

Reconciliation Tasmania / Reconciliation Collective

The Reconciliation Forum attended in Hobart on 26th October 2020 gave a good insight into the Collective's activities and achievements during its first year. The Collective's primary function is to create positive and effective connectivity between Collective members and Tasmania's many Aboriginal Communities.

Collective members include the State Government, Local Councils and organisations such as TasNetworks, Timberlands Forest Company, Utas and the Anglican Diocese.

"The purpose of the Reconciliation Collective is to assist organisations seeking to advance their reconciliation activities either within or outside of a formal RAP framework. Reconciliation Tasmania (RT) is particularly mindful of the critical need for careful and informed planning and execution in this space lest damaging mistakes occur despite good intentions. To this end, RT is well placed to advise and assist such planning but we need a specific vehicle to be able to do so beyond RAP consulting; hence the proposed Collective. We also envisage that Collective members will be well placed to advise and assist each other, perhaps even act jointly on suitable occasions. In short, RT believes the Collective will play a key role in helping us all to 'get it right' in what can be a challenging environment."

The emphasis is on the Reconciliation Collective being able to connect members with the 'right person in the right mob' when any development or decisions that may impact aboriginal culture are being undertaken. Meaningful engagement with our first people will lead to better outcomes. Raising the profile of aboriginal culture can benefit in many ways: consulting with the aboriginal community on fire and regeneration projects and sustainable farming practises to mitigate climate change consequences.

The Premier encouraged working together and sharing a common humanity and dual naming of important locations.

This proposal is for Council to consider preparing a Reconciliation Action Plan (RAP) and consider membership of the Reconciliation Collective as soon as possible.

The Mayor met initially with Reconciliation Tasmania in October 2019 after attending a breakfast information session in Launceston. A third flagpole stand was installed earlier this year with Fiona and Jason, representatives of the Aboriginal community, raising the Aboriginal flag during NAIDOC Week.

The NMC has a request from the Ross community to dual name the Macquarie River and this process has been initiated. There has also been a request from some members of the Aboriginal community regarding the naming of the new reserve in Perth.

The Perth LDC is working with the Aboriginal Land Council 'on a possible location for a mural at Native Point.' 6Oct Minutes. The Campbell Town Local District Forum 3 Nov Minutes note that they 'Seek advice from the Tasmanian Aboriginal Council on Aboriginal name of Campbell Town Pantukina or Waylata area to be placed on information signs.' Reconciliation Tasmania Fiona Hughes expressed concern that the Longford Legends Panel recognising the Aboriginal community had no consultation with her Aboriginal community. The Panel states "The people of Longford acknowledge and pay respect to the PANNINHER CLAN who

maintained their rivers, grasslands and forests in a pristine way for thousands of years as the traditional owners and custodians of this land.”

No matter what is planned it is important that no unintended offence is caused as there are more than 30 Aboriginal organisations or groups in Tasmania and they do not all agree. The Reconciliation Collective can put members in touch with the ‘right person in the right mob’ As connections are already being made with some Aboriginal organisations and other connections which need to be made in regards to future dual naming opportunities and consultation required regarding future planning that may impact Aboriginal concerns it is appropriate that the NMC consider membership of the Reconciliation Collective. Careful and informed planning will lessen the risk of mistakes being made.

Reconciliation Tasmania will assist with the preparation of a Reconciliation Action Plan (RAP) which will enable effective communication and reconciliation activities with the Aboriginal community, building respect and mutually beneficial relationships.

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.

NAIDOC originally stood for ‘National Aborigines and Islanders Day Observance Committee’. This committee was once responsible for organising national activities during NAIDOC Week and its acronym has since become the name of the week itself. Find out more about the origins and [history of NAIDOC Week](#).

Each year, there is a different focus city for the [National NAIDOC Awards Ceremony](#). The focus city, National NAIDOC Poster Competition and the NAIDOC Awards recipients are selected by the [National NAIDOC Committee](#).

Local community celebrations during NAIDOC Week are encouraged and often organised by communities, government agencies, local councils, schools and workplaces.

Have you thought about organising a NAIDOC event in your area? A few suggestions about how you can [celebrate NAIDOC](#) can be found on this website.

Please note that permission is not required to fly either the Aboriginal or Torres Strait Islander flag. However, if you want to reproduce either flag (for example, on a flyer or poster), you will need to seek permission. More information about the [Aboriginal and Torres Strait Islander flags](#) including contact details to gain permissions is available on this site.

For many years, the Australian Government has supported national NAIDOC celebrations as well as providing funding grants through the [Regional Network](#) to fund local celebrations.

Wherever you live, you can take part in NAIDOC Week celebrations. To find out about NAIDOC Week activities in your area, contact your nearest [Regional Office](#).

Oct 2019

Dear Mary,

As a key Reconciliation partner through your interest in developing a Reconciliation Action Plan (RAP) and through your organisations commitment to improving reconciliation internally with your staff and with the community(s) in which you operate, Reconciliation Tasmania invites you to join a new initiative designed to bring RAP organisations together to improve our reach and delivery of each of our organisations/communities reconciliation objectives.

This initiative is called the 'Reconciliation Collective', and I invite you to join us in our journey to strengthen organisational capacity and networks to further our objective in the reconciliation agenda, including the 'unfinished business' of truth telling, constitutional recognition and national action in reference to the wish of Aboriginal people as clearly offered to Australia in the 'Statement from the Heart'.

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Reconciliation Tasmania is now planning to host two breakfasts in Hobart at Wrest Point on Wednesday 20th November 2019 and in Launceston on Monday 25th November at Launceston Country Club in order to launch a 'Reconciliation Collective' with all our reconciliation partners, specifically including, but not exclusively, those implementing, preparing or considering a Reconciliation Action Plan (RAP). Your organisation is respectfully invited to join us and to become part of this new entity.

RT will host the new Collective and coordinate its activities, especially in terms of introductions to, and relationship building with, any or all of Tasmania's many Aboriginal Communities and Organisations. At these breakfasts, to be held in Hobart on Wednesday 20th November (7.30am to 9am in the Wellington Room, Wrest Point) and Launceston on Monday 25th November (7.30 am to 9am in the Links Restaurant, Launceston Country Club), we will provide full details of how the Collective will commence to function and hope you and/or your representative(s) can join us at either or both events.

In order for RT to organise catering please advise Bill Lawson at wlawson@gmail.com by Monday 18th November of your organisation's attendance plans. Warm regards, **Mark Redmond Reconciliation Tasmania 0456 631 108**

Good morning Mary. I write following your recent email to be through Yabbo Thompson's contact with you regarding another Reconciliation Tasmania initiative in which NMC may wish to participate, as follows; (breakfasts) Bill Lawson. AM. Co-Chair, Reconciliation Tasmania.

Reconciliation Collective Membership Application

Name of Organisation: _____

Contact Person within Organisation: _____

Postal Address: _____

Email Address: _____

Phone Number: _____

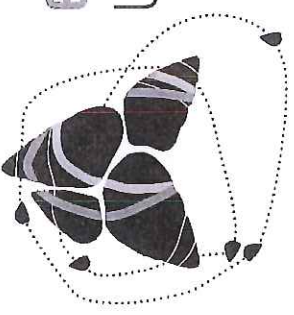
⁸Sector (please circle) – Public / Private / Community / Not for Profit

Number of Staff: _____

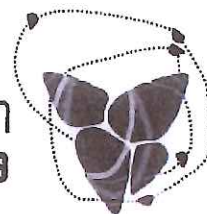
Geographic Spread of Operations (please circle) – Statewide / Regional / Local

Membership Application Submitted by: _____

Reconciliation
Tasmania



Address: PO Box 359, South Hobart, TAS 7004
Mobile: 0456 631 108
Email: reconciliationtas@gmail.com
Website: www.rectas.com.au



Reconciliation Collective – Information Sheet

The Reconciliation Collective is being established to assist Tasmanian organisations in generating reconciliation. Many, but not all, such organisations seek to do so as a consequence of their Reconciliation Action Plan (RAP) which specifies realistic and measurable reconciliation commitments.

Reconciliation Tasmania (RT) is particularly mindful of the critical need for careful and informed planning and execution in this space. To this end, RT is well placed to advise and assist such planning but we need a specific vehicle to be able to do so beyond RAP consulting; hence the proposed Collective. We also envisage that Collective members will be well placed to advise and assist each other, perhaps even act jointly on suitable occasions. In short, RT believes the Collective will play a key role in helping us all to 'get it right' in moving the reconciliation agenda forward in a constructive way.

Purpose of Reconciliation Collective

To support organisations to promote reconciliation actions that drives truth-telling, the provision of culturally space work places and an environment that builds a strong leadership platform and network in the reconciliation space.

- **Launch attendees include**
 - **Tasmanian based RT RAP clients and potential RAP clients**
 - **RT supporters and sponsors**
 - **National RAP organisations with Tasmanian operations**
- **The Collective, as a part of RT, is being established on a self-sustaining basis with no reliance on government funding**

How the Collective will Commence to Operate

- **The Collective will operate on an annual membership fee basis for which Collective Members will receive the following services;**
 - **Collective Members to be offered secretariat services for information and identification of Aboriginal communities and organisations in specified locations of interest and focus to Collective Members. (*Members to request assistance to meet specific needs and objectives.*)**
 - **On request from Collective Members, the Collective Secretariat will facilitate &/or convene initial introductions.**
 - **Collective Members to receive a 6-monthly newsletter of recent activities and outcomes by the Collective and its Members**
- **On request and on a specific 'fee for service' basis, the Collective Secretariat will work with Members to help organize and facilitate activities associated with implementation of specified reconciliation activities - likely to be related to pursuit of RAP (and other reconciliation) commitments**

The Collective Secretary

- **Karen Smart is to be employed part-time in the first instance, commencing in January 2020**
- **Karen's credentials for the role include**
 - **Palawa woman from the Cape Barren is land community**
 - **Extensive Statewide networks in Tasmanian Aboriginal communities**
 - **Member of TAC / Six Rivers Aboriginal Corporation**
 - **Board Member of Reconciliation Tasmania**

Collective Membership Annual Subscription Fees

Collective Membership is available in four categories;

- **Public and Private Sector**
 - **More than 20 staff - \$2,000 pa**
 - **Less than 20 staff - \$1,000 pa**
- **Community Sector (including 'not for profit' organisations)**
 - **More than 20 staff - \$1,000 pa**
 - **Less than 20 staff - \$500 pa**

RT expects to receive Deductible Gift Recipient (DGR) status by the end of 2019 which will make all Collective membership fees tax deductible. RT will invoice Collective Members subscription fees on an annual basis.

NORTHERN MIDLANDS COUNCIL ECONOMIC DEVELOPMENT FRAMEWORK

IMPLEMENTATION PROGRESS REPORT DECEMBER 2020

PILLAR ONE		POPULATION
<p>COMMUNITY VISION: Northern Midlands needs moderate, rather than explosive, population growth. Our population policy should embrace attracting a diverse range of people who will settle here, share our love for this region, balance our currently ageing population, and bring the correct mix of resources, experience and skills.</p>		
COUNCIL INVOLVEMENT	STRATEGIES	IMPLEMENTATION STATUS
<p>1.1. Actively participating in the implementation of the Northern Tasmania Population Strategy</p>	<ul style="list-style-type: none"> Council represented on the Strategy's Population Advisory Group overseeing the implementation of the Northern Tasmania Population Program Action Plan 	<ul style="list-style-type: none"> Northern Tasmanian job vacancies advertised on NTDC facebook page Ongoing discussion of retention strategies in wake of the pandemic and border closures 'Lets get working' seminar for job seekers held October 2020
<p>1.2. Planning for, and progressing, urban consolidation and future growth</p>	<ul style="list-style-type: none"> Develop the 2020-2030 Northern Midlands Priority Projects Plan which will identify infrastructure upgrade needs and advocate for such Identify/secure funds to fully implement the Perth Structure Plan Encourage subdivisions in, around Northern Midlands towns that develop a diverse range of accommodation options - in accordance with planning scheme provisions 	<ul style="list-style-type: none"> Priority Projects plan close to finalisation Funding source yet to be identified Ongoing
<p>1.3. Attracting working age population by providing/facilitating services for children and youth</p>	<ul style="list-style-type: none"> Construct and operate the new Early Learning/Child Care Centre at Perth Continue the Further Education Bursary and Inspiring Futures Programs Resource Council's Youth Officer to develop/advocate for youth services and programs Develop and implement a Northern Midlands Playgrounds Strategy 	<ul style="list-style-type: none"> Project currently in schematic design process 2020 Further Education Bursary program finalised: Inspiring Futures programs progressing Youth programs recommenced October 2020 Strategy pending
<p>1.4. Marketing the Northern Midlands liveability</p>	<ul style="list-style-type: none"> Develop and implement an online Northern Midlands Liveability campaign Publicise Northern Midlands good news stories in social and traditional media Organise regular Community Expos to showcase Northern Midlands community organisations, services and businesses 	<ul style="list-style-type: none"> Campaign pending Ongoing 2020 Expo cancelled due to pandemic. Expos postponed until further notice
<p>1.5. Engaging with the community through effective communication networks</p>	<ul style="list-style-type: none"> Continuous enhancement of Council's social media and hard copy presence in light of community feedback Collaborate with State Government and other stakeholders to drive social recovery from the COVID-19 pandemic in the Northern Midlands 	<ul style="list-style-type: none"> Participating in Premier's Economic and Social Recovery Council consultations on formulating priority whole-of-state outcomes over the next 2-5 years

PILLAR TWO

AGRICULTURE

COMMUNITY VISION: The historical, cultural and economic backbone of the Northern Midlands is agriculture and will be even more important in the future. In a world struggling to feed its people, the Northern Midlands will be the heart of Tasmania's food production, and will pursue its potential in innovation, processing, sustainability and adding value.

COUNCIL INVOLVEMENT	STRATEGIES	IMPLEMENTATION STATUS
2.1. Encouraging local agricultural sustainability and expansion	<ul style="list-style-type: none"> NM Land Use Development Strategy informs land use planning decisions Advocate for the development of accommodation options for seasonal workers 	<ul style="list-style-type: none"> Ongoing
2.2. Maintaining and enhancing relationships with key agricultural stakeholders	<ul style="list-style-type: none"> Collaboration with partners including Northern Tasmania Development Corporation and Regional Development Australia (Tas) 	<ul style="list-style-type: none"> Ongoing
2.3. Supporting biosecurity and related projects	<ul style="list-style-type: none"> Advocate for/support emerging projects/issues 	<ul style="list-style-type: none"> Funding being sought for development of a Weed Management Plan
2.4. Maintaining through cost effective operations, safe and effective road networks to meet the needs of all users	<ul style="list-style-type: none"> Continue the rollout of the rural roads maintenance/improvement programs Seek Bridge Renewal Program funding for the replacement of the single-lane bridge on Maquarie Road Advocate for the sealing of Nile Road 	<ul style="list-style-type: none"> Ongoing Funding secured Ongoing advocacy

PILLAR THREE

BUSINESS

COMMUNITY VISION: Our success depends on creating an environment where existing and new businesses thrive, and new businesses are attracted to our region. Communication and networking are the keys to preserving the incredible knowledge and experience of our business people, passing this on to a new generation, and encouraging new people with fresh ideas to maintain and diversify our commerce and industry.

COUNCIL INVOLVEMENT	STRATEGIES	IMPLEMENTATION STATUS
3.1. Encouraging private investment in the Northern Midlands	<ul style="list-style-type: none"> • Council's Planning and Development Services proactively work with potential investors • Ongoing maintenance and upgrading of the TRANSLINK website and enhancement program • Promoting business support and advice services to existing and new Northern Midlands businesses 	<ul style="list-style-type: none"> • Ongoing • NMBA managed project • NMBA managed service
3.2. Maintaining and enhancing key business relationships	<ul style="list-style-type: none"> • Collaborate with State Government and other stakeholders to drive business recovery from the COVID-19 pandemic in the Northern Midlands • Participate in Northern Tasmania Development Corporation and Regional Development Australia (Tas) committees, initiatives and programs • Resource and support Northern Midlands Business Association services and initiatives 	<ul style="list-style-type: none"> • Service agreement negotiated and operational • Funding provided to NMBA to assist with Northern Midlands business recovery from COVID-19 pandemic. Input to PESRAC. • Ongoing participation
3.3. Advocating for infrastructure upgrades to meet the needs of business	<ul style="list-style-type: none"> • Advocate with key agencies including TasWater, TasNetwork, NBN for infrastructure upgrades • Identify/secure funds to implement the Ross Caravan Park Master Plan 	<ul style="list-style-type: none"> • Upgrade requirements being identified through Integrated Priority Projects Plan • Implementation underway
3.4. Advocating for infrastructure upgrades/developments and further expansion of the TRANSLINK precinct adjacent to Launceston Airport	<ul style="list-style-type: none"> • Secure funding partners for the TRANSLINK Stormwater Renewal Program and Reticulated Gas Project • Advocate TaskRail advancement of the TRANSLINK Intermodal Facility development 	<ul style="list-style-type: none"> • Funding partner yet to be secured • Foundation project in the Integrated Priority Projects Plan
3.5. Streamlining Council regulations and processes, and cutting red tape wherever possible	<ul style="list-style-type: none"> • Continuous improvement of Council's planning processes and systems to streamline receipt and processing of applications • Collaborate with Northern Midlands Business Association on resolving the issues identified through the Building Industry Forums 	<ul style="list-style-type: none"> • Ongoing • Progressing underway

PILLAR FOUR**ENVIRONMENT**

COMMUNITY VISION: There can be no thriving business, effective population policy, or tourism in a degraded environment. Our region must be a leader in doing research and taking stock of our current natural assets, so that it can aggressively target, plan and prioritise ongoing improvement.

COUNCIL INVOLVEMENT	STRATEGIES	IMPLEMENTATION STATUS
4.1. Promoting sustainable access to, and beneficial use of, the natural environment	<ul style="list-style-type: none"> Support the Environmental Protection Authority in its efforts to promote best practice, sustainable environmental management Resource Council's Environmental Health Officer to provide services relating to public and environment health Identify/secure funding for the development of a Northern Midlands Weed Management Action Plan 	<ul style="list-style-type: none"> Ongoing Ongoing Funding yet to be secured
4.2. Promoting the natural environment as a key resident/business attractor	<ul style="list-style-type: none"> Implement further stages of Sheepwash Creek Water Sensitive Urban Design Open Corridor Master Plan Identify/secure funds to implement the South Esk River Parklands Master Plan Identify/secure funds to fully implement the Ross Village Green Master Plan Advocate for improvements to Ben Lomond National Park Identify/secure funding for linkage bikeways/walkways between northern towns Supporting Natural Resource Management North Initiatives and educational programs 	<ul style="list-style-type: none"> Implementation progressing as funding allows Funding yet to be identified Funding secured to fully implement the Ross Village Green master plan Ongoing advocacy Funding yet to be secured Tamar Estuary and Esk Rivers Program Partnership Agreement signed June 2020 Ongoing campaign
4.3. Advocating for landholder and community education/involvement	<ul style="list-style-type: none"> Collaborating with Environment Protection Authority (Tas) on campaigns to reduce wood heater pollution 	<ul style="list-style-type: none"> Advocacy is ongoing
4.4. Advocating for a tyre recycling solution for Tasmania	<ul style="list-style-type: none"> Continue advocating for a solution to the tyre recycling issue 	<ul style="list-style-type: none"> Advocacy is ongoing

PILLAR FIVE

INFRASTRUCTURE

COMMUNITY VISION: Northern Midlands must have the wisdom and strength to maintain the unique benefit of our village communities, that other regions have failed in for perceived short-term gain. Our next generation will move and stay here, if this culture is retained, with appropriate community infrastructure, services and appropriate development.

COUNCIL INVOLVEMENT		STRATEGIES	IMPLEMENTATION STATUS
5.1. Facilitating controlled growth whilst maintaining certainty and harmony with local environs and community expectations	<ul style="list-style-type: none"> Assessment of development in accordance with Northern Midlands Interim Planning Scheme 2013, Northern Midlands Land Use and Development Strategy, and Northern Tasmania Regional Land Use Strategy Development of town structure plans and urban design strategies 	<ul style="list-style-type: none"> Ongoing Progressively being developed and implemented as funding allows 	
5.2. Progressively implement urban design/placemaking plans	<ul style="list-style-type: none"> Implement the Longford Urban Design Project Implement the Campbell Town Streetscape Redevelopment Plan Implement Perth Town Structure Plan 	<ul style="list-style-type: none"> Implementation underway Progressing as funding allows Progressing as funding allows 	
5.3. Driving implementation of the master plans for Council's recreation grounds, swimming pools, playgrounds, village greens, community halls, caravan parks and community sports centre	<ul style="list-style-type: none"> Implement the Cressy Swimming Pool Master Plan and identify/secure funds to implement the Ross Swimming Pool Master Plan Identify/secure funding to progressively implement the Master Plans for the recreation grounds at Campbell Town, Cressy, Evandale, Longford and Perth Identify/secure funds to fully implement the Northern Midlands Health, Fitness and Sports Centre Master Plan Identify/secure funds to fully implement the Ross Village Green Master Plan 	<ul style="list-style-type: none"> Implementation of Cressy pool master plan underway Ross pool master plan pending outcome of Northern Midlands Swimming Pool Strategy Progressive implementation of recreation ground master plans underway Funding secured to fully implement the Fitness and Sports Centre master plan Funding secured to fully implement the Ross Village Green master plan 	
15.4. Preserving the cultural heritage and characteristics of each town	<ul style="list-style-type: none"> Work undertaken in accordance with Planning Scheme - Heritage Precincts 	<ul style="list-style-type: none"> Ongoing 	

PILLAR SIX

TOURISM

COMMUNITY VISION: The focus on tourism in the Northern Midlands should be qualitative not quantitative – the types of visitors rather than sheer numbers. Tourism will be successful when programs attract people who appreciate our inherent benefits, not just cater for volumes of people with every conceivable attraction.

COUNCIL INVOLVEMENT	STRATEGIES	IMPLEMENTATION STATUS
<p>6.1. Collaborating with the Heritage Highway Tourism Region Association to promote the Northern Midlands as a 'must-see' destination to our target visitor segments</p>	<ul style="list-style-type: none"> • Provide financial and staff support to ensure the sustainability of the Heritage Highway Tourism Region Association Inc (HHTRA) • Collaborate with State Government, HHTRA and other stakeholders to drive tourism recovery from the COVID-19 pandemic in the Northern Midlands 	<ul style="list-style-type: none"> • Annual grant made to HHTRA and Tourism Officer provides support to the Association • Tourism and Events Officer assisting events organisers with COVID-19 safety compliance • Council introduced COVID-19 compliance grant and compliance equipment for Northern Midlands events organisers
<p>6.2. Collaborating with Visit Northern Tasmania to achieve the Grant Agreement outcomes</p>	<ul style="list-style-type: none"> • Plan for achievement of the outcomes agreed and implemented • Collaborate with Visit Northern Tasmania and Heritage Highway Tourism Region Association to optimise the benefits of relevant Destination Action Plans to Northern Midlands tourism 	<ul style="list-style-type: none"> • Council officers participated on the working group for 'Heartlands', the central journey of the suite of five Tasmanian Drive Journeys. The launch of three of the new journeys, including Heartlands, was brought forward from 2021 to November 2020, to assist the tourism industry with recovery from the COVID pandemic.
<p>6.3. Advocating for the enhancement and growth of local tourism experiences/services</p>	<ul style="list-style-type: none"> • Advocating for implementation of the recommendations of the Ben Lomond Tourism Feasibility Studies • Identify/secure funds to rollout Augmented Reality experiences across Northern Midlands communities • Publicise funding and training development opportunities to Northern Midlands tourism businesses • Provide financial and staff support to Northern Midlands Visitor Information Centres to enhance sustainability and visitor service provision • Progressively implement the Northern Midlands Wayfinding project 	<ul style="list-style-type: none"> • Ongoing advocacy • Ross augmented reality experience close to finalisation • Regular updates provided to tourism businesses by Tourism and Events Officer • Regular updates provided to visitor centres and meetings coordinated • Referred to district committees – ongoing project
<p>6.4. Supporting existing visitor-attraction events and the development of new events</p>	<ul style="list-style-type: none"> • Provide financial assistance and support to existing and new events in accordance with Council's Festivals, Events and Promotions Policy • Resource Council's Tourism and Events Officer to support organisers of local events 	<ul style="list-style-type: none"> • Ongoing funding and support provided by Tourism and Events Officer. • Council introduced COVID-19 compliance grant for Northern Midlands events organisers



Date: 2 November 2020
Quote Number: 021120/2

Attention: Neil Kearney
*Production estimates: Longford Motor Racing

Size: 230mm (w) x 250mm (h) | Extent: 400pp + cover | Print: Full colour
Cover: Hardback | Binding: Section Sewn | Print in Taiwan

Copies	750	1000	1200
Prepress / design/ layout	\$5,500.00	\$5,500.00	\$5,500.00
Cover design	\$750.00	\$750.00	\$750.00
Printing/printer's proofs	\$20,191.90	\$22,467.50	\$25,353.63
Freight/insurance	\$2,496.10	\$3,021.30	\$3,548.67
ISBN/Barcode	\$65.00	\$65.00	\$65.00
TOTAL (incl. GST)	\$29,003.00	\$31,803.80	\$35,217.30
Unit Cost	\$38.67	\$31.80	\$29.35

NOTES

*The quoted page count is an estimate only and, once final materials are provided and sample pages are approved, a new quote will be provided.

Once the design concept is agreed upon, layout (based on that design) can begin. A PDF of the full layout is then provided to the client. This quote allows for one round of text and/or layout corrections, but any changes to the overall design may incur extra costs.

Once the print-ready file has gone to the printer, any further changes may incur extra costs.

Delivery from Forty South (Cambridge, Tasmania) to the client is not included in this quote. This will be determined when the stock arrives into our Cambridge store and we have your delivery instructions.

Terms and conditions are as follows:

The publication process can begin once you have accepted the quote and agreed to the following terms:

1. We require 30% of the total payment upon commencement of your project.
2. We require 30% of the total payment before advising the printer to proceed (ie, after you sign off on the printer's proofs).
3. Payment of the final installment will be due upon delivery of your product.

The printing component of this quote is valid for 30 days from date of quote.

Any variations and additions to the above specifications will require an amended quotation.

All care has been taken to ensure the accuracy of this quote.

Errors and Omissions Excepted

Prepared by Lucinda Sharp | Director, FORTY SOUTH PUBLISHING Pty Ltd

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telephone: 03 6243 1003 | mobile: 0402 122 456

To Northern Midlands Council

From Neil Kearney
neil.mediamakers@bigpond.com
December 1, 2020

Subject: **LONGFORD MOTOR RACING BOOK**

It was a time when a little town did something extraordinary.

A little town with a big motor.

The above is from the introduction to LONGFORD, the book I've written on the historic Longford motor racing, which was the biggest and most significant sporting event ever held entirely in Tasmania. The racing from 1953 until 1968 put Longford on the global map. The reputation that the motor racing holds is a unique and valuable asset and I'm confident this book will attract people to the region and provide a lasting boost.

For eight months I've been researching and writing the book, and I'm inviting Northern Midlands Council to consider giving a grant to cover the cost of publishing and printing LONGFORD.

The State's biggest publisher, Forty South Publishing Pty Ltd, has quoted \$40,000 for 1500 copies of a full colour hardback coffee table-style book. It will be about 400 pages with lavish colour pictures. Forty South Publishing's quote and remarks are below in this document. Forty South was responsible for printing 'The Norfolk Plains,' which Northern Midlands Council commissioned and published in 2013 for a total comparable with what is being quoted for LONGFORD.

I've written LONGFORD because I believe it will be a unique and enduring advertisement for Longford and will give Northern Midlands great promotion through the region, state, nationally and globally. I also believe that that the book will inspire locals, especially young people, to believe that they can dream big and achieve goals. LONGFORD is an amazing story about how the resourcefulness and volunteer spirit of the community delivered the largest international sporting event in Tasmania. The people of this region had the courage and foresight to conceive, create and conduct an event that is still revered around the world. Longford humanized superstars, including the seven Formula One World Champions who raced here. The band of volunteers led by a farmer, an electrician and an enthusiastic Council performed tasks that the Australian Grand Prix Corporation these days would require hundreds of highly paid employees. Chapters of the book are devoted to the contributions made by pioneers such as Ian and Jean Carins, who sweated over a typewriter every evening, writing letters to competitors across the world. The values of Longford are the source of great pride for the community.

The book's final words are: ***Longford showed the world what a small town can do.***

As well as being a huge promotional tool, this book will be an historical record of the Northern Midlands' most famous event and an inspiration to future generations.

Here is what Northern Midlands Council would receive in return for its support:

- .Prominent acknowledgement and recognition of Council at the front of the book.
- .Double page promotion of Northern Midlands' attractions in the book
- .Widespread positive publicity for the Council around Tasmania and the nation.

I will work to promote the book and to mention Northern Midlands Council's leading role in supporting this project. Every school and library in the Northern Midlands will be given free

copies of LONGFORD and I will be more than happy to visit every school to spread the message of inspiration and community endeavour. Through my media contacts, I'm confident of the book receiving widespread promotion across a broad range of media, including during coverage of the Bathurst Great Race and in the Ten Network's telecast of the Australian Grand Prix.

FINANCIALS

Outgoings:

Eight months has been spent researching, writing and pulling the book together. Copy checking and sub-editing is being done by journalist Geoff Harris, a former Longford boy who became communications manager for the Australian Grand Prix. I will cover his costs and additional costs, which include the need to obtain pictorial copyright, promotional duties and trips to southern Tasmania to meet with the publishers.

Forty South Pty Ltd has quoted printing and publishing cost at \$35,000 for 1200 copies and just under \$40,000 for 1500.

Distributors charge %20 of the retail price per copy (Forty South could also be distributor). Booksellers take 40% of the retail price (source: Marcus Durkin, Petrarchs) - sale or return means that, if it doesn't sell, the author must refund the bookseller's original payment.

Income, less costs:

After booksellers and distributors, all that remains is 40% of retail price per copy. With the recommended retail price at \$69, 40% of the price per copy would give a total income of \$27,600 if 1000 copies are sold, \$33,120 for 1200 or \$41,400 for 1500. This income would be less the costs of picture copyright, copy editing, promotion and project management.

Bottom line:

I'm confident the promotional value, positive word-of-mouth and goodwill that LONGFORD spreads will give Northern Midlands Council a terrific return on its contribution. The ideal time for publishing is mid-year, in the period preceding Father's Day.

Forty South Publishing Pty Ltd requires authors to send them a full manuscript (MS) to be assessed by their editor before they decide whether to publish. Below is their email response after they were sent a first draft of the manuscript for LONGFORD:

Morning Neil

Our editor, Chris Champion, has sent the following feedback on your MS.

This may be the shortest assessment I'll ever write. Neil Kearney's Longford is exceptional. We know that books about Tasmania sell well, both to Tasmanians and to visitors. If the book has a Tasmanian history or sporting theme, they sell even better. If they are engagingly written, informative and witty, they sell even better again.

I don't think I have ever seen an MS with all the above. Longford ticks every box. It's hard to imagine a better book for the Tasmanian market. We would be delighted to publish it under the Forty South imprint.

Kind regards,

Lucinda Sharp,

Director,

Forty South Publishing Pty Ltd

Introductory chapter to LONGFORD

by Neil Kearney

Sometimes I wonder if it really happened. Whether it's a fantastic dream that keeps recurring. I can still feel the tingle of the electrifying atmosphere, the blinding colours and the blur of sights, smells and sounds. Nowadays the event exists only in the memory, in precious film footage or in the photographs that keep emerging. Rather than die, or fade away, the fascination is burnt into the psyche of those who experienced the glory days and were touched by the chemistry. They can never let go. And those who weren't there want to know more about this magical time. That is why this book has been written.

They say everyone has a story and the defining narrative of my childhood was of the annual event that happened in my hometown, Longford, Tasmania. From 1953 until 1968 the world's most famous racers found their way to our little speck at the bottom of the planet, a dot on the map in the smallest state of the island continent. Seven drivers who were or would become Formula One world champions were among hundreds of competitors who made the pilgrimage from all over the globe to tackle our country roads. Once a year, on the March long weekend, our town became a mecca for racers on four wheels and two, from weekend hobbyists to the pilots of the fastest cars and motorcycles on Earth. Legends rubbed shoulders with homespun heroes and DIY champions to put on the greatest show on wheels. The Longford circuit was uniquely challenging – it had wooden bridges, long straights, humps and bumps, a railway crossing, a dramatic S-bend beneath a railway viaduct and even a pub. Despite the obstacles, it was breathtakingly fast – even by comparison with the speeds recorded by today's aerodynamic, computer-driven missiles. Long after Longford's demise, the old track still held the title of Australia's fastest circuit. New Zealander Chris Amon clocked a lap at an average of 122.19 miles per hour (mph) – or 196.65 kilometres per hour (kph) – in a Ferrari P4 sports car at Longford's final meeting in 1968. That stood as the fastest lap in Australian motor racing history for almost 30 years until Melbourne's Albert Park hosted its first F1 grand prix in 1996.

In the weeks leading up to Tasmania's March long weekend we counted down the days until the men, women and machines started arriving. During playtime at Longford Primary School we sprinted around the playground making gurgling noises, like we were revving through the gears, pretending we were either Jack Brabham or local sedan racing hero Gene Cook. Jack's presence was so intrinsic to Longford's psyche that the children's admission pass was a tin badge with his photo. The excitement built as competitors from interstate breezed into the caravan park beside the South Esk River to set up their trailers and tents, parking their motors alongside. We gaped like 'groupies' backstage before a rock concert. By the Friday practice day the roaring engines were driving us crazy, so the teachers threw their hands in the air and freed us for a 'Le Mans start' to the bicycle shed. We had cardboard 'clackers' pegged to the spokes of our bike wheels, making us sound like a plague of locusts swarming through the streets to Pub Corner. Some of the defining images of the Longford motor racing are of children watching behind the hay bales, getting their photos taken with the internationals, or in the pits ogling the exquisite machinery. The open-wheelers were the purest racing cars on Earth – Lotuses from England, Ferraris from Italy, and Brabham cars created by Aussies Jack Brabham and his designer mate Ron Tauranac. And the drivers, how stylish they were. Scotsman Jim Clark, so handsome and regal, New Zealander Bruce McLaren, our 'cousin' from across the ditch, the charismatic Graham Hill, an English gentleman who revelled in the freedom of Down Under. And the aristocratic yet boyish Brit

Piers Courage who – in a featherweight car – triumphed in the torrent that was to bring down the curtain on Longford. Then there were the Ferrari sports cars driven by Kiwi Chris Amon and Sydneysider Spencer Martin, the muscular sedans and the home-made jobs, most notably the wacky Purple Petrol Eaters of Launceston folk hero Kerry Cox. The Tasmanian drivers and motorcyclists relished the opportunities that Longford gave them, and they raced their hearts out. We saw world champion motorcyclists – Briton Geoff Duke, Rhodesian Jim Redman and Australians Kel Carruthers and Tom Phillis, and the boldest and bravest overseas, interstate and local riders. And fearless sidecar passengers who literally put their necks on the line.

Longford is the heart of a farming district, 23 kilometres (km) south-west of Launceston. It's at the junction of the South Esk and the Macquarie rivers and is often described as a little slice of England with its hawthorn hedgerows, Georgian architecture and village green. The 7.24km (4.5-mile) racing circuit was made up entirely of public roads and the local conditions were quirky. There were breaks in racing to allow regular traffic to pass through and some track activity had to be held up or cut short because of a train passing through the circuit. Crossing the railway tracks, at the point where Longford's main street became Tannery Straight, was hard on transmissions, so drivers tried to save their gearboxes by changing gears as they were airborne over the rail line. The track was inherently dangerous, with the frighteningly fast straights bordered by ditches, culverts, barbed wire fences, rows of trees and other immovable objects, most notably the giant water tower at the top of Mackinnon's Hill. The camaraderie of Longford humanised the superstars. On the Saturday evening after the first day of racing, drivers, crews, motorcyclists and locals crowded into the bar of the Country Club Hotel at Pub Corner to skite about their day's experiences. The internationals bought the evening newspaper 'the Express,' which had been rushed from its Launceston printing presses, and they ribbed each other about their results. From there they went to the slap-up dinner at Launceston's Hotel Tasmania, where the party got lively, and Graham Hill and Jim Clark once amused diners with a bread roll 'fight'. Jack Brabham and Jackie Stewart, who both became knights of the realm, often spoke of the unique bonhomie of Longford. Phil Hill, the first American to win the Formula One World Drivers' Championship, dedicated a chapter of his autobiography to the 1965 Longford meeting, describing the feature race as the most enjoyable of his career. He finished third. Imagine how he would have felt if he had won? The Longford motor racing was the most significant annual sporting event held entirely in Tasmania. Approximately one in six of the state's population flocked to the many vantage points around the circuit. Every member of the organising group, the Longford Motor Racing Association, was voluntary. The club president was Ron Mackinnon, who owned the property Mountford within and around a large part of the circuit and used his logistics skills from the Second World War to organise army reservists to install hay bales as temporary barricades for the safety of spectators. The club secretary, local electrician Ian Carins, and his wife Jean typed dozens of letters most evenings for 14 years to maintain contact with racers, crews and spectators from across the world. They doorknocked the townsfolk to enlist helpers. The local council was a pillar of support and council workers took pride in maintaining the circuit. The town's pubs and the guesthouse, Jessen Lodge, threw open their doors to provide accommodation and then packed food into cane baskets with gingham tablecloths to serve competitors in a marquee in the pit area. Longford police obliged with an escort to allow competitors to ride or drive their racing machines from the township to the pits each day.

This book is not just a drive down memory lane, enjoyable as that is. It's about the human stories, the people who made things happen, the humour, drama and often sadness of an era when the fastest drivers on the planet diced with death. This is a journey back through time to discover why things happened, the bitter and the sweet, and how a community's resourcefulness came to create the largest ever international sporting event in Australia's island state. It was a time when a little town did something extraordinary. A little town with a big motor.

REDUCTION IN PLANNING APPLICATION FEES FOR COMMUNITY PROJECTS

Originated Date: Adopted 22 February 2010 – Min. No. 55/10 (as Policy 58)

Amended Date/s: Reviewed 8 December 2014 – Min. No. 336/14

Reviewed 15 February 2016 – Min. No. 44/16

Reviewed 20 August 2018 – Min. No. 230/18

Reviewed 20 December 2020 – Min. No.

Applicable Legislation: *Local Government Act 1993, s.207*

Objective To establish a policy relating to the reduction in application fees for planning approval by not for profit community organizations for projects with a community benefit.

Administration: Corporate Services

Review Cycle/Date: Next review 2019 2022.

1 INTRODUCTION

Each year a number of not-for-profit, community-based, voluntary organizations undertake a number of minor projects with a community benefit. It is normal for these projects to be funded either by grants, donations or by monies raised by their volunteer members of the organisation.

Given the ongoing difficulties associated with fund raising, this policy seeks to minimise the impact of Council fees on qualifying projects.

2 DEFINITIONS

For the purposes of this policy:

Minor project refers to projects such as, but not limited to, pergolas, barbeques, fences, play equipment (in an existing playground), monuments, street furniture and the like.

Not-for-profit organisation refers to individuals, recognised groups, clubs or organisations within the community whose work is principally to improve the environment or lifestyle of the community or quality of life of individuals/families at either no or nominal cost to the recipients.

3 OPERATION

Where a not-for-profit organisation applies for planning approval for a minor project, applicable planning assessment and building assessment fees shall be waived.

Where such a planning application requires public exhibition in accordance with s.57 of the *Land Use Planning and Approvals Act 1993*, the advertising fee shall be reduced to 50% of the scheduled fee.

4 ACCOUNTING

For the purposes of record keeping, where fees are waived or reduced in accordance with clause 3, the relevant accounts for that section shall record the full fees as if they had been paid with corresponding adjustment entries to record the waived component as a donation.

Council shall be advised, in the information section of its meeting agenda, of all such donations.

POLICY: ELECTED MEMBERS PROFESSIONAL DEVELOPMENT

Originated Date: **Adopted** 21 January 2019 - Min. No 009/19

Amended Date/s: **Reviewed 20 December 2020 – Min. No.**

Applicable Legislation: *Local Government Act 1993*

Objective Council is committed to providing training and development activities for its elected members and defines this responsibility in this Policy.

Administration: Governance

Review Cycle/Date: **Annual review, following budget process. Next review 2019, 2023 within 6 months after each Council election**

1. OBJECTIVE

In order to meet the obligations of their Oath of Office, taken upon election, Councillors are to engage in ongoing professional development in order to maintain and improve their skills and effectiveness.

Council will develop and adopt a Professional Development Plan so as to ensure that activities available to all Council Members contribute to the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the Professional Development Plan of new Members joining Council following an election.

2. SCOPE

In considering professional development requirements, it should be noted that as decision and policy makers, Councillors are not expected, or required to hold specialist technical knowledge regarding Council activities, as the provision of qualified advice is the responsibility of the General Manager, in accordance with section 65 of the *Local Government Act 1993*.

Council recognises that some of the training needs of elected members will be specific to their roles and functions such as:

- Role and function of elected members
- Relationship between elected members, the General Manager and employees
- Meeting Procedures
- Conflict of Interest
- Code of Conduct
- Media Training

Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social, cultural, community and economic challenges facing the community.

It is recognised that a range of delivery methods will be required to support the training needs of Council Members, including;

- Seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
- Attendance at seminars and conferences offered by organisations such as the Local Government Association of Tasmania, Australian Local Government Association, Local Government Managers Association and other private providers that provide an opportunity for elected members and employees from within and outside of Tasmania;
- Purchase of training booklets and discussion papers that could be distributed to elected members for information;

- On-line training delivery;
- "in-house" "in house" sessions with key internal/ external speakers

3. FRAMEWORK

This policy provides the framework for the delivery and management of Council participation in professional development activities which are provided by the Council via the following framework:

3.1 POST-ELECTION INDUCTION PROGRAM

Following their election Councillors will be supported in their roles through access to a comprehensive induction program which will be offered as soon as possible after the induction of a new Council, and normally occur during the first months of office.

An effective induction program provides the opportunity for Councillors to become familiar with the structure of the organisation and how it interacts with its community and assists the newly elected Council build effective working relationships.

Induction programs are normally delivered in-house by Council, local government related entities such as the Local Government Association of Tasmania, Local Government Office; or subject matter specialists such as the Integrity Commission.

Topics include, but are not limited to the following issues:

- (i) Organisational structure and operations; including the structure and cycle of Council business delivery, meeting procedures and the role of Chairmen;
- (ii) Roles and responsibilities of the Mayor, Deputy Mayor and Councillors of the Council, including Code of Conduct, conflict of interest, ethical decision making and building effective working relationships;
- (iii) The Council's role as the planning authority;
- (iv) Community engagement;
- (v) Strategic business planning including annual plans, policy development, delegations, strategic plan, financial management plans, budgetary framework and asset management;
- (vi) Briefings on specific issues affecting the Northern Midlands Council at the time.

3.2 ONGOING IN-HOUSE TRAINING & AWARENESS ACTIVITIES

The legislative provisions of the Local Government Act 1993 provide the formal framework for the presentation and discussion of the business of Council, via an approved schedule of meetings.

In addition to the formal legislative structure which governs the flow of Council business through meetings of the Council and its appointed committees, there is a need for Councillors to be aware of a wide range of issues relating to their roles as elected representatives of Council.

Matters may include legislative updates, Council specific projects and inter-government matters, as well as refresher training and awareness on issues including WH&S responsibilities, ethical decision making and Code of Conduct.

Information on such matters will be presented to Councillors as the need arises, using the most appropriate forums, including training sessions, briefings, presentations and workshops.

3.3 OTHER ELECTIVE PROFESSIONAL DEVELOPMENT ACTIVITIES

In keeping with the Oath of Office, ongoing professional development will involve participation by Councillors in training and development activities to improve their knowledge, competence and effectiveness.

Activities may be provided through a number of avenues which suit individual needs, including:

- formal study;
- workshops; briefings, seminars and business forums;
- peer programs;
- local government sector activities; and
- conferences.

All professional development activities must be conducted within Australia.

It is the responsibility of the Mayor to oversee the performance of the Councillors in accordance with section 27 of the Local Government Act 1993.

Accordingly the Mayor* will approve an annual professional development plan for the Council, having discussed individual needs with Councillors, in accordance with the policy guidelines.

*In all instances involving elective professional development planning for the Mayor, the Deputy Mayor will act in lieu of the Mayor.

In support of individual planning, Councillors may access a training needs facilitator should they so wish, in accordance with the policy guidelines.

In determining individual requirements for professional development, the Mayor will be mindful of the available budget; equity of expenditure

and distribution of activities; and any other issues considered to be relevant at the time.

The Mayor will inform the Council of the annual professional development plan, for noting purposes only, together with any approved variations as they occur.

Councillors will be required to report to the Council on their professional development training and development activities, in accordance with the policy.

The total cost of Councillor participation in professional development activities will be attributed to individual Councillors under this specific category.

4. FUNDING

An annual budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on an annual basis.

Council will determine the size of its annual budget allocation at budget time, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered. For example, when a new Council is elected there may be specific issues and costs required to be incorporated.

The General Manager has delegated authority to approve training courses that are within the budget, any expenditure in excess of the budget must be approved by the Council.

5. ATTENDANCE AT TRAINING PROGRAMS/ACTIVITIES

Following attendance at an external training program or activity, individual Council Members are required to prepare a report outlining the nature of the training program/ activity and the benefits gained through attendance along with feedback on ideas to enhance the program/ activity.

Such reports are not required for 'in house' training programs or activities.

6. PAYMENTS/REIMBURSEMENTS

Where approval has been granted by Council for attendance at a training program/ activity an elected member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act

and Regulations using the Council Member Reimbursement form attached to Council Policy - Councillor Allowances, Travelling and Other Expenses.

7. ANNUAL REPORTING

Council's Annual Report will include a reference regarding the operation of this Policy, the nature of Professional Development activities attended by elected members and expenditure allocated and used for training of Council Members.

8. STATEMENT OF ADOPTION AND REVIEW

This Policy was adopted by Council at its meeting held on 21 January 2019 (Min. No 009/19) and will be reviewed **annually in conjunction with the development of the Annual Budget allocation and the review of the Professional Development Plan within 6 months of each council election**

9. OTHER RELEVANT POLICIES/PROCEDURES

- Councillors Allowances, Travelling & Other Expenses
- Meeting Procedures
- Information & Communication Technology Recourses and Electronic Communication Acceptable Use Policy
- Privacy Policy Statement
- Code of Conduct for Elected Members
- Recording of Meetings Policy.

PUBLIC LIABILITY INSURANCE REQUIREMENTS FOR USE OF COUNCIL FACILITIES

Originated Date:	Adopted 17 October 2016 – Min. No. 292/16
Amended Date/s:	Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	
Objective	To establish a set of guidelines to ensure users of Council facilities are covered by public liability insurance.
Administration:	Community and Development
Review Cycle/Date:	Every 2 3 years. Next review 2019 2023.

BACKGROUND

The Northern Midlands Council has a large number of public facilities, such as parks, recreation grounds, halls and community centres.

- All of Council's facilities are available for public use / hire.
- All users of Council's facilities must be covered by public liability insurance.

The purpose of this policy is to establish a set of guidelines to ensure users of Council facilities are covered by public liability insurance.

INTERPRETATION

Public Liability insurance – insurance that protects against claims of personal injury or property damage that a third party suffers (or claims to have suffered) as a result of your activities and where found to be legally liable.

Council facility/ies – any Council owned land including, parks, reserves, recreation grounds, swimming pools, halls and community centres.

Council's insurance policy – Northern Midlands Council Public Liability Insurance **Policy Number: AVA363884PLB, QBE** Broadform Liability, Class: Casual Hirers

REQUIREMENT TO INSURE

Any incorporated association, organisation or person holding an event at a Council facility, must be covered by Public Liability insurance for that event.

If an incorporated association, organisation or person does not have Public Liability insurance to cover their event, they may be able to purchase cover under Council's insurance policy for a nominal fee, subject to the terms and conditions of the policy.

EXCLUSIONS

Council's insurance policy does not extend to special events such as markets, sporting events, performances and contractors or sub-contractors **(however special arrangements may be quoted by the insurer on an as needed basis).**

Any third party participating in an event as entertainment, providing food or beverages, is to have their own Public Liability insurance, or, if not, ensure they are covered by the event organisers Public Liability insurance.

FEES

Council's fee structure for purchasing insurance under Council's insurance policy is as follows:

- For a meeting - \$5
- For an event where alcohol is not served - \$15
- For an event where alcohol is served - \$50

REVIEW

This Policy is to be reviewed every ~~two~~-three years.

COUNCIL CHAMBERS, LONGFORD – USE OF

Originated Date:	Adopted 29 September 1997-Min. No. 366/97 (as Policy 3)
Amended Date/s:	Reviewed 21 September 2009 – Min. No. 255/09 Reviewed 17 September 2012 – Min. No. 241/12 Reviewed 21 July 2014 – Min. No. 176/14 Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	Section 205(1)(a) of the <i>Local Government Act 1993</i>
Objective	To establish a policy for the use and charge of the Council Chambers, Longford by persons or groups for meetings, interviews or functions.
Administration:	Governance
Review Cycle/Date:	Every 3 4 years. Next review 2019 2024 .

POLICY

That Council make a charge for the use of the Council Chambers by persons, or groups (not including charity organisations, or Committees of Council); use of Council Chambers to be during normal operating hours only.

The charges for use of the Council Chambers to be levied in accordance with the Fees & Charges set annually during the Budget process.

The charges for the Council Chambers are to be administered by the Corporate Services Department and shall be reviewed each financial year in accordance with the review of the Department of Treasury and Finance fee units.

POLICY REVIEW

This policy to be reviewed every **4 3** years.

COPYRIGHT

Originated Date:	Adopted 21 July 2014 – Min. No. 171/14 (as Policy 75)
Amended Date/s:	Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	<i>Copyright Act 1968 (Cth)</i> <i>Music Video & Software Piracy Policy</i>
Objective	To outline responsibilities and procedures regarding the use of third-party copyright material.
Administration:	Governance
Review Cycle/Date:	Next review 2019 2024

1. POLICY STATEMENT

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of:

- a. reducing staff and Council exposure to the risks associated with the use of third party copyright material;
- b. assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities; and
- c. promoting copyright compliance.

2. DEFINITIONS

What individuals can do with copyright protected materials depends upon who owns copyright, whether the use of the material is the subject of an agreement, the type of material used, how the material is used, how much material is used, and the purpose for which the material will be used. Consequently, the following definitions are necessarily detailed.

All copyright material will fall under the definition of either "first party copyright material", "unlicensed third party copyright material", or "licensed third party copyright material":

Word/Term	Definition (with examples if required)
First party copyright material	Any material created by staff as part of their employment, in which copyright has not been transferred or exclusively licensed to a third party.
Third party copyright material	Includes both unlicensed and licensed third party copyright material.
Unlicensed third party copyright material	Any copyright protected material not governed by an agreement between the copyright owner and the user. Consequently, allowable uses are determined by the Copyright Act 1968. The term "unlicensed third party copyright material" includes material copied in reliance upon Parts VA or VB of the Copyright Act 1968 (that is, material copied for teaching purposes in reliance upon statutory licence). The term "unlicensed third party copyright material" does not refer to the circulation of original published copies. For example, the act of loaning an original purchased copy of a book is not covered by this Policy. However, the act of loaning photocopies of the purchased book to students would be covered by this Policy.
Licensed third party copyright material	Any copyright protected material for which the terms of use are governed by licence, or any other form of agreement. Licensed third party copyright material does not include material copied in reliance upon Part VA or VB of the Copyright Act 1968 (that is, material copied for teaching purposes in reliance upon statutory licence).
Use	Includes the following acts: copying; communicating (electronically transmitting); adapting; publishing; performing in public; causing to be seen or heard in public; entering into a commercial rental arrangement; rebroadcasting; or any other copyright as defined by law.

3. ROLES AND RESPONSIBILITIES

All staff must ensure that they understand and comply with the legal restrictions and obligations regarding the use of third party copyright material.

All managers must ensure that they have covered the policy to all staff within their departmental control.

All managers must ensure that the appropriate permission to use forms have been completed and filed on Council's **Dataworks Information Management** software.

4. COPYRIGHT PROTECTION IS AUTOMATIC

A creator has copyright protection as soon as he / she sets their vision down in a particular creative expression. So as soon as a singer records a song or a writer writes a paragraph of his novel, he has copyright in that creative expression.

INSTRUCTIONS

Avoid copyright infringement lawsuits by not stealing other artists / professional's audio, video, or written material. The information or produced media may be solicited as free online but in many cases the information is stolen illegally and attempted to be resold for a profit. Do a search for the content or piece before using it.

The best way to avoid copyright legal problems is by creating your own media from scratch. Don't copy other work and you should be fine. If you do find yourself being prosecuted for taking credit for someone else's work you should assist the original producer in removing the publication, or, if they allow you, just add in credit to the original producer of the material.

Avoid copyrighted content usage. You should not use a song you download and pay for from iTunes or other online music downloading sites to make videos or slide shows. Although many people do it online, technically the artist can sue you if they so choose.

Copyrighted work gives the original author or the holder of the copyright of a specific work control over how it is distributed, where it is published, and how it may be adapted for a specified period of time. After that time, works become the property of the public domain.

Copyrighted work includes expressible forms of any idea ranging from texts (such as literature and articles) to audio (music, interviews) to video (film, television programs) to images (graphic designs, animations).

5. COPYRIGHT PROTECTION PHOTOGRAPHERS

With the prolific use of digital cameras, photo sharing websites, and social networks online, the copyright rules on photography become more important each day. Some people mistakenly think that if a photo is found online or through a search engine, then it must be copyright free. In reality, however, this is far from the truth.

PHOTOGRAPHERS

By default and with a few notable exceptions outlined below, photographers own the full copyrights to photos they take. As the copyright holder, they can authorize or restrict usage of the photos in any manner they please.

Since they own all rights to their photos, photographers can sell the copyright to those photos outright if they'd like, but that would mean they'd be releasing all rights to it themselves, so this is done rarely.

Instead, photographers usually license the use of the photos. There are a wide variety of ways photographer's license photos, including payment for each use; licenses to specific magazines for one article; product licensing where royalties are paid as products are sold; commercial use for

advertisements. The type of license agreement designates how the photos can and cannot be used, but the copyrights to those photos remain with the photographer.

WORK FOR HIRE

Some photographers work on assignment for one or more clients in a work for hire capacity. Photos that are taken on a work for hire assignment are not owned or controlled by the photographer. In those cases, all copyrights are owned by the company, organisation, or individual who hired the photographer. The photographer is not allowed to do anything with those photos—even display them in his or her portfolio—unless the use is specified as allowed in the work for hire contract.

MODEL RELEASES

Photos that have recognisable people in them fall into a more complicated area of copyright law. The photographer has the copyrights to the photos they've taken, but they are limited in what they can do with those photos, because the people in them hold rights to their own identifiable images.

For photographers to have extra rights to the photos, such as displaying them in a portfolio or licensing them to clients for editorial or commercial purposes, the people shown in the images must sign a model release.

A model release is a legal form that gives photographers the right to use the photos of the person in specified or general ways. How the photos can legally be used depends upon the wording of the model release that is signed.

PROPERTY RELEASES

In certain circumstances, photos that have property in them—including animals, real estate, and personal possessions—sometimes fall under similar copyright situations to those photos with people in them.

Some buildings are trademarked, for example, and photos of them cannot be sold for commercial purposes without a signed property release that legally authorises it. The Sears Tower and the Seattle Needle are two famous examples, but this copyright complication can arise with photos of race horses, show dogs, and even the interior of a friend's home.

RELEASE FORM

The Council permission to use Photographic Image or Video Footage form must be completed by the owner and / or the identifiable individual in the image before use by Council is considered.

FRAUD AND CORRUPTION

Originated Date: Adopted 17 March 2014 – Min. No. 73/14

Amended Date/s: Reviewed 20 December 2020 – Min. No.

Applicable Legislation: *Criminal Code Act 1924 (Tas)*
Integrity Commission Act 2009
Police Offences Act 1935 (Tas)
Privacy Act 1988 (Cth)
Public Interest Disclosure Act 2003 (Tas)
Right to Information Act 2009 (Tas)

Objective To prevent, deter and detect incidents of fraud and corruption by raising the awareness of the risk of fraud and corruption, taking necessary actions for its prevention, providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

Administration: Corporate Services

Review Cycle/Date: Every 3 years. Next review 2019 2023.

1. PURPOSE

Northern Midlands Council (Council) is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency, which are all key components of good governance. Council aims to prevent, deter and detect incidents of fraud and corruption by raising the awareness of the risk of fraud and corruption, taking necessary actions for its prevention, providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

2. SCOPE

Councillors, employees, and contractors are required to comply with the spirit of this policy and its associated procedures and undertake any relevant training as required.

3. DEFINITIONS

Fraud: dishonest activity which obtains a benefit or causes a loss by deception or other means.

Corruption: dishonest activity in which a person acts contrary to the interests of Council and abuses his/her position of trust in order to achieve some personal benefit for themselves, or provide an advantage/disadvantage for another person or entity.

Definitions include:

- theft;
- obtaining property, a financial advantage or any other benefit by deception (benefits and advantages can be either tangible or intangible);
- causing a loss, or avoiding or creating a liability by deception;
- providing false or misleading information to Council, or failing to provide information where there is an obligation to do so;
- making, using or possessing forged or falsified documents;
- bribery, corruption, collusion or abuse of office;
- unlawful use of Council's computers, vehicles, telephones, equipment, inventory and other property or services; and
- any offences of a like nature to those listed above.

4. POLICY STATEMENT

Council will not tolerate fraud or corruption amongst its Councillors, employees or contractors.

Council is committed to:

- ensuring internal controls are developed to deter, detect and prevent fraud;
- providing a sound ethical environment in which fraud is difficult and honest behaviour is encouraged;
- complying with legislation and relevant policies, procedures and controls;
- proactively managing any allegations or incidences of fraud in accordance with approved procedure including reporting of allegations to law enforcement agencies;
- providing sufficient resources to facilitate the implementation of this policy within Council;
- protecting disclosers in accordance with the Public Interest Disclosure Act (2003); and
- ensuring awareness of the Fraud and Corruption Control Policy and associated procedures through the provision of appropriate training and awareness raising strategies to employees.

5. RESPONSIBILITIES

This policy assigns responsibility for fraud and corruption prevention management to all Councillors, Managers and employees. All Departments will be required to implement practices consistent with this policy and associated procedures.

6. PROCEDURES

Procedures relating to the minimisation, detection and reporting of Council's fraud and corruption risk are contained in the *Fraud and Corruption Control Plan*.

7. LEGISLATION AND REFERENCES

- *Criminal Code Act 1924 (Tas)*
- *Integrity Commission Act 2009*
- *Police Offences Act 1935 (Tas)*
- *Privacy Act 1988 (Cth)*
- *Public Interest Disclosure Act 2003 (Tas)*
- *Right to Information Act 2009 (Tas)*
- *Employee Code of Conduct*
- *Code of Conduct for Elected Members*
- *Fraud and Corruption Control Plan*
- *Public Interest Disclosures Procedures*

8. POLICY REVIEW

The Council will review this policy every 3 years.

FRAUD AND CORRUPTION CONTROL PLAN

1. OBJECTIVE

Northern Midlands Council (Council) is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency, which are all key components of good governance. Council does not tolerate fraudulent and/or corrupt activity of any kind.

Council's Fraud and Corruption Control Plan is designed to reduce the overall risk of fraud and corruption and reflects Council's commitment to promoting ethical and honest behaviour in the workplace.

The purpose of this plan is to:

- outline management's key leadership responsibilities in regard to fraud and corruption;
- inform all employees and Councillors of their responsibilities regarding fraud and corruption, and detail the actions required when fraud and corruption is suspected; and
- summarise Council's anti-fraud strategies.

2. SCOPE

The Fraud and Corruption Control Plan has been developed in accordance with the Australian Standards on Fraud and Corruption Control 8001-2008 and applies to Councillors, employees and any external party involved in providing services to any part of Council, for example, contractors, consultants, outsourced service providers and suppliers.

Employees and Councillors are expected to perform their duties for, and on behalf of Council legally, ethically and with integrity and professionalism. Embedding these requirements into day-to-day operations will protect Council by reducing the likelihood of financial loss or reputational damage as a result of misconduct by employees and others.

3. DEFINITION OF FRAUD AND CORRUPTION

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines fraud as:

"Dishonest activity, causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this standard."

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines corruption as:

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of 'corruption' within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly."

Please refer to Appendix B for an example of activities that would be viewed as fraud or corruption that relate specifically to Council, Councillors, employees and third party providers.

4. RESPONSIBILITIES

4.1 COUNCILLORS

Collectively, as the decision making body, Councillors are responsible for ensuring that Council:

- promotes community awareness of Council's commitment to the prevention of fraud and corruption;
- provides adequate security for the prevention of fraud and corruption. This includes the provision of secure facilities for storage of assets, and procedures to deter fraudulent or corrupt activity from occurring;
- provides mechanisms for receiving allegations of fraud or corruption, including the appointment of the Corporate Services Manager or his/her delegate as Fraud Control Officer;
- ensures that, where appropriate, proper investigations are conducted into allegations that involve fraud or corruption;
- ensures that all Employees are aware of their responsibilities in relation to fraud and corruption through

the provision of appropriate and regular training;

- promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur; and

4.2 MANAGEMENT

Management and any other person supervising employees or contractors carry a shared responsibility and accountability to actively support and implement the strategy including:

- understanding and supporting the Fraud and Corruption Control Plan, and providing employees within their department the necessary information to implement this plan;
- identify and understand the risks of fraud and corruption within their departments;
- undertakes a fraud and corruption risk assessment on a regular basis.
- implement and maintain appropriate internal controls to reduce those risks to an acceptable level;
- promote the importance of ethical conduct and compliance with the Northern Midlands Council Policy Manual (or its equivalent) and related policy and procedures, set and enforce acceptable standards of behaviours;
- receive and pass on reports of suspected fraud or corruption in accordance with Council's Fraud and Corruption Control Plan and Public Interest Disclosure Policy;
- support individuals who have made reports in accordance with this Plan and Council's Public Interest Disclosure Policy. Protect and maintain the confidentiality of the individual and ensure they are protected from detrimental action;
- formally consider ongoing commercial relationships with contractors or third parties when it is deemed that there is a heightened risk of fraud or corruption in continuing to deal with that party;
- ensuring that new Employees for whom they are responsible are aware of their responsibilities in relation to fraud and corruption; and
- leading by example to promote ethical behaviour.

4.3 EMPLOYEES

Employees and others engaged to work for Council have a responsibility to demonstrate fairness, integrity and sound professional and ethical practice at all times in every aspect of their employment.

Employees have a responsibility to understand, observe and comply with Council's Code of Conduct and related policies and procedures and to embrace and promote an ethical culture and work environment that is not permissive of fraudulent behaviours or other forms of corrupt conduct.

Employees should:

- be vigilant in their work to prevent and detect fraud or corruption;
- perform their functions and duties with care, diligence, honesty and integrity;
- take care for Council's property which includes avoiding the waste or misuse of Council's resources;
- report any suspected fraud or corruption of which they become aware or suspect on reasonable grounds;
- assist in any investigations of fraud and corruption as required;
- refrain from any activity that is, or could be perceived to be victimisation or harassment of a person who makes a disclosure of reportable conduct;
- protect and maintain the confidentiality of a person they know or suspect to have made a disclosure of a reportable conduct.

4.4 FRAUD CONTROL OFFICER

The Fraud Control Officer has responsibility for the development and review of Council's Fraud and Corruption Control Plan and ensuring that the Plan requirements are implemented and functioning at Council. The Fraud Control Officer will conduct preliminary investigations into reports of fraud or corruption, for the purpose of deciding further action.

5. PREVENTION

Council recognises that the most effective way to prevent the occurrence of fraud and corruption is to promote an ethical environment fully supported and demonstrated by management and in which internal control mechanisms have been implemented. Council's fraud and corruption prevention strategies include the following elements:

- A Code of Conduct which outlines a statement of values and details unacceptable behaviour;
- Recognition from Management who adhere to, promote and maintain an ethical culture and actively promote such a culture;
- A program for communicating Council's Code of Conduct. through regular dissemination of material;
- Ongoing training in the use of codes of behaviour and ethical standards; and
- A mechanism to report ethical complaints or concerns inside and outside the normal channels of communication.

5.1 ENSURING MANAGEMENT COMMITMENT TO CONTROLLING THE RISK OF FRAUD AND CORRUPTION

Management must have a high level of commitment to controlling the risk of fraud and corruption. Management should maintain an understanding of the types of fraud and corruption common within local Government and any types of fraud and corruption that have been detected in Council within the last five years.

Management should have strong knowledge of the internal control environment and its ability to prevent and detect the types of fraud and corruption likely to occur.

Management (including any person supervising employees or contractors) have a responsibility to be aware of their accountabilities for the prevention and detection of fraud and corruption. In order to reinforce this, Council's Fraud and Corruption Control Plan includes the following elements:

- The responsibility to implement policies and procedures, including the Fraud and Corruption Control Plan, is incorporated within managers position descriptions; and
- Managers receive appropriate training on fraud and corruption control and during this training are informed of their specific fraud and corruption accountabilities.

5.2 MAINTAINING A STRONG INTERNAL CONTROL SYSTEM AND INTERNAL CONTROL CULTURE

Internal controls are often the first line of defence against fraud and Council will ensure the maintenance of a strong internal control system that addresses all business processes, particularly those assessed as having a higher predisposition to the risks of fraud and corruption. In respect to the internal controls, Council will:

- document internal controls;
- communicate internal controls effectively to all employees. The level and means of communication will be based on level of responsibility and position of each employee;
- provide access to documented internal controls to appropriate and relevant employees;
- regularly review internal controls and documentation to ensure continuous improvement at least every 3 years; and
- regularly review adherence to internal controls.

Council aspires to achieve a strong culture in which all employees understand the importance of adhering to internal controls and will implement appropriate compliance assessments including regular performance review programs to measure and monitor adherence.

5.3 FRAUD AND CORRUPTION RISK ASSESSMENT

Focused fraud risk assessment will be undertaken at least annually as part of a structured risk management process or when there is significant change to operations.

Council's main objective in the prevention and control of fraud and corruption is to minimise the occurrence of fraud and corruption within Council. This objective is generally achieved by:

- identifying and assessing fraud and corruption risks;
- determining strategies to control those risks; and
- defining responsibility for and, the timeframe within which the strategies will be implemented.

Controlling strategies that result from a fraud risk assessment will be monitored and reported to the General Manager via the Fraud Control Officer in accordance with developed risk management strategies.

To assist with the identification of fraud and corruption risks Managers must be alert to the potential of fraud and corruption to occur and remain aware of factors which may leave Council vulnerable to fraud and corruption, including:

- changes to Council delegations;
- implementation of cost cutting measures;

- contracting out and outsourcing;
- the impact of new technology; and
- changes to risk management practices.

Refer to Appendix B – Examples of activities considered Fraudulent or Corrupt and Appendix C – Fraud and corruption Risk Indicators for items to be considered during the performance of fraud and corruption risk assessments.

5.4 COMMUNICATION AND AWARENESS OF FRAUD AND CORRUPTION

Council recognises that the success and credibility of this Plan will largely depend upon how effectively it is communicated throughout the organisation and beyond.

5.4.1 Community Awareness

Council will take proactive steps towards ensuring that the wider community is aware of the zero-tolerance stance towards fraud and corruption.

Council will increase community awareness by:

- promoting Council's initiatives and policies regarding the control and prevention of fraud and corruption on Council's website and at Council offices;
- making reference to Council's fraud and corruption initiatives in the Annual Report; and
- facilitating public access to all policy documents that reflect Council's governance and probity framework.

5.4.2 Council Awareness

All employees, contractors and Councillors should have general awareness of fraudulent and corrupt conduct and how he or she should respond if this type of activity is detected or suspected.

Council will provide training in fraud and corruption awareness and control through:

- Ensuring all employees and Councillors receive training in Council's Code of Conduct, Public Interest Disclosures Procedures, Fraud and Corruption Control Policy, Fraud and Corruption Control Plan and other relevant policies and procedures;
- Ensuring all employees, and Councillors receive fraud awareness training appropriate to their level of responsibility and risk;
- Ensuring contractors are made aware of Council's Fraud Control Policy and Fraud and Corruption Control Plan;
- Ensuring fraud and corruption awareness and standards of conduct are promoted regularly through meetings or internal publications, for example employees newsletters or intranet articles to promote and support the ongoing commitment by senior management;
- Ensuring updates and changes to fraud related policies, procedures and other ethical policies or procedures are effectively communicated to all employees;
- Ensuring employees, contractors and Councillors are aware of alternative ways in which they can report allegations or concerns;
- Encourage all employees, contractors and Councillors to report any suspected incidence of fraud or corruption.

5.5 EMPLOYMENT SCREENING

Council requires pre-employment screening for new employees to be undertaken prior to appointment of positions being considered.

The types of enquiries which may be carried out as part of the employment screening process include but are not limited to:

- Verification of identity;
- National police check;
- Reference checks with the most recent employers;
- A consideration of any gaps in employment history and the reasons for these gaps; and
- Verification of formal qualifications or licences

Employment screening will be undertaken in line with the Australian Standard on Employment Screening AS 4811-2006 (or relevant standard, regulation, Act).

5.6 POLICIES DEALING WITH ANNUAL LEAVE

Reluctance to take regular leave may increase the risk of occupational injury or disease due to exhaustion or fatigue. It is also a possible indicator that a person may be concealing evidence of fraud or corruption. Where possible Council may address this by limiting the amount of leave an individual can accrue at any one time in accordance with the Enterprise Agreement.

5.7 SUPPLIER VETTING

Managers and other appropriate employees who are responsible for purchasing goods and services on behalf of Council are to undertake all transactions in accordance with Council's approved Procurement Policy whereby effective vetting of suppliers is required.

These processes have been established to ensure transactions are undertaken in an open, honest and ethical manner, promotes fair and open competition, and seek value for money for Council, whilst supporting measures aimed at controlling the risks of fraud or corruption.

6. DETECTION AND REPORTING

6.1 FRAUD AND CORRUPTION DETECTION STRATEGIES

Council has established systems that enable post-transaction review and monitoring to identify suspicious transactions and/or instances of fraud or corruption by analysing and matching data extracted from computer systems and through review and analysis of management accounting reports.

These systems increase the level of monitoring and control over transactions, thereby reducing the likelihood of fraudulent and corrupt activity. Overall responsibility for developing the systems to detect fraud and corruption rests with the Fraud Control Officer who will work with Management in applying the findings from the fraud and corruption risk assessment process to formulate effective fraud and corruption detection systems and procedures.

Examples of detection strategies include:

- Annual review of rating and billing master file
- Annual review of supplier master file
- Annual review of capital programs' significant contractors
- Annual review of payroll master file
- Internal audit
- Public Interest Disclosure Program
- Financial accounts month-end reconciliation and reporting processes
- KPI monitoring and reporting
- External Audit
- Review of delegations register and authority.

6.2 REPORTING SUSPECTED FRAUD AND CORRUPTION INCIDENTS

Any employee, contractor, or Councillor who has knowledge of fraudulent activity or incident, or has reason to suspect that fraud or corruption has occurred, has an obligation to immediately report the matter through the following alternative channels:

- Their immediate manager
- Higher level managers
- The Human Resources Officer
- Councillors
- In accordance with the Public Interest Disclosure Policy

NB - If anonymity is required, reports can be made in accordance with the Public Interest Disclosure Policy.

6.3 IMPLEMENTING A DISCLOSURE PROTECTION PROGRAM

Council has implemented Public Interest Disclosures Procedures. This policy sets out Council's approach to the protection of disclosers and witnesses and is based on the requirements of the *Public Interest Disclosures Act 2002*

and has been implemented in order to encourage and prompt reporting of concerns and suspicions.

Management must ensure that all employees are made aware of this policy through training and communication programs and will promote and support Council's commitment to the policy content.

7. RESPONDING

7.1 PROCEDURES FOR THE INVESTIGATION OF DETECTED OR SUSPECTED INCIDENTS

All allegations or suspicions of internal or external fraud or corruption raised must be reported by the notified person to the General Manager or Fraud Control Officer or their delegates immediately. No attempt should be made by any other employee to conduct any formal investigations or interviews in order to determine if fraudulent and/or corrupt behaviour has occurred or is suspected.

An investigation into apparent or suspected fraud and corruption shall be conducted by appropriately skilled and experienced personnel who are independent of the business unit in which the alleged fraudulent or corrupt conduct occurred.

This independent party can be an external law enforcement agency, a manager or other senior person within Council, or an external consultant operating under the direction of an independent senior person within Council.

A formal directive will be issued by the General Manager or Fraud Control Officer to the investigating party authorising the collection of information relevant to the investigation.

Formal terms of reference must be agreed between the General Manager or Fraud Control Officer and the independent party conducting the investigation before the investigation may commence. The terms of reference must include the protocols to be followed during the investigation to ensure appropriate collection and custody of evidence.

7.2 INTERNAL REPORTING AND ESCALATION OF ISSUES

Council's Fraud Control Officer will maintain a fraud and corruption incident register which will include information in relation to all reportable fraud and corruption incidents.

The Fraud Control Officer will regularly supply a report to the management team outlining any recent fraud and corruption events and the actions undertaken in respect to these events.

The General Manager will report fraud and corruption events to Council or appropriate Council Committee.

7.3 DISCIPLINARY PROCEDURES

Where there is proven evidence of fraud, appropriate disciplinary measures will be taken.

7.4 EXTERNAL REPORTING

Where fraudulent activity has been identified as criminal, the General Manager in conjunction with the Fraud Control Officer will determine the appropriate process for notifying the police and any other relevant authorities.

Unless there are exceptional circumstances, fraud or corruption that involves the committing of a crime will be reported to the police or relevant authority. If the activity is not reported, the General Manager will notify the Council regarding the decision made and the reasons supporting the decision.

Council will take all reasonable steps to assist the authorities in their investigation into alleged fraudulent and/or corrupt conduct.

7.5 POLICY FOR CIVIL PROCEEDINGS TO RECOVER THE PROCEEDS OF FRAUD OR CORRUPTION

Recovery actions will be undertaken at the discretion of the General Manager. The General Manager will make a notification to the Council in relation to the action to be undertaken.

7.6 FALSE DISCLOSURE

A person who knowingly makes a false or misleading statement in a complaint or report may face disciplinary action.

7.7 INTERNAL CONTROL REVIEW FOLLOWING DISCOVERY OF FRAUD

Following an investigation where fraud was substantiated, the General Manager and/or Fraud Control Officer will

conduct a review of the relevant controls and determine at which point the system of internal control failed and whether corrective action needs to be taken.

7.8 MAINTAINING AND MONITORING ADEQUACY OF INSURANCE

Insurance will be obtained and maintained to safeguard against damage and ensure continuation of business processes appropriate to Council's risk exposure and expectations. Adequacy of insurance policies is to be assessed by management at least annually.

8. REVIEW

Management will review the adequacy of this plan at least every three (3) years.

APPENDIX A: IMPLEMENTATION PLAN

This table summarises the actions that are required to be performed according to this plan, the person responsible for ensuring that the action is performed and the timeframe for each action. The implementation date by which time the action must commence to be considered and inserted by the Corporate Services Manager in consultation with the General Manager.

What Stage	Component	How: Action Plan	Who: Oversight	When: Time Frames	Implementation Date
Responsibilities	Fraud and Corruption Control Plan	<ul style="list-style-type: none"> Senior Management to endorse and promote the Plan 	Relevant Managers	Ongoing	
Prevention	Strategies	<ul style="list-style-type: none"> Codes of Conduct for all employees and Councilors to be maintained Awareness of Code of Conduct to be promoted through a combination of Communication and Training Programs Ethical conduct assessment to be included in the annual performance appraisal process 	Fraud Control Officer	Annually or earlier when required due to change	
Prevention	Internal Control	<ul style="list-style-type: none"> Responsibility to perform Fraud Risk assessments and implement mitigating controls to be included in relevant management position descriptions Internal controls to be documented in policies, procedures and process descriptions and made available to relevant employees 	Relevant managers	Upon commencement of role by employee or next staff appraisal	
Prevention	Risk Assessment	<ul style="list-style-type: none"> The risk of fraud or corruption must be considered and documented as part of the regular risk reviews according to the Risk Management Policy 	Relevant Managers	Annually	
Prevention	Risk Assessment	<ul style="list-style-type: none"> Risk registers to be reviewed for inclusion of fraud and corruption risk factors and appropriate treatment actions and reported to the General Manager 	Fraud Control Officer	Annually	
Prevention	Communication and Awareness	<ul style="list-style-type: none"> Awareness of fraud and corruption risk and control plans and procedures to be created and maintained through a combination of communication and training 	Fraud Control Officer	Every 3 years or earlier when required due to change	
Prevention	Employment screening	<ul style="list-style-type: none"> Pre-employment and ongoing screening procedures to be carried out 	Human Resources Officer	Before commencement of employment	
Prevention	Annual leave	<ul style="list-style-type: none"> Monitor compliance to annual leave policies 	Human Resources Officer	Annually	
Prevention	Supplier Vetting	<ul style="list-style-type: none"> Compliance to procurement policies and guidelines to be monitored 	Accounts Payable	Monthly	
Detection and Reporting	Detection Programs	<ul style="list-style-type: none"> Detection programs to be implemented and maintained 	Fraud Control Officer	Ongoing	
Detection and Reporting	Disclosure	<ul style="list-style-type: none"> Awareness of channels available to report suspected or alleged incidents of fraud or corruption to be maintained through a combination of communication and training programs 	Fraud Control Officer	Annually	
Detection and Reporting	Disclosure	<ul style="list-style-type: none"> Discloser Protection Program to be implemented and maintained 	Public Interest Disclosure Officer	Ongoing	

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What Stage	Component	How: Action Plan	Who: Oversight	When: Time Frames	Implementation Date
Response	Investigation and reporting	<ul style="list-style-type: none"> When fraud or corruption allegations are not externally reported, reasons are to be provided to Council 	General Manager	When required	
Response	Investigation	<ul style="list-style-type: none"> Investigators to be appointed with letter of authorisation and terms of reference 	Fraud Control Officer or General Manager	When required	
Response	Disciplinary process	<ul style="list-style-type: none"> Disciplinary process to be conducted in accordance with Disciplinary Policy 	General Manager	When required	
Response	Civil proceedings	<ul style="list-style-type: none"> Recovery strategies must be considered and implemented where appropriate 	General Manager	When Required	
Response	Internal control review	<ul style="list-style-type: none"> A review of internal controls are to be performed where instances of fraud or corruption have been identified 	General Manager	To commence within one month of identifying an instance of Fraud or Corruption	
Response	Maintaining Insurance	<ul style="list-style-type: none"> Appropriate insurance policies are to be maintained and reviewed 	Risk Management Officer	Annually or earlier when required	
Review	Fraud and Corruption Control Plan	<ul style="list-style-type: none"> The plan is to be reviewed on a regular basis 	Fraud Control Officer	Every 3 years or earlier when required due to change	

APPENDIX B: EXAMPLES OF ACTIVITIES CONSIDERED FRAUDULENT OR CORRUPT

The following list is provided for illustrative purposes and contains examples of activities or actions that would be considered as Fraudulent or Corrupt in terms of this Plan. This list is intended to be consulted during the performance of risk assessment activities to assist with the identification of pertinent fraud and corruption risks.

This list is not exhaustive and any activity identified which seem to represent items on this list will have to be investigated and considered in terms of this Plan.

1. Faking timesheets by taking personal time or performing personal activities during work time and not taking leave (i.e. charging the time to a service or job).
2. Using Council equipment for personal activities without authorisation. This may include the use of administrative equipment such as stationary and office machines or operational equipment such as tools or vehicles.
3. Creating false suppliers, with payment being made to the fraudster's nominated bank account.
4. Obtaining kickbacks or bribes from suppliers or contractors.
5. Associates of employees providing services to Council at inflated prices.
6. Inflated or false reimbursement claims.
7. Manipulation of financial data to receive performance based bonuses.
8. Private purchases through business accounts or business cards without approval.
9. Not returning unused material and inventory to the stores after the completion of a job and using it for personal benefit.
10. Providing information to suppliers who are in the process of supplying a tender to Council without providing the same information at the same time to all suppliers who are tendering to deliver the same product or service whilst receiving a personal benefit in return, including hospitality.
11. Preferring and promoting the use of specific suppliers in return for any personal benefit, that has not been disclosed to Council.
12. Taking or removing any property of Council without proper authorisation for personal use, including cash, vouchers, tools, equipment, stationary, inventory or any other goods, even if the person intend to return the items after use.
13. Forging or falsifying any document (including purchase orders, receipts, payment advice, timesheet, Council letter etc.) to gain a benefit.
14. Not reporting the misappropriation of Council assets in return for any benefit.
15. Altering customer pricing arrangements or payment terms in the rating system in return for a benefit.
16. Issuing customers with rebates, discounts or reimbursements in return for a benefit.
17. Changing payment details of suppliers or intercepting payments that are made to suppliers to enable someone other than the intended supplier to gain a benefit.
18. Approving receipt of goods or services ordered without actually receiving the physical goods or services in return for a benefit.
19. Misleading Council by approving reimbursement of expenses that were not incurred on behalf of Council.
20. Using Council's equipment, inventory and employees to perform private works for members of the public, any employee or for any Councillor in return for a personal benefit.
21. Using Council's telephone or mobile phone for personal use without appropriate authorisation.
22. Disclosing customer information including credit card information to any third party without appropriate authorisation or legal requirement to do so in return for a benefit.
23. Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).

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24. Payment or solicitation of donations for an improper political purpose.
25. Serious nepotism and cronyism where the appointee is inadequately qualified to perform the role to which he or she has been appointed.

APPENDIX C: FRAUD OR CORRUPTION RISK INDICATORS

The following list contains examples of activities or outcomes that may indicate an increased risk of fraud or corruption.

These indicators do not constitute evidence of fraud or corruption, but should be considered as part of the risk management process and may assist with the identification of suspicious behaviour. If any of these indicators are identified, then they must be reported in accordance with this Plan.

This list is not exhaustive and serves for illustrative purposes only.

1. Consistent procurement of goods or services that does not provide the best value for money for Council.
2. Unexpected or inexplicable overspend on service orders or projects. This would include delivery of projects at greater cost and timeframe than to the norm.
3. A number of suppliers complaining of unfair tender processes for a specific tender, without appropriate evidence of due process taken.
4. Lower than expected employees productivity in a division, team or a project, after taking available workload and leave taken into consideration, which may create unexpected delays in the completion of work or higher than expected use of resources (including employees and materials) to complete a service or project in relation to the complexity of the project without adequate explanation.
5. Suppliers complaints received of late or non-payment even though payments have been processed.
6. Employees accruing large annual leave balances or refusing to take annual leave without an adequate explanation.
7. An unexpected or inexplicable number or value of contract variation requests received from a contractor or subcontractor for a single or a number of projects without an adequate explanation.
8. Complaints received from the public relating to suspicious activities of Council's employees, contractors or Councillors.
9. Financial accounts, costs centres or service orders not reconciling to actual expenses, or reconciling items that does not clear from the reconciliation over a prolonged amount of time, without adequate explanation.
10. Inability to achieve budgeted revenue without appropriate explanation over a prolonged period of time.
11. Unexpected cash flow problems or inability to pay suppliers within terms without adequate explanation.
12. A greater than expected number of complaints received relating to quality of work performed, without adequate explanation.
13. Sharp increase in the use or ordering frequency of specific stores items without an appropriate explanation.
14. Lack of segregation of duties between performing an activity, accounting for that activity and processing payment or making a receipt for that activity, including when management insist on overriding controls establishing segregated functions.
15. Unexplained discrepancies in inventory, and stock on hand.

GIFTS AND BENEFITS

Originated Date:	Adopted June 2015 – Min. No. 155/15
Amended Date/s:	Amended 22 October 2015 - Min. No: 281/18 Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	<i>Local Government Act 1993 (TAS)</i> <i>Local Government (General) Regulations 2015</i>
Publication Sources:	15/013 - Human Resources Policies & Procedures 02/03/01/01 – Human Resources – Employee Infonet / Documents / HR – Policies Works Depot, Childcare Facility & Pool Locations
Administration:	Governance – People & Culture Business Partner
Review Cycle/Date:	This Policy should be reviewed as required, but at least every four years following the conduct of Local Government elections. Next review 2019 2024 .

1. AUTHORITY & APPLICATION

This Policy should be considered in the context of the following policies and procedures:

- Employee Code of Conduct
- Issue Resolution
- Performance Management
- Workplace Behaviour

DEFINITIONS

<i>Benefit:</i>	a non-tangible item which is believed to be of value to the receiver and/or which may constitute preferential treatment for the receiver.
<i>Bribe:</i>	a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council Official to benefit someone or something.
<i>Conflict of Interest:</i>	any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or Official's capacity in some way for their personal or corporate benefit.
<i>Council:</i>	Northern Midlands Council.
<i>Council Official:</i>	a person who carries out work in any capacity for Council, including: Mayor, Councillors, Council employees (including employees engaged through an employment agency, apprentices and trainees), Council Committee members, Volunteers and Contractors and Sub-Contractors.
<i>Cumulative Gift:</i>	a series of gifts of nominal value from the same person or organisation over a specified period of time, which may have an aggregate value that is significant.
<i>Employee:</i>	a person who carries out work for Council as an employee of Council.
<i>General Manager:</i>	the General Manager of Council as appointed under section 61 of the <i>Local Government Act 1993 (TAS)</i> .
<i>Gift:</i>	usually a tangible item provided at no charge. Gifts may include but are not limited to items such as: cash, property (real or otherwise), goods and services, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatre or music events.
<i>Gifts, Benefits and Donations Declaration Form:</i>	a form to be completed, when a Council Official receives a gift, benefit or donation of a non-token nature, equal to or above the nominal limit or receives a series of token gifts or benefits (cumulative gifts).
<i>Gifts, Benefits and Donations Register:</i>	a register maintained by Council which contains a list of all declared gifts, benefits and donations.

<i>Gift of Gratitude:</i>	a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts given to employees at Official functions may be considered an example of gifts of gratitude.
<i>Gift of Influence:</i>	a gift that is given with the intention of the recipient receiving favourable treatment in the future.
<i>Industrial Instrument:</i>	an instrument recognised under the <i>Fair Work Act 2009</i> that has legal application with respect to minimum entitlements to those employees covered within its scope (e.g. Award or Enterprise Agreement).
<i>Manager/Supervisor:</i>	a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
<i>Nominal Value:</i>	is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value.
<i>Non-Token:</i>	items that are of a more individual nature, with a value equal to or above the nominal value limit.
<i>Policy:</i>	this Policy including the Authority and Application.
<i>Public Perception:</i>	the perception of a fair-minded person in possession of the facts.
<i>Significant Value:</i>	a gift or benefit that has a value above the nominal value limit.
<i>Token:</i>	often mass produced (i.e. pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.
<i>Workplace:</i>	a place where work is carried out for Council.

TRAINING

Council will provide all persons covered by this Policy with the appropriate training, so they are made aware of their responsibilities and obligations under the Policy.

AMENDMENT

Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.

INTERPRETATION OF POLICY

The singular includes the plural and vice versa.

A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacement or re-enactments of any of them.

A reference to a Policy or procedure means any approved policies or procedures of Council unless otherwise stated.

'Including' and similar expressions are not words of limitation.

A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.

Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that work or expression have a corresponding meaning.

Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.

Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.

It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of applicable laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant applicable laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to the person's manager/supervisor or the People & Culture Business Partner.

REPORTING OF BREACHES

Persons covered under the paragraph 'Coverage' must reasonably report breaches of this Policy.

For breaches by:

- A Council Official (other than the General Manager) the report must go to the reporting person's applicable manager/supervisor
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and
- as otherwise required or permitted by applicable laws.

BREACH OF THIS POLICY

Persons covered under the paragraph 'Coverage' who breach this Policy may (as is appropriate) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (contractors and sub-contractors).

2. PURPOSE

The purpose of this Policy is to provide a framework and guidelines for Council Officials when in receipt of gifts, benefits or donations during the course of their position at the Northern Midlands Council.

This Policy will also outline the obligations and responsibilities of Council Officials when dealing with offers of gifts, benefits or donations and assist Council Officials in making an appropriate judgement in relation to the same. This is to minimise Council Officials being placed in a situation where they may feel vulnerable or where community confidence in the impartiality and integrity of Council may be in questioned.

3. COVERAGE

This Policy applies to all gifts, benefits and donations offered to or received by Council Officials in their role as officers of the Council.

4. GUIDELINES

In a private context gifts, benefits and donations are usually unsolicited and when given, are meant to convey gratitude in the donor. Gifts given in this context are not the focus of this Policy.

Gifts and benefits may also be offered to individuals during the course of business relationships. Such gifts and benefits are often given for commercial purposes and the receiver may feel obligated to accept the gift or benefit. Gifts and benefits given in the course of business relationships is the focus of this Policy.

GENERAL

Council Officials must at all times and in all circumstances be seen to be fair, impartial and unbiased.

Council Officials must not take advantage of their local government position to solicit gifts or benefits or to secure an unreasonable personal profit or advantage.

People doing business with the Council should be encouraged to understand that they do not need to give gifts or benefits to Council Officials to receive high quality service.

From time to time Council Officials may be offered gifts or benefits. In some circumstances gifts and benefits may be accepted. Token gifts of nominal value may generally be received. However, non – token gifts of a significant value, as a general rule, should not be accepted.

Council Officials should at all times be aware of the broader picture in which an offer of a gift, benefit or donation is being made. For example, Council Officials should consider whether the donor is involved in or may be seeking to enter into a business relationship with Council.

Council Officials must avoid situations that suggest that a person or body, through the provision of gifts, benefits or donations is attempting to secure favourable treatment from Council.

When deciding whether to accept or decline a gift or benefit, consideration should be given to both the value of the gift or benefit and also the intention behind the giving of the gift or benefit being offered.

ACCEPTABLE GIFTS AND BENEFITS & TOKEN NOMINAL VALUE

Gifts or benefits of a token nature at or below nominal value may generally be accepted by Council Officials without disclosing details to a manager/supervisor, General Manager or Mayor and without recording the details of the gift or benefit on the Gifts, Benefits and Donations Declaration Form or Register.

That said, Council Officials who receive more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period must disclose this in the Gifts, Benefits and Donations Register.

Gifts or benefits of a token nature that do not create the appearance of a conflict of interest include:

- Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers
- Books given to individuals in recognition of exceptional work done
- Gifts of single bottles of reasonably priced alcohol in recognition of exceptional work done
- Free or subsidised meals of a modest nature and/or beverages provided infrequently (and or reciprocally) that have been arranged for or in connection with the discussion of official business
- Free meals of a modest nature and or beverages provided to Council Officials who formally represent Council at work related events
- Invitations to approved social functions organised by groups such as Council Committees and community organisations

For the purpose of this Policy the current nominal value limit is \$50.00.

Council Officials who receive more than three nominal gifts of a token nature from the same person or organisation, in a six-month period must disclose this in the Gifts, Benefits and Donations Register.

If a Council Official has any doubt if a gift or benefit is token or of nominal value they should discuss it with their manager/supervisor, the General Manager or Mayor.

NON-ACCEPTABLE GIFTS AND BENEFITS

Accepting gifts of money is prohibited.

Council Officials should generally not accept gifts or benefits that appear to be non-token in nature or more than the nominal value of \$50.00.

Some examples of gifts or benefits of a non-token nature include:

- Free or discounted travel
- Use of holiday homes
- Tickets to major sporting events
- Corporate hospitality at a corporate facility or sporting venue
- Free training excursions
- Access to confidential information
- Discounted products for personal use
- Goods and services provided via a determination in a Will

At times a gift of a non-token nature may be given from one authority to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual.

If a gift or benefit of a non-token nature or above the nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment or offence), the gift or benefit must be declared on a Gifts, Benefits and Donations Declaration Form, as well as recorded on Council's Gift, Benefits & Donations Register.

If a Council Official refuses a gift or benefit because they believe that the gift was a deliberate attempt to receive 'special treatment', then such instances are to be reported to a manager/supervisor, the General Manager or Mayor.

ACTUAL OR PERCEIVED EFFECT OF THE GIFT OR BENEFIT

Where it is suspected that a gift or benefit has been offered for the purpose of influencing the behaviour of someone acting in their official capacity, the gift or benefit must be declined, and the matter should be reported immediately to the relevant manager/supervisor, General Manager or Mayor.

BRIBES

Council Officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to their manager/supervisor, General Manager or the Mayor. Council will take the appropriate steps to report the matter to the Police.

Receiving a bribe is an offence under both common law and Tasmanian Legislation.

Council Officials must take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits of a non-token nature or gifts or benefits above the nominal value. For the purpose of this Policy, immediate family members include parents, spouses, children and siblings.

5. RECORDS: GIFTS, BENEFITS AND DONATIONS REGISTER

Council Officials, who receive more than the specified number of token gifts or benefits near the nominal value limit from the same person or organisation, (cumulative gift) must disclose this on a Gifts, Benefits and Donations Declaration Form and also on the same named Register.

If an Official of the Council receives a non-token gift, benefit or donation in circumstances where it cannot reasonably be refused or returned, the receipt of the gift, benefit or donation should be disclosed, and the details recorded on the Gifts, Benefits and Donations Declaration Form and in the Gifts, Benefits and Donations Register. Whilst it is not a requirement for the Register to be made public, for transparency reasons, Council has elected to make this available for public inspection as and when requested.

The content of the Register will be monitored and reviewed by the General Manager on a quarterly basis.

6. DISPOSAL OF GIFTS

In some instances, gifts are accepted by Council Officials as it may not be appropriate to refuse the same. For example, it is protocol and an accepted practice for some nationalities and religions to offer gifts. Similarly, a gift or benefit could not be reasonably refused where it was likely to cause embarrassment or offence to the person offering the gift. The other option is when a gift is received anonymously, without any return address. Further, if a gift, benefit or donation of significant value is provided to a Council Official through a Will, where the relationship between the giver and recipient was essentially a Council related business relationship.

In these cases, a manager/supervisor, the General Manager or Mayor will determine whether a gift or benefit of a non-token nature should be disposed of. The options for disposal of such gifts, benefits of donations include:

- Surrendering the gift to Council for retention
- Distributing the gift or benefit amongst a selection of Council officials - where a reasonable person would agree that the allocation was appropriate
- Donating the gift to an appropriate charity.

ATTACHMENT 1: GIFTS, BENEFITS & DONATIONS DECLARATION FORM

Council Official (Recipient) Name:	
Department (if applicable):	
Date gift, benefit or donation received:	
Description of the gift, benefit or donation:	
Estimated monetary value of the gift, benefit or donation:	
Name of the donor:	
Donor's organisational name (if known):	
Where was the gift, benefit or donation offered? (i.e. at a function, over the counter, through the mail, at a meeting):	
Recipients relationship to the donor:	
Should the gift/benefit/donation be accepted or declined:	
If the gift/benefit/donation is accepted, should it be retained by the Council Official or by the organisation:	
If the gift/benefit/donation is retained by the organisation should it be disposed of:	
Council Official's Signature:	
Printed name of Council Official:	
Date:	
Manager and/or General Manager comments:	
Manager and/or General Manager's Signature:	
Manager and/or General Manager's Name:	
Office Use Only	
Date details recorded on Gifts, Benefits & Donations Register:	
Office Official's Signature	

HERITAGE INCENTIVE SCHEME

Originated Date:	Adopted 26 September 2001 – Min No. 368/01 (as Policy 29)
Amended Date/s:	Amended 27 June 2005 – Min No. 198/05 Amended 20 September 2010 – Min No. 264/10 Amended 15 September 2014 – Min No. 238/14 Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	Section 77(1) of the <i>Local Government Act 1993</i>
Objective	To provide an incentive to improve the streetscape views of properties that are in heritage precincts, or heritage listed.
Administration:	Community and Development
Review Cycle/Date:	Next review 2019 2024 .

1. APPLICATION

This policy applies to:

- Those parts of heritage listed properties clearly visible from a public street; or
- Those parts of properties in a heritage precinct, clearly visible from a public street.

2. DEFINITIONS

Heritage Listed Properties: are those listed in the planning scheme.

Heritage Precincts: are those shown in the planning scheme maps.

3. ELIGIBILITY

3.1 ELIGIBLE PROJECTS

Examples of eligible projects are:

- Replacing an inappropriate fence with an appropriate fence;
- Repainting an inappropriate colour scheme with an appropriate colour scheme;
- Reinstatement of lost features important to the character of the place (verandahs, window treatments, etc);
- Removing unsympathetic additions or alterations;
- Other works to the exterior of the place that contributes positively to the streetscape.

3.2 INELIGIBLE PROJECTS

Examples of ineligible projects are:

- Internal works;
- General operational and routine repairs and maintenance, including re-cladding and re-roofing in similar materials;
- Repainting, unless replacing an inappropriate colour scheme with an appropriate colour scheme.
- New additions or extensions, unless it involves the reconstruction of an original element;
- Properties in arrears for their rates;
- Works commenced before written notification of a successful heritage incentive scheme grant;
- A property that received a heritage incentive scheme grant less than 5 years ago, unless the property is World Heritage listed.

4. INCENTIVE

4.1 The value of the incentive shall be in the form of a grant of 25%, to a maximum of \$500, of the cost of the work, credited against the property's rates.

4.2 The Council shall allocate a total of \$5,000 each financial year.

5. APPLICATION PROCESS

5.1 HERITAGE ADVICE

- 5.1.1 Property owners may seek the advice of Council's Heritage Adviser regarding recommended works, fence styles, or colour schemes considered necessary to ensure the proposal is consistent with the heritage character of the property and/or streetscape.
- 5.1.2 There is no cost to the property owner for the consultation and advice.

5.2 HERITAGE INCENTIVE GRANT APPLICATION

- 5.2.1 The application shall be made on the Heritage Incentive Application Form.
- 5.2.2 The application shall include all the required information.
- 5.2.3 The application shall include copies of any required Planning or Tasmanian Heritage Council approvals.
- 5.2.4 Applications open 1 July each year.
- 5.2.5 Applications close 30 November each year.
- 5.2.6 Applicants are advised of the outcome by 30 December.
- 5.2.7 Works are to be completed by 31 May.
- 5.2.8 Works will be reviewed by 30 June. Where completed in accordance with the approval, the grant will be credited against the following financial year's rates.

5.3 ASSESSMENT

- 5.3.1 Applications are assessed in order of receipt.
- 5.3.2 The Heritage Advisor will assess each application against the policy and accordingly approve or refuse the application.
- 5.3.3 The grant will be paid on successful applications in the order of their receipt, until the allocation is spent for that financial year.
- 5.3.4 Applications which may qualify for an incentive grant, and where the allocation has been spent, may re-apply in the following year.

5.4 COMPLETION

- 5.4.1 The works are to be completed in accordance with the approved application.
- 5.4.2 The works are to be completed by 31 May.
- 5.4.3 The property owner shall advise Council in writing when the works are completed.
- 5.4.4 The property owner shall provide Council with copies of receipts relevant to the project.

6. OTHER PERMITS REQUIRED

The property owner shall gain any necessary Planning, Tasmanian Heritage Council, and Building permits.

TOWN ENTRANCE STATEMENT

Originated Date:	Adopted 17 August 2015 Min. No: 224/15
Amended Date/s:	Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	
Objective	To provide guidelines for acceptable design, location and development standards for entrance statements to the seven Northern Midlands Council townships.
Administration:	Governance
Review Cycle/Date:	Every 23 years. Next review 2019 2023.

1. PURPOSE

It has been identified that the installation of a town entrance statement provides a sense of identity, place and belonging for the community of that town.

A town entrance statement is a structure to identify a town, constructed of stonework, metal and/or timber and located at the entrance of the town.

An entrance statement can be used to help define the character of a region.

2. LOCATION

An entrance statement is to be located as closely to the town boundary as possible, whilst giving consideration to the following:

- Topography;
- Line of sight from the road;
- Existing infrastructure;
- Speed limits; and
- Access (for maintenance purposes).

The entrance statement is to be designed to ensure vehicle and pedestrian sightlines are not compromised.

3. DESIGN AND MATERIALS

The type of structure and the material used for an entrance statement should take into consideration factors such as susceptibility to vandalism.

The following factors ought to be considered in the design of an entrance statement:

- Large, flat surfaces should be avoided;
- The design should be in keeping with, and sympathetic to any heritage features of the town (if applicable);
- Materials should be low maintenance and complimentary to the heritage features of the town (if applicable);
- Consideration should be given to lighting of the entrance statement using, where possible, solar power or low energy lighting systems.

4. PLANNING AND OTHER APPROVALS

The entrance statement design is to be compliant with any applicable planning and building requirements and approved by Council.

Where required, consultation is to be had, and approval sought from the State Government roads department.

Consultation and approval should also be sought from any other affected land owners and members of the community.

5. REVIEW

This Policy is to be reviewed every 3.2 years.

RECREATIONAL VEHICLES: DEVELOPMENT AND MANAGEMENT OF FACILITIES (OVERNIGHT CAMPING – SELF CONTAINED VEHICLES)

Originated Date:	Adopted on 16 March 2015 – Min. No: 80/15 (as Policy 77 – Overnight Camping – Self Contained Vehicles)
Amended Date/s:	Reviewed on 21 August 2017 - Min. No. 262/17 Reviewed 20 December 2020 – Min. No.
Applicable Legislation:	<i>Local Government Act 1993</i> <i>Economic Regulator Act 2009</i> National Competition Policy
Objective	To assist Council to plan, develop and manage appropriate facilities to cater for recreational vehicles
Administration:	Community and Development
Review Cycle/Date:	Every 4 2 years. Next review August 2019 2024.

1. DEFINITIONS

Recreation vehicle

A vehicle that is fully self-contained with respect to shower, toilet, washing, cooking and sleeping facilities and must have holding tanks for all toilet waste and sullage/grey water sufficient for at least 48 hours use by the occupants.

Free Overnight Rest Areas

The following areas in the Northern Midlands:

- Bishopsbourne Recreation Ground, Bishopsbourne;
- **Blackburn Park Wardlaw Park**, Campbell Town;
- Cressy Recreation Ground, Cressy;
- Falls Park, Evandale (Monday – Friday)
- Honeysuckle Banks, Evandale (November – April).

2. PERMITS

A) PERMIT WORDING

All vehicles using a Northern Midlands Council Free Overnight Rest Area must hold a permit.

Permits must include the following details:

- Council details;
- Permit Number;
- Type of vehicles permit applies to;
- Vehicle Registration Number;
- Vehicle Description;
- Length of stay permitted – commencement and expiry dates of permit;
- Name and signature of authorised officer;
- Date of issue;
- Name and signature of permit holder plus any specific council conditions that need to be acknowledged by the holder.

An example permit is annexed to this Policy and marked "A".

B) PERMIT TERMS AND CONDITIONS

These will include:

- Length of stay permitted;
- Details of where permit should be displayed;
- Details of what the permit actually applies to eg a fully self-contained RV;

- Any other conditions;
- Details of any penalties.

3. SIGNAGE

Signage must be displayed at the Free Overnight Rest Areas including the following information:-

- Indicate that a permit is required;
- Provide directions where to obtain the permit;
- Indicate length of stay permitted;
- Advise permit or permit number should be displayed on vehicle dashboard;
- Advise of any additional conditions that apply;
- Detail enforcement measures.

An example of signage wording is annexed to this Policy and marked "B".

4. COMPETITIVE NEUTRALITY

For the provision of overnight self-contained RV camping services, councils must appropriately apply the National Competition Policy and the principles of competitive neutrality. The objective of the competitive neutrality principles is to ensure that government bodies (including Local Government bodies) conducting a business within a competitive market operate without net competitive advantages over other businesses as a result of their public ownership i.e. there must be a 'level playing field'.

Competitive neutrality principles apply to significant government business activities undertaken by Local Government under the broad range of council functions. The key consideration in defining a significant business activity (SBA) under the National Competition Policy, is the *impact of the services on the actual or potential market* - not the share of a council's revenue arising from, nor expenditure committed to, that activity. The most appropriate model of competitive neutrality to apply to the operation of camping service facilities is the 'full cost attribution' model.

Full cost attribution requires councils to identify all costs of providing a significant business activity as if it were a stand-alone business that does not enjoy any subsidisation derived from its public or council ownership. This would therefore include some costs that a council does not *actually* incur, but which private businesses do incur in the provision of the same service, such as (where applicable) insurance, rates and taxes. Council has completed a 'Full Cost Attribution Checklist' to the implementation of Free Overnight Rest Areas.

5. OVERFLOW PLANNING

It is important to ensure adequate planning is in place to develop appropriate overflow facilities for special events, such as rallies and concerts, and to meet peak period demand.

The following sites have been recognised as overflow facilities for the listed events:

- Morven Park, Evandale – during the annual Evandale Village Fair.

6. DUMP STATIONS

The Northern Midlands Council has two free Dump Stations within the municipality:

- King Street Oval, Campbell Town
- Morven Park, Evandale

There are also Dump Stations located at the Longford Riverside Caravan Park, Longford and the Ross Caravan Park, Ross. Lessees of these facilities may apply charges for use of these dump stations by campers who are not making use of the facility.

7. REVIEW

This policy is to be reviewed every two years.

8. ACKNOWLEDGEMENT

This Policy has been adopted from the model policy guidelines provided by the Local Government Association of Tasmania.

ANNEXURE A

NORTHERN MIDLANDS COUNCIL
 PERMISSION FOR OVERNIGHT STOP AREA

Bishopsbourne Recreation Ground, Bishopsbourne;
 Blackburn Park, Campbell Town;
 Cressy Recreation Ground, Cressy;
 Falls Park, Evandale;
 Honeysuckle Banks, Evandale (November – April).
**delete those not applicable*

FULLY SELF CONTAINED VEHICLE

This vehicle is authorised to camp within the [details of location] for the period _____, subject to the terms and conditions detailed on the reverse of the permit.

Vehicle Registration Number Vehicle Description

Commencement Date of Permit Expiry Date of Permit

Signature of Authorised Officer:	Signed by Permit Holder:
	This permit acknowledges that non-compliance with the conditions of this permit is an offence that may be prosecuted in accordance with the provisions of [relevant By-Law] and other environmental and health regulations.
Name:	Name:
Date of issue:	Signature:

TERMS AND CONDITIONS

1. This permit is valid for the dates shown.
2. This permit **or the permit number** must be displayed prominently on the vehicle dashboard, and visible from the front left side of the vehicle.
3. This permit applies only to a vehicle which is self contained with respect to shower, toilet, washing, cooking and sleeping facilities, with holding tanks for all toilet waste and sullage/grey water sufficient for 48 hours.
4. Discharge of liquid in any waste form is prohibited within the designated overnight stop area. PENALTY: A fine of 2 penalty units under Litter Act 2007.

ANNEXURE B

WELCOME TO [INSERT PARK] REST AREA

FULLY SELF-CONTAINED VEHICLES ONLY

This area is regulated by Northern Midlands Council

The following conditions apply:-

- A permit must be obtained to park in this area overnight. Permits are available from www.northernmidlands.tas.gov.au or 13 Smith Street, Longford during business hours
- Your permit or permit number must be displayed prominently on the vehicle dashboard and visible from the front left side of the vehicle;
- Maximum permitted stopover is 48 hours;
- The following conditions apply to use of this site:
 - All rubbish and other waste is to be removed on departure;
 - Campfires are not permitted;
 - Hanging of clothes, bedding or similar items outside your RV is not permitted;
 - Pets must be controlled and tethered at all times;
 - Use of generators between 6:00pm and 9:00am, and, in excess of 2 consecutive hours is prohibited;
- Only a vehicle which is self contained with respect to shower, toilet, washing, cooking and sleeping facilities, with holding tanks for all toilet waste and sullage/grey water sufficient for 48 hours.
- Discharge of liquid in any waste form is prohibited within the designated overnight stop area. PENALTY: A fine of \$318 (two penalty units under Litter Act 2007).
- Infringement notices will be issued for offences (listed).

By Order
General Manager

WE HOPE YOU ENJOY YOUR STAY

ILLAWARRA ROAD SIGNS ADVERTISING

Originated Date: Adopted 27 June 2016 – Min No. 163/16
Amended/Review Date/s: 9 February 2018
Reviewed 20 December 2020 – Min. No.

Applicable Legislation:

Objective The purpose of the Northern Midlands Council Highway Signs Advertising Policy is to regulate the use of the advertising space on the Welcome to Longford signs on the Illawarra Road. Northern Midlands Council, with the permission of the Department of State Growth (DSG), will make 'advertising space' available to local sporting clubs, not for profit organisations, Northern Midlands Council and community groups to promote their events, with a view to providing information to residents and visitors and promoting tourism within and surrounding the Municipality.

Administration: Community and Development

Review Cycle/Date: Next review **2020 2024**.

POLICY

1. Advertising signage placed on the Northern Midlands Council Highway Signs will be legible, inoffensive and in good order. The advertiser will make their own arrangements for the production and payment of good quality signs through a sign-maker of their choice, or self-made, to a high standard.
2. The sign is not to be erected more than 21 days prior to and removed immediately after the event.
3. White corflute signs are to be used and can measure either 2500mm x 445mm or 1250mm x 445mm. Both sizes can be accommodated.
4. Logos are permissible.
5. Luminous or reflective signs may be used.
6. It is the responsibility of the advertiser to deliver signage to the Northern Midlands Council by noon on Thursday (for installation the following week).
7. Council staff will install and remove signage each Monday morning or on the next available working day in the case of long weekends.
8. The advertising space is not available for candidates nominating for local, state or federal government elections. It may, however be used by Council to remind people of Council election dates.
9. Signage remains the property of the advertiser. Signage should be collected from the Northern Midlands Council as soon as practicable at the cessation of advertising. Council may dispose of any sign not collected by the sign owner after 28 days.
10. Applicants are encouraged to submit proposed sign designs prior to manufacture to ensure the proposed message/logo is appropriate.
11. Council will have the final decision on permitted signboards, with the aim to ensure there is no inequity between advertisers.
12. Weeks will be determined from Monday to Sundays.
13. Signage can be installed for up to three weeks (maximum) however signs can then be re-booked for another three weeks etc if the space is available. The re-booking can occur on the last Friday of the current booking period.

14. Only one space per east sign and once space per west sign is allowed per event / activity (maximum of two signs in total).
15. Bookings can be made up to twelve months in advance.
16. Council has the right to remove unauthorised temporary or permanent signs erected in the road reservation of Illawarra Road, between the two Welcome signs and within 1km on the approach to each sign.
17. Northern Midlands Council will not be held liable for lost, stolen or damaged signs.