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Section 28ZK (7) of the *Local Government Act 1993* requires that any person who receives a determination report must keep the determination report confidential until the report is included within an item on the agenda for a meeting of the relevant council. Failure to do so may result in a fine of up to 50 penalty units.

*Local Government Act 1993*

**INVESTIGATING PANEL DETERMINATION REPORT  
NORTHERN MIDLANDS COUNCIL CODE OF CONDUCT**

**Complaint brought by Councillor (Cr) Paul Terrett against Cr Alison Andrews**

**Investigating Panel**

- Jill Taylor (Chairperson)
- Sharyn von Bertouch (Local Government Member)
- Nick Heath (Legal Member)

Date of Determination: **24 October 2025**

Content Manager Reference: C38205

**Summary of the complaint**

A code of conduct complaint was submitted by Cr Paul Terrett to the General Manager of the Northern Midlands Council on 15 April 2025. Cr Terrett alleged that Cr Alison Andrews breached Parts 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, and 2.6 (a) and (b) of the *Local Government (Code of Conduct) Order 2024* (the Code).

The breaches were alleged to have occurred at meetings of the Northern Midlands Council held on 20 January 2025, 17 February 2025 and 17 March 2025. Cr Terrett alleged that Cr Andrews failed to declare a conflict of interest in relation to agenda items pertaining to existing and proposed Longford flood maps at each of those meetings. Cr Terrett contended that Cr Andrews should have declared an interest in the agenda items as she is the owner of a property that has the potential to be impacted under a proposed flood map submitted by the SES. Furthermore, Cr Terrett alleged that Cr Andrews did not bring an open and unbiased mind to Council discussions.

In her response to the complaint, Cr Andrews refuted Cr Terrett's claim saying that she had made statements at two of the Council meetings to the effect that she did not have a conflict of interest. Cr Andrews also claimed that Cr Terrett had made no attempt to resolve this issue with her before he lodged his complaint.

The relevant Parts of the Code Cr Andrews was alleged to have breached are -

***Part 1 – Decision Making***

- 2 *A councillor must make decisions free from personal bias or prejudgment in the course of the councillor's duties.*

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**Part 2 – Conflicts of interest that are not pecuniary**

- 1 *A councillor in carrying out the councillor's public duty must not be unduly influenced, nor be seen to be unduly influenced by personal or private interests that the councillor may have.*
- 2 *A councillor must act openly and honestly in the public interest.*
- 3 *A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meetings of the council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the council.*
- 4 *A councillor must act in good faith and exercise reasonable judgement to determine whether the councillor has an actual, potential or perceived conflict of interest.*
- 5 *A councillor must avoid and withdraw from positions of conflict of interest as far as reasonably possible.*
- 6 *A councillor who has an actual, potential, perceived conflict of interest in a matter before the council must –*
  - a) *declare the conflict of interest before discussion on the matter begins; and*
  - b) *act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to leave the room during any council discussion and remain out of the room until the matter is decided by the council.*

**Initial assessment**

Following receipt of the complaint, the Executive Officer of the Code of Conduct Panel appointed Mr David Palmer to conduct an initial assessment of the complaint in accordance with section 28ZA of the *Local Government Act 1993*. Having assessed the complaint, the Initial Assessor determined that the whole complaint should be investigated and determined by the Investigating Panel.

The complainant, respondent councillor and the General Manager were notified of the outcome of the initial assessment by letter dated 10 June 2025.

**Investigation**

The Investigating Panel was convened to investigate and determine the complaint in accordance with section 28L of the Act.

The Panel had regard to the Local Government (Code of Conduct) Order 2024 as well as the following documents that were presented as evidence.

- The complaint by Councillor Terrett submitted under cover of statutory declaration dated 11 April 2025 (PDF attachments – 87 pages)
- Cr Andrews' response to the complaint, submitted under cover of a statutory declaration dated 17 July 2025 (PDF attachments – six pages)



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- Letter to the General Manager, Northern Midlands Council dated 24 July 2025 seeking further information
- Response from General Manager dated 26 August 2025 with 4 attachments:
  - o Red map dated 4 August 2025
  - o Blue map dated 2 August 2025
  - o Flood brochure
  - o Flood inundation map.

### Hearing

As per section 28ZH of the Act, a hearing was held on 2 October 2025 at the Memorial Hall in Longford. All Panel members, Cr Terrett, Cr Andrews as well as Cr Terrett's support person, Mr Jason Horton, attended in person.

At the commencement of the hearing, the Chairperson read a preamble outlining how the hearing would be conducted and the process to be followed at the conclusion of the hearing.

Cr Andrews took an oath, and Cr Terrett made an affirmation, both attesting to the truth of their evidence.

Cr Terrett was provided the opportunity to speak to his complaint. However, Cr Terrett said there was nothing further he wished to add at that stage, accepting that the Panel had received and considered his complaint together with the attachments.

The Panel asked Cr Terrett what he understood by non-pecuniary conflict of interest to which he replied that there would be no financial gain or loss. He added that he wasn't in any position to say this was the case for Cr Andrews who had indicated that her insurance premiums had already increased.

When asked by the Panel why he did not try to resolve the issue with Cr Andrews, Cr Terrett said he did not believe he had the right to tell another councillor what to do. He added that after the January 2025 meeting, he sent an email to the General Manager regarding the possibility of some councillors having a conflict of interest in the proposed flood mapping agenda item, which he copied to all his fellow councillors, that included Cr Andrews.

Cr Terrett confirmed that Council's disputes resolution policy was approved at the March 2025 meeting but added that it was not circulated until May 2025. Cr Terrett said that the policy contained a requirement for a disputes resolution officer to be appointed, and he had pursued the status of this with the General Manager on several occasions.

In responding to a request for information from the Panel, the General Manager advised that there was no such position but rather the General Manager would appoint a person to undertake this role, depending on circumstances. Cr Terrett agreed that eventually the General Manager had advised him of this as well. Cr Terrett told the hearing that he would have some qualms about going to the General Manager seeking dispute resolution, inferring he had no confidence in the General Manager. The Panel asked Cr Terrett whether there had been any training for councillors in dispute resolution. Cr Terrett said no and added training for councillors across the board was very limited.

Cr Andrews was then invited to ask questions of Cr Terrett relating to his oral evidence. Cr Andrews asked Cr Terrett why his perception of the dispute resolution process is different to other councillors. Cr Terrett answered saying he considered it a very important process but was not confident that it was being taken seriously by Council.

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Cr Andrews was then provided with the opportunity to respond to Cr Terrett's complaint. Cr Andrews commenced by saying she felt Cr Terrett had lodged the complaint "*to intimidate her*." She said this was the second complaint Cr Terrett had made against her. Cr Andrews alleged that he was not being honest by saying he had made every effort to resolve the matter before lodging the complaint. In his complaint statement, Cr Terrett said that he had made her aware of her conflict of interest, but Cr Andrews said that he had not. She added that there had never been a conversation between them regarding this matter. When questioned further by Cr Andrews, Cr Terrett said that he was referring to the email to the General Manager copied to all councillors. Cr Andrews said that she does not make a habit of reading emails sent to the General Manager even though she may be copied into them. This was the case with the email Cr Terrett sent to the General Manager in early February 2025.

Cr Andrews then read from a prepared statement. Effectively she was adamant that she did not have a conflict of interest stating that it was irrelevant and of no consequence to her whether her property was included in a flood map in the future. Cr Andrews stated that it was up to the individual councillor to determine whether they had a conflict of interest, and she decided that she did not.

Cr Andrews provided a lengthy account of her family history in the Longford area pointing to occasions when family properties were flooded. She provided an account of the rivers around the district and what historically happened to cause flooding. Cr Andrews said that she had a commitment to live in the family home for the remainder of her life and accepted that the area was subject to flooding and there may be insurance increases which she was prepared to bear. Cr Andrews told the hearing that she understood "*the spirit of the town in which she grew up in*".

Cr Andrews said it was unlikely that the proposed flood map would be approved as the modelling undertaken by the SES had deficiencies as it did not take into account the existence of the levee.

The Panel asked Cr Andrews what she understood as a non-pecuniary interest. Cr Andrews provided an ambiguous response to the question. The Panel referred to the previous complaint, (C31745) lodged by Cr Terrett against her which found she had breached the code relating to a conflict of interest. In that instance no sanction was applied considering that she was a relatively new councillor, she had apologised and undertook to make herself more familiar with the requirements of Part 2 (Conflict of Interest). The Panel asked Cr Andrews what action she took to familiarise herself with Part 2 of the Code. Cr Andrews replied by saying she had viewed the local government module adding that she now understood conflict of interest.

The Panel then questioned Cr Andrews about the three maps that had been entered in evidence. Cr Andrews and Cr Terrett agreed that the first map showed Cr Andrews house inside the flood zone, the second map of 2007 showed it outside and the third map (the proposed SES map) showed it back inside the flood zone. When the Panel questioned Cr Andrews if she thought a reasonable person would perceive a conflict of interest as her property could be subject to inclusion in a future flood map; she disagreed.

When asked if she agreed that a councillor is required to exercise good faith and reasonable judgement and whether she does this, Cr Andrews said she complies with this requirement which leads her to making sound decisions.

In his complaint, Cr Terrett alleged that Cr Andrews had a bias in relation to her participating in the debates about Longford flood mapping. When the Panel asked Cr Andrews to respond to this allegation, she explained that in her career as a journalist there was always a

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need to approach topics with an open mind. Cr Andrews said that she has continued to apply this approach as a councillor.

Cr Andrews was asked at what point did she become aware that the draft SES flood plan was flawed. Cr Andrews replied that it was at a Council meeting, clarifying that it was the January 2025 meeting.

When offered the opportunity to ask questions of Cr Andrews, Cr Terrett started by saying in no way had he intended to intimidate or disrespect Cr Andrews. Cr Terrett then asked Cr Andrews outside of Council, how often does he speak to her. Cr Andrews said very rarely but always at the Council local district committee meetings.

In summation, Cr Terrett said he appreciates Cr Andrews has a long history in the town, but this should have heightened her understanding of declaring a conflict of interest, even if she has a commitment to remain in her home.

In summarising her response to Cr Terrett's complaint, Cr Andrews said that she is aware of where she lives and the risks involved which may never come to fruition. She added that in any event it would make no difference to where she will continue to live, stating again that meant she did not have a conflict of interest.

Upon examining the written evidence and taking into account the oral evidence of both Cr Terrett and Cr Andrews at the hearing, the Panel concluded that each had a different view regarding a conflict of interest. However, when applying the test of reasonableness, the Panel concluded that Cr Andrews did have a conflict of interest. The more she spoke about her connection to her family history and the family home it became obvious that a reasonable person would perceive a conflict. However, she continued to contend that she did not have a conflict of interest.

The Panel acknowledges that elected members, particularly in small communities, often must deal with a range of community-based issues. However, it is when an agenda item becomes linked to personal circumstances then the elected member must consider the perception of a conflict of interest by members of the community.

Whilst Cr Terrett stated that he had taken steps to resolve the matter with Cr Andrews, in the Panel's view an email to the General Manager which was copied to all councillors could be seen as a "lack lustre" attempt. Possibly if the General Manager had replied to Cr Terrett suggesting that he discuss the matter with her, this complaint may not have transpired.

**Determination**

The Panel upholds Cr Terrett's complaint that Cr Andrews breached Parts 1.2, 2.1, 2.4, 2.5 and 2.6 (a) and (b) and dismisses Parts 2.2 and 2.3.

**Reasons for determination**

There were three meetings of the Northern Midlands Council held on 20 January 2025, 17 February 2025 and 17 March 2025 where Longford flood mapping was listed as an agenda item. At the January 2025 meeting whilst there was some discussion, a decision was deferred. At the subsequent February 2025 meeting Cr Andrews acknowledged that her property was identified in the proposed flood map but insisted that she did not have a conflict to declare. Nor did she declare a conflict at the March 2025 meeting.

Cr Andrews' continual denial that she may be perceived as biased in her decision-making or had any conflict in relation to this agenda item leads the Panel to conclude that she does not

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understand the meaning of bias or a non-pecuniary conflict of interest and as such determine that she has breached the Code.

The Panel notes that the evidence from both Cr Terrett and Cr Andrews that the Council had undertaken very limited (if any) training on the law and principles of good decision making, including bias, pecuniary interest and conflicts of interest. Regular and ongoing training and awareness on these issues is essential for a council to perform effectively and more importantly to instil confidence in the community with respect to the council's decision-making processes.

**Part 1.2**

Cr Andrews told the Panel that in her former occupation as a journalist she approached her tasks with an open and unbiased mind and that she did the same as a councillor.

The Panel is mindful of the legal principles of bias as stated in the Supreme Court decision of *Zeeman J in R v West Coast Council; ex parte Strahan Motor Inn* (1995) 4 TasR 411, where His Honour said (at page 421):

*Of relevance is the way in which local councils are elected. Councillors are representatives of their community and elected by and from that community. It may be expected that they will support particular views as to what is in the best interests of the community and often they will have strong personal views as to what ought to occur in the community. In one sense they may be expected to hold views which may be described as being biased. Councillors may be expected to hold particular views as to how they would wish their community to develop and to discharge their duties as councillors by reference to those views....Mere fixed views as to particular matters ...even if strongly expressed... ought not of themselves be seen as a disqualifying factor*

However, His Honour continued (at page 425) to state that the essential requirement for decision-making is to have an open mind. The *Local Government Good Governance Guide for Local Government in Tasmania* (at page 54) expands on this principle and states that councillors 'must not have predetermined the matter or be perceived as having predetermined the matter before hearing all sides or reviewing all relevant information'.

The Panel is concerned that the community may perceive that Cr Andrews' decision making would be influenced by reason of her owning property in an area that is the subject of a report before the Council. In other words, by not declaring a conflict of interest and leaving the meeting, it is open for a reasonable person to conclude that Cr Andrews may have predetermined or have a closed mind on the matter before the Council. The Panel upholds this part of the complaint.

**Part 2.1**

The key segment of this part is the requirement that a councillor must not 'be seen to be unduly influenced by personal or private interests'. In the Panel's view Cr Andrews' place of residence had the potential to be impacted by the proposed SES flood map and as such a reasonable person would perceive a conflict. The Panel upholds this part of the complaint.

**Part 2.2**

This part of the code requires that an elected member must act openly and honestly in the public interest. Whilst the Panel has determined that Cr Andrews did have a conflict of interest it acknowledges that she was open and honest in presenting her reasons at the Council meetings. The Panel dismisses this part of the complaint.

**OFFICIAL****Part 2.3**

Whilst Cr Andrews did not arrive at the decision she had a conflict of interest; she complied with the principles of transparency and honesty in providing a detailed account of why she did not consider she had a conflict of interest. The Panel dismisses this part of the complaint.

**Part 2.4**

This part of the code requires an elected member to exercise reasonable judgement in the consideration of an actual, potential or perceived conflict of interest. Cr Andrews reasoning that she did not have a conflict of interest stemmed from her family's history in the area and her commitment to spend her remaining years in the family home. She had a closed mind to the prospect that a reasonable person would perceive she had a conflict and that prevented her from exercising reasonable judgement. The Panel upholds this part of the complaint.

**Part 2.5**

Cr Andrews gave reasons for her view that she did not have a conflict of interest but in the Panel's view those reasons were misplaced. This resulted in Cr Andrews remaining present at the meetings during debate on the flood mapping item. The Panel upholds this part of the complaint.

**Part 2.6 (a) and (b)**

It is the Panel's view based on evidence before it, that a reasonable person would conclude that Cr Andrews did have a conflict of interest. However, Cr Andrews did not perceive this and remained present at each of the three meetings where the flood mapping of the Longford area was an agenda item for discussion. The Panel upholds this part of the complaint.

**Sanction**

Section 28ZI (2) states that –

*If the code of conduct complaint or part of it is upheld, the investigating Panel for the complaint may impose one or more of the following sanctions on the councillor against whom the complaint is made:*

- (a) a caution;*
- (b) a reprimand;*
- (c) a requirement to apologise to the complainant or other person affected by the contravention of the code of conduct;*
- (d) a requirement to attend counselling or a training course;*
- (e) a suspension from performing and exercising the functions and powers of his or her office as a councillor for a period not exceeding 3 months.*

On 7 October 2025 the Panel invited Cr Andrews to submit a statement within 14 days to advise what, if any, sanction should be imposed. To provide a context for her consideration in making a submission the Panel provided a high-level summary of its findings.

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On 13 October 2025, Cr Andrews responded by stating that does not believe that she is “guilty” and not offering an opinion on sanction.

The Panel met on 17 October 2025 to determine the matter of sanction. In its consideration the Panel noted Cr Andrews’ response and had regard to a previous complaint that was upheld also relating to Cr Andrews not declaring a conflict of interest. The Panel on that occasion, whilst finding the complaint proven did not apply a sanction considering Cr Andrews was a relatively newly appointed councillor, she apologised and gave a commitment to properly inform herself about what constitutes a conflict of interest.

Cr Andrews pointed out that she had participated in an online training module on conflict of interest. However, it is the Panel’s opinion that she still lacks an understanding of what constitutes an actual, potential or perceived bias and conflict of interest.

Therefore, the Panel determines that Cr Andrews be cautioned and be required to undertake a training course that details what constitutes bias and a conflict of interest and how an elected member must apply it to their circumstances. The Panel recommends that the Office of Local Government identify a suitable training person/organisation and that the training should commence within 6 weeks of the tabling of this determination.

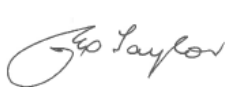
### **Timing of the Determination**

In accordance with section 28ZD(1) the Investigating Panel is to make every endeavour to investigate and determine a code of conduct complaint within 90 days of the Initial Assessor’s determination that the complaint is to be investigated.

The Panel has been unable to determine the complaint within 90 days, as there were delays in ascertaining some information from the General Manager and delays in establishing mutually convenient times for the Panel and parties to attend the hearing.

### **Right to review**

A person aggrieved by the determination of the Code of Conduct Panel, on the ground that the Panel failed to comply with the rules of natural justice, is entitled under section 28ZP of the Act to apply to the Tasmanian Civil and Administrative Tribunal for a review of the determination on that ground.



Jill Taylor  
**Chairperson**



Nick Heath  
**Member**



Sharyn von Bertouch  
**Member**

DATE: 24 October 2025

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Section 28ZK (7) of the *Local Government Act 1993* requires that any person who receives a determination report must keep the determination report confidential until the report is included within an item on the agenda for a meeting of the relevant council. Failure to do so may result in a fine of up to 50 penalty units.

### *Local Government Act 1993*

## **CODE OF CONDUCT PANEL - DETERMINATION REPORT NORTHERN MIDLANDS COUNCIL CODE OF CONDUCT**

### **Complaint brought by Cr Paul Terrett against the Deputy Mayor, Cr Janet Lambert**

#### **Code of Conduct Investigating Panel**

- Lynn Mason AM (Chairperson),
- Matt Evans (Local Government Member)
- Steve Bishop (Legal Member)

Date of Determination: **29 October 2025**

**Content Manager Reference: C37046**

#### **Summary of the complaint**

A code of conduct complaint was submitted by Cr Terrett to the Northern Midlands Council General Manager on 14 February 2025.

The complaint alleged that during the Ordinary Council Meeting of 20 January 2025, Cr Lambert breached the following parts of the *Local Government (Code of Conduct) Order 2024* (the Order):

#### ***PART 1 - Decision making***

1. *A councillor must bring an open and unprejudiced mind to all matters being decided in the course of the councillor's duties, including when making planning decisions as part of the council's role as a planning authority.*
2. *A councillor must make decisions free from personal bias or prejudgement in the course of the councillor's duties.*
3. *A councillor, in making decisions, must give genuine and impartial consideration to all relevant information known to the councillor, or of which the councillor should be reasonably aware.*
4. *A councillor must –*  
  - (a) *make decisions solely on merit; and ...*

#### ***PART 2 - Conflicts of interests that are not pecuniary***

5. *A councillor must avoid, and withdraw from, positions of conflict of interest as far as reasonably possible.*



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6. *A councillor who has an actual, potential or perceived conflict of interest in a matter before the council must –*
- (a) ...
- (b) *act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to leave the room during any council discussion and remain out of the room until the matter is decided by the council.*

**Initial assessment**

Following receipt of the complaint, the Assessor conducted an assessment of the complaint in accordance with the requirements of section 28ZA of the *Local Government Act 1993* (the Act). Having assessed the complaint against the provisions of sections 28ZB and 28ZC of the Act, the Assessor determined that:

- The complaint was not frivolous, vexatious, or trivial, as it raised an issue as to the responsibilities of a person who has declared he/she has a non-pecuniary interest, and whether he/she should vacate chair while the item is discussed, whether he/she should leave the meeting room, and whether a reasonable person would consider that the conflict of interest required a Councillor to leave the room during any council discussion and remain out of the room until the matter is decided;
- Further, the reasonable person test was relevant as to whether, in this matter, a Councillor could make a decision based solely on merit;
- The complaint might, if proven, relate to a contravention of the code of conduct, and was significantly important as it related to the responsibility of any person who has declared a conflict of interest.
- In accordance with section 28ZC(1) of the Act, the complaint did not require referral as it did not disclose that an offence may have been committed or that it would be more appropriately dealt with by another person or authority

On this basis, the Assessor determined that the whole complaint should be investigated.

The complainant and the respondent councillor were notified of the outcome of the initial assessment by letter dated 19 March 2025.

**Summary of the complaint**

The complaint alleged that during the Ordinary Council Meeting of 20 January 2025 Cr Lambert had:

- Declared a non-pecuniary interest in item 5.3.1, *Notice Of Motion: Request For General Manager, Mayor And Deputy Mayor To Stand Aside*;
- Did not leave the meeting room when debate on item 5.3.1 commenced;
- When the Mayor left the meeting room following her declaration of interest in the item, Cr Lambert took the chair of the meeting;
- Relinquished the chair at 6.14pm, and then participated in the debate on the item;
- Voted on the item when the vote was called.



**OFFICIAL****Investigation**

In accordance with section 28ZE of the Act, the Code of Conduct Investigating Panel (the Panel) investigated the complaint.

The following documents were presented to the Panel to consider as evidence in this matter:

- The complaint submitted under cover of statutory declaration 14 February 2025 (PDF – 20 pages)
- An email from Cr Lambert to Mr Don Jones, comprising three appendices, dated 13 April 2025, under Statutory Declaration dated 12 May 2025
- Response from Cr Lambert to the complaint, accompanied by a Statutory Declaration dated 5 May 2025 (four pages)
- Further statement from Cr Terrett, accompanied by a Statutory Declaration dated 12 May 2025, eight pages
- *Local Government (Code of Conduct) Order 2024.*

The Panel met on 2 June 2025. All submissions and statements were considered by the Panel.

In accordance with section 28ZG of the Act, the Panel determined to conduct a hearing into the matter.

**Hearing**

As per section 28ZH of the Act, the Panel held a hearing on 29 September 2025 in the Longford Memorial Hall, Longford. Mr Evans appeared by video link. Mr Jason Horton attended as support person for Cr Terrett, and Mr Todd Lambert attended as support person for Cr Lambert.

The Chairperson opened the hearing with a statement about the procedures to be followed, and a summary of the complaint being investigated.

Both Cr Terrett and Cr Lambert read the affirmation statement prior to giving their evidence or making statements to the Panel.

1. Cr Terrett was invited to speak to his complaint. He declined to do so, on the grounds that he had already provided his evidence and considered that he had nothing further to add to it at this point.

Cr Lambert asked Cr Terrett why he had sworn in two of his Statutory Declarations that she had declared a non-pecuniary interest in Item 5.3.1 at the outset of the council meeting on 20 January 2025. Cr Terrett responded that he relied on the minutes of the meeting. Cr Lambert stated that she had used the words *might have a non-pecuniary interest* in the item, because at that time she had not decided whether she had such an interest or not. The Panel notes that at the following Ordinary Meeting of Council on 17 February 2025, the Minutes of the 20 January 2025 meeting were confirmed by Council, including that Deputy Mayor Janet Lambert declared a Non Pecuniary interest in Item 5.3.1.

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Cr Lambert asked Cr Terrett why he had not asked for an adjournment of the meeting, when he may have needed more time to consider fresh information which had been tabled by her in the debate on item 5.3.1, including copies of two DPAC Letters to Deputy Mayor Janet Lambert dated 13 and 19 August 2024 and a copy of a letter from DPAC to the General Manager dated 13 August 2024. Cr Terrett stated that the debate was drawing to a close, with Cr Lambert being the last speaker, and that it was his impression that a procedural motion to defer further consideration of the item to a later meeting would not succeed.

In answer to a question from the Panel, Cr Terrett said that he did not recall Cr Lambert's saying that she 'might' have a non-pecuniary interest in item 5.3.1, but that if the recording showed that Cr Lambert had used the qualifying word 'might' ahead of her declaration of interest, he would accept that that was what she had said.

2. Cr Lambert was then invited to respond to the complaint. She stated that she considered the complaint vexatious and that Cr Terrett had made no effort to resolve the complaint before lodging the complaint under the Code of Conduct (the Code).

Cr Lambert reiterated her assertion that Cr Terrett's saying that she had declared a non-pecuniary interest in item 5.3.1 was 'an untrue statement', and that Cr Terrett was 'misleading' the Panel. She stated that she believed she would have not been 'doing her job' if she had not provided the fresh information to Council during the debate.

In answer to a question from the Panel, Cr Lambert said that she had gone to the General Manager to ask for the inclusion of the information with the Agenda, but was told that it was 'too late' for that to occur as the Agenda had already been sent to Councillors. She had told the General Manager that she would be 'happy' to table the information if she was allowed to remain in the meeting room during the debate on the item. When asked by the Panel why she had not asked for an adjournment so that the material could be circulated before the debate, Cr Lambert replied that she *didn't think of that, to be honest*. She reiterated that she believed the information needed to be provided to her fellow Councillors and to the community, and when it had not been mentioned by any other Councillor, she had tabled it herself. She noted that none of the Councillors had asked her any questions on the matter during the debate.

Cr Lambert contended that the fact that the motion before Council called for her, as Deputy Mayor, to be *requested to stand aside pending the outcome of the Integrity Commission and Tasmania Police investigation*, did not mean that she had a personal bias in the matter. She said that section 28 of the Act required her to act in the best interests of her community, and to facilitate communication by the Council, and in her view, that is what she had done by remaining in the meeting room and participating in the debate.

When asked by the Panel why Cr Lambert had not herself asked for an adjournment to allow the Councillors time to consider the new material, she responded that the *chaotic nature of the meeting didn't allow for that*.

Cr Lambert was asked by the Panel whether it had occurred to her to absent herself from the meeting after she had provided the additional information to the Councillors,

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thus removing herself from a vote on a motion in which she was directly named. She responded that she had not done so because she believed that it was *a very vexatious motion to start with*. She asserted that she *had not been mentioned at all* in the motion. The Panel stated that the first dot point of the motion mentioned her position on the Council, namely Deputy Mayor, but Cr Lambert said that the motion did not 'revolve' around her, and that she had the impression that she was *just an add on*.

The Panel asked if her colleagues were likely to have shared her view that the motion should not be supported, and if she did have that view, would that belief have allowed her to withdraw from the vote. Cr Lambert stated only that a majority of Councillors had voted against the motion. She reiterated her belief that the motion was vexatious.

The Panel asked Cr Lambert whether she would be embarrassed had the motion been passed by the Council. She replied that she would have been concerned. When asked whether a motion requesting her to stand aside from her position as Deputy Mayor would have been adverse to her standing in the community, she replied that she did not agree with that view, so long as *people understood the context of what this is all about*. Under further questioning, Cr Lambert said that she saw no reason for her to have to stand aside, as the motion requested, and that she was *defending the integrity of the Council as a whole* by providing the additional information and remaining in the meeting to participate and vote.

The Panel asked Cr Lambert whether she had had a conflict of interest in the matter because the motion had insinuated that Cr Lambert may have had issues to answer before the Integrity Commission, and whether she could not be neutral about the decision to be made on the motion because it involved her personally. Cr Lambert said that she did not believe that she had a conflict of interest, and repeated that the motion was vexatious. The Panel informed her that it accepted that that was her view on vexatiousness, but that the Initial Assessor had not shared that view, and hence, this investigation was proceeding.

The Panel asked why Cr Lambert had not simply circulated the additional information by email to her colleagues when it was apparent that the General Manager was not going to provide it before or during the council meeting. She replied that she did not *think along those lines*.

The Panel noted in the hearing that as the person chairing the meeting at that point, Cr Lambert could make a statement to the meeting and then leave the room without participating in the vote. Cr Lambert said again that she considered that she had information that the other Councillors needed to know. When asked whether the proposal in the motion requested that she personally stand aside pending various investigations could adversely affect the Council, and undermine the community's confidence in the Council, Cr Lambert replied that that referred to the entire council, not to her personally. She said that it had not occurred to her to make her statement and then leave the room before the vote was taken.

Cr Terrett asked Cr Lambert about the training undertaken by the Councillors in conflict of interest, and she replied that they had done the online training provided by the Department of Premier and Cabinet.

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In further questioning from the Panel, Cr Lambert agreed that the Mayor and the General Manager had decided that they each had a non-pecuniary interest in the matter before Council, and that was their decision to make.

3. In his closing statement Cr Terrett said that he did not believe his complaint to be vexatious, and that he hoped that Councillors would be provided with ongoing governance training.
4. In her closing statement Cr Lambert reiterated that she had been on the Council for 15 years, and that she would never intentionally do anything to bring the Council into disrepute. The Panel asked Cr Lambert what had made her change her mind about having a non-pecuniary interest in item 5.3.1, given that she had initially said that she 'might' have one, and then had decided during the meeting that she did not. When asked whether she accepted that she could have made a statement to the meeting and then left the meeting and not participate in the vote, Cr Lambert said that she had not thought that that was an option.

After final statements had been made, the Chairperson informed Cr Lambert of the possible sanctions which could be imposed by the Panel, in the event that all or any part of the complaint was upheld. Cr Lambert was asked if she wished to make submission on sanction, and was given time in which to consider this. Cr Lambert subsequently submitted that if any part of the complaint were upheld, a caution would be appropriate.

### **Determination of the Complaint**

As per section 28Zl(a) of the Act, the Code of Conduct Investigating Panel determines that Cr Lambert has breached the Code of Conduct. The Panel upholds the complaint that Cr Lambert breached Part 1.1, 1.2, 1.3, and 1.4(a), and Part 2.5 and 2.6(b) of the Code.

### **Reasons for determination**

**That Cr Lambert breached Part 1.1, 1.2, 1.3, and 1.4(a) of the Code, viz.,**

#### ***PART 1 - Decision making***

1. *A councillor must bring an open and unprejudiced mind to all matters being decided in the course of the councillor's duties, including when making planning decisions as part of the council's role as a planning authority.*
2. *A councillor must make decisions free from personal bias or prejudgement in the course of the councillor's duties.*
3. *A councillor, in making decisions, must give genuine and impartial consideration to all relevant information known to the councillor, or of which the councillor should be reasonably aware.*
4. *A councillor must –*  
  - (a) *make decisions solely on merit; and ...*

The Panel determines that Cr Lambert did not bring an open mind to the matter of whether she should be requested to stand aside from her council position until after the investigations by the Integrity Commission and Tasmania Police. The Panel does not

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accept that Cr Lambert had no personal bias towards a particular outcome for a decision which would affect her position on the Council, and within that part of the community alert to such decisions. As a result of this personal bias towards a particular outcome, the Panel determines that Cr Lambert did not make her decision to take the chair of the meeting in the absence of the Mayor, participate in the subsequent debate, and then vote on the motion, solely on the merit of what was in the best interests of the Council.

The Panel heard from Cr Lambert that she considered it essential that she remain in the meeting and, in the event that information of which she was aware failed to come to light during the debate, she should then reveal the additional information which she had. The Panel considers that given her belief that the information was essential for good decision making, Cr Lambert could have and should have pursued a different course of action.

Cr Lambert could have provided the information to her council colleagues prior to the meeting, when it was apparent that the General Manager could not include it with the finalised Agenda papers.

Had she decided not to do this, she could have declined to take the chair when the Mayor left the meeting, and declared her non-pecuniary interest in the item. She could then have asked to make a statement to the Council before debate commenced, citing her reasons for wanting to do so, so that the remaining Councillors would be aware of the information before participating in the debate. She should then have left the meeting without potentially affecting the debate by her presence, and without voting on the matter.

The Panel determines that in making her personal decision to fail to declare that she had a non-pecuniary interest in Item 5.3.1, Cr Lambert failed to give genuine and impartial consideration to the relevant information, viz., that she was named in the Notice of Motion which, if passed, would have a detrimental effect on her reputation as a Councillor. In failing to consider the possibility of conflict of interest in this decision, the Panel determines that Cr Lambert failed to take into account lessons from the training in recognising conflict of interest in council decision making, which she stated that she had undertaken.

**That Cr Lambert breached Part 2.5 and 2.6(a) of the Code, viz.,**

***PART 2 - Conflicts of interests that are not pecuniary***

5. *A councillor must avoid, and withdraw from, positions of conflict of interest as far as reasonably possible.*
6. *A councillor who has an actual, potential or perceived conflict of interest in a matter before the council must –*
  - (a) ...
  - (b) *act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to leave the room during any council discussion and remain out of the room until the matter is decided by the council.*

The Panel noted Cr Lambert's insistence that she had said at the outset of the Council meeting that she might have a non-pecuniary interest in Item 5.3.1. The Panel has confirmed that in the recording of the meeting, Cr Lambert does insert the word 'might' before the words 'non-pecuniary declaration of interest', although the Panel also notes that

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the confirmed Minutes of the meeting state that as Deputy Mayor, Cr Lambert had in fact declared an interest in Item 5.3.1.

However, the Panel does not consider these facts pertinent to the alleged breach of the Code. As Cr Lambert asserted during the hearing, she did not believe that she had a conflict of interest, and for the Panel, that is the relevant point, as the Panel determines that she did have a conflict of interest, of such materiality as to require her to absent herself from the debate and decision on the item.

While the Panel does not doubt the sincerity of Councillor Lambert's belief, it is a concern that that belief was clearly misconceived. It should have been obvious from the fact that she was named, albeit by her position, in the motion, that she had a personal interest.

In addition, the decisions of the Mayor and the General Manager to absent themselves should have flashed a warning light to her that whatever belief she had needed to be reconsidered. It is understandable that she wanted to put the additional information before the Council, but the fact is that the law in relation to a material conflict of interest does not allow her to remain in the meeting, participate in the debate, and then vote on the item. Given her experience it should have been clear that she needed to get an adjournment so that the material could be circulated properly and mature consideration given to it.

It is egregious that she spoke against the motion and ultimately voted against the motion. Councillors should be extremely cautious about potential or actual conflicts of interest when they are named, or their position is named, in a motion before the council.

Thus, the Panel determines that Cr Lambert had a conflict of interest in item 5.3.1 of the Council meeting of 20 January 2025, and failed to withdraw herself from the debate and decision making process of that item, in that had the motion been passed by the Council, she would have been requested to stand aside from her duties as a Councillor. The Panel determines that this would have had an adverse effect on her position. The Panel determines that she did not exercise reasonable judgement in deciding to chair part of the meeting during debate on this item, and then vote on the motion.

### **Sanction**

The Panel notes that Cr Lambert has not had a code of conduct complaint upheld against her during her 15 years on Council and notes this mitigating factor in her submission on sanction. The Panel also takes into account that despite her years of service in local government, Cr Lambert does not have a clear notion of the meaning of conflict of interest and the requirements of the Code of Conduct in this regard.

After considering submissions on sanction from the parties, the Panel imposes a caution on Cr Lambert and requires her to undertake a training course on conflict of interest. As a guide, the training course should at least include the topics and areas outlined in 'Schedule A – Sanction'.

### **Timing of the Determination**

In accordance with section 28ZD (1) a Code of Conduct Panel is to make every endeavour to investigate and determine a code of conduct complaint within 90 days of the Initial Assessor's determination that the complaint is to be investigated.

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The Panel has been unable to determine the Complaint within 90 days, owing to granting extension for responses and appearances, intervening holiday periods, and other commitments by the parties and the Panel members, which prevented conduct of the hearing and preparation of the final report.

**Right to review**

A person aggrieved by the determination of the Code of Conduct Panel, on the ground that the Panel failed to comply with the rules of natural justice, is entitled under section 28ZP of the Act to apply to the Tasmanian Civil and Administrative Tribunal for a review of the determination on that ground.



**Lynn Mason AM**  
**Chairperson**



**Steve Bishop**  
**Member**



**Matt Evans**  
**Member**

**DATE: 29 October 2025**



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**Schedule A**

Code of Conduct Panel Determination Report Northern Midlands Council Complaint – C37046  
Brought by Cr Paul Terrett against the Deputy Mayor, Cr Janet Lambert

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**Supplementary Training Program: Understanding and Managing Non-Pecuniary Conflicts of Interest**

**Objectives** - To ensure Councillor Lambert:

- A. Understands their legal and ethical obligations regarding conflicts of interest under the Local Government Act 1993 (Tas) and the Local Government (Code of Conduct) Order 2024 (Part 2).
  - B. Can identify, disclose, and appropriately manage non-pecuniary conflicts of interest.
  - C. Prevents future breaches and maintains public trust in council decision-making.
  - D. Understands the potential for changes to strengthen how conflicts are classified and managed.
- 

**Module 1: Legal Framework and Definitions**

**Purpose:** Ensure Cr Lambert has foundational understanding of the legislative context.

**Actions:**

- 1. Review the relevant sections of the Local Government Act 1993 (Tas):**
  - Section 48: Declaration of pecuniary interest.
  - Section 49: Having an interest.
  - Access the full Act [here](https://www.legislation.tas.gov.au/view/html/inforce/current/act-1993-095)<sup>1</sup>: Local Government Act 1993 (Tas).
- 2. Review the Local Government (Code of Conduct) Order 2024:**
  - Focus on provisions related to conflicts of interest (Part 2).
  - Access the Order [here](https://www.legislation.tas.gov.au/view/html/inforce/current/sr-2024-043)<sup>2</sup>: Local Government (Code of Conduct) Order 2024.
- 3. Review the 'Good Governance Guide for Local Government in Tasmania':**
  - Understand how the management of conflicts are an integral part of good governance.
  - Access the Guide [here](https://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/good_governance_guide/good_governance_guide_2018/Good-Governance-Guide-4-August-2022.pdf)<sup>3</sup>.

**Outcome:** Cr Lambert should be able to articulate the definitions of pecuniary and non-pecuniary interests and understand a Councillor's obligations under law and regulation.

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<sup>1</sup> <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1993-095>

<sup>2</sup> <https://www.legislation.tas.gov.au/view/html/inforce/current/sr-2024-043>

<sup>3</sup>

[https://www.dpac.tas.gov.au/divisions/local\\_government/councillor\\_resources/good\\_governance\\_guide/good\\_governance\\_guide\\_2018/Good-Governance-Guide-4-August-2022.pdf](https://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/good_governance_guide/good_governance_guide_2018/Good-Governance-Guide-4-August-2022.pdf)



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**Module 2: Disclosure and Management Procedures**

**Purpose:** Ensure Cr Lambert understands how to identify, disclose, and appropriately manage non-pecuniary conflicts of interest.

**Actions:**

1. **Review the disclosure requirements:**
  - Understand when and how to declare conflicts prior to or at council meetings, council committee meetings and workshops.
  - Reference the Code of Conduct Order 2024, particularly the section (Part 2) on conflicts of interest.
2. **Familiarise with council-specific procedures:**
  - Consult any relevant Northern Midland Council internal policies on conflict of interest declarations and management.
  - Contact the council's governance officer for guidance if policies are not readily available.

**Outcome:** The Councillor should be able to correctly declare conflicts of interest and follow the appropriate procedures for managing them.

**Module 3: Identifying Non-Pecuniary Conflicts of Interest**

**Purpose:** Equip Councillor Lambert with tools to recognise potential conflicts.

**Actions:**

1. **Examine case studies and scenarios produced by the Office of Local Government, the Integrity Commission and the Local Government Association of Tasmania:**
  - Access and review case studies [here](#)<sup>4</sup>: Councillor Ethical Decision Making - Training Video Scenarios 1-3.
  - Analyse real-life examples to identify non-pecuniary conflicts, including those confronting Northern Midlands Council at its meeting on 20 January 2025.

**Outcome:** Councillor Lambert should be able to identify situations where personal circumstances, affiliations, or biases may constitute a non-pecuniary conflict of interest.

**Module 4: Remain updated on proposed changes to strengthen the process for how conflicts are classified and managed**

**Purpose:** Reinforce the need to stay updated on proposed changes to how conflicts of interest are classified and managed.

**Actions:**

1. **Review 'Managing Conflicts of Interest of Councillors - Discussion Paper'**
  - The Discussion Paper is available [here](#)<sup>5</sup>.

**Outcome:** Cr Lambert should have an appreciation of the potential changes to how conflicts are classified and managed.

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[https://www.dpac.tas.gov.au/divisions/local\\_government/councillor\\_resources/councillor\\_ethical\\_decision\\_making\\_-\\_training\\_video\\_scenarios](https://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/councillor_ethical_decision_making_-_training_video_scenarios)

<sup>5</sup> [https://www.dpac.tas.gov.au/divisions/local\\_government/managing-conflicts-of-interest-of-councillors/Managing-conflicts-of-interest-of-councillors-discussion-paper.pdf](https://www.dpac.tas.gov.au/divisions/local_government/managing-conflicts-of-interest-of-councillors/Managing-conflicts-of-interest-of-councillors-discussion-paper.pdf)

**MINUTES ROSS DISTRICT COMMITTEE MEETING**

At the Ross Reading Rooms, 46 Church Street, Ross, on 2 December 2025,

Commencing at 11.15 AM.

- 1 PRESENT:** Chairman Nigel Davies, Helen Davies, Michael Smith, Debra Cadogan-Cowper, Sally Langridge and Rodney Haigh
- 2 IN ATTENDANCE:** Cr Alison Andrews and NMC Secretary Vivien Tan
- 3 GUESTS:** Cr Paul Terret and Libby McGrath NMC Youth Officer
- 4 APOLOGIES:** Marcus Rodrigues and Cr Richard Archer
- 5 ACKNOWLEDGMENT OF COUNTRY**

We acknowledge and pay our respects to the Tasmanian Aboriginal Community as the traditional and original owners, and continuing custodians of this land on which we gather today and acknowledge Elders – past, present and emerging.

**6 DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL**

- 7** In accordance with the provisions of the *Local Government Act 1993*, Part 5, S48A – S56, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:
  - a) has an interest; or
  - b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment. *\*It should be noted that any person declaring an interest is required to notify the General Manager, in writing, of the details of any interest declared within 7 days of the declaration.\* Nil*

**8 CONFIRMATION OF MINUTES**

Moved: M Smith

Seconded: N Davies

Carried

That the minutes of the meeting of the Ross Local District Committee held on **7 October 2025** be confirmed as a true and correct record of proceedings subject to the document be noted as minutes and not agenda.

**BUSINESS ARISING FROM THE MINUTES**

	Description		Action
9.1	<b>Information Board – Ross Directional signage</b>	Capital Works allocation of \$5,000 set aside for this project <ul style="list-style-type: none"> <li>Location determined- flush to the fence of Village Green- hotel side between the trees.</li> <li>QR code for link to Ross Township webpage (<a href="#">Home - Visit Ross, Tasmania</a>) (H Davies leading the project)</li> </ul>	Printing company is working on design and printing & quotation. Meeting with H Davies, F Dewar-

		<ul style="list-style-type: none"> <li>Design to consider an insert for the area of the main intersection to include the information.</li> <li>4 corners of Ross plaques to be designed and quotations obtained. Proposed to budgeted for the 2025-2026 requests. Once completed the Ross Walking maps can be updated</li> </ul>	NMC Events and Tourism Officer and V Tan to discuss changes. Quote for the 4 corners plaques
9.2	<b>Community Library</b>	<ul style="list-style-type: none"> <li>Additional power point or conduit for cables - safety.</li> <li>Photos were taken and work department will schedule.</li> </ul>	<i>Works request ID 1452822</i>
9.3	<b>EV Charging Station in Ross</b>	<p><b>Motion to Council 20/01/25 Council Meeting</b></p> <p><b>7.3.1 EV Charging Station Design</b></p> <p><b>MINUTE NO. 25/0010 DECISION</b></p> <p>That Council note the recommendation and liaise further with the Committee as the matter progresses.</p> <p>Committee Recommendation: Skins of the EV terminals</p> <p>That the Council offer the Ross District Committee input into the designs of the Skins of the NRMA EV charging stations before the final design is made.</p> <p><b>Elise Faulds NRMA -Attended 1 April 2025 Committee Meeting</b></p> <p>Committee submitted photos for mock up</p> <p>Elise Faulds &lt;<a href="mailto:Elise.Faulds@mynrma.com.au">Elise.Faulds@mynrma.com.au</a>&gt;</p> <p>Motion to Council June 3 2025</p> <p>Moved N Davies Seconded M Smith Carried</p> <p>The District Committee is seeking an update from the council as to the finalising of the EV charging station in Ross</p>	<p>May 22, 2025</p> <p>Officer Emailed NRMA for update on status</p> <p>June 3 2025 –</p> <p>Officer update is that</p> <p>The matter has not yet progressed, and an update will provide to the committee if there are changes to this.</p> <p><b>NO Change Ongoing</b></p>
9.4	<b>Dark Sky Place International Certification</b>	<p>Ross is applying for DS Community. (There are other applications for a DS Reserve and a DS Park. Tasmania may have potential to be a Dark Sky State.)</p> <p>Council Meeting 21 October 2024 MINUTE NO. 24/0346</p> <p><b>DECISION</b> That council supports Ross Township's bid to be a Dark Sky Community.</p> <p>Ross District Committee Motion 6/10/2024.</p> <p>That council supports Ross Township's application for Dark Sky Certification as the 5th location in Australia due of Ross's unique position of a dark night sky and unrestricted horizons and request to formally ask TasNetworks to install a directional shade on the light pole of Church Street to block out light on the Southern and Western sides.</p> <ul style="list-style-type: none"> <li>Bronwen Cuning – Facilitator Dark Sky Collaborative</li> <li>Additional Dark Sky support – Destination Southern Tasmania DST, Alex Heroys</li> </ul> <p><a href="mailto:Alex@southerntasmania.com.au">Alex@southerntasmania.com.au</a></p> <p>1. Established relationship with Landon Bannister, President of Dark Sky Tasmania. Provided Letter of support for application.</p>	21 /10/24

	<p>. Gained the unanimous support of Northern Midlands Council and letter of support from Mayor.</p> <p>. Taken several Sky Quality Meter readings at 54 Church Street to confirm the suitability of the location for night sky viewing – 21.06 mpsa is the best reading to date. The readings were recorded on the Globe at Night website.</p> <p>. Promoted the concept through an interview with the Launceston Examiner</p> <p>. Been awarded a Paddy Pallin Foundation ‘Dark Sky Place-Making Grant’ of \$600 and complimentary registration to attend the Valuing Darkness Symposium in Melbourne, March 2025</p> <p>6. Promoted Scott Bennett’s 22-page, full-colour booklet that lists the five best night sky viewing locations in Ross and provides advice on night sky and aurora photography.</p> <p>7. Preliminary Application approved and the \$407(\$250 USD) fee for the full application has been paid, thanks to a generous donation from the Ross Sports Club.</p> <p>8. Report from Dark Sky Convention, Melb. March 2025</p> <p>9. Council correspondence from TasNetworks – Light pole on Church Street will be capped to block out light on Southern and Western side.</p> <p>10. Council correspondence to TasNetworks- approval for Chair to have streetlight information.</p> <p>11. Ross bid for Dark Sky community in the Examiner (May) and in Tasmania Country.</p> <p>12. Lighting Inventory for Ross</p> <p>13. Create a draft Lighting Plan</p> <p>14. Create 2 night-time events per year.</p> <p>15. Call for more members to join the newly established Ross Astronomical Association.</p> <p>16. Many business and community letters of support including the Ross Hotel are being mindful of Dark Sky accreditation in their renovations.</p> <p>17. Investigation needed to see if Heritage Council of Tasmania has information regarding Lighting Design for Heritage precincts and may endorse a Lighting guide for heritage precincts, heritage overlays and buffer zones.</p> <p>All 51 Street Lights will need to be compliant – meeting with Tas Networks and Tasmanian Heritage Council to see if the lights on the heritage precinct can be registered and if there can be a local provisions schedule for lighting within a heritage precinct.</p>	<p>18/10/24</p> <p>Saturday Dec 21 2024</p> <p>RELAX p57</p> <p>05/25 Council correspondence to TasNetworks for approval to release streetlight information.</p> <p>05/25 Council correspondence from TasNetworks for blocking light spill on the Church Street Pole.</p> <p>Awaiting minutes of LGAT motion November 20 2025</p> <p>Ongoing</p>
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		<p><b>2.10. Dark Sky Planning Guidelines for Tasmania Council – Central Highlands Council LGAT GENERAL MEETING AGENDA THURS 20 2025</b></p> <p>That the Local Government Association of Tasmania lobby State government on behalf of all 29 Councils, to create Dark Sky Planning Guidelines, over the whole of Tasmania including the Islands. Background Comment The Policy will incorporate current best practices, including the integration of smart lighting technologies, shielding, strengthened environmental protections and requirements with an aim to reduce artificial light at night, support ecological sustainability, and enhance the Tasmania's appeal as a destination for dark sky and aurora australis tourism. The Policy would ensure Local Government continues to lead in responsible lighting management, community education, and long-term protection of Tasmania's natural night sky. There are very practical reasons for treasuring and being able to see the night sky, in Tasmania, and should not be taken for granted. (FOR FULL LGAT MOTION SEE ATTACHEMENT)</p>	
9.5	<b>Significant Trees</b>	<p>Significant Trees Project.</p> <p>Elm and Ash avenues have been submitted</p>	<p>Possible to be included on the map.</p> <p>Ongoing</p>
9.6	<b>Flood Mapping for Ross</b>	<p><b>Motion: Ross Flood Mapping</b></p> <p><b>Moved N Davies Seconded H Davies Carried</b></p> <p><b>That Council suspends adoption of any new flood map until the community is consulted and has an opportunity to provide input.</b></p> <p>Background: Two meetings were held in Ross regarding the new flood maps and effects on properties. These were well attended by 20 residents.</p> <p>Concerns were expressed over:</p> <ul style="list-style-type: none"> <li>- People affected were not informed</li> <li>- the District Committee was not informed (8 April 2024) <ul style="list-style-type: none"> <li>- Only one week given for public comment</li> <li>- No feedback to the public comments (10 submitted)</li> </ul> </li> <li>- The governance issues listed and practical issues regarding flooding were of concern</li> <li>- Concerns as to how businesses will be affected and insurance issues</li> <li>- What will the next steps be to and what can the community do</li> </ul> <p>Questions were also raised as to:</p>	<p>Motion in Council agenda for 18 August 2025</p> <p>That Council advise the committee that any adoption of flood mapping via amendment to the Planning Scheme maps (Flood Prone Areas Hazard Code Overlay) will follow the standard statutory process specified in the <i>Land Use Planning and Approvals Act 1993</i>, which includes a 28-day period of public consultation.</p>


	<ul style="list-style-type: none"> <li>- Is this modelling data correct – does it take into account the bridge relief and culverts?</li> <li>- Is there better data available?</li> <li>- What can be done to mitigate flooding: make sure the river is well managed, planting to be done appropriately, make larger culverts, clear gorse and vegetation adjacent to the Midlands Highway Bridge that impedes peak flows, investigate drainage from the impoundment created by the Midlands Highway Bypass embankment, to ensure it is still suitable for peak flows forecast by climate change and more</li> <li>- Participation by community representatives at a meeting between SES and NMC to discuss the issue</li> </ul> <p>MINUTE NO. 25/282 from September 15, 2025, Council meeting</p> <p>DECISION</p> <p>That adoption of any new flood mapping includes community consultation where required by the Land Use Planning and Approvals Act 1993 and that communities, including via Local District Committees, are made aware of the release of local flood studies.</p> <p><b>2.3. Enhancing flood risk management through policy alignment and local data recognition Council – Northern Midlands Council Decision Sought LGAT GENERAL MEETING AGENDA THURS 20 2025</b></p> <p>That the Local Government Association of Tasmania (LGAT) advocate to the Tasmanian Government for the following actions to strengthen flood risk management and planning integrity across the state: 1. The State Planning Office is resourced and directed to urgently coordinate a statewide LPS amendment process to update Flood-prone Areas Hazard Overlays with updated Tasmanian Strategic Flood Maps including any detailed studies where requested by a Council, and provide clear guidance on the role of the State Emergency Service (SES) and the information produced by the SES in the planning process. 2. The State Planning Office or Tasmanian Planning Commission be resourced and directed to undertake a review of Hookway v Northern Midlands Council [2025] TASCAT 106 and Au v Glenorchy City Council (No 2) [2024] TASCAT 50 to recommend urgent changes for high-risk flood zones with significant hazard levels that ensure long-term safety of people and property and maintain the autonomy of Councils as planning authorities. 3. The Tasmanian</p>	<p>4-12-25 - Officer has advised that SES would be happy to attend an information evening. Date to be determined.</p>
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		Government review the use of flood risk mapping by insurance companies and engage with insurers to ensure they actively participate in the Land Use Planning and Building Control Policy for Flood Risk Management Project, with the objective of developing policy solutions and recommendations that would address rising costs and declining availability of flood insurance. (FOR FULL LGAT MOTION SEE ATTACHEMENT)	
9.7	<b>Excessive Street Signs - Heritage precinct.</b>	There are many signs in the main street leading to visual pollution, especially in a historic area. Concerns this may not be compliant with Council policy or Heritage regulations. Signage has been compliant. However, flags and other signs are now being put up with their own property. Works Request to investigate ID-1442684 – Footpath trading signs are limited to two. Chili Shop has large skull which is not sensitive to the historic landscape of Ross	This will need constant monitoring to ensure businesses are compliant
9.8	<b>Bus Parking along Church Street outside the toilets</b>	Due to the high pavement in the bus parking area, the bus doors are damaged and damage the pavement. By making the current area outside the toilets as loading and unloading area, the buses can then park further up the street. Works request to be sent in for the council staff to do an investigation.	Works request submitted - ID 1452899  Works will investigate options. Need to discuss with bus companies
9.9	<b>Ross Village Green – amphitheatre</b>	Committee would like to request that the currently underused outdoor amphitheatre have a painted labyrinth or some design that would allow people to enjoy the space when not in use for performances. Committee and council to investigate possible design options.	03-12-25 Design ideas have been sent to the Works Department to investigate.
9.10	<b>Bus Shelter on High Street</b>	Council to investigate the options of installing a shelter for the school children outside the old Sunday school on the corner of High Street or if any other additional area maybe possible.  Works request submitted - ID 1452900	The initial location mentioned is private property. The community can make a request to the owners.
9.11		<ul style="list-style-type: none"> <li>February 3, 2026</li> <li>March Budget meeting</li> <li>March 31, 2026 (instead of April 7)</li> <li>June 2, 2026</li> <li>August 4, 2026</li> <li>October 6, 2026</li> <li>December 1, 2026</li> </ul>	Dates to be recorded on NMC website for 2026

**10. Budget Items/Requests Table****Budget Items/ Request List 2026/2027**

10.1	<b>Footpaths</b>	The committee proposed the extension of the Heritage Walk on the footpath from Bond Street to Waterloo Street along Badajos Street. (a popular route for residents accessing the Ross Community Sports Club and dog walkers.)	Carried over from budget request 2025-2026
10.2	<b>Improving Street Signs in Ross Township</b>	<ol style="list-style-type: none"> <li>1. Street signs with a unique motif for Ross Township in the budget. Improvements to the signs along the main street.</li> <li>2. Plaques for the 4 corners of Ross information</li> </ol>	Carried over from budget request 2025-2026
10.3	<b>Formalised parking - Hearth</b>	<p>Motion June 3, 2025, moved M Smith / D Cowper-Cadogan</p> <p>The committee recommends that council put a 2-bay parking at pull over area for the Hearth.</p> <p><b>Background:</b> There are an existing entrance and an information board at the location. This is for access for tourists including the dark sky watchers. A formalised car park/ pullover area will increase the safety of visitors that have pulled over as the road is an 80km road off the main highway.</p> <p>The car pull-over area seems to have been graveled recently. This is an acceptable solution to the problem, which can now be dropped from the budget list.</p>	<p>Works request submitted number 171509.</p> <p>To be removed from list</p>
10.4	<b>Road signs - entry into Ross.</b>	<p>At the June 23 Council meeting MINUTE NO. 25/178 DECISION: That Council</p> <p>a) approve the Committee request to investigate the aboriginal name of Ross; and</p> <p>b) investigate updating the entry sign to Ross to include the aboriginal name. Carried Unanimously</p> <p>MOTION -June 3, 2025, <b>Dual Naming for the stone sign.</b></p> <p>Moved D Cowper-Cadogan Seconded N Davies Carried</p> <p>To investigate the aboriginal name of Ross and include in the Ross entry signs below the Town name</p> <p><b>Background:</b></p> <p>To have the name of Ross in Aboriginal. Makala. The only word recorded for the country at Ross, including Ross Bridge. Recorded by Robinson who passed back and forth through Ross and past the bridge several times in</p>	Request will be included in the budget for 2026-2027



		<p>December 1833 and January 1834; accompanied by Karnebutcher/Karnebunger from the tribe of this area among his guides. (From Tasmanian Aboriginal Centre website) Correspondence from Tasmanian Aboriginal Centre 12 June 2025</p> <p>Committee requests this to be put on the stone signage as per Campbell Town's entrance signs.</p>	
10.5	<b>Tourism sign into Ross</b>	<p>Installation of ROSS town signage similar to Oatland's.</p>  <p>Ross and Oatlands both have signs similar to the above at the northern and southern entrances.</p> <p>Oatlands also has the two promotional signs pictured below, and Ross has no equivalents:</p>	





## 11 NEW BUSINESS

### 11.1 Removal of the State Government Sign at Ross Village Green

This sign can be removed. Works request submitted.

### 11.2 Christmas Tree at Village Green

It was removed due to being we footed and returned to Allans nursery to see if they were able to save it, but they did not have any success.

[Staff hope to have a replacement in January and will need to raise the area for drainage.](#)

### 11.3 Ross Red Bridge

- 6-7' trees growing at the right-hand side of the bridge. (NE corner) and there are Weeds growing in the bridge support
- Request sent to Department of State Growth 8-12-25

Thank you for your email regarding vegetation maintenance at the Ross Bridge.

Your issue has been logged into our maintenance database and forwarded to the appropriate areas for response. Your reference number is RN30611.

- Transport now has an online form that you can use to report issues or lodge enquiries relating to the State road network. You can find this form and other information relating to contacting us at:

[https://www.transport.tas.gov.au/contact\\_us/make-an-enquiry-about-a-state-road](https://www.transport.tas.gov.au/contact_us/make-an-enquiry-about-a-state-road)



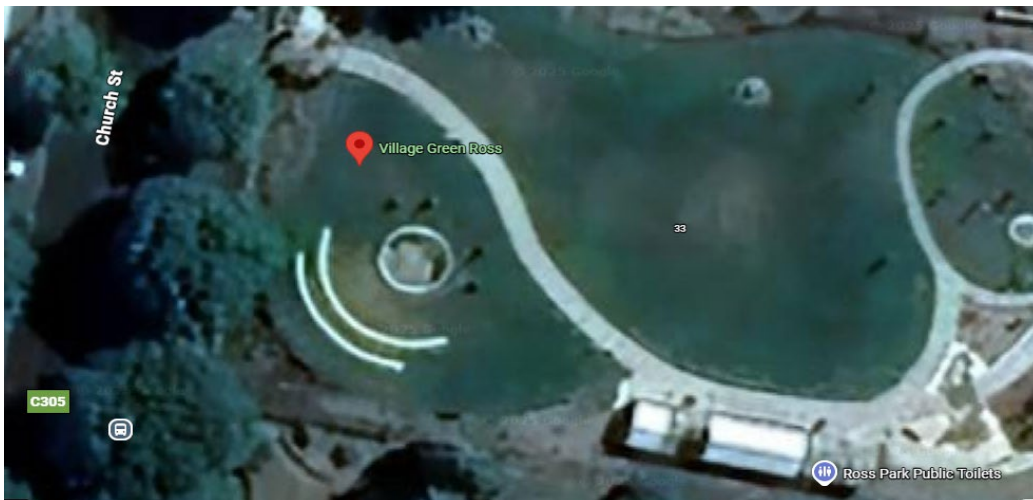
**11.4 Thank you for the bulk rubbish collection**

**11.5 Thank you to the Works Department for putting the bollards outside the end of 'Lovers Walk'**

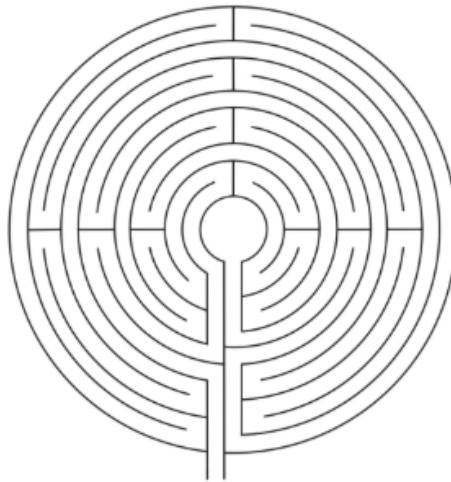
**11.6 Request for application forms to the district committee.**

#### **NEXT MEETING/CLOSURE**

The Chair closed the meeting at 12:30pm. **Next meeting is on 3rd February 2025, commencing at 11.15am in the Ross Reading Room**



Eleven-Circuit Medieval Labyrinth -



Eleven-Circuit Medieval Labyrinth -

## **MINUTES- Evandale District Committee Ordinary Meeting Tuesday 2 December 2025**

### **ATTENDANCE**

1. **Present:** S. Kensitt, A Westbrook, B. Lawson, J. Archer, B. Argent-Smith and D Swann
2. **In Attendance:** Cr P. Terret, Deputy Mayor J. Lambert and V. Tan- NMC Executive and Communications Officer

### **Guest:**

**Apologies:** JL. Curtis-Godillon

### 3. **Acknowledgement of Country:**

We acknowledge and pay our respects to the Tasmanian Aboriginal Community as the traditional and original owners, and continuing custodians of this land on which we gather today and acknowledge Elders – past, present, and emerging.

#### **Formal Acknowledgment of Volunteer Service – Geoff Divall**

The Evandale District Committee formally records its sincere appreciation to Geoff Divall for his outstanding voluntary service. Through his sustained commitment of time, energy, and expertise, Geoff has supported the Committee's work and contributed to positive outcomes for the Evandale community. His reliability, professionalism, and willingness to assist across committee activities are exemplary and reflect the highest standards of civic service.

The Committee extends its heartfelt thanks and places on record its acknowledgement of Geoff's significant contribution.

### **4. CONFIRMATION OF MINUTES**

Moved: D Swann      Seconded: B Lawson      Carried

That the minutes of the meeting of the Evandale Committee held on Tuesday 7 October 2025 be confirmed as a true and correct record of proceedings.

### **5. DECLARATIONS OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL**

In accordance with the provisions of the Local Government Act 1993, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

- a) has an interest; or
- b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive, or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment. NIL


**6. BUSINESS ARISING FROM THE MINUTES**

	Description	Action
<b>6.1 (A)</b>	<p><b>Pioneer Park - Improvements</b></p> <p>The Park already has a significant investment in trees that should be cared for.</p> <p>Moved: G Divall Seconded: J Archer Carried</p> <p>Motion Irrigation System of Pioneer Park</p> <p>That the committee requests the council to complete a check on the irrigation system of the Pioneer Park, maintain and conduct regular checks to protect the existing trees.</p> <ul style="list-style-type: none"> <li>• Discussion regarding the ability of having community led plantings. This would need to work with the Master Plan</li> <li>• Possible formation of subcommittee - apply for community grants. Council requested to apply for grants</li> </ul>	<p>Include in community feedback for the need for complete irrigation plans in the Pioneer Park Master Plan when funding has been sought.</p> <p>Listed as a Council Priority Project. Awaiting funding opportunities.</p>
<b>6.1(B)</b>	<p><b>Pioneer Park – Picnic Shelter</b></p> <p>Cold prevailing winds at the Picnic Shelter – could future design have increased protection. Ideas for fixed window/ louvre windows. Close in on three sides with Perspex or clear to let light in. Consider future design with Masterplan</p>	<p>Listed as a Council Priority Project.</p> <p>Will be requested in the Master Plan.</p> <p>Awaiting funding opportunities.</p>
<b>6.1(C)</b>	<p><b>Pioneer Park - Toilet Block</b></p> <p>The community Centre noted that there were a few people that came in last month to ask about the shower facilities. Homeless people were found to live in the Sunday School Hall in the old burnt building and one homeless elderly person in Pioneer Park.</p> <p>At the Council meeting on the 17March 2025</p> <p><b>7.1.1 Pioneer Park - Toilet Block – Shower DECISION</b></p> <p>That Council note the request and include an allocation in the draft 2025- 2026 budget for consideration.</p> <p>Motion to Council for March 17, 2025</p> <p>Moved: G. Divall Seconded J. Archer Carried Unanimously</p> <p>Committee Recommends that</p> <p>the Council open the shower and put in the token system</p> <p><b>Motion for the 18 August 2025 Council meeting</b></p> <p><b>7 1.1 Pioneer Park – Toilet Block - Shower</b></p> <p>MINUTE NO. 25/275 DECISION</p> <p>That Council notes the Committee’s request for clarification regarding the \$5000 budget allocation for the Pioneer Park Amenities – Public Shower facility and acknowledges that this matter is operational in nature and will be managed by Council officers accordingly.</p>	<p><i>Thank you and gratitude to Evandale Providore for their offer to provide the tokens for the community.</i></p> <p><i>Feed back from townsfolk and tourists are that the toilets are well maintained and clean.</i></p> <p><i>In the November council meeting - <b>MINUTE NO. 25/342</b> That Council</i></p> <p><i>a) endorse implementation of free shower facilities at Memorial Hall, Longford; and</i></p> <p><i>c) endorse the operation of the free shower facility at Pioneer Park, Evandale</i></p>

	<p><b>Moved J Archer Seconded G Divall</b></p> <p>Committee seeks clarification on the \$5000 budget allocation going to the shower Pioneer Park Amenities – Public Shower facility.</p>	<p><b>This will be a four-month trial implementation.</b></p>
6.1 (D)	<p><b>Pioneer Park - Master Plan</b></p> <p>Motion 3/12/2024 Moved B Lawson Seconded S Kensitt Carried</p> <p>That council consider any activity or works currently being done in Pioneer Park in the overall scheme of the Master Plan and provide a copy of the Master Plan report.</p> <p><b>Pioneer Park Master Plan</b></p> <p>Motion 5/8/25 Moved G Divall Seconded D Swann</p> <p>The Committee requests that</p> <ol style="list-style-type: none"> <li>1) A Council officer/ consultant to clarify the breakdown of the \$350,000 allocated to the Pioneer Park Masterplan and play equipment update.</li> <li>2) To include a timeframe of the next steps for the expenditure of the funds</li> <li>3) Time and place for the committee presentation which could be a mutually convenient time.</li> </ol> <p>Moved: B. Argent-Smith Second: J Archer Carried</p> <p><b>Motion: Further Discussion on Pioneer Park Development Sequencing</b></p> <p>That Council arrange a dedicated workshop and presentation for the committee to review and discuss the proposed sequencing of works under the Pioneer Park Landscape Master Plan, including staging priorities, timelines, and funding options, prior to commencement of implementation.</p> <p>Motion for the 18 August 2025 Council meeting 2025-09-15 OPEN COUNCIL - ORDINARY MEETING 7 1.2 Pioneer Park - Master Plan - Evandale MINUTE NO. 25/276 DECISION Carried Unanimously</p> <p>That Council note the request and that the committee will receive the information when the project progresses.</p> <p>Listed as a Council Priority Project. Looking to secure funding opportunities.</p>	<p>Works manager will present to the committee when the proposals for the playground are submitted.</p>
6.2	<p><b>Lighting at the Entrance to Evandale – Garden Bed Up lights</b></p> <p>The council installs lights at the road entrance sign into Evandale. Location: under the Evandale entrance statement - Consider the daffodils and street trees near the signage.</p>	<p>Budgeted for solar light – maintenance. Works request to consider a fixed</p>

	Committee notes that the daffodils planted were mowed over.	and vandal proof lighting. Ongoing
6.3	<b>Significant Trees Register</b>	Awaiting final report
6.4	<p><b>Bicycle Racks - Location and Style</b></p> <p>MINUTE NO. 25/005 2025 01-20 Open Council – Ordinary Meeting <u>DECISION</u></p> <p><i>That Council notes the Committee’s recommendation to consider any bike rack installation to be located so that it is not within the streetscape and, where possible be sympathetic to the heritage look of the town with the use of antique-style bike racks.</i></p> <p>Motion Moved J Archer Seconded JL Godillon Carried</p> <p>The committee requests from the Council the Status of the Bike rack installation if.</p> <p>A) The budgeted amount allocated for the bike racks will be carried forward to the new budget,  B) How much was the allocated amount,  C) Can they confirm the suggested locations were considered and accepted,  D) Date of work to commence.</p> <p>Background: Proposed locations were NOT accepted.</p> <ul style="list-style-type: none"> <li>• Memorial Hall – 2</li> <li>• Old Bakery – 2</li> </ul> <p>Committee recommends alternative sites:</p> <ul style="list-style-type: none"> <li>• Report Evandale Bike Rack – location and style options 11 April 2025  <i>Discussion Paper – April</i>  <i>Discussion Report provided by J Archer.</i>  <i>Evandale Bike Rack – location and style options 11 April 2025</i>  <i>The committee resolved to meet Tuesday 6 May at 4pm at the Evandale Community Centre to mark locations on the map.</i>  <i>June 3, 2025, Motion was considered an operational matter and not included in the council agenda</i>  <i>Reports received:</i> <ul style="list-style-type: none"> <li>• <i>Evandale Bike Rack options post JO edit</i></li> <li>• <i>Bike racks Russel St 1104205.pdf</i></li> </ul> </li> </ul>	<p>Quotations are being obtained for a vintage penny farthing style of bike rack</p> <p>Evandale Committee requests to see proposed designs and or photos and a general understanding of timelines.</p> <p>Project Officer is sourcing supplier. 8 December 2025</p>
6.5	<p><b>Heritage Tunnel and Watercourse - 2025-01-20 Council – MINUTE NO. 25/006</b></p> <p>That the council’s planning department will consult with the developer and the Tasmanian Heritage Council regarding the Committee’s motion.</p> <p>Heritage Tasmania’s Regional Heritage Advisor wrote to Council on 14/1/25 stating:</p>	<p>The land was sold and no additional developments have occurred.</p> <p>Monitor for future planning applications</p>



	<p>The Council's incorporation of the #6 Shaft into public open space would appear to be a positive heritage outcome that is, with appropriate management and interpretation, consistent with the objectives of the Heritage Council's Development Guidelines for the heritage listed Evandale-Launceston Water Scheme.</p>	
6.6	<p><b>Honey Suckle Banks – Dump Point and Area Plan</b></p> <p>Officer will undertake a detailed review of the proposed Honeysuckle Banks plan to gain a clearer understanding of the project specifications. This review will include consideration of the proposed parking arrangements, the location of amenities such as toilets and the dump point, and the grading of the area. The Committee will be updated once plans are drawn up. (Works request has been submitted Doc ID 1591963)</p> <ul style="list-style-type: none"> <li>The dump point is planned to be placed by year end 2025 by Hudson Civil.</li> <li>Current Water table has prohibited installation</li> </ul> <p><b>Honeysuckle Banks</b></p> <p>The 48-hour free area for self - contained caravans &amp; mobile homes is located at the Honeysuckle Banks Reserve, Leighlands Road Evandale</p> <p>The dedicated free area is sign posted and is only permitted from NOVEMBER TO APRIL, summer months. <b>Permits are required.</b></p> <p><i>Photo showing the graded street parking available at Honeysuckle Banks. Dec. 25</i></p> 	<p>Council has no plans to construct another area for the carpark at this time.</p> <p>The grassed gated area is only opened in the dry periods and/or during certain event times for Evandale. ie. Penny Farthing and Glover events</p> <p>This area can be monitored over this summer period, and if another area is deemed necessary, costing to be undertaken and then placed in the budget for consideration 26/27.</p> <p>Except having to walk a little way through to the river there is plenty of parking off Leighlands road</p>
6.7	<p><b>Motion: Restricting Heavy Vehicle Access — Murray Street and Rodgers Lane approach to Macquarie Street, Evandale</b></p> <p>Moved: B Argent-Smith Seconded: JL Curtis-Godillon Carried</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the road safety risk associated with heavy vehicle turning movements from Rodgers Lane into Macquarie Street due to the constrained carriageway width and turning</li> </ol>	<p><b>Traffic Counter Deployment</b></p> <p>Counters have been deployed and will be rotated within each area to capture varied data.</p>

	<p>geometry, and the conflict created when trucks swing into the oncoming traffic lane at this location.</p> <ol style="list-style-type: none"> <li>2. Assessment of the Murray Street – Rodgers Lane – Macquarie Street interface, including (but not limited to):</li> <li>3. swept-path analysis for common heavy vehicle classes (e.g., rigid trucks and semi-trailers),</li> <li>4. an options analysis of feasible controls such as gross vehicle mass (GVM) / load limits, length-based turn restrictions, time-of-day restrictions, “Local Deliveries Only” access, and minor civil/linemarking improvements, and</li> <li>5. an implementation plan, costs, and signage scheme</li> </ol>	<p>Next relocation scheduled for 26 November 2025, weather permitting.</p> <p>Purpose: Assess traffic flow across all three motions for planning and analysis.</p> <p>For noting.</p>
6.8	<p><b>Motion: Evandale Shopping Precinct: Safer 40 km/h Speed</b></p> <p>Moved B Argent-Smith Seconded: JL Curtis-Godillon Carried That Council:</p> <ol style="list-style-type: none"> <li>1. Notes the safety risks within the Evandale shopping precinct arising from its narrow carriageway and verges, high pedestrian activity (including children, older persons, mobility-scooter users, and cyclists), and the need to protect the township’s historic streetscape and infrastructure.</li> <li>2. Supports in principle the reduction of the posted speed limit from 50 km/h to 40 km/h within the Evandale shopping precinct, defined for the purposes of this motion as; Russell Street between High Street and Macquarie Street.</li> <li>3. Engages with local traders and residents to confirm precinct boundaries, staging, and a communications plan (including event overlays such as the Penny Farthing weekend).</li> </ol> <p>Background:</p> <p>Road environment &amp; vulnerable users: Evandale’s main street functions as a high pedestrian activity area with constrained widths, historic fabric, frequent visitor activity and mobility scooter users. Reducing to 40 km/h materially lowers kinetic energy in any conflict and improves driver reaction margins at crossing points.</p>	<p>Traffic Counter Deployment</p> <p>Counters have been deployed and will be rotated within each area to capture varied data.</p> <p>Next relocation scheduled for 26 November 2025, weather permitting.</p> <p>Purpose: Assess traffic flow across all three motions for planning and analysis.</p> <p>For noting.</p>
6.9	<p><b>Motion: Restriction of Parking – Rodgers Lane to Murray Street on Sundays</b></p> <p>Moved: B Argent-Smith Seconded: JL Curtis-Godillon Carried</p> <p>The committee requests council to restrict parking to “No Standing” zones along Rodgers Lane through to Murray Street on Sundays and Install appropriate signage to clearly indicate the “No Standing” restriction for the designated area.</p> <p>Background:</p> <p>The section of Rodgers Lane to Murray Street experiences significant congestion on Sundays due to increased visitor traffic. This creates safety concerns for pedestrians and obstructs emergency vehicle access. Implementing a “No Standing” restriction will:</p>	<p>Traffic Counter Deployment</p> <p>Counters have been deployed and will be rotated within each area to capture varied data.</p> <p>Next relocation schedule end 26 November 2025, weather permitting.</p> <p>Purpose: Assess traffic flow across all three</p>

	<ul style="list-style-type: none"> <li>• Improve traffic flow and reduce bottlenecks.</li> <li>• Enhance pedestrian safety.</li> </ul> <p>Similar measures have been successfully applied in other areas, such as Coachmans Road and Saddlers Court, following community consultation and Council resolution.</p>	<p>motions for planning and analysis.</p> <p>2 /12/25 Committee requests actual data of: How many vehicles? Types of Vehicles? and What are the times of the day?</p>
6.10	<ul style="list-style-type: none"> <li>• <b>February 3, 2026</b></li> <li>• <b>March Budget meeting</b></li> <li>• <b>March 31, 2026 (instead of April 7)</b></li> <li>• <b>June 2, 2026</b></li> <li>• <b>August 4, 2026</b></li> <li>• <b>October 6, 2026</b></li> <li>• <b>December 1, 2026</b></li> </ul> <p><b>Committee resolved to endorse the meeting dates for 2026</b></p>	<p>Meeting dates will be updated on the Council website</p>

## 7. COMMUNITY GROUPS – General Discussion

1. **Community Centre:** H Kent is doing a great job. The Centre has welcomed new volunteers.
2. **Neighbourhood Watch:** The last newsletter for 2025 has been circulated.
3. **History Society:** Interesting project from Steven Plowright – Identifying locals and notable people in the 1800s. eg. Garibaldi – that Charles Dickens based a character for his novel; Oliver.
  - There have been some resignations, and the implications are challenges of digitization of historical records. Software is also now out of date and requires software and hardware upgrades.
4. **Morven Park:** There are ongoing speeding and dangerous driving in the park. Especially after football and cricket functions. Request for cameras at the Box Office to catch offenders.

## 8. BUDGET ITEMS/REQUESTS TABLE

	<p><b>Budget Items/ Request List 2026/2027</b></p> <p>Items that were not funded in 2025/2026 will be included here for next year's budget consideration. Carried over from 2025/2026. New items for 2026/2027</p>	
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## 9. NEW BUSINESS

### 9.1 School Bus Shelter

This will require more information from Parents or Bus companies as to where a possible location would be.

**9.2 FaceBook post regarding the Meeting time and Purpose of the District Committee was made - requesting feedback from the community.**

- There was only one comment on the FB post noting that 4pm was a difficult time to get to a meeting.
- Possible additional posts to be made asking for feedback for more suitable times.
- Canvassing of other volunteers to join the committee from various backgrounds ie. teachers, police etc.

**9.3 Motion to use Zoom or Online meetings**

Motion Moved: D Swann Seconded: A Westbrook

That council review the opportunity for special committees to run online meetings (via platforms such as Microsoft Teams and Zoom), with the aim of improving accessibility and participation for committee members.

**Officer Comments:**

Rules regarding council meetings and subsequently committee of council meetings are as follows:-

**Section 45 of the Local Government (Meeting Procedures) Regulations 2025** states: -

45. Requirement to attend meetings in-person

A Councillor is required to attend a meeting in person.

There are no exemptions listed in the act to appear via video or telephone link.

District Committees follow the Local Government meeting procedures and therefore a committee member must attend a meeting in person. There can be specialists presentations via video or telephone.

For this reason, I will not include the motion in the December Council meeting however it will be noted in the minutes with the appropriate section of the act for the committee's information.

**9.4 Cleaning of Street Signs**

District Committee members submit a Works request with specific location and/or pictures of signage that needs to be attended to.

**9.5 Hedges**

Committee members noted that there are some hedges that are becoming an issue with pedestrian access being blocked.

District committee member to submit a works request and advise specific location and/or picture of hedges that need to be trimmed.

**10. CLOSURE & NEXT MEETING**

The Chairperson closed the meeting at 5:25 pm. The next meeting of the Evandale District Committee is scheduled for 3 February 2026, at 4pm at the Evandale Community Centre.



## Minutes of Annual General Meeting 2025

<b>Date:</b>	4/12/25
<b>Time:</b>	7:05pm
<b>Place:</b>	Cressy Fire Station
<b>Chair:</b>	Kristy Nutting
<b>Minute Taker:</b>	Sarah Greig

### Item

### Description

#### Agenda Item 1: Welcome, Attendees and Apologies

<b>1.1 Chair</b>	Kristy Nutting was confirmed as chair for the meeting
<b>1.2 Attendees</b>	Maurita Taylor, Stacey Wilson, Haylee Kavanagh, Kristyn Green, Brenda Jones, Sarah Greig, Kristy Nutting
<b>1.3 Apologies</b>	Donna Seadon, Richard Goss, Anna Goss
<b>1.4 Meeting Open</b>	The Chair declared the meeting open at 7:05pm and that a quorum was present

#### Agenda Item 2: Minutes of previous meeting and matters arising

<b>2.1</b>	<b>Confirmation of minutes</b>	
	Minutes of previous meeting read	
	<i>Proposed resolution: That the minutes of the Annual General Meeting held on 26<sup>th</sup> November 2024</i>	
	<b>Moved: Stacey Wilson</b>	<b>Seconded: Maurita Taylor</b>
	<b>Decision: Passed/Not passed</b>	

<b>2.2</b>	<b>Review of Actions from Previous Annual General Meeting</b>	
	No Actions	
	<i>Proposed Resolution:</i>	
	<b>Moved:</b>	<b>Seconded:</b>
	<b>Decision: Passed/Not passed</b>	

## Agenda Item 3: Reports

<b>3.1</b>	<b>President's report</b>	
	Maurita Taylor presented the President's report thanking everyone for their efforts last season.	
	<i>The president's report for the year ended 30 June 2025 was taken as <b>received</b></i>	
	<b>Moved: Brenda Jones</b>	<b>Seconded: Kristyn Green</b>
	<b>Decision: Passed/Not passed</b>	
<b>3.2</b>	<b>Treasurer's report</b>	
	Current bank balance - \$11770.45 as at 31/10/25 Approximately \$4000 has been used for stocking the canteen prior to fun days and carnivals Books to be audited for past 2 years up until the end of December 2025, due to Council by the end of February 2026	
	<i>The treasurers report for the year ended 30 June 2025 was taken as <b>received</b></i>	
	<b>Moved: Sarah Greig</b>	<b>Seconded: Haylee Kavanagh</b>
	<b>Decision: Passed/Not passed</b>	

## Agenda Item 4: Election of Office Bearers

4	Election of Office Bearers			
	Name/s	Nominated	Seconded	Accepted
4.1 Chair Person:	Maurita Taylor	Sarah Greig	Brenda Jones	Yes
4.2 Vice Chair Person:	Kristyn Green	Haylee Kavanagh	Stacey Wilson	Yes
4.3 Treasurer:	Stacey Wilson	Sarah Greig	Haylee Kavanagh	Yes
4.4 Secretary:	Sarah Greig	Maurita Taylor	Kristyn Green	Yes
4.5 Committee:	Haylee Kavanagh Donna Seadon Brenda Jones Richard Goss (NMC Representative) Anna Goss			Yes
	The chair called for verbal nominations for the vacant positions and the above people were nominated. An election was held by show of hands. The above people were elected			
	Moved: Maurita Taylor		Seconded: Brenda Jones	
	Decision: Passed/Not passed			

Agenda Item 5: Other Business


	Memorandum of Understanding 2025-2026 Have been accepted with the understanding clause number 6.c be removed.  Accepted Unanimously
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Agenda Item 6: Next AGM

<b>6</b>	The next Annual General Meeting will be held within five months after the end of the next financial year, and prior to the opening of the next swimming season. The committee will determine the time, date, and location closer to the date and issue a notice.
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Agenda Item 7: Meeting Close

<b>7</b>	The Meeting was declared closed at 7:33pm.
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<b>Signed:</b>	
<b>Minute taker:</b>	Sarah Greig
<b>Date:</b>	4/12/25





### Meeting minutes

#### Committee meeting

<b>Date:</b>	4/12/25
<b>Time:</b>	19:35
<b>Place:</b>	Cressy Fire Brigade
<b>Chair:</b>	Maurita Taylor
<b>Minute Taker:</b>	Sarah Greig

<b>Attendees:</b>	Maurita Taylor, Brenda Jones, Sarah Greig, Haylee Kavanagh, Kristyn Green, Stacey Wilson, Kristy Nutting
<b>Apologies:</b>	Richard Goss, Anna Goss, Donna Seadon,

#### Item

#### Description

<b>1.1</b>	<b>Declaration of Interests</b>	
	<i>Who / Conflict of Interest Disclosed / Note</i>	
<b>1.2</b>	<b>Acceptance of minutes of previous meeting</b>	
	Minutes of previous meeting read	
	<i>Proposed resolution: That the minutes of the Committee meeting held on 26<sup>th</sup> November 2024 be accepted with the above changes.</i>	
	<b>Moved:</b> Maurita Taylor	<b>Seconded:</b> Kristyn Green
	<b>Decision:</b> Passed/Not passed	

<b>2</b>	<b>Review of Actions from Previous Meeting</b>		
	<b>Action / Resolution</b>	<b>Who</b>	<b>Status</b>
	Lap Swimming funding request - Rotary	Sarah Greig To resend letter to Rotary	Remove – No Longer a Committee Requirement
	Shade over playground – funding request Mark Shelton office	Sarah Greig sent letter to M Shelton following approval from Council	Funding approved for \$25000 Active Tasmania will be liaising with Council to facilitate the development In process of being installed Remove

	Stacey to arrange bank cards with Maurita and Donna		Ongoing
	Anna Goss would like to create a history wall on the Cressy War Memorial Swimming Pool		Ongoing

<b>3</b>	<b>Acceptance of new members</b>		
	New Member/s:		
	<i>Proposed resolution: That the new member/s listed above be accepted.</i>		
	<b>Moved:</b>	<b>Seconded:</b>	
	<b>Decision:</b> Passed/Not passed		

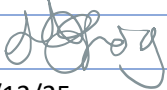
<b>4</b>	<b>Treasurer's report</b>		
	Current bank balance – \$11770.45		
	<i>Proposed resolution: That the treasurer's report be accepted, and outstanding bills paid</i>		
	<b>Moved: Sarah Greig</b>	<b>Seconded: Maurita Taylor</b>	
	<b>Decision:</b> <b>Passed</b> /Not passed		

<b>5</b>	<b>General Business</b>	
	<b>Business</b>	<b>Action/Status</b>
	<b>5.1 Items for Decision</b>	
	<b>5.2 Items for Discussion</b>	
		To promote Lift the Tone by signing the pledge, share the campaign message on social media, and encourage respectful communication within your community.
	Lift the Tone Correspondence from NMC	
	Aqua Fit sessions at the pool	
	Haylee and Jade both certified to take these classes	To discuss further

	<b>5.3 Items for Noting / Information</b>	
	<b>5.4 Late or Urgent Business</b>	
	Council to provide clarity surrounding lap pass season ticket prices in their online information	Kristy Nutting to follow up

<b>6</b>	<b>Upcoming Events</b>
	<p><b>Upcoming events: Kiosk Requested</b></p> <p>Monday 8<sup>th</sup> December – Scotch Oakburn College. Request kiosk for an hour from 11.30-12.30. Booking from 9.30-1.30</p> <p>Tuesday 9<sup>th</sup> December – Cressy School. Booking from 9.00-2.30</p> <p>Monday 15<sup>th</sup> December – St Patricks College. Booking from 10.00-2.00</p> <p>Tuesday 16<sup>th</sup> December – Bracknell Primary School. Booking from 10.00-2.00</p> <p>Wednesday 17<sup>th</sup> December – Cressy School Picnic Day, Primary. TBC</p> <p>Thursday 18<sup>th</sup> December – Cressy School Picnic Day, High. TBC</p>

<b>7</b>	<b>Next meeting</b>	
	<b>Time:</b>	7:00pm
	<b>Date:</b>	29 January 2026
	<b>Place:</b>	Cressy Fire Station

<b>8</b>	<b>Meeting close 20:10</b>	
<b>Minute taker:</b>	Sarah Greig	
<b>Signed:</b>		
<b>Date:</b>	4/12/25	

## Minutes of Devon Hills Neighbourhood Watch and Residents Committee AGM

10th August 2025

**Present:** Phill Canning, Cheryl Martin, Ian Goninon, Lance Turner, Jason Horton, Lisa Buckby, Alira Davis

**Apologies:** Virginia Tempest, Deputy Mayor Janet Lambert, Councillor Paul Terret, Jamie Buckby, Margaret Webster

**Meeting Opened:** 3.30pm

**Previous Minutes:** That the minutes of AGM for the Devon Hills Neighbourhood Watch and Residents Committee held 11<sup>th</sup> August 2024 be confirmed as a true and correct record of proceedings.

Moved as correct: C Martin

Seconded: I Goninon

In Favour: Unanimously Carried

### **Declaration of any Pecuniary Interest by a Member of a special committee of council.**

In accordance with the Local Government Act 1993, Part 5, S48A-S56, a member of a Special Committee must not participate in any discussion or vote on any matters in respect to which the member:

- 1) Has an interest; or
- 2) Is aware or ought to be aware that a close associate has an interest

A member has an interest in a matter if the matter was decided in a particular manner; receive a pecuniary benefit or pecuniary detriment.

It should be noted that any person declaring an interest is required to notify the General Manager, in writing, of the details of any interest declared within 7 days of the declaration.

Nil Declared

### **Extraordinary Business Item**

#### **Business Arising**

1. Thankyou to Mayor Mary Knowles, General Manager Des Jennings and Northern Midlands Council for all their assistance & improvements in our community over the past 12months.
2. Thankyou to Local Council Members Deputy Mayor Janet Lambert and Councillor Paul Terret for their ongoing support to the Devon Hills Community.
3. Thankyou to Kerry Thomas for delivering flyers etc to the Devon Hills area.
4. Thankyou to Ian Goninon for printing and advertising services for community events.
5. Thankyou to outgoing Treasurer Margaret Webster for her years of services and dedication.
6. Margaret Webster has resigned her position as Treasure & will not be standing for nomination in 2025.

#### **Treasurer's Report**

Tabled by Cheryl Martin with August 2025 closing balance of:  
Devon Hills Neighbourhood Watch \$2,563.64

Moved: C Martin

Seconded: I Goninon

All in Favour: Carried Unanimously

**Election of Office Bearers**

The following positions were filled by:

CHAIRMAN/PRESIDENT: P Canning

Nominated By: J Horton

Seconded: I Goninon

VICE CHAIRMAN/PRESIDENT: L Turner

Nominated By: P Canning

Seconded: I Goninon

TREASURER: C Martin

Nominated By: A Davis

Seconded: J Horton

SECRETARY: A Davis

Nominated By: P Canning

Seconded: J Horton

Next AGM: Sunday 9<sup>th</sup> August 2026 3.30pm

Meeting Closed: 3.38pm

## Minutes of Devon Hills Neighbourhood Watch and Residents Committee

10<sup>TH</sup> August 2025

**Present:** Phill Canning, Cheryl Martin, Margaret Webster, Ian Goninon, Lance Turner, Jason Horton, Lisa Buckby, Alira Davis

**Apologies:** Virginia Tempest, Deputy Mayor Janet Lambert, Councillor Paul Terret, Jamie Buckby

**Meeting Opened:** 3.38pm

**Previous Minutes:** That the minutes of the meeting for the Devon Hills Neighbourhood Watch and Residents Committee be confirmed as a true and correct record of proceedings.

**Moved:** C Martin

**Seconded:** J Horton

**All in Favour:** Unanimously Carried

### Business Arising From Previous Meeting

- 1) Garage Sale Day set for Saturday 15<sup>th</sup> November 8am-12.30pm  
Advertise on own & Local Facebook pages, Perth Newsletter, Letter Box Drop & signs on highway. NMC Calendar of events.  
Phill Canning to email flyer to Ian Goninon for printing & to Jason Horton for Perth Newsletter.  
Phill Canning to organise sign application.  
Phill & Cheryl Canning to organise BBQ.

Agreed we need a coffee van. Alira Davis to reach out to Soma Coffee & see if they will attend.



2) Line Markings – Have been completed.

3) Cancer Council Morning Tea – Raised \$537.00

Thankyou to all those involved in organising the day.

Special thankyou to Bob at Bob's Bulbs for the donation of plants.

Next year: reach out to Cancer Council and invite representative (Emma).

4) Special Committee – Agreed that Devon Hills need in writing that we are a special committee.

Motion – Phill Canning as President of Devon Hills Neighbourhood Watch and Residents Committee approach Northern Midlands Council to request written confirmation that Devon Hills Neighbourhood Watch and Residents Committee be listed and recognised as a Special Committee.

Request for a copy of certificate of currency of Insurance, ensuring appropriate insurance is in place.

For Devon Hills Neighbourhood Watch and Residents Committee be listed and recognised on the Northern Midlands Council Website under Special Committees.

Moved: J. Horton

Seconded: I. Goninon

Carried Unanimously

**Treasurers Report Tabled by Cheryl Martin**

Opening Balance: \$2,358.64

IN -

13/2/25 Christmas BBQ \$61.00

16/6/25 Perth Pigeon Club \$50.00

16/6/25 April Garage Sale \$74.00

1/6/25 Shed Rent \$20.00

OUT - NIL

Closing Balance \$2,563.64

**Moved:** C Martin

**Seconded:** I Goninon

**All in Favour:** Carried Unanimously

**General Business**

- 1) Crime Report by Phill Canning  
11<sup>th</sup> April – 5<sup>th</sup> August 2025

A gold coloured utility was parked at the intersection of Devon Hills Rd & Haggerston Rd, advertising it for sale. Sometime between this date and July 13<sup>th</sup> the vehicle was stolen and later found destroyed at another location. Under investigation (779894).

- 2) NMC Community Organisation Website – Devon Hills Committee can sign up and be listed on the website then local businesses can be added and available for people to search up when needed.
- 3) “PCPA” Perth Community Progress Association – Lisa raised if Devon Hills Committee should join. On further investigation individuals can join not organisations.

- 4) I Goninon – Would like to see a letter put to NMC raising concern for the rate increase, special rate for Devon Hills Area, cost of Child Care Centre (should this be sold?), FOGO Bins – approximately a 1/3 are used in Devon Hills and even then not full with a major cost to NMC for this service.

What other ways/means could NMC implement to reduce cost?

Concern for 2026/27 rates, will they continue to rise at the same rate?

Launceston City Council send out a letter approximately 2 months before rates are set out. Letter outlines the Council's spending, cost and future plans. Is this something that NMC could implement?

It was agreed that I Goninon would draft letter and send to Devon Hills Committee for review.

Next Meeting: Sunday 12<sup>th</sup> October 2025 3.30pm

Meeting Closed: 4.49pm

## **EVANDALE COMMUNITY CENTRE AND MEMORIAL HALL MANAGEMENT COMMITTEE MINUTES**

Date: Tuesday 11 November 2025

Chair: Brett Goldsworthy

### **1. Attendance and Apologies**

- **Present:** Maria Lawson, Barry Lawson, Kath Wenn, Jackie Divall, Lyn Robson, Judy Heazlewood, Gillian Atherton, Paul Terrett, Kristy Nutting, Heidi Kent, Brett Goldsworthy
  - a. **Apologies:** Barry Wenn, Geoff Divall and Mariella Vallesi

### **2. Acknowledgement of Country** – given by Brett Goldsworthy

### **3. Declarations of Interest** requested by Chair Person. None given

### **4. Confirmation of Minutes** for October 2025

- a. Acceptance proposed by Kath Wenn
- b. Acceptance seconded by Maria Lawson

### **5. Business Arising** from previous minutes: None

### **6. Correspondence**

#### **a. In**

- i. Volunteering Tasmania – advising that the fee for Volunteers to get a WWVP card will be waived in an upcoming 2 year trial
- ii. Emails from Volunteers Ernie Lang and Mariella Vallesi expressing preferences for having the xmas lunch locally.
- iii. Email from Ernie Lang re use of acknowledgement of country at beginning of meetings: discussed – no further action proposed.
- iv. Coach Holiday and Tour Operations – bookings for large coach groups to visit centre
- v. 15 emails about grant opportunities – only 1 was possible – but on further investigation by Barry Lawson was also deemed irrelevant for us.
- vi. email from Shija Mathews about a missing painting – now resolved
- vii. see attached Incoming Correspondence Summary October 2025

#### **b. Out**

- i. Email to Flick seeking clarification of current outstanding payments
- ii. see attached Outgoing Correspondence Summary October 2025

### **7. Reports**

- a. Council report presented by Kristy Nutting:  
They are planning to have a special meeting in February to return the roles of Secretary and Treasurer to the Committee.

- b. Hall report presented by Brett Goldsworthy;  
\$360 of income in October and he expects it to be negligible for November.
- c. Historical Society report – presented by Barry Lawson:  
Nothing new to report. Steve Plowwright’s work on the Russel Album is progressing
- d. Financial report presented by Heidi Kent  
See attached Invoices Paid In October and Outstanding Invoices lists and the Evandale Community Centre Monthly Report 2025

**All reports unanimously accepted.**

- a. Acceptance moved by Maria Lawson
- b. Acceptance seconded by Kath Wenn

**8. General Business**

- a. **Christmas lunch** ; Heidi Kent presented 4 quotes from Annies at Western Junction, Ingleside Café, The School Champions and an option to cater ourselves.  
**Unanimous decision** was made to accept quote from Annies and hold event on Thurs 11 December at 12 noon and to include a budget of \$120 for 3 bottles of white wine, 3 bottles of red wine and some soft drinks and pay the \$50 higher fee for council insurance because of the inclusion of alcohol.  
Decision moved by Maria Lawson  
Decision seconded by Barry Lawson
- b. **Jim’s amendments** to management agreement: Heidi to resend the agreement and Jim’s comments so that we can all review and submit a unified response to council about the agreement.  
**Brett proposed** that we take no further action specifically with regard to Jim’s comments and that we are happy to leave management agreement as it is.  
Seconded by ??????????????????
- c. Barry asked if Heidi could reach out to coach company for history society to see if they would like to organise a history person to be available to present some information for them.
- d. **Gift cards** – unanimous decision not to give gift cards to volunteers for Christmas thank you
- e. Christmas and new year opening hours – unanimous decision to be closed on Christmas day, boxing day and new year’s day.  
**Proposed by** Barry Lawson  
**Seconded by** Maria Lawson
- f. **Artist payments** – Heidi asked for approval to pay artists as soon as paintings are sold rather than making them wait until after the next meeting, as the paintings are sold on consignment and we have already received the money.  
Unanimous vote to do so.

**Decision moved** by Judy Heazlewood

**Seconded by** Kath Wenn

- g. **Back door** – approval sought for new signage and a new entry/exit chirp system for back door so that we can monitor comings and goings more easily.  
Proposed Lyn Robert  
Seconded Jackie Divall
  - h. Postage – committee confirmed that clients should be paying their own postage
  - i. Ernie has asked if we can hold committee meetings in bonnet room because of the echo in the large room. Unanimously decided no we cannot because we cannot all fit.
  - j. Letter from Historical society to Brett as chairperson asking if committee would pay half of the catering costs for the Anzac Day celebrations  
Moved by Jackie Divall to agree to do so  
Seconded by Lyn Robson  
Unanimously agreed to
  - k. Jackie Divall presented a shop report and the new Owen Hughes book and said she will be doing some conservative ordering
  - l. Judy Heazlewood raised the fact that someone thought there was a remembrance service at memorial hall today. Paul Terret raised need for better advertising of memorial services in general.
9. **Next meeting** Tuesday 9 December 2026 at 12 noon at Evandale Community Centre
10. **Meeting closed** at 1.59pm

## Minutes of Devon Hills Neighbourhood Watch and Residents Committee

9<sup>th</sup> February 2025

**Present:** Phill & Cheryl Canning, Margaret Webster, Alira Davis, Deputy Mayor Janet Lambert, Lance Turner.

**Apologies:** Lisa Buckby, Jamie Buckby, Paul Terret, Ian Goninon.

**Meeting Opened:** 3.30pm

**Previous Minutes:** That the minutes of the meeting for the Devon Hills Neighbourhood Watch and Residents Committee be confirmed as a true and correct record of proceedings.

**Meeting Date:** 8<sup>th</sup> December 2024

**Moved as Corrected:** C Canning

**Seconded:** M Webster

**All in Favour:** Unanimously carried

### Business Arising From Previous Meeting

- 1) Santa Lolly Run & BBQ Review: Successful event with large community turn out. Donations of \$61 were collected. Thank you to Swift Meats for the donation of sausages.

Janet Lambert: Thank you to Phill & Cheryl Canning from the committee for the organising and setup again this year. Greatly Appreciated.

C. Canning raised concern about the back of the BBQ being a hazard and some sort of barrier needed to prevent someone being burnt.



P. Canning to action Safety cones/poles and tape to be used to rope off area.

- 2) Response to Motions put to Northern Midlands Council:
  - a) Installation of speed humps – That the council investigate the installation of speed humps along the Devon Hills/Loop Road for safety reasons and to reduce excessive speeding in this area.
  - b) Plan of Development for Devon Hills Walk/Bikeway- That Council review the existing shared path markings and signage, seek advice from a Traffic Engineer and develop a plan to carry out upgrades as required.

Both motions will now sit on Council books until comprehensive reports are tabled.

- 3) P. Canning letter to Northern Midlands Council covering topics mentioned in Point 5.

Letter not sent to Council. J.Lambert updated that Council are in process of contacting Bus Company to come into Devon Hills and use bus stop at Community Shed. No update on tree planting.
- 4) J. Lambert update on line markings: Contractors have since returned and fixed/resealed areas of the road. No update on when lines will be marked.
- 5) Suggestions for Community Event: Continue to support Cancer Council Morning Tea usually held in May.
- 6) Garage Sale:
  - a. Next Garage Sale Day Saturday 15<sup>th</sup> March 2025.
  - b. P. Canning to contact & send flyer to I.Goninon in the new year for advertising.
  - c. P. Canning to check with I.Goninon if Makers Market will support event
  - d. A. Davis to post on Facebook.

Treasurers Report: Tabled by M. Webster  
Devon Hills Residents Committee Account Balance

Opening Balance: \$2,438.64

IN - Nil

OUT - Perth Fire Brigade Lolly Run \$80.00 8.12.2024

Closing Balance \$2,358.64

Moved as Correct: M. Webster  
Seconded: P. Canning  
All in favour: Unanimously carried

General Business:

1) Crime Report by Phill Canning:  
Nil to report.

2) Alarm System upgraded to link with new network.

3) Neighbourhood Watch AGM: P. Canning was awarded "Presidents Certificate of Commendation for commitment to Neighbourhood Watch as coordinator and President of the Devon Hills Residents Committee, and your personal support of the State President.

Next Meeting: Sunday 13<sup>th</sup> April 2025 3.30pm start

Meeting Closed: 4.05pm



7. Picnic table repairs – Partial repairs completed with final oiling to be completed in finer weather.
8. Timer for heat pump in scorer's room – Cost received for discussion.
9. Sand for top-dressing. Brendon organising as required.
10. Bar fridge compressor - awaiting quote from Dakin.
11. Home changeroom vanity water damage – Repair not completed as yet.
12. UTas seats – not proceeding with any purchase.
13. Line marking machine - Purchased.
14. Garbage bins for Club rooms - Purchased.
15. Painting of changerooms – Council providing labour when paint becomes available.
16. Light Rail security camera – Being discussed at ELRSS December meeting.
17. Movie night in January 2026 – Late January with further details to be provided.
18. First Aid kits servicing – Council advised service of kits is delayed due to short staff of supplier.
19. Leaking taps men's public toilets – NMC to repair.

### **Correspondence:**

#### **Out:**

Emails to Kristy Nutting re MP Management & Development Assn Inc Constitution and confirming she will construct a draft Lease document; plus correspondence re Scoreboard.

Email to Leigh McCullagh re taps in men's public toilets.

Emails to MPMC members with quote for Line Marking machine.

Emails to relevant parties re main gate closure for Evandale School event - initially 22nd Oct but changed to 23rd Oct.

Minutes of General Meeting 8th October 2025.

#### **In:**

Email from Kristy Nutting 17th October advising draft Lease nearly completed.

Email from Leigh McCullagh re taps in men's public toilets - repairs being organised.

Email from Cricket Club agreeing to purchase of Line Marking machine.

Email from Kristy Nutting re Justin Cooper seeking access to photos of Football Club.

### **Financial Report: \$7,565.58**

Moved: John Hughes      Seconded: David Opperman      CARRIED

### **User Groups:**

Cricket - All good.

Football – off season.

**Tennis - Toilet upgrade – what works is Council completing with Tennis Club toilets?**

Skate Park - All good.

Primary School - borrowed BBQ and mower.

Light Rail - Event last weekend satisfactory.

Village Fair - NR

Morven Park Grounds - Ground fertilized. Handrail where signs removed needs painting and old signs disposed of.

Northern Midlands Council - Nothing to report.

**General Business:**

1. Camping over weekend – can only request campers to move but no power to evict.
2. Tree at skate park needs pruning as weight of branches when raining could cause breakage. Chairman to contact Leigh McCullagh requesting pruning.
3. City Mission – have a key to scoreboard room and need to be advised by Council that access must be with prior arrangement due to security alarm. Chairman to contact Acting General Manager, Maree Bricknell, asking her to advise City Mission of this.
4. Dogs unleashed in Morven Park precinct – need to be addressed as unleashed areas are the dog park off Arthur Street and Honeysuckle Banks. Further signage may be useful.
5. Volunteer WWVP card fees have been waived by Tas Government as an incentive for volunteers.

**Meeting Closed: 9.32pm**

**Next Meeting: General Meeting - Wednesday 10th December 2025 at 7.30pm.**

## Minutes of Devon Hills Neighbourhood Watch and Residents Committee

12<sup>TH</sup> October 2025

**Present:** Phill Canning, Cheryl Martin, Margaret Webster, Lance Turner, Jason Horton, Lisa Buckby, Alira Davis, NMC Representative Kristy Nutting

**Apologies:** Deputy Mayor Janet Lambert, Councillor Paul Terret, Ian Goninon.

**Meeting Opened:** 3.30pm

**Previous Minutes:** That the minutes of the meeting for the Devon Hills Neighbourhood Watch and Residents Committee be confirmed as a true and correct record of proceedings.

**Moved:** L Turner

**Seconded:** J Horton

**All in Favour:** Unanimously Carried

### Business Arising From Previous Meeting

- 1) Garage Sale Day set for Saturday 15<sup>th</sup> November 8am-12.30pm  
Advertise on own & Local Facebook pages, Perth Newsletter, Letter Box Drop & signs on highway. NMC Calendar of events.  
Phill Canning to email flyer to Ian Goninon for printing & to Jason Horton for Perth Newsletter.  
Phill Canning to organise sign application.  
Phill & Cheryl Canning to organise BBQ.

Coffee Van Booked – Rachael  
Kerry to deliver flyers locally.

- 2) Letter put forward by Phill Canning following discussion initiated by Ian Goninon at last meeting. Copy of letter attached.

No response from NMC.

NMC Representative Kristy spoke on this: Des Jennings is currently on leave. Maree Bricknell is Acting General Manager; Letter has been passed on to relevant areas of council for each to respond. Expect a response with the next two weeks, but definitely before next meeting.

Land is currently being valued by Government which will affect rates etc for the coming year.

- 3) Special Committee – NMC Representative Kristy Nutting attended to explain the role of District Committee and Management Committee. We currently sit as a Management Committee (Formed to care for Council Assets) as our role is management of the Community Shed. There are several District Committees in the area: Campbell Town, Cressy, Ross, Evandale, Perth is currently in Recession.

J. Horton raised that with Perth District Committee currently in recess, Devon Hills don't have an avenue of representation. Also with more residents in Devon Hills that Ross, why are Devon Hills not a District Committee when Ross is?

Line Markings and Fire Plan are a perfect example of our voice not being heard. Fire plan has been going on for over 5 years with no progress made.

K Nutting asked, do you want to be a District Committee?

General consensus that without full knowledge of what a District Committee entails a decision could not be made.

P Canning seconded issue around fire plan and with new subdivision progressing they are not included in any area. While they are more like Devon Hills, they are also not part of Devon Hills. However a fire plan needs to include the subdivision.

K Nutting – In the process of reviewing all Committees there are regulatory requirements that need to take place that are currently not.



NMC don't have a copy of our meeting minutes since Dec 2024 and no management agreement signed, no list of current members, Volunteer Inductions not up to date.

(Alira to resend all meeting minutes for 2025 to both NMC generic email address and K Nutting).

There has been some pushback from Committees with what is required of them to meet regulations.

P Canning has read the Management Agreement and feels there are some areas that need discussion, not relevant to Devon Hills but would like others to read document first.

Do we need a hybrid agreement for Devon Hills?

Are there any other committees that are joined with Neighbourhood Watch? No Devon Hills are the only ones. Does agreement need to encompass our memberships with Neighbourhood Watch?

K Nutting to email Management Agreement to P Canning to then distribute to members.

Members to give opinions/response at December meeting to be feed back to K Nutting. Review aimed to be completed by January 2026.

J Horton – Response from NMC is “Noted” on alot of suggestions raised by District Committees. A proper response from NMC would be appreciated and more accepted within committees.

J Horton – Can we apply for grants? K Nutting – Yes we can. Also ask NMC for a letter of support to go with applications.

**Treasurers Report Tabled by Cheryl Martin**

August Opening Balance: \$2,563.74

IN - Nil

OUT – NMC 2024 GST \$47.98

Closing Balance \$2,515.76

October Opening Balance: \$2515.76

IN – Nil

OUT – Neighbourhood Watch Tasmania Annual Fee \$30.00

Closing Balance \$2,485.66

**Moved:** C Martin

**Seconded:** J Horton

**All in Favour:** Carried Unanimously

**General Business**

- 1) Crime Report by Phill Canning  
5<sup>th</sup> August – 8<sup>th</sup> October 2025

No reported incidents.

- 2) Motion: \$80 is donated to Perth Fire Brigade start of December 2025 for Santa Run.  
Moved: A Davis  
Seconded: P Canning  
Carried Unanimously

- 3) P Canning will continue to post updates/newsletters from NMC on the community notice board.
- 4) Banking has been moved to online. Two authorities are still needed for payments to be made.
- 5) P Canning to write a Thankyou letter to NMC and Kristy Nutting for her time attending today's meeting.
- 6) 2026 Meeting Dates:

Sunday 8<sup>th</sup> February, Sunday 12<sup>th</sup> April, Sunday 14<sup>th</sup> June, Sunday 9<sup>th</sup> August **AGM**, Sunday 11<sup>th</sup> October, Sunday 13<sup>th</sup> December.  
Meetings to start at 3.30pm.

Next Meeting: Sunday 14<sup>th</sup> December 2025 3.30pm

Meeting Closed: 5.10pm

## ROSS COMMUNITY SPORTS CLUB INC.

## MINUTES

DATE: 11<sup>th</sup> November 2025

TIME: 4.00 pm

LOCATION: Ross Community Sports Club

## ATTENDEES

Dale Lloyd	Michael Smith	Marcus Rodrigues	Hannah Lang
Sally Langridge	Brenda Turner	Molly Jones	Gabe Gressie
Brad Hodges	Amber Wilson	Ricky Mansfield	Tim Dyer

## APOLOGIES

Ricky Hebbard	Diane Lloyd		
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## IN ATTENDANCE

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## ITEMS

NO.	ITEM	ACTION
1.	<b>ACKNOWLEDGEMENT OF COUNTRY</b> Marcus Rodrigues opened the meeting with Acknowledgement of Country "We acknowledge the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present."	
2.	<b>CONFLICTS OF INTEREST DECLARATION</b> Nil	No Further Action
3.	<b>CONFIRMATION OF PREVIOUS MINUTES</b> 3.1 Hannah Lang advised that she should not have seconded for the confirmation of Minutes for the meeting of 9 <sup>th</sup> September as she had not attended that meeting. Brad Hodges then seconded the confirmation of the Minutes for 9 <sup>th</sup> September. 3.2 Sally Langridge requested a change to the Minutes for the meeting of 14 <sup>th</sup> October 2025 to remove the motion regarding acceptance of the financial report as this was not provided at the meeting. 3.2 Moved by Brad Hodges that the Minutes of the meeting of 14 <sup>th</sup> October 2025 with the above corrections be accepted and seconded by Brenda Turner.	No Further Action
4.	<b>BUSINESS ARISING</b> <b>4.1 Membership Applications.</b> Sally Langridge reported that there had been applications for 2 new members – Sandra Burn and Nicole Clifford. There was unanimous agreement to accept these applications. <b>4.2 Committee Resignations &amp; Nominations for Casual Vacancies.</b> There were no resignations or appointments. <b>4.3 Review of Management Agreement.</b> Michael Smith advised that this item was still under consideration by Council and is ongoing. <b>4.4 Review of Constitution.</b> Michael Smith advised that this item was still ongoing and awaiting outcome of Management Agreement review by Council. <b>4.5 Purchase of Solar System.</b>	No Further Action No Further Action Ongoing Ongoing Ongoing

	Sally Langridge advised that this was ongoing.	
	<b>4.6 Purchase of Sound System.</b> Sally Langridge advised that this was ongoing.	Ongoing
	<b>4.7 Status of Recycle Rewards program.</b> Sally Langridge advised that she was still awaiting an ABN letter from Council and would follow up.	Ongoing
	<b>4.8 Removal of part of Rodeo Arena.</b> Michael Smith advised that he would contact Leigh at Council in relation to this in order to progress.	Ongoing
	<b>4.9 Membership Activities.</b> <ul style="list-style-type: none"><li>Proposed Membership Day &amp; Basketball Competition.</li></ul> A tentative date of 10 January was proposed for this and is to include a BBQ, with further details to be discussed at the next meeting. <ul style="list-style-type: none"><li>Proposed Members Christmas Party.</li></ul> It was decided to hold a BBQ from 5pm to 8pm on Saturday 13 December for a Members Christmas party. An invitation flyer is to be produced and a request made to Grant at the Post Office to do a mailbox drop.	Ongoing
	<b>4.10 Proposed installation of internet.</b> Dale Lloyd reported that he would continue to investigate this and report to next meeting.	Ongoing
	<b>4.11 Owen Kay Thank You</b> Sally Langridge reported that this was ongoing mainly due to availability of meals at the hotel but would be provided as soon as this changed. It was agreed to remove this from the next Agenda.	No Further Action
5.	<b>FINANCIAL REPORTS</b>	
	5.1 Sally Langridge presented financial reports for the months of September and October 2025.	No Further Action
	5.1 Moved by Brad Hodges and seconded by Hannah Lang that the Treasurer’s Reports be accepted and that accounts be passed for payment.	
6.	<b>CORRESPONDENCE</b>	
	<b>6.1 Inwards</b> <ul style="list-style-type: none"><li>Northern Midlands Council 13/10/25 – Email re: Kristy Nutting meeting attendance.</li><li>Masters Cricket Tas 16/10/25 – Email re: Response to meeting request.</li><li>Northern Midlands Council 16/10/25 – Email re: Invoices.</li><li>Masters Cricket Tas 20/10/25 – Email re: Response to email re access to other clubhouse areas.</li><li>Masters Cricket Tas 20/10/25 – Email re: Additional response to email re access to other clubhouse areas.</li><li>Masters Cricket Tas 26/10/25 – Email re: Meeting and request for additional facilities.</li><li>Northern Midlands Council 27/10/25 – Email re: Maintenance request for urinal.</li><li>Tas Wool Centre 28/10/25 – Email re: Newsletter information request.</li><li>Tas Wool Centre 30/10/25 – Email re: Newsletter information request.</li><li>BSG 05/11/25 – Email re: Christmas orders for lucky tickets.</li><li>IGA 05/11/25 – Statement 31/10/25.</li><li>Masters Cricket Tas 05/11/25 – Email re: Notice of additional matches.</li><li>Masters Cricket Tas 06/11/25 – Email re: Notice of possible match cancellation &amp; request to report maintenance issue to Council.</li><li>Masters Cricket Tas 07/11/25 – Email re: Notice of match cancellation.</li><li>Catherine Burns 09/11/25 – Email re: Enquiry for visitor attendance at Games Afternoon.</li><li>Defibtech Sales 10/11/25 – Email re: purchase of defibrillator pads.</li></ul>	

	<ul style="list-style-type: none"> <li>Various emails re facility hire.</li> </ul>	
	<p><b>6.2 Outgoing</b></p> <ul style="list-style-type: none"> <li>Various emails re facility hire.</li> <li>Northern Midlands Council 14/10/25 – Email re: Kristy Nutting meeting attendance.</li> <li>Northern Midlands Council 14/10/25 – Email re: Response to request from Kristy Nutting for hire fees Masters Cricket.</li> <li>Masters Cricket Tas 15/10/25 – Email re: Meeting request date.</li> <li>Masters Cricket Tas 15/10/25 – Email re: Change of meeting date.</li> <li>Masters Cricket Tas 16/10/25 – Email re: Confirmation of meeting date.</li> <li>Masters Cricket Tas 19/10/25 – Email re: Request for information re access to other clubhouse areas.</li> <li>Masters Cricket Tas 20/10/25 – Email re: Response to email response re access to other clubhouse areas.</li> <li>Northern Midlands Council 21/10/25 – Email re: Response to request from Kristy Nutting for copy of Constitution.</li> <li>Masters Cricket Tas 27/10/25 – Email re: Changeroom availability and incorrect storage of scoreboard.</li> <li>Tassie Tour 29/10/25 – Email re: Confirmation of catering requirements for motorcycle event.</li> <li>Tas Wool Centre 30/10/25 – Email re: Response to information request for newsletter.</li> <li>Masters Cricket Tas 06/11/25 – Email re: Confirmation of additional matches.</li> <li>Masters Cricket Tas 07/11/25 – Email re: Response to match cancellation.</li> <li>Masters Cricket Tas 07/11/25 – Email re: Notice of match cancellation.</li> <li>Catherine Burns 10/11/25 – Email re: Response to enquiry for visitor attendance at Games Afternoon.</li> </ul>	
	<p>6.3 Moved by Sally Langridge and seconded by Dale Lloyd that all inward Correspondence be received, and that outward Correspondence be approved.</p>	No Further Action
7.	<b>GENERAL BUSINESS</b>	
	<p><b>7.1 Booking Report</b></p> <p>Hannah Lang reported the following upcoming activities:</p> <ul style="list-style-type: none"> <li>90<sup>th</sup> Birthday Party for next Saturday 15 November.</li> <li>Bingo on Thursday 20 November.</li> <li>BBQ for Trefusis on Friday 28 November.</li> <li>Games afternoon will be moved to 27 November.</li> <li>Pingo is scheduled for Thursday 4 December.</li> </ul>	No Further Action
	<p><b>7.2 Masters Cricket</b></p> <p>Michael Smith raised the following issues in relation to Masters Cricket:</p> <ul style="list-style-type: none"> <li>The recent access and use by Masters Cricket of Club areas they had not hired and wanted to confirm their responsibilities where they on hired to third parties, for example their responsibility to ensure any third parties were aware of what access and use of other areas they were entitled to. Dale Lloyd suggested that we install locks on the roller doors to restrict access to other areas from the changerooms. Dale will complete this.</li> </ul>	No Further Action
	<ul style="list-style-type: none"> <li>As the Club does not currently request any hire forms from them as we do with all other hirers, should we not be requiring them to provide this and a current Certificate Of Insurance? It was agreed that this should be done in future.</li> </ul>	No Further Action
	<ul style="list-style-type: none"> <li>Their storage of cricket equipment in the Clubrooms, for example the recent storage of their scoreboard in the changerooms which required 2 people to move to clear access. Storage of their equipment should be in their own shed. This will be monitored and advised to them if it occurs again.</li> </ul>	No Further Action
	<ul style="list-style-type: none"> <li>Their request to change the ladies' toilet in the lounge into a unisex toilet is unnecessary as toilets are available both in the changerooms for players and the unisex toilets outside for others. It was agreed that the toilet would be made available to them on hiring of the lounge area if they require.</li> </ul>	No Further Action
	<ul style="list-style-type: none"> <li>Their request for Hannah to make contact with Council regarding ground maintenance issues.</li> </ul>	No Further Action

	<p>It was agreed that this has nothing to do with the Club and should be progressed through their normal channels via their Licence Agreement with Council.</p>	
	<ul style="list-style-type: none"> <li>Their use of the Club's defibrillator – the provision of this is a cost borne by the Club which we currently provide for their games at no cost to them. While things like pads only cost around \$200 the Club still needs to regularly check that the pads are still ok and haven't been used and remain ready for an emergency. Defibrillator pads typically last between two and five years before their adhesive gel dries out and they expire, even if unused, however, the pads must be replaced after every use.</li> </ul> <p>It was suggested to make a request to Masters Cricket for a contribution towards maintenance of the defib.</p>	Ongoing
	<ul style="list-style-type: none"> <li>Their request for access to the kitchen in order to use the fridge. Previously we have provided access to them in 2022 to have tea and coffee which at the time was provided by us at no charge. In 2023 we quoted them a price for provision of tea and coffee via the servery with no access to the kitchen. This should not be acceptable unless they require to hire this area as it would allow access to all kitchen facilities including tea and coffee which was abused in the past when it was provided to them at no cost.</li> </ul> <p>It was agreed that as with all other hirers they should be charged the going rate for use of the kitchen.</p>	No Further Action
	<ul style="list-style-type: none"> <li>Concerns that they have had discussions with Council relating to their requests for changes to facilities at the grounds without any prior consultation with the Club from either Council or Masters Cricket. We were advised by them that they were looking for extra storage utilising the existing green shed behind the Clubhouse, the installation of a unisex toilet, power and water. As far as storage goes I would suggest that if there is any increase in this that it should be undertaken in their current location to reduce the impact on other Club users as well as other facilities such as the new basketball court. With regards to the construction of new toilet facilities this seems ludicrous since there are already outside toilets available to them.</li> </ul>	Ongoing
	<p>7.3 Sally Langridge was asking for volunteers for Enid's birthday party, catering for the Men's Shed opening, the Tassie Tour BBQ, Bar and Kiosk, cleaning toilets prior to Tassie Tour and Trefusis BBQ.</p> <p>Brad Hodges and Dale Lloyd volunteered to do RSA training and the Club will pay for this.</p>	No Further Action
	<p>7.4 Dale Lloyd advised that the Exercise Group will continue with Sally Langridge and Diane Lloyd organising the classes. Dale also advised that the remaining 2 tub chairs had been delivered.</p>	No Further Action
	<p>7.5 Hannah Lang suggested that we replace the meeting room chairs with padded chairs and volunteered to investigate this.</p> <p>It was suggested that we also look at a projector and screen for meeting hires.</p>	Ongoing
	<p>7.6 Tim Dyer reported that the pool opening was scheduled for 29 November with opening hours being 3.00 to 7.00pm school days and 1.00 to 7.00 pm weekends. He advised that the pool had been cleaned by Council in readiness and they have started to install the new pool covers.</p> <p>Sally Langridge asked Hannah Lang to prepare a FB post for this.</p>	No Further Action
8.	<b>NEXT MEETING</b>	
	7.1 The next meeting is scheduled for Tuesday <b>09 December 2025</b> at 4.00 pm at the Ross Community Sports Club.	
9.	<b>MEETING CLOSURE</b>	
	8.1 The Chair announced the meeting closed at 5.16 pm.	

**MINUTES FOR THE MEETING OF THE LONGFORD DISTRICT COMMITTEE**

**WEDNESDAY 5<sup>th</sup> NOVEMBER 2025. COMMENCING AT 4:50 PM**

**HELD AT LONGFORD WAR MEMORIAL HALL, MEETING ROOM 1**

**1. PRESENT** – Joanne Clarke (Acting Chair), Annette Aldersea, Bronwyn Baker, Christine Darke, Kenneth Richards, Frances Stewart, Neil Tubb

**2. IN ATTENDANCE** – Cr. Dick Adams

**3. APOLOGIES** – Peter Munro, Cr. Matthew Brooks

**4. DECLARATION OF ANY PECUNIARY INTEREST BY A MEMBER OF A SPECIAL COMMITTEE OF COUNCIL**

In accordance with the provisions of the *Local Government Act 1993*, a member of a Special Committee must not participate in any discussion or vote on any matter in respect to which the member:

a) has an interest; or

b) is aware or ought to be aware that a close associate has an interest.

A member has an interest in a matter if the matter was decided in a particular manner, receive, or have an expectation of receiving or likely to receive a pecuniary benefit or pecuniary detriment.

No declaration of any pecuniary interest was declared by any person present.

**5. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge and pay our respects to the Tasmanian Aboriginal Community as the traditional and original owners, and continuing custodians of this land on which we gather today and acknowledge Elders – past, present, and emerging.

**6. CONFIRMATION OF MINUTES**

The minutes of the meeting of the Longford District Committee held on 5<sup>th</sup> NOVEMBER, 2025 confirmed as a true and correct record of proceedings.

Moved – Bronwyn Baker

Second – Christine Darke

**BUSINESS ARISING FROM MINUTES**

**7.0 PROMOTIONAL ISSUES:**

**7.1 Signage for Longford Roundabout.**

NMC 17/11/25. Exec Assistant – NMC Works Order to be submitted to Dept. State Growth.

**7.2 Proposed relocation of the stone Longford entrance wall to the Woolmers end of Longford.**

NMC 17/11/25 Exec Assistant – Information to be forwarded to Dept. State Growth for approval.

**ACTION:** Clarification required – Refer Motion 6/1/2025. Frances Stewart to follow up with Vivien Tan – what “information”?



**7.3 New Promotional Signage either side of Longford Roundabout on Illawarra Road.**

*Ref. Addendum to Minutes. Continue to Monitor*

**7.4 Directory of Clubs & other organizations & their branches in Longford – including sign.**

*Ref. Addendum to Minutes. Continue to Monitor*

**ACTION:** Cr. Dick Adams to follow up.

**7.5 Shopfront Christmas Window Competition**

Christine Darke suggested NMC run a Christmas window decoration competition for Longford businesses.

- Christine Darke met with Rotary to discuss. Rotary response was that they endorsed the idea and committed to \$100 prize donation for best window display.
- Christine Darke moved to write to Rotary confirming OK to action. Bronwyn Baker Seconded. Carried unanimously.
- 3/9/25 Christine Darke reported that Rotary will run the entire competition, promotion & judging & she will follow up requesting updates.
- 5/11/25 Christine Darke followed up with Rotary. Too late to start organizing for this year. Postponed to next year.

**ACTION:** Item closed until July 2026.

**8.0 SAFETY & AESTHETIC ISSUES:**

**8.1 Pullover area/Viewing Platform – Alternative Location.**

*Ref. Addendum to Minutes. Continue to Monitor*

**8.2 Wellington & Marlborough Streets – Sticky Beaks Intersection – STOP sign**

4/8/25 NMC Audit Report, Minute No. 25/250 Decision: That Council:

- a) make no changes, and
- b) continue to monitor vehicle and pedestrian safety at the intersection.

5/11/25 Christine Darke raised the fountain/trough as a possible roundabout feature. Concerns were the likelihood of it being an accident hazard.

3/12/25 Inspector Fox Follow up – Correspondence from Garry Hills, Principal Analyst Traffic Engineering DSG: “Intersection controls at side roads joining a State road are State Growth’s responsibility.

The requirements under national traffic standards for the provision of Stop signs are very rigorous and sight distance from the holding position must be below a particular value before a Stop sign is necessary. We have previously reviewed the Marlborough Street and Wellington Street intersection, and sight lines are not in the range where a Stop sign is warranted.”

*Ref. Addendum to Minutes. Continue to Monitor*

**8.3 Environmental & Noxious weeds.**

A Public Forum was held 29<sup>th</sup> May 2024, regarding the Northern Midlands Weed Management Strategy.

- Awaiting report from the consulting firm RMCG to come back to Council.
- NMC Budget Report notes Management Plan review is still in progress.
- Cr Dick Adams reported that NMC held a workshop to update the policy, which is close to being finalized. It is a government issue to allocate funding for a Weeds Officer.

- NMC Weed Management Strategic Plan has been finalized, now needs public awareness and circulation.
- NMC Minutes 10 January 2025 – Strategic Plan to be incorporated into Works Program and future Budgets.
- Cr. Dick Adams noted State Government Funding is available for some weeds control programs.
- 3/9/25 Frances Stewart to ask Vivien @ NMC if an A4 flyer with targeted weed images might be circulated this Spring.
- 1/10/25 Vivien Tan to follow up with Dept. NRE – North.
- 3/12/25 Vivien Tan circulated to LDC a council flyer from 2019, however there is nothing currently planned due to lack of funds.

**ACTION:** LDC discussion resolved that this represents a false economy – if the community is unaware of weeds, it rests solely with council employees to control and risks weed populations being missed on private property. Continue to Monitor

#### **8.4 Wellington Street and Marlborough Street Speed Limit Reduction.**

NMC Executive assistant sent letter to the Minister 12<sup>th</sup> March 2024, and are awaiting a response.

- NMC Minutes 19 August 2024: 10/1/25 Engineering Officer awaiting response from minister. Noted that a speed camera has a regular presence – which would improve with leaving overnight or early morning.
- NMC Minutes 14/4/25 Engineering Officer awaiting response from State Growth.
- 2/4/25 LDC discussion included comments regarding the high volume of traffic and that farmers prefer 40km/hr.
- NMC Action Items p24. Awaiting response from State Growth 16/6/25.
- 4/8/25 NMC Letter sent to General Manager State Growth.
- 3/9/25 LDC suggest the speed limit reduction to 50kmh should apply throughout Longford and approaches, which would also address some of the safety concerns at Sticky Beaks Corner.
- 1/10/25 LDC discussed this with Inspector Fox. It was noted that these main streets are also pick up & drop off points for school students. Consensus was that with the high volume of heavy traffic, which takes longer to stop in an emergency, a lower speed limit was definitely a reasonable request to reduce risk of further accidents through the township. Discussion was also had regarding the suitability of a STOP sign instead of a Give Way on Wellington Street at Sticky Beak's Corner, which was felt to be a reasonable measure to increase safety. LDC requested Inspector Fox follow up Speed Camera results and crash data, to support the case for a lowered speed limit.
- 3/12/25 NMC 17/11/25 Exec Assistant – Awaiting Traffic Engineer's Report  
Inspector Fox follow up - Speed Camera and crash data: "As far as the Speed camera goes – it has been placed on Marlborough Street in the past few weeks but I'm not sure if it has been "active" in the early hours, but I can check. I have asked our traffic police and local police to give the area attention but the early morning time slot creates some issues with rostering and our award compliance with shift start times."

**ACTION:** Continue to Monitor.

#### **8.5 Pedestrian Safety Concerns – Wellington and Marlborough Streets.**

LDC MOTION tabled at Council meeting 22.04.2024 – Minute NO: 24/0128

DECISION: "That Council note the concerns raised by the Local District Committee and consider

the relocation/installation of a refuge in the vicinity of the library in future budget deliberations”.

- NMC Minutes 20<sup>th</sup> May 2024 – Action Items – Matter is under consideration. Residents continue to raise safety concerns for pedestrians.
- NMC Minutes 24 June 2024 – Action items – 17/06/2024 Executive Assistant Letter sent, DSG Progressing
- NMC Minutes 22 July 2024 – Action items – Matter still under consideration
- NMC Minutes 19 August 2024 – Action Items – Council unanimous in decision that speed limit should be set to 50km/hr.
- Cr. Dick Adams reported that Dept State Growth are considering the request and he will put forward a motion to NMC to fix the dip in the road near the Library/Village Green.
- 5/3/25 Bron Baker spoke to Rebecca White regarding the issue. Discuss as Budget Item.
- 2/4/25 LDC discussed pedestrian island options and a lower speed limit.
- 14/4/25 NMC Action Items: Dept State Growth repairing pavement damage near Lyttleton St and undertaking repairs on Wellington Street. Matter under consideration.
- NMC Action Items p25. Pedestrian Refuge near library under consideration. *No update.*
- 6/8/25 MOTION: Longford District Committee request Northern Midlands Council review the traffic calming option of a flat top road hump on Wellington Street between Sticky Beaks corner and Lyttleton Street and its potential to improve both traffic and pedestrian safety. Longford District Committee ask that, if found to be appropriate, a request be made to State Growth for action.

MOVED: Neil Tubb      SECONDED: Frances Stewart      Carried Unanimously.

- 1/10/2025 NMC Minute No. 25/277: DECISION That Council
  1. note the Longford District Committee concerns;
  2. confirm that this is not a Council owned road and any requests should be directed to the Department of State Growth (DSG); and
  3. advise State Growth of the committee’s concerns.
- 3/12/25 NMC Letter to DSG advising of LDC concerns.  
 Inspector Fox follow up – Correspondence from Garry Hills, Principal Analyst Traffic Engineering DSG: “Hello Craig – thank you for reaching out to us. There are already a number of pedestrian crossing points on Marlborough Street by way of refuge islands. These are the most appropriate pedestrian facility for this environment, but I expect the local group are wanting priority crossings like zebra markings or traffic signals. Generally, these types of treatments will be very difficult to justify due to the relatively low pedestrian demand and moderate traffic volumes (i.e. people will not generally need to wait long to find a gap in traffic so they can cross – particularly so at the existing refuge island points where users only need to pick a gap in one lane of traffic at a time). Marlborough Street (and Wellington Street to the north of Sticky Beaks corner) is a State road. However, where State roads pass through built-up areas, local Councils are responsible for roadside areas, including parking, footpaths and street furniture and are typically best placed to advise on pedestrian requirements.”

**ACTION: Continue to Monitor.**

#### **8.6 Illawarra Road West of Roundabout – Safety Concerns.**

LLDC MOTION tabled at NMC meeting 18th March 2024. Council DECISION – MINUTE NO. 24/093. NMC Minutes 20<sup>th</sup> May 2024 - Action Item - Letter sent by Executive Assistant 18<sup>th</sup> April 2024 to Department of State Growth, awaiting response.

LDC discussed the extremely poor condition of the Longford roundabout which continues to

deteriorate. The roundabout has become a major safety concern for the Longford community.  
MOTION: The LDC requests NMC to seek from the Department of State Growth their maintenance and surveillance program for the Longford roundabout as the poor condition of the surface and sides are of major concern to the community.

Moved – Annette Aldersea. Second – Peter Munro. Carried.

NMC Minute 24 June 2024 – DECISION That Council awaits a response from the Department of State Growth. Carried Unanimously

NMC Update – night works are scheduled to be carried out to patch the roundabout surface, currently delayed due to recent weather conditions.

Frances Stewart noted that noise and traffic monitoring was carried out along Illawarra Road in May 2024 but DSG have withheld the results.

- Requests from NMC in April 2024 and MVC in May 2024 to lower the speed limit to 90km/hr between Bishopsbourne Road and the Bass Highway have had no response from Dept. Transport. Jen Butler has drafted a Motion to present before Parliament on behalf of landowners to lower the speed limit to 80km/hr.
- LDC Note that surface repair work has been carried out on the roundabout, but is acknowledged temporary fix.
- Frances Stewart noted that Jen Butler will resubmit the lapsed Motion to Parliament.
- Frances Stewart has followed up with Kerry Vincent about speed, noise, vibration & safety concerns and has had standard department response, which was circulated. Continuing to communicate with Kerry Vincent directly on the issues and other relevant government ministers.
- 5/3/25 Jen Butler has put forward a constituent question from Illawarra Road Landowners to Kerry Vincent regarding the current speed limit causing safety and noise concerns, the Consultant's Report to State Growth and whether Kerry Vincent has seen it.
- 2/4/25 Commissioner of Transport Cynthia Heydon, Project Manager & Consultant met with Illawarra Road Landowners on site 25/3/25, including a group landowners meeting at "Valleyfield". The outcome revealed that the Commissioner was largely unaware of the issues arising from the road project and an undertaking to instigate a review of whether correct procedures have been followed and a review of the speed limit by 16/4/25.
- 7/5/25 Frances Stewart received correspondence from Elspeth Moroni, General Manager State Roads, confirming a decision has been made to reduce the speed limit to 80km/hr on Illawarra Road from Perth Bypass/Midland Highway merge to approximately Wickford Mill Cottage (approximately 7km) as a temporary measure while a review of the upgrade plans is undertaken to see if a permanent reduction is warranted. New signs to be installed in next couple of weeks.
- Frances Stewart followed up with the Commissioner of Transport regarding extending the reduced speed limit a further 600 metres towards the Bass Highway. 80kmh signs have been put in place and a "No air brakes" sign at the beginning of the southbound zone.
- NMC Action Items p25. New Speed limit signs installed by DSG 26/5/25. Awaiting "no air brakes" sign on northbound lane to match one placed on southbound lane and revised designs.
- 3/9/25 New concerns regarding southbound overtaking lane in 2b section being less length than minimum outlined in Road Design Guidelines & Standards.)
- 1/10/25 LDC discussed this with Inspector Fox. It was noted that there is good compliance with the lowered speed limit only when the mobile speed camera is present, and that regular patrols by police to monitor speeding is greatly appreciated by residents.
- 5/11/25 Workplace safety issues with the design for Stage 2B have been raised with DSG

and the Minister, along with a request a meeting onsite. Ruth Forrest MLC asked the Minister if he would order a safety and risk assessment of the Illawarra Road Upgrade, which he did not answer.

- 3/12/25 Workplace safety issues with design have been raised with DSG and a request made to Minister Kerry Vincent for a meeting onsite with landowners. Jen Butler questioned Kerry Vincent during Budget Hearings regarding misinformation from DSG to Parliament Standing Committees regarding Illawarra Road.

**ACTION:** Awaiting revised road upgrade plans for 80kmh speed. Landowners have requested a further meeting with Kerry Vincent. Continue to Monitor.

#### **8.7 Longford Community Meeting 31/8/2024 regarding proposed Fuel Stop, Tannery Rd.**

Annette Aldersea reported that the meeting was strongly attended by 350+ members of the Longford community. Motions were put forward and overwhelmingly approved by attendees to request a review by Parliament regarding the development of a refueling depot at Tannery Road.

A motion was also successfully put forward to support the NMC with applying pressure to DSG regarding the ongoing issues before DSG mentioned in these minutes, namely:

- Condition of Longford Roundabout (currently band aid solution)
- Cyclist & Pedestrian Safety – Pateena Road to Longford (Viaduct access?)
- Sticky Beaks Corner – Traffic & safety concerns
- Improving pedestrian safety in Longford
- Requests a new traffic and noise level survey on Wellington and Marlborough Streets Longford be carried out urgently and the results of that survey be given back to Northern Midlands Council to be publicly available.
- Annette Aldersea has received letters from Premier Rockliff and Guy Barnett, which will be followed up.
- Dean Winter was on site at the proposed Truck Stop at 10am on Friday 11<sup>th</sup> October to meet with local residents and hear their concerns.
- Jen Butler is putting forward a motion to rescind the decision.
- Annette Aldersea met with Guy Barnett who said Government want to do something to rectify the situation and are currently working through the legalities.
- LDC to put forward a recommendation to NMC to request DSG conduct traffic and noise level surveys urgently along Tannery Road, Marlborough and Wellington Street and release results to NMC, to check for compliance with Government traffic noise guidelines. **NOTED that traffic counter were placed on Tannery Rd & Marlborough Street in November, 2024.**
- Annette Aldersea advised that there are ongoing discussions with Minister Kerry Vincent.
- Neil Tubb has had written response from Minister Kerry Vincent.
- Question on Notice: John Izzard query regarding the TASCAT Settlement Letter 3/12/24. Advice to be provided to Mr Izzard.
- 2/4/25 NMC Motion 17/3/25 Wilmores Lane, Bishopsbourne Rd & Herberts Road. Council Officers to prepare a report on the costs associated with upgrading these roads to become alternative heavy vehicle routes to divert from Tannery Road. Item to be discussed at Council Workshop 7/4/25.
- 7/5/25 Kerry Vincent, Min. Infrastructure has been contacted with correspondence and a constituent question in Parliament, with the response that it is ongoing with Parliament.
- Copy of a response from Minister Kerry Vincent to Jen Butler was tabled. Ongoing talks with Minister Vincent regarding his options for intervention.

- Annette Aldersea advised footpath being reinstated. Concerns the developer will take advantage while government is in caretaker mode for the election. Suggests contacting the Lyons candidates to ask their position and action they may take in regard to the fuel stop.
- 1/10/25 Annette Aldersea reported that she has met with Tabatha Badger MP for Lyons, who has undertaken to follow up with whether mandatory checks and reports have been provided regarding this project, and various further action that may be taken to continue protesting the suitability of this project.
- 3/12/25 Inspector Fox raised a Traffic Accident Impact Assessment re. the Fuel Stop.  
[ACTION: Frances Stewart to follow up with Inspector Fox re. Traffic Accident Impact Assessment. Continue to Monitor](#)

#### **8.8 Tasmulch expansion to bulk landscaping supply – dust issues.**

Some residents around the Tasmulch bulk landscape site have been experienced elevated issues of dust emerging from the Tasmulch site, as well as concern over the vibration from trucks unloading & loading within the heritage precinct.

- Annette Aldersea approached Tasmulch with a request to use dust suppressant on the driveway, and keep hosed down in hot weather. Response was “Taken on Board”
- Surrounding residents are in the process of writing to Tasmulch.
- 7/5/25 Approximately 6-8 houses are being impacted by dust, and noise after hours.
- Tasmulch is in a General Business Zone. Garden supplies is permissible, however more industrial level of bulk quarry materials and trucks using the site. Also operate outside allowable hours. Checking for Attenuation requirements.
- Noted that Browns Store site is for sale due to Tasmulch relocating.

[ACTION: Annette Aldersea and neighbours to write a letter to Tasmulch. Annette Aldersea checking Attenuation guidelines.](#)

#### **8.9 A-Double & B-Double 24 hour access on Illawarra and Longford Main Roads.**

Concerns were raised about the effect of the recent A-Doubles and increase in B-Doubles traversing through Longford and the impact upon heritage buildings and noise levels especially during the night.

8/1/25 MOTION: The Longford District Committee requests Northern Midlands Council write to the Minister for Infrastructure, Kerry Vincent, to ask for clarification on when approval for 24 hour access was given to A-Doubles and B-Doubles to access Illawarra Road and Longford main streets, due to noise and vibration issues causing damage to heritage buildings.

Moved: Frances Stewart. Seconded: Neil Tubb. Carried unanimously.

LDC Motion tabled at NMC meeting 20th January 2025.

COUNCIL DECISION – MINUTE NO. 25/007. That Council Officer investigates and seeks clarification from the Department of State Growth.

- NMC Minutes 14/4/25 - Action Item – Engineering Officer awaiting response from DSG.
- Annette Aldersea reported that Minister Kerry Vincent appeared unaware that A-Doubles have access to Illawarra Road and Longford. To clarify with Minister.
- 4/6/25 Item has been removed from NMC Minutes without conclusion.
- Discussion re: possibility of a truck curfew. Peter Munro suggested door knocking residents first to gauge support.
- NMC Meeting 7/7/2025 Item 4.1 Review Heavy Vehicle Routes within municipal areas.
- 3/9/25 LDC discussion whether a permanent speed camera and more traffic calming measures may encourage compliance with speed limit overnight.
- 1/10/25 LDC discussed this with Inspector Craig Fox, including lowering of speed limit on

main streets, (extending down Woolmers Lane South of Brickendon to change 60kmh to 50kmh). Again, the request was for Inspector Fox to follow up speed camera and noise logging results, if possible, to verify the impact of noise and suitability of imposing a night time curfew for heavy vehicles which are diverting from the Midland Highway.

**ACTION:** NHVR to be contacted with request to impose curfew for freight vehicles within Longford during 10pm-6am to reduce noise disturbance and vibration issues. Frances Stewart to follow up with Inspector Fox regarding speed camera & noise logging data. Continue to Monitor.

#### **8.10 Marlborough Street beautification of Footpath, Nature Strip & Verge Gardens.**

2/4/25 Peter Munro raised the Marlborough Street need for beautification of footpath, specifically the current lack of trees and shade. It was suggested that if NMC could provide a list of suitable tree options for uniformity, a door knock with a flyer could be prepared for relevant resident feedback.

2/7/25 Peter Munro to speak to NMC General Manager Des Jennings re: door knocking.

NMC Special Meeting Budget 4.1.1. Streetscape – Lyttleton, Latour, Union Streets.

3/9/25 Bron Baker presented images of nature strip plantings as examples.

**ACTION:** Budget Request Item 2026/27. Peter Munro to discuss with Des Jennings, NMC regarding tree options etc.

#### **8.11 Hill Street Entry/Exit**

Christine Darke raised the idea of having a separate exit onto Wellington Street at Hill Street, adjacent to the BWS, to reduce the increasing congestion of vehicles turning out of the United Service Station which clashes with the vehicles turning in and out of Hill Street Car Park, resulting in a high number of accidents. Discussion was had regarding the necessity of an alternative to the current arrangement, along with the idea of a roundabout at the intersection of Wellington and Union Streets with exiting traffic re-routed behind Hill Street and businesses in Union Street.

2/07/25 Further discussion re: roundabout option be investigated, may involve private land and discussions with DSG.

3/12/25 17/11/25 NMC Minute No. 25/338: Notice of Motion: That Council -

1. Acknowledge the ongoing traffic concerns associated with the Hill Street IGA (formerly Brown's Shopping Complex), particularly regarding right-hand turning movements from Hill Street onto Wellington Street, Longford; and
2. Request the DSG to undertake an updated traffic count and review of traffic movements associated with the complex and surrounding road network; and
3. Request that the DSG prepare a revised Traffic Impact Study identifying possible safety and access improvements, including (but not limited to) the feasibility of a roundabout at the intersection of Union and Wellington Streets; and
4. Seek to engage with the DSG to explore possible options for improving traffic safety and flow in this area. (Cr Terrett/Cr Brooks) NMC Passed Unanimously

**ACTION:** Continue to Monitor.

#### **8.12 Recycle Rewards.**

An email regarding the scheme was forwarded by Vivien Tan. Details including website [www.recyclerewards.com.au](http://www.recyclerewards.com.au) to be posted on LDC Facebook page.

3/9/25 LDC discussed gauging public interest through Facebook page in requesting a collection point for Longford since there is none close & whether it could be located at Hill St rear carpark.



3/12/25 Discussion about positives of instigating a program encouraging junior recycling efforts - tidy community, pocket money etc. Bronwyn Baker sent email to Recycle Rewards to request information, with the following summary of response:

To host a machine in your community, the site will need to meet the following requirements:

1. The host must be a registered and operational business.
2. The site must have suitable land available for machine installation.
3. The location must be easily accessible to the public.
4. The site must meet all safety requirements to ensure safe access for customers and drivers.

**ACTION:** Discuss potential suitable location – i.e.. rear of Harcourts or Hill St. Raise Motion to NMC next meeting to instigate this program.

### **8.13 Longford Pong**

Discussion regarding Longford Pong and its worsening effect on Longford living standards. Cr. Matthew Brooks noted that a delegation from NMC was due to tour Swifts abattoir. Annette Aldersea to draft a motion to request NMC follow up with identifying cause and responsibility of the issue.

**MOTION:** “The Longford District Committee requests that Northern Midland Council write to the EPA, copying all Lyons MPs, The Minister and Shadow Minister for Environment and Member for McIntyre, asking that the EPA launch a formal investigation into the source of the ongoing unacceptable intermittent odour in Longford known as the “Longford Pong” which, despite mitigation works carried out in recent years at the sewerage treatment plant and JBS abattoir, now affects a broader area of Longford and has not improved”.

**MOVED:** Annette Aldersea    **SECONDED:** Frances Stewart    **Carried Unanimously.**

1/10/25 LDC discussed raising a petition – Annette Aldersea to contact Tabatha Badger, MP for Lyons regarding an EPetition.

5/11/25 NMC Minute No 25/308: **DECISION:** That Council acknowledges the community’s ongoing concerns regarding the intermittent odour in Longford and supports an engagement with the EPA, JBS, TasWater and other stakeholders.

3/12/25 17/11/24 NMC Exec Assistant reported discussions held with TasWater, awaiting further data. NMC has circulated a “Pong Diary” with Vivien Tan providing copies for LDC members to come on board, to monitor incidents.

**ACTION:** Continue to Monitor (NOTE: Featured on ABC Nightly News 6/11/2025)

### **8.14 Neighbourhood Watch**

Following discussions last meeting with Inspector Fox regarding Neighbourhood Watch, active in Perth and Evandale, LDC raised gauging interest in reinstating this in Longford.

**ACTION:** LDC to post on Facebook Page for feedback on level of interest in community.

### **8.15 NMC WORKS REQUEST: Upgrade Road Marking “NO PARKING”, Longford Fire Brigade.**

Annette Aldersea requested approval from LDC for a Works Request to NMC to improve visibility of the “no parking” markings in front of the Longford Fire Brigade. *See attached* LDC agreed unanimously that the works request be lodged, however recommend either road writing highlighted in yellow “EMERGENCY VEHICLE ACCESS ONLY – DO NOT PARK” or signage . 3/12/25 Frances Stewart alerted Inspector Fox that this is an issue particularly during peak take-away times.

**ACTION:** Frances Stewart ask Vivien Tan for an update on the Works Request.



#### 14.4 Longford Future Bypass Plan

Neil Tubb has been approached via email by Bruce Lindsay (*see attached*) with a request to once again raise the issue of a Longford Bypass using gazetted Herbert Road for heavy vehicles. LDC acknowledges that this is an ongoing and unresolved issue which is only going to become more urgent as Longford expands and traffic increases.

MOTION: Longford District Committee requests Northern Midlands Council lobby Department of State Growth to continue to monitor the heavy vehicle traffic count through Longford and provide feedback to Council including heavy vehicle mitigation measures such as night time curfews and future Longford alternative routes outside Longford residential areas.

MOVED: Frances Stewart      SECONDED: Bronwyn Baker      Carried unanimously.  
3/12/25 NMC Meeting 17/11/25 Motion passed unanimously.

### 9.0 TOWN IMPROVEMENT ISSUES

#### 9.1 Longford Lawn Cemetery - Landscaping Improvements.

LDC prepared a report after visiting the cemetery in April, on improving the landscaping and therefore the amenity of the cemetery. LDC motion and report tabled at NMC meeting 20<sup>th</sup> May 2024. Council decision – That Council note the report.

- Officer reports that some roses are being replaced, new soil added, and a new irrigation system installed at the rose area in the cemetery.
- LDC note that the request for a seat under the trees and more trees for shade are still outstanding, with the only existing seat being out in full sun.
- Peter Munro requested an update from Vivian Tan at Council for an update, and thanked Council for the work done to date, being much appreciated. Irrigation is yet to go in.
- Requested trees to shade the seats are still an outstanding item.
- LDC added to Budget Items requested.
- 2/4/25 NMC visited during annual bus tour.
- 7/5/25 Council are considering options for shading the seats.
- 4/6/25 Bronwyn Baker noticed some contractors building something within the Cressy end of the cemetery.
- NMC Meeting 7/7/2025 Budget approved for irrigation \$25,000.

**ACTION:** LDC to request a tree as a Budget Request Item 2026/27.

#### 9.2 EV Charging Site in Longford.

Rear of Hill Street a perfect location.

- Peter Munro reported still waiting for a call from Hill St Management. An approach has been made by Charles Gregory, Secretary Australian Electric Vehicle Association Tas, claiming that site as perfect.
- Maree Bricknell follow-up email requesting suggested sites.
- Cr Dick Adams advised NMC is looking at alternatives, such as near the Memorial Hall, which would be suitable as a Northern Midlands Council owned site.
- Cr Dick Adams advised that Grant Applications open 6/2/25 and NMC are going to apply. Needs consultation.
- LDC Discussions were unanimous in the position that the EV Charging site should be on private land, not community land. Suggestions were to approach Longford fuel stations to gauge interest.
- 2/4/25 Joanne Clarke suggested rear of Harcourts would be a good site.
- 19/5/25 Lyttleton St residents spoke at NMC Meeting Public Question time, stating that

Lyttleton St/Village Green would be an inappropriate site, for multiple reasons. NMC decided Energy ROI should investigate other options.

- Peter Munro met with the new Hill Street Manager to discuss, waiting for feedback.
- 2/07/25 – Waiting to hear if Energy ROI have found another site, may be in discussions with Hill Street.
- 27/8/25 EnergyROI Engineer reported negotiations & planning are underway with Hill St IGA for the installation of a 240V Charging Station to service two parking bays in the rear car park at Hill St, with completion expected by end 2025.
- 3/12/15 Noted that construction has commenced.

**ACTION:** Continue to Monitor.

### **9.3 New Public Toilets Marlborough Street.**

*Ref. Addendum to Minutes. Continue to Monitor*

### **9.4 Lack of river signage at Macquarie River Bridge, Woolmers Lane.**

*Ref. Addendum to Minutes. Budget Request Item 2026/27.*

### **9.5 Future plans for abandoned house block on Lyttleton Street.**

*Ref. Addendum to Minutes. Budget Request Item 2026/27.*

## **10.0 RECREATIONAL ISSUES:**

### **10.1 Deterioration of Facilities at Mill Dam.**

LDC included ongoing maintenance and upgrades in its budget requests to Council.

Council is waiting on a further concept plan to be prepared and presented.

- NMC Minutes 22 July 2024 – Action items – 30/04/2024 Matter to be further presented to Councillors at a workshop after July 2024
- Cr. Brooks reported Council had a meeting regarding this. Land ownership is to be investigated as the property has multiple owners including Swifts, Hydro etc.
- NMC Budget indicated a Mill Dam Recreation Area Masterplan, recognizing the popularity of the area, has now been developed for improvements and budget allocation as a Priority Project. Improvements include shared pathways, flood debris deflectors, landscaping and furniture.
- Annette Aldersea advised that work is in progress with many trees having been planted, weeds have been sprayed and logs placed for direction of 4WD vehicles.
- NMC Executive Assistant has prepared follow up correspondence
- 5/2/25 NMC Executive Assistant meeting scheduled with Landowner JBS early March.
- 5/3/25 LDC noted more planting has occurred.
- 2/4/25 LDC noted weed spraying has been done and discussions are ongoing.
- 14/4/25 NMC Action Items: Council Exec. Assistant had onsite meeting with JBS Plant Manager. Council Officers awaiting a response.
- 2/07/25 – Annette Aldersea to ask Vivien Tan for an update.
- NMC Special Meeting: Wall/Stormwater work deferred. Budget set at \$150,000.

**ACTION:** Monitor with Council NMC Masterplan.

### **10.2 The Missing Link – Lack of bikeways between Longford roundabout & Pateena Road.**

The council considered LLDC Motion at 19.02.2024 meeting.

- 03/2024 Engineering Officer Council Officer has contacted Vanessa King, manager project delivery at the Department of State Growth and requested an update on this project. Awaiting response.
- 12/04/2024 Engineering Officer Response received from Luke Middleton of the Department of State Growth. The general manager has written to the Department of State Growth after receiving this response and advised that Council will continue to lobby for this path to be constructed as part of the Illawarra upgrade works to be carried out by the Department of State Growth.
- NMC Action Items list – NMC Minutes 20<sup>th</sup> May 2024 – Engineering Officer, Executive and Communication Officers awaiting further information from State Growth.
- NMC Minutes 22 July 2024 – Action items – 17/06/2024 Executive Assistant Letter sent, DSG Progressing.
- LDC noted the significant importance of a bike link between Longford and Perth. Monitor
- DSG response to NMC that bridges are too old and frail to support a pedestrian and bicycle access pathway.
- Christine Darke noted the bridges are dirty and in need of maintenance.
- Cr Paul Terrett suggested writing to Rebecca White on the issue.
- MOTION: The LDC requests NMC to approach Department of State Growth to provide weight ratings for the bridges on Illawarra Road between Mountford Hill and Bishopsbourne Road to verify their suitability for their current and future use, since there are no plans to strengthen them as part of the heavy vehicle freight corridor, and to detail their unsuitability for pedestrian and bicycle access.  
MOVED: Frances Stewart. SECONDED: Neil Tubb. Carried Unanimously.
- NMC Minute No. 24/0333 Decision: That Council follow up the request to the Department of State Growth.
- 31/10/24 Officer Comment: Email has been sent to the Department of State Growth. Awaiting their response. Discussion noted the frequency with which cyclists and pedestrians have been observed crossing the bridges.
- 10/1/25 NMC awaiting response from State Growth.
- 7/2/25 NMC awaiting response from State Growth.
- 2/4/25 Bron Baker called Mayors of Burnie/Wynyard and Break O'Day to discuss their local bike paths. Feedback was it was costly and formed part of Local Roads and Community Infrastructure Scheme.
- NMC awaiting a response from State Growth.
- LDC noted that this is a NMC Priority Project, with Illawarra Rd shared pathway submitted for State Government 2025-26 Budget consideration.
- 2/07/25 – Continue to support NMC as Priority Project.
- 3/12/25 – 17/11/25 NMC Acting General Manager met with DSG to discuss weight ratings.

**ACTION:** Monitor DSG activity regarding upgrading the bridges and whether pedestrian and cycle path is incorporated with plans for Stage 3 Illawarra Road upgrade. Peter Munro to contact Bike Association regarding ideas and feedback on the suitability of using the Railway Bridge as an alternative.

### **10.3 Community House @ old Police Station**

Peter Munro raised a question regarding the NMC acquisition of the old Police station for repurposing as a community/neighbourhood house for Longford residents.

- Cr. Brooks advised that NMC is waiting to see if the building can be acquired and that the

Mayor is conducting meetings with the community, such as Helping Hands, to gain input regarding such a facility.

- Annette Aldersea noted from NMC Community Infrastructure Projects that NMC is advocating for assistance from State Funding for the transfer of the property's ownership as a community lease and for funding to repurpose the residence as a Neighbourhood House style service with youth space, while the former police station would be converted to multi-purpose, community friendly meeting spaces. The surrounding land would become public green open space.
- Peter Munro has asked Des Jennings about availability of emergency generators for periods of power blackouts.
- Cr. Dick Adams advised that the official Emergency Centre is the Longford Town Hall and planned solar panels with a battery will be additional insurance in time of blackout.
- Joanne Clarke & Bron Baker noted that one of the main issues for elderly residents during the recent weather event & power outages was their inability to find somewhere warm.
- Frances Stewart noted that Motivity Fitness stepped up during the recent weather emergency to offer showers, power for charging communication devices, hot drinks etc.
- Joanne Clarke confirmed Helping Hands now open 10am-12pm, 4 days/wk.
- NMC awaiting a decision from Treasury.
- LDC noted that this is a NMC Priority Project.
- 2/07/2025 Noted there are no community houses in the NMC municipality.

**ACTION:** Continue to Monitor progress and discuss means of improving communication on resources available to the community during emergency events. Monitor for any plans by State Government to sell the asset. Monitor plans for future of old ambulance station. Currently there is no State Funding allocated or available.

#### **10.4 NMC request for feedback regarding bicycle parking location priorities**

LDC nominates the following two locations as a priority for bicycle parking facilities:

1. Village Green precinct, as close as practical to JJ's.
2. Browns/Hill St Supermarket.

NMC are commencing installation from southern end of Council area (ie. Ross) with the intention to progress northward and have these installed before Winter.

- 4/6/25 Frances Stewart contacted Vivien Tan for an update. Response was that NMC Projects and Buildings Compliance Manager, Trent Nathan, is progressing with this item but it has been delayed due to priorities elsewhere, such as Campbell Town streetscaping issues.
- 3/9/25 Bron Baker's images of mainland designs submitted through Vivien Tan to relevant NMC Officer for consideration.
- 1/10/25 Vivien Tan response that there is no news at present.

**ACTION:** Continue to monitor.

#### **10.5 Additional bench seats & picnic tables for Longford Village Green near Latour and Lyttleton Streets.**

*Ref. Addendum to Minutes. Budget Request Item 2026/27.*

#### **10.6 Drop-In Centre for Youth 12-17yo.**

Frances Stewart raised the issue of Longford Youth having no indoor recreation area, especially during Winter, for after school, weekends & school holidays. A summary of the need, benefit and proposal for provision was submitted, with the idea of allocating a couple of rooms in a

Council Community House or a stand-alone premises for the purpose of diverting unsupervised youth from engaging in anti-social activity such as vandalism and shoplifting. Cost of a part-time youth worker may be offset by reduced vandalism costs and community have offered furnishings, laptops, PlayStation, television etc, with further staffing by volunteers. Council members suggested a more thorough proposal and report be investigated and prepared before submitting a Motion to Council, and that Deloraine House be visited to see how their Community House operates.

- 4/6/25 Ideas was discussed with Mitchell Langley during his presentation. Follow up to be done regarding how LDC might support his work with Longford Youth in the future.
- 2/07/25 Noted Frances Stewart had emailed thanks to NMC Youth Worker Mitchell Langley for attending LDC June meeting.
- 1/10/25 In light of being advised that Mitchell Langley is unfortunately no longer with Northern Midlands Council, Inspector Fox suggested contacting Longford Primary School to see if there are any after school programs running, or what might be put in place.
- 3/12/25 LDC note that Libby McGrath is now NMC Youth Officer and that she has been very pro-active in both continuing and implementing youth programs, including Longford.

**ACTION:** Merge item with Community House, monitor NMC Meeting Minutes for Vandalism.

#### **11.0 HERITAGE ISSUES:**

##### **11.1 Significant Trees Register.**

The aim of which is to identify trees and vegetation of high community value and significance, worthy of protection by being included in the Significant Trees List.

There is also the National Trust Tree Nomination Form which can be found at: [National Trust - Nomination Form \(trusttrees.org.au\)](https://www.nationaltrust.org.au/trusttrees) for more information.

Annette Aldersea spoke with a National Trust representative re: current list and collaboration to add more trees to the list.

- New members to LDC were invited to put trees forward for consideration.
- Annette Aldersea to suggest Longford History Society become involved, check whether the old trees on a property in Lewis Street should be listed.
- Annette Aldersea still has not been given the list from NMC.
- It was noted that the trees in Lewis Street needed pruning where impinging over the boundary prior to listing.
- Annette Aldersea informed that the Norfolk Plains Historical Society are coming on board to update the Register.
- 5/3/25 Annette Aldersea advised that NMC Nominations are now open until mid April to propose trees for inclusion in the Register.
- 2/4/25 Annette Aldersea proposed the following motion:  
MOTION: The Longford District Committee requests that the Northern Midlands Council extend the closing date for Significant Tree Register nominations to 30th June, 2025 due to the large number of trees in Longford being investigated and considered by the Longford District Committee, community groups and community members for nomination for addition to the current Significant Tree Register. We are aware other District Committees are also working on nominations and require an extension of time.  
Moved: Annette Aldersea Seconded: Frances Stewart Carried Unanimously.
- 14/4/25 NMC Minute No. 25/121 "That Council extends the nomination period for the Significant Tree Register until 30<sup>th</sup> June, 2025. Carried Unanimously.

- Frances Stewart asked Vivien Tan what the process would be after 30<sup>th</sup> June. Response was that the list would first be assessed for suitable tree candidates, according to their history, then referred to an appointed specialist.
- 2/07/2025 Nominations closed 30<sup>th</sup> June. Annette Aldersea advised the Longford – Norfolk Plains History Society had lodged approximately 16 nominations covering around 300 trees on public land, and aware of several nominations for trees on private property and Longford Primary School. Encouraged ongoing nomination of trees for consideration at a later date by NMC.
- 3/9/25 Some preliminary sorting being done by Erin Miles, Strategic Project Officer at NMC.

**ACTION:** Continue to Monitor

### 11.2 Preservation of Fred Davies Grandstand

Neil Tubb has been in discussion with the Longford Football Club, with the following summary: NMC Decided to retain the Grandstand in 2020 and made substantial improvements to ensure the Grandstand would remain standing for future generations. The Grandstand has social and cultural significance to the Longford community and it also compliments the Fred Davies Memorial located at the entrance to Longford Reserve. Listing of the building will ensure that it will remain in place for future generations to understand and enjoy.

5/2/25 Neil Tubb to talk to the President of the Longford Football Club.

5/3/25 Neil Tubb submitted the following motion for discussion (see attached background document):

**MOTION:** “The Longford District Committee requests that the Northern Midlands Council add the “Mulga” Fred Davies Grandstand to the Northern Midlands Committee Heritage List/Register under the **NOR-C6.0 Local Historic Heritage Code.**”

Moved: Annette Aldersea. Seconded: Kenneth Richards. Carried unanimously.

- 2/4/25 NMC Minute No. 25/0088 Decision: That Council make an application to Heritage Tasmania for heritage status of the Fred Davies Memorial Grandstand at the Longford Recreation oval.
- 2/4/25 Neil Tubb to investigate incorporating the Timekeeper boards also.
- 14/4/25 NMC Action Items: Senior Planner Application to Heritage Tasmania is being prepared.
- 19/5/25 NMC Action Items: Senior Planner Application to Heritage Tasmania has been made.
- (NMC Action Items p29. Senior Planner Heritage Tasmania has advised that it received an enquiry regarding the potential for entry of the grandstand last year and provided advice that it is much more likely to meet the criteria for listing at the local level rather than at the state level, and that unless information could be provided supporting entry on the state register, it would be better to focus on listing at the local level in the planning scheme. 2/6/25 Exec & Communications Officer: Committee has been notified of the response from Heritage Tasmania. Completed.)
- 2/07/25 Neil Tubb pointed out our Motion to NMC was a request for Council to add the grandstand to the NMC Heritage Register. Council Officers to review further for listing.

**ACTION:** Neil Tubb to follow up with Madeleine Ogilvie. Vivien Tan notified that NMC Tourism Officer has added a tab to [www.northernmidlands.tas.gov.au/longford](http://www.northernmidlands.tas.gov.au/longford) which can be populated with history of Fred Davies Grandstand. Continue to monitor.

### 11.3 Longford Historic Motorsport Collection - Museum Preservation

18/8/25 Council deferred a decision on formally backing the Rob Knott Motorsport



Memorabilia Collection. A three month community consultation will now explore public interest in retaining the collection locally as a self sustaining attraction.

3/9/25 LDC note a public meeting will be held on this issue 4<sup>th</sup> October.

LDC fully support a community project to retain the collection.

3/12/25 Final offer has been put to Rob Knott by Working Group on behalf of community, awaiting response. An open meeting will be called when a response is received, for interested parties from the previous public meeting.

**ACTION:** Monitor activity of Committee regarding fundraising.

#### **11.4 390 Illawarra Road. Water Tower, Scenic Road Corridor.**

1/10/25 In light of the current strong push from within the Longford community to acquire the Rob Knott Motor Racing Collection to retain it within Longford, LDC discussed the role of the Water Tower landmark on Illawarra Road and the attractiveness of having a mural design based on a motor racing scene from Longford to enhance the visibility of this unique part of Longford's history. Discussion was had regarding the risk of vandalism, with consensus being that these artworks tend to be respected, without interference, and there are now products which can protect murals from any attempts at "enhancement". Neil Tubb reported that he had mentioned this idea to Rob Knott, who is fully supported and interested in being involved.

**MOTION:** Longford District Committee requests Northern Midlands Council to write to Mr. Hugh MacKinnon at "Mountford" to ask for permission to create a racing mural on the Water Tower, situated Illawarra Road, to commemorate the Longford Motor Racing History for the town, while noting that if permission can be obtained, Longford District Committee would fundraise for this as a community based project, and for which approval of design would be put forward for majority vote.

**MOVED:** Frances Stewart      **SECONDED:** Annette Aldersea      Carried Unanimously

5/11/25 NMC Minute No 25/307: **DECISION:** That Council notes the committee's recommendation and seeks initial advice from a) Department of State Growth; and b) the landowner.

Neil Tubb has followed up with Maree Bricknell at NMC and received advice that DSG have no issues as the upgrade works near it will mean it is much closer to the road, and that Mr. MacKinnon has been advised to consider the suggestion, and that a formal request will be sent to him soon.

3/12/25 - 17/11/25 NMC Minutes - Exec & Community Officer DSG – No issue with mural.

Awaiting a response from Mr. MacKinnon.

**ACTION:** Continue to Monitor.

### **12.0 GOVERNANCE ISSUES:**

#### **12.1 LDC Budget Allocation Submission - Results. New Budget 2025-2026.**

LDC Projects for which funding will be requested. (Submission to be emailed to Council and LDC members in March):

- Marlborough Street footpaths – Upgrades. [Concrete paths in future footpath program.](#)
- Legends Walk - Continuation of placement of historic stands & plaques [\\$5,000 ongoing](#)
- Directory of Clubs – Framework for club signs – Visitor Information Centre Village Green and Wellington Street Woolmers Lane end - \$6,000 (Noted that NMC are talking with IT about adding these on the NMC website also). [Investigate – maybe Tourism Budget Signage](#)

- Longford Cemetery – For planting of mature trees to provide shade over the existing seating. [\\$25,000 for irrigation. Trees - Consider from Maintenance Budget.](#)
- Mill Dam Reserve - Funding for improvements. [See Masterplan.](#)
- Longford Road Bypass - future plan. [Survey work planned. 18/8/25 NMC Minute No. 25/249 “That Council take no further action at this time and continue to monitor heavy vehicles in Longford”.](#)
- Pedestrian Refuges – upgrade existing and new refuge Marlborough Street near “Yellow Shop”. [NMC Budget \\$100,000](#)
- ½ Netball/Basketball Court – near skate park at Velodrome. [No funding allocated.](#)
- 5/3/25 Annette Aldersea and Peter Munro have compiled the NMC Budget Submission List. Longford Cemetery, Marlborough Street Footpaths and Pedestrian Refuges have been nominated for inclusion in the Annual March municipal bus tour – Wednesday 26<sup>th</sup> March, 2025
- 3/12/25 LDC will commence compiling Submission for 2026/27 in the New Year.

[ACTION: Continue to monitor.](#)

## 12.2 Kennel Licences – Review of Guidelines

Christine Darke to meet with Cr. Paul Terrett to see if a review of kennel licence guidelines is appropriate, given the recent situation of 200 labradoodles having to be rescued, rehabilitated and rehomed within NMC area.

- Cr Paul Terrett attended the meeting and advised that Dogs Tasmania is working with State Government to review the Animal Welfare Guidelines.
- Christine Darke and Cr Paul Terrett are looking at a review of the NMC Kennel Licence Guidelines.
- Christine Darke has submitted a statement document with suggestions (*see attached*) to form the background for a motion to be put forward by LDC to NMC at the next meeting.
- NMC have this issue on hold pending outcome of review by RSPCA.
- 2/4/25 NMC Policy Review: Dog Management – Officers are preparing a report for Council workshop in April 2025.
- 2/4/25 LDC noted NMC Minute No. 25/0082 - Motion put forward by Deputy Mayor Janet Lambert to continue community information campaign highlighting responsible dog ownership with emphasis on control of dogs on and off leads, plus the addition of a clause in the dog registration forms to include an acknowledgement of rights and obligations.
- 2/4/25 Annette Aldersea circulated a Longford resident’s request (see attached) which was discussed.
- 14/4/25 NMC Action Item: Report drafted for review at May Council workshop.
- 19/5/25 NMC Action Item: Relisted for a future Workshop.
  - (NMC Action Items p25-26. Updated Dog Management Policy has been prepared for review at Council Workshop (June).
- 2/07/25 Christine Dark raised major concerns regarding the Draft NMC Dog Management Policy. Licence required for more than two dogs, can have four working dogs. Policy paper to be released shortly for community consultation. LDC needs to be notified when consultation takes place. When released it needs to be put up on LDC Facebook page.
- 18/8/25 NMC Action Items: Updated Dog Management Policy has been prepared for review at Council Workshop & Community Consultation.
- 5/9/25 NMC Action Items: Community Consultation period has finished. NMC Officers are preparing a report for the October Council Workshop meeting.



- 5/11/25 Workshop findings will be presented at the November NMC Meeting.
- Updated Policy guidelines have been passed as proposed, with one amendment.

**ACTION:** Item finalized – remove from Agenda.

### **12.3 Draft Longford Expansion Strategy**

*Ref. Addendum to Minutes. Continue to Monitor*

### **12.4 Cat Control Measures**

1/10/25 LDC raised concerns regarding risks from feral cats with Toxoplasmosis and Sarcocystis in sheep. Councillors reported this is being looked at next NMC Workshop.

5/11/2025: Cr. Paul Terrett advised that the Cat Management Act is being updated and is currently a live issue, still in NMC Workshop. The outcome will go for community consultation.

3/12/25 Christine Darke reported that some farms in southern council area have had lamb losses of 30% due to Toxoplasmosis.

**ACTION:** Continue to Monitor

### **12.5 Nominations for use of LDC Secretarial Allowance \$2,500 for past 12 months.**

MOTION: Longford District Committee request Northern Midland Council approve the allocation of LDC's Secretarial allowance for the past 12 months to be pledged toward the fundraising to acquire the Rob Knott Motor Racing Collection, with funds released to the formal fund raising campaign once it is established.

MOVED: Frances Stewart      SECONDED: Annette Aldersea      Carried Unanimously

5/11/2025 Vivien Tan advised by email 6/10/2025 that "this can be recorded in LDC minutes as a committee resolution. A councilor decision is not necessary in this case".

**LDC MINUTE:** LDC resolved unanimously that the LDC Secretarial Allowance \$2,500 for the past 12 months be pledged towards the fundraising to acquire the Rob Knott Motor Racing Collection, with funds released to the formal fund-raising campaign once it is established.

## **13. REPORTS FROM SUB-COMMITTEES:**

### **13.1 Railway Committee**

Cr. Dick Adams reported heavy equipment is being arranged to install the Pillars, which will now occur in the New Year.

### **13.2 Longford Legends - no update.**

### **13.3 Town Hall Committee**

Cr. Dick Adams reported works ongoing.

### **13.4 Arts & Cultural Committee**

Cr. Dick Adams attended functions at Longford Primary and Cressy, including "Inspiring Futures".

## **14. NEW BUSINESS:**

### **14.1 Truck Load Limit around Village Green.**

Annette Aldersea reported that trucks are using Longford Village Green as a turning circle, which is damaging the road surface and is a safety issue. LDC to request NMC impose a load limit on the surrounding streets.

#### **14.2 Tannery Road – South Bicentenary Fencing**

LDC noted that the Bicentenary fencing has deteriorated and is in need of repair. LDC to put in a Works Request to NMC.

#### **14.3 Longford Tip Shop to be operated by Helping Hands.**

Joanne Clarke reported that Helping Hands will be taking over the operation and management of the Tip Shop. There will be a volunteer drive in the New Year.

#### **14.4 NMC “Lift the Tone” Campaign**

Frances Stewart reported that NMC have implemented a “Lift the Tone” campaign, which will be discussed at the next LDC meeting.

#### **NMC Meeting dates for 2025/2026, Meeting starts 5:00pm:**

15 <sup>th</sup> December	18 <sup>th</sup> May	19 <sup>th</sup> October
19 <sup>th</sup> January	22 <sup>nd</sup> June * 4 <sup>th</sup> Monday	16 <sup>th</sup> November
16 <sup>th</sup> February	20 <sup>th</sup> July	14 <sup>th</sup> December * 2 <sup>nd</sup>
16 <sup>th</sup> March	17 <sup>th</sup> August	Monday
20 <sup>th</sup> April *	21 <sup>st</sup> September	

**15. CLOSURE:** Chair closed the meeting at 6:10pm.

**The next meeting will be at 5:30pm on WEDNESDAY 7<sup>th</sup> JANUARY 2025 at the Longford War Memorial Hall, Meeting Room 1.**

OCTOBER 25

# TASMANIAN VISITOR INFORMATION NETWORK

## AUSTRALIAN REGIONAL TOURISM (ART) CONVENTION 2025 – REPORT

Prepared by: Tracey Riggs Barker, Executive Officer  
Location: Adelaide Hills, South Australia  
Dates: 14 -16 October 2025  
Submitted to: TVIN Management Committee

## Executive Summary

The 2025 Australian Regional Tourism Convention confirmed a national shift in how the value of tourism is assessed. Economic indicators remain essential; however, equal priority is now being placed on the social, cultural, and community outcomes generated by visitor activity. The convention demonstrated that tourism contributes to community wellbeing, regional identity, volunteer participation, and local economic resilience. These outcomes are measurable and policy-relevant.

Visitor Information Centres were recognised as core community infrastructure. Several regions that had previously reduced or centralised visitor servicing have reinstated their centres after experiencing reduced local expenditure, weakened operator visibility, and loss of community connection. The evidence presented showed that locally delivered visitor information services improve business retention, increase economic activity within regional centres, and strengthen community confidence.

The convention also identified workforce capacity and digital capability as critical areas for regional tourism sustainability. Labour shortages continue to affect operators, councils, and servicing organisations. Solutions highlighted included micro-learning modules, short-form skill development, industry mentoring, and targeted use of Artificial Intelligence (AI) to reduce administrative load and support visitor service delivery.

A clear focus was placed on measuring social value. National research bodies and social impact agencies presented frameworks for quantifying non-financial outcomes, enabling tourism organisations and local governments to demonstrate wellbeing benefits in cost-benefit and budget deliberation processes. This includes metrics related to community pride, volunteer participation, cultural identity, and accessibility.

For the Tasmanian Visitor Information Network (TVIN), the implications are direct. The emerging national approach validates the importance of accredited VICs in sustaining local business ecosystems and community connections. There is now a clear opportunity to introduce a light measurement framework that records the social, cultural, and economic value delivered through visitor servicing.

### Next steps include:

- Integrating social impact indicators into regular reporting;
- Supporting centres with digital capability and AI-supported tools to assist service delivery;
- Continuing workforce support through shared training and peer learning networks;
- Reinforcing the role of accredited VICs as essential regional infrastructure.

This aligns TVIN with national policy directions and strengthens the network's position in future funding and advocacy discussions.



02

## THE 2025 AUSTRALIAN REGIONAL TOURISM (ART) CONVENTION

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

### **National Agritourism and Regional Forum 2025**

#### **Adelaide Hills Convention Centre**

#### **Agritourism and Regional Resilience - Key Highlights**

**Date: October 14, 2025**

#### **Session: Future-Proofing Regional Tourism: A Youth Perspective**

**Speaker: Ryley Heap, Principal Economic Development Officer, Town of Port Hedland**

**LinkedIn: [linkedin.com/in/ryleyheap](https://www.linkedin.com/in/ryleyheap)**

The presentation examined strategies for strengthening the long-term resilience of regional communities through youth engagement, sustainable economic development, and local value retention. Drawing on experience from Port Hedland, one of Australia's major iron-ore export hubs, it highlighted the need to ensure that economic benefits generated by tourism and resource industries remain within the regions that produce them.

A key issue identified was economic leakage, the outflow of wealth from regional economies resulting from fly-in, fly-out workforces, external ownership, and limited local supply chains. International research, including data from Fiji, indicates that up to sixty cents of every tourist dollar can leave a destination through foreign-owned accommodation and imported goods. The presentation emphasised that high visitation numbers do not equate to prosperity unless financial returns are retained locally.

Delegates were encouraged to redefine success metrics. Traditional indicators such as visitor numbers, length of stay, and total expenditure capture only part of the picture. Genuine success lies in how effectively visitor spending circulates within the community. Strengthening local supply networks and building cross-sector collaboration can transform tourism from a short-term economic stimulus into a foundation for enduring regional prosperity.

Several strategic actions were proposed to enhance local value retention:

- Develop stronger collaborations among operators, producers, and artisans to build integrated regional supply chains.
- Encourage direct bookings through accredited Visitor Information Centres and locally managed digital platforms.
- Leverage authentic storytelling to communicate provenance, craftsmanship, and community identity.
- Prioritise local procurement within council operations and event management to ensure ongoing circulation of visitor expenditure within regional economies.

Destination marketing was positioned as a tool for broader community development. Effective branding not only attracts visitors but also influences how investors, skilled professionals, and prospective residents perceive a region. Marketing grounded in authenticity, sustainability, and community pride can strengthen both tourism performance and regional liveability.

### **Review**

The session reinforced the importance of recognising tourism as core regional infrastructure that underpins community wellbeing and economic stability.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

For Tasmania, and specifically the Tasmanian Visitor Information Network (TVIN), the implications are:

- Broaden evaluation frameworks to include measures of local economic retention alongside traditional visitor metrics.
- Promote regional collaboration among operators, producers, and councils to maximise the retention and recirculation of visitor spending.
- Invest in workforce capability through targeted youth engagement and professional development initiatives to support long-term industry resilience.
- Reinforce the role of Visitor Information Centres as trusted institutions that contribute to local economic outcomes and convey authentic regional narratives.

The overarching conclusion is clear: regions prosper when the value they generate is retained locally. By embedding tourism within community identity, fostering authenticity, and ensuring economic benefits remain within Tasmania's regions, the state can continue to build a resilient, inclusive, and community-centred visitor economy that sustains livelihoods and strengthens regional wellbeing.

**Session: Reflections on the National Agritourism Forum**

**Speaker: Kate Shilling, Project Manager, Agritourism, Tourism Australia**

**Kate's Profile: [linkedin.com/in/kateshilling](https://www.linkedin.com/in/kateshilling)**

The session reflected on the inaugural National Agritourism Forum, which brought together more than 160 participants, including producers, tourism operators, and regional development agencies. The event showcased the rapid growth of agritourism across diverse sectors, including truffles, nuts, dairy, oysters, fruit, and wine, underscoring the importance of collaboration among producers, government, and tourism bodies for sustainable regional development.

**Transforming Farms into Visitor Experiences**

Agritourism is more than simply allowing visitors onto farms; it is about reframing these spaces as places for education, connection, and storytelling. This approach aligns strongly with Tasmania's deep provenance culture, where authenticity and local identity are central to visitor engagement. By sharing genuine rural stories and diversifying experiences, operators can enhance resilience and stimulate additional visitor spending across regional communities.

**Regulation and Local Engagement**

A key message was the value of early engagement with local councils. Proactive collaboration within planning frameworks helps avoid delays and builds long-term trust between operators and local authorities. This is particularly relevant for Tasmanian producers developing small-scale visitor experiences that fall under differing council requirements.

**Authenticity and Community Trust**

Visitors seek authenticity over perfection. Genuine, personal interactions with producers foster community pride and deeper visitor satisfaction. This principle aligns with the role of Visitor Information Centres, which promote credible, locally grounded experiences that celebrate Tasmania's people and produce.

**Valuing Expertise and Pricing**

Case studies presented during the forum revealed that aligning pricing with quality often increased demand. Appropriate pricing signals professionalism, sustainability, and respect for the visitor experience principles consistent with the Tasmanian Visitor Information Network's (TVIN) focus on elevating service standards across the state.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

**Sustainability, Transparency, and Partnerships**

Participants were encouraged to communicate their environmental and ethical practices transparently. Working with tourism distributors and booking partners should be viewed as an investment in market reach rather than an administrative cost. Strengthened partnerships between producers, Visitor Information Centres, and regional tourism organisations can amplify exposure, encourage dispersal, and drive local economic outcomes.

**Agritourism in Practice**

Examples such as the transformation of a Canberra chicken farm into a seasonal sunflower attraction demonstrate how creativity, storytelling, and a strong sense of place can elevate simple ideas into successful visitor experiences. These examples illustrate opportunities for Tasmanian producers to develop distinctive, high-quality offerings that combine innovation with local identity.

**Review**

The national momentum behind agritourism continues to accelerate, supported through partnerships between the National Farmers' Federation (NFF), Australian Regional Tourism (ART), and state tourism bodies.

For Tasmania, this represents a significant strategic opportunity:

- Position VICs as key connectors linking travellers, producers, and local experiences.
- Support quality and storytelling consistency through TVIN-led standards and agritourism distribution frameworks.
- Align local government regulation, sustainability goals, and marketing strategies to strengthen rural economies and foster regional resilience.

When communities collaborate and share their stories, tourism becomes a vehicle for prosperity, authenticity, and regional pride, values that sit at the heart of TVIN's philosophy and Tasmania's visitor economy.

**Session: Measuring What Matters: Regenerative Tourism and the Power of Data**

**Speaker: Dave Hockly, Director, Datastory**

**LinkedIn: [linkedin.com/in/davehockly](https://www.linkedin.com/in/davehockly)**

Dave Hockly delivered a compelling presentation on how measurement shapes behaviour and decision-making in tourism. His central message, "What you measure is what you manage," challenged delegates to rethink how success is defined within destinations.

Using vivid examples, Hockly illustrated the risks of measuring the wrong things. He referenced Alaska's GDP spike following the 1989 Exxon Valdez oil spill, where economic growth was recorded despite environmental devastation; Soviet-era nail factories that met production quotas but produced useless products; and India's colonial cobra bounty scheme, which led people to breed snakes for profit.

Each example demonstrated how poor or unbalanced metrics can distort priorities and create perverse outcomes.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

### Rethinking Success in Tourism

Hockly argued that tourism often focuses too much on headline figures such as visitor numbers, nights, or spending measures, which fail to reflect environmental health, community well-being, or long-term value retention. He emphasised that unbalanced measures drive unbalanced behaviours, urging the industry to adopt indicators that reflect social and ecological outcomes alongside financial performance.

### Queenstown's NZ Regenerative Tourism Model

He highlighted Queenstown, New Zealand, as a leading example of a destination redefining success. The region's "Travel to a Thriving Future" Destination Management Plan commits to becoming the world's first carbon-neutral visitor destination by 2030. The plan outlines nineteen projects structured around three pillars: environmental, social, and economic. Together, these signal a coordinated commitment to regeneration rather than growth alone.

This approach positions tourism as a means of improving the condition of the place it touches. The intent is for destinations to be healthier, stronger, and more resilient as a result of visitation. Tourism is therefore reframed as a system that supports communities, landscapes, and cultural identity rather than simply increasing visitor numbers.

### Measuring with Purpose

Hockly encouraged Regional Tourism Organisations (RTOs) and Visitor Networks to review what they track and why. His team analysed 105 Australian RTO websites and found that "visitation" and "spend" remain the top two metrics nationally. He cautioned that while these are useful, they can overlook the deeper purpose of tourism, which includes connection, wellbeing, and stewardship.

He proposed a data-driven approach to regenerative tourism that links activities to measurable impact, utilising tourism data not only for marketing but also for community outcomes and sustainability.

### Review

The session reinforced a key shift in tourism evaluation: destinations must measure outcomes that reflect community well-being and environmental stewardship, not just visitor volume or spending. The core message was that metrics should align with purpose.

For Tasmania, this requires:

- Integrating environmental, social, and economic indicators into reporting, consistent with the [Tasmanian Visitor 2030 Tourism Strategy](#).
- Using VIC data to show how referrals, advice, and local storytelling contribute to community resilience and sustainable visitation;
- Supporting councils and regional partners to adopt regenerative tourism approaches that protect natural assets and strengthen local pride.

The conclusion was clear: success is not defined by how many people visit, but by how healthy communities and places thrive because they hosted visitors.



## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

**Session: Artificial Intelligence in Tourism: Practical Applications and Case Studies****Speaker: Megan Harvie, Digital Communications Specialist, Fleurieu Peninsula Tourism****LinkedIn: [linkedin.com/in/megan-harvie](https://www.linkedin.com/in/megan-harvie)**

Megan Harvie delivered an engaging and forward-thinking presentation on how artificial intelligence (AI) is transforming tourism operations, particularly for small teams and regional organisations. Her insights demonstrated how AI is not just a technological tool but a practical partner for enhancing productivity, marketing impact, and visitor engagement.

**Practical Applications of AI**

The session outlined current practical uses of AI in visitor servicing, including Tourism Tasmania's custom GPT model designed to support winter visitation by providing recommendations aligned to traveller interests and seasonal conditions. Emerging applications were also noted, such as AI-enabled mapping tools, digital assistants, and automated enquiry systems. These technologies are being used to streamline communication, reduce administrative load, and improve the speed and consistency of responses to visitor enquiries.

**Boosting Productivity and Efficiency**

AI can automate repetitive tasks such as drafting professional communications, transcribing meetings, creating FAQs from common enquiries, and translating visitor information into multiple languages. Harvie shared a personal example of using ChatGPT to edit a major award submission, significantly reducing turnaround time while maintaining a high professional standard.

**Maintaining Authenticity**

While acknowledging AI's speed and precision, the presentation stressed that authenticity must remain central. Operators were encouraged to customise AI outputs using style guides, brand tone, and local storytelling to preserve a genuine regional voice. The message was clear: AI should sound like us, not replace us, and technology should enhance human creativity rather than substitute it.

**Case Studies and Global Inspiration**

International examples included AI itinerary generators that adapt to weather and traveller interests, as well as viral campaigns that successfully distributed visitor traffic across lesser-known destinations. These initiatives show how AI can both inspire travel and manage visitor dispersal more sustainably.

**Review**

For the Tasmanian Visitor Information Network (TVIN), the applications are significant. AI can support:

- 24/7 visitor servicing through automated chat and enquiry systems.
- Consistent marketing output aligned with seasonal campaigns.
- Staff upskilling and onboarding, using AI-driven learning tools.
- Efficient data management and content creation that saves time and improves accuracy.

Ultimately that AI gives regional centres the ability to do more with less, allowing frontline staff to spend less time on administration and more time on what matters most, a genuine, human connection with visitors.

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**Session: Artificial Intelligence in Tourism: Practical Uses and Lessons****Speaker: Merrin Ozols, ATEC Overwhelm to Optimised: AI Solutions for Tourism Teams****LinkedIn: [linkedin.com/in/merrinozols](https://www.linkedin.com/in/merrinozols)**

Merrin Ozols delivered an insightful presentation on how artificial intelligence (AI) is expanding the capacity of regional tourism teams, operators, and councils. She emphasised that AI is not a replacement for people, but a means to remove friction, allowing staff to focus on higher-value, human-centered work.

**Case Study: Custom GPT for Winter Visitation**

A compelling example was presented of a custom GPT created to address the challenge of soft winter visitation. The model onboards operators with targeted questions about their products, seasonality, and aspirations. It then suggests winter-specific experiences, refines ideas through dialogue, and produces a marketing plan with step-by-step actions. Because the GPT is trained on local strategy, brand guidance, and campaign assets, its outputs remain aligned with destination goals rather than generic messaging.

**Everyday Integration of AI Tools**

During the forum, regional operators provided compelling examples of how Artificial Intelligence (AI) is being woven into daily operations to boost productivity and innovation. One notable case involved using GPS data to map a remote campsite. The team utilised AI technology to process, clean, and convert the raw coordinates, ultimately producing detailed maps within Google Earth Pro. This approach has streamlined development planning by providing accurate, actionable site information.

In addition, another organisation showcased the integration of two specialised internal AI assistants within their business. One assistant was dedicated to marketing tasks, while the other focused on human resources. By embedding AI directly into everyday workflows, these operators have achieved greater efficiency and consistency, demonstrating the tangible benefits of adopting such technologies in regional contexts.

**Streamlining Repetitive Tasks**

The presentation highlighted that the greatest value of artificial intelligence lies in automating repetitive and time-intensive tasks. Councils and destination management organisations (DMOs) can now generate emails, media releases, itineraries, grant briefs, and translations within minutes. One example demonstrated how an AI editor condensed and restructured a forty-eight-page award submission in just a few hours, leading to success at both state and national levels. This case underscored that effective prompting, structured input, and human oversight are critical to achieving high-quality outcomes.

**Maintaining Authenticity and Local Voice**

Authenticity was a consistent theme. Ozols recommended uploading brand style guides and tone notes to instruct AI to mirror the regional voice, strip out clichés, and verify claims with measurable data. She highlighted the importance of preserving local personality and grounding all storytelling in truth and place. Voice-to-text tools like Fireflies save staff time in the field, while AI avatars now assist VIC teams by handling basic Australian Tourism Data Warehouse (ATDW) and login queries, allowing human staff to focus on more complex operator support.

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### Global Inspiration

Global examples showed how AI enhances visitor servicing:

Santa Monica's conversational itinerary planner is built from verified local listings.

Myrtle Beach's audience avatars delivering tailored advice;

Tourism NT's "Chat NT" assignment using The Little Mermaid to inspire dispersal into regional towns.

Each case blended brand voice, accurate data, and clear objectives such as seasonality and regional spread.

### Live Demonstration

To conclude, a live demonstration of voice-to-text prompting, generating a conference funding request email in real time. The example underscored that clear instructions, defined audiences, and an intended tone yield far better AI outputs.

### Review

Codifying tone, facts, and campaign language once ensures that every Visitor Information Centre (VIC) and operator consistently reflects a Tasmanian identity.

Key opportunities include:

- Developing a winter product generator guided by TVIN's campaign pillars.
- Extending VIC chat capabilities for after-hours support and crisis messaging.
- Converting common visitor and operator emails into on-site FAQs to capture and measure engagement.
- Tracking new AI performance metrics, including hours saved, response times improved, pages translated, and operator issues resolved at first contact.

Ultimately, the session reinforced that the purpose of AI is not to produce more content but to facilitate more meaningful, human connections between visitors and operators. By using AI to remove barriers, the Tasmanian Visitor Information Network (TVIN) can strengthen its greatest asset, the authenticity and trust inherent in face-to-face service.

### Session: Information is the Key: How to Utilise Information on Universal Design and Accessibility to Win Over Visitors.

**Speaker: Ryan Smith, Founder and CEO, The Access Agency**

**LinkedIn: [linkedin.com/in/ryansmith-au](https://www.linkedin.com/in/ryansmith-au)**

Operators should provide detailed accessibility information on their own websites. This ensures that visitors with accessibility needs can easily find accurate, up-to-date information. Syndicate info to RTOs and ATDW only after publishing locally; central listings can be incomplete or outdated. Operators are the primary source; regions help curate and promote data.

Thorough information reduces visitor stress, clarifies expectations, minimises complaints, streamlines planning, and enhances conversions. The same dataset supports websites, itineraries, events, staff onboarding, risk assessments, Destination Management Plan (DMP), reporting, and funding applications.

### Publishing Factual, Not Marketing, Information

Operators should provide precise, factual details that enable travellers to self-assess their suitability. Avoid labelling places "accessible" without evidence; give measurable specifics instead.

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### Essential Fields

- Step-free travel: indicate yes/no; note steps, ramps, surfaces.
- Door widths (cm): entryways, bathrooms, rooms.
- Parking: signed bays, distance, surface, gradient.
- Toilets: location, space, grab rails, height, photos.
- Seating: availability, types, backrests, armrests, spacing.
- Counter heights & service table/queue/mobile ordering.
- Visual info: lighting, glare, signage contrast, captions.
- Auditory info: noise levels, quiet spaces, hearing loops.
- Sensory factors: smells, alarms, crowds, flashing effects, and cleaning.
- Dietary: cross-contact controls, ingredient lists, lead times.
- Assistance: staff training, service animal policies, water bowls, and relief areas.
- Emergency: refuge points, alarms, procedures.
- Visuals: photos/clips of approach, doorway, bathroom, seating, lift.

### Optional Fields

- Path lengths: distances in metres to entrances/features.
- Trail terrain: surface, grade, camber, obstacles, rest points.
- Environmental: temperature, wind, shade notes.
- Booking: access contact info, best call times, response standards.
- Event: temporary ramps, viewing, quiet rooms, sensory maps, timings.

### Regional Approach

Smith suggests an "Accessible Region Guide": a digital product featuring consistent questions that combine legal and practical information. Start with early adopters and quality listings, using them to encourage others.

Listings can be filtered for specific needs (step-free, sensory, hearing support, large-print menus, assistance). An itinerary builder helps users plan and track their travel experiences.

### Analytics guide improvements.

Simple Page Template

Use a clear website structure with headings, tables, and relevant images.

- Accessibility at [Business Name]
- Getting here: Two signed bays by entry, 25 m, sealed, 1:20 gradient, kerb ramp.
- Entrance: Step-free, sliding door, 98 cm wide, matte tile.
- Inside: Aisles min 120 cm, portable chairs with backs/arms available.
- Toilets: Accessible next to tasting room, 160 cm turning circle, 48 cm pan height, right-hand transfer, L-shaped rail, with photos.

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### **Session: Workforce and Skills**

**Facilitator: Coralie McCarthy, Business NSW:** [linkedin.com/in/coralie-mccarthy](https://www.linkedin.com/in/coralie-mccarthy)

**John Hart (Australian Chamber of Commerce & Industry):** [linkedin.com/in/john-hart](https://www.linkedin.com/in/john-hart)

**Shaun de Bruyn (Tourism Industry Council SA):** [linkedin.com/in/shaun-de-bruyn](https://www.linkedin.com/in/shaun-de-bruyn)

The panel delivered an unfiltered look at the state of Australia's tourism workforce. The consensus was sobering but clear: tourism and hospitality are operating with a national shortfall of around 180,000 workers, yet productivity has still increased by roughly 18 per cent in two years. In short, the sector is maintaining its pace only by working harder with fewer people, a situation that is neither sustainable nor equitable.

The discussion acknowledged that over 90 percent of tourism businesses are small or micro operators, often family-run, and that the industry's structure makes it challenging to pursue systemic reform. When a two-person team is flat out serving customers, it cannot simultaneously lobby for better training pathways or labour policy. This lack of advocacy strength contributes to the industry's ongoing struggle to be treated as an essential part of the national economy.

### **The Broken Pipeline**

A primary concern was the collapse of formal training pathways. Five years ago, more than 15,000 students were completing tourism and hospitality qualifications each year. In 2024, the number of government-funded VET diploma places decreased to just five, and university enrolments declined to approximately 5,500 nationwide. Fee-free TAFE policy settings and the loss of international students were blamed for destabilising the private Regional Tourism Organisation (RTO) and reducing completions to about 13 per cent. The result is a system that counts commencements instead of outcomes, leaving the industry to train itself.

Migration has become the only viable short-term fix. However, barriers to skills recognition prevent many qualified migrants from working in their fields of training. Panellists argued for pragmatic reform that balances migration with a rebuilt domestic pipeline based on micro-skills, short-form credentials, and flexible delivery.

### **Essential Work, Community Value**

An interesting question was posed: Is tourism "essential"? The answer came through analogy: if a town cannot provide travellers with a morning coffee, dinner, or a bed, it cannot sustain its own population. Hospitality and visitor services are not luxuries; they are part of the social infrastructure that makes regional communities liveable. Recognising tourism as an essential community service would strengthen its place in policy, particularly in housing and workforce planning.

### **Technology and Capability**

The panel agreed that technology is now the primary driver of productivity. AI and automation are being utilised for bookings, payments, enquiries, and call handling, allowing scarce staff hours to be redirected to visitor interaction. Yet the real barrier to digital adoption is not cost; it is confidence. Many small operators are unsure where to start, echoing the early days of social media. The takeaway was blunt: digital learning must become normalised, and capability building should focus on users, not software.

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### Government and Local Roles

Rather than trying to “save” every struggling business, the government and councils should focus on enabling collaboration and capability. The most effective interventions are those that connect operators and provide trusted, curated resources. A standout example came from an agritourism.

A network of 64 operators, supported by the local government, has developed a shared online portal featuring practical training materials and templates. The approach was low-cost but highly effective proof that peer learning and confidence-building can achieve more than one-off grants.

### The Cultural Shift Needed

When asked for their “magic-wand” solution, panellists were unanimous: create a modern, portable, micro-skills system that values real capability over paperwork. More broadly, they urged the industry to stop acting as though its problems are unique. Workforce pressures affect every sector, and tourism must position itself within the wider national solutions rather than on the periphery.

The final message was cultural rather than structural: tourism’s reputation as a career path is still decided by parents, teachers, and career advisers. Until they view the visitor economy as professional, creative, and future-focused, young people will continue to look elsewhere.

### Review

For Tasmania, the insights align strongly with challenges already seen across the network. VICs and regional operators are competing in the same constrained labour market and face identical digital-capability gaps. The opportunity lies in TVIN’s ability to convene and lead peer-to-peer learning, short, focused training bursts and shared resources that save operators’ time.

TVIN can also reinforce the narrative that visitor servicing is essential community infrastructure, not discretionary expenditure. Embedding this language into local government partnerships will help position VICs within broader workforce and liveability discussions, including housing, transport, and economic resilience.

### Session: Measuring Social Impact in Regional Tourism

**Speaker: Professor Sarah Gardiner, Griffith Institute for Tourism**

**LinkedIn: [linkedin.com/in/sarah-gardiner](https://www.linkedin.com/in/sarah-gardiner)**

At this year’s Australian Regional Tourism (ART) Convention, one message echoed across every session: tourism is no longer just about economics; it is about people. The focus is shifting from counting visitors to understanding how tourism strengthens communities, builds resilience, and enhances wellbeing.

### The Changing Conversation

ART challenged delegates to rethink what defines success. Traditional metrics, such as visitation and revenue capture, only tell half the story. The accurate measure lies in how tourism improves the quality of life, fostering local pride, inclusion, and cultural identity. These social outcomes justify investment and build long-term community trust.

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### **Why Social Impact Matters**

Councils remain major investors in tourism, yet their decisions often rely solely on financial metrics. Speakers argued that unless the industry can quantify wellbeing, these broader benefits remain invisible. Measuring social value allows tourism to “speak the language of government,” positioning it alongside health, education, and social policy in investment frameworks.

### **South Australia’s Leadership**

Catherine from the South Australian Tourism Commission shared how social impact has been embedded into the Tourism 2030 Plan, placing community wellbeing and inclusion on equal footing with visitor metrics. Guided by regenerative tourism principles, the plan honours Aboriginal connections to Country, empowers Traditional Owners to tell their own stories, and ensures every visitor experience contributes positively to local communities.

“This isn’t about greenwashing,” she said. “It’s about ensuring tourism leaves our communities better than it found them.”

### **Community Perspective: Eden’s Story**

Jenny from Eden, NSW, illustrated the human side of this transformation. Once a fishing town resistant to tourism, Eden is now NSW’s busiest regional cruise port outside Sydney. The same residents who opposed tourism now volunteer to welcome ships. “We had to bring the community with us,” she reflected. “Tourism only works if locals feel ownership of it.” Her story highlighted the social impact of action tourism, attracting not only visitors but also a sense of purpose, pride, and participation.

### **Making the Invisible Visible**

Lauren from the Australian Social Value Bank (ASVB) demonstrated how well-being outcomes can be measured and even monetised. The ASVB framework assigns a dollar value to social change, ranging from increased community pride to improved accessibility, helping councils and tourism bodies demonstrate the tangible return on social investment. Rather than asking, “How many came?”, regions can now ask, “How have our communities changed because they came?”

### **The New Mindset**

Lauren summarised the shift perfectly: “We need to start asking different questions: Is tourism good for our community? Are visitors leaving our place better than they found it?” This mindset requires system-wide collaboration across councils, RTOs, state agencies, and community groups. The goal is clear: build stronger, more resilient regions by valuing tourism as a social good rather than just an economic one.

### **Review**

For the TVIN, the lesson is direct and consequential: VICs are part of Tasmania’s social infrastructure.

They deliver measurable community value through inclusion, connection, and resilience, yet these benefits often go unrecorded.

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### **By introducing a light social impact measurement framework, TVIN can:**

- Strengthen advocacy for continued council and state support;
- Align with national frameworks such as Measuring What Matters and align with the Tasmanian Visitor Economy Strategy 2030;
- Demonstrate the social return on investment (SROI) of accredited centres;
- Reinforce that VICs are not just service points, but essential community assets.

In short, VICs connect people to place and measuring that connection could be the key to securing their future. Tourism doesn't just create memories; it also fosters community well-being.

### **Session: National and Regional Insights from Austrade and Tourism Research Australia**

**Speaker: Dr Paul Grimes PSM, CEO, Austrade**

**LinkedIn: [linkedin.com/in/paul-grimes-aus](https://www.linkedin.com/in/paul-grimes-aus)**

Dr Paul Grimes delivered a national overview of the visitor economy, reaffirming the Australian Government's commitment to a coordinated and data-driven approach. He began by acknowledging the Traditional Owners of the Adelaide Hills region and reflecting on the enduring connection between First Nations people and Country.

As Chief Executive Officer of the Australian Trade and Investment Commission (Austrade), Dr Grimes explained that the agency holds statutory responsibility for tourism policy and advice, in addition to its trade, export, and investment functions. To strengthen this focus, Austrade is establishing a new Office for Tourism and the Visitor Economy to provide clear federal leadership and representation for the sector.

Tourism Research Australia (TRA) remains central to this framework, delivering the International Visitor Survey (IVS) and National Visitor Survey (NVS) datasets that underpin regional investment decisions, workforce strategies, and marketing initiatives.

Regional Australia continues to present some of the most substantial growth potential within the national visitor economy. International visitors from key markets, including the United Kingdom, the United States, and Japan, are increasingly drawn to experiences that connect them with local people, landscapes, and produce.

First Nations tourism was identified as one of Australia's most distinctive and valuable offerings. Such experiences not only enhance the visitor journey but also generate employment, strengthen community pride, and promote cross-cultural understanding. The Thrive 2030 Framework remains the national roadmap for achieving sustainability, resilience, workforce development, and regional dispersal. The forthcoming Thrive 2030 Action Plan will refine these priorities, with particular emphasis on regional visitation, First Nations engagement, and industry capability building.

Delegates were encouraged to utilise Austrade's Regional Tourism Dashboards and interactive data tools, which enable real-time tracking of visitor flows and regional performance. The presentation also highlighted ongoing federal programs supporting small businesses, workforce development, and region-specific initiatives, such as those targeting the Great Barrier Reef and Central Australia.



## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

### Review

For the TVIN, the address by Dr Paul Grimes reinforces several key priorities:

- Maintain robust regional data that clearly demonstrates the economic and social value of Visitor Information Centres.
- Align advocacy efforts with the national priorities outlined in the Tasmanian Visitor Economy Strategy 2030 Framework and forthcoming Action Plan.
- Engage proactively with the Office for Tourism and the Visitor Economy to ensure accredited Visitor Information Centres are represented in national policy development.
- Leverage Tourism Research Australia (TRA) datasets to strengthen business cases, funding submissions, and regional performance reporting.

Austrade's direction confirms that the next decade of tourism growth will be driven by data, inclusivity, and region-led approaches. VICs, with their local knowledge and authentic storytelling, remain critical to achieving this national vision for Tasmania's visitor economy.

### Session: Measuring Social Value in Tourism

**Speaker: Min Seto, Executive Officer – Alliance Social Enterprises**

**Min Seto: [linkedin.com/in/minseto](https://www.linkedin.com/in/minseto)**

Min Seto delivered a compelling keynote that explored how social value measurement enables regional tourism to demonstrate its full impact beyond financial outcomes. She explained that traditional economic data only tells part of the story. By quantifying wellbeing and community benefits in dollar terms, tourism bodies and councils can present a complete, evidence-based view of how tourism contributes to people, place, and prosperity.

### Why Monetise Social Value

This session outlined three core reasons for converting wellbeing outcomes into dollar terms:

- Shared language of value; expressing well-being improvements in financial terms makes them tangible to Chief Financial Officer (CFO) executives and policymakers.
- Inclusion in investment decisions; without a financial measure, social outcomes are often excluded from cost-benefit analyses.
- Comparability: using a standard unit (dollars) enables fair comparisons across projects and activities, shifting decision-making from intuition to evidence.

She emphasised that monetising wellbeing is not about reducing people to numbers, but about ensuring that what matters to communities is counted when real decisions are made.

### Method: Wellbeing Valuation

It was described that the well-being valuation method is a robust, evidence-based approach that uses Australian datasets to estimate the dollar value of social outcomes. In essence, it asks:

“How much additional income would produce the same improvement in life satisfaction as this activity?”

For example, if volunteering improves well-being as much as an extra \$2,000 in annual income, then that activity can be valued at \$2,000 per participant. The Australian Social Value Bank (ASVB) utilises national datasets, including the Household, Income and Labour Dynamics Survey and the General Social Survey, to calculate these figures.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

This approach captures both positive and negative outcomes, intended and unintended, ensuring the analysis reflects real Australian experiences.

### **Practical Application**

An example given was an Aboriginal Cultural Centre built on Country near a national park.

- Economic outcomes: visitor spending and job creation.
- Social outcomes: strengthened cultural identity, community pride, confidence, and employment readiness.

By valuing these wellbeing outcomes using ASVB data, councils can incorporate them into a social cost-benefit analysis, providing a comprehensive picture of the total impact on economic and social outcomes.

### **Key Takeaway**

Local government sits at the heart of community wellbeing. By adopting social value measurement tools, councils and visitor networks can:

- Tell a more complete story of tourism's value;
- Build trust and credibility with funding bodies; and
- Design programs that deliver shared, measurable community benefits.

The closing message was clear:

"Let's start measuring what matters in our regions. Tourism doesn't just create memories; it creates community wellbeing."

### **Review**

TVIN is well placed to lead social value measurement in regional tourism.

### **Advocacy;**

- By expressing social outcomes in dollar terms, TVIN can strengthen the case for council funding and investment in visitor centres.

### **Data and insight;**

- VICs already collect visitor information. Adding questions on belonging, satisfaction, and community connection allows TVIN to report the broader impact of tourism.

### **Skills and training;**

- TVIN can support members to use social value tools such as the Australian Social Value Bank and to brief councils with clear cost-benefit narratives.

### **Experience development;**

- Social value framing can highlight how visitor experiences support local pride, storytelling, employment, and inclusion. This becomes part of the network's shared story.

### **Reporting;**

- Include social value indicators in TVIN's annual overview: not only visitor numbers but volunteer hours, local economic retention, and wellbeing outcomes.

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**Session: Recognising and Measuring the Social Impact of Tourism****Speaker: Dr Gabby Walters, Associate Professor in Tourism, University of Queensland****LinkedIn: [linkedin.com/in/gabby-walters](https://www.linkedin.com/in/gabby-walters)**

Dr Gabby Walters highlighted the importance of recognising and measuring the social impacts of tourism, noting that the industry's benefits extend far beyond economic outcomes. Drawing on her regional experience, she explained that tourism strengthens community pride, inclusion, and wellbeing, yet these outcomes often go unmeasured and therefore undervalued.

Referencing policy frameworks such as South Australia's Tourism Plan 2030 and the NSW Visitor Economy Strategy 2025, Dr Walters noted that both now integrate social and environmental wellbeing alongside financial performance. She emphasised that measuring tourism's influence on isolation, cultural vitality, and community health is essential to designing visitor experiences that deliver genuine social value.

She concluded, "If we don't measure it, we can't manage it, and we risk undervaluing what our communities care about most."

**Implications for TVIN and Tasmania**

Dr Walters' research directly aligns with TVIN's mission. VICs already contributes significant social value by fostering community connections, resilience, and a strong sense of place identity.

**Review**

- Integrate social-impact indicators alongside economic key performance measures.
- Capture community wellbeing stories as part of regular reporting and communications.
- Advocate for visitor servicing as a cornerstone of regional social infrastructure.

Tourism's success should be evaluated not only by expenditure but also by its broader influence on people, places, and community wellbeing.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

**First Nations Tourism: Culture, Connection, and Economic Empowerment**

**Speakers: Phil Lockyer, Head of Indigenous Affairs: [linkedin.com/in/phil-lockyer](https://www.linkedin.com/in/phil-lockyer), Juan Walker, Founder, Walkabout Cultural Adventures: [linkedin.com/in/juan-walker](https://www.linkedin.com/in/juan-walker) Melissa West, Manager, wukalina Walk.**

The First Nations Tourism panel demonstrated how Aboriginal and Torres Strait Islander-led experiences are redefining Australian tourism through authenticity, cultural integrity, and deep connection to Country.

*Melissa West*, General Manager of wukalina Walk in Tasmania, reflected on the journey from community scepticism to success. Two decades ago, few believed an Aboriginal tourism business could thrive in Tasmania's environment of racism and denial of Aboriginal presence. Today, wukalina Walk stands as one of Australia's most respected Aboriginal-owned experiences, combining cultural immersion, environmental care, and reconciliation through storytelling.

*Wayne Brennan* from Walkabout Cultural Adventures in the Daintree shared his personal journey as a guide and custodian, offering visitors the opportunity to learn about traditional fishing, language, and bush medicine. He described how tourism enables cultural practice and continuity:

"Tourism gives us the chance to keep our culture strong. Every tour is a way to teach, share, and protect our stories."

*Daniel Love* provided a national perspective, noting that Indigenous tourism differs fundamentally from non-Indigenous enterprise models. Its primary purpose is community benefit and cultural continuity, not profit maximisation. Success is measured by community wellbeing, language preservation, and intergenerational pride rather than visitor volume.

He described Indigenous tourism as "regenerative by nature," creating social impact through employment, cultural revitalisation, and education. Love noted that the industry must provide time and trust for authentic partnerships, rather than rushing engagement for policy optics.

**Review**

- Promote First Nations tourism as a central pillar of Tasmania's regional visitor experience.
- Support collaboration between VICs and Aboriginal-owned operators to strengthen visibility and referral pathways.
- Ensure VICs are equipped with accurate, culturally approved information on Aboriginal tourism experiences.
- Integrate stories of Tasmanian Aboriginal heritage into visitor servicing, highlighting connection to place and culture.
- Use Tourism Research Australia (TRA) data and the Tasmanian Visitor 2030 tourism strategy alignment to advocate for increased Aboriginal participation in Tasmania's tourism workforce.

**Key takeaway:**

First Nations tourism is not simply a niche; it is a foundation for national identity and truth-telling. Tasmania's Aboriginal tourism sector could lead nationally in demonstrating how cultural respect and economic benefit can coexist through storytelling and Country-based experiences.

## OCTOBER 2025 AUSTRALIAN REGIONAL TOURISM CONFERENCE REPORT

**Summary and Closing Reflection**

The 2025 Australian Regional Tourism (ART) Convention affirmed that Visitor Information Centres (VICs) remain vital tourism infrastructure. Across Australia, regions and councils that had reduced services are now reinvesting, recognising losses in visitor spend, community connection, and local pride. Reopened centres are driving renewed engagement and regional confidence, clear proof that the human interface is irreplaceable.

Feedback was unequivocally positive. The VIC is described as a trusted community anchor, a gateway to careers, and a key connector between visitors and local businesses. Many tourism leaders began their careers in centres, underscoring the importance of centres to the industry's future workforce.

Volunteer recruitment challenges are universal, but creativity is on the rise: flexible hours, youth partnerships, digital roles, and incentives such as fuel or meal vouchers are being trialled nationally. Involving students in AI or digital storytelling projects helps attract younger volunteers and build future-ready teams.

AI and technology dominated the conversation. Centres are exploring chatbots for after-hours support, AI tools for storytelling and training, and ethical ways to expand digital reach without sacrificing authenticity. To support this, TVIN will pilot AI training for members, covering chatbots, prompt writing, and the responsible use of generative tools such as ChatGPT.

South Australia's model of VICs offers a valuable comparison: around 40 accredited centres (no "white-i" sites), all accredited by Tourism Industry Council South Australia (TiCSA), consistently branded and positioned VICs as the first point of contact for visitors. Importantly, several councils that once reduced VIC funding are now reinvesting, having recognised its value, a lesson Tasmania can apply in its advocacy.

A further topic was the role of BookEasy: the shift of some destinations toward direct bookings was discussed. A follow-up meeting has been scheduled; TVIN will seek input from members in advance.

**Key Opportunities for TVIN**

- Measure and report social impact alongside economic outcomes.
- Deliver AI and digital training, beginning with chatbots and storytelling.
- Engage youth through placements and micro-volunteering.
- Deepen partnerships with local businesses via ATDW content and cooperative promotion.
- Reinforce Yellow "i" accreditation integrity and explore a "Member of TVIN" identifier.
- Continue collaboration with South Australia's TiCSA network.
- Gather member feedback ahead of BookEasy discussions.

**Final Reflection**

The conference reaffirmed that VICs are human at heart, digitally enabled, locally grounded and nationally connected. Reinvestment across Australia shows that Visitor Information Centres are not fading; they are evolving. For TVIN, the opportunity is to lead this evolution combining technology, training and storytelling to keep Tasmania's Yellow "i" shining bright as the symbol of quality, connection and trust.

**Exhibited**

## PLANNING APPLICATION

FOR BUILDINGS, WORKS AND CHANGE OF USE  
(E.g. Residential houses, sheds, carports, retaining walls, visitor accommodation, commercial development, signage etc.)

Office Use Only:

### The Proposal

Description of proposal:

Construct new 2 Bedroom (timber &amp; stone) single Dwelling

Driveway construction material:

Iron stone gravel and exposed aggregate concrete

### The Land

Site address:

2A Bridge Street Ross

Title reference:

C/T: Copy of Title plan provided

Existing buildings on site:

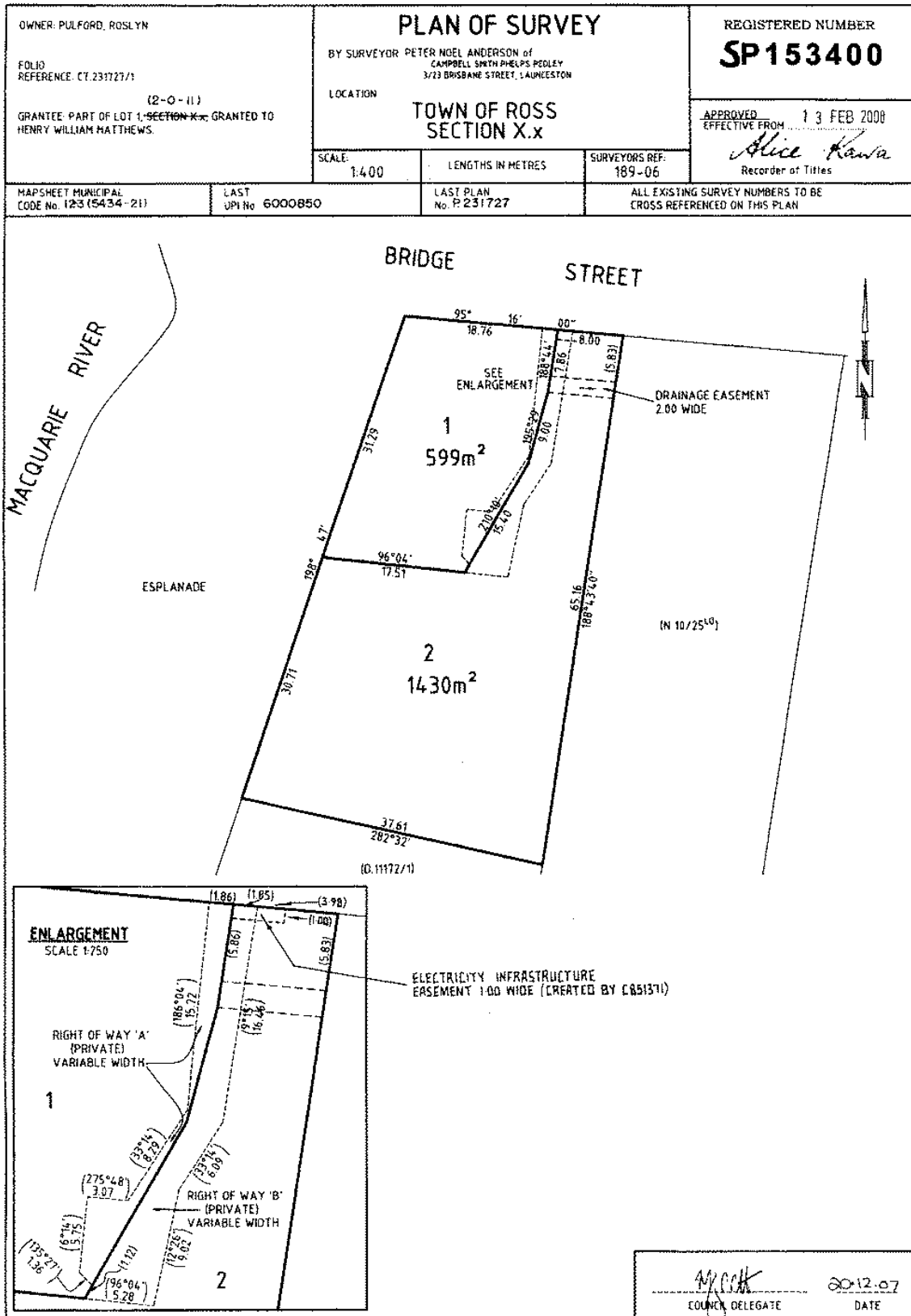
Vacant lot

Existing use of site:

Vacant lot

Applicant justification of any variation/discretion to the  
Township Planning Scheme – Northern Midlands

Refer to attached submission



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11 October 2025



DAVID DENMAN + ASSOCIATES  
denman.studio / architects

'old customs house'  
7/59 william st  
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e: admin@denman.studio

## Planning Submission

**DATE:** 6 August 2025

**SITE:** 2A Bridge Street Ross

**PROPOSAL:** Single Dwelling

**APPLICANT:** Michelle Hancock & Peter Hogan

This development application is for single dwelling located at the above address.

A Development Permit was approved for the lot and a dwelling in 2007. The new lot was created but the new dwelling was not built. The present owners purchased the lot with the intent to construct a smaller dwelling than that which was previously approved. However, their plans were disrupted and delayed due to Covid. They now wish to apply for a planning permit to construct a dwelling on the lot.

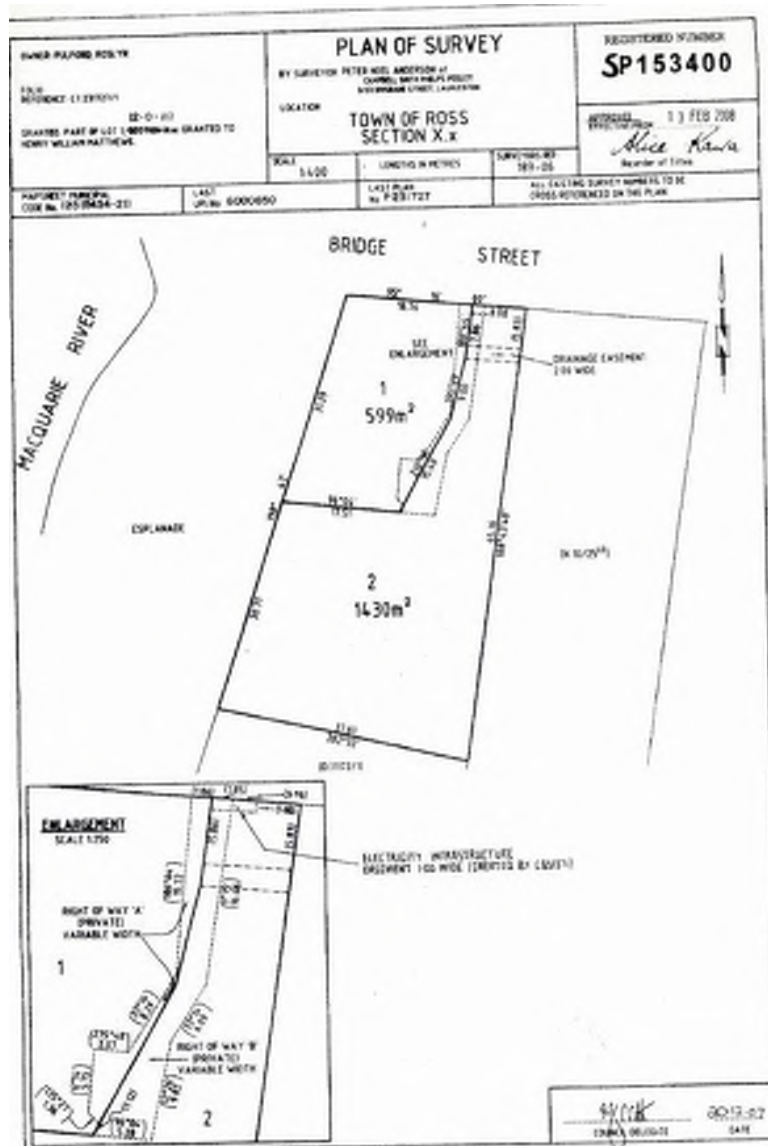
The following report outlines our submission for the present proposal against the relevant clauses of the Tasmanian Planning Scheme.





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**Use class: Residential**

**Qualification: Single Dwelling**

**Zone**

**General Residential**

:



**Codes**

**Historic Heritage Code**



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### ***Local Heritage Precinct***

#### ***Assessment against C6.0 (Local Historic Heritage Code)***

##### **C6.1 Code Purpose**

The purpose of the Local Historic Heritage Code is:

###### **C6.1.1 To recognise and protect:**

- a) the local historic heritage significance of local places, precincts, landscapes and areas of archaeological potential; and
- b) significant trees

C6.1.2 This code does not apply to Aboriginal heritage values.

##### **C6.2 Application of this Code**

###### **C6.2.1 This code applies to:**

- a) development on land within any of the following, as defined in this code:
  - i) a local heritage place;
  - ii) a local heritage precinct;
  - iii) a local historic landscape precinct; and
  - iv) for excavation only, a place or precinct of archaeological potential; and
- b) the lopping, pruning, removal or destruction of a significant tree as defined in this code.

C6.2.2 If a site is listed as a local heritage place and also within a local heritage precinct or local historic landscape precinct, it is only necessary to demonstrate compliance with the standards for the local heritage place unless demolition, buildings and works are proposed for an area of the site outside the identified specific extent of the local heritage place.

C6.2.3 This code does not apply to a registered place entered on the Tasmanian Heritage Register, unless for the lopping, pruning, removal or destruction of a significant tree as defined in this code.

C6.2.4 This code does not apply to use.

#### **Comment:**

The code applies to this application because the subject lot is within a local heritage precinct

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NOR-C6.2.5	Ross	Ross Heritage Precinct	The Ross Heritage Precinct is unique because it is the intact core of a nineteenth century townscape, with its rich and significant built fabric and the village atmosphere. Its historic charm, wide tree lined streets and quiet rural environment all contribute to its unique character. Its traditional buildings comprise simple colonial forms that are predominantly one storey, while the prominent elements are its significant trees and Church spires. Most commercial activities are located in Church Street as the main axis of the village, which directs attention to the Ware Memorial and the Uniting Church on the hill. The existing and original street pattern creates linear views out to the surrounding countryside. The quiet rural feel of the township is complemented by a mix of businesses serving local needs, tourism and historic interpretation. Ross' heritage ambience has been acknowledged, embraced and built on by many of those who live in or visit the village.
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**Comment**

The lot is vacant, and no demolition work is required to complete the project.

**C6.7.3 Buildings and works, excluding demolition**

Objective:	That development within a local heritage precinct or a local historic landscape precinct is sympathetic to the character of that particular precinct.
Acceptable Solutions	Performance Criteria
<b>A1</b>  Within a local heritage precinct or local historic landscape precinct, building and works, excluding demolition, must: <ul style="list-style-type: none"> <li>(a) not be on a local heritage place;</li> <li>(b) not be visible from any road or public open space; and</li> <li>(c) not involve a value, feature or characteristic specifically part of a local heritage precinct or local historic landscape precinct listed in the relevant Local Provisions Schedule.</li> </ul>	<b>P1.1</b>  Within a local heritage precinct, design and siting of buildings and works, excluding demolition, must be compatible with the local heritage precinct, except if a local heritage place of an architectural style different from that characterising the precinct, having regard to: <ul style="list-style-type: none"> <li>(a) the streetscape or townscape values identified in the local historic heritage significance of the local heritage precinct, as identified in the relevant Local Provisions Schedule;</li> <li>(b) the character and appearance of the</li> </ul>



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	<p>surrounding area;</p> <p>(c) the height and bulk of other buildings in the surrounding area;</p> <p>(d) the setbacks of other buildings in the surrounding area; and</p> <p>(e) any relevant design criteria or conservation policies for the local heritage precinct, as identified in the relevant Local Provisions Schedule.</p>
<p><b>Comment:</b></p> <p>(a) The proposed dwelling is setback at the rear of No 2 Bridge Road accessed by a driveway on the east side. Therefore, the new dwelling will not form part of the streetscape or be prominent from the street. It has been carefully designed to be responsive to, and complimentary with the immediate historic townscape values.</p> <p>(b) The character and appearance of the surrounding area varies with a mix of historic timber and masonry houses with hipped and gable roofs. There is a caravan park with amenities opposite to the north of the site. Historic utility structures and a grand sandstone church adjoin the site to the south. The picturesque sandstone Ross Bridge and associated parking and barbeque facilities adjoins the site to the west. The materials and forms of the proposed dwelling have been influenced by the finishes and elements that contribute the character of the surrounding area as described above.</p> <p>(c) The proposed single storey dwelling is sympathetic with the height and bulk of adjoining buildings in the surrounding area.</p> <p>(d) The location of the proposed dwelling doesn't have an adverse impact on the pattern of setbacks in the surrounding area.</p> <p>(e) The dwelling has been carefully designed to be contextual to its specific location and historic location with regard to.</p> <ol style="list-style-type: none"> <li>1. Site coverage.</li> <li>2. Scale and form.</li> <li>3. Exterior materials and textures and colours.</li> <li>4. Roof forms and finishes.</li> <li>5. Architectural style and fenestrations.</li> </ol>	

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***Forms, materials, tones and textures that have influenced the architectural style of the proposed dwelling.***



The present flood prone overlay doesn't extend over the subject lot as shown on the above image from the LIST Map. However, the floor level for the Dwelling and Carport has been set to be 300mm above the estimated SES 1 percent flood risk probability. The site has a potential emergency exit point adjoining the church ground located at the southeastern back corner of the lot.

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## Conclusion

It is submitted that the proposed dwelling complies with all the residential objectives of the Tasmanian Planning Scheme and the local Ross Heritage Precinct.

The proposed dwelling will make harmonious contribution to the historic heritage townscape within the context of its location and have a positive impact on the social and economic life of the village.

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22.10.2025



# FLOOD HAZARD REPORT

21<sup>th</sup>  
October  
2025

PROPOSED NEW DWELLING  
2a BRIDGE STREET, ROSS

PREPARED FOR MICHELLE HANCOCK AND PETER HOGAN



**Received**

22.10.2025



Version Control				
Ver. No.	Report reference	Author	Status	Date
1		Hein Poortenaar	Issued for approval	7/10/2025

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22.10.2025



# FLOOD HAZARD REPORT

**PROPOSED NEW DWELLING  
2A BRIDGE STREET, ROSS**

## 1. INTRODUCTION

### 1.1. NAME, ADDRESS, POSITION

Hein Poortenaar – BE (Civil).

Principal Poortenaar Consulting Pty Ltd

Poortenaar Consulting Pty Ltd ACN 152 224 372 ABN 40 672 032 737

77 Banksia Road, Mountain River, TAS 7109

M 0448 440 346

hein@poortenaarconsulting.com.au

### 1.2. QUALIFICATIONS AND EXPERIENCE

I am a qualified civil engineer with 30 years of professional experience in civil engineering. As a generalist I have undertaken numerous relevant projects including risk assessments, flood studies and emergency plans.

### 1.3. ENGAGEMENT AND SCOPE OF REPORT

A dwelling is proposed at 2A Bridge Street Ross. The property has been identified as subject to flooding by a recent study by SES. Council has requested a flood hazard assessment. Poortenaar Consulting has been engaged by the owner to undertake the assessment.

The scope is to address the criteria of the Flood Prone Areas Code. The intent assess the impact on the site of the 1% AEP+CC flood level and assess what implications the development of the site will have on others. The scope of this report is largely a risk assessment and does not involve any hydrology or flood modelling.

The risk will be quantified by considering likelihood and consequences per AS/NZS 4360:2004 Risk Management. Methods of mitigating the risk and residual risk will be examined. The objective is that the development achieves a tolerable risk as defined in the Planning Scheme.

The report has been prepared in accordance with methodologies specified by a State authority:

- Entura, 2016, Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania; and

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- AIDR, 2017, handbook 7 Managing the Floodplain – A guide to best Practice in Flood Risk Management in Australia

These both have a similar outline and quantify risk similar to AS/NZS 4360:2004 Risk Management.

#### 1.4. DOCUMENTS REVIEWED

- Architectural drawings by David Denman
- Lidar contours Tas Statewide DEM GDA2020
- 1% AEP + CC flood level supplied by Esk mapping from SES flood study
- LISTmap flood imagery

## 2. THE SITE

**Table 1. Property summary (Source: the LIST)**

Land owner	Michelle Hancock and Peter Hogan
Location	2A Bridge Street, Ross
Municipality	Northern Midlands
Title references	153400/2
PID	2843474
Planning controls	Tasmanian Planning Scheme
Zoning	General Residential
Property size	1450m <sup>2</sup>
Existing buildings	nil
Planning overlays	Priority vegetation Heritage code
Geology	QP Alluvial sediments RQ sandstone (rear)

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**Figure 1.** Property location

### 3. PROPOSED DEVELOPMENT

It is proposed to construct a dwelling. The dwelling floor level will be raised above flood level.

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#### **4. RISK ASSESSMENT**

##### **4.1. DESIGN FLOOD LEVEL**

The SES 2025 Flood Study reports the following flood level at this site:

- 1% AEP CC 180.9m AHD (Annual Exceedance Probability, Climate Change)

Macquarie River has little grade. Flood waters will back up from the highway downstream and slowly rise, peak and then slowly recede. There will be low velocities. This site is in the lee of a bluff further reducing velocities.

##### **4.2. FLOOD IMPACTS**

The 1% AEP +CC flood will currently inundate most of the property including the access. The southern part of the property backs onto a bluff and is above flood level.

The house is designed with a floor level 300mm above the 1% AEP+CC flood level. The house will be designed to be structurally able to withstand flooding of the basement.

The eastern and southern sides of the dwelling will be above flood level with filling where required.

The access out to Bridge Street will be inundated by 1m and unsafe for vehicles and pedestrians. There is alternative access to the rear to the Council Park. This alternative access is above the flood level. It is suitable for pedestrians with the installation of stile over the stone wall. An ambulance or other emergency vehicle can access the rear through the church gate.

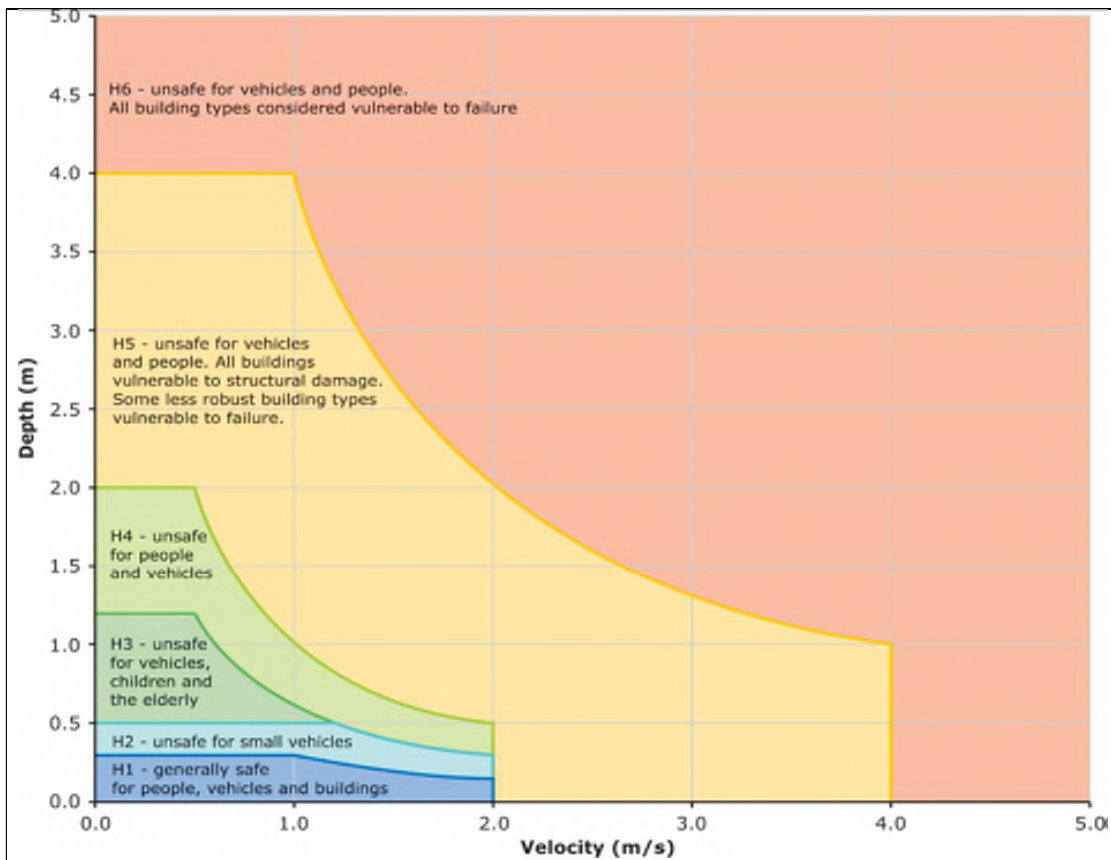
The hazard ratings are as follows

- House floor level – no hazard
- Carport and SE surface level – no hazard
- Driveway to Bridge Street – H3 (refer below figure)

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**Figure 2.** General flood hazard vulnerability curves (AIDR 2017)

#### 4.3. BUILDING IN A FLOOD ZONE

The National Construction Code sets out the requirements for buildings in flood areas:

##### **P2.1.2 Buildings in flood areas**

(a) A building in a flood hazard area must be designed and constructed, to the degree necessary, to resist flotation, collapse or significant permanent movement resulting from the action of hydrostatic, hydrodynamic, erosion and scour, wind and other actions during the defined flood event.

(b) The actions and requirements to be considered to satisfy (a) include but are not limited to—

(i) flood actions; and

(ii) elevation requirements; and

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- (iii) foundation and footing requirements; and
- (iv) requirements for enclosures below the flood hazard level; and
- (v) requirements for structural connections; and
- (vi) material requirements; and
- (vii) requirements for utilities; and
- (viii) requirements for occupant egress.

The building construction is a suspended floor on piers. The floor will be above flood level at 181.20. The undercroft will be enclosed by rock gabions. The existing surface level is 180.25 so the inundation will be 0.7m deep. The rock gabions are permeable and as the flood level will rise slowly and retreat slowly there will be little differential between the flood level inside and outside.

#### 4.4. EFFECT ON OTHERS DUE TO THE DEVELOPMENT

The proposed development does not materially affect any others.

#### 4.5. TOLERABLE RISK

The Planning Scheme Flood Prone Areas code C 12.0, requires a habitable dwelling within a hazard area to have a 'tolerable risk' from a 1% AEP flood event for the intended life of the use without requiring any flood protection measures.

The Scheme contains the following definition of 'tolerable risk' in Table 3.1 of the State Planning Provisions:

tolerable risk	<p>means the lowest level of likely risk from the relevant hazard:</p> <ul style="list-style-type: none"> <li>(a) to secure the benefits of a <u>use</u> or <u>development</u> in a relevant hazard area; and</li> <li>(b) which can be managed through: <ul style="list-style-type: none"> <li>(i) routine regulatory measures; or</li> <li>(ii) by specific hazard management measures for the intended life of each <u>use</u> or <u>development</u>.</li> </ul> </li> </ul>
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A tolerable risk is not no risk, but the lowest level of risk which can be managed and which still allows use/development to proceed in the relevant area.

We consider that the risk is tolerable due the following mitigation measures:

- Raising the habitable floor level above flood level provides a safe refuge during a flood.
- Raising the ground level on the South east side to above flood level provided safe evacuation to the high ground to the rear

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- Raising the floor level and carport level to above flood level minimises damage to possessions and vehicles and avoid risk to life by people trying to save possessions.
- The 0.7m of inundation of the undercroft is able to be designed to ensure no structural damage
- The mode of flooding is backing up from flood plain restrictions downstream so velocities are low at peak flood level.
- Due to the size of the catchment there are some hours warning after a heavy rainfall event and then further hours for the flood plain to back up and slowly fill after the peak flow. Although there is no need to evacuate the owners may choose to evacuate for peace of mind.
- As the property backs on to a bluff the dwelling is not surrounded by flood waters but there is safe pedestrian access to the high ground.
- The owners are aware of the flood risk, the 1% AEP flood level and the possibility that the flood level may be higher for more extreme events, and the emergency procedures.
- The only remaining residual risk is if someone unwisely tries to drive through the flood water.

## 5. PLANNING SCHEME REQUIREMENTS

Under the current planning scheme, use and development of land potentially subject to flooding at a 1% annual exceedance probability (1:100 year event) is subject to the Flood Prone Areas Code.(C12.0) The area is not subject to a flood prone area overlay or has not been updated.

The Planning Scheme Flood Prone Areas code C 12.0, requires a habitable dwelling within a hazard area to have a 'tolerable risk' from a 1% AEP flood event for the intended life of the use without requiring any flood protection measures.

**Table 2. Flood prone areas code**

<p><i>C12.6 Development Standards Buildings and Works</i></p> <p>Objective : building and works within a flood-prone hazard area can achieve and maintain a tolerable risk from flood; and</p> <p>buildings and works do not increase the risk from flood to adjacent land and public infrastructure.</p>	
<p>P1.1</p> <p>Buildings and works within a flood-prone hazard area must achieve and maintain a tolerable risk from a flood, having regard to:</p>	
<p>(a) the type, form, scale and intended duration of the development;</p>	<p>A residential building is proposed on the residential lot. The risk is tolerable for this modest development.</p>
<p>(b) whether any increase in the level of risk from flood requires any specific hazard reduction or protection measures;</p>	<p>The development does not require any specific hazard reduction measures apart from having the habitable floor level above flood level, having an exit for</p>

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	personnel above the flood level. These are achieved within the property.
(c.) any advice from a State authority, regulated entity or a Council	There has been no advice apart from the flood level.
(d) the advice contained in a flood hazard report.	Refer flood hazard report
P1.2 A flood hazard report also demonstrates that the building and works:	There is no need for any flood protection measures as the dwelling floor level and evacuation route is above the flood level. The property can flood with no significant consequences.
(a) do not cause or contribute to flood on the site, on adjacent land or public infrastructure; and	The building within the flood area does not affect flood levels or velocities on this or any other property. The dwelling is on the edge of the flood in a backwater.
(b) can achieve and maintain a tolerable risk from a 1% annual exceedance probability flood event for the intended life of the use without requiring any flood protection measures.	A tolerable risk is achieved. No flood protection measures are required apart from having the habitable floor level above the flood level and having the personnel exit to the adjacent high ground above flood level.

## 6. CONCLUSION

The development is a single dwelling on a residential lot. The property is on the edge of the flood zone and the dwelling can be raised 1.0m above natural surface level so it is 0.3m above the 1% AEP +CC flood level.

The development achieves a tolerable risk.

## 7. RECOMMENDATIONS

### 7.1. RISK ACCEPTANCE AND DISCLOSURE

The property is at risk of flooding as identified on the LISTmap. While the risk is tolerable the risk should be disclosed to future owners and insurers.

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## **7.2. FLOOR LEVEL**

The minimum recommended floor level is 181.20m AHD.

## **7.3. EVACUATION ROUTE**

The minimum recommended level of the carport/SE exit level is 180.90. A heritage-style stile should be constructed over the 1m high historic stone wall for emergency access.

## **7.4. LIMITATIONS AND DISCLAIMER**

This report is based on the current information from public sources. It is for the purposes of informing authorities and stakeholders for assessing the planning application and should not be relied upon for any other purpose. As flood risk within the catchment will continue to be remodeled by the catchment authorities the information relied upon may be superseded.

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## **8. REFERENCES**

### **GENERAL REFERENCES**

GNS, Nov 2010, Science report Pedestrian and motorist flood safety study,

Entura, 2016, Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania

AS/NZS 4360:2004 Risk Management; and

AS/NZS 4360:2004 Risk Management Guidelines, Companion to AS/NZS 4360:2004.

AIDR, handbook 7 Managing the Floodplain – A guide to best Practice in Flood Risk Management in Australia

### **SITE SPECIFIC REFERENCES**

#### **FLOOD MAPS**

Flood mapping the LISTmap.

SES Tasmanian strategic flood maps

## **9. ATTACHMENTS**

DRAWING

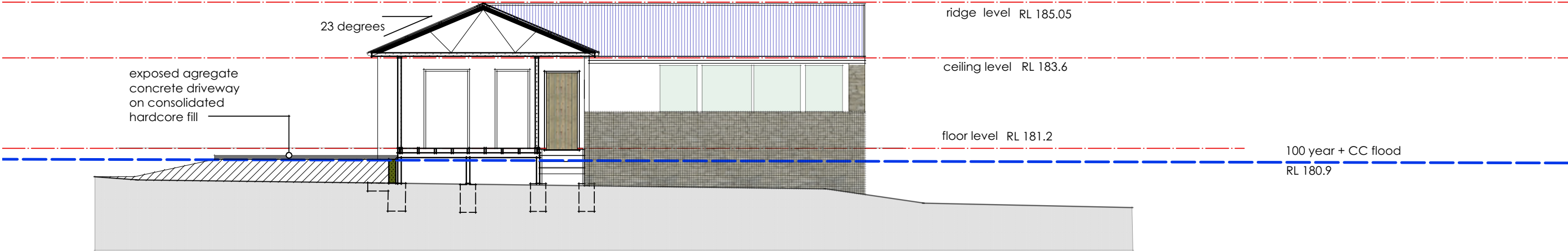
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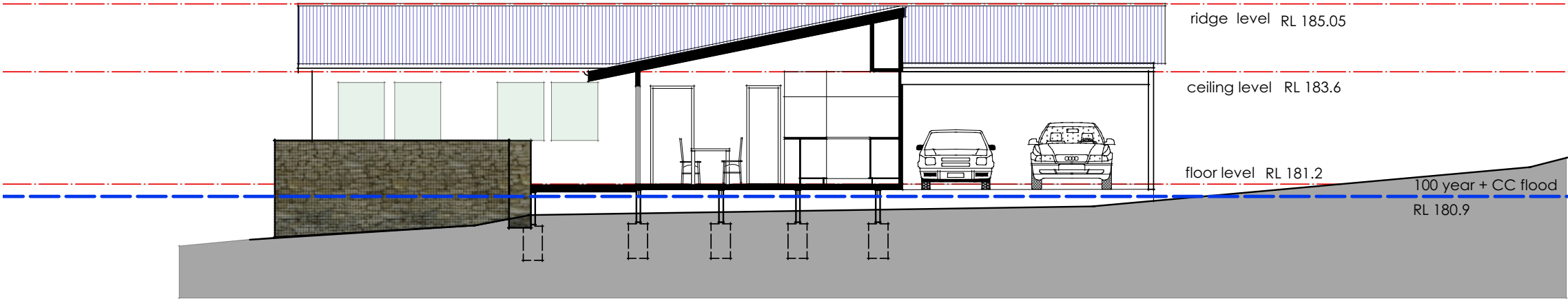
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section A - A



section B - B

Revision	Change ID	Description	Date

7/59 WILLIAM STREET  
LAUNCESTON TAS 7250  
P: 03 4334 4899  
E: admin@denman.studio

DDA

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denman.studio / architects

PROJECT: **PROPOSED DWELLING**

ADDRESS: **2A BRIDGE STREET ROSS TAS**

CLIENT: **MICHELLE & PETER HANCOCK**

drawing **SECTIONS**

scale **1:100 @ A3**

date **aug 2025**

dwg # **2512-SK 05**

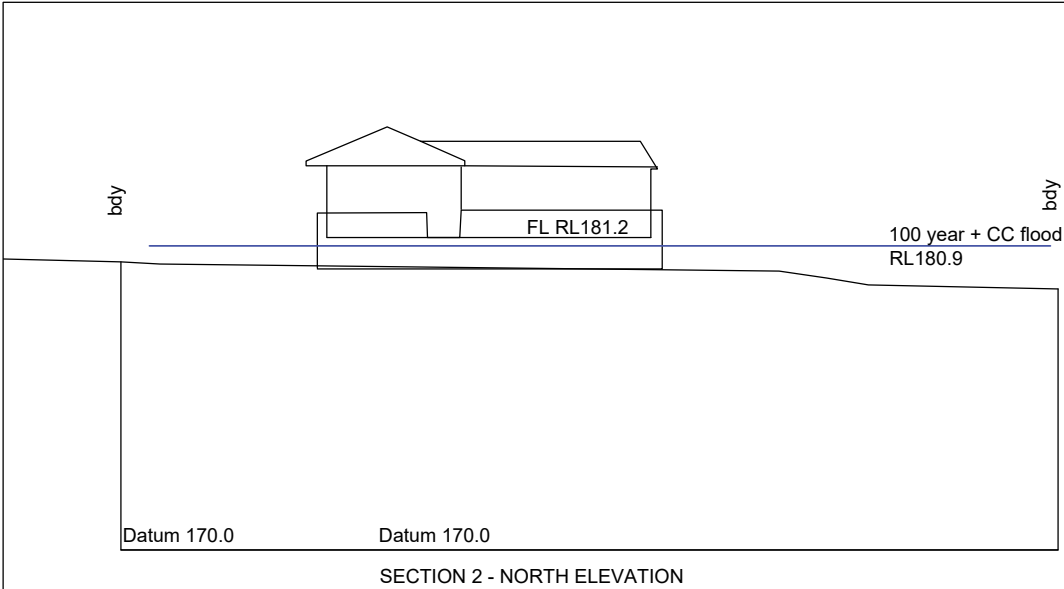
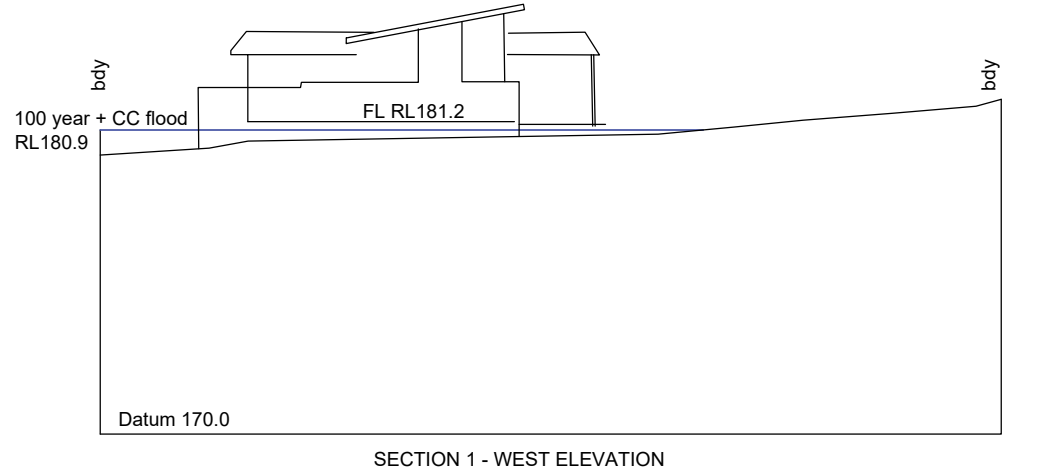
Attachment 11.1.1 PL N-25-0165 Attachment 1

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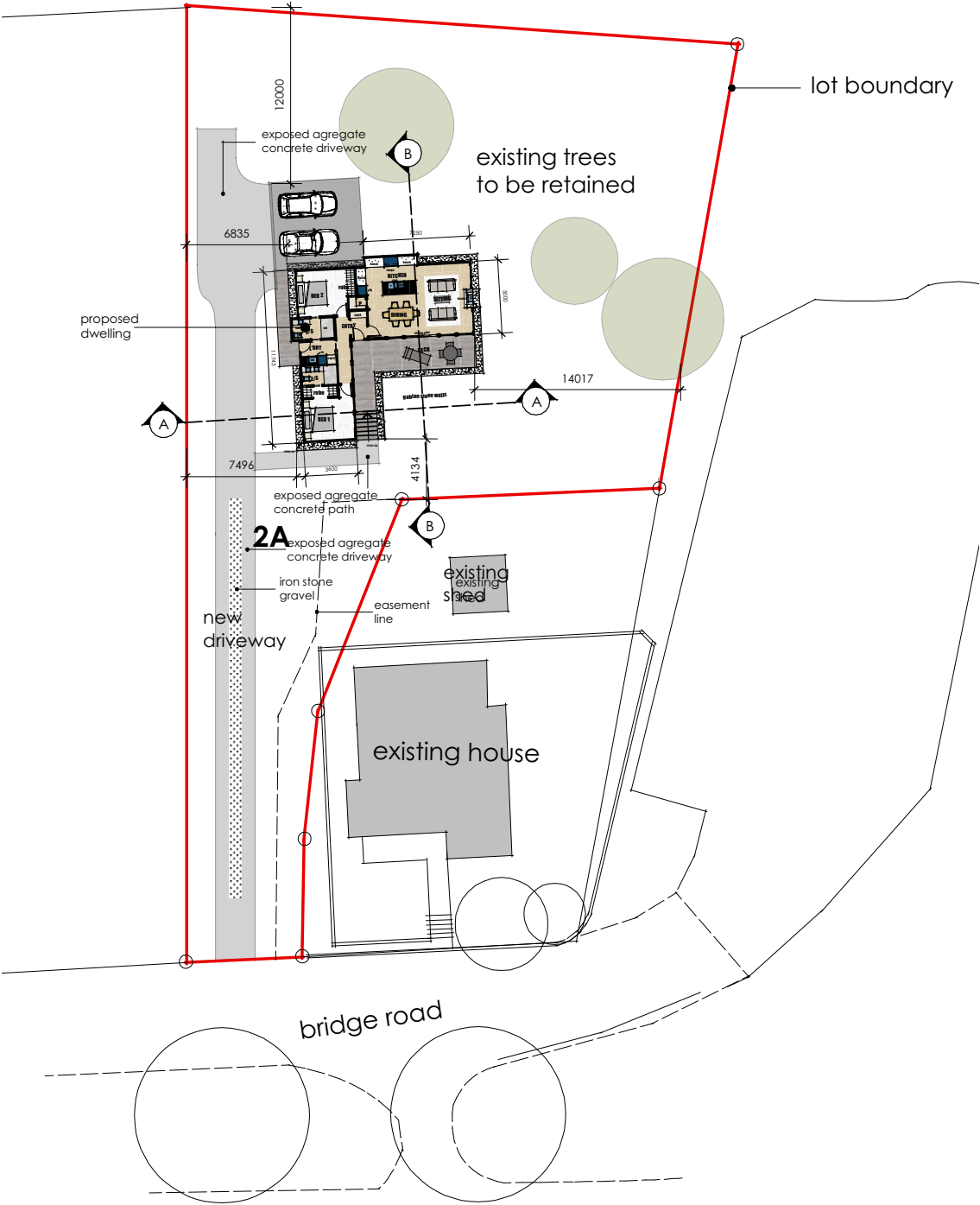
22.10.2025



Rev No	Revision note	Date	Approved	 <b>POORTENAAR CONSULTING</b> ABN 40 672 032 737 PH 62664708 hein@poortenaarconsulting.com		Client: MICHELLE AND PETER HANCOCK			
A	FOR APPROVAL	SEPT 25	HJP			Project: 2A BRIDGE ROAD, ROSS - PROPOSED DWELLING			
						Title: FLOOD LEVELS			
						Scale: 1:1000	Designed By: H.POORTENAAR	Date: SEPT 25	A1
							Drawing No: 25492-01	Rev: A	

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PROJECT: **PROPOSED DWELLING**

ADDRESS: **2A BRIDGE STREET ROSS TAS**

CLIENT: **MICHELLE HANCOCK & PETER HOGAN**

DRAWING: **SITE PLAN**

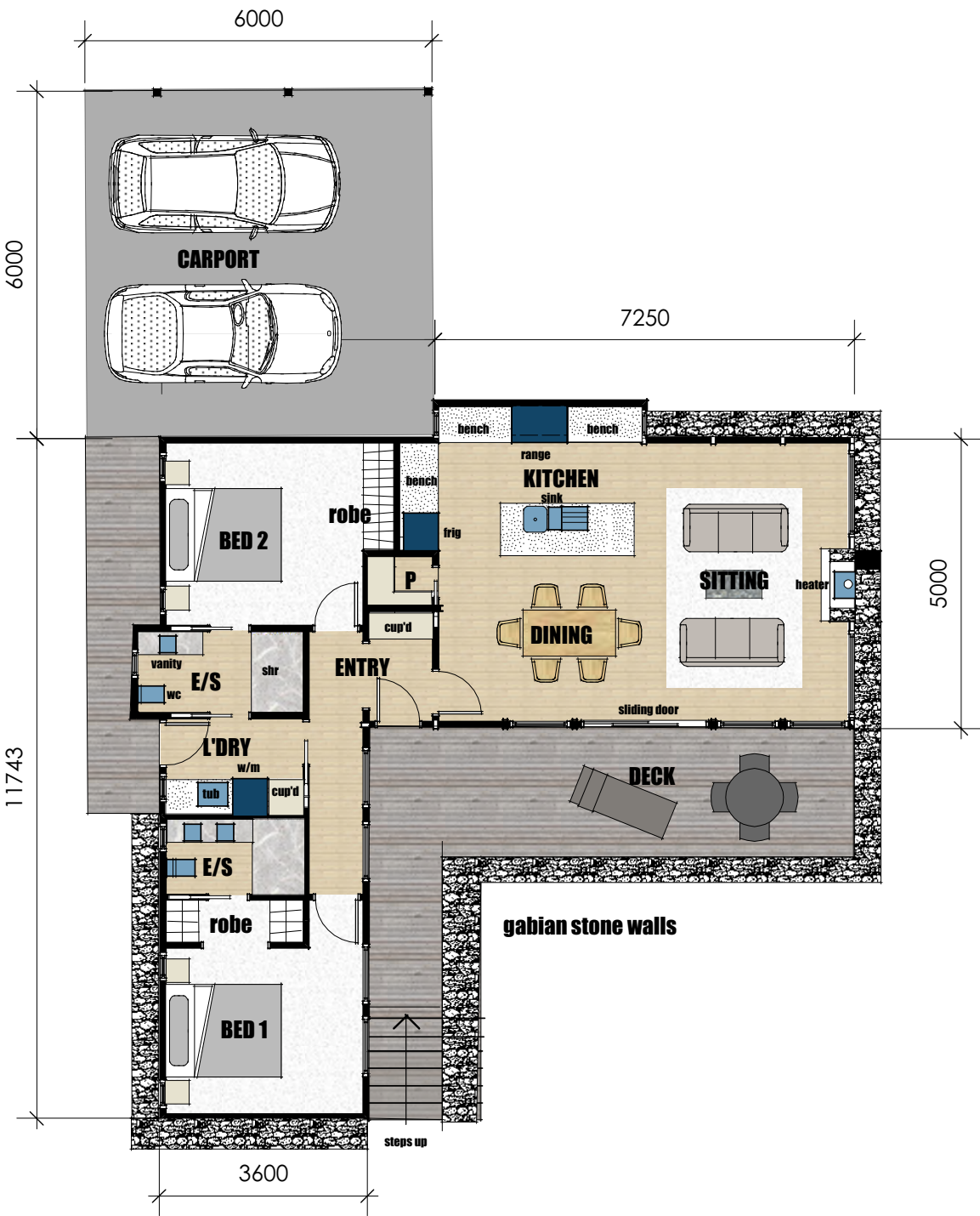
SCALE: **-1:200 @ A2**

DATE: **aug 2025**

DWG #: **2512- SK 02**

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floor plan

Floor Area - 87.5 s.m.  
Carport - 36.0 s.m.  
Deck - 24.5 s.m.

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PROJECT:	PROPOSED DWELLING
ADDRESS:	2A BRIDGE STREET ROSS TAS
CLIENT:	MICHELLE HANCOCK & PETER HOGAN
drawing	FLOOR PLAN
scale	1:100 @ A3
date	aug 2025
dwg #	2512 - SK 03



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north side

west side



south side

east side

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PROJECT:	PROPOSED DWELLING
ADDRESS:	2A BRIDGE STREET ROSS TAS
CLIENT:	MICHELLE HANCOCK & PETER HOGAN
drawing	ELEVATIONS
scale	1:100 @ A3
date	aug 2025
dwg #	2512-SK 04



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PROJECT: **PROPOSED DWELLING**

ADDRESS: **2A BRIDGE STREET ROSS TAS**

CLIENT: **MICHELLE HANCOCK & PETER HOGAN**

drawing **VIEW FROM ROSS BRIDGE**

scale -

date **aug 2025**

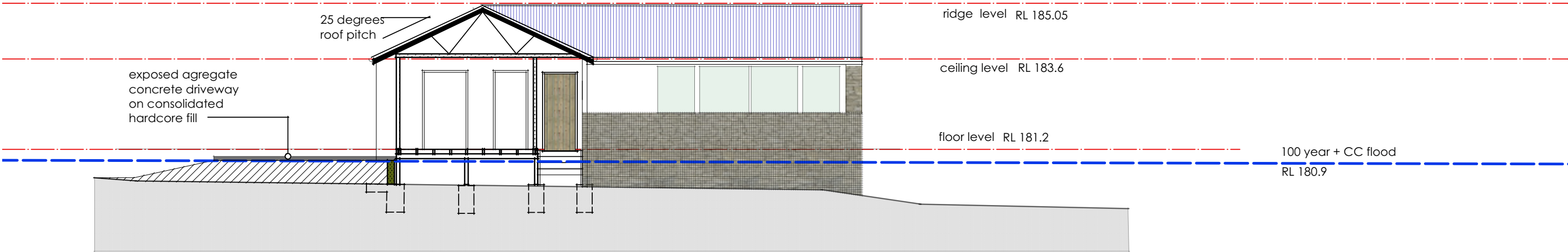
dwg # **2512- SK 01**

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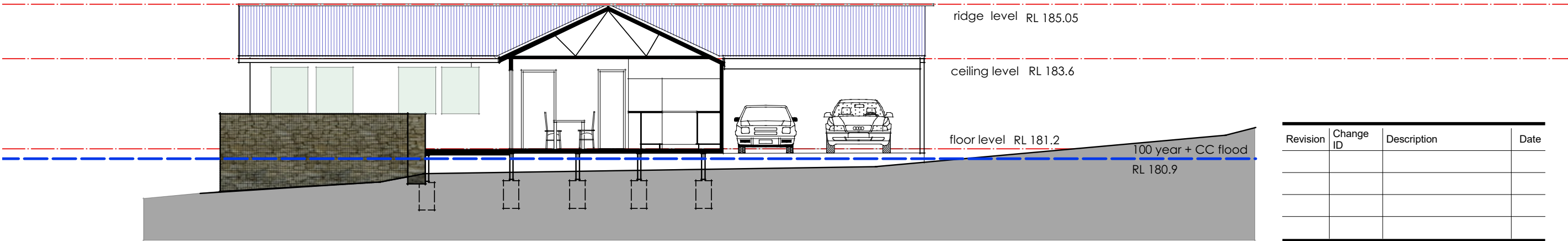
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section A - A



section B - B

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7/59 WILLIAM STREET  
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DAVID DENMAN + ASSOCIATES  
denman.studio / architects

PROJECT	<b>PROPOSED DWELLING</b>
ADDRESS	<b>2A BRIDGE STREET ROSS TAS</b>
CLIENT	<b>MICHELLE HANCOCK &amp; PETER HOGAN</b>
drawing	<b>SECTIONS</b>
scale	<b>1:100 @ A3</b>
date	<b>aug 2025</b>

dwg # **2512-SK 05**

## Single Start-Up Permit Consultation Response – Northern Midlands Council



The Northern Midlands Council is highly supportive of the vision to support small businesses to establish and operate within our municipality and is encouraged by the Tasmanian Governments vision to encourage innovation, regional development and job creation. There is concern; however, about the establishment of yet another regulatory process via a Single Start-Up Permit (SSUP), in trying to achieve this vision.

In summary, the current draft design of a Single Start-Up Permit, as outlined in the attached discussion paper, does not achieve the vision outlined, due to the following factors:

- Greater confusion amongst business owners about which regulatory process needs to be followed
- Risk of non-compliance and associated regulatory burden on Council's enforcing non-compliance
- Increased (potentially unforeseen) financial burden on business operators needing to retrospectively comply with legislative requirements, or establishing a business that is unable to be operated after the 12-month start up period
- Lack of consideration of the many avenues already available for commencing small scale/low risk businesses, such as home-based businesses
- Failure to wait for the outcomes of the audit of all state and local government permits, licences and approvals and the opportunities this presents
- Inaccurate assessment of permit requirements under the existing system

Greater merit can be seen in funding being redirected to providing small businesses owners with liaison support and business start-up education, to ensure their success beyond an initial 12-month period.

A response to the discussion questions is provided below.

**How should a Single Start-up Permit interact with local government planning and building permits? Are there circumstances where a SSUP could safely enable a small business to commence operating prior to receiving planning and building approvals under normal processes?**

A SSUP risks either duplicating planning and building approval requirements (to avoid expenses associated with remediation works/retrospective compliance) or creating another permit requirement for something that would otherwise not require a permit (i.e. no permit uses/exempt development).

**What risks do you see with allowing businesses to operate before securing all the usual permits, and how could these risks be safely managed?**

- Commencing a business that may be a prohibited use/appropriate approvals can't be achieved
- Expensive retrospective/remediation works required to achieve compliance (business owners may make different choices with knowledge of what is required)
- Potential for land use conflict
- Lack of enforcement options for inappropriate development

**What terms or conditions should apply to permit holders to ensure the system is fair and responsible?**

Creating terms and conditions is effectively the same as planning permit conditions/building approvals and is duplicating/delaying this process further.

## Single Start-Up Permit Consultation Response – Northern Midlands Council



**What type of inspection and enforcement powers would the Small Business Authority/Administrator need to have in order to approve and allow a business to continue operating (for up to 12 months) under a SSUP?**

Powers of entry and enforcement, as per relevant Council Officers, with appropriate supporting legislation.

**What makes a business “low risk” and how should that be defined?**

A ‘low risk’ business would be those which fit an exempt or no permit required status under the State Planning Provisions, such as *Home Occupation* or *Home-Based Childcare*.

**Are there any types of businesses that you think should not be eligible for a SSUP?**

Businesses that:

- Have the potential to cause land use conflict
- Increase in parking requirements
- Require new access
- Propose to change existing signage
- Impact on heritage values
- Are subject to environmental hazard (flood/fire/landslip)
- Have the potential to create a hazard/emission (noise/dust/odour)
- Impact on the scenic values of an area
- Are subject to an attenuation area

**What types of start-up businesses would be eligible for a SSUP under a “low risk” model?**

Those businesses that fit an exempt or no permit required status under the State Planning Provisions – however, requiring a SSUP for these uses would be increasing regulatory burden, rather than reducing it.

### ***Examples of “low risk” businesses***

#### ***Example 1: Florist in the central business district***

*Scenario: A florist wants to open in a vacant shopfront in Hobart’s CBD, requiring only minor interior adjustments. Under the existing system, they would need:*

- *Planning permit (change of use)*
- *Occupancy permit*
- *Signage permit*
- *Restricted parking permit*

*Under the proposed SSUP they would need:*

- *The SSUP to begin trading.*

An existing shop, continuing use as a shop (same planning use and building class), requiring only minor interior adjustments (fit out that does not require building approval), would not require a planning permit or occupancy permit to continue this use. Signage can also be replaced (like for like) without a permit and parking requirements should not change. An SSUP would therefore be an additional requirement to begin trading. Is it unclear if a SSUP would be mandatory if all other statutory requirements are met.



## Single Start-Up Permit Consultation Response – Northern Midlands Council



### **Example 2: Barber in a Paddock**

*Scenario: A qualified hairdresser/barber wants to open a mobile barber shop in a shipping container on private farmland near a highway.*

*Under the existing system they would need:*

- Planning permit
- Building permit
- Occupancy permit
- Access permit
- Crown landowner consent
- Signage permit

*Under the proposed SSUP they would need:*

- A building permit
- The SSUP

Information required for a building permit is additional to the information required for a planning permit; therefore, there is no merit to not going through the planning approval process (which incorporates signage) at the same stage. Considering planning requirements early in the design process dramatically reduces the risk of retrospective works/cost later in the process or discovering the use/signage/access is not able to be approved. The planning process also includes community consultation where required (discretionary uses), which may result in refusal/design changes. A lack of consultation with adjoining landowners is a key omission of the SSUP draft design.

### **Which permits or licenses are currently the most difficult, time consuming and expensive to obtain when starting a small business?**

The timeframes for planning/building/plumbing approvals are regulated by legislation. Fees will vary slightly between local government areas. The most time consuming/expensive aspect of the approvals process is collating plans and external consultant reports, required to meet statutory obligations. Data on timeframes and costings for various permits needs to form part of the background research for the project and be included in the discussion paper.

### **To what extent is there overlap in the details required to be submitted for these permits and licenses? Could a single application reduce the effort and cost involved?**

An SSUP has the potential to increase the permit requirements for exempt/no permit required uses, that would otherwise not need approval. Transparency around permit requirements/costs/physical requirements is vital early in the establishment of a business, rather than delayed for 12 months.

### **Which of these permits or licenses could be granted on an interim basis to allow a business to commence operating?**

Interim permits would result in a duplication of permits and not achieve the goal of reducing regulatory burden.

### **Which of these permits and licenses do you believe could be processed faster by the relevant authority?**

Planning/building/plumbing approvals are regulated by statutory timeframes – noting that development assessment timeframes in Tasmania are amongst the shortest in the nation.

## Single Start-Up Permit Consultation Response – Northern Midlands Council



**What is a reasonable timeframe for the Tasmanian Government to assess and respond to a permit application for all Tasmanian Government licenses and permits required to start a small business?**

The process would need to be shorter/cheaper than the current statutory timeframes for approvals to have any benefit to the business operator. It is unclear how this could be achieved with a user-pays system, without being a burden on the taxpayer.

**How much time could be saved and duplication reduced by enabling applications for all state and local government permits to be submitted in one application?**

This would be highly dependent on which permits are required.

**What is a reasonable timeframe to assess applications for all relevant permits and licenses under a single application process?**

The process would need to be shorter/cheaper than the current statutory timeframes for approvals to have any benefit to the business operator.

**Which permits and licenses currently present the biggest obstacle to better digitisation and simplification of application processes when starting a new small business?**

Foundations for a single portal for Council applications has commenced through PlanBuild; however, this process has stalled, with only a single Council (City of Hobart) utilising the portal for applications.



# Single Start-up Permit Discussion Paper

Consultation and co-design framework

November 2025

[www.engage.stategrowth.tas.gov.au/single-startup-permit](http://www.engage.stategrowth.tas.gov.au/single-startup-permit)



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## Acknowledgment of Country

In recognition of the deep history and culture of this island, the Tasmanian Government acknowledges and pays respect to the Palawa/Tasmanian Aboriginal people, as the original and continuing owners of Tasmania.



## Executive Summary

The Tasmanian Government is committed to making Tasmania the easiest place in Australia to start and grow a small business. A key part of achieving that vision is to reduce red tape and streamline approvals for new businesses.

To deliver this, the Government is seeking feedback on the design of a Single Start-Up Permit (SSUP).

The SSUP should:

- Simplify and consolidate permit applications and approval across local and state government.
- Cut start-up time and cost, reducing administrative burden for entrepreneurs.
- Encourage innovation, regional development, and job creation.
- Maintain high standards for public safety, health and environmental protection.

This paper outlines how the Tasmanian Government will consult and co-design the permit with small business, industry, local councils and other regulators.

It details the objectives, principles and expected outcomes of the consultation process, which will shape the legislative and digital design of the SSUP ahead of its proposed introduction.

## Introduction

The Tasmanian Government is determined to make Tasmania the best place in the nation to live, work, raise a family, invest and do business. A key pillar of this vision is to support small business — the backbone of the Tasmanian economy — by removing barriers, cutting red tape, and helping entrepreneurs turn ideas into successful enterprises.

Small business is central to Tasmania's economic strength. It accounts for more than 97 per cent of all businesses in the state, provides over one third of private sector employment, and plays a crucial role in regional development, community wellbeing and innovation. Yet, despite this, many new business owners encounter a complex web of approvals and administrative processes when trying to start trading.

At present, multiple applications for permits, licences and inspections are often required — covering areas such as planning, signage, building, environmental health, and business registration. These approvals are managed by federal, state and local government authorities, with different forms, timelines, and systems. This complexity can create confusion, delays and significant costs.

The Single Start-Up Permit (SSUP) initiative aims to change that. The policy objective is clear: to make it easier and faster to start a business in Tasmania, while

maintaining strong safeguards for public health, safety and community amenity. By introducing a single permit process for start-ups, the government seeks to:

- Cut unnecessary red tape and duplication between levels of government.
- Encourage entrepreneurship and investment, particularly in regional and rural areas.
- Accelerate job creation and local economic activity.
- Strengthen Tasmania's reputation as a state that supports innovation and enterprise.

This initiative reflects a shift from process-driven regulation to outcomes-focused collaboration. It reinforces that government should be an enabler of success, not a barrier to it.

To achieve this, the Department of State Growth, on behalf of the Tasmania Government, is commencing a consultation and co-design process, ensuring the final framework of this initiative reflects the needs and realities of business founders, councils, other regulators, and the broader community. Through partnership and open dialogue, Tasmania can deliver a system that is simple, safe, and scalable, providing real benefits for business while protecting the interests of the public.

## Purpose of consultation

The consultation process is designed to gather the insights, experiences, and practical knowledge of those who interact directly with Tasmania's business approval systems. The objective is not only to listen but to co-design a workable solution that balances efficiency, safety, and fairness.

Specifically, the initial phase of consultation aims to:

- Define the potential core structure and scope of the SSUP, including which types of businesses and activities will be eligible to apply.
- Consider proposed design options, including application processes, digital platforms, and conditions of operation.
- Ensure consultation with all relevant authorities is comprehensive and all input is actively considered, including any incremental burdens or risks that may be created.
- Be genuinely open to amending objectives or the proposal according to the feedback received.
- Consider how the SSUP will connect with and affect the existing regulatory environment.
- Consider how small businesses could be supported to comply with standard licensing and permit requirements within and beyond the permit's 12-month timeframe.

- Effectively manage the risks posed to the public, regulators, local and state government of businesses operating for up to 12 months without the normal safeguards in place.

Secondary objectives include:

- Identifying duplication and pain points in current application and approval processes that can be removed or streamlined.
- Clarifying roles and responsibilities between state and local governments, ensuring consistency and cooperation.
- Building a culture of shared understanding across agencies, councils and the business community about how to reduce red tape without compromising safety.

The consultation phase is not simply about compliance reform — it is about empowering business creation and ensuring that Tasmania’s regulatory systems work for, not against, economic growth.

## How to have your say

We invite you to read this discussion paper and share your views.

Your feedback will help to inform the Tasmanian Government on potential options in relation to the SSUP and ensure that any new policy reflects the needs of business owners, regulators, and the community.

Consultation on the discussion paper will be open until **16 January 2026**.

If you need access to a translating and interpreting service, call 1800 440 026.

You can make a submission via the website, by email or by post to:

**Website:** [www.engage.stategrowth.tas.gov.au/single-startup-permit](http://www.engage.stategrowth.tas.gov.au/single-startup-permit)

**Email:** [singlestartuppermit@stategrowth.tas.gov.au](mailto:singlestartuppermit@stategrowth.tas.gov.au)

**Post:** Single Start-up Permit  
GPO Box 536  
Hobart TAS 7001

Written submissions can be in Word or PDF format. Targeted questions are included in this paper to help you prepare your submission. You may wish to comment on only one or two matters of interest or respond to all questions.

Other than indicated below, submissions will be treated as public information and will be published on the following website after the consultation process closes:

[www.engage.stategrowth.tas.gov.au/single-startup-permit](http://www.engage.stategrowth.tas.gov.au/single-startup-permit).

No personal information other than an individual’s name or the organisation making a submission will be published.

### **Tasmanian Government Submission Policy**

In the absence of a clear indication a submission is intended to be treated as confidential (or parts of the submission), the Department of State Growth will treat the submission as public.

If you would like your submission treated as confidential, whether in whole or in part, please indicate this in writing at the time of making your submission. Clearly identify the parts of your submission you want to remain confidential and the reasons why. In this case, your submission will not be published to the extent of that request.

Copyright in submissions remains with the author(s), not with the Tasmanian Government.

The Department of State Growth will not publish, in whole or in part, submissions containing defamatory or offensive material. If your submission includes information that could enable the identification of other individuals, then either all or parts of the submission will not be published.

### **The Right to Information Act 2009 and confidentiality**

Information provided to the Tasmanian Government may be provided to an applicant under the provisions of the Right to Information Act 2009 (RTI). If you have indicated you wish all or part of your submission to be treated as confidential, your statement detailing the reasons may be taken into account in determining to release the information in the event of an RTI application for assessed disclosure. You may also be contacted to provide further comment.

If you have any questions, please contact Business Tasmania on 1800 440 026 or via email at [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au).

## **Consultation principles**

The consultation and design process will be guided by the following principles:

- **Collaboration.** The design process will be shared between all levels of government, the business sector, and community representatives, ensuring it is practical and fair.
- **Practicality.** Proposals must be workable in the real world. The design will prioritise solutions that are straightforward, affordable and easy to administer.
- **Evidence-based design.** The model will draw on existing data, economic analysis, and any lessons from other jurisdictions.

These principles will ensure that the SSUP is not only effective in reducing red tape but also enduring, adaptable, and responsive to future business needs.

## Stakeholders to be consulted

A successful SSUP will rely on strong collaboration across government, business and community.

Stakeholder group	Possible role in consultation process
Industry associations (for example, Tasmanian Small Business Council, TCCI, COSBOA, sector-specific bodies)	Represent business interests, identify sectoral nuances, and test regulatory balance.
LGAT and local councils	Explore how planning, environmental health, and signage applications can be integrated into a single system and develop consistent assessment standards.
State regulators (Consumer Affairs, WorkSafe, Food Safety, Building Standards, EPA, Fire Service)	Identify which permits can be safely combined or conditionally deferred under a 12-month start-up period.
Service Tasmania / Digital Transformation Office	Lead the design of a single digital entry point for applications and approvals.
Community	Ensure public safety, amenity and environmental safeguards are considered.

## Key considerations

The Tasmanian Government is seeking input on a range of design considerations and practical questions, including but not limited to:

1. **Eligibility.** What types of businesses should be able to apply for a SSUP?
2. **Timeframes.** Will providing a SSUP for 12 months with business owners required to work towards gaining full permits during that period reduce effort and duplication, or should the aim of the SSUP be to speed up and reduce duplication in receiving the full permits and licenses?
3. **Risk management.** How should activities be classified as low, medium or high risk? Which should be excluded from the SSUP?
4. **Permit conditions.** What baseline safety, health and environmental standards should apply for businesses granted a SSUP?

5. **Application process.** What is the simplest way for businesses to provide required information once, rather than multiple times?
6. **Local government involvement.** How can councils participate effectively without increasing workload or complexity?
7. **Compliance support.** What guidance, training or tools would help new business owners meet their obligations?
8. **Digital design.** What should a single application portal look and feel like for users?
9. **Success measures.** How should success be defined and reported — approval timeframes, satisfaction, safety outcomes, or jobs created?

Feedback on these questions will directly shape the structure, content and delivery of the SSUP framework.

## Potential outcomes

Following the initial consultation process, the Tasmanian Government expects to propose a model for consideration and implementation. Following further consultation in relation to the proposed model, anticipated longer-term outcomes include:

- A co-designed SSUP framework endorsed by key stakeholders, balancing efficiency with safety and compliance.
- Consensus on eligibility and risk categories, providing clarity for applicants and regulators alike.
- A single digital application platform connecting local and state approval processes.
- Drafting of any required legislation to enact the SSUP prepared for introduction in 2026.
- An evaluation and reporting framework to measure performance, track economic benefits, and guide future improvements.

Ultimately, the SSUP should provide a faster, simpler, and more transparent way to start a business — boosting confidence, investment and employment across Tasmania.

## Single Start Up Permit – a potential model

The Tasmanian Government has a clear policy intent to reduce red tape and delays for people starting a small business.

At the core of the SSUP policy is a recognition that it is currently too complicated and time consuming to start up a small business, particularly in circumstances where the business will be operating in a low-risk environment.

We are looking for your feedback on the best model to implement the SSUP. One option is for the Tasmanian Government to legislate to create a new Small Business Authority or Administrator, who would have the power to process and issue a SSUP. Once a SSUP is issued, it would give approved businesses permission to start operating without needing all the usual permits and licenses straight away. Under this model, businesses with a SSUP would have up to 12 months of operation to gradually obtain all the permits and approvals that would normally be required.

The SSUP under this model would not allow businesses to ignore existing laws. All businesses must still follow the rules that normally apply to their industry. While the permit would give them time to get the full range of approvals in place, they would still be subject to compliance checks and inspections by the Small Business Authority/Administrator and by all other regulators including local councils, the Environmental Protection Authority, and the Tasmania Fire Service. Importantly, approvals for critical matters — such as workplace health and safety — must still be obtained before trading commences.

A SSUP under this model would necessarily be limited to businesses considered low risk.

### Questions

1. How should a SSUP interact with local government planning and building permits? Are there circumstances where a SSUP could safely enable a small business to commence operating prior to receiving planning and building approvals under normal processes?
2. What risks do you see with allowing businesses to operate before securing all the usual permits, and how could these risks be safely managed?
3. What terms or conditions should apply to permit holders to ensure the system is fair and responsible?
4. What type of inspection and enforcement powers would the Small Business Authority/Administrator need to have in order to approve and allow a business to continue operating (for up to 12 months) under a SSUP?

## Types of businesses that may be eligible to apply

This model would be targeted towards businesses that can demonstrate they will operate with minimal risk to people and/or places.

A range of eligibility criteria would be developed to determine whether a business is considered “low risk”. This could include:

- The number of employees including the business owner/operator – for example, a limit of up to four employees.
- The type of structure that the business will operate under – for example, limited to sole traders.
- The number of venues that the business will operate from – for example, limiting this to a single venue.
- Whether the business will offer food and/or beverage components – for example, restricting provision of food and/or beverages to pre-packaged products only.
- Whether the business is required to be licensed under the *Gaming Control Act 1993* – for example, excluding businesses with this requirement.
- Whether the business will offer childcare, home education, or other tutoring or education services for children under 18 years of age – for example, excluding businesses that propose to offer these services.
- Whether the business is part of a chain or franchise.

## Questions

5. What makes a business “low risk” and how should that be defined?
6. Are there any types of businesses that you think should not be eligible for a SSUP?
7. What types of start-up businesses would be eligible for a SSUP under a “low risk” model?

## Examples of “low risk” businesses

### Example 1: Florist in the central business district

**Scenario:** A florist wants to open in a vacant shopfront in Hobart’s CBD, requiring only minor interior adjustments.

Under the existing system, they would need:

- Planning permit (change of use)
- Occupancy permit
- Signage permit
- Restricted parking permit



Under the proposed SSUP they would need:

- The SSUP to begin trading.

### **Example 2: Barber in a paddock**

**Scenario:** A qualified hairdresser/barber wants to open a mobile barber shop in a shipping container on private farmland near a highway.

Under the existing system, they would need:

- Planning permit
- Building permit
- Occupancy permit
- Access permit
- Crown landowner consent
- Signage permit

Under the proposed SSUP they would need:

- A building permit
- The SSUP

### **Questions**

8. Which permits or licenses are currently the most difficult, time consuming and expensive to obtain when starting a small business?
9. To what extent is there overlap in the details required to be submitted for these permits and licenses? Could a single application reduce the effort and cost involved?
10. Which of these permits or licenses could be granted on an interim basis to allow a business to commence operating?
11. Which of these permits and licenses do you believe could be processed faster by the relevant authority?
12. What is a reasonable timeframe for the Tasmanian Government to assess and respond to a permit application for all Tasmanian Government licenses and permits required to start a small business?

## **Application process**

Regardless of the permit model and legislative changes ultimately adopted for the SSUP, a priority for this process is to develop a single, digitised application entry point for all permits and licenses required by state and local government for a new business to commence operation.

This entry point should enable a prospective new business operator to gain information in one place about the permits and licenses their business would require,

and to avoid duplication and separate applications for as many of those permits as possible.

The intent is to significantly reduce the time and effort required for applicants to apply for permits to start their business, and to speed up the provision of those permits by authorities.

A well-designed single application point offers the option of new business operators applying for a range of required permits in one go and not having to search various websites across different levels of government to identify each permit or registration they need to apply for.

Regardless of whether a new business commences under a SSUP or by securing all required permits upfront, a SSUP application point offers the opportunity to significantly reduce time and cost incurred during application processes.

### Questions

13. How much time could be saved and duplication reduced by enabling applications for all state and local government permits to be submitted in one application?
14. What is a reasonable timeframe to assess applications for all relevant permits and licenses under a single application process?
15. Which permits and licenses currently present the biggest obstacle to better digitisation and simplification of application processes when starting a new small business?

### Conclusion

The move towards a SSUP process will be a landmark reform in Tasmania's ongoing red-tape reduction agenda. It represents a modern, pragmatic approach to regulation — one that focuses on the needs of entrepreneurs and prospective small business owners rather than procedures, and on partnerships rather than paperwork.

Success will depend on open consultation and shared ownership. By bringing together small businesses, councils, other regulators and the community, Tasmania can design a system that delivers real benefits — businesses starting sooner, operating safely, and growing stronger.

The message is clear: Tasmania is open for business. Through this reform, the Tasmanian Government is putting that promise into practice — creating a business environment that is simple, supportive and ready for success.

# Planning 2025-26

<b>1</b>	<b>Planning Permit</b>		
1.1.1	Minor application <sup>A</sup>	\$160	*B
1.1.4	Visitor Accommodation (Permitted under PD6) Set by State Govt	\$250	*
1.2	Permitted Applications	\$312	*
		+ .3% over \$300,000	
1.3	Discretionary Applications	\$466	*B
	(due to being in Special Area or heritage listed, minor variation)	+ .3% over \$300,000	
1.4	Discretionary Applications	\$638	*B
	(discretionary use or variation to the Planning Scheme provisions)	+0.3% over \$300,000	
1.5	THC Works application only	\$160	*B
1.6	Level 2 EMPCA application	\$1,109	*
	(advert fee – invoiced after Environment Division permission to exhibit)	+ .3% over \$300,000	
1.7	Multiple Dwelling Application	\$638	*B
		+ \$311 per Unit	
		+\$149 Per Variation per unit	
<b>2</b>	<b>Subdivisions</b>		
2.1	Subdivision Permitted	\$638	
	(No variation to Planning Scheme provisions)	+ \$311 per new lot	
2.2	Subdivision Discretionary	\$638	*B
	(No Variation to Planning Scheme provisions)	+ \$311 per new lot	
2.3	Subdivision Discretionary	\$638	*B
	(Variation to Planning Scheme provisions)	+ \$311 per Unit	
		+ \$170 variation per unit	
2.4	Application in conjunction with subdivision	Discretionary Fee	
	(no advertising fee)		
2.5	Retrospective application	Double application fee	

	Additional charges will apply if s64 application under LUPAA		Disbursements - Cost + 15%	
3	Reports			
3.1	Professional reports (invoiced)		At cost + 15% admin	
3.2	Advertising Fee (See Note B)		\$350	
4	Local Provision Schedule Amendment/ Northern Regional Land Use Strategy Amendment			
4.1	Application fee		\$1,242	*
4.2	Processing fee		\$1,242	*
	(after Council initiation) (invoiced)		+ 3 advert fees of \$503 each	
			+ \$680 if hearing required	
4.3	Disbursements Tasmanian Planning Commission Fee		Minimum \$374	
	(Returned in full if not Initiated)			
	Central Plan Register		tba	
4.4	Application in conjunction with Local Provisions		Relevant discretionary fee	
	Scheme Amendment		- no advert fee	
4.5	Request to amend the Northern Regional Land Use Strategy Amendment			
4.51	Minor Amendment		\$587	*
4.52	Major Amendment		\$2,937	*
5	Sundry			
5.1	Extension of permit	permitted	\$158	*
		discretionary	\$312	*
5.2	Amendment of permit	permitted	\$185	*
		discretionary	\$466	*
5.21	2 <sup>nd</sup> amendment		Initial assessment fee + 50%	
5.22	Further amendments		Initial assessment fee + 100%	
5.3	Sealing of final plan of subdivision		\$312	*
			+ \$71 per lot	
	further request to Seal (if final plan of subdivision returned)		\$158	*

5.4	Certification of strata plan	\$312	*E
		+ \$150 per unit (inspection)	
5.41	Further inspections/ reinspection	\$150	
5.5	Adhesion Order	\$312	*
	or if required by Planning Permit	\$158	*
5.6	Request to amend sealed plan	\$312	*
	plus, advertising fees if required & \$500 per hour if hearing required (invoiced)		
5.7	Sealing of Part 5 Agreement	\$312	*
	or if required by Planning Permit	\$158	*
5.8	Request information - completed files/search fee	\$83	
5.9	Request for e-information from e-records	\$32	
5.11	<b>Footpath Trading Policy 52</b>		
5.111	Signage per Annum		
	Fee for One Sign	\$15	
	Additional for Second Sign	\$63	
5.112	On Street Dining	\$34	
5.113	Display of Goods	\$34	
5.12	<b>Tasmanian Planning Scheme - Northern Midlands</b>		
	Review of "No Permit Required" & Exempt Uses Building/Plumbing Application - Per Submission	\$90	*
<b>6</b>	<b>Refunds</b>		
6.1	Permitted applications withdrawn within 7 days & prior to assessment 100% refund less admin fee of (not disbursements)	\$155	
	Permitted applications withdrawn prior to assessment	50% refund	
	- Other applications withdrawn prior to assessment	50% refund	
	- Disbursements (if unused)	100%	
<b>Notes:</b>			
A	Minor application (outbuilding up to 40 sqm & apex 3m, extension up to 30m <sup>2</sup> behind building line & under building height; modifications within existing roofline, pool; freestanding sign; solid front fence up to 1500mm.		
B	Applications that require public exhibition: add \$350 disbursement for advertising expenses.		
C	Fees initially advised by council officers are estimates only, which will be confirmed after full assessment by the Development Assessment Team.		

D	Fees for projects over \$10m are negotiable, with a minimum fee of \$30,000.	\$32,211	
E	Includes one inspection of the property.		
F	Includes the initial review of plans and one review of updated/revised plans.		
7	<b>Minor amendment under s56 or s57 requiring TasCAT decision</b>		
	At cost plus associated legal fees incurred by Council	at cost	
	Organising mediation in accordance with s57 of LUPAA, or any other mediation required by the Council in order to determine a planning application	\$259	
	If external consultant required, paid at cost by applicant	at cost	

### Engineering

7	<b>Engineering Fees:</b>		
7.1	Engineering Development Assessment (subdivisions & boundary adjustments with engineering works) 3 or less lots	\$430	*F
	Over 3 lots, fee per lot	\$155.00	
7.11	3 <sup>rd</sup> review of documents relating to the same planning application	Initial assessment fee + 50%	
7.12	Further assessment (4+ reviews) of documents relating to the same planning application	Initial assessment fee + 100%	
7.2	Stormwater Developer Contribution - per lot or dwelling	\$2,070.00	
7.3	Engineering development inspections and reinspection (driveway installations, stormwater works & compliance with planning permit conditions)	\$150	



## NORTHERN MIDLANDS COUNCIL

### POLICY MANUAL

#### OVERHANGING TREES and VEGETATION

**Originated Date:** Adopted March 2015 – Min. No. 79/15 (as Policy 76)

**Amended Date/s:** Amended 20 February 2017 – Min. No. 49/17

Reviewed 4 March 2021 - Min. No.

Reviewed DATE 2025 – Min No.

**Applicable Legislation:** *Local Government Act 1993*

*Local Government (Highways) Act 1982*

*Neighbourhood Disputes about Plants Act 2017*

**Objective** To provide a fair and consistent approach to the reduction of potential nuisance caused by overhanging trees within the settlement municipal areas of the Northern Midlands.

**Administration:** ~~Community and Development~~ Governance

**Review Cycle/Date:** Next review 2029 or as required by legislation

#### INTRODUCTION

The land between the boundary of a property and the carriageway of a road is variously referred to as the footpath, nature strip or road reserve. Depending on its location, this land can frequently be used by pedestrians, cyclists and horse riders. Each of these users has a reasonable expectation that they can use this area safely.

Vegetation extending beyond a property boundary into this area can create a potential hazard, or nuisance, for users.

Protruding vegetation may be considered as *causes, or likely to cause, danger or harm to the health, safety or welfare of the public* and thus constitute a nuisance according to the *Local Government Act 1993*.

#### DEFINITIONS

**Boundary** refers to the property boundary as shown on the property title plan.

**Overhanging Trees** for the purpose of this policy, "Overhanging Trees" refers to any and all vegetation, including but not limited to trees, shrubs, hedges and plants, which extends beyond the property boundary and into, over or under a footpath, nature strip, road reserve and/or highway.

**Highway** is all that land encompassing the road and land abutting the road between the property boundaries on each side.

#### APPLICATION

This policy applies to all properties located within the town boundaries of the municipality of the Northern Midlands.

#### OPERATION

##### 1 EXPECTATION HEIGHT REQUIREMENTS

Property owners are expected to maintain their property boundaries such that Overhanging Trees are not problematic and do not cause a nuisance.

Overhanging Trees are to be:

- Cut back to the property boundary; and

*Northern Midlands Council Policy Manual Overhanging Trees, Vegetation and Hedges - Update d: \*\*/\*\*/2024*



## NORTHERN MIDLANDS COUNCIL

### POLICY MANUAL

- Provide a clear height above an area intended mainly for the use of pedestrians (i.e. constructed footpaths) of 2.5 metres; and
- Provide a clear height above an area designated as a horse trail of 3.0 metres; and
- Provide a clear height above the nature strip, on the carriage-way side of a constructed foot path of 4.5 metres.
- Provide a clear height above the roadway of 6 metres.

#### 2 INSPECTION

Every residential street shall be inspected by Councils authorised officers twice per year.

In addition, Councils authorised officers will respond to, and inspect, all sites where an Overhanging Trees complaint or concern is brought to Councils attention.

#### 3 PROCESS

##### i *Advertise:*

Council will place an time to trim your foliage advertisement in newspapers circulating in the municipality, twice per year reminding residents and property owners of the requirement to maintain their property boundaries. The advertisements are will also to be shared on Council's Facebook page and website.

##### ii *Inspection:*

The authorised officers will conduct an inspection of all residential streets, twice yearly, as well as any properties brought to Council's attention outside of those times.

##### iii *Friendly Reminder Notice:*

Where, in the opinion of the authorised officer, there is an Overhanging Tree, a letter will be sent to the owner or occupier of the land requesting the nuisance Overhanging Tree to be removed within 14 days of the date of the letter.

##### iv *Review of decision:*

The owner or occupier of land who receives the Friendly Reminder Notice referred to in paragraph iii above, may apply to Council in writing, requesting the Council exercise its discretion not to require the removal of the Overhanging Tree to remove the overhanging tree based on:

- Heritage grounds; and/or
- Such action will result in the death of the Overhanging Tree.

An application will be considered by Council's Works & Infrastructure Manager and Senior Planner General Manager and discussed between Councils authorised officers and with the property owner. If a resolution cannot be reached between the parties, a report is to be presented to Council for a determination to be made.

##### v *Follow Up Inspection:*

The authorised officer will conduct a follow up inspection of all properties where a Friendly Reminder Notice has been was sent after the expiration of 14 days of the date of the letter.

##### vi *Abatement Notice:*

Where, in the opinion of the authorised officer, there is an Overhanging Tree, an Abatement Notice will be served upon the owner or occupier of the land requiring the nuisance to be abated within 14 days in accordance with section 200 Local Government Act 1993.

##### vii *Appeal or carry out work:*



The owner or occupier of the land must **undertake works to** abate the nuisance, **or alternatively** appeal to a Magistrate within 14 days of the service of **the Abatement Notice and provides Council with notice in writing of the election to the Magistrates Court being made**, in accordance with the provisions of the *Local Government Act 1993*.

viii *Nuisance not abated:*

If the owner or occupier does not abate the nuisance or lodge an appeal **with the Magistrates Court** within the prescribed 14 day period, **Council will send a letter** ~~will be sent~~ to the owner or occupier advising that Council will engage **a contractor to** carry out the works at the owner or occupier's expense.

ix *Send Contractor:*

Once the letter referred to in step (viii) is sent, the authorised officer will engage a contractor do anything reasonably necessary to remove the nuisance.

x *Charge to owner:*

All costs associated with the contractor, plus an administration fee, will be invoiced to the owner or occupier.

This cost will be incurred by **the owner or occupier** even if the owner or occupier abates the nuisance, **but do so** after the expiry of the prescribed period, but prior to the arrival of Councils contractor.

xi **Failure to comply with an Abatement Notice may result in Council issuing an Infringement Notice(s)** may be issued in accordance with s.204A of the *Local Government Act 1993*.

#### **4 Neighbourhood Dispute Regarding Plants**

Council does not have the authority to intervene in disputes solely between private property owners regarding trees or vegetation that do not impact public land. Matters relating to overhanging branches, roots, or other vegetation encroaching from one private property to another are considered civil matters between the affected parties.

**Guidance for Residents:**

- o Residents are encouraged to resolve such disputes amicably through direct communication with their neighbours.
- o If a resolution cannot be reached, residents may seek independent legal advice or mediation services.
- o For more information about residents rights and responsibilities, and the process for resolving neighbourhood tree disputes, visit:
  - TASCAT – Neighbourhood Disputes about Plants (<https://www.tascat.tas.gov.au/resource-and-planning/neighbourhood-disputes-about-plants>)
  - Department of Justice – Neighbourhood disputes about plant (<https://www.justice.tas.gov.au/justice-system/disputes/neighbourhood-disputes-about-plants>)





PERSPECTIVE 1 - VIEW OR ENTRY FROM PARK

# Proposed Alteration & Addition For **Cressy Child Care Centre**

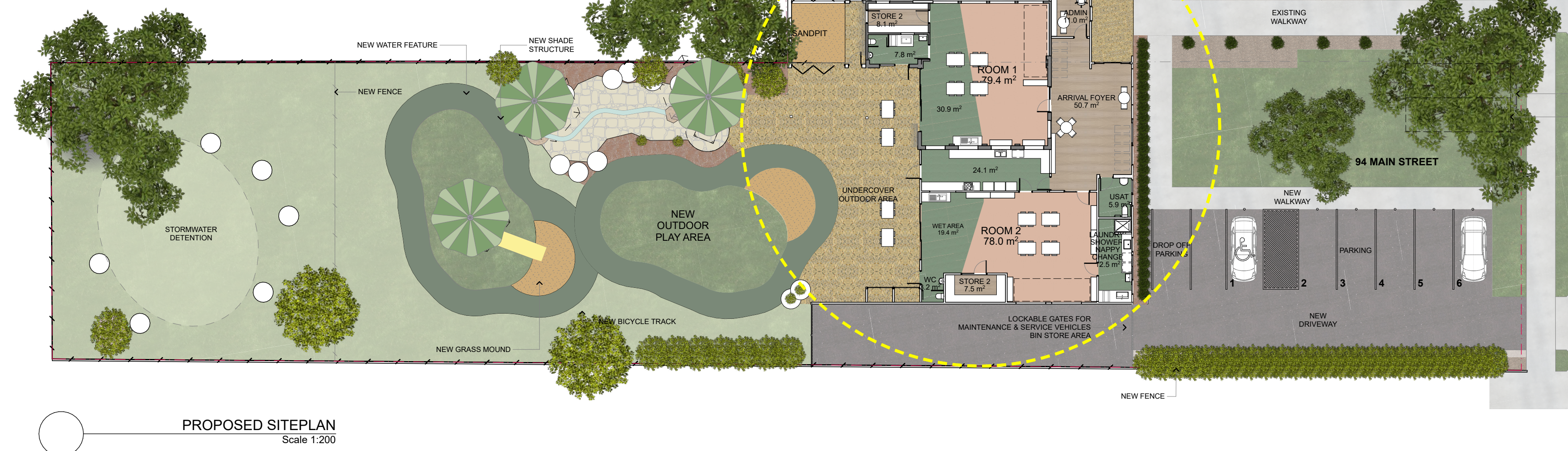
MASTERPLANNING REVIEW  
3/10/2025







0. Proposed Floor Plan  
Scale 1:100



PROPOSED SITEPLAN  
Scale 1:200

# Proposed Alteration & Addition For Cressy Child Care Centre

MASTERPLANNING REVIEW  
3/10/2025







E02 PROPOSED EAST ELEVATION  
Scale 1:100



E01 PROPOSED NORTH ELEVATION  
Scale 1:100

# Proposed Alteration & Addition For Cressy Child Care Centre

MASTERPLANNING REVIEW  
3/10/2025







PERSPECTIVE 2 - VIEW OF NEW ADDITION FROM OUTDOOR PLAY SPACE

# Proposed Alteration & Addition For **Cressy Child Care Centre**

MASTERPLANNING REVIEW  
3/10/2025





## RISK MANAGEMENT POLICY & FRAMEWORK

<b>Originated Date:</b>	Adopted 28 June 1999 – Min. No. 285/99 (as Policy 21)
<b>Amended Date/s:</b>	Revised 28 August 2000 – Min. No. 377/00 Revised 2 May 2005 – Min. No. 124/05 Revised 21 April 2008 – Min. No. 76/08 Revised 21 January 2013 – Min. No. 08/13 Revised 12 December 2016 – Min. No. 363/16 Revised 19 July 2021 – Min. No. 273/21 <b>Reviewed 15 December 2025 – Min. No.</b>
<b>Applicable Legislation:</b>	Reference: AS ISO 31000:2018 Risk Management - Principles and Guidelines <b>Local Government Act 1993 (Tas)</b> <b>Work Health and Safety Act 2012 (Tas)</b> <b>Information and Communication Technology Resources and Electronic Communications Acceptable Use Policy and Procedures</b>
<b>Objective</b>	The objectives of the Policy are to: <ul style="list-style-type: none"> <li>• Identify and analyse Council's liability associated with risk</li> <li>• Promote and support risk management practices throughout the Council</li> <li>• Encourage the identification and reporting of potential risks</li> <li>• Recognise that successful risk management relies on input from ALL employees &amp; stakeholders</li> <li>• Protect Council's corporate image as a professional, responsible and ethical organisation</li> </ul>
<b>Administration:</b>	Corporate Services
<b>Review Cycle/Date:</b>	Every 4 years, next review <b>2025 2029</b> .

### 1. POLICY STATEMENT

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

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

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

- Identify and analyse Council's liability associated with risk;
- Encourage the identification and reporting of potential risks;
- Minimise any potential liabilities;
- Protect the community against losses that are controllable by Council;
- Reduce the cost of insurance premiums;
- Provide a basis for higher standards of accountability;
- Set performance standards and regularly review practices and procedures;
- Allow for more effective allocation and use of resources;
- To promote and raise the awareness of Risk Management practices throughout the organisation; and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

The above objectives will be achieved by managing risks in accordance with the AS ISO 31000:2018 Risk Management - Principles and Guidelines. This involves logically and systematically identifying, analysing, assessing, treating and monitoring risk exposures that are likely to adversely impact on Council's operations. Specifically, this includes the following areas of losses:

- Personnel (Workplace Health and Safety);
- Plant and Property

- Liability (including Public Liability and Professional Indemnity);
- Financial;
- Business interruption.

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

## **2. LINK TO COUNCIL'S STRATEGIC PLAN**

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

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

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

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

## **3. RESPONSIBILITIES**

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

### **3.1 COUNCILLORS**

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

### **3.2 GENERAL MANAGER**

- Recognising and adopting risk management as a key function of the organisation
- Ensuring risks are managed in accordance with the AS ISO 31000:2018 Risk Management - Principles and Guidelines
- Development and provision of awareness and training throughout Council and
- Provide risk management related information, as requested by Council.

### **3.3 BUSINESS UNIT MANAGERS**

- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures
- Maintaining overall responsibility for the effective management of all types of risks related to this policy across Council's operations
- Providing risk management related information as requested by Council
- Preparing and implementing documented procedures for each aspect of operations under their control and/or direction
- Monitoring and auditing practices and processes to ensure they are appropriate to current conditions and practices
- Immediately act upon information provided by employees or residents who are reporting a hazard or incident to ensure the risk is eliminated or mitigated so far as reasonably practicable.

### **3.4 SUPERVISORS**

- Providing assistance and requested information in relation to any insurance claim or risk management

issue, in a timely manner

- Ensuring that Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor
- Advising of any risk management matter that should be incorporated in forthcoming budgets.

### 3.5 EMPLOYEES

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

### 3.6 CONTRACTORS

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

### 3.7 RISK MANAGEMENT AND EXECUTIVE MANAGEMENT TEAM (EMT)

- Coordinating and facilitating risk management operations within the framework provided by AS ISO 31000:2018 Risk Management - Principles and Guidelines
- Providing advice and assistance to management and employees in the management of risk within their areas of responsibility
- Developing and providing risk management awareness training throughout Council
- Monitoring the recommendations and outcomes from risk management audits.

## **4. IMPLEMENTATION**

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

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

### **4.1. EMERGING RISKS**

Council acknowledges the evolving risk landscape and commits to proactive identification and management of emerging risks, including:

- **Climate Change & Environmental Risks:** Incorporate resilience planning for extreme weather events, bushfires, and flooding.
- **Cybersecurity & Data Privacy:** Implement robust controls to protect Council systems and community data (Information and Communication Technology Resources and Electronic Communications Acceptable Use Policy and Procedures).
- **Public Health & Pandemic Preparedness:** Maintain contingency plans for health emergencies impacting service delivery.

## **5. PERFORMANCE REVIEW**

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS ISO 31000:2018 Risk Management - Principles and Guidelines. Records of all reviews and changes shall be documented for future reference.



## RISK MANAGEMENT STRATEGY

**Statutory Authority**      Reference AS ISO 31000:2018 Risk Management - Principles and Guidelines  
AS 4000:1997 General Conditions of Contract

**Policy:**                      Workplace Health & Safety Policy  
Risk Management Policy  
Strategic Plan 2017-2027

### 1. DEFINITIONS

- **Risk:** “effect of uncertainty on objectives”.  
A risk is often specified in terms of an event or circumstance and the consequences that flow from it.  
A risk is measured in terms of a combination of the consequences of an event and their likelihood.  
Risk may have a positive or a negative impact.
- **Consequence:** “the outcome or impact of an event”.  
There can be more than one consequence from one event.  
Consequences can range from positive to negative.  
Consequences can be expressed qualitatively or quantitatively.  
Consequences are considered in relation to the achievement of objectives.
- **Likelihood:** “used as a general description of probability or frequency”.  
Can be expressed qualitatively or quantitatively.
- **Risk Management:** “the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects”. (AS ISO 31000:2018 Risk Management - Principles and Guidelines).
- **Stakeholders:** Councillors, Managers, All Staff, Contractors, Volunteers, Community Members.

### 2. INTRODUCTION

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

To this end, not only must Council staff identify and minimise threats to the safe and effective employment of Council resources, they also have an obligation to identify and exploit opportunities to make such employment more efficient. By fostering a vibrant Risk Management culture that encourages all staff to systematically apply the principles and procedures outlined in this strategy, the Council seeks to minimise resource waste and ensure that all Council events, activities and projects are undertaken with minimal risk to staff and the general public.

### 3. STATEMENT OF COMMITMENT

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

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

- Directly supports the achievement of
  - Part 1 – Governance:  
Strategies - Human Resource Management; Emergency Management
  - Part 2 – Corporate Services

- Strategies – Insurances, Risk Management; Work Health & Safety
  - Part 3 – Development Services
  - Strategies – Compliance
- Indirectly supports the achievement of the Council’s other strategic objectives, through:
  - Facilitating innovation, cooperation and the sharing of resources;
  - Enhancing the development and delivery of Council programs;
  - Supporting the Council’s key values and ethics;
  - Encouraging a closer working partnership between the Council and the community;
  - Ensuring consultation with all Stakeholders on key issues;
  - Encouraging a proactive approach to problem solving.

#### **4. SCOPE**

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

All employees, contractors, partner organisations and volunteers engaged in the conduct of Council business are to apply consistent, proactive and systematic Risk Management practices in the employment of Council resources and the delivery of Council services. Successful Risk Management relies on input from all stakeholders and ownership of identified risks by responsible staff. To manage risks in accordance with best practice, the Council will observe the principles contained in AS ISO 31000:2018 Risk Management - Principles and Guidelines. The Council’s established business practices, policies and procedures will be reviewed, to ensure that they are not in conflict with this Standard.

#### **5. STRATEGY PRINCIPLES**

The principles of the Strategy are to:

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

#### **6. RISK MANAGEMENT REQUIREMENTS**

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

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

#### **7. RESPONSIBILITIES**

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

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

#### **8. RISK MANAGEMENT PROCEDURE**

The Risk Management procedure to be applied within the Northern Midlands Council is based on AS ISO 31000:2018 Risk Management - Principles and Guidelines. As these procedures are developed, they will be detailed at Annexure B.

## **9. RISK MANAGEMENT PRIORITIES AND RESOURCES**

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

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

## **10. STRATEGY IMPLEMENTATION**

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

## **11. PERFORMANCE REVIEW**

This Strategy takes effect immediately upon adoption by the Council. It is to be reviewed on an annual basis by the Executive Management Team, to ensure its continued suitability and effectiveness against the requirements of AS ISO 31000:2018 Risk Management - Principles and Guidelines and the Council's Risk Management Policy. The General Manager shall be responsible for ensuring this review occurs.

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

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

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

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

## **ANNEXURE A**

### **ANNEXURE TO NORTHERN MIDLANDS COUNCIL: RISK MANAGEMENT STRATEGY**

#### **RISK MANAGEMENT RESPONSIBILITIES**

##### **A.1. THE COUNCIL**

The Council will:

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

##### **A.2 GENERAL MANAGER**

The General Manager will:

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

##### **A.3 EXECUTIVE MANAGEMENT TEAM**

The Executive Management Team will:

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

#### **A.4 BUSINESS UNIT MANAGERS**

Individual Business Unit Managers will:

- Provide a safe and healthy work environment, in accordance with the Workplace Health and Safety legislation and related Codes of Practice and Australian Standards
- Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction
- Ensure that proposed events and projects within their jurisdiction are not approved without a formal risk assessment that effectively identifies and manages all the risks associated with them
- Monitor and evaluate the performance of managers against their Risk Management responsibilities through the annual appraisal system
- Contribute to the analysis of all potential and actual high loss incidents within their jurisdiction (in excess of \$10,000 or more than one night in hospital)
- The Community Recovery Co-ordinator will lead Departmental input into the Council's Business Continuity recovery programme
- Assist the Council in the development and maintenance of the Council's Annual Plan
- Develop approved Departmental Plans to support the Annual Plan, linking all Departmental Objectives to the Council's Strategic Objectives
- Develop agreed and measurable success measures in conjunction with all subordinates, to support Department Plan objectives
- Assist managers in the identification, evaluation and mitigation of risks associated with their success measures
- Monitor all risks and associated Risk Management Plans entered into the Council's Risk Register which fall within their jurisdiction
- Promote Risk Management as a vital business principle
- The Manager of Corporate Services will
  - lead the management of Council's insurance policies, to ensure that the Council has adequate cover for:
    - Public Liability
    - Professional Indemnity
    - Fidelity
    - Industrial Special Risks/Property
    - Motor Vehicle
    - Other general insurance, as required
  - Manage all under excess insurance claims on the Council's behalf
  - Coordinate the Council's cooperation with insurers and/or solicitors in the investigation and defence of over excess claims.

#### **A.5 MANAGERS/FOREMAN/SUPERVISORS**

Individual managers/ supervisors will:

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

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

#### **A.6 ALL STAFF**

All staff members are to:

- Understand and observe the Risk Management Policy, Strategy and related procedures
- Assist their manager in the development and maintenance of the Management Plan
- Develop agreed and measurable success measures to support the Management Plan's objectives
- Assist their manager in the identification and management of risks to be entered into the Council's Risk Register
- Contribute to the development and implementation of Risk Action Plans and strategies within their jurisdiction
- Identify, evaluate and mitigate risks associated with their agreed success measures
- Provide timely assistance and requested information in relation to any insurance claim or Risk Management issue
- Make loss control/prevention a priority whilst undertaking daily tasks in the Council's operations
- Perform their duties in a manner which does not represent an unacceptable level of risk to the health and safety of:
  - Themselves
  - Other employees including volunteers
  - The Council's customers or visitors
  - Contractors
  - The wider community
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to their manager or supervisor. Individuals should take steps to eliminate or mitigate hazards identified where reasonably practicable prior to reporting
- Encourage the public to respect Council property.

#### **A.7 EVENT AND PROJECT MANAGERS/ENGINEERS**

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

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

#### **A.8 CONTRACT/TENDER MANAGERS**

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

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

#### **A.9 RISK MANAGEMENT COORDINATOR**

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

- Provide advice and assistance to all the Council staff in relation to the development and implementation of an effective Risk Management System that observes the principles of AS ISO 31000:2018 Risk Management - Principles and Guidelines
- Encourage all Council staff, business partners, contractors and volunteers to actively employ Risk Management in their decision making processes
- Assist all staff with the procedural aspects of Risk Management
- In conjunction with the General Manager:
  - Develop and review the Council's Risk Management Policy and Strategy
  - Review and respond to annual Risk Management Audit Reports
  - Develop a Risk Management training program for the Council
  - Develop a report on Council's achievements against its Risk Management Policy and Strategy over the previous year, for inclusion in Council's Annual Report
- Maintain the Council's Risk Register.

#### **A.10 WORK HEALTH AND SAFETY COMMITTEE**

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

- Ensure the Council's Risk Management practices operate within the framework provided by AS ISO 31000:2018 Risk Management - Principles and Guidelines, relevant legislation and Council policy
- Review annual Risk Management Audit Reports and make recommendations to the Executive Management Team (EMT)
- Develop, implement and review a Risk Management training program for the Council utilising information received from the staff appraisal process
- Report progress to the Executive Management Team (EMT) after each meeting.

#### **A.11 WORK HEALTH & SAFETY RESPONSIBILITIES**

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

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

**ANNEXURE B****ANNEXURE TO NORTHERN MIDLANDS COUNCIL: RISK MANAGEMENT STRATEGY****RISK MANAGEMENT PROCEDURE**

This procedure is based on the Australian Standard AS ISO 31000:2018 Risk Management - Principles and Guidelines. It details the common methodology to be used to assess and address the level of risk inherent in the Northern Midlands Council activities. For guidance in relation to the application of this procedure or assistance in the conduct of risk assessments, contact the Work Health & Safety Officer.

**B.1 COMMUNICATE AND CONSULT**

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

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

**B.2 ESTABLISH THE CONTEXT**

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

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

Decisions concerning the making and capturing of records should take into account:

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



**B.3 IDENTIFY THE RISKS**

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

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

**B.4 ANALYSE THE RISKS**

How big are the risks we have identified? Determine how likely a risk is to occur and how large the impact would be if it did occur. These tables are generic in nature and careful consideration should be given to their applicability for the specific risk profile being assessed.

**B.5 EVALUATE THE RISKS**

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

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

## **B.6 TREAT THE RISKS**

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

- The actions which will be taken to address the risk
- The manager responsible for ensuring that the Risk is addressed (Responsible Manager)
- When the specified actions are to be completed by
- Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted. The outcome of any actions specified should be to (in priority order):
  - Eliminate the possibility of a risk occurring
  - Reduce the likelihood of occurrence to an acceptable level
  - Mitigate (reduce) the consequences, should a risk occur
  - Transfer or share the risk, generally through insurance or contracting out.

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

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

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

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

## **B.7 MONITOR AND REVIEW.**

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

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

Once all directed actions have been completed, the risk will be re-assessed by the Responsible Manager and a decision made as to its acceptability or otherwise. If a risk is considered to be unacceptable, further action needs to be taken to address that risk. No activity should proceed with a risk that has been identified as unacceptable. If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being

closed off.

#### **B.8 RECORD THE RISK MANAGEMENT PROCESS**

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

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

## CODE OF TENDERING AND PROCUREMENT

<b>Originated Date:</b>	Adopted 7 January 1997 Min. No. 71/97 (as Policy 2)
<b>Amended Date/s:</b>	Amended 26 August 2002 Min. No. 330/02 Amended 19 December 2005 Min. No. 424/05 Amended 17 July 2006 Min. No. 249/06 Amended 16 May 2011 Min. No. 123/11 Amended 14 October 2013 Min. No. 274/13 Amended 17 August 2015 Min. No. 221/15 (incorporating Council Policy on Open Tenders) Amended 17 September 2018 Min. No. 252/18 Amended 26 April 2021 Min. No. 144/21 <b>Amended 15 December 2025 Min. No.</b>
<b>Applicable Legislation:</b>	<i>Local Government Act 1993</i> <i>Local Government (General) Regulations 2015 2025</i>
<b>Objective</b>	This Code of Tendering and Procurement (Code) provides a policy framework on purchasing and tendering requirements for Council.
<b>Administration:</b>	Corporate Services
<b>Review Cycle/Date:</b>	At least every 4 years. Next review <b>2025 2029</b>

### 1. PURPOSE

The Code aims to:

- ensure compliance with relevant legislation;
- enhance value for money through fair, competitive, non-discriminatory procurement;
- promote the use of resources in an efficient, effective and ethical manner;
- encourage probity, accountability and transparency in decision making;
- provide reasonable opportunity for competitive local businesses to supply to Council;
- minimise the cost to suppliers of participating in the tendering process;
- allow Council to appropriately manage risk;
- promote Council's economic, social and environmental plans and policies.

### 2. SCOPE

#### 2.1 POLICY VS. PROCEDURES

The Code essentially provides a high level overview of Tender and Contract requirements as they apply to Council. Although some procedural detail associated with Council tender and contract management systems and processes is included in this document, additional lower level detail is held in Council procedure documents.

Consistent with the requirements specified in regulation 28, Council will establish and maintain local level procedures to:

This Code provides overarching policy direction for tendering, contracting and procurement. Operational detail is contained in Council's Procurement Procedures ("local level procedures"), established in accordance with regulation 28 of the *Local Government (General) Regulations 2025*.

Council will maintain procedures to ensure:

- ensure** all potential service providers are provided with the same information relating to the requirements of an open tender process or contract and are given equal opportunity to meet the requirements;
- that fair and equitable consideration is given to all tenders or quotations received;
- deal honestly with and be equitable in the treatment of all potential service providers;
- ensure** a prompt and courteous response to all reasonable requests for advice and information from potential or existing service providers;

- e) protect commercial in confidence information; and
- f) review each tender process to ensure that each tender is in accordance with the Regulations and this Code.

Council will also establish and maintain procedures for:

- a) amending or extending a tender once it has been released;
- b) opening tenders;
- c) the consideration of tenders that do not fully conform with the tender requirements;
- d) handling complaints regarding processes related to the supply of goods or services.

Refer to Appendix A for Northern Midlands Council local level procedures for tendering.

## 2.2 EMPLOYEES AND SERVICE PROVIDERS

The Code will apply to Council, council employees and agents and any service provider wishing to compete for Council business or provide goods, services or works to Council (including contractors, subcontractors, consultants and suppliers)

Wherever reasonably possible service providers engaged by Council will also apply the Code when seeking Tenders or Quotations from subcontractors and suppliers.

## **3. PROCUREMENT PRINCIPLES**

Council will have regard to the following principles when acquiring goods and services:

### 3.1 OPEN AND EFFECTIVE COMPETITION

The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that Council will:

- a) use transparent and open purchasing processes so that service providers and the public are able to have confidence in the outcomes;
- b) adequately test the market through seeking quotations or via tender as appropriate;
- c) avoid biased specifications;
- d) treat all service providers consistently and equitably;
- e) ensure a prompt and courteous response to all reasonable requests for advice and information from service providers.

### 3.2 VALUE FOR MONEY

The Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.

In practice this means that Council will consider:

- a) the contribution the good or service makes to achieving Council's strategic plans or policies;
- b) the value of the acquisition and potential benefits against the costs of that purchase;
- c) an assessment of risks associated with the purchase including the preferred procurement method;
- d) how well goods or services meet needs;
- e) maintenance and running costs over the lifetime of a product;
- f) disposal value;
- g) time constraints;
- h) the impact of the procurement decision on the local economy, such as through industry development and employment creation;
- i) the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel); and
- j) the impact of the procurement decision on the society, (social value generated) such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.

### 3.3 ENHANCEMENT OF THE CAPABILITIES OF THE LOCAL BUSINESS INDUSTRY

The Council will ensure that where local capacity exists it will seek to engage the local market and encourage participation in tender and quotation processes.

In practice this means that Council will:

- a) actively seek quotes from local businesses that are able to provide quality goods and or services;
- b) where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing; and
- c) not give preferential treatment to local service providers where it cannot be reasonably justified.

### 3.4 ETHICAL BEHAVIOUR AND FAIR DEALING

The Council will promote procurement practice that is legal, ethical, fair and unbiased.

In practice this means that Council will:

- a) comply with legal requirements;
- b) conduct all business in the best interests of the Council;
- c) be as effective and efficient as possible when sourcing, ordering and paying for goods and services;
- d) expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;
- e) ensure that specifications are clear;
- f) ensure that any Service Provider is not provided with information or clarification that is not provided equally to all service providers;
- g) maintain confidentiality at all times in dealing with service providers;
- h) ensure that conditions of contract are not excessively onerous; and
- i) decline gifts or benefits offered by those involved in the procurement process, particularly from service providers.

In practice this means that Council expects service providers to:

- a) ensure that they are well acquainted with Council requirements identified in this Code;
- b) are familiar with particulars relating to a specific tender and quotation processes including the relevant specifications;
- c) not submit a tender or quotation unless they have the financial, technical, physical, management resource or other capabilities to fulfil Council's requirements;
- d) not seek to influence a procurement process by improper means or collude with other service providers;
- e) declare and act upon any conflicts of interest that may be seen to influence impartiality;
- f) comply with all applicable legislative, regulatory and statutory requirements, including Acts of the Commonwealth and State, regulations, by laws and proclamations made or issued under such Acts and lawful requirements or directions of public and other authorities;
- g) not offer gifts or benefits to a Council officer for the discharge of official business;
- h) Northern Midlands Council local level procedures for tendering are identified at Appendix A of this Code of Conduct.

## **4. PROCUREMENT METHODS**

While open and fair competition may often best achieved by undertaking a tender process where all interested parties have an opportunity to bid, there are times when this practice will not deliver the most advantageous outcome for the Council. In such instances, other market approaches may be more appropriate.

The Council will, having regard to the procurement principles and any other factors considered relevant by the Council, in its absolute discretion, determine the appropriate method that will be employed to procure goods and services at any particular time.

An annual purchasing order may be issued for ongoing monthly services (such as electricity, insurance, telecommunications, water & sewer, government levies etc).

Each Council employee has an authorised limit as to procurement expenditure. These limits are reviewed from time to time.

#### 4.1 PROCUREMENT VALUE THRESHOLDS

The following table summarises the purchasing method utilised by Council based on the total dollar value of the purchase:

Procurement Value	Minimum Requirement
Under \$5,000	Council purchasing order to be used wherever possible. At least a Northern Midlands business is considered where capability exists. Payment to be made by petty cash, credit card or electronic funds transfer.
\$5,001 to \$10,000	Documented quotation required – of which at least a Northern Midlands business is considered where capability exists. Council purchasing order required. Payment to be made by credit card, or electronic funds transfer.
\$10,001 to \$30,000	2 written quotations required – of which at least one will be sought from a local Northern Midlands business where capability exists. Council Purchase order is required. Payment to be made by credit card, cheque or electronic funds transfer.
Between \$30,001 and \$249,999	3 written quotations required. Where possible, at least three written quotations will be obtained, of which at least two will be sought from a local business where firstly Northern Midlands and secondly Tasmanian capability exists. Council Purchasing order is required. Payment to be made by electronic funds transfer.
\$250,000 and greater	Public Tender Council will advertise each tender at a minimum in <i>the Examiner</i> newspaper. Other advertising may be utilised as required. Each tender will be advertised on Council website. Council will seek at least two tenders from a local business, where firstly Northern Midlands and secondly Tasmanian capability exists. Payment to be made by electronic funds transfer

**Note:**

All amounts are exclusive of GST.

The prescribed amount pursuant to the *Local Government (General) Regulations 2015 2025* is \$250,000.

#### 4.1 NON TENDER – PROCESSES FOR ACQUISITION OF GOODS AND OR SERVICES

##### 4.1.1 DIRECT PURCHASING

This is where Council purchases from a single source, without first obtaining competitive bids.

This method will be used only for low value, low risk goods and services where the Service Provider already has a successful history with the Council.

##### 4.1.2 PURCHASE ORDERS

Purchase Orders usually have limited terms and conditions and detail specific items that are to be purchased.

This method may be used for low value, low risk goods and services and will not be used for non routine, high value and high risk goods and services.

An example of a good that may be purchased via purchase order is a new TV. An example of a service that may be purchased via purchase order is design work for a new sign.

##### 4.1.3 QUOTATIONS (INFORMAL)

This is where Council will only enter into a contract where 2 quotations from suitable service providers able to provide the goods or services have been sought.

Records must be kept of quotations received and quotations approved. If written quotations cannot be obtained Council must keep detailed written records of the oral quotation obtained including details of the commercial terms of the quotation.

This method may be used for low value, low risk goods and services.

#### 4.1.4 REQUEST FOR QUOTATIONS (RFQ)

This is a more formal quotation process. Council will enter into a contract where 3 written (including email) quotations from suitable service providers able to provide the goods and or services have been sought. Where less than 3 suitable service providers are reasonably available, records outlining this circumstance will be kept.

Council must keep detailed written records of the quotations obtained including details of the commercial terms of the quotation.

This method may be suitable for simple, largely price based purchases.

Purchasing goods and or services through the National Procurement Network (NPN) is an option for Councils. Purchasing through this mechanism involves an RFQ process. Items with a financial value above the prescribed amount may be legitimately purchased through the Network RFQ process. Use of the Network as a purchasing option for Councils is justified under the Regulations. See section 8 - Exemptions.

An example of a service that may be purchased via RFQ's is engaging a contractor to conduct road works.

### 4.2 TENDER - PROCESSES FOR ACQUISITION OF GOODS AND OR SERVICES

The Act and Regulations require that Council invite Tenders for any Contract it intends to enter into for the supply or provision of goods or services valued at or above a prescribed amount. The prescribed amount is \$250,000 (GST exclusive).

#### 4.2.1 OPEN TENDERS

An open tender process is an invitation to tender by public advertisement. There are generally no restrictions regarding who can submit a tender, however, service providers are required to submit all required information and will be evaluated against stated selection criteria.

##### General Manager - responsibilities

Consistent with the Regulations (Regulation 24 25) Council will ensure that when open tenders are used as a method of procurement; the General Manager will invite tenders.

The General Manager will advertise the tender locally via the daily newspaper circulating in the municipal area and on via Councils website – making the tender available to all qualified and interested bidders.

The public notice will identify:

- a) clearly the nature of the goods and or services the Council requires;
- b) the period within which the tender must be lodged (must be at least 14 days after the date on which the notice is published);
- c) where the tender must be lodged; and
- d) details of a person from whom more detailed information relating to the tender may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- a) the specifications of the goods and or services required;
- b) the duration of the contract, including any extensions that are specified in the contract;
- c) any mandatory tender specifications and contract conditions;
- d) objective criteria for evaluating the contract; and
- e) must make reference to the Council Code for Tenders and Contracts.

##### Service Provider – responsibilities

A person submitting a response in relation to a Council public tender must do so in writing.



The Service Provider must specify the goods and or services tendered for, provide details of the goods and or services being offered and must lodge the tender within the period specified in the public notice.

Refer to Appendix A for Northern Midlands Council procedures relating to tender process.

#### 4.2.2 *MULTI STAGED TENDER*

There are occasions – although usually limited (because the process can be resource intensive), where Council may use a multi stage tender process. Reference is made to this process in the Regulations at Regulation ~~26~~ 27.

This tender method will be used by Council to gain knowledge about the market, obtain industry input – where it is unclear what goods and services are available or to shortlist appropriate suppliers before seeking offers.

At each stage in this process, service providers may be culled to those who are most suited to the specific contract requirements. Service providers will be evaluated against criteria determined by Council.

Once a short list of potential service providers is developed, these service providers may be invited to participate in an open tender process.

##### General Manager - responsibilities

As a first stage in this process, the General Manager will request – expressions of interest from prospective tenderers.

The General Manager will advertise the expression of interest locally via the daily newspaper circulating in the municipal area and via Councils website.

The public notice will identify:

- a) clearly the nature of the goods and or services the Council requires;
- b) contract identification details;
- c) the period within which the expression of interest must be lodged;
- d) where the expression of interest must be lodged; and
- e) details of a person from whom more detailed information relating to the expression of interest may be obtained.

The General Manager will ensure that prospective tenderers are provided with details regarding:

- a) the specifications of the goods and or services required;
- b) objective criteria for evaluating the expression of interest;
- c) the method of evaluating expressions of interest against the criteria;
- d) details of any further stages in the tender process; and
- e) must make reference to the Council Code for Tenders and Contracts.

At the final stage of a Multi Staged Tender process, the General Manager will invite all service providers who have met the criteria determined by the Council, to tender for the supply of goods and or services

If only one service provider meets the criteria determined by Council, the Council may contract with that supplier after:

- a) a tender from that Service Provider; or
- b) a decision by the absolute majority of the council to do so.

##### Service Provider – responsibilities

A person submitting a response in relation to a Council expression of interest must do so in writing.

The service provider must specify the goods and or services the expression of interest relates to, provide details of the goods and or services being offered and must lodge the expression of interest within the period specified in the public notice.

Refer to Appendix A for Northern Midlands Council procedures for tenders.

#### 4.3 ONGOING SUPPLY ARRANGEMENTS - GOODS AND SERVICES

##### *4.3.1 STANDING CONTRACT*

A Council, through an open tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process. Reference is made to this process in the Regulations at Regulation **23 24**.

Service providers listed on a standing contract panel will be selected following an evaluation process.

Council may legitimately purchase directly from a service provider listed on a standing contract panel.

Council may implement its own standing contract arrangements or may make use of goods and or services panels that have been negotiated for example for Tasmanian Councils via LGAT as a member of the National Procurement Network or via similar arrangements through State Government.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.

##### *4.3.2 MULTIPLE USE REGISTER*

A multiple use register is a list, intended for use in more than one procurement process, of pre qualified providers, who have satisfied the conditions for participation or inclusion on the register. Reference is made to the multi use register process in the Regulations at Regulation **25 26**.

Council may establish a multi use register of service providers who meet criteria established by the Council in respect to the supply of particular categories of goods and services.

Inclusion on a multi use register provides certainty for potential service providers that they have been recognised as meeting conditions for participation.

Council will invite tenders for a contract for the supply of goods and or services from all service providers included on a multiple use register for a particular category of goods and or services.

##### General Manager - responsibilities

As per Regulation **25 26**, Council will establish and maintain procedures for the use of multiple use registers for contracts valued at under the current prescribed amount, excluding GST.

Essential procedural requirements include that, the Council will invite applications from service providers for inclusion on a multiple use register by advertising locally via the daily newspaper circulating in the municipal area and via Councils website.

The public notice will identify:

- a) the nature of the goods and or services the Council requires;
- b) any identification details associated with the register;
- c) the period within which the application must be lodged;
- d) where the application must be lodged; and
- e) details of a person from whom more detailed information relating to the multiple use register may be obtained.

The General Manager will ensure that applicants are provided with information regarding:

- a) the specifications of the goods and or services required;
- b) the criteria for evaluating the applications;
- c) the method of evaluating applications against the criteria; and
- d) must make reference to the Council Code for Tenders and Contracts.

Council may accept an application for inclusion on the multiple use register or reject an application.

If Council rejects the application, the General Manager will advise the applicant of the reasons for rejection.

If Council accepts the application the General Manager will advise the applicant of the category their application will be included in on the multiple use register.

The multiple use register will be reviewed by Council at least every 2 years.

Council will allow a service provider to apply for inclusion on the multiple use register at any time unless the service provider has made an application in the previous 12 months and the application has not been accepted.

Refer to Appendix B for Northern Midlands Council local level procedures for multiple use registers.

#### **4.3.3 STRATEGIC ALLIANCES**

Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- a) LGAT through the National Procurement Network;
- b) State Government Contracts; and
- c) any other purchasing group of which Council is a member.

### **5. CALCULATING THE VALUE OF A PURCHASE**

#### **5.1 PRICE**

The dollar value of the purchase may be calculated as follows:

- a) single one-off purchase – the total amount, or estimated amount, of the purchase (excluding GST);
- b) multiple purchases – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- c) ongoing purchases over a period of time – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

As per Regulation 23 24, Council will not split a single procurement activity into 2 or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders.

#### **5.2 NON PRICE CONSIDERATIONS**

Council will ensure that it is buying at the most competitive price available, but quantifying the value of a purchase does not simply mean buying at the lowest price. Specific issues that will be taken into account by Council that relate to non price related matters are identified in the Principles section at 3.

### **6. GOODS AND SERVICES TAX (GST)**

All procurement thresholds are GST exclusive

Tenders and quotations must be sought on a GST exclusive basis.

### **7. EXTENSION OF CONTRACTS ENTERED INTO**

Consistent with Regulation 23 24, Council may extend a contract entered into:

- a) as specified in the contract or
- b) if the contract does not specify extensions, by an absolute majority.

### **8. EXEMPTIONS**

The Regulations identify circumstances where Council is not required to issue a public tender process.

The exemption circumstances identified in Regulation 27 28 – Non application of the public tender process are:

- a) an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;

- d) a contract for goods or services obtained as a result of a tender process conducted by another council, a single authority, a joint authority, the Local Government Association of Tasmania or any other local government association in this State or in another State or a Territory;
- e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- f) a contract for goods or services that is entered into at public auction;
- g) a contract for insurance entered into through a broker;
- h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- i) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of–
  - i) extenuating circumstances; or
  - ii) the remoteness of the locality; or
  - iii) the unavailability of competitive or reliable tenderers;
- j) a contract of employment with a person as an employee of the council.

General Manager - responsibilities

The General Manager will authorise non use of the public tender process in accordance with the exemption directions identified above.

**9. ENGAGING A THIRD PARTY TO MANAGE A PROCUREMENT PROCESS**

Council may engage third parties to manage the procurement process for individual projects. The use of a third party as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council from complying with Council procurement policy and procedures.

Should Council engage a third party to manage a procurement process, it will be ensured that material is included in the contractual arrangements with the third party that requires the third party to comply with Council procurement policy and procedures.

**10. REPORTING PROCEDURES**

Council is obliged to report at a minimum on a series of procurement matters.

10.1 PROCUREMENT AT OR ABOVE THE PRESCRIBED AMOUNT

As per Regulation 29 30, Council will report in its Annual Report details of any contract for the supply or provision of goods and or services valued at or above the currently legislated prescribed amount of \$250,000.

Council may also at its absolute discretion report detail of instances of procurement below \$100,000.

Detail that will be reported for 10.1 at a minimum as required under the Regulations is:

- a) a description of the contract;
- b) the period of the contract;
- c) the periods of any options for extending the contract;
- d) the value of any tender awarded, or if a tender was not required, the value of the contract excluding GST;
- e) the business name of the successful contractor; and
- f) the business address of the successful contractor.

10.2 CONTRACT EXTENSION

As per Regulation 23 24, Council will report in its Annual Report, the details of any extension of a contract, where Council agreed to extend a contract by an absolute majority and the pre existing contract did not specify extensions.

Detail that will be reported for 10.2 at a minimum as required under the Regulations is:

- a) a description of the contract;
- b) the period of the contract;
- c) the periods of any options for extending the contract;
- d) the value of any tender awarded, or if a tender was not required, the value of the contract excluding GST;

- e) the business name of the successful contractor; and
- f) the business address of the successful contractor.

### 10.3 EMERGENCY PROVISION

As per Regulation 27 28 Council will report in its Annual Report, the details of all instances where non application of the public tender process has been applied as a result of an emergency, where in the opinion of the General Manager, there was insufficient time to invite tenders for the goods and services required in that emergency.

Detail that will be reported for 10.3 at a minimum as required under the Regulations is:

- a) a brief description of the reason for not inviting public tenders;
- b) a description of the goods or services acquired;
- c) the value of the goods or services acquired; and
- d) the name of the supplier.

### 10.4 OTHER CIRCUMSTANCES

As per Regulation 27 28 Council will report in its Annual Report, the details of all instances where non application of the public tender process has been applied because Council agreed by absolute majority, that a satisfactory result would not have been achieved if tenders were invited because of

- i) extenuating circumstances;
- ii) the remoteness of the locality;
- iii) the unavailability of competitive or reliable tenderers; and

Detail that will be reported for 10.3 and 10.4 at a minimum as required under the Regulations is:

- a) a description of the reason for not inviting public tenders;
- b) a description of the goods and or services acquired;
- c) the value of the goods and or services acquired; and
- d) the name of the supplier.

In addition to ensuring the above reporting occurs, as per Regulation 28 29(j), the General Manager will establish and maintain procedures for reporting to Council circumstances where a public tender or quotation process was not used and reasonably should have been.

Refer to Appendix C for Northern Midlands Council reporting procedures.

## **11. WORK HEALTH AND SAFETY**

All tenderers are to comply with the Northern Midlands Council Work Health & Safety Policy, a copy of which is to be supplied to tenderers with the tender documentation.

All contractors engaged by the Council are required to complete an induction with the Council and provide copies of appropriate insurances, Safe Work Methods Statements and a list of training and competencies.

## **12. DELEGATION**

Northern Midlands Council delegations can be found on its website

<https://www.northernmidlands.tas.gov.au/council/publications/council-policies-and-by-laws>

<https://www.northernmidlands.tas.gov.au/documents/strategic-annual-plan/council-policies-and-by-laws>

## **13. COMPLAINTS**

The Council will deal promptly with any complaints about its tendering process. Each complaint will be recorded in writing and the complainant given an opportunity to discuss his or her complaint with the General Manager or a delegated senior officer.

## **14. REVIEW OF THE CODE**

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every 4 years.

The Code may be modified on an as needs basis from time to time by Council to reflect changed operational requirements.

#### **15. BREACH OF THE CODE**

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a Service Provider or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action, if in its absolute discretion it considers it desirable to do so.

If a Service Provider commits a breach of this Code, Council may, in its absolute discretion, take action against that Service Provider.

#### **16. ACCOUNTABILITY**

Consistent with Section 333B of the Act, as a measure of accountability and transparency, the General Manger will:

- a) make a copy of this Code and any amendments, available for public inspection at the Council's offices during ordinary office hours;
- b) make copies of this Code available for purchase at reasonable charge; and
- c) publish a copy of the Code on the Council's internet site – free of charge.

#### **17. CONFIDENTIALITY**

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

## APPENDIX A

### TENDERING PROCESS

#### 1. SPECIFICATIONS

Council will develop specifications for tenderers, clearly setting out Council's expectations. Most specifications will focus on outcomes and quality requirements, rather than particular ways of delivering a service. Some specifications may include both input and output requirements for a service.

The tender documents will require tender proposals to indicate how the performance standards will be met, and how the tenderer would measure the satisfaction levels of service users.

The tender documents will require the tenderers compliance with Council's Work Health & Safety Policy, as well as any other applicable Council Policies, Codes of Conduct, legislation or Australian Standards.

In developing specifications, the Council will consider the requirements of service users and may seek the views of the providers of the existing service and others providing similar services, whether in the public or private sector.

The Council will identify in the specifications any Council assets to be made available to tenderers, whether in-house or external, and may set costs, terms and conditions for the use of the assets.

No potential tenderer, in-house or external, will have access to the final specifications prior to their formal approval and public release by the Council.

#### 2. ADVERTISING

Public notice is required under the Act to start a tender process. The Council will advertise in the Public Notice Section of the Saturday edition of the Examiner Newspaper and may advertise in other newspapers or publications where appropriate. The Council will also place information on the tender on its website.

When advertising the Council will specify:

- 1) The nature of the goods or services required;
  - 2) Any identification details allocated to the contract;
  - 3) Where the tender is to be lodged;
  - 4) Particulars identifying a person from whom further or detailed information relating to the tender can be obtained;
- and
- 5) The period within which the tender is to be lodged.

#### 3. VARIATIONS TO A TENDER

Where the Council seeks to amend or extend the closing date for a tender it will advertise the variation/s in the Examiner newspaper and on its website. If tender documents have been issued or a written tender has already been received then the General Manager will notify the recipients of the tender documentation and any tenderer in writing of the variation/s to the tender.

#### 4. EXPRESSION OF INTEREST

The Council may use an "expression of interest" process before it invites tenders. If so, it will advertise publicly the purpose and nature of the contract or project and the date by which it will invite tenders. The aim at the expression of interest stage is not to elicit tenders, but rather to assess the capacity of the respondents to undertake the work or project, and to refine the specifications. The Council will make the evaluation criteria for registration available to all respondents.

The Council will seek tenders from local business and industry if available.

The Council may invite tenders from some, all or none of the registrants, by the advertised date. If the Council does not invite tenders by that date, it will write to all registrants advising when tenders are to be invited. Respondents who are not invited to tender will be advised in writing. The Council will use this list of registrants to invite tenders for the advertised contract or project only.

## 5. INVITATION TO TENDER

The Council will offer the same tender documents to all those who respond to an invitation to tender. A copy of this Code will be attached to all tender documents.

The Council may impose a fee for tender documentation related to the cost of printing the tender documentation. The Council will not impose any additional fee for tender documentation unless it refunds the fee to each tenderer who submits a conforming tender.

The Council will not request a tender deposit. In all cases the Council will seek to minimise the cost to suppliers of participating in the tender process.

The tender documents will include the tender evaluation criteria and identify the order of importance accorded to the criteria.

In addition, the Council will ensure that prospective tenderers are provided with all relevant information, including:

- 1) Details of the goods or services required;
- 2) Details of the duration of the contract, including extensions;
- 3) The criteria for evaluating tenders;
- 4) The method of evaluating tenders against the evaluation criteria;
- 4) Any mandatory tender specifications and contract conditions; and
- 5) A reference to the Council's code of tendering.

If the Council gives advice, written or verbal, to a respondent clarifying the meaning of the tender documentation, it will give the same information to all other respondents in writing. The Council will keep a written record of any other verbal advice. The Council will respect the confidentiality of a respondent who discloses information which has commercial or intellectual property value. The Council will consider conducting a pre-tender briefing and may determine not to give additional information apart from the briefing.

Tenderers will generally be given a minimum of 21 days from the date on which tenders were invited in which to submit tenders. All tenders must be in writing. The submission period is determined by the nature of the tender and the Council will advise respondents in writing when it invites tenders if a longer or shorter submission period is to apply.

### LATE TENDERS WILL NOT BE ACCEPTED.

*Any proposal that does not conform to the tender conditions may be rejected as non-conforming. The General Manager will notify any tenderer of the rejection and the reasons for the rejection.*

The Council will acknowledge receipt of all tenders in writing.

## 6. IN-HOUSE TENDERS

As an employer, the Council will assist its staff to become more competitive. At the same time, the Council is aware that competition must be fair, and be seen to be fair, to all parties.

Accordingly, the Council will treat an in-house tenderer on the same terms as an external tenderer. The Council will ensure there is a clear separation between the in-house tenderers and those who have responsibility for evaluating the tenders.

In-house tenders will be prepared on the basis that all direct costs and indirect or overhead costs attributable to the tender are included.

In allocating overhead costs to in-house tenders, a Council will only exclude those costs which it would continue to incur even if all its services were contracted out. The excluded overhead costs are limited to:

- 1) *governance costs*: conduct of elections; administrative support for Councillors; Council meetings; making and enforcing local laws; property valuations; making and levying rates and charges; other statutory duties not related to the tender;
- 2) *strategic management of services costs*: long term planning and supervision of all services, including tendering and contract administration costs;
- 3) *core corporate costs*: administrative support for the governance and strategic management of services functions.



## 7. TENDER EVALUATION

Council officers will evaluate tenders according to the tender evaluation criteria outlined in the tender documentation, the requirements of the *Local Government (General) Regulations 2015 2025* and the Northern Midlands Council Code of Tendering and Procurement.

Council officers will provide a written tender evaluation report to Council on its reasoning behind awarding/recommending a particular tender.

All tenders, quotations or any form of competitive bidding be treated in confidence and considered by Council 'In Committee'.

## 8. AWARD OF CONTRACT

The Council may negotiate with tenderers to determine the award of the contract but must have regard to the scope of the invitation to tender at all times. The Council will not trade the price of one tenderer against that of another tenderer. The Council will exhaust negotiations with one tenderer before beginning negotiations with another tenderer.

The decision to award a contract will be made by the Council or its delegated officer. If there is an in-house tender, the written report on the award of the contract prepared by the tender evaluation panel will be presented to an open meeting of the Council. The Council will award the contract on the basis of the best quality and value for money for the community.

The Council will have regard to the written tender evaluation report and may also have regard to other factors impacting on the best quality and value for money outcome.

The Council will promptly notify the successful tenderer by telephone and in writing, and unsuccessful tenderers will be notified in writing. It will advise them of the reasons for the award of the contract.

*Also see Minute No. 294/06 – Ownership of Intellectual Property – the following clause is to be incorporated into all Agreements and/or the Terms of Engagement of Consultants:*

*"The Consultant, ....., agrees with the Northern Midlands Council to grant to the Council an irrevocable licence to use and to reproduce any reports, recommendations or associated material (including photographs, charts and electronic data) for purposes related to the engagement of the consultant without the payment of any fee. The Council acknowledges that when it does reproduce any of the material produced by the consultant it will, in so doing, recognise the consultant as the copyright owner."*

## 9. NOTIFICATION OF UNSUCCESSFUL TENDERERS

Once the successful tenderer has been notified the Council will promptly advise the unsuccessful bidders in writing of:

- 1) The tender outcome; and
- 2) The successful contractor.

Details of the tenders awarded will be displayed on the Council's public notice board and on Council's website for 14 days. All unsuccessful tenderers will be offered the opportunity of attending a debriefing session, and document the proceedings of the debriefing sessions.

## APPENDIX B

### MULTIPLE USE REGISTERS

From time to time the Council may utilise a multiple-use register process to establish a register of suppliers that Council has determined satisfy the conditions for participation in that register, and that Council intends to use more than once.

If it is determined that a such register will be established, the General Manager will invite expressions of interest from prospective applicants for inclusion on a register by publishing at least once in the Examiner Newspaper and on its website a notice specifying:

- a) a description of the goods and services, or categories thereof, for which the register may be used;
- b) the name and address of the council and other information necessary to contract the entity and obtain all relevant documents relating to the register; and
- c) any deadlines for submission of application for inclusion on the register.

The General Manager will advise all prospective tenderers of the results of their application including all categories for which they are registered and the reasons for rejection of inclusion on the register as soon as practicable.

When Council wishes to use the register, the General Manager will invite all successful applicants that are registered for the relevant category to tender for the provision of the required good or service, and the tender process as outlined in this policy will be utilised.

Council will review any established register at least once every 2 years.

## APPENDIX C

### REPORTING PROCEDURES

Council will publish in its Annual Report in relation to all contracts for the supply or provision of goods and services valued at or above \$100,000 (excluding GST), awarded or entered in the financial year, including extensions granted:

- a) a description of the contract;
- b) the period of the contract;
- c) the periods of any options for extending the contract;
- d) the value of any tender awarded or, if a tender was not required, the value of the contract ex. GST;
- e) the business name of the successful contractor; and
- f) the business address of the successful contractor.

Where an exemption has been granted from a tender process the following details will be reported in Council's Annual Report:

- a) a brief description of the reason for not inviting public tenders;
- b) a description of the goods or services acquired;
- c) the value of the goods or services acquired; and
- d) the name of the supplier.

The General Manager will provide Council with a quarterly report of any instance where a purchase of a good or service is made where a public tender or quotation process is not used where an exemption applies from the tender process.



Technical Datasheet

# Kempower Satellite

Version 2

**The Kempower Satellite DC charging system is the optimal solution for public charging and other sites that need multiple fast charging outputs.**

The Satellites are connected to the Power Unit or Station Charger. One Power Unit can simultaneously provide energy for up to 8 DC charging outputs with 800 VDC systems and up to 6 outputs with Adaptive Voltage systems covering both 400 and 800 VDC charging.

The maximum available charging power of the system is 600 kW, depending on the Power Unit version. Each output can deliver 400 kW to the charging Satellite.

The Satellite is available with an integrated energy meter, showing the amount of energy the charger has provided after the start of the charging session.

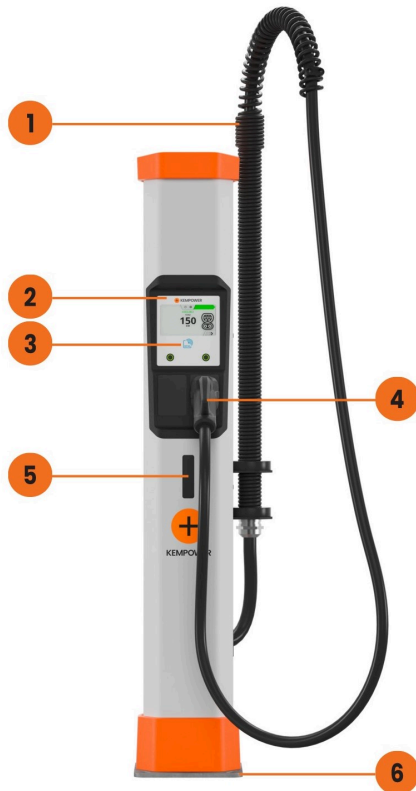


Maximum charging power

Up to **400 kW**

Number of Satellites in the system

**1–8**



- 1 Charging cable support system
- 2 7" touch screen display
- 3 RFID reader
- 4 Vehicle connector
- 5 Energy meter window
- 6 Mounting flange



**Advanced cable support system for premium user experience**



**Easy-to-use, intuitive user menu on a 7" touch screen display**



**On-screen QR code for following the charging status on your mobile phone**



**Kempower advanced charging Satellite system with up to 8 simultaneous charging outputs**



**Cabling distance between the Power Unit and Satellites up to 80 meters**



**Advanced charging control and customization with Kempower ChargeEye**



## Product code interpretation

### ST•C•5•C•S•M•C0

Kempower Satellite Version 2 • 1 x CCS2 connector • 5 m charging cable • 200 A cable current • standard user interface • DC energy meter • unbranded

Item	Code	Description
Product type	ST	Kempower Satellite Version 2
Vehicle connector type	C	CCS2
	CC	2 x CCS2
	CD	CCS2 & CHAdeMO
	X	CCS2/CHAdeMO Allows up to 16 outputs per Power Unit, max. 8 outputs charging simultaneously
Charging cable length	5	5 m
	7	7 m
Nominal charging cable current	B	125 A (CHAdeMO)
	C	200 A (CCS2)
	D	250 A (CCS2)
	E	300 A/500 A <sup>[1]</sup> (CCS2)
User interface and payment	S	Standard user interface
	O	Payter Apollo: Contactless payment with online PIN entry and verification
	P	Payter P66: Only contactless payments, no strong customer authentication (SCA) possibility
	W	Worldline Valina: Contactless payment with online PIN entry and verification, chip and magnetic stripe reader
Meter	M	Certified DC energy meter
Equipment stop	E	Equipment stop button
Branding options	C0	Unbranded: roof and base in black color, no stickers
	Cn	Branded: number (n) indicates branding, e.g. C8

<sup>[1]</sup> 500 A (max. 10 min) in +25 °C with a single charging output (only single cable satellite). Requires at least 3 output terminals connected together at the Power Unit, and a specific hardware configuration.  
375 A (continuous) in +25 °C with double charging outputs or vehicle connector type X. Requires at least 2 output terminals connected together at the Power Unit, and a specific hardware configuration.

## General electrical specifications

DC charging connector options	CCS2 IEC 62196-3, CHAdeMO
Voltage	Max. 1000 VDC
Standby power	25 W



## Environmental specifications

Operating temperature	-30...+50 °C
Derating	Charging cable pin temperature limits charging current. For other limiting variables, see the applicable Power Unit datasheet.
Storage temperature	-40...+60 °C
Ambient air humidity	< 95% relative humidity
Enclosure rating	IP54, IK10 (IK09 for the payment terminal)

## Connections and protocols (via Power Unit or Station Charger)

WiFi	802.11 b/g/n (2.4/5 GHz)
Cellular/GPS	LTE-FDD, LTE-TDD, WCDMA, GSM
Ethernet	RJ45, IEEE 802.3/802.3u
OCPP	1.6j/2.0.1
Connectivity	Kempower ChargeEye solution
CCS2	DIN 70121:2012, ISO 15118:2013, ISO 15118:2010
CHAdeMO	0.9/1.0
Authentication methods	RFID: ISO 14443A, ISO 15693, ISO 14443B (STM SRI512) Customer backend via OCPP Payment terminal AutoCharge ISO 15118-2 Plug & Charge

## Electrical connections (between Satellite and Power Unit)

DC power cable per vehicle connector (terminals 2 x 150 mm² per pole)
Control cable 24 VDC
Control bus cable

## Electrical protections

Vehicle connector pin temperature monitoring
--



kempower.com

## Product codes

Product code	Charging outputs	Vehicle connector	Simul. charging with 2 outputs	Max. charging current	Charging power at 400 VDC	Charging power at 800 VDC	Weight
<b>Product codes with 5 m charging cables</b>							
ST•C•5C•S	1	CCS2	N/A	200 A	80 kW	160 kW	76 kg
ST•C•5D•S	1	CCS2	N/A	250 A	100 kW	200 kW	104 kg
ST•C•5E•S	1	CCS2	N/A	300 A/ 500 A <sup>[1]</sup>	120 kW/ 200 kW	240 kW/ 400 kW	109 kg
ST•CC•5C•S	2	2 x CCS2	Yes	2 x 200 A	2 x 80 kW	2 x 160 kW	109 kg
ST•CC•5D•S	2	2 x CCS2	Yes	2 x 250 A	2 x 100 kW	2 x 200 kW	164 kg
ST•CD•5CB•S	2	CCS2 & CHAdeMO	Yes	200 A & 125 A	80 kW & 50 kW	160 kW & 100 kW	106 kg
ST•CD•5DB•S	2	CCS2 & CHAdeMO	Yes	250 A & 125 A	100 kW & 50 kW	200 kW & 100 kW	134 kg
ST•CD•5EB•S	2	CCS2 & CHAdeMO	Yes	300 A/ 375 A <sup>[1]</sup> & 125 A	120 kW/ 150 kW & 50 kW	240 kW/ 300 kW & 100 kW	139 kg
ST•X•5EB•S	2	CCS2/ CHAdeMO	No	300 A/ 375 A <sup>[1]</sup> & 125 A	120 kW/ 150 kW & 50 kW	240 kW/ 300 kW & 100 kW	139 kg

[1] 500 A (max. 10 min) in +25 °C with a single charging output (only single cable satellite). Requires at least 3 output terminals connected together at the Power Unit, and a specific hardware configuration.  
375 A (continuous) in +25 °C with double charging outputs or vehicle connector type X. Requires at least 2 output terminals connected together at the Power Unit, and a specific hardware configuration.

**Note:** Versions with 7 m charging cables: Change 5 to 7 in the product code, e.g. from STC5CS to STC7CS. Add 2 kg to the weight.

**Note:** Versions with a payment terminal: Change S to O or P or W in the product code, e.g. STC5CS to STC5CO or STC5CP or STC5CW.

**Note:** Versions with DC energy meters: Add M in the product code, e.g. STC5CSM.

## Compliance to standards

IEC 61851-1  
IEC 61851-23  
IEC 61851-21-2

## Options

Payment terminal	<p>Payter Apollo: Contactless payment with online PIN entry and verification</p> <p>Payter P66: Only contactless payments, no strong customer authentication (SCA) possibility</p> <p>Worldline Valina: Contactless payment with online PIN entry and verification, chip and magnetic stripe reader</p>
Equipment stop button	
Customized branding	<p>Branding options, such as custom colors and stickers</p> <p>Contact Kempower for availability, pricing, and minimum order quantity</p>





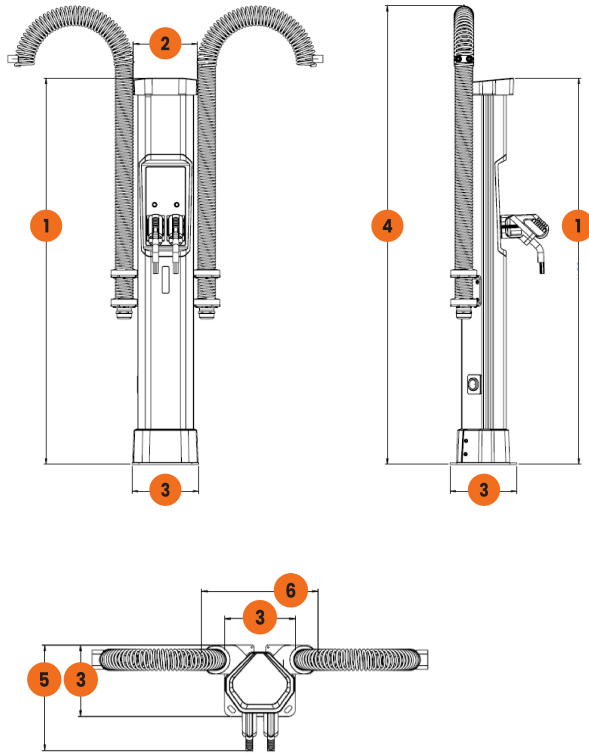
kempower.com

## Mechanical dimensions

Size (W x H x D)

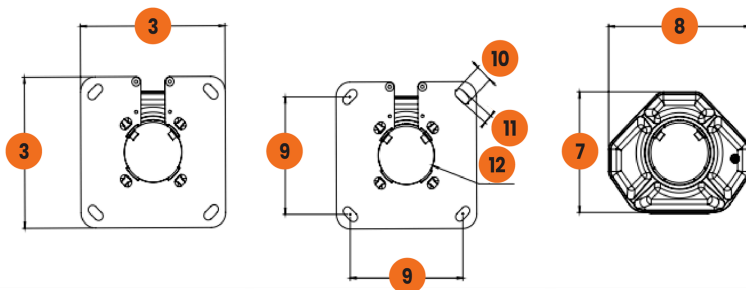
300 x 1738 x 300 mm

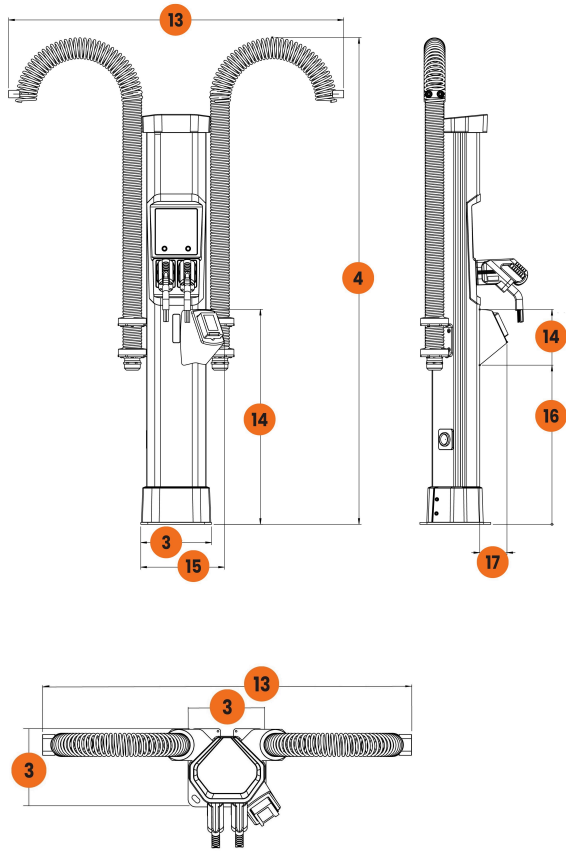
### Satellite with two DC charging outputs



Footprint of standard  
installation flange

Footprint with  
mounting tube



**Satellite with two DC charging outputs and payment terminal**

1	1738 mm	6	493 mm	11	18 mm	16	675 mm
2	289 mm	7	239 mm	12	120 mm	17	115 mm
3	300 mm	8	294 mm	13	1420 mm		
4	2100...2400 mm	9	240 mm	14	911 mm		
5	444 mm	10	36 mm	15	354 mm		

3 Commonwealth Lane,  
Campbell Town, TAS 7210

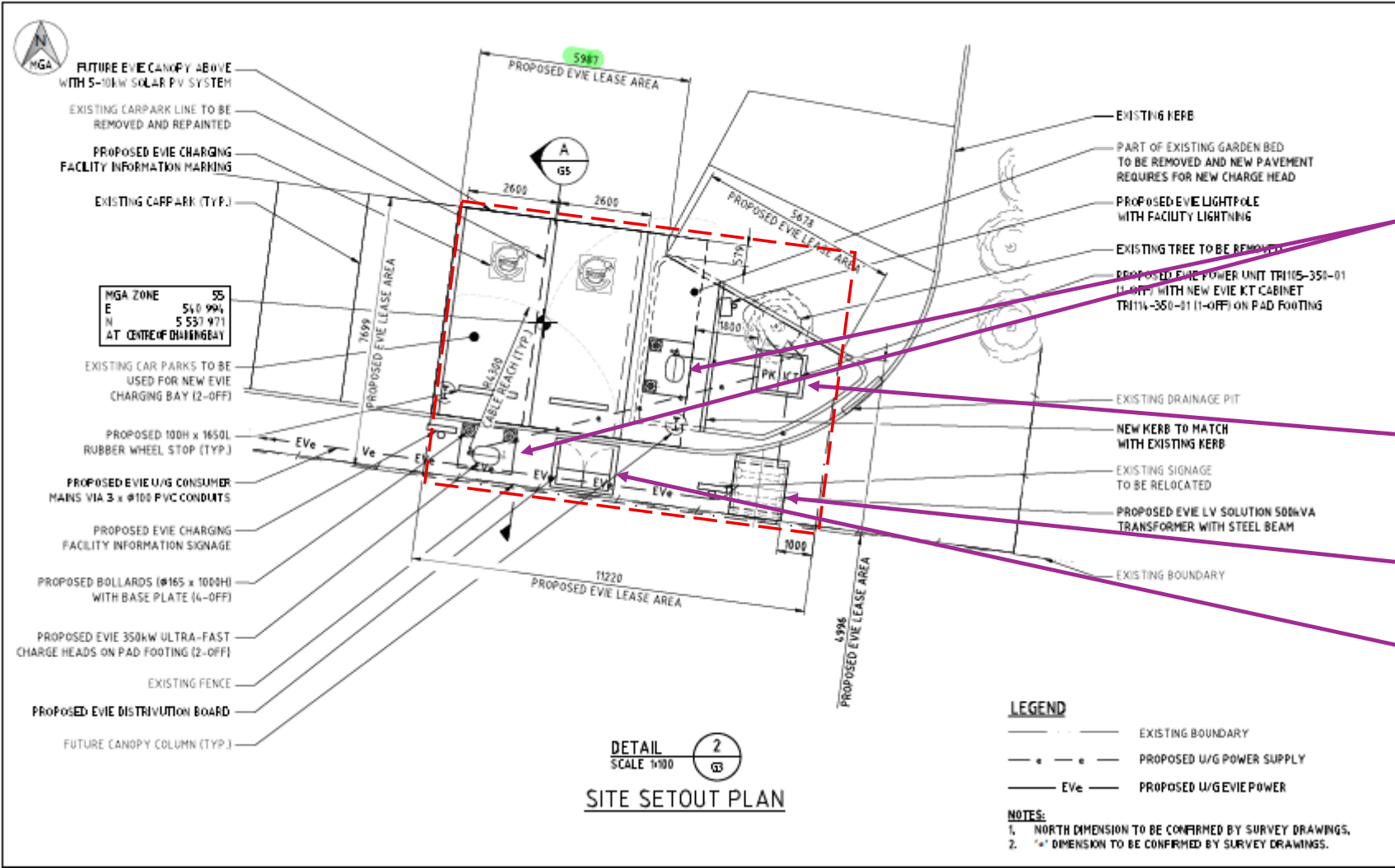
Equipment Refresh in Leased Area

- Remove 2 x Tritium chargers
- Install 6 x single arm Kempower satellite chargers fronting each bay.
- Existing charger footing to be extended from 2 to 6 bays with each satellite placed in the middle of the bays.
- Remove the ICT / Rectifier Unit
- Install 1 x Kempower 503 Power Unit cabinet (in place of the Tritium Rectifier Unit). The Power Unit will be installed on the existing footing - no footing modifications are required.
- Remove the existing 1 x Evie LV transformer (TMC) and replace with new Switch board.
- Replace existing distribution board with Kempower satellite charger

Note: New Cable runs and conduits will be run to support the upgrade, cable path to be agreed with the council.



Existing Leased Area



3 Commonwealth Lane,  
Campbell Town, TAS 7210

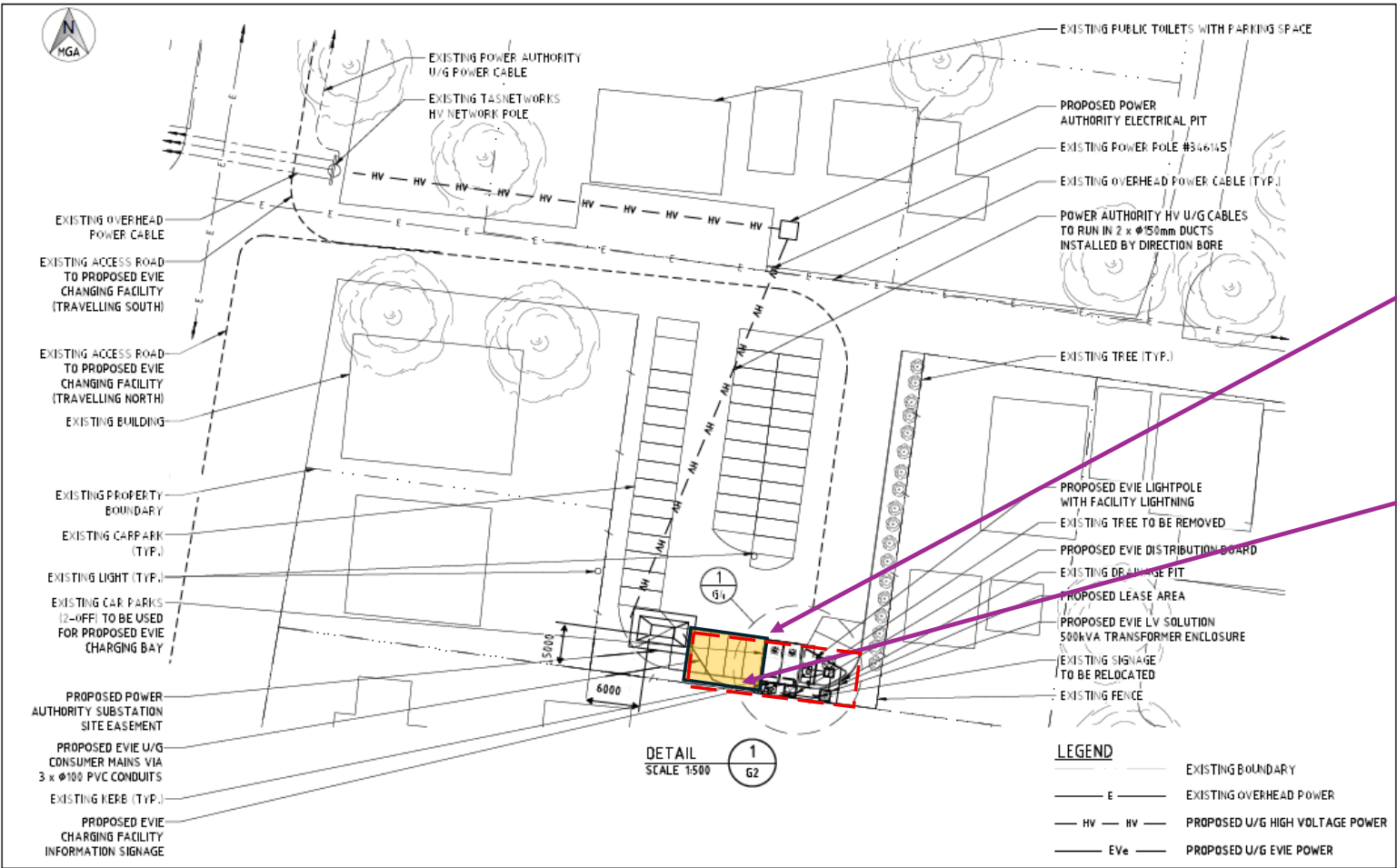
Leased Area proposed  
Expansion

- Expand Leased Area to include 4 x additional bays + the garden bed directly fronting these bays to house chargers.
- Remove trees from garden bed to house satellite chargers.
- Move the trees that are pulled out to vacant garden bed on eastern fence line.
- Install 4 x additional Kempower Satellites.
- Line mark additional charging bays to meet the branding of the existing charging bays.
- Adjust signage to capture the additional charging bays.

Note: A design montage (true life depiction) will be provided to the council upon agreement of additional space.



Proposed  
Expanded Leased  
Area



# Kempower Charging Units

- Single Arm Units – like the one on the right in this image will be used at this site to make use of existing in-ground infrastructure.

**The Kempower Satellite DC charging system is the optimal solution for public charging and other sites that need multiple fast charging outputs.**

The Satellites are connected to the Power Unit or Station Charger. One Power Unit can simultaneously provide energy for up to 8 DC charging outputs with 800 VDC systems and up to 6 outputs with Adaptive Voltage systems covering both 400 and 800 VDC charging.

The maximum available charging power of the system is 600 kW, depending on the Power Unit version. Each output can deliver 400 kW to the charging Satellite.

