

AGM MINUTES

Devon Hills Residents Committee

9 August 2016

MEETING OPENED

Meeting declared open at 8.25pm

IN ATTENDANCE: Phil & Cheryl Canning, G Stebbings, Ian Goninon, L Lucas, J Buckby,

G Gliddon, S Harris, Jim Stewart, L Turner, P Cross, R O'Brien

APOLOGIES: M Webster, Lyn Lichon

CONFIRMATION OF 2015 AGM MINUTES

Recommendation

That the minutes of AGM for the Devon Hills Residents Committee held August 2015, be confirmed as a true and correct record of proceedings. Moved, P Canning seconded, L Turner, Passed.

BUSINESS ARISING

Nil

TREASURER'S REPORT

\$1500.08

ELECTION OF OFFICE BEARERS

Ian Goninon took the chair and the following positions were filled:

CHAIRMAN – Phil Canning, nominated by L Lucas, seconded S Harris, elected.

TREASURER – Lisa Lucas, nominated by Phil Canning, seconded Cheryl Canning, elected.

VICE CHAIRMAN – G Gliddon, nominated by Phil Canning, seconded by Jamie Buckby

SECRETARY – Sheena Harris, nominated Phil Canning, Seconded Cheryl Canning

NEWSLETTER EDITOR – Held over pending decision re ongoing Newsletter communication process.

GENERAL BUSINESS:

Jamie Buckby presented the Chairman's report.

CLOSURE

The meeting closed at 8.40pm

NEXT AGM MEETING

The next AGM to be held on 8th August 2017

2016 Annual Chairmans Report, Devon Hills Residents Committee

I would like to thank all committee members for their support this year in my position as Chairman of the Devon Hills Residents Committee. Special thanks to Sheena Harris for taking on the role as Secretary. I would also like to thank Garry Stebbings for putting together our bi monthly newsletters, Ian Goninon and Capital Innovation Insurance for printing and both Kerry Thomas and Ian for delivering and others who willingly assisted when required.

The Pigeon Club continue to use the community building; a facility hire agreement is in place with an annual fee of \$50.

In the past 12 months we held:

6 meetings, this included finalising the MOU with Council

2 Garage Sales (November & March), thankyou to Ian Goninon and Janet Lambert for co-ordinating.

Halloween event

Supported Perth Fire Brigade Christmas Lolly run

Applied for and were successful with NMC grant to update security cameras at community building

Nominations of residents for NMC Australia Day Awards

International Women's Day afternoon tea

Donations were made to:

Devon Hills Neighbourhood Watch

Friends of Northern Hospice

Just Cats, a not for profit organisation that deals with stray cats.

Perth Fire Brigade Christmas Lolly run

Due to my work commitments I advise I will not be standing for Chairman this year and wish the incoming Chairman and committee all the best.

Jamie Buckby

Chairman

Devon Hills Residents Committee

Devon Hills Residents Group

Meeting

9 August 2016

Attendees:

Jamie Buckby, Lisa Lucas, Cheryl & Phil Canning, Lance Turner, Sheena Harris, Graeme Gliddon, Jim Stewart, Ron O'Brien, Ian Goninon, Garry Stebbings, Peter Cross

Apologies- Margaret Webster, Lyn Lichon

Meeting opened 8.00pm

Confirmation of Previous minutes- Moved as correct – Phil Canning Seconded – Lisa Lucas

Declaration of any Pecuniary Interest by a member of a special committee of Council.

In accordance with the Local Government Act 1993, Part 5, S48A-S56, a member of a Special Committee must not participate in any discussion or vote on any matters in respect to which the member:

- 1- has an interest; or
- 2- is aware or ought to be aware that a close associate has an interest

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

It should be noted that any person declaring an interest is required to notify the General Manager, in writing, of the details of any interest declared within 7 days of the declaration.

NIL declared

Business Arising-

1- **Security Cameras** – Grant Application approved by Northern Midlands Council for the amount of \$3185.60 to purchase and install Security camera/lights to the Devon Hills Residents 'Shed'. Cromarty supplied formal quote and works will now proceed. Evidence of expenditure to be provided to NMC in due course.

Many thanks to Lisa Lucas and Jamie Buckby for their work in applying for this Grant and arranging quotations.

2- **Risk assessment-**

Phil Canning has arranged for duplicate key for the Shed to be provided to the NMC in line with them taking over the Shed from TFS. Many thanks Phil and Cheryl.

Fire trailer is to remain at the Shed as a Community Resource with Council paying the Registration and the Devon Hills Residents Group reimbursing Council. It was noted this is not a 'compliant' vehicle but simply something that is available to residents should they wish to have a water resource available to them in the event of a large burn off on their property. All requests from the Community for use of the trailer to be made to Phil Canning.

Outside Sensor light appears not to be working – to be included on Risk Assessment checklist for Council to address.

3 - **Tas Water and Telstra issues-** these have been ongoing for a number of years with both the Devon Hills Committee and the Northern Midlands Council. Both parties have been trying to get these organisations to review Protruding Pits and inaccessible Water pits. The protruding Pits are a Health and Safety issue for the public and the Water issues may create poor access in the event of a Fire.

Action:- Northern Midlands Council will continue to request works be done in the Devon Hills Community due to Health and Safety issues here.

Treasurers report

Current Balance - \$ 1500.08.

Upcoming payment for Neighbourhood Watch Registration of \$25 is only outgoing at this stage.

Moved to accept – Ian Goninon, Seconded – Lisa Lucas

General Business –

- **Facebook Page**:- discussion and update on success of this page. Now has 67 'Likes'. Discussion to encourage community participation in this Page in the future.

- **Newsletter**:-approx 150/160 paper newsletters are being printed and delivered each 2 months . While this has been successful in raising awareness of events and happenings in the local community in the past there was much discussion about the need to move away from the paper medium and towards more use of the Facebook page, NMC Minutes link and other electronic communications.

The cost of the printing has been kindly donated by Ian Goninon for many years now and is delivered by local resident, Kerry, on foot. Quite a big task by both parties with little 'reward' seen from meeting attendance numbers which are regularly the same people (approx. 8-10).

Ian Goninon is happy to sponsor a Fridge Magnet (or similar) for delivery to all residents with Facebook, NMC website and meeting dates included (2nd Tuesday bi monthly).

Action:- Lisa Lucas, Sheena Harris and Phil Canning to meet and discuss design.

-**Calendar of Events**:- Next Garage Sale tentatively set for Saturday 19th November – further discussion to be had at next meeting

- **Crime Stoppers Guest Speaker – Ron Franks –**

Ron gave a very informative talk about the history of Crime Stoppers and how it works with the Police but is not a part of the police department. Mentioned some crimes that had been solved due to the Australian community's participation via anonymous information to Crime Stoppers.

Current Campaign is "Dob in a Dealer" which is run by Crime Stoppers and is proving very successful.

Action: Phil Canning to be in contact with Ron Franks fortnightly (as is presently the case) to work alongside Crime Stoppers for the betterment of the Devon Hills Community.

-**Pigeon Club Hire Agreement**:- Mention made that the Hire Agreement for the club falls due on 31 December 2016.

Meeting Closed 8.25pm

MINUTES

MEETING OF THE LONGFORD DISTRICT COMMITTEE HELD AT THE LONGFORD MEMORIAL HALL, WELLINGTON STREEET, LONGFORD ON WEDNESDAY, 10 AUGUST 2016, COMMENCING AT 5:30PM

1. PRESENT

Mr Michael Salhani (Chairperson), Mr Neil Tubb, Mr John Cauchi, Ms Dee Alty, Mrs Lesley McKenzie

2. IN ATTENDANCE

Cr Dick Adams, Ms Kim Hayward (providing administrative services)

3. APOLOGIES

Mr Linus Grant, Ms Inga Apostol, Ms Terry Goldsworthy

4. DECLARATION OF PECUNIARY INTEREST

Nil Declared.

5. CONFIRMATION OF MINUTES

Ms Dee Alty/Mr John Cauchi

That the Minutes of the Longford Local District Committee Meeting Held on 1 June 2016 be confirmed as a true record of proceedings.

Carried unanimously

Mr Neil Tubb/ Mrs Lesley McKenzie

That the Minutes of the Longford Local District Committee Meeting Held on 6 July 2016 be confirmed as a true record of proceedings.

Carried unanimously

6. BUSINESS ARISING FROM MINUTES

6.1 Motions to Council

Traffic

Cr Dick Adams advised this traffic matter was scheduled to be heard at the forthcoming Council meeting on Monday 15 August 2016 and that no change to traffic conditions has been recommended. The item was noted pending the outcome and further advice following the Council meeting of 15 August 2015.

Priority projects

Ongoing.

Building Preservation

Ongoing. No decision yet made. Awaiting response from Council's General Manager in relation to representative inclusion in the relevant Project Team.

6.2 Fence at Carins Park

Council is recommending a fence, not a hedge be erected at its meeting of 15 August 2016.

Recommendation

That the works not be undertaken by Council until the completion of the Urban Design Strategy.

6.3 Longford Strategic Plan

Mr Michael Salhani distributed to Committee Members in attendance a copy of the completed Longford Strategic Plan he wrote and briefly summarised the document. Development of the Longford Strategic Plan was undertaken following the signing of a Memorandum of Understanding between the Longford Local District Committee and the Longford Business and Tourism Association. Mr Salhani asked that comments on the document, from various Committee members be received no later than Friday 2 September 2016, at which time it will be formally presented to Council for consideration.

6.4 Longford History

Ms Dee Alty advised that there was a meeting scheduled for interested members of the Longford History Group at the Longford Memorial Hall on Thursday 11 August 2016 at 10:00am. Council's Heritage Advisor, Mr David Denman would be in attendance and present ideas and discuss the Memorial Hall's suitability to house

the Longford History Collection currently located at Clarendon. Further updates to be provided.

7.0 GENERAL BUSINESS

7.1 Longford CBD

Projects in the Place Activation Plan were noted.

Action

That the Longford Local District Committee be informed of details of projects listed in the Committee Agenda of 10 August 2016 so that the Committee may provide comment on projects listed.

7.2 Village Green Encumbrance

Noted.

Action

Mr Neil Tubb requested Mr Michael Salhani, as Committee Chair pursue this matter further with Council staff.

7.3 Local District Committee Membership

It was agreed that Longford Local District members be identified on Council's website. However, the only contact details to be listed on the website are those of the Chairperson, currently Mr Michael Salhani.

8.0 OTHER BUSINESS

8.1 Committee Administrative Services

Mr Michael Salhani advised that Ms Inga Apostol had offered to undertake minute-taking and associated administrative duties at future Committee meetings.

8.2 Development Application – Tree Removal, Christ Church Grounds

The Committee was advised and noted that a Development Application had been received by Council to remove certain trees from the grounds of Christ Church.

Action

That Council provide the Committee with a copy of the "Tree Plan" for Christ Church. That the Christ Church Tree Plan be considered by Council during the planning assessment process.

9.0 NEXT MEETING:

Next meeting to be held at Longford Memorial Hall, Longford on 7 September 2016 at 5:30pm.

10.0 CLOSURE

The Chairperson closed the meeting at 6:35pm.

MORVEN PARK MANAGEMENT & DEVELOPMENT ASSOC. INC

MINUTES OF MEETING 10TH AUGUST 2016

Meeting Opened: 19.43

Present: Brendon Crosswell (Chair), Carmel Oates (Secretary), Deputy Mayor Richard Goss (NMC), Ian Pease (Skate Park), Peter Johnstone (ECC), Graeme Houston (ELRSS), Stephen Baldock (Penny Farthing)

APOLOGIES: Brendan Chapman (Skate Park), Di Guilbert (Primary School), Patrick Davey (EFC), Scott Hill (EPS), Robert Chick (EPS) David Houghton (Rotary) Late email.

MINUTES OF PREVIOUS MEETING 13 JULY 2016

Moved Ian Pease seconded Deputy Mayor Richard Goss that minutes circulated is accepted as true and correct. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES.

- **Floor resurfacing-Still pending-** Amanda Bond NMC advised customer requested been submitted, will advise when have response.
- Dog Control – Letters regarding dog control to be included in upcoming rates mail out- Didn't happen. **Advise NMC that MPC doesn't want doggie bag stand relocated from MP entrance to Cambock Lane entrance into MP.**
- Grandstand/Ground Lighting – Deputy Mayor advised council have some quotes/plans re grandstand. Advised meeting grandstand is heritage listed. Will attend our meeting once details finalised- **Still pending.**
- Weed control/spraying – NMC advised spraying is scheduled for Aug/Sept 2016. **Will be advised of date.**
- Aurora account payment – Review costs of electricity payments for Light Rail, Cricket Club and Rotary. Deputy Mayor to obtain power monitor from council to check power consumption of freezers/fridges. **Still pending.**
- Rotary building burglary- Light rail also advised that they have timber wall studs stolen.
- Rubbish Bins- Amanda NMC has submitted customer request form. **Still pending.**
- Sealing/Parking NE corner Morven Park- Amanda has submitted customer request form. **Still pending.**

CORRESPONDENCE

IN: NMC-spraying, rubbish bins, sealing, doggie litter bags,
surface/potholes/maintenance grant, Special Project assistance,
EPS-Apologies
ECC-New committee, grant
NHW-re dogs

OUT: ELRSS-representative, meeting attendance.

Moved Carmel Oates seconded Ian Pease that all correspondence IN/OUT is accepted. CARRIED

TREASURERS REPORT.

Nil report due to non-attendance of treasurer.

REPORTS.

Football Club: No report

Tennis Club: No report.

Penny Farthing: Preparations started for next year's event.

Light Rail:

- Chairman welcomed ELRSS President Graeme Houghton to meeting and thanked him for his attendance.
- Peter Riley to be new representative.
- Currently pay \$100 for electricity, suggested \$200, to be discussed further next meeting once further investigations completed with other user groups.
- Discussed cleaning toilet block after use. Meeting advised by President ELRSS to unclean conditions of toilets on Sunday mornings especially during football season. MPC to discuss further with EFC.

School:

- Also concerned about condition of road/potholes near school drop off zone.
- **Would like to know who is responsible for maintaining this area? DM Goss to follow up with council.**
- Can school advise parents re parking on grassed areas of MP?

Cricket Club:

- New committee – Scott Frankcombe – President.
Peter Johnstone – Vice President
Rhonda Whitmore – Secretary

Quentin Von Stieglitz – Treasurer/Operations Mgr.
Dean Hawkins – Coach

- Will have Ares & C Grade teams with view of moving to A Grade then Premier League.
- Season starts 8 Oct 2016.
- Will be junior teams.
- Peter Johnstone - MP Representative.
- **Cricket Pitch is not to Cricket Australia standard. Needs to be widened and lengthened before any games can be played on pitch.**

Rotary: No Report.

Skate Park –

- Graffiti problem.
- **Could NMC please address and remove graffiti from ramp area.**

Ground:

- Wet.
- Pat Davey to obtain topsoil and place in front of western goal square area.

NMC:

- DM Goss apology for next meeting.
- Sports & Rec. grants now opened for next round of funding. Advised ECC to try and obtain grant to match grant given by council for upgrade of practice nets.

GENERAL BUSINESS

Cricket pitch needs widening and lengthening to conform to Cricket Australia's regulations. This needs to be done before any competition can be played this season.

Moved Peter Johnstone 2nd Brendon Croswell

That after consultation with the players and members of Evandale Cricket Club, it was deemed that upgrading the centre pitch is proactive rather than reactive, based upon the current safety concerns expressed, the present centre wicket does not lend it self to other community groups and the local Primary school due to it not meeting current OH&S standards and that the NMC investigate and liaise with ECC Operations Manager Quentin Von Steiglitz in regards to widening/upgrading the playing pitch at Morven Park Evandale to meet the requirements/regulations of Cricket Australia before Evandale Cricket Club is allowed to legally play cricket at Morven Park this coming season 2016/17 which starts Saturday 8 October 2016.

CARRIED

(Attached is letter from Cricket Tasmania along with current specifications for pitch from Cricket Australia).

As part of EPS Prep-Gr.1 students social responsibilities program National Tree Planting has been completed. The school has surplus shrubs ie.9-10 plants and would like permission from MP committee to plant shrubs between ticket box at entrance along fence to school boundary. APPROVED.

Deputy Mayor Goss to obtain power monitor from council to check power usage of freezers/fridges in relations to electricity costs by user groups.
Chairman Brendon Crosswell to liaise with Rotary re power monitor checks.

Next meeting 14 September, 2016

Meeting closed 21.00.

Brendon Crosswell
CHAIRMAN

Carmel Oates
SECRETARY

**NORTHERN MIDLANDS ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD MONDAY SEPTEMBER 5TH 2016 IN THE COUNCIL CHAMBERS
LONGFORD STARTING AT 3PM**

MINUTES

GOV 4(2)(v)

PRESENT: Kevin Turner (Chair), Cllr Mary Knowles, Kate Sutherland, Paul Godier, Des Jennings
APOLOGIES: Cllr Ian Gonnon, Russell Fyfe, Robert Kean
PRESENT: Lorraine Green

The Chair welcomed Kate and Paul to their first meeting of the committee and explained the committee role and activities to date.

It was noted that Robert Kean has, due to altered business circumstances now has less focus and connection to the Northern Midlands, resigned as the commercial sector representative on the committee.

1. Priority initiatives for the 2016-2017 committee (listed below for review and progression)

PRIORITY INITIATIVES	STATUS	THE WAY FORWARD
1.1. Translink Precinct 1.1.1. Launceston Gateway Master Plan	Freight Demand Study: The Launceston Gateway working group commissioned SGS Economics and Planning to complete a Freight Demand Study. To fully unlock the potential of the Precinct there is a need to understand the current and future freight task to identify the need of further infrastructure and servicing of the precinct. The \$48,000 study will primarily establish an evidence base to support development of a master plan for the precinct. And secondary – to inform decision-making by public or private entities about whether to proceed to full business case development for potential infrastructure, enterprise or other investments either at the precinct or at locations that might feed freight into or receive freight from it. Release date for study to be confirmed	K Turner reported the project steering committee reviewed the draft plan at the 1 September committee meeting. D Jennings advised that once the plan has been formally received by Council, our committee members will receive a copy. D Jennings reported the cost of bringing gas to Translink from a Youngtown connection is estimated as \$2 million.
1.2. Promotion	Co-ordinator General's prospectus Due late April 2016 Tas Rail Spur Tas Gas – a business case for bringing gas to Translink will be presented to Council. City of Launceston's preferred options for releasing commercial land for residential development. Des Jennings to liaise with Robert Dobrzynski	D Jennings reported the prospectus photos were being selected: prospectus then submitted to the Minister for sign-off.

	<p>Roadside signage Location for signs to be confirmed</p>	<p>Action: L Green to liaise with R Fyfe re Hogarth's commitment P Godier to follow up with northern end landowners</p>
1.2. Development pipeline	<p>Committed: Tyremax: under construction 360 space car park.</p> <p>Potential: NIMBA database of city-based businesses with the potential to relocate. Stormwater project – result of National Stronger Regions Fund application should have been known in July 2016.</p>	<p>P Godier reported the car park application had been lodged. P Godier reported another car park application was being assessed. Report back awaited from NIMBA reps Outcome of funding application awaited</p>
2. Agriculture and agri-business	STATUS	THE WAY FORWARD
2.1. Burlington Road and Powanna	<p>It was agreed to hold a workshop for the businesses in the precinct (as per the recommendations of the SGS report) that will raise/discuss issues. These include energy reliability and itinerant workers' accommodation (the issue of demountable units was noted). Preparation of a draft amendment to the planning scheme to place a specific plan over the two precincts</p>	<p>D Jennings reported the proposal to hold workshops for developers and builders to explain/clarify Council planning and development processes is on the 19 September 2016 Council Meeting Agenda.</p>
3. Tourism	STATUS	THE WAY FORWARD
3.1. Events	<p>Symmons Plains: Committee has had a long standing intention to engage with Tas Motor Sports to discuss future plans / vision for Symmons Plains Raceway.</p>	<p><u>Recommendation to Council:</u> That a Tas Motor Sports representative be invited to present at a forthcoming Council Workshop and our committee members be invited to join the workshop for this presentation.</p>
4. Economic Development Strategy	STATUS	THE WAY FORWARD
4.1. Background to the Strategy	<p>Noted that at the February 16th 2015 Council Meeting, Council passed motion: "That Council obtain costings to conduct an Economic Development and Tourism Strategy in 2015/16 budget deliberations" D Jennings advised preference is to develop the strategy internally and for the Economic Development Committee to lead engagement with local businesses and industry groups. Maree Tetlow, Executive Officer, Northern Tasmania Development, joined the July 18th 2016 meeting to discuss the <i>Northern Regional Futures Framework</i>. The committee members present were supportive of aligning the NM economic development strategy with the Regional Futures Framework</p>	<p>D Jennings reported Council officers are preparing a spreadsheet documenting Council's current projects/ activity relevant to economic development. This will be circulated to committee members prior to the next committee meeting. D Jennings and K Turner to progress identification of a facilitator for the business/industry group consultations.</p>
4.2. Itinerant workers' accommodation	<p>Recommendations made to Council at the October 2015 meeting has been noted and will be investigated:</p>	<p>Noted as an issue to be addressed during the development of the economic development strategy.</p>

4.3. Proposed Open Door program for privately owned heritage properties.	1) <i>That Council undertake an assessment of itinerant workers' accommodation in the Northern Midlands</i> K Sutherland at the 5 Sept committee meeting outlined the difficulties businesses wanting to provide 'temporary' accommodation for itinerant workers experienced with regard to Council planning regulations eg. what is the definition of temporary, the need to meet access for all requirements when workers with limited mobility would be unable to perform the tasks required etc...	Recommendation to Council: That Council prepare an information sheet that provides rural businesses wanting to provide accommodation for itinerant workers with an understanding of the planning requirements/ regulations involved.
5. Other Strategic Plans	Floated that Council collaborate with Tourism Northern Tasmania to develop a business case to identify the best way to deliver an Open Doors Program. The Legislative Inquiry into Built Heritage Tourism	Noted this venture requires a champion to drive it forward. This proposal is to be included in the community consultation for the economic development strategy. Noted the report has been released
5.1. Land Use and Development Opportunities Strategy	STATUS Noted that the first draft of a brief for the Council's Land Use and Development Strategy will go to Council within the next two months.	THE WAY FORWARD D Jennings reported the brief is being peer reviewed by the commission and the resultant report will go to Council. A presentation will be made to the Economic Development Committee at its October 2016 meeting.
5.2. Perth Structure Plan		D Jennings reported the draft plan will be presented at this evening's Council Workshop and the finalised plan will be released for community consultation, including to committee members.
6. Other	STATUS	THE WAY FORWARD
6.1. Seizing the Moment	The Tasmanian Opportunity (TTO) has prepared a proposal to trial the supported settlement of selected communities of Safe Haven Enterprise Visa holders in rural regions of Tasmania (document provided to committee members). Michael Cleary, a member of TTO, met with several council staff to discuss the proposal and float the possibility of the Northern Midlands Council being one of the two Councils to trial the proposal. Given the proposals potential to yield economic benefits for the Northern Midlands, the proposal has been referred to this committee for consideration and advice to council as appropriate.	Recommendation to Council: That Council seek clarification of the role the Migrant Resource Centre would/could play in the management/support of the Seizing the Moment proposal.

2. Review of Pending and Completed Projects

Pending projects

Translink: Translink stormwater Infrastructure upgrade – July 2016 funding announcement Translink boundary signage. Co-ordinator General's Prospectus.	Agriculture: Panshanger Road/ Woolmers Lane precinct. Truck Wash Powranna.	Tourism: Briefing from Tas Motor Sports regarding Symmons Plain, V8 Major Event and ongoing contribution to economy.	Other: Business Database – Translink and Perth completed. NBN Rollout.
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<p>Translink technical guide and interactive mapping (an NTD project). Launceston Gateway Freight Demand Analysis. Translink gas infrastructure – business case to go to Council</p>	<p>Dairy industry in the state – suggestion that Simon Burgess, 'vauclose' be invited to present to the committee</p>	<p>Longford Motor Racing museum – Council to liaise with John Talbot</p>	<p>Development Officer (akin to Meander Valley Council). Beacon Foundation Northern Midlands Business Partnership Group. Consultation with NMI businesses. Perth Bypass. Equestrian opportunities.</p>
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Completed Projects:

Translink:	Agriculture:	Tourism:	Other:
<p>Translink Prospectus. Translink YouTube Video (Neville Hayes). Developer's technical guide: See attachment and for interactive map visit http://www.sgsep.com.au/maps/NDTIIndustrialand/translink.html</p>	<p>Northern Midlands Rural Processing Centre report and recommendations. Burlington Rd landowners contacted regarding commercial development sub-division.</p>	<p>Ben Lomond Feasibility Study. Longford Visitor Appeal Study. Longford Place Activation Report and appointment of Project Champion. Submission to Legislative Council Inquiry into Built Heritage Tourism regarding 'Open Doors'. National Trust contacted regarding support for 'Open Doors'.</p>	<p>Business health checks. Campbell Town War Memorial Oval Precinct Development Plan. Perth Recreation Ground Masterplan. Tyre stockpiling.</p>

Governance items:

Council's allocation in 2016/17 budget for the committee: 1 Green reported at the 5 September 2016 committee meeting that the carry forward into 2016/17 for the committee was \$14,338.

Committee membership - Recruitment of Tourism and Commercial Representatives: Likely candidates to be sought through the consultation processes for the economic development strategy.

Next meeting:

Monday October 3rd 2016: 2pm in Council Chambers

Meeting closed 4.40pm

MEETING OF THE CAMPBELL TOWN DISTRICT FORUM HELD IN THE UPSTAIRS MEETING ROOM
AT THE TOWN HALL, CAMPBELL TOWN ON TUESDAY, 6 SEPTEMBER 2016 COMMENCING AT
9:30AM

1 PRESENT

Mrs Jill Clarke (Chairperson), Mr Bevis Perkins, Ms Sally Hills (until 10:05am), Mr Michael Roach, Mr John Ashman, Mr Owen Diefenbach, Mr Rob Rakich, Mrs Judith Lyne, Mrs Jill Davis (9:34am), Mrs Debbie Thomas (9:34am)

2 IN ATTENDANCE

Cr Leisa Gordon, Mrs Kerin Smith-Harvey, Mrs Amanda Bond (Gov. & Comm. Development Officer), Mr Arend Boog (Works & Infrastructure Manager)

3 APOLOGIES

Mr Des Jennings (General Manager)

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL.

In accordance with the provisions of the *Local Government Act 1993*, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

- a) has an interest; or
- b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

Nil declared.

5 CONFIRMATION OF MINUTES

Mrs Judith Lyne/Mr Michael Roach

That the minutes of the meeting of the Campbell Town District Forum held on **Tuesday, 2 August 2016** be confirmed as a true and correct record of proceedings, with the amendment that Mrs Judith Lyne was present.

Carried unanimously

6 BUSINESS ARISING FROM THE MINUTES

6.1 Campbell Town War Memorial Oval

Tenders for the design of the clubrooms closed on 31 August 2016. Preliminary review of applications in process, with review panel to assess late this week/early next week.

It was suggested by the Forum that Council make the public aware of how the process is progressing and what the future steps are.

Action

Mrs Bond to arrange for an information item to be published in the Country Courier once successful tenderer appointed.

6.2 Campbell Town CBD Urban Design Strategy

Preliminary concept has been presented to Council. Community survey open until 16 September 2016 to seek feedback on concepts. Once outcome of survey complete, further presentation to go to Council workshop.

6.3 Dog off-leash area

Proposed area is near the King Street oval, this is also being considered as part of the streetscape strategy.

6.4 Motions to Council

<p>Meeting of 19 October 2015: Min Ref 287/15</p>	<p>Northern Midlands Council note and investigate the following recommendations of the Campbell Town District Forum</p>	<p>That the signs for the museum are re-hung so they are more visible for passing cars. Information being sought from heritage advisor re suitability of signs jutting out from building within heritage precinct.</p> <p>That council investigates Blackburn Park's suitability for free overnight camping for self contained vehicles and opportunities for relocation. Overnight camping locations are being considered as part of the streetscape strategy. No further action required.</p>
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7 GENERAL BUSINESS

7.1 Paddle Safe Program

Council has been approached by MAST about the possibility of providing a Paddle Safe session at a local water area in the municipality. Committee to discuss Campbell Town as a potential location.

The Forum was supportive of the program to be held in Campbell Town.

Action

Mrs Bond to make further enquiries.

7.2 Family Violence Consultative Group

Forum to note Councillor Knowles has been appointed the Tasmanian Council representative to the Family Violence Consultative Group and that the purpose of the group was to raise community awareness of the issue. The group recently received a presentation by Our WATCh. Key messages of Our WATCh circulated with the Agenda.

7.3 Customer requests

- Midland Highway, north of Roberts, potholes in road verge.
- Garbage bin replacement in CBD area.
- Replacement of disabled parking sign at Town Hall.
- "No Dog" signs in Valentine Park (follow up from August meeting).
- Bricks in front of Zeps.
- Table and chairs at Willows broken.

Action

Customer requests will be issued, however will not be reported back in future meetings as the purpose of the Forum is not for the submission of customer requests.

7.4 Development Applications

An update was requested on the status of the development application for the petrol station at the southern end of Campbell Town.

Action

Mrs Bond to report back.

7.5 Christmas Lights

Discussion was had in respect to the installation of lights or Christmas decorations in the trees in Campbell Town for Christmas. Suggestion was also made on banners installed on the power poles. It was noted this is likely to be an issue as it results in working within a certain distance of power lines which requires certain safety requirements which can become costly.

Action

Mr Boog to include Campbell Town in investigation he is making into the installation of lights in other areas of the municipality.

7.6 Campbell Town Football Club

It was noted the Campbell Town Football Club is playing on the ODFA Grand Final this weekend and the Forum offered their support to the team.

7.7 Conara Park***Mr Rob Rakich/Mrs Jill Davis***

Recommend Council approach State Growth requesting an improvement to or removal of the camping area at Conara Park to prevent campers from driving down in front of Conara residents and using the area as a public toilet.

Carried unanimously

7.8 Swimming pool

Mrs Davis requested on behalf of the Campbell Town Swimming Pool Committee that Council investigate the installation of all use steps to access the swimming pool, noting the Swimming Pool Committee have funds set aside for the investment.

Action

Mrs Bond to raise with Council Work Health & Safety and Building Officer to investigate.

7.9 Real estate

The Forum noted there has been an increase in house sales in Campbell Town recently and this is a positive for the town. It was confirmed a welcome pack is provided to new ratepayers.

7.10 Online customer requests

It was noted that when submitting online customer request forms there is no confirmation of receipt by Council.

Action

Mrs Bond to raise with IT Officer.

7.11 Works & Infrastructure

It was noted the spring at the showground is leaking onto the new seal on Glenelg Street, Council is looking at alternative drainage options.

It is noted the new topsoil laid on Glenelg Street is being removed for a new footpath.

8 CLOSURE

Chairperson closed meeting at 10:30 am.

Next meeting to be held on **4 October 2016** at the Town Hall, upstairs meeting room.

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EVANDALE COMMUNITY CENTRE AND MEMORIAL HALL MANAGEMENT COMMITTEE

Minutes of General Meeting Tuesday 6th September at 1.00pm

Chairperson: John Lewis

Meeting opened: at 1.00pm, and John Lewis welcomed Amanda Mason from the Northern Midlands Council.

1. Present: Bronwyn Rigby, Frank Halliwell, Ruth Tilsley, Peter Riley, Adrian Jobson, Trevor Thomas, Gillian Atherton (Minutes).

2. Apologies: Chris Hurford, Ian Goninon.

3. Minutes of Previous Meeting: read and confirmed:
Frank Halliwell/Adrian Jobson. Carried.

3.1 Business Arising:

- Computer Issues: Several issues regarding passwords, E-mail access and weekly back up have been resolved, some with the help of Colin Chessman from Perth.
- Key Register: Chris Hurford has been up-dating this, and Amanda offered to confirm the number of keys originally issued from the NMC.
- John Lewis moved a motion, 'that a vote of thanks be given by this Committee to Chris Hurford for his work in reorganisation of the computer records etc.' Seconded, Peter Riley. Carried.
- Roster: Sue Bedford has arranged the next three months' roster which the minute secretary will send out. Wherever possible volunteers will work regular days each month, THEY will be responsible for finding a replacement if they are not available.
- Annual General Meeting: to be held Tuesday 4th October at the Centre at 1.00pm. Notices to be sent to all volunteers at least a week before. Nomination forms are available at the Centre.

Correspondence:

4.1 Inwards:

- Fiona Dewar: Attendance at Emergency Communications Workshop.
- Trend Internet Security: Special offer, to be explored.
- Peppers Cradle Mt: Special offer all volunteers for accommodation, limited time.
- M. Bricknell: Advising key return, J. Perkins, and suggestion for reallocation of grant for Solar Panels.
- Kathryn Heathcote: Evandale Neighbourhood Watch no longer wishes to use meeting room.
- Various day-to-day queries/information etc.

4.2 Outwards:

- Fiona Dewar: AEC Workshop: due to re-organisation no one attending.
- History Society query forwarded to Laurie Wotherspoon.
- It was moved that the correspondence be accepted: Frank Halliwell/Ruth Tilsley. Carried.

5. Financial report:

Trevor Thomas apologized for his recent absences due to involvement with the Census.

July 2016

Income	July 2016	% Change	July 2015
General	\$623.15	-8%	\$679.35
Memorial Hall	\$288.00	-14%	\$336.00

Bank Balance	July 2016	Last Month
Commonwealth Bank-Cheque Account	\$3715.72	\$1576.34
Bankwest- Business Telenet Saver	\$3008.26	\$3008.26

General Income for July was \$623.15 which is 8% down on July 2015.

Memorial Hall for July was down 14% down on July 2015.

Trevor Thomas moved that the Treasurer's Report be accepted

6. History report: Adrian Carter

- Adrian was able to report that there is on-going interest in the archeological 'dig' site near Strathroy and the Stony Bridge.
- There are some new members.
- Always dealing with new queries.
-

7. Centre Management: John Lewis

- Progressing well in a happy atmosphere. John thanked everyone for their contribution to take over various duties.
- To eventually be able to share the duties of Co-ordinator between various people/groups: such as a co-ordinating committee of Ruth Tilsley, Sue Bedford and Gillian Atherton. Judy Hazelwood has offered to assist with the Newsletter.
- Frank Halliwell thanked Chris Hurford with his help in re-organising the brochure lists.

8. Gift Shop Report: Ruth Tilsley

- It was asked that a key be provided for the new store room that has been completed to keep back stock for the gift shop in.
- To also include both meeting rooms to be keyed, especially helpful when displays/exhibitions being arranged.

9. Community Hall report: Bronwyn Rigby

- Bronwyn has not been able to contact the cleaner, and may have to look elsewhere. Amanda advised that the induction can be done simply on the council web site.
- The telephone number for the hall is a business number and as such can be given to any booking query.
- Lunch at hall for Floral Festival cancelled.
- As daylight saving will be soon, it was agreed to turn off the lights on the mural.

It was moved that the reports be accepted: Adrian Jobson/Peter Riley. Carried.

9. Any Other Business:

- Annual Financial Report returned from the council – to be discussed later.
- Whenever possible two volunteers will be rostered together, especially during the summer, busier months.

- 'Blessing of the Bonnets' arrangements: proceeding well. Porta-Loos and disabled parking finalised. Also confirmation of piper. Organist needs replacing (in hand) and invitation to children at Trevallyn School, and generally to local children.
- Ruth wished to place on record her thanks to an exceptional organising committee for this function which now includes many extra volunteers. Also to a record number of sponsors and the caterers who are now catering for 70!!

10. Issues raised by- Council Amanda Mason:

- Clarification of roles: this has been addressed.
- Purchase orders: this has been addressed.
- Communication issues: this has been addressed.
- Committee meetings are open to all volunteers, to make sure they are aware of this and welcomed.
- The Centre is a public facility and as such the atmosphere, mode of address and general standards must reflect this.
- Volunteers should be aware the committee is the Centre's link to the council.
- To restore training procedures for new volunteers.

Ruth thanked Amanda Mason and Sam Dillon for their support during recent events.

The meeting closed at 2.00pm

The next meeting will be held on Tuesday, 4th October 2016 following the Annual General Meeting.

Minutes of the special meeting of the Committee held at the Community Centre on Tuesday, 6 September 2016 commencing at 5.30pm.

1 IN ATTENDANCE

Ms Jan Davis, Mr Tony Purse, Mr Graeme Eberhardt, Mr Phillip Dell, Mr John Stagg, Mrs Christine Beswick

In Attendance:

Cr Janet Lambert, Cr Mary Knowles, Cr Leisa Gordon, Mr Des Jennings (General Manager), Mr Arend Boog (Works & Infrastructure Manager), Mrs Gail Eacher (Secretary)

2 APOLOGIES

Nil

3 CONFIRMATION OF MINUTES

J. Stagg/G. Eberhardt

That the minutes of the meeting of the Perth Local District Committee held on Tuesday, 2 August 2016, be confirmed as a true and correct record of proceedings.

Carried

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL

In accordance with the provisions of the *Local Government Act 1993*, Part 5, S48A – S56, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

- a) has an interest; or
- b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

* *It should be noted that any person declaring an interest is required to notify the general manager, in writing, of the details of any interest declared within 7 days of the declaration.*

5 BUSINESS ARISING FROM THE MINUTES

i) Website

Noted that in the interim, the website address reflects that the site is under construction.

Status of work already undertaken not able to be determined. The committee discussed the future direction of the website project and RESOLVED to progress with a web page linked to Council's website.

Website notes and town website links circulated with minutes of 2 August meeting.

Council is going to commence a review of the current Council website, consideration to be given to the development and/or review of current local district committee sites in conjunction with this project.

ii) Perth-Breadalbane Dual Carriageway and Link Roads

Noted that

Perth-Breadalbane Dual Carriageway - works are well underway.

Western and Southern Link Roads - no further information has been received in relation to the link roads projects. Early planning of Stage 2 (southern link) has commenced. Understood that Stages 2 and 3 are to be designed concurrently.

Perth Roads Reference Group (PRRG) - met in August 2015, no further meetings are currently scheduled, PLDC representation to be amended in due course. PRRG is a Dept. of State Growth (DSG) committee, committee has been in recess, when DSG convene the next meeting Council will advise of representation changes relating Council staff and PLDC Committee members.

iii) Perth Structure Plan and 10 Year Plan

Perth Structure Plan

Noted that report to Council to be tabled at 19 September meeting, following which draft plan will be advertised.

Perth Structure Plan will provide structure for planning decisions.

10 Year Plan

The Committee has raised concerns previously relating to the difficulty of preparing a 10 year plan as future land use would be impacted by the location of the Perth Bypass. Matter to be discussed further once additional information is made available.

Committee discussed the 10 year plan concept and agreed that future planning should include provision for cycleways/ bikeways, footpaths and the creation of corridors and linkages to the various areas of the town.

iv) Perth Community Centre

Consultants presented to Council Workshop on 1 August. Council to consider further before being made available to the public.

Currently reviewing budget costs, once review complete will report to Council. Possible that a report to Council will be tabled at the 17 October meeting.

Perth Recreation Ground and Perth Community Centre projects, as well as the Perth Primary School project, are separate, however, projects are being coordinated/integrated.

v) Perth Recreation Ground Master Plan

Consultants presented to Council Workshop on 1 August. Council to consider further before being made available to the public.

The Committee made comment in relation to the perceived deficiencies and extravagant provisions of the plan and noted the required changes to current infrastructure due to the limitations of the site.

Noted that the plan was a conceptual plan and implementation would occur in stages and review of the plan on implementation of each stage would be undertaken.

Committee members requested to email comments/concerns direct to Council.

Committee member strong advocate for retention of the skate park or provision of alternate recreation facility.

vi) Footbridge at William Street Reserve

Alternate solutions suggested and discussed, further information to be provided by members. Matter to be considered further.

To be considered in conjunction with and forming part of the Perth Structure Plan – further information to be provided in due course.

T Purse/P-Dell

That Council reconsider the proposed design of the footbridge at William Street Reserve in light of the new information.

Carried

vii) Australia Day 2017

Planning has commenced, meeting held on 5 August, number of suggestions put forward. Following the meeting it was suggested that consideration be given to the screening of an outdoor movie, noted that Australia Day 2017 Great Ideas funding was made available (closed on 23 August) for such an event. Committee supported the proposal to screen an outdoor movie.

Notes attached.

viii) Development Applications / Subdivisions

Further comment made in relation to whether Council is consistent in dealing with planning applications in relation to cul-de-sacs/developments and the application of Council's requirement for connectivity to allow ease of movement.

The committee commented that cul-de-sacs create communities, that there is consistency and that the right messages and advice are given to applicants.

Council representatives noted that:

- the decisions of Council are made in accordance with the planning scheme and no 2 applications are the same;
- Council is progressing the development of a Municipal Wide Land Use & Development Strategy which is currently out to peer review prior to being advertised.

ix) Flood Damage

The committee previously queried the progress on the clean-up following the recent floods.

Noted that the clean-up had commenced priorities had been set. William Street Reserve had been closed to vehicles and the gazebo structure is to be assessed.

The committee requested that Council consider rebuilding the gazebo with table and seats included, query raised as to the allocation of \$14,000 allocated to the refurbishment of the gazebo in the 2013/14 budget.

Requested that Council notify Dept. of State Growth re the considerable debris which had collected around the bridge which required removal.

6 MATTERS PENDING**i) Roadworks, Intersection Upgrades and associated projects**

The Committee agreed to list the following items as pending, to be considered in conjunction with information in relation to the Midland Highway Safety Upgrades for Perth:

- Connectivity of Streets – North Perth/Devon Hills
- Significance of Gibbet Hill and John McKay whom (in 1837) is believed to be the last person in the British Empire to be gibbeted after being hanged in Hobart.
- Midland Highway/Drummond Street Intersection – part of Midland Highway upgrade.

ii) Beautification of Perth / Town Entrance Statements

The Committee agreed to list the following item as pending, to be considered in conjunction with the 10 year plan.

Entrances to Perth require upgrading, in particular, the improvement of the northern entrance to Perth (any improvements may be limited by land ownership, however, may be possible to plant low lying shrubs and gardens at the entrance to Youl Main Road)

8 NEW BUSINESS**i) Secretarial Assistance**

The general manager outlined a proposal for Committees to undertake their own secretarial duties, the committee opted not to take up the opportunity but requested that in due course feedback be provided in relation to those committees who had taken up the opportunity.

The committee agreed to continue to meet on a bi-monthly basis.

Extraordinary meetings to be called on an as required basis without secretarial assistance being provided.

ii) MAST's Paddle Safe Program

Educational program for recreational paddlers – information circulated together with the minutes. To be considered for inclusion in the October Agenda:

iii) Defibrillators

Committee noted that

- a defibrillator is available at the Perth Medical Centre;
- deficiencies exist in relation to the Defibrillator Locater Apps; and
- that it is possible to register defibrillators with the Tasmania Ambulance Service.

Matter to be considered at the next meeting.

iv) Berryman Street Reserve Toilets

Concern was raised that signage indicates that the amenities are closed at 5.30pm, however, noted that on occasion the amenities have been closed earlier. Suggested that if an earlier closing time is to be implemented that the signage be amended accordingly.

9 CLOSURE

The meeting closed at 6.27pm.

The next meeting to be held at 5.30pm on Tuesday, 4 October 2016 at the Community Centre Perth.

EVANDALE ADVISORY COMMITTEE

Minutes of the ordinary meeting of the Committee held at the Community Centre on Tuesday, 6 September 2016 commencing at 7.00pm.

1 ATTENDANCE

Mr J Lewis, Mr A Jobson, Mr C Plaisted, Mrs H Houghton, Mr S Baldock, Mrs K Heathcote

In Attendance: Cr M Knowles, Cr J Lambert, Cr M Knowles, Mrs G Eacher (Secretary)

2 APOLOGIES

Mrs C Brown

3 CONFIRMATION OF MINUTES**A Jobson/C Plaisted**

That the minutes of the meeting of the Evandale Advisory Committee held on Tuesday, 2 August 2016, be confirmed as a true and correct record of proceedings.

Carried

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL

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A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

** It should be noted that any person declaring an interest is required to notify the general manager, in writing, of the details of any interest declared within 7 days of the declaration.*

5 BUSINESS ARISING FROM THE MINUTES**i) Concerns with Hawthorn Hedge & Infrastructure – Falls Park, Evandale**

Feedback was requested in relation to traffic management provisions at the frontage of Falls Park, the Committee noted that

- the NO PARKING sign at the frontage Falls Park had been relocated to the vicinity of the proposed new entrance to Falls Park;
- existing yellow lines had been repainted earlier in the year; and
- no new lines were proposed.

6 PENDING ITEMS**i) Honeysuckle Banks**

The Committee noted that the community consultation information had been collated; discussed at a recent Council workshop and that a report would be prepared for Council's decision to be tabled at a future meeting of Council.

The Committee made comment that in view of the area being flood prone it should be easy to maintain, and that appropriate furniture be installed.

Suggested that Council may wish to consider furniture that is able to be removed when the area is likely to flood.

7 COMMUNITY GROUP REPORTS**i) Rotary Club**

No report provided.

ii) Community Centre/ Memorial Hall

Noted that

- Monthly meeting had been held
- Volunteer numbers had declined

- AGM to be held on 4 October at 1pm
- Membership nomination forms available from Information Centre
- 18/9 Blessing of the Bonnets

iii) Neighbourhood Watch

- Meetings to be held at different venue
- BBQ to be held in November (combined end of year function)– invite only

H Houghton/S Baldock

That the reports from community group representatives be received.

Carried

8 NEW BUSINESS

i) MAST's Paddle Safe Program

Educational program for recreational paddlers – information circulated together with the minutes. To be considered at the October meeting.

ii) Development Application

The following application for a development in the Committee's area has been submitted to Council:

Ref no P16-188
Site: 32 BARCLAY STREET, EVANDALE
Proposal: Shed (vary rear & side setback to 500mm), tree & pergola removal & covered deck
Closing date: 08-Sep-2016

No comment provided.

iii) Animal Management By-Law

The Committee noted that Council is considering the introduction of an Animal Management By-Law. The paper *Making By-laws (2)* which details the steps Council must follow when making By-laws, (documents circulated).

As part of the initial process, Council is inviting submissions from Key Stakeholders, i.e. Local District Committees and the by-law will be adjusted to reflect comments received.

This is just the first step to making a By-law and public consultation will follow later.

The content of the draft by-law is to be discussed at the next meeting of the committee.

iv) Other Matters for noting

- Customer Service Request System (CSR) - Committee members noted that some members had utilised the CSR system via the website and had a prompt response and swift resolution to matters raised. Some members advised that they did not agree with the new process for submission of CSR's.
- Airport Rates Issue - Committee noted that the matter was ongoing and that the signage would remain in place until the matter was resolved. Requested that the signage be maintained in an orderly fashion as the signs was currently untidy.
- Council's Local District Committees - Cr Gordon suggested that Local District Committees consider sharing information on their local events with the other Local District Committees, thus promoting their events in other areas within the Northern Midlands, so that communities across the municipality are aware of upcoming events.
- Signage installed - Noted that signage warning motorists of wildlife had been installed on White Hills Road.

9 CLOSURE & NEXT MEETING

Chairperson closed meeting at 7.52pm.

The next meeting to be held Tuesday, **4 October 2016**, commencing at **7.00pm**.

MINUTES**MEETING OF THE ROSS LOCAL DISTRICT COMMITTEE HELD AT THE READING ROOM, ROSS ON WEDNESDAY, 7 SEPTEMBER 2016 COMMENCING AT 3:00PM****1 PRESENT**

Mrs Christine Robinson (Chairperson), Mrs Jill Bennett, Mr Keith Draper, Mr Allan Cameron, Mr Tony Thorogood, Mr Tim Johnson, Mrs Debra Cadogan-Cowper, Mrs Margaret Langridge, Mr Arthur Thorpe

2 IN ATTENDANCE

Cr Andrew Calvert, Cr Mary Knowles (3:10pm), Mrs Amanda Bond (Governance & Community Development Officer), Mr Steve Robinson

3 APOLOGIES

Mrs Helen Davies, Mr Des Jennings

4 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL

In accordance with the provisions of the *Local Government Act 1993*, Part 5, S48A – S56, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

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A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

**It should be noted that any person declaring an interest is required to notify the General Manager, in writing, of the details of any interest declared within 7 days of the declaration.*

Nil declared.

5 CONFIRMATION OF MINUTES

Mr Keith Draper/Mrs Margaret Langridge

*That the minutes of the meeting of the Ross Local District Committee held on **Wednesday, 3 August 2016** be confirmed as a true and correct record of proceedings.*

Carried unanimously

6 BUSINESS ARISING FROM THE MINUTES**6.1 Ross Town Square Master Plan**

Awaiting first draft of concept plan.

7 MATTERS IN PROGRESS**7.1 Motions to Council**

Motion (17/02/2015): *The Ross Local District Committee request the Northern Midlands Council to have all cats registered is being investigated by Council officers.*

Update:

Awaiting outcome of Final Cat Management Plan.

Motion (05/05/2015): *That the Ross Cannon be included on the heritage listing in the Northern Midlands Council Planning Scheme was noted by Council at its meeting of 18 May 2015 for investigation by Council and has been referred to the Planning Department to be included in next amendment to the Northern Midlands Planning Scheme.*

Update:

Approved at the Council meeting of 16 May 2016. Public consultation has been completed. Council have requested the matter be deferred to a Council workshop for discussion. Report to September Council meeting for approval of revised amendment.

Motion (02/12/2015): *That Council pay for an acoustics engineer to assess the Ross Town Hall.*

Update:

An allocation of 50% of the cost of the acoustics work has been allocated in the 2016/17 Council budget. Discussions to be had with Committee and community groups re contributing to the cost of work.

The Committee noted the Film Society have informally expressed concern regarding contribution to the cost. Other avenues to be explored such as grant funding.

7.2 Ross Cannon

Council have requested officers progress with seeking quotes for the restoration of the cannon. This is in progress. Moving slowly due to difficulty into sourcing contractors who can complete this type of restoration work. Ross RSL are being kept informed of progress.

7.3 Ross Entrance Statement

To be constructed.

Action

Mrs Bond to obtain construction timeframe.

8 NEW BUSINESS**8.1 Road safety**

Concern was raised regarding tourists driving on the wrong side of the road.

Mr Tim Johnson/Mrs Margaret Langridge

That Council investigate the installation of a broken white line on Roseneath Rd from the highway to the 50km/sign, and on Chiswick Rd, from the highway to the 50km/hr sign with the installation of a two way sign (arrow up/arrow down) at the 50km/hr signs.

Carried unanimously

8.2 Works & Infrastructure

- Request was made for the mowing and slashing program for the town.
- Notification was provided on the installation of waterless urinals. Is this something the Northern Midlands Council would consider?
- Request was made for Wellington Street to be graded.
- Noted the path from the top of Church Street to the river needs resurfacing after the rain.

Action

Mrs Bond to obtain information and action.

8.3 TasWater

The Committee noted that during a power outage last week the water pressure dropped significantly. It was requested Council contact TasWater and seek confirmation that in the event of a power outage the booster pump has backup power, particularly if access to water required for fire fighting services.

Action

Mrs Bond to make enquiry with TasWater.

8.4 Pokemon Go

The Committee discussed Pokemon Go within Ross and encouraging its playing. It was resolved it is a game developed by a private company and therefore not an area for Council to pursue.

8.5 Geophysical investigation

It was reported there are opportunities for Geophysical Examination through the Port Arthur Historic Site which could be accessed to locate the original Ross Bridge site. Once located, opportunity for access to the Green Army to clear.

Action

Mrs Cadogan-Cowper to obtain further information and provide to Mrs Bond.

8.6 Paddle Safe Program

Council has been approached by MAST about the possibility of providing a Paddle Safe session at a local water area in the municipality. Committee to discuss Campbell Town as a potential location.

The Committee noted their interest for Ross to be considered for the program.

Action

Mrs Bond to obtain further information and report back.

8.7 Family Violence Consultative Group

Forum to note Councillor Knowles has been appointed the Tasmanian Council representative to the Family Violence Consultative Group and that the purpose of the group was to raise community awareness of the issue. The group recently received a presentation by Our WATCh. Key messages of Our WATCh circulated with the Agenda.

8.8 ANZAC Funding

The Committee noted Mrs Bond has spoken with stakeholders in Avoca, Campbell Town and Ross regarding an event for funding in recognition of Sergeant Lewis McGee VC.

9 NEXT MEETING/CLOSURE

Next meeting to be held **5 October 2016 at 3:00pm.**

The Chair closed the meeting at 3:31 pm.

MINUTES

MEETING OF THE LONGFORD DISTRICT COMMITTEE HELD AT THE LONGFORD MEMORIAL HALL, WELLINGTON STREET, LONGFORD ON WEDNESDAY, 7 SEPTEMBER 2016, COMMENCING AT 5:35PM

1. PRESENT

Mr Michael Salhani (Chairperson), Mr Neil Tubb, Mr John Cauchi, Ms Dee Alty, Mrs Lesley McKenzie, Ms Terry Goldsworthy, Mr Linus Grant

2. IN ATTENDANCE

Cr Dick Adams, Ms Kim Hayward (providing administrative services)

3. APOLOGIES

Ms S Imlach

Mr Salhani advised the meeting of Inga Apostol's resignation from the Committee.

4. DECLARATION OF PECUNIARY INTEREST

Nil Declared.

5. CONFIRMATION OF MINUTES

That the Minutes of the Longford Local District Committee Meeting Held on 10 August 2016 be confirmed as a true record of proceedings.

Mr John Cauchi / Ms Dee Alty

Carried unanimously

6. BUSINESS ARISING FROM MINUTES

6.1 Outstanding Recommendations of the Longford Local District Committee to Northern Midlands Council to be carried forward.

Ms Dee Alty requested Council provide an update on the hawthorne hedge project previously discussed for Carins Park. Council was recommending a fence, not a hedge be erected at its meeting of 15 August 2016. No further information or update has been received.

Action: Cr Dick Adams obtain Council's decision on the hedge for the Committee's consideration.

Mr Neil Tubb requested an update from State Growth on the Perth Bypass, in particular the plans to connect the bypass to the Illawarra Road at Longford.

6.2 Longford History

Ms Dee Alty advised the Longford History delegation met with Councillors at their workshop on Monday 5 September 2016. A copy of the Group's report was circulated to Councillors for their information. A meeting is scheduled with Mr Matthew Smithies from the National Trust on Thursday 8 September 2016 at the Longford Masonic Lodge to discuss the matter further.

Action: That the LLDC Chairperson formally write to Northern Midlands Council and the National Trust requesting an agreement be reached between all parties for the return of the Longford collection currently housed at Clarendon to a suitable location in Longford. Ms Dee Alty to draft an appropriate letter for the Chairperson's signature.

7. GENERAL BUSINESS

7.1 Review of 2016/17 budget letter items

Action: That the Committee write to Council requesting that at budget time the Committee be involved in setting priority projects and have input into the budget. Mr Michael Salhani write to Council requesting same.

Mr Neil Tubb / Ms Lesley McKenzie

7.2 Christ Church Grounds

Mr Michael Salhani and Cr Dick Adams met with Mr Peter Hoyle regarding the grounds at Christ Church. The Church grounds condition could greatly improved and could be a great attraction for Longford given its heritage value. It was suggested that a columbarium be built in the Church grounds for the internment of ashes. Given its location there is need for comprehensive strategic and landscape plan for the Church grounds. Ms Dee Alty commented Cr Michael Polley should be included in discussions given his previous interest in Tom Roberts memorial recognition.

Action: That a sub-committee be formed (Michael Salhani, Cr Dick Adams, Linus Grant and John Cauchi) to meet formally with Christ Church representatives to discuss a formalised management and landscaping plan be developed.

7.3 Longford Strategic Plan

Mr Michael Salhani advised he had received some comments from the public on the Plan. Priorities need to be identified for submission to Council for consideration.

Action: That the Strategic Plan be accepted and supported by the Longford District Committee. That the Strategic Plan be workshopped at a joint meeting of the Longford District Committee and the Longford Business & Tourism Association scheduled for 10:30am-12noon on Tuesday 13 September at the Longford Lake Lodge, Smith Street, Longford.

7.4 Longford Activation Plan

The Committee had received an update on the status of the Longford Activation Plan from Council.

Action: That the Committee accept the report provided and a letter of thanks be drafted and sent to Council for their efforts to date.

Ms Lesley McKenzie / Mr John Cauchi

7.5 Paddle Safe Program

Noted.

Action: That the Committee support the concept of the Paddle Safe Program and suggests MAST consider the Mill Dam for its program in consultation with Council.

Mr Linus Grant / Mr Neil Tubb

7.6 Family Violence Consultative Group

Noted.

7.7 Calendar of Meetings

Mr Michael Salhani advised he had met with Amanda Bond of Council and advised the Committee proposed to meet every second month. No objections were raised to this proposal. Meetings will commence at 5:30pm and be held Longford Memorial Hall.

Future meeting dates of the Longford Local District Committee are:-

9 November 2016
18 January 2017
8 March 2017
10 May 2017
12 July 2017
6 September 2017
8 November 2017

As well as the above meetings workshops with the Longford Business & Tourism Association will be arranged when required and the traditional Council Bus Tour will be arranged.

Action: That the Committee members agree to and diarise the above listed meeting dates.

Ms Dee Alty / Ms Lesley McKenzie

9.0 NEXT MEETING:

Next meeting to be held at Longford Memorial Hall, Longford on 9 November 2016 at 5:30pm.

10.0 CLOSURE

The Chairperson closed the meeting at 6:45pm.

To the Northern Midlands Council

The Petition of Residents, Business Owners and Persons of the Campbell Town Community

draws attention to the Council

- A motion of no support for the Draft Amendment to the Planning Scheme for the purposes of Planning Application P16-129 for the 24-hour service Station and signage at 171-183 High Street, Campbell Town.

We the undersigned do not support this Development Application whatsoever.

Name	Address	Signature
JENNA STURDY DYE	HOBART	[Signature]
CARY CANDY	107 HIGH ST CAMPBELL TOWN	[Signature]
LEN HANEY	136 Bridge St 11 11	[Signature]
JANE CANDY	107 HIGH ST CAMPBELL TOWN	[Signature]
IAN Rosewell	2 Remount RD mabrap	[Signature]
Andrew Bond	67 Agnes St Rowelagh	[Signature]
Heather Bond	67 Agnes St Rowelagh	[Signature]
TEREL BLACKWELL	180 HIGH ST CAMPBELL TOWN	[Signature]
Kevin McCreghan	2 Candle Park Ct E/Dpt	[Signature]
C. McCreghan	2 Candle Park Court E/Dpt	[Signature]
JASON BOND	25 Wilcox Ave Prospect	[Signature]
L. Bennett	13 West St Campbelltown	[Signature]
D. Newell	153 Peel St	[Signature]
G. Miller	99 Main Rd CONARA	[Signature]
R. Blackwell	180 High St Campbell Town	[Signature]
P. Baldwin	80 Elizabeth St Partypool	[Signature]
Janet Fee	80 Elizabeth St Partypool	[Signature]
Nikki Oakey	Bedford St C TOWN	[Signature]
Wendy Smith	Ross Hotel	[Signature]
T. Johnson	Campbell Town	[Signature]
Z. McKean	Campbell Town	[Signature]
A. Young	Frankton River	[Signature]
C. Smith	L TON	[Signature]
Siellen Baker	8 Bedford St Campbell Town	[Signature]
Dee-Dee	10 Bruce St Brydon	[Signature]
MCD PORDON	FRANKFORD	[Signature]
Kim Woodcock	Honeywood TAS	[Signature]
Dylan Johnson	Campbell town	[Signature]
Michael Johns	Hudson	[Signature]
ZANE SMITH	RICHMOND	[Signature]
Dave Lutterer	45 TAMM GO Green Bee	[Signature]
Dave McIntosh	LAVINCSTON	[Signature]
Aaron Smith	C TOWN	[Signature]
KON KAKITATIS	HOBART	[Signature]
Mick Sizemore	LIZARD	[Signature]
DAVID MORGAN	GEORGE TOWN	[Signature]
Babs Williams	C TOWN	[Signature]
PAUL WATSON	LEWISIAN	[Signature]
Stuart Maxwell	L TON	[Signature]
Namessa Adams	King St Campbell Town	[Signature]
John P. [unclear]	Bridge St [unclear]	[Signature]
Geoff [unclear]	64 [unclear] RD L TON	[Signature]

To the Northern Midlands Council

The Petition of Residents, Business Owners and Persons of the Campbell Town Community

draws attention to the Council

- A motion of no support for the Draft Amendment to the Planning Scheme for the purposes of Planning Application P16-129 for the 24-hour service Station and signage at 171-183 High Street, Campbell Town.

We the undersigned do not support this Development Application whatsoever.

Name	Address	Signature
Jason Plumbidge	5 EYLES Close, Deloraine	[Signature]
Mick Duggan	13 ELIZABETH ST	[Signature]
Michael Beg	57 West Tamar Rd, Trevallyn	[Signature]
Mitchell Dennis	100 FRANKLAND ST, LAUNCESTON	[Signature]
Tim Smith	OLYMPIC CRTS PONGWIN	[Signature]
Zoe Curke	20 WHITEFORD ST BURNIE	[Signature]
MATT FOSTER	13 EAST BAGDAD RD BAGDAD	[Signature]
Dean Schultz	124 Trancliffe Rd Penguin	[Signature]
DIETTER McIVOR	FRANKLIN	[Signature]
MATT NEWTON	12 PENGWIN ROAD, Ulenberg	[Signature]
AARON JOHN	2 CHAMBERLAIN ST, OLVERSTONE	[Signature]
Scott Mowad	46 Jernynat Ulenberg	[Signature]
Timothy Barker	1020 Stonehenge RD Stonehenge	[Signature]
DARYL HARRIS	63 PLUM ST. KEMPTON	[Signature]
Jason Harris	15 Seymour St Beaghton	[Signature]
Michael Murray	13 Ford Rd Portulke.	[Signature]
Aboumali	14 NEW ST CAMPBELL TOWN	[Signature]
Dorothy Reid	56 Bridge St Campbell Town	[Signature]
Carman Dietz	157 Bridge St Campbell Town	[Signature]
Chris Reid	56 Bridge St Campbell Town	[Signature]
Hilke Koeteman	2 Hoebel ST, C-1-	[Signature]
G. ROETEMAN	2 Hoebel ST, C-1-	[Signature]
J.S. ROBINSON	7 BRIDGE ST ROSS	[Signature]
Kellie Steele	52 Forster St Campbell Town	[Signature]
Charna Steele	52 Forster St Campbell Town	[Signature]
James Steele	52 Forster St Campbell Town	[Signature]
Jessie Webb	19 Torlesse St Campbell Town	[Signature]
Peter Gray	114 HIGH ST CAMPBELL TOWN	[Signature]
Jason Wickham	19 Torlesse St Campbell Town	[Signature]
D. Svoboda	15 TORLESSE ST CAMPBELL TOWN	[Signature]
R. W. WIL	21 TORLESSE ST CAMPBELL TOWN	[Signature]
Fiona Webb	10 Forster St Campbell Town	[Signature]
Ian Webb	"	[Signature]
Peyton Webb	"	[Signature]
Noah Webb	"	[Signature]
Lucy Webb	"	[Signature]
Holly Dearnley	1 Commonwealth Lane	[Signature]
Daniel Dearnley	"	[Signature]

M. HALL
R. E. HALL

BRIGHTON
"

m. f. Hall.
R. E. Hall

PAGE 3
WORKS PROGRESS REPORT
CAPITAL

6/09/2016

IMPROVEMENTS TO LOCATION ALLOC FUNDS

CAPITAL WORKS BUILDINGS

Public building improvements All areas \$ 100,000

Waste Transfer Stations All areas \$ 40,000

Asbestos removal program All areas \$ 20,000

Public toilet painting program All areas \$ 36,000

Building dereliction All areas \$ 35,000

Avoca public buildings - Doors, fascia, painting Avoca \$ 34,000

Community Centre - Replace laser fire Bishopstourne \$ 8,000

Recreation ground - Improve club rooms and ameni Cressy \$ 30,000

Hall - Fascia and guttering Cressy \$ 8,000

Childcare building improvements Cressy \$ 7,000

Pool cover and tipping areas Cressy \$ 14,000

Trout park - Shelter / protection over history board Cressy \$ 5,000

Hall improvements Campbell Town \$ 50,000

Library improvements Campbell Town \$ 10,000

Recreation ground complex Campbell Town \$ 1,500,000

Pool improvements Campbell Town \$ 24,500

Units - Renovations and upgrades Campbell Town \$ 20,000

Guide Hall - Cover vents and vinyl replacement Campbell Town \$ 5,000

Log Shelter - Replace shingles Campbell Town \$ 7,000

Score box, recreation ground - Replace Stairs Campbell Town \$ 2,000

Hall - Replace weather boards and doors Epping Forest \$ 20,000

Hall improvements Evandale \$ 17,000

Units - Renovations and upgrades Evandale \$ 20,000

Community Centre - Flag pole Evandale \$ 10,000

Honeysuckle Banks BBQ shelter, gutter replacement Evandale \$ 1,000

Town Hall - Paint exterior and improvements Longford \$ 25,000

Town Hall - Acoustic improvements Longford \$ 50,000

Memorial Hall - Floor improvements / Sound proofin Longford \$ 61,000

Sports Centre - LED lighting and plaster repairs Longford \$ 20,000

Library - Replace doors, rising damp Longford \$ 10,000

Recreation Ground - Stair replacement, painting, gutti Longford \$ 17,000

Office alterations Longford \$ 75,000

Office - Replace roof Longford \$ 80,000

House improvements Lake Leake \$ 8,000

POSITION: / = FIRST WEEK POSITION: / = SECOND WEEK
EACH: / = ONE WEEK / = THIRD WEEK POSITION: / = FOURTH WEEK
/ INDICATES WEEK & MONTH CAPITAL WORKS TO BE CARRIED OUT
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN Supervisor

PAGE 7
WORKS PROGRESS REPORT
CAPITAL

6/09/2016

MAINTENANCE FUNCTION	LOCATION	COST	PROGRESS COST	POSITION																		
				EACH / = ONE WEEK / INDICATES WEEK & MONTH CAPITAL WORKS TO BE CARRIED OUT																		
				JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN							
SEALED ROADS SOUTH				Total Expenditure Aug 5																		
Digging out failed sections		\$142	\$0	IP	IP																	
Edging and potholing		\$1,071	\$799	IP	IP																	
Shoulder (Maint tractor & blade)		\$4,922	\$18,139	IP	IP																	
Emergency maintenance		\$781	\$5,994	IP	IP																	
Footpaths		\$308	\$982	IP	IP																	
Kerbs driveways & crossovers		\$0	\$357	IP	IP																	
Guideposts & safety railing		\$400	\$953	IP	IP																	
Roadside drainage		\$13,091	\$13,747	IP	IP																	
Cleaning culverts		\$1,693	\$5,318	IP	IP																	
Slashing roadsides		\$0	\$0																			
Spraying roadsides & Streets		\$0	\$4,525	IP	IP																	
Tree Trimming		\$24	\$2,122	IP	IP																	
Signs / Mobile and fixed		\$3,954	\$4,634	IP	IP																	
GRAVEL ROADS SOUTH				Total Expenditure Aug 5																		
Grading		\$8,399	\$21,345	IP	IP																	
Guide posts		\$469	\$1,622	IP	IP																	
Potholing		\$331	\$2,529	IP	IP																	
Roadside drainage		\$501	\$6,591	IP	IP																	
Cleaning culverts		\$0	\$14,223	IP	IP																	
Emergency maintenance		\$3,013	\$40,927	IP	IP																	
Slashing roadsides		\$0	\$0																			
Spraying roadsides		\$0	\$0																			
Tree trimming		\$0	\$918	IP	IP																	
Signs / Mobile and fixed		\$1,934	\$2,768	IP	IP																	
Total Expenditure Until 5 September																						
All Sealed Road Maintenance		\$57,881	\$1,548,249																			
All Gravel Road Maintenance		\$141,352	\$567,822																			
Emergency Maintenance, all roads		\$129,560	\$100,000																			

INFO 17

Resource Sharing Summary 1/7/16 to 30/6/17 As at 31/8/16	Units Billed	Amount Billed GST Exclusive \$	Rate inclusive of Oncosts and Admin \$
Launceston City Council			
Service Provided by NMC to LCC	-	-	
Total Services Provided by NMC to Launceston City Council	-	-	
Service Provided by Launceston City Council to NMC			
Wages and Oncosts	-	-	
Total Service Provided by LCC to NMC		-	
Net Income Flow		-	
Meander Valley Council			
Service Provided by NMC to MVC			
Wages and Oncosts	-	-	
Total Services Provided by NMC to Meander Valley Council	-	-	
Service Provided by Meander Valley Council to NMC			
Wages and Oncosts			
Plumbing Inspector	181.70	8,058.00	44.35
Total Service Provided by MVC to NMC		8,058.00	
Net Income Flow		- 8,058.00	
Total Net		- 8,058.00	
Private Works and Council Funded Works for External Organisations			
	Hours		
Economic & Community Development Department			
Northern Midlands Business Association			
Promotion Centre Expenditure		Not Charged to Association Funded	
- Tourism Officer	16.00	from Council Budget A/c 519035	
Works Department Private Works Carried Out	3.00		
	19.00		

NFO 21

The General Manager
Northern Midlands Council
P. O. Box 156
Longford
Tasmania.....7301

FD 18 AUG 2016

Dear Mr. Jennings,

re: - Objection to Council Rates Account for 2016 / 2017 Year.

I hereby notify you that I am objecting to the Rates for this year as set down in the Council Agenda Item and Confirmed Council Minutes subsequently passed at the following Monthly Minutes and I have made arrangements for this matter to be taken up with Council from an outside source.

Please take this advice of my objection as an official notice should Council not have received at this date any prior notification.

Grounds for this "Objection" are many and include the public statements already issued by the Mayor, David Downie and reported in the Examiner Newspaper and elsewhere!!

Would you please confirm in writing that this notification has been received and the necessary internal action taken to register my "Objection", along with details as to when the Objection will be considered by Council, hopefully this time, "Not in Camera"!!

Yours truly



Frank Deane
11 Berresford Place
Evandale.....7212

17th August 2016

Amanda Bond

From: Northern Midlands Council <council@nmc.tas.gov.au>
Sent: Wednesday, 6 April 2016 12:53 PM
To: Register Email in ECM
Subject: CMCA RV Park Project
Attachments: CMCA RV Park - Project Overview.pdf; CMCA RV Parks Key Facts Councils 3-16.pdf

#ECMALL

#QAP Cor - Mail Registration

#silent

Regards,

Natalie Horne

Administration Officer
Northern Midlands Council
ph: 03 6397 7303
natalie.horne@nmc.tas.gov.au

From: Colin Balfour [mailto:ColinBalfour@cmca.net.au]
Sent: Wednesday, 6 April 2016 12:24 PM
To: Northern Midlands Council <council@nmc.tas.gov.au>
Subject: CMCA RV Park Project

Kim Polley OAM

Mayor

Northern Midlands Council

The Campervan & Motorhome Club of Australia (CMCA) is seeking Expressions of Interest from Tasmanian councils to partner with CMCA to establish a CMCA RV Park in their region.

CMCA has initiated the CMCA RV Park Project to develop a national network of member only RV Parks across Australia to provide low-cost, no frills, environmentally friendly accommodation for those CMCA members with self-contained recreational vehicles (RVs). These vehicles include motorhomes, campervans, caravans, fifth Wheelers and the like (see attached project overview) that comply with the CMCA Self-Contained Vehicle Policy.

The CMCA RV Park project seeks to develop member only RV accommodation for approximately 40 self-contained vehicles on land owned or leased by the club, with on-site facilities limited to a dump point with wash down tap, access to potable water and a shelter shed/gathering point.

The benefits CMCA RV Parks deliver to councils include:

- CMCA seeks no financial or in-kind support from councils to develop the RV Park network.
- CMCA seeks to lease council or State Government land on the same basis as any other not-for-profit association, such as a bowling club, pony club or the like.
- The CMCA will pay rates on the site.
- All required infrastructure is developed and paid for by CMCA, there is no cost to Council or the community

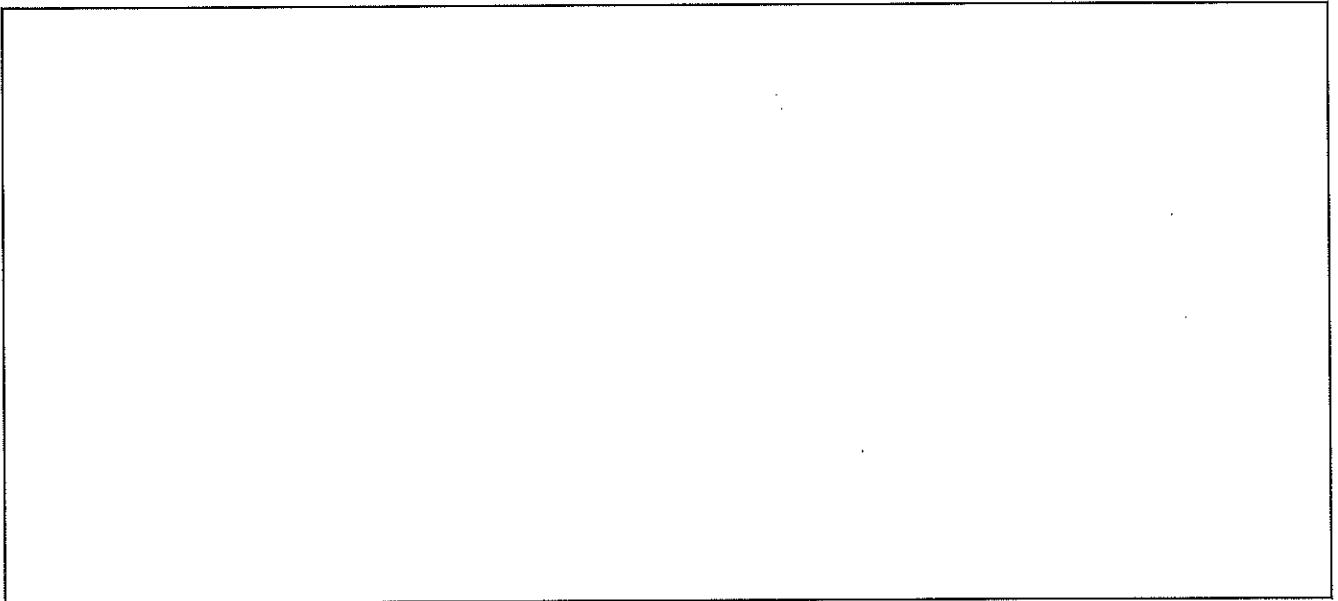
- All maintenance is organised and paid for by CMCA using local contractors wherever possible.
- The RV Park activities will be overseen 24/7 by an on-site CMCA volunteer Custodian.

All CMCA seeks from council is advice and support in identifying a site, undertaking any required development application or obtaining other local or State government approvals. CMCA will develop the RV Park through an arm's length financial arrangement with no hint of any council giving CMCA a financial advantage.

A CMCA RV Park will increase RV tourism by attracting the self-contained RV market segment, RV tourists who have invested in the on-board facilities of their vehicles and only require low-cost, no-frills accommodation options. Although access to a CMCA RV Park is restricted to CMCA members, any owner of an RV can join the CMCA. As the current CMCA annual subscription is \$44, from a practical point of view any self-contained RV owner can use a CMCA RV Park.

CMCA is inviting expressions of interest from any Tasmanian council interested in establishing a CMCA RV Park in its region, either by converting an existing camping ground to an RV Park or by establishing an RV Park on land currently not in use. If your Council is interested in this project and wants further information, please contact Colin Balfour on 0412 373 544 or colinbalfour@cmca.net.au

Regards





CMCA RV Parks

Project Overview

March 2015

CMCA RV Parks

Contents

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1 Project Overview

The Campervan & Motorhome Club of Australia Ltd (CMCA) is undertaking the development of member only recreational vehicle (RV) parks, specifically targeted to self-contained RVs, as defined under the Club's Self Contained Vehicle Policy. The development of these RV parks will provide a safe, low-cost and environmentally responsible accommodation options for all owners of self-contained RVs including motorhomes, camper vans, caravans, fifth Wheelers, slide ons and camper trailers and the like. This project will deliver a clear and exclusive member benefit that will differentiate CMCA from all other RV clubs in Australia.

CMCA seeks to emulate the NZMCA model by offering unique accommodation benefits to RV travellers and unite the self-contained RV traveller market under one organisation.

1.1 CMCA Goals

Develop an Australia-wide network of member-only CMCA RV parks that deliver an integrated network of environmentally friendly, world-class RV accommodation facilities to meet the needs of CMCA members with Leave No Trace® certification.

Develop key RV tourism infrastructure that will allow CMCA to partner with state tourism organisations and Tourism Australia to promote Australian RV tourism to intrastate, interstate and international markets.

2 Business Objectives

2.1 The Challenge

The number of caravan parks in Australia is declining at an average rate of 13 per year with caravan park accommodation being further reduced by ongoing moves to convert current unpowered sites to fixed accommodation. Further to this, property upgrades combined with increases in rates, insurance, electricity and other charges make it no longer commercially feasible for many of these the last accommodation suitable for self-contained within the caravan park network.

The growth in sales of campervans and motorhomes in Australia is being significantly outstripped by the growth in caravans with on-board shower, toilet and fresh water tanks. The BDO Caravan and Campervan Data Report 2014 suggests a significant majority of RVs sold in 2012 were caravans between 1.6 and 3.0 t, vehicles most likely to have on-board toilet and fresh water tanks and therefore able meet the criteria of CMCA Self Contained Vehicle Policy. It is relatively easy to upgrade these vehicles with either inbuilt or external grey water tanks and this can be undertaken either on purchase or aftermarket. While self-containment was unique to motorhomes and campervans a decade ago, this facility is now found on a wide range of RVs including camper trailers, caravans and 5th wheelers.

It is estimated there are at least 150,000 RVs registered in Australia that either meet the criteria of CMCA Self Contained Vehicle Policy or have the potential to do so. Self-contained RV tourists are generally environmentally responsible travellers who take pride in the self-sustaining capacity of their vehicles and their ability to leave nothing behind but tyre tracks. Through a network of CMCA

RV parks, self-contained RV travellers will be able to minimise their accommodation costs while maximising the environmental advantages of their vehicles. This will allow members to engage socially and financially with the local communities they visit.

The challenge for CMCA is to unite these like-thinking tourists through the provision of a comprehensive network of CMCA RV parks, in partnership with local government, and deliver quadruple bottom line benefits to local communities.

2.2 The Solution

State governments are changing policies to support the development of basic camping options to meet the needs of self-contained RVs. These policy changes are in turn freeing up local government to explore new opportunities to develop RV tourism. CMCA seeks to partner with local government to either lease existing camping grounds or establish new RV parks on land leased from them. Where suitable property is not available through leasing, CMCA will consider purchasing freehold property. Developing CMCA RV Parks will provide low-cost accommodation for self-contained CMCA member vehicles and a strong incentive for any owner of a self-contained vehicle to join the Club.

CMCA is in a unique position to establish member only RV parks due to:

- Significant funds on hand to lease and develop, or where needed purchase, properties as basic RV parks.
- A large, geographically diverse membership base able to provide advice and support to the property acquisition process.
- A network of State Representatives liaising with State and local government
- A Board committed to developing significant member benefits and through these, growing the membership base.
- The skills, experience and capacity of senior management.

3 The Project

3.1 CMCA Project goals

1. To establish a minimum 100 RV parks by 2019
2. To make CMCA RV parks the most environmentally friendly drive tourism accommodation
3. To promote the CMCA RV parks as a key club benefit that drives membership growth to over 50,000 vehicles by 2019

3.2 CMCA Project benefits

1. CMCA membership growth
2. CMCA property portfolio
3. CMCA a major RV accommodation supplier
4. CMCA an inbound tourism supplier
5. Greater recognition and support of CMCA by Federal and State government
6. Significantly increased CMCA brand equity

3.3 Local Government Project Benefits

The project will deliver quadruple bottom line benefits to partner councils including:

1. Development of a sustainable, eco-friendly tourist facility, delivering the lowest greenhouse gas emissions of any type of tourist accommodation.
2. Onsite custodian to ensure RV Park users meet CMCA Leave No Trace® standards, along with any lease or other Council requirements.
3. No management costs or Council staff tied up in overseeing compliance, bookings or collecting fees.
4. No maintenance costs or costs for upgrades and improvements.
5. Access to CMCA volunteers for events and community projects.
6. Direct return to ratepayers through rates and lease payments.
7. Indirect return to ratepayers through purchases from local businesses by CMCA members using the RV Park.
8. Direct benefits to local businesses through increased tourism spend.
9. No competition policy or compliance issues with caravan park operators.
10. Privately operated, members only, non-commercial camping ground for self-contained RVs with any self-contained RV owner able to join the club by phone or Internet.
11. A sustainable, long-term tourist facility linked into a national tourist accommodation network and supported by national and international promotion through marketing activities of CMCA and its partners.

3.4 Project Deliverables

1. RV parks of a quality and style that are acceptable to the majority of CMCA members wanting basic camping options.
2. A set of strategies to guide camping ground acquisition and development processes that maximise user benefits and minimise cost and risk issues.
3. A comprehensive, Australia-wide network of RV parks that provides CMCA members accommodation options at most frequented locations.
4. Leases on of either public or private land, or where leasehold options are not available purchase freehold land, on which to establish RV parks.
5. An integrated and consistent RV accommodation product that can be marketed internationally, particularly to members of RV clubs elsewhere in the world.
6. A cost efficient online booking, payment to support access and use of CMCA RV parks.
7. Active and consistent promotion of the CMCA camping ground network across a range of media, to attract new members and retain existing members.
8. Ongoing management and maintenance of RV parks.
9. Training and scheduling of camping ground caretakers, where required.
10. Management and maintenance of payment and booking system.
11. Ongoing liaison with councils and other stakeholders to support established RV parks.

3.5 Property Acquisition

Property acquisition will be guided by a Property Acquisition Strategy document that will outline the key set of strategies to underpin property acquisition activities. These strategies will help determine

preferred location, size and type of properties along with timeframes and growth requirements on a State by State basis. This strategy document should be finalised in early 2015.

Property acquisition will take place either through working with local real estate agents to identify appropriate land available for lease or purchase or liaison with councils. Where possible, CMCA will seek to lease property on long-term commercial leases and where suitable leasehold property is not available, purchase freehold property.

CMCA will initially seek to access its RV Friendly Town™ network and negotiate to lease the existing camping ground where these meet the required property attributes. This will guarantee these towns long-term RV Friendly status while relieving councils of the costs of management and maintenance.

3.5.1 Required/preferred property attributes

When identifying land for acquisition the following attributes will be considered:

a) Required (essential) attributes

1. In a safe and sustainable location
2. Provides ease of access for all vehicles including large motorhomes and fifth Wheelers
3. Access to potable water
4. Acceptably flat land of approximately 10,000m² (approx. 40-60 vehicles)
5. Likely to receive all necessary consents and approvals
6. Adjacent to or within easy access of major roads or highways
7. Able to install a dump point at or within 200 m of the location
8. Fits with the long-term objective of an integrated national RV accommodation network

b) Preferred (non-essential) attributes:

1. Away from residential neighbourhoods
2. Provide a tranquil and scenic setting
3. Adequate fencing
4. Reticulated sewerage
5. Water and electricity
6. Reasonable proximity to tourist and recreational attractions
7. Within reasonable walking distance of retail outlets

4 Risk Management

A full risk management plan with associated risk register will be developed for the project. Identified key areas of risk are:

- **Financial Risk** - failure to meet funding, budgeting and financial reporting targets.
- **Operational Risk** - failure to meet implementation targets, identify appropriate properties for acquisition and develop these properties into usable and acceptable RV parks.
- **Strategic Risk** - inability to support targeted strategic outcomes for the project including RV park usage and membership growth
- **Hazard Risk** - failure to identify and mitigate hazards during the development of RV parks

5 Costs/revenue

- Average establishment cost per RV park (including property purchase where required) = \$50,000
- Average RV park size = 50 vehicles
- Average RV park occupancy = 50%
- Average accommodation charge per person, per night = \$3.00
- Revenue per site = \$50,000
- Management/lease/maintenance cost per RV park = \$42,000

These costings anticipate an average monthly operational cost \$3,500 per site. These costs would include lease payments, rubbish removal, mowing and general maintenance, electricity and management. It is envisaged staff costs for management and administration will be allocated to overall operational costs. CMCA will aim to generate a small surplus from operating RV parks with this used for any further acquisition activity.

6 Implementation

6.1 Stage 1 - Trial sites

To initiate this process, the Board will approve the acquisition and development of four trial sites along the east coast to gain better understanding of the various issues involved in setting up member-only RV parks before officially launching a camping ground policy and strategy to members and the public. Learnings from these sites should help formulate acquisition, development and operational templates compatible with the legislative environments of each State. It will also help to develop an acquisition strategy to guide ongoing activities.

6.2 Stage 2 - Annual Acquisition & Development Plan

In tandem with the development of the initial trial sites, a plan for the ongoing rollout of CMCA RV parks will be developed following completed development of the trial sites and full analysis and documentation of this process.

This planning process will include an acquisition strategy aimed at focusing CMCA resources on targeting areas of highest demand and/or locations with the greatest potential to drive membership growth. This strategic approach to property acquisition will provide clear guidelines to CMCA State Representatives undertaking initial assessment of proposed properties and avoid any ad hoc acquisitions that do not support an integrated RV accommodation network.

CMCA RV Parks

THE KEY FACTS

The CMCA Park Project is a new accommodation concept for self-contained RV tourists who are members of the Campervan & Motorhome Club of Australia Ltd (CMCA). CMCA RV parks are low cost, member only, no frills managed RV accommodation facilities and do not operate commercially.

CMCA is recognised by the Federal Government as a not-for-profit association and a tourism promotion organisation.

In essence a CMCA RV Park is on land owned or leased by the CMCA with:

- Approximately one hectare of flat ground.
- Space for 20 to 40 RV's.
- A dump point with a wash down tap, with potable water taps around the site.
- One (1) powered site for the 24/7 volunteer custodian.
- A shelter shed for gatherings and an assembly point.
- Access only available to CMCA members whose vehicles meet the CMCA Self-Contained Vehicle Policy.
- All maintenance costs including grass cutting and rubbish collection met by CMCA.
- An administration/booking fee of \$3 per person or \$6 per vehicle, per night.

The infrastructure development consists of:

- Access and roadways into and in the park, as required.
- Fences or bollards to restrict access to the main gate.
- The main gate and signage.
- The dump point and wash down tap.
- Potable water taps as required around the site.

- One powered site including the power connection for the custodian.
- A shelter shed and concrete pad.
- Any required levelling, landscaping and planting

All infrastructure development is organised and funded by the CMCA. Based on our experience this cost will vary depending on the site, but we expect development costs generally to be in a range of \$50,000 to \$100,000

CMCA will consider purchasing or leasing any suitable land, however we see mutual opportunities and benefits in partnering with local councils.

When viewed from a council perspective it should be noted that:

- CMCA seeks no financial or in-kind support from councils to develop the RV Park network.
- The lease of council land should be on the same basis as any other not for profit community association, such as a bowling club, pony club or the like.
- The CMCA will pay rates on the site.
- There is no cost to the council with all infrastructure developed and paid for by the CMCA.
- All maintenance is managed and paid for by the CMCA.
- All CMCA seeks from council is advice and support for any development application, or other local or State government approvals.
- It is an arms length financial arrangement with no hint of the council giving the CMCA a financial advantage.
- A CMCA RV Park will increase RV tourism to the area and increase the tourism spend with local businesses.
- Although access is restricted to CMCA members, any owner of an RV can join the CMCA. As the current annual subscription is \$44, from a practical point of view any self contained RV owner can use a CMCA RV Park.

Statement of Purpose – a Regional Economic Development Organisation in Northern Tasmania

1-65

COV 10

Background

Northern Tasmania has been lagging behind the rest of the State when it comes to employment growth, youth unemployment, productivity, and overall economic performance. There is agreement that this performance is unacceptable and needs to be urgently addressed.

The current economic lead indicators in the Northern region are unacceptable and having aspirational targets without agreed priorities and implementation plans is also unacceptable - as is doing nothing. We cannot rely on one big investment or the general economy to improve, there has to be leadership and change now. Worst case scenario planning paints a bleak picture for the Northern economy and for our quality of life.

Feedback from key State and Commonwealth stakeholders indicates that one of the reasons is due to the failure of the region to present agreed positions when advocating for investment, and articulate its consistency on regional priorities, the region underperforms and is not maximising on its economic outcomes.

The Northern Regional Futures Plan for the North recommends that we capitalise on three current key industry strengths (i.e. known as pillars): Food and Agribusiness; Tourism and Competitive Manufacturing.

The plan also indicates the need to foster other emerging industries to help achieve these economic aims. Two emerging sectors already identified as economic and social drivers within the region are Health and Community Services and Education.

Targets

The North is targeting major improvements to its economic performance over the next 10 years to 2026. By increasing our **Gross Regional Products (GRP) by 5% pa to 2026, compared to 1.1% pa over the past 10 years**. We need to create 8,000 new jobs over the same period to reduce our unemployment rates below the national average, and we need to place particular emphasis on our issue of high youth unemployment that has reached the 18-19% range in recent months.

To see the **average weekly pay packet across the region increase by \$100 (in real terms) by 2026**, and in recognising the variation in incomes across multiple sectors, we need a priority placed on improving productivity and the development of private sector higher value jobs. This will allow for more discretionary income to be spent on services and products in our region. **It is also understood these targets need to be revised and reviewed annually as conditions change and new data becomes available.**

A Case for Change

We cannot afford to maintain a 'business as usual' approach and expect a different result. The perceived lack of coherence across the region sends confused and contradictory messages, this in turn creates doubt about the merit of both private and/or government investment. Doubt leads to either inaction or a suggestion that a new strategy or study is required.

It is noted in the Bill Fox Report that "the North spends too much time planning and not enough doing".¹

All influential stakeholders should be provided with an opportunity to share a common goal. One which puts the region's sustainable economic performance at the centre of any priorities. This means

¹ Review of Regional Bodies in Northern Tasmania – Final Report February 2016

² Competitiveness and the Role of Regions by Prof. Michael E. Porter 2002

Statement of Purpose – a Regional Economic Development Organisation in Northern Tasmania

parochialism and intra-sector competition needs to be discarded. The region's stakeholders need to place greater value on collaboration and co-operation to achieve outcomes with a unity of purpose.

Co-ordinating industry groups based on contemporary models of collaboration² around our industry pillars will encourage sharing experiences and knowledge, and better define impediments (to remove barriers) with the purpose of increasing productivity, resource sharing, and increasing resilience and sustainability within the sectors.

A regional economic development organisation for the North has a major role to:

- Facilitate the skills development requirements across the sectors;
- Identify and plan to address impediments/enablers within the region;
- Support and advocate for the most important enabling infrastructure projects; and
- Communicate opportunities for the private and community sectors.

Purpose

The new organisation is required to provide pro-active regional leadership, that is engaged with business and the shareholders to consolidate an agreed vision and implement a strategic economic action plan based on the Northern Regional Futures Plan framework. The organisation needs to be a strong advocate to government and investors to promote the region. It is understood that the regional city of Launceston, is dependent on the success of the North's regional towns and rural areas success and vice-versa.

The organisation will be governed by a skills-based board and independent chair, with the majority of membership coming from the private and community sectors.

The inaugural funding will comprise the current funding model of Northern Tasmania Development i.e. member Councils as major shareholders. It will be the intent of the new organisation to raise other funding support from other private and government sources, which must also be strategically aligned. Not funding without focus on the outcomes and accountabilities set by Council shareholders.

The new organisation will also adopt a process to determine the top regional priorities and to give these the necessary focus to ensure successful outcomes. This will be achieved through the following:

- must be strategic, research-based and market-driven,
- must be socially and environmentally considerate;
- prescribing the 'what', 'how' and 'when' of success;
- better engagement/connection with the business sector and the broader community;
- aligning projects with State and Federal priorities; and
- promoting private sector investment.

The 'How' of the New Organisation

It is agreed that meeting KPIs and outcomes will be particularly important for the new organisation, as is the 'how'. The need to be an exemplar of contemporary best practice and collaboration throughout the region is a must.

This can be underpinned by staff secondments between agencies and co-location with other pro-active agencies to ensure the new organisation exposes as many stakeholders as possible to contemporary and innovative practices.

¹ Review of Regional Bodies in Northern Tasmania – Final Report February 2016

² Competitiveness and the Role of Regions by Prof. Michael E. Porter 2002



1 **Q. What are the primary objectives of the new organisation?**

A. The New NTDC will be an engaged, pro-active and strategic regional economic development organisation facilitating collaboration and co-ordination in the North. NTDC will also be a strong advocate to government and investors in promoting the region. The new organisation's objectives are:

- provide pro-active, engaged and strategic regional economic leadership;
- consolidate an agreed vision for the development, sustainability and prosperity of the geographic region that the Organisation's Members encompass;
- implement a strategic economic action plan based on the Northern Regional Futures Plan framework or similar; and
- to provide effective representation and advocacy to State and Federal Government and other stakeholders.

2 **Q. What is the purpose of a new NTDC Board?**

A. It is the intention that Board will be drawn from the private sector and community leaders in our region. Their job will be to fulfil the requirements of the shareholders by meeting set KPIs based around the Northern Regional Futures Plan Goals, or similar. It is likely that NTDC Board will initiate forming project groups by industry priority sectors that drive our economy (Food/agriculture; Competitive Manufacturing; Tourism; Health and Community Services; and Education).

The type of issues the NTDC Board and project groups will consider include:

- Facilitating the skills development requirements across the sectors;
- Identifying and addressing impediments/enablers within the region;
- Supporting the most important enabling infrastructure projects; and
- Communicating opportunities to the private and community sectors.

3 **Q. How often will Shareholders meet?**

A. The new NTDC Board will report back to Shareholders on a semi-annual (twice yearly) basis and one of these meetings will be in the lead up to the annual planning development of NTDC. This will allow Shareholders the opportunity to provide input to priorities and issues for consideration by NTDC.

It is also intended that Council Shareholders (by majority vote) can request an issue be considered by the NTDC Board at their next meeting and report back prior to the following meeting.

4 **Q. What funding cycle commitment is being requested by the new organisation?**

A. That current Council members of NTD agree to fund the new NTDC for a three year period from 2017-18 to 2019-20 inclusive based on the formula outlined in point 6 as the minimum level of funding, with 12 months-notice provided to the organisation if a member wishes to withdraw their membership.

- 5 **Q. What is the base amount of funding for the organisation to be viable?**
A. The current budget for NTD of approximately \$400,000 pa or 25 shares (of the new NTDC). This is based on the current formula for funding to NTD by member Councils. Council shareholders can apply to increase their shareholding if desired by increasing the annual allocation.

The current (and proposed future) financial contributions to NTD are based on the formula that takes into account a fixed and variable component (including population of the municipality). This amount then increases annually by the Hobart CPI.

- 6 **Q. Why does this differ from the \$750,000 budget proposed in the Bill Fox Report?**
A. Meetings have been held with State Government representatives who have indicated little interest in becoming a shareholder of the organisation. However there is an expectation that a pro-active, engaged and strategic NTDC is likely to attract project funding to deal with issues like those outlined in question 2.

There will also be some shares available (up to 18 shares) for other organisations/entities to become members if the majority of current members agree and they meet other criteria.

- 7 **Q. How will the shares be allocated?**
A. Based on 2016-17 financial contributions by current members, the share allocation would be as follows:

- Break 'O Day – 2 shares
- Flinders – 1 share
- George Town – 2 shares
- City of Launceston – 9 shares
- Meander Valley – 4 shares
- Northern Midlands – 3 shares
- West Tamar – 4 shares

Total 25 shares

Dorset Council will be encouraged to become shareholders of NTDC and **two (2) shares** have been set aside for this purpose. A total of 45 shares would be available to NTDC which would allow another 18 shares to be allocated for other entities to become shareholders of the organisation as long as they meet the objectives of the organisation, pay their dues, and the majority of current shareholders agree. However, it is not the intention for the current members/shareholders to lose control of the NTDC.

- 8 **Q.** Can the organisation obtain, or seek to obtain, any debt funding for any purpose?
A. According to 15.1 of the Shareholders Agreement – this cannot occur without a unanimous resolution of member Shareholders.
- 9 **Q.** What is the criteria for membership of the new organisation?
A. Current Member Councils are the Initial Members of the new company, however anyone is eligible to become a member as long as they:
1. Support the purpose and objectives of NTDC;
 2. Are willing to become bound by the Constitution of NTDC and any other written instrument or obligation purporting to bind Members; and
 3. Pays an application of money for membership or for the issue of shares; and
 4. Is formally approved by the majority of Shareholders.
- 10 **Q.** Who are the representatives of the Council Shareholders?
A. Council Shareholders will be represented by the Mayors of each of the Council Shareholders, or a proxy as requested. At Shareholder meetings the usual method of voting is for each member/shareholder to vote on a motion based on one member = one vote. However, if a party with multiple shares is unhappy with the outcome of a vote they can insist on a poll which would equate to a number of votes = number of shares.
- 11 **Q.** Is there any requirement provided for executive powers initially for the Chair position?
A. The statutory requirements of the Corporations Law requires a minimum of three Directors. The new NTDC is not planned to commence until 1 January 2017. The current timelines (see Q 17) provides for the appointment of the Chair and the Directors prior to the 1st of January 2017. If for some reason the appointment of Directors is delayed, it is possible that shareholders decide to appoint appropriate person/s to step in as Directors for a short period until the appointments have concluded.
- 12 **Q.** Do Shareholders have the capacity to remove the Chair and/or Board?
A. Yes, if a majority of shareholders are unhappy with the performance of a Director, the Chair, or the whole Board they can be removed.
- 13 **Q.** Who will make up the Selection Committee for the recruitment of the new Chair?
A. The following representatives were approved at the LGC meeting on 2 September:
1. A Council Shareholder representative (the Local Government Committee appointed Robert Dobrzynski of the City of Launceston)
 2. A senior business representative (to be nominated by the Chamber/s and the Council members in the region and appointed by the Implementation Committee); and
 3. A representative from the Implementation Committee (nominated by the Implementation Committee).

It has been requested that the issues of diversity and the understanding of the geographic spread of the region are to be considered when appointing the other two members of the Selection Committee.

14 Q. What is the criteria for selecting the Chair of the Board?

A. The criteria to be considered by the Selection Committee are as follows:

- Strong leadership and communication skills.
- Competency and experience in chairing meetings and facilitating discussion.
- Competency and contemporary experience in business, marketing, finance and corporate governance.
- Strategic planning skills.
- Sound understanding of shareholder issues, be politically astute, with the ability to build trust and confidence with shareholders, stakeholders and the community.
- Commitment and connection to the region.
- Experience of the priority industries as highlighted in the Northern Regional Futures Plan.
- Ability to drive an agreed vision and a strategic economic development plan for the region to meet shareholder outcomes (through KPIs).
- High levels of Emotional Intelligence and the capacity to adopt best practice collaborative processes.
- Ability to build linkages between other regions and engage State wide.
- Undertaken Director education such as Australian Institute of Company Directors Course or similar.

15 Q. Is there any remuneration for the roles of the Chair and/or Directors?

A. Yes, Council Shareholders will offer up to \$30,000 per annum to secure a highly skilled independent Chair. It is recognised that in the first 12 months the Chair will be required to invest many hours into the new organisation to appoint a CEO and gain the confidence of Shareholders and stakeholders.

Board Directors (other than the Chair) will be paid a nominal sitting fee.

16 Q. What is the criteria for Directors of the skills-based Board?

A. Directors will be selected on the basis of the following:

- A spread of skills that would 'value-add' to the NTDC's objective of implementing an economic action plan based on the industry priorities listed in the Northern Region Futures Plan;
- Plus general Board Director skills such as: previous board experience; understanding of contemporary governance issues; financial literacy; political sensitivity; commercial acumen; and
- local knowledge and connection in the Northern Tasmanian region; and
- selection of Directors must also reflect diversity and understanding of the geographic spread of the region.

- 17 Q. **What are the important milestones/timings in moving to the new organisation?**
 A. **2 September** – St Helens – General Meeting – included consultation and discussion of the legal documents and John Kirwan of Implementation Committee attended to provide background on the Implementation Committee’s Report and recommendations.

Week of 5 September – make any suggested changes to (legal) documentation from 2 September meeting.

Month of September – Finalise support of each Council – timing as follows:

- 5 September – NMC Workshop
- 7 September – George Town Workshop
- 8 September – Flinders Island Workshop
- 12 September – BODC
- 13 September – Meander Valley
- 19 September – Northern Midlands
- 19 September – Deputation - Launceston Council Workshop (TBA)
- 20 September – West Tamar
- 22 September – Flinders island
- 26 September – Launceston

14 September – Notice of AGM and special business advice.

30 September – Launceston – AGM and Special General Meeting Business. New constitution and Shareholder Agreement to be adopted along with a three year funding agreement.

First week in October – advertise for Chair (including communications plan) with three weeks to gain applications. NTD office to support the administration process (including short-listing, but provide a full list of all applications and the basis on which they are short-listed). Also need to gain clarification on who will answer questions from potential applicants.

First week in November – interviews for short-listed applicants.

Third week in November – New Chair in place. The new Chair examines the Board skills matrix (and CEO recruitment process) and advertises for Directors and appoints by end of December (with Selection Committee).

31 December – old association wound up (final financials required).

1 January – New corporation entity officially formed.

Early January – CEO recruitment commences.

- 18 Q. **What advice has NTD and Council members received when developing this proposal?**
- A. The Review of Regional Bodies in Northern Tasmania was independently prepared by Bill Fox & Associates and finalised in February 2016. The report was developed with extensive input from industry, enterprise, non-profit organisations and government in Northern Tasmania. It also took into account successful regional models in other regions including Geelong, Townsville and Central Coast. A copy of the report can be viewed via this link: [Review of Regional Bodies in Northern Tasmania Feb 2016](#).

One recommendation from this report was to appoint an Implementation Committee to assist in the transfer to a new governance model. NTD appointed the Implementation Committee in May 2016 to assist with the development of the Statement of Purpose and other recommendations. The Implementation Committee have met three times to date as well as providing feedback via email and attend various meetings with State Government Ministers and other representatives to support the new NTDC becoming a reality.

The membership of the Implementation Committee is as follows:

- John Kirwan, Royal Flying Doctor Service
- Ray Mostogl, Bell Bay Aluminium
- Donna Bain, Launceston Chamber of Commerce (and Self Help Workplace)
- Kim Seagram, Fermentas
- Rebecca Duffy, Holm Oak Vineyards
- Greg Bott, Roberts Limited
- Maree Tetlow (Interim EO)

Matthew Pawson, CEO of Levis Stace & Cooper and Partner of Rae & Partners, has collated the legal documentation and is providing legal advice on the transition from our current NTD association to the NTDC as a corporation limited by guarantee.

Northern Tasmania Development Corporation Limited

ACN ***

Shareholders Agreement

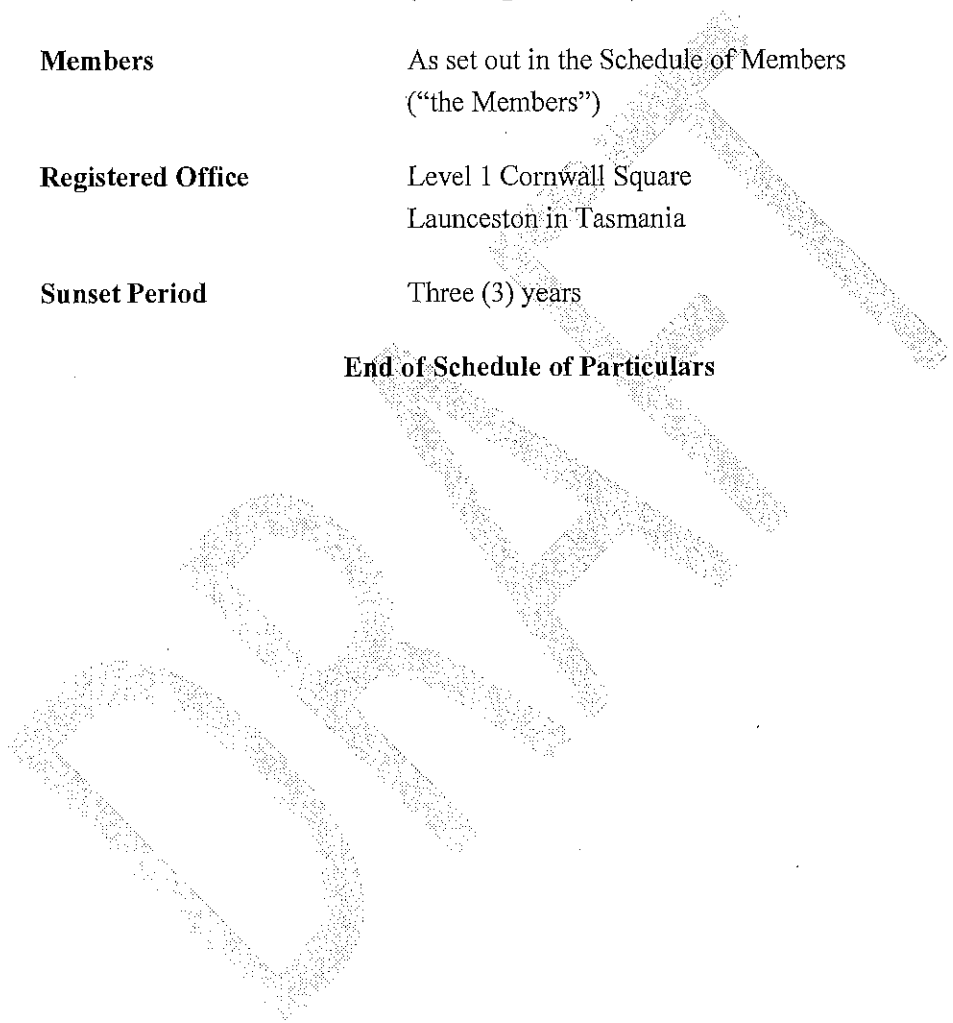
LEVIS STACE & COOPER
a division of Rae & Partners

13 Fenton Street
Devonport, Tasmania
Tel: (03) 6424 0333
Fax: (03) 6424 8833
Ref: MJP:164421

Schedule of Particulars

1. **Date of Agreement** The day of 20.....
2. **The Organisation** Northern Tasmania Development Corporation Limited
also trading as NTDC Limited
("the Organisation")
3. **Members** As set out in the Schedule of Members
("the Members")
4. **Registered Office** Level 1 Cornwall Square
Launceston in Tasmania
5. **Sunset Period** Three (3) years

End of Schedule of Particulars



This Shareholders Agreement is made on the date set out at **Item 1** of the Schedule of Particulars.

Between The Organisation set out at **Item 2** of the Schedule of Particulars

And The Members set out at **Item 3** of the Schedule of Particulars

Background

A. The Organisation set out in **Item 2** of the Schedule of Particulars is a properly constituted company limited by guarantee.

A copy of the Organisation's certificate of incorporation is annexed and marked "A".

A copy of the SAI Global Company Extract is annexed and marked "B".

A copy of the Company Constitution is annexed and marked "C".

B. Historically, the Organisation had previously existed as a not-for-profit company but was converted to an incorporated association in 2012¹. However, upon the recommendation of Bill Fox & Associates, the shareholders of the Organisation in its prior form agreed to adopt a recommendation to convert to a company limited by guarantee, as set out in Background Item A.

C. As at the date of this Agreement, the Members set out at **Item 3** of the Schedule of Particulars are:

- 1.** all bound by guarantee to contribute the Guarantee Amount, set out in the Constitution, to the Organisation on a winding up; and
- 2.** the legal owners of all of the issued shares/allocated units of the Company/Trust that undertakes the Organisation and each of the ownership entities, where an Owner is not natural person is owned or controlled by a Principal of the Organisation.

D. The Members have agreed to enter into this Shareholders Agreement ("the Agreement") to more fully regulate their commercial and business relationships as members of the Organisation.

E. The corporate entity of the Organisation is also joined in to this Agreement in order to take notice of the provisions contained in this Agreement and as far as is permitted by the Corporations Law and its constituent documents, to conduct the Organisation and affairs of it as contemplated by the provisions of this Agreement.

Agreement**1. Definitions and Interpretation**

1.1 Unless there is something in the subject or context inconsistent the following meanings apply in this Agreement:

- (a) “Agreement” means this Shareholders Agreement and all of the Background, Parts, terms, clauses, schedules, annexures, tables or exhibits to it, as amended by the parties from time to time;
- (b) “Assets” means the all of the assets, property (real and personal) and choses in action of the Organisation;
- (c) “Background” means the part of this Agreement that follows the heading of that name, and enumerated by letters rather than numbers;
- (d) “Confidential Information means and includes:
 - (i) any information concerning the Organisation, its methods of operation, strategic direction, marketing and other activities;
 - (ii) financial information concerning the Organisation and its related activities;
 - (iii) specialised or corporate documentation produced by the Organisation; and
 - (vi) specialised of corporate documentation produced by entities associated with the Organisation
 which information, whether in the nature of trade secrets or otherwise, is not in the public domain;
- (e) “Constituent Documents” means:
 - (i) this Agreement;
 - (ii) the Company Constitution of the Organisation;
 - (iii) any by-laws created by the Organisation under the Company Constitution; and

¹ Bill Fox & Associates, 2016, *Review of Regional Bodies of Northern Tasmania* Final Report, p6.

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- (iv) any other document deemed to be a Constituent Document by the Organisation
 - (f) “Corporations Law” means the *Corporations Act 2001* (Cth) as amended from time to time;
 - (g) “Director” means, in the case of a natural person or persons, the respective heirs, personal legal representatives and permitted assigns of that person or persons;
 - (h) “Division 7” means Division 7 of the *Income Tax Assessment Act 1997* in respect of inter-entity and related-party loans;
 - (i) “Intellectual Property” has the following extended meaning:
 - (i) the Organisation’s name and all unregistered trading names used by the Organisation;
 - (ii) all copyright, moral rights, trademarks (registered and unregistered), designs (registered and unregistered) of the Organisation;
 - (iii) all of the documents, forms, processes, know-how, systems, of any description of the Organisation;
 - (iv) all domain names, telephone numbers and email addresses used in the the Organisation; and
 - (v) all hard copy images used in yellow pages and other advertising, if any, of the the Organisation;
 - (j) “Member” means:
 - (i) in the case of a natural person or persons, the respective heirs, personal legal representatives and permitted assigns of that person or persons; and;
 - (ii) in the case of a corporation or trust entity, the officers, servants, agents, attorneys and permitted assigns of that entity;
 - (iii) in the case of any other body, however it is constituted, the officers, servants, agents, attorneys and permitted assigns of that body;
 - (k) “Organisation” means, in the case of a corporation, the officers, servants, agents, attorneys and permitted assigns of the Organisation;
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(l) "Part" means a reference to the relevant Part of this Agreement;

1.2 Unless there is something in the subject or context that is inconsistent the following provisions apply in this Agreement:

- (a) any covenants implied by law (statutory or otherwise) are not negated but are deemed, to the extent of any inconsistency with the provisions of this Agreement, to be modified (where modification is permitted);
 - (b) where two (2) or more persons are named as a party to this Agreement the terms, covenants, conditions, provisions, stipulations and restrictions contained in this Agreement bind each of them jointly and severally and benefit each of them jointly and severally;
 - (c) if any term, covenant, condition, provision, stipulation or restriction contained in this Agreement is or becomes illegal or unenforceable, then this Agreement must be read and construed as if that term, covenant, condition, provision, stipulation or restriction, as the case may be had been severed and the balance of this Agreement remains in full force and effect;
 - (d) a reference to any document or instrument (and, where applicable, to any of its provisions) is a reference to that document or instrument as amended, novated, supplemented or replaced from time to time
 - (e) a reference to a right includes a benefit, remedy, discretion, authority or power;
 - (f) a reference to the whole of property or a thing includes part of that property or thing unless stated otherwise;
 - (g) a reference to a statute, code or other law includes regulations and other instruments under it, and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of the Agreement;
 - (h) where any expression is defined, any other part of speech or grammatical form of that expression has a corresponding meaning;
 - (i) where the word "including" is used, that use does not limit or exclude in any way unless the context requires otherwise
 - (j) words importing the singular include the plural and vice versa;
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Northern Tasmania Development Corporation Limited
Shareholders Agreement

- (k) words importing the masculine gender include the feminine and/or a corporation and vice versa;
- (l) words importing persons include a firm, a body corporate, an unincorporated association or an authority and vice versa;
- (m) headings are inserted for guidance only and are not deemed to form part of the provisions of this Agreement and must not be used for the purpose of construction;
- (n) the first letters of words and expressions defined in this document are indicated by capital letters for convenience and the absence of a capital letter alone does not imply the word or phrase is used with a meaning different from that given by its definition;
- (o) a reference to “dollar” or “\$” is a reference to the lawful currency of Australia;
- (p) a reference to a time or date affecting the performance of an obligation by a party is a reference to the time and date in Tasmania, even though the obligation is to be or may be performed elsewhere;
- (q) where the day on or by which anything is to be done is a Saturday, a Sunday or a public holiday in the place in which that thing is to be done then that thing must be done on or by the next succeeding Organisation day;
- (r) if a period of time is expressed to be calculated from or after a specified day, that day is not included in the period; and
- (s) a provision of this Agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of this Agreement or the inclusion of the provision in this Agreement.
- (t) a reference to a person who is an “associate” of another person is a reference to a person who is an associate of that other person within the meaning of Part 1.2 of Division 2 of the Corporations Law.
- (u) a reference to a person “entitled to” shares in a company is a reference to a person entitled to those shares within the meaning of Part 1.2 of Division 2 of the Corporations Law.

2. Acknowledgments

2.1 The parties acknowledge that the Background of this Agreement sets out a true, accurate and complete representation of the commercial relationship between the parties and the circumstances surrounding the execution of this Agreement.

2.2 Each party separately acknowledges for the benefit of each other party that:

- (a) they have entered into this Agreement after mature consideration, reflection, and exercise of independent judgment;
- (b) they have read and understood the provisions of this Agreement and that the provisions are just, equitable, fair, reasonable and satisfactory to them;
- (c) they have entered into this Agreement of their own free will and volition and that no coercion, force, or undue influence has been used in the execution of this Agreement either by the other party or by any other person or persons;
- (d) they have either obtained independent legal advice, or are aware of their right to do so, and have chosen not to do so; and
- (e) they have not relied upon any representation or promise in entering into this Agreement except for those expressly stated in this Agreement.

2.3 The parties expressly acknowledge and agree that if there is any inconsistency, discrepancy or conflict that arises in respect of the interpretation or application of any of the Constituent Documents, the order of priority of the documents to the extent of that inconsistency, discrepancy or conflict is as follows:

- (a) the provisions of this Agreement take priority over all subordinate Constituent Documents;
 - (b) the provisions of the Company Constitution take next priority over all other subsequent subordinate Constituent Documents;
 - (c) the provisions of any by-laws created by the Directors take next priority over all other subsequent subordinate Constituent Documents; and
 - (d) any other document deemed by the parties to be a Constituent Document takes last priority.
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3. Purpose and Objectives

3.1 The parties agree to carry on the Organisation set out at **Item 2** of the Schedule of Particulars, (and under the trading name also set out at **Item 2** of the Schedule of Particulars) with the common purpose of achieving the primary objectives set out in **clause 3.2**.

3.2 The primary objectives of the Organisation are to:

- (a) provide pro-active, engaged and strategic regional economic leadership;
- (b) consolidate an agreed vision for the development, sustainability and prosperity of the geographic region that the Organisation's Members encompass;
- (c) and implement a strategic economic action plan based on the Northern Regional Futures Plan framework or similar; and.
- (d) to provide effective representation and advocacy to State and Federal Government and other stakeholders.

3.3 It is a fundamental principal of the Organisation that the Members remain in effective control of the Organisation for the purposes of achieving the primary objectives for the benefit of the Members.

4. Corporate Governance Structure – Appointment of Chair and Directors

4.1 The parties agree that the governance structure of the Organisation is as follows:

- (a) The Organisation has a Board of Directors comprising not less than three (3) and not more than nine (9) Directors ("the Board") but the parties agree that the optimal size of the Board is seven (7) Directors;
 - (b) One of the Directors from time to time is designated as the Chairperson of the Board ("the Chair");
 - (c) The shareholders of the Organisation are the Members;
 - (d) In relation to each Member, the elected Mayor for the time being, is that Member's nominated delegate for all purposes of the Company, but any Member may nominate a casual delegate in the absence of the Mayor being able to attend to the business of the Members and the Company;
 - (e) The Board will appoint, from time to time, a competent person to serve the Organisation, as an employee, in the role of Chief Executive Officer ("CEO"); and
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- (f) All other employees of the Organisation will be appointed and managed by the CEO.
- 4.2 The parties agree that the person acting as Chair of the Board must be an independent Chair and therefore must hold no other position of profit:
- (a) in or for the Organisation (apart from as Chair); or
 - (b) in or for any of the Members.
- 4.3 The inaugural Chair is to be appointed by the Organisation's Selection Committee and the Members acknowledge that this function has been executed by the Members prior to the formal incorporation of the Organisation. Accordingly, as at the date of this Agreement, the Chair of the Organisation will already be selected and is operating in the role.
- 4.4 After the expiry of the term of the inaugural Chair, a new Chair will be appointed, from time to time, by the Board in accordance with the provisions of the Company Constitution, but subject at all times to **clause 4.2** of this Agreement, and subject always to the rights of the Members as the shareholders of the Organisation.
- 4.5 The Members acknowledge that to comply with the Corporations Law, the Organisation has been incorporated with not less than three (3) Directors, including the Chair, as reflected in the SAI Global Company Extract that is annexed and marked "B".
- 4.6 The Members acknowledge that the inaugural Directors have been selected in accordance with the principles set out below, and expressly agree that all Directors appointed on or after the date of this Agreement must be appointed by reference to these principles:
- (a) the over-riding intention of the Organisation is to have a skills-based Board;
 - (b) selection criteria and the appointment process must be constructed to select potential Directors based on the skills required to implement the primary objectives of the Organisation, including and especially by reference to implementing the economic action plan based on the industry priorities of the Northern Region Futures Plan;
 - (c) selection of Directors must address other issues including:
 - (i) previous board experience;
 - (ii) understanding of contemporary governance issues;
 - (iii) financial literacy;
 - (iv) political sensitivity;
-

- (v) commercial acumen; and
 - (vi) local knowledge and connection in the Northern Tasmanian region;
- (d) selection of Directors must also reflect diversity and the regional spread of geographic, social, cultural and moral influences.

The Members agree that the selection and appointment of new Directors from time to time may create overlaps in skills and experience and the replacement of one outgoing Director does not necessarily have to be on a like for like basis.

- 4.7 The Members acknowledge that it be necessary, prudent and even advantageous to appoint up to nine (9) Directors initially, with a view to that number tapering down over time to the optimal number of seven (7) Directors and, accordingly, agree to do so.

4.8 Directors of the Company including the Chair are appointed for a term:

(a) of not less than three (3) years; and

(b) not more than six (6) years.

The tenure of Directors is at all times subject to the rights of the Members under the Act and a Director is entitled to resign at any time.

- 4.9 Upon the retirement (regardless of cause) of the Chair, the Board must advertise for a replacement independent Chair and the following provisions expressly apply:

- (a) if the new Chair is an external appointment by the Board, that Chair may serve, without the need for re-election, for two (2) full terms of three (3) years each in that role;
- (b) if the new Chair is appointed internally (i.e. from one of the existing Directors who applies and is appointed) then if that Director has less than one full term of three (3) years remaining, that Director may serve for an additional term of three (3) years, making a total of up to nine (9) years' of service for that Director, but not more than six (6) years as Chair.

- 4.10 An existing Director must give notice to the Board as early as practicable of that Director's intention to seek appointment as the next Chair and must submit to the Board's agreed selection procedure. An existing Director who seeks to be appointed as Chair must not participate in any deliberations or voting in relation to the appointment of a new Chair.

- 4.11 Notwithstanding the preceding provisions, an incumbent Chair is subject to removal by the Members under the Constitution in the same way as all other Directors.
- 4.12 Owing to the special nature of the relationship between the Members and the Directors of this Organisation it is an essential provision of this Agreement that the NTDC Board properly consider any issue that the Members (by simple majority request) put to the Board for consideration at the earliest possible Board meeting and that the Board provides a fulsome report back to Members in relation to that issue following the Board meeting at which it is considered.

5. Role of the Board

- 5.1 The role of the Board is to govern the Organisation, rather than to manage it. This includes providing leadership and strategic guidance. The Board is accountable to the Members and the community for the performance of the Organisation in the best interest of economic development in the region. The principal functions and responsibilities of the Board include:
- (a) determining, reviewing and maintaining the vision, purpose and values of the Organisation;
 - (b) approving a strategic plan, establishing measurable KPIs, targets and an annual operations plan;
 - (c) regularly monitoring performance against the strategic plan and the annual operations plan;
 - (d) appointing the CEO and approving the terms and conditions of employment of the CEO;
 - (e) monitoring the performance of the CEO and termination of the employment contract of the CEO if necessary;
 - (f) ensuring the organisation is proactive to opportunities rather than reactionary, whilst focusing on priorities that will deliver successful economic development throughout the region;
 - (g) approving annual budgets, setting delegation authorities and monitoring financial performance throughout the year;
 - (h) ensuring appropriate internal controls exist and an auditor (or accountant when revenues less than \$1M) is appointed to audit (or review) the organisation's financial records on an annual basis;
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- (i) providing annual reports and any other agreed reporting to key shareholders;
- (j) ensuring that there is an appropriate separation of duties and responsibilities between itself and the CEO/management;
- (k) establishing and determining the powers and functions of subcommittees;
- (l) reviewing the Board's ongoing performance;
- (m) ensuring that the Organisation complies at all times with all legal responsibilities and compliance requirements that the Organisation is subject to;
- (n) identify and ensure the appropriate management of risks to the Organisation and the region as it relates to economic development;
- (o) supporting effective engagement and appropriate communication with Members and shareholders; and
- (p) managing and reviewing business risks associated with the Organisation.

5.2 The following governance principles outline the strategic function of the Board:

- (a) Principle 1 – the Board plays a key role in approving the vision, purpose and strategies of the Organisation. The Board must act in the best interests of the Organisation and is accountable to the Members as a whole;
 - (b) Principle 2 – the Board sets the cultural and ethical tone for the Organisation. This includes the 'how' of undertaking the work of the Organisation by being an exemplar of contemporary best practice and collaboration throughout the region;
 - (c) Principle 3 – all Directors are responsible to exercise independent judgment and provide independent oversight of management of the Organisation;
 - (d) Principle 4 – the Board should comprise an appropriate number of Directors for the size and scale of the organisation, with a relevant and diverse range of skills, expertise, experience and background and who are able to effectively understand the Organisation's business and regional context.
 - (e) Principle 5 – the Board should have an appropriate system of risk oversight and internal controls put in place;
 - (f) Principle 6 – Directors should act diligently on an appropriately informed basis and have access to accurate, relevant and timely information;
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- (g) Principle 7 – the Board would normally delegate certain functions to management. Where it does so, there should be a clear statement and understanding as to the functions that have been delegated;
- (h) Principle 8 – the Board is responsible for the appointment of the CEO and the continuing evaluation of the CEO's performance;
- (i) Principle 9 – the Board should ensure that the organisation communicates with Members and other shareholders in a regular and timely manner. The Board and management will respect the rights of Members and will not speak publically against any Member; and
- (j) Principle 10 – the Board's performance (including the performance of the Chair, the individual Directors and the Board's subcommittees) needs to be regularly assessed and appropriate actions taken to address any issues identified.

5.3 The following provisions apply to the operations and activities of the Board:

- (a) the Board will meet at least ten (10) times per year to discharge the business of the Organisation, with meetings to be held monthly except during the months of December and January in each year;
- (b) meetings will be principally held in the Registered Office of the Organisation as set out at **Item 4**, but the Board, or the CEO may nominate a different location for any meeting, depending on the needs of the Organisation at the time;
- (c) Directors are permitted to miss no more than three (3) meetings in any financial year without the prior consent of the Board;

5.4 All other mechanics as to the operation of the Board are outlined in the Company Constitution.

6. Role and Responsibilities of the Chair

6.1 The primary roles of the Chair are to:

- (a) provide pro-active leadership and vision to the Organisation;
 - (b) represent the Board and the Organisation to the Members and to the broader community; and
 - (c) to communicate the Board's position on all relevant matters.
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6.2 To effectively discharge the primary roles of the Chair, the Chair has the following responsibilities:

- (a) to set the tone for the Board, including the establishment and focus on a common purpose;
- (b) to ensure that the Directors understand the responsibilities of Directors and that Board and management abide by the delegations of authority as set by the Board;
- (c) to act as a link between the Board and the CEO/management of the Organisation;
- (d) to contribute to development of a strong positive profile for the Organisation;
- (e) to counsel and advise Board members where required;
- (f) to ensure that the performance of the Board, collectively and individually, is reviewed as and when agreed by the Board;
- (g) to provide political liaison in dealings with all levels of government; and
- (h) to Act as the spokesperson for the Organisation where required.

6.3 In addition to the responsibilities, the Chair chairs all meetings of the Organisation and in connection with that function the Chair is responsible to:

- (a) convene Board meetings and general meetings when required;
- (b) chair:
 - (i) Board meetings in a manner which ensures that Board discussions are focused on matters before the Board and result in consensus and commitment to clear and unambiguous Board decisions; and
 - (ii) General meetings in a manner that ensures that the business of the meeting is properly discharged in a reasonable, orderly and timely way;
- (c) settle:
 - (i) Board agendas, in liaison with the CEO, to ensure appropriate matters are brought before the Board for information, discussion and decision including matters which Directors may wish to raise; and
 - (ii) Notices of meetings to Members

- (d) monitor and review the accuracy of the information presented to the Board and any general meeting;
- (e) obtain further information considered necessary for consideration and decision making on any matter relevant to the Board including obtaining external advice or the making of independent enquiries;
- (f) presides over meetings to ensure equitable participation by Board members;
- (g) ensure that the minutes of Board meetings and general meetings properly reflect the decisions taken at those meetings;
- (h) foster a climate of openness, common purpose and debate at Board meetings where contributions by all Directors are valued; and

If the Chair is not present at a Board meeting or a general meeting, the Board will nominate another independent Director to temporarily undertake this role.

6.4 In effecting the Chair's responsibility to act as a link between the Board and the CEO, the Chair is also responsible to;

- (a) ensure a good working relationship with the CEO by meeting regularly (more frequently than at the monthly Board meetings) and otherwise to be accessible and open to communication;
- (b) to provide high level assistance and support to the CEO when required;
- (c) to provide consultation and mentoring to the CEO where appropriate; and
- (d) to facilitate and supervise CEO performance appraisal process at least annually.

7. Role and Responsibilities of the Directors

7.1 In line with the duties of the Directors under the Corporations Law, all Directors must:

- (a) act honestly, in good faith and in the best interests of the Organisation, its Members and the broader community;
- (b) carry out the duties and functions of Directors in a lawful manner;
- (c) ensure that the Organisation carries out its activities in accordance with the law and the specifically the *Corporations Act 2001*;

- (d) understand the business of the Organisation and use care and diligence in fulfilling the functions of office and in exercising the powers of office;
- (e) be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board;
- (f) declare all interests that could result in a conflict between personal and organisational priorities;
- (g) refrain from making improper use of information acquired as a Director;
- (h) refrain from taking improper advantage of the position of Director;
- (i) exercise a Director's duty of ensuring the Organisation does not trade whilst insolvent or where a Director suspects it may be insolvent;
- (j) properly and diligently consider all papers for Board meetings prior to each meeting;
- (k) fully inform himself or herself about the financial performance, position, operations and risks of the Organisation;
- (l) obtain further information considered necessary for consideration and decision making on any matter relevant to the Board including obtaining external advice or the making of independent enquiries; and
- (m) comply with all procedural directives of the Board, whether a standing order or ad hoc.

7.2 It is imperative that Directors avoid all conflicts of interest, whether perceived or otherwise. In order to ensure that a risk of a conflict arising is minimised, the Board places great importance on Directors making clear any existing or potential conflicts of interest. Conflicts of interest include a direct or indirect financial interest, or a conflict of interest, duty or roles such as a duty or obligation to an individual or another organisation, where a reasonable person would perceive there to be a potential conflict. To that end:

- (a) if any matter is to be discussed at a meeting of the Board which would involve one or more Directors having a material conflict of interest, then those Directors:
 - (i) must declare that conflict of interest;
 - (ii) must not be present at the meeting whilst the matter is considered, and may not speak to any motion or proposal; and

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- (iii) must not vote on any matter in which those Directors have any material interest, either financial or of interest or duty; and
 - (b) Directors must keep the Board advised on an ongoing basis, of any interest that could potentially conflict with those of the Organisation
- 7.3 Directors must, at all times, keep the proceedings of the Board, including papers submitted and presentations made to the Board, confidential and not disclose or release any information obtained by the Director in that context to any person other than Board members, except as required by law, the Members, or as agreed to by the Board.
- 7.4 Directors are entitled to be provided with information from management that is accurate, sufficient, relevant and timely in order to properly perform their role. Directors are required to liaise with the CEO prior to committing corporation funds for any external information considered necessary for consideration and decision making on any matter relevant to the Board.
- 7.5 All Directors must, upon initial appointment undertake a thorough induction process, to be administered by the Board in the affairs of the both the Board and the Organisation as a whole. Prior to attendance at the first Board meeting, new Directors will:
- (a) receive a copy of all of the Constituent Documents and other relevant legal governance documentation;
 - (b) current and recent Board and committee minutes;
 - (c) contact details for other Directors and key staff;
 - (d) the current year's meeting schedule; and
 - (e) participate in meetings with the Chair, CEO and relevant committee chairs for a governance familiarisation (the meeting may be held as a group session or with individuals).
- 7.6 All Directors must commit to ongoing learning and development. This may occur through attending specific conferences relating to key areas of regional specialisation, briefings at board meetings, governance-related forums, mentoring and reading of contemporary journals, articles etc, or through or by any other means that the Board reasonably thinks fit.
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8. Delegations of Responsibility – Committees

- 8.1** The Board may establish committees to assist with the operations of the Board. The Board is entitled to set the terms of reference for any committee of the Board and to specify which Directors are to be members of the Board, including nominating a chair.
- 8.2** Committees of the Board do not have any delegated authority, but have an advisory capacity. Committees should report regularly to the Board and make recommendations for consideration where appropriate.
- 8.3** Each committee of the Board must have an approved documented charter which defines its objectives and responsibilities and reporting requirements. Committees may, and are encouraged to, co-opt skilled members from the private, community and local government sectors to assist with the work of the committee.

9. Accountability

- 9.1** The Board of Directors is accountable to the Members of the Organisation at all times. It is important that all Directors foster a relationship of trust and confidence with the Members, in order to properly represent the Members' interests at all times.
- 9.2** In addition to the material that must be considered at the AGM under the Corporations Law, , the Board must supply to the Members the following additional material, as part of the AGM process and must, at the AGM, be prepared to speak to and/or be accountable for:
- (a)** an annual report on the performance of the Company over the past relevant period as it relates to the KPIs agreed by the Members at the last AGM;
 - (b)** any changes to the KPIs as agreed by the Members
 - (c)** progress reports on all projects being undertaken by the Company at the relevant time; and
 - (d)** questions raised by any Member at the AGM (or must provide a written response within fourteen (14) days of the AGM if a question is taken on notice).
- 9.3** Any disputes will be dealt with through the dispute resolution procedures provided in the Company Constitution.
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- 9.4** In the nature of the purpose and function of the Organisation, the Organisation will report formally to Members on a semi-annual (twice yearly) basis, based on agreed KPIs and other information of interest. The process for reporting will include:
- (a) a strategic progress update by the Board;
 - (b) an operational progress update by the CEO;
 - (c) an offer of a formal presentation to Members if requested; and
 - (d) one of the semi-annual meetings (twice yearly) with Members will be in the lead up to the Organisation's annual planning process to ensure Member's feedback is considered in advance of this process.
- 9.5** In accordance with the Corporations Law, the Organisation must hold an annual general meeting once every calendar year, within five (5) months after the end of each financial year.
- 9.6** A majority of Members of the Organisation may call a Special Meeting of the Organisation in accordance with the Company Constitution.
- 9.7** A majority of Members of the Organisation are entitled to appoint or remove Directors in accordance with the Company Constitution.
- 10. Director Protection**
- 10.1** The Organisation will obtain and maintain at all times appropriate levels of Directors and Officers insurance to provide protection from litigation. Directors and Officers insurance will cover the costs of litigation and provide financial protection for Directors and officers of an organisation when those parties are alleged to have breached their respective duties.
- 10.2** Directors and Officers Insurance is subject to the exclusion of negligent or criminal acts, for example, insolvent trading or acts of fraud or dishonesty will not be covered.
- 10.3** The Organisation will do all things reasonably necessary to limit the liability of Directors and other officers of the Organisation, but the Organisation does not make any representation, promise or warranty to any Director or officer about the adequacy or sufficiency of these measures.
- 11. Role and Responsibility of the Company Secretary**
- 11.1** The Company Secretary is responsible for supporting the Board to ensure the Organisation meets its obligations under the Corporations Law. This specifically includes:
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- (a) organising meetings of the Board and Members (this includes the sending out of notices, the preparation of agendas, the compilation and distribution of board papers, the marshalling of proxies, and compilation of minutes);
 - (b) ensuring minutes of meetings are recorded in accordance with legal obligations;
 - (c) maintain and communicating a Board calendar of upcoming Board meetings and committee meetings;
 - (d) ensuring the review of various Board policies in accordance to a set schedule;
 - (e) ensuring that the Board is provided with all necessary training (i.e. induction training and on-going governance training);
 - (f) lodging the annual forms and reports with ASIC within the specified timeframes;
 - (g) being aware of the procedures of meetings, particularly the relevant provisions of the Company Constitution and other Constituent Documents in relation to quorum requirements, voting procedures, proxy provisions etc. so as to be able to advise the Chair if the need arises;
 - (h) recording declarations of interest or conflicts of interest made by Directors to a Board meeting;
 - (i) organising an annual general meetings and the related documentation;
 - (j) coordination of travel and attendance arrangements of Directors and of reimbursement (in accordance with Board-approved policies) for costs associated with such attendance; and
 - (k) ensuring the Organisation is complying with all obligations (including the reporting requirements) of any government funding contracts.
- 11.2** For the avoidance of doubt, the Members agree that it is permissible, even prudent, for the Chief Executive Office to be appointed as, and to act as Company Secretary.
- 12. Role and Responsibility of the CEO**
- 12.1** The position of CEO is a paid employment position of the Organisation.
- 12.2** The CEO is directly responsible to the Chair, and through the Chair to the Board.
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- 12.3 The Members acknowledge and agree that the Board of Directors delegates to the CEO all of the necessary powers and authority to manage the business of the Organisation.
- 12.4 The CEO has operational responsibility to employees in the Organisation.
- 12.5 The CEO is required to report directly to the Board on the operations of the Organisation in relation to:
- (a) the execution of the strategy approved by the Board; and
 - (b) the operational and business aspects of the Organisation.
- 12.6 The CEO is entitled to attend and participate in Board discussions, but the Board may excuse the CEO from any part of the meeting if it elects to do so.
- 12.7 Where appropriate the CEO may act as a spokesperson for Organisation with the approval of the Chair.
- 12.8 The Board must specify, in writing, the limits of financial authority delegated to the CEO. The Board may consider and set mechanisms for approval for the oversight and monitoring of larger payments, signatories and application of the Company Seal in relation to those transactions.
- 13. Remuneration**
- 13.1 The Chair is entitled to be remunerated for the work done and responsibilities undertaken by the Chair in that role. On and from the date of this Agreement, the Members to set the remuneration of the Chair at the rate of \$30,000.00 per annum. That rate will be reviewed to CPI (All groups, Hobart, or an equivalent index) at the end of each financial year.
- 13.2 Directors who are not the Chair are entitled to be paid a notional fee, to be set by the Board, to attend meetings and undertake the duties and responsibilities of the Directors. However, during the establishment phase of the Organisation it is considered that Directors will be making a significant "in-kind" contribution to the Organisation to ensure its success.
- 13.3 All employees of the Organisation, including the CEO, are entitled to be paid in accordance with the entitlements arising under the FairWork legislation and be reference to prevailing market rates for persons acting on this positions of employment in similar organisations.
- 13.4 All reasonable expenses of the Chair and the Directors will be met by the Organisation whilst travelling or undertaking approved business on behalf of the Organisation.
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14. Equity Funding – Contributions by Members

14.1 The Organisation relies primarily on its Members to fund the Organisation sufficiently to achieve its primary objectives. This includes both the:

- (a) execution of the strategic plan from time to time; and
- (b) day to day operations of the Organisation.

14.2 The Organisation agrees to issue shares in the Organisation to the Members of the Organisations to recognise the monetary contribution made by individual Members, particularly in the circumstances where those contributions are made:

- (a) evenly by reference to the methodology for calculation of amounts contributed; and
- (b) unevenly, by reference to the dollar value produced by those calculations.

14.3 The Members agree to contribute funds to the Organisation in accordance with the following formula:

$$MC = FC + VC$$

Where:

- (a) MC = the total amount of the Member Contribution per Member;
- (b) FC = the fixed component (commencing in the 2016-17 financial year) calculated by application of the following bands calculated based on the population of the municipal area of each Member:

(i)	Population of 0 – 5,000 people	\$4,000.00
(ii)	Population of 5,001 – 10,000 people	\$8,000.00
(iii)	Population of 10,001+ people	\$16,000.00

The FC component is indexed annually to CPI (All groups, Hobart, or an equivalent)

- (c) VC = the variable component calculated at a contribution rate of approximately \$2.38 per head of population (figure used in 2016/17) in the municipal area of each Member multiplied by the actual municipal population.

The VC component is indexed annually to CPI (All groups, Hobart, or an equivalent).

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- 14.4** The CEO will calculate the contribution amounts for the following financial year and must notify the Members of the required contribution amount not less than three (3) months prior to the end of each financial year.
- 14.5** The Members expressly agree that to remain as a member of the Organisation, and to hold shares of the Organisation, the Member must commit to make the contribution amount for three (3) consecutive years from the date that the membership commences. At the end of each three (3) year cycle a review will be undertaken in accordance with **clause 20**.
- 14.6** The parties agree to allocate shares in increments of \$20,000.00, as follows
- (a) \$6,000 – \$20,000 contributed = 1 share;
 - (b) \$20,001 – \$40,000 contributed = 2 shares;
 - (c) \$40,001 – \$60,000 contributed = 3 shares;
 - (d) \$60,001 - \$80,000 contributed = 4 shares;
 - (e) etc.

In the basis of the increments set out above the issue of shares to the Initial Members is as set out in the SAI Global Company Extract annexed and marked “B”.

- 14.7** Subject to the approval of the Board, there is no limit to the number of shares that any Member can hold, provided that the Member makes the required contribution per share for the relevant period.
- 14.8** In relation to the Members that are the Initial Members set out in the Schedule of Initial Members, the shares issued to those Members are “Ordinary Class” shares, in accordance with the Company Constitution. On account of the nature of the Organisation and the Members of the Organisation, the parties expressly agree that the rights, privileges and conditions attached to each Ordinary Class share are as follows:
- (i) the right to receive notice of, to attend, and to vote at all meetings of the Organisation in accordance with the Company Constitution;
 - (ii) no right to participate in the dividends declared on that share; and
 - (iii) no right to repayment of the paid issue price of that share in a winding up of the company and no right to participate in the division of surplus assets or profits of the company and in this regard to rank equally with all other shareholders so entitled.
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- 14.9** The Directors may accept applications from other persons or entities to become Members of the Organisation in accordance with the Company Constitution. Upon acceptance, the Board may issue shares to that Member that are Ordinary Class shares or that are some other class of Shares provided that at no time can the Board issue shares to any other Member that gives increased or superior rights than what are enjoyed by the Initial Members.
- 14.10** The Directors expressly agree that the Board will not issue any shares of any class to any Member that would cause the Initial Members of the Organisation to lose a majority interest in the Organisation without a Special Resolution of the Initial Members to do so.
- 14.11** If the Board issues shares to any new Member, it must only be on condition that the new Member enters into a written deed in a form acceptable to the Board by which the new Members expressly agrees to be bound by the Constituent Documents of the Organisation.
- 15. Debt Funding**
- 15.1** The parties agree that the Organisation will not obtain, or seek to obtain, any debt funding for any purpose without a unanimous resolution of the Members to that effect.
- 15.2** If any Debt Funding is obtained by unanimous resolution, each Member agrees to be liable for and guarantee the repayment by the Organisation of that debt funding in accordance with the proportionate amount of shares held by that Member as against all of the shares issued by the Organisation at the relevant time.
- 15.3** Subject to the passing of an appropriate unanimous resolution, the Organisation may accept loans from any of the parties to this Agreement and if so accepted, the Organisation must create a credit ledger for that purpose.
- 15.4** Subject to the unanimous consent of all Principals, the Organisation may grant loans to any of the parties to this Agreement and if so granted, the Organisation must create a debit ledger for that purpose.
- 15.5** If any of the loan arrangements set out in **clauses 15.3 and 15.4** constitute a Division 7A loan, then the provisions of the Company Constitution in respect of Division 7A loans apply automatically.
- 16. Performance Expectations**
- 16.1** Each party to this Agreement covenants and agrees to deal with each other party to this Agreement to deal with those other parties in good faith.
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16.2 In particular, all parties to this Agreement must:

- (a) by completely honest in all communications to, with or on behalf of the Organisation and each other;
- (b) provide full disclosure about all material matters that arise from or may affect the Organisation and that party's involvement in it, including health (physical and mental) and wellbeing issues if relevant;
- (c) display appropriate and professional personal conduct at all times in the Organisation environment and when representing the Organisation externally; and
- (d) not make, publish or support any disparaging, defamatory or offensive remark, comment or communication about the Organisation, the Members, the Directors or officers of the Organisation, any employee of the Organisation or any other shareholder on any fact, matter or concern that is within the knowledge or opinion of that party.

16.3 Each party must only make use of Confidential Information for the purpose of carrying out the purpose and objectives of the Organisation.

16.4 No party to this Agreement is permitted to:

- (a) give or disclose Confidential Information to anyone other person or entity;
- (b) use any Confidential Information for personal gain or profit; or
- (c) use any Confidential Information to cause injury, loss or damage to the Organisation or any other party to this Agreement.

16.5 No party to this Agreement is permitted to make any promise, representation or warranty or to give any undertaking to any person, which purports to bind the Organisation, which that party is not authorised to make or give.

17. Financial Reports

17.1 Notwithstanding the appointment of external accountants, the Organisation may, in its sole and absolute discretion, elect to undertake routine accounting procedures internally or to engage an external book-keeper for that purpose.

17.2 The Company Secretary must cause that proper and sufficient records, reports and financial statements of the Organisation, should be prepared in accordance with the relevant accounting standards on a weekly, monthly, quarterly and annual basis as:

- (a) the Directors may require;
- (b) the CEO may require for the proper management of the Organisation from time to time; or
- (c) as the Corporations Law or other statutes may require.

17.3 The Organisation must comply with the auditing and review procedures of the Corporations Law relevant to the turnover Tier that the Organisation sits in from time to time.

18. Intellectual and Industrial Property

18.1 Each party agrees and covenants with each other party, as a separate agreement and covenant that that party will keep confidential and preserve all Intellectual Property of the Organisation at all times confidential.

18.2 Each party agrees and covenants with each other party that that party will pass to the Organisation for use by the Organisation as the Organisation sees fit, free of charge, details of:

- (a) all of the technology know-how and research results relevant to the Organisation that are from time to time in that party's possession or knowledge and which that party is not restrained by obligations to others from passing to the Organisation;
- (b) all of the technology know-how and research results relevant to the Organisation that are developed, discovered or invented by that party from time to time;

provided that the Company gives to the relevant party each time an appropriate covenant to keep confidential those aspects of the technology know-how or research results which are confidential and the parties agree to cause the Organisation to give those covenants.

19. Restrictive Covenant

19.1 Upon:

- (a) the cessation as a Director by a Director for any reason;
- (b) the cessation of membership by a Member, for any reason

the provisions of confidentiality and protection of intellectual property continue to apply to that Director or Member indefinitely and do not merge on the resignation or cancellation of membership.

- 19.2** The CEO must ensure that appropriate restrictive covenants are contained in each and every employment agreement for employees of the Organisation.

20. Sunset Provisions - Review

- 20.1** Each party agrees to commit to participation in the Organisation, and to the terms of this Agreement for the Sunset Period set out in **Item 5** of the Schedule of Particulars, which period commences from the date of this Agreement.

- 20.2** The parties agree that not less than three (3) months prior to the end of the Sunset Period, the Board will undertake a comprehensive review of the strategic purposes and operations of the Organisation for the purposes of recommending to the Members whether to:

- (a) continue the operation of Organisation in its then current form;
- (b) change the operation of the Organisation as the parties may then agree;
- (c) continue with the then current Members;
- (d) change the then current Members;
- (e) re-set the Sunset Period;
- (f) make any other required amendments, changes and modifications to:
 - (i) this Agreement; and
 - (ii) the operations of the Organisation; and
- (g) wind up the Organisation; and/or
- (h) deal with any other relevant matter at that time.

- 20.3** In conducting that review, the Board may have recourse to any relevant material, matter or issue in making its recommendation to the Members.