

Strategic Plan Future Direction 1

A sustainable natural and built environment

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

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

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

1.4 Meander Valley is environmentally sustainable.

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

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

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|--|--|----------------------------------|--|---|--|--|--|
| 1 | Renew NRM Strategy. | 1.3, 1.4, 1.6 | Community & Development Services | Nil. | NRM review scheduled. | NRM strategy draft. | NRM strategy endorsed by Council. | NRM strategy renewed within timeframes. |
| 2 | Monitor and assess implementation of the Westbury Town Common Management Plan. | 1.3, 1.4, 1.6 | Community & Development Services | No breaches of permit conditions and condition of common maintained. | No breaches of permit conditions and condition of common maintained. | No breaches of permit conditions and condition of common maintained. | DPIPWE permit renewed and management plan requirements confirmed. | Practices consistent with management plan and condition of Common is stable or improved. |
| 3 | Design and implement initiatives from the NRM Strategy. | 1.3, 1.4, 1.6 | Community & Development Services | Nil. | Actions from current NRM strategy progressed and reported. | 2017 NRM strategy close out report finalised. | New NRM strategy initiatives planed and costed for budget. | Completed within timeframes. |
| 4 | Westbury residential rezoning. | 1.1 | Governance | Progress rezoning. | Progress rezoning. | Progress rezoning. | Progress rezoning and report to Council. | Complete rezoning submission to the TPC and report to Council Workshop. |
| 5 | Undertake projects to support implementation of the Prospect Vale - Blackstone Heights Structure Plan including the Regional Land Use Strategy and planning scheme amendments. | 1.1 | Governance | Amendments progressed and reported to Council. | Amendments progressed and reported to Council. | Amendments progressed and reported to Council. | Amendments progressed and reported to Council. | Report to Council workshop at key stages of RLUS and planning scheme amendment work. |
| 6 | Assess individual planning scheme amendment applications as they arise. | 1.1 | Governance | Amendments assessed and managed within statutory timeframes. | Amendments assessed and managed within statutory timeframes. | Amendments assessed and managed within statutory timeframes. | Amendments assessed and managed within statutory timeframes. | Assess individual planning scheme amendment applications within statutory timeframes. |
| 7 | Process development applications in accordance with delegated authority. | 1.1, 1.2, 1.3 | Community & Development Services | 100% of applications completed on time. | 100% of applications completed on time. | 100% of applications completed on time. | 100% of applications completed on time. | Completed within statutory timeframes with 100% conformance. |
| 8 | Permit Authority –issue permits for Building Works (Category 4). | 1.1, 1.2, 1.3 (primary) 4.3 (secondary) | Community & Development Services | 100% of applications completed within 7 days. | 100% of applications completed within 7 days. | 100% of applications completed within 7 days. | 100% of applications completed within 7 days. | Issue building permits within 7 days from the date all other permits and documents are received as required by the Building Act. |
| 9 | Permit Authority – process Notifiable Building Works (Category 3). | 1.1, 1.2, 1.3 | Community & Development Services | 100% of applications completed within 7 days of receipt of all required information. | 100% of applications completed within 7 days of receipt of all required information. | 100% of applications completed within 7 days of receipt of all required information. | 100% of applications completed within 7 days of receipt of all required information. | Notifiable Building Works processed in a timely manner. |

Strategic Plan Future Direction 1

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|----------------------------------|----------------------------------|--|--|--|--|--|
| 10 | Permit Authority – manage outstanding building completions and illegal works. | 1.1, 1.2, 1.3 | Community & Development Services | Baseline determined and reduction of numbers. | Baseline determined and reduction of numbers. | Baseline determined and reduction of numbers. | Baseline determined and reduction of numbers. | Outstanding building completions reduced by 10%. |
| 11 | Permit Authority – issue permits for Plumbing Works (Category 4). | 1.4 | Community & Development Services | 100% of applications completed within 21 days. | 100% of applications completed within 21 days. | 100% of applications completed within 21 days. | 100% of applications completed within 21 days. | Process plumbing permit applications within 21 days of receipt of all information. |
| 12 | Waste Management Strategy review and implementation. | 1.5 (primary) 6.6 (secondary) | Infrastructure | Undertake options analysis and feasibility. | Strategy presented to Council. | Council approval of waste strategy. | Budget and implementation planning in place. | Present strategy to Council at December workshop. |
| 13 | Permit Authority – issue Notifiable Plumbing Works (Category 3). | 1.4 | Community & Development Services | 100% of applications completed within 14 days. | 100% of applications completed within 14 days. | 100% of applications completed within 14 days. | 100% of applications completed within 14 days. | Process Notifiable Plumbing Works within 14 days of receipt of all information. |
| 14 | Manage Land Information Certificates. | 1.1,1.2,1.3 | Community & Development Services | 100% of applications completed within 10 working days. | 100% of applications completed within 10 working days. | 100% of applications completed within 10 working days. | 100% of applications completed within 10 working days. | Issue certificates within 10 working days. |

Strategic Plan Future Direction 2

A thriving local economy

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

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

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

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

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

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|--------------------------|------------|--|--|--|--|---|
| 1 | Promote investment in Meander Valley to support the growth of identified industry sectors. | 2.2 | Governance | Identify opportunities and report on progress. | Brand strategy developed and approved by Council. | Prospectus developed and marketing for specific industry sectors in place. | Brand strategy and prospectus approved and budget submitted. | Meander Valley 'Brand' and regional prospectus developed. |
| 2 | Develop economic recovery pathways and establish industry-specific priority actions. | 2.1, 2.3, 2.4, 2.5 | Governance | Identify opportunities and report on progress. | Industry support for at least two action plans. | Industry support for at least two action plans. | Industry support for at least two action plans. | Economic recovery action plans in place for key industries/sectors. |
| 3 | Establish economic development structure plans for each population centre. | 2.1, 2.4, 2.5 | Governance | Identify opportunities and report on progress. | Deloraine economic and placemaking plan ready for consultation. | Deloraine economic and placemaking plan in place. | Westbury economic and placemaking plan ready for consultation. | Plans and community consultation in place. |
| 4 | Establish a structured list of investment vehicles and investment attraction policies. | 2.1, 2.2, 2.3, 2.4, 2.5 | Governance | Identify opportunities and report on progress. | Investment support package policy approved by Council. | Nil | Nil | Investment vehicles assessed and policies in place. |
| 5 | Establish a business media and communications plan. | 2.1, 2.3, 2.4, 2.5 | Governance | Nil. | Nil. | Draft plan and costing ready. | Plan approved by Council. | Plan in place. |
| 6 | Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area. | 2.2 | Governance | Quarterly report on progress, activity and issues. | Quarterly report on progress, activity and issues. | Quarterly report on progress, activity and issues. | Quarterly report on progress, activity and issues. | Quarterly review, actions and reports. |
| 7 | Monitor and report monthly visitation statistics. | 2.4 | Corporate | Provide statistics in monthly briefing report. | Provide statistics in monthly briefing report. | Provide statistics in monthly briefing report. | Provide statistics in monthly briefing report. | Reports produced. |

Strategic Plan Future Direction 3 Vibrant and engaged communities

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

3.2 Successful local events enhance community life.

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

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

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

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|--------------|--|--|---|---|--|--|--|--|
| 1 | Facilitate the operation of Council pop up meetings. | 3.4 (primary) 4.1 (secondary) | Community & Development Services | Nil, due to COVID-19. | Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved. | Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved. | Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved. | Pop up meetings held and documented. |
| 2 | Deliver the Community Grants Program. | 3.1, 3.2, 3.4 (primary) 4.1 (secondary) | Community & Development Services | Grants policy updated and approved by Council. Grants round completed and funds distributed. Number of applications received. | Grants round completed and funds distributed. Number of applications received. | Grants round completed and funds distributed. Number of applications received. | Grants round completed and funds distributed. Number of applications received. | Number and range of grant applications. |
| 3 | Renew the Community Strategic Plan. | 3.4 (primary) 4.1 (secondary) | Community & Development Services | Nil, due to COVID-19. | Strategy to engage and renew the CSP in place. | Progress report to Council complete. | Progress report to Council complete. | Complete within timeframes. |
| 4 | Renew the events program responsive to COVID-19. | 3.1, 3.2 | Community & Development Services | Nil, due to COVID-19. | Events sponsorship opportunity promoted. | Events strategy developed. Events scheduled for quarter delivered. | Events scheduled for quarter delivered. | Events program approved and implemented. |
| 5 | Conduct GWTA Exhibition. | 3.1, 3.2 | Community & Development Services | Nil. | Exhibition promoted. | Exhibition delivered. | Nil. | Number of artists participating. |
| 6 | Conduct a Festival of Small Halls concert. | 3.1, 3.2 | Community & Development Services | Nil. | Nil. | Nil. | Festival of Small Halls delivered within budget. | Audience number and event finances. |
| 7 | Produce a user-friendly Event Management Guide. | 3.2 (primary) 4.1, 4.3 (secondary) | Community & Development Services | Nil. | Nil. | Nil. | Guide drafted. | Guide approved. |

Strategic Plan Future Direction 3

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|--|----------------------------------|---|---|--|---|---|
| 8 | Coordinate major event applications. | 3.2 | Community & Development Services | 100% of event applications responded to in 10 days. | 100% of events applications responded to in 10 days. | 100% of events applications responded to in 10 days. | 100% of events applications responded to in 10 days. | Respond to applications within 10 days. |
| 9 | Conduct youth liaison workshop with Council. | 3.4, 3.5 | Community & Development Services | Nil. | Nil | Nil | Youth liaison workshop conducted. | Workshop conducted and evaluated. |
| 10 | Prepare Volunteer Management Policy and Procedures. | 3.1, 3.2, 3.3, 3.4 & 3.5 (primary) 4.1, 4.2 (secondary) | Community & Development Services | Nil. | Nil | Policy and procedures approved. | Percentage of volunteer groups provided with training on policy and procedures. | Policy and procedures adopted. Number of volunteers trained. |

Strategic Plan Future Direction 4

A healthy and safe community

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

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

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

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

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|----------------------------------|----------------------------------|---|---|---|---|---|
| 1 | Coordinate the Municipal Emergency Management & Recovery Committee (MEMRC). | 4.4 | Infrastructure | Nil. | Chair six-monthly meeting. | Nil. | Chair six-monthly meeting. | Meetings held. |
| 2 | Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MOU). | 4.4 | Infrastructure | Annual report received from SES. | Six month report on activities reported in briefing report. | Nil. | Six month report on activities reported in briefing report. | Obtain activities report from Deloraine SES and provide information to Council on a six monthly basis in briefing report. |
| 3 | Conduct emergency management training exercise for Council staff, facilitated by Red Cross. | 4.4 | Infrastructure | Conduct training. | Nil. | Nil. | Nil. | Training for Council staff completed. |
| 4 | Develop and action a plan to promote indoor recreational facilities to current and prospective users to increase patronage and participation. | 4.2 | Infrastructure | Draft the plan. | Finalise plan and present to Workshop. Benchmark current usage. | Promote facilities. Report on usage trends. | Promote facilities. Report on usage trends. | Present plan to Council Workshop. Review promotion outcomes and report to management team. |
| 5 | Manage public health risk through monitoring and sampling of recreational water. | 4.1 (primary) 1.5 (secondary) | Community & Development Services | Record results. 100% of public safety notification achieved in 48 hours. | Record results. 100% of public safety notification achieved in 48 hours. | Record results. 100% of public safety notification achieved in 48 hours. | Record results. 100% of public safety notification achieved in 48 hours. | Quarterly monitoring and testing completed for all sample sites. Non-conformances responded to within 48 hours. |
| 6 | Undertake annual/periodic inspections of food premises consistent with Food Act Requirements. | 4.1, 4.3 | Community & Development Services | Issue annual registration for all premises. Outcomes reported. | Inspections as per annual program. Outcomes reported. | Inspections as per annual program. Outcomes reported. | Inspections as per annual program. Outcomes reported. | Conduct inspections as per program and report on results each quarter. |
| 7 | Coordinate immunisation clinics for Meander Valley Schools. | 4.1, 4.3 | Community & Development Services | Nil. | Complete annual immunisation program. | Nil. | Nil. | Provide school based immunisations as per program (usually March and September) and provide quarterly report. |
| 8 | Audit microchipping of registered dogs. | 4.3 | Community & Development Services | Undertake audit and close out actions arising. | Undertake audit and close out actions arising. | Undertake audit and close out actions arising. | Undertake audit and close out actions arising. | Audit conducted and reported each quarter. |
| 9 | Prepare and implement annual Fire Abatement Management Program. | 4.3 | Community & Development Services | Nil. | Inspect and issue notices and arrange work as required. | Inspect and issue notices and arrange work as required. | Inspect and issue notices and arrange work as required. | Program in place by December. All previous properties inspected. All additional identified properties inspected. Notices issued as required and relevant follow up work arranged. |

Strategic Plan Future Direction 4

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|--|--------------------------|----------------------------------|---|---|---|---|--|
| 10 | Investigate incidents and complaints regarding animal control. | 4.3 | Community & Development Services | 100% of cases responded to within 10 days. Prepare monthly summary report. | 100% of cases responded to within 10 days. Prepare monthly summary report. | 100% of cases responded to within 10 days. Prepare monthly summary report. | 100% of cases responded to within 10 days. Prepare monthly summary report. | Investigate all cases and complaints within 10 days and provide quarterly reports. |

Strategic Plan Future Direction 5

Innovative leadership and community governance

5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.

5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley.

5.3 Evidence based decision-making engages the community and is honest, open and transparent.

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

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

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

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

Strategic Plan Future Direction 5

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|--------------------------|------------|--|---|--|--|--|
| 10 | Complete State Government Authority returns. | 5.6 | Corporate | Submit initial State Fire and Treasury pensioner claims, and Annual State Fire Levy data return. | Nil. | Nil. | Submit final State Fire and Treasury pensioner claims. | Submit State Fire and Treasury pensioner claims. |
| 11 | Complete Section 132 Certificates (property rates). | 5.6 | Corporate | Issue 98% of s132 Certificates within 3 working days of request. | Issue 98% of s132 Certificates within 3 working days of request. | Issue 98% of s132 Certificates within 3 working days of request. | Issue 98% of s132 Certificates within 3 working days of request. | Issue 98% of certificates within 3 working days. |
| 12 | Complete annual insurance renewals. | 5.6 | Corporate | Nil. | Complete crime insurance renewal. | Nil. | Insurance policies completed. | Insurance policies completed. |
| 13 | Update Long Term Financial Plan (LTFP). | 5.2 | Corporate | Nil. | Nil. | Nil. | Nil. | Review and adopt LTFP. |
| 14 | Develop budget estimates and rating recommendations in accordance with statutory timeframes. | 5.2 | Corporate | Nil. | Determine budget estimates preparation plan. | Nil. | Review and adopt annual budget estimates. | Review and adopt annual budget estimates. |
| 15 | Annual external financial reporting. | 5.6 | Corporate | Submit financial statements to Tasmanian Audit Office. | Submit key performance indicator (KPI) consolidated data sheets. | Present budget estimates, fees and charges to Council Workshop. | Prepare financial statements and State government financial reporting. | Prepare financial statements and State Government financial reporting. |
| 16 | Submit Business Activity Statement (BAS), Fringe Benefits Tax (FBT) and payroll tax returns. | 5.6 | Corporate | Submit BAS and payroll tax returns. | Submit BAS and payroll tax returns. | Submit BAS and payroll tax returns. | Submit BAS and payroll tax returns. | Complete statutory reporting. |
| 17 | Review and submit internal financial management reports. | 5.3 | Corporate | Achieve activity performance target. | Achieve activity performance target. | Achieve activity performance target. | Achieve activity performance target. | Produce and distribute monthly management reports. Produce and distribute monthly project expenditure reports. Provide financial reports for September, December and March quarters to Council in October, January and April respectively. |
| 18 | Review structure of internal financial management reports. | 5.3 | Corporate | Nil. | Provide recommended revised format. | Implement changes to financial management reports. | Complete review of report structure. | Complete review of report structure. |
| 19 | Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment Policy. | 5.2 | Corporate | Review cash flow at least weekly. | Review cash flow at least weekly. | Review cash flow at least weekly. | Review cash flow at least weekly. | Weekly monitoring of cash flow. |
| 20 | Facilitate Council Audit Panel meetings. | 5.6 | Governance | Meetings conducted as per work plan. | Conduct meeting as per work Plan. | Conduct meeting as per work plan. | Conduct meeting as per work plan. | Meetings conducted as per work plan. |
| 21 | Maintain efficient desktop IT equipment. | 5.6 | Corporate | Commence rolling replacement of computers. | Complete rolling replacement of computers. | Nil. | Nil. | Rolling replacement of computer equipment. |

Strategic Plan Future Direction 5

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|--|--------------------------|----------------|---|---|---|---|--|
| 22 | Review server structure and system requirements to ensure a stable IT architecture. | 5.6 | Corporate | Nil. | Nil. | Nil. | Review server structure and associated software replacement. | Review server structure and associated software replacement. |
| 23 | Maintain cemetery records in accordance with the Cemeteries Act. | 5.6 | Corporate | Record new burial information and implement any required changes to existing records. | Record new burial information and implement any required changes to existing records. | Record new burial information and implement any required changes to existing records. | Record new burial information and implement any required changes to existing records. | Maintain new and existing burial information. |
| 24 | Maintain records management processes in line with requirements of the Archives Act. | 5.6 | Corporate | Induct new system users Arrange for removal of documents due for disposal. | Induct new system users. Conduct audit of user security rights. | Induct new system users. | Induct new system users. | Induct new users and maintain information management system. |
| 25 | Comply with requirements of 2019 Enterprise Agreement. | 5.6 | Corporate | Apply required salary increase changes to pay and allowance rates. | Nil. | Nil. | Review required salary increase and advise employees. | Maintain salary, allowances and clause application. |
| 26 | Employee performance reviews. | 5.4 | Corporate | Coordinate office employee performance review completion. | Nil. | Coordinate office employee mini review & salary review completion. | Performance reviews completed for works staff. | Performance and salary reviews completed for all employees. |
| 27 | Review employee information manual. | 5.6 | Corporate | Nil. | Nil. | Review and update draft employee information manual. | Adopt revised employee information manual. | Review and update manual. |
| 28 | Review Business Continuity Plan and conduct training scenario. | 5.6 | Infrastructure | Review and update plan. | Prepare training scenario. | Conduct training. | Report on improvement opportunities. | Review and update plan for management team approval. Complete training for MVC officers and report on improvement opportunities. |
| 29 | Engage with community sport and recreation organisations to ascertain future needs and venue planning. | 5.3 | Infrastructure | Nil. | Present forum information to Council Workshop. | Conduct forums and report on participation and feedback from clubs. | Conduct forums and report on participation and feedback from clubs. | Quarterly report presented to Council Workshop. |

Strategic Plan Future Direction 6 Planned Infrastructure Services

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

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

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

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

6.5 Stormwater and flooding cause no adverse impacts.

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

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|--|----------------------------------|----------------|---|---|--|--|--|
| 1 | Undertake maintenance works to ensure safe and fit for purpose assets. | 6.1, 6.3, 6.6 | Works | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan review | Report to Annual Plan review | Provide Customer Service Request statistics and budget updates in briefing reports. |
| 2 | Plan and deliver capital work projects. | 6.3, 6.6 | Works | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan review. | Provide program, project and budget updates in briefing report. |
| 3 | Manage plant to achieve effective and efficient use that minimises ownership costs. | 6.1, 6.6 | Works | Nil. | Nil. | Complete major plant review | Nil. | Review plant utilisation and hire rates and update 10 year Plant Replacement Program. |
| 4 | Undertake plant purchases in accordance with approved budget. | 6.1, 6.6 | Works | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan Review | Report to Annual Plan Review | Provide program, project and budget updates in briefing report. |
| 5 | Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions. Review Strategic Asset Management Plan and Review Asset Management Plans. | 6.1 (primary) 5.2 (secondary) | Infrastructure | Chair meeting and report on action improvement program. | Chair meeting and report on action improvement program. | Chair meeting and report on action improvement program. | Chair meeting and report on action improvement program. | Meetings held. Strategic Asset Management Plan and Asset Management Plans updated. |
| 6 | Prepare 2021-22 Capital Works Program and Forward Works Program. | 6.1, 6.6 | Infrastructure | Nil. | Update Proposed Projects list. | Prioritise and undertake further design and cost estimation. | Annual program prepared for approval by Council. | Prepare annual Capital Works Program for approval in June quarter. |
| 7 | Design, procurement and contract management for projects listed in the 2020-21 Capital Works Program. | 6.1 | Infrastructure | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan review. | Report to Annual Plan review. | Undertake projects in line with project plan requirements and completion of all non-provisional projects. |
| 8 | Update asset information including capitalisation of assets in Conquest and undertake bridge asset revaluation. | 6.1 | Infrastructure | Capitalisation of assets and recording in Conquest and GIS, prior to finalisation of 2019-20 statutory reporting. | Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year. | Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year. | Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year. | Capitalisation of assets prior to finalisation of 2019-20 statutory reporting. |
| 9 | Undertake required proactive footpath defect inspections, parks and recreation asset inspections and condition assessments. | 6.1 | Infrastructure | Undertake required inspections. | Undertake required inspections and comprehensive inspection of playgrounds. | Undertake required inspections. | Undertake required inspections and comprehensive inspection of playgrounds for 2021-22 maintenance schedule. | Meet timeframes set out by Conquest. Annual comprehensive inspection of playgrounds completed by December 31. |

Strategic Plan Future Direction 6

| No. | Actions and Tasks | Strategic Plan Reference | Department | Quarterly KPI (30/9) | Quarterly KPI (31/12) | Quarterly KPI (31/3) | Quarterly KPI (30/6) | Performance Target |
|-----|---|--------------------------|----------------|--|---|---|--|--|
| 10 | Development of stormwater system improvement plan and present to Council. | 6.1 | Infrastructure | Review Flood and Risk Study documents. | Stormwater improvement plan presented to Council Workshop. | Stormwater improvement plan endorsed by Council. Prepare project budget items for 2021-22 Capital Works Program. | Nil | Workshop presentation to Council in December quarter. |
| 11 | Coordinate reactive and programmed maintenance of building assets. | 6.1 | Infrastructure | Undertake required maintenance. | Undertake required maintenance and fire equipment testing. | Undertake required maintenance. | Undertake required maintenance, fire equipment testing and annual testing and tagging. | Meet timeframes set out by Conquest. |
| 12 | Deliver the bridge inspection and maintenance program. | 6.1, 6.3 | Infrastructure | Nil. | Quarterly performance review outcomes reported. Contractors engaged for maintenance works, and for inspection program. | Quarterly performance review outcomes reported and prepare maintenance budget items for 2021-22. | Quarterly performance review outcomes reported Maintenance works completed. | Review and document contractor compliance with the contract. |
| 13 | Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside. | 6.4, 6.6 | Infrastructure | Commence review and extension of existing contract. | Contract executed. Undertake pre-opening inspection and required maintenance. Open pool 1 December. | Operate pool to 1 March. | Report on contract performance. | Document contract extension and contractor performance. |
| 14 | Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics. | 6.6 | Infrastructure | Manage contract. | Manage contract. | Manage contract. | Manage contract. | Supervise and review contract. |
| 15 | Provision of landfill, waste transfer stations and resource recovery operations contract. | 6.6 | Infrastructure | Quarterly performance review outcomes reported. | Quarterly performance review outcomes reported. | Quarterly performance review outcomes reported. | Quarterly performance review outcomes reported. | Supervise and review contract. |
| 16 | Provision of hard waste collection. | 6.6 | Infrastructure | Nil. | Undertake collection. | Report to Council in Annual Plan review. | Nil. | Report to Council by March 31 on collection results. |
| 17 | Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites. | 6.6 | Infrastructure | Undertake ground and surface water monitoring. Annual Report submission to EPA. | Nil. | Undertake ground and surface water monitoring. | Nil. | Complete reporting requirements for EPA in line with license requirements. |
| 18 | Review and update User Guides for indoor facilities. | 6.4 | Infrastructure | Nil. | Review and update guides. | | | Complete review and distribute guides to user groups. |