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Meeting minutes

Committee meeting

Date:	16/04/2026
Time:	19:00
Place:	Cressy Fire Brigade
Chair:	Maurita Taylor
Minute Taker:	Sarah Greig

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

Item

Description

1.1	Declaration of Interests		
	<i>Who / Conflict of Interest Disclosed / Note</i>		
1.2	Acceptance of minutes of previous meeting		
	Minutes of previous meeting read		
	<i>Proposed resolution: That the minutes of the Committee meeting held on 29/01/26 be accepted with the above changes.</i>		
	Moved: Maurita Taylor	Seconded: Brenda Jones	
Decision: Passed/Not passed			
2	Review of Actions from Previous Meeting		
	Action / Resolution	Who	Status
	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
Aqua Fit sessions at the pool		To discuss further	

	Haylee and Jade both certified to take these classes		

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

4	Treasurer's report		
	Cressy War Memorial Swimming Pool – Financial Report (2025–2026 Season)		
	<ul style="list-style-type: none"> • Opening Balance (Start of Season): \$11,770.45 • Closing Balance (End of March 2026): \$14,749.09 • Total Profit (Season to Date): <ul style="list-style-type: none"> ▶ \$2,978.64 		
	<hr/>		
	Outstanding Expenses		
	<ul style="list-style-type: none"> • IGA Cressy: \$342.49 • Australia Post (PO Box Renewal): \$170.00 • ANZAC Day Wreath: <i>Cost TBC</i> • Total Known Outstanding Expenses: \$512.49 (+ wreath cost) 		
<hr/>			
Adjusted Position (After Known Expenses)			
<ul style="list-style-type: none"> • Estimated Balance After Expenses: <ul style="list-style-type: none"> ▶ \$14,236.60 (excluding ANZAC wreath) 			
<hr/>			
Additional Notes			

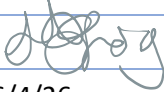
	<ul style="list-style-type: none"> • Last deposit received: \$307.20 (made today) • ANZAC Day wreath cost to be confirmed and will slightly reduce final surplus • NMC works department to pay \$400 for leftover drink and chocolate bars
	<i>Proposed resolution: That the treasurer's report be accepted, and outstanding bills paid</i>
	Moved: Sarah Greig
	Seconded: Maurita Taylor
	Decision: Passed/Not passed

5	General Business	
	Business	Action/Status
	5.1 Items for Decision	
	Discussion surrounding end of pool season lead by Kristy Nutting. Kristy has spoken to Nathan regarding patronage, hours etc. He is proposing to suggest to council about free entry next year. Discussion surrounding opening hours and what this might look like into the future. Discussion surrounding next season in general Discussion surrounding cashier option	
	5.2 Items for Discussion	
	5.3 Items for Noting / Information	
	5.4 Late or Urgent Business	

6	Upcoming Events	
	Upcoming events: Kiosk Requested	

7	Next meeting	
	Time:	7:00pm

	Date:	16/4/26
	Place:	Cressy Fire Station

8	Meeting close 20:00
Minute taker:	Sarah Greig
Signed:	
Date:	16/4/26

Minutes of Devon Hills Neighbourhood Watch and Residents Committee

26th April 2026

Present: Phill Canning, Cheryl Martin, Alira Davis, Margaret Webster, Lance Turner, Jason Horton, Cr Paul Terret, Deputy Mayor Janet Lambert, Lisa Buckby, Jamie Buckby.

Apologies:

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: C Martin

Seconded: J Horton

All in Favour: Unanimously Carried

Business Arising From Previous Meeting

1) Garage Sale Day October 31st-

L Buckby asked if there were people in the community that could be accessed to make it more a community event and offer something different than what has been offered.

M Webster – There's not a lot of help with event, most of it falls on Phill & Cheryl, when it's not well supported is a lot of work for nothing.

J Lambert – Do we need to do a non refundable deposit to secure spots?

After discussion it was decided to take 12months off the Garage Sale Day and focus on Christmas event as the main community event.

- 2) Phill & Cheryl spoke with NMC Kristy Nutting on 20th April. Phill has an updated copy of the Agreement which he has shared with J Horton. Together they will work through the agreement to draft what does and doesn't suit our Community Shed before meeting with NMC Kristy again. Eg; need to have our own insurance. We are not financial to do this. A lot of maintenance that does not apply to the shed still in agreement.
- 3) Bus Stop – Bus Company will not come into Devon Hills. Bus Shelter on Haggerston Rd refused. Reason was stated as Safety.
- 4) Bike/ Walk Way Condition – Trees, branches have been cleaned up. Path has been repaired although areas repaired are already coming apart. One larger section has not been repaired. Unsure if “contractors” are coming back? Will continue to monitor state of track.

Questions were raised over who owns the pathway is it State Growth or NMC.

Need to seek clarification for this.

- 5) Stop Sign Motion – No response from NMC.
Re post Feb meetings motion and request response from NMC.

Motion – Give way sign at the exit of Devon Hills Road/ Haggerston Road intersection be changed to a stop sign.

Green paint - bike/walkway be repainted as an urgent safety measure.

Response from NMC requested.

Motioned: P Canning

Seconded: J Horton

Carried Unanimously

- 6) Fire Plan – No further update/action from NMC or Fire Department.
J Horton – Do we escalate to Minister for Fire, Felix Ellis?
With no plan for excessive years (8+ years) as a community we want to pro active not reactive and the fire at Breadalbane last week only highlighted the risk/danger we are facing.
Agreed the Committee to write a letter to Felix Ellis, send copy to NMC, and again asking for update.

Treasurers Report Tabled by Cheryl Martin

Opening Balance: \$2,477.16

IN

Nil

OUT

Nil

Closing Balance \$2,477.16

Moved: C Martin

Seconded: A Davis

All in Favour: Carried Unanimously

General Business

- 1) Crime Report by Phill Canning
5th February 2026 – 2nd April 2026

1 Report – Overnight on 9/03/2026 sheds at a property in Devon Hills were broken into and some items stolen.

- 2) Cancer Council Biggest Morning Tea – Date set for Saturday 23rd May 2026, 10am start, Bring a plate to share.
L Buckby to ask Cancer Council for representative to attend & approach Bob from Bobs Bulbs for donations for raffle prizes.
P Canning to organise flyers.
A Davis to register “Devon Hills Neighbourhood Watch & Residents Committee” for event.

- 3) Community Library – Cr P Terret approached Longford Men’s shed & they are able to make, donate a “Community Library” structure.
Placement to be communicated with NMC for mounting in place at Community Shed.
Agreed it needs to be within camera view.

- 4) 2026 Meeting Dates:
Sunday 8th February, Sunday 12th April, Sunday 14th June, Sunday 9th August **AGM**, Sunday 11th October, Sunday 13th December.
Meetings to start at 3.30pm.

- 5) P Canning shared that he has been informed by NMC that Office Bearers can only sit in positions for 4years.

Next Meeting: Sunday 14th June 2026 3.30pm

Meeting Closed: 4.29pm

Minutes of Devon Hills Neighbourhood Watch and Residents Committee

8th February 2026

Present: Phill Canning, Cheryl Martin, Alira Davis, Margaret Webster, Lance Turner, Jason Horton, Cr Paul Terret, Cr Janet Lambert.

Apologies: NMC Representative Kristy Nutting

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: J Horton

Seconded: C Martin

All in Favour: Unanimously Carried

Business Arising From Previous Meeting

- 1) Special Committee Discussion with NMC Representative Kristy Nutting. Kristy was an apology to the meeting. Sent through email as attached.

Discussion: Timeframe to complete agreement will depend on NMC workshop agenda and workload.

All agreed a meeting with Kristy to discuss what agreement would look like and cover the basic of the agreement.

All agreed as a committee we feel we are on the right path to reach an agreement that will work for all parties involved.

It has been raised with NMC previously by local Councillors for Devon Hills to have a District Committee but this received push back from NMC.

- 2) Phill has response letter from NMC Acting General Manager Maree Bricknell to letter sent in on 8th September 2025.
- 3) Bus Stop – No update. Jason Horton to follow-up with Kristy Nutting for an update.
- 4) Bushfire Plan – Kristy Nutting advised there was no update on this matter. (Email 4th Feb 2026)

Cr Paul Terret advised “Bushfire Community Protection Plan – Devon Hills- The Committee were advised that the Senior Bushfire Management Planning Officer, Bernard Plumpton, has advised that it is likely that Bushfire Management Planning will prepare a Community Protection Plan for this area next year. They will evaluate this with other potential communities for possible inclusion in next year’s program.”

Treasurers Report Tabled by Cheryl Martin

Opening Balance: \$2,500.76

IN

Christmas BBQ \$90.00

OUT

Expense for BBQ Coles Onion & Bread \$20.40

Swift Meats – sausages \$93.10

Closing Balance \$2,477.16

Moved: C Martin

Seconded: J Horton

All in Favour: Carried Unanimously

General Business

- 1) Crime Report by Phill Canning
2nd December 2025 – 5th February 2026

Nil Reports

- 2) J Horton – Do we go back to one Garage Sale Day per year and make it an event with a theme.

After discussion Saturday October 31st with Halloween theme was decided. Will place on agenda for further discussion at April meeting.

- 3) NMC Budget – Time to put forward request to be considered for NMC Budget.

Cr Paul Terret has been approached for play equipment to suit older age group & exercise equipment.

Play equipment for older children was agreed upon.

The basketball court is still on the agenda and been relouked at by NMC.

- 4) Bike/Walkway – Residents have raised the terrible state of the track, trees down, branches on track, ash felt break apart.

Most of the Bike/Walkway affected belongs to State Growth.

However Cr Paul Terret advised he has put in a request to NMC to have area attended to.

- 5) Stop Sign at the exit of Devon Hills Rd – 12months ago we put in a request for this and were knocked back by NMC.

Motion – Give way sign at the exit of Devon Hills Road/ Haggerston Road intersection be changed to a stop sign.

Green paint - bike/walkway be repainted as an urgent safety measure.

Motioned: P Canning

Seconded: J Horton

Carried Unanimously

6) 2026 Meeting Dates:

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

Next Meeting: Sunday 12th April 2026 3.30pm

Meeting Closed: 4.40pm

MINUTES FOR EVANDALE COMMUNITY AND INFORMATION CENTRE COMMITTEE MEETING

Date: Tuesday 14 April

Opened: 1.05 pm at Evandale Community Centre

Attendance and Apologies:

Apologies from: Kath Wenn & Barry Lawson

Attended: Brett Goldsworthy – Chair, Gillian Atherton, Judy Heazlewood, Mariella Vallesi, Paul Terrett, Jackie Divall, Maria Lawson, Heidi Kent

Acknowledgement of Country: Given by Brett Goldsworthy

Declarations of Interest: None declared

Confirmation of Previous Minutes: Minutes of previous meeting accepted.

Motion by Jackie Divall ; seconded by Judy Heazlewood; unanimous

Business Arising from the Previous Minutes:

- Back door security – complete NFA
- Computer grant – completed NFA
- Volunteer registration for WWVP for all our volunteers - ongoing
- Stamp for passports – completed NFA
- Printing, copying scaled pricing for large numbers – Heidi presented proposal.
Motion to accept and implement proposal by Jackie Divall; Seconded by Maria Lawson:
Unanimous
- Scone time – Motion to start small scale at centre as opposed to hall and home bake scones rather than spend money on cooking equipment for hall kitchen and to run trial for volunteers morning tea on May - Gillian and Maria volunteered to cook scones if Leslie Soper cannot. Motion proposed by Maria Lawson; Seconded by Judy Heazlewood:
Unanimous
- Councillor budget bus tour: completed NFA
- Volunteer grant – declined NFA
- Social cohesion grant – declined NFA
- EMR assessment of centre - ongoing
- Maintenance – ongoing – Maria raised concern about a power point in the Bonnet Room.

Correspondence In/Out:

Reports:

Centre Report: Given by Heidi:

- Heidi will be away for June meeting. Motion to skip June meeting proposed by Jackie Divall; seconded by Maria Lawson; unanimous
- While Heidi is away, Brett and Barry will be points of contact if volunteers need anything: Motion by Jackie Divall and Judy Heazlewood; unanimous
- Motion to divert phone to Brett while Heidi is away. Motioned by Jackie Divall; seconded by Judy Heazlewood; unanimous

- Banking: Motion for Brett to do banking on Fridays while Heidi is away: Motioned by Jackie Divall; seconded by Judy Heazlewood; unanimous.
- Heating: Motion to purchase 3 oil heaters for museum rooms by Jackie Divall; seconded by Maria Lawson; unanimous.

Financial Report: Given by Heidi;

- motion to accept report and approve payment of outstanding bills of \$1286.28 by Jackie Divall; seconded by Mariella Vallesi; unanimous.

Council Report; none given

Hall Report: Given by Brett -

\$650 of income and bookings for Cats Club, Tamils and Gamers

Historical Society Report: none given

General Business:

- Anzac Day opening hours
 - Motion to be closed in the morning and open at 12 noon and for Heidi to lay wreath at 11am service by Jackie Divall; seconded by Mariella Vallesi; unanimous
- Long term deposit account
- Separate account for Memorial Hall Bonds
 - Motion to approve \$15,000 to be placed on long term deposit (Heidi to find best option) and move Hall bonds into a separate new account by Jackie Divall; seconded by Mariella Vallesi; unanimous.
- 18-24 May Volunteers week
 - Motion to approve scone time morning tea at \$5 per head on Wednesday 20th May at 10.30 am by Judy Heazlewood; seconded by Jackie Divall

Upcoming Events and Opportunities:

(e.g. community, funding or training) – none

Other Business:

Curtains in large meeting room are a health hazard because of mould. Motion by Judy Heazlewood Heidi to buy new curtains for all curtained windows in cream blackout; seconded by Maria Lawson; unanimous

Date of Next Meeting: Tuesday 12 May 2026

Time Meeting Closed: 2.10pm



LIFFEY HALL SPECIAL COMMITTEE

MINUTES OF GENERAL MEETING 14TH APRIL 2026

Present

Gabrielle Stannus, David Hanslow, Sally, Staubmann, Denis Lisson, Ludovic Vilbert, Susan Hanslow, Richard Chin, Jilli Spencer.

Observer: Herbert Staubmann

Visitor: Kristy Nutting, Northern Midlands Council

Apologies

Rodney O'Keefe

Acknowledgement of country

In keeping with the spirit of reconciliation, the Liffey Hall Management Committee acknowledges the First Peoples – the traditional owners of the Big River land where we live and work. We recognise their continuing connection to land, water, sky and community. We pay respects to Elders – past, present and emerging – and acknowledge the important roles Tasmanian Aboriginals continue to play as part of our community

Minutes of the last meeting

The minutes had been circulated to members and were accepted as being a faithful record.

M Sally, S Susan.

Correspondence

The secretary summarized details of the correspondence received, as listed in the agenda. The correspondence was received and noted.

Council reports and presentation

Kristy was welcomed by the chair and presented details pertaining to the following council matters:

- 1. Committee Finances**

Council has identified a number of issues with committee finances that need to be addressed. These include payments made without receipts, reimbursements to committee members (or to individuals) without supporting paperwork, missing bank statements and cheque books, and gaps in records from previous years due to a fire and the loss of paperwork. In addition, no petty cash or float money has been provided for auditing purposes. Going forward, it is important that all financial records are kept correctly and consistently. Council is audited twice a year, and committees form part of this audit process. As the funds held by the committee are public money, they must be managed in a transparent and accountable way.

That said, Council acknowledges that the committee's bank balance has grown, and based on the most recent bank statement provided, the balance sits at just over \$16,000. Council is very willing to support the committee to strengthen its financial processes, but this requires ongoing engagement and communication from both sides.

The current audit is close to being finalised. Once a small number of outstanding queries are clarified, the audit will be completed and returned to the committee.

Council also requires clarification around camping fees. Council's understanding was that camping at Liffey operated on a donation basis, which aligns with the amounts received through the donation box. However, some direct deposits have been recorded as camping fees. If these amounts are fees rather than donations, GST is payable. Liffey is not a designated Council camping area, although camping for one or two nights is understood to be permissible under the Tasmanian Trail arrangements.

If these payments are intended as donations, this needs to be clearly stated on bank transfers. If they are camping fees, Council will need to formally consider adding them to Council's fees and charges and ensure GST is appropriately managed.

2. **Governance**

The governance review has now been completed, and Council sincerely thanks the committee for its engagement throughout the process. Several documents have been drafted based directly on committee feedback. These documents set out clear, plain English guidelines and processes to support the committee moving forward.

In response to a query raised by Gabby, the role of Vice Chair is not specifically listed in the guidelines. This is because the role of chairing a meeting can be filled by another member when required, and while the Vice Chair is an important support role, it does not require the same level of formal guidance as the Chairperson, Secretary or Treasurer.

Committee members may be elected at any point during the year, including at the Annual General Meeting.

3. Insurance and Events

As a committee of Council, public liability insurance covers registered volunteers, committee members and committee-run events. Fiona can provide further assistance with event planning and insurance-related questions. Council is keen to work collaboratively with event organisers and supports opportunities for greater use of the facility.

Financial matters

1. ELECTION OF TREASURER

The Chair made the following comments to preface the election:

Before we move to this motion, I would like to acknowledge and thank Rodney O'Keefe for the time and effort he has given in serving as Treasurer. We recognise that he has continued to contribute during a difficult period, including recent ill health, and we appreciate his willingness to support the committee in other ways. Rodney is not present tonight as he is holidaying in Italy. Lucky him! Following discussion and agreement with Rodney, my fellow office-bearers and the council, it was considered appropriate to elect a new Treasurer at this ordinary meeting to meet the ongoing needs of the role. I would also like to note with appreciation that Rodney has agreed to continue supporting the hall through coordination of our market.

MOTION: That nominations be called for the Treasurer's position. Sally Staubmann was nominated by David and seconded by Denis. There were no further nominations. Sally was duly elected as the new Treasurer.

2. FINANCIAL REPORTING

The new Treasurer will be expected to provide a written report of our current financial status at every meeting, which will be viewed and voted upon.

Our new Treasurer Sally wishes to state that 'no refunds will be made without receipts'.

3. CHANGE OF SIGNATORIES FOR BANK ACCOUNT

Proposed that:

- (i) For the Commonwealth Bank in the name of Liffey Hall Committee, BSB 067 600, Account number 009 12 072, the previous signatories Quenton Higgs and Rodney O'Keefe be replaced by new signatories specifically: Gabrielle Stannus, Chair and Denis Lisson, Secretary, together with the new Treasurer Sally Staubmann. Moved Gabrielle Stannus, Seconded Jilli Spencer.

Action: The Chair, Secretary and Treasurer to make the necessary changes with the bank.

- (ii) The issue of debit cards was not considered necessary due to the ready availability of on-line banking.

4. NEW BANK ACCOUNT

Discussion was held regarding the necessity of a new bank account enabling us to bank online. The Commonwealth Bank do not have the option of 2 signatories

logging in separately to process payments. Sally presented two options, Bendigo Bank and Westpac. Richard stated that the Bank of Us is a customer owned Tasmanian bank. Sally will investigate further and report to the next meeting proposing a motion to open a new account with the selected bank.

5. HALL HIRE UPDATE

No report

6. STATUS OF VOLUNTARY CAMPING FEES

Sally advised that donations do not attract GST.

General business

1. STORAGE FACILITY LOCATION

(i) SITING: Council requested that the site for the new storage facility be decided upon as a matter of urgency, and as a consequence a vote was taken. Motion: That the site adjacent to the south of the toilet block, close to the schoolhouse was most suitable. Moved David, Seconded Ludovic.

(ii) SKILLION SHED for Tassie Trail: This item was deferred for future discussion.

2. POTABLE WATER

- a. Council acknowledges the Committee's ongoing efforts to identify practical options to improve the sustainability and management of the Hall's water supply. This is considered a shared responsibility between Council and the Committee, and Council is open to collaboratively working through potential solutions. In this context, Council would welcome the Committee obtaining indicative pricing for the cleaning and flushing of the existing tank, as well as the cost of purchasing potable water to initially fill the tank to ensure continuity of supply.
- b. In relation to the water supply at the Hall, and as discussed in previous correspondence, water from the tank may be used for making tea, noting that boiling renders the water safe for consumption. However, Council's Environmental Health Officer has advised that where water is being provided to a community group for both drinking and handwashing purposes, the safest and most appropriate approach is the installation of a suitable filtration system.
- c. It is also important to note that the existing toilet water supply arrangement cannot continue indefinitely. While it is noted that the water is supplied from the Liffey River, the current pipework runs through a third-party property and is not a direct connection from the river. For this reason, any future water supply for the Hall, including the toilets, will need to be sourced from the tank. If required, the option of installing an additional tank could be considered in the future.
- d. Should the tank system not be capable of reliably meeting demand over the summer months, particularly during extended dry periods, there may be a need for the committee to bear some of the cost by using moneys received from camping donations to purchase extra water.

3. SEPTIC TANK MONITORING
No issues were reported.
4. SCHOOLHOUSE SECURITY AND KEYS
 - (i) There were no further reports on the breach of security with respect to the schoolhouse.
 - (ii) The secretary reported that an up-to-date key register would be prepared, now that the new treasurer had been elected. Action: Denis to follow up with Rodney in order to acquire his key for re allocation.
5. VOLUNTEER REGISTRATION AND INDUCTION
 - (i) Kristy reported that volunteer registration acknowledgement and induction should be deferred until the end of May.
 - (ii) Gabrielle suggested that our current list of volunteers be re-affirmed by Council in order to proceed effectively with future induction requirements at the appropriate time. Action: Gabrielle to email existing volunteers to determine whether they want to remain listed as volunteers once NMC has confirmed the induction process.
6. LAWN MOWING, STORAGE OF MOWER, MAINTENANCE, AND PAYMENT OF VOLUNTEER
 - (i) With the imminent sale of Len Weiss's property and the absence of an on-site storage facility, Jilli conveyed that the mower has been temporarily moved to her place could be stored at her place, and that her grandson Zac Cherdron has started doing after registering as a volunteer with NMC.
 - (ii) The mower needs maintenance as well as a possible new battery, since it is several years since it was initially purchased. Jilli offered to get a quote and sought permission to do so. Moved David, Seconded Denis.
 - (iii) Ramps may be required in order to transport mower to mowing site: Jilli to advise.
 - (iv) Council to be requested to make the Liffey schoolhouse site a "No Spray Zone". Action: Gabrielle to follow up.
7. GOOGLE DRIVE
There was unanimous approval to proceed with this. Action: Gabrielle to set up a Gmail account for the hall committee as soon as possible.

Market days

1. RISK ASSESSMENT
This item will be carried over to the next meeting. Action: It was moved that Gabrielle work with Rodney and Fiona Dewer to finalizes the market risk assessment before the next market day in September. Moved Gabrielle, Seconded David.
2. SEPTEMBER MARKET
 - At this stage it was agreed that monthly market days would continue into 2027 with the first market after the winter break to be held on Saturday 12th September 2026. Moved Gabrielle, Seconded David.

- Gabrielle asked Kristy whether NMC Can bring its recycling trailer to the September market as part of a 'spring clean' theme. Action: Gabrielle to follow up with Kristy regarding council contact and booking procedures for this trailer.

Community events and activities

1. WINTER SOLSTICE JUNE 13TH

This event has been popular and it was agreed that we should run it again this year as an officially sanctioned LHMC event. Moved Gabrielle, Seconded Sally. Action: Gabrielle and Sally to organize booking, promotion and event coordination as in previous years.

2. FUTURE EVENTS AND GIGS

David reported that two successful gigs had been organized this year. The next gig is scheduled for Saturday May 2 featuring Pete Cornelius and the Devilles. After some debate it was recognized that the deposit of entry fees into a private account would automatically deem the event as *public* and not *community*, thereby requiring private insurance. In order to avoid this impost, it was agreed that special representation should be made to the NMC as a matter of urgency to register this gig as a community event.

Motion: That the Management Committee support this event on 2 May as a community event. Moved Jilli, Seconded Ludovic. Action: David to initiate action with NMC.

3. SUBCOMMITTEES

The Committee discussed the suggestion of establishing a sub-committee to coordinate community events and activities at the hall.

Support for the proposal

Denis supported the establishment of a sub-committee. He noted that the scope of social offerings could be broadened beyond music gigs to include a wider range of community activities, such as a winter solstice event, educational talks and film nights. He considered that this would better reflect the diverse interests of both members and the broader community.

Sally also considered the proposal worthy of discussion and identified potential benefits in allowing ideas and planning for future events to occur outside formal Committee meetings. She noted that this may also encourage involvement from community members who may be less inclined to attend formal meetings.

Richard indicated that he was willing to assist with practical tasks associated with events, such as set-up, packing up and cleaning, he did not wish to serve on a sub-committee.

Concerns raised

Richard also observed that, while the music nights had been successful, it had been difficult to cover costs in a small venue. He questioned whether engaging more expensive performers was necessary for the Liffey Hall audience.

Sally noted that the Committee and volunteer base are both small, and that many volunteers are already involved in the market. She also pointed committee would still need to report to the full Committee for approval of events and expenditure.

Governance considerations

Gabrielle noted that governance matters remain a priority for the committee, particularly in relation to financial reporting and the anticipated new MOU. Members acknowledged that these matters may require additional Committee attention in the near term.

Action: Members agreed that the matter should be discussed further at the next Committee meeting.

Other items

1. HISTORIC PHOTO DISPLAY

Denis has liaised with Dennis Chilcott who has generously agreed to prepare a large format framed photographic display to enhance the heritage interest in the old schoolhouse. There was general agreement to go ahead with this proposal, Moved Denis, Seconded Sally. See attachment for details.

2. NAME CHANGE

Subsequent to the meeting, Sally proposed a revision of current nomenclature in order to achieve consistency across the board. The recommendations for renaming are:

- (i) Liffey Hall Special Committee (For the new bank account)
- (ii) Liffey Hall Special Committee for the Old Liffey School Community Hall (This to replace the current naming in the recently issued Management Agreement), Liffey Hall Special Committee for the Old Liffey School, Community Hall.
- (iii) Old Liffey School – Community Hall (To be retained on the outside notice board on Liffey Road.

These changes were approved by the office bearers.

3. HALL HIRE UPDATE ON NMC WEBSITE

4. LIST OF OFFICE BEARERS

Denis has prepared a list of office bearers and their contact details for posting on the notice board.

5. CAMPING ON SITE

Concern was expressed by several committee members regarding unauthorized activities and practices, including rubbish disposal, and long-term camping, together with other practices deemed to be undesirable. Herbert Staubmann, an observer at this meeting made some practical suggestions to facilitate action on this issue. See attachment for Herbert's suggestions. The committee thanks Herbert for his

suggestions and will continue to monitor this situation and work with NMC to improve the situation.

Action: Kristy to authorise two NMC staff to approach the current 'permanent' campers and enforce the regulations available to council to improve the cleanliness of the grounds.

Meeting concluded at 9.30 pm

Next meeting Tuesday 9 June at 7.00 pm

Campbell Town District Forum

5th May 2026 Minutes

1. Welcome

2. Present: Elizabeth Porter, Jill Davis, Barry Pyke, David Gatenby OAM, Nicole Graham. Sally Hills (minutes)

3. In Attendance: Councillor Alison Andrews, Councillor Paul Terrett

4. Guests: Leanne Peters.- Harmony on High (9.40-10.15am)

5. Apologies: Danny Saunders, Ken Reid

6. Confirmation of Previous Minutes

Move: Jill Davis Second: Sally Hills Carried

7. Business Arising:

7.1 Significant trees awaiting final council endorsement.

7.2 Toilets: Blackburn park ongoing up for decision for next years budget

7.3 Neighbourhood watch - Nicole Graham to advertise on her Facebook page for interested persons and District Forum members ask that NMC add the information to their Facebook page

7.4 Anglican Cemetery paddock on the northern side of church unsuitable for burials because of the amount of blue rock in the ground.

Motion: NMC to continue to investigate land for a community cemetery

Move: David Gatenby OAM Second: Barry Pyke Carried

8. New Business:

- Barry Pyke still not happy with the safety of the footpaths in Campbell Town.

8.1 NMC bus tour: general concern West Street and Macquarie Road -

There are a lot of competing items to come up in budget discussion. A long-term plan is needed for road works upgrade/replacing.

Motion: District Forum request Northern Midlands Council to provide a ten-year plan for assessment and road works across the municipality.

Move: David Gatenby OAM Second: Jill Davis Carried

8.2 Campbell Town Museum and Information Centre:

General discussion about the letter (attached) received from the Museum and Information Committee (About Campbell Town Inc – ACT Inc) asking for support

Motion: ACT asks DF for support for the purchase of Gallery 81 for a permanent home for the Museum and Information Centre

Motion: Sally Hills

Motion Deferred until June meeting.

Motion: How much money was received from the sale of the hall and is it going to be used in Campbell Town as promised?

Move David Gatenby Second: Nicole Graham. Carried

9. Next Meeting 2nd JUNE

June meeting is the last for members of District Forum committee. A motion from Vivien for the next meeting to inform members what is happening.

10. Meeting Closed: 10.30am

ABOUT CAMPBELL TOWN INC

To all members of the Campbell Town District Forum

As all are aware Campbell Town has over two centuries of history and it is imperative for us to make sure that it is preserved for all who come after us as well as visitors to our town.

The Museum and Information Centre enabled this to happen for some years and all went well when in the Old Court House until it was sold and moved to the Town hall where it stayed until sold recently. The museum was well supported by the community who over the years has contributed by supplying many items for display. Many more items would be forthcoming if there were a suitable space for them to be displayed.

The Information Centre is continuing to function in the Hall but there is nowhere for the History Items to be displayed.

At present the Info Centre is now operating 4/5 days a week.
2 new volunteers have started in last 6 months.
It is currently open 10-3 but could be extended if needed.

The About Campbell Town Committee which has been responsible for both the Museum and Info Centre for many years would like to see both continue and are looking forward to the District Forum supporting it in this endeavor

The Committee had looked at the town closely and believe there is only one place suitable for such a Centre and that is **Gallery 81**.

The Advantages of this site include :

- On Main thoroughfare
- Good access -disability friendly
- Built recently low maintenance & no renovations required..
- Easy to walk in and establish.
- Commercially set up
- Has series of spaces for various displays as well as rooms for storage. .
- Info Centre in front of building, museum displays in rear which would change regularly.
- Good security available.
- Good parking behind Library.
- Views from the building are great and add to the attractiveness of the building.

The Committee sees no Disadvantage

The Committee looks forward to members of the District Forum supporting it in this endeavor. If Gallery 81 were to be purchased by the NMC it would be real estate asset to replace the loss of the Town Hall to the Community and the NMC has promised that money from the sale of the Hall would be spend in the Campbell Town area. This is one way this could be done. We ask for and look forward to your support.

Sally Hills,
Co Ordinator.

MINUTES ROSS DISTRICT COMMITTEE MEETING

At the Ross Reading Rooms, 46 Church Street, Ross, on 05 May 2026

Commencing at 5.00 PM.

1 PRESENT:

Nigel Davies, Michael Smith, Sally Langridge, Helen Davies, Debra Cadogan-Cowper, Rodney Haigh

2 IN ATTENDANCE:

Councillor Paul Terrett, Councillor Richard Archer

3 GUESTS:

Nil

4 APOLOGIES:

Marcus Rodrigues

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

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.**

7 CONFIRMATION OF MINUTES

That the minutes of the meeting of the Ross Local District Committee held on **31 March 2026** be confirmed as a true and correct record of proceedings but with the addition of Sally Langridge as a meeting attendee at that meeting.

Moved: Sally Langridge

Seconded: Helen Davies

Carried

8 BUSINESS ARISING FROM THE MINUTES

	Description	Action
8.1	<p>Information Board: Ross Directional signage</p> <p>Helen Davies advised that a final version of the map has been completed and was just awaiting sign off from Vivian Tan and Council.</p> <p>Sally Langridge noted that the Anglican Lawn Cemetery had not been included on the map and it was agreed</p>	<p>Finalise map with inclusion of Anglican Lawn Cemetery.</p>

		that this would need to be included.	
	Four Corners of Ross plaques	<p>Helen Davies advised that the supplier for the Four Corners of Ross plaques was not Red Arrow as initially advised but was actually Xanderware owned by Robert Alexander.</p> <p>A formal quote had been received for the plaques and just needed a cost from Council for installation works.</p> <p>Nigel Davies asked a question of the Councillors in attendance if this was sufficient to get Council action on this. Both Councillors responded that this was received positively by Council but they could not confirm this until the budget is approved on 29 June.</p>	Awaiting budget outcome.
8.2	Dark Sky Certification	<p>Nigel Davies reported since the last meeting, we've held our first Dark Sky community event on 16 April at the Ross Town Hall. The event was well attended with nearly 50 people in attending including the Deputy Premier, Guy Barnett, whose support was enlisted in our discussions with TasNetworks.</p> <p>Nigel Davies also thanked Council for passing the lighting management policy and in agreement with Paul Godier have designed the proforma document that's required to put that to the Tasmanian Planning Scheme. In light of this now requests that Council progress its inclusion in the Local Provisions Schedule of the Tasmanian Planning Scheme at the first opportunity.</p> <p>Nigel Davies would also like to express thanks to Arthur Thorpe, our previous chair, for helping with obtaining letters of support from various organisations.</p>	<p>Incorporation of lighting management plan into Tasmanian Planning Scheme.</p> <p>Seek external funding for the implementation of the Dark Sky Program.</p>
8.3	Significant Trees	This is ongoing. The Elm and Ash avenues have been submitted for the Significant Trees Project.	Awaiting council endorsement.
8.4	Flood Mapping for Ross	Nigel Davies advised that this is ongoing but that SES have offered a date for a community meeting and this has been passed on to Tim Johnson who is the prime mover of the Ross flood group and who is currently away.	SES is awaiting a date from Ross community to meet with the Ross flood group.
8.5	Ross Village Green amphitheatre	<p>Nigel Davies reported that there had been no movement with having a painted labyrinth on the outdoor amphitheatre.</p> <p>After some discussion it was decided that further</p>	Nigel Davies to follow up with Leigh McCullagh to ascertain

		investigation was needed.	status.
8.6	Amended Meeting Dates	Nigel Davies reported that the Ross Newsletter published by the Tasmanian Wool Centre did not include the additional meeting dates in its last issue.	Debra Cadogan-Cowper to contact Wool Centre with new meeting dates.
8.7	Christmas Tree at Village Green	Works hope to have a replacement and will need to raise the area for drainage.	Monitor
8.8	Capital Works Submission	<ul style="list-style-type: none"> • Four Corners of Ross This is ongoing as discussed earlier. • Bus shelter Nigel Davies advised that this project was important both in cost and impact so needed further consideration. Helen Davies summarised the initial bus shelter proposal with its location being on the corner of Church St and High St near the phone boxes was not agreeable to some parents who then suggested another site opposite the Fire Station on Bond St. Cllr. Richard Archer asked whether there were any Education Dept guidelines that needed to be considered? Sally Langridge responded that she thought the School Bus contractor was required to provide the intended route to the Education Dept for approval. After further discussion about the location of the bus shelter and the community concerns it was agreed that additional community consultation would be required. • Footpath construction Nigel Davies advised that this was carried over from the previous budget submission. • Street Sign Improvements Nigel Davies advised that this was carried over from the previous budget submission. • Highway town entry sign The Ross town entry sign is awaiting insurance claims and repairs. • Tourism sign into Ross Michael Smith reported that this had been replaced with a new sign. 	Awaiting Council budget.
8.9	Toilet sign	Nigel Davies advised that the toilet sign has been	Completed.

	Church St	installed in the Village Green in Church St. This item can now be removed.	
8.10	Lovers' Lane pathway	Michael Smith reported that the dangerous tree had been removed and access was now open to public. This item can now be removed.	Completed.
8.11	King's Portrait	Helen Davies advised that she has still to have the portrait framed, so this is ongoing.	Monitor.

9 NEW BUSINESS

9.1	Council Booking Form	Sally Langridge requested whether the Sports Club could have the Council booking form amended to say Return to RCSC rather than Return to NMC. It was suggested to send a request to Vivien Tan to check if this could be done.	Sally Langridge to follow up.
9.2	Insurance Process	Sally Langridge requested clarification on the insurance and risk management process for the Sports Club when taking bookings. It was suggested to send a request to Vivien Tan or the Acting General Manager at Council to check.	Sally Langridge to follow up.
9.3	Off lead dog park	Sally Langridge raised the issue again of installation of equipment in the off lead dog park at the sportsground.	Ongoing.
9.4	Shipping Containers on residential block	Sally Langridge raised the issue of a collection of shipping containers on a vacant block in New St. possibly being used as an encampment. Cllr. Paul Terrett volunteered to follow this up with Council if he was sent the correct address and some photos.	Ongoing.
9.5	Council thank you	Helen Davies would like to thank Council for the recent grading of road edges in town.	Completed.

10 NEXT MEETING/CLOSURE

The Chairperson closed the meeting at 5.40 pm. The next meeting of the Ross District Committee is scheduled for 2 June 2026, at 11:15 am at the Ross Reading Rooms.

MINUTES FOR THE MEETING OF THE LONGFORD DISTRICT COMMITTEE

**WEDNESDAY 6th May 2026. COMMENCING AT 5:30 PM
HELD AT LONGFORD WAR MEMORIAL HALL, MEETING ROOM 1**

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

2. IN ATTENDANCE – Cr. Dick Adams, Cr. Matthew Brooks, Cr. Paul Terrett (Guest)

3. APOLOGIES–

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 1st APRIL, 2026 confirmed as a true and correct record of proceedings.

MOVED: Annette Aldersea

SECONDED: Christine Darke

CARRIED

BUSINESS ARISING FROM MINUTES

7.0 PROMOTIONAL ISSUES:

7.1 Signage for Longford Roundabout.

Ref. Addendum to Minutes.

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

NMC 8/1/26. NMC Officers working with DSG on Crown consent and works permit conditions.

NMC 3/2/26 DSG working on Permit Application.

Continue to Monitor.

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

Ref. Addendum to Minutes.

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

NMC 3/12/25 Exec Assistant – Wall to remain in situ. Works permit application to DSG for kerb installation to be submitted.

ACTION: Continue to monitor.

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

Ref. Addendum to Minutes.

ACTION: Continue to monitor.

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

Ref. Addendum to Minutes. Continue to Monitor

Budget Request items 2026/27.

7.5 Shopfront Christmas Window Competition

Ref. Addendum to Minutes.

ACTION: Item closed until July 2026.

7.6 Blue Tree

7/1/26 Cr. Matthew Brooks asked LDC if there were any suggestions or nominations for a replacement Blue Tree.

4/2/26 Christine Darke suggested a permanent rust metal Blue Tree, possibly cut and erected by the local ironmonger in Longford, as an option – to be quite high, although not as high as previous tree, bolted to a concrete slab and with a cut-out going down the trunk of the tree to spell “BLUE” (which would help alleviate wind pressure). For reference, there are examples online – some with letters “RUOK” on a branch, some painted blue. It would be another landmark for Longford, Solar powered lighting could be added to extend its visibility.

ACTION: LDC can include a “seeking suggestions for a replacement blue tree” post on LDC Facebook page. **Budget Request Items 2026/27.**

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

Ref. Addendum to Minutes. Continue to Monitor

8.3 Environmental & Noxious weeds.

Ref. Addendum to Minutes

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

- 3/12/25 Vivien Tan circulated to LDC a council flyer from 2019, however there is nothing currently planned due to lack of funds. 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.

- 7/1/26 Vivien Tan working with NRM North.
Budget Request Item 2026/27. Continue to Monitor

8.4 Wellington Street and Marlborough Street Speed Limit Reduction.

Ref. Addendum to Minutes

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

- 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.”
- NMC 12/11/25 Exec Assistant – Awaiting Traffic Engineer’s Report for supporting justification or otherwise.

ACTION: Continue to Monitor.

8.5 Pedestrian Safety Concerns – Wellington and Marlborough Streets.

Ref. Addendum to Minutes

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”.

- 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.”

4/3/2026: MOTION: The Longford District Committee is aware that Northern Midlands Council has received written correspondence from Dept. State Growth relating to items outstanding on the Longford District Committee Minutes. The Longford District Committee requests that this correspondence be released and LDC be informed.

MOVED: Neil Tubb

SECONDED: Annette Aldersea

CARRIED

ACTION: Attend Council Meeting to again request release of written correspondence from Dept, State Growth. Continue to Monitor.

8.6 Tactile Assistance for Vision Impaired at Road Crossings

4/2/26 LDC noted a community member requesting more Tactile Assistance measures for road crossings on Longford roads.

[ACTION: LDC \(Peter Munro\) to put on Facebook page for community comment and feedback on locations. Peter Munro noted that LDC still do not have working email for community feedback.](#)

8.7 Illawarra Road West of Roundabout – Safety Concerns.

Ref. Addendum to Minutes.

4/3/26 Landowners met with DSG and Tasfarmers representatives to discuss unsafe design issues with Stage 2A and 2B. Requests for copy of safety audit and risk analysis ongoing.

[ACTION: Monitor only.](#)

8.8 Longford Community Meeting 31/8/2024 regarding proposed Fuel Stop, Tannery Rd.

Ref. Addendum to Minutes.

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.

4/2/26 Annette Aldersea spoke with Jen Butler re. raising again in Parliament.

6/5/26 Annette Aldersea reported that Lowes are applying to NMC for a building permit. Jen Butler has raised 3 Questions to Minister Vincent regarding the lack of suitable access to this site for trucks and safety issues for the community.

[ACTION: Frances Stewart to follow up with Inspector Fox re. Traffic Accident Impact Assessment. Continue to Monitor](#)

8.9 Tasmulch expansion to bulk landscaping supply – dust issues.

Ref. Addendum to Minutes.

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

8.10 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.
- 9/12/25 NMC Exec Assistant – Works Manager to meet with DSG representatives.
- Peter Munro has forwarded footage of trucks to NHVR and Police.
- 6/5/26 Considerable discussion about the negative impact on residents from the noise and speed from noticeably increased numbers of heavy trucks transiting Longford through the night. LDC to monitor for results of traffic report requested from DSG by NMC. A permanent speed camera may be a warranted solution, considering the unviability of a town bypass in the foreseeable future.

ACTION: Peter Munro to contact NHVR 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.

8.11 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, Lator, Union Streets.

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

1/4/26 Peter Munro and Neil Tubb briefed Council members during their annual bus tour, focusing on the pedestrian access to the Yellow Shop, with regard to lowering the speed limit, installing a Pedestrian Island and requesting a traffic and speed count.

ACTION: Budget Request Item 2026/27. Peter Munro to discuss with Acting General Manager, NMC regarding tree options, door knocking, request for feedback on LDC Facebook etc.

8.12 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 indentifying 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
- 9/12/25 NMC Exec Assistant – Letter sent to DSG.
 16/3/26 NMC Minute 26/080 That Council pursue the appropriate Government body for a new traffic report on Wellington and Marlborough Streets, Longford with particular focus on the dangerous Hill Street entrance. Carried unanimously.
 26/3/26 NMC Exec Asst sent letter to DSG requesting a new traffic report on Wellington and Marlborough Streets with a focus on Hill Street entrance.
 1/4/26 MOTION: Given the lack of progress with Dept. State Growth, the Longford District Committee request that Northern Midlands Council arrange for a new Traffic Report to be completed on Wellington and Marlborough Streets, Longford, with particular attention to Hill Street, due to the high number of dangerous incidents.
 MOVED: Frances Stewart SECONDED: Bron Baker CARRIED
 NMC Council decision to request traffic study by DSG.
ACTION: Continue to Monitor.

8.13 Recycle Rewards.

An email regarding the scheme was forwarded by Vivien Tan. Details including website 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.

7/1/26 Request must come from a business regarding location – Peter Munro to ask RSL.

4/2/26 Bron Baker spoke to, then emailed the information about this community opportunity to Simon Froude at Harcourts on January 13, 2026 and had just sent a follow-up email on January 28, 2026. Noted it would need volunteers to manage it. Cr. Brooks suggested locating near the Longford Tip.

4/3/26 Bron Baker had response from Harcourts declining hosting. Discussion regarding alternative sites included approaching Longford RSL, Swifts, NMC Youth Officer re. schools.

1/4/26 Peter Munro & Bron Baker spoke to NMC, which indicated no plans to proceed with this within the next 12 months. Peter Munro reported RSL are keen to host, or potentially Carlton Dixon at the pub. Bron Baker reported a shipping container size one has 4 bins and would be suitable. They have sensors for flagging when full and, if a surge in use, can be collected earlier than scheduled. Solar is being tested on a small machine at Campbell Town. Government approval is required for sites and there are criteria that need to be met. Whoever hosts the unit receive payment for doing so.

20/4/26 Libby McGrath reported high interest in schools based programs to “Rethink Waste”. Potential semi-permanent hosting of the recycling trailer at Waste Transfer Station. Longford on short list for program expansion within 12 months. Other host options identified as RSL or potentially back of Blenheim Hotel.

ACTION: Continue to Monitor.

8.14 Longford Pong

3/9/25 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 EPetiton.

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.

17/11/25 NMC held discussions with Taswater, awaiting further data.

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. (NOTE: Featured on ABC News 6/11/2025)

7/1/26 EPA have been out with monitoring equipment.

8/1/26 NMC Officers documenting all complaints for forwarding to EPA.

13/4/26 Taswater monitoring Stage 2.

ACTION: Continue to monitor.

8.15 Neighbourhood Watch

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

4/3/25 Peter Munro has spoken to State Director, Neighbourhood Watch and Inspector Fox regarding setting this up.

1/4/26 Peter Munro has posted on LDC Facebook, shared to Longford Tasmanian Community page. (NOTED: Vivien Tan has spoken to NMC IT to fix non-delivery of emails to District Committees).

ACTION: Peter Munro to repost on Facebook Page for feedback on level of interest in community. **LDC noted that people more likely to respond to a request for feedback via email rather than public post on this issue.** Peter Munro to contact Perth Neighbourhood Watch.

8.16 Longford Future Bypass Plan

Ref. Addendum to Minutes

ACTION: Continue to Monitor. Budget Request Items 26/27

8.17 Truck Load Limit around Village Green.

7/1/26 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.

Annette Aldersea & Ken Richards left meeting 6:50pm

LDC discussed requesting NMC impose a load limit on the surrounding streets. LDC to confer with Leigh McCullagh regarding buses, caravans etc having exemptions, whether an option for portable or permanent toilet facilities at the truck stop would be a cheaper option for NMC than ongoing road repairs around the Village Green.

Annette Aldersea & Ken Richards returned to meeting 6:57pm

4/2/26 LDC discussed that the Village Green and surrounding streets are within the Heritage Precinct and that trucks are damaging the road pavement and are a safety hazard with the volume of children enjoying the Village Green. Peter Munro provided an example of “No Truck” regulatory signs that George Town Council have used to deter trucks from unnecessarily using certain roads, unless permit or destination exempted (see attached).

26/2/26 Frances Stewart submitted a works request to NMC to place such signage on the entry to Lyttleton and Archer Streets, from Wellington Street, to prevent trucks using the Village Green as a turning circle. Email acknowledgment received from NMC.

1/4/26 Annette Aldersea reported NMC have placed traffic counters around the Village Green.

ACTION: Frances Stewart to follow up Works Request 26/2/26 on behalf of Committee as no response from Council to date. Continue to Monitor.

8.18 Toilets, Shade, Seating & Bins at Illawarra Road Truck Stop

4/2/26 The lack of facilities for truck drivers at the truck stop was raised by Joanne Clarke.

6/5/26 LDC members all have noted the poor standard and conditions of the truck stop, which gives a very poor first impression to people visiting Longford who elect to stop there, along with being an unsatisfactory facility for the truck drivers it is intended to assist.

MOTION: The Longford District Committee requests the Northern Midlands Council to consult with State Growth regarding the unsanitary conditions that now exist on the ‘edges’ of the Heavy Vehicle Driver Rest Area (HVDRA) on Illawarra Road, Longford. This HVDRA has been constructed without toilet facilities and the road verges are obviously being regularly used for this purpose. This situation is a Health and Safety issue for the public and also for contractors involved in verge clearing. The Longford District Committee requests Council work with State Government to have this oversight rectified and have toilet facilities established at the site. Note that other HVDRA sites in Tasmania have been correctly designed with toilet facilities, shade, tables and bins included on site, for example the site being currently developed at Westbury HVDRA.

MOVED: Peter Munro **SECONDED:** Frances Stewart Carried 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 20th 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 Lack of river signage at Macquarie River Bridge, Woolmers Lane.

Ref. Addendum to Minutes.

ACTION: Budget Request Item 2026/27.

9.3 Future plans for abandoned house block on Lyttleton Street.

Ref. Addendum to Minutes.

4/2/26 LDC discussed this site as preferred option for NMC Priority Projects future plan for Library & Exhibition Building (including Motor Sports Museum). Currently no budget allocation.

ACTION: 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.
- 6/1/26 NMC Note JBS Plant Manager acknowledged correspondence, is awaiting advice.

ACTION: Monitor with Council NMC Masterplan.

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

Ref. Addendum to Minutes

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.
- 6/5/26 Bron Baker discussed the issue with Premier Jeremy Rockliff at the Longford Mens Shed, highlighting the danger to pedestrians (such as Mums pushing prams with children on tricycles) using the existing road bridge, especially with the increase in heavy freight vehicles and other traffic. Premier Rockliff suggested writing him email regarding the issue including clarification of whether NMC is supportive of the project. Premier Rockliff conceded the issue with both the financial cost and engineering.

ACTION: Bronwyn Baker to write email as suggested on behalf of LDC. Continue to monitor DSG activity regarding upgrading the bridges and whether pedestrian and cycle path is incorporated with plans for Stage 3 Illawarra Road upgrade. Request update from NMC regarding meeting with DSG.

10.3 Community House @ old Police Station, including Youth Drop-in Centre (Prev 10.6).

Ref. Addendum to Minutes

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

- 3/12/25 Merged Item 10.6 – Youth Drop-in Centre with Community House project. Refer Addendum for history. 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.
- 1/4/26 LDC noted that this was a stop on the NMC Council Bus Tour.
- 6/5/26 Councillors advised that the building is now under NMC Council control, to either lease out for housing or community use.

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. Monitor NMC Minutes for vandalism costs. Frances Stewart to contact Libby McGrath with invitation to attend LDC meeting to discuss how LDC may support her work with local Youth.

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.

- 6/5/26 LDC noted that there has been some movement in this area in Evandale.
ACTION: Continue to monitor.

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

Ref. Addendum to Minutes.

4/2/26 Peter Munro & Neil Tubb contacted Tim Flanagan re. possible Rotary Sponsorship, submission for \$10,000 for 2 tables with seating, 1 bench seat.

4/3/26 Rotary response received indicating potential support for a bench seat.

ACTION: Follow up with Rotary regarding their willingness to sponsor two bench seats. Annette Aldersea to door knock locally for feedback and discuss with Leigh McCullagh at NMC.

Budget Request Item 2026/27.

11.0 HERITAGE ISSUES:

11.1 Significant Trees Register.

Ref. Addendum to Minutes.

- 2/07/2025 Nominations closed 30th 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.
- 1/4/26 Noted the update in NMC March Minutes, including draft Heritage Precinct status for the southern entrance to Longford.

ACTION: Annette Aldersea to follow up NMC Council minutes and attachments for update on progress. Continue to Monitor

11.2 Preservation of Fred Davies Grandstand

Ref. Addendum to Minutes.

- Vivien Tan notified that NMC Tourism Officer has added a tab to www.northernmidlands.tas.gov.au/longford which can be populated with history of Fred Davies Grandstand.
- 7/1/26 Fiona Dewar & Vivien Tan looking at Web Designer budget increase to help populate this page.
- 4/2/26 Neil Tubb has provided information for Vivien Tan to arrange uploading.
- 4/3/26 NMC Website Tab has been created to populate with history.

ACTION: Continue to monitor. Investigate QR Code to be installed on grandstand with link.

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 4th 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.

4/2/26 Annette Aldersea reported that Rob Knott is considering the offer to purchase.

4/3/26 Annette Aldersea reported that Rob Knott has provisionally agreed to a price and that a public meeting will be held at the Town Hall on 14th March, 2026 to gauge support for a committee and fundraising.

1/4/26 Meeting on 14/3/26 voted unanimously to continue with intention to acquire the collection. A further meeting to be held on 11/4/26 to elect a committee.

6/5/26 A committee was elected on 11/4/26, nominally the Longford Heritage and Motor Racing Museum Committee. A sub committee was elected to work through the legalities of incorporating the Committee whilst another sub committee was formed to focus on fund raising, once the Committee is incorporated.

ACTION: Monitor activity of Committee regarding fundraising.

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 – Wed 26th March, 2025
- 3/12/25 LDC will commence compiling Submission for 2026/27 in the New Year.
- 4/2/26 LDC Sub Committee to meet on Wednesday 18th February at 3:30pm to commence compiling new submission, due in early March 2026.
- 4/3/26 Annette Aldersea has compiled the Items highlighted for Budget Request in LDC Minutes into a Submission, which was reviewed and agreed with one addition by LDC members.
- 1/4/26 Frances Stewart submitted to NMC with previous LDC Minutes. NMC Bus Tour reviewed Marlborough Street, old Police Station, Bicentenary fence.

ACTION: Continue to monitor previous. [NMC Council Special Budget Meeting at end June 2026.](#)

12.2 Draft Longford Expansion Strategy

Ref. Addendum to Minutes. Continue to Monitor

12.3 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.

7/1/26 LDC to review outcome from NMC workshop

4/2/26 LDC discussed recent revelation on ABC Radio Northern Tas that Toxoplasmosis can transmit fatally across species to endangered Eastern Barred Bandicoots and has been evidenced in the Midlands.

1/4/26 No NMC Councilors to report update. Potentially a State Government issue.

ACTION: Frances Stewart to discuss action with Tasfarmers. Continue to Monitor

12.4 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.

1/4/26 LDC discussed requesting this year's secretarial allowance (2026) also to be allocated to acquisition of the Rob Knott motoring collection.

6/5/26 LDC MINUTE: SinLDC resolved unanimously that the LDC Secretarial Allowance \$2,500 for the past 12 months also 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.

ACTION: Continue to Monitor progress of fundraising for Rob Knott Motor Racing Collection

13. REPORTS FROM SUB-COMMITTEES:

13.1 Railway Committee – Cr Dick Adams reported Committee is meeting again soon.

13.2 Longford Legends - Neil Tubb reported Fiona Dewar is arranging a Norfolk Islanders plaque. Ceremony has been postponed until June 2026 to acknowledge Longford's first FIFO workers – shearers.

13.3 Town Hall Committee – No update.

13.4 Arts & Cultural Committee – Art group continuing on Saturday mornings at Town Hall.

14. NEW BUSINESS:

14.1 Procedure for Council Notification to residents of temporary Street Closures.

4/3/26 Ken Richards advised that a recent cycling event caused the closure of residents' access to Archer Streets, for which there had been no advance notification. Discussion regarding what the procedure is for event organizers or Council to advise residents and for Council to monitor.
 6/5/26 Frances Stewart reported that Vivien Tan looked up Council guidelines and events such as ANZAC Day with street closures are well gazette through local media channels. Private events requesting road closures have to be applied for, either to Council or State Govt, depending on which roads, with Police advised and attending where appropriate. For private events, the onus is on the event organizer to notify impacted residents.

14.2 Blenheim Hotel – Open Bar on Marlborough Street.

4/3/26 LDC Committee members have noticed recently that patrons of the Blenheim Hotel have been using the Marlborough Street footpath on occasion for drinking and smoking. Discussion regarding whether this is permitted.
 1/4/26 LDC discussion whether there could be some separation (fence?) between patrons and pedestrians, such as in Kempton and The Metz or Star Bar have in Launceston,
 6/5/26 Frances Stewart advised that the Licencee is in the process of applying to NMC for a permit.

ACTION: Continue to monitor.

14.3 Public Noticeboard for Longford Community Events

Annette Aldersea raised the need for a public noticeboard for community events, such as ANZAC Day. Councillors noted that Perth have one near Feast and Campbell Town has one on a corner of Main Street, that these are set up by Council and that while it used to be the local District Committees who managed them, they are now controlled by a Council employee.

ACTION: LDC to discuss further next meeting, noting that not everyone is on facebook or the Longford Community page.

14.4 Black Spot concerns near Longford Primary School with speeding residents.

The issue of speeding on William Street near the school was raised, with mention of public concerns regarding there being a black spot near the school. LDC discussed how this speeding has been noted on Burley, Catherine and William Streets around the school which poses a risk to children and parents at both ends of the school day. In the absence of a School Crossing Guard, LDC would like NMC to investigate a wombat crossing at a suitable location on each of the three streets around the school as a minimally intrusive traffic dampening measure, and whether a Grant may be available for increasing school children's safety.

ACTION: Peter Munro to contact School Principal for feedback and LDC to discuss further next meeting.

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

18 th May	17 th August	16 th November
22 nd June * 4 th Monday	21 st September	14 th December * 2 nd Monday
20 th July	19 th October	

15. CLOSURE: Chair closed the meeting at 7:03pm.

The next meeting will be at 5:30pm on Wednesday 3rd June 2026 at the Longford War Memorial Hall, Meeting Room 1.

LONGFORD DISTRICT COMMITTEE - ADDENDUM TO MINUTES

WEDNESDAY 6th MAY 2026

HISTORY OF ITEMS & ITEMS ON HOLD – NO UPDATE

7.0 PROMOTIONAL ISSUES:

7.1 Signage for Longford Roundabout.

LDC received notification from Council that the Department of State Growth will not approve the installation of the Longford roundabout sign until their stipulated conditions have been met. One condition is the removal of two of the entry signs at the northern entrance into Longford.

The LDC was unanimous that it strongly objects to the removal of the significant stone “Longford” wall near the railway line. Committee members believe it has been in place for 40 – 50 years and must not be removed under any circumstances.

- 22/7/24 NMC Minute – Action Items – 04/07/2024 Engineering Officer Awaiting report from consultant.
- Noted that it is in the NMC Council Budget 24/25 with \$200,000 funding allocated.
- Sign may not go in until roundabout is repaired.
- 8/1/25 NMC Minute – Engineering Officer received report from consultant.
- 7/2/25 NMC Engineering Officer reports that DSG have indicated that the Stone sign construction and location needs to be reviewed as part of the approval process for Welcome to Longford promotional signage and town signage on the Longford Roundabout.
- 25/2/25 Works Manager advised Traffic Engineer to inspect by 14/3/25
- 14/4/25 NMC Action Items: Traffic Engineer report received by NMC and a report is being prepared for a future Council Meeting.
- NMC Action Items p.23-24 Consultant report sent to State Growth, awaiting response. 16/6/25 Engineering Officer sent follow up email to DSG.
- NMC Budget Items – Deferred.
- 18/8/25 NMC Action Items: 4/8/25 Letter sent to General Manager State Growth.

ACTION: Continue to monitor.

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

Longford District Committee members were unanimous in opposition to this proposal.

- 6/1/25 MOTION: The Longford District Committee request that the Northern Midlands Council ensures that, in view of recent discussions regarding historical nature of the Longford Entrance Wall, it remain in situ or in close proximity to its current location. Moved: Bronwyn Baker. Seconded: Christine Darke. Carried Unanimously.
- 20/1/25 NMC Minute 25/009 That Council notes the Committee’s recommendation. Officer’s comment: The Officer is assessing options and will report to the Council.
- 7/2/25 NMC Engineering Officer reports that DSG have indicated that the Stone sign construction and location needs to be reviewed as part of the approval process for Welcome to Longford promotional signage and town signage on the Longford Roundabout.
- 14/4/25 NMC Action Items: Report received and is being reviewed by Council officers.
19/5/25 NMC Action Items: Report sent to DSG for comment.
- NMC Action Items p27. Report sent to DSG for comment, awaiting response.
- 18/8/25 NMC Action Items: 4/8/25 Letter sent to General Manager State Growth.

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ACTION: Continue to Monitor

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

LDC discussed the suitability of using Heritage colours for the signage, consistent with Longford, Brickendon & Woolmers (ie. Oatlands).

ACTION: Continue to monitor, considering DSG stance to Longford signage.

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

It is proposed to place organisations sign on or near the visitor information booth in the Village Green, and a second sign near Woolmers Lane end of Wellington Street.

- Fiona Dewar NMC has provided a quotation of \$35 - \$40 for each club/organisation emblem.
- On 23rd May Ms Dewar provided further details of a quotation she received to manufacture the frames for the club signs of around \$2,550 each. The frame for the Village Green may be slightly less as it will not require poles for installation.
- 10/1/25 NMC Minutes – NMC Motion to update Web page for community organizations – to discuss with IT. Cr. Dick Adams to raise the issue of funding.
- 14/4/25 NMC Action Items: Legal Disclaimers, Terms & Conditions being drawn up for NMC Online version.
- NMC Action Items P27. Online Council Webpage now live 29/5/25. LDC Budget Request Item.

ACTION IN PROGRESS:

- Neil Tubb and Annette Aldersea have drafted a letter to present to organizations/clubs re: informing them of the proposal, cost for the emblems, and seeking their interest in participation. This will be circulated in March when people are back from holidays and notified on the LDC Facebook page.
- LDC would need to request funding from NMC for the frames – Item included in Budget Submission 2025-26.
- No funding in NMC Budget 2025-26. Defer to next Budget Allocation Submission,

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.

8.0 SAFETY & AESTHETIC ISSUES:

8.1 Pullover area/Viewing Platform – Alternative Location.

A revised report – V3 had been prepared and circulated to LDC members. The report includes an alternative suggestion for a pullover point on Woolmers Lane. The committee decided to suggest two options to Council.

MOTION: LDC requests that NMC consider a lookout or pullover point at either

(1) Woolmers Lane on the hill between Woolmers Bridge and Panshanger Road.

or

(2) Norwich Drive on the southern side opposite number 59. See attached revised report – V3.1. NMC Minute 24 June 2024 – DECISION That Council consider the location of the vista / look out point after a safety check is conducted on site. Carried Unanimously

Annette Aldersea reported that Council Officers report Council Meeting 9th July 2024 found both sites problematic,

MOTION: LDC request that NMC provide clarification regarding request for a pullover viewing area with respect to why the proposed Norwich Drive location is problematic.

Moved – Annette Aldersea. Second – Bron Baker. Carried unanimously.

NMC Minute No. 24/0264 Decision: That Council investigates alternate viewing locations.

- 5/3/25 Ken Richards suggested Prout's Vista – Mountford/Newry corner, Pateena Rd.
- 7/5/25 Dumaresq family not amenable to supporting this on Pateena Rd or Norwich Drive due to past issues with loiterers.

ACTION: LDC to continue to scout for a suitable site.

8.2 Wellington & Marlborough Streets Intersection (Sticky Beaks) – STOP sign

LDC discussed the lengthy delay since community members met with Minister Michael Ferguson and Garry Hills DSG, onsite 9th March 2023, to discuss the safety concerns regarding the large concrete planter boxes. The Minister gave his assurance at this meeting that an independent traffic study of the intersection would take place.

LDC discussed further, agreed it should be left turn only out of Wellington Street on to Marlborough Street, and left turn only out of William Street. Peter Munro noted the request to change the Give Way sign to a Stop Sign

- NMC Minutes 22 July 2024 -Action Items – 10/07/2024 Engineering Officer Awaiting information from the Department of State Growth. Council moved a motion to lobby State Growth regarding the roundabout, Sticky Beaks corner, pedestrian safety etc.
- Peter Munro noted the number of times recommendations have been put forward by LDC, supported by NMC but no action from State Growth, including the request to change the Give Way on Wellington Street sign to a Stop Sign, for which LDC is still waiting for feedback.
- It is anticipated that DSG will soon engage a consultant to conduct an independent safety survey and report.
- 8/1/25 Cr. Dick Adams advised that NMC have received a response from DSG noting comments on the Safety Audit and stating no further response. NMC to discuss response.
- 5/2/25 NMC Exec Assistant advising item listed for next workshop.
- 2/3/25 NMC Exec Assistant preparing a report.
- 2/4/25 LDC discussed whether bollards were an option, since they are used in front of The Queen's Arms. Crs Adams and Brooks advised that they were not since there was underground infrastructure, but that NMC plan to lower the height of the boxes and move them back from the kerb where there are sight obstruction issues
- 14/4/25 NMC Action Item: Engineering Officer prepared report for May Workshop & Council Meeting presentation. Workshop discussed options such as Dept. State Growth redesign intersection, Reduction of speed limit to 40km/hr but dismissed lowering the box heights.
- 19/5/25 NMC Action Items - Council reviewing location of underground services to determine what impact this may have on any future works at this location. Scheduled for workshop discussion.
- 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.”

8.3 Environmental & Noxious weeds.

A Public Forum was held 29th 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 with Dept. NRE – North.

8.4 Wellington Street and Marlborough Street Speed Limit Reduction.

NMC Executive assistant sent letter to the Minister 12th 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.

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 20th 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.

8.7 Illawarra Road West of Roundabout – Safety Concerns.

LLDC MOTION tabled at NMC meeting 18th March 2024. Council DECISION – MINUTE NO. 24/093. NMC Minutes 20th May 2024 - Action Item - Letter sent by Executive Assistant 18th 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.
 - 7/1/26 Frances Stewart suggested moving item to Addendum as Landowners are taking independent action and NMC have not had input into this issue since April 2024. Cr. Matthew Brooks interjected, suggesting Frances Stewart should have declared a pecuniary interest in the issue. Frances Stewart responded that it was a safety issue to all road users and not particular to adjoining property owners. After discussions, LDC decided to request clarification from Maree Bricknell at NMC regarding the definition of pecuniary interest.

8.8 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 bandaid 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 11th 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.

8.9 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.

8.16 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.
- 9/12/25 NMC Works Manager to meet with Dept. State Growth representatives.
- 23/1/26 NMC Correspondence received: "as a result of the limited transport benefits and high costs and impacts, a Longford bypass has not been identified for consideration by the DSG as a priority for the State Road Network at this time.

9.0 TOWN IMPROVEMENT ISSUES

9.2 Lack of river signage at Macquarie River Bridge, Woolmers Lane.

4/06/25 Bronwyn Baker raised the lack of signage at Macquarie River bridge on Woolmers Lane to identify the Macquarie River.

2/07/25 Bron Baker advised via email prior to the meeting she has a Works Request with NMC.

6/8/2025. Bron Baker received feedback that there is conflict as to whether a DSG or NMC responsibility. NMC consider the signage too extensive/expensive across Council area due to the number of bridges.

6/8/25 MOTION: Longford District Committee request Northern Midlands Council place signage at Woolmers Bridge identifying the Macquarie River and its traditional Aboriginal name if known, and also on Cressy Road at Brumby's Creek bridge to identify Brumby's Creek, both for the benefit and interest of tourists and recreational fishers.

MOVED: Bronwyn Baker SECONDED: Frances Stewart Carried Unanimously.

1/10/25 NMC MINUTE NO. 25/281 DECISION That Council:

1. notes the request from the Longford District Committee for signage at Woolmers Bridge and Brumby's Creek Bridge identifying the waterways and their traditional Aboriginal names, if known;
2. acknowledges advice from the Tasmanian Aboriginal Centre (3 September 2025) that traditional names for Brumby's Creek and the Woolmers Bridge area are not known, and that the Macquarie River is referred to as Tinamirakuna/Macquarie River;
3. recognises the request as an operational matter for which no funding is currently available;
4. advises the Longford District Committee that as there is no funding available at this time, this can be included as a budget request for the year 2026/27 in March of 2026.

ACTION: Defer to Budget Request Items 2026/27, March 2026.

9.3 Future plans for abandoned house block on Lyttleton Street.

4/06/25 Peter Munro raised this as an item for discussion at the next LDC meeting, due to concerns about it becoming a recent target for vandals and attempted arson.

2/07/25 Investigate possibilities further.

ACTION: Further consideration as a Budget Request Item 2026/27, March 2026.

10.0 RECREATIONAL ISSUES:**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 20th 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.
- 9/1/26 NMC Awaiting agreement documentation from DSG.
- 19/1/26 DSG confirmed there is insufficient width on the current bridges for inclusion of a shared path/footpath and these bridges have insufficient structural capacity to support a shared path which imposes loads outside the bridge piers.
- 1/4/26 Bron Baker raised the idea of acquiring the unused bridge near Glebe Gardens (believed to belong to Joe Pentridge, LCC Councillor) if NMC deemed it suitable for pedestrians and cyclists, with appropriately engineered footings etc. LDC discussed whether the old Illawarra Road route under the viaduct could be cleared and the bridge installed in a location to take advantage of this currently unused access to the river.
MOTION: Longford District Committee requests Northern Midlands Council investigate the possibility of acquiring the unused bridge near Glebe Gardens, believed to belong to Joe Pentridge, for cyclists and pedestrians as a solution to the “missing link” off Union Street and across the river, to provide safer access to/from Longford.
MOVED: Bron Baker SECONDED: Annette Aldersea Carried Unanimously
- 20/4/26 NMC meeting discussed and rejected the bridge as not being suitable.

10.3 Community House (Merged with 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.
 - 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.

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

It was noted that there is a lack of seating in the area of the Village Green near Latour and Lyttleton Streets, and that some visitors to the Village Green may prefer quieter seating location away from the children's play area, such as near the trees.

- 5/3/25 Annette Aldersea to take photos for Peter Munro to circulate for feedback on social media.
- 2/4/25 Peter Munro to put on the Longford District Committee Facebook page for community feedback on this suggestion.
- 7/5/25 Community opinion was 100% positive with approximately 40 comments/suggestions, including all corners of the Green, under shade, scattered benches around perimeter for elderly rest stops when strolling, more picnic benches along Arthur Street for food van patrons, while ensuring open areas remain for events such as Scots Day Out and Car Shows.
- Peter Munro provided a report on feedback from social media regarding the idea of extra seating, which was overwhelmingly positive.
- 2/07/25 Annette Aldersea tabled photos of suggested locations for extra picnic tables and bench seating in the Village Green. Peter Munro raised request through Facebook feedback for a picnic table at the safety park. Annette Aldersea to add to request. Agreed by all in attendance that Annette Aldersea lodge a work request for the additional tables and seating.
- 6/8/2025 Annette Aldersea lodged a Works Request with Council.
- 1/10/25 Frances Stewart followed up with Vivien Tan – NMC has no funding allocation at present. LDC to add to 2026/27 Budget requests for funding benches, concreting etc.

ACTION: Defer to Budget Request Items 2026/27, March 2026.

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/nomination-form) 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 30th June, 2025. Carried Unanimously.
- Frances Stewart asked Vivien Tan what the process would be after 30th June. Response was that the list would first be assessed for suitable tree candidates, according to their history, then referred to an appointed specialist.

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.

12.0 GOVERNANCE ISSUES:

12.2 Draft Longford Expansion Strategy

Annette Aldersea has provided a copy of the Strategy document for discussion (*see attached Draft for Community Consultation*)

- Peter Munro suggested the Strategy should include traffic management planning, including investigation of a Longford bypass.
- A voluntary LDC meeting to discuss and prepare a group submission/response was held 13th November and a submission has been presented to NMC.
- Dick Adams reported that this has been workshopped in a closed session by NMC.
- 2/07/25 Awaiting report.

ACTION: Continue to monitor.

**DRAFT AMENDMENT 22-2026
FRED 'MULGA' DAVIES GRANDSTAND**

ASSESSMENT AGAINST LPS CRITERIA

38 (1) A planning authority, before deciding whether to prepare a draft amendment of an LPS in relation to a municipal area in accordance with a request under section 37(1) , must be satisfied that such a draft amendment of an LPS will meet the LPS criteria.

40F (1) A planning authority that has prepared a draft amendment of an LPS must consider whether it is satisfied that the draft amendment of an LPS meets the LPS criteria.

34(2) *The LPS criteria to be met by a relevant planning instrument are that the instrument –*

(a) contains all the provisions that the SPPs specify must be contained in an LPS

Consideration: The Local Provisions Schedule Requirements are at clause LP1.0 of the SPPs. These are: Zone Maps, Local Area Objectives, Particular Purpose Zones, Specific Area Plans, Site-specific Qualifications, Code Overlay Maps, and Code Lists in Tables.

The proposed amendment is to add to the Local Heritage Place Code Overlay Map and to the Local Historic Heritage Code list, consistent with clause LP1.0.

(b) is in accordance with section 32

Under section 32:

(3) An LPS may, if permitted to do so by the SPPs, include

(a) a particular purpose zone...

(b) a specific area plan, being a plan consisting of –

(i) a map or overlay that delineates a particular area of land; and

(ii) the provisions that are to apply to that land in addition to, in modification of, or in substitution for, a provision, or provisions, of the SPPs.

(c) a site-specific qualification, being a provision, or provisions, in relation to a particular area of land, that modify, are in substitution for, or are in addition to, a provision, or provisions, of the SPPs.

(4) An LPS may only include a provision referred to in subsection (3) in relation to an area of land if –

(a) a use or development to which the provision relates is of significant social, economic, or environmental benefit to the State, a region or a municipal area; or

(b) the area of land has particular environmental, economic, social or spatial qualities that require provisions, that are unique to the area of land, to apply to the land in substitution for, or in addition to, or modification of, the provisions of the SPPs.

Consideration: The proposed amendment is not for a particular purpose zone, a specific area plan or a site-specific qualification.

(c) furthers the objectives set out in Schedule 1 of LUPAA

Schedule 1 Part 1 Objectives	Consideration
<i>(a) to promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity</i>	The proposed amendment seeks local heritage listing of a physical resource, consistent with this objective.
<i>(b) to provide for the fair, orderly and sustainable use and development of air, land and water</i>	The proposed amendment seeks local heritage listing of land (which includes buildings permanently fixed to land), consistent with this objective.

<p>(c) <i>to encourage public involvement in resource management and planning</i></p>	<p>The statutory process for the assessment of a planning scheme amendment includes public notification of the draft amendment. Any representations received must be considered by the Planning Authority. The Planning Authority is required to report on any representations to the Tasmanian Planning Commission, which may hold public hearings into representations.</p>
<p>(d) <i>to facilitate economic development in accordance with the objectives set out in paragraphs (a), (b) and (c)</i></p>	<p>The proposed amendment seeks to protect the building by way of local heritage listing. There is no specific economic purpose for the listing but the listing will recognise the heritage significance of the place within the planning scheme.</p>
<p>(e) <i>to promote the sharing of responsibility for resource management and planning between the different spheres of Government, the community and industry in the State</i></p>	<p>Community, industry, and government agencies will have the opportunity to comment on the proposed amendment during the public notification period.</p>
<p>Schedule 1 Part 2 Objectives</p>	<p>Consideration</p>
<p>(a) <i>to require sound strategic planning and co-ordinated action by State and local government</i></p>	<p>The proposal is consistent with the relevant sections of the Northern Tasmanian Regional Land Use Strategy, ensuring sound strategic planning.</p>
<p>(b) <i>to establish a system of planning instruments to be the principal way of setting objectives, policies and controls for the use, development and protection of land</i></p>	<p>The Tasmanian Planning Scheme – Northern Midlands is the planning instrument relevant to the proposed amendment.</p>
<p>(c) <i>to ensure that the effects on the environment are considered and provide for explicit consideration of social and economic effects when decisions are made about the use and development of land</i></p>	<p>The proposed amendment does not conflict with this objective.</p>
<p>(d) <i>to require land use and development planning and policy to be easily integrated with environmental, social, economic, conservation and resource management policies at State, regional and municipal levels</i></p>	<p>The proposed amendment does not conflict with this objective.</p>
<p>(e) <i>to provide for the consolidation of approvals for land use or development and related matters, and to co-ordinate planning approvals with related approvals</i></p>	<p>The proposed amendment does not conflict with this objective.</p>
<p>(f) <i>to promote the health and wellbeing of all Tasmanians and visitors to Tasmania by ensuring a pleasant, efficient and safe environment for working, living and recreation</i></p>	<p>The proposed amendment does not conflict with this objective.</p>
<p>(g) <i>to conserve those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value</i></p>	<p>The proposed amendment meets this objective by seeking to include the Fred ‘Mulga’ Davies Memorial Grandstand in the local historic heritage code list.</p>

<i>(h) to protect public infrastructure and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community</i>	The proposed amendment seeks to place local heritage protection on a public asset, consistent with this objective.
<i>(i) to provide a planning framework which fully considers land capability.</i>	Land capability is considered through the State Policy on the Protection of Agricultural Land 2009 and the Agriculture Zone and Rural Zone provisions.

(d) is consistent with each State policy

What is the purpose of the Policy?	What developments are affected?	Where does the Policy apply?
State Policy on the Protection of Agricultural Land 2009		
<p>To conserve and protect agricultural land so that it remains available for the sustainable use and development of agriculture, recognising the particular importance of prime agricultural land.</p> <p>'Agricultural use' includes use of the land for propagating, cultivating or harvesting plants or for keeping and breeding of animals, excluding domestic animals and pets. It includes the handling, packing or storing of agricultural produce for dispatch to processors or markets and controlled environment agriculture and plantation forestry.</p>	<p>Proposed non-agricultural use and development that is 'discretionary' or 'prohibited' on land zoned either Significant Agriculture or Rural Resources in planning schemes or land adjoining these zones but with a different zoning.</p>	<p>All agricultural land in Tasmania zoned either Significant Agriculture or Rural Resources in planning schemes.</p>
State Policy on Water Quality Management 1997		
<p>To achieve the sustainable management of Tasmania's surface water and groundwater resources by protecting or enhancing their qualities while allowing for sustainable development in accordance with the objectives of the RMPS.</p>	<p>Proposed use and development that may impact on surface or ground water quality in Tasmania.</p>	<p>All surface waters, including coastal waters, and groundwaters, other than:</p> <ul style="list-style-type: none"> • privately owned waters that are not accessible to the public and are not connected to, or flow directly into, waters that are accessible to the public; or • waters in any tank, pipe or cistern.
State Coastal Policy 1996		
<p>To protect the natural and cultural values of the coast, provide for sustainable use and</p>	<p>Proposed use and development in a coastal area that is 'discretionary' or 'prohibited' under land use</p>	<p>Tasmania's coastal area, including all islands except for Macquarie Island. The coastal zone includes</p>

development of the coast, and promote shared responsibility for its integrated management and protection.	zones applying to coastal areas in planning schemes.	State Waters (as defined in the Living Marine Resources Management Act 1995) and all land to a distance of 1km from the high water mark.
<p>National Environmental Protection Measures (NEPMs)</p> <p>In accordance with the State Policies and Projects Act 1993, a NEMP is taken to be a State Policy. The following NEMPs are therefore State policies:</p> <ul style="list-style-type: none"> • <i>Air Toxics</i> • <i>Ambient Air Quality</i> • <i>Assessment of Site Contamination</i> • <i>Diesel Vehicle Emissions</i> • <i>Movement of Controlled Waste between States and Territories</i> • <i>National Pollutant Inventory</i> • <i>Used Packaging Materials</i> 		

(da) satisfies the relevant criteria in relation to the TPPs

Consideration: The Tasmanian Planning Policies (TPPs) come into effect on 1 July 2026.

(e) as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situated the land to which the relevant planning instrument relates

Consideration: The Northern Tasmanian Regional Land Use Strategy, 23 June 2021 (NTRLUS) is the applicable regional land use strategy for the Northern Midlands. The proposed amendment is consistent with the following sections of the NTRLUS:

Strategic Direction G2.3 – Promote local character values.

- Preserve and protect significant cultural heritage.
- Provide local identification and protection of unique character.

CH-P01 Recognise, retain and protect cultural heritage values in the region for their character, culture, sense of place, contribution to our understanding of history.

CH-A03 Provide for the protection of identified significant cultural heritage and archaeological sites.

(f) has regard to the strategic plan, prepared under section 66 of the Local Government Act 1993, that applies in relation to the land to which the relevant planning instrument relates

Consideration: Council's Strategic Plan 2017-2027 is based upon four key priorities:

Lead: Service with honesty, integrity, innovation and pride

Progress: Economic health and wealth – grow and prosper

People: Cultural and society – a vibrant future that respects the past

Place: Nurture our heritage environment

Each key priority has four strategic outcomes. Of most relevance to this proposed amendment is strategic outcome 4.4 Our heritage villages and towns are high value assets.

(g) as far as practicable, is consistent with and coordinated with any LPSs that apply to municipal areas that are adjacent to the municipal area to which the relevant planning instrument relates

Consideration: Adjacent municipal areas are: Meander Valley, City of Launceston, and Break O' Day (Northern Region), and Glamorgan-Spring Bay, Southern Midlands and Central Highlands (Southern Region).

(h) has regard to the safety requirements set out in the standards prescribed under the Gas Safety Act 2019

Consideration: The site is not in the vicinity of the Tasmanian Gas Pipeline Planning Corridor.

Tasmanian Planning Commission Guideline No. 1 – Local Provisions Schedule (LPS): zone and code application

Local Historic Heritage Code	
Code Application Guidelines	Consideration
LHHC 3 Each LPS may contain an overlay map showing local heritage places for the application of the Local Historic Heritage Code.	The draft amendment proposes to include an overlay map showing the local heritage place.
LHHC 5 If including a statement of significance in Table C6.1, C6.2 or C6.3 the information included in the right hand column (titled 'Description, Specific Extent, Statement of Local Historic Heritage Significance and Historic Heritage Values') must address the significance of each place and its historic heritage values, as set out in the definition for local historic heritage significance in the code. The statement of local historic heritage significance must incorporate the historic heritage values of the place. The information may be set out in the table or appear in a separate datasheet. All external documents must be listed in the LPS's Applied, Adopted or Incorporated Documents table.	See Datasheet per TPC Practice Note 8.

NOR-Table C6.1 Local Historic Heritage Places Datasheet – NOR-C6.1.469

Description

Fred 'Mulga' Davies Memorial Grandstand.

Specific Extent

The specific extent of the local historic heritage place is the area outlined in red in Figure NOR-C6.1.469.2 – Specific Extent.

Figures for specific extent



Figure NOR-C6.1.469.1 – Site Location



Figure NOR-C6.1.469.2 – Specific Extent

Statement of local historic heritage significance and historic heritage values

(a) Significance of the local heritage place and its historic heritage values because of its role in, representation of, or potential for contributing to the understanding of:	
(i)	local history; Not applicable.
(ii)	creative or technical achievements; Not applicable.
(iii)	a class of building or place; Not applicable.
(iv)	aesthetic characteristics; Not applicable.

(b) Significance of the local heritage place and its values because of its association with:	
(i)	a particular community or cultural group for social or spiritual reasons; or
<p>The Longford Football Club was a founding club of the South Esk Football Association in 1890. The club won the first 10 premierships (1890 through to 1899) and won the 1901, 1904 and 1906 premierships.</p> <p>From 1926 until 1986 the club played in the original Northern Tasmanian Football Association (NFTA).</p> <p>Longford had their strongest decade in the 1950s when they claimed three NFTA premierships, including their breakthrough triumph in 1955. They had previously never won the competition but had been runners-up in 1931, 1940 and 1953.</p>	

Longford were Tasmanian State Premiers in 1957. After accounting for Ulverstone, premiers of the North West Football Union, in the preliminary match, Longford defeated North Hobart by 21 points in the decider at York Park.

Best of Country Football – Northern Tasmania: Longford Tigers, 1957

The Longford Tigers were to peak in the mid and late 1950s at both the regional and state level under the leadership of ex-Carlton premiership star Fred Davies.

In the state premiership final the Tigers burst out of the blocks and could have taken a stranglehold on the title except for inaccurate kicking. To their credit, North Hobart hit back in the second quarter and led at half time. The Tigers were not to be denied a second time, however, and prevailed comfortably in the second half to become the first NTFA ‘country’ team to take the state title.

The Longford Tigers golden era extended to one more premiership in 1958 and numerous more runner-up appearances following this triumph. Although there is little argument that the mantle of best country team in Northern Tasmania was taken up by Scottsdale for two decades from 1964, the Longford team of 1957 will always be remembered as the pioneers of the cause of country football in the region. (TAS AFL Hall of fame)

The building is a Federation style timber framed structure, typical of early 20th century sporting grandstands and pavilions which stands as an enduring legacy of when Longford had the best football team in Tasmania.

- (ii) the life or works of a person, or group of persons, of importance to the locality or region.

The grandstand has cultural and social significance to the Longford community and is named in honour of Fred ‘Mulga’ Davies - a Carlton champion and premiership player who transferred to Tasmania to become a player-coach for Longford in 1952, lifting the Longford Tigers to three regional and one state premierships.

The Fred Davies grandstand is named in honour of the late Fred Davies who was an icon of the Longford Football Club in the years between 1954 and 1960 when he was coach, and the club won the NTFA and Tasmanian Premierships.

Longford hadn’t won a premiership in the NFTA before ‘Mulga’ coached the team to NTFA premiership wins in 1955, 1957 and 1958 and to the State title in 1957. As of 2026, Fred Davies remains the only coach ever to lead Longford to a State title.

Figures for statements of local historic heritage significance and heritage values



Figure NOR-C6.1.469.3 – Photograph of the grandstand

6 THE EXAMINER Tuesday April 18, 2023 examiner.com.au

NEWS

'It was a privilege' to play with Mulga Fred

OUR PEOPLE
BY JOE COLBROOK

FRIENDS and family of the late, great Fred 'Mulga' Davies joined in Longford to celebrate the town's footballing legacy and the start of a new NFA season.

A memorial to the town's star footballer, who led Longford to victory at the 1957 state championship, was officially opened at the entrance to the oval now named the Fred Davies Memorial Ground.

Erin Cronin, one of Davies' nieces, had travelled from Victoria to visit Longford for the first time having heard so much about the town in family stories.

Ms Cronin said she never met her uncle before he died, but was eager to hear more about him from his former teammates.

"I just think the memorial is magnificent," she said.

"One of the things I'd like to find out about Fred is what makes him so revered. He was quite shy, he was obviously at his best on the footy field and a great communicator."

Ms Cronin had initially planned to visit the town with her sister, but after discussions with other family members the event became a fully-deleged family reunion and more than 30 relatives travelled to Tasmania.

Community historians and one of the few surviving members of the 1957 team Bob Pitt said Davies was one of a kind.

"He was absolutely marvellous," Mr Pitt said.

"He was a leader of men. He would not yell or swear or try and drag you down. He would be encouraging us all the time."

"It was a privilege to play with him."

Mr Pitt said it was wonderful to see his late captain's legacy commemorated with the memorial, and as part of the opening event read a poem about Davies written by his brother Doug Davies.

Several members of Northern Midlands Council also attended the opening, and deputy mayor Janet Lambert said the new memorial highlighted how important Davies was to Longford.

"Today is both a reflection and celebration of the man who had such a positive influence on those around or try and drag you down. He would be encouraging us all the time."

"He had such a unique ability to bring out the best in his teammates and the best in his colleagues."

The deputy mayor also paid tribute to the community members who pushed for recognition of Davies and helped bring the memorial into being.

These included Neil Kearney, who was a friend of Davies' late son Ian Davies and has campaigned for several years for a memorial.

"What a fabulous day this is," Mr Kearney said.

"Worthy recognition of Longford's greatest legend and its worthy players."

"What a terrific entrance to the ground and thanks to the council for making something so special."

Read more news and sign up for our newsletters by visiting examiner.com.au

REMEMBERING 'MULGA FRED' DAVIES

1957 premiership winners Bob Pitt, Clarrie Goninon, Bob Hay, Ted Bricknell, Don Goninon, Don Brooks and Jack Jones at the Fred Davies memorial. Picture by Joe Colbrook

8 Bob Pitt

Members of Fred Davies' extended family journeyed from all across Australia to visit. Picture by Joe Colbrook

Figure NOR-C6.1.469.4 – Examiner article 18 April 2023



FRED 'MULGA' DAVIES MEMORIAL GRANDSTAND
LONGFORD SPORTS GROUND
BUILDING DESIGN & FABRIC ASSESSMENT

1.0 INTRODUCTION

This assessment of the Fred 'Mulga' Davies Memorial Grandstand, identifies and outlines the architectural style and building fabric.

The building is a Federation style timber framed structure, typical of early 20th century sporting grandstands and pavilions.

2.0 BUILDING DESCRIPTION

The building is a small scale symmetrical post and beam structure with timber framed walls clad with lapped timber vertical boards. Exterior walls have been covered with colorbond vertical steel sheeting. The roof is a timber framed simple hipped form covered with galvanised corrugated iron short sheets. Roof water is collected in a fascia gutter.

There is a small gable pediment centred in the front façade.

The stepped floor is timber framed with timber slat bench seats with two access ailes.

The front dwarf timber framed wall is clad externally with horizontal timber weatherboards.

It is likely that this area was originally clad with vertical lapped timber boards.

David Denman & Associates
Architects & Heritage Consultants

Southwest elevation of the grandstand

Showing the simple symmetrical timber post and beam structure with a hipped corrugated iron roof form with a central gable pediment and flagpole.

It is likely that the front horizontal timber weatherboards are not original fabric.



Northeast elevation of the grandstand, showing the simple pitched gable roof form with the original short sheet corrugated galvanised roof sheeting.

The vertical colorbond custom orb wall lining is not original. The original lapped vertical timber board cladding is likely still behind the sheeting.



David Denman & Associates
Architects & Heritage Consultants

Southeast elevation, showing that the original vertical exterior lining has been covered with vertical metal sheet cladding.



Northwest elevation, showing that the original vertical exterior lining has been covered with vertical metal sheet cladding.



David Denman & Associates
Architects & Heritage Consultants

View of the playing oval from the enclosed press box.



Internal view of the timber exposed timber post and beam support structure with the exposed timber roof framing and corrugated iron roof sheeting.



David Denman & Associates
Architects & Heritage Consultants

View inside the grandstand showing the tiered timber slat bench seating with the enclosed press box located at the central highest point. Original vertical lapped timber wall lining is clearly visible on the rear wall.



View of stepped slatted timber bench spectator seating.



David Denman A.I.A.

Architect & Heritage Adviser

March 2026

5



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:

RECEIVED
08/04/26

The Proposal

Description of proposal:

Change the use of the residence to a full-time visitor accommodation

Driveway construction material: Gravel

The Land

Site address: 30 Tasman Street, Ross, TAS 7209

Title reference: C/T: 162679/1

Existing buildings on site: 1 x Residence 1 x Garage

Existing use of site: Residential

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

Existing driveway and parking surface to remain gravel

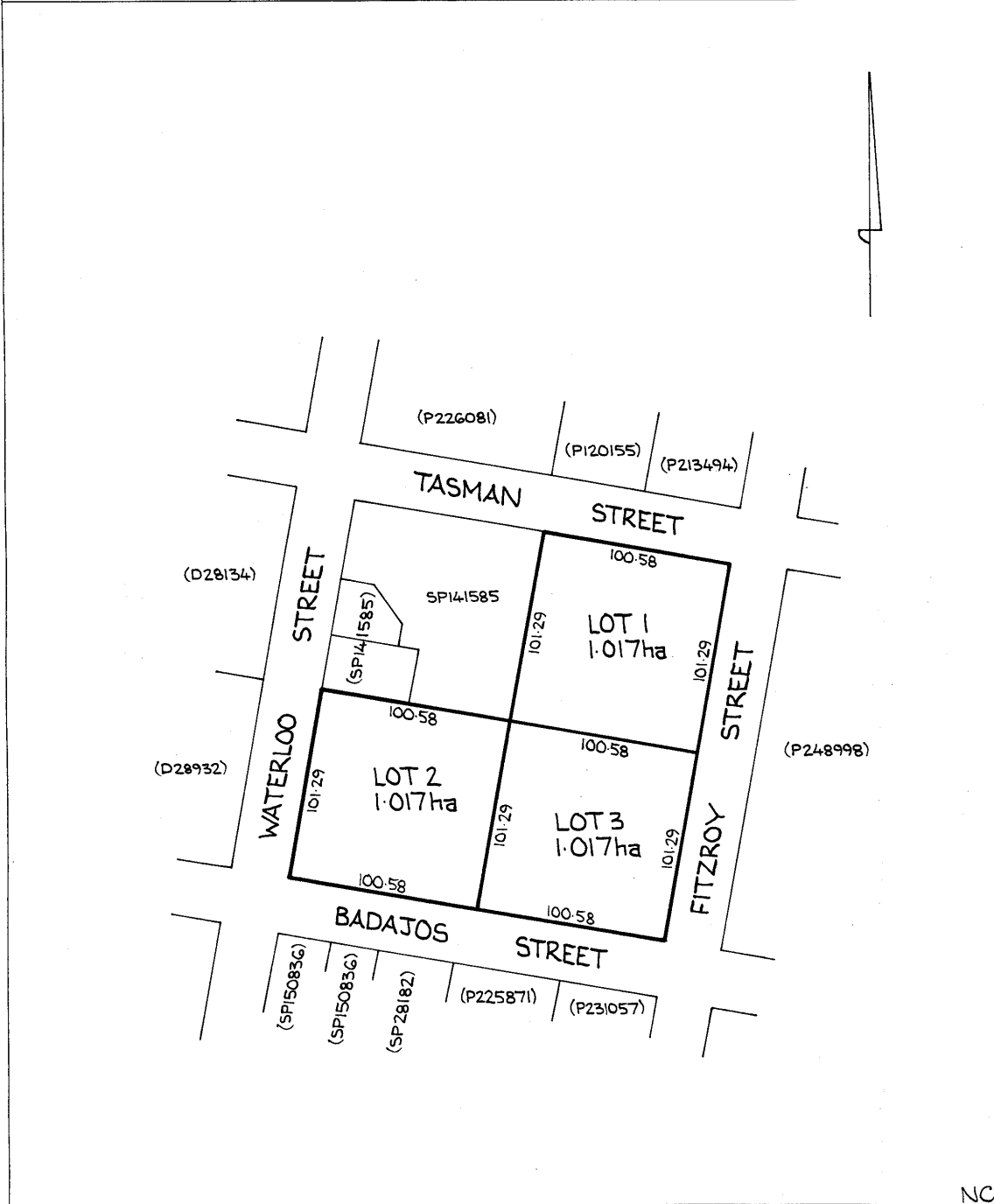


FOLIO PLAN
 RECORDER OF TITLES
 Issued Pursuant to the Land Titles Act 1980

Exhibited

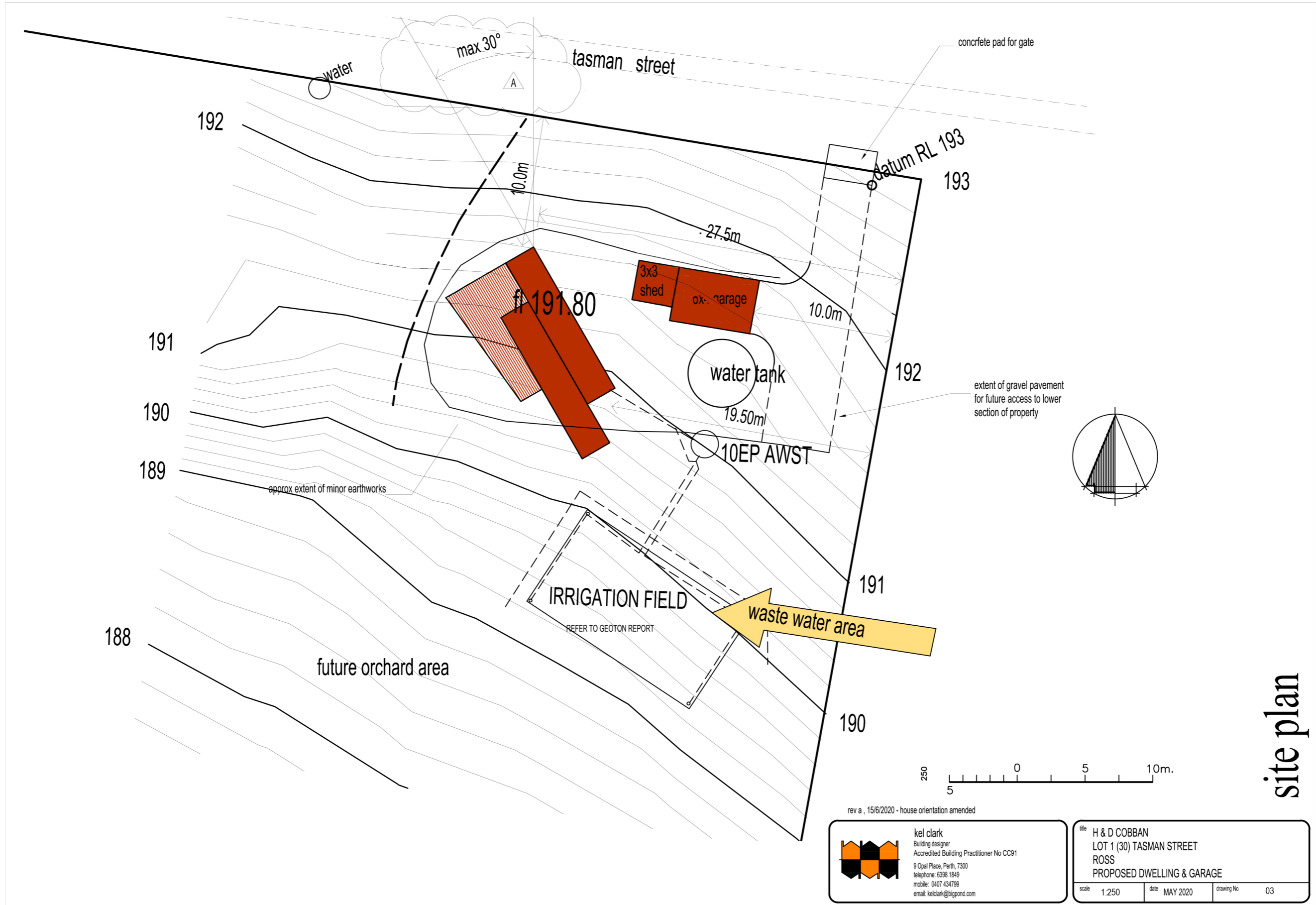


OWNER FOLIO REFERENCE CT.234236-1 GRANTEE WHOLE OF LOT 2 (2A-2R-2P) & LOT 4 (2A-2R-2P) GTD TO JOHN SMITH, WHOLE OF LOT 3 (2A-2R-2P) GTD TO THOMAS RAWNSLEY		PLAN OF TITLE LOCATION TOWN OF ROSS (SECTION 4) FIRST SURVEY PLAN No. B3-56 L.O. COMPILED BY LDRB SCALE 1: 2000 LENGTHS IN METRES		REGISTERED NUMBER P162679 26 SEP 2011 APPROVED <i>Alice Kava</i> Recorder of Titles
MAPSHEET MUNICIPAL CODE No. 123 (5434-21)	LAST UPI No FWD68	LAST PLAN No. P234236	ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN	




NC
A-143

Exhibited

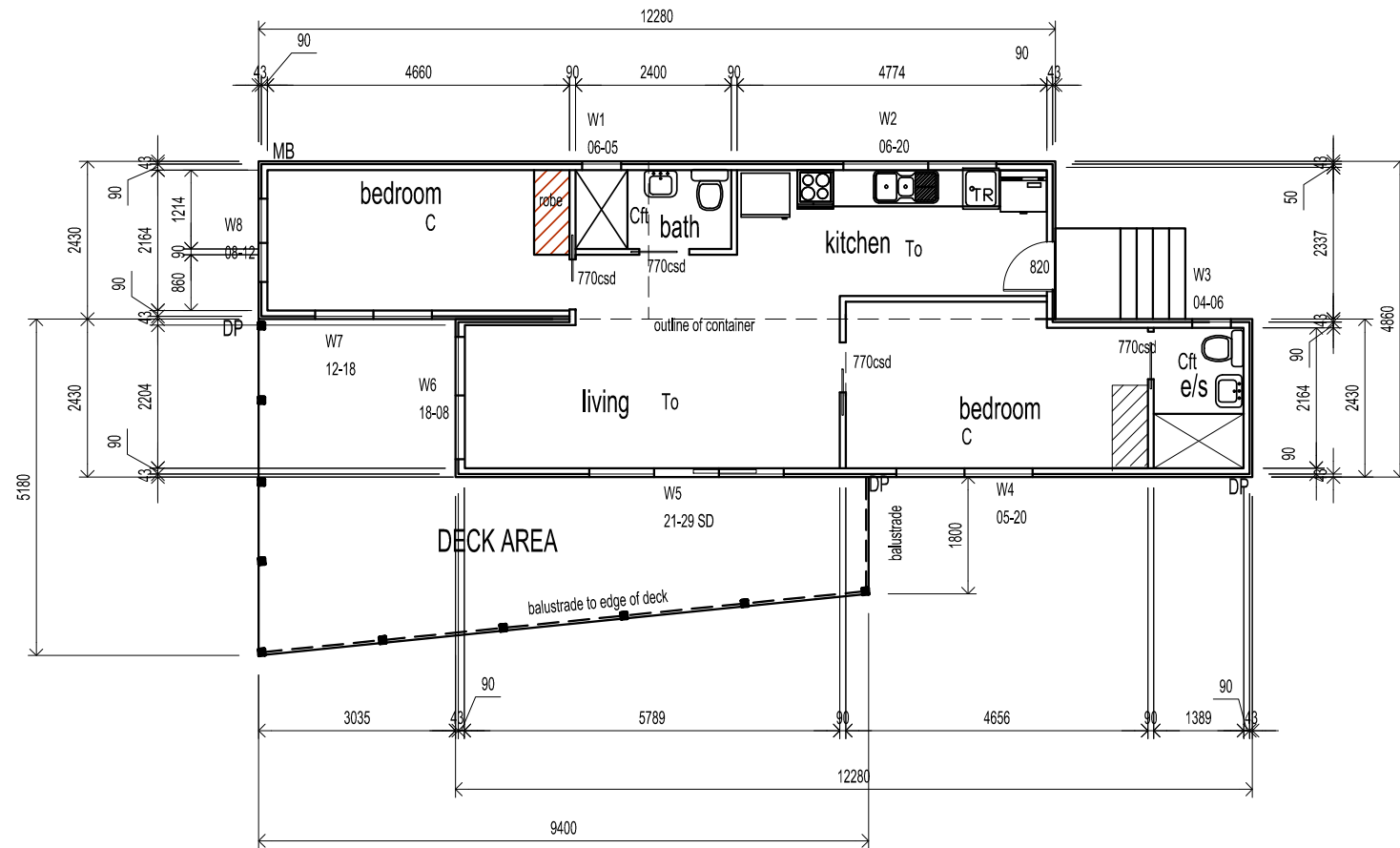


site plan

rev a , 15/6/2020 - house orientation amended

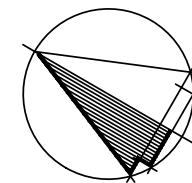
 kel clark Building designer Accredited Building Practitioner No CC91 9 Opal Place, Perth, 7300 telephone: 6398 1849 mobile: 0407 434799 email: kelclark@bigpond.com	title H & D COBBAN LOT 1 (30) TASMAN STREET ROSS PROPOSED DWELLING & GARAGE	
	scale 1:250	date MAY 2020

Exhibited




LEGEND

- C carpet as selected by client with airstep stepmax or equiv foam underlay
- Cft ceramic floor tiles selected by client
- To timber overlay selected by client
- Cj control joint
- DP downpipe
- MB meter box



floor plan

 <p>kel clark Building designer Accredited Building Practitioner No CC91 9 Opal Place, Perth, 7300 telephone: 6398 1849 mobile: 0407 434799 email: kelclark@bigpond.com</p>	<p>site H & D COBBAN LOT 1 (30) TASMAN STREET ROSS PROPOSED DWELLING & GARAGE</p>	
	<p>scale 1:100</p>	<p>date MAY 2020</p>



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:

Exhibited

The Proposal

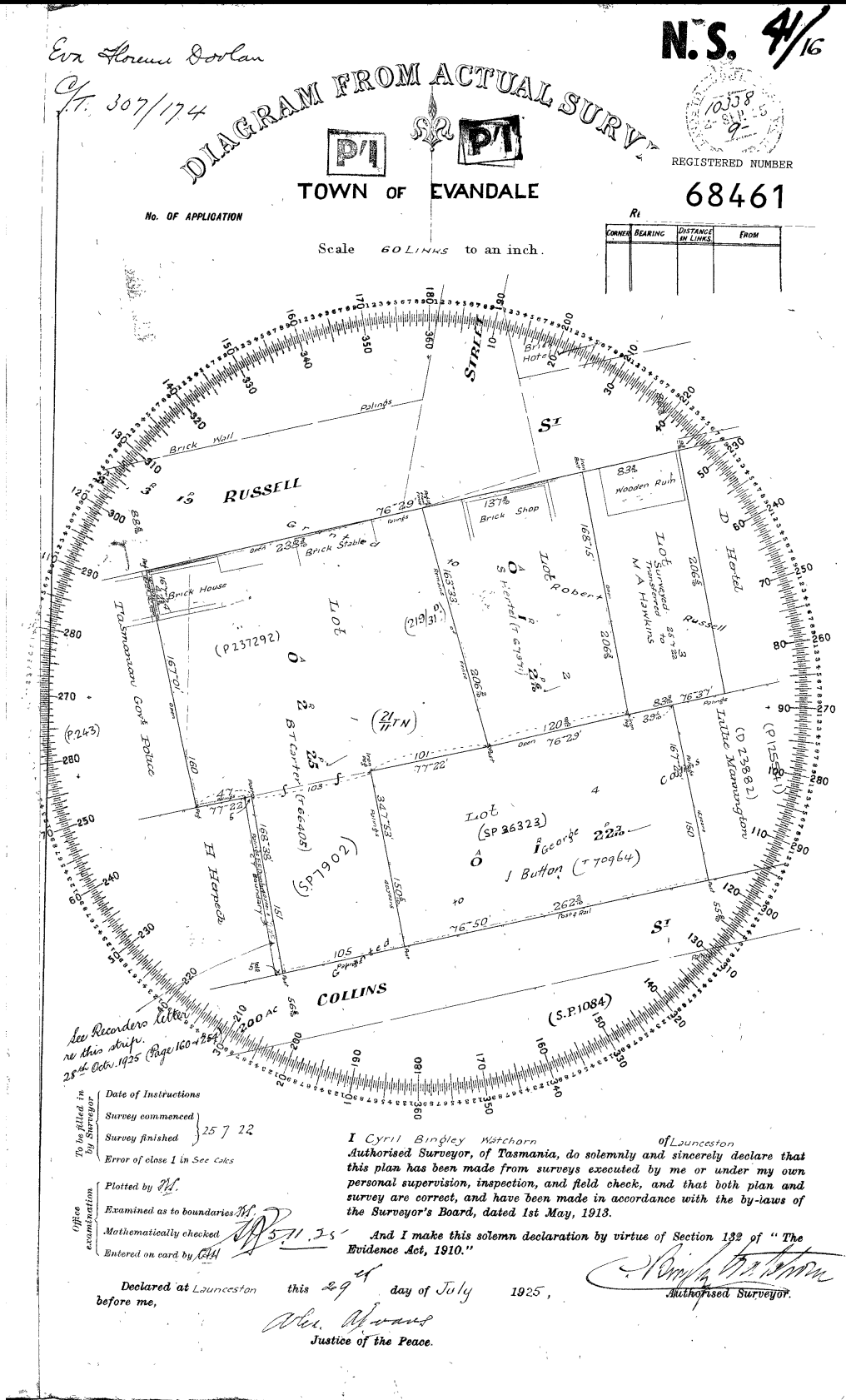
Description of proposal: AS CONSTRUCTED ALTERATIONS AND CONVERSION FROM CLASS 6 SHOP BACK TO CLASS 1A MULTIPLE DWELLING

Driveway construction material:	EXISTING GRAVEL
--	-----------------

The Land

Site address:	10 RUSSELL STREET, EVANDALE, 7212
Title reference:	C/T: 68461/2
Existing buildings on site:	EXISTING SHOP AND 2x EXISTING DWELLINGS
Existing use of site:	RESIDENTIAL AND COMMERCIAL

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



Exhibited



Mail: 202 Wellington Street, South Launceston 7249
A.B.N: 71 615 812 747
Phone: 6344 7319
Email: info@designtolive.com.au

24 March 2026

Planning Application Cover Letter

Development: ALTERATIONS AND CONVERSION FROM CLASS 6 SHOP
BACK TO CLASS 1A MULTIPLE DWELLING

Owner: Perter and Anne Routley

Address: 10 Russell Street, Evandale

Council: Northern Midlands

Zone: Local Business

Please find below further information for the proposed Development at the above address.

14.3.2 Discretionary uses

P1 - The proposed conversion of the existing building at 10 Russell Street to a Class 1a multiple dwelling will not cause any unreasonable loss of amenity to adjoining residentially zoned properties. The works are entirely internal, with no changes to the building's external envelope, height, setbacks, or appearance. As a result, there will be no additional overshadowing, loss of privacy, noise impacts, or visual intrusion for neighbouring residences.

The intensity of the proposed residential use is consistent with the established character of the area, which includes a mix of residential dwellings and small-scale local business uses. The development maintains the existing built form, scale, and streetscape presentation, ensuring the use remains low-impact and respectful of the surrounding neighbourhood while maintaining the properties heritage character.

P2 - The proposed change of use will not compromise the activity centre hierarchy. Evandale is a quiet rural town with a strong heritage character, and the site is located on the fringe of the activity centre, where smaller-scale, low-intensity uses are typical and appropriate. Converting the existing building to a residential use aligns with the modest scale of the site and respects its setting.

The proposal will not diminish pedestrian activity in the township, as the building is not a key contributor to the commercial core. The small size and low-impact nature of the dwelling ensure that it does not introduce any activity that would alter the role or function of the Evandale centre or affect surrounding centres. The use remains consistent with the scale and expectations of a rural heritage township.

The works are limited to internal alterations and will retain the building's existing external form and appearance. As a result, there will be **no impact on the heritage character** of Evandale or the surrounding heritage precinct. The streetscape presentation, scale, and materials remain unchanged, ensuring the proposal continues to contribute positively and unobtrusively to the town's historic rural identity.

Exhibited

14.4.6 Dwellings

A1 – Refer to landscape plans for private open space.

A2 – The existing attic space is the dedicated 6m³ secure storage space.

Regards,
Lyndon Stubbs
(BEnvDes, MArch)



**AS CONSTRUCTED ALTERATIONS AND
CONVERSION FROM CLASS 6 SHOP BACK TO
CLASS 1A MULTIPLE DWELLING**
(NOTE: BUILDING HAS PREVIOUSLY BEEN APPROVED AS A DWELLING)
10 RUSSELL STREET, EVANDALE, 7212.

DRAWINGS

- A01 COVER PAGE
- A02 SITE SURVEY PLAN
- A03 SITE PLAN
- A04 FLOOR PLAN
- A05 EXTERNAL SERVICES
- A06 ELEVATIONS

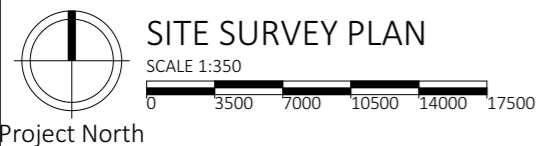
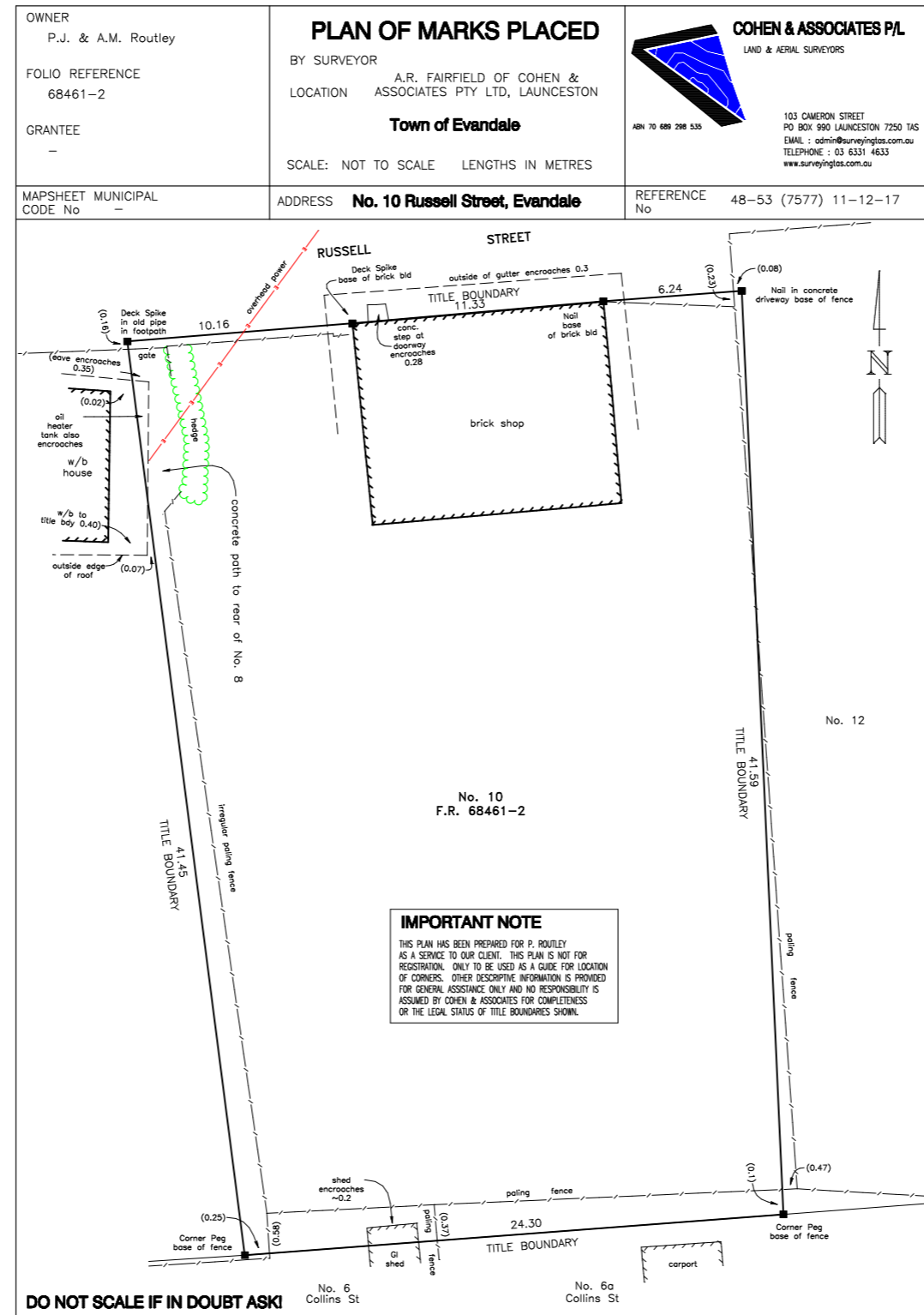
Received
24.3.2026
Exhibited

CLASSIFICATION OF BUILDING CLASS 1A	COUNCIL NORTHERN MIDLANDS	ZONE LOCAL BUSINESS
AREAS (m ²)	LAND TITLE REFERENCE 68461/2	ENERGY STAR RATING TBC
SUBJECT BUILDING 104.10	PROPERTY ID 6397299	CLIMATE ZONE 7
EXISTING UNIT 1 128.76	LOT SIZE (M ²) 1037	ALPINE AREA N/A
EXISTING UNIT 2 128.76	BAL RATING N/A	CORROSION ENV' LOW
	DESIGN WIND CLASS N/A	SITE HAZARDS N/A
	SOIL CLASSIFICATION N/A	
	PLANNING OVERLAY ATTENUATION AREA, AIRPORT OBSTACLE LIMITATION AREA, LOCAL HERITAGE PRECINCT	

ATTACHMENTS

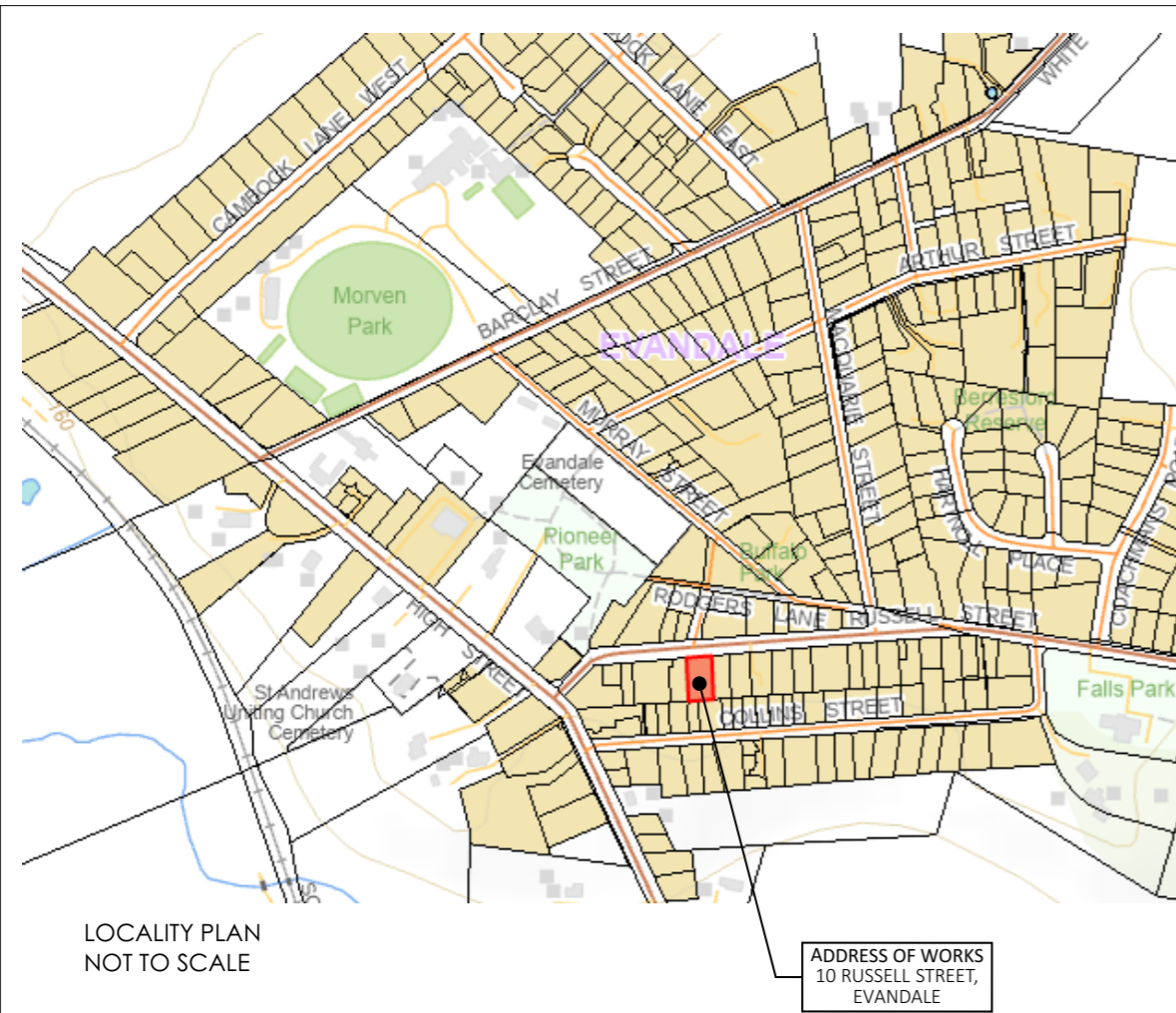
ACC # 371799313 ABN. 71 615 812 747 PH. 6344 7319 E. info@designtolive.com.au W. designtolive.com.au	CLIENT/S: PETER & ANNE ROUTLEY	DRAWING COVER PAGE	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT. SIGNATURE: DATE: SIGNATURE: DATE:	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person/s infringing the copyright.	REV. DATE DESCRIPTION	DESIGNER M.L. JOB NUMBER RSSL10
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					R2 24/03/2026 D.A. F.I.R.	CHECKED M.L. PAGE SIZE A3

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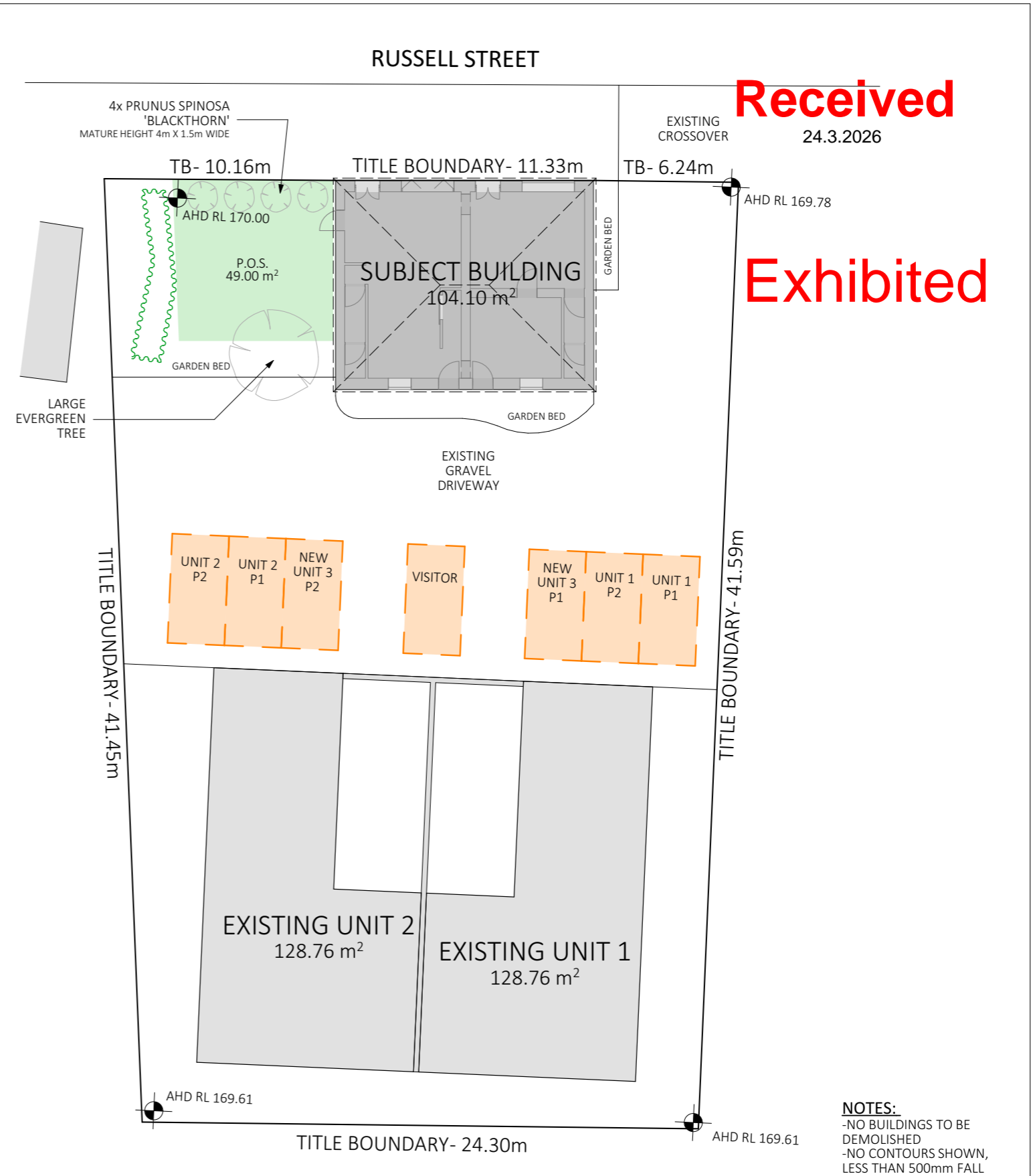
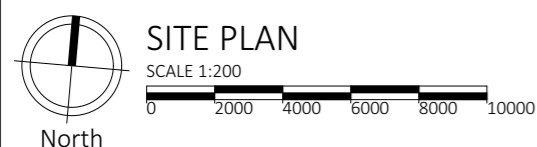


Project North

	ACC # 371799313 ABN. 71 615 812 747 PH. 6344 7319 E. info@designtolive.com.au W. designtolive.com.au	CLIENT/S: PETER & ANNE ROUTLEY SITE ADDRESS: 10 RUSSELL STREET, EVANDALE, 7212.	DRAWING SITE SURVEY PLAN	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT. SIGNATURE: DATE: SIGNATURE: DATE:	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person/s infringing the copyright.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>R1</td> <td>3/03/2026</td> <td>FOR D.A.</td> </tr> <tr> <td>R2</td> <td>24/03/2026</td> <td>D.A. F.I.R.</td> </tr> </tbody> </table>	REV.	DATE	DESCRIPTION	R1	3/03/2026	FOR D.A.	R2	24/03/2026	D.A. F.I.R.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">DESIGNER</td> <td>M.L.</td> </tr> <tr> <td style="text-align: center;">DRAWN</td> <td>L.S.</td> </tr> <tr> <td style="text-align: center;">CHECKED</td> <td>M.L.</td> </tr> </table>	DESIGNER	M.L.	DRAWN	L.S.	CHECKED	M.L.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">JOB NUMBER</td> <td>RSLL10</td> </tr> <tr> <td style="text-align: center;">DRAWING</td> <td>A02 2 OF 6</td> </tr> <tr> <td style="text-align: center;">PAGE SIZE</td> <td>A3</td> </tr> </table>	JOB NUMBER	RSLL10	DRAWING	A02 2 OF 6	PAGE SIZE	A3
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AREA	m ²
SUBJECT BUILDING	104.10
EXISTING UNIT 1	128.76
EXISTING UNIT 2	128.76



DESIGN TO LIVE

ACC # 371799313
ABN. 71 615 812 747
PH. 6344 7319
E. info@designtolive.com.au
W. designtolive.com.au

CLIENT/S:
PETER & ANNE ROUTLEY

SITE ADDRESS:
10 RUSSELL STREET,
EVANDALE, 7212.

DRAWING
SITE PLAN

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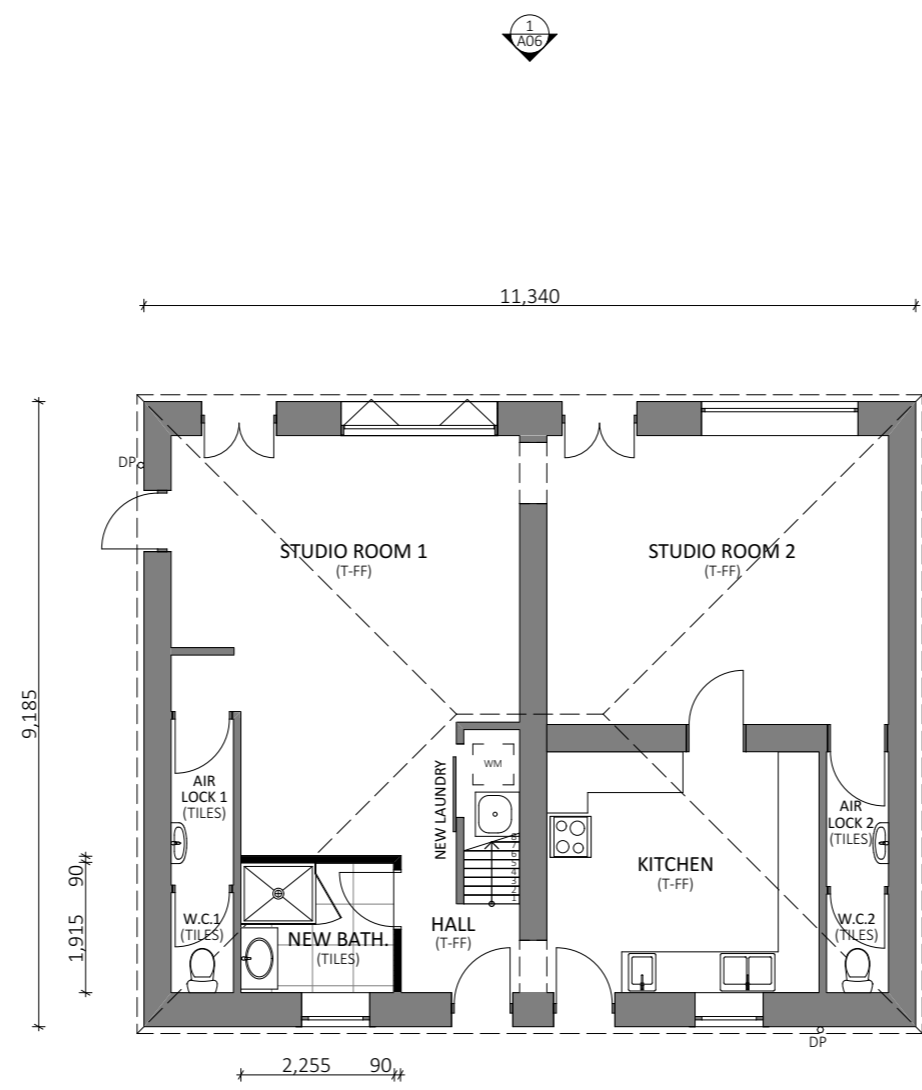
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R2	24/03/2026	D.A. F.I.R.				
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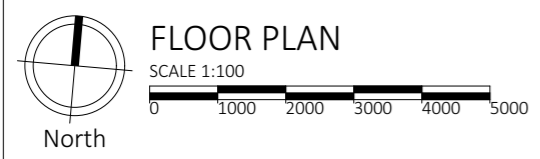
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24.3.2026

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KEY:	
	NEW WALL
	EXISTING/UNMODIFIED



NOTE:
STAIRS TO EXISTING STORAGE
ATTIC (GREATER THAN 6m³)

	ACC # 371799313 ABN. 71 615 812 747 PH. 6344 7319 E. info@designtolive.com.au W. designtolive.com.au	CLIENT/S: PETER & ANNE ROUTLEY SITE ADDRESS: 10 RUSSELL STREET, EVANDALE, 7212.	DRAWING FLOOR PLAN	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT. SIGNATURE: DATE: SIGNATURE: DATE:	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person/s infringing the copyright.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>R1</td> <td>3/03/2026</td> <td>FOR D.A.</td> </tr> <tr> <td>R2</td> <td>24/03/2026</td> <td>D.A. F.I.R.</td> </tr> </tbody> </table>	REV.	DATE	DESCRIPTION	R1	3/03/2026	FOR D.A.	R2	24/03/2026	D.A. F.I.R.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DESIGNER</th> <th>M.L.</th> <th>JOB NUMBER</th> </tr> </thead> <tbody> <tr> <td>DRAWN</td> <td>L.S.</td> <td>DRAWING</td> </tr> <tr> <td>CHECKED</td> <td>M.L.</td> <td>PAGE SIZE</td> </tr> </tbody> </table>	DESIGNER	M.L.	JOB NUMBER	DRAWN	L.S.	DRAWING	CHECKED	M.L.	PAGE SIZE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">RS110</td> </tr> <tr> <td style="text-align: center;">A04 4 OF 6</td> </tr> <tr> <td style="text-align: center;">A3</td> </tr> </tbody> </table>	RS110	A04 4 OF 6	A3
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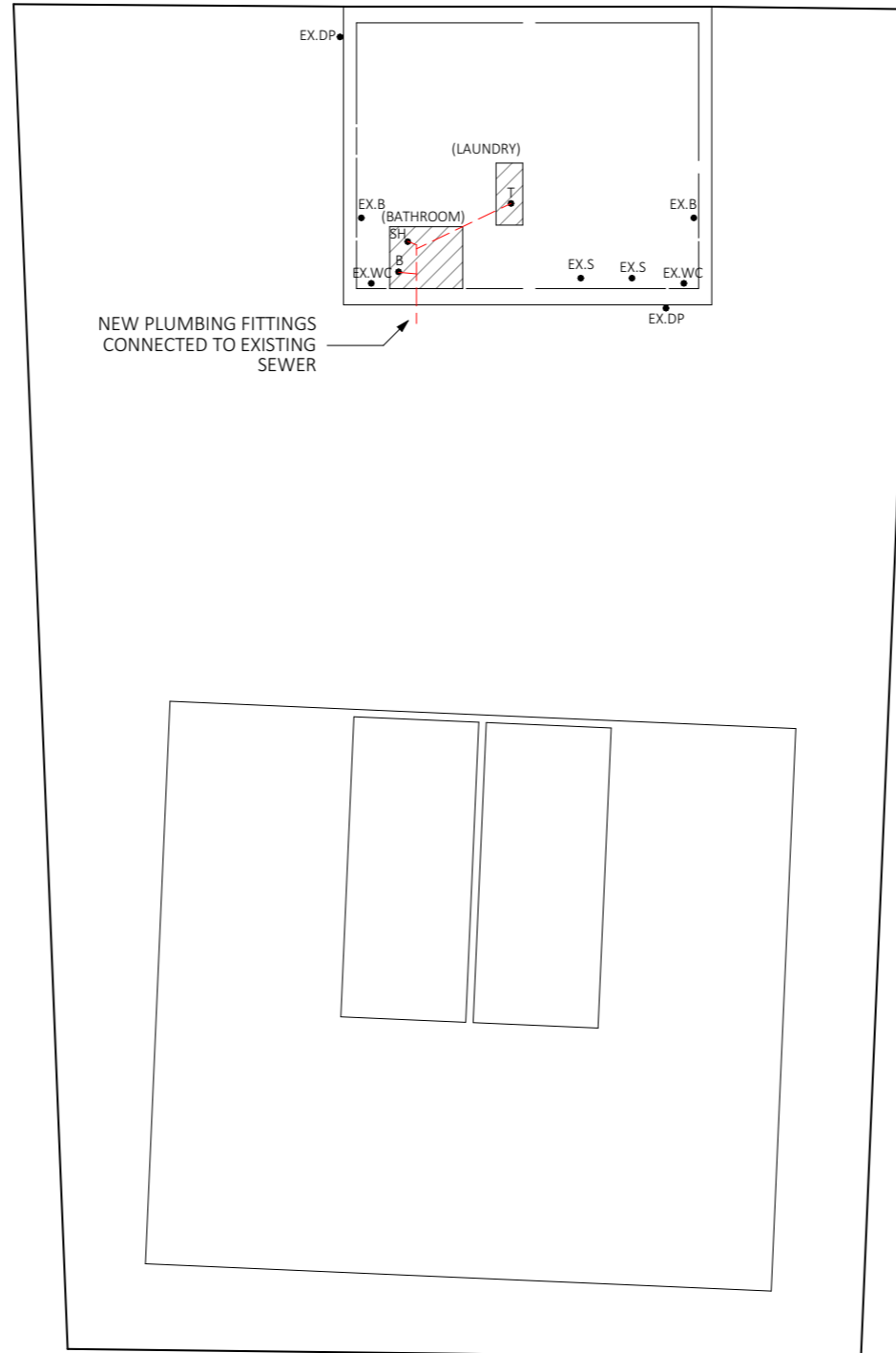
LEGEND	
B	BASIN
Ba	BATH (POP-UP PLUG WITH REMOVABLE WASTE)
S	SINK (65Ø)
T	LAUNDRY TUB (65Ø)
SH	SHOWER
WC	WATER CLOSET
FW	FLOOR WASTE
EV	VENT (THROUGH TO ROOF)
IO	INSPECTION OPENING
ORG	O/FLOW RELIEF GULLY
RE	RODDING EYE
X	EXTERNAL TAP
P	DRAINAGE PIT (357x357x452D)
DP	DOWNPIPE (90Ø)
	WET AREAS
	STORMWATER LINE (100mm PVC)
	SEWER LINE (100mm PVC)
	AG. DRAIN

THIS PAGE IS TO BE PRINTED AND READ IN COLOUR.

NOTES:

ALL DRAINAGE WORK SHOWN IS PROVISIONAL ONLY AND IS SUBJECT TO AMENDMENT TO COMPLY WITH LOCAL AUTHORITIES. ALL WORK IS TO COMPLY WITH AS-3500 AND LOCAL PLUMBING CODE AND SHOULD BE CARRIED OUT BY A LICENSED PLUMBER.

ALL WORKS ARE TO BE IN ACCORDANCE WITH THE WATER SUPPLY CODE OF AUSTRALIA MELBOURNE RETAIL WATER AGENCIES INTERGRATED CODE (WSA 03-2011-3.1 VERSION 3.1 MRWA VERSION 2.0) AND THE SEWERAGE CODE OF AUSTRALIA MELBOURNE RETAIL WATER AGENCIES INTERGRATED CODE (WSA 02-2014-3.1 MRWA VERSION 2.0) AND TASWATER'S SUPPLEMENTS TO THESE CODES.



INSTALL INSPECTION OPENINGS AT MAJOR BENDS FOR STORMWATER AND ALL LOW POINTS OF DOWNPIPES.

PROVIDE SURFACE DRAIN TO BACK OF BULK EXCAVATION TO DRAIN LEVELLED PAD PRIOR TO COMMENCING FOOTING EXCAVATION.

SERVICES

THE HEATED WATER SYSTEM MUST BE DESIGNED AND INSTALLED WITH PART B2 OF THE NCC VOLUME THREE- PLUMBING CODE OF AUSTRALIA.

THERMAL INSULATION FOR HEATED WATER PIPING MUST:
 A) BE PROTECTED AGAINST THE EFFECTS OF WEATHER AND SUNLIGHT; AND
 B) BE ABLE TO WITHSTAND THE TEMPERATURES WITHIN THE PIPING ; AND
 C) USE THERMAL INSULATION IN ACCORDANCE WITH AS/NZS 4859.1

HEATED WATER PIPING THAT IS NOT WITHIN A CONDITIONED SPACE MUST BE THERMALLY INSULATED AS FOLLOWS:

1. INTERNAL PIPING

- a) ALL FLOW AND RETURN INTERNAL PIPING THAT IS-
 i) WITHIN AN UNVENTILATED WALL SPACE
 ii) WITHIN AN INTERNAL FLOOR BETWEEN STOREYS; OR
 iii) BETWEEN CEILING INSULATION AND A CEILING
 MUST HAVE A MINIMUM R-VALUE OF 0.2

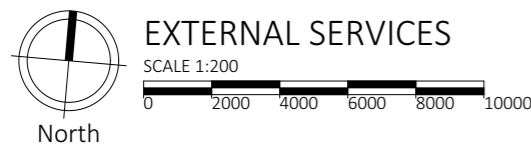
2. PIPING LOCATED WITHIN A VENTILATED WALL SPACE, AN ENCLOSED BUILDING SUBFLOOR OR A ROOF SPACE

- a) ALL FLOW AND RETURN PIPING
 b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM,
 MUST HAVE A MINIMUM R-VALUE OF 0.45

3. PIPING LOCATED OUTSIDE THE BUILDING OR IN AN UNENCLOSED BUILDING SUB FLOOR OR ROOF SPACE

- a) ALL FLOW AND RETURN PIPING
 b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM
 MUST HAVE A MINIMUM R-VALUE OF 0.6

PIPING WITHIN AN INSULATED TIMBER FRAMED WALL, SUCH AS THAT PASSING THROUGH A WALL STUD, IS CONSIDERED TO COMPLY WITH THE ABOVE INSULATION REQUIREMENTS.



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EXTERNAL SERVICES
 SCALE 1:200
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 ABN. 71 615 812 747
 PH. 6344 7319
 E. info@designtolive.com.au
 W. designtolive.com.au

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 PETER & ANNE ROUTLEY
SITE ADDRESS:
 10 RUSSELL STREET,
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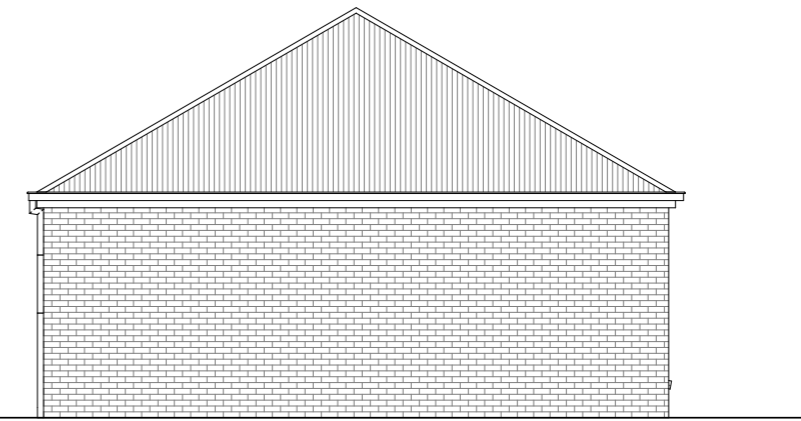
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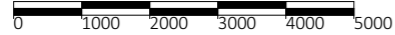
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R2	24/03/2026	D.A. F.I.R.				
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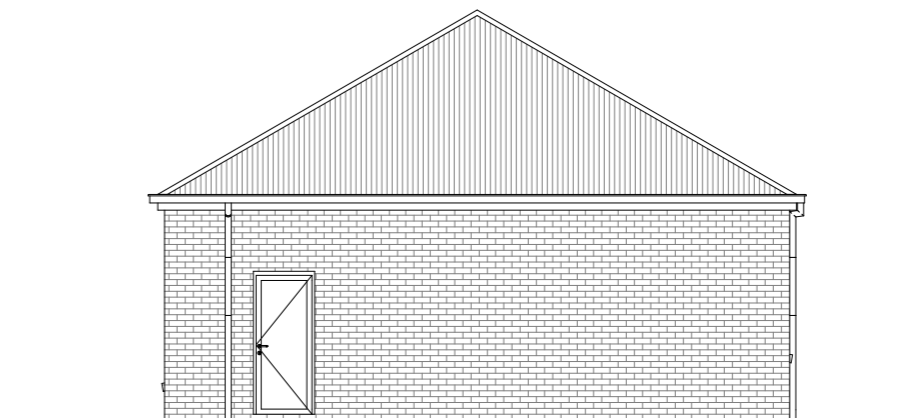
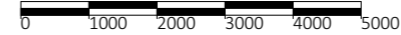
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1
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NORTHERN ELEVATION
SCALE 1:100



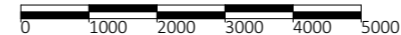
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A04
EASTERN ELEVATION
SCALE 1:100



3
A04
SOUTHERN ELEVATION
SCALE 1:100



4
A04
WESTERN ELEVATION
SCALE 1:100



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ABN. 71 615 812 747
PH. 6344 7319
E. info@designtolive.com.au
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R2	24/03/2026	D.A. F.I.R.				
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NORTHERN
MIDLANDS
COUNCIL

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: PROPOSED MULTIPLE DWELLINGS- ONE EXISTING AND ONE PROPOSED

Driveway construction material: CONCRETE

The Land

Site address: 28 BARCLAY STREET, EVANDALE TAS

Title reference: C/T: 24181/6

Existing buildings on site: 1

Existing use of site: RESIDENTIAL

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



FOLIO PLAN
RECORDER OF TITLES

Exhibited

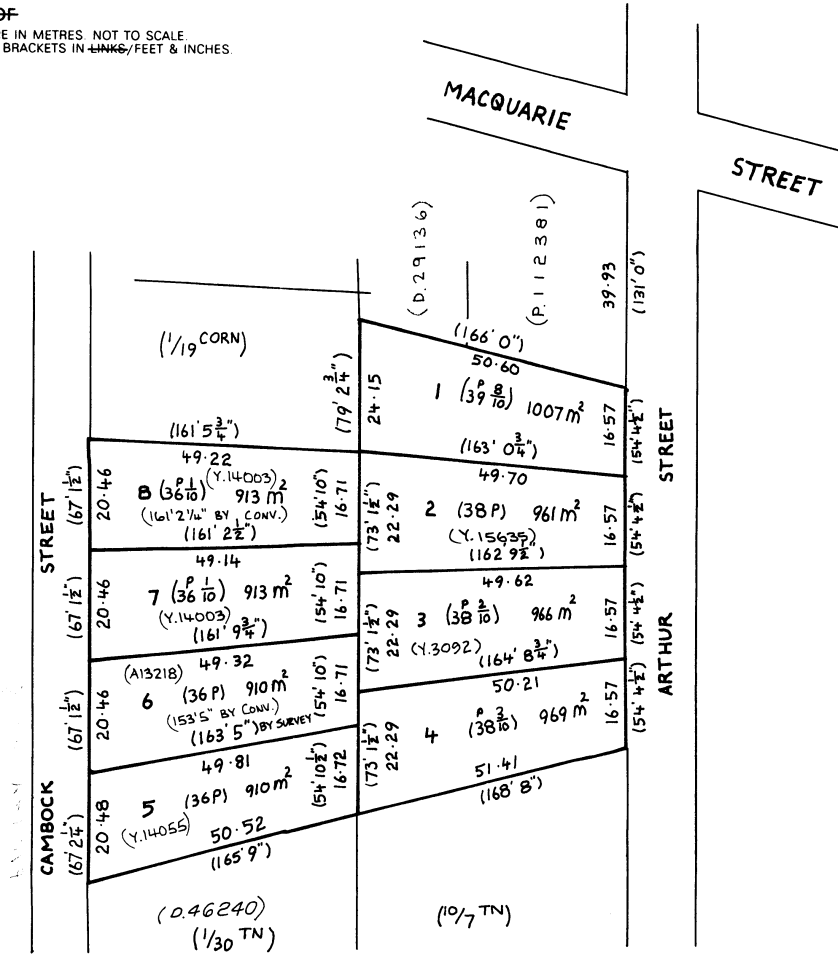


Issued Pursuant to the Land Titles Act 1980

APPROVED FROM - 1 NOV 1984 <i>E. R. Thong</i> RECORDER OF TITLES	CONVERSION PLAN	REGISTERED NUMBER D.24181
FILE NUMBER Y 3092	GRANTEE: PART OF 55-2-33 KENNEDY MURRAY	DRAWN PBP 30-10-84

SKETCH BY WAY OF ILLUSTRATION ONLY

CITY/TOWN OF EVANDALE
LAND DISTRICT OF
PARISH OF
LENGTHS ARE IN METRES NOT TO SCALE
LENGTHS IN BRACKETS IN LINKS/FEET & INCHES



D.24181

Exhibited

RECEIVED

15/01/2026



Mail: 202 Wellington Street, South Launceston 7249

A.B.N: 71 615 812 747

Phone: 6344 7319

Email: info@designtolive.com.au

15 January 2026

Planning Application Cover Letter

Development: Proposed Multiple Dwelling

Owner: Peter and Anne Routley

Address: 28 Barclay Street, Evandale

Council: Northan Midlands

Zone: General Residential

The proposed development relies on the below Evandale Specific Area Plan performance criteria.

Clause NOR-S5.7.4 – Windows

The proposed dwelling includes windows that are visible from the public road and therefore relies on Performance Criteria NOR-S5.7.4-P3. To demonstrate compatibility with the design and period of existing buildings within the street, careful consideration has been given to window design. This includes the window heads set lower than the minimum 300mm below the eaves line, as well as the use of multi-pane sash windows with appropriately scaled glazing bars, brick sills, clear glazing, and the use of mullions to achieve a vertical orientation of large glazing. These elements collectively ensure the windows are consistent with the established streetscape character.

Regards,
Eleisha Thalhammer
(Draftsperson)



Received
1.4.2026
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44 Penquite Road
LAUNCESTON TAS 7250
M: 0431 208 450
E: cameron.oakley@h-dna.com.au
ABN: 169 442 993 50

MEMO

1 April 2026

Re: 28 Barclay Street, Evandale, Onsite Detention Memo & Specification

1. Introduction

Northern Midlands Council (NMC) requires onsite detention (OSD) to be provided for the proposed unit development at 28 Barclay Street. The peak permissible site discharge (PSD) for the 910 m² site was calculated to be 8 L/s using NMCs Onsite Detention Policy table.

The property falls away from the roadway, so NMC requires the range of 1% AEP storm events to be detained, inclusive of climate change. After discussion with NMC's Works and Infrastructure team, the SSP2-4.5 2090 climate change loading was used.

Modelling of the post development site was undertaken in Infoworks ICM.

2. Model parameters and results

The post-development site was undertaken in Infoworks ICM using 1D RAFTS hydrology, relying on the Australian Rainfall and Runoff (AR&R) Data Hub and Guidelines.

The following losses were applied, based on recommended AR&R hydrology:

Impervious surfaces:

- Initial Loss = 1mm
- Continuing Loss = 0mm/hr

Pervious surfaces (adjusted for SSP2-4.5 2090):

- Initial Loss = 21mm
- Continuing Loss = 6.3mm/hr

The model was set up so discharge from Unit 1 (the existing house) and the nearby existing brick building discharged into a single 2.5KL Tankworld slimline rainwater tank (tank 1). Similarly, all the roof runoff from Unit 2, the new dwelling, would discharge to a second tank of the same size (tank 2). The tanks were modelled with 10mm orifices. Underground detention consisting of 3 rows of DN450 pipe each 12 metres long accepted all driveway runoff as well as overflows from each



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E: cameron.oakley@h-dna.com.au
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rainwater tank, and low flows from tank 1. The driveway detention orifice pit, located at the downstream end of the detention system, was modelled with a DN66 orifice which further controlled outflows to the public stormwater system.

The roof water tanks were sized to accommodate the 5% AEP, which is generally the service level of roof guttering in AS3500.3. Overflows would then pass to the driveway detention system.

The 1D model setup is shown in Figure 1. Red polygons delineate impervious areas; cyan polygons delineate pervious areas.

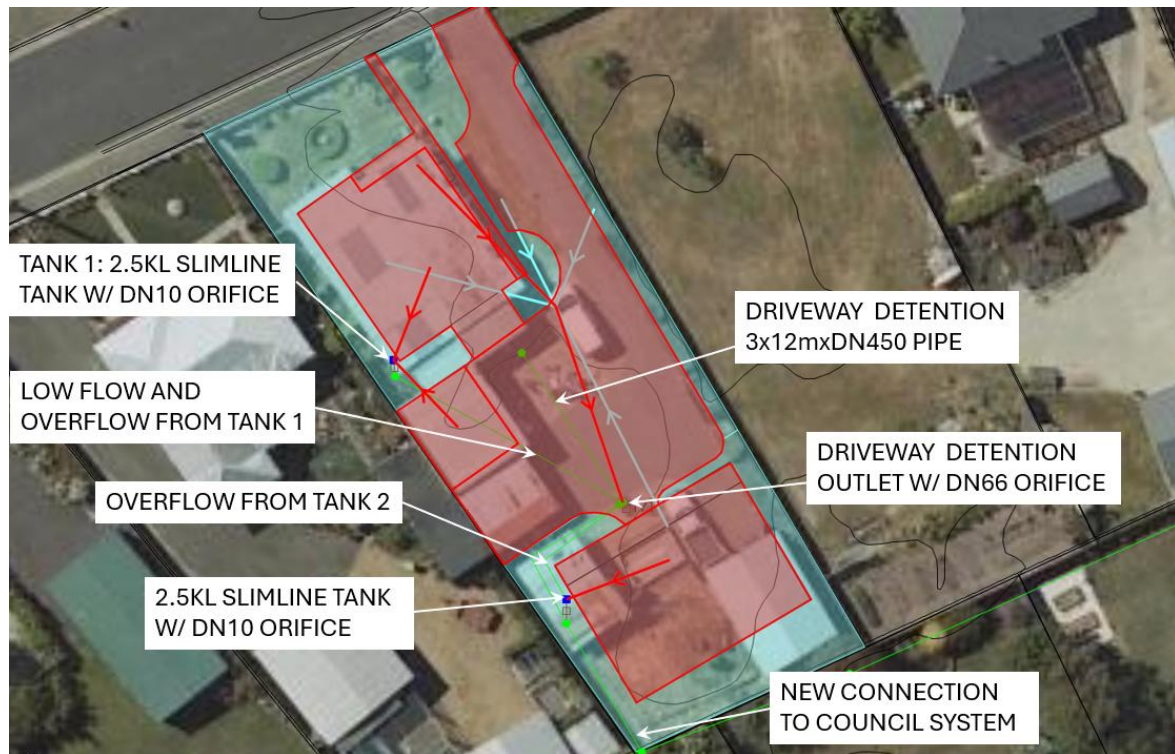


Figure 1. Infoworks 1D model setup

The range of storm durations (10 minute to 3 hour) were modelled, including pre-burst rainfall depths. Runoff from the property was found to peak at 7.5 l/s (0.00075 m³/s) during the 30-minute storm duration. This meets NMC's requirements as it is less than the PSD of 8 l/s. Figure 2 shows the box and whisker plot for the site outflows. A hydraulic grade line (HGL) from the upper end of the driveway detention pipes to the connection to NMC's stormwater system is presented in Figure 3.



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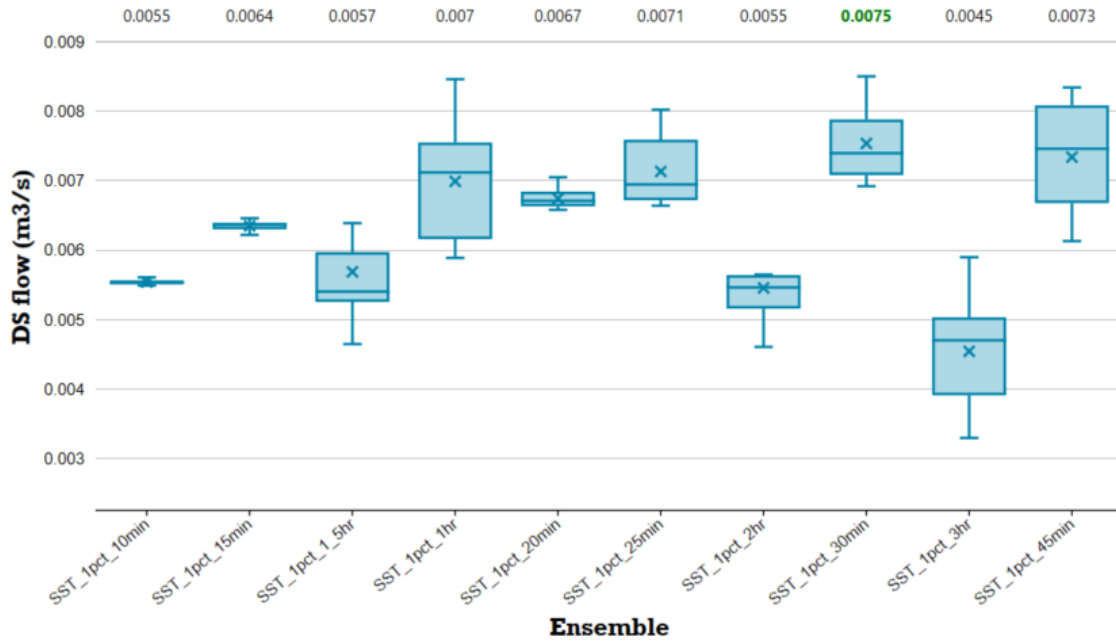


Figure 2. Post-development 1% AEP climate change flows with mean (x)

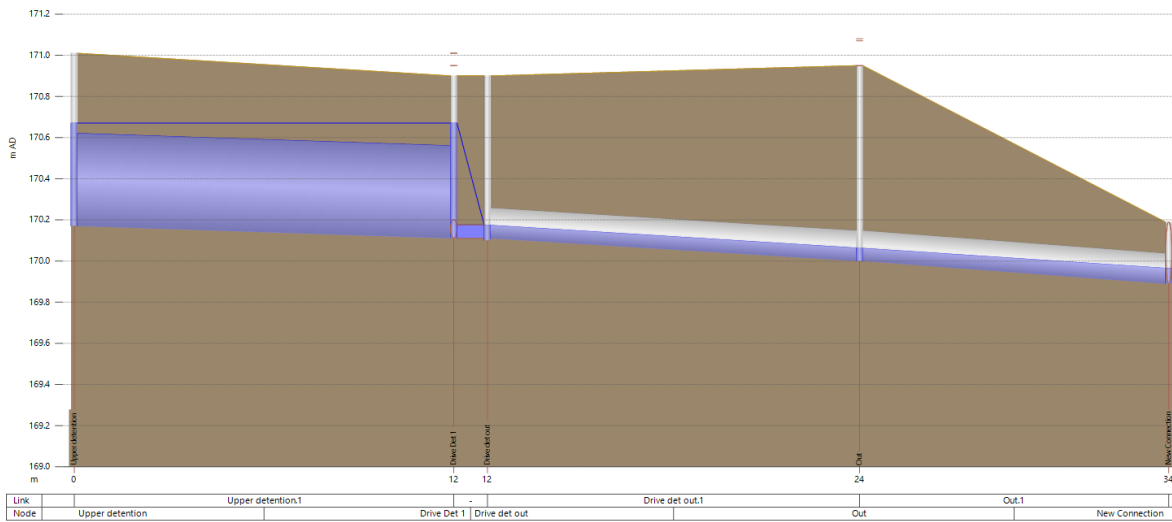


Figure 3. 1% AEP climate change HGL (drive detention to outlet)

Figure 4 shows the 5% AEP tank 1 storage peaks at 2.1 KL.



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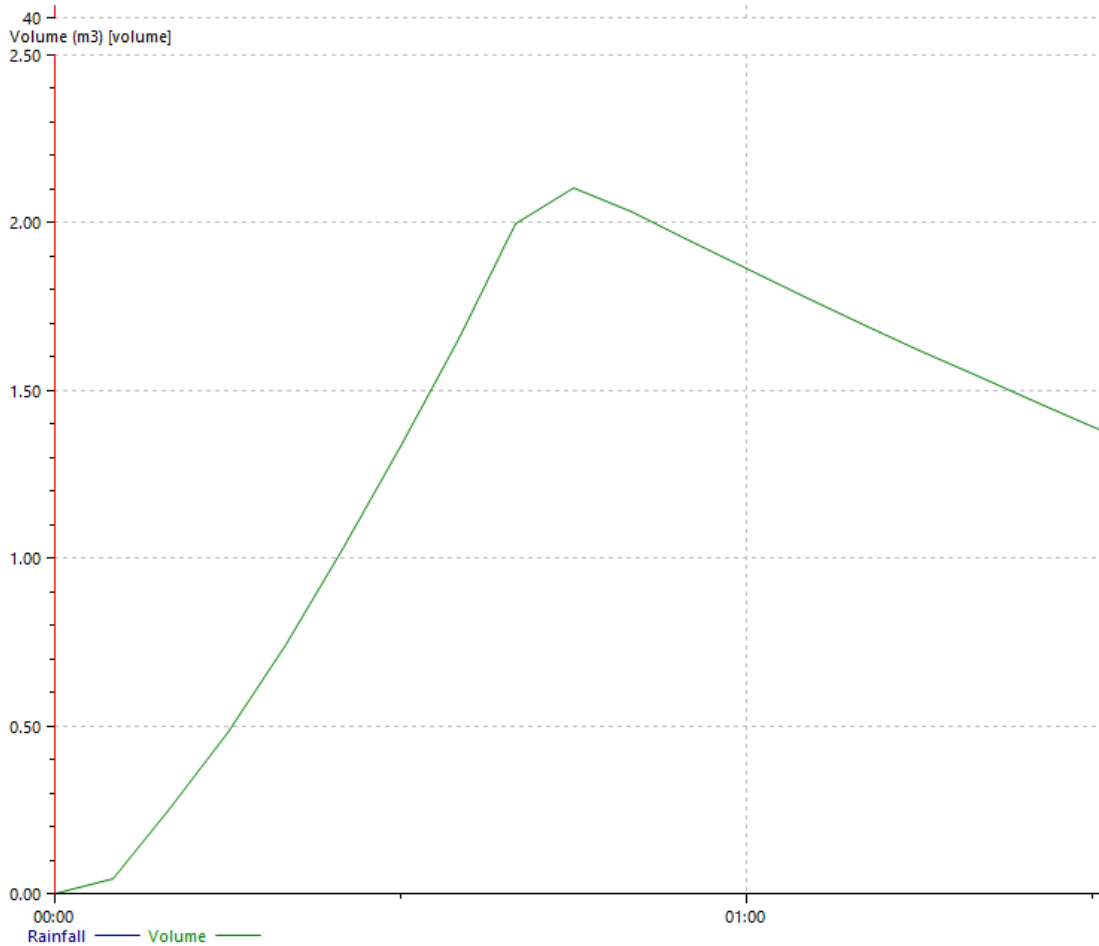


Figure 4. Tank 1 5% AEP peak storage

3. Specifications

- All Unit 1 and the adjacent existing brick building roof runoff is to be directed to a **2.5KL** Tankworld SLI2500 rainwater tank. Refer to Design to Live drawings BRCL28 6/12 and 7/12. Tank 1 low flows and overflows are to be directed to the underground detention system.
- All Unit 2 roof runoff is to be directed to a **2.5KL** Tankworld SLI2500 rainwater tank. Refer to Design to Live drawings BRCL28 6/12 and 7/12. Tank 2 overflows are to be directed to the underground detention system. Low flows from the orifice can be directed straight to the outlet pipe from the site.



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- Both rainwater tanks are to be fitted with a 10mm orifice 150mm above the tank invert. Each tank is also to be fitted with a 32mm outlet pit/tap at the invert of the tank for flushing of debris collected in the 150mm depth.
- Pre-treatment or roof runoff through a leaf and roof litter guards or an inlet filter is required prior to discharge of roof water into the rain tanks.
- The rest of the site is to drain to a driveway detention system. This system is to be constructed of 3 rows of DN450 Blackmax pipe, each 12 metres long. The pipes are to be laid at 1:200 (0.5%) grade. Refer to Design to Live drawings BRCL28 6/12 and 7/12.
- Detention pipes are to be laid following the manufacturer's requirements and otherwise the top of pipe shall not have less than 100mm separation from the top of pipe to the undersized of a min. 100mm thick reinforced concrete driveway pavement.
- Immediately downstream of the driveway detention will be a minimum 600mm wide x 600mm long orifice control pit which will be fitted with a 66mm stainless steel orifice at the invert (ref. AS3500.3:2021 7.10.2a). A minimum 100mm deep sump will be set below the orifice invert, with weepholes provided for drainage of sump to the surrounding soil (ref. AS3500.3:2021 7.10.2b(iv)).
- Be otherwise installed per AS3500.3:2021.
- An Operation and Maintenance Plan is provided at the end of this document.

A handwritten signature in black ink, appearing to read "C. Oakley".

Cameron Oakley

CONSULTING ENGINEER

B.Tech, B.Eng (Hons), MBA

Licensed Building Services Provider No. 949718126



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1.4.2026

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44 Penquite Road
LAUNCESTON TAS 7250
M: 0431 208 450
E: cameron.oakley@h-dna.com.au
ABN: 169 442 993 50

Onsite Detention Maintenance Schedule for 28 Barclay Street, Evandale

Maintenance Action	Frequency	Procedure
Discharge Control Pit/Tanks/Return Pit		
Inspect and remove any blockage from orifices	Six Monthly	Remove any debris that has accumulated
Check attachment of orifice plate to pipe/tank (ensure no gaps exist)	Annually	Ensure orifice plate is mounted securely, tighten fixings if needed and seal any gaps which are present
Inspect for subsidence near detention tanks and pipes	Annually	Check along drainage lines and at pits for subsidence likely to show leakages
Check orifice diameter is correct and retains a sharp edge	Five Yearly	Compare orifice diameter to approved design and ensure edge of orifice is not pitted or damaged.
Inspect gutters and leaf guards and remove any debris/sludge	Annually	Remove any leaves or debris and sludge from gutters and guards and flush downpipes of building to remove any blockages.
Drain detention tanks fully from tap at base of tank	Annually	Remove any sludge that has accumulated
Inspect any surface water pits and sumps	Annually	Remove any sludge or debris that has accumulated



PROPOSED MULTIPLE DWELLINGS
28 BARCLAY STREET,
EVANDALE TAS, 7212.

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DRAWING #	DRAWING
BRCL28-1	COVER PAGE
BRCL28-2	SITE DEMOLITION PLAN
BRCL28-3	SITE PLAN
BRCL28-4	LANDSCAPE PLAN
BRCL28-5	PARKING AND TURNING
BRCL28-6	EXTERNAL SERVICES 1
BRCL28-7	EXTERNAL SERVICES 2
BRCL28-8	STRATA PLAN
BRCL28-9	FLOOR PLAN
BRCL28-10	ELEVATIONS NORTH-SOUTH
BRCL28-11	ELEVATIONS EAST-WEST
BRCL28-12	PERSPECTIVES



AREAS	(m ²)	COUNCIL	NORTHERN MIDLANDS COUNCIL	ZONE	GENERAL RESIDENTIAL ZONE
EX. DWELLING UNIT 1	104.91	LAND TITLE REFERENCE	24181/6	ENERGY STAR RATING	TBC
EXISTING BRICK BUILDING	33.41	PROPERTY ID	6395488	CLIMATE ZONE	7
PROP. DWELLING UNIT 2	119.57	LOT SIZE (M ²)	910	ALPINE AREA	N/A
PROP. VERANDAH	20.04	BAL RATING	N/A	CORROSION ENV'	LOW
		DESIGN WIND CLASS	N2	SITE HAZARDS	N/A
		SOIL CLASSIFICATION	H1		
		PLANNING OVERLAY	EVANDALE SPECIFIC AREA PLAN, AIRPORT OBSTACLE LIMITATION AREA		



ACC # 371799313
 ABN. 71 615 812 747
 PH. 6344 7319
 E. info@designtolive.com.au
 W. designtolive.com.au

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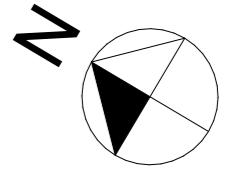
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REV.	DATE	DESCRIPTION	DESIGNER	M.L.	JOB NUMBER	BRCL28
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R2	12/01/2026	FOR REVIEW				
R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3)	NTS

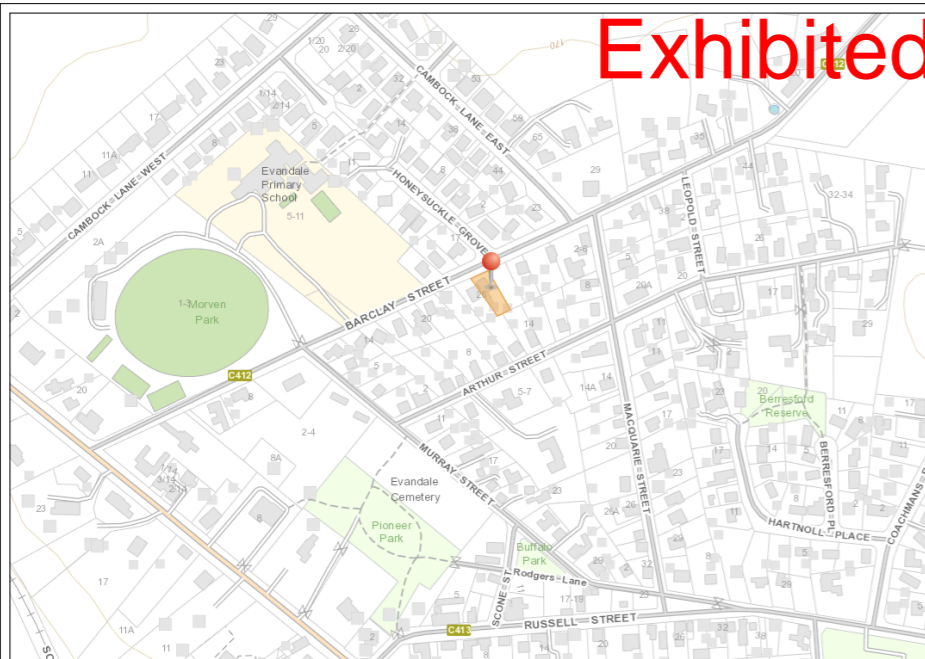
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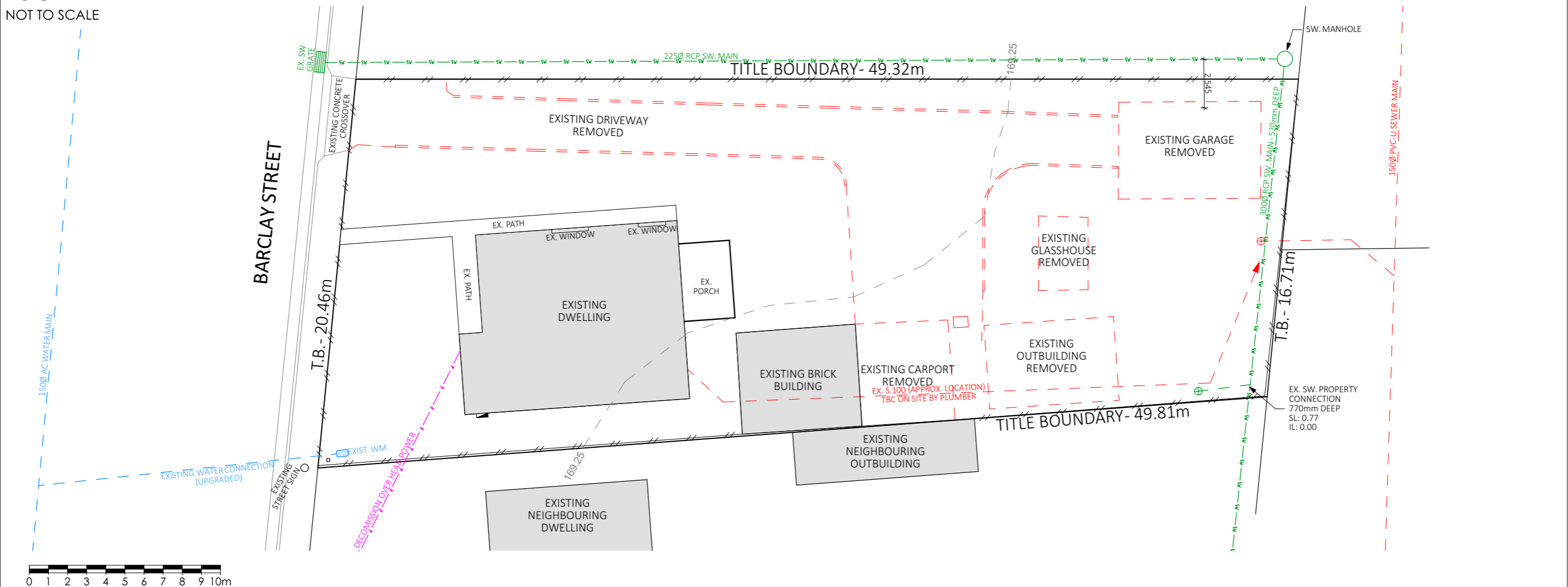
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AREA	m ²
EX. DWELLING UNIT 1	104.91
EXISTING BRICK BUILDING	33.41



LOCALITY PLAN
NOT TO SCALE



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SITE
DEMOLITION
PLAN

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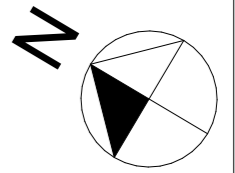
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R2	12/01/2026	FOR REVIEW	DRAWN	B.H	DRAWING	2/12
R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3)	1:200

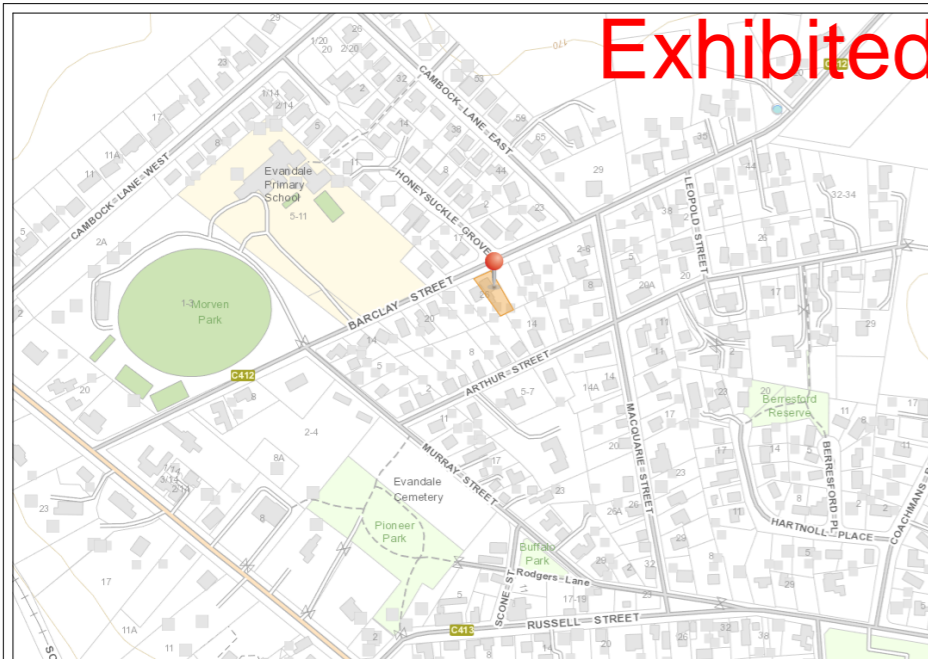
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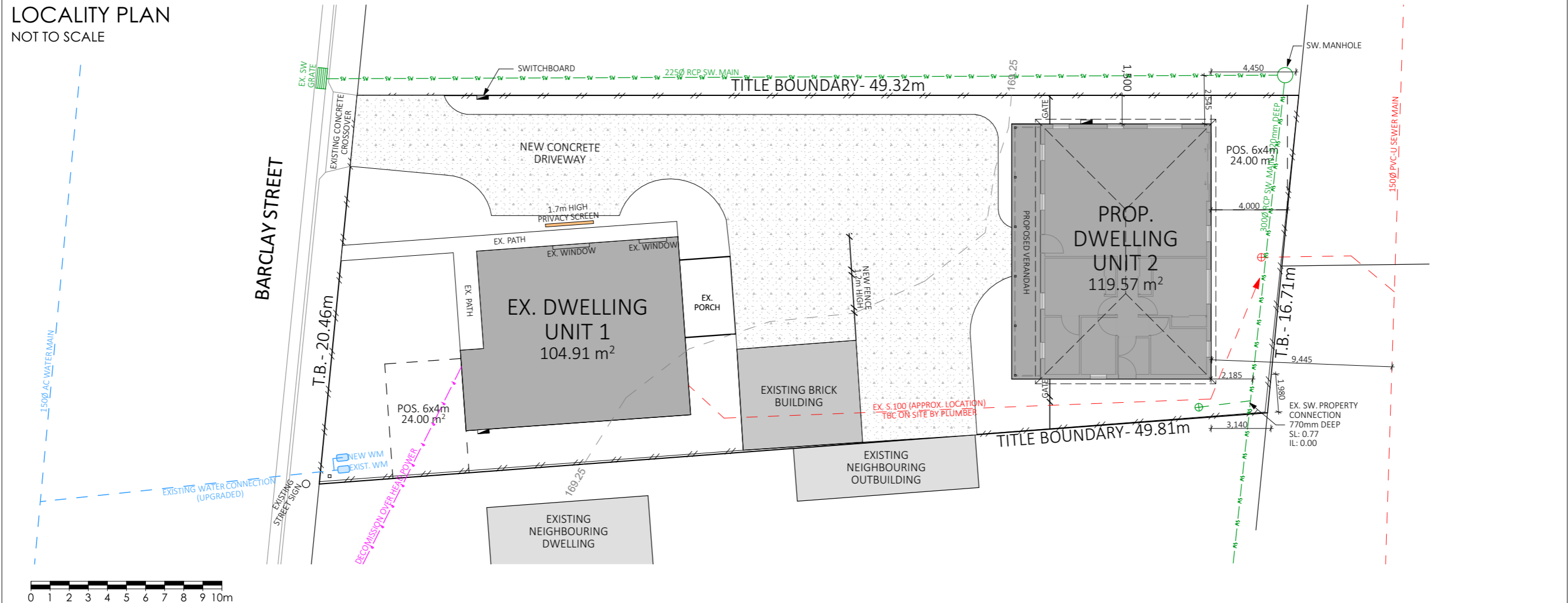
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AREA	m ²
EX. DWELLING UNIT 1	104.91
EXISTING BRICK BUILDING	33.41
PROP. DWELLING UNIT 2	119.57
PROP. VERANDAH	20.04



LOCALITY PLAN
NOT TO SCALE



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ABN. 71 615 812 747
PH. 6344 7319
E. info@designtolive.com.au
W. designtolive.com.au

CLIENT/S:
PETER AND ANNE ROUTLEY

SITE ADDRESS:
28 BARCLAY STREET,
EVANDALE TAS, 7212.

DRAWING
SITE PLAN

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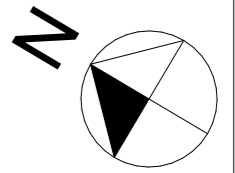
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




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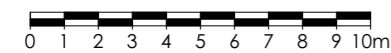
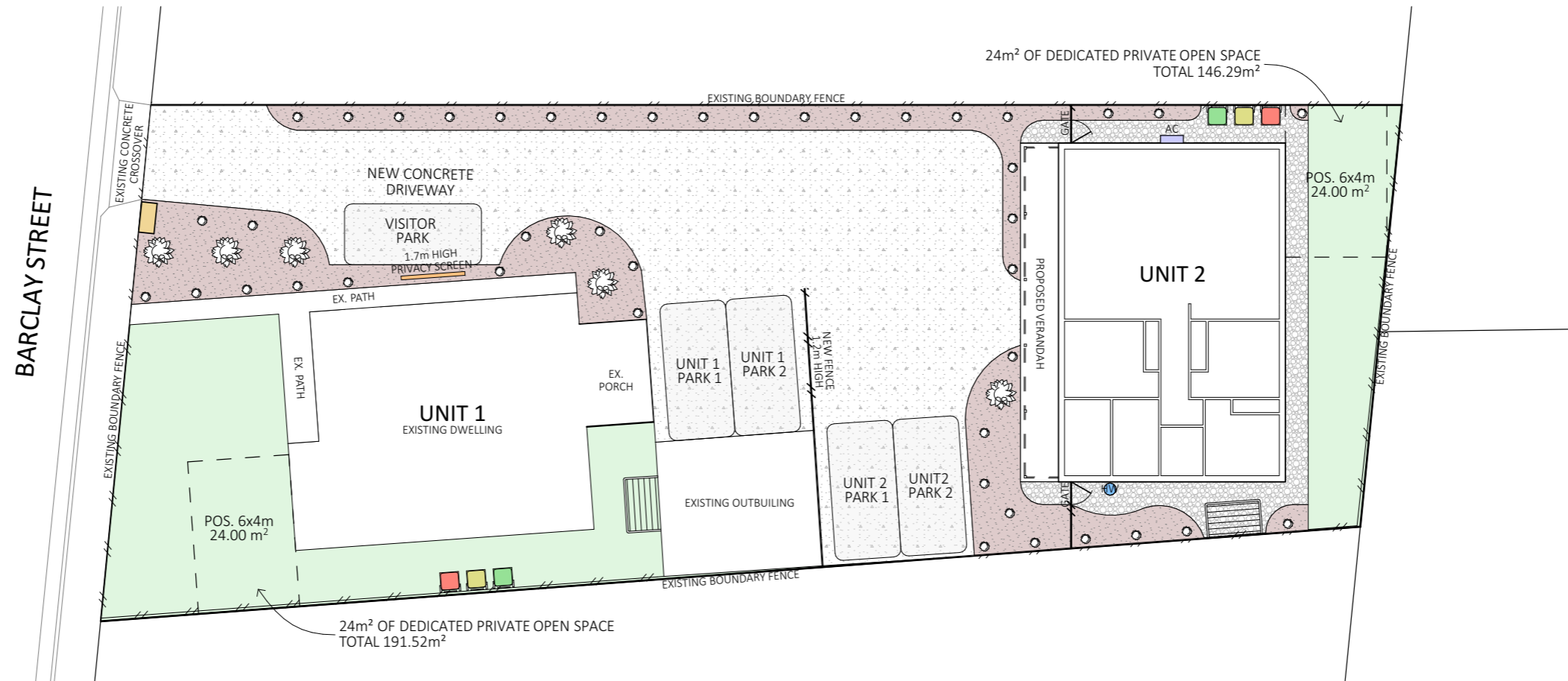
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LANDSCAPING KEY

-  LANDSCAPING ZONE
AS SELECTED AND DESIGNED BY OWNER
-  GRAVEL PATH
AS SELECTED BY OWNER
-  GRASSED AREA
SYNTHETIC OR REAL GRASS AS SELECTED BY OWNER
-  MAIL BOX
LOCKABLE MAIL BOXES AS SELECTED BY OWNER
-  AC UNITS
LOCATION OF EXTERNAL CONDENSER UNIT
-  HOTWATER UNIT
AS SELECTED BY OWNER
-  CLOTHES LINE
FENCE MOUNTED, AS SELECTED BY OWNER
-  WHEELIE BINS
RECYCLING, WASTE & FOGO
-  EXISTING FENCING



ACC # 371799313
 ABN. 71 615 812 747
 PH. 6344 7319
 E. info@designtolive.com.au
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DRAWING
 LANDSCAPE
 PLAN

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R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3)	1:200

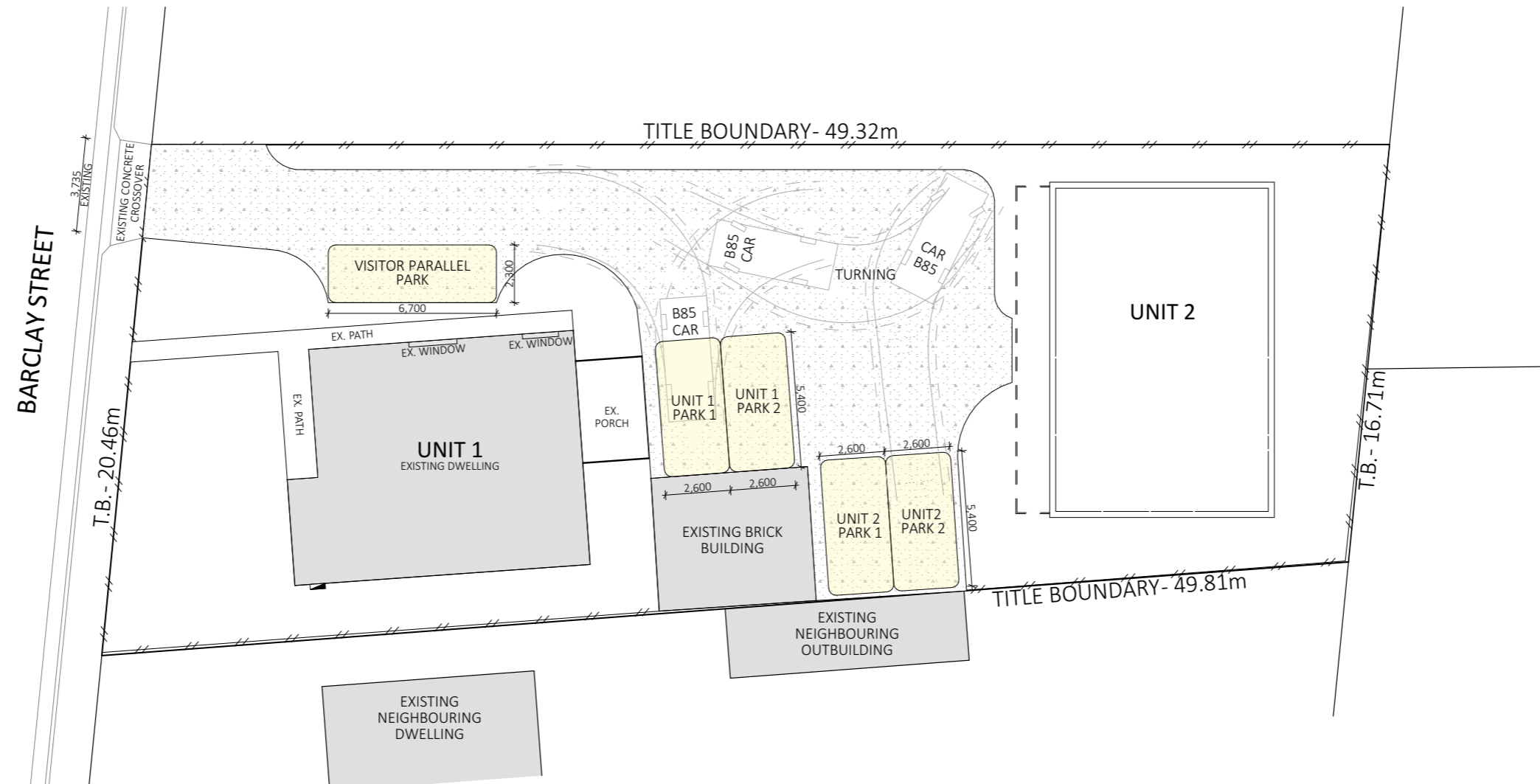
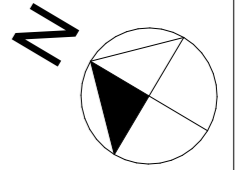
PARKING:

UNIT 1 - 2 x PARKING SPACES (FORWARD ENTRY/EXIT)
 UNIT 2 - 2 x PARKING SPACES (FORWARD ENTRY/EXIT)
 1 x VISITOR PARKING SPACE (FORWARD ENTRY/EXIT)

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**DRAWING
 PARKING AND
 TURNING**

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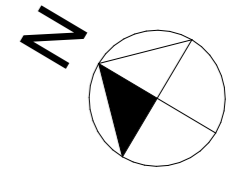
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R2	12/01/2026	FOR REVIEW				
R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3)	1:200

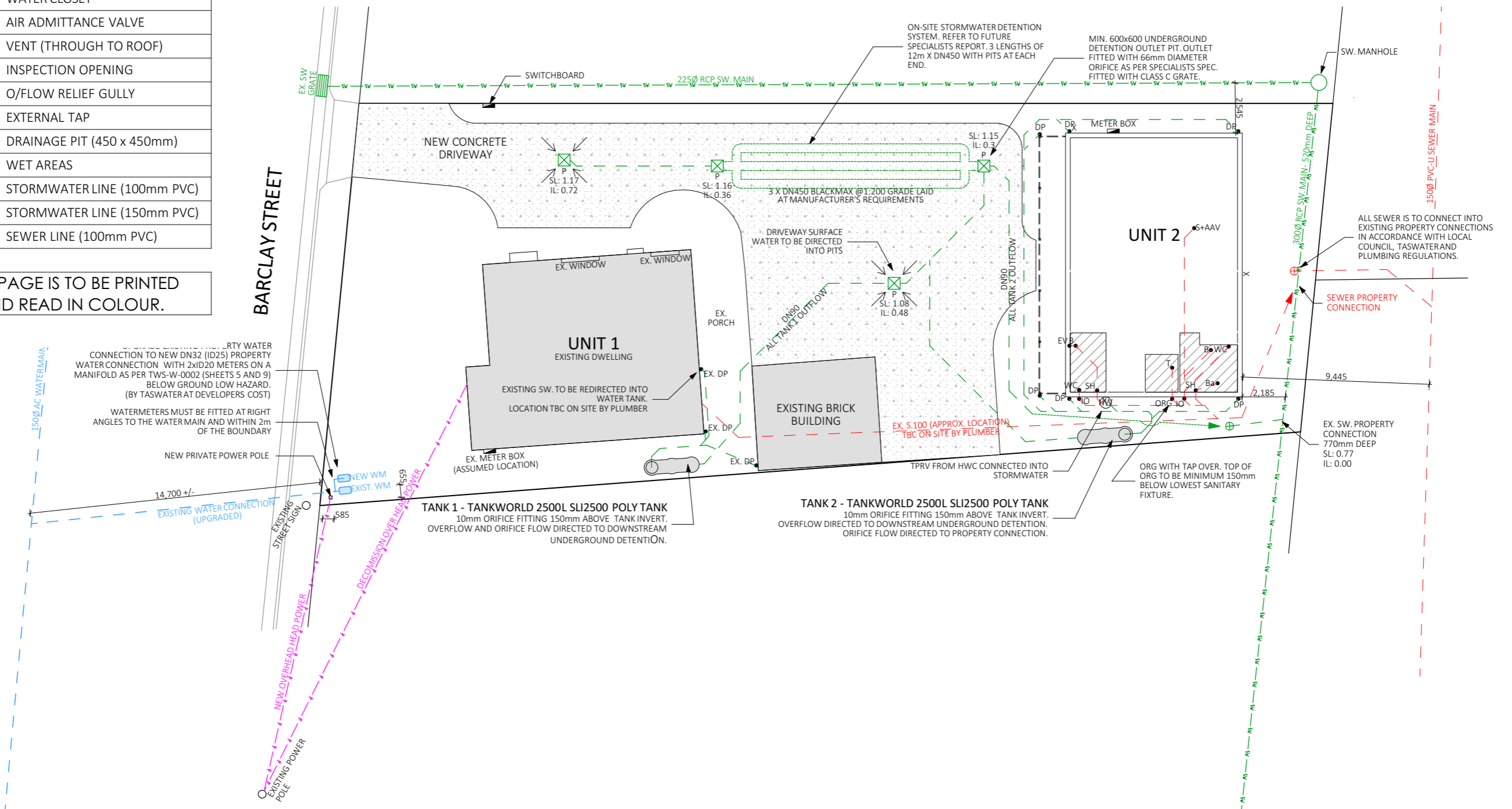
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LEGEND	
B	BASIN
Ba	BATH
S	SINK (65Ø)
T	LAUNDRY TUB (65Ø)
SH	SHOWER
WC	WATER CLOSET
AAV	AIR ADMITTANCE VALVE
EV	VENT (THROUGH TO ROOF)
IO	INSPECTION OPENING
ORG	O/FLOW RELIEF GULLY
X	EXTERNAL TAP
P	DRAINAGE PIT (450 x 450mm)
	WET AREAS
	STORMWATER LINE (100mm PVC)
	STORMWATER LINE (150mm PVC)
	SEWER LINE (100mm PVC)

NOTES:
 ALL DRAINAGE WORK SHOWN IS PROVISIONAL ONLY AND IS SUBJECT TO AMENDMENT TO COMPLY WITH LOCAL AUTHORITIES. ALL WORK IS TO COMPLY WITH AS-3500 AND LOCAL PLUMBING CODE AND SHOULD BE CARRIED OUT BY A LICENSED PLUMBER.
 ALL WORKS ARE TO BE IN ACCORDANCE WITH THE WATER SUPPLY CODE OF AUSTRALIA MELBOURNE RETAIL WATER AGENCIES INTERGRATED CODE (WSA 03-2011-3.1 VERSION 3.1 MRWA VERSION 2.0) AND THE SEWERAGE CODE OF AUSTRALIA MELBOURNE RETAIL WATER AGENCIES INTERGRATED CODE (WSA 02-2014-3.1 MRWA VERSION 2.0) AND TASWATER'S SUPPLEMENTS TO THESE CODES.

THIS PAGE IS TO BE PRINTED
AND READ IN COLOUR.



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 ABN. 71 615 812 747
 PH. 6344 7319
 E. info@designtolive.com.au
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**DRAWING
 EXTERNAL
 SERVICES 1**

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R2	12/01/2026	FOR REVIEW				
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INSTALL INSPECTION OPENINGS AT MAJOR BENDS FOR STORMWATER AND ALL LOW POINTS OF DOWNPIPES.

PROVIDE SURFACE DRAIN TO BACK OF BULK EXCAVATION TO DRAIN LEVELLED PAD PRIOR TO COMMENCING FOOTING EXCAVATION.

SERVICES

THE HEATED WATER SYSTEM MUST BE DESIGNED AND INSTALLED WITH PART B2 OF THE NCC VOLUME THREE- PLUMBING CODE OF AUSTRALIA.

THERMAL INSULATION FOR HEATED WATER PIPING MUST:

- A) BE PROTECTED AGAINST THE EFFECTS OF WEATHER AND SUNLIGHT; AND
- B) BE ABLE TO WITHSTAND THE TEMPERATURES WITHIN THE PIPING ; AND
- C) USE THERMAL INSULATION IN ACCORDANCE WITH AS/NZS 4859.1

HEATED WATER PIPING THAT IS NOT WITHIN A CONDITIONED SPACE MUST BE THERMALLY INSULATED AS FOLLOWS:

1. INTERNAL PIPING

- a) ALL FLOW AND RETURN INTERNAL PIPING THAT IS-
 - i) WITHIN AN UNVENTILATED WALL SPACE
 - ii) WITHIN AN INTERNAL FLOOR BETWEEN STOREYS; OR
 - iii) BETWEEN CEILING INSULATION AND A CEILING
 MUST HAVE A MINIMUM R-VALUE OF 0.2

2. PIPING LOCATED WITHIN A VENTILATED WALL SPACE, AN ENCLOSED BUILDING SUBFLOOR OR A ROOF SPACE

- a) ALL FLOW AND RETURN PIPING
- b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM, MUST HAVE A MINIMUM R-VALUE OF 0.45

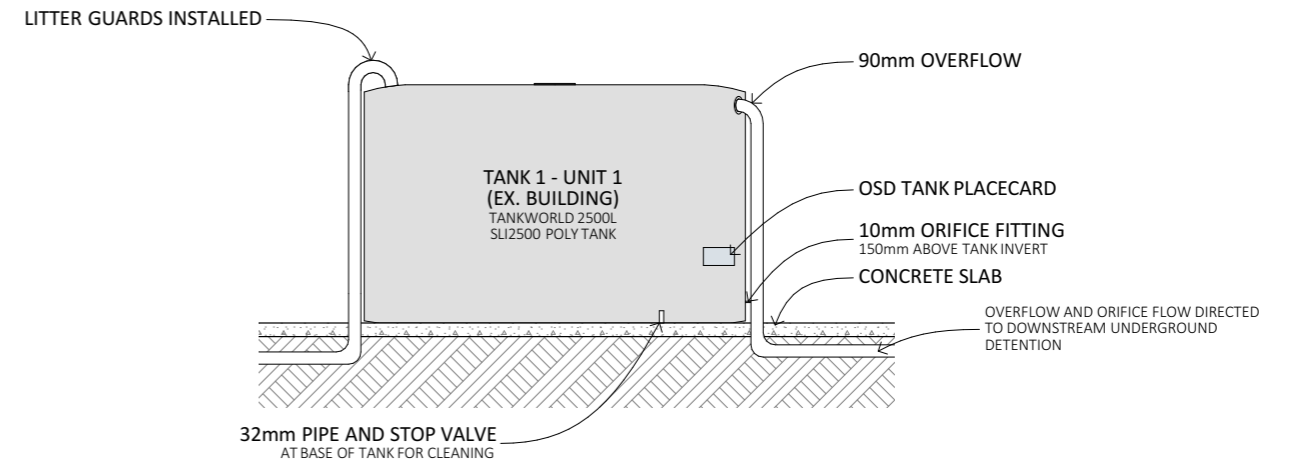
3. PIPING LOCATED OUTSIDE THE BUILDING OR IN AN UNENCLOSED BUILDING SUB FLOOR OR ROOF SPACE

- a) ALL FLOW AND RETURN PIPING
- b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM MUST HAVE A MINIMUM R-VALUE OF 0.6

PIPING WITHIN AN INSULATED TIMBER FRAMED WALL, SUCH AS THAT PASSING THROUGH A WALL STUD, IS CONSIDERED TO COMPLY WITH THE ABOVE INSULATION REQUIREMENTS.

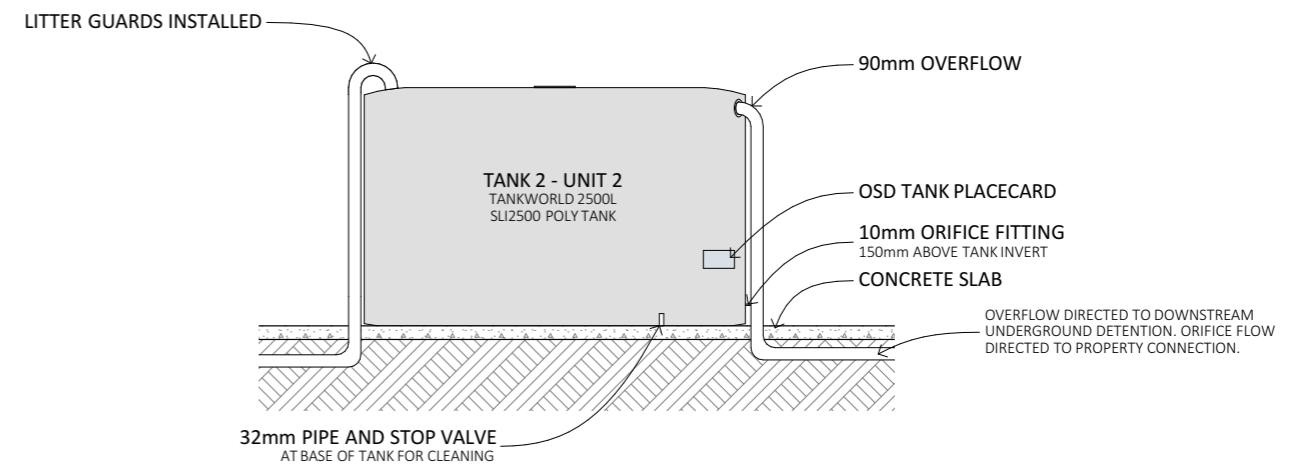
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TANK 1 DETAIL

1:50



TANK 2 DETAIL

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**DRAWING
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 SERVICES 2**

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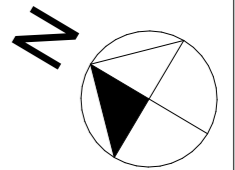
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R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3)	NTS

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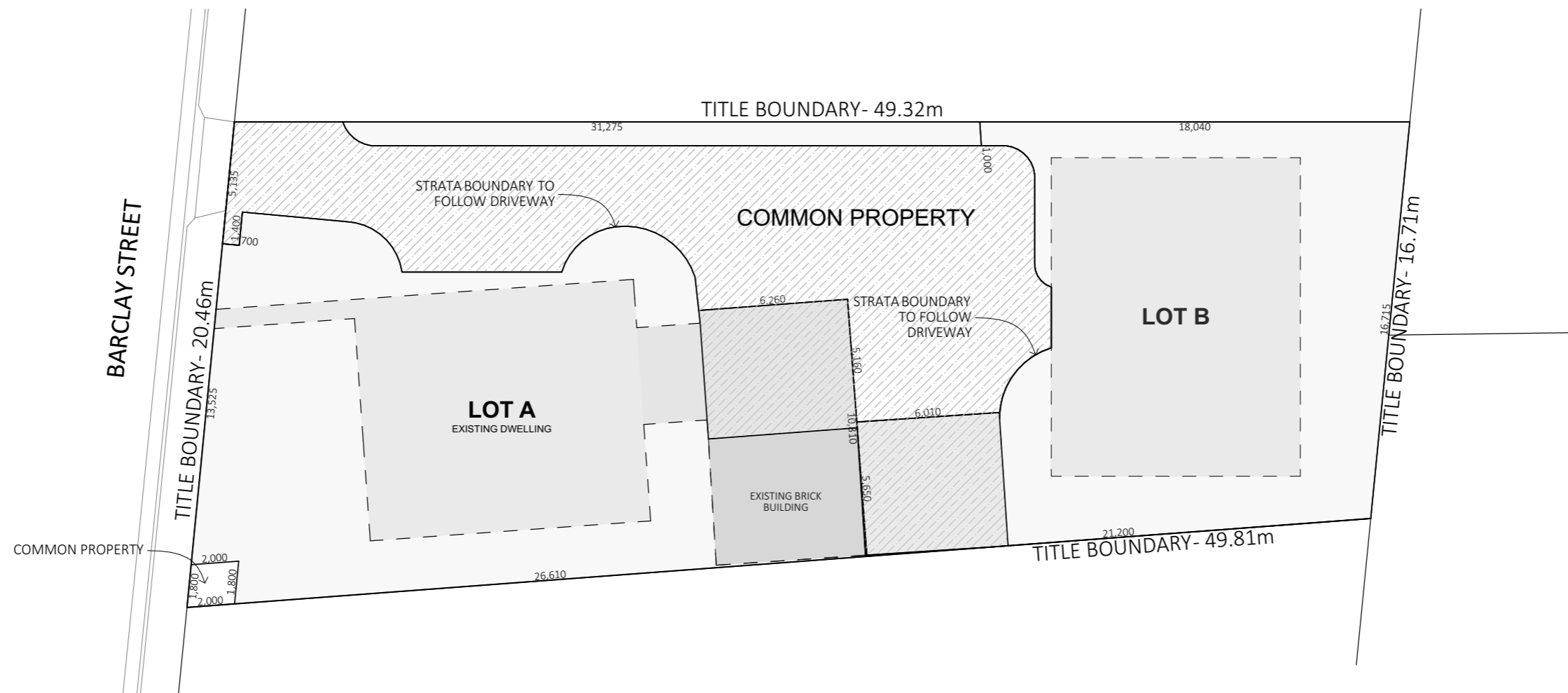
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LOT SUMMARY

LOT A 332.14 m²
 IMPERVIOUS 202.40 m² (60.94%)
 COMMON PROPERTY 246.66
 IMPERVIOUS 216.70 m² (87.85%)
 LOT B 299.28 m²
 IMPERVIOUS 173.16m² (57.85%)
 SITE 910m²
 IMPERVIOUS 592.26m² (65.08%)



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 PH. 6344 7319
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DRAWING
STRATA PLAN

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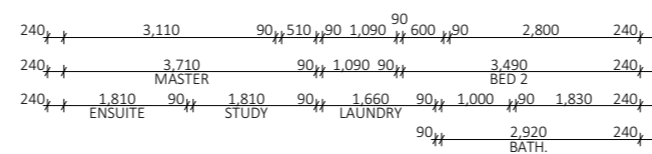
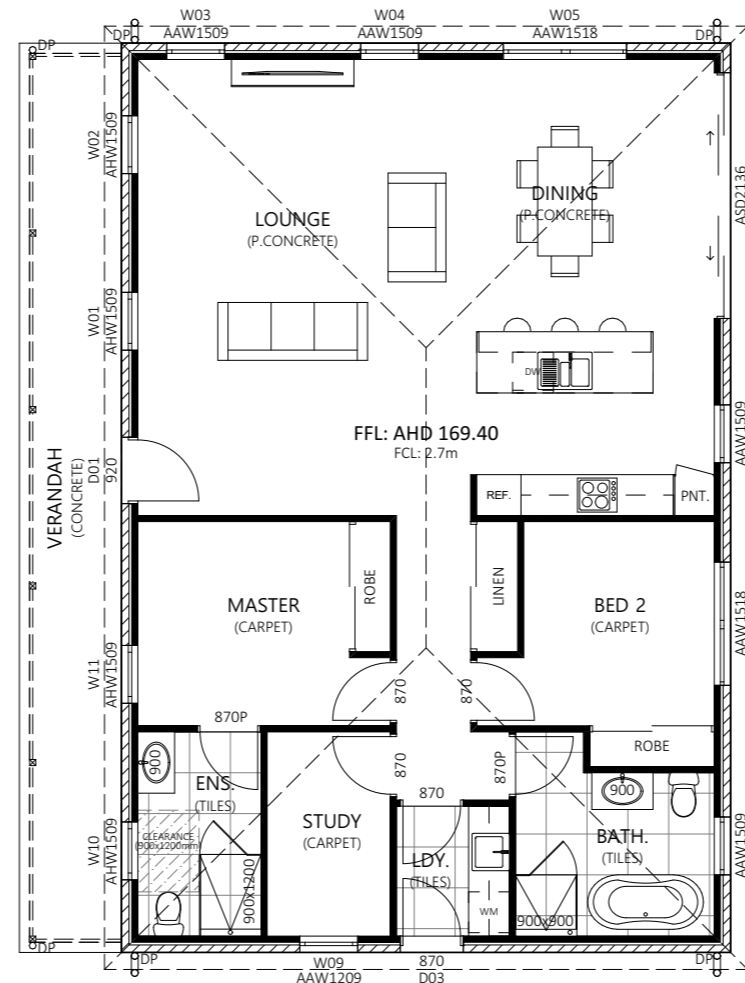
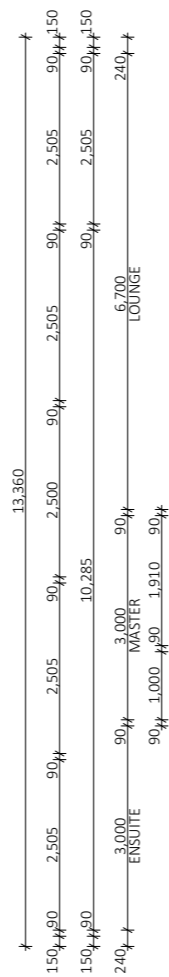
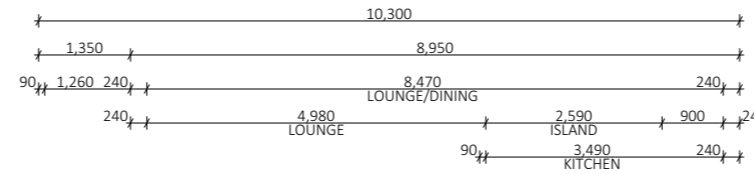
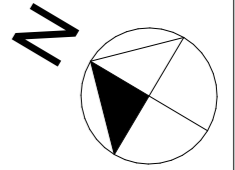
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DRAWING
FLOOR PLAN

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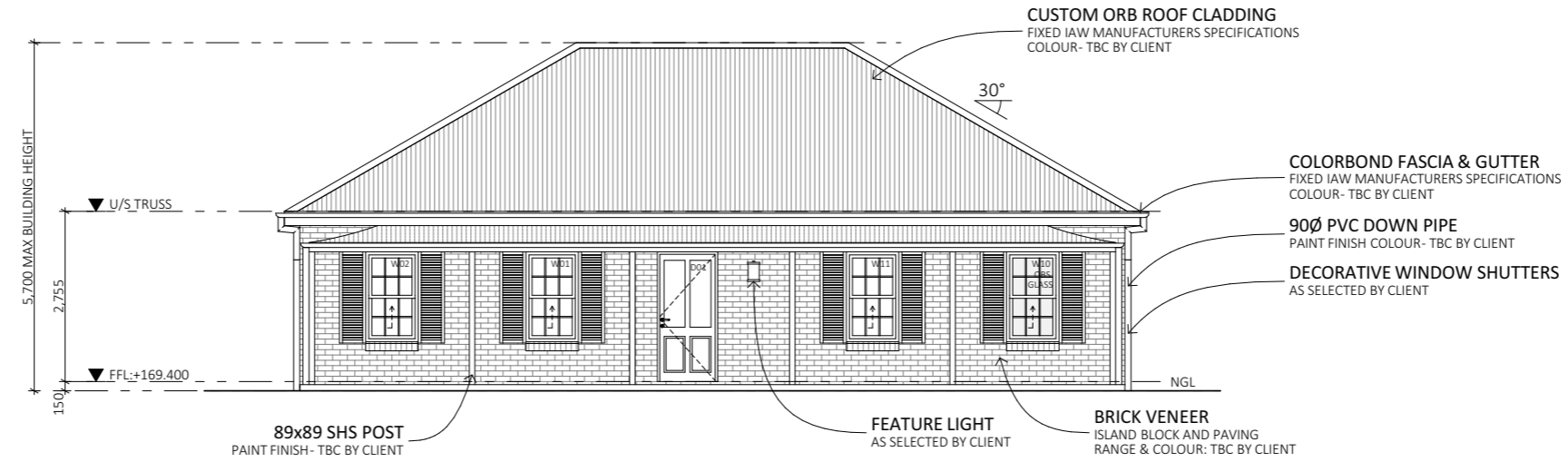
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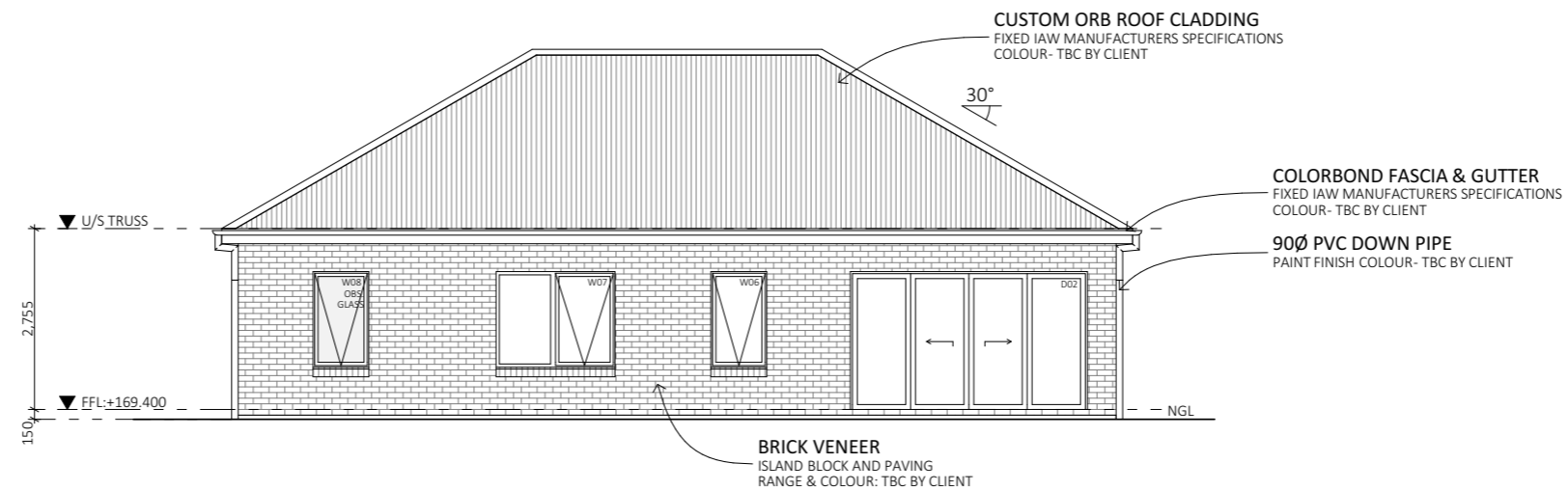
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NORTHERN ELEVATION



SOUTHERN ELEVATION



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DRAWING
ELEVATIONS
 NORTH-SOUTH

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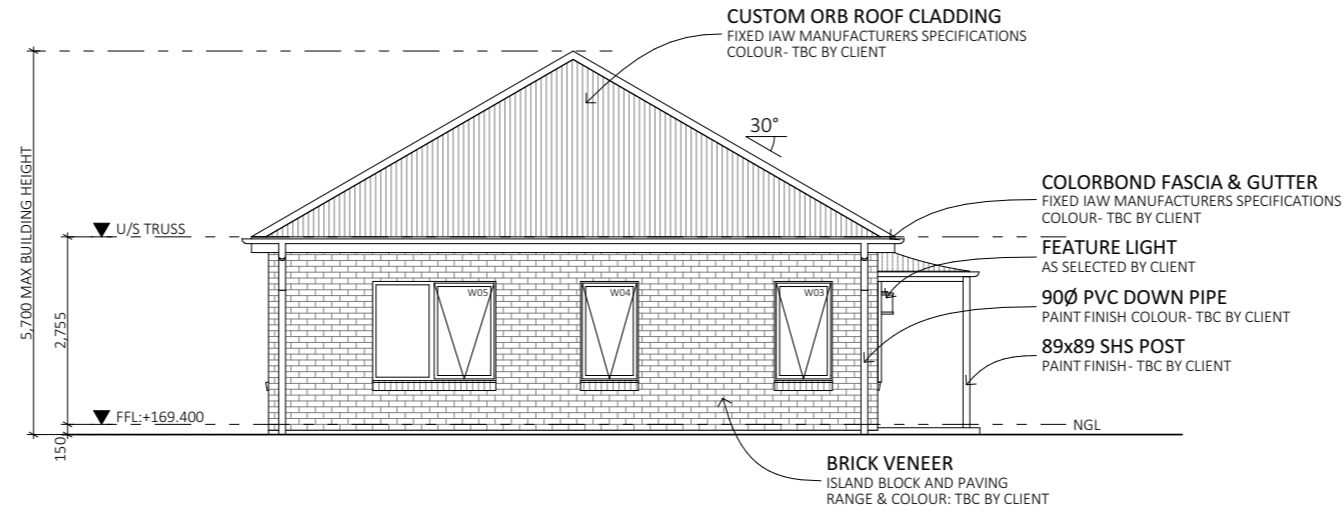
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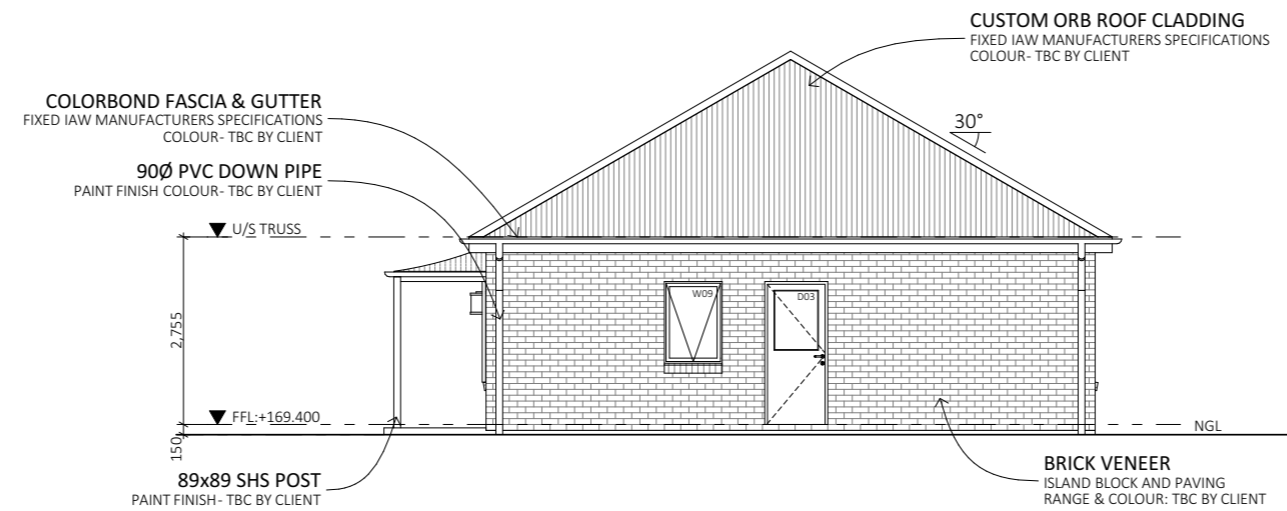
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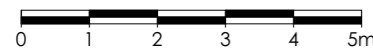
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EASTERN ELEVATION



WESTERN ELEVATION



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DRAWING
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 EAST-WEST

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**DRAWING
 PERSPECTIVES**

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R2	12/01/2026	FOR REVIEW	DRAWN	B.H	DRAWING 12/12
R3	01/04/2026	FOR REVIEW	CHECKED	M.L.	SCALE (@A3) NTS



Amended Submission to Planning Authority Notice

Application details

Council Planning Permit No.	PLN-25-0232
Council notice date	23/12/2025
TasWater Reference No.	TWDA 2025/01572-NMC
Date of response	27/01/2026 Amended
TasWater Contact	Rachael Towns
Phone No.	0436 615 228

Response issued to

Council name	NORTHERN MIDLANDS COUNCIL
Contact details	Planning@nmc.tas.gov.au
Development details	
Address	28 BARCLAY ST, EVANDALE
Property ID (PID)	6395488
Description of development	Multiple Dwellings x 2 (1 ex, 1 new)

Schedule of drawings/documents

Prepared by	Drawing/document No.	Revision No.	Issue date
Design to Live	BRCL28 Dwg 3/12	R2	12/01/2026

Conditions

Pursuant to the *Water and Sewerage Industry Act 2008* (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:

CONNECTIONS, METERING & BACKFLOW

1. A suitably sized water supply with metered connection and sewerage system and connection to the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit.
2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost.
3. Prior to commencing construction, any water connection utilised for the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater.

56W CONSENT

Tasmanian Water & Sewerage Corporation Pty Ltd
GPO Box 1393 Hobart, TAS 7001
development@taswater.com.au
ABN: 47 162 220 653

Page 1 of 4



4. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.
5. When applying for a Certificate for Certifiable Work (Building) and/or (Plumbing), the application documentation must include an application to TasWater, pursuant to section 56W of the Water and Sewerage Industry Act 2008, for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.
6. Prior to any development works or use commencing on the site, the applicant or landowner as the case may be, must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.

DEVELOPER CHARGES

7. Prior to TasWater issuing a Certificate(s) for Certifiable Work (Building) and/or (Plumbing), the applicant or landowner as the case may be, must pay a developer charge totalling \$702.80 to TasWater for water infrastructure for .4 additional Equivalent Tenements, indexed by the Consumer Price Index All groups (Hobart) from the date of this Submission to Planning Authority Notice until the date it is paid to TasWater.
8. Prior to TasWater issuing a Certificate(s) for Certifiable Work (Building) and/or (Plumbing), the applicant or landowner as the case may be, must pay a developer charge totalling \$1317.75 to TasWater for sewerage infrastructure for .75 additional Equivalent Tenements, indexed by the Consumer Price Index All groups (Hobart) from the date of this Submission to Planning Authority Notice until the date it is paid to TasWater.

DEVELOPMENT ASSESSMENT FEES

9. The applicant or landowner as the case may be, must pay a development assessment fee of \$251.35 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date paid to TasWater.

The payment is required within 30 days of the issue of an invoice by TasWater.

Advice

General

For information on TasWater development standards, please visit

<https://www.taswater.com.au/building-and-development/technical-standards>

For application forms please visit

<https://www.taswater.com.au/building-and-development/application-information/application-for-development-services-form>

Important Notice Regarding Plumbing Plans and Associated Costs

The SPAN includes references to documents submitted as part of the application. These plans are acceptable for planning purposes only and are subject to further detailed assessment and review during the next stage of the development proposal.



TasWater's assessment staff will ensure that the design contains sufficient detail to assess compliance with relevant codes and regulations. Additionally, the plans must be clear enough for a TasWater contractor to carry out any water or sewerage-related work. Depending on the nature of the project, your application may require Building and/or Plumbing permits or could be exempt from these requirements. Regardless, TasWater's assessment process and associated time are recoverable through an assessment fee. Please be aware that your consultant may need to make revisions to their documentation to ensure the details are fit for construction. Any costs associated with updating these plans should be discussed directly with your consultant.

Developer Charges

For information on Developer Charges please visit the following webpage - <https://www.taswater.com.au/building-and-development/developer-charges>

Water Submetering

As of July 1 2022, TasWater's Sub-Metering Policy no longer permits TasWater sub-meters to be installed for new developments. Please ensure plans submitted with the application for Certificate(s) for Certifiable Work (Building and/or Plumbing) reflect this. For clarity, TasWater does not object to private sub-metering arrangements. Further information is available on our website (www.taswater.com.au) within our Sub-Metering Policy and Water Metering Guidelines.

Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

- a. A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater.
- b. TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit <https://www.taswater.com.au/building-and-development/service-locations> for a list of companies.
- c. Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

56W Consent

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) will need to show footings of proposed buildings located over or within 2.0m from TasWater pipes and will need to be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans will need to also include a cross sectional view through the footings which clearly shows;

- a. Existing pipe depth and proposed finished surface levels over the pipe;
- b. The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;
- c. A note on the plan indicating how the pipe location and depth were ascertained.
- d. The location of the property service connection and sewer inspection opening (IO).

Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.



Discussion Paper – Making it easier to develop medium density housing
Northern Midlands Council Submission
May 2026

P.O. Box 156
Longford Tas 7301
Telephone (03) 6397 7303
Facsimile (03) 6397 7331
www.northernmidlands.tas.gov.au

Tasmania's Historic Heart



CONSULTATION QUESTIONS

New Apartment Code:

1. Will the new draft Apartment Code make it easier to develop apartments in the Local Business, General Business, Central Business, and Urban Mixed-Use Zones?

While this is best responded to by the development industry, in most cases, adding an additional code with a new suite of provisions to comply with, generally adds additional complexity and cost from the design stage, through to assessment. Of particular concern is the potential need to assess plans against the Liveable Design Guidelines, and the additional information within an application that is required to undertake this. There is also the potential for additional reports to be provided for residential uses including noise assessments to demonstrate compliance with 17.6.5 A1. Consideration should also be given to the existing and future business uses, to ensure that they are not pushed out of business centres.

2. Is it reasonable to exempt a building containing less than 5 apartments from the new draft Apartment Code?

Additional information is required to understand what percentage of apartment developments have greater than 5 apartments; and whether the additional provisions will only apply to a small number of developments (and the benefit gained from this). Further to this, having different provisions for the same use description ('apartment building') has the potential to create confusion and uncertainty throughout the building sector and general public.

3. Given that some zones contain similar provisions to those in the new draft Apartment Code, would consolidating all of the zone and code considerations for apartments in a code simplify the planning scheme operation?

Duplication of provisions within the scheme (between zone provisions and code provisions) should be strongly avoided (not withstanding 5.5.4 of the scheme). A gap analysis of the existing provisions should be undertaken to ensure there is no duplication of provisions.

4. The new draft Apartment Code adds to the business zones by allowing for increased building heights for apartments under certain circumstances. Is this a reasonable approach, or is it preferable to adjust the allowable building height for apartments in each zone instead?

Maximum building heights should be clearly defined and interpreted, to provide clarity for adjoining landowners as to what could potentially be constructed.
C17.6.2 – Height bonus – A1 (a) refers to the maximum building height 'listed above'; however, there is no height listed above.

5. Are the additional heights allowed for apartment buildings economically viable?

Economic viability is best addressed by the development industry.

6. The standards for landscaping areas include deep soil areas for tree planting and allow for a substitute vertical garden space or the use of existing landscaped areas on the site. Do these requirements provide reasonable options?

The achievability of the provisions is best determined by the development industry; however, it is agreed that open space requirements must be regulated by clear scheme provisions if a specific outcome is desired. While alternative approaches to greening spaces are encouraged, it's important to consider practical issues of installing,

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331

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maintaining, and removing vertical gardens, as well as additional construction requirements to prevent moisture-related problems. Clear guidance is needed for managing these gardens under exemptions 4.4.1 and 4.4.2.

7. Are the proposed privacy separation distances between apartments in the same building appropriate?

Existing examples of best practice should be reviewed and utilised to prepare appropriate standards. Performance Criteria should be drafted to prevent inappropriate designs. It should be noted that clause 8.4.6 of the General Residential zone allow for “uniform transparency of not more than 25%” whereas 17.6.5 A2 allows for “uniform transparency of not more than 35%.”

New Residential Zone:

8. Is the New Residential Zone suitable for application to areas where local strategic planning has prioritised medium density housing, such as easy walking distance (e.g. 800m) of a high frequency public transport corridor and or business zones in higher order activity centres?

There is concern about how many locations actually provide a high frequency public transport corridor, and how this is defined and determined. It is a very different test to being in a ‘business zone in an activity centre in a priority growth area in a relevant regional land use strategy’ as referenced in the building height standards, as growth areas will be identified in satellite settlements with minimal public transport options.

9. Are there advantages of having a New Residential Zone, instead of the revised Inner Residential Zone, with a clear purpose of delivering medium density housing?

The New Residential Zone is in many ways a duplication of the Inner Residential Zone, and investigation into other medium density housing incentives, outside of the planning process should take place.

10. The New Residential Zone uses plot ratio (calculated by dividing gross floor area by site area) instead of the existing dwelling density controls and the three-dimensional building envelope used in the Inner Residential Zone. Plot ratio is a common and well-established measure in other jurisdictions. Do you agree that separate plot ratio, height and setback standards provide more flexibility for designing buildings in response to the site conditions?

While plot ratio may provide more flexibility for developers, it provides less surety for neighbouring property owners – this balance should be carefully considered. It also creates inconsistency throughout the State Planning Provisions, with building envelopes already used in existing provisions.

11. The New Residential Zone is intended to promote medium density residential housing, such as multiple dwellings and terrace and townhouse single dwelling types on smaller lots, rather than larger single dwellings. Should single dwellings, other than terraces and townhouses, have a no permit required or discretionary status in the New Residential Zone Use Table?

Terraces and townhouses are design styles, not uses. Lot size and building envelope requirements should be adequate to achieve the desired outcomes. Referencing design styles is fraught with interpretation issues. Zone Purpose 31.1.9 may require amending if the intended purpose of the zone is to promote medium density housing on smaller lots.

12. Should more non-residential uses be allowed in the New Residential Zone Use Table?

Adding additional uses would not align with the zone purpose.

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331

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Revised Inner Residential Zone:

13. Are the revised parameters in the development standards and subdivision standards appropriate for the characteristics of existing Inner Residential zoned land and for infill development?

Definitions are required for access roads and general roads to fully understand the implications of the provisions relating to setbacks; however, allowing for a 0m setback significantly departs from the existing provisions and does not allow for any landscaping, which may result in buildings dominating the streetscape. There are very few examples of any built townhouse/terrace designs with a 0m setback.

14. Would the revised Inner Residential Zone make it more suitable for application to more land in Tasmania?

Allowing only 70m² variation in site area per multiple dwellings and considerable changes in frontage provisions is unlikely to result in significant uptake of the zone in new areas.

15. Is the subdivision standard at proposed clause 9.6.1 A4 and P4 for orientation of lots for solar access suitable for the Inner Residential Zone?

The performance criteria is adequately flexible to deal with a range of lot orientations; however, good solar access to dwellings is still highly dependent on the individual design of each dwelling.

Revised General Residential Zone:

16. Will the revised General Residential Zone make it easier to develop medium density housing in more locations across Tasmania?

The existing zone purpose of the General Residential Zone is:

To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.

Revising the zone purpose to add: *To encourage medium density housing development in suitable locations*, is not supported. This is not the intent of the zone, particularly in rural and regional areas, and medium density housing is covered within a 'range of dwelling types'.

17. Will the tests on appropriate locations for medium density housing development safeguard against medium density housing occurring in poorly serviced and disconnected locations?

The acceptable solutions requiring multiple dwellings to have a lot size of not more than 200m² does not achieve appropriate density in poorly serviced areas, particularly where on-site detention is required, nor does it consider the existing characteristics of an area.

Northern Midlands Council township Specific Area Plans (SAPs) require a minimum site area per dwelling of not less than 400m², which is starkly in contrast to the proposed provisions. Further, the additional subdivision provisions contained in clause 8.6.2 are not accounted for by the substitutions in Council's SAPs and will require an amendment to the Local Provisions Schedule to do so. Further comment on this issue is provided at Q.30.

The General Residential Zone is the primary residential zone in many townships with limited services, little or no public transport and no character of medium to high density housing. The proposed lot sizes give Council Planners

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331

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no discretion in considering these matters, which are crucial to maintaining character and ensuring liveable and sustainable communities.

On this basis, Council strongly rejects the changes proposed to the General Residential Zone.

18. Are there advantages to revising the General Residential Zone in addition to the revised Inner Residential Zone and New Residential Zone?

As noted above, the changes proposed to the General Residential Zone are not supported and inappropriate given the variety of areas that this zone is used and the lack of services in place to support a higher level of density. Appropriate areas for medium density housing should be rezoned to a higher density zone, where suitability can be thoroughly assessed.

Other changes to SPPs:

19. Are the definitions clear and complete?

Many of the terms describe building styles (i.e. row home v terrace dwelling v townhouse) - not use and are in many cases duplicated in their definitions. Interpretation of building styles is likely to vary between individuals and is therefore not clear and complete.

No definition is given for 'jockey' parking (cl. 8.4.4) so 'jockey' has its dictionary meaning which is unhelpful in this context. Recommend that 'jockey' parking be replaced with 'tandem' parking (tandem is defined as 'one behind the other').

'Public spaces' requires definition as it is not defined in the SPPs.

'Multiple dwellings' definition includes 'apartment dwellings.' Apartment dwellings is not defined. Apartment is defined as "... a dwelling in an apartment building ..."

20. Do the definitions match with the relevant technical terms and requirements in the National Construction Code (NCC)?

It is suggested that the definitions are workshopped with Building Surveyors and/or CBOS (Consumer, Building and Occupational Services) to ensure consistency between the Planning Scheme and NCC.

21. Is the suggested definition for 'social housing' appropriate for operating in the planning scheme?

No. The Planning Scheme should and currently does deal with the use of a building – ie. Residential – single or multiple dwelling. Planning Authorities do not have the authority to govern the ownership or occupancy of a residential building and should not be undertaking different assessments based on who the future occupant of a building will be. This could rightfully be seen as discrimination.

22. Should reduced parking numbers for apartments, terraces, and townhouses apply beyond 800m of a business zone or high frequency public transport corridor?

No. Parking spaces should adequately reflect the potential number of vehicle movement generated by the site and provide adequate additional parking for visitors and service providers. Failure to do so results in the congestion of surrounding streets due to on-street parking and complaints from adjoining property owners. Tasmania has a high degree of car dependency and would require significant improvements to public transport

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331

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infrastructure before this is likely to change. Planning provisions must recognise this in order to be fit for purpose. Reduced parking provisions is rarely an appropriate approach within satellite settlements.

General questions:

- 23. The New Residential Zone, revised Inner Residential Zone, and revised General Residential Zone show different approaches to managing the scale, bulk, height and setbacks of buildings on a lot through plot ratio, stepped setbacks with increasing height, and the existing angled building envelope linked to height. Which is preferred and why?**

All provisions must recognise the potential impact on adjoining land; however, building envelopes seem most appropriate in recognising a variety of block sizes, shape and slope.

- 24. Diagrams and figures have not been included in the proposed changes. Explanatory figures and diagrams could be included in future draft amendments. What material would help interpret the draft requirements?**

Diagrams showing a variety of scenarios assist greatly in interpretation during design and assessment. This is particularly the case for “frontage oriented between 30 degrees west of true north and 30 degrees east of true north.” Both explanatory figures and diagrams will increase the likelihood of consistency in the application of provisions statewide and provide surety of outcomes.

- 25. Do the Acceptable Solutions provide certainty about assessment and approval, particularly those that require endorsement by council or another approval body?**

Any acceptable solutions requiring endorsement by an external approval body must be required to have the written consent of that authority prior to assessment taking place (ie. in order to form a valid application). Failure to do so causes delays within the assessment process and confuses the role of the Planning Authority with that of Permit Authorities or other agencies. It is noted that this issue presents itself in a variety of provisions across the Scheme, and consistency across the Scheme provisions should be obtained.

- 26. The proposed increase for public open space contributions from 5% to 10%, was informed by the ERA Report recommendations. If progressed, it would be coordinated with anticipated changes to the Local Government (Building and Miscellaneous Provisions) Act 1993. Would the increased public open space contributions affect the viability of medium density housing development?**

Public Open Space Contributions have long been a cause of applications being submitted for multiple dwelling and strata, that should be subdivision and single dwellings. Applying public open space contributions to strata as well as subdivision would assist with this and potentially negate the need to increase to 10% (which has the potential to artificially increase house and land prices).

- 27. Do the proposed changes provide a clear hierarchy of residential zones in the SPPs?**

While there is a hierarchy in density, many of the provisions are duplicated or are trying to be a ‘catch all’, rather than the appropriate zone being applied in specific areas.

- 28. Are terraces or townhouses on a single lot viable single dwelling development options to produce more affordable housing?**

The buildings industry is best placed to provide comment on viability; however, it is unlikely to vary greatly from the affordability of existing multiple dwellings.

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29. Local and interstate examples such as NSW medium density pattern books show that multiple dwelling types, including row house, grouped dwellings and up to 13 apartments, can be achieved on 1000m² lots. Are there any limits to their viability in Tasmania?

Consideration should be given to market demand and service availability including reticulated services, public open space, transport and social infrastructure, as these are likely to vary greatly in Tasmania compared to interstate examples.

30. Overall, will the new and revised zones and code make it easier to develop medium density housing? What improvements could be made?

Creating new zones with additional provisions will require an increased level of regulation and assessment and require rezonings in many circumstances, both of which increase the cost and time required to undertake development. Consideration should be given to what the uptake of new zones will be, and whether the outcomes are likely to vary significantly from the provisions already available and current/future market demand.

Suggested improvements include:

Storage

Per p.56 of the ERA Report, it is recommended that:

- 8.4.8 A2, 9.4.8 A2 and 31.4.8 A2 state that the storage space must in addition to storage provided in kitchens, bathrooms and bedrooms.

8.4.8 P2, 9.4.8 P2 and 31.4.8 P2 refer to 'bulky storage item storage space of *sufficient* useable area and dimension appropriate for the needs of the occupants ...' This will be impractical to assess.

It is recommended that 8.4.8 P2, 9.4.8 P2 and 31.4.8 P2 be replaced with:

Each multiple dwelling must be provided with an enclosed, lockable bulky item storage space that has a minimum dimension of 1m and an area of not less than:

- (a) 6m³, if for a studio or 1 bedroom dwelling;
- (b) 8m³, if for a 2 bedroom dwelling;
- (c) 10m³, if for a dwelling with more than 2 bedrooms,

and:

- (a) screened or sited to minimise visual impacts; and
- (b) in a convenient and accessible location that does not unreasonably impact on the amenity of public spaces, the site, and adjoining properties.

This provides certainty of the dimensions of the space but also allows for consideration of the location of the space.

Waste

The ERA Medium Density Guidelines finds that "Effectively managing and minimising waste is important for achieving good amenity and environmental outcomes. Like all services, waste management should be considered early in the design process to ensure adequate space and access can be provided". The design response includes 'Engage with local council to understand and plan for the relevant waste requirements.'

P.O. Box 156
Longford Tas 7301

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This has been addressed in the proposed Apartment code by:

C17.6.6 A1 ... An apartment building containing 5 or more apartments has an agreed private contractor waste collection service and the General Manager of the relevant Council has endorsed that agreement in writing.
The Medium Density Guidelines also apply to grouped housing, terraces and townhouses. It is therefore recommended that the proposed Apartment provision be applied to grouped housing, terraces and townhouses such as:

A development containing 5 or more grouped houses/terraces/townhouses has an agreed private contractor waste collection service and the General Manager of the relevant Council has endorsed that agreement in writing.

Impact on Specific Area Plans

The Northern Midlands Local Provisions Schedule contains six Specific Area Plans (NOR-S2.0, NOR-S3.0, NOR-S5.0, NOR-S6.0, NOR-S7.0 and NOR-S8.0) that contain provisions that are in substitution for, and in addition to the provisions of the General Residential Zone.

The proposed replacement of current clause 8.6.2 Roads with 8.6.2 Lot size diversity and density and subsequent renumbering of the clause 8.6 would result in a mismatch with the clauses within the SAPS that are in substitution for clause in the General Residential Zone, eg:

Tasmanian Planning Scheme - Northern Midlands LPS

This clause is in substitution for General Residential Zone - clause 8.6.2 Roads and Low Density Residential Zone - clause 10.6.2 Roads.

This could be overcome by putting the new lot size diversity and density provisions as A5 and P5 within the existing 8.6.1 Lot design.

Lot types created by subdivision

Further explanation is required as to how lot types created through subdivision will work, and the legalities around this. Agreements under S71 of the Land Use Planning and Approvals Act 1993 are likely the only available option and are not the appropriate tool in this circumstance. Further consideration should be given as to whether lot types should be pursued through the subdivision process by developers, or would be better implemented by Specific Area Plans, guided by relevant strategic planning.

Height bonuses

Alternative incentives to height bonuses should be thoroughly investigated, as the proposed provisions don't provide surety to adjoining properties about final build heights.

Workshopping of provisions

Given the scale of the changes proposed, future workshopping opportunities to fully understand how the provisions will operate and interact with existing scheme provisions and other statutory processes, is strongly encouraged.

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
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General

- **Avoid duplication** between zone provisions and code provisions by undertaking a gap analysis so the scheme is not repeating requirements in multiple places.
- **Fix drafting clarity issues** to improve certainty (e.g., internal cross-references such as the height bonus clause).
- **Reduce unnecessary application burden** where new provisions trigger extra documentation/technical reports (e.g., assessments against Liveable Design Guidelines; potential noise reports for residential uses).
- **Where alternative solutions are encouraged (e.g., vertical gardens), provide clear guidance** on installation, maintenance, removal, and how any exemptions apply.
- **Include explanatory figures/diagrams** to improve interpretation and increase consistency in application between planning staff/authorities.
- **Ensure reforms are fit-for-place**, particularly so that medium density outcomes are not effectively pushed into poorly serviced/satellite settlements without appropriate infrastructure and local character considerations.

P.O. Box 156
Longford Tas 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331

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ROADSIDE MOBILE FOOD VENDORS

Originated Date: 11 December 2017 - Min. Ref. 390/17
Amended Date/s: 21 October 2019 - Min. Ref 337/19
 Reviewed 18 August 2022
 16 September 2024 – Min. Ref 24/0407
 18 May 2026 – Min. Ref 26/....

Applicable Legislation: *Vehicle & Traffic Act 1999*
Food Act 2003
Local Government (Highways) Act 1982

Objective To identify guidelines by which Mobile Food Vendors may operate in the Northern Midlands.

Administration: Community and Development

Review Cycle/Date: Every 4 years. Next review 2028.

1. PURPOSE

The purpose of this policy is to identify guidelines by which Mobile Food Vendors may operate in the Northern Midlands.

~~2. APPLICABLE LEGISLATION~~

~~Section 56C of the *Vehicle & Traffic Act 1999* states a person must not set up or use a stall, stand or vehicle on a public street for the purpose of selling goods without a permit. Permits may be issued by the General Manager of the Council in which the public street is located.~~

~~2.3. DEFINITIONS~~

Roadside Mobile Food Vendor (mobile vendor) - Means a person or persons trading from a mobile vending vehicle that is equipped to a specified standard as a moveable kitchen, from which food is commercially prepared and sold at different locations. Food is served directly from the vehicle to customers for immediate consumption, either in the vicinity of the vehicle or as takeaway.

Roadside Mobile Vending Vehicle (mobile vehicle) - Means any road-registered vehicle that is registered as a mobile food and beverage business within Tasmania under the *Food Act 2003* and that seeks to trade within any road, public place, or Council land within the Northern Midlands municipal area. Only vehicles where all trade is conducted wholly from within the vehicle may operate as a mobile vending vehicle. This may include trucks, vans, caravans, or enclosed trailers.

Roadside Mobile Food Vending Permit (permit) - Means a permit issued by Northern Midlands Council in accordance with these Guidelines and section 56C of the *Vehicle and Traffic Act 1999*. The Permit authorises the permit holder to trade at pre-approved locations on roads, public places, or Council land within the Northern Midlands municipal area only.

Public Place - For the purposes of these Guidelines, means any land or part of land—including car parks associated with reserves, parks, and other recreation areas—that is owned, controlled, managed, or maintained by Northern Midlands Council.

Local highway means a local highway as defined in the *Local Government (Highways) Act 1982*, Section 4.

~~*Mobile food vendor*—a take away food vendor operating from a mobile vehicle or trailer for the purpose of selling food and drinks for immediate consumption.~~

~~3.4. CONDITIONS OF OPERATION~~

The following conditions of operation must be met by Mobile Food Vendors who operate in the Northern Midlands.

~~3.4.1 APPLICATION FORM AND FEE~~

All Mobile Food Vendors intending to operate in the Northern Midlands must complete an Application for Permit and pay the required fee, as set per Council's fee schedule.

Copies of the following documents must be completed and submitted together with the application of the permit:

- a) Current certificate of registration of a Statewide Mobile Food Business;
- b) Current Public Liability and Product Liability Insurance Certification (minimum \$20million cover); and
- c) Current road vehicle registration.

3.4.2 PERMIT

A Mobile Food Vendor must not operate on a local highway in the Northern Midlands without a valid permit.

A Mobile Food Vendor may apply for an annual permit, or a six-month permit.

Annual permits are valid from 1 August to 31 July.

Special event permits are valid for the duration of the event as specified in the application form.

Permit fees are in accordance with Council's Fees Schedule.

A Mobile Food Vendor is only permitted to operate on a local highway in the Northern Midlands once a permit has been issued.

Permits are issued to one vehicle only and are not transferrable. Permits are not automatically renewed.

A Mobile Food Vendor must be able to produce a copy of their permit on request. All conditions of the permit must be complied with at all times of operation.

3.4.3 RUBBISH REMOVAL WASTE

Mobile Food Vendors must provide rubbish collection receptacles at the site and ensure all rubbish generated from their use at the site is removed and disposed of responsibly.

Whilst trading to the public, a mobile food vendor must provide, at least one bin to accept waste and one bin for recyclable materials. The bins must be at least fifty litres.

Wastewater and waste oil are not to be deposited into the stormwater system and must be contained within the vendor business and correctly disposed of as per according to environmental health standards.

Where Council is forced to undertake extra cleaning or rubbish removal as a direct result the vending activity, the permit holder will be required to reimburse Council for these costs.

A permit may be cancelled if a permit holder breaches any conditions of the waste requirements of the permit.

3.4.4 DEPARTMENT OF STATE GROWTH ROADS

Council cannot issue a permit for a state-owned road. Mobile Food Vendors are not permitted to operate on a state-owned road, unless with approval issued by the Department of State Growth.

3.4.5 SAFETY AND COMPLIANCE

Mobile Food Vendors must:

- Have in place current Public Liability Insurance to operate;
- Have in place a current Certificate of Registration for business selling food;
- Ensure they have approval to erect any signs or furniture associated with their business, in accordance with Council's Footpath Trading By-Law No. 1 of 2022, if applicable.
- Mobile food vehicles must not be left unattended whilst operating on a public street or on Council owned or managed property.
- Food or beverage preparation, cooking or serving equipment or structures are not to be installed or erected outside the vehicle to display, prepare or serve food.
- Customers must be served from the footpath side of the vehicle only, and not queue across footpaths, into roadways, driveways or other pedestrian or trafficked accesses.
- The installation, maintenance and operation of gas and/or electrical appliances within the vehicle must comply with the relevant Australian Standards.
- Safety of people is not to be compromised in any way by the location or operation of the mobile food

vehicle.

- Mobile food vehicles must not arrive and set up more than prior to 3.30pm 30 minutes before the permitted time and must vacate and leave the site 30 minutes after the permitted time by 9.30pm
- Vacating the site is to remove the mobile food vending vehicle from the permitted site and not return to the site for a period of not less than 8 hours. Vacating the site does not mean to cease business operation but remain parked in the permitted area.
- A permit may be cancelled if a permit holder breaches any conditions of the safety and compliance requirements of the permit.

34.6 ACCESS TO POWER

Council only has power available to Mobile Food Vendors at the following locations:

- Longford Village Green

If Mobile Food Vendors wish to access power they must pay for power usage in accordance with Council's fee schedule.

Payment for power must be made upon collection of the power box key from the Council offices.

45. LOCATIONS AND TIMES

45.1 DESIGNATED MOBILE FOOD VENDOR LOCATIONS

Council has identified the following locations as designated locations to park within the Northern Midlands municipality.

- Avoca – Blenheim Street, adjacent to Boucher Park
- Campbell Town – Franklin Street, adjacent to Blackburn Park
- Cressy – Church Street, adjacent to the Trout Park
- Evandale – Rogers Lane or Russell Street, adjacent to Harry Murray Memorial
- Longford – Archer and Lyttleton Streets, adjacent to Victoria Square (Village Green)
- Perth – Little Mulgrave Street, adjacent to the Train Park
- Ross – Church Street, adjacent to the Village Green (33 Church Street)

Applications to park outside of these designated locations will be considered, however, may be refused if not considered suitable.

Mobile Food Vendors are not to operate on public roads within 100m (measured by travel distance of a pedestrian) of a residential dwelling.

45.2 TIME RESTRICTIONS

Mobile Food Vendors are only permitted may apply for a permit to operate between the hours of 4:00pm and 9:00pm on any given day, except in the circumstances the Mobile Food Vendor is operating at a pre-organised event.

Mobile Food Vendors may apply for a permit to operate for 4 Hours between 7am – 4pm Saturday – Sunday and Public Holidays.

45.3 EXCEPTION: AVOCA ONLY

Mobile food vehicles are not permitted to operate within two hundred (200) metres of an established permanently fixed food premises unless the proprietor of the established fixed food premises has clearly expressed in writing a tolerance for mobile food vehicles operating within that distance.

Operating hours restricted to the hours between 7.00am and 2.00pm.

56. EXCLUSIVE USE NOT GUARANTEED

A permit issued by Council does not guarantee availability or exclusive use of the site.

67. EXEMPTIONS

Mobile Food Vendors parking for a period of less than ~~15~~ 60 minutes are not required to obtain a permit pursuant to this policy. This exemption only applies once per twenty -four (24) hours

78. ENFORCEMENT

In accordance with Section 56C(5) of the *Vehicle and Traffic Act 1999 (the Act)*, monetary penalties will apply to Mobile Food Vendors contravening *the Act* and this Policy, penalties may include the revocation of the Mobile Food Vendor permit.

89. REVIEW

This Policy is to be reviewed every four years.



NORTHERN
MIDLANDS
COUNCIL

MANAGEMENT AGREEMENT
BETWEEN
NORTHERN MIDLANDS COUNCIL
AND
PERTH COMMUNITY HUB MANAGEMENT
COMMITTEE
FOR THE
PERTH COMMUNITY HUB

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1. Introduction

- This Agreement is made between the **Northern Midlands Council** (the Council) and **Perth Community Hub Management Committee**. (the Committee).
- The Agreement commences on the date of signing and remains in effect until **30 June 2030**.
- The Committee is established as a *Special Committee* of Council pursuant to the **Local Government Act 1993 (Tas)**.
- The Committee must comply with all applicable Council policies, procedures, principles, and values.
- The Committee does **not** hold delegated authority to act on behalf of Council.

2. Definitions

- **Act:** The *Local Government Act 1993 (Tas)*.
- **Agreement:** This Management Agreement.
- **Committee:** Perth Community Hub Management Committee.
- **Committee Member:** A person appointed at the AGM, confirmed by Council, registered as a Council volunteer, and inducted.
- **Committee Officers:** Chairperson, Vice-Chairperson, Secretary, Treasurer.
- **Council:** Northern Midlands Council.
- **Council Liaison:** The Council officer nominated as the Committee's principal point of contact.
- **Facility:** Perth Community Hub located at 96A Main Road Perth
- **Annual Maintenance Fee:** The annual maintenance contribution paid by Council to the Committee.

3. Purpose of the Committee

The Committee's purpose is to:

1. Manage and operate Perth Community Hub.
2. Maintain the Perth Community Hub and make recommendations to Council regarding capital or maintenance works (as outlined in Schedule 1).

This Agreement supersedes all prior arrangements.

4. Committee Membership

- The Committee must consist of a minimum of **four Members**.
- Terms of Membership are for **two years**, commencing in July.
- Members are elected at the AGM and must be registered and inducted Council volunteers.
- Committee executives are elected annually.
- The Chairperson may serve up to **four consecutive one-year terms**.
- A position becomes vacant if a Member misses three consecutive meetings without approved leave.

5. Council Responsibilities

Council will:

- Enable the Committee to manage the Facility.
- Appoint a Councillor Representative(s) following each Council election.

- Appoint a Council Liaison.
- Confirm in writing the appointment of Committee Members.
- Ensure all Committee Members are registered volunteers and appropriately inducted.
- Consider all capital works, maintenance requests, and funding submissions.
- Undertake major maintenance tasks as set out in Schedule 1.
- Maintain relevant insurance policies for the Facility.
- Pay fixed water and sewerage charges and up to 300 kL of water usage annually.
- Conduct work health and safety inspections and audits.
- In lieu of the Annual Maintenance Fee, Council will pay the annual rental fee of the Facility to the owner.

6. Committee Responsibilities

The Committee must:

6.1 Communication & Meeting Requirements

- Conduct regular meetings in accordance with meeting procedures.
- Nominate a primary contact person for Council.
- Provide Council with meeting dates, minutes, and Member contact details.
- Forward all complaints regarding the Facility to Council without investigating them.

6.2 Facility Access & Hire

- Open and make the Perth Community Hub available to the community.
- Provide Council reasonable access to the Facility at all times.

6.3 Maintenance

- Undertake minor maintenance tasks as set out in Schedule 1.
- Provide materials required for minor maintenance.
- Promptly report damage or hazards.
- Obtain written Council approval before making any alterations to the Facility.
- Submit annual capital works and maintenance recommendations in March.
- Meet with or report to the Council Liaison each April.
- Lodge all maintenance requests via Council's online reporting system.

6.4 Work Health & Safety Compliance

- Immediately report hazards or incidents to Council.
- Ensure Safe Work Method Statements are completed where necessary.
- Ensure all contractors engaged by the Committee are appropriately approved and compliant.

6.5 Financial Responsibilities

- Provide financial records and bank statements for audit by 31 January annually.
- Apply all funds raised for the direct benefit of the Facility.
- Pay electricity, telephone, and rubbish collection charges.
- Pay the \$1,000 excess on insurance claims unless waived by Council.

6.6 Other Responsibilities

- Ensure all volunteers assisting the Committee are registered and inducted.
- Adhere to Council's Social Media Policy when using social media.

7. Meeting Procedures

- Meetings must follow this Agreement and, where silent, the *Local Government (Meeting Procedures) Regulations 2025*.
- At least **four meetings per year** are required.
- Meetings must not exceed **1.5 hours**.
- The AGM is held with the first ordinary meeting each year.
- Each meeting must include an Acknowledgement of Country and a Declaration of Interest agenda item.
- Agendas must be distributed 4–14 days prior to meetings.
- Minutes must be issued within 10 working days to Members, Councillor Representatives, and the Council Liaison.
- Minutes will be included in the next Council meeting agenda where received in time.
- A quorum is a majority of current Members.
- Decisions are made by majority vote; the Chairperson holds a casting vote if required.
- Failure to reach quorum for two consecutive meetings places the Committee into recess.
- Councillor Representatives may speak but not vote.
- Guests may observe and speak only with the Chairperson's permission.

8. Review and Evaluation

- Council may review this Agreement at any time.
- The Committee must review and sign the Agreement at each AGM when a new term begins.

9. Grievances

- Grievances are managed in accordance with Council's Volunteer Policy.
- The Committee must forward all complaints to Council without investigating.
- The General Manager will engage with relevant parties if required to resolve issues.

10. Breach of Agreement

If the Committee breaches this Agreement:

- Council may immediately terminate the Agreement and assume control of the Facility.
- All Committee funds must be transferred to Council and used solely for the benefit of the Facility.

11. Ending the Agreement

- Either party may terminate the Agreement with **three months' written notice**.
- Termination does not take effect until a new Agreement or similar document is signed.

12. Signatories

Signed by the General)
Manager)
Northern Midlands Council _____

Witnessed
by: _____
Name: _____
Address: _____
Occupation _____

Signed by the Chairperson)
Name: _____

Witnessed
by: _____
Name: _____
Address: _____
Occupation _____

Schedule 1 – Maintenance Responsibilities

A summary of maintenance responsibilities:

- **Committee:** Minor repairs, cleaning, light globe replacement (below 2.4 m), internal fixture maintenance, reporting issues.
- **Council:** Structural and major repairs, vandalism repairs, external locks, boundary fencing, inspections, electrical wiring to switchboard.

	Item	Committee's responsibility	Council's responsibility
1	Ceilings/walls including painting	Repairs due to damage occurring as a result of the use of the premises by the Committee under the Agreement and/or any hirers of the facility permitted by the Committee	Major repair and/or replacement due to structural faults or age, including painting as scheduled in Council's maintenance program
2	Doors	All repair, maintenance and replacement of all internal doors as required	Major repair, maintenance and replacement due to structural faults of all external doors, and in accordance with Council's maintenance program
3	Glass	To keep clean and replace internal breakages. To replace externally when breakage occurs as a result of the use of the premises by the Committee under the Agreement and/or any hirers of the facility permitted by the Committee	To replace externally when breakage occurs due to vandalism or act of God
4	Key register	Advise Council of key holders on an annual basis	Maintenance of key register
5	Keys, locks	All external locks are to be updated to Council's locking system, ensuring Council has access to all building areas except bar facilities Cost of replacement keys	External lock repair due to vandalism
6	Roofs, external walls, skylights and window frames	No responsibility	All maintenance and repairs as required and in accordance with Council's maintenance program, unless considered an emergency by Council's Building Officers
7	Heating fixtures	Payment of all gas and electricity bills, servicing, replacing and repairing as required. Committee to ensure the contractor is insured, accredited and inducted	No responsibility

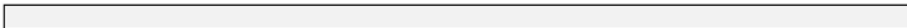
	Item	Committee's responsibility	Council's responsibility
		with Council prior to any works being carried out.	
8	Floor surfaces and coverings	All regular cleaning and maintenance	Major repair and/or replacement due to structural fault or age in accordance with Council's maintenance program
10	Cupboard doors and fittings	All repair, maintenance and replacement of doors as required	No responsibility
11	Fire extinguishers	No responsibility	Council to engage contractor for servicing.
12	Plumbing and fixtures (internal)	Repair and replacement of all plumbing fittings and fixtures including taps, basins, sinks, toilets, urinals. To keep clear of foreign objects, mud and dirt and clear if blocked by these materials, by Council approved contractor.	All internal pipes from Council mains to building and fixtures including the hot water cylinder. In the event where the cause of the blockage is unknown, Council to arrange immediate repair. If it is determined the blockage occurred within the building, cost of repair will be passed on to the committee.
13	Other permanent fixtures	Regular cleaning of all fixtures and repair/or replace if damaged	No responsibility
14	Hygiene	To keep the premises in a clean and hygienic state	No responsibility
15	Electrical wiring and fittings in building	Pay cost for repair and replacement of all power points, switches and light fittings. All work to be conducted by Council approved contractor	All building wiring from main supply to the switchboard. RCD testing: Council to engage contractor for servicing.
16	Light globes	Replacement of all globes below 2.4m	Replacement of globes above 2.4m to be carried out by a contractor only.
17	Security system	Purchase, installation, service and maintenance and provide details to Council	Contribution to installation of security system to be considered by Council upon request of Committee
18	Security lights, globes and fittings (external)	Pay cost for repair and replacement of all power points, switches and light fittings. All work to be conducted by Council approved contractor	Contribution to installation of upgrades to be considered by Council upon request of Committee

	Item	Committee's responsibility	Council's responsibility
19	Fencing and gates	To replace when damage occurs as a result of the use of the premises by the Committee under the Agreement and/or any hirers of the facility permitted by the Committee	Contribution to installation of upgrades to be considered by Council upon request of Committee
21	Surrounding landscape	General maintenance, including weeding, sweeping and ensuring free of rubbish	No responsibility
22	Rubbish collection and removal (if applicable)	To clean and remove rubbish from the premises	No responsibility
27	Internal roads	No responsibility	Responsible for general maintenance and repair in accordance with Council's maintenance program.
28	Vandalism	Report incidents to Council.	Repair as required.
29	Incident reporting	Report all incidents to Council's Work Health and Safety Officer on approved form.	Council to keep register and action
30	Rodent/pest control	Report to Council any pest or vermin issues.	Maintain the facility to be free from pests and vermin.

Schedule 2 – Communications & Social Media Policy



Policy Name: Communications & Social Media Policy
 Policy Owner: People & Culture Business Partner
 Originated Date: August 2015
 Amended Date/s: June 2017; May 2019; August 2023
 Review Date: This Policy should be reviewed as required and/or as legislation changes
 Applicable Legislation: *Age Discrimination Act 2004 (Cth)*
Anti-Discrimination Act 1998 (TAS)
Australian Human Rights Commission Act 1986 (Cth)
Disability Discrimination Act 1992 (Cth)
Fair Work Act 2009 (Cth)
Local Government Act 1993 (TAS)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Work Health & Safety Act 2012 (TAS)
Workers Rehabilitation & Compensation Act 1988 (TAS)
 Publication Sources: ECM - 15/013 - Human Resources Policies & Procedures
 LivePro / HR / HR Policies
 Works Depot, Childcare Facility and Pool Locations



1. AUTHORITY & APPLICATION:

This Policy should be considered in conjunction with the following policies and procedures:

- Disciplinary
- Employee Code of Conduct
- Fitness for Work
- Issue Resolution
- Performance Management
- Work Health & Safety
- Workplace Behaviour

Definitions

Business Use – any use of a communication device that is required for work purposes.





Communication Devices – any device used for any communication purpose by a worker and may include but is not limited to telephones/smart phones (both landline and mobile devices), computers, walkie-talkies, radios, copiers, facsimiles or equivalent of all of the preceding and their respective hardware, software and applications including email, electronic data, internet services and social media.

Council - Northern Midlands Council.

Councillor - an elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a Councillor as defined under section 3 of the *Local Government Act 1993 (TAS)*.

Council Owned Communication Devices – any communication device owned or supplied by Council.

Employee - a person who carries out work for Council as an employee of Council.

General Manager - the General Manager of Council as appointed under section 61 of the *Local Government Act 1993 (TAS)*.

Infringing Workplace Behaviour - any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Manager/Supervisor - a person at the workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Other Persons at the Workplace - any person at the workplace who is not a worker including visitors and ratepayers.

Personal Use – any use that is not business use.

Policy - this Policy including the Authority and Application.

Social Media – online platforms that promote social and professional networking and sharing of information. Social media does not just involve text commentary or statements it can also involve audio, multimedia pictures, movies and photos. Social media includes:

- social networking sites (e.g. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- video and photo sharing websites (e.g. Flickr, Youtube, Instagram)
- blogs, including corporate blogs and personal blogs
- micro-blogging (e.g. Twitter)
- wikis and online collaboration (e.g. Wikipedia)
- forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- vod and podcasting



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- instant messaging (including sms) and/or
- any successor or equivalent to the above

Use – to deploy, create, store, communicate, transmit or access any material, information, image or the like by any communication device.

Worker - a person, other than a Councillor, who carries out work in any capacity for Council, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work at Council
- an outworker
- an apprentice or trainee
- a student gaining work experience or
- a volunteer

Workplace - a place where work is carried out for Council.

Training

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

Amendment

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

Interpretation of Policy

The singular includes the plural and vice versa.

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

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

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

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

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

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

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

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

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

Reporting of Breaches

Persons covered under the paragraph 'Coverage' must reasonably report breaches of infringing workplace behaviour as follows:

For breaches by:

- an employee (other than the General Manager) or other workers, the report must go to the reporting person's applicable manager/supervisor and/or
- the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and

as otherwise required or permitted by applicable laws.

Breach of this Policy

Persons covered under the paragraph 'Coverage' who engage in infringing workplace behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure (employees) or removal from the workplace or termination of services (workers, other than employees and other persons at the workplace). Infringing workplace behaviour may also amount to breaches of applicable laws:

- exposing individuals to legal proceedings and
- making Council vicariously liable for the conduct of others

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2. PURPOSE:

The purpose of this Policy is to provide a framework for decisions and standards relating to the use of communication devices and social media.

This Policy confirms that Council will not tolerate the use of communication devices and social media which is unlawful or a risk to health and safety of workers or other persons at the workplace.

This Policy recognises Council’s commitment to provide a safe and healthy workplace for workers and other persons (any person at the workplace who is not an employee, including visitors) in the workplace relating to the use of communication devices and social media.

This Policy will instruct and guide workers and other persons at the workplace regarding the use of communication devices and social media. In addition to outlining the minimum standards expected at all times in relation to the use of communication devices and social media.

This Policy recognises that all workers are accountable for their own behavior relating to the use of communication devices and social media.

This Policy will operate with applicable laws and policies.

3. COVERAGE:

This Policy covers and applies to workers in relation to:

- behaviour at the workplace
- the performance of work for or in connection with Council and
- conduct outside the workplace or working hours if the acts or omissions:
 - are likely to cause serious damage to the relationship between Council, Councillors, workers or other persons at the workplace or
 - are incompatible with a worker’s duty to Council or employment relationship or engagement or
 - damage or are likely to damage Council’s interests or reputation

4. REQUIREMENTS:

Workers must comply with this Policy.

Workers must not use communication devices or social media in any way which:

- breaches this Policy or any other policy or procedure including the Workplace Behaviour Policy or Employee Code of Conduct Policy
- breaches applicable laws or is otherwise unlawful or
- fails to comply with a lawful and reasonable direction by Council



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Managers/Supervisors are required to promote this Policy within their area of responsibility and take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

5. GENERAL PRINCIPLES:

Council may provide workers with communication devices for business use only or business use and reasonable personal use at Council's discretion. Such authority will be provided in writing on an individual basis.

In determining whether a worker will be provided with communication devices and to what extent, Council at its complete discretion will take into consideration all relevant matters including, Council's network and other system storage, security and usage requirements, the worker's personal circumstances and work requirements and the nature and topic of the use.

The requirements set out previously under 'Requirements' apply equally to business use and personal use of communication devices.

Council, at its discretion, may remove, restrict or change a worker's authority to use Council owned or supplied communication devices or worker owned or supplied communication devices where used for business use or in the workplace.

Council will, through authorised personnel, monitor and if necessary copy, delete, remove or quarantine any information, data, transmissions or files (incoming and outgoing) or like materials arising out of the use of communication devices from the Council's information technology system or network, or any worker's Council provided communication device without notice.

6. USE OF COMMUNICATION DEVICES:

In relation to the use of communication devices, workers must:

- not divulge passwords or user identification to other persons, other than the IT Systems Officer
- not alter a Council owned communication device by removing software restrictions imposed by the operating system of the device
- not alter a Council owned communication device other than those settings immediately accessible in standard settings or in contravention of any specific direction of a manager/supervisor
- not allow any person to use a Council owned communication device without prior written approval from their manager/supervisor
- maintain Council owned communication devices they use in accordance with the manufacturer's specifications
- take care to ensure a Council owned communication device is securely kept
- immediately advise their manager/supervisor and the IT Systems Officer of any damage to or theft of a Council owned communication device

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- not install any software on a Council owned communication device (with the exception of Council nominated applications downloaded from the App Store) without written prior approval from their manager/supervisor and the IT Systems Officer
- comply with applicable laws including not engaging in, for example:
 - defamatory comments (e.g. falsely naming a person as a criminal)
 - inappropriate or unlawful workplace behavior comments (e.g. discriminatory, harassing, bullying or repeated unreasonable behavior)
 - misleading and deceptive conduct (e.g. our product will give you 150% improvement in profit with no reasonable basis)
 - contempt (e.g. publicising court orders or matters under consideration)
 - infringements of intellectual property rights (e.g. breach of copyright by copying information without referencing the source, or downloading movies, TV shows, music and other entertainment or similar) or
 - privacy issues such as disclosing personal or sensitive information (e.g. a person lives at ABC Street and has 4 children with a particular medical condition)
- not use another person's identification (electronic or otherwise) to use a communication device
- not obscure or attempt to obscure the origin of any use of a communication device in the workplace
- not access, send, receive, download, store or distribute defamatory, discriminatory, harassing, or inappropriate materials of any kind
- not disclose Council's confidential information or damage or engage in use likely to damage Council's interests or reputation
- not gain or attempt to gain unauthorised access to Council's, information technology system or network, or any other worker or other person in the workplace's communication device and
- not interfere with or alter any security measures provided for the Council's, information technology system or network, or any other worker's or other person in the workplace's communication device

7. BUSINESS USE OF SOCIAL MEDIA:

In relation to business use of social media, workers must:

- adhere to any communication protocols, authorisations or requirements of their role or position description or contractual arrangements and apply any warnings, notices, protocols or other identifications as required by Council from time to time
- not breach or engage in activity that has the capacity to breach any contractual requirements with third parties
- act honestly, with integrity, courtesy and professionalism
- comply with applicable laws including not engaging in, for example:
 - defamatory comments (e.g. falsely naming a person as a criminal)

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- inappropriate or unlawful workplace behavior comments (e.g. discriminatory, harassing, bullying or repeated unreasonable behavior)
- misleading and deceptive conduct (e.g. our product will give you 150% improvement in profit with no reasonable basis)
- contempt (e.g. publicising court orders or matters under consideration)

- infringements of intellectual property rights (e.g. breach of copyright by copying information without referencing the source or downloading movies, TV shows, music and other entertainment or similar) or
- privacy issues such as disclosing personal or sensitive information (e.g. a person lives at ABC Street and has 4 children with a particular medical condition)
- only use Council logos, branding, photos/images or trademarks with prior Council approval
- not 'air' personal campaigns and keep personal opinions separate from professional
- avoid political bias and real or potential conflicts of interest
- not establish fictitious names or identities deliberately intended to deceive, mislead or lie
- adhere to Council's style guide as set by the Council from time to time
- notify their manager/supervisor and the IT Systems Officer of any activity that occurs whilst using the communication device or social media that has the potential to affect the integrity of the Council's information technology system or network, or any Council representative or other person's communication device
- not disclose Council's confidential information or damage or engage in use likely to damage Council's interests or reputation
- should be respectful of others using language that is polite, courteous and appropriate to the circumstances and
- should not be disrespectful of others including using obscene, defamatory, discriminatory, threatening, harassing, insulting or offensive language

8. PERSONAL USE OF SOCIAL MEDIA:

In relation to personal use of social media, workers:

- are permitted to use communication devices or social media where authorised by Council for non-work-related purposes during work time that is reasonable and does not negatively impact on work or the workplace
- must not disclose Council's confidential information or damage or engage in use likely to damage Council's or worker's or other persons at the workplace interests or reputations or engage in conduct in breach of paragraph 'Coverage'
- may disclose they are workers, provided they make it clear that that they do not speak on behalf of the Council and their views are personal only and do not represent the views of Council including where they are likely to be reasonably identified as a worker

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- must not cite, reference or identify (including conduct that is likely to identify) other workers or other persons at the workplace without their prior approval
- must avoid using business email addresses for or in any personal social media communications and
- must not start or participate in a Facebook group, online club or any other community using Council's name

9. MONITORING AND PRIVACY:

Workers should be aware that information, data, transmissions or files (incoming and outgoing) or like materials arising out of the use of communications devices are capable of being monitored by authorised persons nominated by Council and intercepted, traced or recorded by others even without the knowledge of Council.

Privacy using communication devices cannot be guaranteed.

Council may monitor the use of communication devices at any time including randomly or where Council considers it appropriate to:

- ensure compliance with applicable laws, policies and procedures and reasonable directions
- compile or audit data or information regarding the use of communication devices
- investigate suspected behaviour that may be contrary to or in breach of applicable laws, policies and procedures or reasonable directions or
- prevent unauthorised or unlawful use of communication devices.

Council may appoint any appropriately qualified and/or accredited person to monitor the use of communication devices on its behalf or with Council. Where it does, Council will advise workers of this appointment either before or after the event as appropriate in the circumstances.

Any employee found to be in breach of this Communications and Social Media Policy may be subject to disciplinary action, up to and including termination of employment.



Schedule 3 – DECLARATION OF INTEREST – COMMITTEE MEMBER

The Local Government Act 1993:

48A. Declaration of pecuniary interest by member

(1) At any meeting of a special committee or controlling authority, or the board of a single authority or joint authority, a member must not participate in any discussion, or vote on any matter, in respect of which the member –

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

Penalty: Fine not exceeding 20 penalty units.

(2) A member must declare any interest that he or she has in a matter before any discussion on that matter commences.

Penalty: Fine not exceeding 50 penalty units.

(3) On declaring an interest that he or she has, the member is to leave the room in which the meeting is being held.

Penalty: Fine not exceeding 20 penalty units.

(4) A member of a special committee or controlling authority, by notice in writing, is to advise the general manager of the details of any interest that he or she has declared under this section within 7 days of that declaration.

Penalty: Fine not exceeding 20 penalty units.

(5) A member of a board of a single authority or joint authority, by notice in writing, is to advise the chief executive officer of that authority of the details of any interest declared by the member under this section within 7 days of that declaration.

Penalty: Fine not exceeding 20 penalty units.

(6) The general manager or chief executive officer is to –

- (a) ensure that the declaration of interest is recorded in the minutes of the meeting at which it is made; and
- (b) record the details of any declared interest in the register of interests kept under section 53B or 54A.

49. Having an interest

(1) A councillor or member has an interest in a matter if the councillor or member or a close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.

Your Name:

Date and Nature of meeting at which interest is being declared:

Nature of declaration: Pecuniary Non-Pecuniary Perceived Interest

Agenda item to which declaration relates:

Details of interest:

.....

.....

.....

.....

Your signature

To ensure compliance with the Act please return this form to the General Manager within 7-days of declaring an interest.

OFFICE USE ONLY

Date Declaration of Interest received:

General Manager signature:



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



denman.studio/architects



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



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PERSPECTIVE 2 - VIEW OF NEW ADDITION FROM OUTDOOR PLAY SPACE

Proposed Alteration & Addition For Cressy Child Care Centre

MASTERPLANNING REVIEW
3/10/2025





NORTHERN
MIDLANDS
COUNCIL

NORTHERN MIDLANDS COUNCIL CONSOLIDATED MEETING PROCEDURES

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Tracked Changes Key	
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NORTHERN MIDLANDS COUNCIL CONSOLIDATED MEETING PROCEDURES

(Based on the Local Government Act 1993, Local Government (Meeting Procedures) Regulations ~~2015~~ 2025, Local Government (Code of Conduct) Order 2024, Council's Meeting Procedures and Policies)

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(Based on the Local Government Act 1993, Local Government (Meeting Procedures) Regulations ~~2015~~ 2025, Local Government (Code of Conduct) Order 2024, Council's Meeting Procedures and Policies)

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PART 1: CONVENING MEETINGS**1.1 CONVENING COUNCIL MEETINGS (REGULATION 45 – PART 2, DIVISION 1)**

- (1) The mayor of a council may convene:
 - (a) an ordinary meeting of the council; and
 - (b) a special meeting of the council.
- (2) The general manager of an existing council is to convene the first ordinary meeting of the council following an ordinary election.
- (3) The Minister is to convene the first ordinary meeting of a newly established council on a date determined by the Minister.
- (4) An ordinary meeting of a council is to be held at least once in each month.
- (5) The general manager is to convene an ordinary meeting of a council if the mayor has not convened such a meeting in the previous calendar month.
- (6) The mayor of a council, or the general manager if the mayor has not done so, must convene a special meeting of the council:
 - (a) at the request of a majority of councillors; or
 - (b) if the council so determines.
- (7) A request for a special meeting of a council must:
 - (a) be in writing and signed by the councillors making the request; and
 - (b) include details of the subject matter and any motion to be dealt with by the meeting; and
 - (c) be lodged with the mayor.

1.2 CONVENING MEETINGS OF A COUNCIL COMMITTEE (REGULATION 56 – PART 2, DIVISION 1)

- (1) The chairperson of a council committee may convene a meeting of that committee.
- (2) The chairperson of a council committee must convene a meeting of that committee:
 - (a) if the council committee or the council so determines; or
 - (b) at the request of a majority of the members of the committee.

1.3 TIMES OF MEETINGS (REGULATION 67 – PART 2, DIVISION 1)

- (1) A meeting is not to start before 5.00pm unless otherwise determined by the council by absolute majority or by the council committee by simple majority.
- (2) After each ordinary election, a council and a council committee are to review the times of commencement of their meetings.

1.4 STATEMENT TO BE MADE AT MEETINGS (REGULATION 8 – PART 2, DIVISION 1)

The chairperson of a meeting is to make a verbal statement at the beginning of a meeting, so far as is practicable, to the effect that –

- (a) an audio or audio visual recording is being made of the meeting; and
- (b) all persons attending the meeting are to be respectful of, and considerate towards, other persons attending the meeting; and
- (c) language and conduct at the meeting that could be perceived as offensive, defamatory or threatening to a person attending the meeting, or listening to the recording, is not acceptable.

1.4.5 NOTICE OF MEETINGS (REGULATION 7.9 – PART 2, DIVISION 1)

- (1) The general manager is to provide each councillor with a notice in writing of the time and place of a council meeting or a council committee meeting:
 - (a) at least 4 days, but not more than 14 days, before an ordinary council meeting or a council committee meeting; or
 - (b) at least 2 days, but not more than 14 days, before a special council meeting.
- (2) At least once in each year, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice containing:
 - (a) the times and places of the ordinary council meetings for the next 12 months; and
 - (b) the times and places, as known, of the council committee meetings for the next 12 months.
- (3) The general manager also is to ensure that:
 - (a) the notice referred to in Subregulation (2) is made available to the public on the website of the council for the period to which the notice applies; and
 - (b) any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council.
- (4) If there is any change in the time or place of an ordinary council meeting, or a council committee meeting, as published under Subregulations (2) and (3), the general manager is to:
 - (a) publish a notice of the change in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area; and
 - (b) ensure that the notice of the times and places for such meetings published on the website of the council is accordingly updated; and
 - (c) ensure that the notice of the times and places for such meetings that is made available to the public, at the public office of the council, is updated accordingly.
- (5) ensure that the notice of the times and places for such meetings that is made available to the public, at the public office of the council, also is accordingly updated. In the case of a special council meeting:
 - (a) the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice of the time and place of the meeting at least 2 days, but not more than 14 days, before the meeting; and

-
- (b)** the general manager is to ensure that the notice:
- (i)** is made available to the public on the website of the council for the relevant period; and
 - (ii)** any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council; and
- (c)** the notice is to:
- (i)** state whether any part of the meeting is likely to be a closed meeting; and
 - (ii)** if a part of the meeting is not likely to be a closed meeting, include details of the items to be discussed at that meeting or part of the meeting.
- (6)** A period referred to in this regulation includes Saturdays, Sundays and statutory holidays, but does not include:
- (a)** the day on which a notice is provided or made available under Subregulation (1); or
 - (b)** the day of the meeting.

PART 2: AGENDA**2.1 AGENDA (REGULATION 8-10 – PART 2, DIVISION 1)**

- (1) The general manager is to:
- (a) prepare an agenda for each council meeting and council committee meeting; and
 - (b) in the case of a council meeting, provide each councillor with the agenda and any associated reports and documents at least:
 - (i) 2 days before a special council meeting; or
 - (ii) 4 days before an ordinary council meeting; and
 - (c) in the case of a council committee meeting, provide each member of the committee with the agenda and any associated reports and documents at least 4 days before the council committee meeting.
- (2) the agenda of an ordinary council meeting is to provide for, but is not limited to, the following items:
- (a) attendance and apologies;
 - (b) confirmation of the minutes;
 - (c) the date and purpose of any council workshop held since the last meeting;
 - (d) applications requests for leave of absence;
 - (e) notifications of leave of absence for parental leave;
 - (f) declarations of any pecuniary interest of a councillor or close associate an interest in a matter of a councillor;
 - (g) public question time;
 - (h) councillor question time;
 - (i) any reports to be received;
 - (j) any matter to be discussed at the meeting.
- (3) The general manager is to arrange the agenda so that the items to be dealt with by a council, or council committee, as a planning authority are sequential.
- (4) The business of a meeting is to be conducted in the order in which it is set out in the agenda of that meeting, unless the council by absolute majority, or the council committee by simple majority, determines otherwise.
- (5) Subject to Subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
- (6) A council by absolute majority at an ordinary council meeting, or a council committee by simple majority at a council committee meeting, may decide to deal with a matter that is not on the agenda if:
- (a) the general manager has reported the reason it was not possible to include the matter on the

agenda; and

- (b) the general manager has reported that the matter is urgent; and
 - (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under Section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.
- (7) The chairperson of a council or a council committee is to request councillors or members of the committee to indicate whether they have, or are likely to have, ~~a pecuniary interest~~ **an interest** in any item on the agenda.
- (8) A period referred to in Subregulation (1 2) includes Saturdays, Sundays and statutory holidays, but does not include:
- (a) the day on which the agenda and any associated reports and documents are provided under Subregulation (1 2)(b) **or (c)**; or
 - (b) the day of the meeting.

2.2 COUNCIL MEETING AGENDA AND REPORT FORMATS

(1) Agenda Format

The following format outlines the standing items and business order for Council Meetings:

Meeting Information and Guidelines

1. Attendance, (including Apologies)
2. Table of Contents
3. Acknowledgement of Country
4. Declarations of Interest
5. Procedural
 - 5.1 Confirmation of Council Meeting Minutes
 - 5.2 Date of Next Council Meeting
 - 5.3 Motions on Notice by a Councillor (*if applicable*)
 - 5.4 Councillor Questions on Notice (*if applicable*)
 - 5.5 Code of Conduct Panel Determination (*if applicable*)
6. Council Committees – Confirmation of Minutes
7. Council Committees – Recommendations
8. Information Items
 - 8.1 Council Workshops / Meetings Held Since the Last Ordinary Meeting
 - 8.2 Mayor's Activities Attended and Planned
 - 8.3 General manager's Activities
 - 8.4 Petitions
 - 8.5 Conferences and Seminars: Report on Attendance by Council Delegates

-
- 8.6 132 and 337 Certificates Issued
 - 8.7 Animal Control
 - 8.8 Environmental Health Services
 - 8.9 Customer Request Receipts
 - 8.10 Gifts and Donations (under section 77 of the LGA)
 - 8.11 Action Items: Council Minutes
 - 8.12 Resource Sharing Summary: 1 July 2024 to 30 June 2025
 - 8.13 Vandalism
 - 8.14 Youth Program Update
 - 8.15 Integrated Priority Projects and Strategic Plans Update
 - 8.16 Tourism and Events and Heritage Highway Tourism Region (HHTRA) Update
 - 9. Public Questions and Statements
 - 10. Council Acting as a Planning Authority
 - 11. Planning Reports
 - 12. Council Acting as a Planning Authority: Cessation
 - 13. Community and Development Reports
 - 14. Governance Reports
 - 15. Corporate Services Reports
 - 16. Works Reports
 - 17. Items for the Closed Meeting

(2) Report Format

The following format outlines the content details for agenda items and associated reports listed on Open Council Meeting Agendas:

Title

Responsible Officer / Report Author

Recommendation

- 1. Purpose
- 2. Introduction / Background
- 3. Strategic Plan and Integrated Priority Projects Plan
 - 3.1 Strategic Plan 2021-2027
 - 3.2 Integrated Priority Projects Plan 2021
- 4. Policy Implications
- 5. Statutory Requirements
- 6. Financial Implications

7. Risk Issues
8. Consultation with State Government
9. Community Consultation
10. Options for Council to Consider
11. Officer's Comments / Conclusion
12. Attachments

2.3 PLANNING REPRESENTATIONS

- (1) Representations received in regard to planning applications are held in confidence by Council.
- (2) A summary of the issues raised in representations is provided to applicants.
- (3) Representations in full are provided to councillors confidentially.
- (4) Representations are not included in the council agenda.
- (5) A summary of the issues raised in the representations is provided in the agenda along with the planner's comment.

2.4 BRIEFING REPORT ITEMS

Only reports which are of an informative nature and which do not require formal consideration by the Council, be included in the Fortnightly Briefing Report.

2.5 PUBLIC ACCESS TO DOCUMENTS (REGULATION 9-11 – PART 2, DIVISION 1)

- (1) As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in Regulation 15-17(2), at least:
 - a. 2 days before the meeting in the case of a special council meeting; or
 - b. 4 days before the meeting in the case of an ordinary council meeting or a council committee meeting.
- (2) The agenda and associated reports and documents made available for inspection under Subregulation (1) are to be so made available under that subregulation:
 - a. at the public office, and on the website, of the council; and
 - b. free of charge.
- (3) As far as practicable, the general manager is to make available for purchase by members of the public, by payment of the fee specified in Schedule 1 relevant fee specified in regulation 4, copies of the agenda and any associated reports and documents made available for inspection under subregulation (1).
- (4) The agenda and associated reports and documents made available for purchase under subregulation (3) are to be made available under that subregulation at the public office of the council during the relevant period specified in subregulation 1.

-
- (5) At a meeting, a copy of the agenda of the meeting is to be made available free of charge to any member of the public attending the meeting.
- (6) At a meeting, any associated report or document made available for inspection under subregulation (1) is to be made available free of charge for inspection by members of the public attending the meeting.
- (7) Subject to the Right to Information Act 2009, the general manager must withhold from the public all associated reports and documents which, in the opinion of the general manager, relate to any matter referred to in Regulation 15 17(2).
- (8) Despite subregulation (7), but subject to the Right to Information Act 2009, the general manager may release to the public an associated report or document that he or she is otherwise required under that subregulation to withhold, if:
- a. the council, or a council committee, has authorised its release to the public under Regulation 15(9) 17(8); or
 - b. the council, or council committee, has:
 - (i) discussed, at a meeting that was not a closed meeting to the public under Regulation 15, the matter to which the associated report or document relates; and
 - (ii) after considering privacy and confidentiality issues, authorised its release to the public.
- (9) A period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include:
- a. the day on which an agenda and any associated reports and documents are made available under that subregulation; or
 - b. the day of the meeting.

PART 3: CONDUCT OF MEETINGS**3.1 CHAIRPERSON (REGULATION ~~10~~ 12 – PART 2, DIVISION 1)**

- (1) The mayor or, in his or her absence, the deputy mayor is the chairperson of a council meeting.
- (2) If both the mayor and the deputy mayor are not present at a council meeting, the councillors present are to elect one of the councillors present to be the chairperson of that meeting.
- (3) A council may:
 - (a) elect a member of a council committee as chairperson of that council committee; or
 - (b) delegate that power of election to the members of the council committee.
- (4) If the chairperson is absent from a council committee meeting, the councillors present who are members of that council committee are to elect one of their members present to be the chairperson of that meeting.
- (5) If the chairperson has moved or seconded a motion, the chairperson is to vacate the chair until the motion has been dealt with.

3.2 MAYOR'S COMMUNICATION

Immediately after confirmation of the minutes at a Council Meeting, the Mayor or Chairperson may make any communication to the Council which the Mayor or Chairperson considers necessary.

3.3 CONDUCT OF MEETINGS IN RELATION TO THE CHAIR

- (1) The Chairperson need not stand when addressing the Council.
- (2) The Chairperson is to call on items listed on the formal agenda for consideration and until called on, no discussion or debate on motions is to ensue.
- (3) Before an item is discussed or debated there is to be a motion moved, seconded and accepted by the Chairperson.
- (4) In accordance with Regulation ~~10~~ 12 of the Local Government (Meeting Procedures) Regulations 2015, if the Chairperson has moved or seconded a motion before the Meeting, the Chairperson is to vacate the Chair until the motion has been dealt with. The Chairperson may remain in the Chair to address the meeting on any motion before the Chair which has not been moved or seconded by the Chairperson.
- (5) A Councillor proposing or speaking to a motion or discussing any matter under consideration is to address the Chairperson.
- (6) If two or more Councillors rise simultaneously to address the Chairperson, the Chairperson is to decide the order in which they are to address the meeting.
- (7) A Councillor, when addressing the Chairperson, is to refer to the Mayor, Deputy Mayor and Councillors by their respective titles.

3.4 QUORUM (REGULATION 11 13 – PART 2, DIVISION 1)

- (1) A meeting may only transact business if a quorum is present.
- (2) The quorum at a council meeting is an absolute majority.
- (3) The quorum at a council committee meeting is the majority of such number of councillors as are members of the committee.
- (4) If a meeting lacks a quorum because a councillor declares a pecuniary interest¹ and must leave the meeting, the Minister may permit the councillor to remain at that meeting or at a later meeting when the matter is next considered to make up a quorum on condition that the councillor does not take part in any discussion or vote on the matter.
- (5) ~~The details of any permission given by the Minister are to be noted in the minutes~~ If a permission under subregulation (5) is given, the general manager is to record the details of that permission in the minutes of that meeting.
- (6) If at any time during a meeting the required quorum is no longer present, the chairperson is to adjourn the meeting until the quorum is present or until a later date, unless the quorum is likely to be present for the next item of business.

3.5 ABANDONED MEETINGS (REGULATION 12 14 – PART 2, DIVISION 1)

- (1) If a quorum is not present within half an hour after a meeting is to start, the meeting is to be abandoned.
- (2) If a council meeting is abandoned because of the lack of a quorum, the general manager is to record the following details as the minutes of that meeting, even though business could not be transacted at that meeting:
 - (a) the absence of a quorum;
 - (b) the abandonment of the meeting and the time of abandonment;
 - (c) the names of the councillors present at the time of abandonment.
- (3) If a council meeting is abandoned, the mayor:
 - (a) within 14 days after the abandonment of the meeting, is to convene another council meeting to deal with the business that was to be dealt with at the abandoned meeting; and
 - (b) is to provide notice of the new meeting in accordance with Regulation 7 9.
- (4) If 3 consecutive council meetings have been abandoned, the general manager must report the matter to the Minister.

¹ Local Government (Meeting Procedures) Regulations 2025 – Regulation 13(1): In this regulation – pecuniary interest means an interest within the meaning of section 49 of the Act.

Local Government Act 1993 – Section 49 Having an interest: A councillor or member has an interest in a matter if the councillor or member or a close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.

3.6 ADJOURNMENTS (REGULATION 13 15 – PART 2, DIVISION 1)

- (1) The chairperson may only adjourn a meeting:
- (a) for a proper purpose; and
 - (b) if it is reasonable to do so in the circumstances; and
 - (c) in good faith.
- (2) ~~At any time during a meeting, the chairperson, subject to subregulation (2), may adjourn the meeting.~~ If a meeting is adjourned under subregulation (1), the meeting may be adjourned:
- (a) to a later time on the same day; or
 - (b) to a later date.
- (3) If a meeting is adjourned under subregulation (1), the chairperson is to ensure that ~~any~~ all business of the meeting not then disposed of at the time of adjournment is given precedence at the resumption of the adjourned meeting.
- (4) At the adjournment of a meeting under subregulation (1), the chairperson is to advise the councillors present:
- (a) of the date and time when the meeting is to be resumed; and
 - (b) of the reasons for the adjournment.
- (5) If a meeting is adjourned under subregulation (1), the general manager is to advise the councillors not present at the meeting:
- (a) that the meeting was adjourned; and
 - (b) of the date and time of the resumption of the meeting; and
 - (c) of the reasons for the adjournment.
- (6) The reason for the adjournment of a meeting under subregulation (1) is to be recorded in the minutes of the meeting.
- (7) If a meeting is adjourned under subregulation (1) for a period which would allow a special meeting to be convened, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice stating:
- (a) that the meeting has been adjourned; and
 - (b) the date and time of the resumption of the meeting.

3.7 OPEN MEETINGS (REGULATION 14 16 – PART 2, DIVISION 1)

A meeting is to be open to the public unless ~~closed under Regulation 15~~ part of the meeting is a closed meeting.

3.8 CLOSED MEETINGS (REGULATION 15 17 – PART 2, DIVISION 1)

- (1) At a meeting, a council by absolute majority, or a council committee by simple majority, may close a

part of the meeting to the public for a reason specified in Subregulation (2).

- (2)** A part of a meeting may be closed to the public when any one or more of the following matters are being, or are to be, discussed at the meeting:
- (a)** personnel matters, including complaints against an employee of the council;
 - (b)** industrial relations matters;
 - (c)** information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;
 - (d)** commercial information of a confidential nature that, if disclosed, is likely to:
 - (i)** prejudice the commercial position of the person who supplied it; or
 - (ii)** confer a commercial advantage on a competitor of the council; or
 - (iii)** reveal a trade secret;
 - (e)** contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
 - (f)** the security of:
 - (i)** the council, councillors and council staff; or
 - (ii)** the property of the council;
 - (g)** proposals for the council to acquire land or an interest in land or for the disposal of land;
 - (h)** information that is:
 - (i)** of a personal and confidential nature; or
 - (ii)** provided to the council on the condition that it be kept confidential;
 - (i)** applications requests by councillors for a leave of absence;
 - (j)** notifications by councillors of leave of absence for parental leave;
 - (k)** matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;
 - (l)** the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.
- (3)** Unless Subregulation (4) applies, a council or council committee must not close a part of a meeting when it is:
- (a)** acting as a planning authority under the Land Use Planning and Approvals Act 1993; or
 - (b)** considering whether or not to grant a permit under that Act; or
 - (c)** considering proposals for the council to deal with public land under Section 178 of the Act.
- (4)** A council or council committee may close a part of a meeting when it is acting or considering as referred to in subregulation (3) if it is to consider any matter relating to:
- (a)** legal action taken by, or involving, the council; or

- (b) possible future legal action that may be taken, or may involve, the council.
- (5) **If part of a meeting is a closed meeting**, the chairperson:
- (a) is to exclude members of the public from the closed meeting; and
- (b) may exclude the general manager from the closed meeting if the matter to be discussed relates to the contract of employment, or the performance, of the general manager; and
- (c) may invite any person to remain, or be present, at the meeting to provide:
- (i) **advice or information to the meeting; or**
- (ii) **service, assistance or support to the meeting.**
- (6) If a council or council committee closes a part of a meeting, the reason for the closure is to be recorded in the minutes of the meeting that relate to the part of that meeting that is open to the public.
- (7) While in a closed meeting, the council, or council committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
- (8) Subject to the Right to Information Act 2009, any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the council or council committee, after considering privacy and confidentiality issues, authorises their release to the public.
- (9) A council, or council committee, by simple majority may re-open a closed meeting to the public.

3.9 SUSPENSION FROM MEETING (REGULATION 40-49 – PART 3)

- (1) The chairperson of a meeting may suspend a councillor from part or all of the meeting if the councillor:
- (a) makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or
- (b) interjects repeatedly; or
- (c) disrupts the meeting and disobeys a call to order by the chairperson.
- (2) Before deciding to suspend a councillor, the chairperson is to:
- (a) advise the councillor that suspension is being considered and of the reasons for considering suspension; and
- (b) give the councillor an opportunity to argue against suspension or to apologise.
- (3) If, after considering any argument or apology from a councillor under subregulation (2), the chairperson suspends the councillor, the councillor:
- (a) must leave the meeting; and
- (b) must not attend the meeting while suspended.
- Penalty: Fine not exceeding 10 penalty units.**
- (4) The chairperson may request the assistance of a police officer to remove a councillor who refuses to leave a meeting as required under subregulation (3)(a).

3.10 DIGRESSION, PERSONAL COMMENTS, OR IMPROPER IMPUTATIONS

When addressing the Chairperson, a member is not to:

- (1) digress from the subject under discussion; or
- (2) make any personal comments regarding any other Councillor; or
- (3) impute an improper motive to any other Councillor; or
- (4) repeatedly annoy another Councillor; or
- (5) use an expression which, in the opinion of the Chairperson, is capable of being applied to another Councillor so as to cause offence to that other Councillor.

3.11 INTERRUPTION OF SPEAKER BY COUNCILLORS (REGULATION 25(3))

When a Councillor is addressing the Chairperson, no other Councillor is to:

- (1) converse aloud; or
- (2) create any disturbance; or
- (3) interrupt the speaker or interject except:
 - to request that any words spoken be noted; or
 - to call attention to a point of order; or
 - to call attention to the want of a quorum.

PART 4: DECLARATIONS OF INTEREST**4.1 PECUNIARY INTEREST*****Local Government Act 1993, Part 5, Regulation 48 - Declaration of pecuniary interest by councillor***

- (1) A councillor must not participate at any meeting of a council, council committee, special committee, controlling authority, single authority or joint authority in any discussion, nor vote on any matter, in respect of which the councillor—
- (a) has an interest; or
 - (b) is aware or ought to be aware that a close associate has an interest.
- Penalty: Fine not exceeding 20 penalty units.***
- (2) A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences.
- Penalty: Fine not exceeding 50 penalty units.***
- (3) On declaring that he or she has an interest, the councillor is to leave the room in which the meeting is being held.
- Penalty: Fine not exceeding 20 penalty units.***
- (4) The councillor, by notice in writing, is to advise the general manager of the details of any interest that the councillor has declared under this section within 7 days of so declaring.
- Penalty: Fine not exceeding 20 penalty units.***
- (5) The general manager is to –
- (a) ensure that the declaration of interest is recorded in the minutes of the meeting at which it is made; and
 - (b) record the details of any interest declared in the register of interests kept under section 54.
- (6) In addition to any penalty imposed under this section, a court may make an order –
- (a) barring the councillor from nominating as a candidate at any election for a period not exceeding 7 years; and
 - (b) dismissing the councillor from office.

4.2 ACTUAL, POTENTIAL OR PERCEIVED INTEREST***Local Government Act 1993 – Part 5******Section 49. Having an interest***

A councillor or member has an interest in a matter if the councillor or member or a close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.

Local Government (Code of Conduct) Order 2024 – Part 2

- (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 meeting 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 or perceived conflict of interest in a matter before the council must –
 - (a) declare the conflict of interest and the nature of the interest before discussion of 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.

4.3 RECORDING OF DECLARATIONS OF INTEREST

Council in accordance with the procedures and intention of:

- part 5 of the Local Government Act 1993,
 - in particular, section 48(2) of the Local Government Act 1993;
- regulation ~~8(2)~~ 10(3) of the Local Government (Meeting Procedures) Regulations ~~2015~~ 2025; and
- schedule 1, part 2 of the Local Government (Code of Conduct) Order 2024;

will deal with this matter as follows:

- (1) In both the open and closed sessions of Council, the Mayor will request Councillors and staff to indicate whether they have, or are likely to have, an interest in any item on the Council Agenda.
- (2) A decision by Council to receive Declarations made is not required.
- (3) The declaration recorded will include Councillor name, the Item number, the Item Description.
- (4) The declaration recorded will only include the Nature of the Interest declared if provided.
- (5) Declarations made within the closed session will be recorded in closed session minutes, to take into account privacy and confidentiality issues. Under regulation ~~15(8)~~ 17(7) (Local Government (Meeting Procedures) Regulations ~~2015~~ 2025), the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public.
- (6) Council records within its minutes the name and time a Councillor vacates the meeting at the time the matter is declared and the time of return.

PART 5: MOTIONS

Motions are to be managed in accordance with Division 2 of the Local Government (Meeting Procedures) Regulations 2025, including the distinction between written notice of motion and motions without notice.

5.1 MOTIONS GENERALLY (REGULATION 16-18 – PART 2, DIVISION 2)

- (1) The chairperson of a meeting is not to allow a motion to be debated or otherwise dealt with unless it has been moved by one councillor and seconded by another councillor.
- (2) The chairperson of a council committee meeting may waive the requirement for a motion to be seconded.
- (3) A councillor moving a motion for an adjournment of the debate on another motion is to include in the motion the reason for the adjournment.
- (4) If a councillor, who has given notice of a motion in accordance with regulation 19(1), that has not been refused under subregulation (6), does not move the motion at the meeting, the motion lapses.
- (5) A councillor who has moved a motion, whether it is being debated or not, may only withdraw the motion:
 - (a) with the consent of the seconder, if a seconder was required; or
 - (b) with the consent of the meeting.
- (6) The chairperson of a meeting may refuse to accept a motion under regulation 19 or 20 if, in the opinion of both the general manager and the mayor, the motion:
 - (a) is defamatory; or
 - (b) contains offensive language; or
 - (c) is unlawful; or
 - (d) does not relate to the activities, or functions, of the council.

5.2 ~~MOTIONS ON NOTICE~~ WRITTEN NOTICE OF MOTION (REGULATION 19 – PART 2 – DIVISION 2)

- (1) A councillor may give to the general manager, at least 7 days before a meeting –
 - (a) written notice of a motion; and
 - (b) supporting information and reasons for the inclusion of the motion on the next meeting agenda.
- (2) If a councillor gives to the general manager written notice of a motion less than 7 days before a meeting, or during a meeting, the chairperson, in consultation with the general manager, may:
 - (a) permit debate on the motion at the meeting; or
 - (b) set aside the motion for inclusion on the agenda of a later meeting.
- (3) The general manager is to include a motion with notice on the agenda of the next meeting if the motion:
 - (a) was given in accordance with subregulation (1); and

(b) was not refused under regulation 18(6).

(4) A period referred to in subregulation (1) or (2) includes Saturdays, Sundays and statutory holidays, but does not include:

(a) the day on which notice is given under that subregulation; or

(b) the day of the meeting.

5.3 MOTIONS WITHOUT NOTICE (REGULATION 20 – PART 2, DIVISION 2)

(1) A councillor may, during a meeting, move a motion of which notice has not been given in accordance with regulation 19.

(2) If a councillor intends to move a motion without notice:

(a) the chairperson of the meeting may require the councillor to provide a written copy of the motion; and

(b) the subject matter of the motion must relate to a matter that is listed on the agenda of that meeting.

(3) If, during a meeting, a councillor moves a motion without notice, the chairperson, in consultation with the general manager, may:

(a) permit the councillor to debate the motion at the meeting; or

(b) set aside the motion for inclusion in the agenda of a later meeting.

(4) The general manager is to include a motion without notice moved in accordance with subregulation (1) if the motion:

(c) (a) was set aside for inclusion in the agenda of a later meeting in accordance with subregulation (3)(b); and

(d) (b) not refused under regulation 18(6).

5.4 MOTIONS TO AMEND MOTIONS (REGULATION 17 21 – PART 2, DIVISION 2)

(1) At a meeting, a councillor who did not move or second a motion (the original motion) may move a motion to amend the original motion.

(2) A councillor is not to move a motion to amend another motion while a previous motion to amend that other motion is before the meeting.

(3) If a motion to amend another motion is resolved in the affirmative, that other motion, as amended, is then the motion before the meeting.

(4) The chairperson may refuse to accept more than 2 motions to amend another motion.

5.4 5 MOTION TO OVERTURN DECISION (REGULATION 18 22 – PART 2, DIVISION 2)

(1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by:

(a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or

- (b) a motion that conflicts with, or is contrary to, the decision or part of the decision.
- (2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election:
 - (a) by an absolute majority, in the case of a council; or
 - (b) by a simple majority, in the case of a council committee.
- (3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include:
 - (a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and
 - (b) the details of that previous decision, or the part of that previous decision, that would be overturned; and
 - (c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
 - (d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

5.5 6 DISCUSSION OF RESOLVED MATTER (REGULATION 19 23 – PART 2, DIVISION 2)

- (1) The chairperson of a meeting may only allow a matter in respect of which a decision was made earlier in the meeting to be discussed again at that meeting if:
 - (a) in the opinion of the chairperson, the vote may not have accurately reflected the opinion held by the meeting due to misunderstanding of the motion or for some other reason; or
 - (b) new information comes to hand; or
 - (c) in the opinion of the chairperson, some vital information has been overlooked.
- (2) A motion that a matter be allowed to be discussed again under Subregulation (1) is to be made and voted for in the affirmative before the matter may be discussed.

5.6 7 PROCEDURAL MOTIONS (REGULATION 20 24 – PART 2, DIVISION 2)

- (1) The following motions or their negatives are procedural motions:
 - (a) that the motion be now put;
 - (b) that the matter be deferred;
 - (c) that the matter of the motion be referred to a committee;
 - (d) that the meeting be now adjourned;
 - (e) that the meeting be closed to the public.
- (2) Regulation 16(2) and (3), 18(1) and (2) apply to a procedural motion.

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- (3) The chairperson is to:
- (a) consider a procedural motion in precedence over all other business; and
 - (b) accept or reject that motion.
- (4) If the chairperson of a meeting accepts a procedural motion:
- (a) no discussion on the procedural motion is to be allowed; and
 - (b) the procedural motion is to be put to the vote.
- (5) If the chairperson of a meeting rejects a procedural motion, the chairperson is to give reasons for the rejection.
- (6) A councillor at a meeting must not move a motion of dissent against a ruling by the chairperson under Subregulation (3).
- (7) Despite Subregulation (4)(a), if the procedural motion is that the meeting be now adjourned, the chairperson is to allow discussion on, and only on, the date, time and place of resumption of the meeting.
- (8) If the chairperson of a meeting rejects a procedural motion or the vote in respect of a procedural motion is lost, the chairperson:
- (a) is to allow discussion on the original motion to be resumed; and
 - (b) is not to permit a similar procedural motion to be moved until at least one councillor has addressed the meeting on the original motion.

5.78	ADDRESSING COUNCIL MEETING (REGULATION 21 25 – PART 2, DIVISION 2)
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- (1) At a council meeting, a person is to refer to the chairperson by his or her title.
- (2) If 2 or more councillors wish to address a meeting of the council, the chairperson is to decide the order in which they are to do so.
- (3) If a councillor is addressing a meeting of a council, another councillor is not to converse aloud, interrupt the speaker or interject, except to call attention to a point of order or to call attention to the want of a quorum.
- (4) The council may resolve that this regulation applies to a council committee.

PART 6: DEBATE**6.1 DEBATE AT COUNCIL MEETING (REGULATION ~~22~~ 26 – PART, DIVISION 2)**

- (1) A councillor in addressing a council meeting is not to digress from the subject under discussion.
- (2) A councillor at a council meeting may speak once to a motion at any time after the motion has been moved and seconded.
- (3) A councillor at a council meeting is not to speak for more than 5 minutes on a motion.
- (4) A councillor at a council meeting may seek leave of the council to speak on a motion for a further period of up to 3 minutes at any one time on a motion.
- (5) A councillor at a council meeting who moves a motion:
 - (a) has a right of reply for up to 3 minutes; and
 - (b) is not to introduce any new information in exercising that right.
- (6) A councillor at a council meeting who moves a motion loses the right of reply if a motion that the motion be put is passed.
- (7) The chairperson of a council meeting may invite the general manager or an employee of the council to provide further qualified advice to the meeting on any item on the agenda or incidental to the agenda.
- (8) The chairperson of a council meeting may note a foreshadowed motion given by a councillor.
- (9) If the council so decides, the chairperson of a council meeting is to suspend the operation of this regulation.
- (10) The council may resolve that this regulation applies to a council committee meeting.

6.2 POINT OF ORDER AT MEETING (REGULATION ~~23~~ 27 – PART 2, DIVISION 2)

- (1) A councillor at a meeting may raise a point of order if:
 - (a) a councillor speaking raises an issue that is irrelevant to the motion being discussed; or
 - (b) a councillor speaking is being interrupted or distracted; or
 - (c) the councillor is of the opinion that a meeting procedure is contrary to the Act or these regulations; or
 - (d) the councillor has been misrepresented during the debate; or
 - (e) a statement is made by a councillor speaking that the councillor raising the point of order believes is, or is likely to be, offensive to a councillor or to another individual.
- (2) A councillor who is interrupted by the taking of a point of order is to cease speaking.
- (3) The chairperson is to deal with a point of order as soon as it is raised and before the meeting resumes to deal with other business.
- (4) The chairperson's ruling on a point of order:

Part 6: Debate

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- (a) is not to be questioned; and
 - (b) is binding on the meeting.

6.3	PERSONAL EXPLANATION AT MEETING (REGULATION 24 28 – PART 2, DIVISION 2)
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- (1) The chairperson of a meeting may allow a councillor to explain a matter of a personal nature in the absence of a motion on the matter if, in the opinion of the chairperson, it is in the interests of the councillor and the council, or the council committee, to do so.
- (2) An explanation:
 - (a) is not to include reference to any matter that, in the opinion of the chairperson, is irrelevant to the explanation; and
 - (b) although it may be referred to in debate, is not to be the subject of debate.

6.4	ACTING AS PLANNING AUTHORITY (REGULATION 25 29 – PART 2, DIVISION 2)
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- (1) If a council or council committee intends to act at a meeting as a planning authority under the Land Use Planning and Approvals Act 1993, the chairperson is to advise the meeting accordingly.
- (2) The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.

PART 7: VOTING**7.1 VOTES (REGULATION ~~26~~ 30 – PART 2, DIVISION 3)**

- (1) At a council meeting, each councillor, including the chairperson, has one vote.
- (2) At a council committee meeting, each member of the committee, including the chairperson and a councillor who is filling a vacancy at the meeting at the request of the council committee, has one vote.

7.2 VOTING PROCEDURE (REGULATION ~~27~~ 31 – PART 2, DIVISION 3)

- (1) Immediately after discussion on a motion is finished at a meeting, the chairperson is to:
 - (a) put the motion to the vote, first in the affirmative, then, if necessary, in the negative; and
 - (b) put the motion to the vote as often as is necessary to enable the chairperson to declare the result.
- (2) The chairperson of a council meeting or council committee meeting is to take the vote by any means the council or council committee determines.
- (3) The chairperson is to ensure that the vote of each councillor is recorded in the minutes of the meeting.
- (4) Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the council on a committee or other body.

7.3 DETERMINATION OF VOTING (REGULATION ~~28~~ 32 – PART 2, DIVISION 3)

- (1) A motion at a council meeting is determined by a simple majority of votes unless an absolute majority is required under the Act or any regulations made under the Act.
- (2) A motion at a council committee meeting is determined by a simple majority of votes.
- (3) To abstain from voting at a meeting is to vote in the negative.
- (4) A tied vote at a meeting results in the motion being determined in the negative.

PART 8: QUESTIONS – COUNCILLORS

Questions by Councillors are to be managed in accordance with Division 4 of the Local Government (Meeting Procedures) Regulations 2025, including the distinction between questions with and without notice.

8.1 QUESTIONS GENERALLY (REGULATION 33 – PART 2, DIVISION 4)

- (1) In the Local Government (Meeting Procedures) Regulations 2025 question means:
- (a) a public question without notice; or
 - (b) a public question on notice; or
 - (c) a question without notice; or
 - (d) a question on notice;
- relevant entity, in relation to refusing a question, means
- (a) if the question asked is a question without notice or a public question without notice, the chairperson of the meeting; or
 - (b) if the question asked is a question on notice or public question on notice, the general manager.
- (2) A question asked at a meeting is to, as far as is practicable:
- (a) be concise; and
 - (b) be clear; and
 - (c) not be a statement; and
 - (d) have minimal pre-amble.
- (3) A relevant entity may refuse to accept a question if the relevant entity is of the opinion that the question:
- (a) is defamatory; or
 - (b) contains offensive language; or
 - (c) is unlawful; or
 - (d) does not relate to the activities of the council; or
 - (e) does not meet the requirements specified in subregulation (2).
- (4) If a relevant entity refuses a question under subregulation (3), the relevant entity is to give reasons for that refusal.
- (5) If a question on notice or public question on notice is refused under subregulation (3), the question is not to be reproduced in the agenda for that meeting.

8.1.2 QUESTIONS WITHOUT NOTICE BY COUNCILLOR (REGULATION 34 – PART 2, DIVISION 4)

- (1) A councillor at a meeting may ask a question without notice:
- (a) of the chairperson; or
 - (b) through the chairperson, of:
 - (i) another councillor; or
 - (ii) the general manager.
- (2) In asking a question without notice, a councillor must not:
- (a) offer an argument or opinion; or

- (b) draw any inferences or make any imputations:
except so far as may be necessary to explain the question.
- (3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.
- (5) The chairperson of a meeting may require a councillor to put a question without notice in writing.
- ~~(6) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.~~
- ~~(7) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.~~

8.2.3 QUESTIONS ON NOTICE BY COUNCILLOR (REGULATION ~~30~~ 35 –PART 2, DIVISION 4)

- (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of question in respect of which the councillor seeks an answer at that meeting.
- (2) An answer to a question on notice must be in writing.

8.3.4 COUNCILLORS' QUESTION TIME

In recognition of the provisions of Regulation ~~29~~ 34 of the Local Government (Meeting Procedures) Regulations ~~2015~~ 2025, Councillors are permitted to submit a maximum of two questions without notice at a Council Meeting. Council places no limitation on the number of questions that Councillors may put on notice to be listed for answer at a forthcoming Council Meeting.

The Chairperson or Councillor asked a question on notice is not to answer it unless the Councillor giving notice, or a Councillor at the request and on behalf of that Councillor, is present at the meeting to ask the question formally.

A question on notice that has been answered, together with the answer, is to be recorded in the minutes of the meeting at which the answer was given.

In accordance with Regulation ~~30~~ 35 of the Local Government (Meeting Procedures) Regulations ~~2015~~ 2025 a Question on Notice is to be submitted in writing seven days before the Meeting.

PART 9: QUESTIONS – MEMBERS OF THE PUBLIC

Questions by members of the public are to be managed in accordance with Division 4 of the Local Government (Meeting Procedures) Regulations 2025, including questions with and without notice.

9.1 PUBLIC QUESTION TIME (REGULATION 31 – PART 2, DIVISION 4)

The Act provides that:

- (1)** A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.
- (2)** The chairperson of an ordinary council meeting may:
 - (a)** address questions on notice submitted by members of the public; and
 - (b)** invite any member of the public present at the meeting to ask questions relating to the activities of the council.
- (3)** The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
- (4)** A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.
- (5)** The chairperson of an ordinary council meeting may:
 - (a)** refuse to accept a question from a member of the public; or
 - (b)** require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.
- (6)** If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.
- (7)** A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.
- (8)** The period referred to in Subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include:
 - (a)** the day on which notice is given under that subregulation; and
 - (b)** the day of the ordinary council meeting.

9.1 QUESTIONS BY MEMBER OF THE PUBLIC (REGULATION 36 – PART 2, DIVISION 4)

- (1)** The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
- (2)** A question asked by a member of the public under regulation 37 or 38, and the answer given to that question, is not to be debated at the ordinary council meeting.
- (3)** A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.

Part 9: Questions – Members of the Public



9.2 QUESTIONS WITHOUT NOTICE BY MEMBER OF THE PUBLIC (REGULATION 37 – PART 2, DIVISION 4)

- (1) A member of the public may, on invitation by the chairperson of an ordinary council meeting, ask a question without notice at the meeting.
- (2) A public question without notice must relate to the activities of the council.
- (3) The chairperson of an ordinary council meeting may require a public question without notice to be:
 - (a) put on notice in writing; and
 - (b) answered at a later ordinary council meeting.

9.3 QUESTIONS ON NOTICE BY MEMBER OF THE PUBLIC (REGULATION 38 – PART 2, DIVISION 4)

- (1) A member of the public may, at least 7 days before an ordinary council meeting, give written notice to the general manager of a question to which the member of the public seeks an answer at the meeting.
- (2) A public question on notice must relate to the activities of the council.
- (3) The chairperson of an ordinary council meeting may address a public question on notice.
- (4) The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include:
 - (a) the day on which notice is given under that subregulation; or
 - (b) the day of the ordinary council meeting.

9.2.4 PUBLIC QUESTION TIME

In accordance with the Local Government (Meeting Procedures) Regulations 2015 2025, a period of twenty (20) minutes for “public question time” will be set aside at ordinary Council Meetings for members of the community to ask questions relating to Council activities.

Public question time provides an opportunity for people to ask questions about Council’s activities, not make statements. Anyone wishing to address Council and make a statement relating to a planning matter may do so at the commencement of the Planning section of the Council Meeting Agenda when Council act as a Planning Authority under the *Land Use Planning and Approvals Act 1993*.

The procedures for the conduct of public question time at meetings of the Northern Midlands Council are set out below.

(1) Asking a Question

Anyone may ask a question. A person may ask a maximum of two questions per meeting. Questions may be submitted in two ways:

- (a) Two questions can be submitted in writing and be “put on notice” before the Council Meeting.
- (b) Two questions may be raised from the public gallery “without notice” during public question time.

(2) Putting a Question on Notice

- (a)** Members of the public are encouraged to submit a question in writing and be put on notice to address the Council in the public question time. Council recommends this option, as it will enable Council to provide a more “well-researched” and complete response.
- (b)** A maximum of two questions may be submitted in writing before the meeting.
- (c)** To submit a question in writing, members of the public will need to fill out a question registration form. These are available at Council offices and on the Council website.
- (d)** Forms will need to be lodged at the Council Offices no later than 5 p.m. on the Friday 10 days before the scheduled meeting.
- (e)** Question registration forms can be lodged by:
 - Mail: PO Box 156, Longford 7301
 - In person: 13 Smith Street, Longford
 - Email: council@nmc.tas.gov.au
- (f)** The registered questions to be answered at the Council Meeting will be listed on the agenda for the scheduled meeting.
- (g)** Each person whose registration form has been accepted or declined will be advised by no later than the Friday of the week before the scheduled meeting.
- (h)** When contacted, a person who has submitted a registration form will need to confirm their presence at the meeting for their question to be read.
- (i)** The name of the person asking a question on notice and the question will be included in the meeting agenda and minutes.

3. Questions Without Notice

- (a)** Priority will be given to questions on notice over questions without notice asked from the public gallery.
- (b)** Questions without notice are permitted at the discretion of the Chairperson.

4. Questions May be Refused in Certain Circumstances

- (a)** The Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that:
 - a. relates to any item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council Meeting Agenda);
 - b. is unlawful in any way;
 - c. contains defamatory remarks, offensive or improper language;
 - d. questions the competency of Council staff or Councillors;
 - e. relates to the personal affairs or actions of Council staff or Councillors;
 - f. relates to confidential matters, legal advice or actual or possible legal proceedings;
 - g. relates to any matter which would normally be discussed in the closed section of the

Council Meeting pursuant to Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015;

- h. is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than to make a genuine enquiry;
- i. is vague in nature or irrelevant to Council;
- j. is not related to Council activities; or
- k. is a question that has been substantively asked at the previous Council Meeting.

5. At the Meeting

- (a) At the Council Meeting, public question time will be held early on the Council Meeting Agenda. This is usually shortly after the meeting commences at 5.30pm.
- (b) At each Council Meeting, up to 20 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- (c) Each speaker is limited to a maximum of 3 minutes.
- (d) At the beginning of public question time, the Chairperson (usually the Mayor) will firstly refer to questions on notice. The Chairperson will ask each person who has a question on notice to come forward.
- (e) A person seeking to ask a question must firstly identify themselves by stating their name and the town they reside in.
- (f) If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked.
- (g) Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days.
- (h) A person is entitled to ask no more than two questions on any specific subject. If a person has up to two questions on several subjects, the Mayor may defer those questions until other questions have been asked and refer back to that person only if time permits.
- (i) The Chairperson may direct a Councillor or Council officer to provide a response.
- (j) All questions and answers must be kept as brief as possible.
- (k) There will be no debate on any questions or answers.
- (l) In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

Notes

- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document produced are subject to the laws of defamation.

PART 10: REPRESENTATIONS ON PLANNING ITEMS**10.1 REPRESENTATIONS ON PLANNING ITEMS**

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

The duration of any statement is not to exceed three minutes.

Notes

- The speaker is required to follow the direction of the Chairperson in relation to how and when they may make the statement.
- When the speaker has been invited forward by the Chairperson they are to introduce themselves to the meeting, stating where they are from (town and/or organisation) before commencing their statement.
- The speaker is reminded that Council Meetings are open forums and unlike State and Commonwealth parliaments these meetings do not have protection from parliamentary privilege. This means any statement made will need to take into account the rights of other persons.
- At the meeting the speaker is fully responsible to ensure that the statement is accurate and that the statement is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in-confidence information.
- Should the statement be defamatory or disclose confidential information or personal information, or disclose commercial-in-confidence information then the speaker agrees that they will be fully responsible for any issues which follow from the statement.

PART 11: RECORDING OF PROCEEDINGS**11.1 RECORDING OF PROCEEDINGS**

The following record of proceedings will apply to Council meetings in addition to the procedures outlined in the Local Government (Meeting Procedures) Regulations 2015 2025.

(1) Lapse of Motion

A motion lapses if it is not seconded.

(2) Words may be Taken Down

A Councillor may request the General Manager to record in the minutes of the meeting any words spoken by another Councillor when addressing the Chairperson, unless, in the opinion of the Chairperson, the request is made vexatiously or with the sole intention of hindering the meeting.

11.2 AUDIO RECORDING OF MEETINGS (REGULATION 33 43 – PART 2, DIVISION 5)

~~(1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.~~

~~(2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be:~~

~~(a) retained by the council for at least 6 months; and~~

~~(b) made available free of charge for listening on written request by any person.~~

~~(3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.~~

~~(4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.~~

(1) In this regulation audio recording, of a meeting, includes part of an audio recording of the meeting.

(2) A council is to make, as a minimum, an audio recording of a meeting.

(3) For the purposes of subregulation (2), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.

(4) The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.

(5) The audio recording of a meeting, that is not a closed meeting:

(a) is to be, subject to subregulation (8), made available on the council's website:

(i) within 5 business days after the day of the meeting; and

-
- (ii) for a continuous period of not less than 12 months from the day of the meeting; and
- (b) may be an edited, in full or in part, audio recording of the meeting.
- (6) If an audio recording of a meeting is edited under subregulation (5)(b) , the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that –
- (a) the recording of the meeting has been edited; and
- (b) the reason for that edit.
- (7) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either –
- (a) confirm that the minutes are a true record; or
- (b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (8) The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording –
- (a) would, or is likely to, place the safety of a person at risk if the recording is published; or
- (b) is, or is likely to be, defamatory; or
- (c) contains, or is likely to contain, offensive language; or
- (d) is, or is likely to be, unlawful.
- (9) A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.
- (10) For the avoidance of doubt, a recording made in accordance with this regulation is a State record within the meaning of the Archives Act 1983.

Notes

- This section to be read in conjunction with Council’s Live Streaming of Council Meetings Policy.

PART 12: MINUTES**12.1 MINUTES (REGULATION ~~32~~ 39 – PART 2, DIVISION 5)**

- (1) Subject to Regulation ~~34(1)~~ 40(1), the general manager is to ensure that the minutes of a meeting accurately record, as a minimum, the following matters as relevant to that meeting:
- (a) any each matter discussed at the meeting;
 - (b) any each decision made at the meeting;
 - (c) if the Act or any regulations made under the Act require the making of a decision by absolute majority, that the decision was by absolute majority.
 - (d) a summary of any address, statement or report made or provided on an invitation under Regulation ~~38~~ 46;
 - (e) any each motion moved during the meeting;
 - (f) if a declaration of an interest in a matter of a councillor is made, the following information is to be recorded:
 - (i) the name of the councillor to whom the declaration relates;
 - (ii) the interest as described by the councillor's declaration;
 - (iii) if the councillor left the meeting, the period in which the councillor was not present during the meeting;
 - (g) if a question is asked by a councillor:
 - (i) each question on notice asked that was not refused and the answer given to that question; and
 - (ii) each question without notice that was not refused and the answer given or a summary of the answer given to that question;
 - (h) if a question is asked by a councillor on notice, or without notice, and is refused, only the following information is to be recorded:
 - (i) that acceptance of a question was refused;
 - (ii) the reason given under these regulations for that refusal;
 - (iii) the name of the councillor who asked the refused question;
 - (iv) the meeting date on which the refused question was asked;
 - (i) if a question is asked by a member of the public:
 - (i) each public question on notice asked that was not refused and the answer given to that question; and
 - (ii) each public question without notice asked that was not refused and the answer given or a summary of the answer given to that question;
 - (j) if a question is asked by a member of the public and is refused, only the following information is to be recorded:
 - (i) that acceptance of a public question on notice, or public question without notice, was refused;
 - (ii) the reason given under these regulations for that refusal;
 - (iii) the name of the person who asked the refused question;
 - (iv) the meeting date on which the question was asked;

- (k) each absence of any councillor during the meeting, including the times of leaving and returning to the meeting.
- (2) The general manager is to ensure that:
 - (a) copies of the minutes of meetings are kept as records of the council; and
 - (b) those copies are available to councillors.
- (3) For the avoidance of doubt, the minutes of a meeting are the true record of that meeting.

12.2 MINUTES OF CLOSED MEETING (REGULATION 34 40 – PART 2, DIVISION 5)

- (1) If at a meeting it is decided to hold a part of the meeting as a closed meeting:
 - (a) in accordance with Regulation ~~15(5)~~ 17(6), the grounds for the closure are to be recorded in the minutes of that part of the meeting that is open to the public; and
 - (b) in relation to a matter discussed at the closed meeting:
 - (i) the fact that the matter was discussed at the closed meeting; and
 - (ii) a brief description of the matter so discussed:
 - are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be so recorded in a manner that does not disclose any confidential information and protects confidentiality; and
 - (c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.
- (2) The general manager is to record in the minutes of a closed meeting any matter of a kind listed in Regulation ~~32(1)~~ 39(1) that relates to the closed meeting.
- (3) The minutes of a closed meeting are to be kept confidential unless the council, or the council committee, after considering privacy and confidentiality issues, authorises the release to the public of the minutes.
- (4) If the general manager is excluded from a closed meeting, the chairperson of the meeting is to direct a person to record the minutes of the meeting.
- (5) A copy of the minutes of a closed meeting is to be provided to each councillor by the general manager or, if the general manager is excluded from the meeting, the person who recorded the minutes.
- (6) At the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

12.3 CIRCULATION AND INSPECTION OF MINUTES OF OPEN MEETING (REGULATION 35 41 – PART 2, DIVISION 5)

- (1) The minutes of a meeting, other than a closed meeting:
 - (a) as soon as practicable but at least at the next ordinary council meeting, or next council committee meeting, that is open to the public, are to be circulated to all councillors; and
 - (b) at that next ordinary council meeting or next council committee meeting, after any necessary correction, are to be confirmed as the true record by the council or the council committee and signed by the chairperson of the meeting.

- (2) The general manager is to ensure that the minutes, and copies of any extract from the minutes, as confirmed under Subregulation (1)(b), of a meeting that was open to the public are available to the public:
- (a) on the council's website for inspection; and
 - (b) at the public office of the council for inspection, free of charge, and for purchase by payment of the fee specified in **Schedule 4 regulation 4**:
within 7 days after the minutes are so confirmed.
- (3) The general manager may withhold from purchase any extract from the minutes of a meeting:
- (a) for which the council does not own the intellectual property; or
 - (b) which contains information provided to the council on the condition that it be not made available to members of the public.
- (4) The period of 7 days referred to in subregulation (2) does not include Saturdays, Sundays and statutory holidays.

12.4 CONFIRMING MINUTES (REGULATION **36 42** – PART 2, DIVISION 5)

In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

12.5 CONFIRMATION OF MINUTES

- (1) The Council or Council committee is to ensure that the minutes of any previous ordinary or special meeting not then confirmed are to be submitted for confirmation.
- (2) Council may resolve to amend the minutes of a meeting prior to confirmation.
- (3) In accordance with Regulation **36 42** of the Local Government (Meeting Procedures) Regulations **2015 2025**, debate of any matter referred to in minutes submitted for confirmation is not permissible except to question the accuracy of the minutes as a record of the meeting to which they relate.

PART 13: GENERAL PROVISIONS**13.1 OTHER PROCEDURES (REGULATION 37-44 – PART 3)**

- (1) A council may determine any other procedures relating to meetings it considers appropriate.
- ~~(2) Despite Subregulation (1), a council may not determine that a councillor may attend a meeting in any manner that does not consist of the person attending the meeting in person.~~

13.2 REQUIREMENT TO ATTEND MEETINGS IN-PERSON (REGULATION 45 – PART 3)

A councillor is required to attend a meeting in-person.

13.2.3 INVITATIONS TO ADDRESS MEETING (REGULATION 38-46 – PART 3)

- (1) The chairperson of a meeting, including a closed meeting, may invite a person:
- (a) to address the meeting; and
 - (b) to make statements or deliver reports to the meeting.
- (2) An invitation under Subregulation (1) may be subject:
- (a) in the case of a council meeting, to any condition the council may impose; or
 - (b) in the case of a council committee meeting, to any condition the council, or the council committee, may impose.

13.3.4 LEAVE OF ABSENCE (REGULATION 39-47 – PART 3)

- (1) If a councillor wishes to take a leave of absence in respect of one or more meetings, the councillor, or the chairperson on behalf of the councillor, may request that leave of absence.
- (2) At a meeting:
- (a) the council may grant a request under subregulation (1) for a leave of absence from one or more of its meetings or one or more council committee meetings, or both; and
 - (b) a council committee may grant a request under subregulation (1) for a leave of absence from one or more of its meetings.
- (3) A leave of absence may not be granted retrospectively.
- (4) The purpose of the leave of absence and the period involved are to be recorded in the minutes.
- (5) Leave of absence granted under this regulation must not be taken concurrently with leave of absence for parental leave under regulation 48.

13.4.5 PARENTAL LEAVE (REGULATION 48 – PART 3)

- (1) A councillor is entitled to leave of absence for parental leave for one or more meetings for a period not exceeding 3 consecutive months, beginning on the day on which the councillor –

- (a) becomes a parent due to the birth of a child; or
 - (b) either alone or with another person, adopts, becomes the guardian or foster parent of, a child under the age of 16.
- (2) A councillor who intends to take leave of absence for parental leave is to –
- (a) give written notice of that intention to the general manager before commencing the leave of absence; and
 - (b) include with that written notice information supporting the councillor's intention.
- (3) The purpose for which the councillor gives written notice of leave of absence for parental leave and the period involved are to be recorded in the minutes.
- (4) Leave of absence for parental leave must not be taken concurrently with leave of absence granted under regulation 47.

13.4 6 OFFENCES (REGULATION 41 50 – PART 3)

- (1) A member of the public must not hinder or disrupt a meeting.
Penalty: Fine not exceeding 10 penalty units.
- (2) A member of the public must leave a closed meeting unless invited to remain.
Penalty: Fine not exceeding 10 penalty units.
- (3) If a member of the public:
 - (a) hinders or disrupts a meeting; or
 - (b) tries to hinder or disrupt a meeting; or
 - (c) fails or refuses to leave a closed meeting:

the chairperson may take reasonable steps to remove the person from the meeting or closed meeting, including requesting the assistance of a police officer in removing the person.

13.5 7 APPLICATION OF REGULATIONS TO COMMISSIONER POWERS AND FUNCTIONS OF COMMISSIONER UNDER SECTION 232 OF THE ACT (REGULATION 42 51)

- (1) In the Local Government (Meeting Procedures) Regulations 2025 meeting procedures means the meeting procedures under these regulations.
- (2) Pursuant to section 232 of the Act, a commissioner may conduct meetings of a council in accordance with the meeting procedures.
- (3) Despite subregulation (2), a commissioner may vary the meeting procedures, in relation to a council, if the commissioner considers it necessary in the circumstances.
- (4) If a commissioner varies the meeting procedures, the commissioner is to in relation to a council under subregulation (3), the commissioner must:
 - (a) table a copy of those meeting procedures the variation to the meeting procedures; and

- (b) conduct council meetings and council committee meetings in accordance with the tabled meeting procedures; and
- (c) ensure that a copy of the variation is available during business hours for public scrutiny:
 - (i) at the public office of the council; and
 - (ii) at council meetings.

13.6 REPRESENTATIVES OF THE COUNCIL

(1) The Mayor is to represent the council on regional organisations and at intergovernmental forums at regional, state and federal levels.

(2) With the exception of appointments made by the Council under any other Act, all representative appointments of the Council on boards, authorities, special committees, community committees and outside bodies expire at the first Council Meeting following every ordinary Council election.

(3) At the first Council Meeting following every ordinary Council election the Council is to elect its representatives, to fill the expired terms referred to in "2" above.

Where there are two or more positions to be filled to represent Council on a particular body, then each position is to be dealt with as a separate election in accordance with the following election process.

The election process for filling of the expired terms is to be in accordance with the following procedures:

- (a) nominations put before the meeting do not require a seconder, however, the nomination must be accepted by the nominee;
- (b) in the event that there are two or more nominations received, the nominee members must leave the meeting room whilst the election takes place;
- (c) if there are more than two candidates for an appointment then the election is to be conducted in the following manner:
 - the vote is to be taken in stages;
 - the candidate having the least number of votes is to be eliminated from the ballot and excluded from the next stage of the ballot;
 - the candidate member who has been excluded from the ballot is entitled to return to the meeting room and thereafter is entitled to take part in the voting for the remaining candidates;
 - this procedure is to be followed until the number of candidates has been reduced to two;
- (d) if there is a tie in the number of votes cast for two or more nominee members, the nominee eliminated or the successful nominee, whichever the case may require, is to be determined by lot.

(4) In the event that there is a casual vacancy for a representative appointment made by Council then the Council is to elect a replacement appointee to fill the vacancy at the earliest available meeting of the Council in accordance with the above election process.

APPENDIX A: MOTION ON NOTICE TEMPLATE FOR SUBMISSION

NORTHERN MIDLANDS COUNCIL

MOTION ON NOTICE FOR ORDINARY COUNCIL MEETING

TO BE HELD ON:

Day / Date

MOTION SUBMITTED BY:

SUBJECT OF MOTION:

1. MOTION

I move that ...

2. BACKGROUND

**3. ATTACHMENT/S
(list)**

APPENDIX B: AGENDA TEMPLATE FOR MOTION ON NOTICE, OFFICER'S REPORT

Responsible Officer:

Report prepared by:

OFFICER'S RECOMMENDATION

In the event that a decision is to be overturned, the recommendation to include:

- *The actions to be overturned; and*
- *The minute number of the original resolution.*

MOTION

1. TITLE OF MOTION SUBMITTED

- 1) Motion submitted by: ...
- 2) Motion for the Ordinary Meeting to be held on: ...

2. MOTION

3. BACKGROUND TO MOTION

OFFICER'S REPORT

4. STRATEGIC PLAN & INTEGRATED PRIORITY PROJECTS PLAN

- 4.1 Strategic Plan 2021-2027
- 4.2 Integrated Priority Projects Plan 2021

5. POLICY IMPLICATIONS

6. STATUTORY REQUIREMENTS

6.1 Local Government Act 1993 Section 65

(1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

...

In the event that a decision is to be overturned:

6.2 Local Government (Meeting Procedures) Regulations ~~2015~~ 2025, Regulation ~~18~~ 22,

...

(2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –

- (a) by an absolute majority, in the case of a council; or*
- (b) by a simple majority, in the case of a council committee.*

(3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –

- (a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and*
- (b) the details of that previous decision, or the part of that previous decision, that would be*

Appendix B: Agenda Template for Motion on Notice, Officer's Report

overturned; and
 (c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
 (d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

7. FINANCIAL IMPLICATIONS

8. RISK ISSUES

9. CONSULTATION WITH STATE GOVERNMENT

10. COMMUNITY CONSULTATION

11. OPTIONS FOR COUNCIL TO CONSIDER

12. OFFICER'S COMMENTS/CONCLUSION

In the event that a decision is to be overturned, the officers report to provide the following details:

- Whether actions have been wholly or substantially carried out;
- Actions specified in the original resolution;
- The actions to be overturned; and
- The minute number of the original resolution.

13. ATTACHMENT/S

APPENDIX C: AGENDA TEMPLATE FOR ORDINARY COUNCIL MEETINGS

Responsible Officer:

Report prepared by:

RECOMMENDATION

- (1) PURPOSE OF REPORT**
- (2) INTRODUCTION/BACKGROUND**
- (3) STRATEGIC PLAN & INTEGRATED PRIORITY PROJECTS PLAN**
 - 3.1 Strategic Plan 2021-2027
 - 3.2 Integrated Priority Projects Plan 2021
- (4) POLICY IMPLICATIONS**
- (5) STATUTORY REQUIREMENTS**
- (6) FINANCIAL IMPLICATIONS**
- (7) RISK ISSUES**
- (8) CONSULTATION WITH STATE GOVERNMENT**
- (9) COMMUNITY CONSULTATION**
- (10) OPTIONS FOR COUNCIL TO CONSIDER**
- (11) OFFICER'S COMMENTS/CONCLUSION**
- (12) ATTACHMENTS**

Capital Works Report 2026-27 to April		Apr	Total Actual	Total Budget
Row Labels	Project	Actual		
CBR002	Pth - Western Railway Line Culvert Replacement, over sheepwash creek - 748888	105.10	105.10	
CBR003	Bridge - Pth Drummond Street - 745919	98,774.95	933,573.10	931,756.00
CBR004	Bridge - Pth Western Rail Line	31,410.46	516,763.28	931,757.00
CBR007	Pth - Cromwell Street Bridge - 749999.2	3,562.41	141,110.64	731,757.00
CBR008	Pth - Edward Street Bridge - 749921.1	12,012.39	207,793.67	731,757.00
CBR009	Ctown - Bridge: 5474 Ashby Rd - 745474		3,316.74	
CBU001	Land & Building - Public Buildings Improvements - 715350	-	45,319.59	150,000.00
CBU002	All Areas - Private Power Pole Replacement - 707801	4,200.00	4,693.90	
CBU003	All Areas - Public Buildings Asbestos Removal - 707920		3,680.00	
CBU005	Lfd - Town Hall, replacement of front doors - 708087.5	-	13,640.79	25,000.00
CBU006	Lake Leake - Mobile Base Station - 707966		66,527.27	
CBU007	Lfd - St George's Square, toilet replacement - 706972	-	36,916.96	
CBU008	Ctown - Guide Hall - 24 King St - 708079	120.00	25,601.32	35,000.00
CBU009	Lfd - Town Hall - Solar System - 708087.2		21,704.36	Grant funded
CBU012	Land & Bui - Lfd Off ext(Police Station stage 1)	590.00	1,013.05	
CBU014	Land & Building - Pth Charles Berryman Reserve	-	103.31	100,000.00
CBU016	Land & Building - Avoca Public Toilets - 707867	-	13,632.02	250,000.00
CBU017	Land & Building - Cry Pool Shade - 706980	-	7,598.22	40,000.00
CBU021	Land & Building - Epping Hall - 707927	-	30,525.17	15,000.00
CBU023	Evan Recreation Ground - Cricket Pitch Cover - 707978.5		650.00	
CBU025	Land & Building - Lfd Bishopsbourne Hall - 708080.8	-	17,729.61	22,000.00
CBU026	Land & Building - Lfd Waste Transfer Station - 751615	8,830.49	72,509.86	85,000.00
CBU027	Land & Building - Lfd Depot - 720200	-	1,608.20	150,000.00
CBU028	Land & Building - Pth Perth Recreation Ground - 788678	-	13,617.53	12,000.00
CBU029	Land & Building - Ross Drill Hall -708051.5	-	8,581.03	25,000.00
CBU030	Land & Building - Ross Pool		119.00	
CBU031	Land & Building - Ross Caravan Park	-	283.01	25,000.00
CBU032	Ross - Mens Shed Building Upgrades - 708056		2,941.20	
CBU034	Recreation - Pth William Street Reserve BBQ - 715255.4		293.16	
CBU035	Pth - Train Park BBQ Shelter & Toilet Maintenance - 715255.6		5,130.08	
CBU036	Works - Ctown Depot Improvements - 720201		2,147.03	
CBU037	Ross - Pool Roller System - 707724.5	-	875.77	15,000.00
CBU038	Pth - Police Station - 96a Main Road	169.70	646,146.82	
CBU039	Lfd - Police Station - 31 George St	5,374.14	599,507.99	
CBU040	Land & Building - Lfd Cricket Nets - 720122	3,500.00	31,553.00	Grant funded
CBU041	Lfd - Queens Walk, brick wall restoration - 708081.5		171.80	
CBU043	Lfd - Caravan Park Amenities Improvement - 707758		1,395.65	
CBU044	Evan - Honeysuckle Bank (Rotary Park) Toilets	200.00	3,514.72	
CBU045	Ctown - Waste Transfer Station - Power water and replace site - 788676		295.45	
CCP001	Computer - Information Technology Upgrades - 715300	1,232.72	110,381.36	301,500.00
CFL001	Fleet Replacement		659,591.16	540,000.00
CFP001	Footpath - W/Junction Hobart Road - 751614	94,383.35	185,832.82	873,000.00
CFP002	Footpath - Cry Archer Street - 750013		49,918.32	
CFP004	Footpath - Ctown Bridge Street - 750181	-	10,033.98	100,000.00
CFP005	Footpath - Ctown William Street - 781386	-	22,109.18	378,600.00
CFP006	Footpath - Ctown King Street - From No. 10 to 14 Sth side - 788669		119,488.16	
CFP007	Ctown - King Street - High to Bridge footpath - 750637.6	-	6,842.07	95,862.00
CLD001	Purchase for Public Open Space - 52A Church St Ross		344.00	
CLD002	Lfd - Entrance Roundabout Landscaping - 751614		20,790.36	
CLD003	Lfd - Bruce Place subdivision - 708089		219.08	
CLD004	Perth - Bypass Associated Works - 752015		400.00	
CPL001	Works - Purchase Small Plant - 715320	-	20,429.62	45,000.00
CPL002	Waste - MGB Purchase (Replacements Only) - 712952	-	5,256.41	17,500.00
CPL003	Waste - MGB Purchase (New Services Only) - 712953		4,377.08	
CPL004	Lfd - Waste Transfer Station - Weighbridge installation - 751615.5	5,740.05	184,451.52	140,000.00
CPL005	Recycling - MGB Purchase (Replacements Only) - 712950	-	14,611.60	17,500.00
CPL006	Lfd - Waste Transfer Station - 715615.6		17,707.60	
CPL007	Pth - Main Street Project - Jumbo Bins - 752025.7		1,743.82	
CPL008	Pth - Seacombe St Main Rd to Minerva Drive - 751612.9		4,022.00	
CPL009	Evacuation Centre - Poatina Setup - 780006.5/304349		6,092.11	
CPL010	Cry - Macquarie Street River Reserve Fencing - 708060		4,585.01	Grant funded
CPL011	Cry - Recreation Ground Carpark area - 707926.7	-	4,195.41	110,000.00
CPL012	Lfd - Laycock/Wellington Street Playground - 708075.1		279.51	
CRD001	Roads - Ctown - Main Street Project - 750544	1,055,217.52	5,080,177.66	8,360,000.00
CRD002	Roads - Pth Urban Street Design		38,392.64	
CRD004	Roads - Lfd Marlborough Street		111.83	
CRD007	Roads - Pth Napoleon Street	-	179,800.62	170,830.00
CRD008	Roads - Cry Main Street		78.29	
CRD010	Roads - Pth Drummond Street -780381	-	14,197.77	600,000.00
CRD012	Roads - Ross Ashby Road - 750052	27,493.60	2,210,721.11	1,537,504.00
CRD013	Lfd - Catherine St High to Pultney - 750240		50,529.72	

2026-05-18 - OPEN COUNCIL - ORDINARY MEETING ATTACHMENTS - Agenda

CRD014	Ctown - West Street - 781365		78,182.85	
CRD015	Roads - Pth Youl Road - 751425	-	764,811.37	600,000.00
CRD016	Lfd - Main Street Project - Footpath - Abel Tasman Avenue - 707987.001	-	3,050.11	793,971.00
CRD017	Lfd - Main Street Project - Footpath - Union Street - 707987.1302		318,475.99	
CRD018	Lfd - Main Street Project - Footpath - Union Street Reserve - 707987.1612		278,846.06	200,000.00
CRD019	Lfd - Main Street Project - Footpath - Union St 707987.1613		403,134.94	
CRD020	Pth - Main Street Project - 752025	-	3,055,856.89	335,795.00
CRD021	Evan - Reseal Deddington Rd Ch 6.790 to 8.102 - 715005.0344	-	5,610.00	800,000.00
CRD022	Evan - Reseal Deddington Rd Ch 8.102 to 9.124 - 715005.0345		3,021.00	
CRD023	Ctown - Reseal Macquarie Rd Ch 31.020 to 31.625 - 715005.0772		810.00	
CRD024	Evan - Reseal Relbia Rd White Hills to Ch 1.375 - 715005.1049		20,610.00	
CRD025	Ross - Reseal Tooms Lake Rd Ch 3.160 to Ch 3.510 - 715005.1214		3,150.00	
CRD026	Evan - Reseal White Hills Rd Ch 0.330 to 1.500 - 715005.1378		2,520.00	
CRD027	Evan - Reseal White Hills Rd Ch 1.500 to 2.350 - 715005.1379		2,448.00	
CRD028	Evan - Reseal White Hills Rd Ch 2.35 to Ch 4.285 - 715005.138		11,462.40	
CRD029	Evan - Reseal White Hills Rd Everton Ln to Relbia Rd - 715005.1381		13,186.80	
CRD030	Evan - Reseal White Hills Rd Relbia Rd 4.840 to seal change 5.650 - 715005.1382		2,332.80	
CRD031	Ross - Ashby Road Chn 0.8 to 0.320 - 750041		14,325.12	
CRD032	Ross - Ashby Road, Chn 3.321 to 5.765 - 750046		48,291.55	
CRD033	Lfd - Wilmores Lane - 781402		115,342.24	Grant funded
CRD034	Pth - Oakmount Street Drummond to end, k&g, verge reconstruction - 788639	- 4,033.94	145,371.52	
CRD035	Roads - Ctown Bedford Street		43,100.00	
CRD037	Cry - Macquarie Street River Reserve Fencing, Carpark - 708060		24,201.05	Grant funded
CRD038	Cry - Recreation Ground Carpark area - 707926.7		55,247.18	
CRD039	Rden - Storys Creek Road - Major Digouts - 711181		123,746.32	
CRD040	Lfd - Hobhouse St Reconstruction Catherine to Burghley - 750579		370.00	
CRD041	Wjuct - Translink North, Gross Pollutant Trap - 788640.5	-	2,119.01	60,000.00
CRD042	Lfd - Civil Works - Goderich St - 788601.5	-	78,069.03	55,100.00
CRE001	Ctown - Harold Gatty Reserve improvements - 706975		962.40	
CRE004	Recreation - Evan Honeysuckle Banks - 720145	-	43,959.62	175,000.00
CRE005	Recreation - Lfd Cemetery - 707980		28,793.26	
CRE006	Recreation - Lfd 2nd Recreation Ground	2,407.75	2,407.75	
CRE007	Recreation - Pth Napoleon Street - 706977	33,391.10	125,645.48	650,000.00
CRE009	Recreation - Ross Recreation Ground		1,491.70	
CRE013	Recreation - Ctown War Memorial Oval Street Furniture - 715255.19		21,582.79	
CST001	Street Furniture - Morven Park Seats - 715255.20		16,334.19	
CSW001	SW - Ctown Recreation Ground - 788655	-	140,040.32	45,000.00
CSW003	SW - Pth - Stormwater Philip St Culvert - 788623		254.02	
CSW004	SW - Evan Barclay Street Subdivision - 788632		246,758.80	
CSW005	SW - Lfd - Stormwater Model Calibration - 788671		298.75	
CSW007	SW - 47 Translink Avenue, detention basin extension - 788640.1	-	1,277.00	655,000.00
CSW012	Perth - Pth - Stormwater DRF Sheepwash - 788665		20,783.48	
CSW013	SW - Pth - Stormwater - Arthur Street detention - 788646	- 1,168.86	8,641.19	50,000.00
CSW014	SW - Pth Stormwater CCTV - 788661		183.04	
CSW017	Lfd - 57-59 Hobhouse St Longford (Stormwater Easement purchase) - 704226		5,414.00	
RD10130	Ashby Rd - ARD0014		12,177.57	
RD12080	Macquarie Rd Campbell Town - ARD0209		9,422.69	
RD12090	Macquarie Rd Cressy - ARD0210		319.55	
RD12480	Nile Rd - ARD0249		27,918.15	
RD12710	Pitts La - ARD0272		319.55	
RD12770	Powranna Rd - ARD0278	3,797.50	3,797.50	
RD13000	Saundridge Rd - ARD0301		512.10	
RD13420	Tooms Lake Rd - ARD0343		2,699.77	
RD13650	West St Campbell Town - ARD0366		466.48	
RD13670	White Hills Rd - ARD0368		319.54	
RD13710	William St Longford - ARD0372		-	
Grand Total			1,447,393.73	18,685,524.13
				21,983,189.00

Northern Midlands Council Account Management Report

Income & Expenditure Summary for the Period Ended 30 April 2026 (83% Year Completed)

Line Item Summary Totals

	Operating Statement										% of Budget		
	Governance		Corporate Services		Regulatory & Community Services		Development Services		Works & Infrastructure Services			Total Operating Statement	
	2025/26 Budget	2025/26 Actual	2025/26 Budget	2025/26 Actual	2025/26 Budget	2025/26 Actual	2025/26 Budget	2025/26 Actual	2025/26 Budget	2025/26 Actual		2025/26 Budget	2025/26 Actual
1 Wages	653,787	589,037	1,846,347	1,206,128	171,440	1,206,128	843,162	1,206,128	2,842,874	1,206,128	6,357,610.00	5,413,549.00	85.15%
2 Material & Services Expenditure	636,250	480,136	1,083,180	959,226	85,757	959,226	478,475	959,226	5,188,250	959,226	7,471,912.00	4,317,040.00	57.78%
3 Depreciation Expenditure	97,900	0	73,320	0	41,410	0	0	0	7,818,720	90	8,031,350.00	90.00	0.00%
4 Government Levies & Charges	10,660	7,035	0	295,081	0	295,081	0	295,081	73,600	295,081	84,260.00	1,187,359.00	1409.16%
5 Interest Expenditure	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00%
7 Councillors Expenditure	233,300	87,350	0	0	0	0	0	0	0	0	233,300.00	87,350.00	37.44%
9 Other Expenditure	174,729	216,882	626,961	634,815	227,410	634,815	43,910	634,815	140,990	634,815	1,214,000.00	2,756,142.00	227.03%
11 Oncost	326,893	212,807	905,874	572,046	85,725	572,046	444,345	572,046	1,315,050	572,046	3,077,887.00	2,500,991.00	81.26%
12 Internal Plant Hire/Rental	5,600	0	32,470	29,957	3,140	29,957	50,680	29,957	1,181,710	29,957	1,273,600.00	119,828.00	9.41%
13 Internal Rental/Rates	0	1,007	0	0	0	0	0	0	9,040	0	9,040.00	1,007.00	11.14%
14 Other Internal Transfers Expenditure	0	0	132,840	0	0	0	0	0	0	0	132,840.00	0.00	0.00%
10 Oncosts Paid - Payroll	108,692	213,716	259,441	201,054	33,839	201,054	119,423	201,054	403,189	201,054	924,584.00	1,017,932.00	110.10%
15 Oncost Paid - Non Payroll	242,108	209,098	556,971	307,868	75,932	307,868	245,913	307,868	915,871	307,868	2,036,795.00	1,440,570.00	70.73%
16 Plant Expenditure Paid	6,830	3,584	25,750	32,238	21,250	32,238	0	32,238	556,880	32,238	610,710.00	132,536.00	21.70%
	2,496,749	2,020,652	5,543,154	4,238,413	745,903	4,238,413	2,225,908	4,238,413	20,446,174	4,238,503	31,457,888.00	18,974,394.00	60.32%
17 Rate Revenue	0	0	(13,895,203)	(13,966,918)	0	0	0	0	(1,783,550)	(1,791,003)	(15,678,753.00)	(15,757,921.00)	100.50%
18 Recurrent Grant Revenue	0	0	(2,236,071)	(1,712,662)	0	(1,712,662)	0	(1,712,662)	(3,512,401)	(1,712,662)	(5,748,472.00)	(6,850,648.00)	119.17%
19 Fees and Charges Revenue	(437)	(190)	(1,387,111)	(480,052)	(3,194)	(2,222,999)	(1,078,775)	(485,278)	(1,014,592)	(432,190)	(3,484,109.00)	(3,620,709.00)	103.92%
21 Interest Revenue	(790,000)	(491,990)	(86,112)	(93,328)	0	(93,328)	0	(93,328)	0	(93,328)	(876,112.00)	(865,302.00)	98.77%
22 Reimbursements Revenue	(17,479)	(43,052)	(20,700)	(24,805)	0	(24,805)	0	(24,805)	(7,207)	(24,805)	(45,386.00)	(142,272.00)	313.47%
Interest Expenditure Reimbursed	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00%
Oncost Recoveries - Internal Tfer	(415,550)	(218,435)	(997,943)	(886,739)	(135,223)	(886,739)	(445,543)	(886,739)	(1,583,955)	(886,739)	(3,578,214.00)	(3,765,391.00)	105.23%
Plant Hire Income - Internal Tfer	(13,020)	0	(47,380)	(20,164)	(46,560)	(20,164)	0	(20,164)	(1,475,820)	(20,164)	(1,582,780.00)	(80,656.00)	5.10%
10 Other Internal Transfers Income	(160,000)	0	(2,327,296)	260,261	0	260,261	0	260,261	0	260,261	(2,487,295.68)	1,041,044.00	-41.85%
23 Other Revenue	0	(128,700)	(267,526)	(326,332)	0	(326,332)	(41,061)	(326,332)	(28,259)	(326,332)	(336,846.00)	(1,434,028.00)	425.72%
	(1,396,486)	(882,367)	(21,265,342)	(17,250,739)	(184,977)	(5,026,768)	(1,565,379)	(3,289,047)	(9,405,784)	(5,026,962)	(33,817,967.68)	(31,475,883.00)	93.07%
Underlying (Surplus) / Deficit Before	1,100,263	1,138,285	(15,722,188)	(13,012,326)	560,926	(788,355)	660,529	949,366	11,040,390	(788,459)	(2,360,080)	(12,501,489)	
20 Gain on sale of Fixed Assets	0	0	0	0	0	0	0	0	0	0	0	0	
6 Loss on Sale of Fixed Assets	0	0	0	1	0	1	0	1	433,630	1	433,630	4	
Net Loss On Disposal of Fixed Assets	0	0	0	1	0	1	0	1	433,630	1	433,630	4	
Underlying (Surplus) / Deficit	1,100,263	1,138,285	(15,722,188)	(13,012,325)	560,926	(788,354)	660,529	949,367	11,474,020	(788,458)	(1,926,450)	(12,501,485)	
Capital Grant Revenue	(30,002)	0	(411,457)	0	(50,000)	0	0	0	(8,000,140)	0	(8,491,599)	0	
Subdivider & Capital Contributions	0	0	0	0	0	0	0	0	0	0	0	0	
	(30,002)	0	(411,457)	0	(50,000)	0	0	0	(8,000,140)	0	(8,491,599)	0	
Operating (Surplus) / Deficit	1,070,261	1,138,285	(16,133,645)	(13,012,325)	510,926	(788,354)	660,529	949,367	3,473,880	(788,458)	(10,418,049)	(12,501,485)	