



Meander Valley Council
Working Together

ORDINARY MINUTES

COUNCIL MEETING

Tuesday 10 November 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 10 November 2020 at 4.00pm.

PRESENT

Mayor Wayne Johnston, Deputy-Mayor Michael Kelly, Councillors Susie Bower, Stephanie Cameron, Tanya King (via Zoom), 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
Krista Palfreyman, Acting Director Community & Development Services
Jo Oliver, Senior Strategic Planner
Justin Simons, Town Planner
Jacqui Parker, Governance Coordinator

208/2020 CONFIRMATION OF MINUTES

Councillor Sherriff moved and Councillor Nott seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 October, 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.

209/2020 COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Date	Items discussed:
20 October 2020	<ul style="list-style-type: none">• COVID-19 Update• Annual Plan – Quarterly Performance Measures• NTDC Inc – Membership Agreement• Presentation – Bioenergy at Valley Central• Dog Off Lead Exercise Areas• Waste Management Strategy Update• Items for Noting – Review of Policy No. 62 New Policy No. 93

210/2020 ANNOUNCEMENTS BY THE MAYOR

Thursday 15 October 2020

TasNetworks meeting

Tuesday 20 October 2020

Council Workshop - Westbury

Artists in Residence Trail Tasmania Opening – Deloraine

Tuesday 27 October 2020

Meeting with John Tucker MP

Wednesday 4 November 2020

TasWater Annual General Meeting, Launceston

Thursday 5 November 2020

Guest Speaker – Golden Oldies - Deloraine

211/2020 ANNOUNCEMENTS BY COUNCILLORS

Councillor Susie Bower

13 October – Bracknell Hall redevelopment

13 October – Seniors Week, Westbury Recreation Ground

13 October – Council Meeting

13 October – Carrick Hall Committee Meeting

20 October – Council Workshop

23 October – Exhibition Opening – Artasmania – Deloraine
26 October – Meander Progress Association meeting
27 October – Hadspen Councillor Pop-Up

212/2020 DECLARATIONS OF INTEREST

PA 1 (217/2020) Cr Tanya King – 5918 Bass Highway, Elizabeth Town
PA 1 (217/2020) Cr Rodney Synfield -5918 Bass Highway, Elizabeth Town
INFRA 1 (222/2020) Mayor Wayne Johnston – Proposed Road Names

Comment from General Manager, John Jordan:

I note the declarations of interest above and advise as follows:

I note the details of the declarations by Councillors King and Synfield and do not consider they represent a material matter that would unduly influence a voting decision on the matter of Planning Authority 1 (217/2020) before Council. My view is based on the nature of the benefit (display of signs for a finite period) and the fact that two years have elapsed since any declared interaction with the property to derive a benefit.

As such I do not see an impediment to participating in the vote.

Mayor Johnston has declared an interest in Infrastructure 1: which arises from him owning property on Iona Lane Meander. I do not consider the ownership declared to be a matter of material influence to the voting choice of the Mayor in respect of the proposed naming of Iona Lane, Meander (222/2020).

213/2020 TABLING AND ACTION ON PETITIONS

Nil

214/2020 PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – OCTOBER 2020

1.1 Emma Hamilton, Westbury

1. Given we know from the minutes of the MVC December 2019 AGM that the Mayor had talks with the Liberal Party about pre selection, will the Mayor and all Councillors declare all direct and indirect support received from the Liberal Party during all local council election campaigns?

Response by John Jordan, General Manager:

This is a matter for individual Councillors to consider and respond to having regard to relevant regulations and guidelines.

2. Further to that will the Mayor and all Councillors declare whether anyone in the Liberal Party, either directly or indirectly, encouraged or facilitated the Mayor or Councillors to run for office at the last Meander Valley Local Council elections?

Response by John Jordan, General Manager:

This is a matter for individual Councillors to consider and respond to having regard to relevant regulations and guidelines.

2. PUBLIC QUESTIONS WITH NOTICE – NOVEMBER 2020

2.1 Anne-Marie Loader, Westbury

The State Government has gone on the record at various times stating that it will NOT use the "Major Projects" legislation to build a prison at Westbury. Will Meander Valley Council likewise make a commitment to the community that it will not, now or ever, write to the minister's office and ask for the proposed Northern Regional Prison to be made a "Major Project"?

Response by John Jordan, General Manager:

Council has not received a planning application relating to the Northern Prison. It is not appropriate for Council to pre-determine a position on any legislative provisions before a specific matter is before it. This includes those arising from the Land Use Planning and Approvals Amendment (Major Projects) Act 2020.

3. PUBLIC QUESTIONS WITHOUT NOTICE – NOVEMBER 2020

Nil

215/2020 COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – OCTOBER 2020

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – NOVEMBER 2020

2.1 Councillor Susie Bower

Can the General Manager please outline why the Westbury Town Hall and other facilities are not available for casual hire?

Response by General Manager, John Jordan:

Council regularly reviews public access to facilities having regard to prevailing government health advice and the local circumstances relating to COVID-19. While arrangements in other councils vary, Council decisions are made considering the specific venues and circumstances of Meander Valley.

From November, the number of people permitted to attend at Council meetings has been increased to seven. For other facilities we are operating as follows:

- **Multi-User Venues - Currently open to regular users of the facilities for training and match purposes; noting cleansing requirements are required to be adhered to. Casual bookings are not currently being taken. This is periodically reviewed considering prevailing COVID-19 circumstances.**
- **Single User Venues (leased) - Single user venues operated by the Club/Leaseholder (pending approval of COVID plan by Council). Bookings for these venues can be done through the Club/Leaseholder. These operators must operate in accordance with their COVID Safety Plan.**

While COVID-19 restrictions remain in place, Council is mindful of the need to ensure community safety and has determined to take a conservative approach to the management of facilities which provide for larger gatherings. Restricting use to regular users means Council is able to predict attendance,

social distancing behaviours and compliance with its COVID-19 Safety Plan. Casual bookings are less predictable and are not being taken due to the scale of the venues and related cleaning costs (which are incurred after each use).

With the change to border circumstances the level of background risk of community transmission has increased. Council has determined to continue a conservative approach and maintain current restrictions and monitor developments. This allows time for the impacts of the border reopening to be known and for tracing and other measures to be tested. That said, Council will review the circumstance regularly with the aim of providing safe access to facilities as soon as possible.

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – NOVEMBER 2020

3.1 Cr John Temple

1. In recognition of Joseph R. Biden Jr. being likely to soon adopt the mantle of Leader of the Free World, and as he is likely to be the greatest agent for change, will Meander Valley Council this Tuesday, as an urgent item, consider naming the Westbury cricket ground Joseph R. Biden Jr. Park in his honour and wish him well for his term of leadership. In considering this question today, it should be remembered that the Meander Valley relies largely on the good will of the Oval Office for its security and in considering this matter today we can be amongst the first in the world to confer such an honour.

Question taken on Notice

2. Has there been any developments regarding the proposed prison in the Westbury area?

Response by John Jordan, General Manager:

No

3.2 Cr Frank Nott

I have forwarded a photo of a bus turning from Westbury Road into Bimbimbi Avenue in Prospect Vale.

The Metro bus cannot turn without encroaching over the centre dividing line and thus impeding traffic leaving Bimbimbi Avenue.

Secondly, I also provided a photo of a sign from Olive Street, Newstead, where the above circumstances occurred for buses turning the corner.

Launceston City Council established a sign which said "Caution Buses Turning".

Would Council consider a similar sign on Bimbimbi Avenue to make drivers aware that a Metro bus could be turning from Westbury Road into Bimbimbi Avenue in order to prevent a potential collision in the interests of safety?

Response by Dino De Paoli, Director Infrastructure Services:

Officers have received the information provided by Cr Nott and are investigating the issue. Officers will report back once we have some further details. Provision of signage may be one solution, but line marking or other treatments could also provide a solution for this particular issue.

3.3 Cr Rodney Synfield

As a supplementary question to Councillor Temple's should we be getting the advice of the incumbent President before going down the path of renaming the said oval given the motion that came before us a few years ago it might be worth getting his input?

Question taken on Notice

216/2020 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

217/2020 5918 BASS HIGHWAY ELIZABETH TOWN

The Mayor invited Evelyn & Phillip Shelton to address Council regarding this matter – their statement was read by Acting Director Community & Development Services Krista Palfreyman on their behalf.

Town Planner Justin Simons also read a statement provided by DPIPWE regarding the planning application.

Planning Application: PA\20\0120

Proposal: Vehicle Fuel Sales & Service - Service Station Redevelopment.

Author: Justin Simons
Town Planner

1) Recommendation

It is recommended that the application for Use and Development for Vehicle Fuel Sales & Service - Service Station Redevelopment, on land located at 5918 Bass Highway ELIZABETH TOWN (CT:207464/1), by ERA Planning, be APPROVED, generally in accordance with the endorsed plans:

- a) ERA Planning and Environment - Planning Application- dated 11 August 2020 (Excluding Appendix C – Bushfire Hazard Report); and**
- b) Metrics Group – Bushfire Hazard Report – dated 29/11/2019.**

and subject to the following conditions:

- 1. Prior to the commencement of works:**
 - a) Detailed engineering drawings showing the extent of the proposed site access works must be provided to the Department of State Growth for review and acceptance. Written advice of approval by the Department of State Growth must be provided to Council (see Note 3). Design drawings are to include:**
 - i. Upgrade to the existing access points to accommodate 26m B-double design vehicle turn movements;**
 - ii. Required road widening of the Bass Highway to provide a full length CHR right turn lane (including all associated earthworks, pavement design, drainage works and traffic control devices) as detailed in the applicants Traffic Impact Assessment.**
 - iii. Consideration of the neighbouring property access to the**

immediate south, identify the interaction between the two and providing as much separation between the two as practical.

- b) The applicant must provide a drainage plan to the Department of State Growth, including catchment area, flows and drainage design for any area discharging to the State road reserve as part of an application for approval to concentrate drainage of the land onto the State road network (see Note 4).**
 - c) An establishment survey is to be undertaken by a registered land surveyor to accurately identify the extent of the site.**
- 2. All works must be contained within the title boundaries, with the exclusion of works on Crown Land. Works within Crown Land are to be approved by the Department of State Growth and Property Services.**
 - 3. A solid fireproof fence with a height of 2.1m is to be erected on the rear and side boundaries. Downward tapering of the fence toward the front boundary is acceptable where absolutely necessary to ensure safe sight distances to the satisfaction of Council.**
 - 4. The north side boundary fence for that part immediately north of the main canopy is to ensure a minimum height of 1.7m above the finished pavement level surrounding the main bowsers;**

or

In addition to the 2.1m boundary fence, a privacy screen with a maximum transparency of 30% and height of 1.7m relative to the finished pavement level surrounding the main bowsers is to be erected to the immediate north of the main canopy, between the internal driveway and the north boundary.
 - 5. A steel safety bollard is to be erected between the north side boundary and the driveway entering the property, no less than 300mm from the south-west corner fence post of the property to the north (CT:239958/1).**
 - 6. External lighting is not permitted to be directed towards neighbouring properties or project beyond the property boundary, floodlighting is to be baffles and directed toward the ground and lighting under the canopies must be directed downwards.**
 - 7. Commercial vehicles not attending the site to refuel (i.e. those undertaking deliveries or providing site services) must only operate between 6:00am and 10:00pm.**

8. Any temporary buildings erected onsite, within 50m of the Bass Highway, are to be removed within three years of their placement on the site or some further period of time as agreed in writing by the Department of State Growth.

9. Prior to the commencement of use the following is to be completed to the satisfaction of Council:

a) Driveway access works must be completed in accordance with the approved engineering drawings (see Condition 1, a) and confirmation from the Department of State Growth of the works completion must be provided to Council;

b) A boundary fence and privacy screen is to be erected in accordance with Condition 3 and Condition 4;

c) A safety bollard is to be erected in accordance with Condition 5;

d) All traffic management signage shown on the endorsed plans is to be erected.

Note:

1. The underground fuel storage tanks are to be decommissioned and removed in accordance with the Environmental Management and Pollution Control (Underground Petroleum Storage Systems) Regulations 2020. Please contact the EPA Contaminated Sites Unit on (03) 6165 4599 for further information regarding the requirements under the Regulations for decommissioning, and WorkSafe Tasmania for further information regarding safety and technical issues of tank removal on 1300 366 322.

2. 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 development. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application.

3. A valid works permit is required for all works undertaken in the State road (Bass Highway) 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/general_works_pathways_stock_underpass. 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.

4. 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.

5. The applicant must apply to the Department of State Growth in writing requesting the current Limited Access licenses be amended to reflect 'Vehicle Fuel Sales and Service' as the use of the property. Additionally, licence conditions will be included to restrict vehicle movements to one-way entry only for the northern access and one-way exit only for the southern access. The access licences must be issued prior to operational use of the site.
6. 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 Department on (03) 6393 5320 or via email: mail@mvc.tas.gov.au
7. 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.

8. 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.
9. 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.

10. 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.
11. 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.
12. 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.
13. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

DECISION:

Cr Cameron moved and Cr Kelly seconded ***“that the application for Use and Development for Vehicle Fuel Sales & Service - Service Station Redevelopment, on land located at 5918 Bass Highway ELIZABETH TOWN (CT:207464/1), by ERA Planning, be APPROVED, generally in accordance with the endorsed plans:***

- a) **ERA Planning and Environment - Planning Application- dated 11 August 2020 (Excluding Appendix C – Bushfire Hazard Report); and**
- b) **Metrics Group – Bushfire Hazard Report – dated 29/11/2019.**

and subject to the following conditions:

- 1. Prior to the commencement of works:**
 - a) Detailed engineering drawings showing the extent of the proposed site access works must be provided to the Department of State Growth for review and acceptance. Written advice of approval by the Department of State Growth must be provided to Council (see Note 3). Design drawings are to include:**
 - i. Upgrade to the existing access points to accommodate 26m B-double design vehicle turn movements;**
 - ii. Required road widening of the Bass Highway to provide a full length CHR right turn lane (including all associated earthworks, pavement design, drainage works and traffic control devices) as detailed in the applicants Traffic Impact Assessment.**
 - iii. Consideration of the neighbouring property access to the immediate south, identify the interaction between the two and providing as much separation between the two as practical.**
 - b) The applicant must provide a drainage plan to the Department of State Growth, including catchment area, flows and drainage design for any area discharging to the State road reserve as part of an application for approval to concentrate drainage of the land onto the State road network (see Note 4).**
 - c) An establishment survey is to be undertaken by a registered land surveyor to accurately identify the extent of the site.**
- 2. All works must be contained within the title boundaries, with the exclusion of works on Crown Land. Works within Crown Land are to be approved by the Department of State Growth and Property Services.**
- 3. A solid fireproof fence with a height of 2.1m is to be erected on the rear and side boundaries. Downward tapering of the fence toward the front boundary is acceptable where absolutely necessary to ensure safe sight distances to the satisfaction of Council.**
- 4. The north side boundary fence for that part immediately north of the main canopy is to ensure a minimum height of 1.7m above the finished pavement level surrounding the main bowsers;**

or

In addition to the 2.1m boundary fence, a privacy screen with a maximum transparency of 30% and height of 1.7m relative to the finished pavement level surrounding the main bowsers is to be erected to the immediate north of the main canopy, between the internal driveway and the north boundary.

5. A steel safety bollard is to be erected between the north side boundary and the driveway entering the property, no less than 300mm from the south-west corner fence post of the property to the north (CT:239958/1).
6. External lighting is not permitted to be directed towards neighbouring properties or project beyond the property boundary, floodlighting is to be baffles and directed toward the ground and lighting under the canopies must be directed downwards.
7. Commercial vehicles not attending the site to refuel (i.e. those undertaking deliveries or providing site services) must only operate between 6:00am and 10:00pm.
8. Any temporary buildings erected onsite, within 50m of the Bass Highway, are to be removed within three years of their placement on the site or some further period of time as agreed in writing by the Department of State Growth.
9. Prior to the commencement of use the following is to be completed to the satisfaction of Council:
 - a) Driveway access works must be completed in accordance with the approved engineering drawings (see Condition 1, a) and confirmation from the Department of State Growth of the works completion must be provided to Council;
 - b) A boundary fence and privacy screen is to be erected in accordance with Condition 3 and Condition 4;
 - c) A safety bollard is to be erected in accordance with Condition 5;
 - d) All traffic management signage shown on the endorsed plans is to be erected.

Note:

1. The underground fuel storage tanks are to be decommissioned and removed in accordance with the Environmental Management and Pollution Control (Underground Petroleum Storage Systems) Regulations 2020. Please contact the EPA Contaminated Sites Unit on (03) 6165 4599

for further information regarding the requirements under the Regulations for decommissioning, and WorkSafe Tasmania for further information regarding safety and technical issues of tank removal on 1300 366 322.

2. 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 development. Please note that an on-site wastewater design report by a suitably qualified person is required to accompany the application.
3. A valid works permit is required for all works undertaken in the State road (Bass Highway) 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/general_works_pathways_stock_underpass. 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.
4. 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.
5. The applicant must apply to the Department of State Growth in writing requesting the current Limited Access licenses be amended to reflect 'Vehicle Fuel Sales and Service' as the use of the property. Additionally, licence conditions will be included to restrict vehicle movements to one-way entry only for the northern access and one-way exit only for the southern access. The access licences must be issued prior to operational use of the site.
6. 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 Department on (03) 6393 5320 or via email: mail@mvc.tas.gov.au
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and

- c) The relevant approval processes will apply with state and federal government agencies.

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

218/2020 239 WADLEYS ROAD, REEDY MARSH

The Mayor invited Mr Paul Heathcote (the applicant) to address the meeting regarding this item.

Planning Application: PA\21\0047

Proposal: Subdivision (3 Lots)

Author: Jo Oliver
Senior Strategic Planner

1) Recommendation

It is recommended that the application for Use and Development for Subdivision (3 lots) on land located at 239 Wadleys Road REEDY MARSH (CT:227697/1) by PDA Surveyors, be REFUSED, for the following reasons:

- 1. The subdivision does not satisfy 13.4.2.1 P1 in that it creates lots in an arrangement that is not consistent with the purpose of the Rural Living Zone at Reedy Marsh;***
- 2. The subdivision does not satisfy 13.4.2.2 P1c) as it is not consistent with the Local Area Objectives and Desired Future Character Statements for Reedy Marsh.***

DECISION:

Cr Nott moved and Cr Temple seconded ***“that the application for Use and Development for Subdivision (3 lots) on land located at 239 Wadleys Road REEDY MARSH (CT:227697/1) by PDA Surveyors, be REFUSED, for the following reasons:***

- 1. The subdivision does not satisfy 13.4.2.1 P1 in that it creates lots in an arrangement that is not consistent with the purpose of the Rural Living Zone at Reedy Marsh;***
- 2. The subdivision does not satisfy 13.4.2.2 P1c) as it is not consistent with the Local Area Objectives and Desired Future Character Statements for Reedy Marsh.***

The meeting adjourned at 5.16pm to enable the Mayor Wayne Johnstone, General Manager John Jordan, Strategic Town Planner Jo Oliver and the applicant Paul Heathcote met to discuss the planning application and matters Council must consider as a Planning Authority.

The options of extending the time for the Planning Authority's decision was discussed in order to enable Councillors to consider the application in greater detail, or to progress to a decision at that time.

Mr Heathcote indicated that he was agreeable to an extension of time to assist the Planning Authority in its deliberations so that the application is determined at the December Ordinary Meeting.

The meeting resumed at 5.39pm.

Cr Nott and Cr Temple agreed to withdraw their motion.

219/2020 DRAFT AMENDMENT 2/2020 – REPORT ON REPRESENTATIONS RECEIVED - BLACKSTONE HEIGHTS LOCAL BUSINESS ZONE - 2 PANORAMA ROAD, BLACKSTONE HEIGHTS

AUTHOR: Jo Oliver
Senior Strategic Planner

1) Recommendation

It is recommended that Council:

1. **Endorse *Table 1: Consideration of Representations* as its report in response to the representations in accordance with Section 39(2) of the former provisions of the *Land Use Planning and Approvals Act 1993*.**
2. **Recommend to the Tasmanian Planning Commission the following modifications to Draft Amendment 2/2020:**
 - a) **Draft standard *F7.4.1 Setbacks* is modified by the inclusion of an additional standard relating to the setback of works for pedestrian and vehicular access and associated modification of the objective as detailed in *Table 1: Consideration of Representations*;**
 - b) **An additional standard is included at F7.4.4, requiring landscaping treatment at the interface with adjoining residential properties to provide for privacy screening and enhanced amenity, as detailed in *Table 1: Consideration of Representations*; and**
 - c) **Low Density Residential Zone – Section 12.2 Use Table is modified to include a discretionary use qualification for Business and Professional Services for administrative offices within the existing building on adjoining land at 8 Neptune Drive, as detailed in *Table 1: Consideration of Representations*.**

DECISION:

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

1. **Endorse *Table 1: Consideration of Representations* as its report in response to the representations in accordance with Section 39(2) of the former provisions of the *Land Use Planning and Approvals Act 1993*.**
2. **Recommend to the Tasmanian Planning Commission the following modifications to Draft Amendment 2/2020:**
 - a) **Draft standard *F7.4.1 Setbacks* is modified by the inclusion of an additional standard relating to the setback of works for pedestrian and vehicular access and associated modification of the objective as detailed in *Table 1: Consideration of Representations*;**
 - b) **An additional standard is included at F7.4.4, requiring landscaping treatment at the interface with adjoining residential properties to provide for privacy screening and enhanced amenity, as detailed in *Table 1: Consideration of Representations*; and**
 - c) **Low Density Residential Zone – Section 12.2 Use Table is modified to include a discretionary use qualification for Business and Professional Services for administrative offices within the existing building on adjoining land at 8 Neptune Drive, as detailed in *Table 1: Consideration of Representations***

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

220/2020 POLICY REVIEW NO. 62 – ADHESION ORDERS

AUTHOR: Krista Palfreyman
Acting Director Community and Development Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 62 - Adhesion Orders, with amendments, as follows:

POLICY MANUAL

Policy Number: 62

Adhesion Orders

Purpose:

To clarify Council's position with respect to requests for adhesion orders.

Department:

Community & Development Services

Author:

~~Martin Gill~~, Krista Palfreyman, Acting Director

Council Meeting Date:

9 August 2016 10 November 2020

Minute Number:

~~175/2016~~ ##/2020

Next Review Date:

August 2020 2024

POLICY

1. Definitions

"Adhesion Order" is an order of the Council that the parcels comprised in the block subject to the order are not to be dealt with so that they come into the possession of different persons for an estate of freehold at law or in equity or for a term at law or in equity of three (3) years or more.

~~"Urban settlement" includes land within a town that is serviced with either water or sewage."~~

2. Objective

To outline the basis on which Council may or may not issue adhesion orders.

3. Scope

This policy is to apply to all requests for adhesion orders.

4. Policy

Approval of application for Adhesion Order

Council may grant an adhesion order where the requirements of Section 110 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* (the Act) are met. **by the applicant.**

This would occur where two **(2)** or more adjoining lots are involved and held in common ownership, and at least one **(1)** lot is of a sub-minimal size according to the minimum lot size requirements of the zone under the Meander Valley Interim Planning Scheme 2013. Note, Section 110 (2) of the Act also outlines circumstances where approval could not be given.

Removal of Adhesion Orders

Council will only approve the removal of an adhesion order if such application to Council is accompanied by a development application for subdivision in accordance with the Planning Scheme.

Refusal of application for Adhesion Orders

Where the requirements of Section 110 of ***Local Government (Building and Miscellaneous Provisions) Act 1993*** **the Act** cannot be met, the application for an adhesion order will be refused. In these circumstances and where a Part 5 agreement is not appropriate, Council will require the applicant to make an application for subdivision in accordance with the *Land Use Planning and Approvals Act 1993*.

5. Legislation

Section 110, *Local Government (Building and Miscellaneous Provisions) Act 1993*
Land Use Planning and Approvals Act 1993

6. Responsibility

The responsibility for the operation of this policy rests with the Director, Community & Development Services.

DECISION:

Cr Cameron moved and Cr Sherriff seconded ***“that Council confirms the continuation of Policy No. 62 - Adhesion Orders, with amendments, as follows:***

POLICY MANUAL

Policy Number: 62

Adhesion Orders

Purpose:

To clarify Council’s position with respect to requests for adhesion orders.

Department:

Community & Development Services

Author:

Krista Palfreyman, Acting Director

Council Meeting Date:

November 2020

Minute Number:

220/2020

Next Review Date:

August 2024

POLICY

1. Definitions

“Adhesion Order” is an order of the Council that the parcels comprised in the block subject to the order are not to be dealt with so that they come into the possession of different persons for an estate of freehold at law or in equity or for a term at law or in equity of three (3) years or more.

2. Objective

To outline the basis on which Council may or may not issue adhesion orders.

3. Scope

This policy is to apply to all requests for adhesion orders.

4. Policy

Approval of application for Adhesion Order

Council may grant an adhesion order where the requirements of Section 110 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* (the Act) are met.

This would occur where two (2) or more adjoining lots are involved and held in common ownership, and at least one (1) lot is of a sub-minimal size according to the minimum lot size requirements of the zone under the Meander Valley Interim Planning Scheme 2013.

Note, Section 110 (2) of the Act also outlines circumstances where approval could not be given.

Removal of Adhesion Orders

Council will only approve the removal of an adhesion order if such application to Council is accompanied by a development application for subdivision in accordance with the Planning Scheme.

Refusal of application for Adhesion Orders

Where the requirements of Section 110 of the Act cannot be met, the application for an adhesion order will be refused. In these circumstances and where a Part 5 agreement is not appropriate, Council will require the applicant to make an application for subdivision in accordance with the *Land Use Planning and Approvals Act 1993*.

5. Legislation

Local Government (Building and Miscellaneous Provisions) Act 1993

Land Use Planning and Approvals Act 1993

6. Responsibility

The responsibility for the operation of this policy rests with the Director, Community & Development Services.

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

**221/2020 DISCONTINUATION OF POLICY NO. 73 –
MANAGING PUBLIC APPEALS AND ADOPTION
OF POLICY NO. 93 – MANAGING PUBLIC
APPEALS AND FUND RAISING**

AUTHOR: Krista Palfreyman
Acting Director Community and Development Services

1) Recommendation

It is recommended that Council:

- 1. Discontinues Policy No. 73 - Managing Public Appeals; and***
- 2. Adopts Policy No. 93 – Managing Public Appeals and Fund Raising as follows:***

POLICY MANUAL

Policy Number: 93

Managing Public Appeals and Fundraising

Purpose:

To set out the circumstance and process requirements for Council assistance to public appeals and fundraising.

Department:

Community and Development Services

Author:

Krista Palfreyman, Acting Director

Council Meeting Date:

10 November 2020

Minute Number:

xx/2020

Next Review Date:

November 2024

POLICY

1. Definitions

Public Appeal:

A coordinated public campaign for public donations (of money or goods) in response to an accident, incident, emergency or disaster, or other event managed by a recognised and registered charitable organisation.

Fundraising:

A community based campaign to raise money or other donations in response to a recognised need in the Meander Valley Community.

2 Objective

To clarify Council's involvement in public appeals and fundraising.

3. Scope

1. This policy applies to the use of Council branding, funds, facilities and staff resources applied to support public appeals and fundraising efforts.
2. Individual Councillor fundraising initiatives that do not use Council facilities or does not use Council's brand are not covered by this policy.
3. Ongoing fundraising efforts for use by local community groups or sporting clubs are excluded from this policy.

4. Policy

1. Council will not manage public appeals or fundraising independently, but will assist third party organisers to support appeals and fundraising where appropriate.
2. Council may, at the discretion of the Mayor and General Manager, serve as a collection point for monetary donations for public appeals and fundraising provided the appeal or fundraising effort is managed by an appropriately accountable organisation or registered charity.
3. Any request for Council support or involvement must be in writing. A written request must clearly identify the purpose of the appeal or fundraising effort, the beneficiaries of the funds, any proposed administrative costs to be garnished from funds raised, and the organisation details responsible for the public appeal.
4. Council may, at the discretion of the Mayor and General Manager, make available Council facilities and assets to support public appeals and fundraising.
5. Council may contribute to an existing public appeal through a discretionary 'Mayor's Donation'. This contribution shall be no more than \$500 and must be approved by the Mayor on recommendation by the General Manager. Any such donation is to be reported at the next ordinary meeting of Council and be funded by Council's Community Grants and Sponsorship Fund (Policy No. 82).

6. Proposed donations above \$500 are to be determined by the full Council.
7. In making any donation, Council is to give consideration to any other form of assistance that may be appropriate and available through Council; including for example community or other grants.
8. Council will manage funds held in trust in accordance with relevant Council policy and procedures. Council will not retain control or manage cash or donated items on behalf of an appeal or fundraising effort beyond the time reasonably necessary to arrange transfer of any cash or goods to the organisation managing the appeal or fundraising event.
9. The organisation conducting the appeal or fundraising effort is responsible for the issuing of any documentation; including the issuing of Deductible Gift receipts. If required, and at its discretion, Council will retain records of donations to allow the issuing of Deductible Gift Certificates.
10. Council will not handover collected cash directly. Any cash collected will be banked and managed through a traceable transfer to the nominated bank account of the organisation managing the appeal or fundraising event. The nomination of a bank account must be in writing and must be in the name of the managing organisation.

5. Legislation

Local Government Act 1993

Income Tax Assessment Act 1997

6. Responsibility

The responsibility for the operation of this policy rests with the Director Community & Development Services.

DECISION:

Cr Johnston moved and Cr Nott seconded ***“that it is recommended that Council:***

- 1. Discontinues Policy No. 73 - Managing Public Appeals; and***
- 2. Adopts Policy No. 93 – Managing Public Appeals and Fund Raising as follows:***

POLICY MANUAL

Policy Number: 93

Managing Public Appeals and Fundraising

Purpose: To set out the circumstance and process requirements for Council assistance to public appeals and fundraising.

Department: Community and Development Services

Author: Krista Palfreyman, Acting Director

Council Meeting Date: 10 November 2020

Minute Number: 221/2020

Next Review Date: ***November 2024***

POLICY

1. Definitions

Public Appeal:

A coordinated public campaign for public donations (of money or goods) in response to an accident, incident, emergency or disaster, or other event managed by a recognised and registered charitable organisation.

Fundraising:

A community based campaign to raise money or other donations in response to a recognised need in the Meander Valley Community.

2 Objective

To clarify Council's involvement in public appeals and fundraising.

3. Scope

1. This policy applies to the use of Council branding, funds, facilities and staff resources applied to support public appeals and fundraising efforts.
2. Individual Councillor fundraising initiatives that do not use Council facilities or does not use Council's brand are not covered by this policy.
3. Ongoing fundraising efforts for use by local community groups or sporting clubs are excluded from this policy.

4. Policy

1. Council will not manage public appeals or fundraising independently, but will assist third party organisers to support appeals and fundraising where appropriate.
2. Council may, at the discretion of the Mayor and General Manager, serve as a collection point for monetary donations for public appeals and fundraising provided the appeal or fundraising effort is managed by an appropriately accountable organisation or registered charity.
3. Any request for Council support or involvement must be in writing. A written request must clearly identify the purpose of the appeal or fundraising effort, the beneficiaries of the funds, any proposed administrative costs to be garnished from funds raised, and the organisation details responsible for the public appeal.
4. Council may, at the discretion of the Mayor and General Manager, make available Council facilities and assets to support public appeals and fundraising.
5. Council may contribute to an existing public appeal through a discretionary 'Mayor's Donation'. This contribution shall be no more than \$500 and must be approved by the Mayor on recommendation by the General Manager. Any such donation is to be reported at the next ordinary meeting of Council and be funded by Council's Community Grants and Sponsorship Fund (Policy No. 82).
6. Proposed donations above \$500 are to be determined by the full Council.
7. In making any donation, Council is to give consideration to any other form of assistance that may be appropriate and available through Council; including for example community or other grants.
8. Council will manage funds held in trust in accordance with relevant Council policy and procedures. Council will not retain control or manage cash or donated items on behalf of an appeal or fundraising effort beyond the time reasonably necessary to arrange transfer of any cash or goods to the organisation managing the appeal or fundraising event.
9. The organisation conducting the appeal or fundraising effort is responsible for the issuing of any documentation; including the issuing of Deductible Gift receipts. If required, and at its discretion, Council will retain records of donations to allow the issuing of Deductible Gift Certificates.
10. Council will not handover collected cash directly. Any cash collected will be banked and managed through a traceable transfer to the nominated bank account of the organisation managing the appeal or fundraising event. The nomination of a bank account must be in writing and must be in the name of the managing organisation.

5. Legislation

Local Government Act 1993

Income Tax Assessment Act 1997

6. Responsibility

The responsibility for the operation of this policy rests with the Director Community & Development Services.

The Deputy-Mayor took the chair at 5.55pm.

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

The Mayor took the Chair at 5.56pm.

222/2020 PROPOSED ROAD NAMES – POPPY LANE, CARRICK; BUSHFIELD RISE AND BARON STREET, HADSPEN; DAYTONA RISE, BLACKSTONE HEIGHTS AND IONA LANE, MEANDER

AUTHOR: Dino De Paoli
Director Infrastructure Services

1) Recommendation

It is recommended that Council, pursuant to the provisions of Section 11 of the Place Names Act 2020, approve the following road names:

- 1. Poppy Lane, for the new road providing access to the 7-lot subdivision off Bishopsbourne Road, Carrick;***
- 2. Bushfield Rise and Baron Street, for the new roads within the Hadspen Hills Estate subdivision off Scott Street, Hadspen;***
- 3. Daytona Rise, for the new road providing access to the 21-lot subdivision off Classic Drive, Prospect Vale; and***
- 4. Iona Lane, off Barbers Road, Meander.***

DECISION:

Cr Nott moved and Cr Cameron seconded ***“that Council, pursuant to the provisions of Section 11 of the Place Names Act 2020, approve the following road names:***

- 1. Poppy Lane, for the new road providing access to the 7-lot subdivision off Bishopsbourne Road, Carrick;***
- 2. Bushfield Rise and Baron Street, for the new roads within the Hadspen Hills Estate subdivision off Scott Street, Hadspen;***
- 3. Daytona Rise, for the new road providing access to the 21-lot subdivision off Classic Drive, Prospect Vale; and***

4. Iona Lane, off Barbers Road, Meander.

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

223/2020 CONDUCT OF COUNCIL'S ANNUAL GENERAL MEETING (AGM) AND ANNUAL REPORT

AUTHOR: John Jordan
General Manager

1) Recommendation

It is recommended that Council notes:

- 1. The Notice issued by the Premier under the COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020 extending the time for the conduct of Council's AGM until 15 March 2020.***
- 2. Meander Valley Council will target the December Ordinary Meeting of Council for the tabling of the Annual Report with timing to be confirmed on receipt of the Tasmanian Audit Office's (TAO) audit opinion which needs to be incorporated into Council's Annual Report.***
- 3. That Meander Valley Council will advertise the availability of the Annual Report, together with an invitation to electors to lodge submissions on the report with the Council for discussion at its AGM which will be held in January 2021 (subject to TAO opinion being finalised).***

DECISION:

Cr Synfield moved and Cr Nott seconded ***“that Council notes:***

- 1. The Notice issued by the Premier under the COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020 extending the time for the conduct of Council's AGM until 15 March 2021***
- 2. Meander Valley Council will target the December Ordinary Meeting of Council for the tabling of the Annual Report with timing to be confirmed on receipt of the Tasmanian Audit Office's (TAO) audit opinion which needs to be incorporated into Council's Annual Report.***

- 3. That Meander Valley Council will advertise the availability of the Annual Report, together with an invitation to electors to lodge submissions on the report with the Council for discussion at its AGM which will be held in January 2021 (subject to TAO opinion being finalised).**

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

**224/2020 2020-21 ANNUAL PLAN – SEPTEMBER
QUARTERLY REVIEW**

AUTHOR: Jacqui Parker
Governance Coordinator

1) Recommendation

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

DECISION:

Cr Kelly moved and Cr Cameron seconded ***“that Council receives and notes the Annual Plan report for the September 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.

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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Renew NRM Strategy.	1.3, 1.4, 1.6	Community & Development Services	Nil.	NRM review scheduled.	NRM strategy draft.	NRM strategy endorsed by Council.	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	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	DPIPWE permit renewed and management plan requirements confirmed.	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	Nil.	Actions from current NRM strategy progressed and reported.	2017 NRM strategy close out report finalised.	New NRM strategy initiatives planned and costed for budget.	Completed within timeframes.
4	Westbury residential rezoning.	1.1	Governance	Progress rezoning.	Progress rezoning.	Progress rezoning.	Progress rezoning and report to Council.	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	Governance	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	Amendments progressed and reported to Council.	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	Governance	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	Amendments assessed and managed within statutory timeframes.	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	100% of applications completed on time.	100% of applications completed on time.	100% of applications completed on time.	100% of applications completed on time.	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	100% of applications completed within 7 days.	100% of applications completed within 7 days.	100% of applications completed within 7 days.	100% of applications completed within 7 days.	Issue building permits within 7 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	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	Notifiable Building Works processed in a timely manner.

Strategic Plan Future Direction 1

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Permit Authority – manage outstanding building completions and illegal works.	1.1, 1.2, 1.3	Community & Development Services	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Baseline determined and reduction of numbers.	Outstanding building completions reduced by 10%.
11	Permit Authority – issue permits for Plumbing Works (Category 4).	1.4	Community & Development Services	100% of applications completed within 21 days.	100% of applications completed within 21 days.	100% of applications completed within 21 days.	100% of applications completed within 21 days.	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	Undertake options analysis and feasibility.	Strategy presented to Council.	Council approval of waste strategy.	Budget and implementation planning in place.	Present strategy to Council at December workshop.
13	Permit Authority – issue Notifiable Plumbing Works (Category 3).	1.4	Community & Development Services	100% of applications completed within 14 days.	100% of applications completed within 14 days.	100% of applications completed within 14 days.	100% of applications completed within 14 days.	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	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Promote investment in Meander Valley to support the growth of identified industry sectors.	2.2	Governance	Identify opportunities and report on progress.	Brand strategy developed and approved by Council.	Prospectus developed and marketing for specific industry sectors in place.	Brand strategy and prospectus approved and budget submitted.	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	Identify opportunities and report on progress.	Industry support for at least two action plans.	Industry support for at least two action plans.	Industry support for at least two action plans.	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	Identify opportunities and report on progress.	Deloraine economic and placemaking plan ready for consultation.	Deloraine economic and placemaking plan in place.	Westbury economic and placemaking plan ready for consultation.	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	Identify opportunities and report on progress.	Investment support package policy approved by Council.	Nil	Nil	Investment vehicles assessed and policies in place.
5	Establish a business media and communications plan.	2.1, 2.3, 2.4, 2.5	Governance	Nil.	Nil.	Draft plan and costing ready.	Plan approved by Council.	Plan in place.
6	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area.	2.2	Governance	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly review, actions and reports.
7	Monitor and report monthly visitation statistics.	2.4	Corporate	Provide statistics in monthly briefing report.	Provide statistics in monthly briefing report.	Provide statistics in monthly briefing report.	Provide statistics in monthly briefing report.	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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Facilitate the operation of Council pop up meetings.	3.4 (primary) 4.1 (secondary)	Community & Development Services	Nil, due to COVID-19.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Pop up meetings held and documented.
2	Deliver the Community Grants Program.	3.1, 3.2, 3.4 (primary) 4.1 (secondary)	Community & Development Services	Grants policy updated and approved by Council. Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Number and range of grant applications.
3	Renew the Community Strategic Plan.	3.4 (primary) 4.1 (secondary)	Community & Development Services	Nil, due to COVID-19.	Strategy to engage and renew the CSP in place.	Progress report to Council complete.	Progress report to Council complete.	Complete within timeframes.
4	Renew the events program responsive to COVID-19.	3.1, 3.2	Community & Development Services	Nil, due to COVID-19.	Events sponsorship opportunity promoted.	Events strategy developed. Events scheduled for quarter delivered.	Events scheduled for quarter delivered.	Events program approved and implemented.
5	Conduct GWATAA Exhibition.	3.1, 3.2	Community & Development Services	Nil.	Exhibition promoted.	Exhibition delivered.	Nil.	Number of artists participating.
6	Conduct a Festival of Small Halls concert.	3.1, 3.2	Community & Development Services	Nil.	Nil.	Nil.	Festival of Small Halls delivered within budget.	Audience number and event finances.
7	Produce a user-friendly Event Management Guide.	3.2 (primary) 4.1, 4.3 (secondary)	Community & Development Services	Nil.	Nil.	Nil.	Guide drafted.	Guide approved.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
8	Coordinate major event applications.	3.2	Community & Development Services	100% of event applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	Respond to applications within 10 days.
9	Conduct youth liaison workshop with Council.	3.4, 3.5	Community & Development Services	Nil.	Nil	Nil	Youth liaison workshop conducted.	Workshop conducted and evaluated.
10	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	Nil.	Nil	Policy and procedures approved.	Percentage of volunteer groups provided with training on policy and procedures.	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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Coordinate the Municipal Emergency Management & Recovery Committee (MEMRC).	4.4	Infrastructure	Nil.	Chair six-monthly meeting.	Nil.	Chair six-monthly meeting.	Meetings held.
2	Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MOU).	4.4	Infrastructure	Annual report received from SES.	Six month report on activities reported in briefing report.	Nil.	Six month report on activities reported in briefing report.	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	Conduct training.	Nil.	Nil.	Nil.	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	Draft the plan.	Finalise plan and present to Workshop. Benchmark current usage.	Promote facilities. Report on usage trends.	Promote facilities. Report on usage trends.	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	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	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	Issue annual registration for all premises. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	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	Nil.	Complete annual immunisation program.	Nil.	Nil.	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	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Undertake audit and close out actions arising.	Audit conducted and reported each quarter.
9	Prepare and implement annual Fire Abatement Management Program.	4.3	Community & Development Services	Nil.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Program in place by December. All previous properties inspected. All additional identified properties inspected. Notices issued as required and relevant follow up work arranged.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Investigate incidents and complaints regarding animal control.	4.3	Community & Development Services	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Deliver Annual Plan.	5.1	Governance	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review. Prepare 2021-22 Annual Plan.	Plan adopted by Council, compliant with statutory requirements.
2	Prepare Annual Report and conduct Annual General Meeting (AGM).	5.6	Governance	Complete draft for printing.	Complete report and present at AGM. Advertise and conduct AGM	Nil.	Nil.	AGM held and Annual Report adopted by Council.
3	Review the Community Strategic Plan 2014-2024.	5.1	Community & Development Services	Nil.	Project established.	Consultation with stakeholders.	Community Strategic Plan drafted.	Community Strategic Plan reviewed and updated.
4	Develop community consultation policy.	5.1	Governance	Nil.	Workshop with Council.	Nil.	Adopted by Council.	Council decision on development of policy.
5	Update risk management framework.	5.6	Governance	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risk review completed, updated and endorsed by Audit Panel. Actions progressed and reported on quarterly.
6	Deliver the Internal Audit Program.	5.4	Governance	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	Audit recommendations implemented and audits conducted.
7	Health & Safety Committee.	5.6	Governance	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct meetings, implement improvement initiatives and produce quarterly reports.
8	Raise rates and sundry debtor (other Council debts) accounts.	5.2	Corporate	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Reconcile rates debtor, sundry debtor and creditors control accounts within 10 days of the working month.
9	Reconcile financial control accounts.	5.2	Corporate	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Reconcile payroll clearing account within 5 days of processing fortnightly pay.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Complete State Government Authority returns.	5.6	Corporate	Submit initial State Fire and Treasury pensioner claims, and Annual State Fire Levy data return.	Nil.	Nil.	Submit final State Fire and Treasury pensioner claims.	Submit State Fire and Treasury pensioner claims.
11	Complete Section 132 Certificates (property rates).	5.6	Corporate	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of certificates within 3 working days.
12	Complete annual insurance renewals.	5.6	Corporate	Nil.	Complete crime insurance renewal.	Nil.	Insurance policies completed.	Insurance policies completed.
13	Update Long Term Financial Plan (LTFP).	5.2	Corporate	Nil.	Review and adopt LTFP.	Nil.	Nil.	Review and adopt LTFP.
14	Develop budget estimates and rating recommendations in accordance with statutory timeframes.	5.2	Corporate	Nil.	Determine budget estimates preparation plan.	Nil.	Review and adopt annual budget estimates.	Review and adopt annual budget estimates.
15	Annual external financial reporting.	5.6	Corporate	Submit financial statements to Tasmanian Audit Office.	Submit key performance indicator (KPI) consolidated data sheets.	Present budget estimates, fees and charges to Council Workshop.	Prepare financial statements and State government financial reporting.	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	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Complete statutory reporting.
17	Review and submit internal financial management reports.	5.3	Corporate	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Produce and distribute monthly management reports. Produce and distribute monthly project expenditure reports. Provide financial reports for September, December and March quarters to Council in October, January and April respectively.
18	Review structure of internal financial management reports.	5.3	Corporate	Nil.	Provide recommended revised format.	Implement changes to financial management reports.	Complete review of report structure.	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	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Weekly monitoring of cash flow.
20	Facilitate Council Audit Panel meetings.	5.6	Governance	Meetings conducted as per work plan.	Conduct meeting as per work Plan.	Conduct meeting as per work plan.	Conduct meeting as per work plan.	Meetings conducted as per work plan.
21	Maintain efficient desktop IT equipment.	5.6	Corporate	Commence rolling replacement of computers.	Complete rolling replacement of computers.	Nil.	Nil.	Rolling replacement of computer equipment.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
22	Review server structure and system requirements to ensure a stable IT architecture.	5.6	Corporate	Nil.	Nil.	Nil.	Review server structure and associated software replacement.	Review server structure and associated software replacement.
23	Maintain cemetery records in accordance with the Cemeteries Act.	5.6	Corporate	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Maintain new and existing burial information.
24	Maintain records management processes in line with requirements of the Archives Act.	5.6	Corporate	Induct new system users Arrange for removal of documents due for disposal.	Induct new system users. Conduct audit of user security rights.	Induct new system users.	Induct new system users.	Induct new users and maintain information management system.
25	Comply with requirements of 2019 Enterprise Agreement.	5.6	Corporate	Apply required salary increase changes to pay and allowance rates.	Nil.	Nil.	Review required salary increase and advise employees.	Maintain salary, allowances and clause application.
26	Employee performance reviews.	5.4	Corporate	Coordinate office employee performance review completion.	Nil.	Coordinate office employee mini review & salary review completion.	Performance reviews completed for works staff.	Performance and salary reviews completed for all employees.
27	Review employee information manual.	5.6	Corporate	Nil.	Nil.	Review and update draft employee information manual.	Adopt revised employee information manual.	Review and update manual.
28	Review Business Continuity Plan and conduct training scenario.	5.6	Infrastructure	Review and update plan.	Prepare training scenario.	Conduct training.	Report on improvement opportunities.	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	Nil.	Present forum information to Council Workshop.	Conduct forums and report on participation and feedback from clubs.	Conduct forums and report on participation and feedback from clubs.	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	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Undertake maintenance works to ensure safe and fit for purpose assets.	6.1, 6.3, 6.6	Works	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan review	Report to Annual Plan review	Provide Customer Service Request statistics and budget updates in briefing reports.
2	Plan and deliver capital work projects.	6.3, 6.6	Works	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan review.	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	Nil.	Nil.	Complete major plant review	Nil.	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	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan Review	Report to Annual Plan Review	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	Chair meeting and report on action improvement program.	Chair meeting and report on action improvement program.	Chair meeting and report on action improvement program.	Chair meeting and report on action improvement program.	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	Nil.	Update Proposed Projects list.	Prioritise and undertake further design and cost estimation.	Annual program prepared for approval by Council.	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	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan review.	Report to Annual Plan review.	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 and recording in Conquest and GIS, prior to finalisation of 2019-20 statutory reporting.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets prior to finalisation of 2019-20 statutory reporting.
9	Undertake required proactive footpath defect inspections, parks and recreation asset inspections and condition assessments.	6.1	Infrastructure	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds.	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds for 2021-22 maintenance schedule.	Meet timeframes set out by Conquest. Annual comprehensive inspection of playgrounds completed by December 31.

Strategic Plan Future Direction 6

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Development of stormwater system improvement plan and present to Council.	6.1	Infrastructure	Review Flood and Risk Study documents.	Storm water Improvement plan presented to Council Workshop.	Storm water improvement plan endorsed by Council. Prepare project budget items for 2021-22 Capital Works Program.	Nil	Workshop presentation to Council in December quarter.
11	Coordinate reactive and programmed maintenance of building assets.	6.1	Infrastructure	Undertake required maintenance.	Undertake required maintenance and fire equipment testing.	Undertake required maintenance.	Undertake required maintenance, fire equipment testing and annual testing and tagging.	Meet timeframes set out by Conquest.
12	Deliver the bridge inspection and maintenance program.	6.1, 6.3	Infrastructure	Nil.	Quarterly performance review outcomes reported. Contractors engaged for maintenance works, and for inspection program.	Quarterly performance review outcomes reported and prepare maintenance budget items for 2021-22.	Quarterly performance review outcomes reported Maintenance works completed.	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	Commence review and extension of existing contract.	Contract executed. Undertake pre-opening inspection and required maintenance. Open pool 1 December.	Operate pool to 1 March.	Report on contract performance.	Document contract extension and contractor performance.
14	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics.	6.6	Infrastructure	Manage contract.	Manage contract.	Manage contract.	Manage contract.	Supervise and review contract.
15	Provision of landfill, waste transfer stations and resource recovery operations contract.	6.6	Infrastructure	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Supervise and review contract.
16	Provision of hard waste collection.	6.6	Infrastructure	Nil.	Undertake collection.	Report to Council in Annual Plan review.	Nil.	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	Undertake ground and surface water monitoring. Annual Report submission to EPA.	Nil.	Undertake ground and surface water monitoring.	Nil.	Complete reporting requirements for EPA in line with license requirements.
18	Review and update User Guides for indoor facilities.	6.4	Infrastructure	Nil.	Review and update guides.			Complete review and distribute guides to user groups.

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 6.00pm

225/2020 CONFIRMATION OF MINUTES

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

226/2020 LEAVE OF ABSENCE

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

227/2020 WESTBURY COMMUNITY CAR TRANSITION TO SPECIAL COMMITTEE

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

228/2020 ORGANISATIONAL REVIEW BUDGET REALLOCATION

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

Council returned to Open Session at 6.23pm

Cr Kelly moved and Cr Synfield seconded "***that the following decision taken by Council in Closed Session be released for the public's information***

that Council approve the transitioning of the operation of the Westbury Community Car from Council back to the Westbury Community Car Special Committee during November 2020."

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

The meeting closed at 6.24pm

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Wayne Johnston
Mayor