

Policy Name:	Donations
Originated Date:	Adopted 12 February 2001 – Min. No. 59/01 (as Policy 28)
Amended Date/s:	Reviewed 21 September 2009 – Min. No. 255/09 Reviewed 21 February 2011 – Min. No. 40/11 Reviewed 17 February 2014 - Min. No. 47/14
Applicable Legislation:	Section 77 of the Local Government Act 1993 (Details of any grant made or benefit provided are to be included in the Annual Report of Council).
ECM Reference:	44/001/001
Objective	Guidelines to ensure consistency in the granting of donations by Council.

The donations policy is to be implemented within the allocation provided in the annual budget. Any additional expenditure to be specifically authorised by Council.

To gain consistency when considering requests for donations, the following guidelines are proposed:

a) NON-PROFIT/WELFARE/COMMUNITY GROUPS

The Mayor or General Manager be authorised to grant donations of an amount not exceeding \$125 in any one case for any recognised welfare, community service group or individual he/she may consider worthy of support.

Groups who conduct annual appeals will not be given donations by Council as residents have an opportunity to donate on an individual basis.

b) YOUTH, AGED AND DISABLED

The following groups are to be allocated annual donations:

♦ Longford Care-a-car	\$ 1,040
♦ Longford Volunteer Support Group/Senior Citizens	\$ 520
♦ Northern Midlands Helping Hand Association	\$ 1,040
♦ Chaplaincy Service primary schools	\$ 780
♦ Chaplaincy Service high/primary schools	\$ 1,560
♦ Crime Stoppers	\$ 520

c) EDUCATION

School leaver achievement award donations to schools within the Northern Midlands Council area upon request:

♦ Secondary Schools	\$ 67
♦ Primary Schools	\$ 36

d) **SPORT & RECREATION ACHIEVEMENTS**

Individuals or teams of the Northern Midlands Council area who achieve representation for Tasmania in national or international events of amateur status be given a donation upon request as follows:

♦ Individual	- National	\$ 62
	- International	\$ 125
♦ Teams	- National	\$ 125
	- International	\$ 250

Where possible, all payments be made to the individual participants rather than the sporting or recreational organisations to ensure the proper recognition of the Council's assistance to the municipal resident.

Only one application per individual /organisation per year will be considered. (additional line)

e) **WASTE TRANSFER STATION FEES**

Community groups can apply for reimbursement of tip fees where the work performed is to the benefit of the community to a maximum cost of \$312. The rubbish must be sorted for recycling purposes where possible.

f) **POLICY REVIEW**

The donation amounts be reviewed in accordance with the Hobart Consumer Price Index every 3 years, and the policy be reviewed every 3 years.

Policy Name:	Business Credit Cards Policy & Procedure
Originated Date:	Adopted 19 March 2012 – Min. No. 73/12 (as Policy 63)
Amended Date/s:	Revised 12 December 2016 – Min. No. 359/16
Applicable Legislation:	
ECM Reference:	44/001/001
Objective	To provide a work environment which aims to ensure the health, safety, respect and productivity of all employees

1. SCOPE

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

2. ELIGIBILITY

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

3. LIMITS

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

4. CONDITIONS OF USE

- 4.1 The Business Credit Card cannot be used:
 - 4.1.1 For purchasing fuel for Council or privately owned vehicles. (See Section below concerning Fuel Purchases).
 - 4.1.2 To obtain cash advances.
 - 4.1.3 For expenses other than those incurred by the assigned officer named on the Card or on behalf of another staff member.
 - 4.2 The Business Credit Card is to be used only for official Northern Midlands Council business and not personal expenses. Charging personal transactions to Business Cards is not acceptable under any circumstances. Cardholder transactions will be scrutinised to ensure compliance with this policy.
 - 4.3 Infractions of the conditions of this Policy will result in cancellation of the card and withdrawal of Business Credit Card privileges.
 - 4.4 Breaching of this policy can lead to disciplinary action against the staff member concerned. In all cases of misuse, the Northern Midlands Council reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorising the Northern Midlands Council to recover from their salary any amount incorrectly claimed.
 - 4.5 Cardholders may not use their Business Credit Card to obtain cash advances from banks, building societies, credit unions nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveller's cheques and electronic cash transfers.
- ### **5. FUEL PURCHASES**
- 5.1 Fuel for Council owned vehicles must be purchased using a Caltex Fuel card and not the Business Credit Card.
 - 5.2 An exception to the above rule is where the vehicle is at risk of running out of fuel and there is no Caltex Service Station available. In this case, the Business Credit Card

may be used to purchase fuel from a non-Caltex service station.

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

6. MONTHLY BUSINESS CARD STATEMENTS

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

7. CARDHOLDER RESPONSIBILITIES

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

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

of public funds. Improper or unauthorised use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination from the Northern Midlands Council.

- 7.7 Cardholders are responsible for ensuring that their purchases meet the Northern Midlands Council's purchasing criteria outlined in the Northern Midlands Council's Procurement Policy.

8. MANAGEMENT AND SUPERVISORY RESPONSIBILITIES

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

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

9. RECORDS MANAGEMENT

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

10. AUDIT

- 10.1 Audit of cardholder purchases will occur by the General Manager on a monthly basis as part of the approval process for purchases.
- 10.2 The Council retain the right to query any purchases and investigate those that are deemed inappropriate with business use.



**NORTHERN
MIDLANDS
COUNCIL**

Acceptance of Business Credit Card

I acknowledge receipt of one (1) Commonwealth Bank Business Credit Card, and that I have read and understood the Northern Midlands Council's Policy and Procedures document relating to the use of Business Credit Cards.

Name:

Date:

Signature:

Please return this completed form to the Corporate Services Manager.

Name of Issuing Officer:

Title of Issuing Officer:

Signature of Issuing Officer:

Policy Name:	Cemeteries Policy
Originated Date:	Adopted 20 January 2014 – Min. No. 13/14 (as Policy 71)
Amended Date/s:	
Applicable Legislation:	<i>Local Government Act 1993</i>
ECM Reference:	44/001/001
Objective	To control and manage cemeteries in the Northern Midlands municipal area, which are managed by the Northern Midlands Council.

1. PURPOSE

This policy applies to all cemeteries managed by the Northern Midlands Council.

The policy makes provision for the day to day running of the business of the cemetery. It deals with funerals, registration, graves, monuments, plaques, vases, handling of floral tributes and behaviour in cemetery grounds. It is in the public interest that there is a standard documented approach to dealing with funerals, graves, etc. which is open to public scrutiny.

Further, it is in the public interest that cemeteries remain a peaceful place in which families and friends can pay their respects.

Issues in the policy relating to appropriate qualifications of tradespersons are included so as to ensure a standard of workmanship that is in the interests of public safety.

2. DEFINITIONS

In this policy, unless a different intention appears:

Authorised Officer: includes the General Manager, the Works Manager, an employee of the Council who is employed in association with the work of a cemetery and a member of the Tasmania Police;

Cemetery: means the area set aside for burials, memorials, landscaping, roads, paths, together with all buildings and structures;

Council: means the Northern Midlands Council;

Council Medical Officer of Health: means the person appointed by Council holding the position of Council Medical Officer of Health;

Funeral: means the procession and service for burial or cremation;

Grave site: means any burial place formed in the ground in the cemetery by excavation;

Plaque: means a metal casting, etching, or engraving, approved by the Manager and placed as a memorial to the deceased;

Private Site: means a grave site for which an exclusive right of burial has been granted and upon which a monument or plaque can be erected;

- Manager:* means the person holding the position of General Manager of the Northern Midlands Council or any person lawfully working under that person or at their direction;
- Monument:* includes any concrete, granite, marble, stone or metal structure or plaque erected or placed on a grave site in memory or in honour of a deceased person;
- Standard Plaque:* means a bronze plaque ordered through and supplied by Council;
- Standard Plinth:* means a plinth ordered through and supplied by Council;
- Vault:* means a burial chamber constructed of brick work, stone work or other masonry material.

3. FUNERALS

3.1 Managerial approval

A funeral must not be held at a cemetery under the control of the Council without the approval of the Manager.

3.2 Register of Burials (including placement of Ashes)

The Council is to maintain:

- 3.2.1 a register for burials and placement of ashes, and
- 3.2.2 a plan of each cemetery.

3.3 Details in Register of Burials

The General Manager is to ensure that details are entered in the register in respect of each burial as well as placement of ashes, in the cemetery in accordance with the particulars furnished in each Order for Burial together with:

- 3.3.1 the number, location and depth of the grave (as well as the site of the placement of the ashes); and
- 3.3.2 a record of the number of persons, if any, who have previously been buried, or ashes deposited, at the site.

3.4 Days on which funerals can be held

A person must not conduct a funeral at a cemetery on a Saturday afternoon, Sunday or public holiday without prior approval of the General Manager unless, the Council Medical Officer of Health certifies that it is necessary for it to be conducted for reasons of public health.

Penalty: a fine not exceeding 5 penalty units.

3.5 Times for funerals

3.5.1 A funeral may be conducted at a cemetery between 9.00 am and 3.00 pm on weekdays. All other times to be approved by the Manager.

3.5.2 All times other than during the period in clause 3.5.1 (above), to be approved by the Manager.

3.6 Request for burial

3.6.1 A request for a burial from the funeral director or other person conducting the service, must be lodged with the Manager, in the case of a burial, not less than seven (7) working hours before the burial.

3.6.2 Otherwise than with the approval of the Manager, any person lodging an order for burial as provided in clause 3.6.1 (above) must, at the time of lodging the order, give to the Manager on a form approved by the Council, full written details of:

3.6.2.1 name, sex, age and date of death of the deceased;

3.6.2.2 the last known home address of the deceased;

3.6.2.3 whether the deceased was suffering from an infectious disease at the time of death; and

3.6.2.4 such other matters as the Council may legally require.

4. REGISTRATION

4.1 Details given orally

An applicant for a burial may notify the Manager that a burial is required and, with the approval of the Manager, provide the written details prescribed in Clause 3.6.2 (above) at a later date.

5. GRAVES

5.1 Digging of Graves

5.1.1 The Council will dig all ordinary graves.

5.1.2 Any arrangements for the digging of graves other than as provided in clause 5.1.1 will require approval of the Manager.

5.2 Location of grave site

The Manager shall determine the location of any grave site.

5.3 Minimum Grave depths

5.3.1 A burial will not be permitted unless the minimum cover of earth over the coffin is 1 metre 220 mm from the lowest part of the ground surrounding the grave, except as provided by clause 5.3.3 (below) or at least 2 metres in the case of a grave intended for a double burial.

5.3.2 The burial of a child under the age of ten years will be permitted only when the grave is excavated to a minimum depth of 1 metre 220 mm from the lowest part

of the ground surrounding the grave.

- 5.3.3 If, when the grave is excavated, the minimum cover cannot be provided, as an alternative concrete may, on payment of the fee prescribed by the Council, be used on the formula of 50 mm of concrete being the equivalent of 310 mm of earth.

5.4 Placement of Ashes

- 5.4.1 The cremated remains of a person may be placed in a niche wall following the approval given by an authorised officer.
- 5.4.2 Removal of ashes shall be made only by a Council employee.
- 5.4.3 All plaques shall be placed or removed by a Council employee.

5.5 Re-opening a grave

- 5.5.1 An ordinary grave may be re-opened and used for a second burial at any time after the first burial:
- 5.5.1.1 if the grave is contained in ground that has been excavated in accordance with clause 5.3.1 (above) for a double burial, and
- 5.5.1.2 provided that, upon re-opening a layer of earth, not less than 0.3 metres in thickness is left undisturbed above the previously buried coffin.
- 5.5.2 If upon re-opening a grave soil is found to be offensive, the soil shall be replaced immediately and that grave shall not be re-used.
- 5.5.3 Unless a warrant has been obtained, no person shall upon the re-opening of a grave remove any human remains.
- 5.5.4 A second burial shall not be permitted in any grave, unless there is room for at least 1-2 metres in depth of earth from the top of the coffin to the level of the lowest part of the surface of the ground occupied by the grave.

6. MONUMENTS

6.1 Erection of Monuments

- 6.1.1 A person shall not construct or erect any structure in a cemetery except with the written approval of an authorised officer.
- 6.1.2 An application for the approval under clause 6.1.1 (above) shall be accompanied by a sketch or plan of the structure to be constructed or erected showing measurements and particulars of the materials proposed to be used.
- 6.1.3 In areas set aside as a "niche wall" or "rose garden", only the standard plinth and standard plaque provided by Council shall be permitted (plaque size – 133mm x 143mm).

6.2 Temporary Memorial

The Council may enter into an agreement with any person to provide, erect and maintain a wooden cross as a temporary memorial for a period not exceeding two (2) years from the date of any burial.

6.3 Repair of monuments, vaults, graves or fences

6.3.1 An owner of any monument, vault, grave, or fence must keep the same in good repair and proper condition at their own expense.

Penalty: a fine not exceeding 3 penalty units.

6.3.2 If the owner fails to keep any monument, vault, grave, or fence in proper repair, or if the terms and conditions upon which permission to erect or construct it or the provisions of this policy have not been complied with, the Council may take down and remove that monument or other erection or do any other work it considers necessary.

6.4 Headstones in limited monumental lawn cemetery

6.4.1 The maximum allowable dimensions for a headstone in a limited monumental lawn cemetery are 900mm wide, 400mm high and 150mm deep – no structures are to encroach on to the area that is maintained by Council.

6.4.2 Receptacles for floral tributes must be provided within the dimensions in clause 6.4.1 (above).

6.5 Joint Monuments

6.5.1 A joint monument is permissible for side by side graves if it meets the allowable height and depth dimensions specified in clause 6.4.1 (above).

6.5.2 The width of a joint monument must not exceed that of individual monuments for the same number of graves.

6.6 Structures not permitted

6.6.1 A person must not construct or erect in the cemetery any catacomb or wooden structure, other than a wooden cross erected under clause 6.2 (above).

Penalty: a fine not exceeding 10 penalty units.

6.6.2 Council may remove any structure that does not comply with this Policy.

6.7 Fences

A fence erected must be of metal construction and must not exceed 760 mm in height.

Penalty: a fine not exceeding 4 penalty units.

7. CONSTRUCTION

7.1 Construction

A person must not erect a monument in a cemetery unless that person is, in the opinion of the Manager, either a qualified monumental mason or a person who is sufficiently experienced in carrying on such work.

Penalty: a fine not exceeding 5 penalty units.

7.2 Times of Construction

A person must not carry on any monumental mason's work at the cemetery on a public holiday or otherwise than between 8.00am and 4.30pm on weekdays.

Penalty: a fine not exceeding 4 penalty units.

7.3 Standard of Construction

Any structure to be erected in the cemetery will not be authorised by the Manager unless the proposed structure conforms to any relevant Australian Standards.

7.4 Grave Numbers

The grave site number, in accordance with the Council plan of the cemetery, must be marked on the base of every monument so as to be clearly visible from the foot of the grave.

7.5 Construction Equipment

A person erecting a monument, headstone, wall, railing or memorial of any description must not place any plant, equipment, or surplus materials on any adjoining grave or ground, unless authorised by the Manager.

Penalty: a fine not exceeding 2 penalty units.

7.6 Construction Debris

A person responsible for construction work on a grave site must remove all stones, refuse, and rubbish remaining after construction work is completed and must leave the area clean and tidy.

Penalty: a fine not exceeding 2 penalty units.

8. PLAQUES, VASES AND FLORAL TRIBUTES

8.1 Standard plaques and vases

All plaques and vases must meet the requisite standard as determined by Council.

8.2 Affixing of plaques

All plaques must be affixed or removed by an employee of Council or an officer authorised by Council.

8.3 Number of Vases

A person can only place, in a lawn cemetery, vases on either side of the headstone located on the concrete plinth (maximum 2).

Penalty: a fine not exceeding 1 penalty unit.

8.4 Floral Tributes

Floral tributes placed on a grave may be displayed for a maximum of seven (7) days from the time of the funeral, after which they may be removed and disposed of by an authorised officer.

9. BEHAVIOUR IN CEMETERIES

9.1 Planting of trees, shrubs or plants prohibited

A person must not plant a tree, shrub or plant in any ground in a cemetery without the consent of the Manager.

Penalty: a fine not exceeding 2 penalty units.

9.2 Animals

9.2.1 Except as provided by clause 9.2.2 (below), a person must not possess, or have under their control, an animal in a cemetery.

Penalty: a fine not exceeding 5 penalty units.

9.2.2 This clause does not apply to guide dogs for the blind.

9.3 Disorderly conduct

A person must not:

- (i) be intoxicated; or
- (ii) use indecent and/or offensive language; or
- (iii) act in a disorderly way

in a cemetery.

Penalty: a fine not exceeding 5 penalty units.

9.4 Committing a nuisance

A person must not obstruct, hinder or annoy any member of the public in a cemetery.

Penalty: a fine not exceeding 5 penalty units.

9.5 Damage to objects placed on grave sites

A person, other than an authorised officer, must not remove, damage or interfere with any flowers, plants or other objects placed on or in any grave site.

Penalty: a fine not exceeding 5 penalty units

9.6 Damage to graves, monuments etc.

A person must not write on, cut, mark, paint on or disfigure any grave, monument, building, fence, niche wall, rose garden placement, tree or any other thing in a cemetery.

Penalty: a fine not exceeding 5 penalty units

9.7 Distribution of Advertising Material

A person must not in a cemetery distribute or arrange to be distributed or affix to any Council property any advertisement, book, card, notice, pamphlet, print, paper or placard.

Penalty: a fine not exceeding 5 penalty units.

9.8 Conducting a trade or business

A person must not carry on any trade or business within a cemetery unless authorised by the Council.

Penalty: a fine not exceeding 5 penalty units.

9.9 Damage to Council property

A person must not remove or damage or interfere with Council property in a cemetery.

Penalty: a fine not exceeding 5 penalty units.

9.10 Driving of Vehicles

9.10.1 A person, other than an authorised officer, must not drive a vehicle in a cemetery except:

- (i) on roads, paths or tracks provided for vehicles; and
- (ii) at a safe speed not in excess of 10 kilometres an hour; and
- (iii) when observing and complying with any directional signs and the directions of an authorised officer.

Penalty: a fine not exceeding 5 penalty units.

9.10.2 This clause does not apply to vehicles owned or operated by an emergency service.

9.11 Use of Bicycles etc.

A person must not ride, drive or use any small wheeled vehicle including bicycle, tricycle, skateboard, in-line skates, scooter or roller skates or other vehicle in a cemetery except on roads, paths or tracks provided for this type of traffic.

Penalty: a fine not exceeding 5 penalty units.

10. ENFORCEMENT

10.1 Removal from area

10.1.1 An authorised officer may remove any person from a cemetery if the person commits an offence against this policy or is reasonably believed by the authorised officer to be offending against this policy.

10.1.2 A police officer may assist an authorised officer to remove the person if an authorised officer who is an employee of the Council reasonably believes that the

person is offending against this policy.

- 10.1.3 A police officer may arrest a person whom an authorised officer reasonably believes is offending against this policy.

10.2 The execution of work

10.2.1 The Manager may require that work be executed or a thing be done by a person who has committed an offence under this policy within the periods and in the manner directed by the Manager or by an authorised officer.

10.2.2 The Manager or an authorised officer may direct that the work be done only by a person with the appropriate qualifications.

10.2.3 Council may carry out the work at the person's cost if the person directed to do work under this clause defaults.

10.2.4 A payment made under this clause is to be in addition to a penalty imposed under this policy.

10.3 Infringement notices

10.3.1 An authorised officer may:

10.3.1.1 issue an infringement notice to a person that the authorised officer has reason to believe is guilty of a specified offence;

10.3.1.2 issue one infringement notice in respect of more than one specified offence;

10.3.1.3 impose a monetary penalty for the specified offence in respect of which the infringement notice is issued.

10.3.2 Infringement notices may be issued in respect of the offences specified in the Schedule to this Policy and the penalty specified being payable under an infringement notice issued in respect of that offence.

10.3.3 The value of a penalty unit is as determined by the Tasmanian Department of Justice and applies to an infringement notice issued under this Policy and in accordance with Council's fees and charges.

10.4 Monies payable to council and recoverable as a debt

All monies payable to the Council or General Manager in respect of an infringement notice are a debt due to the council and recoverable at law.

SCHEDULE 1: CEMETERIES POLICY – INFRINGEMENT NOTICE OFFENCES

CLAUSE	GENERAL DESCRIPTION OF OFFENCE	PENALTY (Penalty Units)
6.3	Failure to keep monument in good repair	3
6.6	Construct any catacomb or wooden structure	10
6.7	Erect fence contrary to Council policy	4
7.1	Erect monument if unqualified	5
7.2	Carry out monumental mason's work outside permitted times	4
7.5	Place construction equipment etc. on adjoining grave or ground without authority	2
7.6	Failure to leave area in a clean and tidy condition following construction work at grave site	2
8.3	Place vases contrary to Council policy	1
9.1	Plant trees, shrubs or plants without authority	2
9.2	Have animal, other than guide dog, at cemetery	5
9.3	Be intoxicated or behave contrary to Council policy	5
9.4	Commit nuisance by obstructing, hindering or annoying member of public	5
9.5	Remove, damage or interfere with objects placed on grave site	5
9.6	Mark or disfigure grave or other thing	5
9.7	Distribute advertising material	5
9.8	Carry on trade or business without authority	5
9.9	Remove or damage Council property	5
9.10	Drive vehicle contrary to Council policy	5
9.11	Ride bicycle, use skates, skateboard etc other than on designated roads, paths or tracks	5

Policy Name:	Festivals, Events & Promotions
Originated Date:	Adopted 13 March 2000 – Min. No. 120/00 (as Policy 23)
Amended Date/s:	Reviewed 21 January 2013 – Min. No. 13/13
Applicable Legislation:	Section 77 of the <i>Local Government Act 1993</i>
ECM Reference:	44/001/001
Objective	<p>To establish a policy relating to the allocation of assistance to Festivals, Events and Promotions that:</p> <ul style="list-style-type: none"> • Increase the well-being of residents • Attract economic benefits through growth in the number and length of stay of visitors <p>Promote the establishment of industry related business activity and employment opportunities for residents.</p>

1. GENERAL

- 1.1 Assistance to be made available from the General Rate Account for the program.
- 1.2 Assistance may be “in kind” or grant, or a combination of these methods.
- 1.3 Council to give notice by advertisements in at least the Examiner and on the website of opening and closing dates for applications. Closing dates will generally be 31 March and 30 September.
- 1.4 Applications shall provide such information as Council requires including:
 - 1.4.1 Copy of Articles of Association and/or their Constitution
 - 1.4.2 Project Budget and copies of appropriate insurance policies
 - 1.4.3 Copy of Organisation Balance Sheet as at 30 June in preceding year
 - 1.4.4 ABN number if the organisation is registered for the Goods & Services Tax (GST) system.

2. ELIGIBLE EVENTS

The Council will consider requests for assistance by community, sporting and non-profit organisations holding major festivals, events or promotions in the Northern Midlands.

Major festivals, events and promotions are defined as significant events that are the only one of their kind in the Northern Midlands in any one year, and attract significant numbers of people to the event (generally in excess of 2,000) and/or attract significant media coverage for the Northern Midlands.

3. ELIGIBLE ORGANISATIONS

Any community group, organisation or club that is legally incorporated or operating under the auspices of an incorporated body. The organisation must hold and produce evidence of public liability cover for the event.

4. ELIGIBLE ASSISTANCE

In-kind support includes provision of such items as wheelie-bins, barricades, photocopying paper and provision of services such as preparation of fliers, delivery and collection of bins, erection of barricades and advertising of street closures. The cost to Council of any in-kind assistance approved will be calculated and costed against the application.

Requests for direct financial assistance may be considered e.g. by an organisation in the south of the municipal area where it is impractical for photocopying to be done at the Council Chambers in Longford and therefore application is made for funds to cover photocopying expenses incurred locally.

The maximum allocation to an event is \$1,500 (excl. GST), except in the case of a major new event which can be eligible for a one-off seeding grant of up to \$3,000 (excl. GST).

Assistance will not be provided for money already spent on events previously held.

Only one application per organisation for each funding round will be considered by Council.

5. PRIORITIES

The funding available is limited. Priority will be given to events that:

- Have a significant benefit for a wide range of Northern Midlands residents and businesses
- Are unique within the Northern Midlands
- If profit making, put the funds back into the community, preferably through community projects that will benefit a wide cross-section of the community.
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6. APPLICATIONS

Applicants are requested to complete the application form in its entirety, and return the completed form by the due date to:

The General Manager
Northern Midlands Council
PO Box 156
LONGFORD TAS 7301

Organisations seeking clarification when completing the form are welcome to contact Council's Customer Service Team on telephone number 63 977 303.

7. POLICY OUTCOMES

The outcomes of this policy will be to:

- Meet the needs of residents and visitors for enjoyment, sport, recreation, art and

culture

- Promote healthy lifestyles of residents through participation in events
- Provide a great place to live where residents are provided with both free and paid entertainment of a standard that meets or exceeds their expectations
- Improve residents and visitors understanding of the cultural diversity of the Northern Midlands
- Increase the number and length of stay of visitors to the Heritage Highway area
- Maintain a vibrant and dynamic calendar which encourages cutting edge events
- Improve the economic development of the Northern Midlands area.

8. ASSESSMENT CRITERIA

The assessment criteria for funding under this policy will include:

- The potential for significant impact on the local economy and on the number and length of stay of visitors
- Financial viability and the potential to be self supporting
- The event must not clash with or be in conflict with an existing significant event
- Whether the applicant group has the community support and financial and organisational skills necessary to carry out the project.

All applications received will be referred to Council who will determine which event, festival or promotion will be assisted, and to what extent.

Applicants will be notified of the outcome of Council's deliberations.

9. POST-EVENT EVALUATION

An evaluation of the project by the Organising Committee is a pre-requisite to continued funding.

Policy Name:	Assistance to Community, Sporting & Non-Profit Organisations
Originated Date:	Adopted 25 July 1994-Minute No 283/94 (as Policy 6)
Amended Date/s:	Amended 11 March 1996 - Minute No 86/96 Amended 13 March 2000 – Min No 115/00 Amended 12 February 2001 – Min No 057/01 Amended 17 September 2012 – Min No 244/12
Applicable Legislation:	<i>Local Government Act 1993 – section 77.</i>
EMC Reference:	44/001/001
Objective	To establish a policy relating to the allocation of assistance to: <ul style="list-style-type: none"> (i) Community/sporting organisations towards special or capital works for the improvement/benefit of Council/Community owned assets (ii) Non-profit organisations for improvements to facilities

GENERAL

- (a) Assistance be made available from the General Rate for the year following the year of application for assistance in the construction or redevelopment of assets associated with community/sporting and non-profit organisations
- (b) Assistance may be "in kind", a grant, or a combination of these methods. Assistance is generally up to \$5,000 (**excl GST**) for improvements of council owned or controlled assets and \$1,000 (**excl GST**) for non-council projects, and total annual budget allocation is approximately 0.5 percent of rate revenue.
- (c) Council to give public notice for applications by advertisements in at least the Examiner, and Country Courier, on website, and by issuing notice to Council facility Management committees within the municipal area of opening and closing dates. Closing dates will be generally 31 March each year.
- (d) Applications shall provide such information as Council requires, but including:
 - i) Project budget, where applicable, and copies of appropriate insurance policies
 - ii) Copy of Organisational Balance Sheet as at 30 June in preceding year
 - iii) ABN number if the organisation is registered for the Goods & Services Tax (GST) system
- (e) Once applications have been received an acknowledgement will be sent.
- (f) Council will determine which projects will be funded and to what amount.

OUTCOMES

The outcomes of this policy will be to:

- ◆ meet a clearly demonstrated need
- ◆ compliment but not duplicate other locally available services
- ◆ encourage projects that are accessible to individuals living within the municipal area
- ◆ encourage the involvement of volunteers

ASSESSMENT CRITERIA

The assessment criteria for funding under this policy will include:

- ◆ the demonstration of a benefit to the community
- ◆ the attempt to meet an unmet community need
- ◆ involvement of volunteers to assist with funding of project.

ELIGIBILITY

Any community group, sporting organisation or non-profit organisation whose capital works or equipment project satisfies the guidelines outlined is eligible to apply for assistance.

Grants are not normally given for projects or equipment for which there is a more appropriate funding source.

Only one application per organisation per round will be considered by Council.

GUIDELINES

- ◆ The project must have a clearly stated purpose and a practical plan for achieving this purpose.
- ◆ The project must be in response to a clearly demonstrated need, and must be appropriate to that need.
- ◆ The project may complement but not duplicate other locally available services.
- ◆ The project should be accessible/applicable to all individuals living in the municipal area.
- ◆ The project should encourage the involvement of volunteers where appropriate.
- ◆ A written quote must accompany each application.
- ◆ It is expected that some efforts will have been made towards fund-raising activities to offset the costs of the project.

Assistance may be given to eligible applicants for:

- ◆ Material costs for minor capital works.
- ◆ Equipment costs for establishing new projects.

Assistance will not be given for money already spent.

Funds are to be expended within 12 months of allocation.

Applications must be completed on the prescribed form.

PRIORITIES

With the limited funds available priority will be given to projects that:

- ◆ Demonstrate benefit to the community, particularly to a range of age groups and those who may be disadvantaged.
- ◆ Attempt to meet an unmet community need.
- ◆ Have no other sources for funding.
- ◆ The amount requested does not exceed half the total project cost.
- ◆ Improve Council-owned/controlled assets.