



NORTHERN
MIDLANDS
COUNCIL

2023-04-26 Ordinary Meeting of Council - Open Council - Minutes

5.3 MOTIONS ON NOTICE

The following notice of Motion/Motions have been received.

5.3.1 Notice Of Motion: Review Of Local District Committee Structure.

Responsible Officer: *Des Jennings, General Manager*

MINUTE NO. 23/0108

DECISION

Cr Terrett/Cr McCullagh

That a report be prepared for Council reviewing the structure of the District Committees to provide greater community participation. This report should include, but not be limited to, their role and function, membership, meeting times, funding and communication with the local community.

Carried Unanimously

Voting for the Motion:

Mayor Knowles, Deputy Mayor Lambert, Cr Adams, Cr Andrews, Cr Archer, Cr Brooks, Cr Goss, Cr McCullagh and Cr Terrett

Voting Against the Motion:

Nil

OFFICER'S RECOMMENDATION

Council Officer's support Cr Terrett's recommendation:

That a report be prepared for Council reviewing the structure of the District Committees to provide greater community participation. This report should include, but limited to, their role and function, membership, meeting times, funding and communication with the local community.

Councillor Terrett has requested the below Notice of Motion be tabled at the 26 April 2023 Council Meeting.

NOTICE OF MOTION

That a report be prepared for Council reviewing the structure of the District Committees to provide greater community participation. This report should include, but limited to, their role and function, membership, meeting times, funding and communication with the local community.

BACKGROUND

When the former Councils of Evandale, Ross, Campbell Town, Longford, and part of Fingal were amalgamated in 1993 to create the Northern Midlands Council, there was a level of concern about the loss of local Council presence and availability. The newly merged Council decided to establish 4 District Committees for Ross, Campbell Town, Evandale, and Avoca as special committees of Council. The Council later introduced additional special committees for Perth, Longford, and Cressy

Objectives of the Local District Committees are to:

- Provide a focal point for information between the Northern Midlands Council and the local community;
- Identify and prioritise needs of the local community;



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- Consider and provide feedback to the Northern Midlands Council in respect to key strategic issues for the local community.

Residents and representatives from community interest groups are invited to nominate for membership of the Local District Committee.

Membership appointment is for a 2-year term, the term of membership commences in July and concludes in June. Current memberships expire 30 June 2023.

In the last 30 years there has been significant changes to the demographics of the Northern Midlands area. A number of communities are not represented by District Committees including Devon Hills, Breadalbane, Western Junction, Nile, Bishopsbourne, Toiberry, Blackwood Creek, Lake Leake, Conara, Epping Forest, Cleveland, Liffey and Poatina. Consideration should be given to expanding the committees to give representation for these communities, or a mechanism to permit these areas to have similar representation to council.

Council has struggled at times to attract or retain membership of some committees and as part of this review the council should look at ways to attract wider community representation and an understanding of the role of the District Committees. Council should obtain feedback from past members on why they left the District Committees and any suggestions on how they could be improved.

It is important for council to review the structure and function of the District Committees and how they can operate better. District Committees need to evolve to be a key participant in the strategic planning of council area through empowering our communities.

ATTACHMENTS

Nil

XXX AND LOCAL DISTRICT COMMITTEE MEMORANDUM OF UNDERSTANDING



1. PARTIES TO THE AGREEMENT

1. This Memorandum of Understanding is between the Northern Midlands Council and the members of the XXX Local District Committee.
2. The XXX Local District Committee was established as a special committee of the Northern Midlands Council on [DATE] pursuant to section 24 of the *Local Government Act 1993*.

2. TERM

The term of this MOU is from the date of signing, or 1 January 2024 (whichever is first) until 30 June 2026.

3. DEFINITIONS

"Agreement" means this Memorandum of Understanding.

"Committee" means the XXX District Committee.

"Committee Officer(s)" means the Committee Chairperson, Vice-Chairperson and Secretary (if applicable).

"Complaint" means a statement of objection or that something is unsatisfactory or unacceptable.

"Council" means Northern Midlands Council.

"Council Liaison" means the Council Officer as the point of contact (and secretary if applicable) for to the Committee.

"MOU" means this Memorandum of Understanding.

"Term of Membership" means the period of time Committee members are appointed in accordance with clause 5.3.

4. PURPOSE

1. The purpose of the MOU is to formalise the governance and functioning of the Committee for the effective and efficient running of the Committee.
2. This MOU supersedes all previous agreements between Council and the Committee.
3. The XXX Local District Committee is to act in an advisory capacity only.
4. For the purposes of this Memorandum of Understanding MOU the term "advisory" means:
 - a. Having or consisting in the power to make recommendations to Council but not to take action enforcing them; and
 - b. Local District Committees and Forums do not deal with complaints. Complaints should be directed to Council.
5. The purpose of the XXX Local District Committee is to:
 - a. Be a communication channel for information between Council and the community of XXX;
 - b. Identify needs, concerns and expectations of the local community of XXX and advise Council of these needs; and

- c. Consider and provide feedback to Council in respect to matters referred to the Committee by Council.

5. MEMBERSHIP

1. Members of the Committee are to comprise of residents, representatives of local businesses and organisations of XXXX based within that district communities, with invitations to be extended to local business owners to join the Committees membership.
2. Membership of the XXX Local District Committee shall comprise of a minimum of six (6) members and a maximum of ten (10) members.
3. Members are appointed for a term of two (2) years.
4. The Term of Membership is to commence in July and conclude in June two years later from commencement. However, the initial term of this MOU shall commence upon signing or 1 January 2024, whichever occurs first, and conclude 30 June 2026.
5. Membership of the XXX Local District Committee is to be advertised by Council at least six weeks, but no more than eight weeks, prior to the expiration of a Term of Membership. Advertising is to occur:
 - a. in the Northern Midlands Courier and Examiner newspaper; and
 - b. on social media; and
 - c. on Council's website.
6. Should the number of applications for Committee membership exceed the number of vacancies, Council's Executive Committee (comprising Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative(s) to the Committee.
7. Committee membership is to be ratified by the Northern Midlands Council at the next ordinary Council meeting prior to the commencement of the membership term Term of Membership.
8. In the event that insufficient applications are received to fill the number of vacancies, Council will periodically re-advertise the vacant positions. In the Northern Midlands Courier Newspaper, on Council's website and via social media.
9. Applications to Committees with less than 10 members can be made at any time; however, applications will not be accepted for ratification by Council within the final 3 three months of a two year term Term of Membership.
10. In the event that less than 6 six applications for membership are received, the Committee is to go into recess until a sufficient number of applications are received.
11. Membership will be subject to the applicant holding current registration as a Council Volunteer, and as such, the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.
12. At the conclusion of their term in office Term of Membership, members are eligible to reapply for membership of the Committee.
13. The Committee shall have the power to appoint from within the membership the following Committee Officers:
 - a. Chairperson
 - b. Vice Chairperson; and
 - c. Secretary (if applicable in circumstances where the Committee provides its own secretariat).
14. All Committee Officers shall be appointed by the Committee at the Biennial General Meeting held at the commencement of a two-year term of appointment Term of Membership.
15. The office of a member becomes vacant if the member is absent from 3 three consecutive ordinary meetings of the Committee without a leave of absence granted by Council. Council will give consideration to a written

application for an extended **period of** leave of absence which has been endorsed by the Committee on a case by case basis.

16. Any member vacancy arising during the Term of Membership may be filled upon application for membership being received and any vacancy filled during a Term of Membership is for the remaining period of the MOU.

6. ROLES AND RESPONSIBILITIES

1. The Committee's primary and priority focus is to work with the Council to make the Northern Midlands an enviable place to live, work and play.

Committee

2. The following are the roles and responsibilities of the **XXX Local District** Committee:

- a. To nominate one point of contact between the Committee and Council, and in the event the Committee does not advise who they have nominated, the default contact person will be the Chairperson.
- b. To provide Council with a list of the Committee's meeting dates and times immediately following the meeting at which they are set.
- c. To facilitate the Chairperson and Vice-Chairperson's attendance at a formal information session to receive information and direction on:
 - i. Management and governance of Committee meetings;
 - ii. The Committee's relationship with Council; and
 - iii. The role of the Committee.
- d. To ensure all Committee members are registered volunteers of Council and inducted.
- e. To notify Council of matters that are strategic in nature (which Council is directly responsible for, or, may have influence over) within the **XXX** district.
- f. To provide comment **and/or feedback** **advise** on matters referred to it by Council.
- g. To liaise with the community and special interest groups to ascertain their views/opinions on local issues and projects and notify Council of these.
- h. To receive communications from the local community and special interest groups and forward their letters/requests with appropriate comment/feedback to Council.
- i. Will direct any complaints received to Council, including contact details of the complainant.
- j. To provide to Council in March each year a prioritised list of works and services to be considered for funding **in the following budget year**, including projects **that which** could be considered for funding under appropriate Federal and State Government schemes.
- k. Members **are** to submit customer requests **to Council** online at www.northernmidlands.tas.gov.au/contact/report-an-issue when matters of concern are operational in nature e.g.: lawn mowing; road repairs.

Council

3. The following are the roles and responsibilities of the Council:

- a. To produce the agenda for the Committee for the first ordinary meeting incorporating the Biennial General Meeting following the commencement of the Term of Membership.
- b. The Council will, at its next Ordinary Meeting following a local government election, appoint Councillor Representative(s) to the **XXX Local District** Committee.
- c. The Council will appoint a Council Liaison Officer to the Committee.
- d. To notify and communicate with the Committee on matters of interest or concern to the local community.
- e. To provide comment **and/or** advice on matters referred to it by the Committee.

f. To receive and consider the prioritised list of works and services to be considered for funding, including projects that could be considered for funding under appropriate Federal and State Government schemes.

g. Respond to complaints forwarded by the Committee in accordance with Council's policy and procedure.

7. MEETING PROCEDURES

Meeting Administration

1. Meetings are to be governed in accordance with the procedures stated above within this MOU. and In the event this Memorandum of Understanding MOU is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.
2. Meetings are to be held at a minimum once per quarter and no greater frequency than bi-monthly.
3. Meeting length is not to exceed 1.5 hours.
4. The Biennial General Meeting of the Committee is to occur in conjunction with at the first ordinary meeting of the Committee at the commencement of each Term of Membership.
5. A calendar of meeting dates for the following calendar year is to be determined by the Committee at its last ordinary meeting of that year and provided to Council. and published prior to the commencement of each calendar year.

Notice of Meeting, Meeting Agenda & Minutes

6. Notice of a meeting and an agenda is to be given are to be provided to the Committee members and the Councillor Representative(s) of the XXX Local District Committee at least 4 four days but not more than 14 days prior to an ordinary meeting.
7. An agenda for the meeting is to be provided to members of the XXX Local District Committee at least 4 days prior to an ordinary meeting
8. Minutes of an ordinary meeting of Committee are to be circulated to Committee members and to the Council Liaison via email sent to council@nmc.tas.gov.au as soon as practicable after the meeting, but no more than 10 working days after the meeting.
9. If the XXX Local District Committee wishes Council to investigate a matter, it must put a motion to the Northern Midlands Council for consideration as set out and formatted in Annexure A to this MOU. Any motion is to be received by Council no less than 10 days prior to the next meeting. Should the motion not be received within this timeframe, it will be held over to the following ordinary meeting of Council. The Secretary Council is to have listed in the next Council Meeting Agenda any motions reflected in the Committee's minutes.
10. The Council Liaison will and report back to the Committee the outcome of the motions; within seven days following the Council meeting.
 - a. If the Council Liaison provides secretarial support, within the next Agenda of the Committee; or
 - b. If the Committee provides its own secretariat, a copy of the meeting Minutes will be provided within 10 working days.

Quorum & Voting

11. A meeting may only take place if the Committee has quorum. A meeting quorum is a majority of the XXX Local District Committee's current membership. For example, if the total number of members is 8, the quorum is 5.
12. A decision by the XXX Local District Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chairperson is to make the final decision.

Councillor Representative

13. The Councillor Representative is an advisory role only, and The Councillor Representative is not entitled to move motions or vote on any decisions made by the Committee.
14. The Chairperson may not withhold from an attending Councillor Representative the freedom to speak at a meeting.
15. Any Councillors attending meetings who are not the appointed Councillor Representative does so as a guest only. Guest Councillors must adhere to the meeting procedures applicable to Guests and are not to address the Committee as if they were the appointed Councillor Representative.

Guests

16. Guests attending XXX Local District Committee meetings are to do so as observers only. Guests and may only participate in the meeting on invitation by the Chairperson. Guests must abide by meeting protocols.
17. Guests wishing to make a presentation or to provide comment at a meeting are to seek consent from the Chairperson and/or Secretary prior to the meeting.
18. Unless otherwise agreed by the Chairperson and/or Secretary, such presentation or comment by a guest is limited to a maximum of three minutes.

Subgroups

19. The Committee may make a recommendation to Council for endorsement to establish a special interest subgroup of the Committee.
20. Secretarial support will not be provided by Council for subgroup meetings; however, some administration assistance may be provided for projects approved by Council.
21. If required, subgroup meetings will be arranged outside of ordinary meeting times, at a time convenient to the subgroup members.

8. COMMUNICATION, INFORMATION SHARING AND CONSULTATION

9. The role of the Councillor Representative is to provide information to the Committee from the Council.
10. Minutes of the meetings of the XXX Local District Committee are to be reported included by the Council Liaison to the Council as an Information Item in the next Council meeting after the meeting of the XXX Local District Committee if provided 10 days prior to the Council meeting and if no motions require Officer investigation prior to Council consideration.
11. The Committee must not communicate on behalf of Council without prior written approval of the General Manager and must obtain approval from the General Manager of any correspondence to be sent by the Committee.
12. The Committee acknowledges that the Mayor is the official spokesperson of Council and any media or comment sought from the Committee must not be given by the Committee and must be referred to Council.
13. Any incoming (or outgoing) official correspondence received (or sent) by the Chairperson, or received on behalf of the Chairperson, in relation to the XXX Local District Committee, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council.

9. REVIEW AND EVALUATION

1. Council retains the right to review this Memorandum of Understanding at any time.



2. At the Biennial General Meeting of the ~~XXX Local District~~ Committee, ~~held at the commencement of each term of appointment,~~ the ~~XXX Local District~~ Committee is to review the provisions of this MOU Memorandum of Understanding, execute the document, ~~return a signed copy to the Council Liaison~~ and ~~suggest amendments to its content.~~

10. GRIEVANCE AND CONFLICT RESOLUTION

1. The Committee Chairperson and Council's People and Culture Business Partner will attempt to resolve any grievances or conflicts, utilising the framework and guidelines detailed in Council's Issue Resolution Policy and Procedure.
2. If there is no resolution, Council's General Manager will meet with the relevant parties and attempt to reach agreement or resolution.

11. SECRETARIAL SUPPORT & RESOURCES

1. Provision of secretarial support will be provided by Council:
 - a. ~~For meetings held on a monthly basis, during office hours (subject to officer availability); OR~~
 - b. ~~For meetings held on a bi-monthly basis, for meetings out of office hours (subject to officer availability, and that for meetings commencing at or before 6.30-6.00pm), OR~~
 - c. ~~Funds of \$2,500 in lieu of secretarial support (currently the monies are provided for projects subject to Council approval); and whether the funds are a reasonable incentive).~~
2. The Committees appointed Council Liaison Secretary will provide secretarial support for a maximum of 11 meetings per annum.

~~Secretarial support will not be provided for subgroup meetings; however, some administration assistance may be provided for approved projects.~~

3. The ~~XXX Local District~~ Committee is to opt for one of the following resources to be provided by the Northern Midlands Council:
 - ~~Secretarial assistance (meetings held in office hours) at scheduled monthly meetings, subject to availability.~~
 - OR
 - Secretarial assistance (meetings ~~held out of office hours~~ commencing at or before ~~6.30-6.00pm~~) at scheduled bi-monthly meetings, subject to availability.
 - OR
 - An annual budget allocation of \$2,500, in lieu of secretarial assistance, to be made available for projects, or secretarial support, as approved by Council.

XXX LOCAL DISTRICT COMMITTEE

CHAIRPERSON

Name:

DATE:

WITNESS:

Name:

NORTHERN MIDLANDS COUNCIL

MAYOR

DATE:

GENERAL MANAGER

DATE:

DRAFT



ANNEXURE A

DRAFT MOTION TO COUNCIL FOR COMMITTEE MINUTES

To provide clarity in motions/recommendations from the Committees, all proposed motions and the associated minutes need to contain the Five W's and H as detailed below:

- **Who:** The mover and seconder.
- **What:** What is it the mover and seconder want Council to do? The more specific the better. For example, *'That Council consider placing a park bench on the river walkway.'*
- **Where:** Where should this occur in the municipality? For example, *'The bench should ideally be placed where the walkway goes past the boat ramp, which is roughly 1km from the Victoria Square.'*
- **When:** For example, *'The Committee notes there was no budget allocation for this in 2023-24 and would like to see it included in the 2024-25 budget.'*
- **Why:** For example, *'The Committee notes this is an especially scenic part of the walkway and it's where people like to take a breather while walking as there's a climb on the walkway immediately before when heading toward Longford.'*
- **How:** For example, *'That subject to its inclusion in the 2024-25 capital works budget that the Manager Works aim to organise the works to occur before summer 2024.'*

Please include any motions in your meeting minutes as follows:

Recommendation [Number]:

Mover:

Seconder:

That it be recommended to Council that:

- a) **Council consider [details of the recommendation – one recommendation per point]**

MEETING PROCEDURES

Originated Date:	Adopted 23 September 2002 – Min. No: 379/02 (as Policy 32)
Amended Date/s:	Revised 25 January 2010 – Min. No: 15/10 (388/06) Amended 22 March 2010 – Min. No. 69/10 Amended 21 September 2015 and incorporating Recording of Meeting Policy (formerly Policy 51) – Min. No. 253/14 Amended 20 August 2018 – Min. No. 218/18 Amended 28 June 2021 – Min. No. 214/21 Amended 2023
Applicable Legislation:	<i>Local Government Act 1993</i> <i>Local Government (Meeting Procedures) Regulations 2015</i> <i>COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020</i>
Objective	The objective of this policy is to set Council meeting procedures for the following: <ol style="list-style-type: none"> 1. Public Question Time during Council meetings; 2. Public representations on planning items during Council meetings 3. Petition procedures during Council meetings; 4. Recording of Council meetings; and 5. Appointment of Council Representatives to Committees of Council, or a committee external to Council.
Administration:	Governance
Review Cycle/Date:	Every 4 years. Next review June 2027 2025.

1 INTRODUCTION

The *Local Government Act 1993* and the *Local Government (Meeting Procedures) Regulations 2015* allow for Public Question Time, Public Representations on planning items, Petitions, Recording of Council meetings and the establishment of Committees of Council. Whilst the legislation identifies how these processes can occur, there are some lower level procedures required to be set out by Council. This policy stipulates those guidelines.

This policy is to be read in conjunction with the Live Streaming of Council Meetings Policy.

2 PUBLIC QUESTION TIME

Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* relates to the provision of Public Question Time during a Council meeting. Regulation 31(7) of the Regulations stipulate that “a Council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.”

Public question time is to commence immediately after the meal break at approximately 6:45.30pm and is to be conducted in accordance with the following guidelines:

- At each Council Meeting, up to 20 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- A person seeking to ask a question must firstly identify himself or herself by stating their name and the town they reside in.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked.
- Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days. Questions should preferably be in writing and provided to the General Manager seven days prior to at the Council Meeting.
- A person is entitled to ask no more than two questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.

- Each speaker is limited to a maximum of 3 minutes.

Members of the public who would prefer not to attend the meeting, but would like to ask a question or make a representation to the Council that would normally be heard during Public Question Time, may forward their question/representation to council@nmc.tas.gov.au, which is to be received by Council before 12 noon four days (i.e. usually the Friday) preceding the meeting. Any questions/representations received will be circulated to Councillors prior to the meeting, tabled at the meeting and recorded in the minutes of the meeting.

3 REPRESENTATIONS ON PLANNING ITEMS

A maximum of four persons per item (two for and two against) will be permitted to address Council on a planning item. After the representation has been made, Councillors are permitted to ask questions of the party who made the representation.

Each speaker is limited to a maximum of 3 minutes.

4 PETITIONS

Part 6, Division 1 of the *Local Government Act 1993* refers to the presentation of a petition to Council. Council is to treat any petition received in accordance with the provisions of the *Local Government Act 1993*.

5 RECORDING OF COUNCIL MEETINGS

Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* provides for the audio recording of Council meetings.

Regulation 33(4) provides that "a Council may determine any other procedures relating to the audio recording of meetings it considers appropriate".

The purpose of In addition to the Live Streaming Policy, Council is to audio record recording meetings of Council is to assist Council officers in the preparation of minutes of proceedings.

As a result of the COVID-19 pandemic, Council meetings were closed to the general public for a period of time. During this time Council commenced uploading Council meeting recordings to the Council website in accordance with the provisions of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* and regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*. Council will continue with this practice until the COVID-19 emergency is declared at an end.

The provision of for audio recording of Council meetings in this policy:

- only applies to formal Council meetings (ordinary meetings, special meetings and Annual General meetings);
- does not apply to closed sessions of Council;
- does not apply to Committees of Council;
- the recording will not replace written minutes and a transcript of the recording will not be prepared by Council;
- the recording may be used by Council staff to assist with the preparation of the minutes and by Council during a subsequent meeting within the period that the recording is retained;
- the minutes of a meeting, once confirmed by Council, prevail over the audio recording of the meeting;
- the recording of a Council meeting published on the Council website will be removed from the website after a period of 6 months;
- the official copy of the recording of a Council meeting is to be retained by Council for at least a period of 6 months from the date of a meeting and deleted after that period has expired;
- if requested, a recording of a Council meeting to be available to Councillors at no cost within 24 hours of the meeting;
- notices advising that
 - the proceedings of the meeting are to be audio recorded; and
 - the detail relating to the recording of meetings by members of the public are to be on display at each meeting.

A member of the public may only use an audio recorder, or any other recording and/or transmitting device, to record the proceedings of a meeting of Council with the written permission of the General Manager for the express purpose proposed.

The Northern Midlands Council reserves the right to revoke such permission at any time.

Unless expressly stated otherwise, Northern Midlands Council claims copyright ownership of the content of recordings of Council meetings ("the Recordings").

The Recordings may not be uploaded, displayed, transcribed and/or reproduced without the written permission of the General Manager for the express purpose proposed.

The Northern Midlands Council reserves the right to revoke such permission at any time. Apart from uses permitted under the Copyright Act 1968, all other rights are reserved.

Requests for authorisations, including authorisations for the use of recordings, should be directed to the General Manager, 13 Smith Street, Longford TAS 7301.

6 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES OF COUNCIL AND OUTSIDE BODIES

Sections 23 and 24 of the *Local Government Act 1993* permit Council to establish Council Committees or special Committees of Council. From time to time Councillors may be invited to represent Council on committees external to Council.

With the exception of appointments made by the Council under any enactment, all representative appointments of the Council to community committees and outside bodies expire at the first Council meeting following every ordinary Council election.

At the first ordinary meeting following a Council election, Council is to appoint a Councillor representative to all Council Committees and Special Committees of Council in accordance with the following procedure:

- a list of all Council committees and special committees of Council is to be produced at the ordinary Council meeting;
- Councillors are to nominate which committee/s they wish to be a representative on;
- in the event two or more Councillors nominate for the same committee, all of those Councillors can be appointed as a representative to that committee, except where that committee specifies that there is to be only one Councillor representative, in which case the Councillors are to vote on which Councillor is to be appointed, with the nominee having the least number of votes to be eliminated and this process followed until there is one nominee remaining. In the event there is a tie, the Mayor is to have the casting vote.
- if there is a casual vacancy for a representative appointment made by Council, then the Council is to elect a replacement appointee to fill the vacancy at the earliest available meeting of the Council in accordance with the above procedure.

7 PUBLIC ATTENDANCE AT MEETINGS DURING THE COVID-19 DISEASE EMERGENCY

While COVID-19 restrictions remain in place, Council is mindful of the need to ensure community safety and compliance with regard to social distancing and limitations on the number of persons who may gather.

Attendance of the public at Council meetings will be restricted to those who wish to make representation or present a statement in person at the meeting. Preference is to be given to individuals making representations to planning applications which are subject to statutory timeframes (limit of 4 persons per item) and those making statements or representations on items listed in the Agenda for discussion (limited to 2 persons).

To ensure compliance with Council's COVID-19 Safety Plan, any person wishing to attend will be required to register their interest to attend, which is to be received by Council before 12 noon, 4 days preceding the meeting by emailing council@nmc.tas.gov.au or phoning Council on 6397 7303.

On arrival attendees will:

- be required to complete the health declaration section of their registration form to support COVID-19 tracing (in the event that it is necessary); and
- receive direction from council officers (or Council's delegate) in relation to their access to the meeting room.

Access to the Municipal Building will only be permitted until 6.45pm, at which time Public Question Time will commence.

8 REVIEW

The policy will be reviewed every four years or more frequently, if dictated by operational demands or legislative changes.

DRAFT

YOUTH

Originated Date:	Adopted 7 May 2001 – Min No. 170/01 (as Policy 24)
Amended Date/s:	Amended 23 April 2007 – Min No. 113/07 Reviewed 17 February 2014 – Min No. 42/14 Reviewed 10 April 2017 – Min. No. 123/17 Reviewed 19 August 2019 – Min. No. 235/19 Reviewed 3 July 2021
Applicable Legislation:	<i>Age Discrimination Act 2004 (Cth)</i> <i>Anti-Discrimination Act 1998 (TAS)</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Racial Discrimination Act 1975 (Cth)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Work Health & Safety Act 2012 (TAS)</i> <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i>
Objective	Council is committed to developing, supporting and promoting initiatives which positively contribute to the safety and well-being of young people, their families and the communities within the Northern Midlands municipality.
Administration:	Governance
Review Cycle/Date:	Biennial review. Next review 2023 2027.

1. SCOPE

All Northern Midlands residents aged 12-25 years (recognising there are varying needs within this age group).

This policy also applies to employees of Northern Midlands Council who have a role to play in the development, support and promotion of youth initiatives within the municipal area.

2. OUTCOMES

As defined in the Northern Midlands Council Strategic Plan 2017-2027, Council is committed to creating Caring, Healthy, Safe Communities – Awareness, education and service:

- Equal access to health, safety and community services;
- Being an advocate for equitable health, education and employment;
- Support networks for youth at risk;
- Support networks assisting victims of domestic violence;
- Foster arts and culture participation at local level;
- Ensuring all abilities sport and exercise facilities available;
- Cater for community members with disabilities.

3. ROLES OF COUNCIL

To ensure Council are working towards achieving the stated mission, they have the following roles:

- Acknowledge and promote the valuable contribution that young people make in our communities;
- Ensure that young people have access to services and activities to promote their health and well-being
- Ensure that the views and needs of young people are considered in Council activities;
- Advocate on behalf of, and with, young people;
- Provide support for youth by engaging providers such as PCYC and YMCA to facilitate recreation programs within schools across the municipality.

To support and encourage the future education and employment of youth by:

- Providing further Education Bursaries to students within the Northern Midlands who are progressing to education or training beyond Grade 10.

- Working in collaboration with schools to develop and support initiatives that promote education and employment opportunities for young people.

4. STRATEGIES

Councils Youth Strategy objectives are as follows:

- To ensure that young people's views and needs are considered in Council activities.
- To support young people to have opportunities to participate in activities that support their health and wellbeing.
- To improve access to services and programs for young people.
- To support education and employment opportunities for young people.
- To improve the capacity of communities to support young people.

For further detail pertaining to Councils Youth Strategy, please see Council's Youth Strategy Plan.

Council also regularly review their services and participation to ensure they are meeting the objectives outlined in the Youth Strategy.

NORTHERN MIDLANDS COUNCIL YOUTH STRATEGY

The 2015 the ABS Census identified that there were approximately 2225 people aged 10-24 residing in the Northern Midlands municipality comprising 17% of the total population.

In 2018 Council undertook a youth survey targeting students in schools across the municipality with 170 participants aged 10-17.

Young people surveyed identified the following as the primary issues for youth in the region:

Bullying, drugs and alcohol, mental health, violence, unemployment, homelessness, smoking, lack of things to do, lack of support, body image, personal safety.

Participants also expressed ideas about how Council may support young people in the future identifying the need for more services, programs and activities in areas of recreation, sport, improvement of access to youth support such as counselling, group programs, camps and other events.

Subsequent liaison with the schools and service providers in the Northern Midlands region has confirmed that these are issues that young people face and there is a considerable lack of service provision in the region to target these key areas.

Council has identified the following objectives to support to young people across the municipality:

Objective 1: Included Youth

To ensure that young people's views and needs are considered in Council activities

Strategies:

- Employ a Youth Officer to engage with and advocate for the needs of young people with a particular focus on ages 10-18
- Recognise and promote the valuable contribution that young people make in our communities
- Liaise with schools, community and youth support services to identify key priorities and needs for young people
- Maintain a network between Council, young people and the youth sector
- Enable young people to have their say on issues affecting them in their communities through informal consultation, engagement through schools and conducting youth related surveys
- Explore opportunity and interest in the Development and support of local youth advisory committees and their ideas/voices.
- Maintaining a youth related information section on the Council website

Objective 2: Resilient Youth

To support young people to have opportunities to participate in activities that support their mental and physical health and well-being.

Strategies:

- Support and facilitate youth specific events and programs, specifically Police and Community Youth Club, YMCA, Northern Midlands Youth Expo 2020 Mental Health and Youth Week Event, Skate Park League competitions, youth camps, Free2b Girls, Breakfast programs, to name just a few.
- Support for existing 'youth spaces' such as the skate parks in Evandale, Perth and Longford and the development of more appropriate spaces and activities for young people
- Liaise with schools to identify student well-being issues and support schools to implement strategies and programs to target these areas

Objective 3: Connected Youth

~~Improve access to services and programs for young people~~

Connecting young people to services, programs and support

Strategies:

- Liaise with service providers and schools to identify and address service gaps for young people
- Provide support to existing services to ensure these meet the needs of young people
- Engage with city-based service providers to scope their capacity to provide outreach to young people in the municipality,
- Representation on the Northern Youth Coordinating Committee
- Representation on the Northern Midlands Interagency Group

Objective 4: Supported Youth

Support education and employment opportunities for young people

Strategies:

- Liaise with schools, higher education institutions and employment service providers to support their provision of services to young people
- Provide funding and support to schools for youth focused initiatives and programs
- Provision of further education bursaries to students within the Northern Midlands who are progressing to education or training beyond Grade 10
- Support young people's participation in arts, music and cultural activities
- SPARK: schools SRC's or Student Leaders can apply to receive funding for their youth initiative projects.

Objective 5: Involved Youth

Improve the capacity of communities to support young people

Strategies:

- Work in collaboration with Police, community youth justice, service providers and the wider community to identify and support the needs of young people who are at risk.
- Support and promote programs for parents, teachers, children and youth workers.
- Provision of youth-specific information on the Council website
- Liaise with community groups and services such as service clubs, sporting clubs, charities and support agencies to encourage and maintain their capacity to support young people
- Explore opportunities for youth mentoring initiatives

TOWN ENTRANCE STATEMENT

Originated Date: Adopted 17 August 2015 Min. No: 224/15

Amended Date/s: Reviewed 14 December 2020 – Min. No. 423/20
Reviewed

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 **3 4** years. Next review **2023 2027**.

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);
- **Materials used must be frangible;**
- 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 3.4 years.

RELATED PARTY DISCLOSURE

Originated Date:	Adopted 15 May 2017 – Min No. 162/17
Amended Date/s:	Reviewed 19 August 2019 – Min No. 257/19 Reviewed
Applicable Legislation:	<i>Local Government Act 1993 (S28E)</i> <i>Audit Act 2008, Archives Act 1983</i> <i>Privacy Act 1988</i> <i>Personal Information Protection Act 2004 (PIP Act)</i> <i>Right to Information Act 2009</i>
Objective	This policy sets out the parameters of the Northern Midlands Council for setting and collecting Rates and Charges within its area
Administration:	Corporate Services
Review Cycle/Date:	Every 4 years. Next review 2023 2027 .

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ACKNOWLEDGEMENTS

This Policy was **originally** developed through a working group comprising representatives from the Tasmanian Audit Office, the Local Government Division of the Department of Premier and Cabinet, Clarence City Council and the Local Government Association of Tasmania.

SCOPE

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures* (AASB 124).

Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

Under the *Local Government Act 1993* and the *Audit Act 2008* all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

SUMMARY OF THE STANDARD

From 1 July 2016, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

The objective of the Standard is to ensure that an entity’s financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council’s related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

KEY TERMS

<i>Term</i>	<i>Meaning</i>
<i>Arm’s length terms</i>	Terms between the parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"> • neither party bearing the other any special duty or obligation, and • the parties being unrelated and uninfluenced by the other, and • each party having acted in its own interest.
<i>Close Family Member</i>	Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person’s spouse or domestic partner; and the children and dependents of that person or that person’s spouse or domestic partner.
<i>Control of an entity</i>	You control an entity if you have: <ol style="list-style-type: none"> a) power over the entity; b) exposure, or rights, to variable returns from involvement with the entity; and c) the ability to use your power over the entity to affect the amount of your returns.
<i>Declaration by KMP</i>	An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.
<i>Entities controlled by KMPs</i>	Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs. <p>You control an entity if you have:</p> <ul style="list-style-type: none"> • power over the entity; • exposure, or rights, to variable returns from involvement with the entity; and • the ability to use your power over the entity to affect the amount of your returns.
<i>Entities related to Council</i>	Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.
<i>Joint control of an entity</i>	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
<i>Key Management Personnel (KMP)</i>	Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, all aldermen or councillors, the General Manager and senior council officers as outlined in the policy.
<i>KMP Compensation</i>	All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes: <ol style="list-style-type: none"> a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees; b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;

- c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- d) termination benefits; and
- e) share-based payment.

Materiality Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

Ordinary Citizen Transactions (OCTs) Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.

Related Party of Council People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.

Related Party Transaction A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

LINKS TO OTHER LEGISLATION AND AUSTRALIAN ACCOUNTING STANDARDS

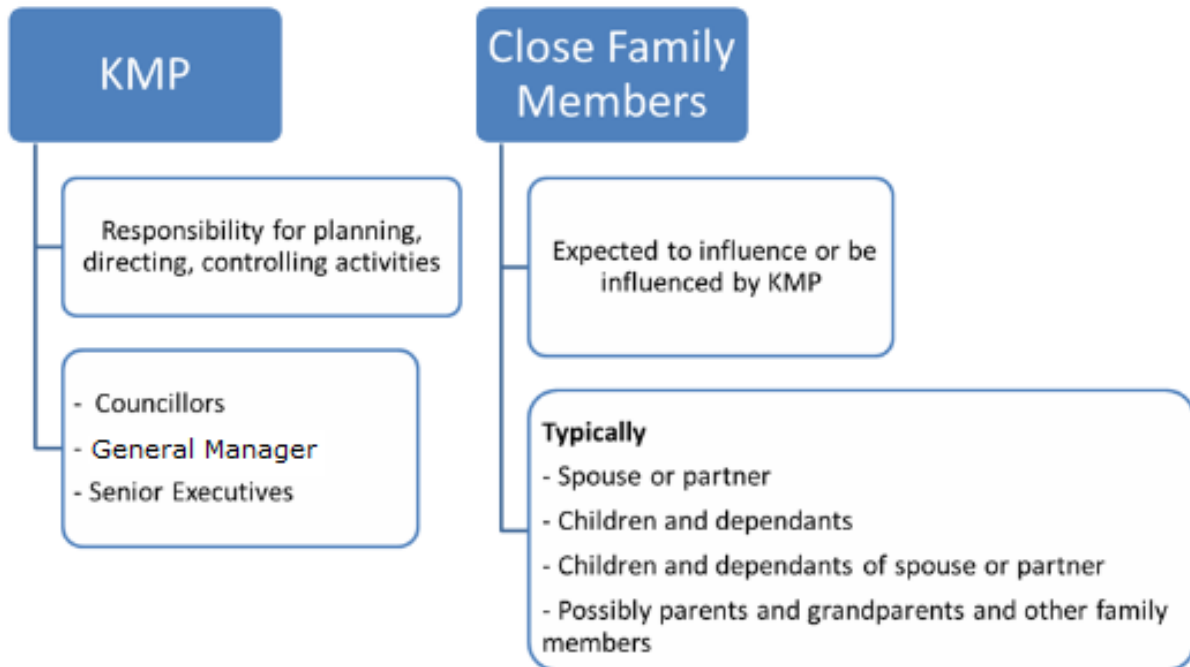
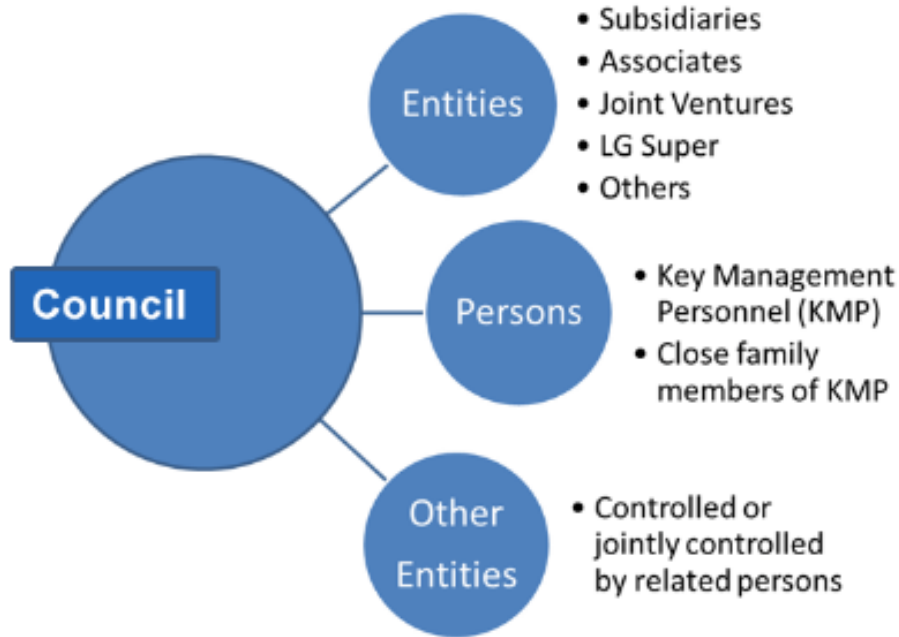
There is overlap between the requirements of AASB 124 and the interest provisions in the *Local Government Act 1993* (LGA). Beyond the provisions of AASB 124 the LGA requires certain disclosures. Council will make these disclosures separately where not adequately covered by AASB 124 disclosures.

Other legislation referred to in this policy include the *Audit Act 2008*, *Archives Act 1983*, *Privacy Act 1988*, *Personal Information Protection Act 2004* (PIP Act) and *Right to Information Act 2009*.

Other Australian Accounting Standards referred to in this policy include AASB 10 *Consolidated Financial Statements*; AASB 11 *Joint Arrangements*; AASB 128 *Investments in Associates and Joint Ventures*.

IDENTIFYING RELATED PARTIES

The following diagram gives an overview of common related parties that a council will have:



1. The General Manager will establish, review and maintain a list of Key Management Personnel for Council.
Key Management Personnel (KMP) for council are:
 - the Mayor
 - all Aldermen/Councillors
 - the General Manager
 - other senior executives (including division managers).
2. Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).
3. For the purpose of this Policy, Close Family Members includes:
 - that person's children and spouse or domestic partner;
 - children of that person's spouse or domestic partner; and
 - dependents of that person or of that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

Council may seek to ensure alignment between this declaration and the register of interests required under section 54 of the LGA.

Example for Guidance (Son of CFO employed by Council)

Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of Council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example for Guidance (Cousin of Mayor)

The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as a KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

4. It is the responsibility of General Manager to seek a declaration upon a change of KMP.
5. All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
6. It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.
7. **Register of Related Party Transactions**
 - 7.1. *Maintain a Register*
The General Manager or Corporate Services Manager is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.
 - 7.2. *Contents of Register*
The contents of the register of related party transactions must detail for each related party transaction:
 - a) the description of the related party transaction;

- b) the name of the related party;
- c) the nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential;
- e) a description of the transactional documents the subject of the related party transaction.

The General Manager or Corporate Services Manager is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

- 8. Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.
- 9. Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

COUNCIL ENTITIES AND SUBSIDIARIES

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements.

When assessing whether Council has control or joint control over an entity, Council will need to consider AASB 10 *Consolidated Financial Statements* and AASB 11 *Joint Arrangements*. AASB 128 *Investments in Associates and Joint Ventures* details the criteria for determining whether Council has significant influence over an entity.

Example for Guidance (Company that is a related party of Council)

Sunny Regional Council (SRC) owns 90% of the shares in Sunny Regional Development Pty Ltd (the company). SRC has assessed that it has control over the company. The company is therefore a related party of SRC because SRC controls it. SRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In these statements all individually significant transactions between SRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant SRC will need to disclose a qualitative and quantitative indication of their extent. SRC must also disclose the nature of its relationship with the company.

ENTITIES CONTROLLED (OR JOINTLY CONTROLLED) BY KMP OR THEIR CLOSE FAMILY

- 1. KMP will exercise their best judgement in identifying related parties.
- 2. KMP, including elected members, will carefully assess the information and examples following before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

When assessing whether or not a KMP or close member of their family controls, or jointly controls, an entity, Council will need to refer to AASB 10 *Consolidated Financial Statements* and AASB 11 *Investments in Associates and Joint Ventures*.

Example for Guidance

Mayor is the President of a local football club. The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting. From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.

Example for Guidance (Joint control)

Fred is the Mayor of Sunny Shire Council and owns 50 per cent of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50 per cent of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board. Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

RELATED PARTY DISCLOSED BY COUNCIL

1. Each year Council will declare the following related party transactions:

- 1.1. Transactions with Council subsidiaries, by transaction type.
- 1.2. KMP compensation, including:
 - short-term employee benefits;
 - post-employment benefits;
 - long-term benefits; and
 - termination benefits.
- 1.3. Transactions with other related parties, including:
 - purchases or sales of goods (finished or unfinished);
 - purchases or sales of property and other assets;
 - rendering or receiving of services;
 - leases;
 - transfers of research and development;
 - transfers under licence agreements;
 - transfers under finance arrangements (including loans and equity contributions in cash or in kind);
 - provision of guarantees or collateral;
 - commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
 - settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.
- 1.4. Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council, having regard to the following criteria:
 - the nature of the related party transaction
 - the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council)
 - whether the transaction is carried out on non-arm’s length terms
 - whether the nature of the transaction is outside normal day-to-day business operations.
- 1.5. Outstanding balances in relation to transactions with related parties, including:
 - Entities controlled by KMPs; and
 - Bad or doubtful debts in respect of amounts owed by related parties.
- 1.6. Non-monetary transactions such as use of facilities, peppercorn rents.

2. If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within seven (7) days.

3. Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.

4. For the purpose of this Policy, example of OCTs are:

Examples of OCTs

- Using a council’s public swimming pool after paying the normal fee*
- Parking fees at rates available to the general public*
- Attending council functions that are open to the public*
- Fines on normal terms and conditions*
- Visiting a council art gallery*
- Paying rates and utility charges*
- Dog registration*

Examples of transactions that are NOT OCTs

Purchases or sales of property
 Leases
 Transfers under finance arrangements (eg. Loans)
 Settlement of liabilities
 Infrastructure charges or contributions
 Purchase of goods and services, regardless of conditions
 Employee expenses of close family members of KM

Guidance note:

OCTs are generally not material transactions because of their nature, and therefore Council may wish to identify them upfront and exclude them from being recorded as a related party transaction (step 3).
 Note, however, if the OCTs were to occur on terms and conditions that are different to those offered to the general public, the volume of transactions or other qualitative factors of the transactions may become material and give rise to an audit issue if not disclosed. Care needs to be taken in identifying these types of transactions.

The list of OCTs will be reviewed periodically with updates provided to KMP.

5. The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.

Council does not have to disclose transactions that are not material. In determining materiality, the size and nature of the transaction individually and collectively will be considered and assessment will be made in consultation with the Audit Office.

6. In making disclosures in the annual financial statements Council will include:

- 6.1 Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
- 6.2 KMP compensation in total and for each of the following categories:
 - short-term employee benefits;
 - post-employment benefits;
 - other long-term benefits; and
 - termination benefits.
- 6.3 Where related party transactions have occurred:
 - the nature of the related party relationship; and
 - information about the transactions, outstanding balances and commitments, including terms and conditions.
- 6.4 Separate disclosure in aggregate for each category of related party transactions.

Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.

- 6.5 The types of transactions disclosed such as:
 - purchases or sales of goods;
 - purchases or sales of property and other assets or rendering or receiving property and other assets or rendering or receiving goods;
 - rendering or receiving of services;
 - leases;
 - guarantees given or received;
 - commitments;
 - loans and settlements of liabilities;
 - expense recognised during the period in respect of bad debts; and
 - provision for doubtful debts relating to outstanding balances.

PRIVACY AND RIGHT TO INFORMATION

Council must comply with the requirements of the *Archives Act 1983* (Tasmania), *Privacy Act 1988* (Commonwealth), *Personal Information Protection Act 2004* (Tasmania) and *Right to Information 2009* (Tasmania) in the collection, storage, management, disclosure and reporting of information.

A declaration statement from KMP is incorporated into the *Declaration of Related Party Transactions Form* (Appendix 1) to enable the disclosure and reporting of information in accordance with AASB 124. A Related Party Information Collection Notice will be provided to KMP and included in their Declarations (Appendix 2).

Guidance note:

In accordance with the PIP Act, Council cannot use personal information for purposes other than the reason it is collected, and unique identifiers cannot be assigned to an individual unless necessary to carry out required functions efficiently.

DISPUTES RESOLUTION

Disputes will be managed in accordance with Council's dispute resolution policy.

APPENDIX 2: RELATED PARTY INFORMATION COLLECTION NOTICE
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Collection Notice

RELATED PARTY TRANSACTIONS DISCLOSURE BY KEY MANAGEMENT PERSONNEL

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

PURPOSE OF COLLECTION, USE AND DISCLOSURE OF RELATED PARTY INFORMATION

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

RELATED PARTY TRANSACTIONS DECLARATION BY KEY MANAGEMENT PERSONNEL

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, councillors, General Manager and senior executives. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

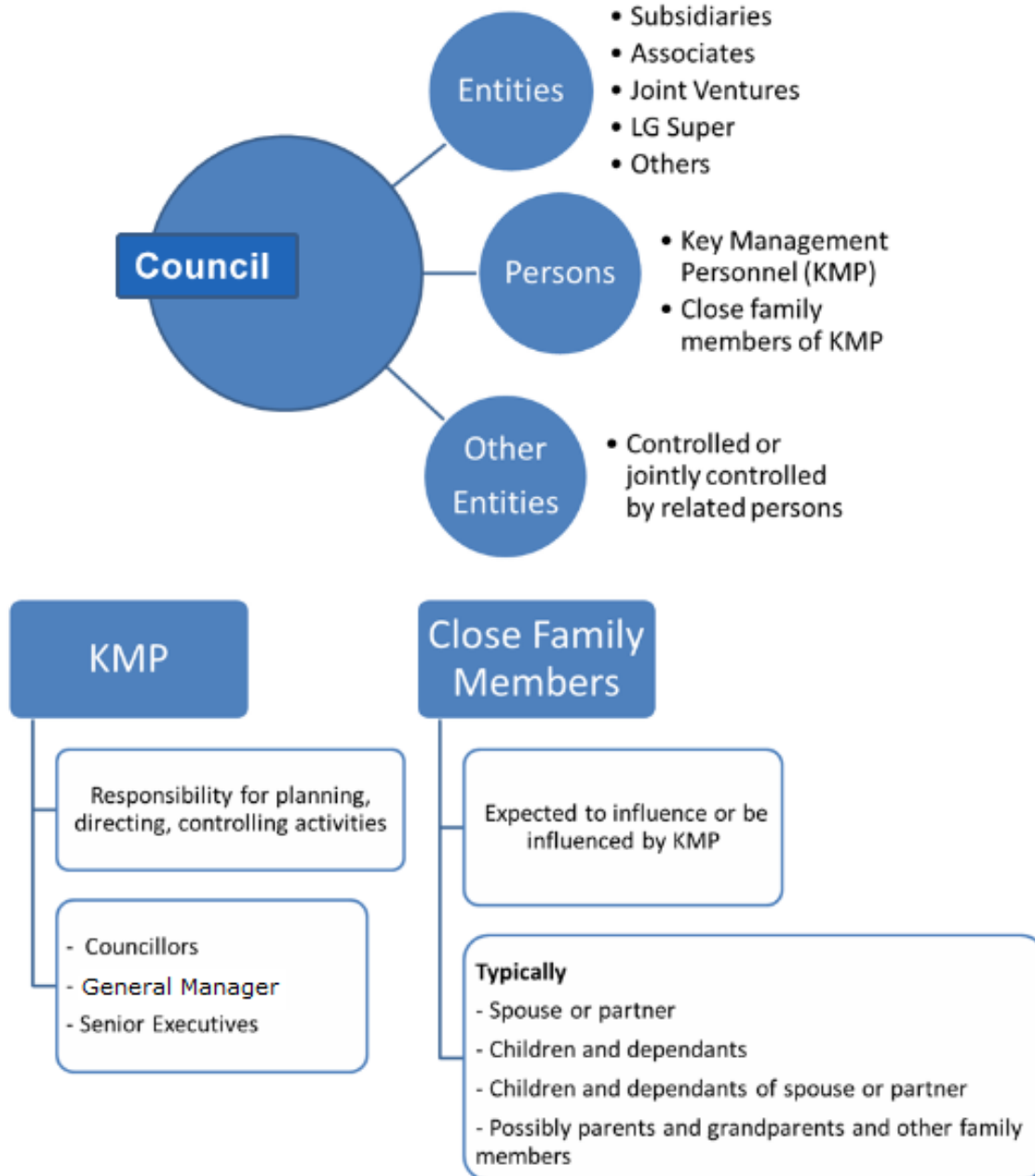
HOW WILL THE INFORMATION CAPTURED IN THE DECLARATION BE USED?

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

WHO ARE RELATED PARTIES?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council’s register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person’s children and spouse or domestic partner;
- children of that person’s spouse or domestic partner; and
- dependents of that person or that person’s spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

WHAT IS AN ENTITY THAT I, OR MY CLOSE FAMILY MEMBERS, CONTROL OR JOINTLY CONTROL?

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

For more information about Council's disclosure requirements under AASB 124 Related Party Transactions, please refer to the Council's Related Party Disclosures Policy, which can be found at www.northernmidlandscouncil.tas.gov.au

All information collected by Council is in accordance with Council's Privacy Policy and is protected by law, including the Privacy Act 1988 and the Personal Information Act 2004. Council's privacy policy can be found at www.northernmidlandscouncil.tas.gov.au

ELECTED MEMBERS PROFESSIONAL DEVELOPMENT

Originated Date:	Adopted 21 January 2019 - Min. No 009/19
Amended Date/s:	Reviewed 14 December 2020 – Min. No. 423/20 Reviewed
Applicable Legislation:	<i>Local Government Act 1993</i>
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:	2023-2027 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, including through Department of Premier and Cabinet;
- “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 Chairperson;
- (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 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
- Live Streaming of Council Meetings.

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 14 December 2020 – Min. No. 423/20
 Reviewed – Min. No. 23/.....

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 ~~2027~~ 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.

PUBLIC LIABILITY INSURANCE REQUIREMENTS FOR USE OF COUNCIL FACILITIES

Originated Date: Adopted 17 October 2016 – Min. No. 292/16

Amended Date/s: Reviewed 14 December 2020 – Min. No. 423/20
 Reviewed 18 September 2023 – 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~~ **Corporate Services**

Review Cycle/Date: Every 3-4 years. Next review 2023-2027.

INTERPRETATION

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 Broadform Liability, Class: Casual Hirers

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.

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.

REQUIREMENT TO INSURE

Any incorporated association, organisation or person hiring and/or holding an event at a Council Facility, must be covered by Public Liability Insurance for that event for a minimum amount of cover of \$20 million.

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 in accordance with Council’s Fees and Charges Schedule, subject to the terms and conditions of the policy Council’s Insurance 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, or 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

As at the date of this Policy, Council's fee structure for purchasing Public Liability 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 ~~three~~ four years.

DEALING WITH DIFFICULT CUSTOMERS

Originated Date: Adopted Date – Min No. .../...

Amended Date/s:

Applicable Legislation:

- Local Government Act 1993
- Personal Information Protection Act 2004
- Right to Information Act 2009
- Workplace Health and Safety Act 2012

Objective

To ensure that all customers are treated fairly and reasonably.
 To provide guidance, education and training as appropriate for staff and Councillors in dealing with customers.
 To ensure that Council resources are used efficiently and effectively when dealing with customers.

Administration: Governance / Corporate Services

Review Cycle/Date: 4 year review, review 2027.

1. SERVICE COMMITMENT

Council will strive to meet the needs of our customers in a professional and ethical manner with courteous and efficient service, as per Council's adopted Customer Service Charter.

2. CUSTOMERS WHO CANNOT BE SATISFIED

Customers who cannot be satisfied include members of the public or groups who:

- do not accept that Council is unable to assist them or provide any further assistance or level of service than has been provided already, and/or
- disagree with the action Council has taken in relation to their complaint or concern.

If in the opinion of the General Manager, a customer cannot be satisfied after all appropriate avenues of internal review or appeal have been exhausted and, the customer continues to write, telephone, email and/or visit Council, the General Manager may write to the customer, restate Council's position on the matter and advise that if the customer continues to contact Council regarding the matter Council may:

- Not accept any further phone calls from the customer
- Not grant any further interviews
- Require all further communication to be put in writing
- Continue to receive, read and file correspondence but only acknowledge or otherwise respond to it if:
 - a) The customer provides significant new information relating to their complaint or concern; or
 - b) The customer raises new issues which in the General Manager's opinion, warrant fresh action.

The General Manager shall advise Councillors of a person who is deemed to be a "customer who cannot be satisfied", the customer's concerns, and any proposed management strategy by Council officers.

The customer shall be given an opportunity to make representations to the General Manager about Council's proposed course of action.

If the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering any representations from the customer, advise the customer that any or all of the points above will now apply.

3. CUSTOMERS WHO MAKE UNREASONABLE DEMANDS

Customers who make unreasonable demands include members of the public whose demands on Council start to significantly and unreasonably divert Council's resources away from core functions or create an inequitable allocation of resources to other customers. Such demands may result from the amount of information requested, the nature or scale of services sought or the number of approaches seeking information, assistance or service.

If in the opinion of the General Manager, a customer is making unreasonable demands on the Council and the customer continues to write, telephone and/or visit the Council, the following actions may be taken:

- a) The General Manager may write to the customer advising them of Council's concern and request that they limit and/or focus their request and that if the customer continues to place unreasonable demands on the organisation Council may:
 - i. Not respond to any future correspondence and only take action where, in the opinion of the General Manager the correspondence raises specific, substantial and serious issues; or
 - ii. Only respond to a certain number of requests in a given period.
- b) The customer shall be given an opportunity to make representations to the General Manager about Council's proposed course of action.
- c) If the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering any representations from the customer, advise the customer that either or both of points (i) and (ii) above will now apply.
- d) The General Manager shall advise Councillors of any correspondence issued in accordance with clause 3(a).

4. CUSTOMERS WHO CONSTANTLY RAISE THE SAME ISSUE WITH DIFFERENT STAFF

If in the opinion of the General Manager, a customer is constantly raising the same issues with different staff, the following actions may be taken:

- a) The General Manager may notify the customer that:
 - Only a nominated staff member will deal with them in future
 - They must make an appointment with that person if they wish to discuss their matter; or
 - All future contact with Council must be in writing.
- b) The customer shall be given an opportunity to make representations to the General Manager about Council's proposed course of action.
- c) The General Manager shall advise Councillors of any notification issued in accordance with clause 4(a).

5. CUSTOMERS WHO ARE RUDE, AGGRESSIVE OR ABUSIVE

Rude, aggressive or abusive behaviour may include rude or otherwise vulgar noises, expressions or gestures, verbal abuse of a personal or general nature, threatening or offensive behaviour, physical violence against property or physical violence against a person.

If in the opinion of any Council personnel; rude, aggressive or abusive comments or statements are made in telephone conversations or interviews, that person shall:

- a) Warn the customer that if the behaviour continues or occurs again at any time, the conversation or interview will be terminated; and
- b) Terminate the conversation or interview thereafter if the rude, aggressive or abusive behaviour continues or occurs again at any time after a warning has been given.

Where a conversation or interview is terminated in accordance with Clause 5, the Council officer must notify the General Manager or the relevant Department Manager of the details as soon as possible.

If in the opinion of the General Manager, any correspondence to Council contains personal abuse, inflammatory statements or material clearly intended to intimidate, it will be returned to the sender and not otherwise acted upon unless it is regarded by the General Manager as being serious enough to warrant forwarding to another authority (e.g. Police).

6. GENERAL

In all of the situations referred to in this policy, adequate documentary records must be made and maintained in Council's records system.

Where the General Manager determines to limit a customer's access to Council in any of the ways specified in this policy, the General Manager will advise Councillors as soon as possible of the relevant circumstances and the action taken, and forward such advice where appropriate, to the Department of Local Government and the Ombudsman for information.

7. RIGHT TO REVIEW

If a customer believes this policy has been enacted against them unfairly, they may make a complaint to the Tasmanian Ombudsman or the Local Government Division.

8. OTHER RELEVANT POLICIES/PROCEDURES

Customer Service Charter

9. MONITORING AND REVIEW

This Policy will be reviewed every four (4) years or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

CUSTOMER SERVICE CHARTER

Originated Date: Adopted 5 May 2003 – Min. No. 156/03 (as Policy 46)

Amended Date/s: Revised 19 December 2005 – Min. No. 427/05
 Revised 21 September 2009 – Min. No. 255/09
 Revised 28 May 2012 – Min. No. 119/12
 Revised 26 May 2014 – Min. No. 118/14
 Revised 27 June 2016 – Min. No. 160/16
 Endorsed 20 July 2018 – Min. No. 217/18
 Revised 16 August 2021 – Min. No. 319/21
 Revised

Applicable Legislation: Section 339F of the *Local Government Act 1993*.
 Regulation 31 of the *Local Government (General) Regulations 2015*

Objective: To advise the service that can be expected from Council, and the procedures that can be taken if you are not satisfied with Council decisions or actions.

To provide responsive and consistent services to all members of the Northern Midlands community.
 This Customer Services Charter defines our commitment to how we serve our community and our expectations of how our community interact with us.

Administration: Corporate Services

Review Cycle/Date: Within 12 months after a Council election. Next review due before October 2027.

OUR COMMITMENT TO YOU

Council aims to provide innovative, efficient, equitable and quality service for **all** the community.

We will deal with our customers in an open, honest and courteous manner and respect their privacy at all times.

Our decision-making processes will be fair and accountable, considering the economic, environmental and social sustainability of any proposed action.

HOW WE CAN WORK TOGETHER

To ensure fast, efficient, quality service we request that our customers:

- promptly report any concerns they have to Council
- provide us with accurate information
- respond to our requests for further information as soon as possible
- treat Council Officers with respect
- make appointments to see Council officers
- respect the privacy, safety and needs of other members of the community.

COUNCIL SERVICES

To support a safe and healthy community Council offers the following services:

- Infrastructure construction and management (roads, footpaths, bridges, parks, reserves, recreation grounds, pools and halls).
- Planning and development assistance and supervision (planning, building and plumbing)
- Environmental health and public safety monitoring (food premises registration, childcare, immunisations, fire hazard abatements, animal control, emergency management)
- Promotion and support for economic development, community development and tourism.

IMPROVING OUR SERVICE

Council aims to continually improve its customer service by:

- undertaking regular customer satisfaction surveys

- listening to customer suggestions on how we can improve our services
- providing employee training
- adopting appropriate new technology.

MAKING A COMPLAINT (INCLUDING FEEDBACK)

If you are dissatisfied with a decision of Council, level or quality of service, or behaviour of an employee or agent, you are entitled to make a complaint to the Council.

Complaints should be made directly to the Manager of the Department relevant to the **complaint** matter. Please ensure your complaint identifies as simply as possible your issue, providing enough information for Council to investigate the **complaint matter**.

IN WRITING:

Via post: PO Box 156, Longford, Tasmania 7301

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

Fax: **6397 7331**

IN PERSON:

Municipal Office: 13 Smith Street, Longford

(open from 8.45 am to 4.30pm)

(if you wish to speak to a specific Council officer an appointment is required)

PHONE

Council Office -telephone number: 6397 7303

RESPONDING TO A COMPLAINT (INCLUDING FEEDBACK)

The relevant Department Manager will provide a response to your complaint:

- i) in writing, if you have lodged a written complaint; or
- ii) verbally, if your complaint was given in person or over the telephone.

Council will endeavour to respond to your complaint within twenty (20) working days. If a Councillor has submitted a complaint on your behalf we will also endeavour to respond to the Councillor within twenty (20) working days.

Sometimes it is not possible to meet this deadline, e.g. where a complaint is complex and Councillors are to be briefed on the outcome of the investigations. In these cases we will endeavour to keep the customer informed of progress.

REVIEW OF THE OUTCOME OF YOUR COMPLAINT

Experience has shown that the majority of complaints will be satisfactorily resolved by the relevant Manager. However, if you are not satisfied with the outcome of your complaint you may request a review of the complaint by Council's General Manager.

A request for a review of the complaint to the General Manager is to be in writing.

The General Manager will inform the customer of the findings on completion of an investigation.

If appropriate the relevant Manager or the General Manager may request to meet with you with a view to resolving the complaint.

- The Ombudsman located at NAB House, Level 6, 86 Collins Street, Hobart 7000.
 - Phone: Free call from landlines nationally 1800 001 170
 - Email: ombudsman@ombudsman.tas.gov.au; or
 - Write to: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001
- Local Government Division, located at Executive Building, Level 5, 15 Murray Street, Hobart
 - Phone: (03) 6232 7022
 - Email: localgovernment@dpac.tas.gov.au
 - Write to: Local Government Division, GPO Box 123, Hobart, 7001

While you are entitled to refer a complaint directly to these bodies at any time, we encourage you to allow the Council to investigate the complaint first.

PERSONAL INFORMATION PROTECTION

Council has a commitment to protection of Personal Information provided by a customer to Council in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*.

REPORTING

The General Manager is to provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993*.

AVAILABILITY

This *Customer Service Charter* is available:

- For public inspection at the Council Office during normal office hours.
- On the Council's website free of charge.
- For purchase from the Council Office.

REVIEW

This *Customer Service Charter* is to be reviewed within 12 months after a Council election in accordance with section 339F(4) of the *Local Government Act 1993*.

Northern Midlands Council Account Management Report

Income & Expenditure Summary for the Period Ended 31 August 2023 (16.7% Year Completed)

Line Item Summary Totals

	Operating Statement												% of Budget
	Governance		Corporate Services		Regulatory & Community Serv		Development Services		Works & Infrastructure Services		Total Operating Statement		
	2023/24 Budget	2023/24 Actual	2023/24 Budget	2023/24 Actual	2023/24 Budget	2023/24 Actual	2023/24 Budget	2023/24 Actual	2023/24 Budget	2023/24 Actual	2023/24 Budget	2023/24 Actual	
1 Wages	604,891	91,280	1,130,192	225,143	270,364	43,550	541,333	89,727	1,927,440	332,843	4,474,220.00	782,543.00	17.49%
2 Material & Services Expenditure	621,929	248,018	964,102	363,885	169,960	30,285	443,640	95,405	4,600,295	812,214	6,799,926.00	1,549,807.00	22.79%
3 Depreciation Expenditure	78,769	0	118,005	0	33,075	0	21,230	0	6,912,453	0	7,163,532.00	0.00	0.00%
4 Government Levies & Charges	6,422	0	976,796	10,140	3,360	0	0	0	164,700	0	1,151,278.00	10,140.00	0.88%
5 Interest Expenditure	0	0	63,900	0	0	0	0	0	0	0	63,900.00	0.00	0.00%
7 Councillors Expenditure	223,690	37,144	0	0	0	0	0	0	0	0	223,690.00	37,144.00	16.61%
9 Other Expenditure	755,525	(680,447)	548,751	563,096	299,150	99,498	10,670	7,002	131,485	48,499	1,745,581.00	37,648.00	2.16%
11 Oncost	302,445	43,579	548,185	109,282	129,631	20,593	268,167	42,652	874,742	150,339	2,123,170.00	366,445.00	17.26%
12 Internal Plant Hire/Rental	21,760	1,020	26,540	776	32,550	530	21,490	0	1,039,510	184,904	1,141,850.00	187,230.00	16.40%
13 Internal Rental/Rates	0	0	1,950	0	0	0	0	0	7,220	0	9,170.00	0.00	0.00%
10 Other Internal Transfers Expenditure	0	0	8,171,211	0	0	0	0	0	0	0	8,171,211.00	0.00	0.00%
14 Oncosts Paid - Payroll	98,109	24,682	247,327	10,509	57,444	6,148	121,532	11,536	419,214	52,784	943,626.00	105,659.00	11.20%
15 Oncost Paid - Non Payroll	136,949	27,434	297,960	60,585	68,569	10,131	154,767	28,917	601,028	102,831	1,259,273.00	229,898.00	18.26%
16 Plant Expenditure Paid	4,438	3,105	16,240	6,604	7,994	2,317	18,830	4,504	520,960	283,096	568,462.00	299,626.00	52.71%
	2,854,927	(204,185)	13,111,159	1,350,020	1,072,097	213,052	1,601,659	279,743	17,199,047	1,967,510	35,838,889.00	3,606,140.00	10.06%
17 Rate Revenue	0	0	(12,886,893)	(12,920,804)	0	0	0	0	(1,316,888)	(1,322,636)	(14,203,781.00)	(14,243,440.00)	100.28%
18 Recurrent Grant Revenue	0	0	(2,232,989)	(579,929)	0	0	0	0	(2,972,199)	(3,666)	(5,205,188.00)	(613,595.00)	11.79%
19 Fees and Charges Revenue	(128)	(401)	(1,093,999)	(242,165)	(177,138)	(149,557)	(590,855)	(200,702)	(742,366)	(200,825)	(2,604,486.00)	(793,650.00)	30.47%
21 Interest Revenue	(861,900)	63,345	(366,779)	(61,909)	0	0	0	0	0	0	(1,228,679.00)	1,436.00	-0.12%
22 Reimbursements Revenue	(2,000)	(214)	(26,400)	(276)	(8,354)	(114)	0	(6,231)	(8,443)	46,674	(45,197.00)	39,839.00	-88.15%
Interest Expenditure Reimbursed	0	0	(63,900)	0	0	0	0	0	0	0	(63,900.00)	0.00	0.00%
Oncost Recoveries - Internal Tfer	(218,129)	(42,228)	(542,751)	(119,603)	(121,431)	(12,686)	(271,786)	(48,950)	(1,059,664)	(172,555)	(2,213,761.00)	(396,022.00)	17.89%
Plant Hire Income - Internal Tfer	(10,130)	0	(26,670)	0	0	0	(43,372)	0	(1,374,500)	(210,629)	(1,454,672.00)	(210,629.00)	14.48%
10 Other Internal Transfers Income	(153,747)	0	(595,794)	0	(651,779)	0	(582,878)	(11,384)	(6,716,283)	0	(8,700,481.00)	(11,384.00)	0.13%
23 Other Revenue	(468,000)	0	(17,404)	(1,023)	(313)	(1,008)	0	0	(40,058)	(7,099)	(525,775.00)	(9,130.00)	1.74%
	(1,714,034)	20,502	(17,853,579)	(13,925,709)	(959,015)	(163,365)	(1,488,891)	(267,267)	(14,230,401)	(1,900,736)	(36,245,920.00)	(16,236,575.00)	44.80%
Underlying (Surplus) / Deficit Before	1,140,893	(183,683)	(4,742,420)	(12,575,689)	113,082	49,687	112,768	12,476	2,968,646	66,774	(407,031)	(12,630,435)	
20 Gain on sale of Fixed Assets	0	0	0	0	0	0	0	0	0	0	0	0	
6 Loss on Sale of Fixed Assets	0	0	0	0	0	0	0	0	401,388	0	401,388	0	
Net Loss On Disposal of Fixed Assets	0	0	0	0	0	0	0	0	401,388	0	401,388	0	
Underlying (Surplus) / Deficit	1,140,893	(183,683)	(4,742,420)	(12,575,689)	113,082	49,687	112,768	12,476	3,370,034	66,774	(5,643)	(12,630,435)	
Capital Grant Revenue	0	0	0	0	(50,000)	0	0	0	(7,177,321)	(1,604,687)	(7,227,321)	(1,604,687)	
Subdivider & Capital Contributions	0	0	0	0	0	0	0	0	(362,067)	0	(362,067)	0	
	0	0	0	0	(50,000)	0	0	0	(7,539,388)	(1,604,687)	(7,589,388)	(1,604,687)	
Operating (Surplus) / Deficit	1,140,893	(183,683)	(4,742,420)	(12,575,689)	63,082	49,687	112,768	12,476	(4,169,354)	(1,537,913)	(7,595,031)	(14,235,122)	

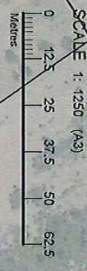
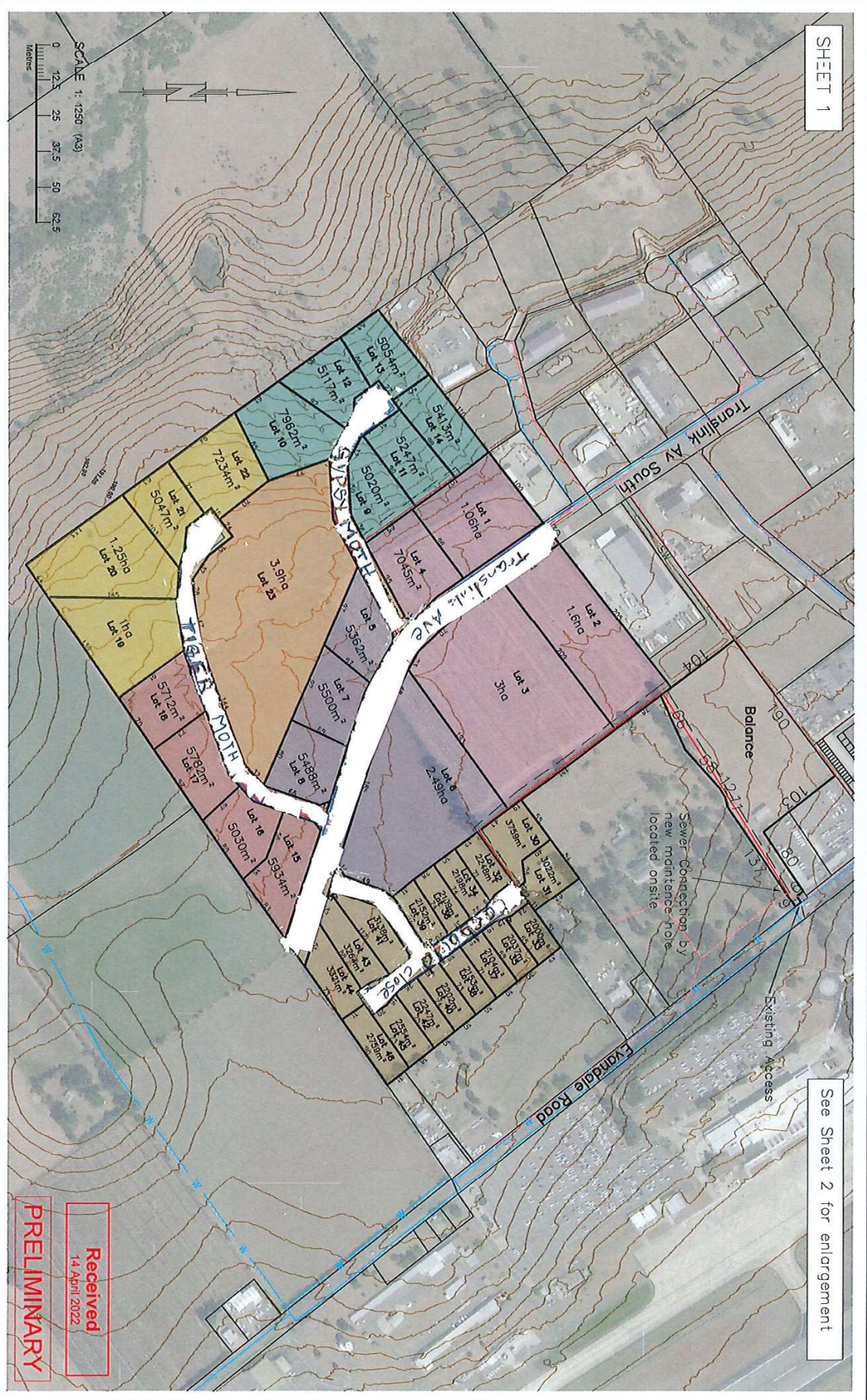
Northern Midlands Council Account Management Report			Annual	YTD	Annual	Scheduled and Actual Works by Month												
			Budget	Actual	Budget	Actual Expenditure	Scheduled Work											
2023/24 for year to 30 June 2024			\$	\$	\$	Spent %												
						B/fwd	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Capital Expenditure - Governance																		
Fleet, Plant & Equipment, Land and Buildings																		
700009	Fleet - F9 Pool Vehicle		20,000	-														
700183	Fleet - F183 Pool Vehicle		30,000	-														
788609.15			-	-														
			50,000	-														
Capital Expenditure - Corporate Services																		
Equipment & Buildings - Corporate Services																		
700020	Fleet - F20 Child Care Van		-	39,885	0%													
715300	Corp - Computer System Upgrade		325,863	256	0%													
715300.5	Corp - Council Chamber audio upgrade incl live		100,000	-	0%													
791105	Cry Child Care Centre Internal Painting		10,000	-	0%													
791110	Pth - Child Care Centre Fore Street Preliminaries		-	1,907	0%													
791111	Pth - Child Care Centre Fore Street Construction Contract		-	1,778	0%													
791112	Pth - Child Care Centre Fore Street Furniture & Fittings		-	-	0%													
	Total Equipment & Buildings - Corporate Services		435,863	43,826	10%													
			435,863	43,826	10%													
Capital Expenditure - Regulatory and Community and Development Services																		
Fleet, Plant & Equipment																		
700002	Fleet - F2 Pool Vehicle		32,000	-	0%													
700006	Fleet - F6 Pool Vehicle		20,000	-	0%													
700004	Fleet - F4 Development		20,000	-	0%													
	Total Fleet, Plant & Equipment		72,000	-														
	Total Capital Expenditure - Regulatory and Community Services		72,000	-	0%													
Capital Expenditure - Works Department																		
Fleet, Plant & Depot																		
700003	Fleet - F3 Forks Supervisor		-	45,091	0%													
700005	Fleet - F5 Works Manager Vehicle		-	-	0%													
700023	Fleet - F23 Utility Litter & Garbage Collection		-	-	0%													
700023	Fleet - F33 Yard Truck		-	120,003	0%													
700042	Fleet - F42 Truck 6 Yard		-	120,003	0%													
700051	Fleet - F51 Backhoe		170,000	-	0%													
700064	Fleet - F64 Tractor		100,000	-	0%													
700069	Fleet - F69 Compactor Truck		250,000	-	0%													
700131	Fleet - F131 Mower Trailer		15,000	-	0%													
700146	Fleet - F146 Water Tanker		30,000	-	0%													
700179	Fleet - F179 Building Management and Maintenance		25,000	-	0%													
700180	Fleet - F180 Depot Pool Utility Vehicle		30,000	-	0%													
700199	Fleet - F199 Vehicle Hoist Longford Depot		12,000	-	0%													
715320	Works - Purchase Small Plant		40,000	1,080	3%													
720200	Works - Longford Depot Improvements		50,000	998	2%													
720201	Works - Ctown Depot Improvements		50,000	-	0%													
	Total Fleet, Plant & Depot		772,000	287,175	37%													
All Areas - Street Tree program																		
707814	BUDGET ONLY NO ORDERS All Areas - Street Tree Program		-	-	0%													
	Total All Areas - Street Tree program		-	-	0%													
All Areas - Town Entrance Landscape/Beautification																		
707855	BUDGET ONLY NO ORDERS All Areas - Town Entrance Landscaping/Beautification		-	-	0%													
707899	BUDGET ONLY NO ORDERS All Areas - Signage Projects		20,000	-	0%													
	Total All Areas - Town Entrance Landscape/Beautification		20,000	-	0%													
All Areas - Street Furniture																		
715255	BUDGET ONLY NO ORDERS All Areas - Street Furniture		90,000	85	0%													
715255.11	Avoca - Street Furniture Seat Purchase and Installation		-	-	0%													
715255.12	Lfd - Park Furniture Seat Purchase and Installation Cairns Park		-	-	0%													
715255.13	Ctown - Street Furniture Seat Purchase and Installation Queen St		-	-	0%													
715255.14	Ross - Street Furniture Seat Purchase and Installation Church St		-	-	0%													
715256.3	Cry - Bartholemew Park Swing Set Installation		-	-	0%													
	Total All Areas - Street Furniture		90,000	85	0%													
Recreation																		
707740	Pth - Rec Ground Cricket Net Extention & Fence		80,000	-	0%													
707937	Lfd - Rec Ground Scoreboard and Entrance Improve		-	10,900	0%													
707978	Evan - Morven Park Oval Topdressing		20,000	-	0%													
	Total Recreation		100,000	10,900	11%													
Cressy Recreation Ground Redevelopment																		
707923	Cry - Recreation Ground Building Redevelopment		-	243	0%													
707923.5	Cry - Recreation Ground Building Redevelopment Stage 2 BBQ Shelter		-	23,163	0%													
707923.6	Cry - Recreation Ground Cricket Net upgrade		-	7,668	0%													
707926.7	Cry - Recreation Ground Carpark area and dump point		115,000	20,972														
	Total Cressy Recreation Ground Redevelopment		115,000	52,046	45%													
Other Recreation Projects																		
707717	Lfd - Rec Ground Training Oval Place fill and Formation		35,000	-	0%													
707717.5	Lfd - Rec Ground Training Oval Fencing		20,000	-	0%													
707758	Lfd - Caravan Park Amenities Improvement		450,000	-	0%													
707801	All Areas - Private Power Pole Replacement		20,000	-	0%													
707835	Lfd - Recreation Ground and Little Athletics Topdressing		15,000	-	0%													
707876	Pth Recreation Ground Topdressing		25,000	-	0%													
707889	BUDGET ONLY NO ORDERS All Areas - Playground Shelters		20,000	-	0%													
707924	Cry - Pool Solar Blanket Replacement		50,000	-	0%													
708042	Pth - Train Park Play Equipment Upgrades		150,000	2,482	2%													
708045	Lfd - Road Safety Park St Georges Square		20,000	-	0%													
708049	Lfd - Railway Bridge Pillar Restoration Project		50,000	-	0%													
708056	Ross - Mens Shed Building Upgrades		210,000	-	0%													
708058	Bishopsbourne - Community Centre Electric BBQ, History board & Church		-	301	0%													
708060	Cry - Macquarie Street River Reserve Fencing Carpark and Picnic Tables		17,000	-	0%													
708061	Ctown - King St Oval Security Cameras		5,000	-	0%													
708063	Evan - Pioneer Park Play Equipment and Masterplan Upgrades		250,000	-	0%													
708064	Lfd - Tannery Road Boom Gate Replacement		-	4,910	0%													

788659	Clown - Stormwater East Street William St south - rock drain against rail line	100,000	-	0%																
788660	Lfd - Stormwater Carins Street, Union to end, instal low flow pipes and v-pits, resh	30,000	150	1%																
788661	Pth - Stormwater CCTV West Perth	60,000	-	0%																
788662	Pth - Stormwater - Frederick Street, Cromwell to Napoleon, Realign open drain an	50,000	-	0%																
788663	Pth - Stormwater Perth Recreation Ground northern side drainage	30,000	145	0%																
Total Urban Stormwater Drainage		665,000	38,433	6%																
Total Capital - Works Department		19,777,452	1,420,913	7%																
Total Capital Works All Departments		20,335,315	1,464,739	7%																

Exhibited

SHEET 1

See Sheet 2 for enlargement



<p>Owners Ardene Richardson, Ailsa Bain, Denise Wilson & Elsie Jones</p>	<p>7th References F.R. 1437712</p>	<p>Council Northern Midland Council</p>	<p>Planning scheme Northern Midland Interim Planning Scheme 2013</p>	<p>Zone General Industrial/ Translink Industrial</p>	<p>Zone Codes TULIT PVI LD INDUSTRIAL SUBDIVISION Exandale Road, Western Junction PLAN OF SUBDIVISION</p>	<p>Datum GDA94 MGASS</p>	<p>Schedule of Examinations (Existing measurements to be retained unless noted otherwise) As shown</p>	<p>3203 Blandford Drive Laurstonville, Tauranga, 7026 Surveyor: Michael Dillmore Deceased & Children Phone: +61 6 334 3099 Email: pdainfo@pdasurveyors.com.au</p>	<p>Scale 1:5000 (A3)</p>																																																																																			
<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>REASON</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>2</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>3</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>4</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>5</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>6</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>7</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>8</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>9</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>10</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>11</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>12</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>13</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>14</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>15</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>16</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>17</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>18</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>19</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> <tr> <td>20</td> <td>14 APR 2022</td> <td>JOB WARDEN</td> <td>ISSUED FOR PUBLIC COMMENT</td> </tr> </tbody> </table>	NO.	DATE	BY	REASON	1	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	2	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	3	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	4	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	5	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	6	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	7	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	8	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	9	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	10	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	11	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	12	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	13	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	14	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	15	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	16	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	17	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	18	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	19	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	20	14 APR 2022	JOB WARDEN	ISSUED FOR PUBLIC COMMENT	<p>This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.</p>							<p>48238 PA 01 066</p>
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Received
14 April 2022
PRELIMINARY

Evandale History Society (Inc)

Evandale History Society (Inc)
18 High Street Evandale Tasmania 2712
Email: society@iinet.net.au

24 August 2023

The General Manager
Northern Midlands Council
13 Smith Street
Longford Tasmania 7310
(council@nmc.tas.gov.au)

Dear Mr Jennings,

I have been asked to write to you on behalf of the Evandale History Society concerning the issue of above-ground power in the Evandale Historic Precinct. The matter was recently discussed by the members of the Society who were unanimous in their view that the residents of Evandale have waited far too long for the ugly arrangement of power poles and suspended power lines to be replaced by underground power. The current arrangement greatly detracts from the historic street-scape and would almost certainly not be acceptable in any new development. If the Northern Midlands Council is genuinely concerned about maintaining and enhancing the historic nature of the Northern Midlands then something needs to be done about the current unsightly arrangement. I note that there is a reference to putting the power underground in High Street and Russell Street in the Budget. However, the proposal is unfunded and relies on an external grant. Given the issue has been alive since at least the amalgamation of the Evandale Council into the Northern Midlands this is not good enough. The proposal needs a guaranteed funding source.

The Society urges the Council, to take action to relocate power from above-ground to underground as soon as possible. While a phased approach may be required to spread expenditure – the entire historic precinct including Murray, Macquarie, Collins, Barclay and Arthur Streets should be included.

Members of the Society are happy to discuss the issue with you or other members of the Council staff should you wish.

Kind regards



Bob Strachan
Secretary