



## Avoca Museum and Information Centre

Old School Building, AVOCA, TASMANIA, 7213

*The AGM was held at the Avoca Museum*

*At 4pm on Tuesday 26th April 2016.*

### **MINUTES**

1. Present

Alf Hicks, Prue O'Connor, Dalija Wells, Helen Reynolds, Mary Knowles, Jac Allen, Justin Fahey, Angie Gee

2. Apologies

Shirley Freeman, Shirley Squires, Frank O'Connor and Sue Charlton

3. Approval of the Minutes of the Committee Meeting held March 8<sup>th</sup> 2016 (Circulated) ##

Motion accepting the minutes of the above meetings

Moved Helen Reynolds

Seconded Jac Allen

Carried

Business Arising - Nil

4. The Presidents Report

See Copy Attached

Acceptance - Resolved

5. Finance ##

a. Treasurers Report (Attached)

Motion accepting the Treasurers Report

Moved Alf Hicks

Seconded Justin Fahey

Carried

6. Auditors Report

Auditor Maree Bricknell NMC

Moved Dalija Wells

Seconded Helen Reynolds

Carried

7. Correspondence ##

a. Inward

ASIC Annual Return of Association

b. Outward correspondence

8. Election of Office Bearers

a. President

Alf Hicks – Nominated Prue O'Connor, Seconded Helen Reynolds - Elected

b. Vice President

Frank O'Connor (Subject to Acceptance) - Nominated Dalija Wells, Seconded Jac Allen - Elected

- c. Secretary  
Prue O'Connor - Nominated Helen Reynolds, Seconded Jac Allen - Elected
- d. Treasurer  
Angie Gee (Subject to Acceptance) - Nominated Jac Allen, Seconded Justin Fahey-  
Elected
- e. Public Officer  
Angie Gee (Subject to Acceptance) - Nominated Alf Hicks, Seconded Justin Fahey-  
Elected
- f. Council Representative – Mary Knowles
- g. Committee
  - i. Sue Charlton
  - ii. Dalija Wells
  - iii. Helen Reynolds
  - iv. Jac Allen
  - v. Angie Gee
  - vi. Justin Fahey
  - vii. Alf Hicks
  - viii. Steve Taylor (Subject to Acceptance)
  - ix. Shirley Squires (Subject to Acceptance)
  - x. Fred Reynolds

9. General Business

- a. Adoption of the new Collection Policy  
Moved Justin Fahey                      Seconded Dalija Wells  
  
Carried
- b. It was suggested at Anzac Day that a display board be made similar to the one we already have. Council to apply for funding through the ANZAC Centenary Fund.

10. Meeting Closed 4:38pm.

# EVANDALE COMMUNITY CENTRE AND MEMORIAL HALL MANAGEMENT COMMITTEE

COV 4(2)(ii)

Minutes of Annual General Meeting Tuesday 4<sup>th</sup> October 2016

Chairperson: Amanda Bond Northern Midlands Council

Meeting opened: At 1.00pm.

1. Present: John Lewis, Christine & Chris Hurford, Jackie Divall, Bronwyn Rigby, Frank Halliwell, Adrian Jobson, Trevor Thomas, Lois & Laurie Wotherspoon, Barry & Marie Lawson, Gillian Atherton (Minutes).

2. Apologies: Ruth Tilsley, Sue Bedford, Mary Binks, Jenny Carter, Peter Riley.

3. Minutes of Previous Annual Meeting: read and confirmed: Chris Hurford/John Lewis: carried.

#### 4. Chairperson's Report:

John Lewis thanked all volunteers and committee members for their valued support, and remembered the special events of the year (report attached).

Adrian Jobson moved the report be accepted, seconded Frank Halliwell, carried.

#### 5. Financial report:

Trevor Thomas reported that although an operating loss was noted, this was due mainly to purchasing quality gifts for the gift shop. The introduction of EFTPOS (Albert) had been very successful (report attached).

John Lewis moved the report be accepted, seconded Frank Halliwell: carried.

#### 6. Nominations for Committee Members:

Chairman:	John Lewis	Laurie Wotherspoon/Lois Wotherspoon	accepted
Vice-Chairman	Adrian Jobson	John Lewis/Lois Wotherspoon	accepted
Treasurer	Trevor Thomas	John Lewis/Adrian Jobson	accepted
Secretary	To be decided definitely by November 2016		
Minute Secretary	Gillian Atherton	John Lewis/Lois Wotherspoon	accepted

#### Committee:

- Barry Lawson
  - Bronwyn Rigby
  - Frank Halliwell
  - Chris Hurford
  - Peter Riley
  - Ruth Tilsley
  - Sue Bedford
  - Ian Goninan is the NMC nominee
- Louis Wotherspoon/Adrian Jobson accepted.

Adrian Jobson mentioned that ALL volunteers are welcome to attend committee meetings.

#### 7. Any Other Business - Cheque Account Signatories:

The signatories for the Commonwealth Bank Cheque Account (no: 28049171) will be Adrian Jobson, Peter Riley, Trevor Thomas, Chris Hurford; any two of four to sign.

Moved Chris Hurford, seconded Adrian Jobson: carried.

The signatory for the Bankwest Telenet Saver Account (no: 010578-9) will be Trevor Thomas and Chris Hurford. Only one person is required here as the only function available is to transfer funds.

Moved John Lewis, seconded Frank Halliwell: carried.

The meeting closed at 10.20 am.

Treasurer's Report to the Annual General Meeting of  
Evandale Community Centre Committee  
4<sup>th</sup> October 2016.

The operating loss for the Calendar Year 2015 was \$2706.72. This was due mostly to purchases of quality sales stock for our gift shop and contributions to equipment purchases such as new blinds for the library and other sundry equipment such as kettles, coffee mugs vacuum cleaners etc.

This year we have had the introduction of Albert which has allowed greater facility for the purchase of merchandise from the shop. Up till the end of August \$5216.29 worth of merchandise has been purchased through Albert. To illustrate the benefit of Albert:

Total merchant sales for Calendar Year 2015 was \$10503.55. This year we are at \$9486.34 with summer sales still to come.

Moto App which gives facility for telephone purchases will be introduced soon. This will enable transactions to be made via telephone. We feel this will come in handy for exhibitions and functions.

It was reported last year that income from the Memorial Hall would be down this year due to the loss of a few regular renters. The indoor bowls club and the badminton club are currently in recess and it could be months or years away before recommencement.

Last year the annual total was \$2982. So far this year we have received \$2169 from Hall rental.

NBN hasn't been addressed at this stage, we still have twelve months to sign up. In regard to the security alarm system we have a quote from Jackson Security to install a wireless system which will bypass the NBN using the mobile networks.

Thank s to everybody for their efforts during the year.



Chairman's Report to the Annual General Meeting of

Evandale Community Centre Committee

Tuesday 4<sup>th</sup> Oct 2016

I would like to begin by thanking the committee and volunteers for all their valued support over the past 12 months.

Our main project for this past year has been stage 2 of the refurbishment of the hall, I would like to thank the council, in particular, Amanda Bond and Wayne Challis and their outside staff for their valued advice and assistance. The community centre also benefitted from a new rose bed and flagpole.

On the 18<sup>th</sup> of September we had The Blessing of the Bonnets event. A thanks goes to the organising committee for a wonderful day, despite the weather. This event raised approximately \$1400 which will be used to seed a future event.

Thanking Chris Hurford for his time and expertise in sorting out the computer etc after the resignation of our Secretary/Coordinator.

I would like to thank Chris & Trevor in their role as treasurer for keeping us on the right side of the balance sheet and Bronwyn for her continuing good management of the Memorial Hall.

As we all know what we have achieved for the year without itemising it, I would like to thank the committee for the successful running of the Community Centre and Memorial Hall and trust that this will continue into the future.

John Lewis

Chairman

Evandale Community Centre Committee

# EVANDALE COMMUNITY CENTRE AND MEMORIAL HALL MANAGEMENT COMMITTEE

Cov 4(2)(iii)

## Minutes of General Meeting Tuesday 4<sup>th</sup> October

Chairperson: John Lewis

Meeting opened: At 1.30pm.

1. Present: John Lewis, Christine & Chris Hurford, Jackie Divall, Bronwyn Rigby, Frank Halliwell, Adrian Jobson, Trevor Thomas, Lois & Laurie Wotherspoon, Barry & Marie Lawson, Gillian Atherton (Minutes).
2. Apologies: Ruth Tilsley, Sue Bedford, Mary Binks, Jenny Carter, Peter Riley.
3. Minutes of Previous Meeting: read and confirmed:  
Frank Halliwell/Adrian Jobson. Carried.

### 3.1 Business Arising:

- A new key is required for the gift shop storeroom. Should this be the main key to the system and should the History Room be included? John and Laurie will decide on best procedure and report back to next meeting.
- The roster is ready until November. It is the responsibility of the volunteer if they are unavailable to organize a replacement.

### Correspondence:

#### 4.1 Inwards:

- West Coast Railway updated summer timetable – for information.
- Jacksons re quote security system – to discuss
- Hobart Travel Centre – renew advertising.
- Tasmanian Arts Guide – for information.
- Amanda Bond – Bi-monthly risk assessment.
- Gwen Harper (Volunteering) October Special Network Meetings – for information.
- Bora Eskui – student seeking internship.
- William Barbour – RACT destinations.
- Tasmanian Parks – Marakoopa Caves closure.
- Joan Rylah, Liberal Member for Braddon – West Coast bus trial.

#### 4:2 Outwards:

- Hobart Travel Centre – declining renewal.
- Bora Eskui – internship not possible.
- Amanda Bond - assessment, completed and returned.

The security alarm needs updating to wireless as it is not compatible with NBN. Jacksons quoted \$250 to install and \$9 weekly monitoring.

Frank Halliwell moved 'that this quote be accepted, and noted that IP Monitoring was not required'.

Seconded: Adrian Jobson. Carried.

Moved that the correspondence be accepted: Laurie Wotherspoon/Lois Wotherspoon. Carried

5. Financial report:

## TREASURER'S REPORT

Sep 2016

Income	Sep 2016	% Change	Sep 2015
General	\$1481.80	+76%	\$838.55
Memorial Hall	\$0		\$368.00

Bank Balance	Sep 2016	Last Month
Commonwealth Bank-Cheque Account	\$1091.45	\$2035.30
Bankwest- Business Telenet Saver	\$7523.72	\$8515.95

General Income for September was \$1481.80 which is 76% up on last year.

Memorial Hall received no Income for this month.

Ian Goninon queried bonnet expenditure, and if there is sufficient mark-up in gift shop? Chris Hurford explained that the 'Bonnet Account' has been transferred to the History Society. Regards mark up, some goods are sold on consignment, and we only receive commission on Village Fair goods. A database of stock control is available. Further discussion with Ruth Tilsley on her return.

Trevor moved the report be accepted, seconded Adrian Jobson: carried.

6. History report Laurie Wotherspoon:

The last few months have been committed to the Blessing of the Bonnets function, with a great deal of research etc. being undertaken by members. Valuable information has been recorded. Historical Bus Tour of Evandale over that weekend was most successful. Laurie thanked everyone involved with preparations.

Laurie invited ECC volunteers to a combined BBQ on Thursday 15<sup>th</sup> December at 12.00pm. To be catered with shared costs.

7. Centre Management: John Lewis

- Progressing well in a happy atmosphere. John thanked everyone for their contribution to take over various duties.
- To approach New Start re Co-ordinator role. Ways to attract new volunteers? Ask Alison Andrews to do an article including the Centre and History Society for the Country Courier.

8. Community Hall report: Bronwyn Rigby

- Hall has been well used this month.
- Ballet bars have been removed.
- Bronwyn has spoken to Amanda re hole in the storeroom roof.
- Playgroup are emptying the cage, when tables and chairs returned from Festival of Roses, they can be stored there.
- Request that the basketball hoop be removed.
- Resolved that four new garbage bins be bought and an order to Hunters for toilet rolls.

9. Any Other Business:

- Fiona Dewar would like to meet volunteers to update everyone what is happening in the region. It was arranged to hold an afternoon tea at the Centre, Tuesday 22<sup>nd</sup> November at 2.00pm.
- New flagpole, with new procedures. To inform all volunteers of this.

- Barry Lawson spoke about the Strategic Plan that was<sup>1-8</sup> hastily put together, which needed re-visiting to make it suitable for the Centre. It was agreed that this is necessary for forward planning and selling. For further discussion.
- Ian Goninon spoke regarding the up-coming 'Festival of Roses' at Woolmers. 11<sup>th</sup> November. There are already plans for next year's event to be held over two weekends and the week between. Various Heritage events could be held then. He suggested Evandale could be part of this running a special event. It was suggested the "Scarecrow Event" could be held then.

The meeting closed at 2.30pm

The next meeting will be held on Tuesday, 8<sup>th</sup> November 2016 at 1.00pm

Gov 4(2)(iv)

Minutes of Cressy Hall Committee General Meeting Tuesday 11<sup>th</sup> October 2016

Present: H. Williams, D Rowbottom, L Robson  
M + E Seaton

Apologies: P + D. Button

Correspondence: E Mail to Health Revival  
Re: outstanding Hall hire

Business Arising: Nil.

Financial Statement: As per attached.  
Moved L. Robson Sec. M. Seaton

General Business:

Resolve to replace kitchen equipment  
Resolve to get woodchips for side of building.  
Resolve to purchase a trolley to transport chairs  
Moved H. Williams Sec. E. Seaton.

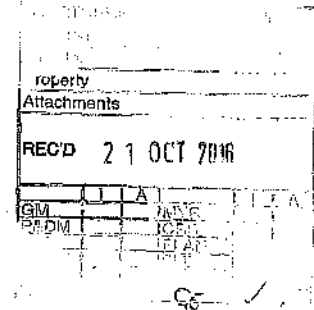
Meeting closed 8.30 pm

Next meeting 6<sup>th</sup> December 2016

# Cressy Hall Committee

## June 2016 – October 2016

**Brought Forward**                      \$7,936.85



### Income

### Expenses

Interest (May)	4.18
Interest (June)	3.36
Interest (July)	3.09
Hall Hire (V Sturzaker)	55.00
Public Liability (Sturzaker)	50.00
Interest (Aug)	3.06
Interest (Sept)	3.08
Hall Hire (AEC-Election)	105.00
Hall Hire (Cricket Club)	55.00
Hall Hire (V Blake)	55.00
Public Liability (Blake)	50.00
Hall Hire (CPSU)	33.00
Interest (Oct)	2.98

Cleaning (H Williams)	40.00
Nm Council (waste coll)	211.86
Aurora	387.01
Public Liability	50.00
Public Liability	50.00

**Total Income**                      \$422.75

**Total Expenses**                      \$738.87

**Closing Balance** \$7,620.73

Minutes of the meeting of the Ross Community Sports Club Inc.  
held on Tuesday October 12th 2016 Clubrooms 7.00 p.m.

PRESENT:- Karen Donlon, Owen & Sue Kay, Dennis Rule, Pete & Pat Kirk, Molly Jones, Rose Goss, Ricky Hebbard and Sally Langridge.

APOLOGIES:- Eddie Goss

MINUTES -: 'Moved by Molly Jones and seconded by Pat Kirk that the minutes be accepted.' CARRIED

FINANCIAL REPORTS -: 'Moved by Sue Kay and seconded by Dennis Rule that the Treasurer's Report be accepted and that accounts be passed for payment.' CARRIED  
'Committee resolved that Karen check out interest rates when next at bank.'

CORRESPONDENCE :-

- IN:- 1. NMC – Town Hall Acoustics
- 2. Riley Donlon – Thankyou.
- 3. Alice Bennett – Thankyou.
- 4. Percy Bennett - Thankyou.

OUT:- 1.Nil

'Moved by Pete Kirk and seconded by Dennis Rule that the correspondence be accepted.' CARRIED

GENERAL BUSINESS :-

Pat Kirk had checked out prices for toilet frame and seat, 'Committee resolved Pat to purchase two plus signage for toilets (wheelchair access/disabled).'

Dennis purchased Santa Suit which he was pleased with the quality of and has been reimbursed.

Sue Kay reported on meeting for Bridge - 180 years that a lunch for Ross residents will be held on 22<sup>nd</sup> October but has not heard if they need us to donate tea, coffee etc.

Owen Kay contact Council about pool fencing and was told not this season but to go ahead with shading for paddling pool and if needed to put posts outside fencing would be okay. Sally to contact Sam's Sails for some quotes for shading the area.

Owen also spoke to Council about the removal of sheds taking so long as they look an eyesore, Council said should be done in next couple of weeks as waiting on asbestos removalist who will do the sheds when doing the one in the main street for Council.

Pete Kirk purchased paint for shed but still to get brushes next time he goes to Bunnings.

Sue had email from Samantha Dillon from NMC who will now be our contact for council with pool liaison this season and has arranged a meeting on the 26<sup>th</sup> October at the Ross Pool.

Committee had discussion on upcoming events, organising help and stock.

Meeting closed at 7.45p.m.  
Next meeting will be at 7.00 p.m. at Clubrooms Wednesday 14<sup>th</sup> December 2016.



## MORVEN PARK MANAGEMENT &amp; DEVELOPMENT ASSOC. INC

MINUTES OF MEETING 12<sup>TH</sup> OCTOBER 2016

Meeting Opened: 19.40

Present: Brendon Crosswell (Chair), Carmel Oates (Secretary), Ian Pease (Skate Park), Scott Frankcombe (ECC), Patrick Davey (EFC), David Houghton (Rotary), John Hughes (Treasurer), Deputy Mayor Richard Goss. Robert Chick & Nathan Guy (EPS), Des Jennings (NMC)

APOLOGIES: Brendan Chapman (Skate Park), Jeremy Cunningham (EFC) Graham Houston (ELRSS), Scott Hill (EPS), Peter Johnstone (ECC), Stephen Baldock (PFC)

Chair welcomed Des Jennings General Manager NMC to meeting.

MINUTES OF PREVIOUS MEETING 14 SEPTEMBER 2016

Moved David Houghton seconded Patrick Davey that minutes circulated is accepted as true and correct. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES.

- Floor resurfacing- rubber matting has been repaired.
- Grandstand/Ground Lighting –*Estimated costs for upgrade & relocation of grandstand \$60,000.*
  - *Lighting - \$200-\$220k-poles, lights, wiring.*
- Aurora account payments re Light rail portion of a/c- *Still pending. John Hughes to contact Tas Networks to arrange separate meter if possible for Light rail.*
- Facility Safety/Risk checklist- re drainage, wall damage/cracked toilet. *D Wilson NMC spoken to some committee people and discussed arrangements. Gen. Mgr inspected areas of concern. Firstly work on drains/showers. 2<sup>nd</sup> may have to look at using marine ply for walls in changerooms. Need more solid sturdy walls and sealed for water. G/Mgr to monitor.*
  - Cracked toilet- *responsibility of committee.*
- Sealing/Parking NE corner Morven Park- some patch up work completed. Waiting on response from Leigh McCulloch after talks with our Chairman and school.- **Chair to follow up.**
- Upgrading of cricket pitch – *needs to be included in master plan for MP. Minor discussion with L. McCullagh, pitch too narrow. Gen. Mgr to follow up with Works Mgr.*
- Ground maintenance- *needs to be included in master plan.*
- Graffiti at skate park – *Has been removed by council.*

- Letter to Mayor Downie regarding areas of concerns at MP.  
*Gen. Mgr addressed committee and advised the following:-*
  - *Committee needs to look at and prepare overall strategy for site (Master Plan).*
  - *Overall strategy showing demonstrated need of upgrades ie. female/umpire changerooms, storage areas, indoor facility for training.*
  - *Identify issues, prioritise issues.what's wanted in plan.*
  - *Show a demonstrated need.*
  - *Look at obtaining external funds ie. govt. grants. Making contact with existing and future Members of Parliament.*
  - *Look at costings, draw up plans etc.*
  - *Have council look at their budget.*
  - *Morven Park committee to make contribution.*
  - *Talk to all users.*

*Gen. Mgr to report to council's November meeting that Morven Park needs a Business Plan completed.*

- *Top Dressing of ground - Included in this year's NMC budget.*
- *Ongoing plan for maintenance of ground, top dressing to be delayed until drainage has been rectified.*

#### CORRESPONDENCE

IN: NMC- Facility Safety & Risk checklist due/Minute responses.  
ECC-Facility booking 3/12//16.  
NMC- MOU signed copy  
NMC- Reply from NMC Mayor Downie  
SupaGas A/c.  
Tas Networks – power interruption

OUT:  
NMC - Minutes of Sept. meeting.  
NMC Mayor Downie-Morven Park concerns.

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

#### TREASURERS REPORT.

Opening Balance @ 12/10/16 \$1,766.69

Closing Balance @ 12/10/2016 \$1,666.33

Less payments

Supagas \$159-20 - EFC  
Chq 717 Telstra \$36.72

Moved John Hughes seconded Patrick Davey that Treasurers' Report is accepted as true and correct. CARRIED.

## REPORTS.

### Football Club:

- Handover to cricket completed. Dinner at end of month

### Tennis Club:

- All OK.

### Penny Farthing:

- No Report.

### Light Rail:

- No Report.

### School:

- Robert Chick's last meeting - Nathan Guy his replacement.
- School dinner booking 20 Dec and access to kitchen.

### Cricket Club:

- Recruited well this season.
- Successful season launch
- Roster starts this Saturday 15 Oct.
- Work at nets continues.
- Milo cricket – good response at Campbell Town & Evandale.
- Wet ground – Up to playing captains to decide if deemed safe to play.
- NBN being connected \$120pm. Club to cover costs.

### Rotary:

- Have new freezer now in shed.

### Skate Park:

- Would like covered seating for users. (to be included into Masterplan.)
- More equipment, also play equipment.
- Place onto wish list for next years NMC's funding round, as we need to utilise this area.

### Ground:

- Stop rolling ground – too hard now. Chair to liase with council works dept (Damien).
- Spraying of Ground – Completed, secretary to send letter of thanks.
- Still wet – upto cricket captains to decide if safe to play.

NMC:

- Next meeting 17 November.

GENERAL BUSINESS

- NE corner of ground re parking, bollards – still awaiting response, Chair to follow up with Damian at NMC.
- Mackinnon family plaque missing – Been misplaced at NMC, chair to followup plaque details, Cr. Goss to organise replacement.

Next meeting: 9 November, 2016

Meeting closed 21.05.

Brendon Crosswell  
CHAIRMAN

Carmel Oates  
SECRETARY

MINUTES

Gov U(2)(vii)

MEETING OF THE CAMPBELL TOWN DISTRICT FORUM HELD IN THE UPSTAIRS MEETING ROOM AT THE TOWN HALL, CAMPBELL TOWN ON TUESDAY, 1 NOVEMBER 2016 COMMENCING AT 9:30AM

1 PRESENT

Mrs Jill Clarke (Chairperson), Mr Bevis Perkins, Mr John Ashman, Ms Sally Hills, Mr Michael Roach, Mrs Jill Davis, Mrs Judith Lyne (9:31am), Mrs Debbie Thomas (9:42am)

2 IN ATTENDANCE

Cr Leisa Gordon, Mr Leigh McCullagh (Works Supervisor), Mrs Amanda Bond (Regulatory & Community Services Manager), Mrs Kerin Smith-Harvey (Guest)

3 APOLOGIES

Mr Rob Rakich, Mr Owen Deifenbach,

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

*Mr John Ashman/Mr Bevis Perkins*

The minutes of the meeting of the Campbell Town District Forum held on **Tuesday, 4 October 2016** be confirmed as a true and correct record of proceedings.

Carried unanimously



## **6 BUSINESS ARISING FROM THE MINUTES**

### **6.1 Campbell Town War Memorial Oval**

Philp Lighton Architects Pty Ltd appointed by Council at its meeting of 17 October 2016 to design the clubrooms. Council officers working with consultant regarding timeframes and consultation with stakeholders. Consultant's scheduled to attend next Forum meeting.

### **6.2 Campbell Town CBD Urban Design Strategy**

Council officers awaiting receipt of final concept plan.

### **6.3 Christmas lights**

Council Works & Infrastructure Manager investigating options. Forum to discuss option of alternative decorations, noting comment from last meeting that lights may not be as effective at that time of year (near the longest day).

Consensus of the Forum was lighting and decorations are a priority. It was resolved to encourage businesses to decorate their shopfronts for Christmas.

### **6.4 Conara Park**

Motion from the meeting of 6 September 2016:

*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.*

Noted for investigation by Council at its meeting of 19 September 2016 and referred to the Department of State Growth for comment.

### **6.5 End of Year Function**

Contact made with Ross Hotel, awaiting confirmation. If not received this week will look at alternative options. Lake Leake Tavern was suggested.

#### **Action**

Mrs Bond to make enquiries and finalise with Mrs Eacher.

### **6.6 Public Toilets**

Motion from the meeting of 4 October 2016:

*That Council review the cleaning schedule of the Campbell Town toilets given the high volume of usage, with the view to increase the daily cleaning.*

Noted for investigation by Council at its meeting of 17 October 2016. Council committed to extra cleaning and installation of hot water.

## **7 GENERAL BUSINESS**

### **7.1 Strategic Plan**

Forum to note the draft Northern Midlands Council Strategic Plan 2017-2027 and provide comment.

General comment received was that the plan lacked detail. It was explained that the purpose of the document is a broad overarching plan for the Council. There are detailed departmental plans that sit at an operational level beneath the overall strategic plan. Hard copies and feedback forms are available in Service Tasmania until 1 December 2016.

### **7.2 State Government Loan Offer**

The Forum to note that Council identified projects at its meeting of 17 October 2016 to put forward to the State Government for consideration in its recently announced stimulus package:

That Council prepare an application under the State Government ALGCP program for up front funding to a limit of \$5,000,000 and arrange for the following identified projects to be brought forward immediately if funding is approved:

• Campbell Town Multipurpose Complex	\$1,750,000
• Cressy Amenities	\$220,000
• Longford Football Club	\$550,00
• Ground lighting	\$800,000
• Ross Square Master Plan	\$300,000
• Office Car Park & Disabled Access	\$200,000
• Additional footpaths	\$250,000
• Longford Community Centre Masterplan	\$1,000,000

with the final list to be confirmed by Council's Executive.

### **7.3 Flooding**

Concern raised regarding the recent flooding experienced in Campbell Town and whether or not there is any action Council can take to alleviate the issue. Mr McCullagh reported there are some issues with drainage in the area, however, the problem can't be completely solved. Works officers are liaising with effected properties and will make effort to alleviate the problem. Noted that the same event has been experienced several times in past 20 years.

### **7.4 Roads and footpaths**

General discussion was had with Mr McCullagh regarding footpaths and roads in Campbell Town. It was noted Council is behind with the mowing at present due to wet weather.

Mr McCullagh left the meeting at 10:17am.

### **7.5 Parking**

Concern was raised as to safety of parking on High Street toward corner in front of the hospital.

#### **Action**

Mrs Bond to request safety inspection.



### 7.6 Outdoor dining

Concern was raised in respect to compliance with non-smoking laws in outdoor dining areas in the municipality.

#### Action

Mrs Bond reported a review of Council's Footpath Trading Policy is scheduled to occur shortly, at which time the matter will be considered.

### 7.7 Australia Day Awards

Nominations for the Northern Midlands Council Australia Day and Volunteer Recognition Awards are now open, closing on 9 December 2016.

## 8 CLOSURE

Chairperson closed meeting at 10:33 am.

Next meeting to be held on **6 December 2016** at the Town Hall, upstairs meeting room.

## EVANDALE ADVISORY COMMITTEE

Gov 4(2)(viii)

Minutes of the ordinary meeting of the Committee held at the Community Centre on Tuesday, 1 November 2016 commencing at 7.00pm.

### 1 ATTENDANCE

Mr J Lewis, Mr A Jobson, Mr R von Bibra, Mr C Plaisted, Mrs H Houghton, Mrs C Brown, Mrs A Harvey, Mr B Lawson

In Attendance:

Cr M Knowles, Mrs G Eacher (Secretary)

### 2 APOLOGIES

Mrs K Heathcote, Mr S Baldock, Cr L Gordon

### 4 CONFIRMATION OF MINUTES

#### ***B Lawson/ R von Bibra***

*That the minutes of the meeting of the Evandale Advisory Committee held on Tuesday, 4 October 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) Strategic Plan

Council's draft Strategic Plan was circulated to Committee members for their consideration and comment.

Discussion ensue re the Strategic Plan, with the following comments provided:

- Says a lot but does not have enough detail.
- Not direct enough, too much jargon (Council speak) not easy for the general public to relate to – e.g. meaning of *Local Government Reform*.
- Too many plans – focus of project management is “under promise and over deliver”.
- Number of reports done – problem is consultant leaves and staff changes, reports re-done.

The Committee agreed to provide additional formal feedback on an individual basis.

#### ***R von Bibra/A Harvey***

*That the committee support, in-principle, the Draft Northern Midlands Strategic Plan 2017-2027.*

*Carried*

**ii) Trees / Arborists**

The Committee previously queried

- whether Council holds a tree register/plan, information to be provided.
- what permissions are required by Aurora to lop trees, advised that Council works with Aurora to ensure the best outcomes.
- the expected date of the next visit of the Arborist
- why Council does not employ local Arborists to undertake inoculations/treatments.

The following advice was provided:

- Council holds a tree register/plan of all trees on Northern Midlands streets, parks and reserves in all towns.
- In excess of 5,600 trees are inspected every 2 years, with a comprehensive report provided on each tree. Isolated trees of concern within that period are inspected on request by Council.
- Aurora, Telstra, etc. operate under legislation relative to the sector in which they operate and are not required to consult with Council when lopping trees; however, generally there is cooperation between the parties, but it is not a requirement.
- Council, engages highly qualified mainland contractors to undertake inspections (the same firm being engaged by a number of councils across the state and in Victoria) and elm leaf beetle treatments (in conjunction with Meander Valley Council).
- Council employs the arboricultural and environmental consultants based in Victoria to undertake the inspections and inoculations as the qualifications, experience and quality of the work undertaken is exemplary. Elm leaf beetle treatments undertaken by local contractors previously were unsuccessful, however, the last treatment was undertaken by the mainland contractors and was 100% successful.

**iii) Footpaths**

At the October meeting, the Committee queried when the ironstone gravel footpaths in High Street had last been topped-up and when it was programmed to be undertaken again. Suggested that consideration may be given to an alternate more permanent treatment which looked the same, such as was proposed to be used in other heritage precincts.

The committee noted that replacement of the ironstone gravel footpath with an exposed aggregate concrete footpath from West Cambock Lane to Russel Street was programmed in 2015/2016, as:

- Red iron stone gravel is no longer available to undertake maintenance of existing ironstone gravel footpaths.
- Council's footpaths are generally constructed with a cross fall gradient of 2% in accordance with the standard specifications, a fall of 2% is flat and small depression in the gravel causes water to pond.
- Topping up of ironstone footpaths with less than an even minimum depth of about 60 mm in depth overall is not generally carried out as the top layer delaminates and does not bind to the bottom layer unless it is raked loose evenly with the backhoe bucket prior to topping.
- Gravel only sets satisfactorily when water is distributed evenly through the gravel.

The replacement of the footpath was rejected by the Committee at that time.

The committee requested that Council consider the change to standardised footpaths across Evandale and supported the change to exposed aggregate. To be included in the 2017/18 priority projects list.

The committee further queried the reason for the gap between the concrete footpaths and property boundaries on High Street (and other locations). The committee noted that the in-fill of these gaps alongside footpaths is included as No. 6 Section A in the priority list submitted to Council for the 2016/17 budget.

**iv) Road Signs**

- a) At the October meeting, suggested that Council, the community and Department of State

Growth work together to improve and modernise signage that, from a tourism perspective, would attract more visitors to Evandale. Also to ensure that signage that is erected is good signage.

Agreed to request signage upgrade for Evandale on completion of the roadworks (Perth to Breadalbane / Perth to Symmons Plains), however, could commence with planning in the interim.

- b) At the October meeting the Committee requested that officers investigate the installation of 'No Air Brakes' signage at the entrances to Evandale. Noted verbal response from State Growth was that they did not expect this to be an issue. The Chair to ascertain what signage was in place following which Committee would make suggestions in relation to possible locations for signage.
- c) Noted that the brown tourism signs are the responsibility of the entity to which they refer – includes all the related infrastructure, however, the business needs to consult with Council in this regard.

## **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.

Currently establishing

- base guidelines to go with the Plan - needs to be flood resistant, i.e. carpark, furniture, paths; and
- costings.

Council hopes to finalise before year end.

### **ii) MAST's Paddle Safe Program**

Educational program for recreational paddlers – information circulated.

Two sessions of the Paddle Safe Program have been booked to be held in the Northern Midlands, on Thursday, 12 January 2017 at (Ross/Campbell Town) and Friday, 13 January 2017 (Longford/Cressy).

Once the promotional material has been received, the sessions will be promoted through the weekly adverts in the Community News section of the Examiner, the Country Courier, and also on our webpage and Facebook sites.

Information sought on the duration of the sessions and approximate numbers of persons which can be accommodated. Information to be provided when available.

## **7 COMMUNITY GROUP REPORTS**

### **i) Rotary Club**

- 15/10 Trivia night held - \$4,000 raised.

### **ii) Community Centre/ Memorial Hall**

- Awaiting return of volunteers from overseas.
- 15/12 combined BBQ with History Centre.

**iii) Neighbourhood Watch**

- No report made available.
- Committee noted that meeting information on signage required updating.

**R von Bibra/H Houghton**

*That the reports from community group representatives be received.*

*Carried*

**8 NEW BUSINESS**

**i) Planning Matters**

The following applications for a development relevant to Evandale submitted to Council were noted, with no comment provided:

- P16-238** 27-29 Collins Street, Evandale - **Closing date:** 10-Nov-2016  
**P16-255** 18 High Street, Evandale - **Closing date:** 03-Nov-2016

**ii) Policy: Public Liability Insurance Requirement for Council Owned Facilities**

Minute (and attachment) extract from 17 October 2016 Council meeting minutes was circulated. The committee noted the content thereof.

**iii) Volunteer Recognition & Australia Day**

Noted that nominations for the 2017 Volunteer Recognition program and Australia Day Awards. Completed forms must be returned by Friday, 9 December 2016 – post to General Manager, P O Box 156, Longford TAS 7301 or emailed to [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au) Nomination forms are available on-line at [http://www.northernmidlands.tas.gov.au/Page/Page.aspx?Page\\_Id=500#BM6472](http://www.northernmidlands.tas.gov.au/Page/Page.aspx?Page_Id=500#BM6472)

**iv) Other Matters:**

- Noted that following the replanting of plants at the entrance to Evandale, more plants had been removed.

**9 CLOSURE & NEXT MEETING**

Chairperson closed meeting at 8.20pm.

The next meeting to be held Tuesday, **6 December 2016**, commencing at **6.00pm**, to be followed by the Christmas Function to be held at 7pm at the Prince of Wales Hotel.





















<b>Resource Sharing Summary 1/7/16 to 30/6/17 As at 31/10/16</b>	<b>Units Billed</b>	<b>Amount Billed GST Exclusive \$</b>	<b>Rate inclusive of Oncosts and Admin \$</b>
<b>Launceston City Council</b>			
Service Provided by NMC to LCC	-	-	
<b>Total Services Provided by NMC to Launceston City Council</b>	<b>-</b>	<b>-</b>	
Service Provided by Launceston City Council to NMC Wages and Oncosts	-	-	
<b>Total Service Provided by LCC to NMC</b>		<b>-</b>	
<b>Net Income Flow</b>		<b>-</b>	
<b>Meander Valley Council</b>			
Service Provided by NMC to MVC Wages and Oncosts	-	-	
<b>Total Services Provided by NMC to Meander Valley Council</b>	<b>-</b>	<b>-</b>	
Service Provided by Meander Valley Council to NMC Wages and Oncosts			
Plumbing Inspector	331.80	15,563.00	46.90
<b>Total Service Provided by MVC to NMC</b>		<b>15,563.00</b>	
<b>Net Income Flow</b>		<b>- 15,563.00</b>	
<b>Total Net</b>		<b>- 15,563.00</b>	
<b>Private Works and Council Funded Works for External Organisations</b>			
	<b>Hours</b>		
<b>Economic &amp; Community Development Department</b>			
<b>Northern Midlands Business Association</b>			
Promotion Centre Expenditure			
- Tourism Officer	32.00		Not Charged to Association Funded from Council Budget A/c 519035
<b>Works Department Private Works Carried Out</b>	18.50		
	<b>50.50</b>		

GOV6



## Public Holidays 2017

Holiday	Date	Location	Notes
<b>New Year's Day Observed</b>	<b>2 January</b>	<b>Statewide</b>	<b>As 1 January falls on a Sunday, the Monday following New Year's day is observed.</b>
Devonport Cup	11 January	Devonport	Wednesday not earlier than fifth and not later than eleventh day of January. From 11am Municipal area of Devonport - generally State Public Service only. To check your award or agreement ring Fairwork Infoline on 131394.
<b>Australia Day</b>	<b>26 January</b>	<b>Statewide</b>	<b>Thursday</b>
Royal Hobart Regatta	13 February	Hobart	Second Monday in February. South of & including Oatlands and Swansea excluding Bronte Park, Catagunya, Strathgordon, Tarraleah, Wwayatinah & West Coast.
Launceston Cup	22 February	Launceston	Last Wednesday in February - generally Public Service only. All Day - Municipal areas of Break O'Day, Dorset, George Town, Glamorgan-Spring Bay (north of and including Cranbrook), Launceston excluding Launceston City centre and suburbs specified below, Meander Valley excluding suburbs and townships specified below, Northern Midlands, Southern Midlands north of but not including Oatlands, West Tamar excluding townships specified below. From 11am - Launceston City centre and the following suburbs and townships Alanvale, Blackstone Heights, East Launceston, Elphin, Franklin Village, Glen Dhu, Inveresk, Invermay, Killafaddy, Kings Meadows, Mayfield, Mowbray, Mowbray Heights, Newnham, Newstead, North Riverside, Norwood, Prospect, Prospect Vale, Punchbowl, Ravenswood, Riverside, Rocherlea, St Leonards, Sandhill, South Launceston, Summerhill, Trevallyn, Vermont, Waverley, West Launceston, West Riverside, Youngtown.
King Island Show	7 March	King Island	First Tuesday in March
<b>Eight Hours Day</b>	<b>13 March</b>	<b>Statewide</b>	<b>Second Monday in March</b>
<b>Good Friday</b>	<b>14 April</b>	<b>Statewide</b>	





Holiday	Date	Location	Notes
<b>Easter Monday</b>	<b>17 April</b>	<b>Statewide</b>	
<b>Easter Tuesday</b>	<b>18 April</b>	<b>Statewide</b>	<b>Restricted public holiday observed by some awards/agreements and the State Public Service. To check your award or agreement ring Fair Work Infoline on 131394.</b>
<b>ANZAC Day</b>	<b>25 April</b>	<b>Statewide</b>	<b>Tuesday</b>
AGFEST	5 May	Circular Head	Friday following the first Thursday in May. Municipal area of Circular Head only.
<b>Queen's Birthday</b>	<b>12 June</b>	<b>Statewide</b>	<b>Second Monday in June</b>
Burnie Show	6 October	Burnie	Friday before the first Saturday in October. Municipal areas of Burnie, Waratah-Wynyard and West Coast.
Royal Launceston Show	12 October	Launceston	Thursday before the second Saturday in October. Municipal areas of Break O'Day, Dorset, George Town, Launceston, Meander Valley, Northern Midlands, West Tamar.
Flinders Island Show	20 October	Flinders Island	Friday before the third Saturday in October - Municipal area of Flinders Island.
Royal Hobart Show	26 October	Hobart	The Thursday before the fourth Saturday in October. All of Tasmania south of and including Oatlands and Swansea also Bronte Park, Strathgordon, Tarreleah and Wayatinah - excludes West Coast.
Recreation Day	6 November	Launceston	First Monday in November - all parts of the state which do not observe Royal Hobart Regatta
Devonport Show	1 December	Devonport	Friday nearest the last day in November but not later than 1 December. Municipal areas of Devonport, Kentish and Latrobe.
<b>Christmas Day</b>	<b>25 December</b>	<b>Statewide</b>	<b>Monday</b>
<b>Boxing Day</b>	<b>26 December</b>	<b>Statewide</b>	<b>Tuesday</b>



## Term Dates

Department of Education staff should check the staff term dates Intranet page.

A list of Tasmanian public holidays and Easter dates is available from Worksafe Tasmania.

School Terms and Professional Learning Days

### 2016

#### 2016 - Schools

2016	Start	Finish
<b>Term 1</b>	Monday 1 February (teachers commence) Wednesday 3 February (students commence)	Easter break: Friday 25 March - Tuesday 29 March Friday 8 April
<b>Term 2</b>	Tuesday 26 April	Friday 1 July
<b>Term 3</b>	Monday 18 July	Friday 23 September
<b>Term 4</b>	Monday 10 October	Wednesday 21 December (students finish) Thursday 22 December (teachers finish)

#### 2016 - Colleges

2016	Start	Finish
<b>Term 1</b>	Wednesday 27 January (teachers commence) Wednesday 3 February (students commence)	Easter break: Friday 25 March - Tuesday 29 March Friday 8 April
<b>Term 2</b>	Tuesday 26 April	Friday 1 July
<b>Term 3</b>	Monday 18 July	Friday 23 September
<b>Term 4</b>	Monday 10 October	Refer to individual college for student finish date Friday 16 December (teachers finish)

### 2017

#### 2017 - Schools

2017	Start	Finish
<b>Term 1</b>	Monday 6 February (teachers commence) Wednesday 8 February (students commence)	Easter break: Friday 14 April - Tuesday 18 April Thursday 13 April
<b>Term 2</b>	Monday 1 May	Friday 7 July
<b>Term 3</b>	Monday 24 July	Friday 29 September
<b>Term 4</b>	Monday 16 October	Thursday 21 December (students finish) Friday 22 December (teachers finish)

#### 2017 - Colleges

2017	Start	Finish
<b>Term 1</b>	Monday 30 January (teachers commence) Wednesday 8 February (students commence)	Easter break: Friday 14 April - Tuesday 18 April Thursday 13 April
<b>Term 2</b>	Monday 1 May	Friday 7 July
<b>Term 3</b>	Monday 24 July	Friday 29 September
<b>Term 4</b>	Monday 16 October	Refer to individual college for student finish date Friday 15 December (teachers finish)

**Gail Eacher**

---

**Subject:** FW: LGAT 2017 Meeting Dates  
**Attachments:** LGAT CALENDAR 2017.xls

**Subject:** LGAT 2017 Meeting Dates

Hi All

The LGAT meeting dates have been finalised and are in the process of being loaded onto our events calendar on our website but, for now, I have attached a list of the scheduled meetings for reference.

Please note that dates may be subject to change during the course of the year and our events calendar should be checked closer to the actual events.

Regards  
Chris

*Christine Agostinelli*  
Local Government Association of Tasmania  
Ph 6233 5964  
[www.lgat.tas.gov.au](http://www.lgat.tas.gov.au)

Date	Event	Location
<b>February</b>		
1	LGAT Breakfast Forum	Burnie
9	GMC Meeting	Launceston
10	LGAT Regional Breakfast	Launceston
10	General Meeting	Launceston
21	LGAT Breakfast Forum	Hobart
25-26	Elected Members' Professional Development Weekend	Hobart
<b>March</b>		
15 & 16	General Managers' Workshop	TBC
<b>April</b>		
6	Mayors Professional Development	Launceston
7	General Meeting	Launceston
<b>May</b>		
17	GMC Meeting	Hobart
22-24	LGMA National Congress	Hobart
31	2IC Workshop	Hobart
<b>June</b>		
18-21	National General Assembly of Local Government	Canberra
<b>July</b>		
26	AGM/General Meeting/GMC Meeting	Wrest Point
27-28	LGAT Conference	Wrest Point
<b>August</b>		
30	GMC Meeting	
<b>September</b>		
6-7	GM's Workshop	TBC
<b>October</b>		
4	LGAT Breakfast Series	Hobart
18	LGAT Breakfast Series	Launceston
<b>November</b>		
2	Mayors Workshop	TBC North West
3	LGAT Breakfast Series	TBC North West
3	General Meeting	TBC North West
<b>December</b>		
13	GMC Meeting	Hobart

R+CS 1

<b>Policy Name:</b>	Fire Abatement
<b>Originated Date:</b>	Adopted 18 February 2013 – Min. No. 50/13 (as Policy 69)
<b>Amended Date/s:</b>	Reviewed 21 November 2016 – Min. No.
<b>Applicable Legislation:</b>	<i>Local Government Act 1993</i>
<b>Dataworks Reference:</b>	44/001/001
<b>Objective</b>	Provide a fair and consistent approach to the reduction of potential fire risk within the settlement areas of the Northern Midlands.

## INTRODUCTION

Wildfire is a natural hazard throughout Tasmania and it is the ongoing responsibility of all land owners to take reasonable measures to minimise the risk to their own property and that of their neighbours.

The *Local Government Act 1993* at part 12, division 6, defines a nuisance to include anything that is, or is likely to be, a fire risk. Further, the Act requires that, where such a risk is identified, a notice is served requiring abatement of that risk.

Council's authorised officers have the training and authority to inspect properties and where necessary, require the abatement of risk.

Council recognises that different fire risks exist on individual properties depending upon matters such as the location of the land, its terrain and vegetation cover.

## OPERATION

### 1 Inspection

Council does not provide a comprehensive property inspection service as it is the responsibility of individual land owners to assess their own risk and take appropriate action. However, Council will respond and inspect all sites where a fire risk concern is raised by the community.

### 2 Expectation

#### *Rural Properties*

It is expected that owners and occupiers of rural properties will manage their risk of fire transfer, either to or from their properties, through the use of fire breaks at their boundaries. Depending on the slope and potential fuel load, fire breaks should at least be between 10m and 20m wide and should be cut to a height not exceeding 10cm or be ploughed. Fire breaks should be regularly inspected and maintained with a minimal fuel load.

#### *Urban Fringe – Low Density Residential*

It is expected that owners and occupiers of properties on the urban fringe or in designated low density residential or rural living areas will manage their risk of fire

transfer, either to or from their properties, through the use of fire breaks at their boundaries. Depending on the slope and potential fuel load, fire breaks should be between 5m and 20m wide and should be cut to a height not exceeding 10cm or be ploughed. Fire breaks should be regularly inspected and maintained with a minimal fuel load.

### ***Urban areas***

It is expected that owners of vacant lots within urban areas will maintain a 5m wide fire break, at a height of not more than 10cm, with all shrubs and lower (less than 1m) limbs of trees removed. Grass throughout the balance of the property should be maintained at approximately 10cm, trees and shrubs may be retained. Debris fuel load should be removed annually.

### ***Grazing to abate risk***

The use of sheep, or other stock, to graze vacant land and so keep the grass short and thus abate potential fire risk can be effective if commenced early enough and if weeds – particularly thistles and gorse - are additionally dealt with. Placing sheep onto vacant land once an abatement notice has been served, or after significant growth, is unlikely to produce a satisfactory result. In many cases, the trampling, by stock, of the fuel load may simply make its removal more difficult.

## **3 Process**

- i *Inspection* – Councils authorised officer will promptly inspect all properties brought to Council attention by the public and in October of each year will inspect those issued with notices in recent years.
- ii *Friendly Reminder* – following the initial inspection, the authorised officer will send a reminder letter to the owners of all properties where, in the opinion of that officer, a fire risk may eventuate if the existing fuel load is not reduced.
- iii *Advertise* – Place fire season hazard advertisement in the Examiner newspaper in early November and mid December each year.
- ~~iv *Green Waste Disposal* – Advertise free green waste disposal day to coincide as closely as practicable with the onset of the fire permit period.~~
- v *Inspection* – in early December of each year, the authorised officer will conduct a follow up inspection of all properties from step (i) and of any other properties brought to Council's attention.
- vi *Abatement Notice* – where, in the opinion of the authorised officer, there is, or is likely to be, a fire risk, a notice will be served upon the owner of the land requiring the risk to be abated within fourteen days.
- vii *Appeal or carry out work* – the owner of the land must abate the risk or may lodge an appeal with a magistrate within 14 days of the service of the notice.
- viii *Risk not abated* – if the owner does not abate the risk or lodge an appeal within the prescribed 14 day period, a letter will be sent advising that Council will carry out the works at the owner's expense. This liability will be incurred even if the

owner then abates the risk prior to the arrival of Council's contractor.

- ix *Send Contractor* – once the letter referred to in step (vii) is sent, the authorised officer will engage a contractor to enter the land and do anything reasonably necessary to abate the fire risk. The contractor will cut locks or remove gates etc. if necessary to gain entry.
- x *Charge to owner* – All costs associated with the contractor, plus and administration fee, will be invoiced to the owner.



# Longford Recreation Ground

## 2030 Master Plan





**Client**

Northern Midlands Council  
13 Smith Street  
Longford Tasmania

**Consultant**

Lange Design  
PO Box 5017  
Launceston Tasmania



**Disclaimer**

This report has been prepared in accordance with the scope of services described in the contract between Lange Design and Northern Midlands Council. The report relies upon data, surveys and other information specified herein. Any findings, conclusions or recommendations only apply to the aforementioned circumstances and no greater reliance should be assumed or drawn by the client. Furthermore, the report has been prepared solely for the use by Northern Midlands Council, and Lange Design accepts no responsibility for its use by others.

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# 1 Background

Northern Midlands Council has identified the redevelopment of the Longford Recreational Ground as a significant project within the open space and recreational fabric of the municipality.

This Master Plan will provide Council with information for the future planning and detailed design and construction of formalised internal traffic infrastructure, building maintenance, optimal usability of grounds, consolidation of maintenance facilities and additional community recreational activities within the recreation grounds.

The information contained within this report is a collaborative effort between the author, Northern Midlands Council and the key stakeholders from each of the interest groups that utilise the recreation grounds. Information has been sourced from Council documents and reports, stakeholder consultations, community surveys, site investigations and aerial photography.

Longford Recreation Ground is home to a number of current users including:

- Longford Football Club (Senior and Junior)
- Longford Cricket Club
- Longford Districts Little Athletics Club
- Longford Primary School
- Health Revival Longford

The oval is largely used by the Longford 'Tigers' Football Club (Division 1), and junior football club for games and training during the winter season. During the summer months, the Longford 'Tigers' Cricket Club use the grounds for training and games.

The grounds are currently in full use, all year round, with little time available for 'resting' between the ending of the football season and the beginning of the cricket season. This is a critical factor regarding the high level of maintenance required of the grounds, to ensure they are usable for all sporting and recreational groups throughout the year.

## 2 Context

The Longford Recreation Ground is located within the northern Tasmanian township of Longford, which is the business centre of the Northern Midlands Council municipality (refer figure 1). Longford is approximately twenty one kilometres from Launceston, and has a population of just over 3,750 (2011 Census).



Figure 1 – Contextual Map of Longford.

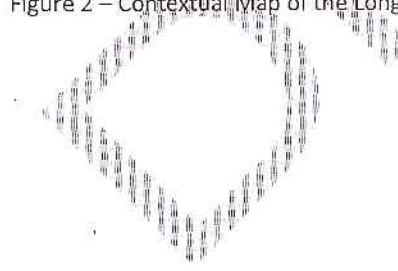


The Longford Recreation Ground covers an area of approximately 6.4 hectares, and is accessed by Smith Street to the east of the grounds.

The grounds are centrally located on the south-western side of Longford and is easily accessible from all areas within the township, by either walking, riding or driving.



Figure 2 – Contextual Map of the Longford Recreation Ground (LRG).



The recreation grounds are bound by the Council depot holding yard to the north, residential rear boundary fences off Hay Street to the east, High Street to the south, and Back Creek to the west. The Longford Sports Centre (LSC), which is also part of the grounds, is located within the south eastern corner of the site. The LSC is only accessible from Burghley Street to the south of the grounds.

The recreation ground covers three titles, with the Smith Street road reserve extending to the middle of the existing oval. The land parcels are;

- Property ID 6736617, Smith Street (includes Longford Sports Centre).
- Property ID 6736617, Title Reference 214802/1, Smith Street.
- Property ID 3179907, Title Reference 232329/1, Hay Street (includes Council depot holding yard to the north).

Current built forms within the recreation ground include the centrally placed Longford Football/Cricket stadium, function room and bar, change rooms, massage/first aid rooms and associated buildings.

The oval is also centrally placed within the site, with designated Longford District Little Athletics activities placed between the LSC and the oval. A large open space area formally known as the old tip site, forms the northern portion of the site with a fence separating this area from the Council depot holding yard.



Figure 3 – Site Map of the Longford Recreation Ground.



### 3 A Plan for the Future

The purpose of the Longford Recreation Ground Master Plan is to allow Council to gain an understanding of what the current user groups require for their sporting activities and to identify solutions for the future that can be integrated and consolidated within the grounds and within the existing infrastructure.

The primary issues, raised by Council, focused on the following issues:

1. Rationalise and refurbish current uses within the stadium building.
2. Traffic management, entering, circulating and parking within the site.
3. Upgrade of visitor and umpire change rooms.
4. Better storage and maintenance facilities for all user groups.
5. Improve current oval lighting.
6. Upgrade of cricket nets.
7. Scoreboard upgrade to electronic.
8. Rationalise existing grounds usage and maintenance regimes.
9. Integration of the Longford Sports Centre and Recreation Ground activities.

To gain a clear indication of the current status of these elements, a thorough site investigation was performed in conjunction with detailed consultations with Northern Midlands Council representatives, recreation ground user groups, and a community survey via the Country Courier newspaper.

With the information gathered during these consultations and investigations, a proposed plan was developed that would allow Council to commence the redevelopment of the recreation grounds up to the year 2030.

## 4 Site Investigations

Currently, the grounds are predominately used for three sporting activities, AFL, Cricket and Little Athletics. The Longford Sports Centre and the Longford Primary School, also use the grounds but less frequently.

The primary method of gaining information, other than consultation with Council, user groups and the community user survey, involved detailed investigations into the two components of the recreation ground, namely the open space and the built forms.

The open space areas include:

- The Oval (surface, pitch, irrigation, fencing, lighting and maintenance);
- Little Athletics area;
- Open space area (old tip site) and cricket practice nets;
- Street entry;
- Parking;
- Internal roadways; and
- Property boundaries.

The built forms include:

- The Stadium (clubrooms, change rooms, kiosk, weights room, etc);
- Fred 'Mulga' Davies stand;
- Umpire change rooms;
- Visitor change rooms;
- Public toilet facilities;
- Time keepers box;
- Scoreboard box; and
- Maintenance/storage sheds.

The following sections provide detailed information on the current use and state associated with each item mentioned above. The information expressed is a combination of consultation and site observations, and will form the basis for the master plan recommendations shown later in the report.

## 4.1 OPEN SPACE

### 4.1.1 The Oval



The surface of the oval is typical for a division one playing field for both AFL and cricket, with the cricket pitch consisting of synthetic turf over a concrete slab. The oval is enclosed by a low chain mesh fence to restrict access during game and non-game times.

Access on to the oval is concentrated to the stadium side of the oval, with player access focused on the two team access gates, two coach boxes and one interchange gate. The maintenance vehicle access gate is located on the south-eastern side of the oval near the outdoor bar area.

The oval is currently used twelve months of the year, with the primary activities spanning from April to September (AFL), October to March (Cricket and Little Athletics). The surface is rested for approximately two weeks over the Christmas period. During the Little Athletics season, members of the club mow the grass and paint line markings on the oval for running lanes including eight lanes around the oval for 400m, and eight straight lanes up the middle.

Between the football and cricket season, the area around the pitch is prepared as soon as the football season is finished to allow the soil to settle and to allow the grass to grow. This includes removing the synthetic turf and rubber matting after the football season, and replacing with the cricket synthetic turf cover.

Currently there is no drainage under the oval. Gully pits are provided around the oval in a few locations to capture overland flow, but the oval itself has undulations where water pools. Because the oval soil profile is predominantly a thin cover of soil over an ironstone subgrade, the soil becomes waterlogged during winter, which increases wear and tear during the football season. During summer, the oval is irrigated manually with a self-moving commercial grade sprinkler.

Lighting of the oval for night training currently consists of seven pole-mounted lights and three stadium mounted lights. The quality of lighting is considered insufficient by the cricket and football teams.



#### 4.1.2 Little Athletics



Located between the Longford Sports Centre and the loop road surrounding the oval, the Longford District Little Athletics Centre (LDLAC) area consists of open grass with a gentle slope across the site from south to north. The LDLAC has their own storage shed located in the south-west corner of the site.

The area is defined from the sports centre to the south, by a 1.8m high chainmesh fence and a line of trees. Along the oval loop road to the north, the area is defined by a 1.6m high chainmesh fence. Access to the Little Athletics area is via four gates including two double gates and two pedestrian gates located at each end of the northern fence line.

The area is primarily only used by the LDLAC, with occasional use by the Longford Primary School and the Cressy District High School.

Currently, the Little Athletics area is used for multiple events including shot put (concrete pad and chainmesh screen), discus (concrete pad), javelin (synthetic turf run-up pitch), long jump (synthetic turf run-up pitch and covered sand pits), and high jump. Running events are located on the adjoining oval.

The maintenance of the Little Athletics area consists of mowing and manual irrigation, primarily by the grounds committee member, and by the Little Athletics committee members when required.



#### 4.1.3 Old Tip Site and Cricket Practice Nets



The large open space to the north of the oval is known as the old tip site. This area consists of undulations to the western side, and a leveled area to the eastern side where the cricket practice nets are located. The area has a good grass cover, but is rarely used by any of the recreation ground user groups.

A wire ring-lock farm fence separates this area from the adjoining oval loop road, with a pedestrian gate and a double vehicle gate located near the cricket nets providing access. There is no fence along the Back Creek boundary, only raspberry brambles and hawthorn bushes. A 1.8m high chainmesh fence along the northern boundary defines the Council depot holding yard and an assortment of timber and metal fences provides a boundary along the residential rear yards to the east.

The cricket nets are located in the eastern corner of this area and are generally in a fair condition, however there are areas which are damaged due to wear and tear and vandalism. The cricket nets are somewhat hidden from view by the maintenance sheds, shipping containers and existing vegetation.

#### 4.1.4 Smith Street Entry



The Smith Street entry is the only vehicular and pedestrian entry into the grounds. Currently, the entry is defined by masonry block walls, columns and a ticket box painted black and yellow to reflect the 'Tigers' colours of the football and cricket clubs. The large masonry ticket box is not used, as the cricket and football clubs use a portable light frame ticket booth during game days, as it can be positioned right next to the vehicle access.

#### 4.1.5 Parking



There are two main parking areas on the grounds, to the rear of the stadium and around the oval for car-based spectators. The area between the entry and the rear of the stadium has an asphalt surface but no line marking. Generally, cars are parked close to the building with an unstructured parking system occurring thereafter. When this area is full, parking occurs to the south eastern side of the stadium on the asphalt, although this is not encouraged.

The second area is around the oval itself during games and training times. This form of parking is also unstructured, however there is ample room for vehicle based spectators.

#### 4.1.6 Internal Roadway



The internal roadway system consists of a compacted gravel single vehicle track that loops around the oval. The track starts from the south-east corner of the stadium adjoining the Little Athletics area, and continues around the oval to the north-eastern side of the stadium near the public toilets.



#### 4.1.7 Property Boundaries



##### **Eastern Boundary**

The eastern boundary backs onto residential properties and primarily consists of timber paling fences and the occasional colourbond fence. The quality of these fences provides a secure boundary to the grounds, with the exception of a mesh gate along a residence (26 Hay Street). It is unknown why this particular residence has a private gate to the recreation ground.

##### **South Eastern Boundary**

Separating the Longford Sports Centre and the Little Athletics area is a 1.8m high chainmesh fence with a locked double access gate at the eastern end for vehicles. Along the fence are Blackwood and Eucalypt tree species, as well as shrubs and weed grasses.

##### **South Western Boundary**

The High Street road reserve forms the western boundary of the LRG and consists of a post and wire strand farm-style fence along the full length. There are also trees and shrubs along this boundary that provide a backdrop to the Little Athletics area and the oval.

##### **Western Boundary**

Back Creek forms the western boundary, with a post and wire ring-lock style farm fence separating the oval from the raspberry brambles and hawthorn bushes along the bank of the creek. The boundary along the old tip site section is not fenced and the only barrier to Back Creek is thick raspberry brambles and hawthorn bushes.

## 4.2 BUILT FORMS

### 4.2.1 Stadium Building



The stadium is the primary structure on the recreation grounds, other than the Longford Sports Centre, and was built in the 1960's. The building consists of the stadium seating area overlooking the oval, the clubroom / viewing room (also overlooking the oval), with a small office and storage room to one side, club change room including toilets, showers, massage and first aid rooms, and a club weights room which was once the old kiosk.

There are two other building additions which make up the overall stadium structure, the function room with bar, and the recently constructed kitchen/kiosk (ground level), and the 'Lindsey Jacob' meeting room (upstairs).

### 4.2.2 Stadium – Seating Area



The stadium seating area provides elevated and unrestricted views over the whole oval and surrounding landscape. The seating area has thirteen timber slat seating benches, with protection from the elements behind and to the sides, but is exposed facing the oval. The timber seating slats and steps are aging, with the under deck area stained and dirty. There are exposed reinforcement bars within the concrete overhang of the access deck that are rusted and 'spalled' and require urgent investigation by a structural engineer.

The seating area is used during the year, with numbers mostly dependent on good weather conditions.



#### 4.2.3 Stadium – Clubroom / Viewing Room



The clubroom is used by both the football and cricket clubs and is separate from the adjoining building addition that houses the function room and bar. The clubroom has an open plan that overlooks the oval. The room is carpeted with the exception of a vinyl surface around the bar.

A small bar is located at the rear of the room, with a door in the same corner providing access to a separate office and storage room. There is also a recently added plaster and stud wall adjoining the function room access that provides a makeshift storage room. There is also a small push out window opposite the function room entry that was once the kiosk counter. The kiosk is now the weights room.

Access into the clubroom is primarily from the adjoining function room, or the clubs change room. There is also access from the new kitchen on the northern side and the exit door located near the function room access way along the eastern side.

There are several evident water leaks that are affecting the ceiling and wall materials and will require further investigations by a building inspector to find the source of the leaks. The carpet is heavily stained due to players wearing muddy boots during informal indoor training sessions.

#### 4.2.4 Stadium – Weights Room (Old Kiosk)



The weights room was once the kiosk until the new adjoining wing was built. This room is small and heavily damaged. Access is from the clubroom only, with two push out windows, one on the oval side and an internal one facing the clubroom.

#### 4.2.5 Stadium – Change Room



Used by both the cricket and football clubs, the change room is a large room with a high ceiling and a rubber floor. Two doors on the western side of the room provide access to the toilet and shower facilities, and the other providing access to the first aid / massage rooms.

There are two access points into the change room, one from the clubroom and the other is on the southern side which provides access out to the oval. Outside of the doorway out to the oval is a grate where players can rid their boots of grass and mud.

#### 4.2.6 Stadium – Shower / Toilet Facilities



The toilet and shower facilities are directly accessed off the change room and consist of two partitioned toilet pans, one three-man stainless steel urinal, and five hot/cold showers. The room has ample natural sunlight and the facilities are generally in a good condition.



#### 4.2.7 Stadium – Change Room First Aid / Massage Room



Both the first aid room and the massage room are quite small, with the massage room just big enough to contain two massage tables. The first aid room is slightly larger, and consists of a sink, sterilising machine, locker and sitting tables. The first aid room has direct access to the oval via a doorway.

#### 4.2.8 Function Room Main Entry



The function room is an addition that was added to the stadium building. The main entry into this building is hidden around the corner of the building on the northern side. This entry is only used by people exiting the building to smoke.

The current emergency exit door that opens directly out the Smith Street side currently acts as the primary access point into the building due to the close proximity to the car park. Also, of an evening, lighting to the main entry is very poor.

#### 4.2.9 Stadium – Function Room and Bar



The function room is primarily used as the main bar for both cricket and football club social events, as well as a few nights each week for informal gatherings. The function room is a large open room with a tall ceiling and ample room for up to 170 guests. The room is in a very good condition with the exception of a few water leaks that require further investigation by a building inspector.

The bar is positioned along the south-eastern wall, with access behind the bar via the adjoining fridge room. To the eastern side of the bar is a small storage room where the administration/management desk, computer and telephone for the bar is located. This room also stores general bar equipment, materials and consumables. Access to this room is restricted from behind the bar only. This room requires rationalising as the current use is inappropriate for the room size.

The fridge room consists of a large commercial grade cold room and entry/exit door outside to the southern end of the stadium building. This room also has a roof leak which is causing considerable damage to the false ceiling and will require further investigations by a building inspector to find the source of the leaks.

On the north-western side of the function room building is the male and female toilets. The facilities and internal structure of these two rooms is in good condition and adequate for the continued use, although the trimmings are dated.



#### 4.2.10 Fred 'Mulga' Davies Stand



This building consists of timber and corrugated iron, and is named after Fred 'Mulga' Davies, who settled in Longford after a career with Carlton Football Club in Victoria during the 1940's. Although the exact age of the building was unable to be determined, it is not heritage listed, nor is it registered within the planning scheme. It was mentioned by one of the user groups that the building was once located on the other side of the oval.

Currently, the building is in a condition of aging deterioration, with paint flaking and timber components showing signs of rot. The stand is still used during football and cricket games primarily by visiting team supporters.

#### 4.2.11 Umpires Change Room



Attached to the rear of the Fred 'Mulga' Davies stand is the Umpires change room and the visiting team change room. The umpire facilities include toilets, showers and an open room with low ceilings and natural lighting.

Although the appearance and configuration of the facilities are basic and dated, they are adequate for the male umpires. This current configuration will however, need to be addressed with the increasing popularity of female umpires.

#### 4.2.12 Visitors Change Rooms



The visitors change rooms include a large open room with low ceilings and natural lighting, toilets, showers and a massage room. The showers and massage room do not have any natural lighting.

As with the umpires change room, the appearance and configuration of the facilities are basic and dated and are considered to be below standard when compared to modern facilities.

#### 4.2.13 Public Toilets



The public toilets are a large facility and are divided into male and female, are fully accessible, fully functional and are in good condition. There are however, a few building maintenance issues such as rusting door frames that require attention.



#### 4.2.14 Time Keepers Box



According to the memorial plaque on the front of the building, the Time Keepers Box was erected in 1961 in Memory of Dr. C.V Bryan for his services to the Longford Football Club.

The brick building features an elevated room for time keeping duties, and a smaller room to the southern side for reporters. Although dated, this building is functional for the duty of time keeping, but could be increased in size by merging the two rooms.

#### 4.2.15 Scoreboard Box



The scoreboard box is a small narrow brick building attached to the adjoining brick pump house building. Access to the room is via a set of stairs to the northern side of the building. The front of the building that faces the oval consists of a manual scoreboard with access from the windows that also face the oval.

To the side of the building is the time clock, which is still functional, although quite dated.

#### 4.2.16 Maintenance / Storage Sheds



Currently, there is only one permanent shed for maintenance storage located to the north-eastern side of the existing car park area behind the stadium. Due to the inefficient size of this shed, additional shipping containers are utilised to increase the storage space for all user groups, with the exception of the Little Athletics who have their own shed near their area.

The current layout of the storage and maintenance facilities is inefficient and requires a larger area with more storage space for each user group.



## 5 Proposed 2030 Plan

Other than the site investigation component of this master plan, crucial information was also obtained during the consultation process with Council and the user groups. This consultation process concluded with a list of objectives for potential works that would enable the current usability of the grounds to be advanced to accommodate the local community beyond the year 2030.

The key elements of these consultations that set the parameters for the 2030 plan include:

### Traffic and Parking:

- Widened entry area to eliminate traffic congestion.
- Improve traffic navigation and formalise car parking.
- Improve car based spectator parking.
- Rectification of internal roadway.

### Grounds Maintenance:

- Upgrade maintenance facilities for each primary user group.

### Function Room Building:

- Revitalise building address.
- Resolve the preferred primary entry for the function room.
- Resolve water leak issues.

### Stadium Building:

- Refurbish existing club/viewing room.
- Rationalise the usage of the first aid, massage and weights rooms.
- Refurbish switchboard.
- Refurbish PA system upgrade.
- Refurbish exposed concrete reinforcement bars.
- Refurbish stadium seating.

### Fred 'Mulga' Davies Stand and Visitors / Umpire Change Rooms:

- Demolish existing stand and adjoining visitor / umpires change rooms.
- Construct new building for visitors and umpires.

### Time Keepers Building:

- Refurbish time keepers building.

### Oval:

- Upgrade oval playing surface.
- Upgrade oval lighting to allow for night games and training.
- Upgrade scoreboard.
- Upgraded irrigation system to potentially include fertigation.

**Open Space Area and Cricket Practice Nets:**

- Relocate and upgrade to a three bay net system for club use only.
- Upgrade old tip site to be used for Little Athletics and additional training space.

**Little Athletics:**

- Relocate whole playing area.
- Relocate LDLAC storage shed.

**Additional Sporting Facilities:**

- Public tennis courts.
- Public netball courts.

**Longford Sports Centre:**

- Potential duplication of the LSC stadium increasing usability and providing indoor facilities for the recreation ground user groups.
- Car park extension to accommodate stadium duplication.

The key elements above are described in detail below, including their placement within the overall program of works. Refer to the Master Plan (appendix 1) for the graphical illustration of the proposed upgrade works.

**5.1 TRAFFIC AND PARKING****5.1.1 Entry Statement**

The current entry statement for the grounds is tired and outdated. As the current entry walls, pillars and ticket booth are black, the entry focus is shifted to the view of the rear of the stadium and the low-set brick building that forms the function room and bar. The proposed entry statement for the grounds should incorporate the full removal of all existing masonry walls, pillars, ticket booth and gates, and be replaced with a 21st century user-friendly layout.

By removing all existing structures, a new pedestrian access gate can be provided in line with the existing footpath along Smith Street. This will allow the widening of the vehicle entry. By providing one clear lane for entering traffic and another clear separate lane for departing traffic, a smaller ticket booth can then be positioned in the middle. This position would then allow the ticket booth operator to be positioned on the driver's side for both entering and existing traffic. The division between both lanes should be no less than 1.2m wide.

The new entry should be set back into the site by approximately 2m to allow for planting beds in front of the division walls between the vehicular and pedestrian access gates. The proposed division walls should also allow for ample signage identifying the grounds and the teams that call the grounds their home.



### 5.1.2 Driveway and Car Parking

Currently, the expanse of existing asphalt needs to be extended and rationalised into formalised parking bays, traffic islands and clear access lanes. The master plan addresses these requirements by clearly defining primary vehicular access routes into and around the grounds, as well as a formalised car parking area to the rear of the stadium and to the south of the stadium.

To strengthen navigation to specific areas around the stadium and grounds, directional signage should be installed, that directs visitors to where they need to go.

Additional access lanes and car parking (85+ bays), should be asphalt, with garden beds, pedestrian pathways and traffic islands defined by curb and channeling where required to divert storm water run-off away from the built forms. Bollards should also be placed around gardens and grass areas adjoining the built forms to control parking and provide greater areas for pedestrian movement.

As highlighted on the master plan drawing, a defined area for disabled access parking and dignitaries could be accommodated centrally to the primary access point to the function room and around to the front of the stadium overlooking the oval.

With the remodeled entry statement, pedestrian access must be clearly identified, to allow pedestrians and car park users to navigate safely to and around the built forms. Traffic islands and garden beds also add to the aesthetics of the entry and built forms by providing seasonal change through shade trees and low understory plantings.

### 5.1.3 Car Based Spectators

Car based spectator areas around the oval should also be upgraded where muddy areas currently occur. By providing compacted road base hardstand areas where these muddy patches are, year round parking can be provided and the maintenance of these areas is greatly reduced, if not eliminated.

There are also areas to the west of the oval, between the internal roadway and the western boundary that could also be re-graded and banked to provide more car based spectator parking.

### 5.1.4 Internal Roadway

The internal roadway would benefit from a permanent two-coat bitumen seal to provide an all weather, sturdy access year round. The bitumen seal will also reduce current maintenance of the road and therefore limit the long term costs associated with the current upkeep.

## 5.2 GROUNDS MAINTENANCE

### 5.2.1 Maintenance Facility

One of the concerns from the grounds maintenance and user groups was storage for equipment and maintenance materials. The current system of adding more shipping containers is inadequate, and does not allow for sheltered maintenance of equipment in a safe working environment.

The master plan drawing identifies the ideal location for a maintenance facility as the current location will be allocated to car parking. The new location offers a central position to the grounds, within close proximity to the Smith Street entry and the associated building on the grounds.

The new facility, whether architecturally designed or pre-fabricated, should accommodate the grounds maintenance requirements as well as the football club and the cricket club. The facility should be one large shed with at least three large bays and include a large concrete hardstand area to the front to allow for parking and cleaning of equipment.

The shed facility should also be partitioned off for each user group, well ventilated and individually supplied with power and water. The grounds maintenance section should be the larger portion to accommodate the maintenance equipment (tractor, mower, etc), as well as storage of tools, chemicals and fuels. This section would also include a workbench and a work-safe safety area consisting of a shower and eye-wash station.

Preferably, the facility and adjoining hardstand area should be fenced off, to allow for the outdoor storage of materials and equipment such as rollers and irrigation pipes.

## 5.3 FUNCTION ROOM BUILDING

### 5.3.1 Building Address

The function room building is the first building encountered when entering the recreation ground. Unfortunately, the building facade, together with the back of the stadium behind, is a bland sight. The proposed master plan aims to enhance this building address.

In conjunction with the expansion and formalisation of the adjoining car park, ample room for feature trees and low understory planting will be provided within the traffic islands and new garden beds, whilst still maintaining pedestrian access around the building apron. To further enhance the appearance of the building, a neutral treatment and / or colour scheme would also be beneficial.



### 5.3.2 Building Entry

Currently, the fire escape door serves as the primary entry and exit access for the function room and bar, due to the close proximity to the unstructured car park. The designed main entry of the building should be restored as the primary entry by clearly directing pedestrian movement around to that location, and by providing shelter over the entry for protection from the weather.

The designed entry should also be well lit from the car park to the entry doors. Furthermore, a clearly defined sheltered smoking area must be established to prevent smokers from utilising the entry area.

### 5.3.3 Water Leaks

Water leaks are causing problems within the function room and adjoining rooms. It is unknown precisely where these leaks are coming from, but it is assumed by the maintenance personnel that the seal between the function room building and the stadium building may be the cause.

Recently, a water leak developed above the existing display cabinet and wall mounted television. There is also evidence throughout the false ceiling of water stains, with the fridge room having the most damaged ceiling.

It is paramount that the joins between both buildings and all roofing is thoroughly investigated to ensure all leaks are eliminated.

## 5.4 STADIUM BUILDING

### 5.4.1 Club / Viewing Room

The club/viewing room is currently used to display the cricket club's trophies, banners and other team paraphernalia. It is also noted that the football team use this room for informal training occasionally. Entry into the room is largely from the adjoining function room, with a fire escape door providing access to the car park area.

During the consultation process with the user groups, it was requested that there should be access provided on the front of the building facing the oval. Also, if the existing fire escape door could be made the main access door in off the car park.

As part of this master plan, it is recommended that the room in its current form be refurbished to include better access off the car park area to correspond to the new car park works, and to provide a doorway on the oval side.

Other than re-painting the walls and ceiling, the carpet could be replaced with tiles, the opaque glass on the car park side be replaced with plexiglass and the make-shift storage room (plaster and stud storage wall) be removed.



Furthermore, with the relocation of the outdoor bar area to the old kiosk room (currently the weights room), the internal bar can be removed to allow more room for sitting including a lounge space.

#### **5.4.2 First Aid, Massage and Weights Rooms**

The first aid, massage room and weights room requires rationalisation. As mentioned in the stadium club/viewing room section of this report, the weights room should accommodate the bar for both the club/viewing room and the outside area. This utilises the infrastructure and layout of the old kiosk.

The weights room should be disbanded and both the cricket club and the football club must take full advantage of the proposal to extend the Longford Sports Centre and utilise the extended facilities including a spacious weights room.

The first aid room and adjoining massage room should also be rationalised and refurbished where required to optimise the current layout, including the doorway directly out to the oval.

#### **5.4.3 Switchboard**

Reconfiguration of the switchboard layout is required to allow for a central accessible lighting switchboard for all user groups. This would require a detailed investigation into the current wiring layout of the building by a mechanical engineer.

#### **5.4.4 Public Address (PA) System.**

The current PA system is not operational and is antiquated and requires upgrading or replacement.

#### **5.4.5 Building Structure**

The stadium building is approximately 50 years old, and is showing signs of building decay. A thorough investigation of the building, in particular the 'spalling' (exposed reinforcement bars), along the stadium seating area access landing, must be performed immediately, so to determine the extent of works required to ensure the integrity of the building is extended.

Water leaks should also be investigated, and included within a full report that identifies the current status of all its major components (materials, wiring and drainage). This will provide Council with a detailed costings and program for the rectification works required to ensure the building life is extended.

#### 5.4.6 Stadium Seating Area

Spectators should be encouraged to fully utilise the stadium seating area as it provides elevated views over the entire oval. The existing state of the seating has aged and requires upgrading.

It is recommended that the existing seating slats be replaced with either aluminium seating or timber composite decking. Furthermore, the underside of the seating area should also be cleaned and painted to refresh the area.

#### 5.5 FRED 'MULGA' DAVIES STAND AND VISITOR / UMPIRE CHANGE ROOMS

As the current stand and adjoining visitor and umpire change rooms are outdated and requiring repair, it is proposed to demolish (or relocate the existing stand to another site in Longford), and construct a new building to accommodate visiting teams and facilities for both male and female umpires.

The new building should utilise the existing services infrastructure where possible, and should also strongly consider incorporating public toilet facilities within the same building. Should there be a potential to include public amenities, then the existing public toilets should also be demolished to consolidate all amenities and services and to further expand the formalised car parking area.

The new building could be dedicated to Fred Davies to ensure his legacy with the Longford Football Club is commemorated.

#### 5.6 TIME KEEPERS BUILDING

The existing time keepers box with the adjoining obsolete reporters room has the potential to be relocated to the centre of the stadium seating area. This new time keepers facility can be comfortably integrated into the existing structure as the location offers a higher vantage point with unrestricted views over the entire oval.

With the rationalisation of the rooms below the stadium, there is also the potential to incorporate the existing temporary outdoor bar facility within the current weights room. This would revitalise the original kiosk facilities with push-up windows that open out to the oval viewing area.

By demolishing the existing time keepers building, the associated activities will be consolidated back into one building, which makes better use of the current space. The new time keepers box can still be dedicated to Dr C.V Bryan as with the current time keepers building.



## 5.7 OVAL

### 5.7.1 Oval Refurbishment

Although the oval was top-dressed in 2014, the top dressing only consisted of a 5mm layer of sand. This amount of top dressing does little to fill the deep undulations throughout the oval.

By sacrificing a season of either cricket or football, the oval should be re-graded to remove all undulations and to provide a smooth consistent grade. Preferably, the oval should be crowned in the centre to allow water to drain off to the edges.

### 5.7.2 Oval Drainage

The oval, in its current state, is prone to heavy foot traffic and is insufficient for the amount of games and training exercises performed on it. This is evident when the games require relocation to other grounds due to water logged sections of the oval during winter.

To improve drainage around the oval, a gravel filled drainage trench no less than 400mm wide, should be installed within the fence line surrounding the oval and connected to the larger adjoining storm water pits. In turn, these existing storm water pits and associated pipework should also be upgraded where required.

### 5.7.3 Cricket Pitch

By re-grading the entire oval, the current cricket pitch should also be upgraded, including rectification works to the existing concrete pitch to eliminate undulations and cracks.

### 5.7.4 Oval Lighting

User groups clearly identify the existing lighting system inadequate for night-time training sessions. Although there are seven pole mounted lights and three stadium mounted lights, the quality of lighting is still inefficient.

This master plan proposes a lighting system suitable for semi-professional level match practice, which in accordance with Australian Standard 2560.2.3 – 2007 Sports Lighting, is 100 LUX (maintained average horizontal illuminance).

The lighting locations illustrated on the master plan are diagrammatic only and are not considered final locations. Lighting must be designed by a qualified lighting engineer to ensure the visual tasks can be comfortably performed by the club players. Consideration must also be made to ensure any spill lighting does not affect neighbouring homes.

### 5.7.5 Scoreboard

The current scoreboard is manually operated and outdated. The existing scoreboard building and adjoining time clock should be demolished and replaced with a remote controlled electronic scoreboard suitable for AFL and cricket games.

The proposed scoreboard should be investigated by both the cricket and football clubs to establish a suitable display system where letters/numbers are no less than 200mm high. It is recommended that the scoreboard be approximately 3.6m long x 1.96m high, with a digital clock, team names, and scores. The scoreboard must be post-mounted and elevated off the ground.

### 5.8 OPEN SPACE AREA AND CRICKET NETS

This master plan proposes that the two existing cricket practice nets are demolished and reconstructed closer to and parallel with the eastern boundary of the open space area. The proposed location allows for three full size nets and a run-up space for pace bowlers.

This proposed location allows for the greater use of the adjoining open space area for football and cricket training, as well as accommodating the Little Athletics activities. Also, with the relocation of the maintenance sheds and shipping containers, and the expansion of the car park, access and visual surveillance is greatly increased.

The proposed cricket practice nets should consist of three 3.6 metre wide nets with 20 metre long side panels and a chainmesh roof to cover a 6 metre long area over the batting crease. The two middle nets need be 21 metres long (minimum), to provide additional safety for adjoining net users.

For durability and longevity, the new cricket practice nets would incorporate galvanised steel posts, top and bottom rails, and heavy-duty chainmesh netting with a black PVC coating. The playing surface within the nets would consist of a concrete base slab with two grades of synthetic turf cover, one for the pitch and the other for the adjoining surface leading out to the 21 metre mark.

Ideally, two nets would be gated for club use only, with the third net allocated for club and public use.

### 5.9 LITTLE ATHLETICS

This master plan proposes some major changes to the current layout of the recreation ground including the expansion of the Longford Sports Centre, and the inclusion of public tennis courts and netball courts. These proposed works will encroach on the current Little Athletics area.



As part of these works, the opportunity arises to relocate the entire Little Athletics activities including shot put, discus, javelin, long jump and high jump to the open space area on the northern side of the recreation grounds. It would also require relocating the existing storage shed, with the ideal location to the south-western corner of the open space area.

The proposed layout of the new Little Athletics area allows for all athletic activities to occur simultaneously, as the areas illustrated on the master plan show optimum distances for the activities. Furthermore, the proposed layout allows for other activities, such as football and cricket training, to occur at other times.

## 5.10 ADDITIONAL SPORT FACILITIES

The intent of the Longford Recreation Ground is to provide a designated precinct for all sporting opportunities within Longford and the Northern Midlands Municipality. By consolidating as many sporting activities as possible, Council are in the position to provide services for the community by concentrating budget allocations to the one venue.

In addition to the Little Athletics, football and cricket activities, and in conjunction with the Longford Sports Centre, additional sporting activities such as tennis and netball should also be provided at the recreation grounds.

### 5.10.1 Tennis Courts

Although the Longford Tennis Club has two fully operational courts in nearby Mason Street, there is the potential to have the club relocated to the recreation ground.

The tennis courts would be hard surface (asphalt), with acrylic surfacing and court lines applied in accordance with Australian Industry Standards. Dimensions for each court would be 33.5 metres (minimum), by 16.4 metres (minimum). Fencing shall fully envelop the courts in accordance with the Sports Contractors Association Limited "Guide Specifications for Tennis Court Construction".

### 5.10.2 Netball Courts

There are two netball courts within the nearby Longford Primary School grounds, one of which is a combination court also including tennis. This master plan illustrates the potential to include two district grade outdoor courts where the existing Little Athletics activities are held.

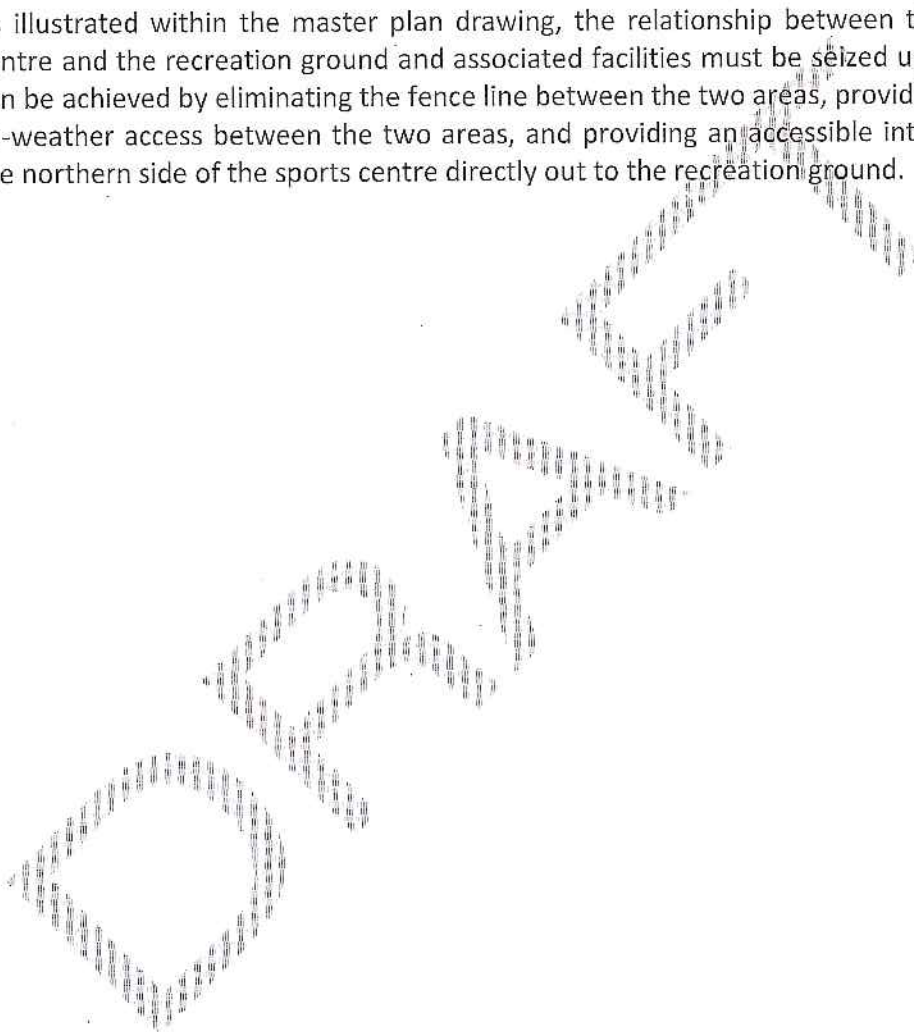
By positioning the courts next to the Longford Sports Centre, the Longford Netball Club can be located within the centre. This master plan also recommends that the existing sports centre is duplicated to incorporate an additional stadium to accommodate more indoor sports including netball.

### 5.11 LONGFORD SPORTS CENTRE

This master plan identifies the Longford Sports Centre as a primary asset within the recreation grounds. Currently, the centre turns its back on the recreation ground, even though it has significant opportunities on offer for all the recreational ground user groups.

It is recommended that the current master plan for the Longford Sports Centre revisit the potential for duplicating the existing stadium and providing greater integration with the recreation ground.

As illustrated within the master plan drawing, the relationship between the sports centre and the recreation ground and associated facilities must be seized upon. This can be achieved by eliminating the fence line between the two areas, providing better all-weather access between the two areas, and providing an accessible interface on the northern side of the sports centre directly out to the recreation ground.



## 6 Prioritising Proposed Redevelopment Works

This section identifies the priority schedule for the proposed redevelopment works of the Longford Recreation Grounds as described in the previous sections and in order of significance.

PRIORITY	BRIEF DESCRIPTION OF WORKS	
1	Stadium Building	<ul style="list-style-type: none"> <li>- Investigate structural integrity.</li> <li>- Eliminate water leaks.</li> </ul>
	Maintenance Facility	<ul style="list-style-type: none"> <li>- Construct new maintenance shed and yard.</li> <li>- Fully remove existing maintenance facilities.</li> </ul>
	Cricket Practice Nets	<ul style="list-style-type: none"> <li>- Relocate and upgrade cricket practice nets.</li> <li>- Regrade open space area for training.</li> </ul>
2	Stadium Building	<ul style="list-style-type: none"> <li>- Rationalise first aid and massage rooms.</li> <li>- Refurbish old kiosk to house outside bar.</li> <li>- Refurbish electrical switchboard.</li> <li>- Upgrade stadium façade.</li> <li>- Upgrade PA system.</li> </ul>
	Function Room Building	<ul style="list-style-type: none"> <li>- Refurbish main entry.</li> </ul>
	Traffic	<ul style="list-style-type: none"> <li>- Upgrade Smith Street entry.</li> </ul>
3	Oval	<ul style="list-style-type: none"> <li>- Install drainage to the perimeter of the oval.</li> <li>- Upgrade oval lighting.</li> <li>- Provide new electronic scoreboard.</li> </ul>
	Open Space Area	<ul style="list-style-type: none"> <li>- Relocate Little Athletics facility</li> </ul>
	Oval	<ul style="list-style-type: none"> <li>- Regrade oval to eliminate undulations.</li> <li>- Upgrade cricket pitch concrete base and cover</li> <li>- Upgrade irrigation to include fertigation.</li> </ul>
4	Traffic	<ul style="list-style-type: none"> <li>- Provide 85 bay car park area with shade trees.</li> <li>- Provide designated disabled and dignitary parking spaces.</li> <li>- Two-coat seal internal roadway.</li> <li>- Upgrade car based spectator areas.</li> </ul>
5	Stadium Building	<ul style="list-style-type: none"> <li>- Refurbish clubroom / viewing room.</li> <li>- Upgrade stadium seating.</li> </ul>
	Time Keeping	<ul style="list-style-type: none"> <li>- Demolish and relocate time keeper's box.</li> </ul>
6	Visitor / Umpire Facilities	<ul style="list-style-type: none"> <li>- Remove Fred Mulga Davies Stand.</li> <li>- Remove visitor/Umpire change rooms building.</li> <li>- Remove public toilets building.</li> <li>- Construct new visitor/umpire building.</li> </ul>
7	Longford Sports Centre	<ul style="list-style-type: none"> <li>- Construct new facility.</li> <li>- Car park extension.</li> </ul>
8	Additional Sport Facilities	<ul style="list-style-type: none"> <li>- Construct new tennis courts.</li> <li>- Construct new netball courts.</li> </ul>



## 7 Costings

In order for Council to assess and roll out the proposed redevelopment works, Core Construction Management (quantity surveyors), have been engaged to provide a cost estimate for the proposed works. The estimates, (refer appendix 2), are based upon the items shown on the master plan.

Below is a summary of each key item of the 2030 master plan, illustrating the estimated construction cost of each item. The estimates include a 20% contingency which is a standard percentage for master planning works. GST is not included in these prices.

PROPOSED WORKS	ESTIMATED COST
Stadium Building Refurbishments	\$ 500,750
Function Room Building Refurbishments	61,250
Maintenance Facility	103,200
Traffic	526,000
Oval	600,800
Open Space Works (old tip site)	300,000
Cricket Nets	90,000
Visitor / Umpire Facilities	1,037,600
Little Athletics	32,000
Additional Sporting Facilities	4,375,000
<b>TOTAL</b>	<b>\$ 7,626,600</b>



## 8 Implementation Strategy

Each item identified within the 2030 master plan is an integral component of the overall redevelopment of the Longford Recreation Ground. The implementation of each component requires detailed planning, funding, project management and finally construction.

The priority of these items as listed in the previous section, establishes an order of construction that will ensure each item is achievable, as long as the construction staging of that item is funded and scheduled in advance. For example, a revised master plan is required for the Longford Sports Centre to investigate the viability of duplicating the stadium and the provision of additional rooms.

Until the LSC master plan is prepared, endorsed and implemented, the Little Athletics area will remain where it is. This also relates to the inclusion of the proposed tennis courts and netball courts. While the Little Athletics remains where it is, those facilities cannot be implemented.

This implementation strategy outlines the potential staging program for works identified from 2017 through to 2030. This, however, is dependent on the sourcing of funds. The figures associated with each stage are determined by the scope of works required to construct that specific stage. Costing across all elements may be manipulated due to the progression of works required to achieve the construction of a particular stage.

The proposed staging of works from 2017 through to 2030 is as follows:

**Stage:** One  
**Time Frame:** 2017 – 2018  
**Estimated Cost:** \$ 508,200

**Associated Works:**

1. Ensure structural integrity of Stadium Building.
2. Remove ad-hoc maintenance storage and construct new consolidated facility.
3. Upgrading of cricket nets.
4. Rectification works to open space area for new training ground.

**Stage:** Two  
**Time Frame:** 2019 – 2020  
**Estimated Cost:** \$ 377,300

**Associated Works:**

1. Refurbishment of first aid and massage rooms to optimise usage and doorway to oval.
2. Rectification or replacement of electrical switchboard and PA system.
3. Revitalise function room primary entry area including weather protection.
4. Widening of Smith Street entry to remove 'bottle-necking' issues during game days.
5. Installation of drainage to perimeter of oval.
6. Upgrade of oval lighting to allow for night training sessions.
7. Installation of new electronic switchboard.

**Stage:** Three  
**Time Frame:** 2021 – 2022  
**Estimated Cost:** \$ 448,000

**Associated Works:**

1. Relocation of Little Athletics, including storage facility, from current location to new re-graded site.
2. Regrading of oval including upgrade of cricket pitch.
3. Upgrade to existing irrigation system to include fertigation.

**Stage:** Four  
**Time Frame:** 2022 – 2023  
**Estimated Cost:** \$ 496,500

**Associated Works:**

1. Provision of 85 bay car park with shade trees.
2. Provision of disabled and dignitary parking spaces.
3. Upgrading of oval perimeter car-based spectator parking, including two-coat sealing of internal roadway.

**Stage:** Five  
**Time Frame:** 2023 – 2024  
**Estimated Cost:** \$ 396,000

**Associated Works:**

1. Revitalisation of club / viewing rooms including player facility upgrades.
2. Refurbishment of stadium seating, including relocation of time keepers box.

**Stage:** Six  
**Time Frame:** 2025 – 2027  
**Estimated Cost:** \$ 1,025,600

**Associated Works:**

1. Demolition of Fred 'Mulga' Davies stand, public amenities building and visitor / umpire change room building.
2. Construction of new visitor / umpire building.

**Stage:** Seven  
**Time Frame:** 2028 – 2030  
**Estimated Cost:** \$ 4,215,000

**Associated Works:**

1. Construction of new Longford Sports Centre facility including car park extension.

**Stage:** Eight  
**Time Frame:** 2029 – 2030  
**Estimated Cost:** \$ 160,000

**Associated Works:**

1. Installation of additional sporting facilities including tennis and netball courts.



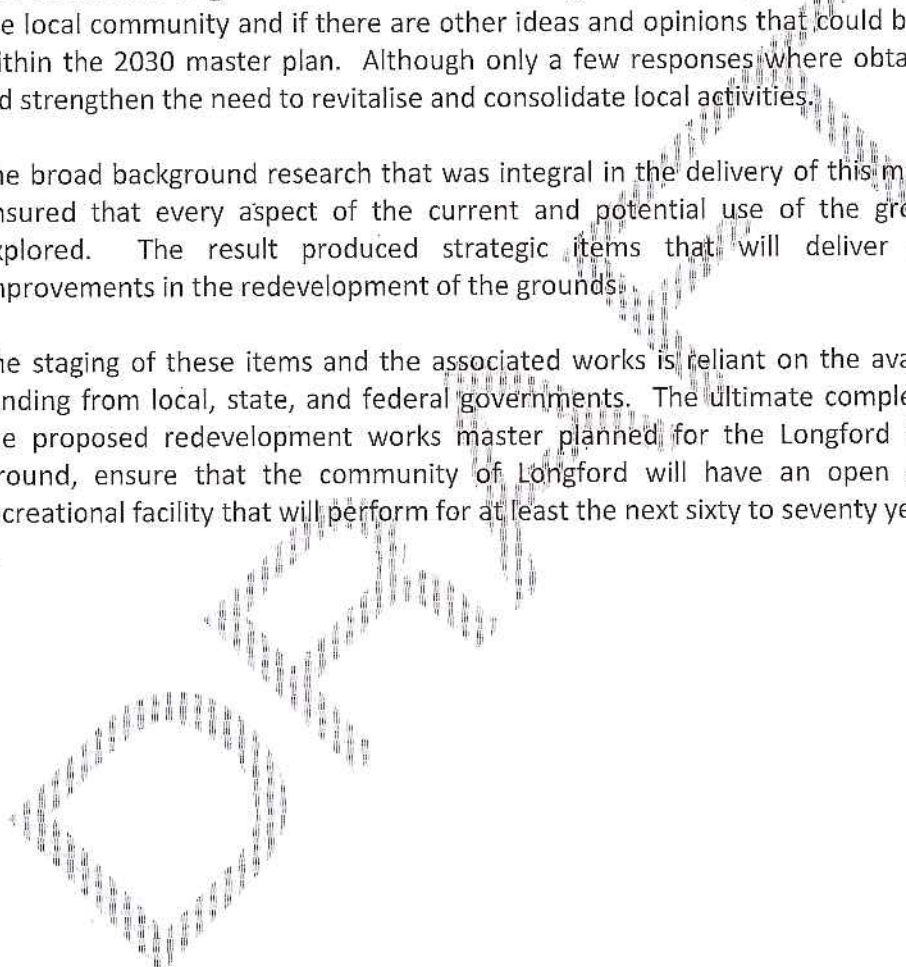
## 9 Conclusion

The Longford Recreation Ground is a significant sports precinct for the local and surrounding community, both today and in to the future. This master plan explores the full potential of the grounds and how that potential can consolidate the Longford and district community sporting activities to better accommodate the future population of the area.

Extensive background research and a series of consultations with Council and user group representatives were conducted in the development and planning of this master plan. As a key component of the information gathering process, a user survey was conducted to gain a broader understanding on how the grounds are utilised by the local community and if there are other ideas and opinions that could be included within the 2030 master plan. Although only a few responses were obtained, they did strengthen the need to revitalise and consolidate local activities.

The broad background research that was integral in the delivery of this master plan, ensured that every aspect of the current and potential use of the grounds was explored. The result produced strategic items that will deliver significant improvements in the redevelopment of the grounds.

The staging of these items and the associated works is reliant on the availability of funding from local, state, and federal governments. The ultimate completion of all the proposed redevelopment works master planned for the Longford Recreation Ground, ensure that the community of Longford will have an open space and recreational facility that will perform for at least the next sixty to seventy years.





## Appendix 1 Longford Recreation Ground Master Plan





**LEGEND**

- 1 Screened entry and refurbished gates, pillars and focal beam.
- 2 Existing trees to be retained with lower branches removed.
- 3 Define intersection with clear directional signage directing traffic either to the parking areas or around the oval (one-way).
- 4 Revitalised building upon with planting beds to soften the built form and a detailed coloured pathway guiding visitors to the main entry of the clubhouse and stadium.
- 5 Disabled, club president and dignitary parking areas.
- 6 Formalised parking area consisting of 55 free marked bays and bank for sunnier shade.
- 7 Informer hedging between our park and adjoining residences.
- 8 Contained access adjoining the stadium to eliminate conflict with pedestrians and vehicles.
- 9 Re-establishment of existing club rooms including restricting current main access and providing through access to the viewing area.
- 10 Upgrade primary access with highlighted pathways, better lighting, and undercover only transition area.
- 11 Re-establishment of stadium building including player facilities, alternative warm upage, line keepers box within the existing stadium of the grandstand, over lighting, wheelchair, PA system upgrade, stadium seating, and waterproofing race.
- 12 Remove the 'Fred Miller Davies' stand and the adjoining visiting teams / umpires building, to make way for a new facility to include visitor change rooms, umpires change room, and public toilet facilities. The new change rooms must cater for both genders.
- 13 Demolish existing toilet facilities and include in new building for visiting teams and umpires.
- 14 Reduce extent of gravel hardstand by incorporating ballast around car park and open grassed areas.
- 15 Upgrade oval lighting to allow for training and night games.
- 16 Outdoor bar to be relocated to old bar within the stadium building.
- 17 Line keepers building to be demolished and relocated to stadium.
- 18 Sealed car park, consisting of 30 line marked bays and bins for summer shade.
- 19 3m wide concrete pathway connecting the Sports Centre with the other areas of the recreational ground facilities.
- 20 1m x 5m storage and maintenance shed consisting of four partitioned bays for each major user group, sealed access to the shed provides all weather access.
- 21 Two level coat with fire-rated barrier and stairwells, with a high PVC coated chainmesh fence surround.
- 22 Car park extension to accommodate stadium duplication.
- 23 Existing Longford Sports Centre (LSC).
- 24 Potential duplication of the LSC stadium (programmable only), with more multi-purpose rooms, storage, specialist storage, offices, and an open walkway area to increase amenity over facilities in the area, amenity and the recreational ground sports club.
- 25 Ten new rubber courts with pleasurable pavement and branding.
- 26 Instead to replace existing chain mesh fence to provide better connections across the grounds.
- 27 Compacted subgrade with grass cover to provide a weather car based spectator seating all year round.
- 28 Existing oval to be retained with upgraded irrigation system including fertigation, and repairing of surface.
- 29 Existing score keeper box and existing irrigation pump house to be retained with the addition of a new electronic scoreboard.
- 30 Existing drainage to be rectified and compacted roadbase with grass cover installed to provide all weather parking all year round.
- 31 Re-grassed area for car based spectator parking.
- 32 Relocated Longford District (LFD) Athletics Club (LFDAC), storage shed to be close to athletic facilities.
- 33 Forming leak type fencing along full length of crest boundary.
- 34 LFDAC javelin court relocated to open space.
- 35 Chainmesh fencing between roadway and long jump courts.
- 36 Repaired, grouted and injected fluid to allow for senior and junior training activities to rest use of the oval.
- 37 LFDAC long jump courts relocated to open space.
- 38 LFDAC discus relocated to open space.
- 39 New three bay cricket nets for cricket club use only.
- 40 LFDAC shot put court to be relocated to allow for LSC extensions.



**LONGFORD RECREATION GROUND**

Smith Street Longford Tasmania

**Draft Master Plan**

0 5 10 25m  
9 September 2014  
Issue C

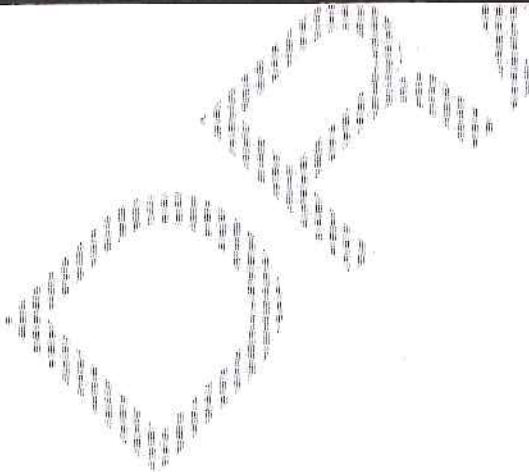


## Appendix 2 Longford Recreation Ground Cost Estimate

PROPOSED WORKS	ESTIMATED COST
<b>Stadium Building</b>	
- Investigate building structural integrity.	\$ 10,000
- Eliminate water leaks.	5,000
- Rationalise first aid and massage rooms and refurbish old kiosk to house outside bar.	42,750
- Refurbish electrical switchboard.	20,000
- Upgrade stadium façade.	35,000
- Upgrade PA system.	20,000
- Refurbish clubroom / viewing room.	216,000
- Upgrade of stadium seating.	168,000
<b>Stadium Building Total</b>	<b>\$ 516,750</b>
<b>Function Room Building Refurbishments</b>	
- Refurbish main entry including awning over new entry.	45,250
<b>Function Room Total</b>	<b>\$ 45,250</b>
<b>Maintenance Facility</b>	
- Construct new maintenance shed and yard.	
- Fully remove existing maintenance facilities.	103,200
<b>Maintenance Facility Total</b>	<b>\$ 103,200</b>
<b>Traffic and Parking</b>	
- Upgrade Smith Street entry.	29,500
- Provide 85 bay car park area including signage and trees.	300,500
- Provision of disabled and dignitary parking spaces.	12,000
- Upgrade of car-based spectators including sealing of internal roadway.	184,000
<b>Traffic and Parking Total</b>	<b>\$ 526,000</b>
<b>Oval</b>	
- Installation of drainage to oval perimeter.	64,800
- Upgrade of oval lighting.	100,000
- Provision of new electronic scoreboard.	20,000
- Regrading of oval to eliminate undulations including upgrade of cricket pitch concrete base and cover.	366,000
- Upgrade irrigation to include fertigation.	50,000
<b>Oval Total</b>	<b>\$ 600,800</b>
<b>Open Space</b>	
- Regrading of open space area (old tip site) for future training site.	300,000
<b>Open Space Total</b>	<b>\$ 300,000</b>



PROPOSED WORKS	ESTIMATED COST
<b>Cricket Nets</b>	
- Relocation, replacement and upgrade of practice nets.	\$ 90,000
<b>Cricket Nets Total</b>	<b>\$ 90,000</b>
<b>Visitor / Umpire Facilities</b>	
- Removal of Fred Mulga Davies Stand, visitor / umpire change rooms building and public amenities building.	1,025,600
- Construction of new visitor stand / umpire building.	
- Installation of new time keeper's box.	12,000
<b>Visitor / Umpire Facilities Total</b>	<b>\$ 1,037,600</b>
<b>Little Athletics</b>	
- Relocation of Little Athletics activities to upgraded open space area.	32,000
<b>Little Athletics Total</b>	<b>\$ 32,000</b>
<b>Additional Sporting Facilities</b>	
- Construction of new Longford Sports Centre facility.	4,125,000
- Extension of LSC car park.	90,000
- Installation of new tennis courts.	80,000
- Installation of new netball courts.	80,000
<b>Additional Sporting Facilities Total</b>	<b>\$ 4,375,000</b>
<b>TOTAL</b>	<b>\$ 7,626,600</b>





## Appendix 3 Longford Recreation Ground User Survey

### Longford Recreation Ground User Survey

Council has contracted Lange Design to develop a masterplan for the Longford Recreation Ground to guide future development of the facility. Residents who use the LRG are encouraged to complete and return the following survey. Your honest feedback is greatly appreciated.

Please rate the following items you see as a priority for further development at LRG:

(1=high priority 2=some priority 3=neutral 4=low priority 5=no priority)

Upgrade entrance into the grounds	<input type="checkbox"/>
Visual appeal of the buildings on entering the grounds	<input type="checkbox"/>
Improve traffic flow and road surface	<input type="checkbox"/>
Improve car parking layout	<input type="checkbox"/>
Remove existing storage sheds and build one shed with separate storage bays for each user	<input type="checkbox"/>
Upgrade of oval lighting for training and potential night games	<input type="checkbox"/>
Grandstand seating upgrade	<input type="checkbox"/>
Repair existing cricket nets	<input type="checkbox"/>
Additional training field between oval and Council depot	<input type="checkbox"/>
Provision for additional sports and activities including netball and tennis	<input type="checkbox"/>
Upgrade scoreboard to an electronic scoreboard	<input type="checkbox"/>
Installation of a PA system	<input type="checkbox"/>
Provide a small playground with close proximity to oval	<input type="checkbox"/>
Indoor sports facility	<input type="checkbox"/>
Other suggestions .....	
.....	





**LEGEND**

- 1 Widened entry and repositioned gates, pillars and ticket booth.
- 2 Existing trees to be retained with lower branches removed.
- 3 Partial intersection with clear directional signage directing traffic either to the parking areas or around the oval (one-way).
- 4 Rebuild a building area with planting back to screen the built form and a centrifugal coloured pathway guiding visitors to the main entry of the clubhouse and stadium.
- 5 Disabled, club president's and signifier's parking area.
- 6 Formalised parking area consisting of 35 line marked bays and lines for summer nodes.
- 7 Landscape buffer between car park and adjoining residences.
- 8 Carriageway access adjoining the stadium to eliminate conflicts with pedestrians and vehicles.
- 9 Refurbishment of existing club rooms including resurfacing current main access and providing through access to the viewing area.
- 10 Upgrade primary access with highlighted pathways, better lighting, and an undercover entry transition area.
- 11 Refurbishment of stadium building including player facilities, alternative room usage, line keeper box within the seating section of the grandstand, oval lighting, scoreboard, PA system, upgrade stadium seating, and waterproofing roof.
- 12 Remove the 'Fred Muliga Dawes' stand and the adjoining viewing beams / ramps; building to be made way for a new facility of include visitor catering, refreshment, bar, cafe, and public toilet facilities. The new seating rooms shall cater for both genders.
- 13 Remanish parking toilet facilities and include in new building for visiting teams and employees.
- 14 Reduce extent of gravel handstand by incorporating bollards around car park and open grassed areas.
- 15 Upgrade oval lighting to allow for safer night time training.
- 16 Outdoor bar to be relocated to old kiosk within the stadium building.
- 17 Time keepers building to be demolished and relocated to stadium grandstand.
- 18 Sealed car park consisting of 30 line marked bays or 40 bays for summer nodes.
- 19 2m wide concrete pathway connecting the Sports Centre with the other areas of the recreation ground facilities.
- 20 16m x 8m, storage and maintenance shed consisting of four partitioned bays for each motor user group, sealed access to the shed provides an weather access.
- 21 Two tennis courts with plexiglass pavement and linemarking, with a 1.2m (h) black PVC coated chainmail fence surround.
- 22 Car park extension to accommodate stadium duplication.
- 23 Existing Longford Sports Centre (LSC).
- 24 Potential duplication of the LSC stadium (diagonally only), with more multi-purpose rooms, storage, spectator stands, offices, and an open and the recreation ground user groups, and shelter for the wider community.
- 25 Two new netball courts with plexiglass pavement and linemarking.
- 26 Bollards to replace existing chain mail fence to provide better connections across the grounds.
- 27 Composite of roadbase with grass cover to provide all weather car based spectator parking all year round.
- 28 Existing gravel loop track to be upgraded to a two-coat bitumen seal.
- 29 Existing oval surface to be regraded, and irrigation system upgraded to include fertigation.
- 30 Existing score keepers box and adjoining irrigation pump house to be retained with the addition of a new electronic scoreboard.
- 31 Existing design to be retained and completed roadbase with grass cover installed to provide all weather parking all year round.
- 32 Re-graded area for car based spectator parking.
- 33 Relocated Longford District Liffke Athletics Club (DLAC), storage shed to be closer to athletic activities.
- 34 1.2m (h) Rivid ring-pole type fencing along full length of track boundary.
- 35 DLAC javelin court relocated to open space.
- 36 900mm (h) Chainmail fencing between roadway and long jump courts.
- 37 Regraded, grassed and signposted field to allow for the athletics activities and safety and joint cricket and football training activities.
- 38 DLAC long jump courts relocated to open space.
- 39 DLAC discs relocated to open space.
- 40 New three bay cricket net for cricket club use only.
- 41 DLAC 900 pul court to be relocated to allow for LSC extension.





# CMCA RV Parks

## Project Overview – October 2016

### 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. 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 New Zealand Motor Caravan Association (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, alternative RV accommodation facilities to meet the needs of CMCA members with CMCA Self Contained Vehicle 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 the caravan parks to provide suitable accommodation for self-contained vehicles 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 to 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 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 5<sup>th</sup> wheelers.

It is estimated that of the 586,585 registered in Australia as of 31 January 2015 and has been extended to well over 620,000 to date, that 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:

- Commitment to developing this project
- 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/Coordinators 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 20 RV parks by the end of 2018
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
4. Add product to the declining RV accommodation market

#### 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, State and Local 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 Self Contained Vehicle Policy 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.
12. Marketing and promotional ability highlighting this location as a short term destination.
13. Provide council with accurate spend figures from members visiting the park and spending in town.

### 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 benchmarks 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.

Property acquisition will take place either through working with local contacts or 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 non-commercial leases and where suitable leasehold property is not available, purchase freehold property.

An RV Park will enhance a towns ability to secure long-term RV Friendly status while relieving councils of the costs of management and maintenance.



### 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 10,000m<sup>2</sup> (approx. 40-60 vehicles)
5. Will receive a permit to operate as a low-cost camping ground
6. Likely to receive all other necessary consents and approvals
7. Adjacent to or within easy access of major roads or highways
8. To install/access a dump point at the property or within a reasonable distance of the property
9. 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 and community outlets

## 4. RISK MANAGEMENT

A full risk management plan with associated risk register has been 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
- **Reputational** – failure to meet the above will place the credibility of the organization at risk.

## 5. COSTS/REVENUE

- Average establishment cost per RV park is between \$30,000-\$60,000.
- Average RV park size = 50 vehicles
- Average RV park occupancy = 50%
- Average accommodation charge per person, per night = \$3.00
- Management/lease/maintenance cost per RV park = \$30,000-\$40,000 per year



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.

## 6. IMPLEMENTATION

### 6.1 Stage 1 – Trial Sites

To initiate this process, the Board has approved the acquisition and development of a trial site at Ingham, QLD to gain a better understanding of the various issues involved in setting up member-only RV parks before officially launching a company ground policy and strategy to members and the public. Learnings from this site 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/Coordinators undertaking initial assessment of proposed properties and avoid any ad hoc acquisitions that do not support an integrated RV accommodation network.



## Proposal

# CMCA RV PARK Northern Midlands Municipality

Tasmania

October 2016

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## 1. OVERVIEW

The Campervan & Motorhome Club of Australia Ltd (CMCA) is undertaking the development of a national network of member-only recreational vehicle (RV) parks, specifically targeted to self-contained RVs that meet the club's self-contained vehicle policy. The development of these RV parks will provide a clear and exclusive member benefit that will differentiate CMCA from all other RV clubs in Australia and make club membership desirable for any self-contained RV owner of a motorhome, campervan, caravan or the like.

State governments are changing policies to support the development of basic camping options and 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 and local organisations to develop CMCA RV parks that will provide low-cost accommodation for self-contained CMCA member vehicles.

CMCA seeks to operate a network of RV Parks as a means of bringing the CMCA community to regional communities across Australia including the Northern Midlands Municipality in this network and to assist the Northern Midlands Council in maximising the benefit of RV tourism to the region. In this way CMCA will deliver triple bottom line benefits to the Northern Midlands Municipality through the spending power of environmentally aware tourists who may from time to time provide volunteer support for actions and activities within the communities they visit.

### CMCA Goals

To include the Northern Midlands Municipality in an Australia-wide network of member-only CMCA RV parks that deliver an integrated network of world-class RV accommodation facilities to meet the needs of CMCA members with self-contained RVs.

To develop key RV tourism infrastructure in the Northern Midlands Municipality through which CMCA can promote their region as an RV tourism destination through its own resources in partnership with state and regional tourism organisations.

Maximise the number of members with self-contained vehicles visiting the Municipality by encouraging all CMCA members to meet the requirements of the CMCA self-contained vehicle policy and be eligible to access the CMCA RV Park within the Municipality – preferred location (Southern end of Municipality).

To work with businesses in the Municipality and to maximise their economic value of CMCA members visiting the region.

## 2. OUR PROPOSAL

### Overview

CMCA proposes to lease the council land area (and an extension) to that area, which may currently be used as a "free stay location". CMCA proposes to establish a CMCA RV Park as a private, members' only, low-cost camping ground providing environmentally friendly, sustainable accommodation for self-contained RVs. These are vehicles with on-board fresh water tanks and grey

and black water containment facilities that meet the requirements of the CMCA Self Contained Vehicle Policy.

The proposed CMCA RV Park will be operated along commercial principles but in keeping with the CMCA status as a not-for-profit club.

Any RV owner, no matter what their vehicle type, can join CMCA and RV owners who meet the CMCA Self-Contained Vehicle Policy requirements can enjoy access to all CMCA RV Parks. These parks will eventually provide Australia-wide coverage and a first class RV accommodation experience. Currently, the annual membership subscription for CMCA membership is \$44.00, inclusive of GST.

CMCA seeks to enter into a long term lease agreement with the Northern Midlands Council for the proposed site with the lease to be negotiated to terms agreeable to both parties.

CMCA points to the CMCA RV Park Ingham, Qld, as an example of an operating CMCA RV Park and to support our claim as an effective developer and operator of low-cost camping for RV tourists.

## RV Park Attributes

To establish an RV Park, CMCA has set the following criteria:

### 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 10,000m<sup>2</sup> (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 100 m of the location
8. Fits with the long-term objective of an integrated national RV accommodation network

### b) Preferred (non-essential) attributes:

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

Once the CMCA has inspected proposed sites (with the support of Council) and all the essential attributes required by CMCA and most preferred attributes have been proven up, CMCA acknowledges that some development will be needed to bring the site up to acceptable standard for an RV Park including:

- Providing fresh water taps (x3)
- Some fencing of the site
- Installing a BBQ shelter /assembly point (EAP)



- Connecting electricity (custodians site only)

CMCA estimates the site can accommodate up to 50 RVs, depending on size and type, allowing approximately one vehicle per 80m<sup>2</sup> (maximum) - excluding access areas.

## Costs

CMCA will undertake development of the RV Park and will meet all costs associated with the following:

1. Provision of potable water
2. Fencing the site in a manner that meets Council's requirements
3. Provision of one powered site to meet the needs of the CMCA custodian
4. On-site management through a CMCA volunteer custodian supported by the CMCA RV Park Management and Maintenance team
5. Provision of a BBQ shelter/assembly point (EAP)

CMCA would aim to have the site operational as soon as practical, acknowledging that Tasmania is hosting a major CMCA Rally within the State in March 2017. This rally will bring a considerable number of extra RV's to Tasmania who will stay and tour the state over the 2016-2017 summer periods. The Northern Midlands Council area and local economy should benefit from this occurrence.

CMCA will meet all ongoing maintenance and management costs for the RV Park.

The CMCA RV Park within the Northern Midlands Municipality will operate at no cost to the community or the Council.

CMCA proposes to charge members \$3 per person or \$6 per vehicle administration fee per night to cover costs incurred in the management and administration of the RV Park.

## Lease

CMCA expects to contribute to Council revenue through the payment of rates and any other required fees.

The CMCA expects to pay non-commercial lease fees to the Northern Midlands Council but expects these fees will be in keeping with the overall operational model of the RV Park as a not-for-profit, community-based facility operating on a breakeven basis.

CMCA seeks a non-commercial lease on the area and is prepared to negotiate the terms of this lease to ensure RV Park activities are not detrimental to other users of the area or any Northern Midlands Municipal residents.



### 3. RV PARK MANAGEMENT

#### Custodians

CMCA will manage the site through an on-site CMCA Custodian, a volunteer, whose role is to oversee activities on the site, ensuring only CMCA members with self-contained vehicles access the site and reporting any issues to the CMCA or the appropriate authorities. Park Custodians are appointed by the CEO with the approval of the CMCA Board.

All CMCA RV Park Custodians must have completed the CMCA in-house Park Custodian training package, including conflict management, and be issued with a CMCA RV Park Operations Manual.

CMCA custodians will be guided by a RV Park Management Plan and associated Emergency Management Plan that would require the approval of the Northern Midlands Council and operate within Council guidelines.

Authority, duties and responsibilities of Park Custodians are to:

1. Wear their personal Park Custodian Identity Tag when in the Park area.
  - Ensure that members abide by General Rules of Use of CMCA RV Parks and any specific rules particular to that RV Park
  - Ensure the Park operates in a manner that provides a safe, enjoyable and positive experience for all members using the Park
  - Ensure all members visiting the Park are aware of emergency procedures and the park's Emergency Management Plan.
  - Identify any maintenance issues and advise the CEO
  - Oversee any park maintenance activities undertaken by external contractors
  - Request/check the identification of a member's current financial status
  - Ensure park bookings are managed and monitored (as applicable)
  - Request any member (or guest of member) behaving contrary to the requirements of the General Rules of Use or specific park rules to stop that particular behaviour and, if necessary, advise that continuing this behaviour will lead to them being asked to vacate the Park
  - Call police for assistance if a CMCA member or member of the public refuses to leave the park when requested and notify CMCA NHQ of the incident, or the appropriate local representative.
  - Ensure that rules concerning pets are adhered to.
  - Certify member vehicles as compliant with the CMCA Containment Policy.
  - Liaise with the local and regional tourism authorities to gain detailed knowledge and understanding of tourist attractions and events in the region and promote these to CMCA members staying in the RV Park.
  - Liaise with Council and community groups to identify possible volunteering opportunities for CMCA members and pass this information on to the CMCA NHQ.

## Park conduct

All CMCA members are required to understand the General Rules of Use of CMCA RV Parks and any specific rules to a particular RV Park on arrival at a park, and abide with these conditions at all times.

The following conduct is expected of CMCA members using club RV Parks:

- 1. Financial membership** - Only financial members may stay at the CMCA RV Parks.  
**Self-Containment** - Members must demonstrate their vehicle's ability to meet CMCA Self-Containment Policy to contain ALL black and grey water and dispose of this in the dump point provided.  
**Maximum permitted night's stay** - A member may not exceed the maximum consecutive permitted nights' stay. (5)  
**Member misconduct** – The Park Custodian has the authority to request or obtain a member's removal from a Park if the member's conduct is contrary to the General Rules of Use of CMCA RV Parks and any specific rules particular to that RV Park.  
**Parking** - A minimum 1 metre space with a maximum of 2 meters, is to be left between motor homes/caravans. If a vehicle is large, or towing another vehicle a member is not permitted to park along a boundary fence, as this may prevent another member arriving late from being able to find a park. A driver should 'rear end' a large vehicle into the fence line when possible. Sites will be basically marked out and numbered to assist with this aspect.  
**Generator use** - In some Parks, generator use is prohibited by Council local laws and conditions for that Park. In Parks where use of a generator is permitted, generators must not be operated between 4 pm and 8am, and for no longer than two hours at any one time. A maximum of one 2-hour period operating a generator is permitted in any one day. The exhaust outlet is to be placed away from other park users.  
**Washing** - Clotheslines are to be used where provided. Washing is not to be hung on fences, bushes or external temporary lines. Should an attendee at the RV Park require to dry washing, the only acceptable "line" will be under the attendee's awning.  
**Fires** - No camp fires or open fires are permitted on the site - however a "small controlled fire pot" may be used at the discretion of the custodian, and when fire permits, permit it. Wood is to be supplied by CMCA Member(s). Damage to site trees not permitted.  
**Rubbish** - Rubbish is to be disposed of in bins provided, if there are any. Otherwise it is to be taken away from the park.  
**Pets** - Owners must:
  - Keep pets on a lead no more than 3 meters long at all times, whether stationary or walking the pet.
  - Clean up pet excrement
  - Not take pets to a communal gathering, i.e. morning or afternoon teas, or 'happy' hours

**Park Custodians** - Members are expected to treat Park Custodians with respect, as they are volunteers working for the benefit of all members.

## Other

CMCA aims to be a contributing and valued partner of the Northern Midlands community and the Northern Midlands Council, to support local business and other community stakeholders in the RV Park through the input of our club and the support of our members.

CMCA would want to place signage at the main designated entrance (POE) informing members it is an official CMCA RV Park and outlining RV Park regulations.

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