

# **ORDINARY AGENDA**

**COUNCIL MEETING** 

**Tuesday 12 April 2016** 

# **COUNCIL MEETING VISITORS**

Visitors are most welcome to attend Council meetings.

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

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

# **SECURITY PROCEDURES**

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



PO Box 102, Westbury, Tasmania, 7303

**Dear Councillors** 

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on *Tuesday 12 April 2016 at 1.30pm*.

Malcolm Salter

**ACTING GENERAL MANAGER** 

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#### **Evacuation and Safety:**

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

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

Agenda for an ordinary meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 12 April 2016 at 1.30pm.

#### **PRESENT:**

#### **APOLOGIES:**

#### **IN ATTENDANCE:**

# **CONFIRMATION OF MINUTES:**

Councillor xx moved and Councillor xx seconded, "that the minutes of the Ordinary meeting of Council held on Tuesday 8 March, 2016, be received and confirmed."

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

Date :	Items discussed:				
22 March 2015	<ul> <li>Exhibition of State Planning Provision (Tasmanian Planning Scheme)</li> <li>Westbury Recreation Areas Vision Project</li> <li>Governance for Conservation Covenants</li> <li>Meander School Project</li> <li>2016-2017 Budget Parameters Discussion</li> <li>Streaming and Recording of Council Meetings</li> <li>Flinders Island Leadership Experience – January 2016</li> </ul>				

# **ANNOUNCEMENTS BY THE MAYOR:**

#### 21 March 2016

Meander Primary School Community Meeting

#### 22 March 2016

Council Workshop

#### 23 March 2016

Meeting with Eric Hutchinson and representatives of the Australian Government to discuss renewable energy initiatives

#### 24 March 2016

Interviews - Councils Audit Panel

#### 4 April 2016

Welcome UTas medical students to Meander Valley for Rural Health Week (Westbury)

#### 8 April 2016

Officially welcome Rotarians to Deloraine for 2016 Tasmanian District Conference

# **DECLARATIONS OF INTEREST:**

# **TABLING OF PETITIONS:**

# **PUBLIC QUESTION TIME**

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

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

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

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

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

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

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

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

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

There will be no debate on any questions or answers.

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

Questions on notice and their responses will be minuted.

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

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

#### **Notes**

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

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

For further information please telephone 6393 5300 or visit www.meander.tas.gov.au

# **PUBLIC QUESTION TIME**

#### 1. QUESTIONS TAKEN ON NOTICE – MARCH 2016

#### 1.1 Sarah Sonata, 31 Meander Valley Road, Deloraine

#### Council's Powers of Entry to Class 1A Residential Buildings

To begin, I would like to clarify that we rent the front 2 rooms of our home to seasonal workers and we occupy the same building. Under these conditions the residential tenancy act 1997 excludes us from being classified as a boarding house. This position is also acknowledged by the tenancy union of Tasmania.

On 2 October 2015 two council officers made an inspection of our property at 31 meander valley road in Deloraine. This inspection occurred without the general manager having given notice (local government act 1993, section 20a-3). This inspection occurred without a response to our letter dated 13 July 2015 (some 81 days prior) despite the closing of our letter reading: "Should you require further specific information please do not hesitate to contact us. Alternatively, we are available if an appointment to discuss the matter is deemed beneficial. Please advise accordingly."

At this point at least 4 council officers had knowledge of the investigation (Jan Richardson, martin gill, troy bell and Greg Preece) yet none thought it prudent to respond to our letter or make us aware of the safety concerns they later claim to have held. On that day my family and Iwere on holiday in Queensland and our tenants were at work, nobody was at home. During the course of that inspection the council officers entered our home without the consent of any occupier and without a search warrant (building act 2000 section 258-2). Once inside our home council officers opened each door and went into each room of our home taking photos including children's beds and food on shelves. The photos do not seem to reflect safety issues. In the correspondence that followed council officers have continued to defend the unlawful entry to our home (building act 2000 section 258-2).

In a letter dated 12 November 2015 it is stated:

"council still believes that based on the complaint received and knowledge of the complainant in the matter, that council officers were justified in their actions"

My first question, in 2 parts, is to council officers, staff and elected members regarding your above stated belief.

- a) What knowledge was given by a third party, namely the complainant that can justify the entry to a family home without consent from an occupant, without a search warrant, and without previously seeking any clarification from the owner?
- b) Secondly, would you consider this action reasonable if council officers had entered your home based purely on their opinion that the occupants are potentially at risk?

#### In Mr Gill's letter dated 27 October 2015 he states:

"Following my previous site inspection where I had observed a lack of essential safety measures and following confirmation from you that you had tenants at the property I was of the opinion that the occupants were potentially at risk."

The previous inspection had occurred in March that year some 199 days prior to the inspection on October 2. During these 199 days nobody made these safety concerns known to us. During these 199 days nobody seemed to feel that the risk was so great, any action was necessary until the unlawful entry on October 2nd 2015.

My first question, in 2 parts, is to Council officers, staff and elected members regarding your above stated belief.

- a. What knowledge was given by a third party, namely the complainant, that can justify the entry to a family home without consent from an occupant, without a search warrant, and without previously seeking clarification from the owner?
- b. Secondly, would you consider this action reasonable if council officers had entered your home based purely on their opinion that the occupants are potentially at risk?

My second question is to Martin Gill and Troy Bell.

Could you please state what additional risks were evident on October 2nd that placed an urgency upon the *observed lack of essential safety measures* some 199 days earlier that justified entering our family home without consent of the occupant?

Response by Martin Gill Director Development Services
This matter is now subject to pending legal action, Council officers cannot respond to these questions.

#### 2. QUESTIONS WITHOUT NOTICE – APRIL 2016

# **COUNCILLOR QUESTION TIME**

#### 1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – MARCH 2016

#### 1.1 Cr Deb White

In his response to questions concerning costs for a proposed swimming pool at Westbury, Cr Richardson raises some questions concerning the establishment costs.

#### Is he aware that:

- The Deloraine Primary School used Education Department funding, including grants made available through the Building the Education Revolution (BER) funds, for their pool, and that
- Westbury Primary School also considered using BER funds to build a pool but chose not to pursue this idea
- Evidence of community support for a pool is not strong, the Pool Committee dwindling to currently (I believe) 2 persons.

#### Response by Cr Bob Richardson

Cr Richardson is still waiting on advice to respond to this question.

#### 2. COUNCILLOR QUESTIONS ON NOTICE – APRIL 2016

Nil

#### 3. COUNCILLOR QUESTIONS WITHOUT NOTICE – APRIL 2016

# **DEPUTATIONS BY MEMBERS OF THE PUBLIC**

### **NOTICE OF MOTIONS BY COUNCILLORS**

GOV 3	SECURITY CAMERAS – DELORAINE & WESTBURY – CR BOB
	RICHARDSON
GOV 4	DELORAINE NETBALL COURTS PRIORITY PROJECT IN LYONS –
	DEPUTY MAYOR MICHAEL KELLY
WORKS 1	USE OF GLYPHOSATE BY MEANDER VALLEY COUNCIL – CR DEB
	WHITE

#### CERTIFICATION

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

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

**Malcolm Salter** 

**ACTING GENERAL MANAGER** 

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

#### DEV 1 BUILDING SURVEYING SERVICES

#### 1) Introduction

The purpose of this report is to seek Council approval to start a process to close down Meander Valley Council's Building Surveying Service.

#### 2) Background

The Building Act 2000 (Act) is currently undergoing a significant review by the Department of Justice and the director of Building Control. A description of the proposed changes and a draft of the Building Bill were circulated for comment in January 2016 prior to going to the upper house during the autumn session of parliament.

Some of the key changes in the revised Act can be described as:

- the introduction of risk categories for building and plumbing works which will determine the type of approval or reporting that will be required
- a decrease in the type of building works that will need a Building permit
- a limit on what types of building work will:
  - o be required to be notified to the Permit Authority
  - o require a permit from the Permit Authority
- greater separation between the role and function of Permit Authority and Building Surveyors within councils
- a requirement for a Permit Authority to have a certification qualification to perform the role
- increased responsibility for compliance and enforcement functions by Permit Authority

Under the revisions Council will be required to have a Permit Authority, however, Council may choose to provide a Building Surveying Service. If Council chooses to provide Building Surveying services it will need to be managed as a separate function distinct from the Permit Authority function.

Because of this Council will need to decide if it will continue to provide a Building Surveying Service.

That decision will determine the level of investment required to:

 upgrade the electronic application management system and whether Council needs to establish two separate systems

- restructure the Building Services team to create the required separation between the Permit Authority and Building Surveyor
- finalise old and existing Building Permit files.

#### 3) Strategic/Annual Plan Conformance

Not Applicable

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

Not Applicable

#### 8) Community Consultation

Not Applicable

#### 9) Financial Impact

If Council resolve to continue to provide a Building Surveying Service the total increase in expenditure for Council per year would be:

(Building Surveyor on staff) \$271,200
 (Building Surveyor subcontracted) \$227,000

If Council resolve to no longer provide a Building Surveying Service as recommended in this report the current Building Services annual budget expenditure would be reduced by \$20,000.

#### 10) Alternative Options

Council can choose to continue providing a Building Surveying Service and restructure the Development Services Department to reflect the requirements of the revised Building Act and associated regulations.

#### 11) Officers Comments

The majority of Building Permit applications Council currently receives are for sheds and dwellings.

Under the proposed changes to the Act:

- the majority of sheds will not require a Building Permit and will not be notifiable to a Building Surveyor or Permit Authority
- a standard residential dwelling will not require a Building Permit but will be notifiable to a Building Surveyor

These changes will reduce the number of applications Council would receive that require assessment by a Building Surveyor. Table 1 below indicates the expected decrease in application numbers Council would receive.

Table 1				
Building Applications made to Council (2014- 2015)				
		_		
Residential and other	Shed (Class 10 assessments)	Total		
38	69	107		
Building Applications made to Council (Projected - post Act revision)				
Residential and other	Shed (Class 10 assessments)	Total		
30	5	35		

The decrease in applications processed by Council also represents a reduction in the revenue Council receives to provide the service. It does not follow however, that the cost of running the service would decrease proportionally. Under the provisions of the revised Act, Council would be required to establish a new separate administrative system and to engage an `unlimited' building surveyor to undertake assessments.

Under the revised Act if Council resolved to continue to provide a Building Surveying Service, it has two options:

- 1. Continue with the current subcontract model and create a new administration support position within Council to manage Building Surveying Services administration
- 2. Employ an `unlimited' Building Surveyor and an administration support officer

Table 2 below provides a summary of the current cost to provide Building Service in comparison with projected costs under the new structure prescribed by the revised Act. (If Council decided to continue to provide building surveying services).

Table 2 - Current Building Services model <sup>†</sup>						
Building Se	ervices -					
Building Sui	rveyor Peri	mit Authority				
Building Ins	pector Adr	ninistration su	ıpport			
Dayanus		Evmandit		Difference		
Revenue		Expenditure		Difference		
\$150,000		\$400,000		- \$250,000		
Separate B	uilding Surve	yor & Permit	t Authority	⁄ Services <sup>+</sup>		
Building Se	Building Services			Permit Authority		
	ing Surveyor		Permit Authority			
Building Inspector			<ul> <li>Administration support</li> </ul>			
<ul> <li>Administration support</li> </ul>						
				ı		
Revenue	Expenditure	Difference	Revenue	Expenditure	Difference	
\$35,000	\$442,000	- \$407,000	\$80,000	\$227,000	-\$147,000	
\$35,000	\$400,000 <sup>1</sup>	- \$365,000				

<sup>†</sup>excludes plumbing services

The total increase in expenditure for Council per year would be:

3. (Building surveyor on staff) + \$271,200

4. (Building Surveyor subcontracted) + \$227,000

<sup>&</sup>lt;sup>1</sup> subcontract Building Surveyor

This model would ensure that Council was meeting the requirements of the revised Act by providing a clear separation between the Permit Authority function and the Building Surveying service. It does, however come at a cost to the Meander Valley community.

In order to manage these costs, the other option for Council would be to transition out of Building Surveying Services.

The revised Act is structured in such a way to remove application and permit requirements for low risk buildings. This category of building work currently represents the majority of the applications that Council processes.

The revised Act also reinforces the role of the Permit Authority as a function undertaken by Local Government with a greater emphasis on administration and oversight within the regulatory framework.

Table 3 below provides a comparison between the current costs to provide the Services model and the cost to Council to provide the Permit Authority role under the provisions of the revised Act. Under this structure the current Building Inspector would transfer into the Permit Authority support function to provide technical advice about building and compliance matters.

#### **Building Services -**

Building Surveyor Permit Authority

Building Inspector Administration support

Revenue	Expenditure	Difference
\$150,000	\$400,000	- \$250,000

#### **Proposed Permit Authority Services Model**

#### **Permit Authority**

- Permit Authority
- Building Inspector
- Administration support

Revenue	Expenditure	Difference
\$80,000	\$310,000*	- \$230,000

The total reduction in expenditure for Council per year would be \$20,000.

For the next 2-3 years Council would need to invest an additional \$30,000 per year to subcontract a Building Surveyor to help finalise and close all the existing open building files. Beyond this investment, however, this model would result in no overall increase in expenditure to meet Council's legislative obligations.

At the moment Council makes a significant investment in a Building Service which provides support, annually, to about 110 people. The proposed changes to the Building Act would see a reduction in the number of people that might choose to use the service (projected to be 35) and an increase in the cost to provide it.

The revised Act has been structured to provide clear and distinct roles and responsibilities for each function of the building regulatory framework. Within the revised Act Council's responsibility is to:

- ensure property owners are informed of their duties under the Act
- make itself aware building work and the use of buildings
- ensure that proceedings are instituted against people failing to comply with the Act

The emphasis is on education, monitoring and compliance.

The Permit Authority also has these functions under that Act and would undertake them on behalf of Council.

Providing a Building Surveying service is a Council decision because it is a separate business within Council and Council has no obligation to provide the service.

By transitioning out of Building Surveying Services the broader Meander Valley community would benefit because Council would be limiting ongoing expenditure on regulatory services only on those functions that Council is legislated to provide. Council would also be managing discretionary spending.

It is for these reasons and the costs associated with continuing to provide a Building Surveying service that is recommended that Council starts the process of transitioning out of Building Surveying.

A decision needs to be made now in order for Council to, budget, plan and prepare for the July 2016 implementation of the new Act and regulations.

**AUTHOR:** Martin Gill

**DIRECTOR DEVELOPMENT SERVICES** 

#### 12) Recommendation

#### It is recommended that Council:

- 1. Ceases taking certificate applications for building work on 31 May 2016
- 2. Continues to engage a subcontractor Building Surveyor until all existing and open applications are finalised and completed

# **DECISION:**

#### DEV 2 FUNDING OF GREEN ARMY PROGRAM

#### 1) Introduction

The purpose of this report is to seek Council approval to defer Annual Plan targets in order to reallocate budget funds to the Green Army Project.

#### 2) Background

Council has been awarded Green Army funding for a three stage project described as:

#### Meander Valley Tasmanian Wilderness Natural Resource Management

The original application was lodged as part of the Council focus on Cat Management in 2015. During the application process the proposed project was augmented and it shifted to a broader environmental survey and management project to meet the heritage values criteria for project funding.

The resultant objectives of the project were:

- Protect and conserve Australia's National Heritage and World Heritage listed places
- Work with private landholders at the interface with the Tasmanian world heritage site to complete flora, fauna and pest monitoring.

Council received \$7,100 Green Army funding for the three stages.

Late last year Council received the draft project agreement for Stage 1 which described the project and Council's responsibilities as a Project Sponsor. The outcomes for Stage 1 set out in the agreement were:

- establish a baseline dataset of feral cat numbers at properties on the interface between private land and Tasmanian Wilderness areas in Meander Valley
- establish a baseline dataset of fauna in areas of the world heritage site and at properties on the interface between private land and Tasmanian Wilderness areas in Meander Valley
- complete weed control and revegetation activities within the Meander Valley, improving habitat for threatened species (e.g. Eastern Barred Bandicoot)

- assist Westbury Commons Landcare group and private landholders to fence off key sensitive riparian areas to protect habitat for the Growling Grass Frog
- increase community awareness about the impact of feral cats and the interface between private farmland and wilderness areas.

The project agreement included an outline of the contributions to be made by Council as the Project Sponsor. These contributions exceeded the existing resourcing capacity of Council for 2015-2016.

As a result, given the tight timeframes imposed on Council and in response to the commitment of a number of Councillors to the project, Council officers are proposing to reallocate funds from a number of Annual Plan projects to cover the resource and funding obligations for Stage 1.

There is currently no budget for Stage 2 and 3 of the project. Council officers will include proposals for funding these stages in the upcoming budget discussions for 2016 – 2017.

#### 3) Strategic/Annual Plan Conformance

The Annual Plan outlines the programs and services that Council intends to deliver throughout the year.

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

Not Applicable

#### 8) Community Consultation

Not Applicable

#### 9) Financial Impact

Council will contribute \$53,600 to the \$61,100 cost of the project in the following manner:

- \$45,000 cash component
- \$8,600 in kind

#### 10) Alternative Options

Council can elect to amend or not support the recommendation.

#### 11) Officers Comments

There are a number of Development Services annual plan targets that, due to various circumstances, have not commenced or have only been subject to project planning. These projects include:

#### • Westbury Road, Prospect Vale – Urban Design

The commencement of this project has been deferred because of:

- The delay in finalising the design for the commercial at development at 369 Westbury Road; and
- Uncertainty about the status of the proposed rezoning of the Strathroy land south of the Bass Highway.

#### Westbury Townscape Design

The commencement of this project has been deferred in response to the `Additional Capital Works' process undertaken by Council during the current financial year which identified a number of new townscape projects in Westbury.

The current budgets for these projects are:

Westbury Road, Prospect Vale – Urban Design \$32,500
 Westbury Townscape Design \$15,000

It is proposed that the budget allocation for these projects is transferred to provide funding for Stage 1 of the Green Army Project which is due for completion in July 2016.

In order to do this Council will need to do two things:

- amend the Annual Plan
  - amend the actions and tasks in Program 4.1 Land Use and Planning to defer the respective targets for the following projects:

- Westbury Road, Prospect Vale Urban Design
- Westbury Townscape Design
- reallocate funds in the Development Services Operational Budget to new project – Green Army Project: Meander Valley Tasmanian Wilderness Natural Resource Management

The table below indicates the proposed changes to the existing Development Services operational budget.

	Original			
<b>Project Name</b>	Budget	Variation	New	Delegation
Westbury Road,				
Prospect Vale –				
Urban Design	\$32,500	(-\$30,000)	\$2,500	Council
Westbury Townscape				
Design	\$15,000	(-\$15,000)	\$0	Council
Green Army Project				
	\$0	\$45,000	\$45,000	Council
Variation Subtotal		<b>\$0</b>		
Totals	\$47,500	\$0	\$47,500	

It is recommended that Council reallocates the funding in the Development Services operation budget in the manner set out in the table above to ensure adequate support is provided for the Green Army Project.

**AUTHOR:** Martin Gill

DIRECTOR DEVELOPMENT SERVICES

#### 12) Recommendation

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

- 1. amends the Annual Plan to defer the targets for the following projects:
  - Westbury Road, Prospect Vale Urban Design
  - Westbury Townscape Design
- 2. Amends the Development Services operational budget as follows

	Original		
Project Name	Budget	Variation	New
Westbury Road, Prospect			
Vale – Urban Design	\$32,500	(-\$30,000)	\$2,500
<b>Westbury Townscape Design</b>	\$15,000	(-\$15,000)	<b>\$0</b>
Green Army Project	\$0	\$45,000	\$45,000

# **DECISION:**

# GOV 1 REVIEW OF POLICY NO 73 – MANAGING PUBLIC APPEALS

#### 1) Introduction

The purpose of this report is for Council to review Policy No 73 – Managing Public Appeals.

#### 2) Background

This policy was established in April 2010.

The purpose of the policy is to guide Council's involvement in public appeals in support of individuals, families and/or communities in emergency or disaster situations.

This policy was last reviewed in May 2013 with two minor changes made.

#### 3) Strategic/Annual Plan Conformance

The Annual Plan requires policy number 73 to be reviewed in the June 2016 quarter.

#### 4) Policy Implications

The process of policy review will ensure that policies are kept up to date and appropriate.

#### 5) Statutory Requirements

The policy is subject to provisions of the Income Tax Assessment Act 1997

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

Not Applicable

#### 8) Community Consultation

Not Applicable

#### 9) Financial Impact

Not Applicable

#### 10) Alternative Options

Council can amend the revised policy or continue with the existing policy.

#### 11) Officers Comments

Generally, this policy has worked well. Recent requests to support individual medical conditions, however, have raised the need to clarify the policy's focus on public emergencies. This review has provided the opportunity to make an amendment in this regard along with some minor adjustments for further clarity.

Council's Audit Panel reviewed the policy in February 2016 and supported the revisions proposed.

**AUTHOR:** Patrick Gambles

COMMUNITY DEVELOPMENT MANAGER

#### 12) Recommendation

It is recommended that Council adopt the amended Policy No 73 – Managing Public Appeals, as follows:

#### POLICY MANUAL

Policy Number: 73 Managing Public Appeals

**Purpose:** To inform Council's involvement in public

appeals in support of individuals, families and/or communities in emergency or disaster

situations.

**Department:** Governance & Community Services

Author: Patrick Gambles, Community Development

Officer

Council Meeting Date: 14 May 2013 12 April 2016

Minute Number: 85/2013

#### **POLICY**

#### 1. Definitions (Emergency Management Australia - EMA)

#### **Public Appeal**

A coordinated request for public donations in response to an accident, incident, emergency or disaster, excluding illness

#### **Accident**

A sudden event in which harm is caused to people, property or the built or natural environment

#### Incident

An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies

#### **Emergency**

An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response

#### Disaster

A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-today capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities

#### **Management Committee**

The Management Committee is responsible for the operational management of the disaster public appeal within agreed policies. Its members will represent the interests of donors, recipients and support services

#### 2 Objective

To clarify Council's involvement in public appeals

#### 3. Scope

This policy applies to the councillors, management, employees, contractors and volunteers in their involvement in the management of public appeals that may arise within their work roles.

#### 4. Policy

#### Statements:

- I. The Meander Valley Council will assist the management of public appeals, alongside other key agencies, in support of individuals, families and/or communities in emergency or disaster situations. This shall be done according to Emergency Management Australia guidelines. Source: Economic and Financial Aspects of Disaster Recovery (Manual 28 p10-19 EMA).
- II. Should Meander Valley Council wish to instigate a public appeal, it shall be done through consultation and partnership with the Northern Regional Community Social Recovery Committee and other key agencies. In this event, Council's role would be to act as a contributing rather than lead agency.
- III. The Meander Valley Council shall not manage public appeals independently.
- IV. Council may contribute to an existing public appeal through a discretionary 'Mayor's Donation'. This contribution shall be no more than \$500. Donations above \$500 are to be referred to Council for a decision.

#### Principles (EMA):

- The Management Committee must involve input from persons from the emergency /disaster affected area.
- Public appeal funds should be distributed in a manner that is accessible, equitable and timely.
- Eligibility guidelines should be well publicised and accessible.
- The Management Committee should ensure that distributions from the public appeal fund support the recovery of both individuals and the local community.
- Every effort should be made to disburse all moneys collected.
- Where there is a number of organisations conducting disaster public appeals, they should be coordinated and, where possible, combined.
- Disbursements from <a href="public">public</a> appeal funds should take account of other assistance available to victims.

- Public appeal funds must not be used to make loans but should be given as grants for assistance. Loans carry an expectation of repayment, and this is contrary to the desire of donors for their assistance to be made directly available to those affected by the disaster.
- Eligibility conditions for grants from public appeal funds should not act as a disincentive to people taking out normal insurance.
- Taking into account assistance from all sources, applicants should not gain a financial advantage out of their disaster experience from a public appeal.
- The Management Committee should represent the interests of both the donors and recipients.
- Distribution of funds should only be made available to persons lodging a written application form (assistance may be provided).
- Subject to a trust deed or legislation, the Management Committee has the responsibility to determine the criteria and priority for the allocation of grants from the public appeal.
- A report of the operations of the public appeal fund, incorporating the financial accounts, should be published.

#### 5. Legislation and Related Council Policies

Income Tax Assessment Act 1997

#### 6. Responsibility

The General Manager is responsible for the application of this policy.

#### **DECISION:**

# GOV 2 NOTICE OF MOTION – SECURITY CAMERAS DELORAINE AND WESTBURY – CR BOB RICHARDSON

#### 1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Bob Richardson concerning a proposal to introduce closed-circuit television (CCTV) into Deloraine and Westbury as a business security initiative.

#### 2) Background (Cr Bob Richardson)

During recent weeks there have been several reports regarding vandalism and burglary and theft from business premises and Council property. Several businesses in both Deloraine and Westbury have installed surveillance equipment in an attempt to deter those who may transgress the law.

The worst recent transgressions occurred at Westbury (a ram-raid and theft of chainsaws) and a break and enter and theft from a Westbury fuel outlet. Whilst individual businesses' do have self-installed surveillance, there is no holistic approach to deterring victims (nor to, catching those who do not commit crimes). Business areas are common targets.

It is suggested that the business communities of Westbury and Deloraine work with local police (also are aware of existing systems, and of black spots) and Council to identify 3 priority places in each town and install up to 4 cameras/recording equipment at each place.

Traditionally CCTV was an expensive item; however digital equipment and competition has reduced costs significantly. It is suggested that, Council apportion up to \$10,000 from accumulated funds to implement the program.

#### 3) Strategic/Annual Plan Conformance

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

• Future direction (4) – A healthy and safe community

Relates to Annual Plan Program Activity 6.2.10.

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

The proposal seeks to reduce risk of theft and damage to businesses through improved security.

#### 7) Consultation with State Government and other Authorities

Not Applicable

#### 8) Community Consultation

No formal consultation has taken place on this proposal.

#### 9) Financial Impact

The proposal suggests an amount of \$10,000 be allocated to establish the cameras in up to 6 sites across Deloraine and Westbury.

#### 10) Alternative Options

Council can elect to not support Cr Richardson's Notice of Motion.

#### 11) Officers Comments

A series of business break-ins in Deloraine in 2014, prompted the Meander Valley Community Safety Group to look at the merits of CCTV with local Police input. It was acknowledged through the discussions that:

- Council does not have a policy or strategy on CCTV provision
- There is a need for more education of businesses regarding security measures that they can implement themselves
- CCTV is often not able to identify offenders and can raise community concern regarding privacy.
- Police generally consider CCTV helpful to their role though it is not the only answer. Installing alarms can be a quicker deterrent as well as not leaving cash in tills.

The Meander Valley Business Association has recently applied to the Coalition Government's Safer Streets Grant Program 2016 for \$95,340 for the installation of a rapid response open circuit IP Camera Surveillance Network and management, monitoring and training for two years. The system, to be installed in Emu Bay Road, is to cover the area from the Train Park to the Visitor Centre. Local Police will be the only authorised users and will be able to access cameras from their mobile devices or desktop computers. This project has received the backing of the Economic Renewal Action Group, Meander Valley Enterprise Centre, Meander Valley Council, Tasmanian Police, Guy Barnett MP and Eric Hutchinson MP plus 50 signatories supporting its installation.

**AUTHOR**: Patrick Gambles

COMMUNITY DEVELOPMENT MANAGER

#### 12) Recommendation (Cr Bob Richardson)

It is recommended that Council uses up to \$10,000 from accumulated funds to install CCTV surveillance equipment at up to three identified strategic points in each of Deloraine and Westbury.

#### **DECISION:**

# GOV 3 NOTICE OF MOTION – DELORAINE NETBALL COURTS PRIORITY PROJECT IN LYONS – DEPUTY MAYOR MICHAEL KELLY

#### 1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from the Deputy Mayor Michael Kelly concerning a request from Deloraine Devils Netball Club to provide new netball infrastructure for Deloraine and to add this to the priority projects list for the Lyons electorate in the upcoming federal election.

#### 2) Background (Deputy Mayor Michael Kelly)

On 1 April 2016, Council received a letter from Deloraine Devils Netball Club President Taneil Bloomfield asking for support to meet the immediate need for the construction of netball courts in Deloraine.

The Deloraine Devils Netball Club (DDNC) entered the Northern Tasmanian Netball Association midweek roster 10 years ago with 1 team. In that time it has grown to three teams with 32 juniors and 80 senior members.

The netball club wish to continue to grow the club within the community through things like relationships with the schools. Unfortunately, the school courts are not suitable for competitive netball.

Members of the Deloraine community have been developing a plan to present to Council for a multipurpose regional sports facility. This idea has been presented through the Deloraine ODP process and received strong community support so far.

Whilst it is acknowledge, that precinct has a long way to go in the development, the netball courts have been identified as an immediate priority and can be constructed within the current footprint at the Deloraine Community Complex.

It is envisaged that three netball courts should be constructed, one being multi-purpose and allow for outdoor basketball. The total cost is estimated at \$300,000.

Council is therefore asked for their support to include this as a priority project for the Lyons electorate in the upcoming federal election.

#### 3) Strategic/Annual Plan Conformance

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

• Future direction (4) – A healthy and safe community

#### 4) Policy Implications

Policy No 78 – New and Gifted Assets

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government & other Authorities

Not Applicable

#### 8) Community Consultation

The need for improved netball infrastructure at Deloraine has been raised by the Meander Valley Recreation Precinct Working Group and proposed at the recent Deloraine ODP consultation meetings.

#### 9) Financial Impact

Not Applicable

#### 10) Alternative Options

Council can elect to not support the Deputy Mayor Michael Kelly's Notice of Motion.

#### 11) Officers Comments

A copy of correspondence and supporting research from Deloraine Devils Netball Club President Taneil Bloomfield is attached for councillor's consideration. **AUTHOR**: Daniel Smedley

**RECREATION COORDINATOR** 

### 12) Recommendation (Deputy Mayor Michael Kelly)

It is recommended that Council include in the Lyons federal election project list a request for funding of \$300,000 for the construction of three netball courts at the Deloraine Community Complex consistent with initial community input to the Deloraine ODP.

**DECISION:** 

April 1, 2016

Councillor Craig Perkins Mayor Meander Valley Council PO Box 102 WESTBURY TAS 7303

Dear Councillor Perkins,

#### **NETBALL COURTS FOR DELORAINE**

I write to you in regards to the immediate need for construction of netball courts in Deloraine.

The Deloraine Devils Netball Club (DDNC) was established in 2005 and has participated in the Northern Tasmanian Netball Association (NTNA) midweek roster for the past 10 years. Starting with just 1 team, our club has grown to field three teams in this competition and have had recent success in finals and individual player awards.

Over this time we have had a focus on not only developing players but also the development of coaches and umpires, ensuring the long term development of our club.

We have run a NetSetGO program for primary aged children for the past 4 years and has seen significant growth, with 36 participants this year.

The Meander Valley Netball Association (MVNA) was formed in 2013 to cater for the growing need to run organised competition for junior and senior players in the Meander Valley area. This has been very successful, with members in 2015 being 32 juniors and 80 seniors, this has grown from 50 senior players and 15 juniors in 2014.

We have a high number of volunteers and truly believe that both the Deloraine Devils and Meander valley Netball Association unite people from all parts of our community.

Our club's mission is for women and children in the Deloraine and Meander Valley area, to have opportunities and pathways to play organised netball in a fun, friendly and spirited environment.

To be able to achieve this, we require netball courts.

It is our wish to build our own courts. This would allow us to manage the facilities ourselves, allowing the association to store equipment, run NetSetGO programs, trainings, competitions and even tournaments, safely and successfully.

With the current lack of netball facilities in Deloraine we are unable to achieve this.

We have a positive relationship with both the Deloraine Primary and Deloraine High Schools, unfortunately the facilities at these schools are neither appropriate or safe for competitive netball competitions.

The MVNA Junior and Senior rosters are currently held in the Deloraine Community Complex, although we enjoy training and playing indoors, the court sizing and runoff is inadequate, unsafe and fail to meet Australian Standards.

The Community Complex is a multi-user venue, with sports including basketball and badminton played year round, this creates a number of challenges with availability being a constant frustration and a major restrictor to our growth.

Netball is the fastest growing sport for women in Australia, and with current success at the Netball World Cup in Sydney, it's no surprise. Netball not only provides fantastic health benefits but is a great way for people to feel included and accepted in the community. We are very passionate about providing an opportunity for people to be a part of our club/association and benefit from the many joys/successes netball brings.

In order to comply with our strategic plan and looking to the future, I have become part of a group of dedicated community leaders to develop a plan to create the Meander Valley Regional Recreation Precinct. This group has visions to develop a multipurpose regional sports, conference and community hub that will cater for sports and community activity for generations to come. We strongly believe this proposal will have economic, health and social benefits for our community.

Netball courts are a key component of these plans and I ask that you strongly consider assisting our Club and Association to build three netball courts and help us grow the wonderful game of Netball in Meander Valley.

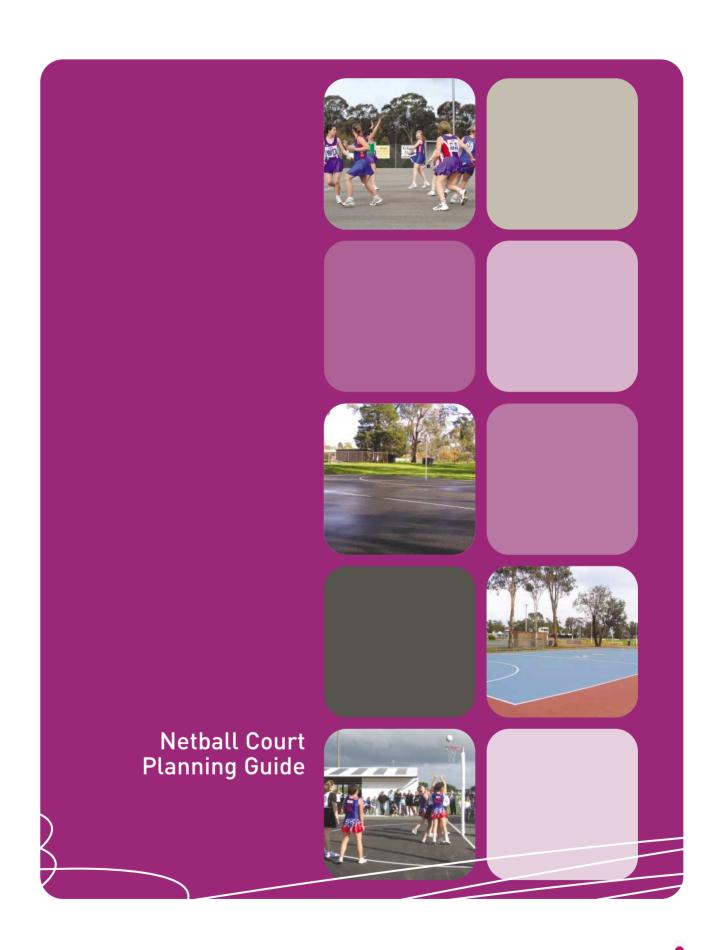
I have attached some costing of the proposed courts for your consideration. I would welcome the opportunity to discuss this request with you further. Please contact me on 0439 809 996.

Yours sincerely

Taneil Bloomfield

President

Deloraine Devils Netball Club Inc. Meander Valley Netball Club







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# Purpose of the Netball Court Planning Guide

In 2005/2006, the Victorian Government created a partnership with the Australian Football League and each committed \$2 million to the Country Football and Netball Program. Soon after the program commenced the Victorian State Government invested a further \$6 million, resulting in a total pool of \$10 million to assist rural and regional councils. The Country Football and Netball Program assists country football and netball clubs and umpiring organisations to develop facilities to increase participation opportunities for all Victorians.

In addition, the Victorian Government's Community Facility Funding Program helps provide high quality sport and recreation facilities which contribute to community strengthening and promote a healthy lifestyle for all Victorians. The Minor Facilities category in particular provides funding to community groups, working in partnership with council, to develop and upgrade community sport and recreation facilities including netball facilities.

The Netball Court Planning Guide was developed by the Victorian Government, in partnership with Netball Victoria, to assist councils, and netballing organisations to successfully plan and build compliant netball courts.

Five case studies have been developed to highlight examples that showcase a range of project scopes and budgets.

The case studies highlight factors that should be considered when developing or upgrading netball precincts such as; surface type, run-off, multi-use and the positioning of adjacent infrastructure.

Technical information and details of netball court standards are also provided. The publication does not replace these standards, but aims to offer practical examples for communities to consider in planning their own projects. Communities are encouraged to contact Netball Victoria to discuss facility development ideas when planning for projects.

It is envisaged that councils, clubs and associations planning future netball facility upgrades will benefit from the case studies and technical information outlined.







## Case Studies -Yea Football and Netball club

Acrylic\* court





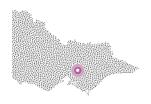












Club | Yea Football and Netball Club Council | Murrindindi Shire Council Project Name | Netball Court Extension/Resurfacing **CFNP Grant | \$13,631** 

Total Project Cost | \$20,447 (2007)

The Yea Football and Netball Club has two senior and four junior netball teams. In 2007 the club in collaboration with council undertook a project to extend and resurface their one and only concrete netball court at a cost of \$20,447.

The old concrete surface was deteriorating, slippery in wet conditions and unforgiving to fall on. It also failed to meet netball court standards in relation to court run-off. As a result, the club sought to provide a better quality, safer and more accessible sporting facility for young people and women in the rural township.

The netballers of Yea now have a much improved netball court with an acrylic surface.

"Acrylic surfaces provide better traction than concrete," explains Leonie Gibson Netball Victoria's Association Development Administrator.

Acrylic also presents a more comfortable playing environment in hot weather with court temperatures being lower in comparison to asphalt or concrete courts. The anti-glare finish also enhances visibility for players, umpires and spectators alike.

The court dimensions were also extended to meet Netball Victoria requirements with works taking three and a half months to complete.

The project was supervised by a Steering Committee comprising of the Yea Football and Netball Club, the Yea Recreation Reserve Committee of Management and the Murrindindi Shire Council. The club liaised closely with Council in planning the project and developing a grant application.

The court resurfacing has helped strengthen the Club. Jacqui Canton, former Treasurer of the Yea Netball Club, explains that "the project brought us into line with Netball Victoria court standards. Beforehand we couldn't host finals. Finals are a real boost for the Club and extremely important for its viability."

By way of advice, Ms Canton states that it is imperative to "make sure you get an experienced firm to do the work. I have heard some horror stories, so I would strongly suggest you get someone who knows what they are doing."

The project has provided Yea Football and Netball Club with a rejuvenated netball court. "The new surface is much more user friendly, has improved the aesthetics of the reserve, and is much safer for our players to play on," says Ms Canton.

\* An acrylic surface involves the application of multiple layers of acrylic materials (e.g. resin, paint, etc) on a base surface, commonly concrete or asphalt. Acrylic is also referred to by other names such as synthetic, plexipave, synpave and rebound ace.

For more information contact Murrindindi Shire Council on (03) 5772 0333.

#### Tip:

It is essential to have a good understanding of soil conditions prior to court construction to determine correct court construction requirements. Soil tests should be carried out by a recognised Geo Technical company.

## South Colac Sports Club

Complete Netball Facility - Layout





Club | South Colac Sports Club Council | Colac Otway Shire Council Project Name | Netball Facilities Redevelopment CFNP Grant | \$60,000

Total Project Cost | \$93,824 (2006)



"The best netball facilities in the league." That is the way Ray Quigley, Vice President of the South Colac Sports Club describes the netball facilities at the South Colac Sports Precinct, "Opposition players want to play here every week." The pride in Ray's voice is clearly evident as he talks about his club and the facilities they now enjoy. But it wasn't always the case...

Over previous years the club's netball players, parents and spectators regularly complained about the club's netball facilities, or lack of them. A lack of court spectators, people were reluctant to become involved in netball. "We were doing all we could just to keep the court playable," said Ray. "If the weather was

drainage meant that games were regularly transferred to other venues after overnight rains. With one small shelter being shared by players, coaches, officials, parents and wet and windy no one wanted to be there."

Ray partnered with council in planning for the project or as he puts it, "Doing his homework." Ray's "homework" consisted of consulting with club and Committee members, seeking advice from Netball Victoria, seeking quotes from contractors, organising club tradespersons and raising funds for the project.

The project involved repositioning the court in order to obtain adequate court dimensions, installing kerb and channel drainage, court resealing and line marking. The project also involved the development of an amenities building, installation of fencing, a large shelter and paving.

"It was important for us to make the most of our existing facilities in order to make our money stretch as far as possible," said Ray. The club and council utilised the existing court base, lighting and shelter and by doing so saved several thousands

of dollars. The stakeholders sought to incorporate the new infrastructure into the existing surrounds and make the facilities as functional and user-friendly as possible.

And that's exactly what they did. The netball amenities building has windows that face onto the court. This allows teams to warm up whilst still keeping an eve on the action. The new shelter extends the length of the court providing protection from the weather, a barrier to stray balls and privacy to the nearby residents. Concrete paving under the shelters and around the court allows participants to easily move in and around the facilities and means the court doesn't need to be regularly swept of stones. And the position of the court and facilities allows spectators to view the netball and football with ease.

The positioning of facilities creates a mini netball amphitheatre which has enhanced the atmosphere of the games. "People now want to be watching the netball and are happy to volunteer for time keeping or whatever the job may be," says Ray. "The footballers who would rarely watch the netball, now come over to support the girls. "It's brought the club together," says Ray. "Netball is no longer the poorer cousin, we're half the club!"

For more information contact Colac Otway Shire Council on (03) 5232 9400.

#### Tip:

Courts must have adequate surface and perimeter drainage via spoon drains and Ag drains around the court. These should discharge away from the court via a drainage pit in the low corner.







## Minyip Murtoa Football and Netball Club

Court Relocation





Club | Minyip Murtoa Football and Netball Club

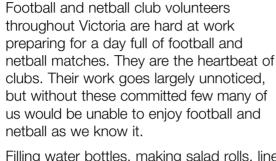
Council | Yarriambiack Shire Council

Project Name | Minyip Murtoa Football and Netball Club

Netball Court Extension

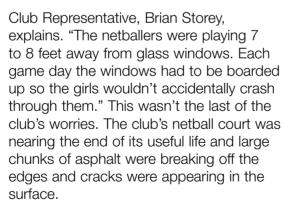
CFNP Grant | \$11,234 Total Project Cost | \$26,650 (2006)





It's 8am on a Winter's Saturday morning.

Filling water bottles, making salad rolls, line marking and putting up goal post padding. These are all run of the mill jobs for football and netball club volunteers. But boarding up windows to prevent netballers crashing through them? This is not a job you normally associate with club volunteers. But that's exactly what the volunteers of the Minyip Murtoa Football and Netball Club had to do.



The Yarriambiack Shire Council and the club planned to extend one side of the court thus allowing it to be shifted away from nearby obstructions. At the same time, the entire court would be resealed.

The old court was ripped up, however the base was not deep enough to lay the hot mix directly over the courts. The club arranged for more base rock to be applied so the hot mix could be laid. In doing so the court lost some of its fall to prevent water pooling and the problems with the club's court continued.

With the help of a grader blade Brian Storey was able to smooth out the surface and allow for the required fall. The hot mix was laid, line marking took place and finally the court was ready for play once again.

Mr Storey conceded that the project could have been easier and a number of headaches could have been avoided had he sought the right advice from the outset. "Get good advice about what you are trying to achieve," said Brian. "Get advice from a professional who knows how to build a netball court rather than a road."

The club now enjoys a smooth even surface and the court run offs are now compliant, allowing the club to tender for finals. Importantly, the faithful Minyip Murtoa Football and Netball Club volunteers no longer need to spend their Saturday mornings boarding up the windows adjacent to the court and can devote their valuable time on other tasks around the club.

For more information contact Yarriambiack Shire Council on (03) 5398 0100.

### Tip:

- All courts must have adequate falls for surface drainage: minimum 1:100 fall in longitudinal and transverse directions to avoid pooling of water.
- Surface should be free from imperfections.



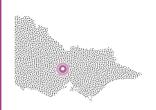




#### White Hills Football and Netball Club

Rectifying Proximity to Trees and Court Gradient





Club | White Hills Football and Netball Club

Council | Greater Bendigo City Council

Project Name | White Hills Football and Netball Club

Redevelopment of Netball Courts

CFNP Grant | \$20,000 Total Project Cost | \$76,400 (2006)





The White Hills Football and Netball Club, located 5km north east of Bendigo, have experienced significant growth in recent years and currently have over 250 active members. Competing in the Heathcote and District Football and Netball League, White Hills Football and Netball Club has been an important part of the local community for 84 years.

The 'Hillies' had endured a substandard playing surface for many years with the existing facility unable to cope with demand. The existing courts were cracked from protruding tree roots and were visibly uneven, causing dangerous water pooling. These courts were not fenced, which made their proximity to a major road a concern. Club president, Bob Sawyer said, "The new courts are a fantastic boost to our club and have been much safer for all players and officials".

The redevelopment of the White Hills Football and Netball Club courts was rated as a high priority with the Greater Bendigo City Council's Sports Ground Improvement Strategy. Mark Powell, Recreation Liaison Officer at Greater Bendigo City Council said, "This project was certainly a priority for council as the existing courts were badly located, subject to fallen debris from nearby trees and the surface was clearly in poor condition."

In 2006, Greater Bendigo City Council was successful in receiving a \$20,000 grant, under the Victorian Government's *Country Football Netball Program*, to go towards the redevelopment of the White Hills Football and Netball Club netball courts.

The club contributed a significant \$26,400 through delivering phone books, selling recipe books and hosting a number of social functions. Council contributed a further \$30,000 toward the \$76,400 redevelopment.

The White Hills Football and Netball Club redevelopment provided two new compliant netball courts now safely located near the existing change rooms. The new courts were moved from the original location, away from any trees so they did not encounter the same problems with tree roots cracking the surface. The courts now have appropriate gradient so water pooling no longer occurs.

The new bitumen based surface was first used at the beginning of the 2007 season. Mark Powell says, "The courts were a great result for the community, they have greatly improved the safety for players and their proximity to the clubrooms brings the whole club together."

For more information contact Greater Bendigo City Council on (03) 5434 6000.

#### Tip:

- If there are trees near the facility, consider seeking expert advice about installing a root barrier that may protect the pavement from intrusion and cracking.
- Ideally, the court should be located a minimum distance of 7m from trees.







## Myrtleford Saints Football and Netball Club

Multi-Purpose Courts

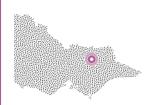












Club | Myrtleford Saints Football and Netball Club

Council | Alpine Shire Council

Project Name | RC McNamara Reserve Netball Court Upgrades

CFNP Grant | \$50,000

Total Project Cost | \$75,000 (2006)

In 2006, the netball courts at Myrtleford's RC McNamara Reserve underwent a significant surface upgrade.

RC McNamara Reserve is home to more than 130 netballers. The Saints have three teams that compete in the Ovens & Murray Netball Association. The Club also fields ten junior teams that play in the local league and runs a Net Set Go! junior development program for youngsters starting out in the sport.

Not surprisingly, the asphalt surface was tired and well worn. The deteriorating asphalt was gravelly and gritty to play on. Secretary of the RC McNamara Reserve Committee of Management, Marnie Broz, explained that, "The old courts represented a safety issue. It got to a stage where we were pushing it to use them. We would have to use a vacuum cleaner to blow the excess gravel off the courts before matches."

As a result, the Reserve Committee in partnership with council embarked on a project that involved redesigning and resurfacing the six existing netball courts at the RC McNamara Reserve facility. The old courts were revamped with a new asphalt hot mix surface. "The new surface is 100% better," says Ms Broz. "It is still asphalt, but it is smooth like fine bitumen on a road".

Importantly, multiuse line markings were incorporated into the plans so that both netball and tennis could be played. "The Committee were mindful of ensuring the courts stayed a community facility," explains Ms Broz. As a result, all courts were line-marked for netball and tennis with removable posts and the appropriate tennis post-hole caps to ensure a safe playing surface for all users.

Ms Broz stressed that, "it was important to oversee the works being done." She said it was imperative to double check that the multiuse line-markings were correct and the courts properly centred. Concreting and paving around the courts was included to improve accessibility and being a tennis facility, fencing was required. It was important that the fencing was located a sufficient distance from the courts to ensure minimum run-off was maintained.

Being a multipurpose facility means that the Myrtleford courts are better utilised by the community. Netball competitions run throughout winter and tennis holds court in the summer months.

The project has provided a safer playing environment for players, umpires, officials and volunteers that also encourages greater participation in physical activity across multiple sports, especially among women and young people.

For more information contact Alpine Shire Council on (03) 5755 0555.

#### Tip:

Councils/Clubs should build in an annual surface replacement cost into their budgets so that financing of resurfacing is easily achieved (annual surface replacement costs for acrylic/cushioned acrylic and asphalt surfaces are approximately \$750-\$1000 per annum over 7-10 years). From time to time surfaces may need to be repaired from holes, nicks and cracks. These additional repairs need to be factored into ongoing operational costs.

The following tables provide a summary of various playing surfaces that should be used to assist in planning your netball court development. Costings are current as at January 2009 and should be used as a guide only. Costings account for the construction of the court base and surface only and do not include site specific works such as earth works and drainage. There may also be other costs associated in obtaining relevant permits and approvals. The suitability of surface types for other sports intending to use the court should be considered in your planning.

Surface Type	Hot mix asphalt over asphalt base
Minimum Specification	Ideally in well drained stable sandy soils:  • Minimum 100mm Class II crushed rock.
	Minimum 30mm consolidated depth 7mm BC asphalt.
Life Span	15-20 years without a resheet.
Qualities	Base  ■ Cost Effective.
	<ul> <li>Surface</li> <li>Good traction.</li> <li>Low maintenance.</li> <li>Cost Effective.</li> <li>Can be surfaced with acrylic material later in life.</li> <li>Can be applied all year round.</li> </ul>
Issues	<ul> <li>Base</li> <li>Suitability depends on outcome of soil tests prior to commencing project. Generally poor/reactive soil conditions dictate that an asphalt base is not suitable and/or cost effective.</li> <li>Proximity of asphalt plant – asphalt must be laid hot.</li> <li>Availability of suitably experienced local contractor.</li> <li>Quality and source of Class II crushed rock.</li> <li>Surface</li> <li>May become rough over time as a result of ultra violet breakdown of bitumen.</li> <li>Proximity of asphalt plant – asphalt must be laid hot.</li> <li>Availability of suitably experienced local contractor.</li> <li>Quality and source of Class II crushed rock.</li> </ul>
Budget Costs (For One Court) – Inc GST	• \$22,000 – \$25,000 (includes base and surface).

<sub>9</sub> GOV 3

Surface Type	Acrylic over asphalt base
Minimum Specification	Ideally in well drained stable sandy soils:  • Minimum 100mm Class II crushed rock.  • Minimum 30mm consolidated depth 7mm BC asphalt.  • Acrylic surfacing as per product specifications.
Life Span	<ul> <li>Asphalt base in good stable conditions – 40 years (Note the acrylic surface will protect the asphalt base from UV degradation and break-down).</li> <li>Acrylic Surface: 7 – 10 years.</li> </ul>
Qualities	<ul> <li>Base</li> <li>Cost Effective.</li> <li>Surface</li> <li>Looks good – can be applied in different colours.</li> <li>Longevity – maintains its playability and feel.</li> <li>Prolongs life of asphalt by preventing UV degradation and weathering.</li> <li>Low maintenance.</li> <li>Dries quickly after rain.</li> <li>Improved player comfort, some cushioning, court temperature cooler in hot weather.</li> <li>Resurface in 7-10 years will be approximately 80% of original surfacing costs (\$7,200).</li> </ul>
Issues	<ul> <li>Base</li> <li>Suitability depends on outcome of soil tests prior to commencing project. Generally poor/reactive soil conditions dictate that an asphalt base and acrylic surface is not suitable and/or cost effective.</li> <li>Proximity of asphalt plant – asphalt must be laid hot.</li> <li>Availability of suitably experienced local contractor.</li> <li>Quality and source of Class II crushed rock.</li> <li>Surface</li> <li>Consideration needs to be given to court gradient, maintenance regimes, recoating and player footwear to maintain good traction.</li> <li>Best applied in the warmer months of the year.</li> </ul>
Budget Costs (For One Court) – Inc GST	<ul> <li>Asphalt base: \$22,000 – \$25,000.</li> <li>Acrylic surfacing: \$9,000.</li> </ul>

Surface Type	Acrylic over concrete base
Minimum Specification	<ul> <li>Crushed rock bedding or sand 50-100mm thick.</li> <li>Full unperforated vapour barrier (to prevent moisture between the sub base and base).</li> <li>Minimum 100mm 25mpa concrete with low water/cement ratio.</li> <li>Minimum F62 reinforcing mesh set on bar chairs.</li> </ul>
Life Span	<ul> <li>Concrete base: well constructed concrete – 40+ years.</li> <li>Acrylic surface: 7-10 years.</li> </ul>
Qualities	<ul> <li>Base</li> <li>A concrete base court may be better suited to poor or reactive soil conditions.</li> <li>Can be surfaced with acrylic at a later date, however will depend on the condition of the base.</li> <li>Surface</li> <li>Looks good – can be applied in different colours.</li> <li>Longevity – maintains its playability and feel.</li> <li>Low maintenance.</li> <li>Dries quickly after rain.</li> <li>Improved player comfort, some cushioning, court temperature cooler in hot weather.</li> <li>Resurface in 7-10 years will be approximately 80% of original surfacing costs (\$7,200).</li> </ul>
Issues	Base If base is poorly constructed it is difficult to repair. Availability of suitably experienced local contractor.  Surface Consideration needs to be given court gradient, maintenance regimes, recoating and player footwear to maintain good traction. Best applied in the warmer months of the year.
Budget Costs (For One Court) - Inc GST	<ul> <li>Concrete surface: \$40,000 – \$50,000.</li> <li>Acrylic surfacing: \$9,000.</li> </ul>

Surface Type	Cushioned acrylics over concrete or asphalt
Minimum Specification	<ul> <li>As for concrete or asphalt bases.</li> <li>Adequate vapour barrier is essential for concrete.</li> <li>It is vital, particularly with cushioned acrylics, to have a high quality base surface.</li> </ul>
Life Span	<ul> <li>Asphalt or concrete – As per previous examples.</li> <li>7–10 years before top colour coat needs rejuvenating.</li> </ul>
Qualities	Base  ● As per previous examples.
	<ul> <li>Surface</li> <li>Long term Cushioned surface providing maximum player comfort and reduces leg fatigue.</li> <li>Number of cushion layers can be customised to suit budgets.</li> <li>Longevity - maintains its playability and feel.</li> <li>Dries quickly after rain.</li> <li>Looks good - can be applied in different colours.</li> <li>Court temperature cooler in hot weather.</li> <li>Prolongs life of asphalt by preventing UV degradation and weathering.</li> <li>Low maintenance.</li> <li>Resurface in 7-10 years will be 80% of original colour surfacing costs (\$7,200).</li> </ul>
Issues	<ul> <li>Base</li> <li>As per previous examples.</li> <li>Surface</li> <li>Consideration needs to be given to court gradient, maintenance regimes, recoating and player footwear to maintain good traction.</li> <li>Best applied in the warmer months of the year.</li> </ul>
Budget Costs (For One Court) - Inc GST	<ul> <li>Concrete or asphalt base as per previous examples: \$22,000 – \$50,000.</li> <li>Cushioned acrylics: \$22,000 – \$30,000 (for full layering system – please refer to adjoining diagram. Application of fewer layers can be negotiated to suit financial circumstances).</li> </ul>
	Example cushioned acrylic layering system  Acrylic Resurfacer  Cushioned Acrylic Base C

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## Netball Court Development – The Planning Process



Prior to undertaking a netball court development or upgrade, it is vital that appropriate consultation is undertaken. It is necessary to discuss project ideas with the relevant, Recreation Reserve/Venue Authority to determine how the project fits with current and future land use planning. Council may be able to provide advice regarding how the development links with relevant reserve master plans and or council recreation strategies. Projects should also be discussed with other reserve users and relevant netball leagues, associations and Netball Victoria to gain their support for the development/upgrade.

### Planning Approach

Local government statutory planners will be able to provide advice on property development and land use proposals in accordance with the *Planning and Environment (Planning Schemes) Act 1996.* 

Planning schemes set out policies and provisions for the use, development and protection of land for an area. Each municipality in Victoria is covered by a planning scheme. Zones reflect the primary character of land, such as residential, recreational, industrial or rural, and indicate the type of use which may be appropriate in that zone. A planning permit is a legal document that allows a certain use or development to proceed on a specified parcel of land.

### Planning Permits

A planning permit is a statement that a particular use or development (subdivision, buildings, and works) may proceed on a specified parcel of land. Sometimes a permit is specific to a nominated person or operator. It is always subject to a time limit and will expire under specified circumstances. The responsible authority is entitled to impose conditions when granting a permit.

If you propose to use or develop land, first discuss the proposal in detail with your local council planing officer. Early discussion will confirm whether a planning permit is necessary and highlight likely requirements.

The planning permit process may also include consultation with surrounding residents and other stakeholders.

It is important not to confuse planning permits with building permits. Building permits relate to the method of construction of a building or development. A planning permit does not remove the need to obtain a building permit.

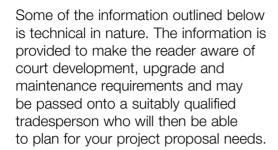
The best way to find out whether you need a planning permit is to contact the planning department of your local council as the council is typically the responsible authority for deciding permit applications.

### **Building Permits**

Netball court light pole installations and associated infrastructure such as shelters, may require a building permit, irrespective of whether a planning permit is also required. Further information about the building permit process can be obtained from the building department of your local council.

If your court development involves the installation of netball court lighting, please be aware that lighting must comply with Australian Standards for outdoor netball (series 2560.4) Should you require further information regarding netball lighting please refer to the Victorian Government's Football and Netball Lighting Guide.

# Netball Court Development – Construction and Maintenance



# Items to Consider When Constructing Concrete Bases

- It is essential to have a good understanding of soil conditions prior to court construction to determine correct court construction requirements. Soil tests should be carried out by a recognised Geo technical company;
- All courts must have adequate falls for surface drainage: minimum 1:100 fall in longitudinal and transverse directions;
- The concrete pavement is to be constructed to a standard suitable for surfacing with acrylic; and
- The following construction details should be adhered to:
  - Adequate sub-soil and perimeter drainage is a pre-requisite to ensure ground moisture is prevented from entering the concrete slab;
  - A waterproofing membrane consisting of a P.V.C. building film is to be installed under the concrete. This should not be perforated at any stage;
  - Placing tension releasing cuts in the slab so that cracking is controlled should be done within 24-48 hours of pouring to minimise hair-line cracking;

- Given stable ground conditions, it is recommended that a 100mm thick 25 mpa concrete slab, reinforced with F-62 mesh set on bar chairs be used:
- Chemical waterproofing compounds should not be incorporated in the concrete mix;
- Chemical curing compounds should not be used; and
- The concrete should be finished with a wooden float followed by a broom drawn lightly across the surface.
   Care is to be taken that no ridges are left on the surface.

# Maintenance Program for Acrylic Surface Courts

It is critical to ensure ongoing care and maintenance to prolong the life of your playing surface.

- Do not permit chairs on the court surface unless they are placed on a timber base to distribute point loads;
- Wire or hair door mats should be placed at all entry points to prevent dirt and other foreign materials being carried onto the court surface;
- Leaves and other debris should be swept up and removed from the court area regularly. If allowed to decompose they will stain the court surface and lead to the development of black mould spots;
- Tree branches, grass and shrubs around the perimeter of courts should be cut regularly, or poisoned, to prevent encroachment onto the court surface. Ideally, the court should be located a minimum distance of 7m from trees;

# Netball Court Development – Construction and Maintenance



- If possible hose down your courts regularly to remove any surface dirt which has been deposited from the atmosphere. Please note that surface dirt is more likely to occur in low spots or in shaded areas and particular attention should be payed to these areas of the court. A household detergent and medium grade yard broom should be used in conjunction with hosing to disturb and dislodge black mould build up. NB: check current water restrictions with your local water authority to determine if or when hosing can occur;
- Bird droppings and staining from trees can be treated with normal domestic detergents. For more persistent stains treat with a bleach solution. Dilute as per product instructions;
- For mould, apply solution to mould spot and scrub lightly with stiff hand brush or stiff bristle broom. Leave solution on surface for 10-15 minutes, then hose off. Repeat this procedure again if mould still persists. Follow product safety information when using bleach solution;
- When using a high pressure water jet to clean courts, a minimum pressure of 2000psi should be used with the wand tip approximately 300mm above the court surface. The operator must take care and adjust the process if the water jetting is damaging the surface; and
- No vehicular traffic should be permitted on the court surface. If this is unavoidable all traffic must be restricted to the outer reaches of the court where the cushion surface is at its least. Under no circumstances should any vehicle utilise power steering on any one point on the court surface.

# Repair Procedures for Acrylic Surface Courts

- All holes, nicks and cracks to be repaired with a filler material that should be dry, clean and free from loose dirt, dust, greases and oils;
- Using a hand trowel, apply a small amount of the filler material into the hole and feather out the edges, removing any excess material. Allow this to set for at least 24 hours. Do not apply in thickness greater than 3mm per coat; and
- Do not apply filler material when rain is imminent, or when temperature is below 10 degrees.

#### Orientation

A North – South court orientation is preferred to minimise the effects of sun glare.

#### Court Size

As Netball Victoria is a State Member Organisation of Netball Australia, Netball Australia's guidelines are followed. The court measurements outlined below form part of the current Official Rules of the International Federation of Netball Associations (2001) in which Netball Australia is a member.

The Court should have a firm surface, and its measurements are:

• Side Lines (100 feet)

30.5 metres

• Goal Lines (50 feet)

15.25 metres

 Goal Circle (radius) 4.90 metres (16 feet)

• Centre Circle (diameter)

0.90 metres (3 feet)

Width of Court Lines

50 mm (2 inches)

Gradient

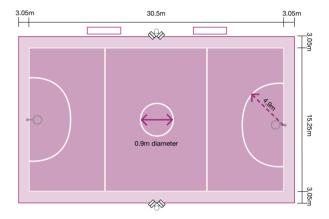
1% cross fall both directions

16

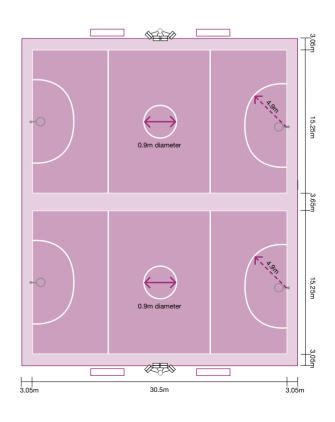
#### Court Layout

The diagrams below provide an indication of various court layouts that may be used to assist in planning your netball court development. They should be used as a guide only and professional advice should be sought before confirming layout.

# One Court Layout – with shelters and lighting



# Two Court Layout – with shelters and lighting







#### Run Off

The 3.05m run off clear space, of the same surface as the court, outside each side line and end line, is an International Federation of Netball Association guideline adopted by Netball Australia to ensure safety of players and umpires.

Unlike sports such as basketball and football, netball umpires officiate outside the court boundaries. To ensure that the umpires can safely run around the outside of the court as well as providing a run-off space for players, courts must have a 3.05m area (same surface material as the playing area) around the court perimeter. This space must be clear of obstructions including seating, fencing and light poles.

- Goal lines 3.05m
- To walls/seating/shelters 3.05m
- In between courts 3.65m

#### **Goal Posts**

- Vertical Height 3.05 metres
- Thickness: (i) in diameter 65 mm
  - (ii) square 65 mm
- The back of the goalpost should be placed on the outer edge of the goal line.
- The post may be inserted in a socket in the ground or may be supported by a metal base that shall not impede onto the court.
- Normally painted white.

## Figure 2 15mm 380mm diameter 3.05m Floor to top of ring approx. 20mm Steel Mesh or White Cotton Mesh for venue accreditation via Netball Victoria. 610mm Goal Rings Ring (internal diameter) 380 mm Attachment connecting 150 mm ring to post Ring thickness 15 mm • Fitted with a net open at both ends

# Net Post Footings for Fixed or Sleeved Posts

36mm x 9mm Flat Sheet

150mm

Arc-welded

65mm

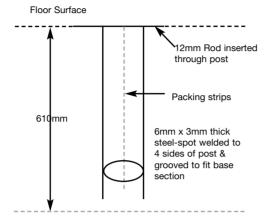
The concrete base should be poured using job mixed concrete; i.e. crushed rock, sand and cement, or plant mixed concrete.

#### Tip:

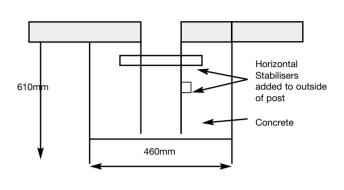
**DO NOT USE** rapid-set concrete as this has a tendency to rise out of the ground with the sleeve and/or post.

### Insert Socket Specifications

#### a) Goalpost Insertion



#### b) Goalpost socket in concrete base



The packing strips on the base section of the goalpost are spot welded and ground to make a reasonably tight fit to the opening in the concrete. There are stabiliser bars attached horizontally across the pipe to stop any movement and, a cut out on the top of the pipe into which the goalpost slots. See Fig. (a). (above)

The Concrete base should be 460mm x 460mm x 610mm deep. See Fig. (b) (above). After slab and floors have been fitted, the goalpost is then placed into position to ascertain the 3.05m height.

The top of the post should be steel capped, and not project above the height of the ring. The ring is constructed of 15mm steel and has welded to its lower rim edge 12 small steel loops to which the chain mesh is welded. A strong white string net, or a chain mesh net is to be attached.

The ring is welded to the post as shown Fig. 2 (previous page).

The goalposts are normally painted white and for training and match play must be padded the entire length of the post.

#### **Padding**

Padding should not be more than 50mm thick and shall start at the base of the goalpost and extend the full length of the goalpost (3.05m). NB: Associations that have goalpost pads that meet the previous requirements of between 2 metres and 2.5 metres up the goal post, should purchase full-length pads when replacing them.

## Linemarking

- Allow new asphalt pavements to cure for 7-10 days prior to line marking;
- Do not use oil based line paint to mark new or re-line the existing court pavements as they can become slippery when wet and the paint will crack;
- Use water based outdoor acrylic line paint (good quality); and
- Apply in thin layers do not put heavy coats leading to build up over the asphalt as this will also crack and curl along the sides.





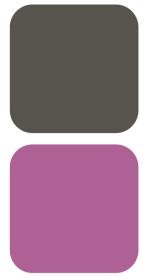
## Indoor Netball Court Development

Councils who are considering an indoor netball court development are encouraged to seek professional advice when planning for the project. Netball Victoria are able to provide advice and guidance regarding indoor court developments.

## Checklist

Prior to undertaking a netball court development or upgrade, please ensure that you have:	
Considered how the development links with relevant reserve master plans and/or council recreation strategies.	A good understanding of soil conditions to determine correct court construction requirements. Soil tests should be carried out by a recognised
Discussed the project proposal in detail with your local council planning officer and obtained the relevant permits and recreation reserve/venue authority approvals.	Geo technical company. If upgrading an existing court, engage an appropriately qualified person to determine current court profile and requirements of an upgrade.
Considered how the chosen surface, line marking and associated infrastructure meet the requirements of other sports intending to use the court and relevant standards.	With consideration to soil test results, agree on the intended court type with all user groups including the anticipated costs and ongoing maintenance considerations.
Considered the layout of associated netball infrastructure for current and future requirements.	
Discussed the project proposal in detail with your local netball league/association.	

## Acknowledgements



The Netball Court Planning Guide has been developed in collaboration with a number of stakeholders.

Special thanks to Netball Victoria and WM Loud for providing expert advice and technical content.

The contribution of the following organisations is gratefully acknowledged:

- Alpine Shire Council
- Colac Otway Shire Council
- Greater Bendigo City Council
- Murrindindi Shire Council
- Yarriambiack Shire Council
- Minyip Murtoa Football and Netball Club
- Myrtleford Football and Netball Club
- South Colac Sports Club
- White Hills Football and Netball Club
- Yea Football and Netball Club

For further information regarding netball court development, please see Netball Victoria's website www.netballvic.com.au or contact Netball Victoria on (03) 9321 2222.

This resource contains comments of a general nature only and is not intended to be relied upon as a substitute for professional advice. No responsibility will be accepted by the Department of Planning and Community Development for loss occasioned to any person doing anything as a result of any material in this resource.

Any opinions, findings, conclusions or recommendations expressed herein are guidelines only and should not be expressly relied on by project proponents.

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ABN 27 001 821 549

27 November 2015

Taneil Bloomfield <a href="mailto:ltbloomfield@bigpond.com">ltbloomfield@bigpond.com</a>

Dear Taneil

Further to the email we received today we take much pleasure in submitting hereunder our quotation for the surfacing of your netball courts.

As mentioned this morning you would be far better off to get a local contractor to do the slab. If you allowed two metres around the edge of the court for a run off area the overall court size should be 19.25 metres x 34.5 metres per court. The slab should be 100mm thick reinforced with F72 mesh. The strength of the concrete 25mpa.

For budget purposes we allow in Sydney \$60 per sq metre for the above specification.

The netball poles are \$535 per set + gst on top of this you would need the area surfaced in Synpave for netball.

**Synpave** is manufactured in Australia **Synpave** is probably the finest recreational acrylic surface available in the world today. Recreational Surfacing Pty Ltd has been using **Synpave** for the past 30 years. **Synpave** is 100% sand filled acrylic emulsion that has surfaced over 8000 sporting venues throughout Australia over the years. The product is totally non slip in wet or dry conditions, has duller colour pigmentation for lower eye fatigue and utilises a specially rounded silica sand that gives a surface that does not unnecessarily abrade shoes. Specially reinforced colour pigments give the surface a sharp colour that will not fade under the severe ultra violet rays of the sun.

**Synpave** filler shall be applied to the surface. The **Synpve** filler is a carefully designed system of acrylic coatings for recreational uses. The **Synpave** filler is resistant to damaging

ultra violet rays of the sun, extreme temperature changes and surface water. The product is formulated with 100% acrylic emulsion and dries rapidly to form a long wearing colour surface of uniform texture that reduces the surface temperature by 10-15 degrees F.

**Synpave** finish shall be applied to the surface. The **Synpave** finish has the same chemical make up as the **Synpave** filler without the fully rounded sand additive. The **Synpave** finish protects the filler coats.

The area shall be marked for netball with **Synpave** textured line marking paint. This paint is an extremely high hiding, one coat covering, 100% acrylic paint, carefully formulated for use on recreational areas. The use of **Synpave** line marking paint results in clean, clear cut lines. The **Synpave** marking paint is designed to give superior lines on all types of concrete courts, asphaltic or acrylic surfaces and is recommended for use over all **Synpave** colour coating systems.

TOTAL COST \$27,260 + GST - 2 COURTS

**TOTAL COST \$38,900 + GST - 3 COURTS** 



NSW STATE CHAMPIONSHIPS SUTHERLAND NSW



#### **NETBALL REFERENCES**

8 courts
12 courts
26 courts
5 courts
20 courts
4 courts
4 courts
4 courts
4 courts
4 courts
6 courts
4 courts
33 courts
3 courts
3 courts
4 courts
4 courts

Yours faithfully RECREATIONAL SURFACING PTY LIMITED

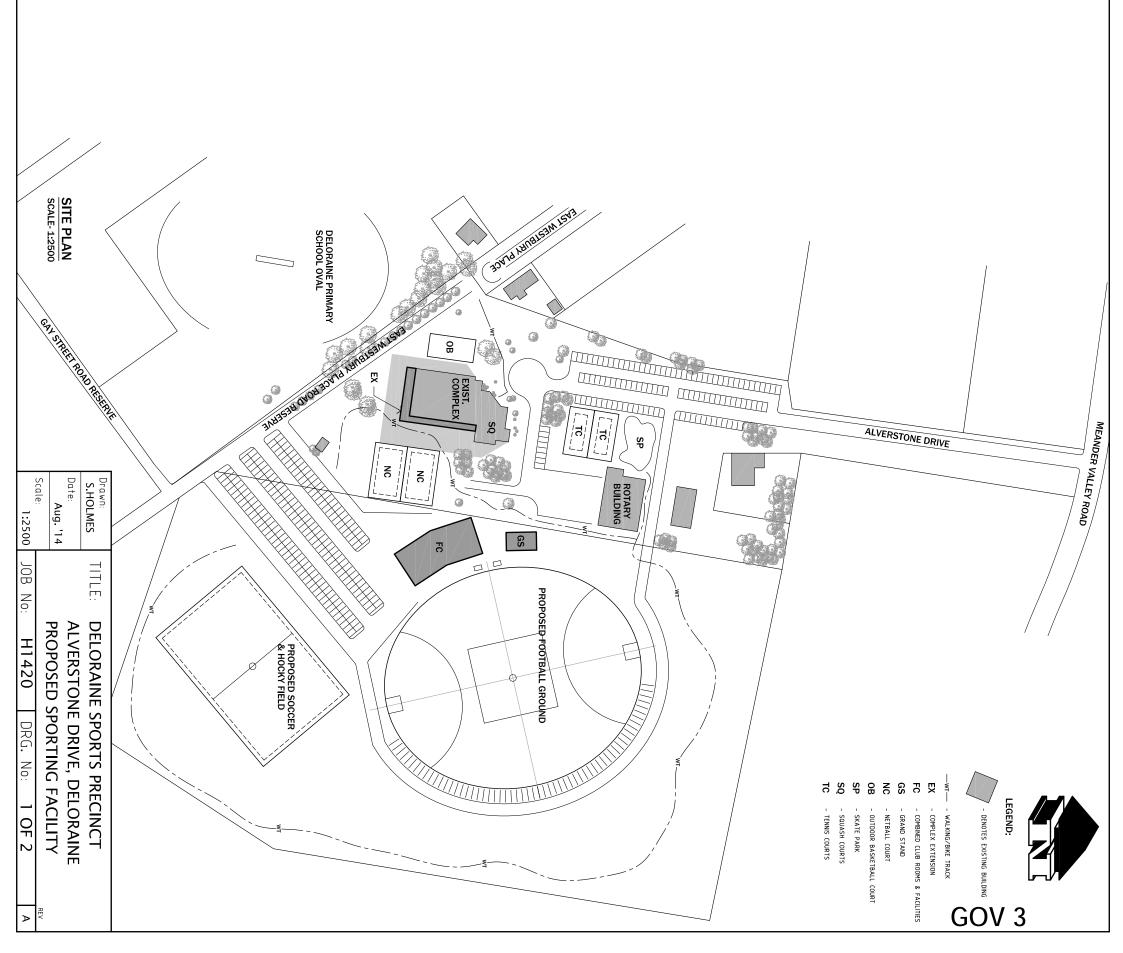
WILLIAM MORTLOCK Managing Director

And Director Sports Contractors Association Limited (Australasia)



SCALE- 1:4000





## GOV 4 ANNUAL PLAN – QUARTERLY REVIEW – MARCH 2016

#### 1) Introduction

The purpose of this report is for Council to consider the March quarterly review of the Annual Plan.

#### 2) Background

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

#### 3) Strategic/Annual Plan Conformance

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

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

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

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

There is no requirement to consult with the Tasmanian Government when preparing this quarterly review.

#### 8) Community Consultation

There is no requirement to consult with the community when preparing this review.

#### 9) Financial Impact

Not Applicable

#### 10) Alternative Options

Not Applicable

#### 11) Officers Comments

An outstanding result has been achieved for the March quarter with all 130 targets being met.

Four activities have been deferred:-

**Program** Financial Services

Activity 2.1.5 Participate in Northern Councils' review of

insurances and brokerage service

Target: Complete Review Comment: Activity deferred

The consultant facilitating this project on behalf of the Northern Councils has not been available as anticipated.

**Program** Financial Services

Activity 2.5.5 Implementation of LGAT Workplace Behaviours

**Policy suite** 

Target: Implement Stage 2 policies and update the HR Policy

Manual

**Comment:** Activity deferred

The Stage 2 policy suites have not yet been received

from LGAT.

Program Land Use & Planning

Activity 4.1.10 Develop a Vision and Purpose Statement for

**Westbury Public Recreation Spaces** 

Target: Present draft vision to Council

Comment: Activity deferred

This project has now recommenced following the Council workshop in March. It is anticipated that the community consultation phase will now take place in the June 2016 quarter with the project to be completed as part of the

2016-2017 Annual Plan program.

**Program** Economic Development & Sustainability

Activity 6.2.10 Investigate and develop a program for the

installation of security cameras in townships in

**Meander Valley** 

**Target:** Present program to Council for approval

**Comment:** Activity deferred

Deferred subject to the outcome of the Safer Communities Grant submission for the trialling of cameras and an App as proposed by the Meander Valley

Business Group.

**AUTHOR:** Greg Preece

**GENERAL MANAGER** 

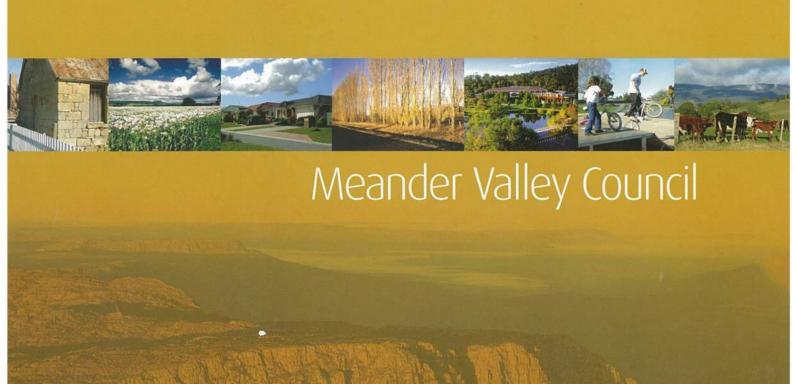
#### 12) Recommendation

It is recommended that Council receive and note the Annual Plan review for the March 2016 quarter.

2015/2016

March

Quarterly Review



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## **Meander Valley Council Annual Plan 2015/2016**

#### **ECONOMIC DEVELOPMENT AND SUSTAINABILITY**

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### **Meander Valley Council Annual Plan 2015/2016**

#### **Overview**

The Annual Plan outlines the programs and services Council intends to deliver throughout the year. These programs and services comprise of new and upgraded services, replacing existing or simply maintaining what already exists.

The coming year will see Council deliver the following projects -

- Continue with community engagement to finalise Council's Waste Management Strategy;
- Continue to work with the Tasmanian Planning Taskforce to develop the Local Provision Schedules for Council's new statewide based planning scheme;
- Continue to work with the Tasmanian Planning Commission to rezone the land identified in the Hadspen Outline Development Plan;
- Develop further stormwater system management plans in line with the risk assessment action plan;
- Deliver projects identified in the Prospect Vale/Blackstone Heights Structure Plan and Hadspen and Westbury Outline Development Plans;
- Negotiate a new workplace agreement of Council by 30 June 2016;
- Continue with a variety of projects to reduce energy consumption and improve energy efficiencies on Council properties.

Council will undertake a regular inspection program for Place of Assembly and Food Premises Licences, and co-ordinate immunisation clinics.

There is an ongoing commitment to continue Council's involvement in the Northern Tasmania Development to deliver the Regional Futures Plan.

Along with other councils in the region, Council will participate in a service delivery benchmarking project, which will be used to identify opportunities for shared services or resource sharing between councils. This project will conform to the State Government's criteria for local government reform and improved service delivery.

Once again an extensive Capital Works Program, valued at \$8.862, million will be delivered. The value of the works approved is in line with the projections in the Long Term Financial Plan, with \$2.5 million of this figure being allocated to building new and upgraded infrastructure.

#### **Fast Facts about the Meander Valley**

Rateable assessments 9,823

Capital value of properties \$3,131,348,600 Adjusted Assessed annual value of \$141,145,922

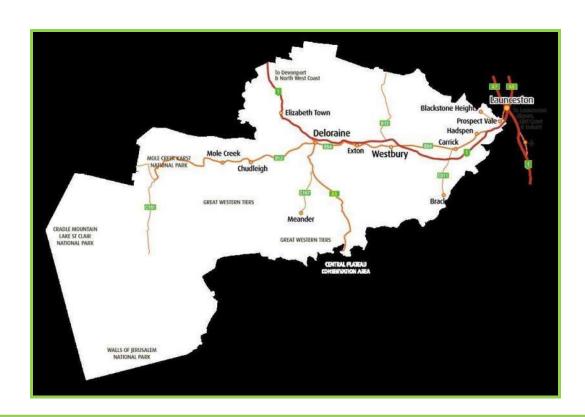
properties

Residential population 19,543

Geographical area 3,821 sq kms

Number of Councillors 9

Sealed Roads 550kms
Unsealed Roads 254kms
Bridges 223



Meander Valley is a large and diverse area of Tasmania's northern region, which offers an assortment of enticing lifestyle opportunities. The varying landscape ranges from alpine mountain peaks to extensively forested areas, productive agricultural lands, historic towns and villages, and the urban community of Launceston. There are abundant small businesses and major enterprises, such as Country Club Tasmania and Tasmanian Alkaloids which offer great employment prospects to locals.

The Meander Valley skyline is dominated by the mountains of the Great Western Tiers and World Heritage Area, which form a dramatic backdrop to a rural landscape that in many areas is divided by traditional English hedges. Small townships and villages are found throughout the area. The seamless combination of mountains and rural landscapes, villages and townships gives Meander Valley it's unique look and feel; something that visitors recognise as distinctly Tasmanian.

# Meander Valley Council Annual Plan 2015/2016 Budget Estimates

	2014-2015	2015-2016
Revenue:		
Rate Revenue	10,262,600	10,832,600
Fees and User Charges	1,106,900	1,119,300
Contributions and Donations	326,800	350,600
Interest	1,086,300	961,300
Grants and Subsidies	5,623,900	6,093,200
Other Revenue	945,000	995,900
Total Operating Revenue:	19,351,500	20,352,900
Operating Expenditure:		
Employee Costs	5,868,300	6,028,000
Maintenance and Working Expenses	5,777,700	6,054,400
Interest on Loans	311,300	311,300
Depreciation	5,168,400	4,963,400
Payments to Government Authorities	990,800	1,028,600
Other Payments	225,200	236,300
Total Operating Expenditure:	18,341,700	18,622,000
Operating Surplus/Deficit:	1,009,800	1,730,900
Underlying Surplus/(Deficit)	39,400	839,900
Capital Expenditure	7,871,000	8,862,000
Repayment of Loans:		
Asset Sales:	285,000	215,000
Closing Cash Balance:	18,325,200	19,360,115
Net assets:	278,825,300	232,800,000

#### **Rating Policy**

The following rating policies will apply for 2015-2016:

Payment	Ratepayers are provided with the option of paying their rates in
Method:	full, with no discount for early payment, or paying their rates in
	four approximately equal instalments due on 31 August 2015, 30
	October 2015, 29 January 2016 and 31 March 2016.
Penalties for	Any late payment of rates and charges will be subject to daily
late payment:	interest at a rate equivalent to 8.46% per annum.
General rate:	All rateable properties are applied a General Rate of 5.9307 cents
	in the \$ of AAV with a minimum charge of \$135.
Waste Management:	For properties without a kerbside collection service the charge is \$30. For each separate service where kerbside garbage and/or green-waste and recycling collection is provided the charge is \$160 for the standard collection of one 80L mobile garbage bin and one mobile recycling bin or \$188 for the extra capacity collection of one140L mobile garbage bin and one mobile recycling bin or \$346 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 1.3672 cents in the \$ of AAV with a minimum of \$38.  Properties within the Volunteer Brigade Districts are applied a rate of 0.3835 cents in the \$ of AAV with a minimum of \$38.  All other properties are applied a rate of 0.3664 cents in the \$ of AAV with a minimum of \$38.

#### **S U M M A R Y** March 2016 Quarterly Review

	Number of Targets	No of Targets Met (excl Canc)	Conformance		
	(excl Canc)				
1. Governance	36	36	100%		
2. Corporate Services	16	16	100%		
3. Infrastructure Services	36	36	100%		
4. Development Services	17	17	100%		
5. Works	12	12	100%		
6. Economic Development	13	13	100%		
OVERALL TOTALS	130	130	100%		
Action Definitions for Reporting Purposes:					



#### **POLICY REVIEW**

POLICY REVIEWS	Audit Panel By 22/9	Council By 31/12	Audit Panel By 22/12	Council By 31/3	Audit Panel By 23/3	Council By 30/6
Governance:						
<ul> <li>Risk Management</li> </ul>	1	1				
<ul> <li>Disability Access</li> </ul>	69	69				
<ul> <li>Leave of Absence from Meetings</li> </ul>			29	29		
<ul> <li>Townscape Rate Incentive Scheme</li> </ul>			55	55		
Managing Public Appeals					73	73
Corporate Services:						
Information Management	45	45				
Writing off Debts	68	68				
<ul> <li>Investment of Surplus Council Funds</li> </ul>			71	71		
Infrastructure Services:						
<ul> <li>Fencing - Council owned land</li> </ul>	15	15				
Subdivision Servicing			13	13		
<ul> <li>New and Gifted Assets</li> </ul>			77	77		
<b>Development Services:</b>						
Environmental Compliance and	63	63				
Enforcement	44	44				
Heritage Advice			65	65		
• Stated development Schemes under Strat						
Titles Act 1998			79	79		
<ul> <li>Pursuit of Illegal Buildings</li> </ul>						
Works:						
• Nil						



<b>Economic Development and</b>		49	49
Sustainability			
Communication Policy for the Media			



#### **DOCUMENT REVIEW**

<b>OPERATION Document Reviews</b>	By 30 September	By 31 December	By 31 March	By 30 June
Governance:		Ctula Manual		
Style Manual		Style Manual		
Delegations		Delegations Special Committees of		
Special Committees of Council		Special Committees of Council		
Business Continuity Plan				Code of Conduct
Code of Conduct		Business Continuity		Code of Conduct
Sport and Recreation Action Plan 2012-2015		Plan		Sport and Recreation Action Plan 2012- 2015
Corporate Services:				
Nil				
Infrastructure Services:				
Municipal Emergency Management Plan		Municipal Emergency		
		Management Plan		
Development Services:				
Nil				
Works:				
Nil				
<b>Economic Development and</b>				
Sustainability				
Nil				



Due for review (other than annually):

Business Continuity Plan (biennial, next review 2017/18)

Code of Tendering and Contracts (every four years, next review 2018/19)

Human Resource Policy Manual (every 3 years – next review 2016/17)

Public Interest Disclosures Act 2002 - Model Procedures (every three years, next review 2017/18)

Code of Conduct (within 12-months of an ordinary election, next review 2015/16 – next review dependent on adoption by State Govt)

Customer Service Charter (biennial, next review 2016/17)

Meander Valley Community Safety Plan 2015 -2017 (every 3 years – next review 2017/18)

Sport and Recreation Action Plan 2012-2015 (every 3 years – next review 2018/19)

Municipal Emergency Management Plan (every 2 years – next review 2017/18)

Economic Development Strategy 2012-2017 (every 5 years – next review 2017/18)

Strategic Asset Management Plan (every 4 years – next review 2019/20)

Evacuation Plans for Council Buildings (every 5 years)

Due for review annually Style Manual Delegations Special Committees of Council



#### **Governance and Community Services**

Directorate	1. Governance & Community Services	Program number and title	1.1 Secretarial & Administrative support		
Program Objective	To undertake functions to ensure compliance w	ndertake functions to ensure compliance with legislative requirements			

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic Outcome
		30/9	31/12	31/3	30/6	linkage
1	Deliver Annual Plan	Prepare	Prepare	Prepare	Prepare	<b>5.6.1</b> – Implement processes to
		quarterly	quarterly	quarterly	quarterly	ensure compliance with the
		review	review	review	review.	Local Government Act and other
					Prepare	relevant legislation
					2016/17	
		Achieved	Achieved	Achieved	Annual Plan	
2	Prepare Annual Report	Complete	Complete			<b>5.6.1</b> – Implement processes to
		draft for	report and			ensure compliance with the
		printing	present at			Local Government Act and other
			AGM			relevant legislation
		Achieved	Achieved			
3	Conduct Annual General Meeting (AGM)		Advertise,			<b>5.6.1</b> – Implement processes to
			organise and			ensure compliance with the
			conduct			Local Government Act and other
			AGM			relevant legislation
			Achieved			
4	Prepare Council Meeting Agendas and Minutes, Briefing Reports and	Prepare for	Prepare for	Prepare for	Prepare for	<b>5.6.1</b> – Implement processes to
	Workshop Agendas	each	each .	each .	each .	ensure compliance with the
		Meeting	meeting	meeting	meeting	Local Government Act and other
		Achieved	Achieved	Achieved		relevant legislation



5	Policy Review	Review as per schedule <b>Achieved</b>	Review as per schedule <b>Achieved</b>	Review as per schedule <b>Achieved</b>	Review as per schedule	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation
6	Conduct Australia Day (AD) event	Review AD criteria. Call for nominations Achieved	Assess nominations. Plan civic function <b>Achieved</b>	Conduct a civic function on AD  Achieved		<b>3.2.2</b> - Support local events and activities that respond to a community need
7	Operations Document Review	Review as per schedule  Achieved	Review as per schedule  Achieved	Review as per schedule  Achieved	Review as per schedule	<b>5.6.1</b> – Implement processes to ensure compliance with the Local Government Act and other relevant legislation

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Personal Assistant
2	\$3,000	MVC	Personal Assistant
3	N/A	MVC	Personal Assistant
4	N/A	MVC	Personal Assistant
5	N/A	MVC	General Manager
6	\$5,000	MVC	Personal Assistant
7	N/A	MVC	General Manager

	The performance in gene
No.	Performance target
4	Agenda is prepared and distributed 4 days before each Council meeting. Draft meeting minutes are completed and distributed within 4 days of each Council meeting
5	Policies reviewed by Council
7	Documents reviewed by Council



Directorate	1. Governance & Community Services	Program number and title	1.2 Risk Management
Program Objective	Minimise risk to our people and the public		

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
		30/9	31/12	31/3	30/6	Outcome linkage
1	Implement Risk Management Framework	Action the	Action the	Action the	Action the	5.6.2 – Implement and
		framework	framework	framework	framework	review the Risk Management
		Achieved	Achieved	Achieved		Framework
2	Implement the Internal Audit Program	Review of	Conduct	Review of	Conduct	5.6.2 – Implement and
		Audit	Audit	Audit	Audit	review the Risk Management
		outcomes		outcomes		Framework
		Achieved	Achieved	Achieved		
3	Conduct Risk Management Committee meeting	Conduct	Conduct	Conduct	Conduct	5.6.2 – Implement and
		meeting	meeting	meeting	meeting	review the Risk Management
		Achieved	Achieved	Achieved		Framework
4	Review Business Continuity Plan (BCP)	Review BCP	BCP to Audit	BCP to be		<b>5.1.1</b> - Review and
			Panel	approved by		management of Councils
				Council		Business Continuity Plan
		In Progress	In Progress	In Progress		
5	Co-ordinate functions of the Audit Panel	Conduct		Conduct two	Conduct	<b>5.6.8</b> – Support the
		meeting as		meetings as	meeting as	operation of the internal
		per Audit		per Audit	per Audit	Audit Panel
		Schedule		Schedule	Schedule	
		Achieved		Achieved		



Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$25,000	MVC and Consultant	Director Gov and CS
2	N/A	MVC and Consultant	Director Gov and CS
3	N/A	MVC	Director Gov and CS
4	\$15,000	MVC and Consultant	Director Gov and CS
5	\$15,000	MVC and independent resource	Director Gov and CS



Directorate	1. Governance & Community Services	Program number and title	1.3 Employee Health & Safety Management
Program Objective	To provide a safe place of work for our people a	nd to measur	re and monitor our employer obligations.

No.	Actions and Tasks	Complete	Complete	Complete by	Complete	Delivery Plan Strategic Outcome
140.	Actions and Tasks	•	•		•	,
		by 30/9	by 31/12	31/3	by 30/6	linkage
1	Health and Safety Committee operation	Conduct	Conduct	Conduct	Conduct	<b>5.4.5</b> - Develop and implement a
		quarterly	quarterly	quarterly	quarterly	Workplace Health and Safety
		meeting	meeting	meeting	meeting	Program
		Achieved	Achieved	Achieved		
2	Conduct Driver training course	Organise	Course	Review		<b>5.4.5</b> - Develop and implement a
		course	held	effectiveness		Workplace Health and Safety
				of course		Program
		Achieved	Achieved	Achieved		
3	Deliver a Health and Wellbeing Program	Conduct	Conduct	Conduct	Conduct	<b>5.4.5</b> - Develop and implement a
		quarterly	quarterly	quarterly	quarterly	Workplace Health and Safety
		meeting	meeting	meeting and	meeting	Program
		and	and	implement	and	
		implement	implement	programs	implement	
		programs	programs		programs	
		Achieved	Achieved	Achieved		



4	Conduct emergency evacuation drills		Conduct		Conduct	<b>5.4.5</b> - Develop and implement a
			drill –		drill –	Workplace Health and Safety
			Council		Council	Program
			Office and		Office and	
			GWTVC		GWTVC	
			Achieved			
5	Conduct Staff Survey	Implement	Issue	Report to	Implement	<b>5.4.3</b> - Effectively manage and
		Action Plan	survey	staff on	action plan	support Council's human
				results of		resources
				survey.		
				Prepare		
				action plan		
		Achieved	Achieved	Achieved		
6	Workplace Consultative Committee operation	Conduct	Conduct	Conduct	Conduct	<b>5.4.3</b> - Effectively manage and
		quarterly	quarterly	quarterly	quarterly	support Council's human
		meeting	meeting	meeting	meeting	resources
		Achieved	Achieved	Achieved		
7	Review Evacuation Plans				Review	<b>5.4.5</b> – Develop and implement a
					Plans	Workplace Health and Safety
						Programme

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Director Gov and CS and H and S Committee
2	\$3,500	Contract	Director Gov and CS and H and S Committee
3	\$15,000	MVC and Contract	Director Gov and CS and H and Wellbeing Committee
4	N/A	MVC	Director Gov and CS and Fire Wardens
5	\$4,000	MVC and Contract	General Manager
6	N/A	MVC	General Manager
7	N/A	MVC	Director Gov and CS/Fire Wardens/Property M'ment
			Officer



Directorate	1. Governance & Community Services	Program number and title	1.4 Other Governance functions
Program Objective	To provide good governance		

<u> </u>	rational detail					
No.	Actions and Tasks	Complete by	Complete	Complete by	Complete	Delivery Plan Strategic
		30/9	by 31/12	31/3	by 30/6	Outcome linkage
1	Participation in Northern Tasmania Development (NTD)	Attend NTD	Attend NTD	Attend NTD	Attend NTD	<b>5.5.4</b> Participate and support
		Local	Local	Local	Local	the operation of Northern
		Government	Government	Government	Government	Tasmania Development
		Committee	Committee	Committee	Committee	
		Meeting	Meeting	Meeting	Meeting	
		Achieved	Achieved	Achieved		
2	Prepare a Council Delivery Plan	Present Plan		Update	Present	<b>5.1.3</b> Co-ordinate and
		to Council		Delivery Plan	Plan to	preparation of Council's
		for approval		In Progress	Council for	integrated planning and
		In Progress		_	approval	reporting framework
						-
3	Convene meetings of the Customer Service Group	Conduct	Conduct	Conduct	Conduct	<b>5.1.3</b> Co-ordinate and
		meeting	meeting	meeting	meeting	preparation of Council's
						integrated planning and
		Achieved	Achieved	Achieved		reporting framework
4	Convene meetings of the Merit User Group	Conduct	Conduct	Conduct	Conduct	<b>5.1.3</b> Co-ordinate and
		meeting	meeting	meeting	meeting	preparation of Council's
						integrated planning and
		Achieved	Achieved	Achieved		reporting framework
5	Provide support to the Townscape Reserves and Parks Special Committee	Conduct	Conduct	Conduct	Conduct	<b>4.2.3</b> Provide support to
	(TRAP)	meeting and	meeting	meeting and	meeting	Council's Townscape, Reserves
		report on	and report	report on	and report	and Parks (TRAP) Special
		outcomes	on	outcomes	on	Committee
			outcomes		outcomes	
		Achieved	Achieved	Achieved		



6	Review Council's Delegation Register		Review register			<b>5.1.3</b> Co-ordinate and preparation of Council's
						integrated planning and
			In Progress			reporting framework
7	Prepare Human Resources Plan			Prepare	Begin	<b>5.4.1</b> – Prepare a Human
				framework	consultatio	Resources Plan that supports
				for Plan	n with staff	the future operations of
				In Progress		Council
8	Participate in benchmarking project with other Councils in the northern	Engage a	Deliver	Develop	Develop	<b>5.5.1</b> – Participate in and
	region	consultant to	report to	future Action	future	support regional programs for
		undertake	Council	Plan	Action Plan	resource sharing
		project				
		In Progress	In Progress	In Progress		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$60,000	MVC	General Manager
2	N/A	MVC	General Manager
3	N/A	MVC	Director Gov and CS
4	N/A	MVC	Director Gov and CS
5	N/A	MVC	Director Gov and CS
6	N/A	MVC and Consultant	General Manager
7	N/A	MVC	General Manager
8	\$15,000	MVC and Consultant	General Manager



Directorate	1. Governance & Community Services	Program number and title	1.5 Community Development	
Program Objective	Working with the community for the benefit of	all		

No.	Actions and Tasks	Complete by	Complete by	Complete	Complete by	Delivery Plan Strategic
		30/9	31/12	by 31/3	30/6	Outcome linkage
1	Facilitate the operation of the Meander Valley Community Safety Group	Conduct	Conduct	Conduct	Conduct	<b>4.1.1</b> - Assist in the
		meeting and	meeting and	meeting and	meeting and	promotion of community
		report on	report on	report on	report on	safety and health issues
		progress	progress	progress	progress	across the local government
		Achieved	Achieved	Achieved		area
2	Deliver the Community Grants Program (including community, special	Acquit	Acquit	Acquit	Acquit Final	<b>3.2.1</b> - Provide the
	events and sport and recreation)	Round 1 and	Round 2 and	Round 3 and	Round and	Community Grants Program
		advertise	advertise	advertise	advertise	
					Conduct	
					Grants	
					Information	
		Achieved	Achieved	Achieved	Forum	
3	Conduct the Meandering Art Exhibition	Establish	Evaluate	Conduct	Evaluate	<b>3.1.1</b> - Conduct initiatives
		Schools artist	school	Meandering	Meandering	that support the visual and
		in residence	workshops	exhibition	Exhibition	performing arts
		workshops			Advertise	
					Schools'	
					artist in	
					residence	
					workshops	
		Achieved	Achieved	Achieved	to schools	
4	Manage the Community Directory	Report on	Report on	Report on	Report on	<b>3.1.3</b> - Support and develop
		progress	progress	progress	progress	volunteering across the local
		Achieved	Achieved	Achieved		government area



5	Deliver Positive Ageing Programs	Report on	Report on	Report on	Report on	<b>3.1.2</b> - Assist opportunities
		progress	progress	progress	progress	for positive ageing
		Achieved	Achieved	Achieved		
6	Develop and manage the Public Arts Policy		Establish	Report on	Report on	<b>3.1.1</b> - Conduct initiatives
			advisory	progress	progress	that support the visual and
			group			performing arts
			Achieved	Achieved		
7	Provide Strategic Business and Planning assistance to community	Report on	Report on	Report on	Report on	<b>3.1.3</b> – Support and develop
	groups	progress	progress	progress	progress	volunteering across the local
						government area
						<b>3.3.3</b> - Provide Strategic and
						Business Planning assistance
						to community groups and
		Achieved	Achieved	Achieved		sporting groups

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer	
1	\$1,000	MVC/DIER	Community Development Manager	
2	\$85,000	MVC Community Development Manager/Admin		
3	\$5,000	MVC	Community Development Manager/Personal Assistant	
4	\$2,000	MVC	Community Development Manager	
5	\$2,000	MVC	Community Development Manager	
6	N/A	MVC	Community Development Manager	
7	N/A	MVC	Community Development Manager	

	on performance targets
No.	Performance target
1	Meetings held and goals achieved
2	Number and range of grant applications
3	Number of schools and artists participating
4	Number and currency of registrations
5	Range of programs delivered
6	Advisory group established
7	Number of planning assistances undertaken



Directorate	1. Governance & Community Services	Program number and title	1.6 Services to young people			
Program Objective	To address and support the needs of young peo	ople through responsive and participatory approaches				

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct School Holiday Program	Conduct and report	Conduct and report	Conduct and report	Conduct and report Evaluate overall outcomes	<b>3.4.1</b> - Provide activity opportunities for young people
2	Conduct Stepping Stones Camps	Conduct program Grades 9- 12 Achieved	Conduct program Grades 6 -8 <b>Achieved</b>	Conduct program 18-25 age group In Progress	Evaluate overall outcomes	<b>3.3.1</b> - Facilitate opportunities for selfdevelopment and leadership
3	Conduct Working Well with Young People Program (subject to numbers)	Conduct program  Cancelled				<b>3.3.2</b> - Provide training opportunities for community volunteers
4	Conduct 'National Youth Week' Event			Prepare and advertise event  Achieved	Conduct event	<b>3.4.1</b> - Provide activity opportunities for young people
5	Facilitate outdoor recreation programs	Conduct program  Achieved	Conduct program <b>Achieved</b>	Conduct program <b>Achieved</b>	Conduct program	<b>3.3.2</b> - Provide training opportunities for community volunteers



Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$8,000	MVC/DHHS/Contract	Community Officer/Community Support Officer
2	\$10,000	MVC and Contract	Community Officer
3	N/A	MVC	Community Officer/Community Development
			Manager
4	\$2,000	MVC/DPAC	Community Support Officer/Community Officer
5	N/A	MVC	Community Officer

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



Directorate	1. Governance & Community Services	Program number and title	1.7 Recreation and Sport Services
Program Objective	To provide current and future recreation and sp	ort programs	and facilities

Operational detail

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Support the operation of the Recreation Co-Ordination Group	Conduct meeting	Conduct meeting	Conduct meeting	Conduct meeting	<b>4.2.1</b> - Facilitate the management of recreation facilities throughout Meander Valley through the Recreation
		Achieved	Achieved	Achieved		Co-ordination Group
2	Co-ordinate usage and promotion of Prospect Vale Park and Hadspen	Liaise with	Liaise with	Liaise with	Liaise with	<b>4.2.1</b> - Facilitate the
	Recreation Ground	User	User	User	User	management of recreation
		Groups	Groups	Groups	Groups	facilities throughout Meander
						Valley through the Recreation
		Achieved	Achieved	Achieved		Co-ordination Group

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Recreation Officer
2	N/A	MVC	Recreation Officer

**Action performance targets** 

N/A



Directorate	1. Governance & Community Services	Program number and title	1.8 Indoor Recreation Facilities Management
Program Objective	To provide indoor facilities for recreational, soci purpose	al and commu	unity based activities that are safe, comfortable and fit for

#### **Operational detail**

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate the Deloraine Community Complex, Meander Valley Performing Arts	Operate	Operate	Operate	Operate	<b>4.2.1</b> - Facilitate the
	Centre and Westbury Sports Centre on a 7-day per week basis	facilities and	facilities and	facilities and	facilities and	management of recreation
		report to	report to	report to	report to	facilities throughout Meander
		performance	performance	performance	performance	Valley through the Recreation
		targets	targets	targets	targets	Co-ordination Group
						<b>3.4.4</b> - Provide recreation
						facilities that are managed to
						meet the needs of young
		Achieved	Achieved	Achieved		people in the community
2	Produce Indoor Recreation Facilities Management annual report and annual	Produce			Review	<b>4.2.1</b> - Facilitate the
	budget including fees review	operations			fees and	management of recreation
		report			produce	facilities throughout Meander
		Not			annual	Valley through the Recreation
		Achieved	In Progress		budget	Co-ordination Group
3	Promote and market indoor recreation facilities to current and prospective	Liaise with	Liaise with	Liaise with	Liaise with	<b>4.2.1</b> - Facilitate the
	users	users	users	users	users	management of recreation
						facilities throughout Meander
						Valley through the Recreation
		Achieved	Achieved	Achieved		Co-ordination Group

#### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$210,000	MVC and External Contractors	Indoor Recreation Facilities Manager
2	N/A	MVC	Indoor Recreation Facilities Manager
3	N/A	MVC	Indoor Recreation Facilities Manager



No.	Performance target
1	Provide statistical reports on the usage and availability to Council through the Briefing Report
2	Complete operations report and budget



#### **Corporate Services**

Directorate	2. Corporate Services	Program number and title	2.1 Financial Services
Program Objective	Responsibly manage the Council's core financial	activities	

Ope	rational detail					
No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Raise Rates and Sundry Debtor accounts	Achieve	Achieve	Achieve	Achieve	<b>5.6.3</b> - Responsibly manage
	·	activity	activity	activity	activity	the Council's core financial
		performance	performance	performance	performance	activities
		target	target	target	target	
		Achieved	Achieved	Achieved	3	
2	Complete State Authority returns	Initial State			Final State	<b>5.6.3</b> - Responsibly manage
		Fire and			Fire and	the Council's core financial
		Treasury			Treasury	activities
		pensioner			pensioner	
		claims and			claims	
		Annual State				
		Fire Levy data				
		return				
		Achieved				
3	Issue Section 132 certificates (Property Rates)	Achieve	Achieve	Achieve	Achieve	<b>5.6.3</b> - Responsibly manage
		activity	activity	activity	activity	the Council's core financial
		performance	performance	performance	performance	activities
		target	target	target	target	
		Achieved	Achieved	Achieved		
4	Arrange annual insurance renewals		Crime	Directors and	Annual	<b>5.6.3</b> - Responsibly manage
			Insurance	Officers and	renewals as	the Council's core financial
			(Fidelity	Employment	per schedule	activities
			Guarantee	Practices	incl. Public	
			renewal)	renewal	Liability and	
			Achieved	Achieved	PI, ISR,	



					Workers	1000-0000-200-300-3000
					Comp. and	
					MV	
5	Participate in Northern Councils' review of insurances and brokerage service		Commence	Complete		<b>5.6.3</b> – Responsibly manage
			Review	review		the Council's core financial
			Deferred	Deferred		activities
6	Reconciliation of Control Accounts	Achieve	Achieve	Achieve	Achieve	<b>5.6.3</b> - Responsibly manage
		activity	activity	activity	activity	the Council's core financial
		performance	performance	performance	performance	activities
		target	target	target	target	
		Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Rates Officer
2	N.A	MVC	Rates Officer
3	N/A	MVC	Rates Officer
4	\$250,000	MVC	Finance Officer and Director Corporate Services
5	N/A	MVC and external contractor	Finance Officer
6	N/A	MVC	Senior Accountant

	periorinance angles
No.	Performance target
1	<ul> <li>Issue Rates notices before 31st July 2015</li> </ul>
	<ul> <li>Issue Sundry Debtor notices within 10 working days of receipt of request</li> </ul>
3	<ul> <li>Issue 98% of Section 132 Certificates within 3 working days of entry of request</li> </ul>
6	<ul> <li>Reconcile rates, sundry debtor and creditors control accounts within 10 working days of the month end</li> </ul>
	<ul> <li>Reconcile Payroll within 5 working days of processing.</li> </ul>



Direc	ctorate	2. Corporate Services	Program number and title	2.2 Financial Management & Reporting
Prog	gram Objective	To comply with statutory requirements for Local meaningful reports for internal financial manage		Finance, State and Federal Taxation and to provide

Opci	rational detail					
No.	Actions and Tasks	Complete by	Complete	Complete	Complete	Delivery Plan Strategic
		30/9	by 31/12	by 31/3	by 30/6	Outcome linkage
1	Review and present the Long Term Financial Plan (LTFP) to Council				Review and	<b>5.2.1</b> - Review and adopt the
					present the	Long Term Financial Plan
					LTFP to	
					Council	
2	Coordinate the development and adoption of Budget and Rating			Determine	Present	<b>5.6.7</b> - Coordinate the
	recommendations with statutory timeframes			budget	budget,	development and adoption of
	•			update	fees and	Budget and Rating
				program	charges to	recommendations with
					Council in	statutory timeframes
				Achieved	June	
3	Annual external reporting	Produce			Prepare	<b>5.6.1</b> - Implement processes to
		Statutory			end of year	ensure compliance with the
		Accounts			timetable	Local Government Act and
		and			for	other relevant legislation
		complete KPI			Statutory	
		consolidated			Accounts	
		data sheets			and Audit	
		Achieved				
4	Issue BAS, FBT and Payroll Tax returns within legislative timeframes	Submit BAS	Submit	Submit	Submit	<b>5.6.1</b> - Implement processes to
		and Payroll	BAS and	BAS and	BAS and	ensure compliance with the
		Tax returns	Payroll Tax	Payroll Tax	Payroll Tax	Local Government Act and
		on time	returns on	returns on	returns on	other relevant legislation
			time	time	time	
		Achieved	Achieved	Achieved		



5	Provide internal financial management reports on a timely basis for decision	Achieve	Achieve	Achieve	Achieve	<b>5.6.4</b> - Provide internal
	making	activity	activity	activity	activity	financial management reports
		performance	performance	performance	performance	on a timely basis for decision
		target	target	target	target	making
		Achieved	Achieved	Achieved		
6	Monitor Council's short-term expenditure commitments and invest funds in	Review cash	Review	Review	Review	<b>5.6.3</b> – Responsibly manage
	accordance with Council's Investment policy	flow weekly	cash flow	cash flow	cash flow	the Council's core financial
		to determine	weekly to	weekly to	weekly to	activities
		funds for	determine	determine	determine	
		investment	funds for	funds for	funds for	
		Achieved	investment	investment	investment	
			Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Senior Accountant
2	N/A	MVC	Director Corporate Services
3	N/A	MVC	Senior Accountant
4	N/A	MVC	Senior Accountant
5	N/A	MVC	Senior Accountant
6	N/A	MVC	Senior Accountant

No.	Performance target
5	Produce and distribute ongoing project expenditure reports
	<ul> <li>Produce and distribute monthly operating statements within 10 working days of end of month</li> </ul>
	<ul> <li>Submit September, December and March quarterly financial reports to Council in Oct 2015, Jan 2016 and April 2016 respectively</li> </ul>



Directorate	2. Corporate Services	number and	2.3 Information Technology
		title	
Program Objective	Provide reliable and effective information technology	ology services	for the organisation

**Operational detail** 

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan
		30/9	31/12	31/3	30/6	Strategic Outcome
						linkage
1	Maintenance and upgrade of IT infrastructure	Commence	Complete rolling	Complete blade		<b>5.6.5</b> - Provide
		rolling	replacement of	replacement		reliable and
		replacement of	PC's. Program			effective IT
		PC's	blade			services for the
			replacement			organisation
		Achieved	Achieved	Achieved		
2	ICT Reference Group (ICTRG)	Hold bi-monthly	Hold bi-monthly	Hold bi-monthly	Hold bi-monthly	<b>5.6.5</b> - Provide
		ICTRG meetings,	ICTRG meetings,	ICTRG meetings,	ICTRG meetings,	reliable and
		determine and	determine and	determine and	determine and	effective IT
		implement	implement	implement	implement	services for the
		actions	actions	actions	actions	organisation
		Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer	
1	\$44,000	MVC/IT Consultant	IT Officer	
2	N/A	MVC (ICTRG)	Director Corporate Services	



Directorate	2. Corporate Services	Program number and title	2.4 Information Management
Program Objective	Effectively manage and maintain Council's inform		се

#### **Operational detail**

No.	Actions and Tasks	Complete by	Complete	Complete	Complete	Delivery Plan Strategic
		30/9	by 31/12	by 31/3	by 30/6	Outcome linkage
1	Maintenance of Council's cemetery records in accordance with the	Maintain	Maintain	Maintain	Maintain	<b>5.6.1</b> - Implement processes to
	Cemeteries Act	records in	records in	records in	records in	ensure compliance with the
		accordance with	accordance	accordance	accordance	Local Government Act and
		legislation	with	with	with	other relevant legislation
			legislation	legislation	legislation	
		Achieved	Achieved	Achieved		
2	Annual Archive Disposal	Arrange for			List	<b>5.6.6</b> - Effectively manage and
		removal of			document	maintain Council's information
		documents			s due for	resource
		due for			disposal	
		disposal				
		Achieved				
3	Action Project and Improvement Ideas - Annual Plan	Document and	Commence	Continue	Report on	<b>5.6.6</b> - Effectively manage and
		prioritise	identified	with	status of	maintain Council's information
		improvement	priority	priority	projects	resource
		projects	projects	projects		
		Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Information Management Officer
2	N/A	MVC	Information Management Officer
3	N/A	MVC	Information Management Officer



Directorate	2. Corporate Services	Program number and title	2.5 Human Resources	(I) (I) (C) (I) (I) (I) (I) (I) (I) (I) (I) (I) (I
Program Objective	Effectively manage and support Council's huma	n resources		

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Continue to participate in working group on the project to modernise the	Attend	Attend	Attend working		<b>5.4.3</b> - Effectively manage
	Pay Descriptors and Bands as required by the Workplace Agreement.	working	working group	group meetings		and support Council's
		group	meetings			human resources
		meetings				
		Achieved	Cancelled			
2	Continue with project tasks to modernise the Pay Descriptors and Bands as	Complete	Employee	Complete new pay		<b>5.4.3</b> - Effectively manage
	required by the Workplace Agreement	draft new	consultation	descriptors and		and support Council's
		pay	on new pay	pay scale project		human resources
		descriptors	descriptors			
		and pay	and pay scales			
		scales				
		document				
		for feedback				
_		In Progress	In Progress	Achieved	D . CD1	<b>5.43 5</b> % .: 1
3	Review current Workplace Agreement	Review			Review CPI	<b>5.4.3</b> - Effectively manage
		performance			percentage	and support Council's
		increases			increases	human resources
		and				
		apply to pay rates				
		Achieved				
4	Provide administrative support to the Workplace Consultative Committee in	Acilieveu	Commence	Continue new	Finalise new	<b>5.4.3</b> - Effectively manage
	negotiating a new Workplace Agreement		new	Workplace	Workplace	and support Council's
	negotiating a new Workplace Agreement		Workplace	Agreement	Agreement	human resources
			Agreement	bargaining	/ greenene	Haman resources
			bargaining	process		
			process	p. 50033		
			Achieved	Achieved		



5	Implementation of LGAT Workplace Behaviours Policy suite		Implement stage 1 policies and update the HR Policy Manual In Progress	Implement stage 2 policies and update the HR Policy Manual	No.	<b>5.4.3</b> - Effectively manage and support Council's human resources
6	Finalise and implement new Learning Management System (LMS)	Finalise new training software (LMS). Report to Directors on quarterly training to be delivered  In Progress	Update training plan following Performance Reviews. Report to Directors on quarterly training to be delivered Achieved	Report to Directors on quarterly training to be delivered  In Progress	Report to Directors on quarterly training to be delivered	<b>5.4.3</b> - Effectively manage and support Council's human resources
7	Performance Review System	Ensure all employee performance reviews have been completed Achieved	Ensure all inside employee salary reviews have been completed Achieved	Ensure all mini performance review and all outside employee wage reviews have been completed Achieved	Review the current year's performance reviews and recommend any changes required	<b>5.4.2</b> - Review and implement the Performance Review System and link to employee professional development

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC/Regional HRP Group	HR/Payroll Officer
2	N/A	MVC	HR/Payroll Officer
3	N/A	MVC	HR/Payroll Officer
4	N/A	MVC	HR/Payroll Officer
5	N/A	MVC	HR/Payroll Officer and Directors
6	\$3000	MVC/Consultant	HR/Payroll Officer and Directors
7	N/A	MVC	HR/Payroll Officer and Directors



#### **Infrastructure Services**

Directorate		3. Infrastructure Services	Program number and title	3.1 Emergency Services
Program Object	ctive	To build capacity and resilience in the communi response to emergencies and lead in the recover	•	Council is prepared to assist with emergency services in the

No.	Actions and Tasks	Complete	Complete	Complete by	Complete	Delivery Plan Strategic Outcome
		by 30/9	by 31/12	31/3	by 30/6	linkage
1	Co-ordinate the Municipal Emergency Management and Recovery Committee	Chair	Chair	Chair	Chair	<b>4.4.3</b> - Co-ordinate the operation
	(MEMRC)	quarterly	quarterly	quarterly	quarterly	of the Municipal Emergency
		meeting	meeting	meeting	meeting	Management and Recovery
		Deferred	Achieved	Achieved		Committee
2	Participate in Northern Regional Emergency Management Committee	Attend	Attend	Attend	Attend	<b>4.4.1</b> – Maintain and exercise the
	(NREMC)	meeting	meeting	meeting	meeting	Municipal Emergency
		Cancelled	Achieved	Achieved		Management and Recovery Plan
3	Support the operation of the Deloraine SES unit	Renew				<b>4.4.2</b> – Support the operation of
		MOU.				the Deloraine SES Unit
		Purchase of				
		new MV SES				
		vehicle				
		Achieved				
4	Undertake Meander River flood study	Develop	Develop	Present		<b>4.4.6</b> – Undertake flood survey
		Plan	Plan	Study to		mapping
				Council		
		In Progress	In Progress	In Progress		



5	Review and update Municipal Emergency Management Plan (MEMP) contact		Contact List		<b>4.4.1</b> - Maintain and exercise the
	list		updated		Municipal Emergency
			Achieved		Management and Recovery Plan
6	Review Municipal Emergency Management Plan (MEMP)	Complete	Finalise		<b>4.4.1</b> - Maintain and exercise the
		risk	MEMP		Municipal Emergency
		treatment	review		Management and Recovery Plan
		strategy			
		assessment			
		Achieved	In Progress		

#### Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, MEMRC - Director Works, Administration Officer	Director Infrastructure Services
		Infrastructure Services, Community Development	
		Officer, Youth Development Officer, Councillors,	
		Community members	
2	N/A	MVC	Director Infrastructure Services
3	N/A	MVC and SES	Director Infrastructure Services
4	\$26,400 (carry over funds)	MVC and Consultant	Director Infrastructure Services
5	N/A	MVC	Administration Officer – Infrastructure Services
6	N/A	MVC, SES	Administration Officer – Infrastructure Services

No.	Performance target
4	All flood survey mapping completed for Meander River by June 2016



Directorate	3. Infrastructure Services	Program number and title	3.2 Transport
Program Objective	To maintain the serviceability and integrity of Co	ouncil's transpo	ort network.

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic Outcome
	7.6867.6 47.4 7.687.6	30/9	31/12	31/3	30/6	linkage
1	Deliver the bridge inspection and maintenance program	Manage	Manage	Manage	Manage	<b>6.3.1</b> - Deliver a bridge and
		contract	contract	contract	contract	inspection and maintenance
						program
						<b>6.4.6</b> - Deliver a footbridge
						renewal, inspection and
		In Progress	In Progress	In Progress		maintenance program
2	Design, document, procurement, and supervision of contracts as per the	Report to	Report to	Report to	Report to	<b>6.1.4</b> - Ensure works are
	specific projects listed in the 2015/2016 Capital Works Program	program	program	program	program	undertaken in accordance with
						permit conditions, design
						specifications and safe work
		Achieved	Achieved	Achieved		practices
3	2016-2017 Bridge renewal program		Update	Tender		<b>6.3.2</b> – Deliver a bridge
			bridge	proposed		replacement and upgrade
			replacement	bridges for		program
			program	2016/17		
			Achieved	In Progress		
				Also subject		
				to Capital		
				Works		
				approval		



4	Undertake Council's responsibility as a road authority	Achieve	Achieve	Achieve	Achieve	<b>6.3.8</b> - Undertake Council's
	- Traffic counts	activity	activity	activity	activity	responsibility as a road authority
	<ul> <li>Working in the road reserve permits</li> </ul>	performance	performance	performance	performance	<b>6.3.10</b> - Development and
	- Cross over applications	targets	targets	targets	targets	delivery of the street light
	- Applications from utility owners					management program
	- NVHR and heavy vehicle management					
	- Rural addressing	Achieved	Achieved	Achieved		
5	Review of road safety issues and ongoing coordination with the Department	Capture	Capture	Capture	Capture	<b>6.3.9</b> - Development and
	of State Growth	actions in	actions in	actions in	actions in	delivery of the road safety
		asset register	asset register	asset register	asset register	program
						<b>6.2.1</b> - Partner with DoSG in the
						delivery of regional and local
		Achieved	Achieved	Achieved		road programs
6	Undertake footpath inspections and condition assessments	Undertake	Undertake	Undertake	Undertake	<b>6.3.7</b> - Deliver a road and
		required	required	required	required	footpath inspection and
		inspections	inspections	inspections	inspections	maintenance program
		Achieved	Achieved	Achieved		

#### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	\$31,500	MVC and Contractor	Senior Technical Officer - Engineering
2	Capital Works - \$3,695,000	MVC	Director Infrastructure Services
3	N/A	MVC	Senior Technical Officer
4	N/A	MVC	Senior Technical Officer
5	N/A	MVC	Senior Technical Officer
6	N/A	MVC	Asset Management Coordinator and Works Department

No.	Performance target
1	Review of contractors compliance with the contract
2	Development of project plans, delivery of projects in line with budget, time line, and scope
4	12 traffic counts per year, private addressing applications completed within 10 business days, NHVR applications within 28 days, assess cross over applications
	within 10 business days, undertake TIAs within 10 business days
6	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	e manner to sa	tisfy public demand.

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Operate Deloraine Swimming Pool and provide support to community swimming pools at Mole Creek and Caveside	Tender for operator and award contract	Undertake pre-opening inspection and required maintenance. Open pool 1 December Achieved	Operate pool to 1 March	30/0	4.2.5 - Provide support for the operation and maintenance of swimming facilities in the local government area
2	Undertake Essential Health and Safety Features Inspections (Section 46) as per program	Undertake inspection and required maintenance In Progress	Undertake inspection and required maintenance Achieved	Undertake inspection and required maintenance In Progress	Undertake inspection and required maintenance	<b>6.4.8</b> - Undertake Council owned property management and maintenance program
3	Complete Annual Maintenance Statement (Section 56) and Asbestos Audit (NCOP) compliance	Review Asbestos Register Achieved		Carry out annual inspections  In Progress		<b>6.4.8</b> - Undertake Council owned property management and maintenance program
4	Co-ordinate building maintenance – general, reactive and programed	Undertake required maintenance <b>Achieved</b>	Undertake required maintenance <b>Achieved</b>	Undertake required maintenance <b>Achieved</b>	Undertake required maintenance	<b>6.4.8</b> - Undertake Council owned property management and maintenance program



5	Property services – leasing, hire agreements, disputes, building valuations,	Review		Review		<b>6.4.8</b> – Undertake Council
	and administration	agreements		agreements		owned property
						management and
		Achieved		Achieved		maintenance program
		_	_		_	
6	Design, document, procurement, and supervision of contracts as per the	Report to	Report to	Report to	Report to	<b>6.1.4</b> – Ensure works are
	specific projects listed in the 2015/2016 Capital Works Program	program	program	program	program	undertaken in accordance
						with permit conditions,
						design specifications and
		Achieved	Achieved	Achieved		safe work practices

#### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	\$67,300	MVC and Contractors	Property Management Officer
2	N/A	MVC	Property Management Officer
3	N/A	MVC	Property Management Officer
4	N/A	MVC	Property Management Officer
5	N/A	MVC	Property Management Officer
6	Capital Works - \$845,000	MVC and Contractors	Property Management Officer

No.	Performance target
1	Review of Contractors compliance with the contract
2	Meet timeframes set out by Conquest
3	Meet timeframes set out by Conquest
6	Development of project plans, delivery of projects in line with budget, time line, and scope



Directorate	3. Infrastructure Services	Program number and title	3.4 Parks & Recreation
Program Objective	To provide and maintain parks and recreation fa	cilities throughc	out the Local Government Area.

### **Operational detail**

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Undertake inspections and condition assessments of all equipment and facilities	Undertake required inspections  Achieved	Undertake required inspections <b>Achieved</b>	Undertake required inspections  Achieved	Undertake required inspections	<b>6.1.1</b> - Continue the asset condition and assessment program
2	Strategic open space development and review				Draft report to Council	4.2.6 - Development of a network of fitness trails, playscapes and associated infrastructure within the local government area 3.4.4 - Provide recreation facilities that are managed to meet the needs of young people in the community
3	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  In Progress	Report to program  In Progress	Report to program  In Progress	Report to program	<b>6.1.4</b> - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices <b>4.2.4</b> - Delivery of the Prospect Vale Park Development Plan
4	Undertake tree risk assessments	Undertake assessment <b>Achieved</b>	Undertake assessment <b>Achieved</b>	Undertake assessment <b>Achieved</b>	Undertake assessment	<b>6.4.3</b> - Deliver a tree inspection, maintenance and replacement program



### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC, Works Department and Consultants	Technical Officer (Open Space). Director Works
2	N/A	MVC	Technical Officer (Open Space)
3	Capital Works - \$345,000	MVC and Contractors	Technical Officer (Open Space)
4	N/A	MVC	Technical Officer (Open Space), NRM Officer and
			Works Supervisors

No.	Performance target
1	Meet timeframes set out by Conquest
3	Development of project plans, delivery of projects in line with budget, time line, and scope



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.

### **Operational detail**

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Co-ordinate Asset Management Group and Improvement Plan  Review Asset Management Plans  Undertake Conquest training and development  Integrate Strategic Planning outcomes into AMP and LTFP	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	Chair meeting and action improvement program	5.1.5 - Deliver outcomes of the Strategic Asset Management Plan 5.1.6 - Conduct annual review of Councils service levels 5.2.2 - Deliver Council's Asset Management framework 6.1.5 - Review and update
		Achieved	Achieved	Achieved		Asset Management Plans
2	Develop and operate a maintenance planning and delivery system	Provide monthly Conquest report <b>Achieved</b>	Provide monthly Conquest report <b>Achieved</b>	Provide monthly Conquest report <b>Achieved</b>	Provide monthly Conquest report	<b>6.1.3</b> - Operate a system for the planned maintenance of our infrastructure assets and services
3	Support Northern Asset Management Group - Attend IPWEA and NAMS committee meetings	Chair meeting and action minutes Achieved	Chair meeting and action minutes  Achieved	Chair meeting and action minutes Achieved	Chair meeting and action minutes	<b>5.1.5</b> - Deliver outcomes of the Strategic Asset Management Plan
4	Prepare Capital Works Program		Update Proposed Projects list	Prioritise and undertake further design and cost estimation  Achieved	Annual program prepared for approval by Council	6.6.1 – Prepare initial project listing 6.6.2 – Review the works priority matrix for projects identified in the initial listing 6.6.3 – Present Draft Capital Works Program to Council for approval



5	Update asset information including capitalisation of assets in Conquest and GIS and undertake road revaluations	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	Capitalisation of assets and recording in Conquest and GIS	<ul> <li>5.2.3 - Complete the annual revaluation and capitalisation of assets</li> <li>6.1.2 - Develop and maintain asset management and information databases and integration with GIS</li> </ul>
-	ALL CYC.C. PL ' NIDMA A C.	Achieved	Achieved	Achieved	Cl · · ·	254 2 1 1 11 11 11
6	Manage GIS Group – Planning, NRM, Assets, Stormwater	Chair meeting and distribute minutes  Achieved	Chair meeting and distribute minutes  Achieved	Chair meeting and distribute minutes  Achieved	Chair meeting and distribute minutes	<ul> <li>2.5.4 - Broaden the availability of Council's GIS data to the public</li> <li>6.1.2 - Develop and maintain asset management and information databases and integration with GIS</li> </ul>
7	Design, document, procurement, and supervision of contracts as per the specific projects listed in the 2015/2016 Capital Works Program	Report to program  In Progress	Report to program  In Progress	Report to program  In Progress	Report to program	6.1.4 - Ensure works are undertaken in accordance with permit conditions, design specifications and safe work practices 6.1.3 - Operate a system for the planned maintenance of our infrastructure assets and services
8	Project management meetings to review timelines, budget, and scope	Undertake meeting, update budgets and gantt chart <b>Achieved</b>	Undertake meeting, update budgets and gantt chart <b>Achieved</b>	Undertake meeting, update budgets and gantt chart <b>Achieved</b>	Undertake meeting, update budgets and gantt chart	<b>5.4.6</b> - Develop and implement a co-ordinated Council approach for project planning and delivery



### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC	Asset Management Coordinator
2	N/A	MVC	Asset Management Coordinator
3	N/A	MVC	Asset Management Coordinator
4	N/A	MVC	Asset Management Coordinator
5	N/A	MVC	Asset Management Coordinator
6	N/A	MVC	Senior Technical Officer - Engineering
7	Capital Works - \$45,000	MVC	Asset Management Coordinator
8	N/A	MVC	Director Infrastructure Services

No.	Performance target
4	To prepare annual Capital Works Program for approval at May Council meeting
5	Asset information to be recorded within four weeks of receipt by Asset Management Coordinator
7	Development of project plans, delivery of projects in line with budget, time line, and scope



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 N	1eander Valley Local Government Area

### **Operational detail**

NI.	Aut's and Tark	Constate	Constant	C	C	Duli de Dise Charlesia
No.	Actions and Tasks	Complete by	Complete by	Complete	Complete	Delivery Plan Strategic
		30/9	31/12	by 31/3	by 30/6	Outcome linkage
1	Develop a Waste Management Strategy and Action Plan		Strategy	Develop	Action the	<b>1.5.5</b> - Finalise MVC Waste
			approved by	Action Plan	Plan	Management Strategy
			Council			<b>1.4.1</b> - Implement actions from
						the Waste Management
			In Progress	In Progress		Strategy
2	Support Northern Tasmanian Waste Management Group activities through	Attend	Attend	Attend	Attend	<b>5.5.2</b> - Support the operations
	a 5% landfill levy	meetings	meetings	meetings	meetings	of the Northern Tasmanian
						Waste Management Group
						through a voluntary levy on
						waste
						<b>3.3.5</b> - Provide support to
						regional groups on school
		Achieved	Achieved	Achieved		educational programs
3	Provision of kerbside collection contracts for waste, recyclables, and	Supervise	Supervise	Supervise	Supervise	<b>1.5.1</b> - Manage the kerbside
	organics	Contract	Contract	Contract	Contract	collection contracts of waste,
		In Progress	In Progress	In Progress		recyclables and organics
4	Provision of landfill, waste transfer stations and resource recovery	Supervise	Supervise	Supervise	Supervise	<b>1.5.2</b> - Manage the expansion
	operations contract	Contract	Contract	Contract	Contract	and operation of landfill sites
						including rehabilitation and
		In Progress	In Progress	In Progress		transfer stations
5	Provision of hard waste collection		Undertake			1.5.3 - Manage the annual
			collection			collection of hard waste
			Achieved			



6	Design, document, procurement, and supervision of contracts as per the	Report to	Report to	Report to	Report to	<b>6.1.4</b> - Ensure works are
	specific projects listed in the 2015/2016 Capital Works Program	program	program	program	program	undertaken in accordance with
						permit conditions, design
						specifications and safe work
		Achieved	Achieved	Achieved		practices
7	Operational compliance with Environment Protection Notice for Westbury	Ground and		Ground and		<b>1.5.2</b> - Manage the expansion
	and Deloraine landfill sites.	surface water		surface		and operation of landfill sites
		monitoring		water		including rehabilitation and
		Report to		monitoring		transfer stations
		EPA				
		Achieved		Achieved		

### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	N/A	MVC and Consultants	Director Infrastructure Services and Senior Technical
			Officer - Engineering
2	\$73,000	MVC	Senior Technical Officer - Engineering
3	\$550,000	MVC and Contractor	Senior Technical Officer - Engineering
4	\$455,000	MVC and Contractor	Director Infrastructure Services and Senior Technical
			Officer - Engineering
5	\$18,000	MVC and Contractor	Senior Technical Officer - Engineering
6	Capital Works - \$20,000	MVC	Senior Technical Officer - Engineering
7	N/A	MVC and Consultants	Senior Technical Officer - Engineering

No.	Performance target
2	Attend regional meetings as scheduled and manage the operation of the landfill levy
3	Supervise and review contract
4	Issue contract to tender. Supervise and review contract.
6	Development of project plans, delivery of projects in line with budget, time line, and scope



Directorate	3. Infrastructure Services	Program number and title	3.7 Stormwater Management			
Program Objective	To minimize the risk of flooding and provide cle	k of flooding and provide clean water into the region's waterways.				
	network (pipes and pits) that is capable of meet	an Drains Act and the Local Government (Highways) Act targets is to provide a minor stormwater that is capable of meeting a 5% Annual Exceedance Probability (AEP) and a major stormwater and roads) that is capable of meeting a 1% AEP.				
	. , , , , , , , , , , , , , , , , , , ,	ed through Water Sensitive Urban Design (WSUD) The target for stormwater quality is to have an assion of solids, 40% reduction in phosphorous, and 40% reduction in nitrogen.				

### **Operational detail**

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Develop stormwater system management plans	Develop plans in	Develop	Develop	Develop	<b>1.6.4</b> - Ensure stormwater
		line with risk	plans in line	plans in line	plans in line	discharge reduces the impact on
		assessment	with risk	with risk	with risk	the environment
		action plan	assessment	assessment	assessment	<b>2.2.2</b> - Undertake transport and
			action plan	action plan	action plan	stormwater modeling to
						facilitate future development
						<b>6.5.1</b> - Develop and maintain
						stormwater catchment risk
						assessments and undertake
						detailed modeling to develop
		In Progress	In Progress	In Progress		stormwater management plans
2	Manage MVC Stormwater Taskforce – Infra, Works, NRM,	Chair meeting	Chair	Chair	Chair	<b>6.5.1</b> - Develop and maintain
	Plumbing, EHO	and distribute	meeting and	meeting and	meeting and	stormwater catchment risk
		minutes	distribute	distribute	distribute	assessments and undertake
			minutes	minutes	minutes	detailed modeling to develop
		Achieved	Achieved	Achieved		stormwater management plans
3	Support regional NRM Stormwater Officer	Meet with officer	Meet with	Meet with	Meet with	<b>1.6.1</b> – Participate and support
			officer	officer	officer	the Tamar Estuary and Esk River
		Achieved	Achieved	Achieved		program



4	Design, document, procurement, and supervision of contracts as	Report to	Report to	Report to	Report to	<b>2.2.4</b> - Support new
	per the specific projects listed in the 2015/2016 Capital Works	program	program	program	program	developments through the
	Program					Infrastructure Contribution Policy
						<b>6.1.4</b> - Ensure works are
						undertaken in accordance with
						permit conditions, design
						specifications and safe work
						practices
						<b>6.5.3</b> - Deliver the stormwater
		In Progress	In Progress	In Progress		upgrade and renewal program

### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1	\$35,000	MVC and Consultants	Senior Technical Officer - Engineering
2	N/A	MVC	Senior Technical Officer - Engineering
3	\$7,200	MVC	Senior Technical Officer - Engineering
4	Capital Works - \$653,000	MVC and Consultants	Senior Technical Officer - Engineering

No.	Performance target
1	Complete all high risk catchments by June 2016
4	Development of project plans, delivery of projects in line with budget, time line, and scope



### **Development Services**

Directorate	4. Development Services	Program number and title	4.1 Land Use & Planning
Program Objective	To carry out planning duties and prepare policie	es for the susta	ainable development of the local government area

**Operational detail** 

Opc	rational detail				1	
No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic Outcome
		30/9	31/12	31/3	30/6	linkage
1	Process development applications in accordance with delegated authority	Performance	Performance	Performance	Performance	<b>1.1.1</b> - Manage land use and
		Target	Target	Target	Target	planning processes
		Achieved	Achieved	Achieved		
2	Process Planning Scheme Amendments	Performance	Performance	Performance	Performance	1.1.2 - Review and update
		Target	Target	Target	Target	Meander Valley Planning
		Achieved	Achieved	Achieved		Scheme
3	Participate in State Planning Reform Initiative		Participate in			1.1.3 - Participate in State
			Review of			planning initiatives
			Regional Land			. 3
			Use Strategy			
			Achieved			
4	Rezone Land in the Hadspen Growth Area	Rezoning		Rezoning		1.1.2 - Review and update
		Approved by		Approved by		Meander Valley Planning
		Council		Minister		Scheme
		Achieved		Achieved		
5	Carrick Rural Living Area - Rezoning		Rezoning		Rezoning	1.1.2 - Review and update
			Approved by		Approved by	Meander Valley Planning
			Council		Minister	Scheme
			Achieved			
6	Department of Education Land Prospect Vale – Development Plan	Prepare	Complete		Finalise	<b>1.1.1</b> - Manage land use and
		Project	Field Surveys		Developme	planning processes
		Plan			nt Plan	. 31
		Achieved	Achieved			



7	Westbury Road Prospect Vale – Activity Centre Plan	Prepare	Develop Draft	Present Plan		2.3.2 -Implement Main Street
		Project Plan	Plan	to Council		Improvement Program
		and engage				
		Consultant				
		In Progress	In Progress	In Progress		
8	Deloraine Outline Development Plan		Prepare	Prepare Plan	Present	<b>1.2.1</b> Prepare Outline
			Project Plan		Plan to	Development Plans for
			and engage		Council	Meander Valley townships
			Consultant			
			Achieved	Achieved		
9	Westbury Townscape Plan		Prepare	Prepare Plan	Present	2.3.2 -Implement Main Street
			Project plan		Plan to	Improvement Program
			and engage		Council	
			Consultant	In Progress		
			In Progress			
10	Develop a Vision and Purpose Statement for Westbury Public Recreation	Prepare	Community	Present draft		<b>4.2.6</b> – Development of a
	Spaces	Project Plan	consultation	vision to		network of fitness trails,
				Council		playscapes and associated
						infrastructure within the local
		Achieved	Deferred	Deferred		government area
11	Participate in State Policy Development – Natural Hazard Framework		Attend		Attend	<b>4.4.5</b> - Provide assistance to
			meeting		meeting	the State Government in
						development of State Policy on
			Achieved			the Natural Hazard Framework

### **Resource requirements**

No.	Budget allocation	Resources needed	Responsible Officer
1-2,	\$600,000	MVC	Director Development Services
3	In-kind	MVC	Director Development Services and Senior Town
			Planner
4	\$20,000	MVC	Senior Town Planner
5	Officer Time	MVC	Senior Town Planner
6	\$20,000	MVC	Director Development Services
7	\$32,500	MVC and Consultants	Senior Town Planner and Economic Development



			Officer
8	\$40,000	MVC and Consultants	Director Development Services
9	\$15,000	MVC and Consultants	Director Development Services
10	\$5,000	MVC	Director Development Services
11	In-kind	MVC	Director Development Services and Senior Town
			Planner

No.	Performance target
1	Within Statutory time frames, 100% Conformance
2	Within Statutory time frames, 100% Conformance
4	Hadspen Growth Area rezoned



Directorate	4. Development Services	Program number and title	4.2 Building Control
Program Objective	To carry out statutory responsibilities for the ac Building Regulations 2004.	lministration a	and enforcement of the Building Act 2000 and the Tasmanian

### **Operational detail**

No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Building Services - undertake assessments, inspections and surveying for	Performance	Performance	Performance	Performance	<b>4.3.1</b> - Undertake Councils
	Building Applications	Target	Target	Target	Target	legislative responsibilities in
		Achieved	Achieved	Achieved		Building Control services
2	Permit Authority – Process Building Applications	Performance	Performance	Performance	Performance	<b>4.3.3</b> - Undertake Councils
		Target	Target	Target	Target	legislative responsibilities as a
		Achieved	Achieved	Achieved		Permit Authority
3	Permit Authority – Manage outstanding Building Completions and Illegal				Reduce	<b>4.3.1</b> - Undertake Councils
	Works				outstanding	legislative responsibilities in
					completions	Building Control services
					by 20%	
4	Coordinate Major Events applications	Performance	Performance	Performance	Performance	<b>3.2.2</b> - Support local events
		Target	Target	Target	Target	and activities that respond to a
		Achieved	Achieved	Achieved		community need

### Resource requirements

No.	Budget allocation Resources needed		Responsible Officer		
1, 3	\$130,000	MVC	Director Development Services		
2-4	\$120,000 (incorporating Plumbing administration	MVC	Director Development Services and Permit Authority		
	support)				



	on performance targets
No.	Performance target
1	Where Council is issuing the Certificate of Likely Compliance, complete assessment and surveying within 21 working days of receipt of application and receipt of required
	documentation. Achieve 95% conformance.
2	Issue Building Permits within 7 working days from the date all other permits and documents as required by Building Act, are received by Council. Achieve 95%
	conformance.
4	Respond to applications with 7 working days.



Directorate	4. Development Services	Program number and title	4.3 Environmental Health
Program Objective	Manage Council's statutory obligations in relation		mental Protection and Preventative Health

**Operational detail** 

Ope	rational detail					
No.	Actions and Tasks	Complete by 30/9	Complete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Monitor and sample water quality of recreational waters	Record Results	Record Results	Record Results	Record Results	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health
		Achieved	Achieved	Achieved		<b>1.6.3</b> - Undertake prescribed water sampling programs
2	Inspect Places of Assembly annually as per program	Issue	Issue	Issue	Issue Annual	<b>4.3.6</b> - Undertake Councils
		Annual	Annual	Annual	Licence	legislative responsibilities in
		Licence	Licence	Licence		preventative health
		Achieved	Achieved	Achieved		
3	Inspect and register food premises annually	Inspections	Inspections	Inspections	Issue annual	<b>4.3.6</b> - Undertake Councils
		per	per	per	registration for	legislative responsibilities in
		Schedule	Schedule	Schedule	all food	preventative health
					premises	
		Achieved	Achieved	Achieved		
4	Co-ordinate immunisation clinics				Complete Immunisation Program	<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health
5	Investigate incidents and complaints re notifiable diseases, public health or	Monitor and	Monitor and	Monitor and	Monitor and	<b>4.3.5</b> – Undertake Councils
	environmental nature	Report to	Report to	Report to	Report to	legislative responsibilities in
		Agencies	Agencies	Agencies	Agencies	Environmental Protection
		Achieved	Achieved	Achieved		<b>4.3.6</b> - Undertake Councils legislative responsibilities in preventative health



Ī	6	Process applications for special plumbing permits and on site waste water	Performance	Performance	Performance	Performance	4.3.5 - Undertake Councils
		disposal	Target	Target	Target	Target	legislative responsibilities in
							Environmental Protection
			Achieved	Achieved			

**Resource requirements** 

No.	Budget allocation Resources needed		Responsible Officer
1-4	\$147,000	MVC, External Consultants and Immunisation Nurses	Director Development Services
5-6	\$91,000	MVC and External Environmental Consultants	Director Development Services

2 10 011	on performance targets
No.	Performance target
1	Respond to non-conformances within 48 hours
2	Conduct inspections as per program
3	Conduct inspections as per program
4	Provide school based immunisations as per program
5	Commence investigation of cases and complaints with 5 days of notification
6	Process applications within 14 days of receiving all required information, achieve 95% compliance



Directorate	4. Development Services	Program number and title	4.4 Plumbing & Drainage Control					
Program Objective	To carry out statutory responsibilities for the ad	To carry out statutory responsibilities for the administration and enforcement of the plumbing legislation.						

**Operational detail** 

No.	Actions and Tasks	Complete by 30/9	nplete by 31/12	Complete by 31/3	Complete by 30/6	Delivery Plan Strategic Outcome linkage
1	Conduct inspections and process applications for Plumbing Permits	,	Performance	,		<b>4.3.4</b> - Undertake Councils
		Target	Target	Target	Target	legislative responsibilities in
						Plumbing and Drainage
		Achieved	Achieved	Achieved		Control services

**Resource requirements** 

	7 to 1 to			
No.	Budget allocation	Resources needed	Responsible Officer	
1	\$138,000	MVC	Director Development Services	
			Plumbing Surveyor	

No.	Performance target
1	Process plumbing applications within 7 days and special connection permits within 14 days of receipt of all information



Directorate	4. Development Services	Program number and title	4.5 General Inspector
Program Objective	To carry out statutory responsibilities for the a Act 1979 and the Local Government Act 1993.	dministration	and enforcement of the Dog Control Act 2000, Fire Services

**Operational detail** 

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
	7,66,67,6 41,4 1,43,16	30/9	31/12	31/3	30/6	Outcome linkage
1	Annual Audit of Dog Registrations		Conduct			<b>4.3.7</b> - Undertake Councils
			Audit			legislative responsibilities in
						animal management services
						across the local government
			Deferred			area
2	Fire Abatement Management		Issue Fire	Issue Fire		<b>5.6.1</b> – Implement processes
			Abatement	Abatement		to ensure compliance with the
			Notices	Notices		Local Government Act and
			Achieved	Achieved		other relevant legislation
3	Investigate incidents and complaints regarding animal control	Performance	Performance	Performance	Performance	<b>4.3.7</b> - Undertake Councils
		Target	Target	Target	Target	legislative responsibilities in
						animal management services
						across the local government
		Achieved	Achieved	Achieved		area
4	Participate in Fire Management Area Committees		Fire			<b>4.4.4</b> – Develop, implement
			Protection			and review a Fire Protection
			Plan			Plan for the local government
			Completed			area
			Achieved			

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer	
1,3	\$135,600	MVC and External Consultants	Director Development Services and General Inspector	
2	\$32,000	MVC and External Contractors	Director Development Services and General Inspector	
4	In Kind	MVC	Director Development Services	



No.	Performance target
3	Investigate all cases and complaints with 10 days



### Works

Directorate	5. Works	Program number and title	5.1 Parks, Reserves, Sports Grounds & Cemeteries
Program Objective	To ensure that Meander Valley Council's parks, tidy and pleasant appearance that is acceptable		eteries and sports grounds are maintained to provide a clean y and sporting organisations.

**Operational detail** 

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
		30/9	31/12	31/3	30/6	Outcome linkage
1	Undertake the maintenance work in accordance with the level of service	Report to	Report to	Report to	Report to	<b>6.4.2</b> – Deliver an open space
	required	performance	performance	performance	performance	facility inspection and
		target	target	target	target	maintenance program
		Achieved	Achieved	Achieved		
2	Undertake capital works as per the specific projects listed in the 2015/2016	Report to	Report to	Report to	Report to	<b>4.2.6</b> – Development of a
	Capital Works Program	program	program	program	program	network of fitness trails,
						playscapes and associated
						infrastructure within the local
		Achieved	Achieved	Achieved		government area

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$902,900	MVC	Director Works, Work Supervisors
2	Capital Works		
	\$15,000 – Cemetery improvements	MVC	Director Works, Work Supervisors
	\$20,000 – Park furniture (renewal and new)	MVC	Director Works, Work Supervisors

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program



Directorate	5. Works	Program number and title	5.2 Roadside Verges & Nature Strips
Program Objective	To ensure Meander Valley Council's road verges	and nature s	trips are maintained to a safe and acceptable standard.

#### **Operational detail**

N	No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
			30/9	31/12	31/3	30/6	Outcome linkage
1		Undertake the maintenance work in accordance with the level of service	Report to	Report to	Report to	Report to	<b>6.3.7</b> – Deliver a road and
		required.	performance	performance	performance	performance	footpath inspection and
			target	target	target	target	maintenance program
			Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation Resources needed		Responsible Officer
1	\$409,000	MVC	Director of Works

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No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget



Directorate	5. Works	Program number and title	5.3 Roads
Program Objective	To construct and maintain a safe and effective re	oad network t	o meet the needs of residents and visitors.

#### **Operational detail**

No.	Actions and Tasks	,	Complete by			, ,
		30/9	31/12	31/3	30/6	Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to	Report to	Report to	Report to	<b>6.3.7</b> – Deliver a road and
		performance	performance	performance	performance	footpath inspection and
		target	Target	target	target	maintenance program
		Achieved	Achieved	Achieved		
2	Undertake capital works as per the specific projects listed in the 2015/2016	Report to	Report to	Report to	Report to	<b>6.3.4</b> - Deliver a road
	Capital Works Program	program	program	program	program	reconstruction and upgrade
		Achieved	Achieved	Achieved		program

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$1,936,600 (includes \$150,000 R2R amount)	MVC	Director Works, Work Supervisors
2	Capital Works		
	\$1,225,000 – Road construction	MVC and External Contractor	Director Works, Work Supervisors
	\$1,050,000 – Road reseal and gravel re-sheeting	MVC and External Contractor	Director Works, Work Supervisors
	\$30,000 – Street furniture (renewal and new)	MVC	Director Works, Work Supervisors
	\$160,000 – Footpath construction	MVC	Director Works, Work Supervisors
	\$20,000 – Pedestrian access improvements (ramps)	MVC and External Contractor	Director Works, Work Supervisors

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program



Directorate	5. Works	Program number and title	5.4 Toilets, Street Cleaning & Litter Collection
Program Objective	To maintain streets and public toilets in a clean	and tidy cond	ition in accordance with environmental standards.

**Operational detail** 

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
		30/9	31/12	31/3	30/6	Outcome linkage
1	Undertake street litter bin collection and cleaning in accordance with the	Report to	Report to	Report to	Report to	<b>1.6.2</b> - Implementation of a
	current level of service	performance	performance	performance	performance	street and pit cleaning
		target	target	target	target	program
		Achieved	Achieved	Achieved		
2	Undertake cleaning of toilets in accordance with the current level of service	Report to	Report to	Report to	Report to	<b>6.4.7</b> - Deliver a public toilet
		performance	performance	performance	performance	operation and maintenance
		target	target	target	target	program
		Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$221,500	MVC	Director of Works
2	\$247,100	MVC	Director of Works

No.	Performance target
1	Achieve 95% conformance with Customer Service Request System (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Achieve 95% conformance with Customer Service Request System and environmental standards (activity is an ongoing task throughout the year)
2	Conformance with annual budget



Directorate	5. Works	number and	5.5 Urban Stormwater
Program Objective	To maintain a safe and effective stormwater dra	inage network	<u> </u>

#### **Operational detail**

No.	Actions and Tasks	Complete	Complete	Complete	Complete	Delivery Plan Strategic
		by 30/9	by 31/12	by 31/3	by 30/6	Outcome linkage
1	Undertake maintenance work in accordance with the level of service required	Report to	Report to	Report to	Report to	<b>6.5.2</b> – Undertake a
		performance	performance	performance	performance	stormwater inspection and
		target	Target	target	target	maintenance program
		Achieved	Achieved	Achieved		
2	Undertake capital works as per the specific projects listed in the 2015/2016	Report to	Report to	Report to	Report to	<b>6.5.3</b> – Deliver the stormwater
	Capital Works Program	program	program	program	program	upgrade and renewal program
		Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer	
1	\$127,900	MVC	Director Works, Work Supervisors	
2	Capital Works			
	\$115,000 – Stormwater main upgrades and new	MVC	Director Works, Work Supervisors	
	\$20,000 – Stormwater pit replacements	MVC	Director Works, Work Supervisors	

No.	Performance target
1	Achieve 95% conformance with Customer Service Request system (activity is an ongoing task throughout the year)
1	Conformance with annual budget
2	Conformance with project budget and works program



Directorate	5. Works	Program number and title	5.6 Plant
Program Objective	To provide suitable plant and equipment at a co	mpetitive hire	e rate to accommodate Councils activities

**Operational detail** 

No.	Actions and Tasks	Complete	Complete	Complete	Complete	Delivery Plan Strategic
		by 30/9	by 31/12	by 31/3	by 30/6	Outcome linkage
1	Manage plant to achieve operational objectives			Complete		<b>5.2.4</b> - Review and undertake
				review		plant replacement program
				Achieved		
2	Complete risk assessment of major plant	Report to	Report to			<b>5.4.5</b> - Develop and
		performance	performance			implement a Workplace Health
		target	target			and Safety Program
		Achieved	Achieved			
3	Undertake plant purchase/trade in accordance with 10 year Major Plant	Report to	Report to	Report to	Report to	<b>5.2.4</b> - Review and undertake
	Replacement Program and the projects listed in the 2015-16 Capital Works	program	program	program	program	plant replacement program
	Program	Achieved	Achieved	Achieved		

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$328,000	MVC	Director Works, Work Supervisors
2	N/A	MVC	Director Works, Work Health and Safety Officer
3	Capital Works		
	\$382,000 – Major plant (renewal and new)	MVC	Director Works
	\$20,000 – Minor plant (renewal and new)		Director Works

No.	Performance target
1	To be competitive with private hire rates (activity is an ongoing task throughout the year)
1	Major plant utilisation reviewed to inform 10 year Plant Replacement Program
2	All major plant items risk assessed and any identified actions completed (activity is an ongoing task throughout the year)
3	Conformance with project budget and works program



Directorate	5. Works	Program number and title	5.7 Works & Maintenance Program
Program Objective	To develop Works and Maintenance Program fo	r new financia	al year

#### **Operational detail**

No.	Actions and Tasks	Complete	Complete	Complete	Complete	Delivery Plan Strategic
		by 30/9	by 31/12	by 31/3	by 30/6	Outcome linkage
1	Develop Works and Maintenance Program by June for the following financial			Undertake	Develop	<b>6.1.3</b> – Operate a system for
	year			assessment	work	the planned maintenance of
					program	our infrastructure assets and
				Achieved		services

**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer	
1	N/A	MVC	Director of Works and Director of Infrastructure	
			Services	

No.	Performance target
1	Conform with projected Works Program and estimates (activity is an ongoing task throughout the year)



### **Economic Development & Sustainability**

Directorate	6. Economic Development &	Program	6.1 Natural Resource Management
	Sustainability	number and title	
Program Objective	Facilitate Natural Resource Management for Co	uncil and Com	nmunity

**Operational detail** 

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic Outcome
		30/9	31/12	31/3	30/6	linkage
1	Continue implementation of NRM strategies as per annual work plan	Achieve	Achieve	Achieve	Achieve	<b>1.3.3</b> - Deliver NRM program
		Performance	Performance	Performance	Performance	activities
		Target	Target	Target	Target	
		Achieved	Achieved	Achieved		
2	Implement the actions of the Community Energy Efficiency Program (CEEP)	Complete all	Complete			<b>1.4.3</b> – Deliver the
		Council	Project and			Commonwealth Energy
		installs	Final Report			Efficiency Program
		Achieved	Achieved			
3	Participate in the Tamar Estuary Esk Rivers Program (TEER)			Report on		<b>1.6.1</b> – Participate in the TEER
				TEER activities		program
				Achieved		

Resource requirements

No.	Budget allocation	Resources needed	Responsible Officer
1	\$5,000	MVC	NRM Officer
2	\$4,000	MVC	NRM Officer
4	\$11,000	MVC	General Manager



No.	Performance target	
1	Complete actions within timeframes and within budget	
3	Comply with CEEP Deed Agreement	
4	Attend annual meetings and support a regional approach to river catchment management	



Directorate	6. Economic Development &	Program number and	6.2 Economic Development		
	Sustainability	title			
Program Objective	To create an investment ready environment in the Meander Valley Local Government Area				

### **Operational detail**

No.	Actions and Tasks	Complete by	Complete by	Complete by	Complete by	Delivery Plan Strategic
		30/9	31/12	31/3	30/6	Outcome linkage
1	Promote investment in Meander Valley to support the growth of	Identify	Identify	Identify	Identify	<b>2.1.1</b> - Implement actions
	identified industry sectors	opportunities	opportunities	opportunities	opportunities	of the Meander Valley
		and report on	and report on	and report on	and report on	Economic Development
		progress	progress	progress	progress	Strategy
		Achieved	Achieved	Achieved		
2	Implement the actions contained in the Communication Action Plan	Review progress	Report on	Report on	Report on	<b>5.3.1</b> - Implement and
		and reset	progress via	progress via	progress via	review Council's
		priorities	the Briefing	the Briefing	the Briefing	Communication Strategy
			Report	Report	Report	
		In Progress	In Progress	Achieved		
3	Support activities of the Sustainable Environment Committee	Report on	Report on	Report on	Report on	<b>1.4.2</b> - Support the
		progress via	progress via	progress via	progress via	operation of Councils
		quarterly	quarterly	quarterly	quarterly	Sustainability Committee
		meeting minutes	meeting	meeting	meeting	and implement approved
			minutes	minutes	minutes	projects
		Achieved	Achieved	Achieved		
4	Support the progress of Hadspen rezoning		Report on	Report on	Report on	<b>1.2.1</b> - Prepare Outline
			progress	progress	progress	Development Plans for
						Meander Valley
			Achieved	Achieved		townships
	a. Prioritise key actions of the Hadspen Growth Area Master Plan with	Identify priority	Update	Update	Update	<b>1.2.1</b> - Prepare Outline
	emphasis on DSG State Road ownership, Tas Water Infrastructure	actions	Council on	Council on	Council on	Development Plans for
	capacities, Tas Networks Infrastructure planning		progress	progress	progress	Meander Valley
		In Progress	In Progress	Achieved		townships
	b. Commence discussions and negotiations with landowners on a part			Commence	Report on	<b>1.2.1</b> - Prepare Outline
	5 agreement			discussions	progress	Development Plans for



				Achieved	1(0)	Meander Valley townships
5	Monitor the progress of the Economic Renewal Action Group (ERAG)	Provide minutes	Provide	Provide	Provide	<b>2.1.3</b> – Monitor the
		to Council	minutes to	minutes to	minutes to	Economic Renewal Action
			Council	Council	Council	Group program
		Achieved	Achieved	Achieved		implementation
6	Develop Council's Asian Engagement Strategy		Complete	Present Strategy		<b>2.1.1</b> - Implement actions
			Project Scope	to Council		of the Meander Valley
				Achieved		Economic Development
			Achieved			Strategy
7	Project Sponsor the Thoroughbred Breeding Strategic Plan Project in	Appoint	Monitor	Strategic Plan		<b>2.1.1</b> - Implement actions
	partnership with TasBreeders	consultant	project	completed and		of the Meander Valley
			progress	Govt grant		Economic Development
				acquitted		Strategy
		Achieved	In Progress	In Progress		
8	Operate the Great Western Tiers Visitor Centre efficiently and effectively	Report on	Report on	Report on	Report on	<b>2.4.2</b> – Manage the
		visitation	visitation	visitation	visitation	operations of the Great
		statistics and	statistics and	statistics and	statistics and	Western Tiers Visitor
		sales revenue	sales revenue	sales revenue	sales revenue	Centre
		Achieved	Achieved	Achieved		
9	Develop and install a public Wi-Fi infrastructure program for towns in	Commence the	Present	Identify the	Implement	<b>2.5.1</b> – Facilitate
	Meander Valley	development of	program to	technology and	program and	improved communication
		a public Wi-Fi	Council for	hardware for	monitor	infrastructure throughout
		infrastructure	approval	implementation	progress	Meander Valley
		program				
		In Progress	In Progress	In Progress		
10	Investigate and develop a program for the installation of security	Commence	Continue to	Present	For Council	<b>4.1.1</b> – Assist in the
	cameras in townships in Meander Valley	development of	develop	program to	funding	promotion of community
		the business	business case	Council for	approval	safety and health issues
		case for the		approval		across the local
		program				government area.
		In Progress	In Progress	Deferred		



**Resource requirements** 

No.	Budget allocation	Resources needed	Responsible Officer
1	\$46,000	MVC	Director Economic Development and Sustainability
2	\$18,000	MVC	Communication Officer
3	\$10,800	MVC	Project Officer
4	Budget allocated in Development Services Budget	MVC	Director Economic Development and Sustainability/ Project Officer/Director Development Services
5	\$5,000	MVC	Director Economic Development and Sustainability
6	\$18,000	MVC	Director Economic Development and Sustainability
7	\$26,000	MVC/DSG/TasBreeders	Director Economic Development and Sustainability
8	\$326,200	MVC	Director Economic Development and Sustainability/Manager Great Western Tiers Visitor Centre
9	\$45,000	MVC/ERAG	Director Economic Development & Sustainability
10	N/A	MVC	Director Economic Development & Sustainability

ACU	on performance targets
No.	Performance target
1	Report on new development opportunities where commercial in confidence arrangements allow
2	Implement priority actions as agreed by Council's Management Team
3	Report on the progress of priority actions as set by the Sustainable Environment Committee
4	Meet project timeframes as agreed by the specific Project Teams
5	Advise Council of ERAG activity progress
6	Table Strategy
7	Meet requirements of State Government Deed Agreement
8	Track expenditure and income against budget
9	Approval of program by Council
10	Approval of program by Council

# GOV 5 COUNCIL AUDIT PANEL INDEPENDENT MEMBER APPOINTMENT

#### 1) Introduction

The purpose of this report is for Council to appoint an Independent Audit Panel Member to fill the current vacancy on the Meander Valley Council Audit Panel.

### 2) Background

Council's Audit Panel Charter requires Council to have an audit panel of at least three members. Two vacancies were created in late 2015 with the separate resignations of Cr McKenzie and Cr Richardson from the panel. Cr Connor has filled one of the vacancies, however, no other eligible Councillor nominated for the second position prompting Council to advertise for an independent member.

On the 24 March 2016, Steven Hernyk, Chairman of Council's Audit Panel, and Mayor Craig Perkins interviewed applicants for an independent audit panel member to fill the current vacancy. Four applications where received for the vacant position and two interviews conducted; Chris Lyall from Hadspen, Manager (Product Integrity), Department of Primary Industries, Parks, Water and Environment and Malcolm McDonald, Principal of Malcolm MacDonald & Associates, Launceston.

#### 3) Strategic/Annual Plan Conformance

Furthers the objectives of Future Direction (5) - Innovative leadership and community governance, within Council's Community Strategic Plan 2014 – 2024

2015-16 Annual Plan program number 1.2; Risk Management - Action No 5 Co-ordinate functions of the Audit Panel

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Sections 85, 85A and 85B of the Local Government Act 1993 and the Local Government (Audit Panels) Order 2014.

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

Not Applicable

#### 8) Community Consultation

Not Applicable

#### 9) Financial Impact

The appointment of an Independent Member to the Council Audit Panel will cost approximately three thousand dollars per annum.

#### 10) Alternative Options

Council could appoint another Councillor Member to its Audit Panel.

#### 11) Officers Comments

Council's Audit Panel Chairman, Steven Hernyk has forwarded the following recommendation with supporting reasons:

Following the interviews, the panel recommends the appointment of Chris Lyall.

The basis for this recommendation is –

- He will provide a skills balance to the Audit Panel with the direct experience on the two Board roles he has had and his regulatory background in general that would contribute to a lot of the compliance matters Council is exposed to.
- He was able to articulate more succinctly on the role of the Audit Panel, what he would bring to it and the understanding of good Governance in Council.
- He was able to identify the core issues of, and risks facing, the Council and Local Government in general.

Both candidates are capable and the panel believes both would make good members, but the reasoning above and primarily for diversity of skills, Chris is the panel's recommendation.

**AUTHOR:** Malcolm Salter

**ACTING GENERAL MANAGER** 

#### 12) Recommendation

It is recommended that Council appoint Mr Chris Lyall of Hadspen, as an Independent Audit Panel Member to fill the current vacancy on the Meander Valley Council Audit Panel.

### **DECISION:**

### **ED & S 1 FORMER MEANDER SCHOOL DECISION PROCESS**

#### 1) Introduction

The purpose of this report is for Council to determine the next steps in the process to decide on the future use for the former Meander School site.

#### 2) Background

A public meeting was held at Meander on Monday 21 March to allow for discussion to occur on the future use of the former Meander School site. Whilst 189 people registered their attendance, it is acknowledged that the more realistic number of attendees was in the order of around 220.

Those in attendance heard from proponents speaking about the specifics of their projects which included:

- Economic Renewal Action Group Centre for Digital Entertainment, Media Training and Production
- Butterfly House Rehabilitation and Recovery Centre
- Teen Challenge Rehabilitation Centre for Women and Children

Each proponent presented for 15 minutes and approximately 20 minutes was allocated for questions to be asked. Mayor Perkins facilitated the meeting during which 30 questions were asked and answers to these were given.

At the conclusion of the meeting Mayor Perkins invited those in the audience to provide feedback with respect to the presentations given and that this should be by letter or email.

Since the meeting and up until the time of writing this report, three phone calls, three letters and seventeen emails representing multiple people have been received from the pubic that have raised a number of issues. Three prominent issues that have emerged from the feedback which are:

- Support for the Teen Challenge proposal
- Support for the ERAG proposal and generally against any type of rehabilitation facility at Meander
- Concerns that many of those present were not from Meander and that the perceived support from the audience for certain proposals may have been skewed because of this.

A record of the questions and answers, attendance record and copies of correspondence sent since the meeting has been provided to Councillors to assist with their deliberations on the future use of the facility.

### 3) Strategic/Annual Plan Conformance

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

- Future Direction (2) A thriving local economy
- Future Direction (3) Vibrant and engaged communities

### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

Due to the divided Community views on what the former Meander School site could or should be used for, there is a risk that if Council does not undertake the necessary actions to gain a clear community position, there may be continued community division on this matter.

Council should take the appropriate and necessary time to fully consider all options available to it to achieve an outcome that will benefit the residents of Meander.

#### 7) Consultation with State Government and other Authorities

Council staff attended an informal pre-handover of information meeting with a representative of the Department of Education on 7 March 2016.

#### 8) Community Consultation

Consultation on this matter will be ongoing until a decision is made by Council.

#### 9) Financial Impact

There is no budget allocation for any aspect of this project however a project number within Economic Development and Sustainability Department has been established to document all costs.

## 10) Alternative Options

Council can elect to support, reject or modify the recommendations.

#### 11) Officers Comments

The public meeting provided an opportunity for interested members of the public and Councillors to hear first-hand from the proponents on the respective merits of their proposals.

Whilst 30 questions were asked and answered, there appears to be a difference of views about the most appropriate or beneficial use of the former school site. An issue raised by some is that residents on Meander should have a considerable say on how the site is to be used. This issue appears to be a significant and unresolved one.

Whilst the Crown Transfer Order dictates that any future use must be for 'community purpose' there is a view by some that the focus for the best, long term use of the site, should be on the community benefit. This could be a social, economic and environmental benefit or a combination of some or all.

The site has now been vacant for fifteen months and Council does not legally have ownership of the site. There has been encouragement from some to make a decision on its future use in an expedient manner however the uncertainties and concerns raised by the public to this point indicate that there is not a clear view on what would be the best possible use for this large asset.

With this in mind, it would be prudent for Council to proceed with this process in a manner that will explore all opportunities for the site and where possible gain broad community support for a use that will provide a long term community benefit.

**AUTHOR:** Rick Dunn

DIRECTOR ECONOMIC DEVELOPMENT & SUSTAINABILITY

#### 12) Recommendation

It is recommended that Council:

- 1. Make the record of questions and answers of the public meeting held on 21 March 2016 available to the public
- 2. Make the summary of the record of meeting attendance available to the public indicating the township or city of origin of attendees
- 3. Nominate three Councillors to work with Council Officers and an independent research specialist to develop and commission a verifiable survey of Meander residents to provide additional information to assist Council to determine a decision on a future use of the former school site
- 4. Offer the three project proponents the opportunity to submit a detailed business plan for their specific proposals, before close of business on 20 April 2016.

## **DECISION:**

## **CORP 1 FINANCIAL REPORTS TO 31 MARCH 2016**

#### 1) Introduction

The purpose of this report is to present Council's financial reports for the period ending 31 March 2016.

## 2) Background

The financial reports to 31 March 2016 are presented for Council's attention and include:

- Consolidated operating statement, with accompanying operating statements for the key operational areas of Council. These compare actual results with budget.
- ii. Exceptions and trends report.
- iii. A detailed list of capital works project expenditure to date.
- iv. A detailed list of capital resealing project expenditure to date.
- v. A detailed list of capital gravelling project expenditure to date.
- vi. A summary of rates outstanding, including a comparison with the level of outstanding rates for the same period last year.
- vii. Cash reconciliation & investments summary.

## 3) Strategic/Annual Plan Conformance

The Annual Plan requires the financial reports to March 2016 be presented at the April 2016 Council meeting.

## 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Not Applicable

#### 6) Risk Management

Not Applicable

## 7) Consultation with State Government and other Authorities

Not Applicable

## 8) Community Consultation

Not Applicable

## 9) Financial Impact

Not Applicable

### 10) Alternative Options

Not Applicable

## 11) Officers Comments

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

**AUTHOR:** Jonathan Harmey

**SENIOR ACCOUNTANT** 

#### 12) Recommendation

It is recommended that Council receive the following financial reports for the period ended 31 March 2016:

- i. Consolidated operating statement with accompanying operating statements for the key operational areas of Council.
- ii. Exception and trends report.
- iii. A detailed list of capital works project expenditure to date.
- iv. A detailed list of capital resealing project expenditure to date.
- v. A detailed list of capital gravelling project expenditure to date.
- vi. A summary of rates outstanding.
- vii. Cash reconciliation & investments summary.

## **DECISION:**



	Actual 2016	Budget 2016	% of Budget
<b>Total Council Operations</b>			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations	10,916,412 950,271 60,947	10,832,600 1,119,300 350,600	100.77% 84.90% 17.38%
Interest Grants & Subsidies Other Revenue Total Operating Revenue	613,145 3,576,593 533,614 \$ 16,650,982	961,300 6,093,200 995,900 \$ 20,352,900	63.78% 58.70% 53.58% 81.81%
Operating Expenditure Departments Governance & Community Services Corporate Services Infrastructure Services Works Development Services Economic Development & Sustainability Maintenance & Working Expenses Interest Depreciation Payments to Government Authorities Administration Allocated Other Payments Total Operating Expenditure	1,175,200 1,120,835 1,495,702 2,266,634 1,104,431 833,410 \$7,996,211 158,490 3,723,000 771,471 - 89,260 \$12,738,432	1,632,400 1,612,500 2,453,300 3,530,800 1,757,700 1,095,700 \$ 12,082,400 311,300 4,964,000 1,028,600 - 236,300 \$ 18,622,600	71.99% 69.51% 60.97% 64.20% 62.83% 76.06% 66.18% 50.91% 75.00% 75.00% 37.77% 68.40%
Operating Surplus/(Deficit)	\$ 3,912,550	\$ 1,730,300	



	Actual 2016	Budget 2016	% of Budget
<b>General Administration</b>			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations Interest Grants & Subsidies Other Revenue Total Operating Revenue	- 136,928 2,055 - - 2,926 \$141,908	- 136,000 3,100 - - 16,300 \$ 155,400	100.68% 66.28% <u>17.95%</u> 91.32%
Operating Expenditure Departments Governance & Community Services Corporate Services Infrastructure Services Works	763,537 1,092,709 112,547 504	1,066,300 1,572,800 202,300 3,200	71.61% 69.48% 55.63% 15.76%
Development Services Economic Development & Sustainability Maintenance & Working Expenses Interest	68,118 - \$ 2,037,416	76,500 - \$ 2,921,100	89.04% 69.75%
Depreciation Payments to Government Authorities Administration Allocated Other Payments Total Operating Expenditure	168,375 - (56,860) 23,051 \$ 2,171,982	224,500 - (76,000) 28,500 \$ 3,098,100	75.00% 74.82% 80.88% 70.11%
Operating Surplus/(Deficit)	(\$ 2,030,074)	(\$ 2,942,700)	68.99%



	Actual 2016	Budget 2016	% of Budget
Roads Streets and Bridges			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations Interest Grants & Subsidies Other Revenue	- 60,979 - - 2,266,785 -	- 62,000 200,000 - 3,751,200 -	98.35% 0.00% 60.43%
Total Operating Revenue	\$ 2,327,764	\$ 4,013,200	58.00%
Operating Expenditure Departments Governance & Community Services Corporate Services Infrastructure Services Works Development Services Economic Development & Sustainability Maintenance & Working Expenses	50,203 1,378,138 - - \$ 1,428,341	- 135,300 2,086,600 - - - \$ 2,221,900	37.11% 66.05% 64.28%
Interest Depreciation Payments to Government Authorities Administration Allocated Other Payments Total Operating Expenditure	2,327,100 - - - - \$ 3,755,441	3,102,800 - - 100,000 \$ 5,424,700	75.00% 0.00% 69.23%
Operating Surplus/(Deficit)	(\$ 1,427,677)	(\$ 1,411,500)	101.15%

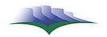


	Actual 2016	Budget 2016	% of Budget
Health and Community and Welfare			
Operating Revenue		0.040.000	404.0004
Rate Revenue	2,246,649	2,218,600	101.26%
Fees & User Charges	309,957	430,800	71.95%
Contributions & Donations	36,782	135,000	27.25% 75.01%
Interest Grants & Subsidies	158,490 60,361	211,300 55,000	75.01% 109.75%
Other Revenue	35,091	84,900	41.33%
Total Operating Revenue	\$ 2,847,330	\$ 3,135,600	90.81%
Total Operating November	Ψ 2,0 17,000	ψ 0,100,000	00.0170
Operating Expenditure			
<u>Departments</u>			
Governance & Community Services	197,670	280,100	70.57%
Corporate Services	-	700	0.00%
Infrastructure Services	1,101,834	1,774,100	62.11%
Works	639,674	966,600	66.18%
Development Services	284,654	406,600	70.01%
Economic Development & Sustainability	833,410	1,095,700	76.06%
Maintenance & Working Expenses	\$ 3,057,242	\$ 4,523,800	67.58%
Interest	158,490	311,300	50.91%
Depreciation	382,950	510,600	75.00%
Payments to Government Authorities	771,471	1,028,600	75.00%
Administration Allocated	56,584	75,400	75.04%
Other Payments	38,951	69,000	56.45%
Total Operating Expenditure	\$ 4,465,689	\$ 6,518,700	68.51%
Operating Surplus/(Deficit)	(\$ 1,618,359)	(\$ 3,383,100)	47.84%



	Actual 2016	Budget 2016	% of Budget
Land Use Planning and Building			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations Interest	- 271,183 - -	- 321,000 - -	84.48%
Grants & Subsidies Other Revenue	- 20 176	- 36,000	01 040/
Total Operating Revenue	29,176 \$ 300,358	\$ 357,000	81.04% 84.13%
Operating Expenditure Departments Governance & Community Services Corporate Services Infrastructure Services Works Development Services Economic Development & Sustainability	- 36,807 - 751,659	- - 42,300 - 1,280,600 -	87.01% 58.70%
Maintenance & Working Expenses	\$ 788,466	\$ 1,322,900	59.60%
Interest Depreciation Payments to Government Authorities Administration Allocated Other Payments Total Operating Expenditure	15,375 - - - - \$ 803,841	20,500 - - - - \$ 1,343,400	75.00% 59.84%
Operating Surplus/(Deficit)	(\$ 503,482)	(\$ 986,400)	51.04%

	Actual 2016	Budget 2016	% of Budget
Recreation and Culture			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations Interest Grants & Subsidies Other Revenue	- 171,225 21,111 - 174,545 15,986	- 169,500 12,500 - 150,000 18,500	101.02% 168.89% 116.36% 86.41%
Total Operating Revenue	\$ 382,867	\$ 350,500	109.23%
Operating Expenditure Departments Governance & Community Services Corporate Services Infrastructure Services Works Development Services Economic Development & Sustainability Maintenance & Working Expenses Interest Depreciation Payments to Government Authorities Administration Allocated Other Payments Total Operating Expenditure	213,993 22,277 188,176 576,542 - - \$ 1,000,988 - 575,475 - - 26,604 \$ 1,603,067	286,000 33,000 314,300 854,100 - - \$1,487,400 - 767,300 - - 38,000 \$2,292,700	74.82% 67.51% 59.87% 67.50% 67.30% 75.00% 70.01% 69.92%
Operating Surplus/(Deficit)	(\$ 1,220,200)	(\$ 1,942,200)	62.83%



	Actual 2016	Budget 2016	% of Budget
<b>Unallocated and Unclassified</b>			
Operating Revenue Rate Revenue Fees & User Charges Contributions & Donations Interest Grants & Subsidies Other Revenue Total Operating Revenue	8,669,762 - 1,000 454,655 1,074,902 450,436 \$ 10,650,755	8,614,000 - - 750,000 2,137,000 840,200 \$ 12,341,200	100.65% 60.62% 50.30% 53.61% 86.30%
Operating Expenditure Departments Governance & Community Services Corporate Services	5,849	6,000	97.48%
Infrastructure Services Works Development Services Economic Development & Sustainability	6,134 (328,224) -	(15,000) (379,700) (6,000)	-40.90% 86.44% 0.00%
Maintenance & Working Expenses Interest	(\$ 316,241)	(\$ 394,700)	80.12%
Depreciation Payments to Government Authorities Administration Allocated Other Payments	253,725 - 276 653	338,300 - 600 800	75.00% 45.95% 81.65%
Total Operating Expenditure  Operating Surplus/(Deficit)	(\$ 61,587) \$ 10,712,343	(\$ 55,000) \$ 12,396,200	111.98% 86.42%

## **OPERATING STATEMENT - EXCEPTION & TRENDS REPORT**

#### **Consolidated Operating Statement**

The Operating Statement to March 2016 is within management's forecasts. There are some exceptions from Councils budget and developing trends which are discussed further in the Analysis by Function sections.

#### **REVENUE**

**Rate Revenue** – All Rates Revenue is recognised for the year, with only additional rates received on supplementary valuations between now and the financial year end to be included. The rates debtor balances outstanding at 31<sup>st</sup> March 2016 appears in Report vi.

Fees and Charges – Are above budget and are expected to continue to be at year end.

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

**Interest** – Is currently below budget and expected to slightly exceed budget at year end.

**Grants & Subsidies** – Is below budget and will continue to be due to the Commonwealth Government's decision to prepay 50% of the 2016 Financial Assistance Grants in 2015.

**Other Revenue** – Is below budget to the end of March with the remaining 40% annual Tas Water distributions to be received prior to the end of the financial year.

#### **EXPENSES**

#### **Departments**

Governance & Community Services – within budget expectations
Corporate Services – within budget expectations
Infrastructure Services – below budget expectations
Works – below budget expectations
Development Services – below budget expectations
Economic Development & Sustainability – within budget expectations

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

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

**Payments to Government Authorities** – Three of the four instalments for the Fire Levy have been incurred to March.

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

## **Analysis by Function**

#### **Administration**

Revenue	\$ 141,908	91.32 %
Expenses	\$ 2,171,982	70.11 %

Revenue is above budget to March. Property sales related activity including the 337 property certificate fees income in Fees and User Charges have exceeded expectations, included in this item is commercial rent which is above budget.

Expenses for *Infrastructure* are below budget in the Geographic Information System area. Other Payments includes the Tasmanian Audit Office fees which will be fully expensed at year end.

## Roads, Street and Bridges

Revenue	\$ 2,327,764	58.00 %
Expenses	\$ 3,755,441	69.23 %

Fees and Charges income is the annual heavy vehicle licence fees distribution from the State Government which has been received in full. Government Grants reflect the receipt of 75% of the reduced annual Grants Commission allocation (see note in unallocated function), a component of the annual Commonwealth Roads to Recovery funding with the remainder due prior to the end of the financial year, \$300,000 towards the Blackstone Heights footpath projects and \$50,000 towards a study to be completed focussing on a potential new roundabout on Westbury Road, Prospect Vale. Contributions & Donations includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end.

While bridge maintenance expenditure in *Infrastructure* is below budget, expenditure overall is expected to meet budget when further road maintenance works are completed in the next three months by the *Works* department. Other Payments are budgeted amounts for road and bridge infrastructure that is written off upon reconstruction or disposal, this will be accounted for at financial year end.

## **Health, Community and Welfare**

Revenue	\$ 2,847,330	90.81 %
Expenses	\$ 4,465,689	68.51 %

Revenue is above budget to date, this is due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. The Contributions & Donations income will increase to be within budget once stormwater infrastructure assets in new subdivisions are recognised and contributions from community cars are accounted for at year end. Interest income is three interest payments received from Aged Care Deloraine. A corresponding expense is shown in Interest expenses for Council's funds on paid to Tascorp. Grant revenue is \$50,000 received from the State Government for the Meander Valley Enterprise Centre's (MVEC) work with the Economic Renewal Action Group, this has been forwarded to MVEC.

Expenditure is slightly below budget at this point. *Infrastructure* is slightly below budget which includes a new agreement for the supply of street lighting services; we are now billed monthly with the March invoice not yet received. Household Waste and recycling collection invoices for March not yet been received from supplier Tox Free Australia.

## **Analysis by Function**

Economic Development & Sustainability is slightly over budget in the Economic Services area which includes an unbudgeted amount of \$10,000 for NBN fibre design works in Hadspen and Westbury. The Environmental Protection function includes \$25,000 which was incurred for HGL Project work, this was funded in the 2015 financial year.

Payments to Government Authorities is the State Fire Levy. Three of the four instalments have been incurred to March. Interest Expense is payments to Tascorp as described above however also includes a budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine which will be recognised at year end.

#### **Land Use Planning & Building**

Revenue	\$ 300,358	84.13 %
Expenses	\$ 803,841	59.84 %

Fees and User Charges are development approval and building approval fees. Revenue in the building function is trending above budget with the quantity of compliance work above expectations to March. *Development Services* expenditure is below budget to date with further work to be completed on the Hadspen and Deloraine Outline Development Plans and streetscape planning project for Westbury Rd, Prospect Vale.

#### **Recreation and Culture**

Revenue	\$ 382,867	109.23 %
Expenses	\$ 1,603,067	69.92 %

Fees and User Charges from recreation facilities is above budget, as too is Contributions which are payments received from property developers in lieu of public open space due to subdivision activity being above expectations. Grants income includes \$150,000 from the State Government for building works at the Westbury Recreation ground.

Overall expenditure is slightly below budget. *Corporate Services* expenditure includes all property insurance premiums and land tax paid in the first half of the year. *Infrastructure* is below budget at this point in time with further building maintenance to be completed prior to year end. Other Payments include Community Grants allocated to the recreation area.

#### **Unallocated & Unclassified**

Revenue	\$ 10,650,755	86.30 %
Expenses	\$ -61,587	111.98 %

Rate Revenue is the general rates component of the rates raised for the year. Interest income is within budget expectations. The first three instalments of Financial Assistance Grants from the State Grants Commission have been received however this is currently under budget and will continue to be at year end. This is due to the Commonwealth Government's decision to prepay \$2,110,793 (50%) of the 2016 Financial Assistance Grant as income in the 2015 financial year. Other Revenue is Council's ownership distributions from Tas Water and is currently below budget however is expected to be received in full at year end. Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.

## 2016 Financial Year



Br	ought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
Administration						J
100 - Administration						
5039 Deloraine Office/Serv Tas Building - Costs of Sale 10/11	\$9,950.01	\$0.00	\$9,950.01	\$0.00	-\$9,950.01	0.00%
5101 Workstations and Peripherals	\$0.00	\$20,114.55	\$20,114.55	\$29,000.00	\$8,885.45	69.36%
5102 Network Infrastructure	\$0.00	\$7,496.39	\$7,496.39	\$26,200.00	\$18,703.61	28.61%
5111 Software and Upgrades	\$0.00	\$14,752.72	\$14,752.72	\$74,500.00	\$59,747.28	19.80%
5115 Conquest Software Updrade	\$0.00	\$59.71	\$59.71	\$45,000.00	\$44,940.29	0.13%
5117 VOIP Network Installation 13/14	\$59,406.11	\$12,088.41	\$71,494.52	\$70,000.00	-\$1,494.52	102.14%
5124 PV Marketplace Digital Display	\$1,031.39	\$3,972.79	\$5,004.18	\$4,959.00	-\$45.18	100.91%
5125 Plotter/Scanner Printer Replacement	\$0.00	\$12,630.13	\$12,630.13	\$15,000.00	\$2,369.87	84.20%
100 - Administration Sub Total	\$70,387.51	\$71,114.70	\$141,502.21	\$264,659.00	\$123,156.79	53.47%
100 - Administration Sub Total	\$70,387.51	\$71,114.70	\$141,502.21	\$264,659.00	\$123,156.79	53.47%
Roads Streets and Bridges						
201 - Roads and Streets						
5715 Dexter St - Westbury	\$0.00	\$2,140.12	\$2,140.12	\$15,000.00	\$12,859.88	14.27%
5727 Lyttleton St - Westbury	\$0.00	\$0.00	\$0.00	\$120,000.00	\$120,000.00	0.00%
5779 Monds Lne - Carrick	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
5808 Harriet St - Bracknell	\$0.00	\$14,748.47	\$14,748.47	\$20,000.00	\$5,251.53	73.74%
5813 Jane St - Bracknell	\$0.00	\$13,679.48	\$13,679.48	\$20,000.00	\$6,320.52	68.40%
5826 Church St West - Deloraine	\$0.00	\$18,439.13	\$18,439.13	\$15,000.00	-\$3,439.13	122.93%
5829 Morrison St - Deloraine 10/11	\$3,174.79	\$0.00	\$3,174.79	\$9,750.00	\$6,575.21	32.56%
5837 Dry St - Deloraine	\$0.00	\$32,373.01	\$32,373.01	\$35,250.00	\$2,876.99	91.84%
5852 Goderick East - Deloraine 12/13	\$0.00	\$0.00	\$0.00	\$54,000.00	\$54,000.00	0.00%
5865 Bartley St Bass Hwy To Main St- Hadspen	\$0.00	\$1,173.38	\$1,173.38	\$15,000.00	\$13,826.62	7.82%
5896 Westbury Rd - Prospect Vale	\$0.00	\$9,649.50	\$9,649.50	\$70,000.00	\$60,350.50	13.79%
5924 Vale St - Prospect Vale 13/14	\$680,204.78	\$23,784.46	\$703,989.24	\$700,000.00	-\$3,989.24	100.57%
5962 William St, Westbury	\$0.00	\$31,544.55	\$31,544.55	\$37,000.00	\$5,455.45	85.26%
5978 Franklin St - Westbury	\$0.00	\$3,078.08	\$3,078.08	\$15,000.00	\$11,921.92	20.52%

## 2016 Financial Year



		Brought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
5983	Old Bass Highway, Westbury	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
5984	Old Bass Highway - Carrick	\$0.00	\$24,237.04	\$24,237.04	\$145,000.00	\$120,762.96	16.72%
5990	Meander Valley Road - Deloraine	\$237,401.43	\$153,106.62	\$390,508.05	\$367,000.00	-\$23,508.05	106.41%
6000	Old Bass Highway - Hadspen	\$0.00	\$5,985.00	\$5,985.00	\$100,000.00	\$94,015.00	5.99%
6101	Black Hills Rd - Black Hills	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00%
6105	Panorama Rd - Blackstone Heights 13/14	\$0.00	\$154.56	\$154.56	\$41,600.00	\$41,445.44	0.37%
6123	Mersey Hill Rd - Chudleigh	\$0.00	\$20,032.49	\$20,032.49	\$20,000.00	-\$32.49	100.16%
6128	R2R 2016 Dairy Plains Rd Cheshunt To End - Dairy	\$0.00	\$185,679.09	\$185,679.09	\$215,000.00	\$29,320.91	86.36%
6138	Lansdowne PI - Deloraine	\$0.00	\$42,230.40	\$42,230.40	\$155,000.00	\$112,769.60	27.25%
6139	R2R 2016 Dunorlan Rd Bengeo To Weegena - Dunorlan	\$0.00	\$139,628.48	\$139,628.48	\$180,000.00	\$40,371.52	77.57%
6170	R2R 2016 Bengeo Rd Dunorlan To Mole Ck Rd- Red Hills	\$0.00	\$140,917.52	\$140,917.52	\$140,000.00	-\$917.52	100.66%
6172	Gulf Rd - Liffey	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
6176	Meander Main Rd - Meander	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
6208	Bogan Rd - Quamby Brook 13/14	\$1,132.03	\$20,159.13	\$21,291.16	\$25,000.00	\$3,708.84	85.16%
6229	Marriott St Moore To Lyttleton St	\$0.00	\$161,719.98	\$161,719.98	\$200,000.00	\$38,280.02	80.86%
6230	Taylor St North Of Dexter - Westbury	\$0.00	\$50,444.47	\$50,444.47	\$40,000.00	-\$10,444.47	126.11%
6234	King St Mary To Marriott St - Westbury	\$0.00	\$86,857.16	\$86,857.16	\$95,000.00	\$8,142.84	91.43%
6245	R2R 2016 Westwood Rd - Westwood	\$0.00	\$403,317.23	\$403,317.23	\$325,000.00	-\$78,317.23	124.10%
6256	East Parade - Deloraine	\$0.00	\$28,449.37	\$28,449.37	\$30,000.00	\$1,550.63	94.83%
6276	Westbury Rd - Prospect: Transport Study Projects	\$0.00	\$4,115.99	\$4,115.99	\$637,500.00	\$633,384.01	0.65%
6282	Pedestrian Access Ramps - Footpaths	\$0.00	\$24,750.18	\$24,750.18	\$20,000.00	-\$4,750.18	123.75%
6283	Westbury Rd - Cycling Lanes 13/14	\$15,873.50	\$0.00	\$15,873.50	\$50,000.00	\$34,126.50	31.75%
6284	New Footpath Developments - Westbury	\$0.00	\$0.00	\$0.00	\$240,000.00	\$240,000.00	0.00%
6285	New Footpath Developments - Blackstone	\$609.28	\$45,922.72	\$46,532.00	\$537,000.00	\$490,468.00	8.67%
6287	Street Furniture - Renewals	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00%
6288	Westbury Rd - PVP Entrance Roundabout	\$0.00	\$8,522.55	\$8,522.55	\$50,000.00	\$41,477.45	17.05%
6289	Mt Leslie Rd - St Patricks Parking Improvements	\$0.00	\$7,985.25	\$7,985.25	\$15,000.00	\$7,014.75	53.24%
6290	Street Trees	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.00%
6294	Westbury Roads Connectivity Program	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	0.00%
	201 - Roads and Streets Sub Tota	\$938,395.81	\$1,704,825.41	\$2,643,221.22	\$5,559,100.00	\$2,915,878.78	47.55%

## 2016 Financial Year



•	Brought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
210 - Bridges						
5206 Quamby Brook Byes Road	\$3,165.00	\$0.00	\$3,165.00	\$65,000.00	\$61,835.00	4.87%
5207 R2R 2016 Damper Creek Montana Road	\$0.00	\$5,618.25	\$5,618.25	\$256,000.00	\$250,381.75	2.19%
5265 Rubicon River Elmers Road	\$0.00	\$0.00	\$0.00	\$36,500.00	\$36,500.00	0.00%
5267 Western Creek Montana Road	\$4,758.05	\$0.00	\$4,758.05	\$0.00	-\$4,758.05	0.00%
5290 Mersey River Union Bridge Road	\$6,738.55	\$13,771.97	\$20,510.52	\$1,124,800.00	\$1,104,289.48	1.82%
5293 R2R 2016 Western Creek Tribulet Cheshunt Road	\$4,758.05	\$43,562.44	\$48,320.49	\$199,000.00	\$150,679.51	24.28%
5299 Un-Named Creek Wadleys Road	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
5303 Mole Creek Shalstone Road	\$4,758.05	\$112,266.85	\$117,024.90	\$183,000.00	\$65,975.10	63.95%
5324 R2R 2016 Chittys Creek Reiffers Road	\$4,758.05	\$38,263.00	\$43,021.05	\$162,000.00	\$118,978.95	26.56%
5408 Coiler Creek Tribulet Mt.Pats Estate	\$0.00	\$1,297.91	\$1,297.91	\$182,000.00	\$180,702.09	0.71%
5450 Bridge Safety Barrier & Signage	\$0.00	\$58,693.95	\$58,693.95	\$80,000.00	\$21,306.05	73.37%
210 - Bridges Sub Total	\$28,935.75	\$273,474.37	\$302,410.12	\$2,328,300.00	\$2,025,889.88	12.99%
200 - Roads Streets and Bridges Sub Total	\$967,331.56	\$1,978,299.78	\$2,945,631.34	\$7,887,400.00	\$4,941,768.66	37.35%
Health and Community Welfare						
314 - Emergency Services						
6752 SES Vehicle Purchase	\$4,242.60	\$35,984.73	\$40,227.33	\$40,000.00	-\$227.33	100.57%
314 - Emergency Services Sub Total	\$4,242.60	\$35,984.73	\$40,227.33	\$40,000.00	-\$227.33	100.57%
315 - Cemeteries						
6302 Deloraine Lawn Cemetery Concrete Slabs	\$0.00	\$4.181.87	\$4.181.87	\$5.000.00	\$818.13	83.64%
6305 Deloraine Lawn Cemetery Irrigation System	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
315 - Cemeteries Sub Total	\$0.00	\$4,181.87	\$4,181.87	\$15,000.00	\$10,818.13	27.88%

## 2016 Financial Year



Bro	ought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
316 - Community Amenities						
6520 Public Wifi at Council Buildings Project	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	0.00%
6521 Westbury Rec Grd - Public Toilets	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
316 - Community Amenities Sub Total	\$0.00	\$0.00	\$0.00	\$145,000.00	\$145,000.00	0.00%
317 - Street Lighting						
6551 Northern Lights - LED Street Light Replacement	\$0.00	\$0.00	\$0.00	\$798,000.00	\$798,000.00	0.00%
317 - Street Lighting Sub Total	\$0.00	\$0.00	\$0.00	\$798,000.00	\$798,000.00	0.00%
321 - Tourism & Area Promotion						
7824 GWTVIC - Energy Efficiency (CEEP Funding) 13/14	\$52,668.49	\$2,143.18	\$54,811.67	\$61,470.46	\$6,658.79	89.17%
7827 Deloraine Community WiFi 13/14	\$3,502.14	\$0.00	\$3,502.14	\$20,000.00	\$16,497.86	17.51%
7829 GWTVIC External Cladding	\$0.00	\$5,151.72	\$5,151.72	\$35,000.00	\$29,848.28	14.72%
321 - Tourism & Area Promotion Sub Total	\$56,170.63	\$7,294.90	\$63,465.53	\$116,470.46	\$53,004.93	54.49%
322 - Economic Services						
7830 Subdivision Development - East Goderich St, Deloraine	\$4,398.75	\$106,342.76	\$110,741.51	\$0.00	-\$110,741.51	0.00%
322 - Economic Services Sub Total	\$4,398.75	\$106,342.76	\$110,741.51	\$0.00	-\$110,741.51	0.00%
335 - Household Waste						
6605 Mobile Garbage Bins	\$0.00	\$19,573.05	\$19,573.05	\$20,000.00	\$426.95	97.87%
6609 Deloraine Tip - Bailer & Enclosure (NTWM Grant) 13/14	\$46,827.61	\$0.00	\$46,827.61	\$80,000.00	\$33,172.39	58.53%
335 - Household Waste Sub Total	\$46,827.61	\$19,573.05	\$66,400.66	\$100,000.00	\$33,599.34	66.40%

## 2016 Financial Year



	Brought Forward	Current	Total	Budget	Variance	Percentage of
	Amount	Amount	Amount	Amount	Amount	Budget
351 - Storm Water Drainage						
6414 Winifred-Jane Cres, Hadspen - Stormwater	\$3,766.35	\$0.00	\$3,766.35	\$40,000.00	\$36,233.65	9.42%
6417 Tyler House, Prospect - Stormwater	\$4,447.88	\$0.00	\$4,447.88	\$40,000.00	\$35,552.12	11.12%
6433 Jane St, Bracknell Stormwater	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
6442 Westbury Road Prospect Stormwater	\$0.00	\$6,422.53	\$6,422.53	\$0.00	-\$6,422.53	0.00%
6445 Beefeater St Deloraine Stormwater	\$151.03	\$2,208.58	\$2,359.61	\$75,000.00	\$72,640.39	3.15%
6446 Blackstone Rd Blackstone Stormwater	\$0.00	\$15,346.74	\$15,346.74	\$18,000.00	\$2,653.26	85.26%
6450 West Parade Deloraine Stormwater	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
6458 Browne St, Hadspen - Stormwater	\$2,152.20	\$3,955.90	\$6,108.10	\$40,000.00	\$33,891.90	15.27%
6479 Kipling Cr - Hadspen Stormwater	\$0.00	\$5,653.99	\$5,653.99	\$230,000.00	\$224,346.01	2.46%
6483 Taylor St, Westbury Stormwater	\$0.00	\$21,461.72	\$21,461.72	\$40,000.00	\$18,538.28	53.65%
6484 Meander Valley Rd, Deloraine Stormwater	\$13,048.34	\$87,297.95	\$100,346.29	\$75,000.00	-\$25,346.29	133.80%
6485 Montpellier Dr, Prospect Vale - Stormwater	\$2,152.20	\$5,581.80	\$7,734.00	\$125,000.00	\$117,266.00	6.19%
6486 Harley Prde, Prospect Vale Stormwater	\$0.00	\$17,689.33	\$17,689.33	\$16,600.00	-\$1,089.33	106.56%
6494 Side Entry Pit Replacements	\$0.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.00%
6495 Urban Stormwater Drainage – Program Budget	\$0.00	\$0.00	\$0.00	\$194,400.00	\$194,400.00	0.00%
6496 Open Drain Program, Blackstone Heights	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
6497 Open Drain Program, Carrick	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
6498 Open Drain Program, Westbury	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
351 - Storm Water Drainage Sub Total	\$25,718.00	\$165,618.54	\$191,336.54	\$1,280,000.00	\$1,088,663.46	14.95%
381 - Families Youth and Children						
6902 Community Development Outdoor Equipment Trailer	\$0.00	\$9,870.00	\$9,870.00	\$10,000.00	\$130.00	98.70%
381 - Families Youth and Children Sub Total	\$0.00	\$9,870.00	\$9,870.00	\$10,000.00	\$130.00	98.70%
300 - Health and Community Welfare Sub Total	\$137,357.59	\$348,865.85	\$486,223.44	\$2,504,470.46	\$2,018,247.02	19.41%

## 2016 Financial Year



Br	ought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
Recreation and Culture						
505 - Public Halls						
7403 Westbury Town Hall - Heating	\$0.00	\$13,629.29	\$13,629.29	\$50,000.00	\$36,370.71	27.26%
7423 Chudleigh Hall - Replace Flooring	\$0.00	\$37,218.97	\$37,218.97	\$47,000.00	\$9,781.03	79.19%
7424 Carrick Hall - Rewiring Electricity	\$0.00	\$9,397.52	\$9,397.52	\$10,000.00	\$602.48	93.98%
7425 Rosevale Hall - Rewiring Electricity	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
505 - Public Halls Sub Total	\$0.00	\$60,245.78	\$60,245.78	\$122,000.00	\$61,754.22	49.38%
525 - Recreation Grounds & Sports Facilities						
7606 Hadspen Rec Ground - Playground Repair (Insurance)	\$242.35	\$30,476.25	\$30,718.60	\$30,470.00	-\$248.60	100.82%
7608 Del Community Complex - Basketball Rings & Lighting	\$0.00	\$1,685.25	\$1,685.25	\$110,000.00	\$108,314.75	1.53%
7618 Westbury Sports Ctr Lighting Upgrade	\$0.00	\$9,248.13	\$9,248.13	\$12,586.00	\$3,337.87	73.48%
7619 Westbury Sports Centre - Access Door	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
7621 PVP Clubrooms - Kitchen/Medical Room Upgrades	\$90.54	\$17,978.34	\$18,068.88	\$110,000.00	\$91,931.12	16.43%
7633 Deloraine Community Complex - Refurbish Kiosk	\$0.00	\$480.04	\$480.04	\$20,000.00	\$19,519.96	2.40%
7638 Deloraine Community Complex - Security System Upgrade	\$0.00	\$4,347.99	\$4,347.99	\$15,000.00	\$10,652.01	28.99%
7642 Prospect Vale Park - Training Ground Lighting 10/11	\$7,961.85	\$4,028.05	\$11,989.90	\$5,800.00	-\$6,189.90	206.72%
7668 Westbury Rec Ground - Building Design & Upgrade	\$18,897.61	\$24,088.88	\$42,986.49	\$1,148,781.00	\$1,105,794.51	3.74%
7669 Westbury Rec Grd - Bus Shelter & BBQ	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
7671 PVP Development Plan - Sportsgrounds Upgrade	\$0.00	\$19,932.12	\$19,932.12	\$339,000.00	\$319,067.88	5.88%
7677 PVP Ground Upgrade Review	\$13,118.82	\$1,048.26	\$14,167.08	\$20,000.00	\$5,832.92	70.84%
7678 PVP Main Access & Parking	\$4,397.85	\$48,466.89	\$52,864.74	\$100,000.00	\$47,135.26	52.86%
7679 PVP Play Scape & Park Furniture	\$0.00	\$20,133.07	\$20,133.07	\$160,000.00	\$139,866.93	12.58%
525 - Recreation Grounds & Sports Facilities Sub Total	\$44,709.02	\$181,913.27	\$226,622.29	\$2,126,637.00	\$1,900,014.71	10.66%
545 - Sundry Cultural Activities						
7907 MV Perorming Arts Ctr - Refurbish Female Toilets	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
545 - Sundry Cultural Activities Sub Total	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%

## 2016 Financial Year



	Brought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
565 - Parks and Reserves						
8006 Park Furniture - Replacements	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
8023 Las Vegas Drive Reserve - Remove Playground	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
8054 Mace St Reserve - Disposal Costs	\$738.18	\$0.00	\$738.18	\$0.00	-\$738.18	0.00%
8090 West Prde Car Park - Access Path 13/14	\$41,211.49	\$1,272.65	\$42,484.14	\$60,000.00	\$17,515.86	70.81%
8093 East Westbury PI, Deloraine - Path & Bollards	\$11,131.61	\$14,613.76	\$25,745.37	\$25,000.00	-\$745.37	102.98%
565 - Parks and Reserves Sub Total	\$53,081.28	\$15,886.41	\$68,967.69	\$125,000.00	\$56,032.31	55.17%
500 - Recreation and Culture Sub Total	\$97,790.30	\$258,045.46	\$355,835.76	\$2,398,637.00	\$2,042,801.24	14.83%
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0.00	\$10,863.99	\$10,863.99	\$20,000.00	\$9,136.01	54.32%
625 - Management and Indirect O/Heads Sub Total	\$0.00	\$10,863.99	\$10,863.99	\$20,000.00	\$9,136.01	54.32%
655 - Plant Working						
8701 4.5 Tonne Truck (Plant 925)	\$0.00	\$75,478.00	\$75,478.00	\$82,900.00	\$7,422.00	91.05%
8708 13 Tonne Truck (Plant 941)	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	0.00%
8710 4.5 Tonne Truck (Plant 965)	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.00%
8712 Mower Replacement (Plant 620)	\$0.00	\$28,955.74	\$28,955.74	\$30,000.00	\$1,044.26	96.52%
8718 Truck Replacement (Plant 956)	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	0.00%
8748 Sale Proceeds Grader 2 (Plant 405)	\$0.00	\$0.00	\$0.00	\$17,900.00	\$17,900.00	0.00%
8749 Utility 2WD Westbury (New Plant)	\$0.00	\$25,016.18	\$25,016.18	\$25,000.00	-\$16.18	100.06%
8750 Tag Trailer (New Plant)	\$0.00	\$0.00	\$0.00	\$34,000.00	\$34,000.00	0.00%
8751 Tipper Truck & Trailer (New Plant)	\$0.00	\$73,206.00	\$73,206.00	\$70,000.00	-\$3,206.00	104.58%
8752 3PL Hydraulic Blade Deloraine (New Plant)	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
8753 3PL Hydraulic Blade Westbury (New Plant)	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
655 - Plant Working Sub Total	\$0.00	\$202,655.92	\$202,655.92	\$525,800.00	\$323,144.08	38.54%

## 2016 Financial Year



•	Brought Forward Amount	Current Amount	Total Amount	Budget Amount	Variance Amount	Percentage of Budget
675 - Other Unallocated Transactions						
8707 Fleet Vehicle Purchases	\$0.00	\$52,888.38	\$52,888.38	\$133,000.00	\$80,111.62	39.77%
8754 Residential Property 35 William St, Westbury	\$0.00	\$250,202.95	\$250,202.95	\$250,000.00	-\$202.95	100.08%
8755 Sale of Vacant Council Land	\$0.00	\$954.55	\$954.55	\$0.00	-\$954.55	0.00%
8756 Purchase of TIDB Land Scott St Hadspen	\$0.00	\$5,334.93	\$5,334.93	\$0.00	-\$5,334.93	0.00%
675 - Other Unallocated Transactions Sub Total	\$0.00	\$309,380.81	\$309,380.81	\$383,000.00	\$73,619.19	80.78%
600 - Unallocated and Unclassified Sub Total	\$0.00	\$522,900.72	\$522,900.72	\$928,800.00	\$405,899.28	56.30%
Total Capital Project Expenditure	\$1,272,866.96	\$3,179,226.51	\$4,452,093.47	\$13,983,966.46	\$9,531,872.99	31.84%

# Capital Resealing Report 2016 Financial Year

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		Actual Amount	Budget Amount	Variance Amount	Percentage of Budget
Road	s Streets and Bridges				
201 - F	Roads and Streets				
3683	Old Bass Highway - Westbury	\$93.61	\$0.00	-\$93.61	0.00%
5517	Burns Rd - Caveside	\$173.52	\$0.00	-\$173.52	0.00%
5826	Church St West - Deloraine	\$17,599.05	\$0.00	-\$17,599.05	0.00%
5827	Barrack St East - Deloraine	\$13,389.72	\$0.00	-\$13,389.72	0.00%
5835	Quamby Ct - Deloraine	\$5,541.68	\$0.00	-\$5,541.68	0.00%
5837	Dry St - Deloraine	\$12,264.92	\$0.00	-\$12,264.92	0.00%
5855	Westbury PI East - Deloraine	\$20,574.04	\$0.00	-\$20,574.04	0.00%
5863	Goderick West - Deloraine	\$78,014.29	\$0.00	-\$78,014.29	0.00%
5891	R2R 2016 South Esk Dr - Hadspen	\$223,079.40	\$0.00	-\$223,079.40	0.00%
5895	R2R 2016 Mt Leslie Rd - Prospect Vale	\$344,865.13	\$0.00	-\$344,865.13	0.00%
5900	Chris St To Clifton Crt - Prospect Vale	\$94,307.10	\$0.00	-\$94,307.10	0.00%
5962	William St, Westbury	\$14,160.80	\$0.00	-\$14,160.80	0.00%
5977	Jones St - Westbury	\$10,666.28	\$0.00	-\$10,666.28	0.00%
5978	Franklin St - Westbury	\$5,253.20	\$0.00	-\$5,253.20	0.00%
5983	Old Bass Highway, Westbury	\$47,056.84	\$0.00	-\$47,056.84	0.00%
6002	Hall St - Mole Creek	\$4,670.96	\$0.00	-\$4,670.96	0.00%
6004	McFarlane St - Hagley	\$3,352.82	\$0.00	-\$3,352.82	0.00%
6113	Caveside Rd - Caveside	\$2,170.19	\$0.00	-\$2,170.19	0.00%
6114	Fernleigh - Caveside	\$36,137.18	\$0.00	-\$36,137.18	0.00%
6115	Burns Rd - Caveside	\$32,565.25	\$0.00	-\$32,565.25	0.00%
6116	Pool Rd - Caveside	\$35,638.15	\$0.00	-\$35,638.15	0.00%
6117	Jones St - Chudleigh	\$1,347.27	\$0.00	-\$1,347.27	0.00%
6118	Archer St - Chudleigh	\$6,812.11	\$0.00	-\$6,812.11	0.00%
6119	Sorrell St - Chudleigh	\$10,178.17	\$0.00	-\$10,178.17	0.00%
6120	Burnett St - Chudleigh	\$5,524.69	\$0.00	-\$5,524.69	0.00%
6123	Mersey Hill Rd - Chudleigh	\$37,102.28	\$0.00	-\$37,102.28	0.00%
6124	Cluan Rd - Cluan	\$7,290.45	\$0.00	-\$7,290.45	0.00%
6139	R2R 2016 Dunorlan Rd Bengeo To Weeger	\$53,720.52	\$0.00	-\$53,720.52	0.00%
6147	Black Lane - Emu Plains	\$10,678.81	\$0.00	-\$10,678.81	0.00%
6183	Den Rd - Mole Creek	\$140,177.26	\$0.00	-\$140,177.26	0.00%
6186	Eliza St - Mole Creek	\$6,302.32	\$0.00	-\$6,302.32	0.00%
6188	McNeill St - Mole Creek	\$1,150.47	\$0.00	-\$1,150.47	0.00%
6189	Baldocks Rd - Mole Creek	\$14,956.87	\$0.00	-\$14,956.87	0.00%
6191	Dadsons Rd - Mole Creek	\$10,736.50	\$0.00	-\$10,736.50	0.00%
6192	Greens Rd - Mole Creek	\$19,779.20	\$0.00	-\$19,779.20	0.00%
6193	South Mole Creek Rd - Mole Creek	\$24,291.06	\$0.00	-\$24,291.06	0.00%
6214	Selbourne Rd - Selbourne	\$10,046.26	\$0.00	-\$10,046.26	0.00%
6234	King St Mary To Marriott St - Westbury	\$27,694.29	\$0.00	-\$27,694.29	0.00%
6242	Western Creek Rd - Western Creek	\$77,746.92	\$0.00	-\$77,746.92	0.00%
6289	Mt Leslie Rd - St Patricks Parking Improven	\$460.21	\$0.00	-\$460.21	0.00%
6299	Reseals General Budget Allocation	\$0.00	\$1,470,246.00	\$1,470,246.00	0.00%
Capit	tal Resealing Projects - Grand Total	\$1,467,569.79	\$1,470,246.00	\$2,676.21	99.82%

# Capital Gravelling Report 2016 Financial Year

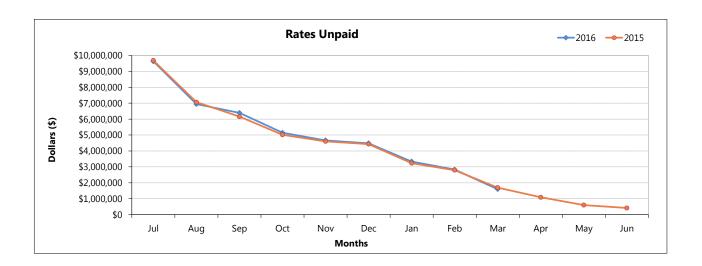


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Pose	de Stroote and Bridges	Actual Amount	Budget Amount	Variance Amount	Percentage of Budget
Roac	ds Streets and Bridges				
201 -	Roads and Streets				
5519	Joes - Caveside	\$1,027.80	\$0.00	-\$1,027.80	0.00%
5523	Parsons - Caveside	\$1,299.14	\$0.00	-\$1,299.14	0.00%
5557	North St - Elizabeth Town	\$1,687.02	\$0.00	-\$1,687.02	0.00%
5625	Martins - Mole Creek	\$1,932.26	\$0.00	-\$1,932.26	0.00%
5641	South Mole Creek Rd - Mole Creek	\$2,964.86	\$0.00	-\$2,964.86	0.00%
5799	Gravel Resheeting General Budget Alloc	\$0.00	\$300,000.00	\$300,000.00	0.00%
(	Capital Gravelling Expenditure Total	\$8,911.08	\$300,000.00	\$291,088.92	2.97%

## Meander Valley Rates Report As at 31/03/2016

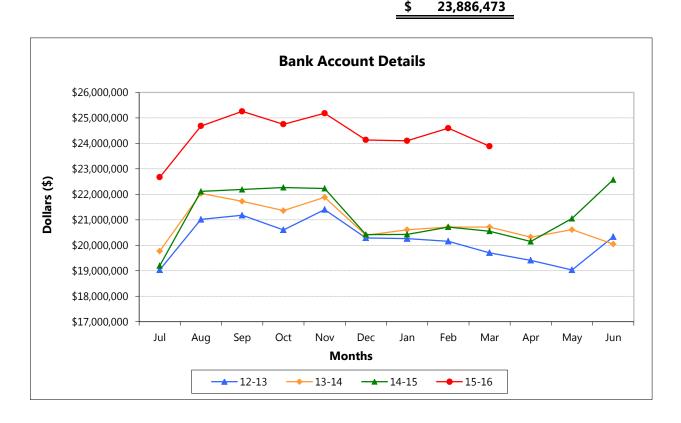
		2016		2015
Rate Balance Carried Forward from previous Year	\$	412,231.98	\$	710,643.20
Water Balance Carried Forward from previous Year	\$	13.20	\$	667.75
2015/16 Rates Raised	\$	10,914,848.24	\$	10,344,889.68
Interest	\$	46,465.43	\$	62,757.64
Rate Adjustments	\$	99,051.58	\$	27,374.15
Payments Received	-\$	9,876,603.95	-\$	9,450,010.81
Rates Control Account Balance	\$	1,596,006.48	\$	1,696,321.61
% of Rates Unpaid		14.03%		15.26%



## Meander Valley Council Cash Reconciliation as at 31-March-2016

		2015-16		2014-15
Balance Carried Forward from previous Year	\$	22,570,883	\$	20,046,371
Add Deposits	\$	16,805,149	\$	16,188,286
Less Payments	-\$	15,489,559	-\$	15,681,622
Balance as per Bank Account	\$	23,886,473	\$	20,553,035

Made up of:	Amount	Interest Rate
Cash at Bank	344,556	0-0.50%
Commonwealth Bank Investments	2,777,486	1.30%
National Bank	7,384,000	3.00%-3.10%
ANZ Bank	4,013,967	2.90%-3.10%
Bendigo Bank	4,200,000	2.85%-3.10%
Bank of Queensland	1,000,000	2.85%
Defence Bank	1,038,500	3.05%
My State Financial	2,127,964	3.00%-3.20%
B & E Ltd	1,000,000	3.00%
	¢ 22.00¢ 472	



Rate %

3.05%

2.97%

2.85%

2.90%

3.00%

3.00%

3.00%

3.20%

3.02%

3.00%

3.00%

3.00% 3.10%

2.85% 3.10%

3.10%

3.10%

3.00%

3.00%

**Entered** 

8/04/2015

29/04/2015

12/02/2016

18/05/2015

23/11/2015

10/06/2015

12/06/2015

12/06/2015

27/06/2015

13/07/2015

16/07/2015

28/12/2015

1/03/2016

14/09/2015

28/03/2016

16/12/2015

28/03/2016

13/01/2016

16/07/2015

Due

8/04/2016

29/04/2016

12/05/2016

18/05/2016

23/05/2016

10/06/2016

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12/07/2016

15/07/2016

28/08/2016

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14/09/2016

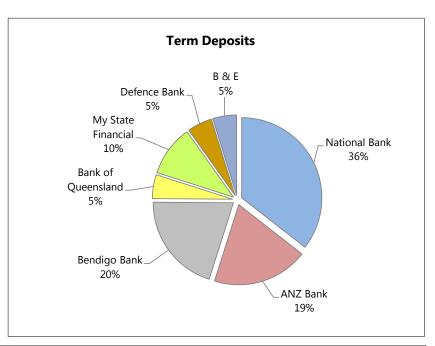
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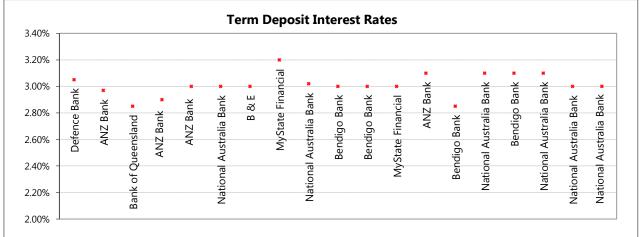
15/12/2016

28/12/2016

12/01/2017 16/01/2016

Institution	Deposit
Defence Bank	1,038,500
ANZ Bank	1,000,000
Bank of Queensland	1,000,000
ANZ Bank	1,000,000
ANZ Bank	1,000,000
National Australia Bank	1,000,000
B & E	1,000,000
MyState Financial	1,050,000
National Australia Bank	2,084,000
Bendigo Bank	1,000,000
Bendigo Bank	1,000,000
MyState Financial	1,077,964
ANZ Bank	1,013,967
Bendigo Bank	1,000,000
National Australia Bank	800,000
Bendigo Bank	1,200,000
National Australia Bank	1,000,000
National Australia Bank	1,500,000
National Australia Bank	 1,000,000
	\$ 20,764,431
Average Interest Rate	3.01%
Term Deposits with institutions	
National Bank	7,384,000.00
ANZ Bank	4,013,967.22
Bendigo Bank	4,200,000.00
Bank of Queensland	1,000,000.00
My State Financial	2,127,963.69
Defence Bank	1,038,500.00
B & E	1,000,000.00
	\$ 20,764,431





# INFRA 1 MEANDER VALLEY EMERGENCY MANAGEMENT PLAN

#### 1) Introduction

The purpose of this report is to seek Council's endorsement of the updated Meander Valley Emergency Management Plan (MVEMP) – Issue 5 – January 2016.

## 2) Background

Council has a responsibility for coordinating and facilitating a range of emergency management activities under the guidance of key emergency services such as Tasmania Police and the State Emergency Service (SES).

The Municipal Emergency Management Plan describes the emergency management arrangements for the effective management of an emergency event within the municipal area of Meander Valley.

The Plan addresses emergencies that are caused by hazards impacting on the Meander Valley and that can be managed by local emergency management structures. These arrangements are intended to be scalable and flexible so that they can be adapted when required. The Plan also assists in developing a review system, to be implemented for all emergency management elements based on continuous improvement principles.

The objectives of the MVEMP are to record the roles and responsibilities related to identified hazards and emergency management functions and to outline the current arrangements for Prevention and Mitigation, Preparedness, Response and Recovery (PPRR).

## 3) Strategic/Annual Plan Conformance

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

Future direction (4) - A healthy and safe community

The 2015/2016 Annual Plan requires the review of the MVEMP.

## 4) Policy Implications

Not Applicable

## 5) Statutory Requirements

Emergency Management Act 2006 Local Government Act 1993 Local Government (Building and Miscellaneous Provisions) Act 1993

## 6) Risk Management

Emergency management planning needs to be based upon a form of risk assessment to ensure risks to public safety have been identified, analysed and where possible, eliminated or reduced in terms of impact on the community. These risk treatment strategies are identified in Appendix 5.2 of the MVEMP. Consideration of these strategies helps to ensure that response arrangements are appropriate to the level of risk which has been determined for the occurrence of any specified hazard.

#### 7) Consultation with State Government and other Authorities

This plan has been revised in consultation with members of Council's Municipal Emergency Management and Social Recovery Committee and State Government emergency agencies which included the SES Northern Regional Manager and SES Senior Planning (Hobart).

#### 8) Community Consultation

Not Applicable

#### 9) Financial Impact

Not Applicable

#### 10) Alternative Options

Council can amend or not approve the recommendation.

#### 11) Officers Comments

The revised MVEMP attached addresses the legislative requirements outlined in the *Emergency Management Act 2006* for Council to establish emergency management arrangements for the municipal area of Meander Valley.

Council's Municipal Emergency Management Coordinator can activate the arrangements in this Plan. In addition, direction and/or advice to activate these arrangements may be provided by the Northern Regional Controller or the SES Northern Regional Manager. If an emergency is widespread in its impact or effect, then the overall management of the event may be carried out at a regional level, with Council retaining responsibility for coordinating services locally.

As mentioned above, the draft Plan has already been reviewed by SES officers with minor alterations made prior to presenting to Council. Following receipt of Council's endorsement, the plan will be forwarded to the State Emergency Management Controller for approval.

**AUTHOR:** Beth Williams

ADMINISTRATION OFFICER, INFRASTRUCTURE SERVICES

## 12) Recommendation

It is recommended that Council endorse the Meander Valley Emergency Management Plan, Issue 5 – January 2016 and forward the Plan to the State Emergency Management Controller for approval.

### **DECISION:**



Tasmanian Municipal Emergency Management Plan

## **Meander Valley**

## Plan Details:

Plan Title: Meander Valley Emergency Management Plan

Issue Details: Issue 5 – January 2016

**Review Authority:** Meander Valley Municipal Emergency Management Committee

Submission Authority: Commander Richard Cowling

Northern Region Emergency Management Controller

#### Approval:

Approval Authority: Commissioner Darren Hine

State Emergency Management Controller

Signature:

Date: January 2016

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## **Section 1 Overview**

## Glossary

- 1.1 Table 1 shows the terms that are defined specifically for Tasmanian emergency management and are consistent with the Tasmanian Emergency Management Plan (TEMP).
- 1.2 Both 'emergency' and 'disaster' are used nationally and internationally to describe events that result in loss of/damage to life, property and the environment, and require special arranagements to address the consequences that arise from them. In Tasmania, the preferred term is 'emergency'.
- 1.3 The Emergency Management Act 2006 uses shortened phrasing for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee); this practice is applied in this plan.

Table 1 Terms for Tasmanian Emergency Management

Term	In the context of this plan, this means:
Affected Area Recovery Committee	A group established under the authority of the Act to assist councils with longer-term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State government representatives).
assembly centre	An identified location where affected persons can assemble. Assembly centres are generally established for a short period to meet the immediate personal support needs of individuals and families.
command	The internal direction of an organisation's resources in an emergency.
community centre  NB: one or more centre type can be combined at the same location if necessary.	Assembly: An identified location where affected persons can assemble. Assembly centres are generally established for a short time to meet the immediate personal support needs of individuals and families (e.g. Evacuation Centre).
	<b>Evacuation</b> : An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.
	Information: An identified location where information is made available for emergency affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.
	<b>Recovery:</b> An identified location for affected persons to access information and assistance after an emergency has occurred. A range of Government and Non-Government Organisations operate from recovery centres (also referred to as a 'One Stop Shop').
comprehensive approach	A way of thinking about emergency management by considering prevention and mitigation, preparedness, response and recovery (PPRR) aspects of emergencies and their consequences.
control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates horizontally across organisations).
coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate

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Term	In the context of this plan, this means:
	vertically within an organisation (as a function of command), as well as horizontally across organisations (as a function of control).
debrief	A meeting of stakeholders to review the effectiveness of response/recovery operations.
Deputy Municipal Coordinator	A Deputy Municipal Coordinator is appointed under Section 23 of the Emergency Management Act 2006.
emergency	Further defined by the Emergency Management Act 2006.
	Simply explained, an event that endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.
emergency centre	Emergency Coordination Centre: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency specific or community focused. This means that multiple centres may be active for a single emergency, and they may be colocated with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.
	<b>Emergency Operations Centre:</b> A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.
	This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.
	<b>Incident Control Centre</b> : The location from which the Response Management Authority exercises control of response operations for an emergency.
emergency management	Further defined in the <i>Emergency Management Plan 2006</i> . Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.
Emergency Management Act 2006	The Act that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania's emergency management arrangements and the provision of certain rescue and retrieval operations.
emergency management plan	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
Emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer; further defined by the <i>Emergency Management Act 2006</i> .
emergency power and special emergency power	A power specified in Schedule 1 or Schedule 2 of the Emergency Management Act 2006.
emergency risk management	A process that involves dealing with risks to the community arising from emergency events.
evacuation centre	An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the

Term In the context of this plan, this means:		
	environment further defined by the Emergency Management Act 2006.	
information centre	An identified location where information is made available for emergency-affected people. They can be virtual (e.g. call centres or web-based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.	
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR spectrum.	
Municipal Chairperson	The person determined by Council, under Section 21(2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.	
Municipal Committee	A Municipal Emergency Management Committee established under Section 20 of the <i>Emergency Management Act 2006.</i>	
Municipal Recovery Coordinator	A council worker who is authorised to coordinate, manage and advise on aspects of municipal community recovery arrangements.	
Municipal Coordinator	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the <i>Emergency Management Act 2006</i> .	
	The Municipal Coordinator has other responsibilities established by the Emergency Management Act 2006 including:	
	acting as Executive Officer for the Municipal Committee	
	<ul> <li>assisting and advising the Municipal Chairperson, Regional Controller, SES Unit Manager and council</li> </ul>	
	<ul> <li>acting as an Authorised Officer when required or nominate others to act as Authorised Officers.</li> </ul>	
municipal/regional volunteer SES unit	A volunteer unit established under sections 47 and 48 of the Emergency Management Act 2006.	
PPRR	Refer to 'comprehensive approach'.	
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.	
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.	
public information	Information provided by or for emergency management authorities to the general community during/following an emergency to promote 'self-help'.	
recovery	A coordinated process of supporting emergency-affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic, and physical wellbeing.	
Regional Emergency Management Committee	A Regional Emergency Management Committee established under Section 14 of the Emergency Management Act 2006.	
Regional Social Recovery Coordinator	A nominated State Service employee who is formally appointed and authorised to coordinate the delivery of social recovery services (by functional area i.e. social, economic, environmental or infrastructure) within a region.	
Regional Controller	The Regional Controller appointed under Section 17 of the Emergency Management Act 2006.	
	Section 17 requires the Regional Controller function to be either:	
	<ul> <li>a police commander determined by the Commissioner of Police and the State Controller OR</li> <li>a posson appointed by the Minister</li> </ul>	
	a person appointed by the Minister.	
Register.Find.Reunite	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).	

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Term	In the context of this plan, this means:		
Resources	Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for emergency management further defined by the <i>Emergency Management Act 2006</i> .		
response	Planned and coordinated measures that resolve emergencies.		
Situational Awareness	Involves not only an understanding of the current emergency incident but also forecasting how it could evolve to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.		
Standard Operations Procedures (SOP)	A set of directions detailing what actions are to be taken, as well as how when, by whom and why, for specific events or tasks.		
State Controller	<ul> <li>The State Emergency Management Controller appointed under Section 10 of the Emergency Management Act 2006. Section 10 requires the State Controller function to be either:</li> <li>the Head of Agency for the Department of Police and Emergency Management OR</li> <li>a person appointed by the Minister.</li> </ul>		
state of emergency	A state of emergency declared under section 42 of the Emergency Management Act 2006.		
statutory service	Includes: the SES; Ambulance Tasmania; Tasmania Fire Service; Tasmania Police; a Council; or another body constituted under an Act or a Commonwealth Act, a Government agency or part of a Government agency whose role usually includes emergency management, or which, or may be, in a particular emergency, required to participate in emergency management further defined by the Emergency Management Act 2006.		
Support Agency	<b>Primary:</b> Organisations that are responsible for maintaining, or maintaining access to, specific functional capabilities, as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required.		
	<b>Assisting:</b> Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.		
TasALERT	Tasmania Government's official emergency website that brings together information from emergency services and government agencies.		
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.		
warnings	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.		
worker	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors/consultants.		

# **Acronyms**

1.4 Table 2 lists acronyms that are used in this plan and are consistent with the Tasmanian Emergency Management Plan (TEMP).

# Table 2 Acronyms

Acronym	Stands for
AARC	Affected Area Recovery Committee
AGD	Attorney-General's Department
AT	Ambulance Tasmania (was 'TAS')
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
DEDTA	Department of Economic Development and Tourism and the Arts
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DPAC	Department of Premier and Cabinet
DPEM	Department of Police and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
GIS	Geographic Information Systems
ICC	Incident Control Centre
MVC	Meander Valley Council
MVEM&SRC	Meander Valley Emergency Management & Social Recovery Committee
MC	Municipal Coordinator
MSRC	Municipal Social Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
NGO	Non-Government Organisation
NREMC	Northern Regional Emergency Management Committee
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RCRC	Regional Community Recovery Coordinator
RSRC	Regional Social Recovery Committee
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedure
SIT REP	Situation Report

Acronym	Stands for
TAS POL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service
TRRA	Tasmanian Relief and Recovery Arrangements



### Introduction

- 1.5 The strategic objectives for emergency management of the Meander Valley Committee are to:
  - a maintain the Meander Valley Emergency Management Plan to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
  - b recognise the value of relationships and partnerships in emergency management, in particular the importance of:
    - i community contributions in emergency management and promoting community engagement as required
    - ii maintaining linkages with related bodies, including the Northern Region Emergency Management Committee (the Regional Committee)
    - iii identifying roles and responsibilities, and integration between emergency management and Meander Valley Council management structures
  - c develop a progressive review system which is implemented for all emergency management elements, which is based on continuous improvement principles
  - d maintain an active and relevant municipal committee.
- 1.6 A map of the Meander Valley municipal area is shown in Figure 1.

# **Authority**

1.7 The Meander Valley Emergency Management Plan, hereinafter referred to as the Plan, is produced by the Meander Valley Council and is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the Emergency Management Act 2006.

#### Aim

1.8 The aim of this plan is to describe the emergency management arrangements for the municipal area of Meander Valley.

# **Objectives**

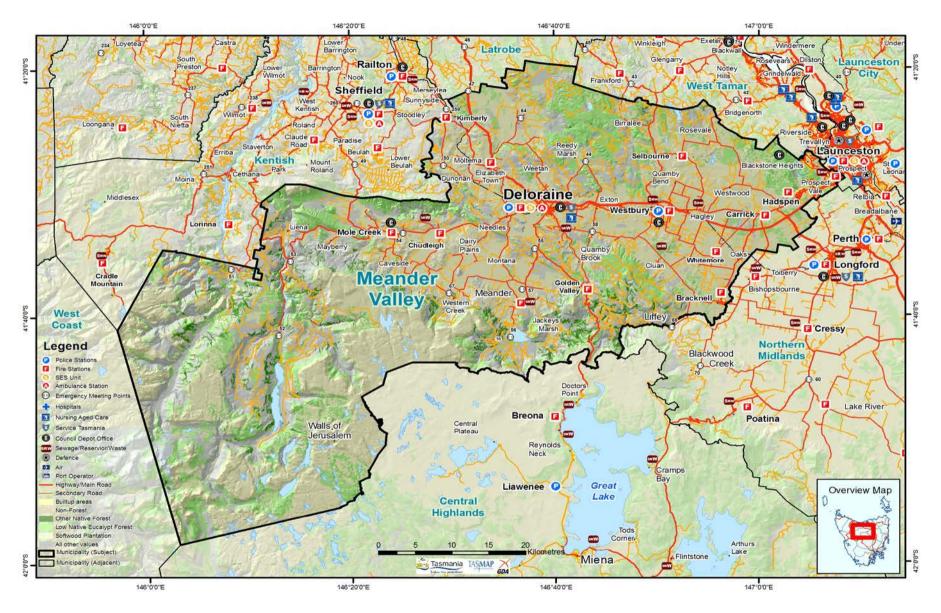
- 1.9 The objectives of this plan are to:
  - a enable the effective management of emergency events that occur within the Meander Valley Community
  - b identify individual and collective roles and responsibilities in an emergency event affected the Meander Valley area
  - c define protocol for operating outside the Meander Valley area i.e. mutual support with other Municipal Areas within the Northern Region
  - d identify liaison and communication channels between response Management Authorities and Supporting Agencies, with appropriate feedback mechanisms to ensure effective working relationships
  - e define the Meander Valley area emergency management structure and role
  - f maintain the continuous risk assessment review program as defined within the Meander Valley Emergency Risk Management Program.
- 1.10 These objectives are established so that effective response and recovery can occur.

# **Scope and Application**

- 1.11 The scope of this Plan is restricted to emergency events that have the following characteristics:
  - a Events that occur or are likely to occur within the municipal area of Meander Valley or could impact on this area via neighbouring municipalities
  - b Events which can be managed within the capability of local emergency management structures.
- 1.12 With regards to the latter point, Section 3.4 of this Plan specifically articulates Council's capacity regarding vulnerable persons in emergencies. It should be noted however that vulnerable persons need to be considered throughout the entire PPRR spectrum, not just on the Recovery stage.
- 1.13 The arrangements in this Plan are intended to be scalable and flexible so they can be adapted and applied as required. They are always active across the PPRR spectrum, but specific powers/authorities may be sanctioned (typically during response and recovery) to complement existing efforts.
- 1.14 The Municipal Coordinator may activate specific sections of this Plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
  - a Regional Controller (Northern Region)
  - b Regional Manager, SES (Northern Region)
  - c Regional Chief Tasmania Fire Service (Northern Region)
  - d Regional Medical Coordinator (Northern Region).
- 1.15 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 and the Municipal Coordinator, but coordination for formal activation of arrangements is best achieved by working with the Regional Controller/SES Regional Manager.
- 1.16 Additional arrangements for specific hazards or functions for this municipal area are described in more detail in Associated Plans; these are listed in Appendix 5.1, 'Associated Documents'.



Figure 1 Map of Municipal Area



### **Context Statement**

1.17 The following table summarises the history, population and demographics, natural features, climate, infrastructure, recreation and sport facilities, economy, emergency management and emergency services, facilities, resources and hazards of the Meander Valley Municipality.

### **Brief History**

- The Meander Valley Council was created in 1993 from the merger of the former municipalities of Deloraine and Westbury. It is located in northern Tasmania with its geographic centre about 50 kilometers west of the City of Launceston.
- The Meander Valley Council is bounded by the Kentish, Latrobe and West Tamar Council areas in the north, Launceston City and the Northern Midlands Council area in the west, the Central Highlands Council area in the south, and the West Coast Council area in the west.
- The original inhabitants of the Meander Valley area were the Pallittorre Aboriginal people.
- European settlement of the Meander Valley region dates from the early 1800's, although population was minimal until the mid 1800's. Land was used mainly for grazing and farming. Gradual expansion took place from the post-war years, particularly from the 1960's. The population of the Council area increased from about 14,000 in 1991 to over 18,000 by 2011. Recent growth in the region has been mainly in the eastern settlements of Prospect Vale, Blackstone Heights and Hadspen.
- In regards to hazardous events, the Meander Valley region has experienced only minor flooding, land gales and storm events in recent years.

### **Population and Demographics**

The 2011 Census of Meander Valley Council indicated the following:

- The Meander Valley region has a total population of 18,888 residents living in 8,344 dwellings with an average household size of 2.43.
- Meander Valley is made up of an urban population of approximately 9,000 residents in the suburbs and townships of Prospect Vale (pop 5,022), Blackstone Heights (pop 1,615) and Hadspen (pop 2,131) on the western fringe of Launceston, Tasmania's major northern city.
- The balance of Meander Valley's residents live in or nearby the townships of Carrick and Hagley (pop 1,934), Bracknell (pop 372), Westbury and district (pop 1,867), Deloraine and district (pop 2,880), Elizabeth Town and Reedy Marsh (pop 1,165), Mole Creek, Chudleigh, Meander, Jackeys Marsh and Golden Valley (pop 1,923). These townships are all unique in their own way and are rich in pioneering, agricultural and colonial heritage.
- Of the Meander Valley's population of 18,888, 16,255 are Australian born, and 421 are Aboriginal or Torres Strait Islander. Of this population, the census indicated only 50 people as not speaking English well or not speaking English at all.
- The median age of a Meander Valley resident is 42 years (compared to an Australia wide average of 37 years). Meander Valley has a healthy demographic mix of 51.8% aged between 15-54 years, with 27.1% of the population aged 55 and older.
- 1,110 people or 5.9% of the population have indicated that they need help in their day-to-day lives due to disability.
- Records indicate that the Meander Valley is ageing, with the proportion of people over 65 rising and projected to continue to do so.
- Of the 8,615 employed residents who live in the Meander Valley area, a minimum of 4,482 work outside the area; the majority of these work in the Launceston region. Only 75 people indicated in the census that they used public transport (bus) to get to work.
- The region is well supported by private and public schools, which include three Secondary and nine Primary Schools.
- The Meander Valley region contains a number of medical service providers who have a significant involvement in the care, health and wellbeing of the region's residents. Medical facilities consist of

- Deloraine Hospital, Westbury Community Health Centre and GP practices in the townships of Deloraine and Westbury and the outlying Launceston suburb of Prospect.
- Meander Valley is well serviced by a number of very active community and service clubs across the entire local government area. Apex, Lions and Rotary are well represented across the region.
- Although 5,169 households in the region have either Broadband or dial-up connection, at least 1,994 households in the region have none.
- Near the town of Carrick is the Quercus Rural Youth Park, which hosts Agfest, a Statewide agricultural trade exhibition. Held over the first weekend in May each year AGFEST caters for over 700 exhibitors to display farm machinery, fine foods, craft and fashion. As one of Australia's largest agricultural field days, the 3-day event attracts in excess of 75,000 visitors.
- Deloraine township's annual November Tasmanian Craft Fair is the largest working craft fair in Australia. It showcases a wide range of local and national artwork; with more than 250 stalls spread around 16 venues throughout the town, the fair attracts in excess of 30,000 visitors over its 4-day period.

#### **Natural Features**

#### Topography

- The Meander Valley Council area is approximately 3,231sq kilometers/ 323,100 hectares. There is a
  very diverse landscape within the area, ranging from the lowlands of the valley of the Meander River
  to the escarpment of the Great Western Tiers and to the steeper valleys of the Mersey and Forth
  Rivers. The municipal area extends from Prospect in the east to Cradle Mountain in the west.
- The southwestern part of the area takes in the headwaters of the Forth and Mersey Rivers and includes the Borradaile Plains and the eastern part of the World Heritage Area to their south.
- To the east of the Mersey Valley is the Walls of Jerusalem National Park. The river in the valley at this point has been dammed to form Lake Rowallan and Lake Parangana, which supply water for the Mersey-Forth hydro-electricity scheme.
- The western boundary of the municipality follows the Mersey Catchment and then the river itself from the east end of the Alum Cliffs State Reserve to Kimberley.
- The southern boundary of the area follows the escarpment of the Great Western Tiers from south of Mole Creek to Dry's Bluff. From there the boundary follows Liffey River to north of Bracknell and then continues in a northeasterly direction to Prospect.
- The northern boundary follows cadastral boundaries north of Parkham, Birralee, Rosevale and Blackstone. The northwestern portion of the area encompasses the headwaters of the Rubicon River and its tributaries and another tributary of the Mersey River, Coilers Creek, which flows into the Mersey at Kimberley.

### **River Systems**

- The natural drainage systems of the municipal area are comprised of rivers and rivulets draining from the Great Western Tiers mountain range. The Meander River, Mersey River and South Esk Rivers are the more significant river systems within the region and are subject to flooding. Such flooding is generally due to significant rainfall in the Great Western Tiers and generally result in short term flooding, with river levels rising but then falling quickly following the cessation of rain.
- After the construction of the Meander Dam, forming Huntsman Lake, the outflow of the Meander River and associated rivulets into the dam have meant that large volumes of water entering this river system as a result of heavy rainfall has been able to be controlled at the dam, thereby limiting any flooding events further down the Meander River through such townships as Deloraine.
- The Mersey River commences in the Walls of Jerusalem National Park. Its flow is controlled by the Rowallan Dam, which has created Lake Rowallan. The river flows through the small settlement of Liena before winding its way north and eventually discharging into Bass Strait at Devonport.
- The South Esk River has a long history of flooding. In January, March and August of 2011 the South Esk River experienced significant flooding which caused widespread road closures and infrastructure damage (roads and bridges). The South Esk River affects the Meander Valley region as it borders the township of Hadspen before entering Lake Trevallyn, formed by Trevallyn Dam, and eventually discharging into the Tamar River at Launceston.

#### **National Parks & Forest Reserves**

The Mole Creek Karst National Park, Quamby Bluff Forest Reserve, Meander Forest Reserve, Liffey

Forest Reserve, Alum Cliffs State Reserve, Mersey River Forest Reserve and sections of the Walls of Jerusalem National Park and Cradle Mountain - Lake St Clair National Park are located within the Meander Valley municipality.

The Meander Valley region offers a variety of recreational opportunities with facilities in each of the
major towns. Cricket, Australian Rules football, soccer, squash and little athletics attract a significant
number of participants, as does the fitness trails, complete with fitness equipment, at Prospect Vale
and Deloraine.

### **Biodiversity**

- The biodiversity of the Meander Valley region is quite high considering its very diverse landscape and geological history. There are heath, wetland and grassland communities in alpine areas, wet eucalypt forests on the foothills of the Great Western Tiers and at the western end of the municipality around Mole Creek, shrubby dry eucalypt forests along the northern fringe and in pockets across much of the agricultural lowlands, and more open forest and woodland with significant herbs and grasses in the understory at the eastern end of the municipality. Wet areas also contain important remnant vegetation such as swamp gum and black swamp gum forest, as well as wetland sedge and grass communities.
- The Mole Creek Karst National Park is located within the Meander Valley area. Karst is a unique landform with unique issues for management.

#### Climate

#### Past & Current

- The Meander Valley is a diverse area, from the western highlands of over 1,000m altitude, across the sharp gradient of the Great Western Tiers to the agricultural area in the east around Deloraine. The climate is correspondingly diverse, from the cool highland region with regular snowfalls in winter; to the more temperate climate in the valley, (Westbury has an average daily maximum temperature of 23°C in January 10°C in July).
- The region is classified as having a temperate climate but there are variations within the area. While
  it is classed as a maritime climate, none of the municipality is close to the coast and so is subject to
  wide daytime variations in temperature for much of the year with subsequent susceptibility to frosts at
  any time.

#### Rainfall

- The municipality has a wide variation in mean rainfall, with over 2,000mm being received in the higher altitudes of the west, grading down to below 700mm at the eastern extremity of the lowlands. The central township of Deloraine receives a mean annual rainfall of about 950mm. Rainfall in the central highlands, particularly on the Great Western Tiers, has significant implication for surface stream flows within the whole municipality.
- Long-term mean rainfall figures per month for the central agricultural areas around Deloraine and Westbury show that the maximum monthly falls occur during July, with around 121mm for Deloraine and 103mm for Westbury. The corresponding driest month figures are 46mm for Deloraine in February and 45mm for Westbury in January. Normally autumn rains significantly boost rainfall figures during April, whilst the summer drop off occurs in November. Recent years however have seen erratic rainfall patterns. There has been a decline in average rainfall and a lack of very wet years in the Meander Valley municipality since the mid 1970's; this decline has been strongest in autumn.

### Temperature

- Average temperatures have risen in the decades since the 1950's, at a rate similar to the rest of Tasmania (up to 0.1°C per decade). Daily minimum temperatures have risen slightly more than daily maximum temperatures.
- Average temperatures:

Deloraine - summer max 21.5°C/min 7.0°C - winter max 10.5°C/min 1.0°C

Prospect Vale - summer max 23.6°C/min 11.5°C - winter max 13.1°C/min 2.8°C

In comparison:

Sydney - summer max 25.0°C/min 18.0°C - winter max 16.5°C/min 8.8°C.

#### **Future Climate Predictions**

• Climate change predictions indicate that Tasmania will be subjected to a lower level of global

warming than inland and northern Australia. Although the figures may seem insignificant, there may well be serious ramifications especially when other likely climatic variations are taken into account. It would thus be expected that more extreme weather events might increase in frequency.

#### Infrastructure

### **Transport Systems**

- The major roads of the Bass Highway, the Lake Highway and the Meander Valley Highway serve the region. The Bass Highway, as part of the national highway system, provides the major arterial link through the Meander Valley.
- Within the municipality, Meander Valley Council maintains 550km of sealed roads and 245km of unsealed roads and is responsible for maintaining approximately 217 bridges within its own road network.
- Meander Valley has one rail network that runs the length of its municipality and connects with the towns of Westbury and Deloraine. Rail operations within the region are for freight transportation only.
- Public bus transport services operate between Devonport and Launceston to most major Meander Valley towns. Services that are more regular operate to and from Hadspen and the Prospect Vale area into Launceston.
- Launceston airport is less than 10 minutes from the easterly border of Meander Valley, while
  Devonport Airport is only 25 minutes' drive from the region's centrally located town of Deloraine.
  Devonport also serves as the terminal for the daily "Spirit of Tasmania" passenger boat service
  between Tasmania and Melbourne.

#### **Water Supplies**

- Town water for urban areas on the fringe of Launceston, Hadspen and Carrick is drawn from the South Esk River system at Trevallyn Dam, whilst other towns draw their water from adjacent surface rivers and streams. Larger settlements have their water treated (i.e. Deloraine and Westbury), while rural properties draw their domestic water from any combination of stream, rainwater and/or bore.
- Responsibility for the domestic water and sewerage systems within the municipality are managed by the water authority, TasWater.
- Hydro Tasmania generates electricity from Rowallan, Lemonthyme, and Trevallyn and Meander Dam power plants. Water from Lake Mackenzie and part of the Liffey River's flow are diverted for hydroelectric power. The larger Poatina power station is fed from the Great Lake and tailrace water (combined with natural stream flow) and enters the Meander Valley municipality via the South Esk River. This is a significant part of Tasmania's power generation capacity.

#### **Power Supply**

The residential and commercial power supply throughout the Meander Valley municipality is
operated by TasNetworks. Generally, the power is supplied via an overhead distribution network. It is
noted that the extensive use of wooden poles make the network vulnerable to damage from high
winds and bush fires.

#### **Telecommunications**

- Meander Valley is serviced with both landline and mobile phone services. Telstra is responsible for the landline service, with a number of mobile providers servicing the region.
- Telstra has contingencies for the provision of emergency telephone systems for essential services in the event of a disaster impacting on the landline and mobile services.
- Meander Valley is serviced with both landline and mobile services, although several mobile blackspots remain.

#### **Recreation & Sport Facilities**

- The Meander Valley region offers a variety of recreational opportunities with facilities in each of the
  major towns. Cricket, Australian Rules football, soccer, squash and little athletics attract a significant
  number of participants, as does the fitness trails, complete with fitness equipment, at Prospect Vale
  and Deloraine.
- Meander Valley Council operates a number of sports and recreation facilities throughout its municipality. These include Prospect Vale Park (Harley Parade), Deloraine Community Complex, Deloraine Community Centre, Westbury Sports Centre and Hadspen Memorial Centre.



- Public golf courses are located at Prospect Vale (Country Club Resort), Quamby Golf and Country Club near Hagley, and Deloraine.
- The region also has some of the best trout fisheries in Tasmania, which include Four Springs Lake, Lake McKenzie, and Brushy Lagoon, Huntsman Lake and the Meander River and its tributaries.

### **Economy**

#### Commerce

- Prospect Vale is the most eastern urban centre of the Meander Valley municipality and contains a
  wide range of commercial and community services and facilities. This includes the major shopping
  centre, Prospect Vale Marketplace, which contains a major supermarket outlet, newsagency, post
  office and a selection of specialty shops.
- With the continued expansion of growth in the Prospect Vale/Blackstone Heights/ Hadspen surrounds, further commercial development of the Marketplace shopping centre/Westbury Road retail outlets and the satellite township of Hadspen is being developed.
- The region's centrally located township of Deloraine is the main retail-shopping hub for the rural townships within Meander Valley. Deloraine hosts a Woolworth's supermarket, banking facilities, newsagency, post office, library and a wide selection of specialty/retail shops.
- A number of the smaller rural towns in the region (Westbury, Hagley, Carrick, Bracknell, Meander, Mole Creek, and Chudleigh) operate post office/general store facilities.

### Industry

- Meander Valley has a diversity of industry sectors, which has allowed the region to remain healthy in relation to industry outputs, consistent employment levels and sustainable urban and rural living.
- The key industries of the Meander Valley region are manufacturing, agriculture, forestry and fishing.
   Key sub-sectors are dairy and beef cattle, sheep and grains, forestry and logging, and agriculture support services.
- Meander Valley accounts for 10.4% of Tasmania's gross agricultural product (in \$ terms), has the third largest quantity of land under agricultural use in Tasmania, and is the third largest in terms of production value.
- Dairy operations within the region are the dominant component, accounting for 88.6% of production. In 2009, there were 453 dairy farms in Tasmania and of those 74 were located in Meander Valley.
- The 130 hectare Valley Central Industrial Estate at Westbury has been developed to assist in
  establishing industries in the Meander Valley region that support its agriculture, transport and logistic
  sectors. Its strategic location is in close proximity to the national highway, is within one hour of all
  major Tasmanian airports and shipping ports, has the ability to access the NBN and reticulated
  natural gas, and able to operate 24 hours daily, seven days per week.
- In February 2008 the Meander Dam was completed which provided the opportunity for 43,000 mega litres of water to become available for irrigation across Meander Valley, making this the biggest irrigation scheme in Tasmania. Five water distribution pipelines (Caveside –Dairy Plains, Quamby-Osmaston, Rubicon–Sassafras, Hagley, and a Poatina tailrace to Whitemore scheme) have been constructed across the region. This has allowed for an average increase of 76% of irrigation area.
- Some of the main industry/commercial/tourism businesses in the region are Tasmanian Alkaloids at Westbury, Launceston Country Club Casino, Ashgrove Cheese, Christmas Hills Raspberry Farm, Pearns Steam World, The Honey Farm at Chudleigh, Trowunna Wildlife Park, Westbury Maze, and 41° South Salmon and Ginseng farm.
- Meander Valley Council currently operates two waste disposal sites (Deloraine and Westbury) and two waste transfer stations (Mole Creek and Meander).

### **Emergency Management & Services**

#### **Emergency Management**

- The Meander Valley Council's office and chambers are located at 26 Lyall Street, Westbury.
- The Council Chambers serve as the meeting place for the MEM&SR Committee.
- In the event of an emergency, the Council Chambers will function as the Emergency Operations Centre.



 Council operates three Works depots: Harley Parade at Prospect Vale, Racecourse Drive at Deloraine, and King Street at Westbury.

#### **Police**

The District Headquarters are located in Deloraine, with a smaller station located at Westbury.

### State Emergency Services (SES)

• A SES volunteer unit is located in Deloraine (next to Deloraine Hospital), with northern regional support provided by SES Regional Headquarters in Launceston.

#### Ambulance Tasmania (AT)

• AT operates a station in Deloraine to provide emergency ambulance care and transport services and a non-emergency patient transport service to Launceston.

#### Tasmania Fire Service (TFS)

- Apart from responding to a wide variety of fire incidents, TFS brigades also provide practical support and resources to the SES, AT and Tasmania Police at incidents such as storms, floods, search, and rescue.
- TFS volunteer brigades are located within the municipality at: Prospect Vale, Hadspen, Carrick, Westbury, Bracknell, Whitemore, Deloraine, Meander, Elizabeth Town, Chudleigh, Mole Creek, Kimberley, and Selbourne.
- TFS has released two Community Bushfire Protection Plans: the suburb of Blackstone Heights and the town of Hadspen. Each plan has a nominated Nearby Safe Place (NSP).

### **Fire Management Authorities**

- TFS, Parks and Wildlife Service, and Forestry Tasmania each have arrangements in place to assist in the prevention of, preparation for, response or, and recovery from fire incidents across Tasmania.
- TFS is the Management Authority for fires on private and some public land. TFS has a strong volunteer capacity. The Meander Valley Council (in conjunction with other agencies such as SES) provides resource support to TFS in the event of a fire incident.
- Parks and Wildlife Service is the Management Authority for vegetation fires occurring in parks and reserves reserved under the *Nature Conservation Act* 2002 for which is the managing authority.
- Forestry Tasmania is the Management Authority for vegetation fires occurring in State Forest and declared forestland.

#### **Emergency Facilities & Resources**

- Meander Valley Council has a number of buildings and halls that can be made available during an emergency to serve as a community recovery refuge or community recovery information centre.
- Council has identified the Deloraine Community Complex, Alveston Drive, Deloraine as its primary refuge site. Council owned community halls scattered throughout the municipality and sport and recreation centres located in Deloraine, Westbury, Hadspen and Prospect Vale are available for use if required.
- Meander Valley Council's Business Continuity Plan provides guidance for Council on restoring its operations during and after an emergency disruption.
- In the event of a disaster disabling Council's offices at Lyall Street, Westbury, alternate facilities/backup sites to manage the organisation's most critical business functions have been identified as Westbury Sports Centre, Franklin Street, Westbury (primary site), and Deloraine Sports Centre, Alveston Drive, Deloraine (secondary site).

#### **Hazard Summary**

The main hazards or potential emergencies identified by Meander Valley Council include:

**HIGH**: Fire (residential, industrial, bush, grass), and flood. **MEDIUM**: Bridge/building collapse, dam failure, disease (animal, human, insect, and plant), drought, epidemic (human, animal, and plant), hazardous materials, industrial accident, infrastructure failure (power, water, communication, and gas), severe storm (electrical, wind, rain, and hail), storm surge, and transport accident (road, rail). **LOW**: Bomb threat, biohazards (viral, bacterial, fungal agents, and chemical toxins), civil disturbance, cyclone, fog, heat wave, land contamination/landfill site, pollution (chemical, oil, hazardous waste), terrorism, tornado, and earthquake.

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# Section 2 Governance and Management

# **Roles of Government and Emergency Management Partners**

- 2.1 In Australia, the three spheres of government (Commonwealth, State and municipal) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements.
- 2.2 The Tasmanian Emergency Management Plan (TEMP) provides a summary of the different roles of government for emergency management. Non-Government Organisations, industry/professions, communities and individuals complement the work of Governments for emergency management.
- 2.3 At municipal level, councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards, as well as resourcing specific council responsibilities for emergency management.
- 2.4 The Municipal Committee is pivotal in meeting these requirements.

# The Legal Framework for Emergency Management

- 2.5 In Tasmania, functions, powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system, including emergency powers for the appointment of workers for emergency management functions, including Municipal Coordinators, Deputy Municipal Coordinators and Municipal Chairpersons.
- 2.6 Supporting responsibilities are established in the Local Government Act 1993 and the accompanying Local Government (Building and Miscellaneous Provisions) Act 1993 for council functions and powers that include:
  - a providing for the health, safety and welfare of the community
  - b representing and promoting the interests of the community
  - c providing for the peace, order and good government of the municipal area.

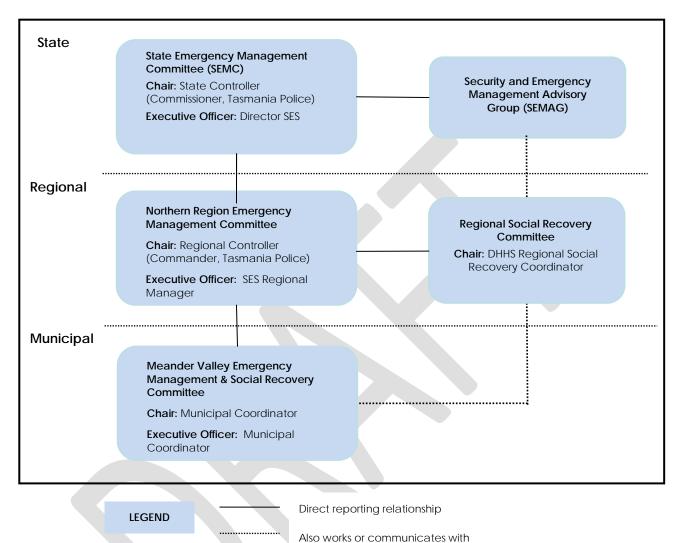
# **Emergency Powers and Declarations**

- 2.7 Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances, Commonwealth legislation can also provide authority).
- 2.8 The Emergency Management Act 2006 provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three types of powers established by the Act:
  - a risk assessment powers, authorised by the State Controller (s. 36)
  - b emergency powers, authorised by the State Controller (s. 40)
  - c special emergency powers (under a declared state of emergency) authorised by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s. 42).
- 2.9 These powers can be authorised at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller/SES Regional Manager if they believe specific powers should be authorised.
- 2.10 Conversely, if powers under this Act are authorised, the Regional Controller/SES Regional Manager will assist Municipal Coordinators to perform the functions required of them.

Any specified authorised officer, which may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

# **Emergency Management Governance**

Figure 2 Municipal Emergency Management Governance



- 2.11 The Meander Valley Municipal Emergency Management and Community Recovery Committee, is chaired by the Mayor's representative, the Municipal Coordinator from Meander Valley Council as required by Sections 19–24 of the *Emergency Management Act 2006*.
- 2.12 The Municipal Committee maintains a Terms of Reference, which are reviewed approximately every two years and noted by the State Emergency Management Committee. .
- 2.13 The Meander Valley municipal area is part of the Northern region. The Northern Region Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator represents each municipal area on the Regional Committee.
- 2.14 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer.. Sections 13–18 of the Emergency Management Act 2006 establish these responsibilities and functions.

# Responsibilities

2.15 The following table summarises the responsibilities of Management Authorities and councils for hazards in Tasmania. This table is not intended to be exhaustive, and changes can be made by agreement through the consultation framework over the life of this Plan and/or as required during emergencies. More detail for comprehensive responsibilities is included in the regional plan.

Table 3 Response and Recovery Responsibilities

	Hazard	Response Management Authorities	Typical Council Support Functions & Activities	
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Providing plant and machinery	
2	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Providing plant and machinery	
3	3 Energy supply emergency DSG Property identification (Includes: petroleum, gas, electricity, Excludes: energy Property Includes: energy Property In		Local operations centres  Advice on facilities requiring priority	
4	Environmental emergency (marine pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Providing plant and machinery	
5	Fire - national parks, reserves	DPIPWE Parks	Community information Providing plant and machinery	
6	Fire - declared forest land/State forest	Forestry Tasmania	Community information Providing plant and machinery	
7	Fire – urban, and privately managed rural land	TFS	Property identification Road closures Providing plant and machinery	
8	Flood - dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Providing plant and machinery	
9	Flood - rivers, and flash flood	SES	Property identification Road closures Local operations centres Community information Providing plant and machinery	
10	Food contamination	DHHS Environmental Health	Premises inspection Infection controls	

	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
			Community Information Property identification
11	Hazardous materials – chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
12	Hazardous materials – radiological (unintentional release)	TASPOL	Property identification Road closures
13	Influenza pandemic	DHHS Population Health	Flu clinic facilities  Community information
14	Infrastructure failure – buildings	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
15	Infrastructure failure – State roads and bridges (NB: includes transport disruption)	DSG Roads and Traffic Division	Local operations centres  Community information  Providing plant and machinery  Alternative transport routes
16	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
17	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
18	Nuclear powered warship visits	TASPOL	Property identification Road closures Local operations centres Community information
19	Public health emergency	DHHS Population Health	Premises inspection Infection controls Community Information Property identification
20	Space debris	TASPOL	Property identification Road closures Local operations centres Providing plant and machinery
21	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Providing plant and machinery

22	Transport crash - aviation (more than 1000 m from an airport runway)	TASPOL	Property identification Road closures Local operations centres Providing plant and machinery
23	Transport crash:  marine (no environmental emergency)  railway  road vehicles	TAS POL	Local operations centres Providing plant and machinery Road closures Alternative transport routes
24	Water supply contamination	DHHS Environmental Health	Property identification Road closures Local operations centres Providing plant and machinery Management of water carriers



# **Section 3 Emergency Management Arrangements**

This section describes the general arrangements for emergency management in the Meander Valley area. It has four sub-sections:

# Prevention & Mitigation

This section describes the current focus of prevention and mitigation for municipal emergency management.

Municipal responsibilities include:

- Identify, research, assess and treat risks (within the municipal area and/or in partnership with neighbouring Councils)
- Apply a range of strategies to prevent and mitigate the affects of emergency events (e.g. land-use planning schemes and approval processes, application of building codes, capital works-flood levees)
- Represent community interests for emergency management at other levels of government and contribute to decision-making processes.

#### **Preparedness**

This section describes what is done to be ready to respond to and manage community recovery, before an emergency occurs or is imminent.

Municipal responsibilities include:

- Establish and maintain a municipal emergency management committee, or participate in a combined committee
- Maintain systems and processes for municipal emergency management, and maintain a written record of these arrangements in the municipal emergency management plan
- Recommend and support a Municipal Emergency Management Coordinator and Deputy
- Have arrangements in place so that municipal volunteer SES units are maintained to support the plan, including the provision of adequate resources, and facilities for the volunteers
- Develop and implement municipal community awareness and education programs and warning systems.

#### Response

This section describes what is done when an emergency occurs or is imminent. Municipal responsibilities include:

- Support the response Management Authority in accordance with the municipal plan (including the provision of available Council resources)
- Coordinate Support Agencies at the municipal level to address consequences arising from an emergency
- Respond to emergencies that can be managed at the municipal level.

#### Recovery

This section describes what is done in similar timeframes to response to support recovery in the short-term and the longer term across the four recovery elements:

- social
- infrastructure
- economic
- environmental

Municipal responsibilities include:

- Coordinate recovery efforts for the municipal area, including input into other regional recovery initiatives
- Deliver recovery services from municipal and State resources
- Support analysis of relevant emergency events.



# Section 3.1 Prevention and Mitigation

This section describes the current focus of prevention and mitigation for municipal emergency management.

#### Overview

3.1.1 The Meander Valley Municipal Committee provides input on a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels.

# **Current Arrangements**

### Research

- 3.1.2 Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this Plan.
- 3.1.3 The research areas to be focused on for the life of this plan are fire and flood. This work is supported by the Bureau of Meteorology and the State Emergency Service.
- 3.1.4 In undertaking individual and collaborative flood research initiatives, Meander Valley Council is an active member of the Northern Regional Flood Consultative Committee.
- 3.1.5 Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

### Risk Management

- 3.1.6 Each organisation is responsible for conducting risk assessments based on the findings of credible research and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with the relevant national standard e.g. AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.7 The Municipal Committee reviews outcomes of the Tasmanian Emergency Risk Management Project, coordinated by the SES over 2003–2004, and is responsible for updating the outcomes when relevant and in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this Plan, so the arrangements address the major risks to community safety.
- 3.1.8 Appendix 5.2 summarises the current risk assessment findings and identifies the following general responsibilities for treatments:
  - a council responsibility
  - b partnership: combination of councils, State government agencies, industry, individuals
  - c State government agency, industry association, industry sector or individual
  - d whole-of-government responsibility.

### **Protective Security & Business Continuity**

- 3.1.9 An emergency event will have an impact on the business of the Meander Valley Council and the community.
- 3.1.10 . Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

- 3.1.11 Off-site computer backup storage arrangements are in place in case of break down and disaster recovery.
- 3.1.12 The supply or redundancy of main services is particularly important for local emergency management operations and requires relationships and arrangements to be reviewed continually with asset owners or managers for the following areas, including but not limited to:
  - a power supply
  - b potable water
  - c transport networks and alternative route planning
  - d telecommunications
  - e public/environmental health standards.
- 3.1.13 Protective security practices have been developed at State level and government organisations maintain their own arrangements to enhance security. Specific advice related to counter-terrorism practices can be provided by the State Security Unit . . .

# Land-use Planning

- 3.1.14 Land-use planning responsibilities are identified in the Land Use Planning and Approvals Act 1993 and are largely managed by Council.
- 3.1.15 Land-use planning schemes for the Meander Valley area are reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Australian government initiatives and are incorporated in line with hazard assessments for each area. For further information: www.meander.tas.gov.aum.



# **Section 3.2 Preparedness**

This section describes what is done to be ready to respond and manage community recovery, before an emergency occurs or is imminent.

#### Overview

- 3.2.1 Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2 Work health and safety legislation and general legal requirements of individuals form the basic preparedness obligations e.g. employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific State and Commonwealth legislation establishes hazard and function-specific responsibilities for regulators and government agencies (see the summary of legislation in TEMP, Appendix 5.3).
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level, including:
  - a council responsibilities for:
    - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s. 47)
    - providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service Section (s. 49))
    - iii making recommendations for the Municipal Coordinator and Deputy roles (ss. 23-24) and providing a chairperson for the committee (s. 21).
  - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s. 34)
  - c establishment of a Municipal Emergency Management Committee (s. 22)
  - d State Emergency Service responsibilities in Section 26 to:
    - i provide advice and services in accordance with emergency management plans
    - ii recruit, train and support a volunteer workforce.
- 3.2.5 Support Agencies and owner/operators of specific facilities maintain processes and arrangements so they are ready to:
  - a fulfill their roles in emergency management
  - b achieve 'business as usual' for as long as possible, as well as
  - c coordinate recovery and support broader recovery efforts after the emergency, if required.

### **Current Arrangements**

### Municipal Emergency Management and Social Recovery Committee

3.2.6 The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and Regional Committees and is maintained with the support of councils, Non-Government Organisations and other organisations.

a For this municipal area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. The Municipal Coordinator is its Chair and Executive Officer. Terms of Reference support the Committee's involvement (see Appendix 5.3).

# **Municipal Social Recovery Committee**

- 3.2.7 The Meander Valley Social Recovery Committee exists within the broader Emergency Management & Social Recovery Committee. Its functions are coordinated by the Community Development Officer in accordance with the Social Recovery Plan. The decision to merge the social recovery functions has enabled Council to develop a more coherent response capability.
- 3.2.8 Primary functions of the Recovery process are to:
  - a develop, review and maintain the Meander Valley Recovery Management Plan;
  - b develop and conduct exercises which test the Meander Valley Recovery Management Plan;
  - c provide information and support to the Municipal Committee and Municipal Social Recovery Committee as required.

### Capacity and Capability

- 3.2.9 State government agencies and government owned businesses maintain their own capacity and capability arrangements. In the municipal context the following points are important:
  - a. Relief arrangements for council emergency management roles
  - b. emergency management education and training for Council workers
  - c. maintaining the Municipal Emergency Coordination Centre
  - d maintaining basic systems so resources can be requested and shared.

### Relief Arrangements for Council Emergency Management Roles

The following list shows the relief model for key municipal emergency management roles.

Primary Role	Usual Delegate
Municipal Chairperson: Director Infrastructure Services	Deputy Municipal Coordinator: Director Works
Municipal Coordinator: Director Infrastructure Services	Deputy Municipal Coordinator: Director Works
Municipal Recovery Coordinator : Community Development Officer	Deputy Municipal Recovery Coordinator: Youth Development Officer

### **Education and Training**

- 3.2.10 The Municipal Coordinator coordinates general inductions for workers who have emergency management functions, including media/information functions. The SES Regional Manager and Regional Social Recovery Coordinator assist as required.
- 3.2.11 Validation activities, which are useful training opportunities, are conducted at various times by a range of stakeholders. Municipal committee members attend these and/or arrange for relevant people from their organisation to participate when relevant.
- 3.2.12 The Municipal Committee conducts biannual desktop exercises to test the Plan. These exercises are held internally for council staff and where appropriate, externally with representatives from other municipal emergency services.

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### **Coordination Centres**

- 3.2.13 Emergency events require a high degree of operational coordination. The extent of such coordination will invariably depend on the magnitude of the event. There are levels of coordination, which combine to enable effective emergency response and recovery arrangements to be implemented.
- 3.2.14 In respect to this Plan there are:
  - a Incident Control Centre (ICC)
  - b Municipal Emergency Coordination Centre (MECC)
  - c Regional Emergency Coordination Centre (RECC).

# Incident Control Centre (ICC)

3.2.15 Operational control of an emergency is the responsibility of the response management authority through their Incident Control Centre (ICC).

# **Emergency Operation Centre (EOC)**

3.2.16 Support agencies, such as Municipal Councils, command their operations from an Emergency Operations Centre (EOC). The Meander Valley Council EOC is located in the Council Chambers of its Westbury Office.

# Municipal Emergency Coordination Centre (MECC)

- 3.2.17 Complex emergency events are likely to require high levels of coordination. When an emergency escalates beyond the response Management Authority's capacity or when a multi-agency response is needed, a Municipal Emergency Coordination Centre (MECC) may be needed.
- 3.2.18 The Meander Valley Municipal Emergency Coordination Centre will be established at the Meander Valley Council Offices located on Lyall Street, Westbury and may be activated by the Municipal Coordinator or the General Manager of the Meander Valley Council.

# Regional Emergency Coordination Centre (RECC)

- 3.2.19 Should an event require more extensive management support a RECC could be established. The RECC can be activated through the Executive Officer of the Regional Emergency Management Committee, upon direction of the Regional Controller.
- 3.2.20 Functions of the RECC are to:
  - a provide information to the State Controller and the SES
  - b assist the Regional Controller to coordinate response to major events involving more than one organisation
  - c coordinate resources
  - d provide a public and media information service.
- 3.2.21 The RECC for Northern Tasmania is located at Police Headquarters in Cimitiere Street, Launceston.

### **Maintaining Contact Information**

3.2.22 A contact list for municipal emergency management is maintained by the Municipal Coordinator. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).

- 3.2.23 Council maintains a plant register for Council owned equipment and a listing of equipment owners/operators within the Meander Valley municipality. Both of these documents are maintained by the Works Department and can be accessed through the Director of Works.
- 3.2.24 Meander Valley Council has resources, which may be directly utilized, has access to other resources within the community and has vital information about the community that will be required in the process of responding to and recovering from an emergency.
- 3.2.25 Meander Valley Council is a signatory of the LGAT Protocol for Inter-Council Emergency Management Resource Sharing. This protocol enables resource-sharing arrangements specifically with neighbouring councils. Access to resources will be dependent upon the emergency and its impact on the neighbouring councils.

### **Community Warnings and Public Information**

3.2.26 In the event where warnings in the community are required, Council is committed to working proactively with other emergency stakeholders to ensure that timely and effective warnings are issued to members of the public as applicable/appropriate. This section summarises the main points regarding public enquiries, warnings and public information. For the arrangements to issue warnings or open call centres in Response (and in other instances) refer to Section 3.3 of this Plan (Response).

#### **TasALERT**

3.2.27 TasALERT is Tasmania's official emergency information source and provides an emergency warning and information system in an online platform. It is administered by the Tasmanian Government Department of Premier and Cabinet, and provides a single source of clear and consistent emergency and resilience information from across emergency services and government agencies.

### **Points for Public Enquiries**

3.2.28 Organisations that may be represented on or be invited to attend the Municipal Committee all maintain a number of different enquiry points for public enquiries:

Organisation	Enquiry Point	
Tasmania Fire Service	(24 hour) Phone service - 6230 8600	
	fire@fire.tas.gov.au	
Tasmania Police	Police assistance line - 131 444	
	Tasmania.police@police.tas.gov.au	
TasWater	Call Centre 136 992	
State Emergency Services	(24 hour) Phone service - 132 500	
	ses@ses.tas.gov.au	
Forestry Tasmania	Phone - (03) 6235 8333	
	Forestry.tasmania@forestrytas.com.au	
Parks and Wildlife	1300 135 513	
Bureau of Meteorology	(03) 6221 2000	
	www.bom.gov.au	

### Meander Valley Council Information Service

- 3.2.29 The Meander Valley Council will be a vital source from which members of the community can gain advice and information relating to an emergency event. It is critical that the information being provided to the public is both timely and accurate. The best way to achieve this is through a designated information service.
- 3.2.30 The information service will not only provide the community with direct access to information relating to an emergency, it will also help to reduce the number of calls made to the EOC.
- 3.2.31 Where more detailed information is required, the information service can provide callers with a link to the FOC.
- 3.2.32 It should be noted that the information service is distinct from the EOC and the MECC and will act in support of those centres.

### **Establishment and Staffing**

- 3.2.33 The Meander Valley Council will establish an information service during an emergency event with the aim of providing general information to the public before, during and after an event.
- 3.2.34 The objective of the information service is to:
  - advise the public of likely events and precautionary actions to be taken in advance of an anticipated emergency
  - advise the public of appropriate action for the public to take or who to contact during an emergency event
  - advise the public as to the appropriate contacts for the Recovery Management issues, either during or immediately following an emergency.
- 3.2.35 Dedicated emergency telephone lines will be activated and act as an 'emergency hotline' to provide the public with up-to-date information.
- 3.2.36 Information updates will be provided to the information service operators through the EOC or the MECC, as applicable.
- 3.2.37 Staffing of the information service is the responsibility of Corporate Services Department within the Meander Valley Council and staff numbers may vary depending on the magnitude of the event.
- 3.2.38 Designated staff within Corporate Services will be responsible for setting up, activating and managing the information service.
  - The information service will operate from the Meander Valley Council Chambers located at 26 Lyall Street, Westbury.

### **Available Warning Systems**

3.2.39 Public warnings systems are maintained by responsible agencies. For example, the Tasmanian Fire Service has adopted three warnings for the fire season which will be broadcasted by ABC radio:

**Bushfire Advice** – this message will advise the community that a fire has started but there is no immediate danger, and includes general information to keep up-to-date with developments.

**Bushfire Watch and Act** – this message represents a heightened level of threat. Conditions are changing and it is time to start taking action to protect families.

**Emergency Warnings** – this warning will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).

- 3.2.40 This plan recognises that warnings to the public are most effective when key messages are developed in advance and are based on best practice (e.g. AGD's 'Choosing your Words'). Messages will be maintained in draft form so they can be made specific for each circumstance.
- 3.2.41 Emergency warning systems relevant to the Meander Valley are:
  - a mainstream flooding (from rivers) (BoM)
  - b severe weather, e.g. damaging winds and heavy rainfall (BoM)
  - c bush fire (TFS)
  - d Emergency Alert (all hazards) (TFS)
  - e Standard Emergency Warning Signal (SEWS) (SES)
  - f local ABC Radio (primary Support Agencies or Response Management Authority).

#### **Public Information Readiness**

- 3.2.42 Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required. The Municipal and Regional Committees are developing draft scripts that can be customized to broader impacts of emergencies/recovery matters.
- 3.2.43 Where possible, pre-prepared public information resources are tailored to inform all members of the municipal area about the emergency. This information will be primarily presented on Council's website, and/or links provided to other websites of emergency service information providers.
- 3.2.44 Specific arrangements for community warnings and public information are described in Section 3.3 (Response).

# **Municipal Emergency Management Plans**

- 3.2.45 The Municipal Committee is responsible for the maintenance of this Plan. The Plan is reviewed every two years after it was last approved.
- 3.2.46 The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.
- 3.2.47 Each review should at least take into consideration the following factors:
  - a emerging risks and hazards and potential treatments
  - b compliance of the plan with current legislation and policy
  - c accuracy of content, e.g. roles, procedures and contacts
  - d functionality of plan during emergencies
  - e comments and suggestions from key stakeholders.
- 3.2.48 Section 4 of this plan provides more information about this Plan including the Distribution List. The current version of this Plan is available from the Council website (www.meander.tas.gov.au).
- 3.2.49 Each organisation represented on the Municipal Committee is responsible for maintaining their own plans and procedures and making sure they are aligned with the arrangements in this Plan.

#### **Pandemic**

- 3.2.50 A State Pandemic Plan exists in relation to pandemic preparedness. The agency with management responsibility is the Department of Health and Human Services (DHHS).
- 3.2.51 One of the key elements in a coordinated response to a large-scale health emergency such as a pandemic will be the establishment of Flu Clinics.

3.2.52 Councils are responsible for the identification of Flu Clinic locations prior to an event. Special pandemic plans are being developed in consultation with DHHS around the establishment of these centres.

#### Validations & Lessons Identified

- 3.2.53 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include debriefs, exercises and other workshops/meetings.
- 3.2.54 Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and for participating in other validations where able.
- 3.2.55 The planned validation activities for this Plan recorded in Section 4.8 of this Plan.
- 3.2.56 Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.
- 3.2.57 Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.
- 3.2.58 The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the emergency on a risk basis.

# **Administration Systems**

- 3.2.59 Each organisation in emergency management is responsible for managing its own administration needs. These require ongoing maintenance so they can be used effectively in emergencies. This usually includes two main areas:
  - a information management
  - b cost capture.

#### Information Management

- 3.2.60 Systems for managing information during emergencies include prepared templates/proformas etc. for:
  - a Situation Reports (SIT REPS)
  - b operational logs
  - c resource allocation
  - d recording expenditure (more information below in 'Cost Capture')
  - e registration systems spontaneous volunteers, public offers, affected groups e.g. businesses
  - f supporting impact assessments (see Section 3.2 TEMP for recommended items to be recorded).

### Cost Capture/Financial Administration

- 3.2.61 To gain post-emergency financial support from State or Commonwealth governments, the Council is required to maintain accurate records of all expenditure relating to an emergency event.
- 3.2.62 Council has a specific emergency management function within its annual budget. A specific account number will be set up to track costs associated with a particular emergency event. The level of detail or separation of costs will be dictated by the nature and extent of the emergency.

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3.2.63 All expenditure during emergencies is to be approved by the General Manager or other authorised personnel before commitments are made.



# Section 3.3 Response

This section describes what is done when an emergency occurs or is imminent.

### Overview

- 3.3.1 Arrangements for response are based on pre-agreed roles and responsibilities being undertaken in a coordinated way. Broad responsibilities for hazards or functions are usually established in legislation and the planning process is used to establish arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property or the environment.
- 3.3.2 The roles and responsibilities relevant to municipal emergency management are summarised in Section 2 of this Plan. This section records how these roles and responsibilities are generally used.
- 3.3.3 The following paragraphs describe the general arrangements for Response. They should be referred to when:
  - a arrangements for the emergency are inadequate/overwhelmed
  - b the arrangements can enhance/complement what is already in place.
- 3.3.4 The arrangements described in this section are designed to address emergencies that occur in this municipal area, although these same arrangements can be used to support response for emergencies affecting other municipal areas, or the region as a whole.
- 3.3.5 Emergency powers exist so authorised action can be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific State legislation and then incorporated in hazard-specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met.
- 3.3.6 Overall control of an emergency can be assumed by emergency management authorities e.g. the Regional Controllers.

### Command, Control and Coordination

The following points outline the command, control and coordination arrangements relevant to this plan.

### All Hazards Response Arrangements & Escalation

- 3.3.7 When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance, this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8 When people are not present or able to respond effectively, specified agencies have authority to take control of the emergency. In this Plan they are identified as the Response Management Authority.
- 3.3.9 Response Management Authorities are supported by Support Agencies and councils can be requested to support response and make resources available. These requests are usually made by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it is not already open). See Appendix 5.6 for more information about the centre.
- 3.3.10 The General Manager is responsible for providing adequate staff and resources to operate the Meander Valley Coordination Centre. The Municipal Coordinator is

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- responsible for arranging the centre to be opened and managing it. More detailed operating procedures are maintained in Appendix 5.1Associated Documents.
- 3.3.11 Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at Emergency Operations Centres/Emergency Coordination Centres and/or senior managers who are monitoring the situation.
- 3.3.12 The SES Regional Manager usually assists and advises the MC/MECC and is responsible for briefing the Regional Controller (and other stakeholders as required).
- 3.3.13 The SES Regional Manager is responsible for arranging regional support to councils, should this be required.
- 3.3.14 The Regional Controller can assume overall control of response/community recovery operations (see Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be authorised for this to occur.

### **Operational Communication**

- 3.3.15 The Response Management Authority is responsible for notifying the Chairman and Municipal Coordinator of the Meander Valley Emergency Management Committee of the emergency.
- 3.3.16 The Municipal Coordinator is to ensure that the General Manager is notified of the emergency.
- 3.3.17 If it is necessary to convene a meeting of the Meander Valley Emergency Management Committee, the Municipal Coordinator is responsible for notifying members of the time and venue of the meeting.

### **Mayor and Councillor Response**

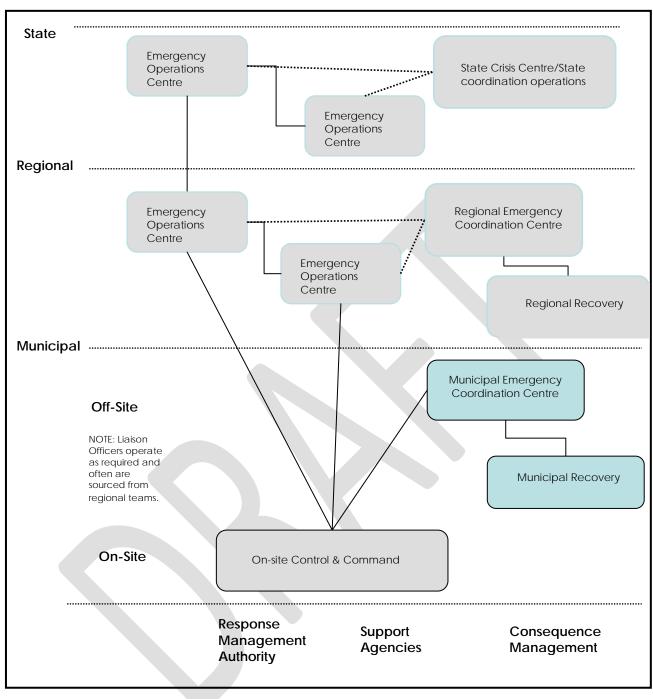
- 3.3.18 As a civic leader the Mayor, or a nominated representative, is to perform the following prime functions:
  - a Media Contact: to provide the necessary general information to the community as outlined by the response Management Authority or Regional Controller
  - b Public appeal for financial assistance: if deemed necessary by the Mayor, to initiate such an appeal, after consultation with the Response Management Authority or Regional Controller. The Mayor is also to act as the focal point for queries by service clubs, etc. who may wish to support the appeal or even to start their own
  - c Link to Federal and State Ministers: to initiate this at the request of the Response Management Authority or Regional Controller in the event of breakdown or blockages in usual channels of communication
  - d "Show the Flag": the Mayor can have a positive effect upon the community during an emergency by talking to victims, being seen in the community and providing support to emergency workers. It is important however, that such involvement is organized through the appropriate channels and is undertaken at the appropriate time
  - e To talk to victims of the crisis and obtain feedback on the effectiveness of crisis management operations. Feedback is to be provided to the Municipal Coordinator for any necessary corrective action.
- 3.3.19 The role of Councillors will be to deputise for the Mayor, if necessary, or otherwise assist and support the Mayor in the roles described in Section 5.5 Action Cards /Duty Statements. The importance of Councillors being seen in the community during an emergency cannot be overstated. Councillors can provide considerable assistance in the recovery phase by talking to victims, community leaders and workers and providing coordinated support and assistance to emergency workers.

# **Consequence Management**

- 3.3.20 The Regional Controller's efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with members of the Regional Committee and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.21 Offers of assistance from organsiations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), are handled by the Response Management Authority, although they can be referred to the SES Regional Manager.
- 3.3.22 Figure 3 below summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each emergency. . .



Figure 3 Response Management Structure



#### LEGEND:

Direct reporting relationship

Also works/communicates with

# **Emergency Powers**

3.3.23 Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan (see paragraphs 2.6-2.9). The SES Regional Manager will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

The table below provides a summary of a typical management process for response, although it is important to note that as every emergency is different, variations can and will occur.

Table 4 All Hazards Response: Typical Actions

	Phase	Response actions	Council considerations
1	Alert	<ul><li>Monitor emergency</li><li>Brief stakeholders</li></ul>	<ul><li>Advise Council stakeholders and committee</li><li>Monitor situation</li></ul>
2	Stand-by	<ul> <li>Prepare to deploy for Response</li> <li>Arrange warnings (if relevant)</li> <li>Update stakeholders</li> <li>Nominate Media/Information Officer and advise stakeholders</li> </ul>	<ul> <li>Update stakeholders (Council, Committee and Response Management Authority) and circulate latest version of Contact List/Action Cards</li> <li>Locate keys to centres, notify centre managers of the potential for use</li> <li>Draft staff rosters for centres/tasks for next 24 hours</li> <li>Locate supplies that are likely to be needed in the first few hours e.g. stationery, references (Plans, map books, contact lists), extra equipment (phones, lap tops, printers, tea/coffee).</li> <li>Nominate Media Officer and advise response agencies</li> </ul>
3	Respond	<ul> <li>Assess emergency scene</li> <li>Establish command and control arrangements</li> <li>Deploy resources and request extra assistance as required</li> <li>Assess impacts and effectiveness of response strategies</li> <li>Consider evacuation</li> <li>Provide further warnings and public information as required</li> <li>Provide information: Sit Reps and public information</li> <li>Conduct impact assessments and provide updates</li> </ul>	<ul> <li>Establish and communicate coordination location for Council resources/requests</li> <li>Manage requests for assistance/resources</li> <li>Open and manage centres as required e.g. assembly or evacuation centres</li> <li>Provide community with information</li> <li>Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs</li> <li>Update stakeholders and Regional Controller as required</li> <li>Coordinate meals, relief/accommodation for Council workers</li> </ul>
4	Stand Down (including Community Recovery handover)	<ul> <li>Assess effectiveness of response actions</li> <li>Plan for end of Response</li> <li>Liaise with Council/Regional Controller regarding the status of recovery operations and arrange 'hand over' as required</li> <li>Confirm end/close of Response and stand down</li> <li>Collate logs, costs etc. and assess needs for re-supply</li> </ul>	<ul> <li>Confirm end/close of Council operations for Response</li> <li>Liaise with recovery workers and assess needs</li> <li>Reinstate transport routes etc.</li> <li>Update stakeholders and Regional Controller and confirm ongoing points of contact</li> <li>Close centres as agreed</li> <li>Collate logs, costs etc. and assess needs for re-supply</li> </ul>
5	Debrief	<ul> <li>Conduct internal debrief/s</li> <li>Participate in multi-agency debriefs as required and report to Regional Controller/Committee</li> </ul>	<ul> <li>Conduct Council worker debrief</li> <li>Arrange for Committee debrief and report to Regional Controller/Committee</li> </ul>

# **Warnings and Public Information**

### Warnings

- 3.3.24 Warnings are issued by the BoM for severe weather and other events (e.g. floods, tsunami) and the TFS for fires and hazardous materials incidents. These warnings are sent to media outlets (radio and television) who broadcast the warnings, which may be preceded by the SEWS (Standard Emergency Warning Signal), in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request that the SEWS is used.
- 3.3.25 Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.26 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
  - a Response Management Authority
  - b SES Regional Manager
  - c Regional Controller.
- 3.3.27 Various information mediums can be used; however, messages that are more urgent will be disseminated via public radio or television, whilst other information (particularly of a lengthy or detailed nature) could be distributed via posters, letterbox drops or Australia Post delivery services. The Municipal Coordinator will need to consult with originators to determine the best methods for distribution.
- 3.3.28 During bushfire incidents, the TFS website is a particularly good source of up-to-date reliable data. Meander Valley switchboard staff will refer telephone enquiries to the site whenever possible or read the situation reports regularly and pass on relevant details to the callers.
- 3.3.29 Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.30 'Emergency Alert' is a national capability that can send warnings to landline and mobile telephones via voice and text message in a defined geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at State level between TFS and the Response Management Authority. EA complements existing emergency warning processes and systems and is simply an additional tool available to organizations. Public messages in relation to EA emphasise that people must not rely on receiving a message from EA. Instead, individuals and communities must prepare themselves and have an action plan in case of an emergency.
- 3.3.31 The Response Management Authority and TFS coordinate warnings sent using the Emergency Alert system. If Council identifies a need to use the system, this is arranged with the SES Regional Manager.
- 3.3.32 The following Table 5 summarises current warning arrangements.

Table 5 Warnings Systems and Public Information

Natural Hazards	Warning Type	Issuing Agency	Method
Flood			
Flood watch	An Alert, Watch or Advice Early advice that alerts when the combination of forecast rainfall and catchment conditions indicate that flooding is likely for a geographic area or region.	ВоМ	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails fax
Flood Warning	Warnings of 'Minor', 'Moderate' or 'Major' flooding are to provide advice on impending flooding so people can take action to minimize its negative impact. These warnings are issued for catchments where specialised flood warning systems are operated and flood classifications have been defined for key river level sites.  The flood-warning message will identify the river valley, the locations expected to be affected within the catchment as well as the expected severity and timing of the flooding.	ВоМ	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	ВоМ	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, Fax
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from floodaffected areas may be required.	ВоМ	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Severe Weather		BoM	
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, very heavy rain, dangerous surf or tides. (see 1-4 below)	ВоМ	Public: Media, BoM Website Emergency Services: SMS, telephone calls, emails, fax
Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, Fax

Very heavy rain that may lead to flash	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in	BoM	Public: Media, BoM website
flooding	10 year return period		Emergency Services: SMS, telephone calls, emails, fax
Severe thunderstorm warnings	provided when thunderstorms are expected to produce dangerous or damaging conditions:	ВоМ	Public: Media, BoM website Emergency Services:
	hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding		SMS, telephone calls, emails, fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold,	BoM	Public: Media, BoM websiteEmergency
	wet, windy weather		Services: SMS, telephone calls, emails, fax
Ice and frost on roads	Road weather alerts - advise of potentially dangerous driving conditions e.g. fog, low	ВоМ	Public: Media, BoM website
	visibility in heavy rain, gusty winds, widespread frost, snow		Emergency Services: SMS, telephone calls, emails, fax
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds	BoM	Public: Media, BoM website
	agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.		Emergency Services: SMS, telephone calls, emails, fax
Total Fire Ban	The Tasmania Fire Service can declare a Total Fire Ban on days when the danger of	TFS	Public: Media, TFS website
	fire is extremely high and when fires would be expected to develop rapidly and be extremely difficult to control. Usually a Total Fire Ban lasts for 24 hours.		Emergency Services: Telephone calls, email, fax
Advice	Bushfire Advice message – This will advise you that a fire has started but there is no	TFS	Public: Media
	immediate danger, and includes general information to keep you up to date with developments.		Emergency Services: SMS, telephone calls, emails, fax
Watch and Act	Bushfire Watch and Act message – This represents a heightened level of threat.	TFS	Public: Media, TFS website
	Conditions are changing and you need to start taking action now to protect yourself and your family.		Emergency Services: SMS, telephone calls, emails, fax

Emergency Warning	Bushfire Emergency Warning – This will indicate that people in specific locations are in danger and need to take action immediately as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS	Public: Media, TFS website Emergency Services: SMS, telephone calls, emails, fax
Low - Moderate Fire Danger Rating (FDR 0- 11)	Fires breaking out today can be controlled easily. There is little risk to people and property.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, Fax
Extreme Fire Danger Rating (FDR 75-99)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Catastrophic Fire Danger Rating (FDR :	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax

#### **Public Information**

- 3.3.33 Council has a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the emergency event to reduce the potential for inappropriate community action or undue concern. Situation reports and information bulletins regarding facilities and emergency assistance should be provided to the community.
- 3.3.34 Table 6 below summarises the arrangements for providing information to the public about the emergency.

**Table 6 Summary of Public Information Arrangements** 

	Location	Scope of emergency information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	Response Management Authority Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal-al, Regional Controller)	Media
3	Other centres – assembly, evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	Municipal area	Impact of the emergency on the local community	Mayor	Council Media Officer	Council Media Officer	Media, council website TEIS, CALD
			Council switchboard	Council Media Officer	Council Media Officer	Phone enquiries
5	Within the region	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, Council websites,
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	TEIS CALD
			Regional Community Recovery Coordinator	Regional Community Recovery Coordinator/ Media Officer	SES Regional Manager or delegate for Regional Controller	

6	Rest of the State	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director TAS POL Media Unit, Govt. Media Office	SES Director TAS POL Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS
			Response Management Authority	Media Officer	Response Management Authority, State liaison	CALD, others
			Premier/Minister	Govt. Media Office	Govt. Media Office	

#### Northern Region 1800 Public Information Line

- 3.3.35 A further means of providing information to the public is via the establishment of an 1800 public information line. The 1800 number available for councils in Tasmania's north region is 1800 049 508.
- 3.3.36 The 1800 number (above) is owned by DPEM and can be allocated to any landline. This number has been established for use in all-hazard emergencies, with its primary purpose being a means to provide information (and reassurance messages) to the public.
- 3.3.37 The SES Regional Manager is responsible for activating the 1800 number if required.

#### **Tasmanian Emergency Information Service (TEIS)**

- 3.3.38 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet (DPAC). This service provides an initial point of contact for the community to access self-help information following an emergency.
- 3.3.39 The service is activated and deactivated by Service Tasmania on request from the State Controller, following the advice of Regional Controllers. It can also be activated by the Secretary of the DPAC at the request of a Security and Emergency Management Advisory Group (SEMAG) member (usually for the Response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including:
  - a appointing a Liaison Officer to be located at the TEIS for the duration of the activation
  - b appointment of a supporting Information Manager.
- 3.3.40 The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook (see 'Associated Documents' Appendix 5.1).
- 3.3.41 If the Council or Municipal Coordinator requires the TEIS, a request is made to the SES Regional Manager who will consult with the Regional Controller.
- 3.3.42 If use of TEIS is approved, preparation of scripts is developed at this time, using a consultative approach.

#### Working with the Media

3.3.43 The local and regional media outlets assist to provide information to the public about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated Media Officer/s and limit their comments to their own role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller/SES Regional Manager.

- 3.3.44 During an emergency, timely, accurate and informative information to the community is critical. In a period of community uncertainty, concerns can be reduced if advice is provided on what has happened, what needs to be done, and where people can go to gain assistance. Whilst the media will provide information on what has happened, their focus will not always provide the detail that satisfies the needs of an affected community.
- 3.3.45 The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Meander Valley Council and the affected community. The Mayor will need to be supported in this role by an experienced Media Liaison Officer who can prepare community and media statements and have them endorsed by the Mayor. All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Meander Valley Council and the collective community. The Municipal Coordinator will provide emergency related information to the Mayor.
- 3.3.46 Media statements from the Meander Valley Council will relate to the impact on the community and the actions being taken by the Council. Meander Valley Council should not comment on matters that are the province of the emergency services or post-emergency investigations. Statements made by persons with knowledge of only a segment of the total emergency operations can lead to confusion and misunderstanding by the public.

#### Media Contacts/Deadlines

- 3.3.47 The mass media works to a strict timetable for news production. Emergency managers must strive to accommodate the media's requirements. The recognition of "copy" deadlines is an important factor in achieving sound relations with journalists and editorial staff.
- 3.3.48 Past experiences strongly indicate that best results are achieved by personal contact with the news editors, producers or reporters, being prepared to give taped interviews by telephone or face-to-face or back-up verbal reporting with facsimile confirmed media releases where requested.

#### Other Elements

#### Evacuation

- 3.3.49 Tasmania Police and Tasmania Fire Service have legislative power to order the evacuation of people, but voluntary evacuation is the preferred strategy in emergencies.
- 3.3.50 If the Response Management Authority identifies a need for evacuation, then the Municipal Coordinator can be contacted for assistance.
- 3.3.51 When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. Council and/or DSG).
- 3.3.52 Council maintains a register of facilities that could be used for the provision of services for displaced persons.
- 3.3.53 The Tasmania Fire Service also maintains a register of Nearby Safer Places for bushfires and will provide advice through the media and TFS website if they recommend these are to be used by the community.

#### **Impact Assessments**

3.3.54 The Response Management Authority is responsible for coordinating impact assessments, to be gathered and reported to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.

- 3.3.55 Impact assessments consider the following factor s specifically:
  - a housing/accommodation needs
  - b energy supplies
  - c potable water
  - d transport networks and alternative route planning
  - e telecommunications
  - f public/environmental health standards.
- 3.3.56 Where transport corridors also provide access for other networks (e.g. energy, water, telecommunications), the asset managers/owners are involved as required in decision making.
- 3.3.57 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

#### Registrations

- 3.3.58 Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
  - a affected persons (e.g. people who are evacuated/their families)
  - b other stakeholder/affected groups (e.g. businesses)
  - c spontaneous volunteers
  - d witnesses
  - e potential donors/sponsors (equipment, services, supplies).
- 3.3.59 Registration may be commenced by the Response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations, e.g. the regional recovery arrangements. Council will immediately implement a registration system on the activation of an evacuation centre. TASPOL may also activate. Australian Red Cross to use the Register, Find, Reunite System.
- 3.3.60 Registrations are shared regularly through the response phase, including with the SES Regional Manager and Regional Social Recovery Coordinator

#### **Debriefs**

- 3.3.61 Debriefs provide an opportunity to review arrangements and decisions made.
- 3.3.62 Key lessons identified are shared with stakeholders, including the Municipal Committee, SES Regional Manager and/or the Regional Social Recovery Coordinator.
- 3.3.63 The main objectives of a debrief are to:
  - a acknowledge the input of all contributing organizations and individuals
  - b acquire constructive feedback from all involved on lessons learned
  - c identify where gaps exist in training and planning systems
  - d determine and program the best course of action toward improving planning systems, etc.
  - e foster sound inter-agency communication
  - f identify a need for specific investigation of issues and further debriefing on an individual or organizational level.

3.3.64 The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed, this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

#### **Operational Communications**

- 3.3.65 The statutory authorities have their own radio systems. The SES, TFS, PWS and Forestry Tasmania have a common radio network that can link statewide with transmitters at various locations within the Meander Valley.
- 3.3.66 Residents own a number of private UHF CB radios, however this is an unsecured network, subject to considerable interference and should only be used as a last resort. It should however be noted that because of the number of radios, especially in heavy transport, there is the opportunity to use the network to reduce the traffic on the statutory radio networks.
- 3.3.67 Additional support within the two-way radio system is available via the SES, which can be linked to other agency networks.
- 3.3.68 Once the Municipal Emergency Coordination Centre has been activated, the Response Management Authority may establish a control network to link each of the agencies involved in the emergency operation. Mobile radio communications may become the primary form of communication, should the emergency cause the loss of landline and mobile phone services.

#### Volunteer Management

- 3.3.69 Each Response Management Authority is responsible for ensuring the effective management of public officers of volunteer support. Volunteering Tasmania is able to assist in the registration and management of volunteers during an emergency, as are other organisations, which maintain and train volunteer elements within their workforce, e.g. SES, TFS and TAS POL.
- 3.3.70 Some emergency operations may not be suitable for untrained volunteers. This concept must be acknowledged when volunteers may be placed in potentially hazardous or traumatic surroundings. It is the responsibility of the Response Management Authority to restrict access or participation in emergency operations to those volunteers who have been approved and registered to provide support.

#### **Resource Supply and Support**

- 3.3.71 At the request of a Response Management Authority, resources of the Council and those other resources made available to it will be used under the control of the Municipal Coordinator.
- 3.3.72 Council will maintain an up-to-date list of resources that can be utilized in response to an emergency event. Council's Director of Works maintains this Plant and Equipment List.
- 3.3.73 Meander Valley Council is a participating council of the LGAT Inter-Council Emergency Management Resource Sharing Protocol. During an emergency affecting one or several municipal areas, resource support may be available from/to another council if the emergency has not impacted on that council.
- 3.3.74 The SES Regional Manager can access regional, State or Commonwealth resources. The availability of regional resources will be dependent on the extent of the emergency and other resource priorities.
- 3.3.75 The Municipal Coordinator should liaise with the SES Regional Manager if resource support is required.

#### Administration: Records and Finance

- 3.3.76 Organisations involved in Response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.
- 3.3.77 Records related to Response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from Response and recovery are collated progressively, and stored centrally for future reference.
- 3.3.78 Cost capture systems are established to align with the different types of eligible expenditure under the Tasmanian Relief and Recovery Arrangements (TRRA) as follows:

Category A Expenditure that this given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster.

Category B Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extra ordinary costs of response operations during the emergency.

Costs covering staff salaries, wages and associated expenditure (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.

### Financial Support from the State to Local Government

#### **Eligible Events**

- 3.3.79 Major emergencies that necessitate expenditure by Council or eligible public undertakings on eligible measures may trigger State financial assistance under the Tasmanian Relief and Recovery Arrangements (TRRA). Eligible emergencies do not include emergencies where poor environmental planning, commercial development or personal intervention (other than arson) or accident, are significant contributing factors to the emergency.
- 3.3.80 Under current arrangements, the Minister responsible or Premier will declare an emergency eligible.

#### Eligible and Ineligible Expenditure

- 3.3.81 Eligible expenditure falls into the following categories:
  - a personal hardship and distress measures
  - b financial and psychological counseling costs
  - c restoration of essential public assets
  - d other acts of relief or restoration
  - e extraordinary counter-emergency operations.
- 3.3.82 It includes expenditure by Council that is gross cash outlay net of:
  - a GST
  - b amounts which some other person or organization is liable to reimburse
  - c amounts directly or indirectly receivable under a joint Commonwealth/State financial arrangement or other specific purpose financial assistance to a State and

Page 50 of 85

d any recoveries from other sources.

- 3.3.83 All expenditure that may be eligible must be job costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However, additional costs over and above usual operating budgets may be regarded as eligible expenditure (e.g. plant hire and overtime).
- 3.3.84 Damage to any asset must be directly attributed to the emergency and will not include usual maintenance operations, particularly for those assets, which were in a poorly maintained state at the time of the emergency. Council, for auditing reasons, will be required to supply records of maintenance on items and assets in question.
- 3.3.85 Assistance may be provided to Meander Valley Council to restore an essential public asset to the equivalent of its pre-emergency standard, subject to current planning and developmental controls and building standards. Additional costs incurred by Meander Valley Council beyond that level in restoring or replacing an asset to a higher standard (improvement or betterment) will be borne by Meander Valley Council and not eligible for assistance.
- 3.3.86 There is no provision for Council to claim compensation for economic loss or loss of income.

#### Thresholds and State Reimbursement Levels

- 3.3.87 Where claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Manager. When appropriate, a written application will be developed and submitted to the SES Assistant Director Emergency Management or the DPAC Manager, Office of Security and Emergency Management.
- 3.3.88 If the Premier announces relief, Council can collate records accordingly and apply for reimbursement. The SES Regional Manager may provide advice on request from councils.



### **Section 3.4 Recovery**

This section describes actions in similar time frames to response to support recovery in the short term and the longer term across the four recovery elements.

#### Overview

- 3.4.1 The purpose of recovery is to return a community to a condition considered acceptable by the community. The arrangements are intended to satisfy the physical, psychological and societal needs of the community as soon as possible.
- 3.4.2 The process of community reestablishment after an emergency event may be prolonged over many months or even years and Council will be required to aid in the recovery process.
- 3.4.3 Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance / support of State Government agencies and Non-Government Organisations, coordinated using regional arrangements.
- 3.4.4 The Regional Social Recovery Plan is the guiding document when recovery needs escalate beyond municipal arrangements.
- 3.4.5 It is critical that recovery activities are planned and coordinated across all elements including:
  - a social
  - b economic
  - c infrastructure
  - d environment.
- 3.4.6 The typical considerations in recovery include, but are not limited to:
  - a assessing recovery needs across the four elements and prioritising the actions required
  - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
  - c enabling communication with the community and community participation in decision making
  - d when possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

#### **Vulnerable Persons**

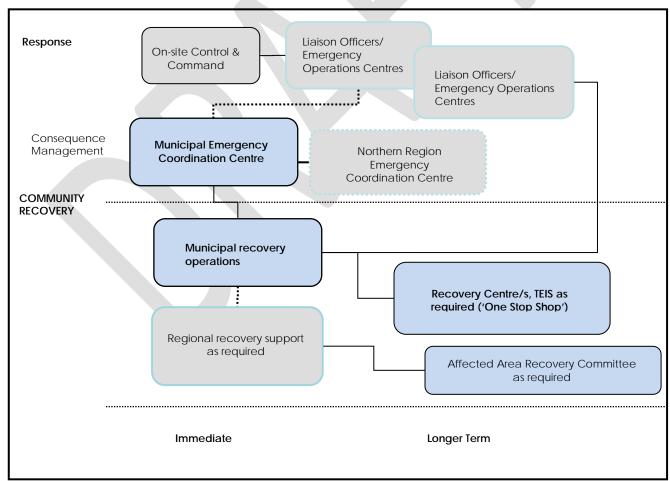
- 3.4.7 This Plan is written in consideration of Council's identified emergency management roles and responsibilities for vulnerable persons. As such, it is inclusive of relevant suggestions/advice contained within the Tasmanian Emergency Management Framework for Vulnerable People Version 1.0. The intent of this framework is to provide high-level guidance and flexibility for emergency stakeholders in their development and implementation of emergency arrangements for vulnerable persons.
- 3.4.8 The framework emphasises that emergency management for vulnerable persons is a shared responsibility, both at an individual/community and service provider/emergency stakeholder level. In this context, the points below provide a list of Council-specific roles and responsibilities, which support a collaborative stakeholder approach for meeting the emergency management needs of vulnerable persons.
  - Providing evacuation centres which are accessible to a broad cross section of the community

- Maintain a broad knowledge of relevant service providers within the municipality
- Promote community resilience as a part of normal Council business
- Maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, child care centres) within the municipality
- Provide local demographic information/advice to stakeholders as able and required
- Provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies
- Develop and maintain relationships with relevant stakeholders whose role it is to cater for the emergency management needs of vulnerable persons as able and required.

#### **Current Arrangements**

3.4.9 Figure 4 below shows typical recovery management arrangements for all hazards, showing the close relationship between response operation and recovery, and spanning short-to-longer term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

Figure 4 Recovery Management Arrangements



LEGEND: Direct reporting relationship .............. Also works/communicates with

#### **Short Term Arrangements and Recovery Centres**

3.4.10 Figure below shows a summary of response processes for emergency management in Tasmania (from TEMP Section 3.3)

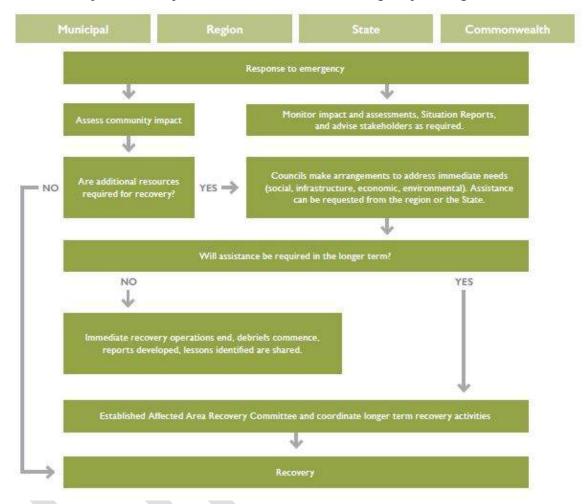


Figure 5 Summary of Recovery Processes for Tasmanian Emergency Management

- 3.4.11 In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. Following consultation with the Response Management Authority and other emergency management partners about the likely impact, recovery needs, capacity and local arrangements can be activated by the Municipal Coordinator or the Municipal Recovery Coordinator.
- 3.4.12 Table 7 below summarises responsibilities for recovery functions related to social, economic, infrastructure and environmental aspects. The functions listed in this table are not intended to be exhaustive.

Table 7 Recovery Responsibilities

Service/Function	Description	Drimary Aganay	Support Agonov	
	Description	Primary Agency	Support Agency	
Social				
Accommodation	Provision of emergency and temporary accommodation.	Council	DHHS	
Animal Welfare	Provide support to the community for preservation and protection of domestic animals.	Council	RSPCA DPIPWE	
Catering	Provision of emergency catering	Council	Salvation Army DHHS	
Clothing and Household Items	Provision of clothing and household items	Council	St Vincent de Paul	
Personal Support	Provision of support services ranging from providing initial comfort.	Council Dept. of Education	Rural Health Services Church Groups DHHS	
Financial assistance	Provision of short and long-term financial assistance to enable affected persons to replace essential belongings lost because of the emergency.	DHHS - Disability Child Youth and Family Support Housing Tas Centrelink		
Interpreter Services	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds.	Translating and Interpretive Services		
Legal Services	Provision of legal advice	Community Legal Centre		
Recovery Centres	Establishment of 'one stop shops' for a range of services.	Council	DHHS	
Registration and Inquiry	Registration of affected persons and provision of inquiry facilities to locate those persons	Response Management Authority	Council Red Cross	
Transport	Provision of both emergency evacuation support and subsequent coordination of transport	SES	Local Operators	
Environment				
Community clean- up	Provision of assistance with clean- up of households and community assets following an emergency incident (as determined by each situation)	Council	DPIPWE EPA Division DPAC	
Waste/refuse collection	Restoration of waste/refuse collection	Council		
Disposal of Stock	Facilitation of the disposal of stock	Council	DPIPWE	
Economic				
Financial Relief/assistance	Facilitate discussions regarding financial relief/assistance	Council	DPAC DSG	
	Provision of financial assistance	EOD	DPIPWE (primary produces)	

Service/Function	Description	Primary Agency	Support Agency
			TAS Farmers & Grazers
Infrastructure			
Municipal roads and bridges	Restoration of Municipal roads and bridges	Council	
State roads and bridges	Restoration of State roads and bridges	DSG Roads and Traffic Division	
Other assets e.g. dams, pipelines, power lines etc.	Restoration of other assets e.g. dams, pipelines, power lines etc.	Asset and utility owner	Landowner
Drinking water	Restoration/re-supply of drinking water	TasWater	Bulk water authorities  DHHS
Electricity (very high voltage)	Restoration/re-supply of electricity (very high voltage)	TasNetworks	DSG Office of Energy Planning and Conservation
Electricity (domestic and commercial supply)	Restoration/re-supply of electricity (domestic and commercial supply)	TasNetworks	DSG Office of Energy Planning and Conservation
Natural gas	Restoration/re-supply of natural gas	Powerco	DSG
Telecommunications	Restoration of telecommunications including radio network	Network owner/manager	

- 3.4.13 Regional recovery coordination is activated by the SES Regional Manager at the request of Council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.
- 3.4.14 Council is responsible for operating a facility that provides access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions and/or refuge are summarised in Appendix 5.8.
- 3.4.15 These facilities may be activated on the request or advice of the:
  - a Municipal Coordinator
  - b Municipal Recovery Coordinator
  - c SES Regional Manager
  - d Regional Controller.
- 3.4.16 'Self-help' information can be provided to the public via the various communications channels (media. 1800 public information line, TEIS) as outlined in Section 3.3 of this Plan. In the context of municipal recovery, Council would develop information for clearance through the channels appropriate for the event, including the Regional Community Recovery Coordinator or specific member of the Regional Community Recovery Committee.
- 3.4.17 Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long-term recovery process.

#### **Longer Term**

- 3.4.18 Recovery services are delivered, wherever possible, from recovery centres and Council may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.19 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at www.ses.tas.gov.au.
- 3.4.20 The Affected Area Recovery Committee's role is to assist Council by coordinating recovery activities through information sharing and collective decision-making. The typical membership of this committee is included in the model Terms of Reference and is usually chaired by the Mayor, or his/her representative of the affected council.
- 3.4.21 The Affected Area Recovery Committee (AARC) usually develops a plan that:
  - a takes account of Council's long-term planning and goals
  - b includes an assessment of the recovery needs and determines which recovery functions are still required
  - c develops a timetable for completing the major functions
  - d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
  - e allows full community participation and access
  - f allows for the monitoring of the progress of recovery
  - g effectively uses the support of State and Commonwealth agencies
  - h provides for public access to information on the proposed programs and subsequent decisions and actions
  - i allows consultation with all relevant community groups.
- 3.4.22 The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:
  - a forums/information sessions for the community
  - b debriefs for recovery workers
  - c progress reports for Council, the community, the SEMC, and any other agency/organisation as agreed. As appropriate this could include progressive summaries/analyses of records (financial and information).
- 3.4.23 The Department of Premier and Cabinet may coordinate State government agency recovery efforts to assist an AARC..

### Elements (Social, Economic, Infrastructure, Environment)

3.4.24 The following table summarises the main points for managing and coordinating recovery in the longer term.

#### **Table 8 Recovery Summary**

Elen	nent and Examples	Council Position	Affected Area Recovery Committee
Soci	Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief	Municipal Recovery Coordinator (with recovery partners, e.g. NGOs and DHHS)	DHHS
• •	Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment/destruction Emergency feed for animals	Economic Development Coordinator	DSG with DTF
Infra •	Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health	Engineering/Works Manager Environmental Health Coordinator/Officer	DSG DHHS Asset owners/managers e.g. Telstra, NBN Co, Hydro Tasmania, Tas Networks
Envi	Impact assessments (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter	Environmental Officer	DPIPWE

#### **Section 4 Plan Administration**

#### **Plan Contact**

This plan is maintained by the Municipal Coordinator, Meander Valley for the Meander Valley Municipal Emergency Management and Community Recovery Committee. Feedback regarding this plan should be made in writing to:

Email: mail@mvc.tas.gov.au

Mail: Executive Officer

Meander Valley Emergency Management Committee

Meander Valley Council

PO Box 102

WESTBURY TAS 7303

**Office phone**: (03) 6393 5300

#### **Review Requirements and Issue History**

- 4.2 Section 34 of the *Emergency Management Act 2006* requires that this Plan is reviewed every two years after approval by the State Emergency Management Controller.
- 4.3 This issue entirely supersedes the previous issue of this Plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
Version 1	April 1994	New issue.
Version 2	May 1996	Complete revision and re-issue.
Version 3	April 2005	Complete revision and re-issue.
Issue 4	October 2013	Complete revision and re-issue
8, 2 <sup>nd</sup> Ed	N/A	Published May 2014 with; deleted blank page between sections 5.4 & 5.5, Include page break between Duty Cards 4 and 5 in section 5.5; and updated section 4.3 and page footers to reflect corrections and edition release.
Issue 5	January 2016	Review

#### **Distribution List**

This plan is issued electronically on the SES website after it is approved. Print/paper copies are provided as follows:

Organisation	Posi	osition		
Council •		Municipal Emergency Management and Community Recovery Committee members		
	•	Mayor		
	•	General Manager		
SES	•	Unit Manager, SES Unit		
	•	Regional Manager, Northern Region (for Regional Controller)		
	•	Senior Planning and Education Officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)		
Tasmania Police	•	Officer in Charge (OIC), Deloraine and Westbury Police Stations		
Tasmania Fire Service	•	District Officer (DO)		
Ambulance Tasmania	•	Superintendent, Northern Region		

Organisation	Posi	Position		
St John Ambulance	•	Chief Executive Officer (for distribution to Volunteer Divisions)		
Neighbouring Councils	•	Launceston City Council, Northern Midlands Council, West Tamar Council, Kentish Council, Latrobe Council,		

#### Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by the Municipal Coordinator for the MVEM&SRC.
- 4.6 Comment was invited from:
  - a SES Regional Manager
  - b SES Senior Planning and Education Officer
  - c DHHS Regional Social Recovery Coordinator
  - d Meander Valley Council.

#### **Communications Plan Summary**

- 4.7 Once the plan is approved its update will be communicated as follows:
  - a paper copies will be sent to all positions listed on the Distribution List
  - b endorsement by Council
  - c noted by the Regional Committee
  - d the Plan will be posted on the Council website, with a copy available in Council Chambers and another copy available at the Deloraine Community Complex.

#### Validation of this Plan

- 4.8 Arrangements in this plan will be validated within the two-year review cycle by:
  - a participating, if possible, in other municipal/regional exercises
  - b conducting/participating in relevant debriefs
  - c conducting a discussion exercise.

## **Section 5 Appendices**

Appendices are part of this Plan and as such are not to be updated and/or circulated as separate attachments without being approved by the State Controller.



### 5.1 Associated Documents

This Plan summarises the emergency management arrangements for the Meander Valley area. Other documents relating to the Plan includes:

#### Legislation

Legislation		Related haz	ard/function	Administration
Emergency Management Act 2006		All Hazards State-wide emergency management provisions		gency SES
Lanc 1993	d Use Planning and Approval Act	Planning Sc	hemes	DoJ
Loca	al Government Act 1993	Council res	oonsibilities	DPAC
Plar	ns & Arrangements			
1	Council maps for council roads and alternative transport plans	Council	TBA	
2	Fire Management Plans	Forestry Tasmania	2016/2017	Northern Fire Action Plan is produced annually by Forestry Tasmania
3	CBR Security Incident Response Plan	TFS	August 2010	
4	Coronial Services	DoJ	June 2003	Administrator of Courts
5	Counter Terrorism Plan	DPEM	Issue 1, December 2010	Counter Terrorism Unit
6	Electricity Supply Emergency	DSG	Issue 2.1, April 2011	
7	State Fire Protection Plan	TFS	Issue 2.2 May 2013	
8	Gas Supply Emergency	DSG	Issue 1, Rev A, Sept. 2007	
9	Hazardous Materials	TFS	March 2005	
10	Tasmanian Marine Oil Spill Contingency Plan	DPIPWE	February 2011	
11	Tasmania Mass Casualty Management Plan	DHHS	Issue 2, December 2014	
12	Multi-Casualty	DHHS	Veers 1, November 2001	Ambulance Tasmania
13	Nuclear Powered Warships Plan	SES	Issue 2, June 2010	
14	Petroleum Products Supply Emergency	DSG	Issue 7, May 1997	
15	Transport Crash	TASPOL	Issue 2, August 2015	

16	Recovery	DPAC	Issue 1, November 2012	
17	Search and Rescue	TASPOL	Issue 3, December 2015	
18	Space Debris Re-Entry Plan	SES	Version 2, February 2008	
19	TAPHIP Pandemic Action Plan	DPAC	November 2012	
20	THAPPI Pandemic Health Plan	DHHS	May 2006	
21	Tasmania Public Health Emergencies Management Plan	DHHS	Issue 2 December 2014	
22	Tasmanian Biosecurities Emergency Plan	DPIPWE	Issue 1, December 2010	
23	Municipal Community Recovery Plan	Council	Issue 1 March 2008	Municipal Community Recovery Coordinator
24	Operational Handbook TEIS	DPAC	Version 9 May 2009	Available from SES Regional Manager
25	Protocol for Use of Emergency Alert	TFS	Version 1.0 December 2009	Available from SES Regional Manager
26	Northern Regional Community Recovery Plan	DHHS		
27	Northern Regional Emergency Management Plan	SES		Available from SES Regional Manager and SES website
28	Business Continuity Plan	Council	Version 1.0 December 2009	Available from Meander Valley Council
29	State Road and Bridge Emergency Management Plan	DSG	Issue 1 December 2009	Available from SES website and DSG website (www.transport. tas.gov.au/roads)
30	Tasmanian Emergency Management Plan	SES	Issue 8 2015	(www.ses.tas.gov.au/Publications)
31	Flood Warning Management Plan for Tasmania	SES		
32	Tasmania Electricity Emergency Plan	DSG		
33	Tasmanian Gas Supply Emergency Coordination Plan	DSG		
34	Tasmanian Hazardous Materials Emergency Plan	TFS		
35	Tas Gas Emergency Response Plan	Tas Gas		
36	Origin Energy Response Plan	Origin Energy		
37	TasWater Emergency Management Plan	TasWater		

## Standards, Reports, Resources

Title	Published by:	Date	
'Choosing Your Words'	AGD	2008	



#### 5.2 Risk Assessment Report

#### Risk Identification and Recommended Treatment Strategies

Emergency management plans should be based upon some form of risk assessment to ensure risks to public safety have been identified, analysed and where possible, eliminated or reduced in terms of impact on the community. It also ensures that any response arrangements prepared are appropriate to the level of risk, which has been determined for the occurrence of any specified hazard.

The Meander Valley Emergency Risk Assessment was reviewed and updated by the Meander Valley Emergency Management Committee in April 2015, with the assistance of the SES Northern Regional Officer.

The Risk Register seeks to identify perceived risks within the Meander Valley municipality, with consideration of their:

- a. source (i.e bushfire, severe weather, flooding, dam failure)
- b. impact category (i.e. infrastructure, economic, people, environment)
- c. consequence (i.e. minor, major, catastrophic)
- d. likelihood (ie. possible, likely, unlikely, rare)
- e. risk (i.e. low, high, medium, extreme)
- f. confidence level (i.e. low, high, medium)
- g. risk evaluation post treatment.

#### **RISK REGISTER – MEANDER VALLEY MUNICIPALITY**

LOW MEDIUM HIGH EXTREME

	Risk Identification									Risk Evalu Post Trea		
Risk No	Risk Statement	Source	Impact Category	Consequence	Likelihood	Risk	Confidence Level	Treatment Strategies (across all impact categories)	Residual	Residual Likelihood	Residual Risk	Further Action
MV 1	There is a risk that a bushfire within the Meander Valley Council area could cause damage to property/infrastructure	Bushfire	Infrastructure	Minor	Possible	Low	Н	Road side slashing; reduction burning; bushfire management plan; FMAC; MEMC; MEMP; Recovery Plan; Business Continuity Plan; fire abatement program; Council target hardening of bridges (from wood to concrete)	Minor	Possible	Low	
MV 2	There is a risk that bushfire within the Meander Valley Council area could cause the loss of human life.	Bushfire	People	Catastrophic	Possible	High	н	Reduction burning; community protection plans; community education forums; bushfire management plan; FMAC; information sharing for vulnerable persons; MEMC; MEMP; Recovery Plan; Business Continuity Plan; fire abatement program;	Catastrophic	Possible	High	
MV 3	There is a risk that a bushfire within the Meander Valley Council area could cause damage to the environment	Bushfire	Environment	Minor	Likely	Medium	н	Mapping requires improving (Tas Veg); NRM; reduction burning; MEMC; MEMP; FMAC; bushfire management plan; Parks & Wildlife.	Minor	Likely	Medium	
MV 4	There is a risk that bushfire within the Meander Valley Council area could cause business financial and economic losses.	Bushfire	Economic	Minor	Possible	Low	н	As above. Need to map economic hot spots for strategic planning purposes. Promote BCP to private sector.	Minor	Possible	Low	
MV 5	There is a risk that a high wind or land gale event (more than 120k/n) within the Meander Valley Council area could cause property damage and subsequent financial loss.	Severe Weather	Infrastructure & Economy	Minor	Likely	Medium	н	SES Unit; SES training; Council resources (generators; outdoor workforce; etc); tree management (eg tree testing); public awareness/community education; Tas Networks preparedness and EM planning; building code/regulations	Minor	Likely	Medium	

	Risk Identification									Risk Evaluation Post Treatment			
Risk No	Risk Statement	Source	Impact Category	Consequence	Likelihood	Risk	Confidence Level	Treatment Strategies (across all impact categories)		Consequence	Residual Likelihood	Residual Risk	Further Action
MV 6	There is a risk that a high wind or land gale event (more than 120k/n) within the Meander Valley Council area could cause the loss of human life.	Severe Weather	People	Minor	Likely	Medium	Н	As above. Increase community education re safety		Minor	Likely	Medium	
MV 7	There is a risk that an earthquake of Richter magnitude 6.0 or above could occur and cause the loss of human life.	Earthquake	People	Insignificant	Unlikely	Low	Н	Building code/regulations; identified recovery/evacuation centres		Insignificant	Unlikely	Low	
MV 8	There is a risk that an earthquake of Richter magnitude 6.0 or above could occur within the West Tasman Sea and cause damage to property and subsequent financial losses.	Earthquake	Infrastructure & Economy	Insignificant	Unlikely	Low	Н	As above		Insignificant	Unlikely	Low	
MV 9	There is a risk that an animal disease outbreak/weed infestation within the Meander Valley Council area may cause financial loss	Biosecurity	Economic	Minor	Possible	Low	L	DPIPWE preparedness efforts and EM arrangements; Cat management group; Cooperative approaches with other stakeholders (Tas Irrigation); NRM weed management strategies; Self-education within Council; Industry regulations (eg. Dairy investigation); Quarantine regulations		Minor	Possible	Low	
MV 10	There is a risk than an animal disease outbreak/weed infestation within the Meander Valley Council area may incur widespread environmental damage	Biosecurity	Environment	Insignificant	Possible	Low	L	As above.		Insignificant	Possible	Low	

Risk Identification											isk Eva Post Tre		
Risk No	Risk Statement	Source	Impact Category	Consequence	Likelihood	Risk	Confidence Level	Treatment Strategies (across all impact categories)		Residual Consequence	Residual Likelihood	Residual Risk	Further Action
MV 11	There is a risk that a pandemic could cause disruption to business continuity causing financial/economic loss.	Pandemic	Economic	Moderate	Possible	Medium	M	State pandemic preparedness and planning; local pandemic arrangements; regional pan plan; Review local and regional plans and arrangements; PPE stocks; Council vaccination program; promote hygiene regime; community immunisation program; Internal Health and Wellbeing Committee		Minor	Possible	Low	
MV 12	There is a risk that a pandemic could cause significant strain on existing health and other community services in the MV local government area	Pandemic	Administration	Minor	Possible	Low	М	As above		Minor	Possible	Low	
MV 13	There is a risk that a pandemic could cause significant loss of life.	Pandemic	People	Catastrophic	Possible	High	М	As above		Major	Possible	High	
MV 14	There is a risk that a hazmat incident in the MV local government area could cause significant environmental damage.	Hazmat	Environment	Moderate	Possible	Medium	М	TFS hazmat preparedness and planning: State Govt. regulations; Hazmat facility regulations; Industry regulations; Industry risk management arrangements; Industry emergency planning: TFS hazmat exercising; Council MEMP and Recovery Plan		Minor	Possible	Low	
MV 15	There is a risk that a hazmat incident could cause injury or death.	Hazmat	People	Minor	Possible	Low	М	As above		Minor	Possible	Low	

Risk Identification									Risk Evalu Post Treati			
Risk No	Risk Statement Source Impact Consequence Likelihood Risk Confidence Level Treatment Strategies (across all impact categories)						Residual	Residual	Residual Risk	Further Action		
MV 16	There is a risk that a hazmat incident could cause subsequent economic/financial loss.	Hazmat	Economic	Moderate	Possible	Medium	М	as above	Moderate	Possible	Medium	
MV 17	There is a risk that major flooding in the South Esk River may cause disruptions to essential community services (eg. transport systems; social services) in the Hadspen and surrounding areas.	Flooding	Economic	Minor	Possible	Low	Н	Flood study; planning scheme controls; SES Unit; SES preparedness and Planning; Council resources; Tasmania Police; outdoor workforce.	Minor	Possible	Low	
MV 18	There is a risk that major flooding in the South Esk may cause damage to property and subsequent financial loss in the Hadspen and Surrounding areas as well as injury and possible loss of life	Flooding	Infrastructure/ Social/ People	Minor	Possible	Low	Н	Tas Water asset target hardening; Promote Climate Assist	Minor	Possible	Low	
MV 19	There is a risk that major flooding in the Meander River/Mersey River may cause disruptions to essential community services (eg. transport systems; social services) in the areas of Deloraine, Meander, Chudleigh, Mole Creek	Flooding	Infrastructure/ social/ People	Minor	Possible	Low	н	Meander Dam (storage capacity); effective warning system; SES planning and preparedness; Flood studies (Mersey and Meander)	Minor	Possible	Low	
MV 21	There is a risk that a failure (sunny day; piping; etc.) of the Meander/Rowallan Dam may cause disruptions to essential community services (eg. Transport systems, social services) for the Meander Valley local government area	Dam Failure	Infrastructure/ Environment/ Economic	Catastrophic	Rare	Medium	н	Tas Irrigation dam plans; TI exercising; Inundation maps; TasPol arrangements; SES resources; MEMP and Recovery Plan; Identified Evacuation centres.	Catastrophic	Rare	Medium	
	Risk Identification										valuation reatme	

Risk No	Risk Statement	Source	Impact Category	Consequence	Likelihood	Risk	Confidence Level	Treatment Strategies (across all impact categories)	Consequence	Residual Likelihood	Residual Risk	Further Action
MV 22	There is a risk that a Meander Dam failure may cause loss of life and injury to people in the Meander Valley local government area.	Dam Failure	People	Catastrophic	Rare	Medium	Н	As above	Catastrophic	Rare	Medium	
MV 23	There is a risk that a significant landslide will result in damage to residential and commercial properties, as well as roads, bridges and utilities.	Landslide	Social/ Infrastructure	Minimum	Possible	Low	Ħ	Development controls; Landslide mapping; geotechnical studies (ongoing); rezoning	Minimum	Possible	Low	
MV 24	There is a risk that a road crash may result in multiple casualties and fatalities.	Road Crash	People	Catastrophic	Almost Certain	Extreme	Н	Signage; SES Unit; SES training; black spot funding; road maintenance (ongoing); Tasmania Police mitigation Strategies; Department of State Growth mitigation strategies; community education.	Catastrophic	Almost Certain	Extreme	

# Meander Valley Emergency Management and Social Recovery Committee (MVEM&SRC)

Enquiries	Executive Officer Municipal Emergency Management Coordinator (MEMC)
	Meander Valley Council
	Ph: 03 6393 5340
	mail@mvc.tas.gov.au
Review Notes	These Terms of Reference are due for review every two years in line with the review of the Emergency Management Plan.
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee.
	Meetings are convened at Meander Valley Council, 26 Lyall Street, Westbury (Council Chambers) every four months (February, May, August and November).
	Minutes for the meeting are distributed to all committee members as well as other key stakeholders.
Authority & Background	Section 20 of the <i>Emergency Management Act 2006</i> establishes the MVEM&CRC within the Tasmanian emergency management framework.
Purpose	Section 22 of the Emergency Management Act 2006 outlines this committee's purpose and functions generally as:
	" to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management"
Functions & Powers	Key functions of the MVEM&SRC include:
	<ul> <li>The preparation and review of the Meander Valley Emergency Management Plan and Special Emergency Management Plans that relate to emergency management</li> <li>Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities</li> <li>Providing a forum for liaison between organisations with emergency management responsibilities in the municipal area</li> <li>Work with stakeholders to facilitate the assessment of major risks within the Meander Valley</li> </ul>
	<ul> <li>Work with the MVEM&amp;SRC stakeholders to develop and implement risk treatment strategies for Meander ValleyIdentify actions to reduce the incidence and impacts of emergencies</li> <li>Overright the management of emergencies where Council's</li> </ul>

Oversight the management of emergencies where Council's

resources are required to support response and recovery.

Reports to	Northern Regional Emergency Management Committee
Membership	Section 21 of the <i>Emergency Management Act 2006</i> establishes the arrangements for this committee's membership.
	Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
	Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.
Chairperson	Director of Infrastructure Services - Municipal Emergency Management Coordinator
Executive Officer	Municipal Emergency Management Coordinator
Members	The membership of the Management Committee shall comprise persons all of whom shall be appointed by the Council and shall represent the following:  • Municipal Coordinator and Chair (Director of Infrastructure)  • Deputy Municipal Coordinator (Director of Works)  • Municipal Recovery Officer (Community Development Officer)  • Deputy Municipal Recovery Officer (Youth Development Officer)  • Councillors (x 2)  • Tasmanian Police  • State Emergency Service  • Tasmanian Fire Service  • Red Cross  • Department of Health & Human Services – Deloraine  • Department of Health & Human Services – Westbury  • Emergency/Recovery Administration Officer  The Council may from time to time vary the number of members constituting the Management Committee.  The Committee may second expertise from outside sources as required.
Acting Chairman	In the absence of the Chairman, an Acting Chairman shall be elected by the Members present at any duly and properly constituted meeting of the Committee for the purpose of presiding over that meeting.
Nominated Proxies	Member organisations are responsible for nominating proxy representatives. Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
Meeting Arrangements	The committee will meet quarterly each year (February, May, August and November) in the carrying out of its functions and powers at times determined by the Chairperson.
	Additional tabletop exercises will be conducted from time to time (using varied scenarios) to test the preparations of emergency management arrangements and validate existing emergency management documentation.
Quorum	The Quorum of the Committee shall consist of one more than half of the Members (Quorum - 7 in attendance).

## 5.4 Maintenance/Action Schedule

Action	Responsibility	Frequency	Scheduled for Conduct
Conduct meeting of the Meander Valley Emergency Management Committee.	Municipal Coordinator	Quarterly	Feb/May/ Aug/Nov
Coordinate Emergency Management training for selected staff member/s on rotating basis and maintain training records.	Meander Valley Emergency Management & Community Recovery Committee	Annual	As advised
Plan, conduct and review an Emergency Management related exercise.	Meander Valley Emergency Management & Community Recovery Committee	Every two years	As Advised
Review Municipal Emergency Management Plan and all appendices (including risk assessments and treatment strategies). Lodge revised Plan with SES Regional Controller for State Controller approval.	Meander Valley Emergency Management & Community Recovery Committee	Bi-Annual	Nov-Dec
Review and update contact lists.	Municipal Coordinator	Annual	Sep-Oct
Review and check contents of the Evacuation Centre/ Social Recovery kit (held at the Deloraine Community Complex)	Deputy Municipal Recovery Coordinator	Annual	Nov
Attend Northern Regional Emergency Management Committee meetings.	Municipal Coordinator or Deputy Municipal Coordinator	Quarterly	As advised
Attend Northern Regional Social Recovery Committee meetings.	Municipal Community Coordinator	Quarterly	As advised

## 5.5 Action Cards / Duty Statements

The Emergency Management Committee has the responsibility through the Municipal Coordinator for the establishment, review and testing of this Plan.

The Meander Valley Municipal Emergency Management Committee is made up of a number of representatives from within the Meander Valley.

The following action cards / duty statements outline the key tasks for municipal emergency management and recovery personnel in dealing with an emergency event.



Position: Mayor

Responsible To: Meander Valley Council

#### As the Civic Leader, the Mayor is responsible for the following key functions:

- Promote the importance of emergency management within Council and across the community
- Act as the central media representative for the necessary general information to the community
- To initiate public appeals and act as the focal point for queries by service clubs etc. who may wish to support the appeal or even start their own
- To provide a link to State and Federal Ministers
- To promote Council support by talking to victims of the emergency and obtaining feedback on the effectiveness of emergency management. Such information should be provided to the Meander Valley Emergency Management Committee
- To talk to victims of the emergency event and provide linkage between the community and Council as part of the recovery process
- Be the public presence to talk to victims of the crisis and obtain feedback on the effectiveness of emergency management and provide such information to the Municipal Coordinator.

Position: Councillors

Responsible To: Mayor/Meander Valley Council

#### The role of Councillor is to:

- assist the Mayor as requested
- assist the Emergency Management Committee as requested.



Position: General Manager

Responsible To: Meander Valley Council

#### In relation to emergency management, the General Manager is to:

- establish and maintain contact with the Mayor
- assist the Mayor with community and media information
- manage ongoing information to the community and media
- liaise with and provide support to the Municipal Coordinator
- provide council resource support as requested by the Municipal Co-coordinator prior to, during, and after an emergency

Position: Municipal Coordinator

Responsible To: General Manager

## The Municipal Coordinator's duties are prescribed in the *Emergency Services Act 2006* and include:

- responsibility for the overall management of Council response to an emergency event and activation of the Meander Valley Municipal Emergency Management Plan
- coordinate the meeting schedule for the MEM&CRC and act as Executive Officer for this committee
- brief Meander Valley Council on all matters pertaining to emergency management and represent any requirements to the appropriate officers
- represent Meander Valley Council at the meetings of the Northern Regional Emergency Management Committee
- initiate the activation of this EMP and/or relevant associated plans as required
- coordination of resources and activities in the Coordination Centre
- liaise with external agencies in all phases of emergency management, particularly with the SES Regional Officer
- liaise with the Regional Controller (declared emergencies)
- authorise required expenditure in combating an emergency and advise Meander Valley Council as soon as possible after such expenditure
- direct the activities of the Deputy Municipal Coordinator
- liaison with the Municipal Social Recovery Coordinator
- authorise the opening of the municipal evacuation centre
- oversee the tasking of any volunteers that may be attached to Meander Valley Council from time to time in support of emergency response
- promote emergency management training and education within the municipal area
- provide comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent State and regional plans
- initiate ongoing risk assessments for Meander Valley including subsequent reviews of this plan as required by the *Emergency Services Act 2006*
- furnish this plan to the SES Regional Manager for approval by the State Controller at least every two years.

# **Duty Card 5**

Position: Deputy Municipal Coordinator

Responsible To: General Manager/Municipal Coordinator

#### **Duties:**

- assist the Municipal Coordinator in all duties and tasks as requested by the Municipal Coordinator
- propose and/or support emergency management initiatives
- perform the functions of the Municipal Coordinator in their absence
- be a member of the MEM&CRC.

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# **Duty Card 6**

Position: Municipal Social Recovery Coordinator

Responsible To: Municipal Coordinator

#### **Duties:**

- receive notification of emergency from Municipal Coordinator
- notify appropriate Recovery Organisations
- notify Regional Social Recovery Coordinator
- maintain contact with and support Municipal Coordinator
- liaise with other agencies to coordinate recovery services
- coordinate the activation of evacuation and recovery centres
- maintain ongoing liaison with DHHS during the provision of services to the community
- manage and record Council expenditure on recovery operations during the emergency
- implement the Meander Valley Municipal Social Recovery Plan
- ensure the Meander Valley Municipal Social Recovery Plan is updated as required
- provide community recovery advice to the MEM&CRC and Meander Valley Council
- represent Meander Valley Council at meetings of the Northern Regional Social Recovery Committee.

# **Duty Card 7**

Position: Customer Service Officers

Responsible To: General Manager/Municipal Coordinator

It is likely that the Customer Service Officers will, in most cases, be the first people to become aware that a situation is causing concern to a large number of residents. This will result from the number and frequency of telephone calls relating to the situation.

If the number of calls relating to a situation is increasing, and it is apparent that the officers who normally deal with such issues are unable to cope with the volume of calls (extensions permanently busy, numerous calls on hold, etc) or an emergency has occurred, then the Customer Service Officers should:

- notify the Municipal Coordinator that normal channels are unable to cope with the volume of calls
- direct calls relating to the situation according to instructions provided by the Municipal Coordinator
- if the Municipal Coordinator declares an "Emergency Situation", be aware that a Municipal Emergency Coordination Centre (MECC) will be established
- route emergency calls to the MECC when instructed to do so
- continue routing emergency calls to the MECC until advised otherwise by the Municipal Coordinator
- under no circumstances leave the switchboard unstaffed for any period of time during the declared emergency, unless directed to do so by the Municipal Coordinator
- liaise with the Municipal Coordinator regarding the after-hours operation of the switchboard under no circumstances is the switchboard to be 'night switched' without the approval of the Municipal Coordinator
- during an emergency in which the MECC has been activated, Customer Service Officers are not to refer members of the public visiting the Council Chambers to the MECC. They should ring and advise the MECC that a member of the public wants to talk to them
- all media enquiries are to be referred to the MECC.

# 5.6 Centres for Emergency Management

## **Emergency Operation Centres (EOC)**

The following information summarises the main details for agency specific facilities that can be used as emergency operation centres.

Organisation	Municipal		Regional		
	Location	Contact	Location	Contact	
Council:	Council Chambers, 26 Lyall Street, Westbury	Municipal Coordinator	As advised	Regional Manager SES	
TAS POL	Emu Bay Road, Deloraine	Divisional Inspector	As advised	Regional Manager SES	
TFS	To be advised – dependent upon emergency location		As advised	Regional Manager SES	
AT	To be advised - dependent upon emergency location		As advised	Regional Manager SES	
SES			Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston	SES Duty Officer	

## **Emergency Coordination Centres**

The following information summarises the main details for facilities that can be used as emergency coordination centres.

	Municipal		Regional		
	Location	Contact	Location	Contact	
Primary	Council Chambers, 26 Lyall Street, Westbury	Municipal Coordinator	Refer to SES Regional Manager	SES Duty Officer	
Secondary	Westbury Sports Centre, Franklin Street, Westbury, OR	Municipal Coordinator	Refer to SES Regional Manager	N/A	
	Deloraine Community Complex, Alveston Drive, Deloraine				

# **Other Municipal Community Centres**

Council's Property Management Officer and Works Director hold master keys to all public halls/community centres included in the following list.

This list summarises a range of facilities that may be useful for managing emergencies.

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	Birralee Hall	Caters for 125 persons Toilets x 2 Kitchen, tables & chairs Open space	1355 Birralee Road	Occasional	Information	Limited infrastructure Keys by MVC
2	Bracknell Hall	Caters for 100 persons Toilets x 4 Kitchen, tables & chairs Oval	Louisa Street	Weekly	Information	Keys by MVC
3	Carrick Hall	Caters for 150 persons Toilet x 4 Kitchen, tables & chairs BBQ	Bass Highway	Occasional	Information	Limited infrastructure Keys by MVC
4	Caveside Hall	Caters for 100 persons Toilets x 2 Kitchen, tables & chairs Open Space (small)	762 Caveside Road	Occasional	Information	Limited infrastructure Keys by MVC
5	Chudleigh Hall	Caters for 300 persons Toilets x 4 Kitchen, tables & chairs BBQ Oval / open space	54 Sorrell Street	Weekly	Information	Limited infrastructure Keys by MVC
6	Dairy Plains Hall	Caters for 100 persons Toilets x 2 Kitchen, tables & chairs Open space (small)	287 Dairy Plains Road	Occasional	Information	Keys by MVC
7	Deloraine Community Complex	Caters for 440 persons Meeting Rooms Auditorium Toilets x 12 Kitchen, tables & chairs Oval / Open space	Alveston Drive, Deloraine	Daily	All community recovery services	Keys held by Denis Lyne
8	Deloraine Community Centre	Caters for 300 persons Meeting Rooms Tollets x 8 Kitchen, tables & chairs	2 Bass Highway, Deloraine	Daily	Community Fire Refuge	Keys held by Denis Lyne
9	Hadspen Memorial Centre - Clare St, Hadspen	Caters for 120 Persons Meeting Rooms Toilets x 8 Kitchen, tables & chairs Oval/open space		Daily	Information	Keys by MVC
10	Meander Hall	Caters for 200 persons Toilets x 6 Kitchen, tables & chairs Oval / Open space	148 Main Road	Daily	Information	Keys by MVC
11	Mole Creek Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs	Main Road	Weekly	Information	Keys by MVC

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
		BBQ				_
		Reserve / Open space				
12	Prospect Vale Park Clubrooms	Caters for 300 persons Toilets x 14 Kitchen, tables & chairs BBQ Oval/open space	Harley Parade, Prospect Vale	Daily	Recovery ('One Stop Shop')	Keys by MVC and lessee
13	Rosevale Hall	Caters for 150 persons	Bridgenorth	Occasional	Information	Limited
13	Nosevale Hall	Toilets x 4 Kitchen, tables & chairs Open space	Road	Occasional	momation	infrastructure Keys by MVC
14	Weegena Hall	Caters for 70 persons Toilets x 2 Kitchen, tables & chairs BBQ Open space	889 Weegena Road	Occasional	Information	Limited infrastructure Keys by MVC
15	Westbury Town Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs	Lyall Street, Westbury	Occasional	Community Fire Refuge	Keys by MVC
16	Westbury Recreation Ground Pavilion (Cricket Club)	Meeting Room Toilets x 4 Kitchen, tables & chairs Oval / Open space	Franklin Street, Westbury	Weekly	Information	Keys by MVC
17	Westbury Sports Centre	Caters for 250 persons Toilets x 9 Kitchen, tables & chairs BBQ Oval / Open space	Franklin Street, Westbury	Weekly	Community Fire Refuge	Keys by MVC
18	Bracknell FC and gymnasium	Caters for 150 persons Toilets x 12 Kitchen, tables & chairs Oval / Open space	Louisa St, Bracknell	Weekly	Community Fire Refuge	Keys by MVC and lessee
19	Selbourne Hall	Caters for 100 persons Toilets x 3 Kitchen, tables & chairs Open space	Selbourne Rd, Selbourne	Occasional	Information	Limited infrastructure Keys by MVC



# WORKS 1 NOTICE OF MOTION – USE OF GLYPHOSATE BY MEANDER VALLEY COUNCIL – CR DEB WHITE

#### 1) Introduction

The purpose of this report is for Council to consider a Notice of Motion from Cr Deb White regarding use of glyphosate by Meander Valley Council.

# 2) Background (Cr Deb White)

# **Australian Pesticides and Veterinary Medicines Authority:**

Concerns have been raised about human exposure to the common herbicide glyphosate following an <u>International Agency for Research on Cancer (IARC)(link is external)</u> assessment which has <u>classified(link is external)</u> glyphosate in a group of chemicals that is 'probably carcinogenic to humans'.

The IARC assessment looks at the intrinsic toxicity potential or 'hazard' of the chemical glyphosate as a cancer-causing agent only. Other components of the toxicity of glyphosate are not taken into account. As part of the regulatory process undertaken by the APMVA and pesticide regulators in other countries, a hazard assessment is just one part of the overall risk assessment required to determine the risks for people using a formulated chemical product.

It is not the role of the IARC to consider how a formulated chemical product is used, or how human exposure can be minimised by following safety directions on a product label. In this regard, the findings of IARC cannot be directly compared to assessments conducted by regulatory authorities for the purposes of approval or registration of a pesticide product, in which are included appropriate risk mitigation measures to allow safe use.

The APVMA takes this new assessment seriously. In collaboration with the Office of Chemical Safety in the Department of Health, we are now examining the full monograph which was published by the IARC on 29 July 2015 to determine whether any regulatory action is necessary, including whether glyphosate should be formally reviewed.

The APVMA has published international activity on glyphosate previously and has also considered the recent findings of the <u>2014 review of glyphosate(link is external)</u> completed by the German risk assessment authority.

In light of new studies that have become available, the taskforce recommended that the JMPR undertake a full re-evaluation of diazinon, glyphosate and malathion—this re-evaluation should consider all adverse human health effects, including carcinogenicity. This re-evaluation will be completed by May 2016 when an extraordinary meeting of the JMPR will be convened in Geneva, Switzerland, at WHO headquarters. The APVMA will continue to participate in these international assessments and to carefully consider assessments released by pesticide regulators in other counties such as the European Food Safety Authority (EFSA) and US Environmental Protection Agency (US EPA).

http://apvma.gov.au/node/13891

### Ian Wylie, The Guardian, 21/04/15:

"Glyphosate was classified last month by the International Agency for Research on Cancer (IARC), an arm of the World Health Organisation (WHO), as "probably carcinogenic to humans". Several European countries, including Holland, Denmark and Sweden, have banned or restricted the use of glyphosate herbicides by local authorities, because of alleged links with a variety of health problems ranging from birth defects and kidney failure to celiac disease, colitis and autism.

Another study, in Argentina, suggests a correlation between glyphosate use and the decline in activity in honeybee colonies. And in New York, an environmental group is suing the Environmental Protection Agency for ignoring the dangers of glyphosate which, it claims, has resulted in the demise of the monarch butterfly population.

Monsanto developed "Roundup Ready" crops in the mid-1990s. Monsanto's patent expired in 2000, but the technology remains a key driver of its \$16bn annual sales. Monsanto has been quick to condemn the IARC report.

Yet in Argentina, which is one of the biggest cultivators of genetically modified soybeans, a paediatrician at the National University of Córdoba published a report in February suggesting 30% of deaths in the most intensive agricultural areas of the country are from cancer, compared to a national average of 20%. He also noted that cancer death rates had increased since 2000. "Significantly, the date coincides with the expansion in the use of glyphosate and other agrochemicals massively applied in those areas," he wrote.

Is glyphosate really carcinogenic? No one can say with certainty, because long-term human feeding trials would be unethical. The totality of the evidence has been enough to convince some cities, including Chicago and Paris, to make their public spaces glyphosate-free.

http://www.theguardian.com/cities/2015/apr/21/glyphosate-probably-carcinogenic-pesticide-why-cities-use-it

In Europe: The Dutch Parliament in recent days voting to ban all glyphosate-based herbicides including Roundup, from the end of 2015 and beyond.

2012: A French court ruling declared Monsanto guilty of chemical poisoning of a French farmer. The case, the first of its kind in France, involved 47 year old grain farmer Paul Francois, who suffered neurological damage including memory loss, headaches and stammering after exposure to the vapours of Lasso, a Monsanto manufactured weedkiller in 2004 which contains the herbicide Alachlor which is now banned in the European Union.

Switzerland is investigating the use of non-toxic weed control.

In South America: Brazilian Public Prosecutor in the Federal District requested that the Justice Department suspend the use of glyphosate, the most widely used herbicide in that country.

http://www.thehealthyhomeeconomist.com/roundup-banned-netherlands-france-brazil-likely-soon-follow/

# 3) Strategic/Annual Plan Conformance

Furthers the objective of the Community Strategic Plan 2014 to 2024:

Future direction (4) – A healthy and safe community

#### 4) Policy Implications

Not Applicable

#### 5) Statutory Requirements

Glyphosate is registered for use in Australia by the Australian Pesticide and Veterinary Medicines Authority (APVMA)

#### 6) Risk Management

Not Applicable

#### 7) Consultation with State Government and other Authorities

Not Applicable

# 8) Community Consultation

No formal consultation between Council and the community has taken place on this issue

#### 9) Financial Impact

It is anticipated that a change from the existing method (including use of glyphosate) for managing weeds will significantly increase operational costs.

#### 10) Alternative Options

Council can elect to amend or not support Cr White's Notice of Motion

#### 11) Officers Comments

For decades glyphosate has been broadly used across most sectors for weed/vegetation control – it is a registered (APVMA) non-selective herbicide that has proven to be very cost effective with respect to purchase, applications and results.

Council applies glyphosate in both urban and rural environs and generally the treatment cycles can vary between one and four per annum. In urban environs, glyphosate is used to target weeds that routinely appear in paved areas or where vegetation is problematic to maintain – in most circumstances this is open drains, road shoulders and the interface between hard and soft infrastructure in recreational spaces.

Council has not formally undertaken a risk assessment for the use of glyphosate by employees and others (contractors) or its application in public spaces. Council has a duty to mitigate against any risk and therefore has ensured that –

- suitably qualified persons only apply herbicides
- suitable personal protective equipment (PPE) is used when mixing and applying glyphosate
- glyphosate is only applied when necessary and at a location when it is least busy

 glyphosate is applied in accordance with the Label of Use and Code of Practice for Ground Spraying and Code of Practice for Spraying in Public Places

There appears to be no current methods/products that will provide the same level of effectiveness as glyphosate to control weeds/vegetation. There are alternatives such as steam, acetic acids, fatty acids and essential oils but all of these attack the weed foliage and not the root system resulting in plant regrowth often occurring within a few weeks.

Where possible Council will actively reduce the use of glyphosate in urban areas when infrastructure is renewed or upgraded i.e. an open drain is reshaped so that it can be mowed rather than needing to be sprayed.

**AUTHOR** Matthew Millwood DIRECTOR WORKS

#### 12) Recommendation (Cr Deb White)

It is recommended that Council monitors current research into the effects of glyphosate and explores the use of available non-toxic alternatives.

#### **DECISION:**

# ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx seconded "that Council move into Closed Sessions to discuss the following items."

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 8 March, 2016.

#### GOV 6 Leave of Absence

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

# **GOV 7** General Managers Performance Review

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

# **GOV 8** Development Services Department

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

The meeting moved into Closed Session at x.xxpm

Cr xxx moved and Cr xxx seconded "that Council move out of Closed Session and endorse those decisions taken while in Closed Session."

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

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

The meeting closed at
CRAIG PERKINS (MAYOR)