively.

Councillor Stephanie Cameron, Councillor Tanya King, Jonathan Harmey (Acting General Manager) and Neville Scott (General Inspector) met on 17 December 2019 to consider the applications received. They were supported by Patrick Gambles (Community Development Manager) and Merrilyn Young (Grants Administrator).

Regulatory Fees Refund Scheme

There have been no requests for fee refunds during the period September-December 2019.

Individual Sponsorship Requests

The following requests have been approved by the Acting General Manager during the period September- December 2019:

Individual	Location	Purpose	Amount
Sebastian Oliver	Prospect Vale	Australian Open Taekwondo Champs - QLD	\$150
Phylliss Pyke	Westbury	Pony Australia National Champs - NSW	\$150
Aaron Fowler	Deloraine	FIRST Tech Challenge Nationals - NSW	\$150
Solomon Clarke	Hadspen	Under 14 National Youth Soccer Champs - NSW	\$150
Kristian House	Hadspen	Australian Futsal Tour - CHINA	\$300
Kate McShane	Hadspen	National All School Athletics Champs - WA	\$150
Tyler Alexander	Prospect Vale	2020 Australian Country Junior. Basketball Cup - NSW	\$150

Amelia Duffy	Prospect Vale	2020 Australian Indoor Hockey Champs - NSW	\$150
Tahni van Dijk	Westbury	2020 Australian Indoor U18 Hockey Champs - NSW	\$150
Jai Waterhouse	Hadspen	International Children's Games (Athletics) – HUNGARY	\$300
			\$1,800

Townscape Incentive Grants Program

There have been no requests for Townscape Incentive Grants during the period September- December 2019

School and Club Awards

The following requests have been approved by the Acting General Manager during the period:

School	Event	Amount
Bracknell Primary School	Presentation Night Award	\$100
Deloraine High School	Presentation Night Award	\$100
Deloraine Primary School	Presentation Night Award	\$100
Hagley Farm Primary School	Presentation Night Award	\$100
Mole Creek Primary School	Presentation Night Award	\$100
Prospect High School	Eagle Award	\$300
Westbury Primary School	Presentation Night Award	\$100
		\$900

Grant Applications from Organisations

Fourteen community grant applications were received for the round, totalling requests of \$32,892. 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
Great Western Tiers Tourism Association	Short Walks promotion	\$1,972	\$1,972	-
Harveydale Rodeo Association	Grandstand Maintenance	\$4,993	\$3,000	\$3,000

Lions Club of Hadspen South Esk	Community Notice Board	\$1,500	\$1,500	\$1,500
Lions Club of Riverside	Annual Magic Show	\$300	\$300	\$300
Meander Valley Netball Club	New Equipment & Supply	\$4,999	\$3,000	\$1,194
Meander Valley Suns Football Club	Game Day Footballs	\$2,860	\$2,860	-
Mole Creek & District Community Shed	Community Shed Renovations	\$3,060	\$3,000	\$2,782
Life for Koori Kids	NAIDOC Week School Initiatives	\$450	\$450	-
Prospect Junior Football Club	Skills EDGE Program for Females 2020-2022	\$15,087	\$3,000	-
Prospect Park Sports Club	Hand Dryers Installation	\$7,360	\$5,500	\$3,000
Rotary Club of Westbury	Garden Pergola Construction	\$3,932	\$2,872	\$2,872
Tasmanian Garlic & Tomato Festival	Education & Entertainment Program	\$23,840	\$2,200	\$2,600
Westbury St Patricks Festival Steering Group	2020 St Patricks Festival	\$4,950	\$1,500	\$1,500
Westbury Scout Group	Safety Rails	\$1,738	\$1,738	\$1,738
		\$77,041	\$32,892	\$20,486

Ten allocations equalling \$20,486 are recommended for approval by Council. These have a total project cost of \$51,673 and associated voluntary labour estimated in excess of \$60,000.

Four (4) applications did not receive funding in this round for the following reasons:

Organisation	Project	Grant Requested	Reason(s)
Great Western Tiers Tourism Association	Short Walks promotion	\$1,972	Redirected to another Council budget for funding under 'Business Engagement'
Meander Valley Suns Football Club	Game Day Footballs	\$2,860	Core consumables no longer supported by the Grants Program
Life for Koori Kids	NAIDOC Week School Initiatives	\$450	Council already supports its local NAIDOC week celebration(s)
Prospect Junior Football Club	Skills EDGE Program for Females 2020-2022 - Footballs	\$3,000	Core consumables no longer supported by the Grants Program

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

Local Government Act 1993: Section 77 Grants and Benefits

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 elect to approve with amendment.

10) Voting Requirements

Simple Majority

DECISION:

CORPORATE SERVICES 1

Reference No. 12/2020

COUNCIL AUDIT PANEL RECEIPT OF MINUTES

AUTHOR: Justin Marshall
Acting Director Corporate Services

1) Recommendation

It is recommended that Council receive the minutes of the Council Audit Panel meeting held on 17 December 2019 as follows:

2) Officers Report

Council's Audit Panel met on 17 December 2019 with the minutes attached for Council's information and receipt. The attached minutes have been endorsed by the Audit Panel Chairman and are provided for Council's information as is required following each Audit Panel meeting in line with Council's Audit Panel Charter.

3) Council Strategy and Policy

The recommendation fulfils the requirements outlined in Council's Audit Panel Charter confirmed at the October 2018 Council Meeting.

The recommendation furthers the objectives of Council's Community Strategic Plan 2014 to 2024:

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

4) Legislation

Sections 85, 85A and 85B of the Local Government Act 1993 and the Local Government (Audit Panels) Orders.

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

Council can approve the recommendation with amendment.

10) Voting Requirements

Simple Majority

DECISION:

Meeting Time & Date: 10am 17 December 2019

Venue: Meander Valley Council

Present:

Chairman Steve Hernyk

Councillor Frank Nott

Mr Chris Lyall

Councillor Andrew Sherriff (joined meeting at 10:45 am to view proceedings)

In Attendance:

Jon Harmey, A/ General Manager

Dino De Paoli, Director Infrastructure Services

Lynette While, Director Community & Development Services

Justin Marshall, A/Director Corporate Services

Sam Bailey, Risk & Safety Officer

Susan Ellston, Finance Officer

Apologies:

Councillor Susie Bower

Matthew Millwood, Director Works

ORDER OF BUSINESS

ITEM

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

2. Adoption of Previous Minutes
It was resolved that the minutes of the meeting held on 22 October 2019 be received and confirmed.

3. Outstanding from previous meeting - Action Sheet
3.1 Review Asset Management Policy
 Provided – Remove from Action Sheet
3.2 Review most current results and report any relevant findings to Council
 Completed – Remove from Action Sheet
3.3 Review management's implementation of audit recommendations
 Completed internal Audit reports to be presented to the Audit Panel prior to March 2020 meeting for review - Retain on Action Sheet the follow up of management's implementation.

4. Review Annual Meeting Schedule and Work Plan
No matters for discussion.

Governance and Strategy

5. Review policies and procedures
The following Policies were reviewed –

Policy No. 60 - Asset Management
Changes noted as part of the review
Recommended to Council Workshop

Policy No. 71 – Investment of Surplus Council Funds
Accepted with no changes

Recommended to Council for adoption

Policy No. 78 – New and Gifted Assets

Accepted with Minor Changes noted as part of the review

Recommended to Council with amendments for adoption

Policies for Audit Panel reference purposes only

Policy No. 13 – Subdivision Servicing

Accepted with Minor Changes noted as part of the review

Recommended to Council with amendments for adoption

Policy No. 79 – Undocumented Building Works

Accepted with no changes

Recommended to Council for adoption

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

September 2019 quarter Annual Plan compliance report and management indicators was presented.

Report was Received and Noted.

Financial and Management Reporting

7. Review most current results and report any relevant findings to Council

The financial reports were tabled as per circulation in the November briefing reports to Councillors.

Reports were Received and Noted.

Internal Audit

8. Consider any available audit reports

Three internal audits have been completed:

- Infrastructure – Contractor Management
- People working with vulnerable people checks / registrations
- Contractor Systems - Adams Tree Services & Walters Contracting

One internal audit has been completed by an external provider - Jardine Lloyd Thompson (JLT):

- Waste Management

Audit outcomes to be distributed when available before next Panel meeting.

Risk Register expires February 2020. To be renewed in January 2020.

Report Received and Noted.

9. Review management's implementation of audit recommendations

Corrective Actions Register to be reviewed for outstanding implementations.

Report Received and Noted.

External Audit	
10. Consider any available audit reports	External Reports were circulated and acknowledged. Reports were Received and Noted.
11. Review management's implementation of audit recommendations	None to report.
12. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	None to report.
Risk Management and Compliance	
13. Annual Review of risk management framework policies	Risk Register to be placed on Work Health & Safety Committee Agenda for easier monitoring by Directors. Risk Management Policy & Framework to be reviewed for presentation at June 2020 Panel meeting. Verbal report Received and Noted.
14. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	Verbal report Received and Noted.
15. Review Business Continuity Plan	Report from the annual BCP Scenario test held on 4 December 2019 to be presented at the next Panel Meeting. Received and Noted.
16. Review W H & S Management process	Verbal report Received and Noted.
17. Monitor any major claims or lawsuits by or against the Council and complaints against the Council	<ul style="list-style-type: none"> • Planning appeal. Appealed to Supreme Court and awaiting a hearing date April 2020. • Disputing non-payment of rates for religious reasons. Hearing date is set for 13 February 2020. • Failure to comply with an Emergency Order (EO) is listed for 28 May 2020 • Failure to comply with a Building Order is set for sentencing 17 January 2020. Received and Noted.
18. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour	

None to report.
Audit Panel Performance
<p>19. Review Audit Panel Charter and make any recommendations for change to the Council for adoption (every 2nd year)</p> <p>Not due.</p>
Other Business
No Matters.
<p>Meeting close</p> <p>This meeting closed at 11:00 am</p>
<p>Next Meeting</p> <p>The next meeting is to be held on Tuesday 24 March 2020 at 10:00 am</p>

CORPORATE SERVICES 2

Reference No. 13/2020

FINANCIAL REPORTS TO 31 DECEMBER 2019

AUTHOR: Justin Marshall
Acting Director Corporate Services

1) Recommendation

It is recommended that Council receive the following financial reports for the period ended 31 December 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 six 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 December 2019 be presented at the January 2020 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

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Total Council Operations			
Operating Revenue			
Rate Revenue	12,723,473	12,966,400	98.13%
Fees & User Charges	703,030	1,255,000	56.02%
Contributions & Donations	45,737	351,500	13.01%
Interest	415,857	835,600	49.77%
Grants & Subsidies	2,246,423	5,825,500	38.56%
Sale of Assets	264,998	216,000	122.68%
Other Revenue	174,767	748,700	23.34%
Total Operating Revenue	\$ 16,574,285	\$ 22,198,700	74.66%
Operating Expenditure			
Departments			
Governance	580,978	1,360,600	42.70%
Corporate Services	1,057,867	2,193,000	48.24%
Infrastructure Services	1,464,334	3,123,300	46.88%
Works	1,745,173	3,911,100	44.62%
Community & Development Services	1,241,313	2,637,600	47.06%
Maintenance & Working Expenses	\$ 6,089,665	\$ 13,225,600	46.04%
Interest	105,660	266,000	39.72%
Depreciation	2,544,000	5,088,000	50.00%
Payments to Government Authorities	632,424	1,264,900	50.00%
Administration Allocated	-	-	
Other Payments	76,326	286,800	26.61%
Total Operating Expenditure	\$ 9,448,075	\$ 20,131,300	46.93%
Operating Surplus/(Deficit)	\$ 7,126,210	\$ 2,067,400	



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
General Administration			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	113,532	193,500	58.67%
Contributions & Donations	1,618	2,400	67.43%
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	3,110	2,300	135.21%
Total Operating Revenue	\$ 118,260	\$ 198,200	59.67%
Operating Expenditure			
Departments			
Governance	470,458	1,081,300	43.51%
Corporate Services	853,096	1,795,700	47.51%
Infrastructure Services	77,722	233,500	33.29%
Works	225	2,000	11.24%
Community & Development Services	52,910	119,900	44.13%
Maintenance & Working Expenses	\$ 1,454,411	\$ 3,232,400	44.99%
Interest	-	-	
Depreciation	109,000	218,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	(43,329)	(86,900)	49.86%
Other Payments	25,644	34,300	74.76%
Total Operating Expenditure	\$ 1,545,726	\$ 3,397,800	45.49%
Operating Surplus/(Deficit)	(\$ 1,427,466)	(\$ 3,199,600)	44.61%



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Roads Streets and Bridges			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	50,908	64,800	78.56%
Contributions & Donations	-	200,000	0.00%
Interest	-	-	
Grants & Subsidies	1,420,964	3,369,900	42.17%
Sale of Assets	-	-	
Other Revenue	-	-	
Total Operating Revenue	\$ 1,471,872	\$ 3,634,700	40.49%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	88,621	130,600	67.86%
Works	985,468	2,257,500	43.65%
Community & Development Services	-	-	
Maintenance & Working Expenses	\$ 1,074,089	\$ 2,388,100	44.98%
Interest	-	-	
Depreciation	1,487,500	2,975,000	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	124,200	0.00%
Total Operating Expenditure	\$ 2,561,589	\$ 5,487,300	46.68%
Operating Surplus/(Deficit)	(\$ 1,089,717)	(\$ 1,852,600)	58.82%



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Health and Community and Welfare			
Operating Revenue			
Rate Revenue	2,793,718	2,789,100	100.17%
Fees & User Charges	187,503	428,900	43.72%
Contributions & Donations	3,200	122,000	2.62%
Interest	109,013	218,000	50.01%
Grants & Subsidies	68,635	8,600	798.08%
Sale of Assets	-	-	
Other Revenue	67,574	85,900	78.67%
Total Operating Revenue	\$ 3,229,644	\$ 3,652,500	88.42%
Operating Expenditure			
Departments			
Governance	110,474	279,300	39.55%
Corporate Services	174,021	356,200	48.85%
Infrastructure Services	912,223	2,009,000	45.41%
Works	495,323	1,027,500	48.21%
Community & Development Services	473,994	1,006,900	47.07%
Maintenance & Working Expenses	\$ 2,166,035	\$ 4,678,900	46.29%
Interest	105,660	266,000	39.72%
Depreciation	392,100	784,200	50.00%
Payments to Government Authorities	632,424	1,264,900	50.00%
Administration Allocated	43,147	86,300	50.00%
Other Payments	34,166	86,600	39.45%
Total Operating Expenditure	\$ 3,373,531	\$ 7,166,900	47.07%
Operating Surplus/(Deficit)	(\$ 143,888)	(\$ 3,514,400)	4.09%



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Land Use Planning and Building			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	237,991	380,100	62.61%
Contributions & Donations	-	-	
Interest	-	-	
Grants & Subsidies	-	-	
Sale of Assets	-	-	
Other Revenue	31,802	53,800	59.11%
Total Operating Revenue	\$ 269,793	\$ 433,900	62.18%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	-	-	
Infrastructure Services	121,827	222,600	54.73%
Works	-	-	
Community & Development Services	511,425	1,105,700	46.25%
Maintenance & Working Expenses	\$ 633,252	\$ 1,328,300	47.67%
Interest	-	-	
Depreciation	12,750	25,500	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	-	-	
Total Operating Expenditure	\$ 646,002	\$ 1,353,800	47.72%
Operating Surplus/(Deficit)	(\$ 376,208)	(\$ 919,900)	40.90%



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Recreation and Culture			
Operating Revenue			
Rate Revenue	-	-	
Fees & User Charges	113,096	187,700	60.25%
Contributions & Donations	40,918	27,100	150.99%
Interest	-	-	
Grants & Subsidies	240,000	240,000	100.00%
Sale of Assets	264,998	216,000	122.68%
Other Revenue	1,195	-	
Total Operating Revenue	\$ 660,208	\$ 670,800	98.42%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	26,832	33,800	79.39%
Infrastructure Services	235,437	519,900	45.29%
Works	444,443	990,100	44.89%
Community & Development Services	203,031	411,600	49.33%
Maintenance & Working Expenses	\$ 909,744	\$ 1,955,400	46.52%
Interest	-	-	
Depreciation	351,850	703,700	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	-	-	
Other Payments	16,164	41,700	38.76%
Total Operating Expenditure	\$ 1,277,758	\$ 2,700,800	47.31%
Operating Surplus/(Deficit)	(\$ 617,550)	(\$ 2,030,000)	30.42%



Meander Valley Council

2020 Operating Statement as at 31-Dec-2019

	Actual 2020	Budget 2020	% of Budget
Unallocated and Unclassified			
Operating Revenue			
Rate Revenue	9,929,755	10,177,300	97.57%
Fees & User Charges	-	-	
Contributions & Donations	-	-	
Interest	306,844	617,600	49.68%
Grants & Subsidies	516,825	2,207,000	23.42%
Sale of Assets	-	-	
Other Revenue	71,086	606,700	11.72%
Total Operating Revenue	\$ 10,824,509	\$ 13,608,600	79.54%
Operating Expenditure			
Departments			
Governance	-	-	
Corporate Services	3,918	7,300	53.67%
Infrastructure Services	28,505	7,700	370.19%
Works	(180,286)	(366,000)	49.26%
Community & Development Services	-	(6,500)	0.00%
Maintenance & Working Expenses	(\$ 147,864)	(\$ 357,500)	41.36%
Interest	-	-	
Depreciation	190,800	381,600	50.00%
Payments to Government Authorities	-	-	
Administration Allocated	182	600	30.29%
Other Payments	352	-	
Total Operating Expenditure	\$ 43,470	\$ 24,700	175.99%
Operating Surplus/(Deficit)	\$ 10,781,040	\$ 13,583,900	79.37%

OPERATING STATEMENT - EXCEPTION & TRENDS REPORT

Consolidated Operating Statement

The Operating Statement for the first half of the financial year is within management's forecasts. There are some exceptions from Council's budget adopted in June 2019 and developing trends which are discussed further in the Analysis by Function section.

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 December 2019 appears in Report 6.

Fees & User Charges – Is slightly above budget but 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 within budget and is expected to remain within budget at year end. Interest rates have declined during the financial year to be below the anticipated rate of return.

Grants & Subsidies – Is below budget expectations, due primarily to the timing of grant receipts and the prepayment of 50% of the 2019/20 Financial Assistance Grants allocation in 2018/19. 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. The disposal of the reserve at Prospect Vale has been completed, with the net profit from the disposal being slightly above expectations.

Other Revenue – Relates primarily to TasWater distributions and is expected to be within budget at year end.

EXPENSES

Departments

Governance – slightly below budget expectations

Corporate Services – within budget expectations

Infrastructure Services – within budget expectations

Works – slightly below budget expectations

Community & Development Services – within budget expectations

Interest – Two 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 (50%) of the budget has been allocated for the purposes of the Operating Statement.

Payments to Government Authorities – Two of the four annual instalments for the Fire Levy have been incurred to December.

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

Revenue	\$ 118,260	59.67 %
Expenses	\$ 1,545,726	45.49 %

Revenue is above budget to December, 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 NRM TEER Program and unbudgeted expenses associated with the recruitment of the new General Manager. Expenses for *Corporate Services* include annual insurance renewals.

Roads, Street and Bridges

Revenue	\$ 1,471,872	40.49 %
Expenses	\$ 2,561,589	46.68 %

Fees & User Charges income is the annual heavy vehicle licence fees distribution from the State Government, which was below expectations. Grants & Subsidies is under budget due to the timing of grant receipts and also due to the prepayment of 50% of the 2019/20 Grants Commission allocation in 2018/19. 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 slightly below budget but expected to be within budget expectations by year end. Bridge maintenance expenditure is within budget expectations to this point of the year. 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

Revenue	\$ 3,229,644	88.42 %
Expenses	\$ 3,373,531	47.07 %

Revenue is well 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 two interest payments received from Aged Care Deloraine. A corresponding expense is shown in interest expenses for Council's funds on paid to Tascorp. Grants & Subsidies revenue includes \$50,000 received for Meander Valley Road, Hadspen, which was not budgeted. Other Revenue includes insurance proceeds for damages at the Deloraine Train Park toilets.

ANALYSIS BY FUNCTION

Expenditure is within budget expectations to this point of the year. *Governance* is below budget due to the timing of contributions to various regional projects. *Infrastructure* is slightly below budget, partly due to the timing of tip management fees and street lighting charges.

Payments to Government Authorities is the State Fire Levy, two of the four instalments have been paid to December. 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, which will be calculated at year end.

Land Use Planning & Building

Revenue	\$ 269,793	62.18 %
Expenses	\$ 646,002	47.72 %

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 Council, which are above budget expectations.

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

Recreation and Culture

Revenue	\$ 660,208	98.42 %
Expenses	\$ 1,277,758	47.31 %

Contributions from property developers in lieu of public open space due to subdivision activity has exceeded budget. Grants & Subsidies is funds received from the State Government towards Westbury Recreation Ground Function Centre, as budgeted. Sale of Assets is above budget as the net profit from the disposal of a reserve in Prospect Vale was slightly more than expected.

Overall expenditure is within budget. *Corporate Services* expenditure includes property insurance premiums and land tax paid in the first half of the year. *Infrastructure* expenditure is slightly below budget, primarily due to timing of expenditure on consultants. Other Payments include community grants in the recreation area.

Unallocated & Unclassified

Revenue	\$ 10,824,509	79.54 %
Expenses	\$ 43,470	175.99 %

Rate Revenue is the general rates component of the rates raised for the year. Interest income is within budget expectations. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received, however this is significantly below budget due to the prepayment of 50% of the 2019/20 Grants allocation in 2018/19. Other Revenue includes Council's ownership distributions from TasWater with only \$45,046 received to date, however the full amount of \$556,000 is expected to be received by year end.

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

2020 Financial Year



15-Jan-2020 03:00:19

Administration

100 - Administration

	<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>
5043 Council Chambers - Office Expansion & Foyer Refurbishment	\$354	\$25,076	\$25,430	\$250,000	-\$224,570	10.17%
5101 Workstations and Peripherals	\$0	\$23,650	\$23,650	\$29,000	-\$5,350	81.55%
5102 Network Infrastructure	\$0	\$11,310	\$11,310	\$60,400	-\$49,090	18.73%
5109 Networked Copiers and Printers	\$0	\$0	\$0	\$17,000	-\$17,000	0.00%
5111 Software and Upgrades	\$0	\$12,573	\$12,573	\$84,500	-\$71,927	14.88%
5115 Conquest Software Upgrade 14/15	\$6,908	\$4,982	\$11,891	\$45,000	-\$33,109	26.42%
5127 MVC Website Upgrade 17/18	\$15,211	\$3,018	\$18,229	\$15,000	\$3,229	121.52%
5129 Municipal Revaluation 18/19	\$0	\$22,641	\$22,641	\$67,000	-\$44,359	33.79%
5130 Great Western Tiers Websites Upgrade 18/19	\$6,250	\$6,050	\$12,300	\$15,000	-\$2,700	82.00%
100 - Administration Sub Total	\$28,724	\$109,301	\$138,024	\$582,900	-\$444,876	23.68%
100 - Administration Sub Total	\$28,724	\$109,301	\$138,024	\$582,900	-\$444,876	23.68%

Roads Streets and Bridges

201 - Roads and Streets

5620 Whiteleys Rd - Meander 18/19	\$0	\$0	\$0	\$30,500	-\$30,500	0.00%
5692 Gibsons Rd - Selbourne	\$0	\$16,535	\$16,535	\$15,000	\$1,535	110.23%
5802 Louisa St - Bracknell	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
5810 Elizabeth St - Bracknell	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5825 Emu Bay Rd - Deloraine	\$0	\$57,456	\$57,456	\$60,000	-\$2,544	95.76%
5829 Morrison St - Deloraine 17/18	\$0	\$0	\$0	\$45,600	-\$45,600	0.00%
5851 Moriarty St - Deloraine	\$0	\$26,905	\$26,905	\$20,000	\$6,905	134.53%
5855 Westbury Pl East - Deloraine	\$0	\$43,844	\$43,844	\$60,000	-\$16,156	73.07%

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>
5857 East Church St - Deloraine 18/19	\$5,660	\$18,673	\$24,333	\$24,600	-\$267	98.92%
5860 Beefeater St - Deloraine 18/19	\$4,157	\$32,891	\$37,048	\$57,000	-\$19,952	65.00%
5880 Foote St - Hadspen	\$0	\$5,492	\$5,492	\$15,000	-\$9,508	36.61%
5888 Winifred Jane Cres - Hadspen	\$0	\$20,270	\$20,270	\$25,000	-\$4,730	81.08%
5894 Country Club Av - Prospect Vale 18/19	\$7,635	\$5,495	\$13,129	\$80,000	-\$66,871	16.41%
5930 Chris St Clifton To End - Prospect Vale	\$0	\$0	\$0	\$65,000	-\$65,000	0.00%
5958 Kelsey Rd - Blackstone Heights	\$0	\$31,656	\$31,656	\$45,000	-\$13,344	70.35%
5983 Old Bass Highway, Westbury 16/17	\$0	\$207,157	\$207,157	\$250,000	-\$42,843	82.86%
5984 Old Bass Highway - Carrick 18/19	\$10,787	\$72,991	\$83,779	\$180,000	-\$96,221	46.54%
6102 Blackstone Rd - Blackstone Heights 16/17	\$7,737	\$6,254	\$13,991	\$110,000	-\$96,009	12.72%
6141 Dunorlan Rd - Dunorlan	\$0	\$65,962	\$65,962	\$66,100	-\$138	99.79%
6198 R2R 2020 Osmaston Rd - Osmaston	\$0	\$602,628	\$602,628	\$715,000	-\$112,372	84.28%
6219 Pateena Rd - Travellers Rest	\$0	\$25,393	\$25,393	\$40,000	-\$14,607	63.48%
6224 Weegen Rd - Weegen	\$0	\$0	\$0	\$120,000	-\$120,000	0.00%
6228 Dexter St- Jones To Five Acre - Westbury 18/19	\$680	\$62,518	\$63,197	\$55,000	\$8,197	114.90%
6229 Marriott St Moore To Lyttleton St 18/19	\$1,160	\$42,066	\$43,226	\$55,000	-\$11,774	78.59%
6234 King St Mary To Marriott St - Westbury	\$0	\$4,316	\$4,316	\$35,000	-\$30,684	12.33%
6259 R2R 2020 Railton Rd - Kimberley	\$0	\$6,867	\$6,867	\$200,000	-\$193,133	3.43%
6276 Westbury Rd - Prospect: Transport Study Projects	\$0	\$0	\$0	\$459,500	-\$459,500	0.00%
6283 Westbury Rd - Cycling Lanes 13/14	\$21,055	\$0	\$21,055	\$50,000	-\$28,945	42.11%
6284 New Footpath Developments - Westbury 15/16	\$0	\$0	\$0	\$30,700	-\$30,700	0.00%
6285 New Footpath Developments - Blackstone 17/18	\$108,993	\$705,337	\$814,330	\$884,000	-\$69,670	92.12%
6288 Westbury Rd - PVP Entrance Roundabout 15/16	\$94,701	\$185,494	\$280,195	\$1,200,000	-\$919,805	23.35%
6289 Mt Leslie Rd - St Patricks Parking Improvements 16/17	\$60,297	\$17,717	\$78,014	\$215,000	-\$136,986	36.29%
6695 Nutt Street - Deloraine	\$0	\$72,702	\$72,702	\$60,000	\$12,702	121.17%
201 - Roads and Streets Sub Total	\$322,861	\$2,336,619	\$2,659,480	\$5,328,000	-\$2,668,520	49.92%

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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>
210 - Bridges						
5249 Warners Creek Sugarloaf Road	\$51	\$1,889	\$1,940	\$240,000	-\$238,060	0.81%
5277 Burnies Creek Sugarloaf Road	\$39	\$2,346	\$2,384	\$240,000	-\$237,616	0.99%
5278 Spearhill Creek Quamby Brook Road	\$129	\$38,590	\$38,718	\$38,800	-\$82	99.79%
5283 Bluff Creek Bogan Road	\$0	\$0	\$0	\$400	-\$400	0.00%
5294 Jackeys Creek Williams Road	\$39	\$1,654	\$1,692	\$240,000	-\$238,308	0.71%
5297 Leiths Creek Barbers Road 18/19	\$7,647	\$154,708	\$162,355	\$160,000	\$2,355	101.47%
5320 Brady Creek Tribulet Maloneys Road	\$39	\$1,593	\$1,632	\$190,000	-\$188,368	0.86%
5322 Limestone Creek Walters Road 18/19	\$106,478	\$79,332	\$185,810	\$186,000	-\$190	99.90%
5342 Chittys Creek Barbers Road	\$39	\$41,721	\$41,759	\$190,000	-\$148,241	21.98%
5352 Ritchies Creek Botts Road 18/19	\$4,928	\$117,342	\$122,270	\$160,000	-\$37,730	76.42%
5358 Reids Creek Rayey Road	\$26	\$105,334	\$105,360	\$235,000	-\$129,640	44.83%
5363 Allsops Creek Bankton Road	\$0	\$0	\$0	\$1,900	-\$1,900	0.00%
5364 Dalebrook River Bankton Road	\$0	\$0	\$0	\$100	-\$100	-0.01%
5365 Western Creek Bankton Road	\$0	\$0	\$0	\$4,500	-\$4,500	0.00%
5440 Liffey River Bennetts Road	\$0	\$13	\$13	\$50,700	-\$50,687	0.03%
210 - Bridges Sub Total	\$119,413	\$544,521	\$663,934	\$1,937,400	-\$1,273,466	34.27%
200 - Roads Streets and Bridges Sub Total	\$442,275	\$2,881,139	\$3,323,414	\$7,265,400	-\$3,941,986	45.74%

Health and Community Welfare

315 - Cemeteries

6303 Mole Creek Lawn Cemetery Concrete Slabs	\$0	\$6,897	\$6,897	\$7,000	-\$103	98.53%
6308 Deloraine Lawn Cemetery Shelter 16/17	\$1,273	\$16,222	\$17,494	\$43,700	-\$26,206	40.03%
315 - Cemeteries Sub Total	\$1,273	\$23,119	\$24,391	\$50,700	-\$26,309	48.11%

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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>
316 - Community Amenities						
6526 Hagley Rec Ground - Replace Septic Tank & Pump	\$0	\$2,658	\$2,658	\$20,000	-\$17,342	13.29%
316 - Community Amenities Sub Total	\$0	\$2,658	\$2,658	\$20,000	-\$17,342	13.29%
321 - Tourism & Area Promotion						
7801 GWTVIC - Ground works 18/19	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
7831 Folk Museum - Rising Damp Corrective Works 17/18	\$58,679	\$3,786	\$62,465	\$100,000	-\$37,535	62.47%
321 - Tourism & Area Promotion Sub Total	\$58,679	\$3,786	\$62,465	\$115,000	-\$52,535	54.32%
335 - Household Waste						
6602 Westbury Land fill Site - Cell Expansion	\$33,857	\$1,032	\$34,889	\$160,800	-\$125,911	21.70%
6605 Mobile Garbage Bins	\$0	\$40,220	\$40,220	\$41,400	-\$1,180	97.15%
6611 Mobile Organics Bins	\$0	\$0	\$0	\$300,000	-\$300,000	0.00%
335 - Household Waste Sub Total	\$33,857	\$41,252	\$75,108	\$502,200	-\$427,092	14.96%
351 - Storm Water Drainage						
6436 Panorama Rd Blackstone Stormwater 18/19	\$8,178	\$105,165	\$113,343	\$150,000	-\$36,657	75.56%
6456 Church St Carrick Stormwater	\$0	\$47,443	\$47,443	\$30,000	\$17,443	158.14%
6470 William St Westbury - Stormwater	\$0	\$1,331	\$1,331	\$120,000	-\$118,669	1.11%
6483 Taylor St, Westbury Stormwater 18/19	\$3,103	\$1,512	\$4,615	\$130,000	-\$125,385	3.55%
6495 Urban Stormwater Drainage – Program Budget	\$0	\$0	\$0	\$93,300	-\$93,300	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	\$23,500	-\$23,500	0.00%
6856 Mary St, Westbury - Stormwater 18/19	\$0	\$13	\$13	\$70,000	-\$69,987	0.02%
6860 Peyton St, Westbury - Stormwater	\$0	\$4,414	\$4,414	\$0	\$4,414	0.00%
6861 Main Rd, Meander - Stormwater	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6862 Emma St, Bracknell - Stormwater	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
351 - Storm Water Drainage Sub Total	\$11,282	\$159,878	\$171,159	\$730,800	-\$559,641	23.42%
300 - Health and Community Welfare Sub Total	\$105,090	\$230,693	\$335,783	\$1,418,700	-\$1,082,917	23.67%

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Recreation and Culture

505 - Public Halls

	<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>
7428 Bracknell Hall - Bracing Building Structure 16/17	\$14,731	\$10,019	\$24,750	\$435,000	-\$410,250	5.69%
7444 Mole Creek Hall - Reseal Carpark	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
505 - Public Halls Sub Total	\$14,731	\$10,019	\$24,750	\$450,000	-\$425,250	5.50%

515 - Swimming Pools and Other

8817 Deloraine Pool - Chlorine Dosing & Heating Unit	\$0	\$83,002	\$83,002	\$42,000	\$41,002	197.62%
515 - Swimming Pools and Other Sub Total	\$0	\$83,002	\$83,002	\$42,000	\$41,002	197.62%

525 - Recreation Grounds & Sports Facilities

7616 Deloraine Rec Ground - Drainage	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
7668 Westbury Rec Ground - Building Design & Upgrade 14/15	\$670,484	\$1,572,635	\$2,243,119	\$2,086,900	\$156,219	107.49%
7671 PVP Development Plan - Future Projects	\$0	\$0	\$0	\$326,500	-\$326,500	0.00%
7688 Deloraine Community Complex - Female Changeroom Refurb.	\$5,038	\$0	\$5,038	\$110,000	-\$104,962	4.58%
7690 Deloraine Community Complex - Netball Courts	\$0	\$28,075	\$28,075	\$28,300	-\$225	99.21%
7691 Westbury Rec Ground - Cricket Block Renewal	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
7693 PVP New Pathway	\$0	\$27,473	\$27,473	\$25,000	\$2,473	109.89%
7694 DCC & Deloraine Football Club - Grease Trap Installation	\$0	\$287	\$287	\$35,000	-\$34,714	0.82%
7695 Deloraine Community Complex - Squash Courts	\$0	\$4,083	\$4,083	\$0	\$4,083	0.00%
7696 Deloraine Pump Track	\$0	\$1,605	\$1,605	\$20,000	-\$18,395	8.03%
7697 Facility Management – Booking & Keyless Access	\$0	\$1,085	\$1,085	\$0	\$1,085	0.00%
525 - Recreation Grounds & Sports Facilities Sub Total	\$675,522	\$1,635,242	\$2,310,764	\$2,706,700	-\$395,936	85.37%

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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>
545 - Sundry Cultural Activities						
7908 MVPAC Roof Renewal	\$0	\$62,714	\$62,714	\$95,000	-\$32,286	66.01%
7909 MVPAC Foyer Improvements 18/19	\$6,409	\$58,525	\$64,934	\$145,000	-\$80,066	44.78%
545 - Sundry Cultural Activities Sub Total	\$6,409	\$121,238	\$127,648	\$240,000	-\$112,352	53.19%
565 - Parks and Reserves						
8020 Bordin St Reserve - Park Improvements 18/19	\$5,715	\$7,940	\$13,655	\$10,000	\$3,655	136.55%
8023 Las Vegas Drive Reserve - Playground Renewal	\$0	\$414	\$414	\$10,000	-\$9,586	4.14%
8044 Blackstone Park - Playground Equipment 18/19	\$51,308	\$40,219	\$91,527	\$100,000	-\$8,473	91.53%
8053 Blackstone Park - Sale of Public Land 16/17	\$6,190	\$0	\$6,190	\$0	\$6,190	0.00%
8059 Winifred Jane Cres Hadspen - Playground Upgrade 18/19	\$247	\$0	\$247	\$10,000	-\$9,753	2.47%
8079 Hadspen Lions Park - Erosion Control & Landscaping 17/18	\$43,042	\$0	\$43,042	\$50,000	-\$6,958	86.08%
8097 Kimberley Township Improvements 18/19	\$2,345	\$0	\$2,345	\$10,000	-\$7,655	23.45%
8098 Coronea Court, Hadspen - Renew Playground 18/19	\$17,322	\$16,761	\$34,082	\$35,000	-\$918	97.38%
8099 Poets Place Reserve, Hadspen - Divest Land 18/19	\$190	\$0	\$190	\$5,000	-\$4,810	3.79%
8100 Hadspen Bull Run - Seating & Shade 18/19	\$1,363	\$24,021	\$25,385	\$25,000	\$385	101.54%
8101 Chris St Reserve, Prospect - Divest Land 18/19	\$59	\$0	\$59	\$5,000	-\$4,941	1.18%
8102 Blackstone Park Drive - Install Speed Humps	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
565 - Parks and Reserves Sub Total	\$127,780	\$89,355	\$217,135	\$275,000	-\$57,865	78.96%
500 - Recreation and Culture Sub Total	\$824,442	\$1,938,857	\$2,763,299	\$3,713,700	-\$950,401	74.41%
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0	\$57,119	\$57,119	\$40,900	\$16,219	139.66%
8818 Works Depot Land Purchase	\$0	\$0	\$0	\$750,000	-\$750,000	0.00%
625 - Management and Indirect O/Heads Sub Total	\$0	\$57,119	\$57,119	\$790,900	-\$733,781	7.22%

Capital Project Report

2020 Financial Year



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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>
655 - Plant Working						
8724 Ute Replacement (Plant 209)	\$0	\$29,526	\$29,526	\$25,000	\$4,526	118.10%
8734 Backhoe Replacement (No. 310) 18/19	\$0	\$124,290	\$124,290	\$110,000	\$14,290	112.99%
8762 Tip Truck (No. 910)	\$0	\$0	\$0	\$105,000	-\$105,000	0.00%
8763 Mower (No. 626)	\$0	\$30,395	\$30,395	\$30,000	\$395	101.32%
655 - Plant Working Sub Total	\$0	\$184,211	\$184,211	\$270,000	-\$85,789	68.23%
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0	\$15,598	\$15,598	\$116,700	-\$101,102	13.37%
8764 6-8 Emu Bay Road, Deloraine - Divest Property	\$0	\$432	\$432	\$0	\$432	0.00%
8765 333 Westbury Road, Prospect Vale - Divest Property	\$0	\$432	\$432	\$0	\$432	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$16,461	\$16,461	\$116,700	-\$100,239	14.11%
600 - Unallocated and Unclassified Sub Total	\$0	\$257,792	\$257,792	\$1,177,600	-\$919,808	21.89%
Total Capital Project Expenditure	\$1,400,530	\$5,417,782	\$6,818,312	\$14,158,300	-\$7,339,988	48.16%

Capital Resealing Report

2020 Financial Year



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	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>
Roads Streets and Bridges				
201 - Roads and Streets				
5653 Long Ridge Rd - Montana	\$1,736	\$0	\$1,736	0.00%
5779 Monds Lne - Carrick 15/16	\$8,462	\$0	\$8,462	0.00%
5814 Arthur St - Carrick	\$762	\$0	\$762	0.00%
5817 Church St - Carrick	\$4,068	\$0	\$4,068	0.00%
5821 Liffey St - Carrick	\$1,617	\$0	\$1,617	0.00%
5894 Country Club Av - Prospect Vale 18/19	\$592	\$0	\$592	0.00%
5905 Jupiter Ct - Prospect Vale	\$587	\$0	\$587	0.00%
5909 Angela Ct - Prospect Vale	\$855	\$0	\$855	0.00%
5926 Richard St - Prospect Vale	\$158,590	\$0	\$158,590	0.00%
5951 Crockford Ct - Prospect Vale	\$637	\$0	\$637	0.00%
6106 Oaks Rd - Bracknell	\$18,603	\$0	\$18,603	0.00%
6131 Barra Rd - Deloraine	\$1,524	\$0	\$1,524	0.00%
6151 Exton Rd- Exton	\$4,919	\$0	\$4,919	0.00%
6154 Brodies Rd - Golden Valley	\$3,719	\$0	\$3,719	0.00%
6155 Golden Valley - Golden Valley	\$17,052	\$0	\$17,052	0.00%
6194 Railton Main Road - Moltema	\$133,244	\$0	\$133,244	0.00%
6198 R2R 2020 Osmaston Rd - Osmaston	\$36,112	\$0	\$36,112	0.00%
6208 Bogan Rd - Quamby Brook	\$35,201	\$0	\$35,201	0.00%
6299 Reseals General Budget Allocation	\$0	\$1,320,200	-\$1,320,200	0.00%
201 - Roads and Streets Sub Total	\$428,281	\$1,320,200	-\$891,919	32.44%
Capital Resealing Projects - Grand Total	\$428,281	\$1,320,200	-\$891,919	32.44%

Capital Gravelling Report

2020 Financial Year



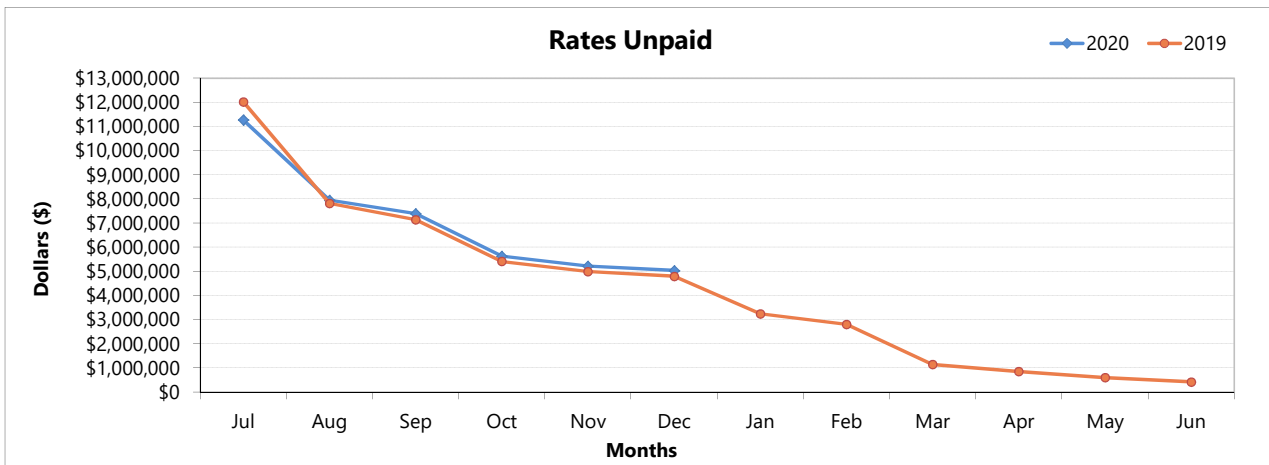
14-Jan-2020 20:13:03

	<i>Total Expenditure</i>	<i>Total Budget</i>	<i>Variance Amount</i>	<i>Percentage of Total Budget</i>	
Roads Streets and Bridges					
201 - Roads and Streets					
5585	Wiiiteena Rd - Jackeys Marsh	\$25,450	\$0	\$25,450	0.00%
5586	Sugar Loaf Rd - Jackeys Marsh	\$57,033	\$0	\$57,033	0.00%
5631	Harrisons - Mole Creek	\$2,625	\$0	\$2,625	0.00%
5644	Brooklyn Rd - Moltema	\$3,494	\$0	\$3,494	0.00%
5651	Brocks - Montana	\$20,171	\$0	\$20,171	0.00%
5653	Long Ridge Rd - Montana	\$46,789	\$0	\$46,789	0.00%
5799	Gravel Resheeting General Budget Alloc	\$0	\$267,300	-\$267,300	0.00%
201 - Roads and Streets Sub Total		\$155,562	\$267,300	-\$111,738	58.20%
Capital Gravelling Expenditure Total		\$155,562	\$267,300	-\$111,738	58.20%

Meander Valley Rates Report as at 31/12/2019

	2020	2019
Rate Balance Carried Forward from previous Year	\$ 418,300	\$ 377,074
2019/20 Rates Raised	\$ 12,956,229	\$ 12,465,445
Interest	\$ 27,539	\$ 23,879
Plus Adjustments	\$ 18,339	\$ 16,936
Payments Received	\$ (8,390,121)	\$ (8,088,477)
Rates Control Account Balance	<u><u>\$ 5,030,285</u></u>	<u><u>\$ 4,794,858</u></u>

% of Rates Unpaid **37.53%** **37.27%**



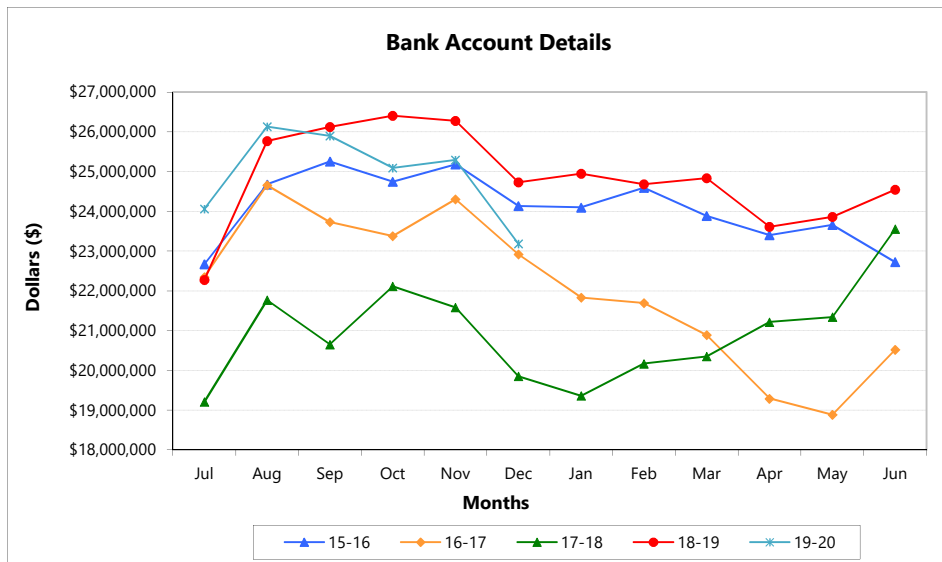
Meander Valley Council Cash Reconciliation as at 31-December-2019

	2019-20	2018-19
Balance Carried Forward from previous Year	\$ 24,549,378	\$ 23,554,799
Add Deposits	\$ 13,154,122	\$ 12,376,024
Less Payments	-\$ 14,520,752	-\$ 11,199,032
Balance as per Bank Account	\$ 23,182,748	\$ 24,731,791

Made up of:	Amount	Interest Rate
Cash at Bank	96,728	0.25%
Westpac Bank Cash Management Account	1,074,622	1.50%
Commonwealth Bank at Call Account	100	0.00%
National Bank	5,035,246	1.57-2.50%
Macquarie Bank	3,000,000	1.70-1.80%
Defence Bank	1,056,592	2.75%
MyState Financial	5,361,360	1.90-2.80%
Bank of Us	1,544,250	1.80%
Bank of Sydney	2,005,425	1.75-2.05%
Bank of Queensland	1,008,425	1.58%
Australian Military Bank	1,000,000	2.17%
Police Credit Union SA	2,000,000	2.12%
	\$ 23,182,748	

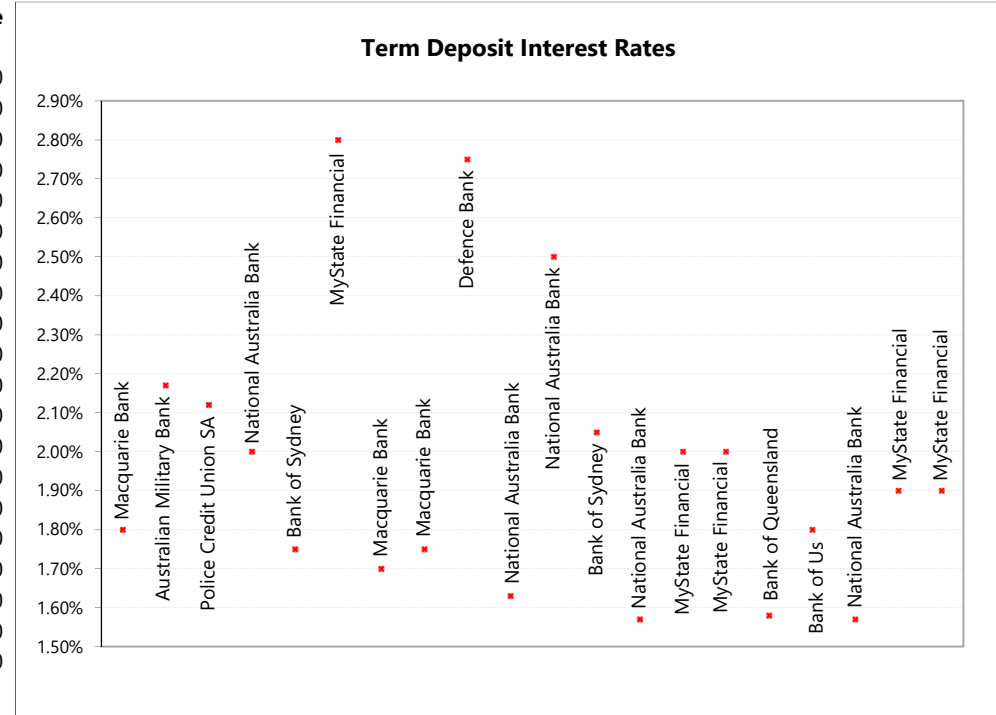
Less expenditure commitments:	
2020 Operating expenditure outstanding	-8,139,225
2020 Capital expenditure outstanding	-8,566,280
Add assets:	
2020 Operating income outstanding	5,624,415
2020 Estimated rate debtors outstanding	5,030,285
Part 5 agreement amounts receivable	894,500
2019 Audited loans receivable	3,762,000
Less liabilities:	
2019 Audited tip rehabilitation	-4,117,984
2019 Audited employee leave provisions	-1,761,476
2019 Audited loans payable	-3,600,000

Adjusted Cash Balance **\$ 12,308,983**



Date: 31-December-2019

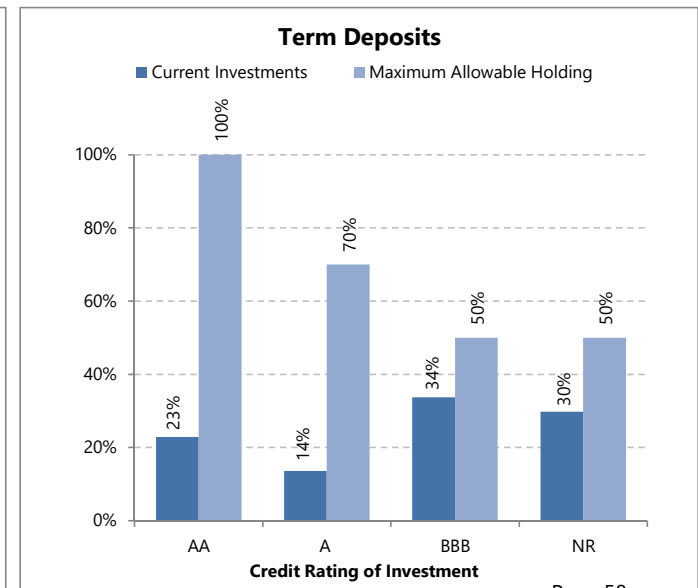
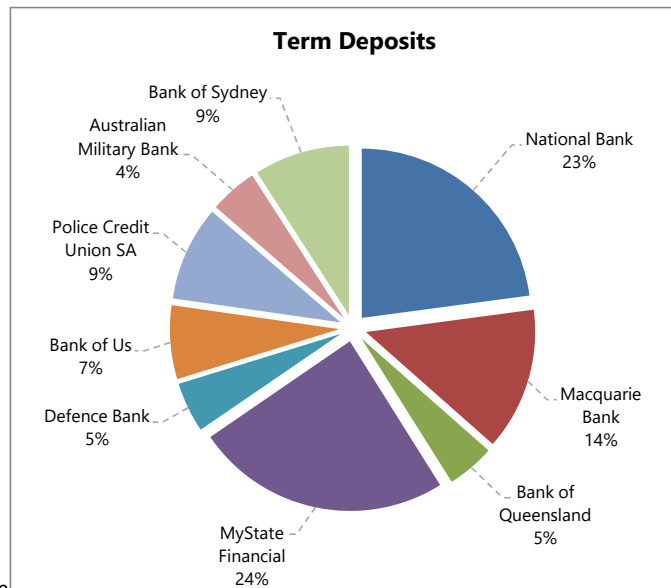
Institution	Deposit	Rate %	Entered	Due
Macquarie Bank	1,000,000	1.80%	5/09/2019	3/01/2020
Australian Military Bank	1,000,000	2.17%	2/07/2019	7/01/2020
Police Credit Union SA	2,000,000	2.12%	15/07/2019	13/01/2020
National Australia Bank	1,000,000	2.00%	19/07/2019	18/01/2020
Bank of Sydney	1,005,425	1.75%	22/10/2019	20/01/2020
MyState Financial	1,027,000	2.80%	2/03/2019	2/03/2020
Macquarie Bank	1,000,000	1.70%	24/09/2019	23/03/2020
Macquarie Bank	1,000,000	1.75%	4/09/2019	31/03/2020
Defence Bank	1,056,592	2.75%	8/04/2019	8/04/2020
National Australia Bank	1,012,685	1.63%	8/10/2019	8/04/2020
National Australia Bank	1,000,000	2.50%	24/04/2019	24/04/2020
Bank of Sydney	1,000,000	2.05%	30/10/2019	28/04/2020
National Australia Bank	1,012,284	1.57%	7/11/2019	7/05/2020
MyState Financial	1,069,245	2.00%	12/12/2019	12/05/2020
MyState Financial	1,069,245	2.00%	15/12/2019	15/05/2020
Bank of Queensland	1,008,425	1.58%	21/11/2019	19/05/2020
Bank of Us	1,544,250	1.80%	28/11/2019	28/05/2020
National Australia Bank	1,010,278	1.57%	24/12/2019	24/06/2020
MyState Financial	1,195,871	1.90%	28/08/2019	28/08/2020
MyState Financial	1,000,000	1.90%	4/09/2019	4/09/2020
\$	22,011,298			



Average Interest Rate 1.97%

Term Deposits with institutions

Institution	Credit Rating	Amount
National Bank	AA	5,035,246
Macquarie Bank	A	3,000,000
Bank of Queensland	BBB	1,008,425
MyState Financial	BBB	5,361,360
Defence Bank	BBB	1,056,592
Bank of Us	NR	1,544,250
Police Credit Union SA	NR	2,000,000
Australian Military Bank	NR	1,000,000
Bank of Sydney	NR	2,005,425
\$		22,011,298



INFRASTRUCTURE 1

Reference No. 14/2020

REVIEW OF BUDGETS FOR THE 2019-20 CAPITAL WORKS PROGRAM

AUTHOR: Dino De Paoli
Director Infrastructure Services

1) Recommendation

It is recommended that Council approves the following project budget changes to the 2019-20 Capital Works Program;

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
<i>IT Network Infrastructure</i>	<i>\$60,400</i>	<i>-\$25,400</i>	<i>\$35,000</i>
<i>Yarns Exhibition lighting replacement</i>	<i>\$0</i>	<i>\$25,400</i>	<i>\$25,400</i>
<i>Urban Stormwater Drainage – Program Budget</i>	<i>\$93,300</i>	<i>-\$21,800</i>	<i>\$71,500</i>
<i>Peyton St, Westbury - Stormwater</i>	<i>\$0</i>	<i>\$4,400</i>	<i>\$4,400</i>
<i>Mole Creek Hall - Reseal Carpark</i>	<i>\$15,000</i>	<i>-\$15,000</i>	<i>\$0</i>
<i>Carrick Public Hall - Car Park Improvements 2020-21</i>	<i>\$0</i>	<i>\$15,000</i>	<i>\$15,000</i>
<i>Liffey River Bridge, Bennetts Road</i>	<i>\$50,700</i>	<i>-\$50,700</i>	<i>\$0</i>
<i>Meander Valley Performing Arts Centre Roof Renewal</i>	<i>\$95,000</i>	<i>-\$32,000</i>	<i>\$63,000</i>
<i>Deloraine Pool - Chlorine Dosing & Heating Unit</i>	<i>\$42,000</i>	<i>\$41,000</i>	<i>\$83,000</i>
<i>Ritchies Creek Bridge, Botts Road</i>	<i>\$160,000</i>	<i>-\$30,000</i>	<i>\$130,000</i>
<i>Burnies Creek Bridge, Sugarloaf Road</i>	<i>\$240,000</i>	<i>-\$142,200</i>	<i>\$97,800</i>

<i>Westbury Recreation Ground - Building Design & Upgrade</i>	<i>\$2,086,900</i>	<i>\$190,000</i>	<i>\$2,276,900</i>
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2) Officers Report

The purpose of this report is to seek Council approval for the reallocation of funding within the Capital Works Program as a result of project cost variations and addition of new projects to the Program.

Project budget allocations within the Capital Works Program that are submitted to Council for approval prior to the commencement of each financial year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped and accurate estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the financial year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the program, or removal.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. As part of our ongoing management of projects, Council officers review project time lines, budgets, scope and available resources. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects.

In order to deliver the outcomes required from capital works projects outlined in the Annual Plan, Council officers regularly review project scope, resourcing requirements and committed and forecast expenditure. Typically on a quarterly basis, project information is presented to Council where cost variations have occurred, and formal approval is requested from the Council to reallocate funding within the Capital Works Program where variations are beyond the General Manager's financial delegation.

Table 1 below contains three (3) new projects (Yarns Exhibition lighting replacement, Peyton St, Westbury - Stormwater, and Carrick Public Hall Car Park Improvements 2020-21) not previously presented to Council.

TABLE 1: 2019-20 CAPITAL WORKS BUDGET – REALLOCATION OF PROJECT FUNDING

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
5102	IT Network Infrastructure	\$11,310	\$60,400	-\$25,400	\$35,000	Council	Transfer funds to new PN
TBC	Yarns Exhibition lighting replacement	\$0	\$0	\$25,400	\$25,400	Council	Transfer funds from PN5102
	<p>Note: Reduction of IT Network Infrastructure based on the following;</p> <p>Visitor Centre server replacement (\$10,000): Server was due for replacement. Determined following investigation to remove server and bring all visitor centre data back to the Westbury Council Chambers via NBN. Capital funds no longer required.</p> <p>Disaster Recovery replication improvement (\$15,400): Investigated and software improvements determined not to be the best option and a full replication software replacement expected to be required. A new capital works project budget proposal will be brought to Council once software upgrade paths established by the IT Strategic Direction work.</p> <p>The lights at the Yarns artwork in silk exhibition have stopped working and parts are no longer available for this product due to its age. The system has reached the end of its useful life and replacement of the light system is required. As the performance had deteriorated it was planned to bring this to Council in the 2020-21 capital works program, with discussions already commenced with supplier, however, through the Christmas period the lighting ceased working completely. The existing lighting was purchased in August 2010 at a cost of \$29,100 and was expected to last for 7 years.</p>						
6495	Urban Stormwater Drainage – Program Budget	\$0	\$93,300	-\$21,800	\$71,500	Council	Transfer funds to PN6456 & PN6860
6456	Church St, Carrick - Stormwater	\$47,415	\$30,000	\$17,400	\$47,400	GM	Transfer funds from PN6495

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6860	Peyton St, Westbury - Stormwater	\$4,414	\$0	\$4,400	\$4,400	Council	Transfer funds from PN6495
	Note: Transfer of funds from stormwater program budget required for completion of small Carrick and Westbury projects.						
7444	Mole Creek Hall - Reseal Carpark	\$0	\$15,000	-\$15,000	\$0	Council	Transfer funds to new PN
TBC	Carrick Public Hall - Car Park Improvements 2020-21	\$0	\$0	\$15,000	\$15,000	Council	Transfer funds from PN7444
	Note: Surface of Mole Creek Hall carpark satisfactory and funding transferred to new project to improve condition of carpark around the Carrick Hall. Additional funding will be required for Carrick as part of considerations for projects in the 2020-21 FY.						
5440	Liffey River Bridge - Bennetts Road	\$13	\$50,700	-\$50,700	\$0	Council	Transfer funds to PNs 5692, 5851, 6695, 7693, 8817 & 7668
5692	Gibsons Rd - Selbourne	\$16,535	\$15,000	\$1,500	\$16,500	GM	Transfer funds from PN5440
5851	Moriarty St - Deloraine	\$26,905	\$20,000	\$7,000	\$27,000	GM	Transfer funds from PN5440
6695	Nutt Street - Deloraine	\$72,702	\$60,000	\$13,000	\$73,000	GM	Transfer funds from PN5440
7693	PVP New Pathway	\$27,473	\$25,000	\$2,400	\$27,400	GM	Transfer funds from PN5440
	Note: Bennetts Road bridge completed. Transfer of funds to balance other projects recently completed.						
7908	Meander Valley Performing Arts Centre Roof Renewal	\$62,714	\$95,000	-\$32,000	\$63,000	Council	Transfer funds to PN8817
8817	Deloraine Pool - Chlorine	\$83,002	\$42,000	\$41,000	\$83,000	Council	Transfer funds from PN5440

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
	Dosing & Heating Unit						& PN7908
	Note: MVPAC roof renewal completed significantly under budget. Transfer to Deloraine Pool project which was underestimated due to information provided by supplier.						
5352	Ritchies Creek Bridge, Botts Road	\$122,270	\$160,000	-\$30,000	\$130,000	Council	Transfer funds to PN7668
5277	Burnies Creek Bridge, Sugarloaf Road	\$2,045	\$240,000	-\$142,200	\$97,800	Council	Transfer funds to PN7668
7668	Westbury Recreation Ground - Building Design & Upgrade	\$2,242,561	\$2,086,900	\$190,000	\$2,276,900	Council	Transfer funds from PNs 5440, 5352 & 5277
	Note: Ritchies Creek Bridge completed. Significant underspend on the Burnies Creek project forecast due to reuse of existing abutments. Westbury Recreation ground variations include storage shed, audio visual installation, painting exterior of existing clubroom building, kitchen equipment, function room fitout.						
	Totals		\$2,993,300	\$0	\$2,993,300		

3) Council Strategy and Policy

Council's Annual Plan requires Council officers to report on the progress of capital works projects.

4) Legislation

Section 82(4) of the Local Government Act 1993 requires Council to approve by absolute majority any proposed alteration to Council's estimated capital works outside the limit of the General Manager's financial delegation of \$20,000.

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

The recommended variations in this report will result in no change to the value of the 2019-20 Capital Works Program.

9) Alternative Recommendations

Council can elect to amend or not approve the recommendation.

10) Voting Requirements

Absolute Majority

DECISION:

GOVERNANCE 1

Reference No. 15/2020

CONFIRMATION OF ANNUAL GENERAL MEETING MINUTES

AUTHOR: Jonathan Harmey
Acting General Manager

1) Recommendation

It is recommended that the minutes of Council's Annual General Meeting held on Tuesday 10 December 2019, be received and confirmed.

2) Officers Report

Council's Annual General Meeting (AGM) was conducted on 10 December 2019 at the Council Chambers, Westbury. The Annual Report for the 2018-19 financial year, including the audited Financial Statements for the 2018-19 financial year were presented at the AGM and documents are available from Council's website.

3) Council Strategy and Policy

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

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

4) Legislation

Council's Annual General Meeting was held on 10 December 2019 in accordance with Section 72B of the Local Government Act 1993.

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

Council can confirm the minutes with amendments.

10) Voting Requirements

Simple Majority

DECISION:



Meander Valley Council
Working Together

MINUTES

ANNUAL GENERAL MEETING

Tuesday 10 December 2019 at 5.32 pm

Minutes of the Annual General Meeting of the Meander Valley Council held at the Council Chambers, 26 Lyall Street, Westbury, on Tuesday 10 December 2019 at 5.32 pm.

PRESENT:

Mayor Wayne Johnston, Deputy-Mayor Michael Kelly, Councillors Susie Bower, Stephanie Cameron, Tanya King, Rodney Synfield and John Temple.

APOLOGIES:

Councillors Andrew Sherriff and Frank Nott, Mr Robert Richardson.

STAFF IN ATTENDANCE:

Acting General Manager, Jonathan Harmey
Executive Assistant, Merrilyn Young
Dino De Paoli, Director Infrastructure Services
Justin Marshall, Acting Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services

COMMUNITY MEMBERS IN ATTENDANCE:

Isobel Coates, Sharon Webb, Ian Robson, Eve Robson, Di Robinson, Emma Hamilton, Ian Mackenzie, Linda Poulton, Brad Hafner, Julie Gee, Anne-Marie Loader, Peter Wileman, Geoffrey Rader, Angela Williams, Matt Gower.

Mayor Wayne Johnston opened the meeting and acknowledged the local traditional owners of the land and welcomed attendees to the Annual General Meeting.

AGM 1/19 CONFIRMATION OF MINUTES:

Councillor Kelly moved and Councillor King seconded, ***“that the minutes of the Annual General Meeting of the Meander Valley Council held on Tuesday 11 December, 2018, be confirmed as a true and correct record, with the amendment of Councillor Connor attending and Councillor Synfield not attending.”***

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

AGM 2/19 PRESENTATION OF 2018/2019 ANNUAL REPORT:

The Acting General Manager made a presentation on the Annual Report which included an update on departmental projects that have been achieved in 2018/2019.

AGM 3/19 PUBLIC SUBMISSIONS RECEIVED

Nil

AGM 4/19 QUESTIONS FROM THE FLOOR:

1. Sharon Webb, Deloraine

a) Where in the Annual Reports financial statement is the Mayor's car listed?

Response by Acting General Manager, Jonathan Harmey

The cost of the Mayor's vehicle would have been a capital cost and that would have been reflected in plant and equipment assets. Depreciation on that capital acquisition would be reflected in the Statement of Comprehensive Income under recurring expenditure – depreciation.

The cost of fuel would be reflected in recurring expenditure - materials and contracts in the Statement of Comprehensive Income and that would cover all of the costs associated with the Mayor's vehicle.

b) It doesn't come under Allowances, I notice there was a specific are for Councillor's Allowances?

Response by Acting General Manager, Jonathan Harmey

No it doesn't come under that.

2. Di Robinson, Westbury –obo- Mrs Julie Gee

Could you please advise Julie whether you have had discussions with anyone in the Liberal Party regarding your pre-selection for the House of Assembly or the Legislative Council?

Response by Mayor Wayne Johnston

No discussions with anybody regarding the Legislative Council. Discussions with the Liberal Party prior to the Federal election and no discussions with the Liberal Party about the State elections.

3. Emma Hamilton, Westbury

- a) Given we know that some members of council attended a meeting on the 28 August with State Government representatives about the Northern Prison being built at the Birralee Road site will you tell us who it was on Council that initiated the idea to rewrite the 2014-2024 community plan 5 years early and what social or economic factors were cited as evidence of the new community plan due to the answer from Mr Harmey in the December Agenda regarding the 2019-2020 Annual Plan?

Response by Acting General Manager, Jonathan Harmey

The two are unrelated. The commitment from Council officers to undertake a review of the Community Strategic Plan, which is our overarching document required by the Local Government Act, that was discussed with our elected members in April/May they felt that it was time for us to go back out to the community and see what the current values in our community are and to keep it up to date.

It was put into our Annual Plan process which was voted on the 2nd week of June 2019, so there was a commitment that states "we will undertake that project throughout the course of this current financial year".

You refer to a meeting held on 28 August about the northern prison. The consideration of rewriting the Council's Community Strategic Plan was already on the books and already in progress by then.

The meeting that you refer to in August from the State Government around their northern prison project has absolutely no bearing on our Community Strategic Plan, albeit that community members when they provide feedback, when we go to the community for them to provide us with their feedback, may refer to some of those conversations that have gone on within the community since then and it may affect how they feel about what is important to them in their communities.

b) What is in the 2019-2020 Annual Plan required the plan to be reviewed?

Response by Acting General Manager, Jonathan Harmey
Council officers undertook a review, that is a 4 year scheduled review of the Plan it may have been March or April in 2019 and at that time there was a feeling that the document was prepared so long ago that it should be brought up to what the community thinks as of today.

c) Why write a plan until 2030 if that's too long and needs to be reviewed early, ie every 4 or 5 years?

Response by Acting General Manager, Jonathan Harmey
The requirement in the Act is that it would be for a 10 year period and it would be reviewed at least every 4 years.

d) Where in legislation does it say it needs to be reviewed every 4 or 5 years?

Response by Acting General Manager, Jonathan Harmey
Section 66(3) of the Local Government Act (Act) requires Council to prepare a strategic plan to be at least a ten (10) year period. Section 70E(1)(a) requires the strategic plan to be reviewed at least every four (4) years.

AGM 6/19 CLOSE OF MEETING:

The meeting closed at 5.50pm

GOVERNANCE 2

Reference No. 16/2020

2019-20 ANNUAL PLAN – QUARTERLY REVIEW – DECEMBER 2019

AUTHOR: Jonathan Harmey
Acting General Manager

1) Recommendation

It is recommended that Council receive and note the Annual Plan review for the December 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 December quarter there were 72 targets.

Of these targets – 68 were achieved, 2 were in progress and 2 were deferred.

Directorate: Governance

Program 1.4: Other Governance Functions

Activity 1.4.2: Signage Strategy

Target: Project Scope

Comment: A project scope for a new signage strategy has not commenced due in part to the lower amount of resources in the executive management team and pending arrival of Mr John Jordan.

Directorate: Infrastructure

Program 3.8: Other Governance Functions

Activity 3.8.1: Westbury Residential Rezoning

Target: Rezoning approved

Comment: Any approval for the expansion of the General Residential Zone in Westbury is reliant upon confirmation by TasWater that the

Westbury Sewerage Treatment Plant (STP) has sufficient capacity to accept approximately 230 additional lots. TasWater have been analysing the capability of the STP, with the plant being in the priority list for performance upgrades, however have identified current capacity constraints that are not yet resolved. TasWater anticipate that through a range of improvements currently being negotiated with the EPA, that it will be able to confirm that there is sufficient capacity in the coming months as the program for Westbury STP is decided. Once confirmation is provided, the draft amendment for rezoning can be progressed.

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
Working Together

2019-2020

ANNUAL PLAN


Community
Vision



Community
Strategic Plan



Annual Plan



Our six future directions:

**A sustainable natural
& built environment**

A thriving local economy

**Vibrant & engaged
communities**

**A healthy & safe
community**

**Innovative leadership
& community governance**

**Planned infrastructure
services**



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Annual Plan Overview

Our Annual Plan must state the manner in which we will meet the goals and objectives of our Strategic Plan. The Annual Plan outlines the programs and services Council intends to deliver throughout the financial year. Preparation of the Annual Plan is informed by the strategic objectives of the Meander Valley Community Strategic Plan 2014 to 2024, the activities required to undertake the day-to-day operations and the management of regulatory responsibilities.

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

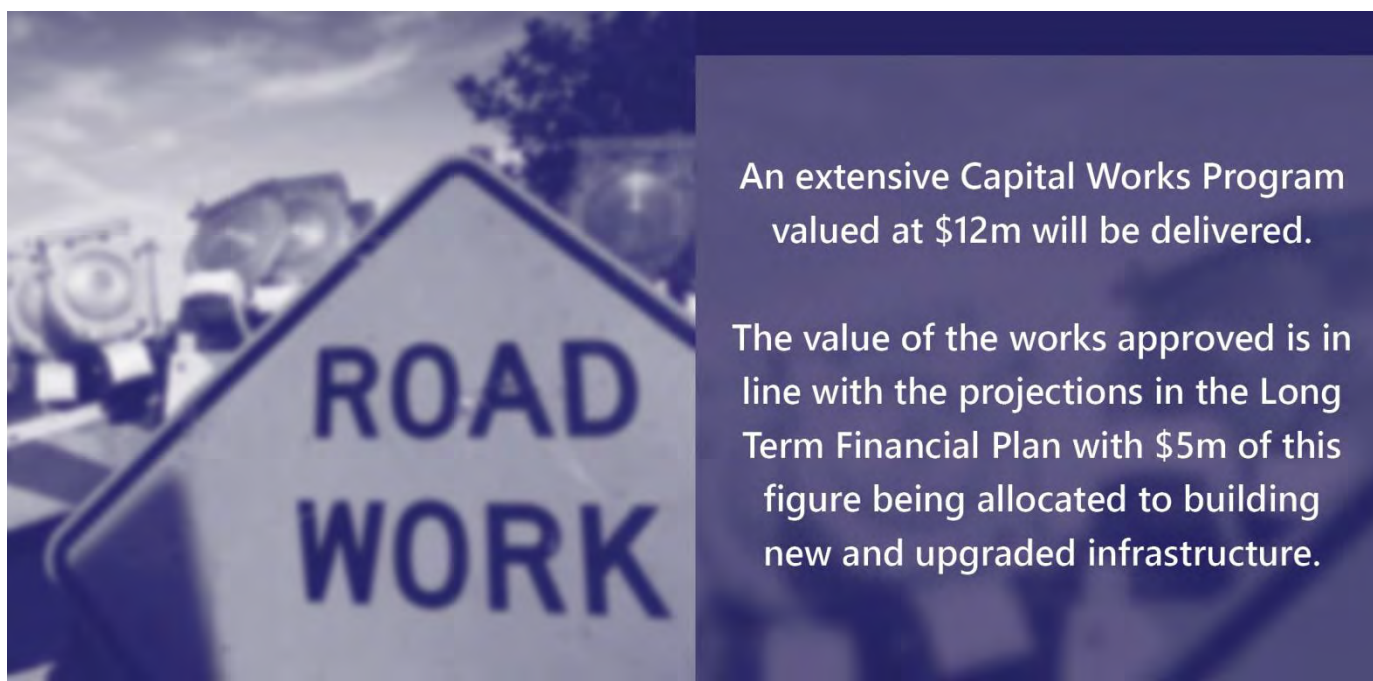
Link to Community Strategic Plan 2014 to 2024

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



The coming year will see Council deliver the following projects –

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



An extensive Capital Works Program valued at \$12m will be delivered.

The value of the works approved is in line with the projections in the Long Term Financial Plan with \$5m of this figure being allocated to building new and upgraded infrastructure.

Rates and Charges

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

General Rate	All rateable properties are applied a General Rate of 5.682 cents in the \$ of AAV with a minimum charge of \$170.
Waste Management	For properties without a kerbside collection service the charge is \$56. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$184 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$210 for the extra capacity collection of one 140L mobile garbage bin and one mobile recycling bin or \$364 for one 240L mobile garbage and one mobile recycling bin.
Fire Levies	All properties within the municipal area are rated based on the income requirements of the State Fire Commission. Properties within the Launceston Permanent Brigade District are applied a rate of 1.468 cents in the \$ of AAV with a minimum of \$41. Properties within the Volunteer Brigade Districts are applied a rate of 0.373 cents in the \$ of AAV with a minimum of \$41. All other properties are applied a rate of 0.335 cents in the \$ of AAV with a minimum of \$41.
Payment Method	Ratepayers are provided with the option of paying their rates in full, with no discount for early payment, or paying their rates in four approximately equal instalments due on 30 August 2019, 31 October 2019, 31 January 2020 and 31 March 2020.
Penalties for late payment	Any late payment of rates and charges will be subject to daily interest at a rate equivalent to 8.10% per annum (2.2192c per \$100 per day).

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

Policy Review

Policy For Review	28 June Audit Panel	30 Sept. Council	30 Sept. Audit Panel	31 Dec. Council	31 Dec. Audit Panel	31 March Council	31 March Audit Panel	30 June Council
Governance								
Policy 49: Media Communications								
Policy 87: Hadspen Urban Growth Area								
Corporate Services								
Policy 45: Information Management								
Policy 71: Investment of Surplus Funds								
Infrastructure Services								
Policy 13: Subdivision Servicing								
Policy 14: Fencing Council Owned Land								
Policy 78: New and Gifted Assets								
Community and Development Services								
Policy 34: Real Estate Advertising Signs (due in August 2018)								
Policy 65: Staged Development Schemes under Strata Titles Act 1998								

Policy 73: Managing Public Appeals									
Policy 89: Undocumented Building Works									
Policy 86: Industrial Development Incentive									
Works	Nil								

Program Activity

Governance

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver Annual Plan Responsible Officer: Executive Assistant	5.1	Prepare quarterly review Achieved	Prepare quarterly review Achieved	Prepare quarterly review	Prepare quarterly review. Prepare 2020/21 Annual Plan
2	Prepare Annual Report & Conduct Annual General Meeting (AGM) Responsible Officer: Executive Assistant	5.6	Complete draft for printing Achieved	Complete report and present at AGM. Advertise and conduct AGM Achieved		
3	Review the Community Strategic Plan 2014 to 2024 Responsible Officer: General Manager	5.1	Complete Project Planning Achieved	Undertake Community Consultation In Progress	Draft updated document completed	Adopted by Council
4	Investigate the development of a Community Consultation Policy	5.1	Achieved	Workshop with Council Achieved	Prepare Draft Policy	Adopted by Council

Action Performance Targets

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

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

Operational Detail

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

Action Performance Targets

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

Action Performance Targets

N/A

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

Operational Detail

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

Action Performance Targets

No.	Performance target
1	Conduct meetings and implement improvement initiatives

Action Performance Targets

N/A

Directorate	1. Governance	Program number and title	1.4 Other Governance Functions
Program Objective	To provide good governance		
Link to Community Strategic Plan 2014 to 2024	<p>Future direction (2) - A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.</i></p> <p><i>2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure</i></p> <p><i>2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.</i></p> <p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Promote investment in Meander Valley to support the growth of identified industry sectors Responsible Officer: General Manager	2.2	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress Achieved	Identify opportunities and report on progress	Identify opportunities and report on progress
2	Signage Strategy	6.1, 6.3		Project Scope Deferred	Workshop draft Strategy	

Action Performance Targets

N/A

Corporate Services

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Raise Rates & Regular Debtor accounts Responsible Officer: Director Corporate Services	5.2	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target
2	Complete State Government Authority returns Responsible Officer: Rates Officer	5.6	Initial State Fire and Treasury pensioner claims and Annual State Fire Levy data return Achieved			Final State Fire and Treasury pensioner claims
3	Issue Section 132 certificates (Property Rates) Responsible Officer: Rates Officer	5.6	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target
4	Arrange annual insurance renewals Responsible Officer: Director Corporate Services	5.6		Crime Insurance (Fidelity Guarantee renewal) Achieved		Annual insurance renewals incl. Public Liability, Property & Workers Comp.
5	Reconciliation of Control Accounts Responsible Officer: Senior Accountant	5.2	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target	Achieve activity performance target

Action Performance Targets

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

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

Operational Detail

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

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

Action Performance Targets

No.	Performance target
5	<ul style="list-style-type: none"> ▪ Produce and distribute monthly project expenditure reports ▪ Provide financial reports for September, December and March quarters to Council in Oct 2019, Jan 2020 & April 2020 respectively

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Maintenance & upgrade of IT infrastructure Responsible Officer: IT Officer	5.6	Commence rolling replacement of PC's Achieved	Complete rolling replacement of PC's. Achieved		

Action Performance Targets

N/A

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

Operational Detail

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

Action Performance Targets

N/A

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review 2019 Enterprise Agreement Responsible Officer: HR/Payroll Officer	5.6	Review increases and apply across new scale and allowances. Achieved			Review CPI percentage determine increase
2	Performance Review System Responsible Officers: HR/Payroll Officer & Directors	5.4	Coordinate inside employee performance reviews due for completion Achieved		Coordinate inside employee mini reviews & salary reviews due for completion	Coordinate outside employee performance reviews and salary reviews due for completion
3	Review of documentation including HR Policy manual, employee information manual & LGAT Policies Responsible Officer: HR/Payroll Officer	5.6			Review, update & consolidate draft HR policy manual	Adopt revised HR policy manual

Action Performance Targets

N/A

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Advise elected members of monthly visitation statistics Responsible Officer: Director Corporate Services	2.4	Provide statistics in the Briefing Report Achieved	Provide statistics in the Briefing Report Achieved	Provide statistics in the Briefing Report	Provide statistics in the Briefing Report

Action Performance Targets

N/A

Infrastructure Services

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Deliver the bridge inspection and maintenance program Responsible Officer: Senior Technical Officer	6.1, 6.3		Contractor engaged for maintenance works Achieved	Prepare maintenance budget items for 2020-2021	Maintenance works completed
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Director Infrastructure	6.1, 6.3	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections	Undertake required inspections

Action Performance Targets

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

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

Operational Detail

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

Action Performance Targets

No.	Performance target
1	Review and document Contractor's compliance with the contract
2	Meet timeframes set out by Conquest
3	Completion of projects in line with project plan requirements

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake inspections and condition assessments of all equipment and facilities Responsible Officer: Director Works & Project Manager Infrastructure	6.1, 6.6		Undertake required inspections Achieved	Undertake required inspections	Undertake required inspections
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-20 Capital Works Program Responsible Officer: Project Manager Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

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

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics Responsible Officer: Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract Achieved	Manage Contract	Manage Contract
2	Provision of landfill, waste transfer stations and resource recovery operations contract Responsible Officer: Senior Technical Officer	6.6	Manage Contract Achieved	Manage Contract Achieved	Implement contract extension or issue new tender for services.	Manage Contract
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection Achieved	Report to Council in Annual Plan Review	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA Achieved		Ground and surface water monitoring	

Action Performance Targets

No.	Performance target
1	Supervise and review contract
2	Supervise and review contract. Existing contract to be extended or retendered and approval of new contract by Council by 31 March
3	Report to Council by March 31 on collection results
4	Completion of projects in line with project plan requirements
5	Complete reporting requirements for EPA in line with license requirements

Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management
Program Objective	<p>To minimize the risk of flooding and provide clean water into the region's waterways. Council through the Urban Drains Act and the Local Government (Highways) Act aims to provide piped stormwater networks in line with current local government standards and major stormwater networks (overland flows and roads) capable of meeting a 1% AEP.</p> <p>Water quality is managed through Water Sensitive Urban Design (WSUD) principles where appropriate.</p>		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</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: Director Infrastructure	6.1				Complete program by 30 June
2	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2019-2020 Capital Works Program Responsible Officer: Director Infrastructure	6.1	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review Achieved	Report to program in Annual Plan Review	Report to program in Annual Plan Review

Action Performance Targets

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

Directorate	3. Infrastructure Services	Program number & title	3.8 Sustainable Development
Program Objective	Develop sustainable practices within our organisation and community through leading, supporting and encouraging staff, contractors and community to use energy, water and non-renewable resources more productively. Promote and support sustainable economic development initiatives.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (1) - A sustainable natural and built environment <i>1.1 Contemporary planning supports and guides growth and development across Meander Valley</i> Future Direction (2) - A thriving local economy <i>2.2 Economic development in Meander Valley is planned, maximizing existing assets and investment in infrastructure.</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Westbury Residential Rezoning Responsible Officer: Senior Strategic Planner	1.1		Rezoning approved Deferred to 30/06		Rezoning approved
2	Undertake projects to support implementation of the Prospect Vale Blackstone Heights structure Plan	1.1				PVBH Specific Area Plan approved
3	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area Responsible Officer: Sustainable Development Project Manager	2.2	Report in Annual Plan Review Achieved	Report in Annual Plan Review Achieved	Report in Annual Plan Review	Report in Annual Plan Review

Action Performance Targets

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

Community and Development Services

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

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

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

Action Performance Targets

No.	Performance target
1	Issue Building Permits within 7 working days from the date all other permits and documents as required by the Building Act, are received by Council.
2	Notifiable Building works processed in a timely manner
3	Outstanding building completions and illegal works reduced to meet transitional requirements of Building Act 2016
4	Respond to applications within 7 working days
5	Process plumbing permit applications within 7 days of receipt of all information
6	Process notifiable plumbing works within 21 days of receipt of all information

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review and implement NRM strategies Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Review and prioritize Council based activities Achieved	Implement activities Achieved	Implement activities	Implement activities
2	Monitor and assess implementation of the Town Common Management Plan Responsible Officer: NRM Officer	1.3, 1.4, 1.6	Performance target Achieved	Performance target Achieved	Performance target	Performance target

Action Performance Targets

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

Directorate	4. Community and Development Services	Program number and title	4.6 Community Development
Program Objective	Working with the community for the benefit of all		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (3) - Vibrant and engaged communities.</p> <p>3.1 Creativity and learning are art of daily life across the communities of Meander Valley.</p> <p>3.2 Successful local events enhance community life.</p> <p>3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.</p> <p>Future Direction (4) - A healthy and safe community.</p> <p>4.1 The health and wellbeing needs of all sectors of the community are planned, met and managed.</p> <p>4.3 Public health and safety standards are regulated, managed and maintained</p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of Council Community Forums Responsible Officer: Community Development Manager	3.4, 4.1.	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes	Conduct Forum and report outcomes
2	Deliver the Community Grants Program Responsible Officer: Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise	Acquit Final Round and advertise Conduct Grants Information Forum
3	Conduct GWTTA Art Exhibition Responsible Officer: Community Development Manager	3.1, 3.2	Establish event, promotion and procedures Achieved	Promote participation Achieved	Conduct exhibition	Review exhibition
4	Conduct a Festival of Small Halls concert Responsible Officer: Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership Achieved	Promote event and sell tickets Achieved	Conduct event	Review event outcomes
5	Produce a user-friendly Event Management Guide Responsible Officer: Community Development Manager	3.2, 4.1, 4.3	Draft Guide Achieved	Launch Guide In Progress		

Action Performance Targets

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

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

Operational Detail

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

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Review of Sport and Recreation Plan Responsible Officer: Recreation Coordinator	1.1, 4.1, 4.2, 6.1, 6.4	Draft Final Plan In Progress	Seek endorsement of Plan Achieved	Report on progress	Report on progress
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities Achieved	Promote facilities Achieved	Promote facilities	Review and assess promotion strategies
3	Produce a User Guide for individual indoor facilities Responsible Officer: Sport Facility & Development Officer	4.1,4.2, 6.4	Draft Guide format Deferred	Complete Guide In Progress	Report on progress	

Action Performance Targets

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

Directorate	4. Community and Development Services	Program number and title	4.10 Business Engagement
Program Objective	Working with the small business community to increase participation, innovation and partnership		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (2) – A thriving local economy</p> <p><i>2.1 The strengths of Meander Valley attract investment and provide opportunities for employment</i></p> <p><i>2.3 people are attracted to live in the townships, rural and urban areas of Meander Valley</i></p> <p><i>2.4 A high level of recognition and demand for Great Western Tiers products and experiences</i></p> <p><i>2.5 Current and emerging technology is available to benefit both business and community</i></p> <p>Future Direction (3) - Vibrant and engaged communities.</p> <p><i>3.2 Successful local events enhance community life</i></p> <p><i>3.3. Education and training opportunities are available to everyone across the local government area</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Establish a Small Business Directory Responsible Officer: Business Engagement Officer	2.1, 2.3, 2.4, 2.5,	Present at Council workshop Deferred	Launch Directory site with promotion strategy Achieved	Report on progress	Report on progress
2	Produce a regular Small Business Bulletin Responsible Officer: Business Engagement Officer	2.1, 2.4, 2.5, 3.3	Compile and distribute Achieved	Compile and distribute Achieved	Compile and distribute	Compile and distribute
3	Support the establishment of a 'Chamber of Commerce' for Meander Valley Responsible Officer: Business Engagement Officer	2.1,2.2. 2.3,2.4,2.5, 3.2,3.3,	Report on progress Achieved	Report on progress Achieved	Report on progress	Report on progress

Action Performance Targets

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

Works

Directorate	5. Works	Program number and title	5.1 Roads
Program Objective	To construct and maintain a safe and effective road network to meet the needs of road users and the community.		
Link to Community Strategic Plan 2014 to 2024	<p>Future Direction (6) - Planned infrastructure services</p> <p><i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i></p> <p><i>6.3 The Meander Valley transport network meets the present and future needs of the community and business</i></p> <p><i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i></p>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.3, 6.6	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review	Report to Annual Plan Review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.3, 6.6	Report to Annual Plan Review Achieved	Report to Annual Plan Review Achieved	Report to Annual Plan Review	Report to Annual Plan Review

Action Performance Targets

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

Directorate	5. Works	Program number and title	5.2 Urban Storm water
Program Objective	To provide and maintain an effective urban storm water drainage system.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6)- Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.5 Storm water and flooding cause no adverse impacts.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officer: Works Supervisors & Works Officers	6.1, 6.5, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

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

Directorate	5. Works	Program number and title	5.3 Parks, Reserves, Sports Grounds and Cemeteries
Program Objective	To ensure that Councils parks, reserves, cemeteries and sports grounds are suitably maintained to provide a safe, clean and inviting experience to community and sporting organisations.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors and Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review
2	Plan and deliver capital work projects Responsible Officer: Works Director, Works Supervisors & Works Officers	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

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

Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning and Litter Collection
Program Objective	To ensure public toilets and streets are presented in a clean and tidy condition and meet the needs of the community.		
Link to Community Strategic Plan 2014 to 2024	Future Direction (6) - Planned infrastructure services <i>6.1 The future of Meander Valley infrastructure assets is assured through affordable planned maintenance and renewal strategies.</i> <i>6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilized and maintained.</i> <i>6.6 Infrastructure services are affordable and meet the community's needs into the future</i>		

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Undertake maintenance works that achieve the Program Objective Responsible Officers: Works Supervisors & Works Officers	6.1, 6.4, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Manage plant to achieve the Program Objective Responsible Officers: Works Director and Works Supervisors	6.1, 6.6			Complete major plant annual review	
2	Undertake plant purchases in accordance with the approved budget Responsible Officer: Works Director	6.1, 6.6	Report to Annual Plan review Achieved	Report to Annual Plan review Achieved	Report to Annual Plan review	Report to Annual Plan review

Action Performance Targets

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

Public Health Goals and Objectives

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

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

Budget Estimates

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

ITEMS FOR CLOSED SECTION OF THE MEETING:

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

Voting Requirements

Absolute Majority

Council moved to Closed Session at x.xxpm

GOVERNANCE 3 CONFIRMATION OF MINUTES

(Reference Part 2 Regulation 34(2) Local Government (Meeting Procedures) Regulations 2015)

GOVERNANCE 4 LEAVE OF ABSENCE

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

Council returned to Open Session 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

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Wayne Johnston
Mayor