

Preliminary Cost Estimate

Item	m/m ²	Type	No.	Rate	High	Medium	Low	Notes
Town Square Landscaping								
Preparation								
Large Trees		45 lt	24	\$260	\$ 20,000.00	\$ 20,000.00	\$ 3,840.00	5 days 12 tonne - 5 days 4 tonne
Large Trees		bare rooted	24	\$150		\$ 3,600.00		bare rooted must be planted in winter.
Medium Trees		45 lt	4	\$260	\$ 1,040.00		\$ 640.00	
Medium Trees		bare rooted	4	\$150		\$ 600.00		
Small trees		45 lt	57	\$260	\$ 14,000.00		\$ 9,000.00	
Small Trees		bare rooted	57	\$150		\$ 9,000.00		Cherries, Crab Apples, Pears
Shrubs			200	\$12	\$ 2,400.00	\$ 2,400.00	\$ 1,600.00	
Mulch	1500m ²			\$90/m ²	\$ 1,350.00	\$ 1,350.00	\$ 700.00	recycled council stone & sealed
Stone stage			1		\$ 2,500.00	\$ 2,500.00	\$ 1,400.00	recycled council stone
Stone amphitheatre			1		\$ 4,600.00	\$ 4,600.00	\$ -	conc. liner, pump, stone work, filter
Pond			1		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	filter
Bridge	4 m ²	modwood	1	\$240/m ²	\$ 960.00	\$ 960.00	\$ 500.00	
Wetland	75 m ²			\$100/m ²	\$ 7,500.00	\$ 7,500.00	\$ 3,500.00	
Stone maze			1		\$ 2,000.00	\$ 2,000.00		Labour x 4 days
Animal sculpture			3					
Aggregate path limestone	1200 m ²			\$ 25/m ²	\$ 30,000.00	\$ 30,000.00	\$ 14,000.00	
Dirt glue gravel fixer		sealer		\$32/m ²	\$ 38,000.00			
Lawn	2,500 m ²	instant seed		\$20/m ²	\$ 50,000.00			instant seed
Garden edge	430 m	steel		\$18/m	\$ 7,700.00			
Seats	430 m	T.P.	4	\$9/m	\$ 3,900.00	\$ 3,900.00	\$ 2,000.00	council stock?

Preliminary Cost Estimate

Item	m/m ²	Type	No.	Rate	High	Medium	Low	Notes
Adventure trail								
Low Hedge	50 m			\$ 70 /m	\$ 3,500.00	\$ 3,500.00	\$ 2,100.00	6 x 1500mm plants/m
High Hedge	190 m			\$ 10/m	\$ 1,900.00	\$ 1,900.00	\$ 1,300.00	1 x 150mm plant / m
Sub-total					\$ 218,750.00	\$ 126,310.00	\$ 66,580.00	

Town Square Structures (Labour Included)

Pavillion	50 m ²			\$2000/m ²	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Bandstand	25 m ²			\$500/m ²	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	
Pergola			1		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	One interpretive sign and directional signs
Signage					\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	single accessible toilet as part of pavilion
Toilet block	2.2 m ²		1	\$2,800	\$ 6,160.00	\$ 6,160.00	\$ 6,160.00	
Sub-total					\$ 136,660.00	\$ 136,660.00	\$ 136,660.00	

Town Square Service Infrastructure (Labour Included)

Sewer pipe	65 m			\$100/m	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	assumes 150 mm pipe
TasWater Branch Connection			1	\$1,000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	could be \$500-\$1000
Stormwater Grated Pits			2	\$2,000	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	depending on where low points are
DN150 Drain	90 m			\$80/m	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	
Swale Drain			1	\$4,000	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Council Branch Connection			1	\$1,000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	could be \$500-\$1000
Footpath next to town hall	75 m			\$70pm	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	
Delineation of crossing points	25m			108/m ²	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	

Preliminary Cost Estimate

Item	m/m ²	Type	No.	Rate	High	Medium	Low	Notes
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Sub-total

\$ 31,650.00 \$ 31,650.00 \$ 31,650.00

Town Square Electrical (Labour Included)

Heritage light poles			12	\$5,500	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00	Complete with pole, LED lamp and footing, black colour, bracket arm.
Electrical conduit and cable	180 m			\$100/m	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Electrical pits			2	\$450	\$ 900.00	\$ 900.00	\$ 900.00	Supply and install
Switchboard/meter enclosure			1	\$20,000	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Mounted lighting			1		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	Entry Pergola and Shelter
Lighting control					\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	IP66 outlets for general use
Power outlets			4	\$300	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
Toilet block light			1		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Sub-total					\$ 123,600.00	\$ 123,600.00	\$ 123,600.00	

Miscellaneous

Detailed Design/Approvals Management					\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Project/Contract Management					\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	
Fees					\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Sub-total					\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	

Total (Town Square)

\$ 537,660.00 \$ 445,220.00 \$ 385,490.00

Johnstone McGee and Gandy Pty Ltd

incorporating Dale P Luck & Associates
(trading as JMG Engineers and Planners)

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15th November, 2016

Mr David Downie,
Mayor,
Northern Midlands Council,
Council Chambers,
Longford, TAS 7301

Attachments	
REC'D 27 NOV 2016	
IGM	MYB
CDM	CRS
PLAN	PLAN
BLD	BLD
HLT	HLT
LG	LG

LG ✓

Dear David,

Re: Proposal to construct an elaborate park in Ross

Recently, I looked at your Council's proposal to construct an elaborate recreational park in Ross between the hotel and the bottom bake house on land recently purchased by your Council for just that purpose.

The plans would be excellent for a town of 10,000+ but unsuitable or unsustainable for Ross with a population of just 500+.

I suggest that your Council should be far more realistic. By the time your Council has paid the fee for this initial proposal, its numerous amendments, sought and allocated the funds, constructed the works with some changes no doubt, I feel, as it stands now, this is not what is needed.

What would be acceptable is an open space with suitable tree/shrub planting, a very simple water feature but not in any way fraught with health & safety issues, a toilet and some nice seating with inexpensive shelter and even a bbq. However as your know those features are already in place in Ross. Take for instance, the works undertaken by the bridge and the works in the main street to adequately service those visitors who visit Ross at the moment. I suggest that your Council's proposal be viewed again.

Kind regards,

Valerie

Northern Midlands Council Account Management Report

Income & Expenditure Summary for the Period Ended 30 November 2016 (42% of Year Completed)

	Operating Statement		Corporate Services		Economic & Community Dev		Planning & Development		Works		Total Operating Statement		% of Budget
	2016/17	2016/17	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
Wages	302,906	140,464	566,986	215,288	436,558	155,117	566,946	204,474	1,575,312	871,040	3,446,798.00	1,386,363.00	47.22%
Material & Services Expenditure	403,180	195,658	375,289	189,812	176,831	72,889	555,890	208,026	3,042,779	1,485,724	4,553,989.00	2,151,078.00	47.24%
Depreciation Expenditure	44,940	18,690	31,800	13,120	60,622	25,202	13,770	5,720	5,178,302	2,156,712	5,327,234.00	2,219,444.00	41.65%
Government Levies & Charges	7,500	0	612,093	145,489	5,570	0	0	0	80,256	0	685,419.00	145,489.00	21.23%
Councillors Expenditure	190,097	61,506	0	0	0	0	0	0	0	0	190,097.00	61,506.00	32.36%
Other Expenditure	485,879	70,423	414,649	428,322	190,975	56,780	23,500	5,667	122,036	36,172	1,237,039.00	597,364.00	48.29%
Oncost	133,278	61,500	248,004	94,706	59,874	18,417	233,345	79,212	591,921	265,920	1,286,422.00	619,755.00	48.19%
Internal Plant Hire/Rental	19,650	6,586	20,150	6,145	6,230	2,538	72,920	11,944	843,008	471,643	961,958.00	498,856.00	51.86%
Internal Rental/Rates	310	0	600	0	0	0	0	0	6,290	0	7,200.00	0.00	0.00%
Other Internal Transfers Expenditure	0	680	5,342,463	2,614,263	18,000	7,518	0	0	27,050	11,982	6,587,513.00	2,634,443.00	41.24%
Oncosts Paid - Payroll	67,980	12,767	121,545	37,940	76,628	73,166	119,571	193,863	315,865	236,988	701,889.00	556,724.00	79.32%
Oncost Paid - Non Payroll	96,398	41,652	159,109	63,770	129,147	52,933	184,292	77,156	468,295	208,927	1,017,241.00	444,438.00	43.69%
Plant Expenditure Paid	11,360	4,027	5,010	2,955	15,510	6,268	21,100	5,520	444,515	211,799	497,485.00	230,589.00	46.35%
	1,763,478	613,953	8,896,798	3,810,810	1,175,945	470,797	1,770,334	791,582	12,673,629	5,758,907	28,280,184	11,445,049	43.55%
Rate Revenue	0	0	(9,072,348)	(9,882,384)	0	0	(23,256)	(23,256)	(702,941)	(719,287)	(9,798,545.00)	(9,824,927.00)	98.23%
Recruitment Grant Revenue	(1,600)	(5,273)	(1,550,981)	(969,437)	(255,220)	(125,326)	0	0	(2,272,594)	(1,184,928)	(4,080,995.00)	(2,234,964.00)	54.77%
Fees and Charges Revenue	0	(1,153)	(205,736)	(70,232)	(342,586)	(137,221)	(754,717)	(316,000)	(428,862)	(212,553)	(1,731,651.00)	(736,159.00)	42.61%
Interest Revenue	(330,000)	(8,366)	(105,842)	(32,202)	0	0	0	0	0	0	(435,842.00)	(40,568.00)	9.31%
Reimbursements Revenue	(2,800)	(768)	(39,749)	(4,204)	(8,019)	(915)	(34,400)	(15,102)	(12,100)	(18,634)	(96,667.00)	(40,623.00)	41.94%
Oncost Recoveries - Internal Tier	(133,278)	(60,858)	(247,062)	(94,449)	(57,410)	(14,441)	(232,476)	(78,535)	(807,198)	(294,512)	(1,477,424.00)	(542,795.00)	36.74%
Plant Hire Income - Internal Tier	(17,830)	(4,809)	(15,310)	(2,430)	(9,000)	(210)	(61,940)	(3,966)	(1,138,899)	(527,724)	(1,242,969.00)	(539,141.00)	43.38%
Other Internal Transfers Income	(50,770)	(21,370)	(463,351)	71,223	(506,794)	(206,794)	(694,474)	(259,386)	(5,072,124)	(2,114,539)	(6,787,513.00)	(2,540,846.00)	37.43%
Other Revenue	(708,034)	(64,860)	(4,761)	(4,212)	0	(14,174)	(2,100)	(149)	(48,426)	(42,152)	(763,321.00)	(85,547.00)	11.21%
	(1,244,112)	(166,457)	(11,706,139)	(9,988,327)	(1,178,979)	(499,081)	(1,803,363)	(707,376)	(10,483,134)	(5,024,329)	(26,414,727)	(16,385,570)	62.03%
Underlying (Surplus) / Deficit Before	519,366	447,496	(2,808,341)	(6,177,517)	(3,024)	(28,284)	(33,029)	84,206	2,190,495	734,578	(134,543)	(4,939,521)	
Gain on sale of Fixed Assets	0	0	0	0	0	0	0	0	0	0	0	0	
Loss on Sale of Fixed Assets	0	0	0	0	0	19,411	0	21,854	300,000	22,627	300,000	63,892	
Net Loss On Disposal of Fixed Assets	0	0	0	0	0	19,411	0	21,854	300,000	22,627	300,000	63,892	
Underlying (Surplus) / Deficit	519,366	447,496	(2,808,341)	(6,177,517)	(3,024)	(8,873)	(33,029)	106,060	2,490,495	757,205	165,457	(4,875,629)	
Capital Grant Revenue	0	0	0	0	0	(246)	0	0	(2,267,676)	(737,055)	(2,267,676)	(737,301)	
Subdivider Contributions	0	0	0	0	0	(246)	0	0	(430,000)	0	(430,000)	0	
	0	0	0	0	0	(246)	0	0	(2,697,676)	(737,055)	(2,697,676)	(737,301)	
Operating (Surplus) / Deficit	519,366	447,496	(2,808,341)	(6,177,517)	(3,024)	(9,119)	(33,029)	106,060	(207,181)	20,150	(2,532,219)	(5,612,930)	



Northern Midlands Council
Account Management Report
for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Capital Expenditure - Governance					
Fleet, Plant & Equipment					
704420 S.E.S. Equipment Purchase	\$0	\$0	\$239	-\$239	0%
780004 Gov - Council Chambers Table and Chairs	\$25,000	\$10,440	\$5,500	\$19,500	22%
780006 Gov - Office Equipment Purchases	\$2,000	\$810	\$6,542	-\$4,542	327%
Total Fleet, Plant & Equipment	\$27,000	\$11,250	\$12,281	\$14,719	45%
Land & Buildings					
707987 Lfd - CBD Strategy Parklets	\$102,000	\$42,500	\$1,423	\$100,577	1%
Total Land & Buildings	\$102,000	\$42,500	\$1,423	\$100,577	1%
Total Capital Expenditure - Governance	\$129,000	\$53,750	\$13,704	\$115,296	11%
Grand Total	\$129,000	\$53,750	\$13,704	\$115,296	11%

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Northern Midlands Council
Account Management Report
for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Annual Budget %
Capital Expenditure - Corporate Services					
Equipment & Buildings - Corporate Services					
700034 Fleet - F34 Corporate Services Manager	\$18,000	\$7,500	\$188	\$17,812	1%
707964 Ltd - Council Chambers Roof Replacement	\$80,000	\$33,310	\$0	\$80,000	0%
715300 Corp - Computer System Upgrade	\$128,750	\$53,647	\$19,266	\$109,484	15%
715310 Corp - Purchase Office Equipment	\$2,000	\$810	\$543	\$1,457	27%
720113 Corp - Office / Council Chambers Improvements	\$117,293	\$48,875	\$88,377	\$28,916	75%
Total Equipment & Buildings - Corporate Services	\$346,043	\$144,142	\$108,373	\$237,670	31%
Total Capital Expenditure - Corporate Services	\$346,043	\$144,142	\$108,373	\$237,670	31%
Grand Total	\$346,043	\$144,142	\$108,373	\$237,670	31%



Northern Midlands Council
Account Management Report
 for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Capital Expenditure - Economic & Community Develop					
Equipment & Buildings					
750202 Ec & Comm Dev - Sports Centre Equipment Purchases / Improvements	\$20,000	\$8,310	\$1,073	\$18,927	5%
780025 Ec & Comm Dev - Purchase of Office Equipment	\$2,000	\$810	\$0	\$2,000	0%
Total Equipment & Buildings	\$22,000	\$9,120	\$1,073	\$20,927	5%
Fleet					
700002 Fleet - F2 Pool Vehicle	\$15,000	\$6,250	\$17,784	-\$2,784	119%
700010 Fleet - F10 Economic & Community Development Manager	\$0	\$0	-\$12,500	\$12,500	0%
Total Fleet	\$15,000	\$6,250	\$5,284	\$9,716	35%
Child Care					
707968 Pth - Community Centre/Child Care Air Conditioning	\$6,000	\$2,500	\$2,707	\$3,293	45%
Total Child Care	\$6,000	\$2,500	\$2,707	\$3,293	45%
Total Capital Expenditure - Economic & Community	\$43,000	\$17,870	\$9,064	\$33,936	21%
Grand Total	\$43,000	\$17,870	\$9,064	\$33,936	21%



Northern Midlands Council
Account Management Report
 for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Capital Expenditure - Planning & Development					
Fleet, Plant & Equipment					
700003 Fleet - F3 Planning Manager	\$15,000	\$6,250	\$32,966	-\$17,966	220%
700004 Fleet - F4 Health/Planning Inspector	\$15,000	\$6,250	\$0	\$15,000	0%
715330 Plan & Dev - Purchase of Office Equipment	\$44,000	\$18,310	\$30,903	\$13,097	70%
Total Fleet, Plant & Equipment	\$74,000	\$30,810	\$63,869	\$10,131	86%
Total Capital Expenditure - Planning & Development	\$74,000	\$30,810	\$63,869	\$10,131	86%
Grand Total	\$74,000	\$30,810	\$63,869	\$10,131	86%

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Northern Midlands Council Account Management Report for year to November 2016

Capital Expenditure - Works Department

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Annual % Budget
Fleet, Plant & Depot					
700012 Fleet - F12 Light Truck Litter Collection North	\$30,000	\$12,500	\$0	\$30,000	0%
700014 Fleet - F14 Utility Works Assistant Supervisor North	\$0	\$0	\$188	-\$188	0%
700025 Fleet - F25 Utility Vehicle	\$13,500	\$5,625	\$31,045	-\$17,545	230%
700031 Fleet - F31 Utility	\$20,000	\$8,310	\$0	\$20,000	0%
700032 Fleet - F32 Truck	\$84,000	\$35,000	\$0	\$84,000	0%
700040 Fleet - F40 Floccon	\$205,000	\$85,440	\$0	\$205,000	0%
700051 Fleet - F51 Backhoe	\$95,000	\$39,560	\$0	\$95,000	0%
700060 Fleet - F60 Mobile Arrow Board	\$0	\$0	\$3,896	-\$3,896	0%
700064 Fleet - F64 Tractor	\$0	\$0	\$122,121	-\$122,121	0%
700180 Fleet - Depot Pool Utility Vehicle	\$20,000	\$8,310	\$0	\$20,000	0%
715320 Works - Purchase Small Plant	\$20,000	\$8,310	\$1,266	\$18,734	6%
715337 Works - CCTV Installation	\$15,000	\$6,250	\$4,912	\$10,088	33%
715338 Works - Office Equipment Purchases	\$0	\$0	\$82	-\$82	0%
720200 Works - Longford Depot Improvements	\$21,500	\$8,956	\$21,816	-\$316	101%
720201 Works - Crown Depot Improvements	\$11,500	\$4,780	\$8,136	\$3,364	71%
720205 Lfd - Archive Storage at Works Depot	\$0	\$0	\$215	-\$215	0%
Total Fleet, Plant & Depot	\$535,500	\$223,041	\$193,677	\$341,823	37%

CFWD Budget 15116

Recreation

707752 Lfd - Sports Centre Landscaping	\$20,000	\$8,310	\$0	\$20,000	0%
707774 Evn - Lamp Posts Main Street	\$25,000	\$10,440	\$14,253	\$10,747	57%
707789 Lfd - Victoria Square to Mill Dam Project	\$50,000	\$20,810	\$0	\$50,000	0%
707800 Rec - Special Committee Asset Purchases	\$10,000	\$0	\$0	\$0	0%
707801 Rec - Private Power Poles All Areas	\$80,000	\$4,190	\$0	\$10,000	0%
707814 Rec - Street Tree Program All Areas	\$80,000	\$33,310	\$9,970	\$70,030	12%
707827 Lfd - NMC Marquee	\$5,240	\$2,181	\$5,240	\$0	100%
707827 All Areas - Town Entrance Landscaping/Beautification	\$30,000	\$12,500	\$15,904	\$14,096	53%
707855 Evn - Morvern Park Dump Point Landscaping	\$4,000	\$1,690	\$0	\$4,000	0%
707883 Various - Signage Projects	\$35,000	\$14,560	\$586	\$34,414	2%
707889 City - Recreation Ground Sewer Dump Point	\$30,000	\$12,500	\$0	\$30,000	0%
707913 City - Recreation Ground Building Improvements	\$30,000	\$12,500	\$0	\$30,000	0%
707923 City - Pool Roller Cover and Signage	\$14,000	\$5,810	\$1,671	\$12,329	12%
707924 Rec - Longford Victoria Square Destination Play Space	\$253,000	\$105,419	\$189,782	\$63,218	75%
707940 Lake Leake - Caretakers House and Amenities Upgrade	\$8,000	\$3,310	\$909	\$7,091	11%
707965 Pth - Train Park Painting of Train	\$10,000	\$4,190	\$68	\$9,932	1%
707967 Evn - Falls Park Entrance & Gates	\$10,000	\$4,190	\$0	\$10,000	0%
707971 Evn - Town Square Building Renovation	\$40,000	\$16,690	\$706	\$39,294	2%
707977 Evn - Morvern Park Oval Top Dressing	\$15,000	\$6,250	\$522	\$14,478	3%
707978 Lfd - Rec Ground Improvements Master Plan Stage 1	\$20,000	\$8,310	\$0	\$20,000	0%
707979 Lfd - Cemetery Improv to Road Irrigation, Seats, new	\$15,000	\$6,250	\$10,941	\$4,059	73%
707980 Sheaths					
707981 Lfd - Union St Dog Exercise Area	\$5,000	\$2,060	\$0	\$5,000	0%
707982 Longford - Victoria Square Christmas Tree Lighting	\$30,000	\$12,500	\$0	\$30,000	0%
707983 Lfd - Victoria Square Candlaph Lighting	\$20,000	\$8,310	\$570	\$19,430	3%

Northern Midlands Council Account Management Report for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Total Recreation	\$1,517,290	\$632,112	\$314,275	\$1,203,015	21%
Buildings					
707719 Ross - Cannon at War Memorial Restoration	\$10,000	\$4,190	\$0	\$10,000	0%
707805 Town - War Memorial Oval Amenities Upgrade	\$1,500,000	\$625,000	\$1,784	\$1,498,216	0%
707805.1 Town - War Memorial Oval Amenities Upgrade - Design & Supervision		\$0	\$0	\$0	0%
707854 Pth - War Memorial Main St Gun Restoration	\$5,000	\$2,060	\$0	\$5,000	0%
707868 Cty - Town Hall Improvements	\$8,000	\$3,310	\$0	\$8,000	0%
707877 All Areas - Bus Shelters / Playground / BBQ / Shade Structures	\$80,000	\$33,338	\$22,240	\$57,760	28%
707920 Rec - Public Buildings Asbestos Removal	\$20,000	\$8,310	\$5,735	\$14,265	29%
707925 Town - Town Hall Improvements	\$50,000	\$20,810	\$5,874	\$44,127	12%
707926 Town - Library Improvements	\$10,000	\$4,190	\$0	\$10,000	0%
707927 Epping - Hall Weatherboard Replacement	\$20,000	\$8,310	\$0	\$20,000	0%
707934 Ross - Public Toilet Replacement	\$200,000	\$83,338	\$5,347	\$194,653	3%
707942 Avoca - Public Buildings Program	\$34,000	\$14,190	\$0	\$34,000	0%
707943 Bishopscourne - Community Centre Laserlite Replacement	\$8,000	\$3,310	\$0	\$8,000	0%
707944 Cty - Childcare Building Improvements	\$7,000	\$2,940	\$0	\$7,000	0%
707945 Cty - Trout Park History Board Shelter	\$5,000	\$2,060	\$0	\$5,000	0%
707947 Town - Pool Improvement	\$24,500	\$10,220	\$239	\$24,261	1%
707948 Town - Renovations/Upgrades William St Units	\$20,000	\$8,310	\$0	\$20,000	0%
707949 Town - Renovations/Upgrades Guide Hall	\$5,000	\$2,060	\$0	\$5,000	0%
707950 Town - Valentine Park Log Shelter Shingle Replacement	\$7,000	\$2,940	\$0	\$7,000	0%
707951 Town - Oval Score Box Stair Replacement	\$2,000	\$810	\$0	\$2,000	0%
707953 Town - Town Hall Interior Painting and Repairs	\$17,000	\$7,060	\$0	\$17,000	0%
707954 Evan - Renovations/Upgrades Murray St Units	\$20,000	\$8,310	\$0	\$20,000	0%
707955 Evan - Community Centre Flag Pole Replacement	\$10,000	\$4,190	\$1,126	\$8,874	11%
707956 Evan - BBQ Shelter Improvements Honeydanks Reserve	\$1,000	\$440	\$0	\$1,000	0%
707957 Lfd - Town Hall Exterior Painting	\$25,000	\$10,440	\$0	\$25,000	0%
707958 Lfd - Town Hall Acoustics Improvement	\$50,000	\$20,810	\$0	\$50,000	0%
707959 Lfd - War Memorial Hall Floor Improvements and Sound Proofing	\$61,000	\$25,440	\$54	\$60,946	0%
707961 Lfd - Library Access and Rising Damp Rectification	\$10,000	\$4,190	\$0	\$10,000	0%
707962 Lfd - Recreation Ground Building Stair Replacement	\$17,000	\$7,060	\$0	\$17,000	0%
707969 Pth - Community Centre Electrical Works Including LED Lighting	\$8,000	\$3,310	\$0	\$8,000	0%
707970 Rossarden - Public Toilet Improvements	\$2,000	\$810	\$0	\$2,000	0%

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Northern Midlands Council Account Management Report for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Total Buildings	\$2,401,233	\$1,000,449	\$55,720	\$2,345,513	2%
707973	Ross - Town Hall Acoustic Improvements	\$4,733	\$2,003	\$0	0%
707974	Ross - Town Hall Entrance Upgrade	\$2,000	\$810	\$0	0%
707976	Ross - Caravan Park Units Floor Coverings	\$10,000	\$4,190	\$9,341	93%
715350	Rec - Public Building Improvements	\$100,000	\$41,690	\$0	0%
715390	All Areas - Public Amenities Painting Program	\$30,500	\$12,720	\$0	0%
715400	All Areas - Building Demolitions	\$17,500	\$7,280	\$3,980	23%
	Total Waste Management	\$25,000	\$10,440	\$2,260	9%
712952	Waste - MGB Purchases	\$30,000	\$12,500	\$1,415	5%
728755	Waste - WTS Improvements	\$0	\$0	\$808	0%
728763	Waste - Lfd WTS Improvements	\$2,350	\$976	\$27,108	1154%
728766	Waste - Avoca WTS Improvements	\$57,350	\$23,918	\$31,591	55%
	Total Waste Management	\$25,000	\$10,440	\$2,260	9%
	Roads	\$11,694	\$4,876	\$12,791	109%
Lfd - Smith Howick to Hay		\$306	\$124	\$12,537	4097%
Lfd - Smith Street Howick to Hay Footpath		\$12,000	\$5,000	\$25,329	211%
Lfd - Smith Street Hay to Gate Footpath					
Lfd - Smith Street Hay to Gate Footpath					
	Total Lfd - Smith Howick to Hay	\$11,694	\$4,876	\$12,791	109%
	Ross Streetscape Improvements	\$50,000	\$20,810	\$3,424	7%
714846	Ross - Streetscape Improvements	\$0	\$0	\$4,545	0%
714846.38	Ross - Town Sandstone Entrance Statements	\$50,000	\$20,810	\$7,970	16%
	Total Ross Streetscape Improvements	\$50,000	\$20,810	\$3,424	7%
	Resealing Program	\$700,000	\$291,690	\$5,045	1%
715005	Roads - Resealing All Areas	\$700,000	\$291,690	\$5,045	1%
	Total Resealing Program	\$700,000	\$291,690	\$5,045	1%
	Resheeting Program	\$265,000	\$110,440	\$37,004	14%
715125	Southern - Resheeting	\$265,000	\$110,440	\$47,193	18%
715460	Roads Northern - Resheeting	\$530,000	\$220,880	\$84,196	16%
	Total Resheeting Program	\$265,000	\$110,440	\$37,004	14%
	Footpath Construction Program	\$29,016	\$12,076	\$0	0%
750180.6	Ctown - Bridge St Church St to Highway Footpath	\$24,000	\$10,000	\$0	0%
750473.6	Pth - George St Fairtlough to Clarence Footpath	\$60,000	\$25,000	\$0	0%
750474.6	Pth - George St Fairtlough to end of Kerb Footpath	\$17,000	\$7,060	\$49,280	82%
750492.6	Ctown - Glenelg St Pedder to Church Footpath	\$3,000	\$1,250	\$0	0%
750507.6	Lfd - Goderich St William to Archer Footpath	\$60,000	\$25,000	\$0	0%
750716.6	Cty - Main St No 134 to Bus Parking West Side Footpath	\$15,000	\$6,250	\$0	0%
750794.6	Cty - Main St Newsagency to Church St Footpath	\$70,000	\$29,190	\$252	0%
750823.6	Lfd - Malcombe St Laycock to Warboughn Footpath	\$40,000	\$16,690	\$414	1%
751044.6	Ctown - Queen St Bridge to Glenelg Footpath				

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Northern Midlands Council Account Management Report for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
751100.6	Evan - Cnr Scone/Russell Street Footpath	\$0	\$0	-\$4,622	0%
751150.6	Cry - Spencers Lane Cressy Rd to Gairhey St Footpath	\$0	\$5,900	-\$5,900	0%
751356.6	Lfd - Wellington St/Hobhouse 2047 to Bulwer 2082	\$63,360	\$26,400	\$63,360	0%
751571.8	Footpath	\$0	\$0	\$0	0%
751571.9	Evan - Nile Road Reconstruction Ch 10.490 to 10.800	\$0	\$0	-\$124	0%
751571.91	Driveways	\$0	\$0	-\$9,796	0%
	Evan - Nile Road Reconstruction Ch 10.490 to 10.800	\$0	\$9,796	-\$9,796	0%
	Stormwater	\$381,376	\$158,916	\$70,388	18%
	Total Footpath Construction Program				
	Other Road Projects				
715470	Roads - Replacement of Crossovers All Areas	\$220,000	\$0	\$0	0%
750180	Town - Bridge St Reconstruction Highway to Church St	\$40,000	\$16,690	\$219,878	0%
750333	Pth - Cromwell St Phillip to Nelson K&G East Side	\$0	\$0	\$39,210	2%
750333.9	Pth - Cromwell St Phillip to Nelson East Side	\$0	\$36	-\$36	0%
759333.91	Stormwater Other	\$0	\$0	-\$8,599	0%
750561	Pth - Cromwell St Phillip to Nelson East Side	\$60,000	\$25,000	\$60,000	0%
750684	Ross - High St Church to Esplanade Reconstruction	\$140,000	\$58,310	\$139,450	0%
750684.1	Town - Leake St Reconstruct Mason to Torlesse K&G	\$0	\$0	-\$1,032	0%
750744	Town - Leake St Reconstruct Mason to Torlesse	\$230,000	\$95,810	\$230,000	0%
	Excavation	\$264,000	\$110,000	\$262,411	1%
750933	Evan - Nile Road Reconstruction Ch 7.300 to 8.085	\$70,000	\$29,190	\$70,000	0%
751131	Pth - Secombe St East Reconstruct and Seal	\$50,000	\$20,810	\$49,878	0%
751257	Fairfough to end	\$80,000	\$33,310	\$79,970	0%
751308	Town - Torlesse St Reconstruction Leake to end	\$250,000	\$104,190	\$250,000	0%
751412	Pth - Secombe St West K&G and Rd Verge	\$280,000	\$108,310	\$260,000	0%
751413	Lfd - Woolmers Lane Reconstruction Ch 4.490 to 5.800	\$87,000	\$36,250	\$87,000	0%
751548	Town - Macquarie Rd Ch 33.865 to Ch 34.215	\$120,000	\$50,000	\$118,406	1%
751571	Reconstruct	\$0	\$0	-\$463	0%
751571.1	Evan - Nile Road Reconstruction Ch 10.490 to 10.800	\$0	\$0	\$0	0%
751571.2	Excavation	\$0	\$0	\$0	0%
751571.3	Evan - Nile Road Reconstruction Ch 10.490 to 10.800	\$0	\$0	\$0	0%
752000	Subbase	\$700,000	\$291,690	\$700,000	0%
	Base	\$2,571,000	\$1,071,250	\$2,556,073	1%
	All Areas - LED Street Lighting Program				
	Total Other Road Projects				
	Total Roads	\$4,244,376	\$1,768,546	\$207,855	5%

Northern Midlands Council Account Management Report for year to November 2016

	Annual Budget	YTD Budget	YTD Actual	Budget Variance	% Annual Budget
Bridges					
741130 Lfd - Bridge 1130: Woolmers Lane Macquarie River	\$2,600,000	\$1,033,331	\$59,250	\$2,540,750	2%
741300 Avoca - Bridge 1300: Rossarden Rd Storeys Creek	\$120,000	\$50,000	\$0	\$120,000	0%
742380 Avoca - Bridge 2380 Royal George Rd Lewis Hill Crk	\$0	\$0	\$0	\$0	0%
743725 Avoca - Bridge 3725: McShanes Rd Hop Pole Crk	\$300,000	\$125,000	\$0	\$300,000	0%
747350 Cty - Bridge 7350: Cressy Rd Lake River	\$1,430,000	\$595,810	\$1,614,478	-\$184,478	113%
Total Bridges	\$4,450,000	\$1,854,141	\$1,673,729	\$2,776,271	38%
Urban Stormwater Drainage					
738565 Pth - Stormwater West Perth Catchment Survey	\$0	\$0	\$375	-\$375	0%
788576 Lfd - Stormwater Detention Basin Paton Street	\$74,553	\$31,062	\$74,553	\$0	100%
788601 Evam - Stormwater Translink Upgrade	\$819,134	\$341,307	\$157,070	\$662,064	19%
788605 Storm Water Management Plans	\$40,000	\$16,690	\$18,135	\$21,865	45%
788608 Lfd - Park St Stormwater George to West South Side	\$0	\$0	\$6,581	-\$6,581	0%
Total Urban Stormwater Drainage	\$933,687	\$389,059	\$256,715	\$676,973	27%
Total Capital Expenditure - Works Department	\$14,139,436	\$5,891,266	\$2,733,561	\$11,405,876	19%
Grand Total	\$14,139,436	\$5,891,266	\$2,733,561	\$11,405,876	19%

Policy BUSINESS CREDIT CARDS POLICY & PROCEDURE

Policy Name:	Business Credit Cards Policy & Procedure
Originated Date:	Adopted 19 March 2012 – Min. No. 73/12 (as Policy 63)
Amended Date/s:	Revised 12 December 2016 – Min. No.
Applicable Legislation:	
ECM Reference:	44/001/001
Objective	To provide a work environment which aims to ensure the health, safety, respect and productivity of all employees

1. SCOPE

- 1.1 This Policy applies to the Mayor and all staff of the Northern Midlands Council who are assigned a Business Credit Card.
- 1.2 Conditions set out in this Policy and Procedure, the Northern Midlands Council's Procurement Policy, Fraud & Corruption Policy, and Delegations of Authority.
- 1.3 The Northern Midlands Council uses Commonwealth Bank Business Card - MasterCard.
- 1.4 Commonwealth Bank of Australia is the exclusive supplier of Business Credit Cards to the Northern Midlands Council. The arrangements with the Bank cover all of the Northern Midlands Council's Business Units. No other provider's card will be approved for the duration of our agreement with the Commonwealth Bank.
- 1.5 Cardholders and their managers and supervisors are responsible for ensuring that they adhere to the Business Credit Card policy, thereby ensuring adequate controls are exercised to minimise the risk that Business Credit Cards are used for fraudulent or corrupt purposes. Cardholders and their managers and supervisors are referred to the Northern Midlands Council's Fraud & Corruption Policy for further information on their role in relation to fraud and corruption prevention.

2. ELIGIBILITY

- 2.1 Only the Northern Midlands Council Mayor, senior executive staff, or staff holding a supervisory position can apply for a Business Credit Card.
- 2.2 Staff are eligible to be issued with only one (1) Business Credit Card at a time.
- 2.3 To be eligible for a Business Credit Card, a staff member must meet one or more of the following criteria:
 - 2.3.1 Hold a senior management position within Northern Midlands Council;
 - 2.3.2 Travel frequently in the course of his/her duties either within Tasmania or interstate;
 - 2.3.3 Purchase minor goods and services for use by Northern Midlands Council;

2.3.4 Incur regular frequent expenses of a kind appropriately paid by credit card.

3. LIMITS

- 3.1 The Business Credit Card issued to the Northern Midlands Council General Manager (or delegate) and Corporate Services Manager will be limited to a maximum of \$5,000 and be for business expenditures only.
- 3.2 The Business Credit Card issued to the Northern Midlands Council Mayor will be limited to a maximum of \$2,500 and be for business expenditures only.
- 3.3 Business Credit Cards issued to senior management or other staff apart from the General Manager will be limited to a maximum of \$1,500 and be for business expenditures only.
- 3.4 Exceptions to these limits and usage rule will be made on a case by case basis by the General Manager, Northern Midlands Council.

4. CONDITIONS OF USE

- 4.1 The Business Credit Card cannot be used:
 - 4.1.1 For purchasing fuel for Council or privately owned vehicles. (See Section below concerning Fuel Purchases).
 - 4.1.2 To obtain cash advances.
 - 4.1.3 For expenses other than those incurred by the assigned officer named on the Card or on behalf of another staff member.
- 4.2 The Business Credit Card is to be used only for official Northern Midlands Council business and not personal expenses. Charging personal transactions to Business Cards is not acceptable under any circumstances. Cardholder transactions will be scrutinised to ensure compliance with this policy.
- 4.3 Infractions of the conditions of this Policy will result in cancellation of the card and withdrawal of Business Credit Card privileges.
- 4.4 Breaching of this policy can lead to disciplinary action against the staff member concerned. In all cases of misuse, the Northern Midlands Council reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorising the Northern Midlands Council to recover from their salary any amount incorrectly claimed.
- 4.5 Cardholders may not use their Business Credit Card to obtain cash advances from banks, building societies, credit unions nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveller's cheques and electronic cash transfers.

5. FUEL PURCHASES

- 5.1 Fuel for Council owned vehicles must be purchased using a Caltex Fuel card and not the Business Credit Card.
- 5.2 An exception to the above rule is where the vehicle is at risk of running out of fuel

and there is no Caltex Service Station available. In this case, the Business Credit Card may be used to purchase fuel from a non-Caltex service station.

- 5.3 If fuel purchases are made on the Business Credit Card, these must immediately be brought to the attention of the Council's General Manager.

6. MONTHLY BUSINESS CARD STATEMENTS

- 6.1 The Commonwealth Bank issues statements on a monthly basis, normally on the 15th day. Business Credit Card expenditures must be reconciled with Corporate Services by the last day of each month. Reconciliation by month end allows for a period of two weeks by which time the Mayor and all staff should have submitted documentation for reconciliation. Cardholders who have not acquitted their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately to avoid having their cost-centre debited for the outstanding statement amount. This procedure will ensure that cost-centre accounting records maintain an accurate and meaningful balance.
- 6.2 Cardholders who do not acquit their monthly expenditures by month end will be sent a reminder of their obligations under this Policy. Continued or repeated non-conformance to this Policy will result in cancellation of the Card and such other actions as appropriate.
- 6.3 If Card expenditures are not reconciled or acquitted within two months of the normal month end reconciliation date and a plausible explanation has not been received by Corporate Services, the Business Credit Card will be cancelled and the Cardholders' Business Unit account debited for the amount outstanding. Note that further action may also be taken against the Cardholder.

7. CARDHOLDER RESPONSIBILITIES

Cardholders are responsible for the following security measures for the use of their Card:

- 7.1 Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Business Credit Card is an original receipt.
- 7.2 Card purchases without receipts are ultimately the responsibility of the user and his/her Unit. A failure to provide receipts or credible explanation for the unsupported expenditure will result in an automatic debit from the Business Unit's account after two months of the original reconciliation month end date.
- 7.3 Reimbursement for return of goods and/or services must be credited directly to the Card account.
- 7.4 Cardholders cannot authorise their own statements or have a subordinate counter-sign for them; however, the expenditure of the Mayor is to be authorised by the General Manager.
- 7.5 Lost or stolen Cards must be reported immediately to the Commonwealth Bank Lost/Stolen Cards unit (telephone 13 22 21) and cancelled immediately. Corporate Services must be notified within 2 business days of this activity.

- 7.6 Persons issued with a Business Credit Card are in a position of trust in regard to use of public funds. Improper or unauthorised use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination from the Northern Midlands Council.
- 7.7 Cardholders are responsible for ensuring that their purchases meet the Northern Midlands Council's purchasing criteria outlined in the Northern Midlands Council's Procurement Policy.

8. MANAGEMENT AND SUPERVISORY RESPONSIBILITIES

The transactions of the General Manager are to be verified by the Corporate Services Manager and all other transactions are to be verified by the General Manager, Northern Midlands Council each month.

In verifying the transactions, the General Manager and Corporate Services Manager are to ensure the transactions are business related and the cardholder has supplied supporting documentation. Any unusual transactions must be followed up with the cardholder immediately. Suspected breaches of policy must be referred to Corporate Services without exception.

9. RECORDS MANAGEMENT

- 9.1 All documentation associated with the application for a Business Credit Card will be maintained within the Northern Midlands Council's electronic records management system.
- 9.2 Receipts for all Credit Card transactions will be retained locally within the Corporate Services Unit. Cardholders must be able to produce receipts on-demand for audit purposes. Where electronic document management systems are available to record receipts and/or other evidence of business transactions, this is the preferred medium for storage.

10. AUDIT

- 10.1 The Tasmanian Audit Office will audit Business Credit Card transactions on a yearly basis, together with random audits throughout the year as deemed appropriate by the Audit Office.
- 10.2 Audit of cardholder purchases will occur by the General Manager on a monthly basis as part of the approval process for purchases.
- 10.3 The Council retain the right to query any purchases and investigate those that are deemed inappropriate with business use.

CORP 3

Policy Name:	Private Works & Driveway Entrances
Originated Date:	Adopted 18 December 1995-Min. No 416/95 (as Policy 16)
Amended Date/s:	Amended 20 February 2012-Min. No. 41/12 Amended 12 December 2016 – Min No./16
Applicable Legislation:	Section 35 of the Local Government Act 1993.
Dataworks Reference:	44/001/001
Objective	Guidelines to ensure consistency in the undertaking of private works and the construction of driveway entrances.

(a) Private Works

- (i) Supervisors to ensure that a private works form is signed by the applicant prior to work being commenced.
- (ii) Supervisors and Managers should advise ratepayers of alternatives to Council undertaking the work, and encourage the use of local contractors to undertake private works on private property.
- (iii) Minimum charge of one half hour for plant and labour.
- (iv) Private works charges shall be wages at the appropriate overtime rate, plus on costs. Plant hire at the standard plant hire rate, which includes travelling to and from the place of work. Administration costs 15% on materials and labour.

(b) Driveway Entrances

Reconstruction of streets with kerb and gutter.

- (i) When restructuring streets, driveway entrances shall be reshaped, gravelled and prepared for sealing at Council's cost.
- (ii) Entrances which are currently hotmixed, concreted or ironstone gravel will be reinstated to the same standard unless otherwise agreed to.
- (iii) When the grade of the driveway entrance has substantially changed, Council will hotmix seal the entrance at no cost to the property owner.
- (iv) Entrances to be graded to the best possible grade to ensure a standard vehicle can cross the gutter without hitting the rear of the car.
- (v) When undertaking improvements 'Humes' crossovers should be removed wherever practical, and every effort should be made to provide the flattest grade possible by means of regrading the entrance back into the property (if possible) with consultation with the property owner.

Where reconstruction works are not being undertaken on the roadway -

- (i) Property owners should seek permission from the Council to improve their

crossover or driveway entrance.

- (ii) New concrete crossings and improvements to entrances, ie gravelling and sealing, must be undertaken by a recognised contractor.
- (iii) Driveways must not be sealed unless it can be proven that a minimum of 200mm of good quality gravel has been placed and prepared.
- (iv) The driveway is to be inspected by a Council Officer following excavation, prior to placing gravel and prior to hotmixing and concreting.
- (v) A telecommunications and water location should be provided prior to work being carried out.
- (vi) The contractor is to be responsible for any damages to these services.
- (vii) The standard of work should be carried out in accordance with Council's Plan No. ---.
- (viii) Council will contribute 50% towards the cost of the work, providing the work is done to an acceptable standard and the cost is in accordance with standard annual contract rates subject to the maximum of 20 square metres.

New concrete crossovers and entrances -

- (i) Are to be constructed at the property owner's expense.
- (ii) Property owners are to request permission from Council.
- (iii) The work must be carried out by a recognised contractor.
- (iv) In accordance with Council plans and specifications.
- (v) Contractors are able to be responsible for acquiring locations and damage to existing services.
- (vi) Council will contribute 50% towards the cost of the work, providing the work is done to an acceptable standard and the cost is in accordance with Council's standard annual contract rates subject to the maximum of 20 square metres.

Additional (second) concrete crossings -

- (i) To be constructed at the property owners expense.
- (ii) Property owners are to request permission from Council.
- (iii) The work must be carried out by a recognised contractor.
- (iv) In accordance with Council plans and specifications.
- (v) Contractors are to be responsible for acquiring locations and damage to existing services.
- (vi) Applicant must demonstrate that the street parking will not be affected by installation of a second entrance.

Policy Name:	Councillors Allowances, Travelling & Other Expenses
Originated Date:	Adopted 5 April 1993-Min. No. 12/93 (as Policy 4)
Amended Date/s:	Revised 3 May 1999 – Min. No. 196/99 Revised 13 March 2001 – Min. No. 099/01 Revised 7 February 2005 – Min. No.44/05 Revised 19 December 2005 – Min. No.422/05 Revised 16 August 2010 – Min. No. 207/10 Revised 23 June 2014 – Min. No. 144/14 Revised 17 August 2015 – Min. No. 222/15 <u>Revised 12 December 2016 – Min. No./16</u>
Applicable Legislation:	Section 340A of the <i>Local Government Act 1993</i> , Schedule 5 Section 1 of the <i>Local Government Act 1993</i> Reg. 42(2) of the <i>Local Government (General) Regulations 2005</i>
Dataworks Reference:	44/001/001
Objective	To reimburse Councillors travelling and other expenses so that electors are not deterred by cost from seeking a position in Council.

1. COUNCILLOR'S TRAVELLING EXPENSES

- 1.1 Travelling expenses will apply from each Councillor's place of normal residence to the authorised destination and return.
- 1.2 Reimbursement is to be paid quarterly on the closest pay run to 1 day of April, July, October and January each year.
- 1.3 For the purpose of the "Corporation's business solely" the following policy is to apply:
 - i) Travelling inside the Council area to attend a meeting of Council or a Committee of Council Meeting, deputation, inspection or tour in respect of which notice has been given to attend, provided such travelling originates and concludes at the Councillor's normal residence, or his normal place of work, as the case may be.
 - ii) Travelling outside the circumstances of (i) above, either generally or specifically up to 2,000 km per annum in excess of which Council to consider claims submitted.
 - iii) Travelling upon business of the Council outside the Council area in compliance with a resolution of the Council.
 - iv) Travelling to and from any seminar/conference in compliance with a resolution or policy of Council.

- v) Travelling to be paid at the rates prescribed for the Tasmanian Public Service.

2. COMMUNICATION EQUIPMENT

For each term of office, Council will provide each councillor with

(i) *A Capital Cost Allowance*

- a) a capital cost allowance up to a maximum of \$3,440 for purchase of a mobile phone, an ipad / printer/ scanner, a computer (loaded with an appropriate operating system and Microsoft Office suite) and a filing cabinet to assist them in performing his/her duties,
- b) the capital cost allowance will be paid upon evidence of the purchase of equipment.

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or

(ii) *An Annual Lease Allowance*

- a) an annual lease allowance up to \$860 per annum to offset the usage of existing personal communication equipment as listed above;
- b) the annual lease allowance will be paid on the following pro-rata basis:
 - \$430 per annum for computer usage
 - \$120 per annum for printer/scanner/ipad
 - \$ 90 per annum for mobile phone
 - \$ 80 per annum for filing cabinet
 - \$140 per annum for support
 - \$80 per annum

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when a Councillor provides personal communication equipment, which has not been funded previously by Council, for Council use.

Should a Councillor resign or the term of office be terminated prior to the normal four year term, then a pro-rata refund of the capital cost allowance may be payable by that Councillor (this shall be in the form of a cash refund or an equivalent deduction from any allowance payable to the Councillor under Section 7).

The capital cost allowance/ annual lease allowance to be indexed annually on 1 November based on Hobart CPI at the end of the preceding financial year.

3. TELEPHONES

Council will reimburse Councillors for the cost of access charges for voice mail, telephone rentals, the cost of a separate line for internet access and the documented calls attributed to their role as a Councillor (where second lines are installed, all calls will be reimbursed on the dedicated line as calls associated with their function as a Councillor).

Deleted: facsimile or computer line.

As soon as contact numbers for separate telephone lines, mobile phones, and/or faxes are available details will be circulated in Council documentation.

4. EXPENSES INCURRED FOR CHILD OR DEPENDANT CARE

Council will reimburse a Councillor for necessary, reasonable expenses in relation to care of any child or dependant of the Councillor, incurred whilst carrying out the duties of office, including:

- Attendance at Council and Council Committee meetings.
- To attend meetings arising as a result of a Councillor being appointed by Council to an internal or external body or committee except where the body or committee reimburses relevant child care expenses incurred by the Councillor.
- Upon inspections or business within the Council area, provided such inspections or business are undertaken in compliance with resolutions of the Council.
- To attend to business of the Council, outside the Council area, in compliance with a resolution of Council.
- Attend any seminar/conference in compliance with a resolution or policy of Council.
- Upon inspections or business as arranged by the General Manager or Departmental Managers.
- Claims will be paid upon presentation of a receipt from a licensed care provider as well as evidence of entitlement or non-entitlement to the Commonwealth Government Child Care Benefit Scheme or other applicable scheme. Any entitlement is to be off-set against the hourly rate charged by the registered care provider.
- At the General Manager's discretion, care may be paid at an hourly rate of \$20/hour when no licensed provider is available (evenings for example).
- Care costs are not eligible for reimbursement if care is provided by a person who normally or regularly lives with the councillor or is a member of the Councillor's immediate family.
- All claims must detail the date and time care was provided and the business of council it related to.
- Council will not reimburse any claims that are more than 3 months old.
- Care expenses will, unless there are exceptional circumstances, be paid in arrears.

5. INSURANCE

Council will provide personal accident insurance on the lives of Councillors and their accompanying partners/spouses for the time being whilst travelling to and from and attending Council meetings or on Council business, whether authorised or not and shall include the attendance at Council Functions which a Councillor is expected to attend.

Schedule of Benefits

Capital Benefit	\$200,000
Weekly Benefit – Injury	Up to \$2,000
Weekly Benefit – Illness	Not insured
Weekly Benefit Period	Up to 104 weeks
Age Limit	Up to 75 years

Excluded period of claim – Weekly Benefit for 7 days.

Aggregate limit of liability for all claims \$2,000,000.

Perils Insured – Bodily injury caused by an accident and solely and independently of any other cause except illness directly resulting from, or medical or surgical treatment rendered necessary by, such injury, occasions the death or disablement within twelve calendar months from the date of the accident by which such injury is caused.'

6. CONFERENCES & SEMINARS

Council will make a budget allocation each year to reimburse delegates registration, travel costs and accommodation expenses ('mini-bar' expenses limited to \$10 per day). Partners will be reimbursed for meals at state conferences and the 'major dinner' at Federal conferences.

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The budget will be allocated to the following conferences

- LGAT & LGMA conference to be attended by up to 6 councillors
- ALGA conference attended by Mayor & Deputy Mayor
- Australian Roads conference attended by 1 councillor
- 'Other' conferences and seminar sessions as approved.

Attendance to all conferences, seminars and training sessions with a cost in excess of \$150 are to be in compliance with a resolution of the Council, except on emergency situations, where approval must be given by a unanimous approval from Council Executive.

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Following attendance of a conference by any councillor, a report must be submitted to Council setting out the relevance to local government, and the benefits that can be further investigated by Council. Where two or more councillors attend a conference, a joint report may be submitted.

7. COUNCILLORS' ALLOWANCES

- 7.1 The Council shall pay allowances in accordance with Section 42 and Schedule 4 of the *Local Government (General) Regulations 2015*.
- 7.2 The increase in allowances payable to the Mayor, Deputy Mayor and Councillors take effect on 1 November each year.

Note:

In accordance with *Section 340A(2A) of the Local Government Act 1993*, the General Manager is obliged to pay Councillors the prescribed allowances. The Act states:

- i) A Councillor is entitled to prescribed allowances.
- ii) A Mayor and Deputy Mayor are entitled to prescribed allowances in addition to any allowances referred to in subsection (i).
- iii) A Councillor, Mayor or Deputy Mayor may decide not to receive part or all of an allowance.
- iv) A decision under subsection (iii) is to be written by notice to the General Manager of the relevant Council.

- 7.3 Allowances will be paid either fortnightly upon request to the Corporate Services Manager or on a quarterly basis and paid in the closest pay run to 1 day of April, July, October and January each year.

In accordance with *Section 340A(3) and (4) of the Local Government Act 1993* should a Councillor determine that he/she does not wish to accept all/part of the prescribed allowance or salary sacrifice to a Superannuation Fund, notification is to be provided to the General Manager in writing.

If a Councillor wishes to donate his/her entitlement to a charity or not for profit organisation then he/she shall be entitled to do so, and this does not require any disclosure by Council.

8. CLAIM FOR EXPENSES

- 8.1 Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager not later than three (3) months after the claim has been incurred and shall be submitted on the prescribed form. Claims are preferred on a monthly basis.
- 8.2 Purchases or payment of expenses by the Mayor and Councillors on a Northern Midlands Council corporate credit card must be in accordance with Council's Business Credit Cards Policy and Procedures.
- 8.3 Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under this policy, or the claim appears

unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council for decision and policy guidance.

Note:

Council is encouraged to regularly review and revise this Policy. It is incumbent upon the General Manager and Councillors themselves to provide Council with this opportunity by referring claims, even historically accepted claims, to Council for policy consideration. The General Manager should endeavour to refer the matter without disclosing the identity of the individual who submitted the claim.

9. STATIONERY

Council, shall upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements. Requests for stationery will be by way of the completion of a requisition presented to the General Manager.

10. SECRETARIAL ASSISTANCE

Council will provide a reasonable level of word processing assistance to enable elected members to carry out their official duties. The General Manager will have discretion in determining the extent of assistance which can be provided.

Policy Name: Information and Communication Technology Resources and Electronic Communications Acceptable Use Policy

Originated Date: Adopted on 2 May 2005 – Min. No: 118/05 (as Policy 43)

Amended Date/s: Reviewed 12 December 2016 – Min. No.:/16

Applicable Legislation: Local Government Act 1993

ECM Reference: 44/001/001

Objective To ensure that electronic communications are properly used and are protected from a variety of threats, such as inappropriate use, fraud, copyright violation and sabotage.

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POLICY STATEMENT

The Council may provide information and communication technology (ICT) equipment and services to Councillors and employees to assist them perform their work. Generally this includes computing hardware, software, e-mail, the Internet, facsimiles, and Council data and information – collectively ICT resources.

The use of these ICT resources must not jeopardise the resources themselves, the activities of others using these resources or the reputation and/or integrity of the Council.

All Councillors and staff must comply with this policy.

This policy provides specific instructions on the ways to use ICT resources and electronic communications (including email, internet and faxes) and the purpose is to ensure that electronic communications are properly used and are protected from a variety of threats such as error, fraud, copyright violation and sabotage.

GOALS

The goals of this policy are:

- ◆ Councillors and Staff effectively use ICT resources in the course of their work.
- ◆ Councillors and Staff are provided with adequate professional development and support to effectively utilise ICT resources.
- ◆ Councillor and Staff use of ICT resources complies with legal and ethical standards and standards of interpersonal interaction.
- ◆ Personal use of Council ICT resources is incidental and does not cause harm.
- ◆ Councillors and Staff support the security of Council ICT resources.
- ◆ Copyright and intellectual property is respected.
- ◆ Councillors and Staff understand their responsibilities in relation to the Council's ICT resources.

COUNCIL PROPERTY

As productivity enhancement tools Northern Midlands Council encourages the use of electronic communications. These systems allow you to communicate easily and efficiently on business matters with clients, customers, ratepayers, other agencies and co-workers and colleagues. Electronic communication systems, and all messages, data, information and graphics generated on or handled by them, including backup copies, are considered the exclusive property of council.

The content and usage of electronic communications may be monitored at council's discretion to support, among others, operational, maintenance, auditing, security and investigative activities. For example, council may from time to time be called upon to turn over electronic communications to a third party (e.g. police, a private individual) in the course of litigation. Email may also be monitored if council has reason to believe that a Councillor or officer is using email in violation of this policy.

Users should structure their electronic communications in recognition of the fact that council and third parties may from time to time have the need to examine the content of electronic communications.

APPROPRIATE USAGE

Electronic communications have been provided to facilitate Council related communications with clients, suppliers, ratepayers, other agencies, co-workers and colleagues and should never create either the appearance or the reality of inappropriate use. As electronic communications can be copied, forwarded, saved and intercepted and archived, your selection of words and attachments should be chosen carefully.

When using e-mail and faxes remember you are sending/receiving information on behalf of the Council. The Council's electronic communication system must not be used in a manner that could adversely impact on the reputation of Council.

The following Notice and Disclaimer will be attached to all outgoing e-mails:

Confidentiality Notice and Disclaimer

The information in this transmission, including attachments, may be confidential (and/or protected by legal professional privilege), and is intended only for the person or persons to whom it is addressed. If you are not such a person, you are warned that any disclosure, copying or dissemination of the information is unauthorised. If you have received the transmission in error, please advise this office by return email and delete all copies of the transmission, and any attachments, from your records. No liability is accepted for unauthorised use of the information contained in this transmission. Any content of this message and its attachments that does not relate to the official business of the Northern Midlands Council must be taken not to have been sent or endorsed by it or its officers unless expressly stated to the contrary. No warranty is made that the email or attachment(s) are free from computer viruses or other defects.

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Council's electronic communications system generally must be used only for business activity.

Occasional or incidental personal use is permissible so long as, in the Council's estimation:

- ♦ It does not consume more than a trivial amount of resources;
- ♦ It does not result in disruption to any systems;
- ♦ It does not harm the Council's reputation;
- ♦ It does not represent personal opinions as those of the Council;
- ♦ It does not interfere with employee productivity; and
- ♦ It does not pre-empt, interfere or conflict with any business activity.

However, 'personal messages' will be treated no differently than other messages, and may be accessed or reviewed by council as described above.

Users are forbidden from using council's electronic communications systems for soliciting, for charitable endeavours, for private business activities or personal financial gain, gaining unauthorised access to a computer system, or other non-council activities. Council also prohibits the unauthorised distribution of copyrighted information through electronic communication. In addition, electronic communications may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory, harassing or defamatory nature, which are derogatory to any individual or group, which are obscene or threatening, for chain letters, or any other purpose which is illegal or against council policy or contrary to council's interest.

Our ratepayers, customers and suppliers have the right to communicate with the Council without being exposed to words or images which may be considered confronting or offensive.

When composing electronic communications, choose your words carefully. Do not engage in inappropriate exchanges. Keep in mind that, unlike telephone or face-to-face conversations, participants cannot rely on tone of voice, gesture or verbal feedback to clarify meaning. Unless cautiously composed, messages can be interpreted as rude or offensive.

Any employee found to be abusing the privilege of council facilitated access to electronic communications will be subject to disciplinary action, up to and including immediate dismissal for major abuse, or having the access privilege removed for minor abuse.

Councillors found to be abusing the privilege of council facilitated access to electronic communications may have the access privilege removed.

USER ACCOUNTABILITY

Many of the threats to information security occur due to ordinary lapses of security in the workplace rather than planned attacks on the Council. Common events are: the loss of work that has not been backed up or stored correctly on the Council's electronic document management system, [Technology One ECM](#); leaving a logged in computer unattended; sharing passwords; and the introduction of viruses via e-mail and floppy disks.

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Regardless of the circumstances, individual passwords must never be shared or revealed to anyone outside of council. To do so exposes the authorised user to responsibility for actions

the other party takes with the password.

If users need to share information, they should utilise authorised information sharing mechanisms. To prevent unauthorised parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess.

All employees shall ensure that all correspondence (including e-mail and attachments) and any other data, graphics and other council related documents or information is properly entered and recorded into Council's electronic document management system, ECM.

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INFORMATION SENSITIVITY

Users are reminded that most electronic communication systems are not encrypted by default. If sensitive information must be sent by electronic communication systems, encryption or similar technologies to protect the data must be employed. Unless you are using a data encryption technique or are specifically authorised to do so, at no time should you use electronic communications to forward confidential Council, financial or employee information.

The Council's electronic communication system must not be used for the provision of personal, sensitive or confidential information to unauthorised persons.

Please refer to the Information Technology Officer for further information in regards to encryption.

When communicating using electronic communications, identify yourself clearly. This is critical especially when emailing to people outside council through the Internet. For example, where necessary, clarify for recipients that you represent only yourself, not council opinion. The Council's Confidentiality Notice and Disclaimer should be attached to all outgoing e-mails.

Delete unneeded messages, sent and received. Maintain your in-boxes and out-boxes so that they contain as few messages as possible.

MESSAGE PRIVACY

Except as otherwise specifically or expressly authorised by council, users may not intercept or disclose, or assist in intercepting or disclosing, electronic communications. However, because Council is responsible for servicing and protecting its electronic communications networks and maintaining this policy, it is occasionally necessary for Council's information technology personnel to intercept or disclose, or assist in intercepting or disclosing electronic communications.

Respect the privacy wishes of others. Messages should not be forwarded or copied for general distribution without the permission of the author/sender. Editing or doctoring messages or the author/sender's name without the author/sender's permission is also prohibited. Furthermore, electronic communications can be accessed by council in accordance with this policy.

MESSAGE FORWARDING AND MASS MAILINGS

External message forwarding – recognising that some information is intended for specific

individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Council information must not be forwarded to any party outside council without the prior approval of the business unit manager. Blanket forwarding of messages to parties outside council is prohibited unless the prior permission of the appropriate manager has been obtained.

Internal mass mailings – such messages may be sent on a council wide basis for council business purposes only. Personal messages, advertisements or solicitations are in violation of this policy. Please contact your Business Unit Manager if you require further information or clarification of an issue in relation to this policy.

COPYRIGHT AND INTELLECTUAL PROPERTY

Councillors and staff must recognise intellectual property and copyright is an important issue in the digital environment. While it is very easy to copy software, information or graphics electronically, it is against the law unless permission has been granted, and exposes the Council to legal liability risks.

Policy Name:	Risk Management
Originated Date:	Adopted 28 June 1999 – Min. No. 285/99 (as Policy 21)
Amended Date/s:	Revised 28 August 2000 – Min. No. 377/00 Revised 2 May 2005 – Min. No. 124/05 Revised 21 April 2008 – Min. No. 76/08 Revised 21 January 2013 – Min. No. 08/13 <u>Revised 12 December 2016 – Min. No. /16</u>
Applicable Legislation:	Reference: AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines
Dataworks Reference:	44/001/001
Objective	The objectives of the Policy are to: <ul style="list-style-type: none"> • Identify and analyse Council's liability associated with risk • Promote and support risk management practices throughout the Council • Encourage the identification and reporting of potential risks • Recognise that successful risk management relies on input from ALL employees & stakeholders • Protect Council's corporate image as a professional, responsible and ethical organisation.

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1. POLICY STATEMENT

Northern Midlands Council is committed to systematically managing risk which arises from daily business activities providing and maintaining a healthy and safe living environment for the general community within all Council controlled areas. Council recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation.

Council recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation.

In order to achieve these objectives, this Risk Management Policy has been introduced and adequate funds and resources will be provided to ensure the following outcomes:

- Identify and analyse Council's liability associated with risk;
- Encourage the identification and reporting of potential risks;
- Minimise any potential liabilities;
- Protect the community against losses that are controllable by Council;
- Reduce the cost of insurance premiums;
- Provide a basis for higher standards of accountability;

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- Set performance standards and regularly review practices and procedures;
- Allow for more effective allocation and use of resources;
- To promote and raise the awareness of Risk Management practices throughout the organisation; and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

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The above objectives will be achieved by managing risks in accordance with the AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines. This involves logically and systematically identifying, analysing, assessing, treating and monitoring risk exposures that are likely to adversely impact on Council's operations. Specifically, this includes the following areas of losses:

- Personnel (Workplace Health and Safety);
- Plant and Property
- Liability (including Public Liability and Professional Indemnity);
- Financial;
- Business interruption.

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The purpose of this policy is to provide a framework for the management of risk, and define the responsibilities of staff and management in the risk management process.

2. LINK TO COUNCIL'S STRATEGIC PLAN

The management of risk is integral to achieving Council's mission as outlined in its Strategic Plan:

- it enables the information of contemporary risk management initiatives across all levels of the Council;
- if facilitates and initiates innovation, co-operation and sharing of resources;
- it enhances Council's programs of economic development, environmental management, urban enhancement, community well-being, quality management and customer service.

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Many of Council's key values have relevance to the Risk Management Policy:

- Concern for citizens;
- Respect for the rights of others;
- Responsiveness to customer needs.

3. RESPONSIBILITIES

Councillors, management, employees and contractors all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Northern Midlands Council. Management and staff are to be familiar with and competent in the application of Council's Risk Management Policy and are accountable for adherence to that policy within their areas of responsibility.

3.1 Councillors

- Are committed to best practice risk management in order to benefit the community and manage costs;
- Provide the support and basis on which the risk management policy can be implemented. This includes listing risk management as a priority in Council's Strategic Plan.
- Ensuring risk management issues are considered in decision making
- Ensuring there is adequate budgetary provision for the implementation and maintenance of this policy.
- Responsible for approving the risk management policy and risk management strategy.

3.2 General Manager

- Recognising and adopting risk management as a key function of the organisation
- Ensuring risks are managed in accordance with the AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines.
- Development and provision of awareness and training throughout Council and
- Provide risk management related information, as requested by Council.

3.3 Business Unit Managers

- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.
- Maintaining overall responsibility for the effective management of all types of risks related to this policy across Council's operations.
- Providing risk management related information as requested by Council.
- Preparing and implementing documented procedures for each aspect of operations under their control and/or direction.
- Monitoring and auditing practices and processes to ensure they are appropriate to current conditions and practices.

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- Immediately act upon information provided by employees or residents who are reporting a hazard or incident through the Customer Request system to ensure the risk is eliminated or mitigated so far as reasonably practicable.

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3.4 Supervisors

- Providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner.
- Ensuring that Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor.
- Advising of any risk management matter that should be incorporated in forthcoming budgets.

3.5 Employees

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Reporting and acting on where reasonably practicable any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.
- Providing risk management related information as requested by their business unit manager.

3.6 Contractors

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Reporting and acting on where reasonably practicable any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.

3.7 Risk Management and Employee Safety Committee

- Coordinating and facilitating risk management operations within the framework provided by AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines.
- Providing advice and assistance to management and employees in the management of risk within their areas of responsibility.
- Developing and providing risk management awareness training throughout Council.
- Monitoring the recommendations and outcomes from risk management audits.

4. IMPLEMENTATION

A comprehensive review of all Council's activities is to be undertaken in order to assess the level of compliance with this policy. Progressive adjustment of practices will be undertaken including the documentation and recording of those practices to achieve full compliance with this policy.

The objective is for Council to be ultimately recognised as achieving and maintaining best practice standards for managing risk within local government.

5. PERFORMANCE REVIEW

This policy will become effective immediately upon approval by Council.

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines. Records of all reviews and changes shall be documented for future reference.

RISK MANAGEMENT STRATEGY

STATUTORY AUTHORITY	Reference AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines AS 4000:1997 General Conditions of Contract
POLICY	Workplace Health & Safety Policy No. 13 Risk Management Policy No. 21 "Mapping Our Direction" 2007 – 2017 Strategic Plan

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1. DEFINITIONS

- Risk: "effect of uncertainty on objectives".
- A risk is often specified in terms of an event or circumstance and the consequences that flow from it.
- A risk is measured in terms of a combination of the consequences of an event and their likelihood.
- Risk may have a positive or a negative impact.
- Consequence: "the outcome or impact of an event".
- There can be more than one consequence from one event.
- Consequences can range from positive to negative.
- Consequences can be expressed qualitatively or quantitatively.
- Consequences are considered in relation to the achievement of objectives.
- Likelihood: "used as a general description of probability or frequency".
- Can be expressed qualitatively or quantitatively.
- Risk Management: "the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects". (AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines).
- Stakeholders: Councillors, Managers, All Staff, Contractors, Volunteers, Community Members.

2. INTRODUCTION

Risk Management is critical to the Northern Midlands Council's ability to achieve the Strategic Objectives contained in the Strategic Plan. The Council has limited human, financial and material resources. Prudent decision making in relation to their use is critical to the Council's achievement of its endorsed vision of developing the Northern Midlands communities as "vibrant, sustainable and resilient, promoting their diversity and conserving the heritage values of our towns".

To this end, not only must Council staff identify and minimise threats to the safe and effective employment of Council resources, they also have an obligation to identify and exploit

opportunities to make such employment more efficient. By fostering a vibrant Risk Management culture that encourages all staff to systematically apply the principles and procedures outlined in this strategy, the Council seeks to minimise resource waste and ensure that all Council events, activities and projects are undertaken with minimal risk to staff and the general public.

3. STATEMENT OF COMMITMENT

The major risk for most organisations is that they fail to achieve their strategic, business or project objectives, or are perceived to have failed by their stakeholders. The Northern Midlands Council is committed to managing this risk by logically and systematically identifying, analysing, evaluating, treating, monitoring and communicating all risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Council's adopted Strategic Plan.

This strategy, when read in conjunction with Council's adopted Risk Management Policy, Risk Register and Strategic Plan demonstrates the Council's commitment, by detailing the Risk Management framework to be employed by all staff members, contractors, committees and volunteers engaged in Council business and defining the responsibilities of individuals and committees involved in the Risk Management process. The Council believes that good Risk Management is essential for the successful implementation of the Council Plan, as it:

- Directly supports the achievement of Part 1 – Governance; Strategy 1.2 Human Resource Management; 1.5 Risk Management; 1.11 Insurance Risk Management; 3.8 Community Recovery; 5.6 Emergency Management.
- Indirectly supports the achievement of the Council's other strategic objectives, through:
 - Facilitating innovation, cooperation and the sharing of resources;
 - Enhancing the development and delivery of Council programs;
 - Supporting the Council's key values and ethics;
 - Encouraging a closer working partnership between the Council and the community;
 - Ensuring consultation with all Stakeholders on key issues;
 - Encouraging a proactive approach to problem solving.

4. SCOPE

This Risk Management Strategy will be implemented by all Council departments and across all Council services, functions and activities, whether directly controlled by Council or delivered through third party arrangements.

All employees, contractors, partner organisations and volunteers engaged in the conduct of Council business are to apply consistent, proactive and systematic Risk Management practices in the employment of Council resources and the delivery of Council services. Successful Risk Management relies on input from all stakeholders and ownership of identified risks by responsible staff. To manage risks in accordance with best practice, the Council will observe the principles contained in AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines. The Council's established business practices, policies and procedures will be reviewed, to ensure that they are not in conflict with this Standard.

5. STRATEGY PRINCIPLES

The principles of the Strategy are to:

- Identify evaluate and prioritise the Council's risk associated opportunities and threats, with a view to:
 - Exploiting opportunities.
 - Reducing, mitigating, transferring or eliminating threats.
- Promote and support Risk Management processes throughout the Council.
- Recognise that successful Risk Management relies on input from ALL employees and Stakeholders.
- Allow for more effective allocation and use of resources.
- Provide a basis for higher standards of accountability.
- Protect the Council's corporate image as a professional, responsible and ethical organisation and an employer of choice.

6. RISK MANAGEMENT REQUIREMENTS

Risk Management principles shall be a consideration in all Council decision making processes. In accordance with its common law 'duty of care', statutory responsibilities and Council Policy, the Council will ensure that resources are allocated to:

- Minimise the Council's exposure to loss and litigation;
- Protect and enhance the Council's reputation;
- Protect the Council's financial and physical assets;
- Maintain employee Health & Safety programmes.

7. RESPONSIBILITIES

All employees, contractors and volunteers are to be familiar with and competent in the application of the Council's Risk Management Policy and Strategy.

Business Unit managers and supervisors are accountable for adherence to this Strategy within their areas of responsibility. Detailed responsibilities are listed at Annexure A.

8. RISK MANAGEMENT PROCEDURE

The Risk Management procedure to be applied within the Northern Midlands Council is based on AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines. As these procedures are developed, they will be detailed at Annexure B.

9. RISK MANAGEMENT PRIORITIES AND RESOURCES

The Council accepts that it does not have the resources to immediately address all of the risks it faces. The Executive Management Team (EMT) will annually review and reprioritise all of the risks identified, determine those which must be afforded the highest priority and determine the resources required to address those risks.

These risks will represent the Council's corporate focus for the following 12 months and be included in the Council's budget as a discrete line item. All staff members should note that the absence of a risk from this Strategy does not preclude its management from within departmental resources. Nor is the annual review process inflexible: extreme and high priority risks identified at any time will be assessed and treated in accordance with the procedure described in this Strategy.

10. STRATEGY IMPLEMENTATION

The Council recognises that the implementation of this Strategy represents a significant, but necessary short term workload for all staff involved. A comprehensive review of all the Council's activities will be undertaken in conjunction with the Strategy's implementation, through the development and approval of success measures for all the Council events, projects and activities. This is a significant Council undertaking, but integral to the success of an integrated, comprehensive Risk Management Strategy.

11. PERFORMANCE REVIEW

This Strategy takes effect immediately upon adoption by the Council. It is to be reviewed on an annual basis by the Executive Management Committee, to ensure its continued suitability and effectiveness against the requirements of AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines and the Council's Risk Management Policy. The General Manager shall be responsible for ensuring this review occurs.

Records of such reviews are to be maintained on file. The Risk Management responsibilities detailed at Annexure A are to be incorporated into all Council Position Descriptions and the success measures developed for all staff are to form the basis of annual performance appraisals.

It is important that all staff are made aware of the risk management strategy. Training is a key method for communicating with staff and volunteers about risk management. A Risk Management Strategy is a "working" document. This means that there is a need to constantly monitor, review and update the document.

Although 'monitoring and reviewing' might generally be understood to be one of the last steps in the risk management process, in reality, it's a constant task even before any analysis or assessment is made. In some cases, a manager may be presented with existing risk management arrangements, or a partly completed risk analysis. Nevertheless, the manager must take responsibility for the risk management process.

The imbedding of the Risk Management responsibilities is under the direction of the General Manager and will be incorporated into the annual Staff Appraisal process and Annual preparation. These processes will also assist in the development of a training matrix and programme for the next financial year. This training matrix will assist in identification and closure of potential risk management deficiencies.

Annexure A to

NORTHERN MIDLANDS COUNCIL
RISK MANAGEMENT STRATEGY

RISK MANAGEMENT RESPONSIBILITIES**A.1. The Council**

The Council will:

- Develop and maintain the Council Strategic Plan.
- Adopt a Risk Management Policy and Strategy to support the Council Plan.
- Ensure that funding is made available to adequately manage the risks identified in the Council's Risk Register.

A.2 General Manager

The General Manager will:

- Provide a safe and healthy work environment, in accordance with the Workplace Health and Safety legislation and related Codes of Practice and Australian Standards.
- Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- Ensure that the Council meets its "duty of care" to all staff, volunteers, contractors and the general public and protects its assets and operations through:
 - Education.
 - Appropriate risk financing.
 - Adequate loss control programs and measures.
- Monitor and evaluate the performance of Business Unit Managers against their Risk Management responsibilities.
- Contribute to the analysis of all potential and actual high loss incidents (in excess of \$10,000 or more than one night in hospital).
- Lead Executive Management Team in the maintenance of the Council's Business Continuity recovery program.
- Assist the Council in the development and maintenance of the Council Strategic Plan.
- Develop agreed and assessable success measures with all Business Unit Managers, to support the Strategic Objectives contained in the Council Plan.
- Assist Business Unit Managers in the identification, evaluation and mitigation of risks associated with their success measures.
- Lead the Executive Management Team in the development and implementation of Risk Action Plans for all risks assessed as Extreme.

- Promote Risk Management as a vital business principle.

A.3 Executive Management Team

The Executive Management Team will:

- Monitor the implementation of the Risk Management Policy and this Strategy across the organisation.
- Approve or modify all entries in the Council's Risk Register.
- Approve or modify the Council's Risk Management training program.
- Direct actions to be taken in relation to annual Risk Management Audit Reports.
- Oversee the Council's Business Continuity recovery program.
- Assist the Council in the development and implementation of the Council Strategic Plan.
- In conjunction with the General Manager, develop and implement Risk Action Plans for all risks assessed as Extreme.
- Approve and monitor Plans once developed.

A.4 Business Unit Managers

Individual Business Unit Managers will:

- Provide a safe and healthy work environment, in accordance with the Workplace Health and Safety legislation and related Codes of Practice and Australian Standards
- Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- Ensure that proposed events and projects within their jurisdiction are not approved without a formal risk assessment that effectively identifies and manages all the risks associated with them.
- Monitor and evaluate the performance of managers against their Risk Management responsibilities through the annual appraisal system.
- Contribute to the analysis of all potential and actual high loss incidents within their jurisdiction (in excess of \$10,000 or more than one night in hospital).
- The Community and Economic Development Manager will lead Departmental input into the Council's Business Continuity recovery programme.
- Assist the Council in the development and maintenance of the Council Plan.
- Develop approved Departmental Plans to support the Council Plan, linking all Departmental Objectives to the Council's Strategic Objectives.
- Develop agreed and measurable success measures in conjunction with all subordinates, to support Department Plan objectives.
- Assist managers in the identification, evaluation and mitigation of risks associated with their success measures.

- Monitor all risks and associated Risk Management Plans entered into the Council's Risk Register which fall within their jurisdiction.
- Promote Risk Management as a vital business principle.
- The Manager of Corporate Services will lead the management Council insurance policies, to ensure that the Council has adequate cover for:
 - ✦ Public Liability.
 - Professional Indemnity.
 - Fidelity.
 - Industrial Special Risks/Property.
 - Motor Vehicle.
 - Other general insurance, as required.
 - Manage all under excess insurance claims on the Council's behalf.
 - Coordinate the Council's cooperation with insurers and/or solicitors in the investigation and defence of over excess claims.

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A.5 Managers/Foreman/Supervisors

Individual managers/ supervisors will:

- Provide a safe and healthy work environment, in accordance with the Workplace Health and Safety legislation and related Codes of Practice and Australian Standards.
- Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- Monitor and evaluate the performance of Team Leaders against their Risk Management responsibilities.
- Contribute to the analysis of all potential and actual high loss incidents within their jurisdiction (in excess of \$10,000 or more than one night in hospital).
- Contribute to the maintenance of the Council's Business Continuity recovery programme.
- Assist their Business Unit Manager in the development and maintenance of the Department Plan.
- Develop approved Management Plans to support their Departmental Plan, linking all Management Objectives to Departmental Objectives.
- Develop agreed and measurable success measures in conjunction with all subordinates, to support Management Plan objectives.
- Assist subordinate staff in the identification, evaluation and mitigation of risks associated with their success measures.
- Enter all risks within their jurisdiction onto the Council's Risk Register and manage them.
- Contribute to the development and implementation of Risk Action Plans for all risks within

their jurisdiction assessed as Extreme.

- Keep staff appropriately informed of all changes relating to registered risks.
- Advise of any risk issues within their jurisdiction that should be incorporated in forthcoming budgets.
- Ensure that the induction process for all new employees in their area includes:
 - The Council's Risk Management Policy and Strategy.
 - An overview of the Council's cascading plans and their contribution to the relevant objectives at each planning level.
- Provide timely assistance and requested information in relation to any insurance claim or Risk Management issue.
- Ensure that the Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor.
- Promote Risk Management as a vital business principle.

A.6 All Staff

All staff members are to:

- Understand and observe the Risk Management Policy, Strategy and related procedures.
- Assist their manager in the development and maintenance of the Management Plan.
- Develop agreed and measurable success measures to support the Management Plan's objectives.
- Assist their manager in the identification and management of risks to be entered into the Council's Risk Register.
- Contribute to the development and implementation of Risk Action Plans and strategies within their jurisdiction.
- Identify, evaluate and mitigate risks associated with their agreed success measures.
- Provide timely assistance and requested information in relation to any insurance claim or Risk Management issue.
- Make loss control/prevention a priority whilst undertaking daily tasks in the Council's operations.
- Perform their duties in a manner which does not represent an unacceptable level of risk to the health and safety of:
 - Themselves.
 - Other employees including volunteers.
 - The Council's customers or visitors.
 - Contractors.

- The wider community.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to their manager or supervisor. Individuals should take steps to eliminate or mitigate hazards identified where reasonably practicable prior to reporting.
- Encourage the public to respect Council property

A.7 Event and Project Managers/Engineers

In addition to their generic responsibilities under this Strategy, Event and Project managers/engineers are to undertake and document a formal risk assessment for all proposed events/projects, prior to their submission for funding consideration. This assessment must:

- Consider known risks identified for similar events/projects.
- Identify unique risks associated with a particular event/project.
- Where possible, modify the event/project's design to eliminate or at least minimise these known risks.
- Where risks cannot be eliminated through redesign or re-engineering, establish plans to mitigate the risk to an acceptable level during an event or after a project's completion or implementation.

A.8 Contract/Tender Managers

In addition to their generic responsibilities under this Strategy, Contract/Tender managers are to:

- Ensure that tenders issued and contracts let by the Council comply with the risk management, insurance and indemnity requirements of Australian Standards and conform to the intent of the Council's Risk Management Policy and Strategy.
- Manage contracts to ensure their compliance with the above.

A.9 Risk Management Coordinator

In addition to his or her generic responsibilities under this Strategy, the Risk Management Officer will:

- Provide advice and assistance to all the Council staff in relation to the development and implementation of an effective Risk Management System that observes the principles of AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines.
- Encourage all Council staff, business partners, contractors and volunteers to actively employ Risk Management in their decision making processes.
- Assist all staff with the procedural aspects of Risk Management.
- In conjunction with the General Manager:
 - Develop and review the Council's Risk Management Policy and Strategy.
 - Review and respond to annual Risk Management Audit Reports.
 - Develop a Risk Management training program for the Council.

- Develop a report on Council’s achievements against its Risk Management Policy and Strategy over the previous year, for inclusion in Council’s Annual Report.

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- Maintain the Council’s Risk Register:

A.10 Workplace Health and Safety Committee

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The Workplace Health and Safety Committee will monitor the Council’s risk environment, as part of its functions. Members of the Committee will receive training appropriate to their role. The Committee will:

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- Ensure the Council’s Risk Management practices operate within the framework provided by AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines, relevant legislation and Council policy.
- Review annual Risk Management Audit Reports and make recommendations to EMT.
- Develop, implement and review a Risk Management training program for the Council utilising information received from the staff appraisal process.
- Report progress to the EMT after each meeting.

A.11 WHS Responsibilities

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WHS and Risk Management are closely linked, but separate functions within the Council. The Workplace Health and Safety Committee will be comprised of individuals selected to ensure coverage of the Council’s key risk areas. Broadly, these risk areas are:

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- Physical Assets
- Recreation / Open Space
- Corporate Governance
- Human Services
- Fiduciary Control
- Contract Management
- Operations
- Planning and Compliance
- Information Management

Annexure B to

NORTHERN MIDLANDS COUNCIL

RISK MANAGEMENT STRATEGY

RISK MANAGEMENT PROCEDURE

This procedure is based on the Australian Standard AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines. It details the common methodology to be used to assess and address the level of risk inherent in the Northern Midlands Council activities. For guidance in relation to the application of this procedure or assistance in the conduct of risk assessments, contact the Risk Management Officer.

B.1 Communicate and Consult

Has everybody who needs to know been contacted, involved, informed and kept up to date?

Communication and consultation are important considerations at each stage of the Risk Management process. They should involve a dialogue with all stakeholders (both internal and external) with a focus on consultation, rather than a one-way flow of information from the decision maker to the stakeholders. All Stakeholders must be confident that their views have been appropriately considered and that they have been kept informed of the actions being taken and the reasons behind those actions. This may extend to sending a report to all Stakeholders, regarding the success or otherwise of risk controls put in place as a result of the Risk Assessment being conducted. Broad "ownership" of the risk and the plans to manage it is essential to a successful Risk Management outcome.

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B.2 Establish the Context

The first step in Risk Management is to establish the context of the risk. This can be done by asking a series of questions, such as:

- What do we want to do or achieve? Define the desired outcomes of the event, activity or project.
- How will we know we have been successful? Identify the success measure or measures for each desired outcome. For established activities, success measures should have been developed and agreed during the development of the Council's hierarchy of plans.
- Who will be involved in or affected by what we want to do? Identify the major Stakeholders for this activity, both internal and external to the Council.
- Do any of the Stakeholders need to be involved in the Risk Assessment? All Stakeholders who may feel that they have a right to be consulted should be. A formal risk assessment should not proceed until all appropriate Stakeholders can be assembled and/or consulted. All Stakeholders who are actively involved in the achievement of your success measures must be involved in the Risk Assessment.
- What records do we need to keep? The likely consequences of the decisions to be made and the importance of future stakeholders (including the Courts) being able to understand why these decisions were made, will dictate the level of record keeping required. As a minimum, the electronic Risk Assessment Form mentioned earlier should be used for all risks assessed as moderate or above. Decisions concerning the making and capturing of

records should take into account:

- The legal and corporate governance needs for records.
- The cost of creating and maintaining records.
- The benefits of re-using information in the future.
- What criteria will we use to analyse the risk? Criteria may be either qualitative or quantitative in nature.
- How will the rest of the risk management process be structured? Determine the elements or steps that the activity/event/project can be subdivided into to create a logical framework that helps ensure significant risks are not overlooked.

B.3 Identify the Risks

What, where, when, how and why can things happen to prevent us from achieving our success measures? Risks that have not been identified cannot be assessed. Alternative methods to identify risks include:

- A brainstorming session with all Stakeholders.
- Checklists developed for this or similar events/activities/projects.
- An examination of previous events/activities/projects of this type.
- The constitution of an Experienced Panel to consider the event/activity/ project.
- Risk areas may include, but are not limited to:
 - Management (planning, supervision, leadership).
 - People (competence, skills, experience, reliability, safety, training, insurance).
 - Property and other Assets (availability, suitability, damage, insurance).
 - Financial (funding, sponsorship, salaries, budgeting, control).
 - Regulatory/Legal (statutory requirements, committee duties and responsibilities, Duty of Care to Stakeholders).
 - Political (community participation and support, Government policies, risk of adverse publicity).
 - Weather (heat, cold, rain, fire ban, fog).
 - Communication (Memorandum of Agreement/Memorandum of Understanding required, meetings, marketing, methods and frequency of contact?).
 - Anything else you can think of (nobody knows your activity better than you!)
- All risks identified should be communicated to your immediate supervisor, if he or she not participated in the risk identification exercise.

B.4 Analyse the Risks

How big are the risks we have identified? Determine how likely a risk is to occur and how large

the impact would be if it did occur. These tables are generic in nature and careful consideration should be given to their applicability for the specific risk profile being assessed.

B.5 Evaluate the Risks

Are there any controls already in place? Determine if there are any existing controls already in place to address the identified risks. Existing controls could include any policies, processes or procedures established to:

- Eliminate or reduce the likelihood of a risk occurring.
- Mitigate the impact if a risk does occur.
- Share or transfer the identified risk (eg: insurance and /or indemnity clauses).
- Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is:
 - Note any existing controls identified against the appropriate risks in the Interim Risk Register.
 - Re-assess the risk in light of existing controls and adjust its Risk Level accordingly.
 - Make a recommendation as to whether the risk is considered to be acceptable or unacceptable, with the reasons why.
 - Forward a copy of the completed risk assessment and recommendation to the Risk Management Officer, who will then present all information to the Risk Management Committee for confirmation or modification of the recommendation and Risk Level.
- If the risk is deemed unacceptable (a confirmed Risk Level of moderate or above), it will then be:
 - Prioritised in relation to other registered risks (considering the confirmed Risk Level rating, the nature of the people and/or property at risk and the impact on the Council's reputation and credibility, should the risk event occur).
 - Presented to the Executive Management Team for approval or modification.
 - Entered onto the Council Risk Register.

B.6 Treat the Risks

What are we going to do about the risks we have identified? After a risk has been entered onto the Council Risk Register, options to treat it must be considered and action plans developed. Risk Action Plans must detail:

- The actions which will be taken to address the risk.
- The manager responsible for ensuring that the Risk is addressed (Responsible Manager).
- When the specified actions are to be completed by.
- Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted. The outcome of any actions specified should be to (in priority order):

- Eliminate the possibility of a risk occurring.
- Reduce the likelihood of occurrence to an acceptable level.
- Mitigate (reduce) the consequences, should a risk occur.
- Transfer or share the risk, generally through insurance or contracting out.

Actions to be taken in relation to specified Risk Levels are:

- Extreme – immediate action to be initiated and Risk Action Plans to be developed and implemented under the direct control of the Executive Management Team and General Manager. All documentation must be retained for future reference.
- High – action timeframe to be determined by Executive Management Team, with Risk Action Plans developed by Responsible Business Unit Manager/s for Executive Management Team approval.
- Moderate – action timeframe determined and Risk Action Plans developed by Responsible Manager/s, with relevant Business Unit Manager/s kept informed of progress.
- Low – Responsible Managers develop or modify policy or procedure to address the risk. If necessary, a simple Risk Action Plan can also be developed,
- Insignificant – Risk noted and treated appropriately by those affected.

Remember, all risks identified as Moderate and above are to be entered into the Council Risk Register.

In a climate of constrained resources, careful consideration must be given to how resources are allocated to action plans. You may find it more valuable to reduce higher priority risks to an acceptable level, rather than eliminate them altogether and then use any resources saved to address lower priority risks. Finally, consult your supervisor and any Stakeholders who may not have been available to the Risk Assessment, to ensure that you have left nothing out.

B.7 Monitor and Review.

Have we got it right? Registered risks will remain open until they have been reduced and accepted, or eliminated. The Responsible Manager is to monitor the risk to ensure that agreed actions are being taken and review the risk levels, to reflect changes made. Whenever an action is taken against an Action Plan, the Responsible Officer is to notify the Responsible Manager, who will:

- Assess the effectiveness of the action taken.
- Reassess the Action Plan to:
 - Confirm its continued applicability; or
 - Determine any changes that may now be required.
- Reassess the risk rating and notify the Risk Management Officer of the new suggested rating.
- The details of the reassessment will then be confirmed or modified to determine whether or not the risk rating should be adjusted.

Once all directed actions have been completed, the risk will be re-assessed by the Responsible

Manager and a decision made as to its acceptability or otherwise. If a risk is considered to be unacceptable, further action needs to be taken to address that risk. No activity should proceed with a risk that has been identified as unacceptable. If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being closed off.

B.8 Record the Risk Management Process

Each stage of the Risk Management process must be recorded appropriately, as determined during the "Establish the Context" step. For risks assessed as moderate and above, assumptions, methods, data sources, analyses, results and reasons for all decisions should all be recorded.

During the conduct of an event, activity or project for which a Risk Assessment has been undertaken, make notes on how effective the Action Plans have been and what (if any) changes were made to the original Plans. This will allow better planning for the same or similar activities in the future.

Policy ACCOUNTING

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POLICY NUMBER	1
OBJECTIVE	The general purpose financial report will be prepared in accordance with Australian Accounting Standards, including Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Local Government Act 1993 (as amended).
STATUTORY AUTHORITY	Section 84 of the Local Government Act 1993.
POLICY	Adopted 30 June 1994, Amended 12 March 2002 Amended 24 April 2006 – Minute No. 137/06 Amended 21 September 2009 – Minute No. 255/09 Amended 19 January 2015 – Minute No. 13/15 Amended 12 December 2016 – Minute No./16

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POLICY

1. Basis of Accounting

Council's financial report is a general purpose financial report that consists of the Statements of Comprehensive Income, Financial Position, Changes in Equity, Cash Flows, and notes accompanying the financial statements. The general purpose financial report will comply with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the Local Government Act 1993 (as amended).

The general purpose financial reports of Council will be prepared under the historical cost convention, as modified by the revaluation of certain classes of property, plant and infrastructure.

Management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions will be reviewed on an ongoing basis. Revisions to accounting estimates will be recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Judgements made by Council that have significant effects on the Financial Report will be disclosed in the relevant notes as follows:

- *Fair Value of Property Plant & Infrastructure*
Assumptions and judgements are utilised in determining the fair value of Council's property, plant and infrastructure including useful lives and depreciation rates. These assumptions are discussed at Points 5 and 6.
- *Defined benefit superannuation fund obligations*

Actuarial assumptions will be utilised in the determination of Council's defined benefit superannuation fund obligations.

▪ *Employee entitlements*

Assumptions will be utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed at Point 11.

▪ *Investment in Water Corporation*

Assumptions utilised in determination of Council's valuation of its investment in TasWater are discussed at Point 9.

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2. Local Government Reporting Entity

All funds through which Council controls resources to carry out its functions have been included in the financial report.

In the process of reporting on the Northern Midlands Council as a single unit, all transactions and balances between those funds (e.g. loans and transfers) will be eliminated.
The recording of transactions and balances for internal borrowings will be eliminated.

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3. Defining Activities

Activities of Council are classified into the following functions:

i) Governance

The provision of elected representation, executive support, strategic planning and public relations.

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ii) Infrastructure & Works

The provision of engineering, waste management, maintenance and construction works of Council infrastructure and facilities.

iii) Corporate Services

The provision of financial and information management to other functional areas of Council.

iv) Planning & Development

The provision of:

- Land Use Planning
- Building Services
- Public and Environmental Health
- Urban Design
- Environmental & Natural Resources

v) Economic & Community Development

The provision of:

- Economic & Tourism Development
- Education
- Social (Human) Services
- Recreation

4. Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable. Revenue is measured on major income categories as follows:

i) Rates, grants and contributions

Rates, grants, donations and other contributions (including developer contributions) will be recognised as revenues when Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates will be obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Control over granted assets will be normally obtained upon their receipt or upon prior notification that a grant has been secured.

Donations and other contributions that are not subject to accompanying conditions that they be expended in a particular manner or for a particular purpose will be recognised as revenue in the reporting period when Council obtains control over the assets comprising the contributions and donations.

Non-monetary contributions (including developer contributions) with a value in excess of the recognition thresholds, will be recognised as revenue and as non-current assets. Non-monetary contributions below the thresholds will be recorded as revenue.

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ii) User charges

User charges and fines will be recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs. A provision for impairment of debts is recognised when collection in full is no longer probable.

iii) Sale of property, plant and Infrastructure

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

iv) Interest and rents

Interest and rents will be recognised as revenue on a proportional basis when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

v) Dividends

Dividend revenue will be recognised when Council's right to receive payment is established.

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5. Expense Recognition

Expenses will be recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

(i) Employee benefits

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits.

ii) Depreciation of Property, Plant & Infrastructure

Buildings, land improvements, plant, infrastructure and other assets having limited useful lives will be systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values will be made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods will be reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are to be assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not to be depreciated on the basis that they are assessed as not having a limited useful life.

Land is not depreciated.

Straight line depreciation will be charged based on the residual useful life as determined each year.

Major depreciation periods to be used are listed below:

Asset	Life (Years)
Land	Unlimited
Land Under Roads	Unlimited
Buildings	
- Structure	75-150
- Roof Cladding	75-150
- External fabric	75-150
- Internal Fitout	50-75
- Services	40-75
- Site Services	40-75
Flood Levee Infrastructure	
- Depreciable Component	100
- Non-Depreciable Component	Unlimited
Furniture, Fittings, Office Equipment & Computers	2 – 20
Fleet	2 – 20
Heritage Assets	
- Depreciable Component	20 - 100
- Non-Depreciable Component	Unlimited
Plant	10
Roads Infrastructure	
- Formation	Unlimited
- Pavement	10-90
- Surface Treatment	12-80
- Footpaths	15-70
- Kerb & Gutter	15-100
- Street Furniture	15-100
Bridges	30 – 100
Stormwater & Drainage	80 – 100

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iii) Repairs & Maintenance

Routine maintenance, repair costs, and minor renewal costs will be expensed as incurred. Where repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

6. **Recognition and Measurement of Assets**

i) Assets

The Council controls and owns assets that are required to provide the services for which it has responsibility. These assets include:

- land,
- buildings,
- fleet,
- plant and infrastructure; i.e. roads, bridges and stormwater.

ii) Acquisition and Recognition

The cost method of accounting will be used for the initial recording of all acquisitions of assets.

'Cost' represents the fair value of these assets given as consideration plus costs incidental to their acquisition (including architects fees, engineering design fees, and administration charges and all other costs incurred) in getting the asset ready for use.

Property, infrastructure, plant and equipment received in the form of contributions, will be recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

In determining the cost of non-current assets constructed by the Council, 'Cost' includes all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. The cost of all materials includes all consulting and engineering fees.

Non-monetary assets received in the form of grants or donations will be recognised as assets and revenues at their fair value at the date of receipt.

'Fair value' means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arms length transaction. In relation to infrastructure assets it is represented by depreciated replacement cost.

Council applies a capitalisation threshold and assets purchased or constructed with a value less than this threshold will be charged to the Statement of Comprehensive Income in the year of purchase (Other than where they form part of a group of similar items which are material in total).

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Council has elected not to recognise land under roads prior to the 1st of July 2008 as an asset in accordance with AASB 1051 Land under Roads. Council has accounted for land under roads acquired subsequent to 1 July 2008 at fair value and will continue to recognise newly acquired land under road assets on the same basis.¶

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The following classes of assets are to be recognised in the general purpose financial reports of Council, the threshold limits detailed below will be applied when recognising assets within an applicable asset.

Asset	Threshold \$
Land	Nil
Land Under Roads	Nil
Buildings	5,000
Flood Levee Infrastructure	3,000
Furniture, Fittings, Office Equipment & Computers	1,000
Fleet	1,000
Plant	1,000
Roads Infrastructure	5,000
Bridges	5,000
Stormwater & Drainage	3,000
Heritage Assets	1,000

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iii) Valuation of Non-Current Assets

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Subsequent to the initial recognition of assets, non-current physical assets, other than asset categories listed in the table below as at cost, will be measured at their fair value in accordance with AASB 116 Property, Plant and Equipment and AASB 13 Fair Value Measurement. At balance date, Council will review the carrying value of the individual classes of assets measured at fair value to ensure that each asset class materially approximated its fair value. Where the carrying value materially differs from the fair value at balance date the class of asset will be revalued.

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In addition, Council undertakes a formal revaluation of land, buildings and infrastructure assets on a regular basis to ensure valuations represent fair value. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments will be credited directly to the asset revaluation surplus except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements will be recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are to be offset.

Council has adopted the following valuation basis for its non-current assets:

Deleted: Land under roads acquired after 30 June 2008 brought to account at cost and subsequently revalued on a fair value basis. Council does not recognise land under roads that it controlled prior to that period.¶

Asset	Valuation basis
Land	Fair value
Land Under Roads	Fair value
Buildings	Fair value
Flood Levee Infrastructure	Cost
Furniture, Fittings, Office Equipment & Computers	Cost
Fleet	Cost
Plant	Cost
Roads Infrastructure	Fair value

Asset	Valuation basis
Bridges	Fair value
Stormwater & Drainage	Fair value
Heritage Assets	Cost

iv) Impairment of Assets

At each reporting date, Council will review the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value of its recoverable amount is expensed to the Statement of Comprehensive Income, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

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Assets that have an indefinite useful life will not be subject to amortisation and will be tested annually for impairment. Assets that are subject to amortisation will be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For non-cash generating assets of Council such as roads, bridges, stormwater & drainage and the like, value in use is represented by the deprival value of the asset approximated by its written down replacement cost.

v) Maintenance vs Capitalisation

Officers of the Council will determine at the occurrence of an event whether to capitalise or expense costs incurred in property, plant and infrastructure. The following formula is provided as a guide, "maintenance, repair costs and minor renewals will be charged as expenses as incurred unless their total value exceeds 10% of the written down current value and increases the economic life by more than 10%".

Deleted: i

7. Cash & Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits at call with financial institutions, other short-term, highly liquid investments with maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Cash equivalents are held for the purpose of meeting short-term cash commitments rather than for investment or other purposes.

8. Inventories

Inventories held for distribution will be measured at cost adjusted when applicable for any loss of service potential.

9. Investment in Water Corporation

Council's investment in TasWater will be valued at its fair value at balance date. Fair value will be determined by using Council's ownership interest against the water corporation's net asset

value at balance date based on the Final Treasurer's Allocation Order in 2011. Council has an ownership interest of 2.52% in the corporation.

Council's investment is not traded in an active market and is only sensitive to fluctuations in the value of TasWater's net assets.

Any unrealised gains and losses on holdings at balance date will be recognised through the Statement of Comprehensive Income to a Financial assets available for sale Reserve each year

Council classifies this asset as an Available-for-Sale financial asset as defined in AASB 139 Financial Instruments: Recognition and Measurement and follows AASB 132 Financial Instruments: Presentation and AASB 7 Financial Instruments: Disclosures to value and present the asset in the financial report.

10. Trust Funds

The financial reports of the Council will incorporate only those items over which the Council has control.

Amounts received as tender deposit and retention amounts controlled by Council will be included in the amount disclosed as creditors with current liabilities until they are refunded or forfeited.

11. Employee Benefits

i) Short Term Obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service will be recognised in respect of employees' services up to the end of the reporting period and will be measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave will be recognised in the provision for employee benefits. All other short-term employee benefit obligations will be presented as payables.

ii) Other long term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service will be recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is to be given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments will be discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations will be presented as current liabilities in the statement of financial position if Council does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

iii) Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Defined benefit plans

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the statement of financial position, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost. The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. However, when this information is not reliably available, Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans i.e as an expense when it becomes payable.

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund, which is a sub fund of the Quadrant Superannuation Scheme. The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 32(b) of AASB 119 Employee Benefits, Council does not use defined benefit accounting for these contributions.

Defined contribution plans

Contributions to defined contribution plans will be recognised as an expense as they become payable. Prepaid contributions will be recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

iv) Sick Leave

Council does not recognise a liability for sick leave because such leave is non-vesting and because it is probable that sick leave expected to be taken in future reporting periods will be less than entitlements which are expected to accrue in those periods. Employees receive 10 days sick leave per year.

v) Rostered Days Off

A liability for accrued rostered days off is recognised at the current rates of pay including related oncosts, for expected future payments to be made in respect of accruals by employees of the Council.

12. Accruals/Prepayments

Accruals and Prepayments will be recognised in accordance with generally accepted accounting practices with materiality a major factor in determining their applicability.

13. Net Fair Values of Financial Assets & Liabilities

Net fair values of financial instruments will be determined on the following basis:

- *Monetary financial assets and liabilities* - carrying amounts of trade debtors, trade creditors and accruals (which approximates net market value).
- *Interest bearing loans* - will be carried at their principal amount, which represents the present value of future cash flows associated servicing the debt. Interest is accrued.

14. Significant Business Activities

The Local Government Act requires the reporting of operating capital and competitive neutrality in respect of each significant business activity undertaken by Council

Council has determined, based upon an assessment of the activities it undertakes that it has no significant business activities.

Deleted: materiality, that Road Infrastructure is Council's only significant business.

15. Leases

Operating leases as lessee

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee will be classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) will be charged to the income statement on a straight-line basis over the period of the lease.

Council leases several parcels of Crown land under lease agreements with the State Government. These leases, in general, do not reflect commercial arrangements, are long-term and have minimal lease payments. Crown land is recognised as an asset in the Statement of Financial Position and carried at fair value when Council establishes that (i) it has control over the land and (ii) it will derive economic benefits from it.

Operating leases as lessor

Council is a lessor and enters into agreements with a number of lessees. These include commercial and non-commercial agreements.

Where leases are non-commercial agreements, these are generally with not for profit, such as sporting, organisations. In these cases subsidised or peppercorn rents are charged because Council recognises part of its role is community service and community support. In these situations, Council will record lease revenue on an accruals basis and the associated properties as part of land and buildings within property, plant and equipment. Buildings will be recognised at depreciated replacement cost.

Where leases are commercial agreements, but properties leased are part of properties predominantly used by Council for its own purposes, Council will record lease revenue on an accruals basis and will record the associated properties as part of land and buildings within property, plant and equipment. Buildings will be recognised at depreciated replacement cost.

16. Taxation

Council is exempt from all forms of taxation except Fringe Benefits Tax, Payroll Tax and Goods and Services Tax.

Revenues, expenses and assets will be recognised net of the amount of goods and services

tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST will be recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables will be stated with the amount of GST included.

The net amount of GST recoverable or payable to the ATO will be included as a current asset or current liability in the statement of financial position.

Cash flows will be included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recovered from, or paid to, the ATO will be classified as operating cash flows.

17. Contingent Assets, Contingent Liabilities and Commitments

Contingent assets and contingent liabilities will not be recognised in the Statement of Financial Position, but will be disclosed by way of a note and, if quantifiable, will be measured at nominal value. Contingent assets and liabilities will be presented inclusive of GST receivable or payable respectively.

Commitments will not be recognised in the Statement of Financial Position. Commitments will be disclosed at their nominal value inclusive of the GST payable.

Our ref: DOC/16/124537
Officer: Johanna Edwards
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2 December 2016

Mr Des Jennings
General Manager
Northern Midlands Council
PO Box 156
LONGFORD TAS 7301

By email: council@nmc.tas.gov.au

Dear Mr Jennings

**Potential Urgent Amendments
Northern Midlands Interim Planning Scheme 2013**

The Commission Panel assessing the Break O'Day, Dorset, George Town, Meander Valley, Northern Midlands and West Tamar interim planning schemes has completed its consideration of representations on each of these schemes and documented its draft findings for your information and final comment. The draft report is available on the [iPlan website](#).

The Panel has identified a range of matters with your Council's interim planning scheme that it considers could be addressed as potential urgent amendments (see Annexure A attached). The Panel has also identified other potential urgent amendments that could be made to two or more of the interim planning schemes noted above (see Annexure B attached).

The Panel would appreciate your written comments on the potential urgent amendments before finalising its recommendations to the Minister for Planning and Local Government. It would also be appreciated if these comments could be forwarded by **Friday, 16 December 2016**.

The Panel would also welcome any written comments you might have in relation to other matters included in the draft report. If you require further time to complete this task, please advise when you will be able to forward a response. On receipt of these comments, the Panel will complete its final draft report and provide copies to representors for final comment.

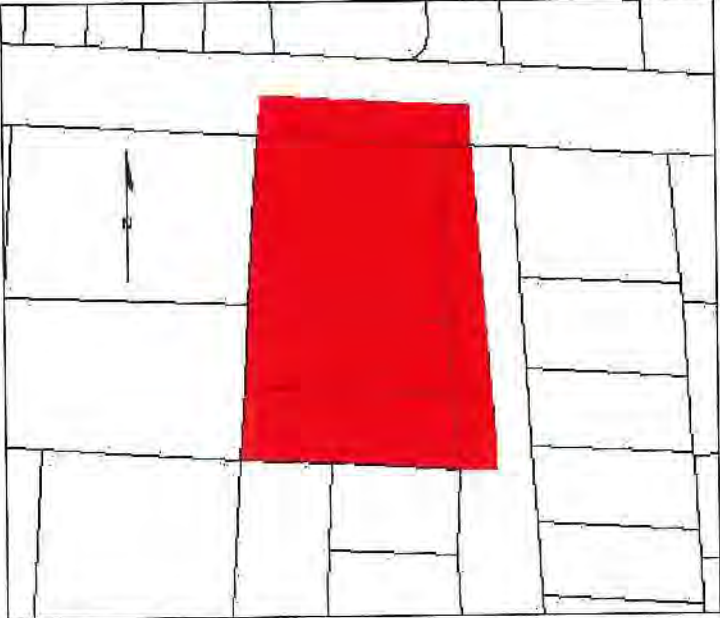
If you need further assistance or information please contact Johanna Edwards on 6165 6811 or Johanna.Edwards@planning.tas.gov.au or Claire Armstrong on 6165 6831 or Claire.Armstrong@planning.tas.gov.au.

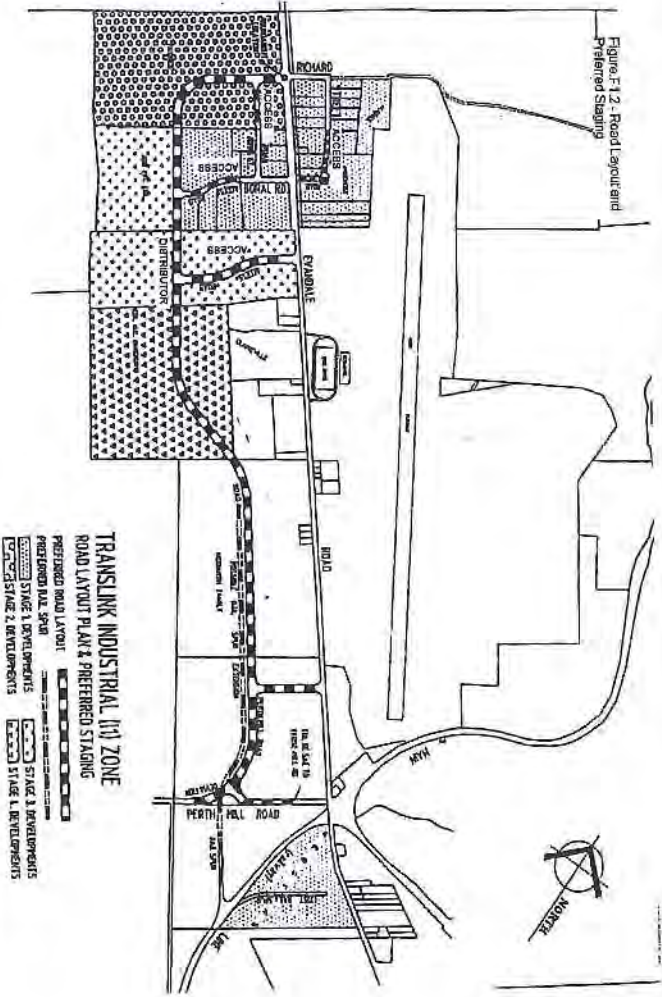
Yours sincerely



Greg Alomes
Executive Commissioner

Annexure A – Potential Urgent Amendments - Northern Midlands Interim Planning Scheme 2013

No	Clause or property	Representation	Potential urgent amendments for Council comment
1	24.3.1	Council IPS issue 17	At 24.3.1 delete acceptable solution A1 in its entirety and replace with: 'A1 Use not listed in Table E11.1 Attenuation Distances or E11.2 Attenuation Distances for Sewerage Treatment Plants must be set back from sensitive uses a minimum distance of 100 metres.'
2	25.3.1	Council IPs issue 18	At 25.3.1 delete acceptable solution A1 in its entirety and replace with: 'A1 Use not listed in Table E11.1 Attenuation Distances or E11.2 Attenuation Distances for Sewerage Treatment Plants must be set back from sensitive uses a minimum distance of 100 metres.'
3	Land assigned to the Community Purpose Zone	Representation No. 34 This is also an existing dispensation to set aside the Community Purpose zone and apply the provisions of the General Residential zone.	Revise the scheme maps to rezone CTs 169062/1, 169062/2 and 169062/3 (56 Clarence Street, Perth) from Community Purpose to General Residential 
4	Land assigned to the Scenic Management Overlay	Representation No. 23	Revise the scheme maps over 141 Perth Mill Road, Western Junction (CT 134004/1) to realign the Scenic overlay boundary to 190m contour to exclude mill building, but retain drying racks. GIS to be provided by Council or owner.
5	12.4.3.1	Representation No.s 3 through	At 12.4.3.1, delete P1.2 "No performance criteria" and

No	Clause or property	Representation	Potential urgent amendments for Council comment
		19	renumber P1.3 to P1.2.
6	18.2	Council IPS issue 16	At Use Table 18.2 include the Motor Racing Facility use class as a Discretionary use with no qualification.
7	F1.0	Council IPS issue 25 & 26	<p>In Specific Area Plan F1, replace Figure F1.2 with the image below (full page size):</p>  <p>Renumber Clause F1.4.3 to F1.4.2. Renumber successive clauses accordingly.</p>
8	E15.4	Council IPS issue 24	<p>In Clause 15.4.1, modify the qualification for Temporary Event Sign to be:</p> <p>Must not exceed 5m² and erected for a period not exceeding thirty days. Must not rotate or contain flashing lights.</p>
9	24.4.2 A3	Representation No. 43	In 24.4.2 A3 delete the words 'urban mixed use , environmental living'

No	Clause or property	Representation	Potential urgent amendments for Council comment
10	25.4.2 A3	Representation No. 43	In 25.4.2 A3 delete the words 'urban mixed use , environmental living'

Annexure B – Potential Urgent Amendments – Northern Interim Planning Schemes

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
1	4.1	Representation No. 68 & 74 Andrew Ricketts, The Environmental Association	In 4.1, revise the definition of 'Forest practices plan' to be "means a Forest Practices Plan certified under the Forest Practices Act 1985.	All
2	5.0	Rep 22 (George Town) – C Gregg, PDS obo TasPorts	In Clause 5.0.1, replace "5.9" with "5.11". Insert the following after cl.5.10 5.11 Navigation aids 5.11.1 The erection, maintenance or repair of navigation aids, other than a lighthouse, by or on behalf of the State Government, a Council, a statutory authority, or a corporation all the shares of which are held by or on behalf of the State or by a statutory authority.	Northern Midlands
3	5.0		In Clause 5.0.1, replace "5.10" with "5.11". Insert the following after cl.5.10 5.11 Navigation aids 5.11.1 The erection, maintenance or repair of navigation aids, other than a lighthouse, by or on behalf of the State Government, a Council, a statutory authority, or a corporation all the shares of which are held by or on behalf of the State or by a statutory authority.	West Tamar
4	5.0		In Clause 5.0.1, replace "5.9" with "5.12". Insert the following after cl.5.11 5.12 Navigation aids	Meander Valley

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			5.12.1 The erection, maintenance or repair of navigation aids, other than a lighthouse, by or on behalf of the State Government, a Council, a statutory authority, or a corporation all the shares of which are held by or on behalf of the State or by a statutory authority.	
5			<p>In Clause 5.0.1, replace "5.9" with "5.10".</p> <p>Insert the following after cl.5.9</p> <p>5.10 Navigation aids</p> <p>5.10.1 The erection, maintenance or repair of navigation aids, other than a lighthouse, by or on behalf of the State Government, a Council, a statutory authority, or a corporation all the shares of which are held by or on behalf of the State or by a statutory authority.</p>	George Town, Dorset, Break O'Day
6	8.6.1	Break O'Day Council	In 8.6.1 (b) remove the word "and" after the words "applicable standard". Confirm that (c) and (d) are linked by "and".	Break O'Day, Dorset, George Town, Meander Valley
7	9.5	Representation 5 (Break O'Day) B Manning	Delete Clause 9.5 Subdivision	Break O'Day, Dorset, Northern Midlands, West Tamar
8	9.5	Northern Midlands Council	<p>Insert a new Special Provision as follows:</p> <p>9.5 Access over land in another zone</p> <p>If a use of land requires access over land that is assigned to a zone other than the zone applicable for the use site, and the use is prohibited within that</p>	All

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			<p>zone, the planning authority may at its discretion grant a permit for access over the land in the other zone if it is satisfied in regard to all of the following –</p> <ul style="list-style-type: none"> (a) there is no alternate option for providing access to the site; and (b) the purpose and provisions of the zone and any applicable code for the land over which the access is to occur; and <p>the potential for land use conflict with the use and development permissible under the planning scheme for the land and for the land in the vicinity of the land over which the access is to occur.</p>	
9	9.6	Rep 22 (George Town) – C Gregg, PDS obo TasPorts	<p>Insert the following after Clause 9.5:</p> <p>9.6 Port and Shipping in Proclaimed Wharf Areas</p> <p>9.6.1 Notwithstanding any other provision in this planning scheme, an application for use or development for Port and Shipping within a proclaimed wharf area must be considered as Permitted (unless the use or development would otherwise be No Permit Required).</p> <p>Council must have regard to the assigned zone and relevant codes in</p>	George Town, West Tamar

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			considering conditions on the Permit.	
10	10.4.15.1	Break O'Day Council, Northern Midlands Council	Revise 10.4.15.1 A1 b), c), d) & e) to include the word "be" at the head of the sub-clause.	Break O'Day, Dorset, George Town, Northern Midlands, West Tamar
11	10.4.15.2	Break O'Day Council, Northern Midlands Council	Revise 10.4.15.2 A1 c), d) & e) to include the word "be" at the head of the sub-clause.	Meander Valley
12	10.4.13.7	Rep. 44 (Meander Valley) – Kristina Butler, Lester Franks	In 10.4.13.7 A1.1 replace "ground level" with "finished ground level". All schemes (Break O'Day (A1) In A1.2 replace "patio's" with "patios".	Dorset, George Town, Meander Valley, Northern Midlands
13	10.4.13.6	Northern Midlands Council	In 10.4.13.6 A1 and P1 delete the word 'Shared'	All
14	12.4.1	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	After the heading 12.4 Development Standards delete the words "12.4.1 Clauses 12.4.1.1 - 12.4.1.7 only apply to development within the Residential Use Class". After clause 12.4.1.7 delete the words '12.4.2 Clause 12.4.2.1 only applies to development other than the Residential Use Class".	Break O'Day
15	12.4.1	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	After the heading 12.4 Development Standards delete the words "12.4.1 Clauses 12.4.1.1 - 12.4.1.6 only apply to development within the Residential Use Class".	West Tamar, Northern Midlands, George Town, Dorset

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			After clause 12.4.1.6 delete the words '12.4.2 Clause 12.4.2.1 only applies to development other than the Residential Use Class'.	
16	12.4.1	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	<p>After the heading 12.4 Development Standards delete the words "12.4.1 Clauses 12.4.1.1 - 12.4.1.5 only apply to development within the Residential Use Class".</p> <p>After clause 12.4.1.5 delete the words '12.4.2 Clause 12.4.2.1 only applies to development other than the Residential Use Class'.</p>	Meander Valley
17	12.4.1.5 c)		In Clause 12.4.1.5 A1 c), insert the word "building" after the word "maximum".	Meander Valley
18	12.4.1.6 c)		In Clause 12.4.1.6 A1 c), insert the word "building" after the word "maximum".	Break O'Day, Northern Midlands, Dorset, George Town, West Tamar
19	12.4.2.1	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	<p>In 12.4.2.1 rename the heading to "Form and Scale of Buildings"</p> <p>In 12.4.2.1, in the Objective delete the words "non residential"</p>	All
20	12.4	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	Revise the site coverage to 20%, unless the existing lot is less than 1000m ² ., in which case maximum site coverage is 30%.	Break O'Day
21	14.4.1	Rep. 1 (Break O'Day) – Todd Dudley, North East Bioregional Network	<p>In 14.4.1, renumber A1 to A1.1 as follows:</p> <p>Not more than 4 hectares or 20% of the site, whichever is the lesser, is used for development.'</p>	Break O'Day, Dorset, Meander Valley

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			<p>insert A1.2:</p> <p>Site coverage is less than 5% unless the lot is less than 1 ha, in which case there is no acceptable solution.</p> <p>In P1, revise first paragraph to:</p> <p>"Site coverage and the proportion of the site used for development has regard to:"</p>	
22	14.1.1.3	Rep. 1 (Break O'Day) – T Dudley, North East Bioregional Network	Delete clause 14.1.1.3	Break O'Day, Meander Valley
23	14.4.1	Break O'Day Council	In 14.4.1 P4 (a) (i) insert the word "space" after "private open"	Break O'Day, Dorset, Meander Valley
24	15.4.2.4	Rep. 44 (Meander Valley) – Kristina Butler, Lester Franks	<p>In 15.4.2.4 A1.1 replace "ground level" with "finished ground level"</p> <p>In A1.2 replace "patio's" with "patios"</p>	Meander Valley
25	15.4.2.8	Rep. 44 (Meander Valley) – Kristina Butler, Lester Franks	<p>In 15.4.2.8 A1.1 replace "ground level" with "finished ground level"</p> <p>In A1.2 replace "patio's" with "patios"</p>	Dorset
26	17.2	Northern Midlands Council	<p>Modify clause 17.2 as follows:</p> <p>Insert the residential use class as a Discretionary use with the Qualification "if for residential aged care facility, respite centre or retirement village."</p>	All except Break O'Day
27	17.2		Modify clause 17.2 to remove the residential use class from the permitted part of the use table.	Dorset
28	17.2		Modify clause 17.2 to replace the qualification for the residential use	Break O'Day

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			class, in the discretionary part, with "If for residential aged care facility, respite centre or retirement village."	
29	26.4.2	Rep. 1 (Northern Midlands) – C Layton	Revise 26.4.2 objectives (a) and (b) by deleting "and" at the end of each subclause and replacing it with "or".	All except Meander Valley
30	28.4.1	Rep. 47 (West Tamar) – Hydro Tasmania AND Rep 23 (George Town) – Hydro Tasmania	In Clause 28.4.1 P1, replace P1 with P1.1, add "; or" at the end of clause and insert new clause: "P1.2 Where development is unavoidably prominent in the landscape, it must provide a significant community benefit." In P1.1 (a), insert new subclause "(v) The functional requirements of the proposed development or use; and"	All
31	28.4.1	Rep 23 (George Town) – Hydro Tasmania	Revise 28.4.1 A1 (a) by deleting "6m" and replacing it with "10m".	All
32	E4.71	N/A	Revise 'E4.71' to 'E4.7.1'	Meander Valley, Break O'Day, West Tamar, Dorset, George Town
33	E4.7.1 A1 b)	N/A	At E4.7.1 A1 b) delete the word 'envelopes' and replace with the word 'areas'	All
34	E5.7	Rep. 43 (Northern Midlands) – C Layton	In E5.7 (a) delete "risk assessment table" and replace with "Risk Consequence and Likelihood Matrix Table".	All
35	E7.0	N/A	At E7.3, replace 'Table 7.1' with 'Table E7.1' At E7.6.2, A1, replace 'Table 7.1' with 'Table E7.1' At E7.6.2, P1(a), replace 'Table 7.1' with 'Table E7.1'	All

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			<p>At E7.6.2, A2(b), replace 'Table 7.1' with 'Table E7.1'</p> <p>At E7.6.2, P2, replace 'Table 7.1' with 'Table E7.1'</p>	
36	E7.4.1	Rep 16 (George Town), Rep 3 (Break O'Day), & Rep 46 (Northern Midlands) - DIER	In Clause E7.4.1, add "; and" at the end of subclause (b) and insert new subclause "c) road widening".	All
37	E7.6.2	Rep 47 (Northern Midlands) – Hydro Tasmania	In Clause E7.6.2, revise A1 and A2 to be "No acceptable solution."	Meander Valley, Dorset, Northern Midlands
38	E7.6.1	Rep 43 (Northern Midlands) – C Layton	<p>Revise the clause heading at E7.6.1 P2 to:</p> <p>Subdivision that alters any boundaries within the areas designated as 'scenic management – tourist road corridor' must be consistent with the scenic management objectives of the particular area set out in Table 7.1 – local scenic management areas, having regard to:</p>	
39	E7.6.1	Rep 46 (Northern Midlands) - DIER	In Clause E7.6.1 P1 (g), replace the words "the 'Conservation of Natural and Cultural Values – Landscape' section of the Forest Practices Code" with "a Forest Practices Plan"	All
40	E8.4.2	Rep 4 (Break O'Day), Rep 45 (Northern Midlands), – Cement Concrete & Aggregates Australia	<p>In E8.4.1 delete "there are no exemptions to this code" and insert The following use or development is exempt from this code:</p> <p>a) Level 2 activities approved by the Environment Protection Authority</p>	Break O'Day, Northern Midlands
41	E8.4.1 & 2	Rep 37 (Meander Valley), Rep 1	<p>Delete Clause E8.4.2 and insert (b) under Clause E8.4.1 (a):</p> <p>(b) Level 2 activities approved by</p>	Meander Valley, Dorset, West Tamar,

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
		(Dorset), Rep 40 (George Town), Rep 39 (West Tamar) – Cement Concrete & Aggregates Australia	the Environmental Protection Authority.	George Town
42	E9.0	Rep 43 (Northern Midlands) – C Layton	<p>A number of Interim Schemes have incorrect references to either Ben Lomond Water or 'water catchment areas'.</p> <p>Councils to advise on if these matters are causing issues with the operation of the schemes, and if so to suggest recommendation.</p>	All
43	E9.4.1	Rep 37 (Meander Valley), Rep 4 (Break O'Day), Rep 1 (Dorset), Rep 40 (George Town), Rep 45 (Northern Midlands), Rep 39 (West Tamar) – Cement Concrete & Aggregates Australia	At E9.4.1 delete subclause f) and replace with "f) Level 2 activities approved by the Environment Protection Authority."	All
44	E9.6	Rep 3 (Break O'Day) and Rep 16 (George Town) - DIER	<p>In E9.6.1: Modify A2 to read: A2.1 A wetland must not be filled, drained, piped or channelled beyond the boundaries of a road reserve. A2.2 Disturbance of a wetland must be to the minimum necessary for a road authority to construct, drain or maintain a road.</p> <p>Replace P2 (No performance criteria) with:</p>	All

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			<p>P2 Disturbance of watercourses and wetlands must minimise loss of hydrological and biological values, having regard to:</p> <ul style="list-style-type: none"> (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures on or near the wetland or waterway; (iii) opportunities to establish or retain native riparian vegetation; (iv) sources and types of potential contamination of the wetland or waterway. <p>In E9.6.2: Replace 'P1 No performance criteria' with P1 Stormwater discharges to watercourses and wetlands must minimise loss of hydrological and biological values, having regard to:</p> <ul style="list-style-type: none"> (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures, on or near the wetland or waterway; (iii) sources and types of potential contamination of the wetland or waterway. (iv) devices or works to intercept and treat waterborne contaminants; (v) opportunities to establish or retain native riparian vegetation or continuity of aquatic 	

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
			<p style="text-align: center;">habitat;</p> <p>In E9.6.3: Replace 'A1 No acceptable solution' with 'A1 A road or track does not cross, enter or drain to a watercourse or wetland.'</p>	
45	E9.6.2 P2.1 c)	NA	<p>At E9.6.2 P2.1 delete point c) in its entirety and replace with the following:</p> <p>'c) meet emission limit guidelines from the Board of the Environment Protection Authority in accordance with the <i>State Policy for Water Quality Management 1997</i>.'</p>	All
46	E10.2.1	NA	<p>In E10.2.1 delete the words "use or" after "applies to".</p> <p>Insert the word "General" after "for subdivision in the"</p>	George Town, Meander, Dorset, West Tamar, Northern Midlands and Break O'Day
47	E11.1.1	Rep 74 (Meander Valley) – A Ricketts, The Environment Association	Delete the term "land" from Clause E11.1.1 a).	All
48	E11.4.1	Rep 37 (Meander Valley), Rep 4 (Break O'Day), Rep 1 (Dorset), Rep 40 (George Town), Rep 45 (Northern Midlands), Rep 39 (West Tamar) – Cement Concrete & Aggregates	At E11.4.1 delete subclause a) and replace with "a) Level 2 activities approved by the Environment Protection Authority."	All

No	Clause or property	Representation	Potential urgent amendments for Council comment	Planning Schemes
		Australia		
49	Table E11.1	Rep 37 (Meander Valley), Rep 4 (Break O'Day), Rep 1 (Dorset), Rep 40 (George Town), Rep 45 (Northern Midlands), Rep 39 (West Tamar) – Cement Concrete & Aggregates Australia	<p>At Table E11.1, under the heading "Table E11.1 Attenuation Distances" replace the words "This table lists uses with the potential to create environmental harm or environmental nuisance and the distances from those activities in metres" with:</p> <p>"The attenuation distances in Table E11.1 and Table E11.2 must be measured between the outer edge of the area used by the listed activity and the property boundary of the sensitive use or development, except for extractive industry the attenuation distance must be measured from the boundary of any applicable mining or quarry lease."</p>	All