



Meander Valley Council
Working Together

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 11 August 2020

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Minutes of the Ordinary Meeting of the Meander Valley Council held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 11 August 2020 at 4.00pm.

PRESENT

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

APOLOGIES

Nil

IN ATTENDANCE

John Jordan, General Manager
Merrilyn Young, Executive Assistant
Dino De Paoli, Director Infrastructure Services
Jonathan Harmey, Director Corporate Services
Matthew Millwood, Director Works
Lynette While, Director Community & Development Services
Neil Grose, Business & Economic Recovery Manager
Jo Oliver, Senior Strategic Planner
Justin Simons, Town Planner
Natasha Whiteley, Town Planner
Krista Palfreyman, Development Services Coordinator

141/2020 CONFIRMATION OF MINUTES

Councillor Sherriff moved and Councillor Cameron seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 14 July 2020, be received and confirmed.”***

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

142/2020 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Date	Items discussed:
28 July 2020	<ul style="list-style-type: none">• Business & Economic Recovery Update – Presentation• NTDC Presentation• Waste Management Strategy Action Plan• Tour of Tasmania Event Proposal• Teen Challenge Presentation
4 August 2020	<ul style="list-style-type: none">• Tour of Council Office renovations• Business & Economic Recovery• Westbury Urban Residential Rezoning• Camping on Council Reserves• Compliance and Enforcement• Planning Templates

143/2002 ANNOUNCEMENTS BY THE MAYOR

20 July 2020

NTDC meeting with new Chair

22 July 2020

LGAT AGM

23 July 2020

NTDC Board meeting

24 July 2020

Media Launch – Greater Launceston Transport Vision

25 July 2020

Deloraine vs Meander Valley Suns – Westbury

28 July 2020

Council Workshop

29 July 2020

TEMT meeting - Launceston

ASPIRE launch – Launceston

31 July 2020

Sherriff Agencies release of tagged trout in Huntsman Lake

3 August 2020

Meeting with Deloraine Recreation Ground users

4 August 2020

Council Workshop

6 August 2020

Meeting with Brian Mitchell MP

144/2020 ANNOUNCEMENTS BY COUNCILLORS

Councillor Susie Bower

20 July 2020 -APM Office Launch – Deloraine

21 July 2020 -Mole Creek Progress Association

28 July 2020 - Bracknell Hall redevelopment

30 July 2020 - Opening of Village Central Clothing – Westbury

5 August 2020 - Blackstone Heights Community Meeting

Councillor Frank Nott

30 July - Prospect Vale Reference Group (PVC) Meeting

3 August – Deloraine Recreation Ground users

145/2020 DECLARATIONS OF INTEREST

Nil

146/2020 TABLING AND ACTION ON PETITIONS

One petition that will be dealt with in Planning Authority 1 (150/2020)

147/2020 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – JULY 2020

Nil

2. PUBLIC QUESTIONS WITH NOTICE – AUGUST 2020

2.1 Emma Hamilton, Westbury

- 1 a) In the Meander Valley Council Ordinary Meeting audio recording for July the General Manager responded to Councillor Temple's question by saying he expected that the Government would probably put forward its planning application and rezoning application simultaneously. Will Mr Jordan explain why he suspects this?

Response by General Manager, John Jordan:

To progress development will require the zoning of the land to be considered as well as the development permit. The Tasmanian Government may lodge a combined amendment to effect a change of zone at the same time as seeking a permit for development OR first pursue a straight amendment to rezone (likely to establish a particular purpose zone) and then seek a permit for development. Logic suggests a combined application is more probable.

- b) Is it because the State Government's timeline only indicates one application or has Council received word from the government about how it will proceed with its application?

Response by General Manager, John Jordan:

The General Manager's response was not based on any advice from the Tasmanian Government.

- 2 a) In the Meander Valley Council Ordinary Meeting audio recording for July many councillors spoke of a desire to consult with the community about the northern regional prison intimating that council had always had a desire to consult with the community on this issue. A thorough examination of MVC minutes from each month from October to present shows the overall "message" from council that it was a State Government initiative and as such it was the State Government's duty to do the consulting and a reluctance to face the community on this issue. Indeed it has even been reluctant to make a decision about how it will ascertain the legitimacy of the government's social and economic report. One of the reasons cited by council for not doing its own independent consultation was because it didn't want to "waste" rate payers money when the government was already spending tax payer funds on consulting the community. Given how much rate payer funds have been spent to fight

MARRA on behalf of Teen Challenge will Council explain to the community what policy, criteria or legislation is used to determine what is and is not a "waste" of rate payer funds?

Response by General Manager, John Jordan:

Like all public authorities Council determines matters considering the public interest. "The public interest" may be considered an approach to decision-making rather than a specific outcome to be achieved. In essence, in making decisions Council avoids acting based on private, personal, parochial or partisan interests towards matters of broader (i.e. more 'public') concern. Expenditure, and ultimately value for money, is determined considering Council's obligations under the Local Government Act and other legislation, including considering in the case of the Meander Primary School, relevant planning legislation and schemes. Council is required to address many aspects in its decision making and must act in a way that:

- **Complies with applicable law (both literally and in the spirit of legislative intent)**
- **Ensures functions are carried out fairly and impartially, with integrity and professionalism**
- **Complies with the principles of procedural fairness/natural justice**
- **Ensures proper accountability**
- **Avoids and addresses corrupt conduct or serious maladministration**
- **Avoids or properly manages situations where private interests conflict or might reasonably be perceived to conflict with the impartial fulfilment of official duties or functions**

At times the above considerations mean that actions and costs are incurred that a private party would not deem valuable. As a public authority Council must also act in response or defence of decisions that are challenged. At all times Council weighs cost, public interest and a question of reasonableness.

- b) Also will council explain what it means by consulting the community at an "appropriate" time? As Councillor Synfield rightly pointed out there have been retrospectively ample opportunities that would have been "appropriate" to consult the community. Council have delayed consultation in the past because the site at the industrial estate was only a "proposed" site and had no guarantee that an application would come to council. The government have explicitly stated this new site is "not a preferred site, it is THE site that they WILL build on". It would seem that now is the appropriate time to consult BEFORE the application comes in and you are all wearing your "town planning hats".

Response by General Manager, John Jordan:

Meander Valley Council has written to the Attorney General and Department of Justice seeking information about planned consultation and the timeframes for the release of due diligence information relating to Tasmanian Government's new preferred site for a northern prison.

While some people in the community want a public meeting now, Council is under no obligation to hold a public meeting within a timeframe that aligns to the expectations of one particular group in the community. By waiting for more information from the State Government, including the results of due diligence over the new site, Council serves the interests of the entire community.

Council will continue to engage broadly, particularly with the owners of neighbouring properties and those who may not yet have had their say. Council met with pro and anti-prison groups in February, making a commitment to continue to work with representatives from both groups to ensure everyone has equal access to consultation avenues. The new site was a surprise to Council as well as the community. When we have more information about the new site from the Tasmanian Government we will bring together community representatives to plan consultation; understanding COVID-19 restrictions.

2.2 Peter Wileman, Westbury

In light of the General Manager's assertion that the legal costs to Meander Valley Council (and by extension, to the ratepayers of the municipality) is "considerably less" than the \$250,000 that has been reported regarding their litigation surrounding the leasing of the Meander Primary School to Teen Challenge Tasmania for one dollar per annum. My question is:

- (a) What is the Meander Valley Council's calculation of the total financial cost to the council (and by extension, the community) in this matter?

Response by General Manager, John Jordan:

Council's total external costs with regard to the Meander School application by Teen Challenge to date are \$51,364.85 excl GST.

- (b) How much money has the Meander Valley Council spent on litigation between the council, and residents, community organisations and ratepayers of the municipality in the last five years?

Response by General Manager, John Jordan:

Given the broad range of actions taken by Council in the performance of its role as a regulator, planning authority and local government; a determination of total costs over a five year period would substantially and unreasonably divert the resources of Council from its other work. Moreover, in some instances matters are ongoing and the disclosure of information pertaining to costs prior to the conclusion of matters may prejudice the results. Council remains accountable for its expenditure through the annual budgets and annual reports over the nominated time period.

2.3 Sheila Williams, Westbury

I am very concerned about articulated trucks using Marriott Street. I recently had to back up onto the verge to allow such a vehicle to turn from Meander Valley Road into Marriott Street. The road, Marriott Street, is not wide enough to accommodate such vehicles.

Two vehicles passing one another with a safe distance between them would need to go onto the grass verge. Marriott Street, on the south side of Dexter Street, has an open drain and lower down, past Suburb Road, on the opposite side of Marriott Street there is another open drain just waiting for one of these large vehicles to fall into a ditch.

If we need such trucks to drive through Westbury then we need to build an appropriate motorway.

I trust you will discuss this serious, dangerous matter at the next Council meeting.

Response by Dino De Paoli, Director Infrastructure Services:

Council officers provide the following background for the information of Council.

An action identified in the December 2013 Westbury Outline Development Plan was for the implementation of a heavy vehicle route through Westbury, with the key north south section of the route being Marriott Street.

Although sections of Marriott Street had been upgraded to have a 6 metre sealed width, Council resolved at the May 2014 Ordinary Meeting of Council not to install road signage to designate Marriott Street as a heavy vehicle route, and also resolved that no designated truck route be implemented in Westbury.

The sealed width of Marriott Street from Meander Valley Road to Moore Street is 6 metres. This is adequate to provide for a traffic volume from 300 to 2000 vehicles per day, in accordance with current Tasmanian Standard Drawings, including over 10% of heavy vehicle traffic.

The most recent vehicle survey undertaken by Council officers in Marriott Street was between Meander Valley Road and King Street in May 2014. On this occasion, the average two-way volume of traffic was 475, with the percentage of heavy vehicles being 10%. The heavy vehicle percentage comprises heavy vehicles with a 2 axle configuration, such as a small bus or small truck, up to multi-axle configurations, such as semi-trailers.

2.4 Martin Hamilton, Westbury

1. In the December 2019 MVC Ordinary Meeting I asked the following question and received the following answer. "2.5 Martin Hamilton, Westbury (a) November 2019 Meeting – Minute 194/2019 - Tabling Petitions – We oppose the construction of a new prison to close to Westbury". Will you confirm who from the State Government the petition was handed over to and when it will be tabled in Parliament? Response by Acting General Manager, Jonathan Harmey The petition was sent to the State Government's contact point for their Northern Prison project: northern.prison@justice.tas.gov.au on 14 November. A State Government representative replied that day to advise the petition would be supplied to the social economic study consultants for their information to help inform the report. Council has not been informed if the State Government intend to table the petition in parliament." We can now confirm via Hansard that the State Government never tabled the petition in Parliament, and the "SGS Social-Economic report" is now available to be read by Council and the public. Is Council able to advise any evidence (ie cite page numbers) where there is any mention that a petition opposing the prison was handed over to the Department of Justice consultants and then on to the social economic study consultants to "inform the report", or will Council concede that the original petition has disappeared without trace never to be seen or mentioned again?

Response by General Manager, John Jordan:

On 12 November 2019, Council formally received a petition titled "We oppose the construction of a new prison so close to Westbury", the action determined by Council at that time was to provide the petition to the State Government to be included in the community consultation process being undertaken by the State Government. The petition was provided to the State Government on 14 November 2019. Council received a response that day from the Department of Justice to advise that they would supply the petition to the social economic

study consultants for their information to help inform the report. While Council cannot provide evidence of the State Government actions undertaken following receipt of the petition, in the interest of transparency we table the covering email that was sent to the State Government on 14 November 2019.

2. Does Council still have a copy of the original petition that was tabled in November 2019?

Response by General Manager, John Jordan:



Yes, Council retained the original petition as a public record.

3. PUBLIC QUESTIONS WITHOUT NOTICE – AUGUST 2020


Ni

From: Jonathan Harmey
To: northern.prison@justice.tas.gov.au
Cc:
Subject: Meander Valley Council petitions received

Sent: Thu 14/11/2019 12:31 PM

Message  Second petition received from Heather Donaldson 11 November 2019.pdf (213 KB)  Main petition received form Heather Donaldson 11 November 2019.pdf (3 MB)

Good afternoon Northern Prison team,

At our Council Meeting on 12 November 2019 we received a complying petition form Heather Donaldson with 695 signatories. Her contact details are: 

On 11 November I received a second petition from Heather Donaldson with a smaller number of signatories and a different description. I have attached this for you also.

I trust that you will include these two petition's in your community consultation process that you are currently undertaking and include Mrs Donaldson in any action as you deem appropriate.

If you have any questions or would like to discuss this further, please contact me.

Regards

Jonathan Harmey | Acting General Manager
Meander Valley Council
working together

T: 03 6393 5300 | **F:** 03 6393 1474 | **E:** jonathan.harmey@mvc.tas.gov.au | **W:** www.meander.tas.gov.au
26 Lyall Street (PO Box 102), Westbury, TAS 7303



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148/2020 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – JULY 2020

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – AUGUST 2020

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – AUGUST 2020

3.1 Cr John Temple

Is there any update on the proposed prison since the last Council Meeting.

Response by John Jordan, General Manager:

The only update is that we have written as per Council's determination to the Attorney-General and the Department of Justice seeking advice in terms of their time frames for the prison process and consultation with planning.

3.2 Cr Rodney Synfield

- a) I have had a representation regarding communities being able to use our halls for meetings. What is the state of play in terms of COVID-19 as I understand that Northern Midlands and Launceston area allowing people to access Towns Halls or whatever to conduct meetings and they are wondering why we haven't or whether we have made any changes in that space?

Response by John Jordan, General Manager:

We haven't made any changes since the latest COVID Safety Plan was put in place. Multi-use venues are currently open for regular users, sporting clubs and the like and we are not taking casual bookings for Council operated facilities. For individual leased facilities operated by an individual Club or Committee, such as a community hall, people can go and approach those individual committees and hall operators to book the facility, understanding that in both scenarios COVID Safety Plans must be adhered to.

- b) Is that likely to change anytime time soon in terms of these other one-off users or maybe more than one-off users?

Not likely in the short term. One of the considerations is the cleaning cost where you have multiple users in a large facility that has to be sanitised and cleaned and at this stage, for example the use of Town Hall, will require a significant investment in both time and energy, between user groups and as with everything relating to COVID we look at it each week, we still maintain a meeting each week to look at the whole COVID situation and that's reviewed weekly.

149/2020 DEPUTATIONS BY MEMBERS OF THE PUBLIC

Nil

PLANNING AUTHORITY ITEMS

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

The following are applicable to all Planning Authority reports:

Strategic/Annual Plan Conformance

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

Policy Implications

Not applicable.

Legislation

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

Risk Management

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

Financial Consideration

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

Alternative Recommendations

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

Voting Requirements

Simple majority

150/2020 42A PIONEER DRIVE, MOLE CREEK

Planning Application: PA\20\0203

Proposal: Food Services & General Retail & Hire (cafe & butcher)

Author: Justin Simons
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Food services & general retail & hire (cafe & butcher), on land located at 42A Pioneer Drive MOLE CREEK (CT:50691/1), by Tasmanian Consulting Service Pty Ltd, be APPROVED, generally in accordance with the endorsed plans:

- a) Tasmanian Consulting Service, P/L; Development Application-Supporting Information; Revision 1, 11 June 2020, pages 13-35 (including drawing no. 8982, sheets 010, 011, 012 & 013);**
- b) Philip Cullen, *A Report on the Karst Features in the Vicinity of a proposed Butchers Shop and Associated Infrastructure at 42a Pioneer Drive, Mole Creek*, dated 9 February 2020; and**
- c) Landscaping plan approved in accordance with Condition 1.b).**

and subject to the following conditions:

1. Prior to the commencement of any works:

- a) Amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. Drawings 8982-011 and 012 are to be amended to show:**
 - i. A pedestrian access from the Pioneer Drive Road reserve to the front of the building. The pedestrian access is to maintain a minimum width of 1.5m and is to be clearly line-marked where crossing the parking aisle. If necessary to accommodate the pedestrian path the width of the vehicle access may be reduced (to no less than 4.5m) and a single parking space to the front of the building may be removed; and**
 - ii. The parking aisle to the front of the proposed building is**

to be extended to 1m beyond the last parking space to provide for onsite turning in accordance with AS2890.1 (Figure 2.3).

- b) A landscaping plan is to be submitted detailing landscaping between the carpark and the front boundary. The majority of species planted are to attain a mature height of 1.2m with at least one (1) feature tree with a minimum mature height of 1.8m.
 - c) Detailed engineering drawings showing the extent of the proposed access, including removal of the exiting access crossover and all associated works must be provided to the Department of State Growth for review and acceptance as part of a works permit application, (see Note 1); and
 - d) If discharging stormwater to the street: a drainage plan, including catchment area, flows and drainage design for any area discharging to the State Road Reserve must be submitted to the Department of State Growth as part of an application for approval to concentrate drainage of the land onto the State road network (see Note 2).
2. If stormwater is to be managed onsite, discharge is to be located outside of the identified karst buffer zone and is to be fitted with a spreader or similar dispersal system designed to mimic overland flow (see Attachment A).
 3. The landscaping between the car park and the frontage must be maintained in accordance with the endorsed landscaping plan, with any plant fatalities being replaced with a similar species.
 4. The east wall of the proposed butcher shop and café is not to include any transparent windows or doors with a sill height less than 1.7m.
 5. A privacy screen (or fence topper) with a minimum height of 1.8m and minimum of 30% transparency is to be erected between the front carpark and the west facing window of the dwelling at 42 Pioneer Drive. The screen is to extend 1.5m beyond the edge of the window.
 6. The driveway crossover is to be installed in accordance with LGAT Standard Drawing TSD-R09 – V1 (with deviated width), the redundant crossover removed and the kerb and nature strip rehabilitated.
 7. Wheel stops are to be installed in accordance with AS2890.1 for all parking spaces.

- 8. With the exclusion of administration, cleaning, emergency maintenance, back of house tasks and deliveries, the hours of operation are limited to 9:00am to 5:00pm daily. Deliveries and commercial vehicles must only operate at the site 7:00am to 7:00pm Monday-Friday and 8:00am to 6:00pm Saturday and Sunday.**
- 9. No small goods manufacture is to be undertaken on the site.**
- 10. This permit does not approve:**
 - a) The use of the existing building or any other building as a smoke house; and**
 - b) Access to Hall Street or an associated gravel access road.**
- 11. Prior to the commencement of use:**
 - a) The driveway crossover is to be upgraded in accordance with Condition 6 and to the satisfaction of Council and the Department of State Growth.**
 - b) Landscaping is to be installed in accordance with the endorsed Landscaping Plan (Condition 1.b) to the satisfaction of Council's Town Planner.**
 - c) The stormwater is:**
 - i. To be directed to the kerb to the satisfaction of the Department of State Growth and Council's Director Infrastructure Services; or**
 - ii. To be managed onsite in accordance with Condition 2 and to the satisfaction of Council's Plumbing Surveyor.**
 - d) The privacy screen is to be erected in accordance with Condition 5 and to the satisfaction of Council's Town Planner; and**
 - e) Wheel stops are to be installed in accordance with Condition 7 to the satisfaction of Council's Town Planner.**

Note:

1. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. In this instance both Council and the Department of State Growth are responsible for management of the road reserve. Each has separate requirements for additional approvals:
 - a) Department of State Growth - A valid works permit is required for all works undertaken in the State road (Pioneer Drive) reservation. Details

of the permit process and application forms can be found at: www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/new_or_altered_access_onto_a_road_driveways.

- b) Applications must be received by the Department of State Growth a minimum of twenty (20) business days prior to the expected commencement date for works in order to allow sufficient time for the application to be assessed. No works are to be undertaken until a written permit has been issued.
 - c) Council - An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312. The form must be completed prior to the commencement of works.
2. Approval is required from the Department of State Growth to concentrate and discharge stormwater or drainage onto the State road network. Details of the permit process and application forms can be found at: https://www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/stormwater_discharge_only.
 3. Registration as a Food Business under the *Food Act 2003* is required if food is provided as part of the proposed business. Please contact Council's Environmental Health Officer on (03) 6393 5320.
 4. Registration as a Private Water Supplier under the *Public Health Act 1997* is required if drinking water from the onsite tanks is supplied to any premises used for commercial purposes. Please contact Council's Environmental Health Officer on (03) 6393 5320.
 5. An application for a Plumbing Permit will be required at the Building and Plumbing Permit application stage for the on-site wastewater system servicing the building. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application. The design report must be consistent with the provisions of the planning permit in regard to setbacks from karst features and the waste water system must not be located within the easement servicing 42 and 40 Pioneer Drive, Mole Creek.
 6. Full plans including internal elevations for the proposed butcher shop and café will need to be provided with the building application and to accompany the Form 42 request from the building surveyor.

7. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on (03) 6393 5320 or via email: mail@mvc.tas.gov.au.
8. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval
 - b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

9. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
10. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.
11. If an applicant is the only person with a right of appeal pursuant to section 61 of the *Land Use Planning and Approvals Act 1993* and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.
12. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.

13. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
14. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction; and
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Kelly moved and Cr Cameron seconded ***“that the application for Use and Development for Food services & general retail & hire (cafe & butcher), on land located at 42A Pioneer Drive MOLE CREEK (CT:50691/1), by Tasmanian Consulting Service Pty Ltd, be APPROVED, generally in accordance with the endorsed plans:***

- a) **Tasmanian Consulting Service, P/L; Development Application-Supporting Information; Revision 1, 11 June 2020, pages 13-35 (including drawing no. 8982, sheets 010, 011, 012 & 013);**
- b) **Philip Cullen, A Report on the Karst Features in the Vicinity of a proposed Butchers Shop and Associated Infrastructure at 42a Pioneer Drive, Mole Creek, dated 9 February 2020; and**
- c) **Landscaping plan approved in accordance with Condition 1.b).**

and subject to the following conditions:

1. Prior to the commencement of any works:

- a) **Amended plans must be submitted for approval to the satisfaction of Council’s Town Planner. When approved, the plans will be endorsed and will then form part of the permit. Drawings 8982-011 and 012 are to be amended to show:**

- 6. The driveway crossover is to be installed in accordance with LGAT Standard Drawing TSD-R09 – V1 (with deviated width), the redundant crossover removed and the kerb and nature strip rehabilitated.**
- 7. Wheel stops are to be installed in accordance with AS2890.1 for all parking spaces.**
- 8. With the exclusion of administration, cleaning, emergency maintenance, back of house tasks and deliveries, the hours of operation are limited to 9:00am to 5:00pm daily. Deliveries and commercial vehicles must only operate at the site 7:00am to 7:00pm Monday-Friday and 8:00am to 6:00pm Saturday and Sunday.**
- 9. No small goods manufacture is to be undertaken on the site.**
- 10. This permit does not approve:**
 - a) The use of the existing building or any other building as a smoke house; and**
 - b) Access to Hall Street or an associated gravel access road.**
- 11. Prior to the commencement of use:**
 - a) The driveway crossover is to be upgraded in accordance with Condition 6 and to the satisfaction of Council and the Department of State Growth.**
 - b) Landscaping is to be installed in accordance with the endorsed Landscaping Plan (Condition 1.b) to the satisfaction of Council's Town Planner.**
 - c) The stormwater is:**
 - i. To be directed to the kerb to the satisfaction of the Department of State Growth and Council's Director Infrastructure Services; or**
 - ii. To be managed onsite in accordance with Condition 2 and to the satisfaction of Council's Plumbing Surveyor.**
 - d) The privacy screen is to be erected in accordance with Condition 5 and to the satisfaction of Council's Town Planner; and**
 - e) Wheel stops are to be installed in accordance with Condition 7 to the satisfaction of Council's Town Planner.**

Note:

1. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. In this instance both Council and the Department of State Growth are responsible for management of the road reserve. Each has separate requirements for additional approvals:
 - a) Department of State Growth - A valid works permit is required for all works undertaken in the State road (Pioneer Drive) reservation. Details of the permit process and application forms can be found at: www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/new_or_altered_access_onto_a_road_driveways.
 - b) Applications must be received by the Department of State Growth a minimum of twenty (20) business days prior to the expected commencement date for works in order to allow sufficient time for the application to be assessed. No works are to be undertaken until a written permit has been issued.
 - c) Council - An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312. The form must be completed prior to the commencement of works.
2. Approval is required from the Department of State Growth to concentrate and discharge stormwater or drainage onto the State road network. Details of the permit process and application forms can be found at: https://www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/stormwater_discharge_only.
3. Registration as a Food Business under the *Food Act 2003* is required if food is provided as part of the proposed business. Please contact Council's Environmental Health Officer on (03) 6393 5320.
4. Registration as a Private Water Supplier under the *Public Health Act 1997* is required if drinking water from the onsite tanks is supplied to any premises used for commercial purposes. Please contact Council's Environmental Health Officer on (03) 6393 5320.
5. An application for a Plumbing Permit will be required at the Building and Plumbing Permit application stage for the on-site wastewater system servicing the building. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application. The design report must be consistent with the provisions of the planning permit in regard to setbacks from karst features and the waste water system must

not be located within the easement servicing 42 and 40 Pioneer Drive, Mole Creek.

6. Full plans including internal elevations for the proposed butcher shop and café will need to be provided with the building application and to accompany the Form 42 request from the building surveyor.
7. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on (03) 6393 5320 or via email: mail@mvc.tas.gov.au.
8. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval
 - b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

9. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or
 - c) Any other required approvals under this or any other Act are granted.
10. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.
11. If an applicant is the only person with a right of appeal pursuant to section 61 of the *Land Use Planning and Approvals Act 1993* and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

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

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

Comment by Cr Susie Bower

Any new development in the Meander Valley is largely welcomed. It's great to see that a community like Mole Creek will now get a butcher shop and another café opening and I wish the applicant all the best.

151/2020 34 MARRIOTT STREET, WESTBURY

The Mayor invited Mrs Pam Swain to address the meeting regarding the agenda items as a representor.

Planning Application: PA\20\0206

Proposal: Subdivision of three (3) lots to create two (2) lots and the construction of three (3) units on the vacant lot.

Author: Natasha Whiteley
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Subdivision (3 lots to 2 lots) & Multiple Dwellings (3 units), on land located at 34 Marriott Street, Westbury (CT's 17285/5, 200414/1 & 17285/4), by Design To Live, be APPROVED, generally in accordance with the endorsed plans:

- a) Design To Live; Dated: 18/5/2020; Job Number: MRRT34, Drawing: 1,3,4,7,9-11,13,15-17,19,21-26.
- b) Design to Live; Dated 25/3/20; Job Number: MRRT34, Drawings: 2, 6,12,18.

and subject to the following conditions:

1. **Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:**
 - a) **Such covenants are pre-existing and carried forward to new titles;**
 - b) **Such covenants or controls are expressly authorised by the terms of this permit; or**
 - c) **Such covenants or similar controls are expressly authorised by the consent in writing of Council.**
 - d) **Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.**

- 2. The proposed driveway crossovers to service Unit 2 and Unit 3 must be completed in accordance with Local Government Association of Tasmania (LGAT) Standard Drawings TSDR03 and R04, to the satisfaction of the Director Infrastructure Services. Refer Note 1.**
- 3. The boundary between 34 Marriott Street and 56 Meander Valley Road, Westbury, must be confirmed by a survey and must clearly identify the location of the tree trunks within close proximity to that title boundary.**
- 4. A 1.8m high timber paling fence is to be constructed between Unit 1 and 56 Meander Valley Road, Westbury. This fence should be located along the title boundary where possible, unless it is to be located within 34 Marriott Street, to avoid damage to the tree trunks identified in the survey required by Condition 3. Refer to Note 4.**
- 5. A Section 71 agreement must be executed and registered on the title, that provides for the following:**
 - a) The hedge fronting Meander Valley Road and Marriott Street must remain intact maintaining a minimum height of 1.5m, other than modification or removal for the purpose of hedge maintenance, such as for relaying or pruning, to ensure long term survival.**

The hedge must not be removed or destroyed without the written consent of the Council. If removed or destroyed, the hedge must be replaced using plant species compatible with existing, and maintained to ensure survival. This condition excludes hedge removal for the approved new access points as shown on the endorsed plans.

- b) If the confirmation survey required in Condition 3 above identifies the trunks of the large trees within close proximity to the title boundary shared with 56 Meander Valley Road, as being wholly located within the 34 Marriott Street title, the trees must be retained.**
- c) The General Manager will consider any request to remove any tree identified for retention in b) above, subject to the consideration of a report prepared by a suitably qualified arborist that identifies that the relevant tree:**
 - a) is a safety hazard due to natural deterioration, disease or death;**
or

- b) that the tree is suffering from disease or deterioration such that there are no reasonable prospects of survival.**

Once executed, the agreement must be lodged and registered in accordance with Section 78 of the Land Use Planning and Approvals Act 1993.

All costs associated with preparing and registering the Agreement must be borne by the applicant.

- 6. Prior to the commencement of works for both the subdivision and the construction of the units, the following is to be submitted to Council:**

- a) Engineering design to the satisfaction of Council's Director Infrastructure Services, detailing the proposed means of stormwater connection for both lot 1 and 2 into Council's reticulated stormwater system on Marriott Street. Refer Note 2; and**
- b) A confirmation survey as required in Condition 3, to the satisfaction of Council's Town Planner.**

- 7. Prior to the sealing of the final plan of survey, the following must be completed to the satisfaction of Council:**

- a) Stormwater connections to Lot 1 and Lot 2 must be installed in accordance with the approved engineering design required in Condition 6 a), to the satisfaction of Council's Director Infrastructure Services.**
- b) The Section 71 Agreement together with the completed Land Titles Office Lodgement Form and requisite fee must be executed for signing by Meander Valley Council and registration in accordance with Condition 5.**

- 8. Prior to the commencement of the use of the units, the following is required to be completed:**

- a) Driveway crossovers installed to Units 2 and 3 in accordance with Condition 2 to the satisfaction of Council's Director Infrastructure Services; and**
- b) The timber paling fence erected in accordance with Condition 4 to the satisfaction of Council's Town Planner.**

- 9. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2020/00654-**

MVC) attached.

Notes:

1. Prior to the construction of the driveways, separate consent is required from the Road Authority. An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on telephone 6393 5312. Please note it is Council's minimum requirement for contractors undertaking work in the road reserve to hold current public liability insurance to the value of \$20M.
2. Design information must be prepared showing level information to control drainage from the two (2) allotments. The requirement for any work to be undertaken in Marriott Street to connect stormwater will be approved by Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
3. Stormwater detention will be required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
4. Boundary fences are managed by the *Boundary Fences Act 1908* and property owners have particular obligations under this act when erecting a boundary fence.
5. The *Neighbourhood Disputes about Plants Act 2017* provides for dispute resolution for trees and vegetation on, or overhanging a boundary.
6. The developer is referred to the Australian Standard AS 4970 Protection of Trees on Development Sites.
7. The development is in proximity to TasNetworks powerline. The developer is referred to TasNetworks Customer Enquires team at Customer.Enquiries@tasnetworks.com.au to discuss the proximity of the development to the powerlines.
8. In accordance with the *Strata Titles Act 1998*, any future amendments to the resulting Strata Plan are to be registered with the Recorder of Titles to reflect the development. For further information please contact Land Titles Office.
9. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment

against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au

10. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:

- a) Building approval
- b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

11. This permit takes effect after:

- a) The 14 day appeal period expires; or
- b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
- c) Any other required approvals under this or any other Act are granted.

12. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au

13. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.

14. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.

15. If any Aboriginal relics are uncovered during works:

- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction; and
- b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email:

- aboriginal@heritage.tas.gov.au; and
- c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

As an amendment Cr Kelly moved and Cr Sherriff seconded ***“that Condition 5 be removed from the recommendation.”***

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

Comment by Cr Tanya King

I appreciate the amenity and the intent to preserve the character of the area, but I cannot endorse Council stipulating that vegetation of a weed species is preserved. It's privet!

Cr King moved and Cr Cameron seconded ***“that the application for Use and Development for Subdivision (3 lots to 2 lots) & Multiple Dwellings (3 units), on land located at 34 Marriott Street, Westbury (CT's 17285/5, 200414/1 & 17285/4), by Design To Live, be APPROVED, generally in accordance with the endorsed plans:***

- a) Design To Live; Dated: 18/5/2020; Job Number: MRRT34, Drawing: 1,3,4,7,9-11,13,15-17,19,21-26.
- b) Design to Live; Dated 25/3/20; Job Number: MRRT34, Drawings: 2, 6,12,18.

and subject to the following conditions:

1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
 - a) Such covenants are pre-existing and carried forward to new titles;
 - b) Such covenants or controls are expressly authorised by the terms of this permit; or

- c) **Such covenants or similar controls are expressly authorised by the consent in writing of Council.**
 - d) **Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.**
2. **The proposed driveway crossovers to service Unit 2 and Unit 3 must be completed in accordance with Local Government Association of Tasmania (LGAT) Standard Drawings TSDR03 and R04, to the satisfaction of the Director Infrastructure Services. Refer Note 1.**
3. **The boundary between 34 Marriott Street and 56 Meander Valley Road, Westbury, must be confirmed by a survey and must clearly identify the location of the tree trunks within close proximity to that title boundary.**
4. **A 1.8m high timber paling fence is to be constructed between Unit 1 and 56 Meander Valley Road, Westbury. This fence should be located along the title boundary where possible, unless it is to be located within 34 Marriott Street, to avoid damage to the tree trunks identified in the survey required by Condition 3. Refer to Note 4.**
5. **Prior to the commencement of works for both the subdivision and the construction of the units, the following is to be submitted to Council:**
 - a) **Engineering design to the satisfaction of Council's Director Infrastructure Services, detailing the proposed means of stormwater connection for both lot 1 and 2 into Council's reticulated stormwater system on Marriott Street. Refer Note 2; and**
 - b) **A confirmation survey as required in Condition 3, to the satisfaction of Council's Town Planner.**
6. **Prior to the sealing of the final plan of survey, the following must be completed to the satisfaction of Council:**
 - a) **Stormwater connections to Lot 1 and Lot 2 must be installed in accordance with the approved engineering design required in Condition 6 a), to the satisfaction of Council's Director Infrastructure Services.**
 - b) **The Section 71 Agreement together with the completed Land Titles Office Lodgement Form and requisite fee must be executed for signing by Meander Valley Council and registration in accordance with Condition 5.**

- 7. Prior to the commencement of the use of the units, the following is required to be completed:**
- a) Driveway crossovers installed to Units 2 and 3 in accordance with Condition 2 to the satisfaction of Council's Director Infrastructure Services; and**
 - b) The timber paling fence erected in accordance with Condition 4 to the satisfaction of Council's Town Planner.**
- 8. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2020/00654-MVC) attached.**

Notes:

1. Prior to the construction of the driveways, separate consent is required from the Road Authority. An Application for Works in Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on telephone 6393 5312. Please note it is Council's minimum requirement for contractors undertaking work in the road reserve to hold current public liability insurance to the value of \$20M.
2. Design information must be prepared showing level information to control drainage from the two (2) allotments. The requirement for any work to be undertaken in Marriott Street to connect stormwater will be approved by Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
3. Stormwater detention will be required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
4. Boundary fences are managed by the *Boundary Fences Act 1908* and property owners have particular obligations under this act when erecting a boundary fence.
5. The *Neighbourhood Disputes about Plants Act 2017* provides for dispute resolution for trees and vegetation on, or overhanging a boundary.
6. The developer is referred to the Australian Standard AS 4970 Protection of Trees on Development Sites.

7. The development is in proximity to TasNetworks powerline. The developer is referred to TasNetworks Customer Enquires team at Customer.Enquiries@tasnetworks.com.au to discuss the proximity of the development to the powerlines.
8. In accordance with the *Strata Titles Act 1998*, any future amendments to the resulting Strata Plan are to be registered with the Recorder of Titles to reflect the development. For further information please contact Land Titles Office.
9. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au
10. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval
 - b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

11. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or.
 - c) Any other required approvals under this or any other Act are granted.
12. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au
13. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.

14. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
15. If any Aboriginal relics are uncovered during works:
- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction; and
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

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

Cr Nott moved and Cr Temple seconded ***“that the application for Use and Development for Subdivision (3 lots to 2 lots) and Multiple Dwellings (3 units), located at 34 Marriott Street, Westbury (CT’s: 17285/5; 200414/1, 17285/4) by Design to Live, be REFUSED, for the following reasons:***

Council considers the visual amenity comprising the hedge and western boundary trees may be compromised. The new development is located in close proximity such that there is a potential risk to the viability of the trees and the development as designed would introduce a risk to safety that does not otherwise exist.

The new development does not comply with local area objective a): that the new development is designed such that it does not dominate or detract from heritage character or adjoining residential character due to the density resulting from three units.”

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

Comment by Cr Tanya King

Thank you to planner Natasha for a significant effort on this application.

I sympathise with Pam Swain and understand her concerns, and acknowledge the significance of Fitzpatrick's Inn on Meander Valley Road.

The planning process is perplexing in that we are being asked to consider an application, with no clear definition of the boundary between Fitzpatrick's Inn, and the applicant property at 34 Marriott Street. As a result of this - I understand that today's approval will not necessarily result in 3 new dwellings and will watch with interest as the process evolves and the boundary is defined.

152/2020 COUNCIL AUDIT PANEL: RECEIPT OF MEETING MINUTES, 2019-20 ANNUAL REPORT, 2019-20 PERFORMANCE EVALUATION AND 2020-21 WORK PLAN

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council:

- 1. Receive the minutes of the Audit Panel meeting held on 23 June 2020.***
- 2. Receive the Audit Panel annual report for 2019-20.***
- 3. Approve the Audit Panel annual work plan for 2020-21.***
- 4. Receive the Audit Panel annual performance evaluation for 2019-20.***

DECISION:

Cr Kelly moved and Cr Nott seconded ***“that Council:***

- 1. Receive the minutes of the Audit Panel meeting held on 23 June 2020.***
- 2. Receive the Audit Panel annual report for 2019-20.***
- 3. Approve the Audit Panel annual work plan for 2020-21.***
- 4. Receive the Audit Panel annual performance evaluation for 2019-20.***

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

**153/2020 2019-20 ANNUAL PLAN – QUARTERLY REVIEW –
JUNE 2020**

AUTHOR: John Jordan
General Manager

1) Recommendation

It is recommended that Council receives and notes the Annual Plan report for the June 2020 quarter as attached.

DECISION:

Cr King moved and Cr Sherriff seconded ***“that Council receives and notes the Annual Plan report for the June 2020 quarter as attached.”***

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



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.

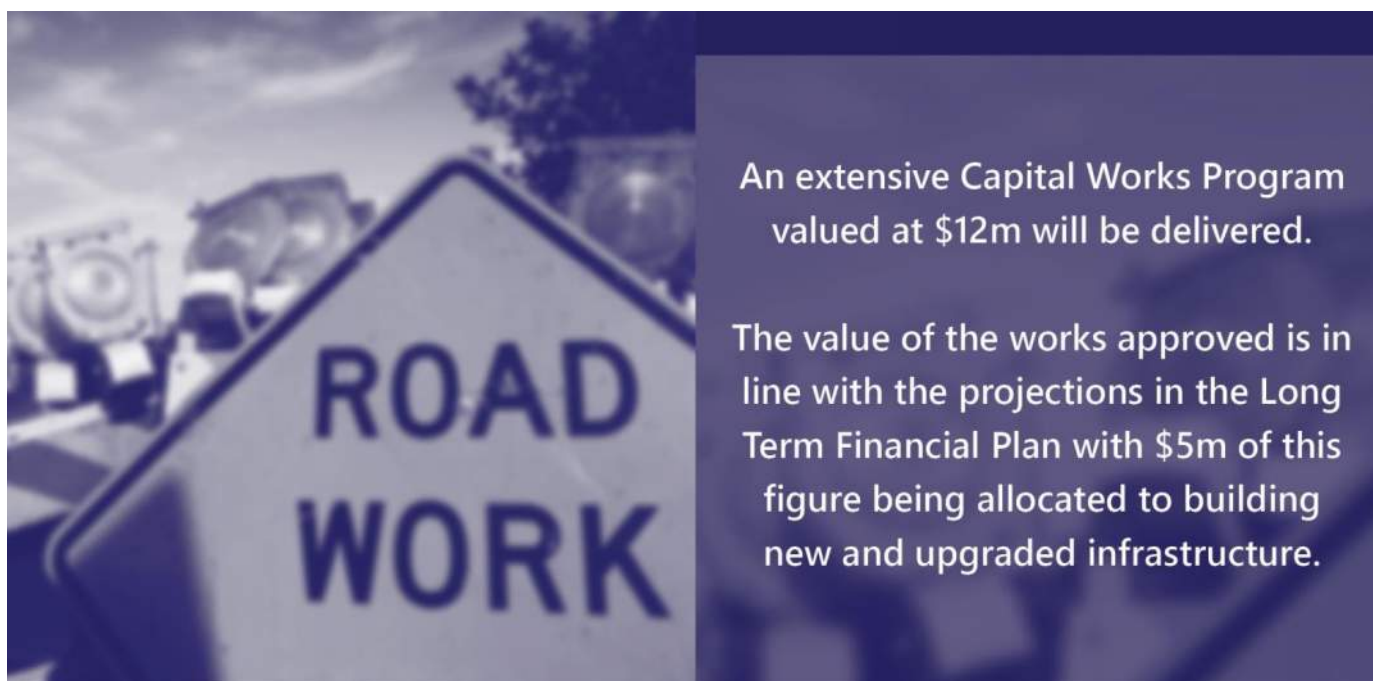
Link to Community Strategic Plan 2014 to 2024

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



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 Achieved	Prepare quarterly review. Prepare 2020/21 Annual Plan In Progress
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 Deferred	
4	Investigate the development of a Community Consultation Policy	5.1	Achieved	Workshop with Council Achieved	Prepare Draft Policy Deferred	

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 Achieved	Action the framework Achieved
2	Implement the Internal Audit Program Responsible Officer: Risk & Safety Officer	5.4	Review of Audit outcomes Achieved		Review of Audit outcomes In Progress	

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 Achieved	Conduct quarterly meeting Achieved

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 In progress	Identify opportunities and report on progress In progress
2	Signage Strategy Responsible Officer: General Manager	6.1, 6.3		Project Scope Deferred		

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 Achieved	Achieve activity performance target Achieved
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 Achieved
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 Achieved	Achieve activity performance target Achieved
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. Achieved
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 Achieved	Achieve activity performance target Achieved

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 Achieved
2	Coordinate the development of Budget & Rating recommendations with statutory timeframes Responsible Officer: Director Corporate Services	5.2			Determine budget update program Achieved	Present budget, fees and charges to Council workshop Achieved
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 Achieved
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 Achieved	Submit BAS and Payroll Tax returns Achieved
5	Provide internal financial management reports on a timely basis for decision making Responsible Officer: Senior Accountant	5.3	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved	Achieve activity performance target Achieved

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 Achieved	Review cash flow weekly Achieved
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 Achieved	Conduct meeting as per Work Plan Achieved

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 Achieved	Maintain records in accordance with legislation Achieved
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 Achieved

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 Achieved
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 Achieved	Coordinate outside employee performance reviews and salary reviews due for completion Achieved
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 Achieved	Adopt revised HR policy manual Deferred

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 Achieved	Provide statistics in the Briefing Report Achieved

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 Services	4.4	Chair six-monthly meeting Achieved		Chair six-monthly meeting Cancelled	
2	Support the operation of the Meander Valley SES unit through ongoing management of the MOU Responsible Officer: Director Infrastructure Services	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 Cancelled	

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 Achieved	Maintenance works completed Achieved
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 Achieved	Report to program in Annual Plan Review Achieved
3	Undertake footpath proactive defect inspections Responsible Officers: Director Works & Asset Management Coordinator	6.1			Undertake required inspections Achieved	Undertake required inspections Achieved

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 Achieved	
2	Co-ordinate building maintenance – general, reactive and programed Responsible Officer: Property Management Officer	6.1	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved	Undertake required maintenance Achieved
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 Achieved	Report to program Achieved

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 Achieved	Undertake required inspections Achieved
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 Achieved	Report to program in Annual Plan Review Achieved

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 Achieved	Chair meeting and action improvement program Achieved
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 Achieved	Annual program prepared for approval by Council Achieved
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 Achieved	Capitalisation of assets and recording in Conquest and GIS Achieved

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 Achieved	Manage Contract Achieved
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. Achieved	Manage Contract Achieved
3	Provision of hard waste collection Responsible Officer: Senior Technical Officer	6.6		Undertake collection Achieved	Report to Council in Annual Plan Review Achieved	
4	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 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 Achieved	Report to program in Annual Plan Review Achieved
5	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. Responsible Officer: Senior Technical Officer	6.6	Ground and surface water monitoring. Annual Report to EPA Achieved		Ground and surface water monitoring Achieved	

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Develop stormwater system management plans in line with legislation Responsible Officer: Director Infrastructure	6.1				Complete program by 30 June Achieved
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 Achieved	Report to program in Annual Plan Review Achieved

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 In Progress
2	Undertake projects to support implementation of the Prospect Vale Blackstone Heights structure Plan	1.1				PVBH Specific Area Plan approved In Progress
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 Achieved	Report in Annual Plan Review Achieved

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	<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>		

Operational Detail

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

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 Achieved	Performance Target Achieved
2	Permit Authority – Process Notifiable Building Works (Category 3) Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved
3	Permit Authority – Manage outstanding Building Completions and Illegal Works Responsible Officer: Coordinator Development Services	1.1, 1.2, 1.3				Reduce outstanding completions Achieved

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

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 Achieved	Record Results Achieved
2	Inspect and register food premises annually Responsible Officer: Environmental Health Officer	4.1, 4.3	Issue annual registration for all premises Achieved	Inspections as per Schedule Achieved	Inspections as per Schedule Achieved	Inspections as per Schedule Achieved
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 Achieved	
3	Investigate incidents and complaints regarding animal control Responsible Officer: General Inspector	4.3	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved	Performance Target Achieved

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 Achieved	Implement activities Achieved
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 Achieved	Performance target Achieved

Action Performance Targets

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

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

Operational Detail

No.	Actions and Tasks	Strategic Plan Reference	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6
1	Facilitate the operation of Council Community Forums Responsible Officer: Community Development Manager	3.4, 4.1.	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes Achieved	Conduct Forum and report outcomes Achieved
2	Deliver the Community Grants Program Responsible Officer: Community Development Manager	3.1, 3.2, 3.4, 4.1.	Acquit Round 1 and advertise Achieved	Acquit Round 2 and advertise Achieved	Acquit Round 3 and advertise Achieved	Acquit Final Round and advertise Conduct Grants Information Forum Achieved
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 Achieved	Review exhibition Achieved
4	Conduct a Festival of Small Halls concert Responsible Officer: Community Development Manager	3.1, 3.2,	Establish event venue, format and partnership Achieved	Promote event and sell tickets Achieved	Conduct event Achieved	Review event outcomes Achieved
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

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 Achieved	Conduct and report. Evaluate overall outcomes Cancelled
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 Achieved	Conduct and report. Evaluate overall outcomes Cancelled
3	Conduct 'National Youth Week' Event Responsible Officer: Community Officer	3.1, 3.2, 3.5, 4.1.			Prepare and advertise event Deferred	
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 Achieved	Report on progress Cancelled
2	Implement promotion and marketing of indoor recreation facilities to current and prospective users Responsible Officer: Recreation Coordinator	3.5, 4.1, 4.2, 6.4.	Promote facilities Achieved	Promote facilities Achieved	Promote facilities In Progress	Review and assess promotion strategies Deferred
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 In 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 Deferred	
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 Deferred	
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 Deferred	

Action Performance Targets

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

Works

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

Operational Detail

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

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 Achieved	Report to Annual Plan review Achieved
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 Achieved	Report to Annual Plan review Achieved

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 Achieved	Report to Annual Plan review Achieved
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 Achieved	Report to Annual Plan review + Achieved

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 Achieved	Report to Annual Plan review Achieved

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 Achieved	
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 Achieved	Report to Annual Plan review Achieved

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

154/2020 MEANDER VALLEY COUNCIL ANNUAL PLAN 2020–21

AUTHOR: John Jordan
General Manager

1) Recommendation

It is recommended that Council:

- 1. Adopts the Meander Valley Council Annual Plan for the 2020-21 financial year prepared in accordance with section 71 of the Local Government Act 1993.***
- 2. Notes progress against the Annual Plan will be reported to Council each quarter.***

DECISION:

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

- 1. Adopts the Meander Valley Council Annual Plan for the 2020-21 financial year prepared in accordance with section 71 of the Local Government Act 1993.***
- 2. Notes progress against the Annual Plan will be reported to Council each quarter.***

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



Meander Valley Council
Working Together

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Annual Plan 2020-21

Your Councillors



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“Our work enhances the amenity of our townships, the livability of our region and most importantly, helps to create strong, connected communities.”

Message from the Mayor

This years' Annual Plan defines our priority actions for the financial year ahead and, whilst it does not incorporate every aspect of our operations, it outlines the goals and objectives we aim to achieve in the coming year.

Meander Valley Council manages over 8,800 different assets that the community relies upon and our work enhances the amenity of our townships, the livability of our region and most importantly, helps to create strong, connected communities.

The COVID-19 pandemic and declared state of emergency have meant exceptionally challenging times for everyone. Restrictions resulted in the temporary closure of our customer service centre and the introduction of social distancing measures have significantly changed the way we work and relate to the community.

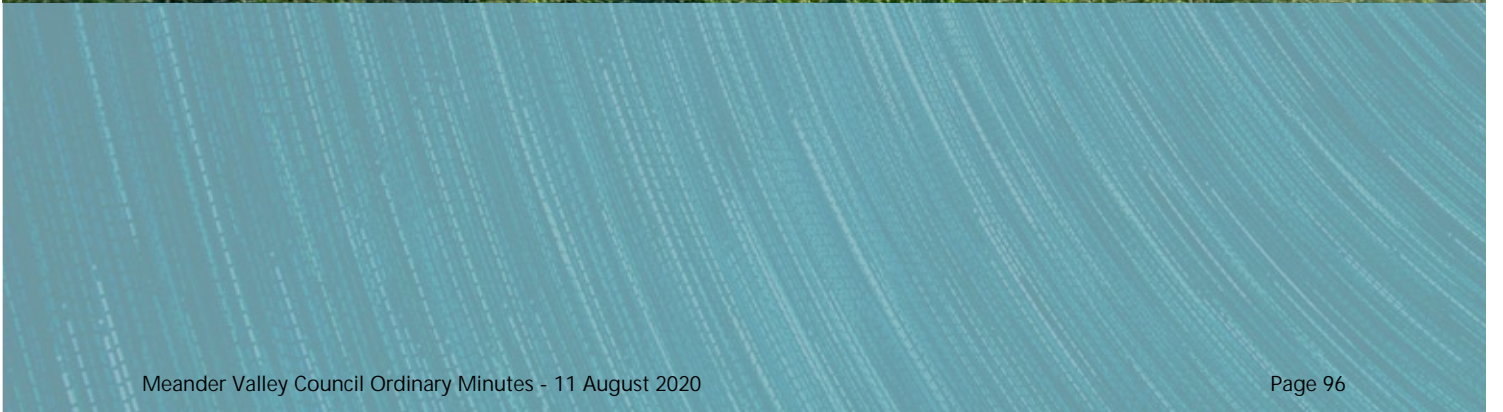
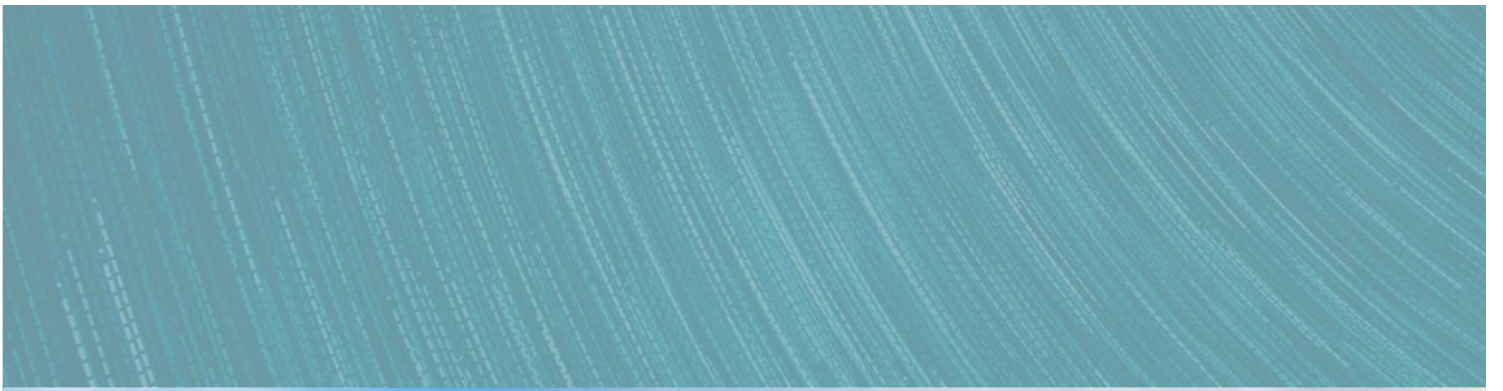
Throughout this challenging time, Council has had the incredible support of a number of volunteer organisations that have assisted in the provision of transport, meals and other essential services to those most vulnerable. On behalf of the Meander Valley community and all Councillors, I thank you for your continued efforts. In the spirit of our motto, it really has been a year of everyone working together for the common good.

Council was fortunate to be in a relatively strong financial position that enabled the timely release of a comprehensive \$1.7m COVID-19 Community and Business Support Package. This is the single largest community support package ever endorsed by Council and delivered much needed immediate relief and longer term support.

Council will also deliver an \$15m capital works program, bringing forward construction works and progressing a range of projects including design and construction of a new community hall in Bracknell, squash courts and clubrooms in Deloraine and drainage, irrigation and upgrade works at the Prospect Vale Park training grounds.

Our Annual Plan highlights the outstanding opportunities Meander Valley has and as we look towards 2021, we do so with an actions focused plan and an incredibly resilient community that I am proud to represent.

- *Wayne Johnston, Mayor*



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Message from the General Manager

I am proud to present Meander Valley Council's Annual Plan. The Annual Plan complements Council's Annual Budget and presents the strategic priorities for the coming year as determined by elected members and more broadly expressed through long term strategy planning including; the Community Strategic Plan 2014-2024, the Financial Management Strategy and the Long Term Financial Plan.


The emergence and ongoing effects of the COVID-19 Disease Emergency means that for the foreseeable future, Council will be operating in a very different set of social and economic circumstances and this will require Council and the community to remain responsive to uncertainty and emerging issues.

Council has been mindful to ensure opportunities to responsibly support the community and business remain a key focus. Council's \$1.7m COVID-19 Community and Business Support Package delivers a wide range of benefits including no general rate increases for 2020-21, fee and charge waivers and other measures to support the community and small business through grants, additional infrastructure spending and more.

While the measures contained in the Community and Business Support Package deliver much needed help across the municipality, they do alter Council's financial position. These impacts are compounded by the broader repercussions of COVID-19 and generally unfavourable circumstances including the loss of TasWater dividends (\$556,000), increased kerbside bin collection costs (\$127,000) and a reduction in interest earned from invested cash (\$190,000).

Capital expenditure totalling \$15m has been incorporated into this year's program with a range of projects planned including footpaths, road resurfacing, bridge and road reconstructions.

This year, Council will review its community and lifestyle programs including the renewal of the Community Strategic Plan and a refresh of community consultation and communication approaches. A revitalised community events program will also be developed, focusing on events that promote participation, connection and the activation of spaces to benefit local businesses, residents and visitors. Council will also renew its commitment to regionally significant events and programs.



"...Council remains in a strong financial position to accommodate the prevailing economic and social headwinds"

- John Jordan, General Manager

Council has utilised savings to support the community during COVID-19 and this has resulted in a forecast operating deficit of \$2.065m for 2020-21.

Despite this, Council remains in a strong financial position with capacity to accommodate the prevailing economic and social headwinds. A review of our long term financial plan targets a return to an operating surplus by 2026-27.

To improve this position and deliver the capabilities needed in the future, the Annual Plan commits Council to a review of its service delivery, systems and workforce to better align services to community expectations and optimise operations.

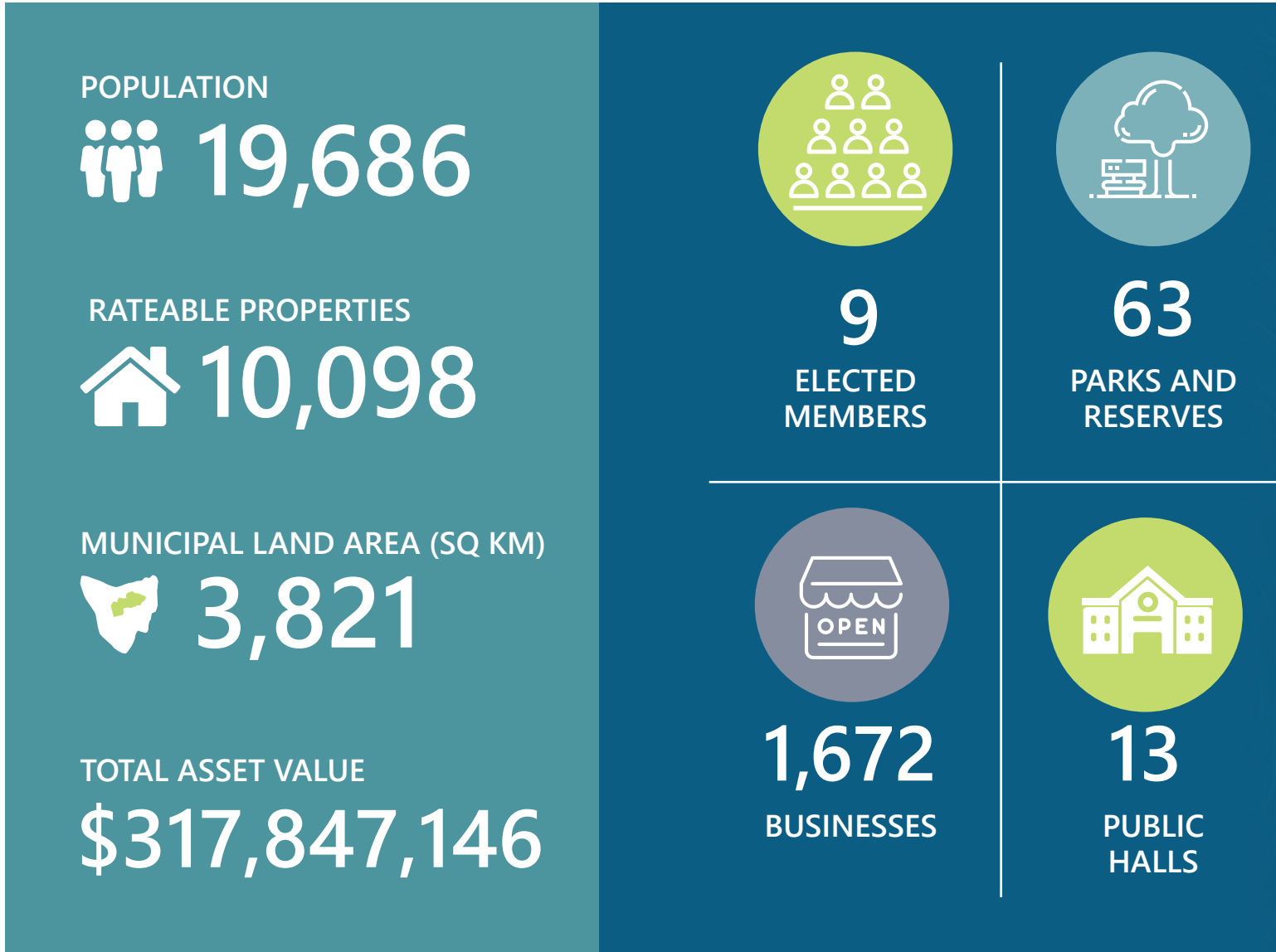
I want to thank Councillors and staff for their contributions and ongoing commitment in setting and delivering the agenda laid out in this Annual Plan. The initiatives provide real value and contribute to the prosperity of Meander Valley.

- John Jordan, General Manager

Our Meander Valley

Meander Valley has some of the State's best short walks, world heritage listed wilderness, cycling trails, trout fishing and gourmet food producers. Those who live and work in Meander Valley enjoy a rural lifestyle that is centrally located, close to serviced towns and an easy commute to both Launceston and Devonport.

Meander Valley's central location and proximity to major ports, airports and highways are attractive to investors and many agricultural, manufacturing, transport and logistics based businesses have capitalised on the area's affordable industrial-zoned land.



1,300+

CUSTOMER SERVICE REQUESTS ARE MANAGED EACH YEAR.

37% **FEWER STAFF***

MEANDER VALLEY COUNCIL OPERATES WITH FEWER STAFF IN COMPARISON TO THE STATE AVERAGE FOR ALL COUNCILS.

(*Source: Tasmanian Audit Office)

“Meander Valley has a growing and diverse community with a progressive Council and, despite being a small organisation, we have great capability.”

- John Jordan, General Manager



41

SPORTING FACILITIES



223

BRIDGES



8

SPORTING GROUNDS



6,500

KERBSIDE COLLECTION SERVICES



821

KILOMETRES OF ROAD NETWORKS



36

PLAYGROUNDS AND FITNESS STATIONS



2

MUNICIPAL SWIMMING POOLS



3

MUNICIPAL WASTE FACILITIES

24%

LOWER RATES



DESPITE BEING IN CLOSE PROXIMITY TO TWO MAJOR CITIES, AVERAGE RATES IN MEANDER VALLEY ARE ALMOST THE LOWEST IN THE STATE.

5

URBAN TOWNSHIPS

5+

VILLAGE CENTRES

29+

RURAL & RESIDENTIAL AREAS

Our Capacity



Workforce

As our municipality grows, community expectations around service levels change and towards 2021, we will be focusing on creating greater efficiencies and securing our workforce as we prepare to respond to the changing needs of the Meander Valley community.

Based on figures from the Tasmanian Audit Office, Meander Valley Council has fewer staff than most other Councils, employing an average of 4.1 workers per 1,000 residents. Our people provide a wealth of experience across a broad range of skillsets. Our people often perform more than one role.

In 2020-21 we will undertake a review of our workforce capacity and capability to ensure we continue to have the right mix of people, with the right skills, to deliver services to the community in an efficient and contemporary way.

A focus will be succession planning and skills development. We have an aging workforce in key areas and we need to take steps to ensure new staff benefit from the knowledge of those transitioning to retirement or leaving the organisation for other reasons.



Customer Service

Improving our service capabilities is an ongoing commitment of Council. We have recently completed new customer services facilities at the Westbury office and in the coming year, we will be striving towards service models that are even more "customer centric", making it easier for residents and business owners to access information, navigate planning processes and get things done.

The recent restrictions imposed due to the COVID-19 Disease Emergency have accelerated online interactions with our customers and we have and will continue to improve our online services in response to this growing trend.



Our Assets

Council manages over 8,840 assets across the municipality worth \$317,847,146. Meander Valley comprises urban centres, villages, townships and rural residential areas dispersed across over 3,800 square kilometres. Whilst this offers an attractive range of lifestyle options it does present some challenges. We manage a vast rural road network and over 220 bridges that provide vital connective infrastructure.

Other asset classes include land, plant, stormwater, community halls, buildings, recreation facilities, parks and playgrounds.

About the Annual Plan



What is it?

The Annual Plan is an outline of what Council intends to deliver over the next twelve months and provides an operational overview of the programs, activities and regulatory responsibilities that Council will progress.

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How does Council decide what to include in this years' Annual Plan?

Activities in the Annual Plan are drawn from:



- The six future directions set out in our broader, ten year plan - the Meander Valley Community Strategic Plan 2014 - 2024



- Decisions and endorsed strategies of Council



- Legislative and regulatory requirements of Council
- Essential reforms to services in response to emerging issues
- Asset Management Strategy
- Long Term Strategic Asset Management Plan
- Financial Management Strategy
- Long Term Financial Plan



How are the programs and activities in the plan delivered?

Each department of Council is responsible for delivering the programs, activities and regulatory responsibilities that are allocated to them and, reporting on their progress throughout the year.

"...towards 2021, we will be focusing on greater efficiencies and securing our workforce as we prepare to respond to the changing needs of the Meander Valley community."

- John Jordan, General Manager

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\$1.7m

COVID-19 COMMUNITY AND BUSINESS SUPPORT PACKAGE

A comprehensive support package providing both immediate relief to reduce expenses for residents and businesses and longer term measures to assist the municipality to recover.

Key initiatives include a suspension of any increase in general rates, planning, building and licensing fees and temporary removal of all fees associated with food business registration.

FUNDING TO SUPPORT THE COMMUNITY AND LOCAL EVENTS

\$134,000 to support the community and local events through grants and sponsorship to re-activate our townships.



Annual Plan 2020-21



\$1.8m

RECONSTRUCTION AND UPGRADE OF 5.5KM OF OUR ROAD NETWORK.



RENEWED COMMUNITY STRATEGIC PLAN

Council will renew its community and lifestyle programs and undertake a refresh of community consultation and communication approaches to achieve effective, value for money outcomes across Meander Valley.



BRIDGE RECONSTRUCTION PROJECTS

Over \$1m in funding will be directed to the reconstruction of bridges at:

- Collier Creek, Railton Road
- Liffey River, Liffey Falls Road
- Black Sugarloaf Creek, Allens Road



SUPPORT FOR ECONOMIC DEVELOPMENT

Council will work with peak organisations for economic development, tourism and regional planning.



STRATEGIC PLANNING PROJECTS

Council will finalise and implement the Tasmanian Planning Scheme - Local Provisions Schedule and support the progress of land developments such as the Hadspen Urban Growth Area.



ONLINE SERVICE DELIVERY

Council will continue to develop ways to provide more streamlined and responsive services in more convenient and accessible ways.



ENVIRONMENT AND NATURAL AMENITY

Council will renew its NRM Strategy and Westbury Town Common Management Plan and continue the roll out of street tree planting to improve amenity of our streetscapes and livability of our towns.



FOOTPATH PROJECTS

\$465,000 in funding has been allocated to construction work on over 1.6km of footpaths to improve pedestrian connectivity.



CONSOLIDATING FIELD SERVICES

Council will secure land to build a new works depot at Westbury and consolidate field and infrastructure workforces at a single contemporary facility.

WASTE SERVICES REVIEW

Council will review levels of service and waste stream management practices to finalise a long term plan for its \$2m investment in collection, recycling and landfill management.



ROAD RESURFACING PROJECTS

Over \$1.5m in funding has been allocated to road resurfacing projects across 35km of our sealed and unsealed road network.



SUPPORT FOR REGIONAL TOURISM

Council has created a new role, dedicated to business and economic recovery and focusing on actions to grow existing sectors and attract new business. Funding has also been allocated to initiatives that support local and regional tourism through Tourism Northern Tasmania.

REPRESENTING OUR REGION

Council will continue to work proactively with other northern councils on regional initiatives including the Regional Economic Development Plan, the Greater Launceston Transport Vision, Tamar Estuary Management Taskforce and the Greater Launceston Transformation Plan Steering Committee.

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An Agenda of Renewal



Growing Capability

This year's Annual Plan sets out an agenda of renewal. Council will progress work to underpin its capacity to operate in the future and this includes:

- Progressing work to upgrade the financial management systems; considering options for regional and standalone solutions;
- Securing the land and preliminary works for a new works depot which will co-locate our Deloraine and Westbury field and infrastructure workforces into a contemporary single location to achieve operational efficiencies;
- Completing the refurbishment of the Council chambers and our customer service area and improvements to the Town Hall Supper Room and courtyard;
- Undertaking a review of Council's workforce to achieve the contemporary arrangements needed to ensure high standards of service, staff retention and development and maintaining our employer of choice standing; and
- A review of assets held by Council to ensure land and property holdings are retained or disposed of in line with long term business need.



Governance and Managing Operational Risk

Council's risk and audit functions are overseen by an independently chaired Audit Panel. The tenure of the current Audit Panel Chairman, Mr Steven Hernyk, will end in the first half of 2020-21 and Council will seek a replacement with a preference to continue with the successful practice of a common chair across some of our neighbouring councils. Council will continue efforts to enhance its management of operational risks in 2020-21 by:

- Using planning, project, program and risk management methodologies;
- Developing and maintaining operational plans for the delivery of projects and services;
- Regular reporting to Council, the Audit Panel and other forums of all key projects funded by the Annual Plan and Budget;
- Monitoring the efficiency and effectiveness of services delivered within the Annual Plan and Budget and by undertaking quarterly and annual reporting by the General Manager to Council;
- Ensuring Directors and staff have the appropriate skills to identify and assure risks are managed in accordance with policies, standards, laws, regulations and commitments and remain accountable by providing regular risk and compliance reports to the General Manager and, reporting the results of any internal audit reviews to the Audit Panel and Council.



Community and Lifestyle

Council will renew its community and lifestyle programs spending \$700k. Key work will include the renewal of the Community Strategic Plan and a refresh of community consultation and communication approaches to achieve effective, value for money outcomes across Meander Valley. The community events program will also be revitalised; building on the successes of the past but with a focus on events that promote participation, connection and the activation of spaces to benefit local businesses, residents and visitors.



Waste and Recycling

Council spends approximately \$2m on waste collection, recycling and management of Council owned or supported landfill sites and transfer stations at Cluan, Deloraine, Mole Creek and Meander. Recycling and waste collection costs are increasing significantly due to market driven changes. At the same time, community expectations for waste collection services are increasing. Council will be undertaking a review of waste management services to determine the best way to manage costs, meet service expectations and limit the level of waste going to landfill.



Planning

Council will work towards the finalisation of Meander Valley's Local Provisions Schedule ahead of the implementation of the Tasmanian Planning Scheme. This will include the conversion of associated digital resources and assessment reporting to ensure a smooth transition to the new statewide scheme. The strategic development framework for Prospect Vale - Blackstone Heights will be progressed, including any required amendments to the Regional Land Use Strategy and the Planning Scheme. The Hadspen Urban Growth Area will also be progressed.



Business and Economic Recovery

Council has created a new role as part of the response to the COVID-19 pandemic. This role recognises the importance of the Meander Valley business sector to the broader northern Tasmanian community. The Manager, Business and Economic Recovery will focus on strategies and actions to assist local enterprises to recover from the economic downturn and to look for opportunities to grow existing sectors and attract new businesses. While the initial focus will be on assisting business to recovery, there is a strong emphasis on expanding the many economic advantages and resources that are within the Meander Valley municipality.

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Capital Works

The capital works program outlines the renewal, reconstructive and new works that Council intends to deliver in the coming year. Planned renewal of existing assets allows Council to maintain services and the building of new assets aligns with the growing needs of the community.

This year, the total value of Council's Capital Works program is over \$11.5m.

This figure includes over \$3.3m worth of provisional projects. Provisional projects will receive a funding allocation in Council's budget, but are also reliant on other factors such as securing additional State and Federal Government grant funding in order for them to progress in the 2020-21 financial year.

It is Council's intention to commence and substantially deliver these provisional projects, however, if outside factors prevent these projects from being actioned, they may be deferred or carried forward to future financial years for completion. The status of these provisional projects will be adjusted each quarter as delivery is confirmed.





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Program Activity

An outline of the services, facilities and actions that Council intends to deliver for the Meander Valley community.



Future Directions Focused - Highlights

1

- ▶ Renew Meander Valley's Natural Resource Management Strategy.
- ▶ Monitor and assess implementation of the Westbury Town Common Management Plan.
- ▶ Review and implement the waste management strategy.

4

- ▶ Support community emergency service providers.
- ▶ Manage public safety and health risks through fire risk abatement and monitoring of recreational water.

2

- ▶ Promote investment in Meander Valley to support the growth of identified industry sectors.
- ▶ Develop economic recovery pathways and establish industry-specific priority actions.
- ▶ Support the progress of land developments such as the Hadspen Urban Growth Area.

5

- ▶ Complete State and Federal legislative reporting.
- ▶ Deliver financial management reports to the community.
- ▶ Review and update the Long Term Financial Plan.

3

- ▶ Renew the Community Strategic Plan.
- ▶ Deliver the Community Grants Program.
- ▶ Renew the Events Program responsive to COVID-19.
- ▶ Conduct youth liaison workshop, Festival of Small Halls and Great Western Tiers Art Award.

6

- ▶ Update Strategic Asset Management Plan.
- ▶ Deliver the bridge inspection and maintenance program.
- ▶ Operate the Deloraine pool and support the Caveside community pool.

Strategic Plan Future Direction 1

A sustainable natural and built environment

1.1 Contemporary planning supports and guides growth and development across Meander Valley.

1.2 Liveable townships, urban and rural areas across the local government area with individual character.

1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.

1.4 Meander Valley is environmentally sustainable.

1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.

1.6 Participate and support programs that improve water quality in our waterways.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Renew NRM Strategy.	1.3, 1.4, 1.6	Community & Development Services	NRM Strategy renewed within timeframes.
2	Monitor and assess implementation of the Westbury Town Common Management Plan.	1.3, 1.4, 1.6	Community & Development Services	Practices consistent with management plan and condition of Common is stable or improved.
3	Design and implement initiatives from the NRM Strategy.	1.3, 1.4, 1.6	Community & Development Services	Completed within timeframes.
4	Westbury residential rezoning.	1.1	Infrastructure	Complete rezoning submission to the TPC and report to Council Workshop.
5	Undertake projects to support implementation of the Prospect Vale - Blackstone Heights Structure Plan including the Regional Land Use Strategy and planning scheme amendments.	1.1	Infrastructure	Report to Council workshop at key stages of RLUS and planning scheme amendment work.
6	Assess individual planning scheme amendment applications as they arise.	1.1	Infrastructure	Assess individual planning scheme amendment applications within statutory timeframes.
7	Process development applications in accordance with delegated authority.	1.1, 1.2, 1.3	Community & Development Services	Completed within statutory timeframes with 100% conformance.
8	Permit Authority – issue permits for Building Works (Category 4).	1.1, 1.2, 1.3 (primary) 4.3 (secondary)	Community & Development Services	Issue building permits within 7 working days from the date all other permits and documents are received as required by the Building Act.
9	Permit Authority – process Notifiable Building Works (Category 3).	1.1, 1.2, 1.3	Community & Development Services	Notifiable Building Works processed in a timely manner.

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No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
10	Permit Authority – manage outstanding building completions and illegal works.	1.1, 1.2, 1.3	Community & Development Services	Outstanding building completions reduced by 10%.
11	Permit Authority – issue permits for Plumbing Works (Category 4).	1.4	Community & Development Services	Process plumbing permit applications within 21 days of receipt of all information.
12	Waste Management Strategy review and implementation.	1.5 (primary) 6.6 (secondary)	Infrastructure	Present strategy to Council at December workshop.
13	Permit Authority – issue Notifiable Plumbing Works (Category 3).	1.4	Community & Development Services	Process Notifiable Plumbing Works within 14 days of receipt of all information.
14	Manage Land Information Certificates.	1.1,1.2,1.3	Community & Development Services	Issue certificates within 10 working days.

Strategic Plan Future Direction 2

A thriving local economy

2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.

2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure.

2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.

2.4 A high level of recognition and demand for Great Western Tiers products and experiences.

2.5 Current and emerging technology is available to benefit both business and the community.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Promote investment in Meander Valley to support the growth of identified industry sectors.	2.2	Governance	Meander Valley 'Brand' and regional prospectus developed.
2	Develop economic recovery pathways and establish industry-specific priority actions.	2.1, 2.3, 2.4, 2.5	Governance	Economic recovery action plans in place for key industries/sectors.
3	Establish economic development structure plans for each population centre.	2.1, 2.4, 2.5	Governance	Plans and community consultation in place.
4	Establish a structured list of investment vehicles and investment attraction policies.	2.1, 2.2, 2.3, 2.4, 2.5	Governance	Investment vehicles assessed and policies in place.
5	Establish a business media and communications plan.	2.1, 2.3, 2.4, 2.5	Governance	Plan in place.
6	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area.	2.2	Governance	Quarterly review, actions and reports.
7	Monitor and report monthly visitation statistics.	2.4	Corporate	Reports produced.

Strategic Plan Future Direction 3 Vibrant and engaged communities

3.1 Creativity and learning are part of daily life across the communities of Meander Valley.

3.2 Successful local events enhance community life.

3.3 Education and training opportunities are available to everyone across the local government area.

3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.

3.5 Young people have the opportunity to be engaged in community life.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Progressively establish economic development structure plans for each population centre.	3.3	Governance	Program of clear defined plan progressed.
2	Review acceptable investment vehicles and put in place investment attraction policies as required.	3.3	Governance	Investment vehicles analysed and report presented to Council. Policies in place.
3	Facilitate the operation of Council pop up meetings.	3.4 (primary) 4.1 (secondary)	Community & Development Services	Pop up meetings held and documented.
4	Deliver the Community Grants Program.	3.1, 3.2, 3.4 (primary) 4.1 (secondary)	Community & Development Services	Number and range of grant applications.
5	Renew the Community Strategic Plan.	3.4 (primary) 4.1 (secondary)	Community & Development Services	Complete within timeframes.
6	Renew the events program responsive to COVID-19.	3.1, 3.2	Community & Development Services	Events program approved and implemented.
7	Conduct GWTA Exhibition.	3.1, 3.2	Community & Development Services	Number of artists participating.
8	Conduct a Festival of Small Halls concert.	3.1, 3.2	Community & Development Services	Audience number and event finances.
9	Produce a user-friendly Event Management Guide.	3.2 (primary) 4.1, 4.3 (secondary)	Community & Development Services	Guide produced.
10	Coordinate major event applications.	3.2	Community & Development Services	Respond to applications within 7 days.
11	Conduct youth liaison workshop with Council.	3.4, 3.5	Community & Development Services	Workshop conducted and evaluated.
12	Prepare Volunteer Management Policy and Procedures.	3.1, 3.2, 3.3, 3.4 & 3.5 (primary) 4.1, 4.2 (secondary)	Community & Development Services	Policy and procedures adopted. Number of volunteers trained.

Strategic Plan Future Direction 4

A healthy and safe community

4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.

4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.

4.3 Public health and safety standards are regulated, managed and maintained.

4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Coordinate the Municipal Emergency Management & Recovery Committee (MEMRC).	4.4	Infrastructure	Meetings held.
2	Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding.	4.4	Infrastructure	Obtain activities report from Deloraine SES and provide information to Council on a six monthly basis in Briefing Report.
3	Conduct emergency management training exercise for Council staff, facilitated by Red Cross.	4.4	Infrastructure	Training for Council staff completed.
4	Develop and action a plan to promote indoor recreational facilities to current and prospective users to increase patronage and participation.	4.2	Infrastructure	Present plan to Council Workshop. Review promotion outcomes and report to management team.
5	Manage public health risk through monitoring and sampling of recreational water.	4.1 (primary) 1.5 (secondary)	Community & Development Services	Quarterly monitoring and testing completed for all sample sites. Non-conformances responded to within 48 hours.
6	Undertake annual/periodic inspections of food premises consistent with Food Act Requirements.	4.1, 4.3	Community & Development Services	Conduct inspections as per program and report on results each quarter.
7	Coordinate immunisation clinics for Meander Valley Schools.	4.1, 4.3	Community & Development Services	Provide school based immunisations as per program (usually March and September) and provide quarterly report.
8	Audit microchipping of registered dogs.	4.3	Community & Development Services	Audit conducted and reported each quarter.
9	Prepare and implement annual Fire Abatement Management Program.	4.3	Community & Development Services	Program in place by December. All previous properties inspected. All additional identified properties inspected. Notices issued as required and relevant follow up work arranged.
10	Investigate incidents and complaints regarding animal control.	4.3	Community & Development Services	Investigate all cases and complaints within 10 days and provide quarterly reports.

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.

5.4 Meander Valley councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.

5.5 Councils in the region collaborate and share resources for the collective good of their communities.

5.6 Meander Valley Council is recognised as a responsibly managed organisation.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Deliver Annual Plan.	5.1	Governance	Plan adopted by Council, compliant with statutory requirements.
2	Prepare Annual Report and conduct Annual General Meeting (AGM).	5.6	Governance	AGM held and Annual Report adopted by Council.
3	Review the Community Strategic Plan 2014-2024.	5.1	Community & Development Services	Community Strategic Plan reviewed and updated.
4	Develop community consultation policy.	5.1	Governance	Council decision on development of policy.
5	Update risk management framework.	5.6	Governance	Risk review completed, updated and endorsed by Audit Panel. Actions progressed and reported on quarterly.
6	Deliver the Internal Audit Program.	5.4	Governance	Audit recommendations implemented and audits conducted.
7	Health & Safety Committee.	5.6	Governance	Conduct meetings, implement improvement initiatives and produce quarterly reports.
8	Raise rates and sundry debtor (other Council debts) accounts.	5.2	Corporate	Reconcile rates debtor, sundry debtor and creditors control accounts within 10 days of the working month.
9	Reconcile financial control accounts.	5.2	Corporate	Reconcile payroll clearing account within 5 days of processing fortnightly pay.
10	Complete State Government Authority returns.	5.6	Corporate	Submit State Fire and Treasury pensioner claims.
11	Complete Section 132 Certificates (property rates).	5.6	Corporate	Issue 98% of certificates within 3 working days.



No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
12	Complete annual insurance renewals.	5.6	Corporate	Insurance policies completed.
13	Update Long Term Financial Plan (LTFP)	5.2	Corporate	Review and adopt LTFP annually.
14	Develop budget estimates and rating recommendations in accordance with statutory timeframes.	5.2	Corporate	Review and adopt annual budget estimates.
15	Annual external financial reporting.	5.6	Corporate	Prepare financial statements and State Government financial reporting.
16	Submit Business Activity Statement (BAS), Fringe Benefits Tax (FBT) and Payroll Tax returns.	5.6	Corporate	Complete statutory reporting.
17	Review and submit internal financial management reports.	5.3	Corporate	Produce and distribute monthly management reports.
18	Review structure of internal financial management reports.	5.3	Corporate	Complete review of report structure.
19	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment Policy.	5.2	Corporate	Weekly monitoring of cash flow.
20	Facilitate Council Audit Panel meetings.	5.6	Corporate	Meetings conducted as per work plan.
21	Maintain efficient desktop IT equipment.	5.6	Corporate	Rolling replacement of computer equipment.
22	Review server structure and system requirements to ensure a stable IT architecture.	5.6	Corporate	Review server structure and associated software replacement.

Strategic Plan Future Direction 5 (continued)

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
23	Maintain cemetery records in accordance with the Cemeteries Act.	5.6	Corporate	Maintain new and existing burial information.
24	Maintain records management processes in line with requirements of the Archives Act.	5.6	Corporate	Induct new users and maintain information management system.
25	Comply with requirements of 2019 Enterprise Agreement.	5.6	Corporate	Maintain salary, allowances and clause application.
26	Employee Performance Reviews.	5.4	Corporate	Performance and salary reviews completed for all employees.
27	Review Employee Information Manual.	5.6	Corporate	Review and update manual.
28	Review Business Continuity Plan and conduct training scenario.	5.6	Infrastructure	Review and update plan for management team approval. Complete training for MVC officers and report on improvement opportunities.
29	Engage with community sport and recreation organisations to ascertain future needs and venue planning.	5.3	Infrastructure	Quarterly report presented to Council Workshop.



Strategic Plan Future Direction 6 Planned Infrastructure Services

6.1 The future of Meander Valley's infrastructure assets is assured through affordable, planned maintenance and renewal strategies.

6.2 Regional infrastructure and transport is collaboratively planned and managed by all levels of government.

6.3 The Meander Valley transport network meets the present and future needs of the community and business.

6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.

6.5 Stormwater and flooding cause no adverse impacts.

6.6 Infrastructure services are affordable and meet the community's needs into the future.

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
1	Undertake maintenance works to ensure safe and fit for purpose assets.	6.1, 6.3, 6.6	Works	Provide Customer Service Request statistics and budget updates in Briefing Report.
2	Plan and deliver capital work projects.	6.3, 6.6	Works	Provide program, project and budget updates in Briefing Report.
3	Manage plant to achieve effective and efficient use that minimises ownership costs.	6.1, 6.6	Works	Review plant utilisation and hire rates and update 10 year Plant Replacement Program.
4	Undertake plant purchases in accordance with approved budget.	6.1, 6.6	Works	Provide program, project and budget updates in Briefing Report.
5	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions. Review Strategic Asset Management Plan and Review Asset Management Plans.	6.1 (primary) 5.2 (secondary)	Infrastructure	Meetings held. Strategic Asset Management Plan and Asset Management Plans updated.
6	Prepare 2021-22 Capital Works Program and Forward Works Program.	6.1, 6.6	Infrastructure	Prepare annual Capital Works Program for approval in June quarter.
7	Design, procurement and contract management for projects listed in the 2020-21 Capital Works Program.	6.1	Infrastructure	Undertake projects in line with project plan requirements and completion of all non-provisional projects.
8	Update asset information including capitalisation of assets in Conquest and undertake bridge asset revaluation.	6.1	Infrastructure	Capitalisation of assets prior to finalisation of 2020-21 statutory reporting.
9	Undertake required proactive footpath defect inspections, parks and recreation asset inspections and condition assessments.	6.1	Infrastructure	Meet timeframes set out by Conquest. Annual comprehensive inspection of playgrounds completed by December 31.

Strategic Plan Future Direction 6 (continued)

No.	Actions and Tasks	Strategic Plan Reference	Department	Performance Target
10	Development of stormwater system improvement plan and present to Council.	6.1	Infrastructure	Workshop presentation to Council in December quarter.
11	Coordinate reactive and programmed maintenance of building assets.	6.1	Infrastructure	Meet timeframes set out by Conquest.
12	Deliver the bridge inspection and maintenance program.	6.1, 6.3	Infrastructure	Review and document contractor compliance with the contract.
13	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside.	6.4, 6.6	Infrastructure	Document contract extension and contractor performance.
14	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics.	6.6	Infrastructure	Supervise and review contract.
15	Provision of landfill, waste transfer stations and resource recovery operations contract.	6.6	Infrastructure	Supervise and review contract.
16	Provision of hard waste collection.	6.6	Infrastructure	Report to Council by March 31 on collection results.
17	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	6.6	Infrastructure	Complete reporting requirements for EPA in line with license requirements.
18	Review and update User Guides for indoor facilities.	6.4	Infrastructure	Complete review and distribute guides to user groups.

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Statutory Estimates and Public Health Goals and Objectives 2020-21

Operating Statement

Operating Revenue	2020-21	2019-20
Rates and Charges	\$13,046,800	\$12,966,400
Fees and User Charges	\$1,150,100	\$1,255,000
Contributions	\$85,500	\$51,500
Interest	\$645,800	\$835,600
Operating Grants	\$4,350,400	\$4,441,200
TasWater Distributions	\$0	\$556,000
Other Revenue	\$184,800	\$192,700
Total Operating Revenue	\$19,463,400	\$20,298,400

Operating Expenditure	2020-21	2019-20
Operating Wages	\$7,277,900	\$6,798,100
Operating Materials and Contracts	\$7,305,100	\$6,427,500
Finance Costs	\$271,600	\$266,000
Depreciation	\$5,132,200	\$5,088,000
State Fire Contribution	\$1,264,900	\$1,264,900
Other Expenditure	\$276,500	\$286,800
Total Operating Expenditure	(\$21,528,200)	(\$20,131,300)

Underlying Surplus / (Deficit)	(\$2,064,800)	\$167,100
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Capital, Cash and Investments	2020-21	2019-20
Capital Revenue	\$5,451,600	\$1,900,300
Capital Expenditure	(\$14,955,800)	(\$11,978,100)
Opening Cash and Investment Balance	\$18,721,900	\$20,729,700
Closing Cash and Investment Balance	\$12,108,800	\$15,767,800

Public Health Goals and Objectives

Major Strategies 2020-21

Council's Environmental Health Officers are responsible for ensuring the statutory obligations in relation to Environmental Protection and Preventative Health are met. This includes the *Public Health Act 1997 (Tas)*, *Environmental Management and Pollution Control Act 1994 (Tas)*, *Food Act 2003 (Tas)*, and *Local Government Act 1993 (Tas)*.

As part of Meander Valley Council's 2020-21 public health goals and objectives, the Environmental Health Officers will seek to:

- ▶ Review the community sharps disposal program and procedure.
- ▶ Update the events management guide to assist event organisers ensure events are conducted in accordance with relevant legislation.
- ▶ Promote safe food handling in our community and provide food handler training for community groups.
- ▶ Continue to actively participate in the Tamar Estuary and Esk Rivers program (TEER) including the Lake Trevallyn algal bloom working group.
- ▶ Promptly investigate public and environmental health complaints.
- ▶ Continue to actively participate and contribute to policy and legislative development at a regional and state level.
- ▶ Coordinate the immunisation program in Meander Valley Schools in accordance with the National Immunisation Program and directives from Department of Health.



Meander Valley Council
Working Together

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www.meander.tas.gov.au

ITEMS FOR CLOSED SECTION OF THE MEETING

Councillor Kelly moved and Councillor Cameron 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.”***

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

Council moved to Closed Session at 5.19pm

155/2020 CONFIRMATION OF MINUTES

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

156/2020 LEAVE OF ABSENCE

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

157/2020 RMPAT APPEAL 47/17P – 137 MAIN ROAD, MEANDER – CHANGE OF USE (REHABILITATION AND TRAINING)

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

Council returned to Open Session at 5.39pm

Cr Bower moved and Cr King seconded "***that the following decisions were taken by Council in Closed Session and are to be released for the public's information:***

Council has considered its position in relation to the RMPAT hearing."

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

158/2020 PROPOSED NOTICE OF MOTION FOR SEPTEMBER COUNCIL MEETING:

Cr Nott provided a summary of the proposed Notice of Motion regarding a designated safe crossing point on Westbury Road, Prospect Vale, within reasonable proximity to Prospect Vale Market Place with pedestrian traffic lights, to be discussed at the next meeting of Council.

The meeting closed at 5.42pm

.....
Wayne Johnston
Mayor