

AGENDA ATTACHMENTS

16TH OCTOBER 2018

ORDINARY COUNCIL MEETING
BOTHWELL COUNCIL CHAMBERS

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Central Highlands Council

Draft MINUTES – ORDINARY MEETING – 18th September 2018

Draft Minutes of an Open Ordinary Meeting of Central Highlands Council held at Hamilton Council Chambers, on Tuesday 18th September 2018, commencing at 9am.

1.0 OPENING

The Mayor advises the meeting and members of the public that Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website.

Mayor L M Triffitt opened the meeting at 9.00am.

2.0 PRESENT

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy, Cllr J A Honner, Cllr J Poore, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager, entered the meeting at 9.02am) and Miss Michaela Gray (Minutes Secretary).

3.0 APOLOGIES

Cllr J R Allwright

4.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor requests Councillors to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) or conflict of interest in any Item of the Agenda.

Item 16.6 Cllr J A Honner
Item 16.7 Miss Michaela Gray

5.0 CLOSED SESSION OF THE MEETING

Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015 states that 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 sub-regulation (2).

Moved: Cllr R L Cassidy

Seconded: Cllr A W Bailey

THAT pursuant to Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015, Council by absolute majority close the meeting to the public.

The following matters have been listed in the closed meeting section of the Council agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015:

- Confirmation of the Closed Meeting Minutes of Council's Ordinary Meeting held on 21 August, 2018 – Regulation 15 (2)(g) - *information of a personal and confidential nature or information provided to the council on the condition it is kept confidential*
- Tenders Kerb & Gutter & Stormwater Arthur Street, Hamilton - Regulation 15 (2)(d) – *contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal*
- Personal Council Matter – Regulation 15 (2)(g) – *information of a personal and confidential nature or information provided to council on the condition it is kept confidential*

- Consideration of Matters for Disclosure to the Public – Regulation 15 (8) - *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*

CARRIED BY ABSOLUTE MAJORITY

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy, Cllr J A Honner and Cllr J Poore.

Miss Michaela Gray left the meeting at 9.05am.

5.1 MOTION OUT OF CLOSED SESSION

Moved: Deputy Mayor L Benson

Seconded: Cllr A W Bailey

THAT Council move out of Closed Session and adjourn the meeting for morning tea.

CARRIED BY ABSOLUTE MAJORITY

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy, Cllr J A Honner and Cllr J Poore.

Matters discussed in the closed session of the meeting:

- Confirmation of the Closed Meeting Minutes of Council's Ordinary Meeting held on 21 August, 2018 – Regulation 15 (2)(g) - *information of a personal and confidential nature or information provided to the council on the condition it is kept confidential*
- Tenders Kerb & Gutter & Stormwater Arthur Street, Hamilton - Regulation 15 (2)(d) – *contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal*
- Personal Council Matter – Regulation 15 (2)(g) – *information of a personal and confidential nature or information provided to council on the condition it is kept confidential*
- Consideration of Matters for Disclosure to the Public – Regulation 15 (8) - *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*

Council **RESOLVED** to release the following information; the tender for Arthur Street, Hamilton, Stormwater Kerb and Gutter was awarded to Batchelor Construction Group Pty Ltd

OPEN MEETING TO PUBLIC

Mayor L M Triffitt opened the meeting to the public at 10.07am.

Miss Michaela Gray returned to the meeting at 10.07am.

6.0 DELEGATIONS

NIL

NOTED

6.1 PUBLIC QUESTION TIME

NIL

7.0 MAYORAL COMMITMENTS

16 th August 2018	Speakerphone meeting – Business of Council
17 th August 2018	Business of Council
18 th August 2018	Volunteer Ambulance 25 th Anniversary Morning Tea - Bothwell
20 th August 2018	Mayors Round Table Meeting- Hobart STCA Meeting – Hobart
21 st August 2018	Ordinary Council Meeting- Bothwell
22 nd August 2018	Bothwell District High School Book week judge
23 rd August 2018	Grote Reber Event- Bothwell
24 th August 2018	Business of Council
25 th August 2018	ODFA Finals Games- Bothwell
26 th August 2018	Save Our Community Sole (SOCS) Meeting Campbell Town
27 th August 2018	Teleconference re Telstra services Meeting with Derwent Valley Mayor
30 th August 2018	Business of Council
31 st August 2018	Meeting with Councillor
1 st September 2018	Mrs Fowlers Service- Bothwell
2 nd September 2018	Meeting with Ratepayer
3 rd September 2018	Arthurs Lake Road House Meeting with Community Members
4 th September 2018	Business of Council
7 th September 2018	Vietnam Veterans Event Dago Point Interlaken
8 th September 2018	Gretna Think Pink Fundraising Event
10 th September 2018	Business of Council
11 th September 2018	Red Cross morning Tea- Gretna

NOTED

7.1 COUNCILLORS COMMITMENTS

Clr R L Cassidy

13 th August 2018	Ouse Town Hall Community Meeting regarding Anglican Church Sale
14 th August 2018	Aboriginal Heritage Workshop - Bothwell
15 th August 2018	Bothwell Town Hall Community Meeting regarding Anglican Church Sale
21 st August 2018	Regular Council Meeting - Bothwell
23 rd August 2018	Bothwell Town Hall & Bothwell Visitor Centre - Grote Reber Memorial Plaque Dedication

Clr A W Bailey

7 th August 2018	Plant Committee Meeting- Bothwell
13 th August 2018	Community Meeting- Ouse
15 th August 2018	Community Meeting – Bothwell
21 st August 2018	Ordinary Council Meeting- Bothwell
26 th August 2018	Save Our Community Soles Meeting- Campbell Town
28 th August	Bothwell Football Club & Community Centre Meeting

NOTED

7.2 GENERAL MANAGER'S COMMITMENTS

21 st August 2018	Council Meeting
22 nd August 2018	Meeting Lions Club president re Bushfest
23 rd August 2018	Grote Reber Function
29 th August 2018	Meeting DES re Kitchen BFCCC
5 th September 2018	Western Wild Workshop Meeting A Benson SMC

NOTED

7.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

22 nd August 2018	Meeting with DPFEM regarding risk assessment of diesel tank in TasFire Building Brady's Lake
23 rd August 2018	Grote Reber Opening
24 th August 2018	Meeting with Works Manager at Bridge Road Westerway
27 th August 2018	Meeting with Mayor and Mr Patterson, Area General Manager, Telstra Tasmania, regarding Central Highlands Mobile Network
	Meeting with Mayor and Mayor Derwent Valley
28 th August 2018	Meeting with Tasplan regarding superannuation
	Bothwell Football Club and Community Centre Management Committee Meeting
5 th September 2018	Western Wilds Industry Workshops
7 th September 2018	DEPIPWE shack at Dago Point, Interlaken transfer to RSL Tasmania
10 th September 2018	Meeting with Mayor and Mr Chris Wisniewski to look at proposed Mountain Bike Trails around Great Lake
12 th September 2018	Northern Local Government Health and Safety Working Group
17 th September 2018	Central Highlands Community Garden Meeting
18 th September 2018	Ordinary Council Meeting

NOTED

8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

NIL

8.1 FUTURE WORKSHOPS

Tuesday 2 October – Hamilton 10.00am - Budget Review Workshop/Audit Panel Discussion

NOTED

9.0 MAYORAL ANNOUNCEMENTS

Mayor L M Triffitt read a letter which was received from Mr Henry Edgell regarding the sale of the St Michael's Church in Bothwell. The letter was an update regarding the Friends of St Michael's purchasing the church.

Mayor L M Triffitt presented a letter and photo frame from Brooks Motorsport that thanked Council for providing sponsorship. Council agreed that it should be placed in the Football Club & Community Centre.

Mr Graham Rogers (Development & Environmental Services Manager) entered the meeting at 10.22am.

10.0 MINUTES

10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Cllr J A Honner

Seconded: Cllr A W Bailey

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 21st August 2018 be received.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Cllr J Poore

Seconded: Cllr A W Bailey

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 21st August 2018 be confirmed.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

10.3 RECEIVAL DRAFT MINUTES OF BOTHWELL FOOTBALL CLUB AND COMMUNITY CENTRE COMMITTEE MEETING

Moved: Cllr J Poore

Seconded: Cllr J A Honner

THAT the Minutes of Bothwell Football Club and Community Centre Committee Meeting held on Tuesday 28th August 2018 be received.

CARRIED 6 / 1

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr J A Honner and Cllr J Poore.

AGAINST the Motion:

Cllr R L Cassidy

11.0 BUSINESS ARISING

- 16.1 Letters sent to schools
- 16.2 Remission processed
- 16.3 Remission processed
- 16.4 Letter advising Council's decision sent
- 16.5 Applicant advised of Council approval
- 16.8 DST advised of no objection for removal of Rivers Run signage
- 16.9 Donation for Think Pink party Fundraiser forwarded
- 16.10 Mayor & DGM held phone meeting with Telstra
- 16.11 Deputy GM has advised Mr Orr of Council's decision
- 16.12 Remission processed
- 16.13 Letter to resident re Council's decision
- 15.4 Works Manager advised Goldwind of Council's approval

NOTED

12.0 DERWENT CATCHMENT PROJECT REPORT

Moved: Deputy Mayor L Benson

Seconded: Cllr J A Honner

THAT the Derwent Catchment Project Report be received.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

It was noted that the General Manager will write to the Derwent Catchment Project requesting an update and timeline of the removal of blackberries.

13.0 FINANCE REPORT

Moved: Deputy Mayor L Benson

Seconded: Cllr J A Honner

THAT the Finance Report be received.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

Mr Scott Bowden and Mr Will Bowden entered the meeting at 10.38am.

14.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

In accordance with Regulation 25(1) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor advises that the Council intends to act as a Planning Authority under the Land Use Planning and Approvals Act 1993, to deal with the following items:

Moved: Cllr R L Cassidy

Seconded: Cllr J A Honner

THAT the Development & Environmental Services Report be received.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

14.1 ARTHURS LAKE TOILET & BBQ FACILITY

Moved: Deputy Mayor L Benson

Seconded: Cllr A W Bailey

THAT Council approve the purchase and installation of the water tank from this year's budget, to be used for hand washing in the Arthurs Lake Toilet

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy Cllr J A Honner and Cllr J Poore.

14.2 OUSE TOILETS

Moved: Deputy Mayor L Benson

Seconded: Clr A W Bailey

THAT Council approve the Toilet Model and location for the Ouse Park as presented.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

Clr J Poore left the meeting at 10.49am and returned at 10.50am.

14.3 ARTHURS LAKE STAND ALONE BINS RENEWAL OF DEED OF SUBLEASE FOR PART OF 40 ARTHURS LAKE ROAD, ARTHURS LAKE

Moved: Clr A W Bailey

Seconded: Clr R L Cassidy

THAT Council approve the payment of rates for the land in exchange for leasing the land required for the bins at the Arthurs Lake Roadhouse.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

Mr Barry Harback (Acting Works & Services Manager) entered the meeting at 10.54am.

14.4 ROAD NAMING: DAGO POINT, INTERLAKEN

Moved: Deputy Mayor L Benson

Seconded: Clr J A Honner

THAT the following road names be submitted through Placenames Tasmania for consideration by the Nomenclature Board at Dago Point:

Road A – Dago Point Road

Roads B & C – Galaxia Avenue

CARRIED 5 / 2

FOR the Motion:

Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr J A Honner and Clr J Poore.

AGAINST the Motion:

Mayor L M Triffitt and Clr R L Cassidy

14.5 BUILDING ASSET MANAGEMENT REGISTER:

Moved: Cllr R L Cassidy

Seconded: Deputy Mayor L Benson

THAT

- Council review the Register to confirm nothing has been missed.
- The DES Manager prepare a draft tender for the costs required to inspect, report and prioritise the Assets and submit to Council's October Meeting for approval.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy, Cllr J A Honner and Cllr J Poore.

14.6 AMAZING RACE – BOTHWELL: USE OF COUNCIL FACILITIES

It was noted that this event was cancelled and the use of Council Facilities were no longer needed.

14.7 ENVIRONMENTAL HEALTH REPORT

Annual Reports

NOTED

Skin Checks

NOTED

Copping Land Fill

NOTED

14.8 ELLENDALE HALL: PROPOSED AWNING

Moved: Cllr A W Bailey

Seconded: Cllr J A Honner

THAT approval be given to the Ellendale Hall Committee to build a 8m2 awning on the Eastern face of the Ellendale Hall at their cost subject to provisional and relevant insurances being provided to the DES Manager.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Cllr A W Bailey, Cllr R Bowden OAM, Cllr R L Cassidy, Cllr J A Honner and Cllr J Poore.

14.9 DES BRIEFING REPORT

ANIMAL CONTROL

Reminder Notices

81 reminder notices have recently been issued for outstanding dog registrations with 47 of those now being resolved. Infringement Notices will be issued for any unregistered dog which carries a fine of one penalty unit which is currently \$163.00.

Un-microchipped Dogs

Un-microchipped dogs are currently being followed up. With the introduction of compulsory microchipping in 2011 Council's records indicate that only 11 dogs are currently un-microchipped.

Impounded Dogs

No dogs have been impounded during the past month.

Dogs at Large in Dee Lagoon Area

A complaint has been received regarding dogs at large in the Dee Lagoon North area. Many of our shack areas have signage stipulating that dogs must be on a leash or under effective control but there is currently no signage in this area. More signage has been ordered and will be erected as soon as possible. Random patrols of the area will also be undertaken.

PLANNING PERMITS ISSUED UNDER DELEGATION

The following planning permits have been issued under delegation during the past month.

DISCRETIONARY USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2018 / 00031	Goldwind Australia Pty Ltd	Highland Lakes Road, Waddamana Road, Bashan Road & Macclesfield Road	Roadworks - Road Widening and Upgrades
2018 / 00035	Profile Constructions	89 Ellendale Road, Westerway	Dwelling

NOTED

Mr Graham Rogers left the meeting at 11.24am.

15.0 WORKS & SERVICES

Moved: Deputy Mayor L Benson

Seconded: Clr J A Honner

THAT the Works & Services Report be received.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

*Deputy Mayor L Benson left the meeting at 11.33am and returned at 11.43am.
Clr J Poore left the meeting at 11.40am and returned at 11.43am.*

15.1 PELHAM ROAD WORKS REPORT

Moved: Clr A W Bailey

Seconded: Clr J A Honner

THAT Council adopt option 3 of the engineers report for the reconstruction and sealing of Pehlam Road.

CARRIED 6 / 1

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

AGAINST the Motion:

Clr R Bowden OAM

15.2 ROAD REPAIRS HOLLOW TREE ROAD – MILL AND FILL

Moved: Clr R L Cassidy

Seconded: Clr A W Bailey

THAT Council authorise the Acting Works and Services Manager to accept the quote from Road Ways to undertake the mill and fill and road repairs to Hollow Tree Road at a cost of \$70.00 per metre with the Acting Works and Services Manager to negotiate the option of using part stabilisation with cement for some areas.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

Mr Barry Harback left the meeting at 11.56am.

16.0 ADMINISTRATION

MOVE TO ITEM 17.2 BLACK SPOT PROGRAM

Moved: Deputy Mayor L Benson

Seconded: Clr R L Cassidy

THAT Council move to item 17.2 MOBILE BLACK SPOT PROGRAM.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

17.2 MOBILE BLACK SPOT PROGRAM

NOTED

*Mr Adam Wilson left the meeting at 12.15pm.
Mrs Lyn Eyles left the meeting at 12.15pm.
Mr Scott Bowden and Mr Will Bowden left the meeting at 12.16pm.
The meeting was adjourned at 12.16pm and resumed at 12.56pm.*

16.1 REVIEW OF THE MODEL FOR RETURNING LAND TO THE ABORIGINAL COMMUNITY

Moved: Clr R L Cassidy

Seconded: Clr A W Bailey

THAT the draft letter provided by Mayor L M Triffitt be forwarded on behalf of Council to the Minister of Aboriginal Affairs.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

16.2 DRAFT LOCAL GOVERNMENT (MISCELLANEOUS) BILL 2018 AND THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) AMENDMENT ORDER 2018

NOTED

16.3 REQUEST FOR RATES REMISSION 10-0400-03595

Moved: Clr R L Cassidy

Seconded: Clr A W Bailey

THAT Council remit the Solid Waste Garbage Charge of \$155.00.

CARRIED BY ABSOLUTE MAJORITY 6 / 1

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

AGAINST the Motion:

Clr R Bowden OAM

16.4 TASWATER SPECIAL GENERAL MEETING

Moved: Clr J A Honner

Seconded: Clr A W Bailey

THAT the polling sheet be filled in that Council agree the three resolutions provided by Taswater.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy Clr J A Honner and Clr J Poore.

16.5 MENINGOCOCCAL VACCINATIONS

Moved: Clr A W Bailey

Seconded: Clr J A Honner

THAT Council offer all current council employees the meningococcal vaccination against the ACWY & B strains and that the Environmental Health Officer be authorised to organise the vaccinations.

CARRIED 5 / 2

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R L Cassidy and Clr J A Honner.

AGAINST the Motion:

Clr R Bowden OAM and Clr J Poore

Clr J A Honner declared an interest and left the meeting at 1.34pm.

16.6 GREAT LAKE COMMUNITY CENTRE CORRESPONDENCE

Moved: Deputy Mayor L Benson

Seconded: Clr J Poore

THAT:

- a) After consideration Council allow the re-keying at the Great Lake Community Centre at the committee's cost but must have a key register. The committee will need to supply the register and a key to Council.
- b) The defibrillator be located in an enclosed, insulated box mounted near the entrance at the front of the Community Centre. Council believes that the defibrillator is owned by the association and it is there for the association for the insurance and Maintenance of the defibrillator.

CARRIED

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

Clr J A Honner returned to the meeting at 1.42pm.

MOTION 1:

Moved: Clr J Poore

Seconded: Clr R L Cassidy

THAT Council will inspect the large amount of soil deposited at the front of the Community Centre for safety concerns and that the association be advised that prior approval of Council is required before undertaking of any internal/external works.

CARRIED

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

Miss Michaela Gray declared an interest and left the meeting at 1.50pm.

16.7 APPLICATION FOR COMMUNITY DONATION – JAMIE BRYANT

Moved: Clr J A Honner

Seconded: Clr R L Cassidy

THAT Council make a donation of \$150.00 to Jamie Bryant to attend the National Open Shearing Championships in Perth, Western Australia on the 22nd & 23rd of September.

CARRIED

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

*Clr J Poore left the meeting at 1.52pm.
Miss Michaela Gray returned to meeting at 1.52pm.*

16.8 APPLICATION FOR COMMUNITY DONATION – OUSE & HIGHLANDS COMMUNITY ALIVE

Moved: Deputy Mayor L Benson

Seconded: Clr R L Cassidy

THAT Council make a donation of \$1,000.00 to the Ouse and Highland Community Alive to provide a community Christmas children's party free of charge to all children in the Central Highlands

CARRIED

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy and Clr J A Honner.

16.9 FERAL CAT TRAPPING S INFORMATION SHEET

Moved: Deputy Mayor L Benson

Seconded: Clr R L Cassidy

THAT Council approve the draft The Law and Trapping Cats in Tasmania Information Sheet.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

*Clr A W Bailey left the meeting at 1.54pm.
Clr J Poore returned to the meeting at 1.54pm.*

16.10 RECOMMENDATION FROM THE BOTHWELL FOOTBALL CLUB AND COMMUNITY CENTRE MANAGEMENT COMMITTEE - POLICY 2013-02 USE OF COUNCIL HALLS POLICY

Moved: Clr J Poore

Seconded: Deputy Mayor L Benson

THAT Council adopt the recommendation by the Bothwell Football Club and Community Centre Management Committee to approve Policy 2013-02 Use of Council Halls Policy.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

16.11 DEPARTMENT OF EDUCATION – 2018 INTAKE AREA REVIEW

Moved: Clr J A Honner

Seconded: Clr R L Cassidy

THAT any feedback on the proposed intake area maps be provided to the Deputy General Manager by Friday the 19 October 2018 so the Deputy General Manager can lodge the public survey by the 26 October 2018.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

Clr A W Bailey returned to the meeting at 1.57pm.

16.12 TASMANIA FIRE SERVICE REQUEST TO LAND AIRCRAFT ON COUNCIL PROPERTY

Moved: Deputy Mayor L Benson

Seconded: Clr J Poore

THAT the Deputy General Manager draft a letter for the Mayors signature to the minister of Emergency Services

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

16.13 PROPOSED GREAT LAKE MOUNTAIN BIKE TRAIL

NOTED

16.14 IMPROVING MOBILE COVERAGE IN THE CENTRAL HIGHLANDS

This item was previously discussed

16.15 AUSTRALIA DAY AMBASSADOR PROGRAM

NOTED

17.0 SUPPLEMENTARY AGENDA ITEMS

Moved: Deputy Mayor L Benson

Seconded: Clr J A Honner

THAT Council consider the matters on the Supplementary Agenda.

CARRIED

FOR the Motion:

Mayor L M Triffitt, Deputy Mayor L Benson, Clr A W Bailey, Clr R Bowden OAM, Clr R L Cassidy, Clr J A Honner and Clr J Poore.

17.1 FRIENDS OF ST MICHAEL'S

This item was previously discussed.

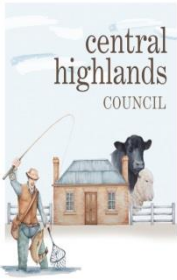
17.2 MOBILE BLACK SPOT PROGRAM

This item was previously discussed.

The General Manager advised that as Clr E McRae has been absent from three consecutive Ordinary Meetings of Council without leave of absence, she is no longer a Councillor and her position has now become vacant..

18.0 CLOSURE

Mayor L M Triffitt closed the meeting at 2.15pm.



BOTHWELL SWIMMING POOL **MINUTES**

Minutes of the Bothwell Swimming Pool Committee held at the Council Chambers, Bothwell on Monday 24th September 2018 commencing at 10.00 am.

1.0 PRESENT:

Mayor L Triffitt (Chairperson), Clr J Poore, Mrs L Eyles (General Manager), Mr B Harback (Works Supervisor), Mr G Rogers (Manager Development & Environmental Services).

(In attendance: Jodi Hill (minute secretary))

The chairperson took the chair and welcomed everybody to the meeting at 10.08am.

2.0. APOLOGIES:

NO APOLOGIES

3.0. PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chairperson requests Councillors to indicate whether they or a close associate have, or are likely to have pecuniary interest (any pecuniary or pecuniary detriment) in any item of the Agenda.

NIL

4.0. CONFIRMATION OF MINUTES 14.03.17

THAT the minutes from the meeting of Tuesday 14th March 2017 be passed as a true record of that meeting.

Moved: Clr J Poore

Seconded: Mayor L Triffitt

Carried

5.0. BUSINESS ARISING

Jodi to advertise Pool Lifeguard and Lifeguard Relief Positions in Mercury, Derwent Valley Gazette, locally with shops and School.

The opening hours for the 2017/2018 Season were as follows:

School Holiday Period

Monday to Sunday – 11.00am to 6.00pm / 6.30pm-8.00pm (Weather and attendance permitting) ½ hour Tea Break if working to 8.00pm.

Non-School Holiday Period

Monday to Friday – 3.00pm to 6.00pm / 6.30pm/8.00pm (Weather and attendance

permitting) ½ hour Tea Break if working to 8.00pm.

Saturday & Sunday – 11.00am to 6.00pm / 6.30pm-8.00pm (Weather and attendance permitting) ½ hour Tea Break if working to 8.00pm.

The fee structure for the 2017/2018 was as follows:

Entry

Junior Day Pass (any or all sessions) - \$4.00

Adult Day Pass (any or all sessions) - \$5.00

Afternoon/Evening Adult Ticket- \$3.00

Afternoon/Evening Junior/Pensioner Ticket- \$2.00

Season Voucher

Family - \$143.00

Family Concession - \$ 105.00

Adult - \$79.00

Adult Concession - \$50.00

Junior /Pensioner Season Ticket- \$44.00

Sporting Groups/Clubs-Hourly Hire \$50.00 (Lifeguard will need to be present)

Recommendation

Moved Cllr J Poore

Seconded Mayor L Triffitt

THAT the above opening hours and fee structure be adopted for 2018/2019:

Carried

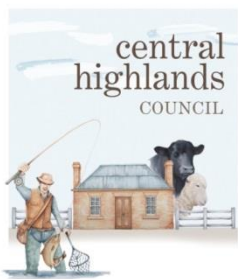
Graham Rogers has requested a quote on a flat pack kitchen from Aaron Atkinson for the Kitchen upgrade at the Pool Canteen (\$5,000.00 Budgeted).

Graham advised that the pool levels will be dropped down prior to season opening for maintenance and repairs on the pool surface and any maintenance around the pool area to be done.

Graham advised that himself, Jason Branch and Danny Collins were qualified to add the chemicals in the chlorine shed.

6.0. NEXT MEETING The next meeting of the Bothwell Swimming Pool is to be held at the Bothwell Council Chambers at a date to be advised.

7.0 . CLOSURE There being no further business the chairperson thanked members for their attendance and closed the meeting at 10.20 am.



MINUTES OF THE BOTHWELL FOOTBALL CLUB & COMMUNITY CENTRE MANAGEMENT COMMITTEE MEETING HELD AT THE BOTHWELL FOOTBALL CLUB & COMMUNITY CENTRE AT 6.35PM ON TUESDAY 2ND OCTOBER 2018

1.0 PRESENT

Clr Poore (Chairperson), Clr Honner, M White (Bothwell Cricket Club), J Eyles (Bothwell Cricket Club), T Brazendale (Bothwell Football Club), T Bailey (Bothwell Football Club), L Costello (Bothwell Tourism Association) & B White (Exercise Wellness Group)

IN ATTENDANCE

A Wilson (Deputy General Manager) and K Bradburn (Minutes Secretary)

APOLOGIES

J Miller (Community Representative), J Bignell (Exercise Wellness Group) and P Hughes (Bothwell Tourism Association)

2.0 CONFIRMATION OF MINUTES

Moved **L Costello**

Seconded **T Bailey**

THAT the Draft Minutes of the Bothwell Football Club & Community Centre Management Committee Meeting of Council held on Tuesday 28th August 2018 to be confirmed.

Carried

FOR the Motion:

Clr Poore, Clr Honner, M White, J Eyles, T Brazendale, T Bailey, L Costello and B White.

3.0 KITCHEN FACILITIES UPDATE

The Cricket Club provided price comparisons from quotes received for the fitout of the kitchen. The Committee reviewed the prices and generally agreed for the purchase of the following items:

Stove / Oven – Further advice sought from Council on whether it has to be a commercial stove. Some discussion around gas versus electric.

Exhaust Fan – J Eyles has been advised that an Engineer would need to assess the building before a quote could be provided for an exhaust fan. The estimated cost for the Engineer Certificate would be \$2,000 with the approximate cost of a range hood being \$8,000. It was agreed that the Manager DES to investigate further.

Fridges – Two fridges

Dishwasher – From Medhurst Equipment

Bain Maree

Freezer – 200L

Benches – Would prefer to have cupboards under benches

Hand Wash Basin

Sinks – From Brayco Stainelss Steel

Sink Mixer – From Brayco Stainless Steel
Cutlery Drawer – From Brayco Stainless Steel
Deep Fryer - (2 Pan) Bench Top
Roband Grill Plate – From Medhurst Equipment
Microwave – From Harvey Norman

J Eyles advised that the Cricket Club are also considering purchasing a coffee machine and toaster.

The Cricket Club to provide a final costing for items to be purchased from the \$35,000 grant.

Council to commence work to prepare site, remove floor tiles, lay vinyl, move power box outside and move door to toilet area.

4.0 OTHER BUSINESS

Resignation of Committee Member

A letter has been received from the Bothwell Football Club advising that the former President of the Bothwell Football Club, Terry Hoskinson, has stood down from his President role which also included his duty as delegate on the Bothwell Football Club and Community Centre Committee.

The Bothwell Football Club has nominated Rebecca Jones as the replacement delegate on behalf of the Bothwell Football Club, alongside Tony Bailey with Tracey Brazendale as Proxy.

This item to be placed on the agenda for the October Ordinary Meeting of Council.

Bothwell Football Club Celebrations

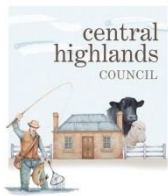
A Wilson commended the Bothwell Football Club on their behaviour throughout the four days of celebrations following their grand final win.

5.0 NEXT MEETING

Date for the next meeting to be advised.

6.0 CLOSURE

There being no further business Clr Poore thanked everyone for attending and closed the meeting at 7.25pm.



Central Highlands Council

DRAFT MINUTES AUDIT PANEL MEETING – 9 OCTOBER 2018

Draft Minutes of the Central Highlands Audit Panel Meeting to be held at Hamilton Council Chambers, on Tuesday 9 October, 2018 commencing 1.00 pm.

1.0 OPENING

Mr Ian McMichael (Chairperson) opened the meeting at 1.00pm.

2.0 PRESENT

Mr Ian McMichael (Chairperson), Deputy Mayor L Benson, Clr J R Allwright, Clr J Poore (Proxy), Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager), Mr David Doyle (Accountant), Ms Alison Flakemore (Crowe Horwath) and Miss Michaela Gray (Minutes Secretary)

3.0 APOLOGIES

Ms Alex Irwin (Tasmanian Audit Office)

4.0 CONFIRMATION OF MINUTES

Moved Clr J Poore

Seconded Clr J R Allwright

THAT Minutes of the previous meeting held on Monday 7 August 2018 be confirmed.

Carried

For the Motion: Clr J R Allwright, Deputy Mayor L Benson, Clr J Poore and I V McMichael (Chair)

5.0 PECUNIARY INTEREST DECLARATIONS

In accordance with Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chair requests Members to indicate whether they or a close associate have, or are likely to have a pecuniary interest (any pecuniary or pecuniary detriment) or conflict of interest in any Item of the Agenda.

Nil

6.0 BUSINESS ARISING

Nil

7.0 CENTRAL HIGHLANDS COUNCIL AUDITED STATEMENTS

Ms Alison Flakemore (Crowe Horwath) attended this meeting and discussed the following.

- CHC Audited Financial Statements 2017/18
 - Management Letter
 - Independent Auditors Report
 - Management report for year ended 30 June 2018
-

8.0 STANDING ITEMS

- Statutory Financial Requirements Report - **NOTED**
 - Financial Reports – **NOTED**
 - Risk Management Register - **NOTED**
 - Policy Review – **NOTED**
-

9.0 NEW BUSINESS

Nil

9.1 The following Policies have been reviewed:

Moved Deputy Mayor L Benson **Seconded** Cllr J R Allwright

THAT the Audit Panel recommend Council adopt the following policies as reviewed:

- 2013-03 Fraud Control Policy
- 2013-07 Council Camping Ground Facilities Policy
- 2013-10 Reimbursement of Councillors Legal Expenses Policy
- 2014-40 Acceptance of Gifts, Benefits & Donations Policy
- 2015-41 Risk Management Policy & Strategy
- 2017-50 Audio Recording of Council Meetings Policy

Carried

For the Motion: Cllr J R Allwright, Deputy Mayor L Benson and I V McMichael (Chair)

10.0 OTHER BUSINESS

Mr Ian McMichael thanked Deputy Mayor L Benson for her time and commitment during her time on the Audit Panel.

11.0 NEXT MEETING

It was advised that the next meeting date would be set in the near future once Council Elections have concluded.

12.0 CLOSURE

Mr Ian McMichael closed the meeting at 2.04pm.



**The Derwent
Catchment Project**
Increasing Productivity. Restoring Landscapes



Central Highlands Weed Management Program

Annual Report 2017-2018

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Introduction

This report summarises last season's progress against the Central Highlands Regional Weed Management Plan 2016-2021 and identifies the objectives for this coming season.

The 2017-18 season is the second to be guided by the plan which was initially presented at the annual weeds meeting in September 2016. The plan is based on mapping of all roads in the Central Highlands Municipality and uses a prioritisation process to identify high value areas for protection from weed infestations and invasion. Eight priority zones have been established to ensure that weed control priorities focus on places of high conservation value and significant agricultural areas in the region. A table has been developed for each Stakeholder outlining sites within priority zones for treatment and another table for outliers that are also a priority for weed control. It should be stressed that these objectives are not designed to replace current weed control programs but rather have been highlighted as key areas for control as part of a strategic approach to weed management in the region.

Progress summary

We are pleased to report that progress has been made to control weeds in the priority zone and outlier sites by all Stakeholders.

The Derwent Catchment Project have again co-ordinated the Poatina fire weed control works with Hydro, Parks & Wildlife and TasNetworks investing \$50,000 into the program last season. We have also co-ordinated works at the Dee Lagoon gorse and broom infestation and secured in-kind from Sustainable Timber Tasmania and investment from TasNetworks and Hydro to continue a coordinated weed control program at Dee, which is identified as a major weed seed source in the plan. This has proven to be a tricky site; however, we are working with the Stakeholders to undertake control and develop a plan for long-term eradication.

We have also had success with funding for weed management programs through Parks & Wildlife's **Working Neighbours Program**. The Working Neighbours Program is a pilot program based around the Tasmanian Wilderness World Heritage Area (TWWHA) extension, focusing on managing cross-boundary natural resource management (NRM) & biosecurity issues of mutual concern to PWS and land managers adjacent to the TWWHA extension. The program is funded by the Australian Government and centres around developing relationships with neighbours of the TWWHA through the development of Working Neighbours Agreements (WNA) – A WNA is a Memorandum of Understanding between the landholder and Parks & Wildlife, outlining a commitment to work together to address common cross boundary issues. The agreement can focus on weed control and/or any other cross tenure issues.

We have received confirmation that we have funding to support the Murphy's Spanish heath infestation at Ellendale and control and follow up monitoring of Orange Hawkweed at the sites closest to the TWWHA. There is also

potential to receive some Working Neighbours financial support to assist control of broom infestation on private land near Bronte, which is a major seed source in the region.

Other achievements include control work as part of the Dago Point Weed Management Plan and the continued delivery of weed hygiene workshops for Council works staff and contractors. We have also made some progress with landholder liaison in relation to priority sites by following up with landholders who have weed issues and encouraging control.

We are pleased to have Chris Atkinson join our team as co-ordinator of on ground works for the Derwent Catchment Project. Chris will undertake weed control and other on ground work. It will make a big difference to our capacity having someone full-time on the ground.

The Derwent Catchment Project has also approached Central Highlands Council for a targeted weed control budget and so this coming season we will be undertaking weed control on behalf of CHC that is informed by the plan.

Central Highlands Council have undertaken or contracted weed control at several areas, some of which are identified in the plan. Broom and gorse were controlled on Victoria Valley Road and Strickland Road. Wayatinah Road received primary control of English broom. Little Pine Road was treated for great & twiggy mullein, and thistle. Tods Corner Road was treated for great & twiggy mullein, spear thistle, mignonette and ragwort. Barren Plains Road was treated for great & twiggy mullein, spear & Californian thistle and ragwort. Flintstone Drive received primary treatment for English broom. Arthurs Lake Road and streets of Wilburville received follow up treatment for thistle, gorse, great and twiggy mullein. Mixed weeds at the old disused waste transfer site on Arthur's Lake Road included mignonette, spear thistle, great mullein, and a high number of garden ornamentals. Thiessen Crescent, Fourteen Mile Road, Waddamana Road at the Shannon River Road Bridge all received follow up treatment for orange hawkweed.

Hydro Tasmania have continued investment in the Poatina Fire Ragwort Control Program and supported the Derwent Catchment Project's Adopt-a-Shore program which runs working bees supporting the Highland's community in Ragwort control along the edge of Great Lake. They also have an active weed control program targeting ragwort and Californian thistle in multiple areas along the Great Lake Shore. Primary control and follow up of English broom on the southern lake shore near Miena has also been undertaken this season. Investment in broom control at Dee has also been undertaken this season.

Hydro have also undertaken control on declared thistles along the shore of Lagoon of Islands and Arthurs Lake to Pumphouse Bay and ragwort/declared thistles along Arthurs Flume. Liawenee Canal and Lake Augusta Road have been followed up for declared thistles and ragwort. Orange hawkweed has been followed up at Shannon, Haddens Bay (Miena), Butlers Gorge and Tarraleah and Spanish heath at the Bronte Lagoon Spillway.

Parks and Wildlife have continued investment in the Poatina Fire Ragwort Control Program and continued follow up of the Lake Augusta Road. Gorse was also followed up around the Steppes Reserve.

State Growth have continued to control African lovegrass around Gretna and Hamilton, Spanish heath on the Lyell Highway from Wayatinah to west of Derwent Bridge and orange hawkweed control at Derwent Bridge, Lyell Hwy west of Griffiths Creek, Brady's Lake, Poatina Main Road (Flintstone's water treatment plant), Wayatinah, Tungatina and Tarraleah. Kathy van Dulleman from Whispering Landscapes notes that the Tarraleah and Haddens Bay sites are part of larger infestations across multiple land tenures. The small isolated infestations are at Griffiths Creek, Derwent Bridge, Poatina Main Road, Tungatina and Wayatinah.

As well as road maintenance runs for flat weeds, contractors for State Growth have undertaken Spanish heath control on Poatina Main Road where additional gorse was also identified and sprayed. English broom seedling germination had occurred in the disturbed ground of the road works on Marlborough Road and was treated. Gorse & English broom were controlled on the Highland Lakes Road from Bothwell to Blackburn Creek. Spanish heath was treated at a site on the road edge in Miena, where it had escaped from a garden. English broom & gorse were also treated on the Lyell Highway between Tarraleah and Browns Marsh Creek and foxglove on the Highland Lakes Road from Riversdale Road below Projection Bluff.

Sites identified in the plan that were treated by State Growth contractors include African boxthorn sites in the Hamilton/Ouse Priority Zone as well as two Outlier Sites and brooms in the Hamilton/Ouse Priority Zone.

Sustainable Timber Tasmania have invested in work at Dee Lagoon, providing in-kind labour to mechanically remove broom adjacent to the Victoria Valley Road before the Dee Dam south east of the Dee township. Collaboration between STT, Hydro and TasNetworks at the site will continue this season.

TasNetworks invested into the Poatina Fire Ragwort Control Program. TasNetworks have also committed to undertaking broom and gorse control at Dee Lagoon this coming season.

NRM South have previously contributed to the revision of the weed management plan for Dago Point and orange hawkweed at Butlers Gorge and Californian thistle control in Poatina fire area. A change in Federal funding models required all NRM regional bodies to tender for the next round of money available through the Regional Land Partnerships. NRM South were unsuccessful in their tender and at this stage it is unclear if the organisation will be involved in the Central Highlands Weed Management Program in the future.

Crown Land Services are reviewing how they devolve weed management investment and will provide an update at the Stakeholder meeting.

The **Inland Fisheries Service** have undertaken follow up on a weedy plantago and broom regrowth around the outflow canal from Lake Crescent and have been monitoring cumbungi which was previously found in Andrews Bay, Lake

Crescent & Point of Chillon in the Interlaken Wetlands. IFS have also provided in-kind boat support to our Adopt-a-shore program.

Norske Skog have continued follow up for their ragwort program. They have undertaken gorse control at Pelham which was identified in the plan. Follow up at Pelham and control of foxgloves at Ellendale will be targeted as part of this season's control works. Spanish heath and broom at Risby's Road at Ellendale will also be monitored/followed up.

The **Tasmanian Land Conservancy** has implemented the TLC Central Highlands Weed Control Strategy 2013 for the seventh consecutive year, with grant funding provided by NRM South to assist with works undertaken at Silver Plains. Weed control was conducted at TLC's Interlaken properties, Silver Plains, and Jinks Tier. Target weeds were ragwort, gorse and great mullein. Soldiers Marsh, which was also included in TLC's weed control program in previous years, was sold in 2017; as such, the new owners were responsible for weed control in 2018. Weed control was also conducted at Bronte properties owned by TLC at Bronte (Five Rivers, Skullbone Plains and London Marsh). Target weeds were ragwort, gorse and great mullein, with spear and Californian thistle also targeted at properties within or buffering the Tasmanian Wilderness World Heritage Area.

The **Tasmanian Aboriginal Centre** are continuing to manage ragwort on Central Plateau Aboriginal Land – trawtha makuminya. Reporting indicates that each year there is less area and number of plants to treat.

Progress tables

Derwent Catchment Project

Table 1 – Derwent Catchment Project – Priority Zone Sites

Weed name	Priority Zone	Private land owners	Sites in Priority Zones	Year 2 Action	17-18 season
African boxthorn	Hamilton/Ouse	1	Tor Hill Road - Cawood fence line	DCP follow up with private landholder	✓
Brooms	Bothwell	2	Highland Lakes Rd, 4 sites	DCP follow up with private landholder	✗
Brooms	Bothwell	2	Schaw St & Barrack Hill	DCP follow up with private landholder	✓
Brooms	Bothwell	2	Meadsfield Rd, 4 sites	DCP follow up with private landholder	✗
Brooms	Shannon to Lagoon of Islands	2	Interlaken Rd	DCP follow up with private landholder	✗
Declared thistles	Hamilton/Ouse	3	Victoria Valley Rd near Kenmere Marsh	DCP follow up with private landholder	✗
Declared thistles	Marked Tree	2	Several sites on Pelham Rd, Marked Tree Rd and Thousand Acre Lane	DCP follow up with private landholder	✗

Gorse	Hamilton/Ouse	2	Lyell Hwy, approach to town from East	DCP follow up with private landholder	✗
Gorse	Shannon to Lagoon of Islands	1	Poatina Rd, 600m from Highland Lakes intersection	DCP follow up with private landholder	✓
Horehound	Bothwell	1	Wentworth Street in Bothwell	DCP follow up with private landholder	✓
Horehound	Bothwell	1	Woods Spring Road - 1 site	DCP follow up with private landholder	✗
Horehound	Hamilton to Ouse	3	Property adjacent to upper mill road - near quarry - Large infestation	DCP follow up with private landholder	✗
Star of Bethlehem	Bothwell	1	1.5 km east of Bothwell	Organise working bee to assist private landowner	✗

Table 2 – Derwent Catchment Project – Outlier Sites

Weed name	Outlier sites	Private land owners	Year 2 Action	17-18 season
Brooms	Flintstone, ornamental in garden	3	DCP follow up with private landholder	✗
Pampas grass	Bluff Road	1	DCP follow up with private landholder	✓
Elisha's tears	Ellendale	1	DCP follow up with private landholder	✗
Paterson's curse	Meadowbank Rd, several sites	3	DCP follow up with private landholder	✓
Willow	North of Bronte Park, near Serpentine Rivulet	1	DCP follow up with private landholder	✗

Central Highlands Council

Table 1 – Central Highlands Council – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
African boxthorn	Bothwell	Barrack Hill, Bothwell	1	Control	3	420	✗
Blackberry	Bothwell	Croakers Lane, river through town	2	Follow up	4	560	✗
Blue periwinkle	Hamilton/Ouse	Victoria Valley Rd, 150 m north of Lanes Tier junction on roadside bank	-	Control	2	280	✗
Brooms	Bothwell	Meadsfield Rd, 4 sites	2	*Control	4	560	✗

Brooms	Osterley to Waddamana Rd	Church Road, 2 sites	1	Control	2	280	✘
Brooms	Osterley to Waddamana Rd	Victoria Valley Road/MacGuire's Marsh Road, 2 sites	-	Control	1	140	✘
Brooms	Osterley to Waddamana Rd	Waddamana Road, Hermitage, 4 sites	2	*Control	8	1120	✓
Brooms	Shannon to Lagoon of Islands	Interlaken Rd	-	*Control	8	1120	?
Declared thistles	Bothwell	Hollow Tree Rd 1.5 km from town	-	Control	1	140	✘
Declared thistles	Bothwell	Meadsfield Rd - Dennistoun Rd (several sites)	5	Control	2	280	✘
Declared thistles	Bothwell	Nant Lane, 2 sites	2	*Control	3	420	✘
Declared thistles	Bothwell	Woodspring Road 5km from Dennistoun road turn-off	-	Control	1	140	✘
Declared thistles	Hamilton/Ouse	Ellendale Rd near Dunrobin Park	1	Control	1	140	✘
Declared thistles	Hamilton/Ouse	Ellendale Rd - 2 sites near John's Tier past Charles Hill	-	Control	2	280	✘
Declared thistles	Hamilton/Ouse	Tor Hill Rd, several sites	1	Control	3	420	✓
Declared thistles	Hamilton/Ouse	Victoria Valley Rd near Kenmere Marsh	3	*Control	3	420	✘
Declared thistles	Interlaken Wetlands & Ramsar	Dago Point, 4 sites on roads	-	Control	2	280	✘
Declared thistles	Interlaken Wetlands & Ramsar	Interlaken Rd, 2 sites	3	Control	2	280	✘
Declared thistles	Interlaken Wetlands & Ramsar	Lake Crescent Rd near Lake	1	Control	1	140	✘
Declared thistles	Marked Tree	Several sites on Pelham Rd, Marked Tree Rd and Thousand Acre Lane	2	*Control	4	560	✘
Declared thistles	Shannon to Lagoon of Islands	Interlaken Rd, 1 South past Steppes Conservation Area	-	Control	1	140	✘
Declared thistles	Waddamana to Lake Echo	Waddamana Rd, (upper loop) 1.5 km from centre	-	Control	1	140	✘
Fennel	Bothwell	Dennistoun Rd - intersection of Woodspring Rd	-	Control	1	140	✘
Fennel	Hamilton/Ouse	Victoria Valley Rd near Watson's Marsh	-	Control	1	140	✘
Fennel	Hamilton/Ouse	Langloh Rd - 3 sites	1	*Control	2	280	✘

Gorse	Hamilton to Ouse	Victoria Valley Road	1	Control	3	420	✗
Gorse	Interlaken wetlands and Ramsar	Multiple sites on Interlaken Road, part of on-going program	3	Follow up	3	420	✓
Horehound	Bothwell	Wentworth Street in Bothwell	-	Control	1	140	✗
Horehound	Bothwell	Woods Spring Road - 1 site	-	Control	1	140	✗
Horehound	Bothwell	Meadsfield road - 2 sites near Horse Gully	-	Control	1	140	✗
Horehound	Bothwell	1.4km from Nant lane intersection, Dennistoun Rd	-	Control	1	140	✗
Horehound	Hamilton to Ouse	Property adjacent to Upper Mill Road - near quarry - Large infestation	3	*Control	2	280	✗
Horehound	Osterley to Waddamana Rd	Waddamana Rd, Hermitage,	1	Control	1	140	✗
Whiteweed	Bothwell	Dennistoun Rd, 1.8km from Woodspring road travelling north	1	Control	2	280	✓
Whiteweed	Interlaken wetlands and Ramsar	Road near Point of Chillon, Lake Sorell	-	Control	2	280	✓

* denotes control should only occur if landholder has agreed to undertake control

Table 2 – Central Highlands Council – Outlier Sites

Weed	Outlier sites	Private land owners	Year 2 Action	Hrs	\$	17-18 season
African boxthorn	Tor Hill Road - Cawood fence line	1	Control	1	140	✗
African boxthorn	Lower Marshes Road, on road, Glenmore	1	Control	1	140	✗
Brooms	Flintstone, 3 sites	3	Control	2	280	✓
Foxglove	Ellendale Road - Near Risby's Road turnoff		Control	4	560	✗
Gorse	Arthurs Lake Road (has been controlled previously)		Follow up	4	560	✓
Horehound	Arthurs Lake Rd, 2 sites	-	Control	1	140	✗
Horehound	Bluff Rd, Gretna, before turnoff to Gray's Rd	-	Control	1	140	✗
Holly	14 Mile road	-	Control	4	560	✗
Holly	Dry Poles Road	2	Control	3	420	✗
Holly	Dee Lagoon	-	Control	2	280	✗

Holly	The Avenue	1	Control	3	420	✗
Multiple weeds	Wayatinah - cost to be split by CHC, FT, CLS & Hydro	14	Survey and prepare plan	66	1155	✗
Montbretia	Highland Lakes Road south of Lower Marshes Road junction	-	Control	8	1120	✓
Montbretia	Ellendale, Monto's Creek bridge	-	Control	2	280	✓
OHW	Miena, Theissen Crescent	2	Follow up	8	1120	✓
Pampas Grass	Bluff Road	-	Control	4	560	✗
Pampas Grass	Ellendale - Holmes Road	-	Control	3	420	✗
Pampas Grass	Ellendale - The Avenue	-	Control	3	420	✗
Paterson's curse	Meadowbank Rd, several sites	2	Control	4	560	✓
Pittosporum sp.	14-mile road, 500 m before Laughing Jacks turnoff	-	Control	2	280	✗
Caper spurge	Lyell Hwy, 2.5 km before Black Bobs turn off	-	Control	1	140	✗
Whiteweed	Strickland Road, 300 m from Victoria Valley Rd turnoff	-	Control	2	280	✗
Whiteweed	Dennistoun Rd, multiple locations	-	Control	2	280	✗
Whiteweed	Ellendale Rd, 2 locations - Rockmount Rd, 1 location	1	Control	3	420	✗

Hydro Tasmania

Table 1 – Hydro Tasmania – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Blackberry	Hamilton/Ouse	Lake Repulse dam, 2 sites	-	Control	2	280	✗
Declared thistles	Poatina Fire Area	West of Cowpaddock Bay & Allison Marshes	-	Follow up as part of ragwort control	18	2520	✓
Declared thistles	Shannon to Lagoon of Islands	Lagoon of Islands (Stockyard and Barn Shore)	-	Follow up	4	560	✓
Fennel	Hamilton/Ouse	Lake Repulse dam, near bridge	-	Control	1	140	✗
Gorse	Poatina Fire Area	Jones Rivulet & Gunns Marsh Road near Gunns Lake	-	Follow up	1	140	✓
Ragwort	Lake Augusta	Along roadside <5% density	-	Follow up	4	560	✓

Ragwort	Poatina Fire Area	Multiple sites	-	Follow up	192	15680	✓
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Table 2 – Hydro Tasmania – Outlier Sites

Weed	Outlier sites	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Blackberry	Whitewater Point, Brady's Lake	-	Control	16	2240	✗
Brooms	Miena (lake shore)	-	Control	16	2240	✓
Broom	Brady's Lake north of town	-	Control	4	560	✗
Fennel, Broom & Blackberry	Catagunya	-	DCP to confirm	?		✗
Holly	Butlers canal	-	DCP to confirm	?		✗
Holly	Dee Lagoon	-	DCP to confirm	?		✗
Multiple weeds	Wayatinah - cost to be split by CHC & Hydro	14	Provided funds but plan not developed	66	2145	✗
OHW	Haddens Bay (Miena), Shannon, Butlers Gorge, Tarraleah	-	Follow up/control	40	5600	✓
Spanish heath	Lake Echo Canal	-	Control	2	280	✓
Spanish heath	Bronte Lagoon Spillway	-	Follow up/control	1	140	✓

Parks & Wildlife

Table 1 – Parks & Wildlife – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Ragwort	Lake Augusta	Along roadside <5% density	-	Follow up	2	140	✓
Ragwort	Poatina Fire Area	Multiple sites	-	Follow up	192	15680	✓

Table 2 – Parks & Wildlife – Outlier Sites

Weed name	Outlier sites	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Declared thistles	West of Brady's Lookout, 2 sites, large	-	Control	8	1120	✗
Foxglove	Poatina Road - Near Hydro Creek in great lake Conservation Area	-	Control	2	280	✗
Montbretia	Taffy's Creek	-	Control	2	280	✗
Montbretia	Griffiths Creek - Surprise Valley lookout	-	Control	2	280	✗
OHW	Derwent Bridge, Butlers Gorge, Lyell Hwy west of Griffiths Creek	-	Control	8	1120	✗

State Growth

Table 1 – State Growth – Priority Zone Sites

Weed	Priority zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
African boxthorn	Hamilton/Ouse	Lyell Hwy - roadside sites x 4 between Hamilton & Ouse	-	Control	4	560	✗
African lovegrass	Hamilton/Ouse	Several sites between Langloh Rd & Woodmoor Rd Lyell Hwy	2	Follow up	5	700	✓
Brooms	Hamilton/Ouse	Lyell Hwy, 4 sites between Woodmoor Rd & Norley Rd	-	Control	2	280	✓
Brooms	Hamilton/Ouse	Lyell Hwy near Woodmoor Rd	-	Control	4	560	✓
Fennel	Hamilton/Ouse	Lyell Hwy, several sites between Hamilton & Ouse	-	Control	2	280	✗
Fennel	Hamilton/Ouse	Lyell Hwy, between town and Thousand Acre Lane	-	Control	8	1120	✗
Fennel	Hamilton/Ouse	Lyell Hwy, several sites between Hamilton & Ouse	-	Control	4	560	✗
Gorse	Bothwell	Highlands Lakes Rd - East of Bothwell 2 sites	-	Control	1	140	✗
Gorse	Shannon to Lagoon of Islands	Highlands Lake Rd near Ripple Creek - 2-5 plants	-	Control	1	140	✗
Gorse	Shannon to Lagoon of Islands	Highland Lakes Rd isolated gorse near Steppes Conservation Area	-	Control	1	140	✗
Whiteweed	Bothwell	Highland Lakes Rd, 2.5 km from town	-	Control	2	280	✗

Table 2 – State Growth – Outlier Sites

Weed	Outlier sites	Private land owners	Year 2 Action	Hrs	\$	17-18 season
African boxthorn	Lyell Hwy 3 km from Marked Tree Rd junction, Norton Mandeville	1	Control	3	420	✓
African boxthorn	Lyell Hwy, 1km south of Thousand Acre Lane junction	1	Control	2	280	✓
African lovegrass	Several sites around Gretna	2	Follow up	5	700	✓
Fennel	Big Snake Hill, Lyell Highway	-	Control	4	560	✗
Spanish heath	Lyell Highway, intermittently from 5 km before Wayatinah to western extent of municipality	-	Follow up	8	1120	✓
OHW	Derwent Bridge, Lyell Hwy west of Griffiths Creek, Brady's Lake, Poatina Main Road (Flintstone's water treatment plant), Wayatinah, Tungatina and Tarraleah	-	Follow up	8	1120	✓

Sustainable Timber Tasmania

Table 1 – Sustainable Timber Tasmania – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Declared thistles	Shannon to Lagoon of Islands	Road between Arthurs Lake and Lagoon of Islands	-	Control	2	280	✗

Table 2 – Sustainable Timber Tasmania – Outlier Sites

Weed name	Outlier sites	Private land owners/managers	Year 2 Action	Hrs	\$	17-18 season
Brooms	Dee	TasNetworks	Control**	120	8400	✓
Brooms	Tarraleah	-	Control	24	1680	✗
Brooms	Wayatinah	-	Control			✗
OHW	Butlers Gorge Road	-	Control	32	2240	✗
Spanish heath	Woods Lake Road	-	Follow up	2	280	✗

TasNetworks

Table 1 – TasNetworks – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Ragwort	Poatina Fire Area	Underneath transmission lines	-	Follow up		10000	✓

Table 2 – TasNetworks – Outlier Sites

Weed	Outlier sites	Comments	Private land owners	Year 2 Action	Hrs	\$	17-18 season
Brooms/gorse	Dee	Underneath transmission lines	-	Control	60	4200	✗
Brooms	Tarraleah	Underneath transmission lines	-	Control	12	840	✗

NRM South

Table 1 – NRM South – Priority Zone Sites

Weed name	Priority Zone	Private land owners	Sites in Priority Zones	Year 2 Action	Cost	17-18 season
Gorse	Interlaken wetlands and Ramsar	-	Dago Point	Outlier control	2240	✓

Table 2 – NRM South – Outlier Sites

Weed name	Outlier sites	Private land owners	Year 2 Action	Estimated cost @ \$70 hour	17-18 season
Orange hawkweed	Butlers Gorge	-	Follow up	3360	✓

Crown Land Services

Table 1 – Crown land services – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Cost	17-18 season
Gorse	Interlaken wetlands and Ramsar	Dago Point - large infestation and multiple outliers	-	Control	2240	✗
Orange hawkweed	Shannon to Lagoon of Islands	Shannon River Reserve	-	Part of ongoing program, follow up	2240	✗
Whiteweed	Interlaken wetlands and Ramsar	Interlaken Rd, Dago Point Camping Ground	-	To be included in Dago Point plan		✗

Inland Fisheries Service

Table 1 – Inland Fisheries Service – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Cost	17-18 season
Gorse/Brooms	Interlaken wetlands & Ramsar	Crescent canal and overflow screen	-	Follow up	140	✓
Cumbungi (& strange Plantago)	Interlaken wetlands & Ramsar	Andrews Bay, Lake Crescent & Point of Chillon	-	Control/monitor	280	✓

Table 2 – Inland Fisheries Service – Outlier Sites

Name	Outlier sites	Comments	Private land owners	Year 2 Action	Cost	17-18 season
Ragwort	Great Lake Shore	In-kind support ongoing Ragwort program with Anglers Alliance volunteers and use of IFS boat	-	Control	1750	✓

Norkse Skog

Table 1 – Norske Skog – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Year 2 Action	Cost	17-18 season
Gorse	Marked Tree	Pelham Road, 1 site on plantation	-	Control	420	✓

Table 2 – Norkse Skog – Outlier Sites

Name	Outlier sites	Private land owners	Year 2 Action	Cost	17-18 season
Foxglove	Holmes Road in Ellendale, 2 sites	-	Control	240	✗

Tasmanian land Conservancy

Table 1 – Tasmanian land Conservancy – Outlier Sites

Weed name	Outlier sites	17-18 season
Ragwort	Bronte & Silver Plains Reserves	✓
Californian thistle/spear thistle	Bronte properties, closest to TWWHA	✓
Foxglove	Pine Tier Rd, Bronte, monitored no plants seen	✓
Great mullein	Silver Plains	✓
Gorse	Silver Plains	✓

Tasmanian Aboriginal Centre

Table 1 – Tasmanian Aboriginal Centre – Outlier Sites

Weed name	Outlier sites	17-18 season
Ragwort	trawtha makuminya	✓

Priorities for this season

This section of the report provides a table checklist of sites where control works have been commenced or continued and which Priority Zone and Outlier Sites are still yet to be treated.

Derwent Catchment Project

Table 1 – Derwent Catchment Project – Priority Zone Sites

Weed name	Priority Zone	Private land owners	Sites in Priority Zones	Action for 18-19 season
African boxthorn	Hamilton/Ouse	1	Tor Hill Road - Cawood fence line	DCP to follow up with private landholder
Brooms	Bothwell	2	Highland Lakes Rd, 4 sites	DCP to follow up with private landholder
Brooms	Bothwell	2	Schaw St & Barrack Hill	DCP to follow up with private landholder
Brooms	Bothwell	2	Meadsfield Rd, 4 sites	DCP to follow up with private landholder
Brooms	Shannon to Lagoon of Islands	2	Interlaken Rd	DCP to follow up with private landholder
Declared thistles	Hamilton/Ouse	3	Victoria Valley Rd near Kenmere Marsh	DCP to follow up with private landholder
Declared thistles	Marked Tree	2	Several sites on Pelham Rd, Marked Tree Rd and Thousand Acre Lane	DCP to follow up with private landholder
Gorse	Hamilton/Ouse	2	Lyell Hwy, approach to town from East	DCP to follow up with private landholder
Gorse	Shannon to Lagoon of Islands	1	Poatina Rd, 600m from Highland Lakes intersection	DCP to follow up with private landholder
Horehound	Bothwell	1	Wentworth Street in Bothwell	DCP to follow up with private landholder
Horehound	Bothwell	1	Woods Spring Road - 1 site	DCP to follow up with private landholder
Horehound	Hamilton to Ouse	3	Property adjacent to upper mill road - near quarry - Large infestation	DCP to follow up with private landholder
Star of Bethlehem	Bothwell	1	1.5 km east of Bothwell	Organise working bee to assist private landowner

Table 2 – Derwent Catchment project – Outlier Sites

Weed name	Outlier sites	Private land owners	Action for 18-19 season
Elisha's tears	Ellendale	1	DCP to follow up with private landholder
Fennel, Broom & Blackberry	Catagunya	-	DCP to confirm for Hydro
Holly	Butlers canal	-	DCP to confirm for Hydro
Multiple weeds	Wayatinah - cost to be split by CHC, CLS & Hydro	14	Survey and prepare plan
Pampas grass	Bluff Road	1	DCP to follow up with private landholder
Paterson's curse	Meadowbank Rd, several sites	3	DCP to follow up with private landholder
Spanish heath	Sites around Brandum Bay township	?	DCP to investigate extent and work with private landholders
Willow	North of Bronte Park, near Serpentine Rivulet	1	DCP to follow up with private landholder

Central Highlands Council

Table 1 – Central Highlands Council – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
African boxthorn	Bothwell	Barrack Hill, Bothwell	1	3	420	Control
Blackberry	Bothwell	Croakers Lane, river through town	2	4	560	Follow up
Blue periwinkle	Hamilton/Ouse	Victoria Valley Rd, 150 m north of Lanes Tier junction on roadside bank	-	2	280	Control
Brooms	Bothwell	Meadsfield Rd, 4 sites	2	4	560	*Control
Brooms	Osterley to Waddamana Rd	Church Road, 2 sites	1	2	280	Control
Brooms	Osterley to Waddamana Rd	Victoria Valley Road/MacGuire's Marsh Road, 2 sites	-	1	140	Control
Brooms	Osterley to Waddamana Rd	Waddamana Road, Hermitage, 4 sites	2	8	1120	*Control
Brooms	Shannon to Lagoon of Islands	Interlaken Rd	-	8	1120	*Control

Declared thistles	Bothwell	Hollow Tree Rd 1.5 km from town	-	1	140	Control
Declared thistles	Bothwell	Meadsfield Rd - Dennistoun Rd (several sites)	5	2	280	Control
Declared thistles	Bothwell	Nant Lane, 2 sites	2	3	420	*Control
Declared thistles	Bothwell	Woodspring Road 5km from Dennistoun road turn-off	-	1	140	Control
Declared thistles	Hamilton/Ouse	Ellendale Rd near Dunrobin Park	1	1	140	Control
Declared thistles	Hamilton/Ouse	Ellendale Rd - 2 sites near John's Tier past Charlies Hill	-	2	280	Control
Declared thistles	Hamilton/Ouse	Tor Hill Rd, several sites	1	3	420	Control
Declared thistles	Hamilton/Ouse	Victoria Valley Rd near Kenmere Marsh	3	3	420	*Control
Declared thistles	Interlaken Wetlands & Ramsar	Dago Point, 4 sites on roads	-	2	280	Control
Declared thistles	Interlaken Wetlands & Ramsar	Interlaken Rd, 2 sites	3	2	280	Control
Declared thistles	Interlaken Wetlands & Ramsar	Lake Crescent Rd near Lake	1	1	140	Control
Declared thistles	Marked Tree	Several sites on Pelham Rd, Marked Tree Rd and Thousand Acre Lane	2	4	560	*Control
Declared thistles	Shannon to Lagoon of Islands	Interlaken Rd, 1 South past Steppes Conservation Area	-	1	140	Control
Declared thistles	Waddamana to Lake Echo	Waddamana Rd, (upper loop) 1.5 km from centre	-	1	140	Control
Fennel	Bothwell	Dennistoun Rd - intersection of Woodspring Rd	-	1	140	Control
Fennel	Hamilton/Ouse	Victoria Valley Rd near Watson's Marsh	-	1	140	Control
Fennel	Hamilton/Ouse	Langloh Rd - 3 sites	1	2	280	*Control
Gorse	Hamilton to Ouse	Victoria Valley Road	1	3	420	Control
Gorse	Interlaken wetlands and Ramsar	Multiple sites on Interlaken Road, part of on-going program	3	3	420	Follow up
Horehound	Bothwell	Wentworth Street in Bothwell	-	1	140	Control
Horehound	Bothwell	Woods Spring Road - 1 site	-	1	140	Control
Horehound	Bothwell	Meadsfield road - 2 sites near Horse Gully	-	1	140	Control
Horehound	Bothwell	1.4km from Nant lane intersection, Dennistoun Rd	-	1	140	Control

Horehound	Hamilton to Ouse	Property adjacent to Upper Mill Road - near quarry - Large infestation	3	2	280	*Control
Horehound	Osterley to Waddamana Rd	Waddamana Rd, Hermitage,	1	1	140	Control
Whiteweed	Bothwell	Dennistoun Rd, 1.8km from Woodspring road travelling north	1	2	280	Control
Whiteweed	Interlaken wetlands and Ramsar	Road near Point of Chillon, Lake Sorell	-	2	280	Control

* Control should only occur if landholder has agreed to undertake control, co-ordinate with DCP

Table 2 – Central Highlands Council – Outlier Sites

Weed	Outlier sites	Private land owners	Hrs	\$	Action for 18-19 season
African boxthorn	Tor Hill Road - Cawood fence line	1	1	140	Control
African boxthorn	Lower Marshes Road, on road, Glenmore	1	1	140	Control
Brooms	Flintstone, 3 sites	3	2	280	Follow up
Caper spurge	Lyell Hwy, 2.5 km before Black Bobs turn off	-	1	140	Control
Foxglove	Ellendale Road - Near Risby's Road turnoff		4	560	Control
Gorse	Arthurs Lake Road (has been controlled previously)		4	560	Follow up
Horehound	Arthurs Lake Rd, 2 sites	-	1	140	Control
Horehound	Bluff Rd, Gretna, before turnoff to Gray's Rd	-	1	140	Control
Holly	14 Mile road	-	4	560	Control
Holly	Dry Poles Road	2	3	420	Control
Holly	The Avenue	1	3	420	Control
Multiple weeds	Wayatinah - cost to be split by CHC & Hydro	14	66	1155	Survey and prepare plan
Montbretia	Highland Lakes Road south of Lower Marshes Road junction	-	8	1120	Control
Montbretia	Ellendale, Monto's Creek bridge	-	2	280	Follow up
OHW	Miena, Theissen Crescent	2	8	1120	Follow up
Pampas Grass	Bluff Road	-	4	560	Control
Pampas Grass	Ellendale - Holmes Road	-	3	420	Control

Pampas Grass	Ellendale - The Avenue	-	3	420	Control
Paterson's curse	Meadowbank Rd, several sites	2	4	560	Control
Pittosporum sp.	14-mile road, 500 m before Laughing Jacks turnoff	-	2	280	Control
Whiteweed	Strickland Road, 300 m from Victoria Valley Rd turnoff	-	2	280	Control
Whiteweed	Dennistoun Rd, multiple locations	1	2	280	Follow up
Whiteweed	Ellendale Rd, 2 locations - Rockmount Rd, 1 location	-	3	420	Follow up

Hydro Tasmania

Table 1 – Hydro Tasmania – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
Blackberry	Hamilton/Ouse	Lake Repulse dam, 2 sites	-	2	280	Control
Declared thistles	Poatina Fire Area	West of Cowpaddock Bay & Allison Marshes	-	18	2520	Follow up as part of ragwort control
Declared thistles	Shannon to Lagoon of Islands	Lagoon of Islands (Stockyard and Barn Shore)	-	4	560	Follow up
Fennel	Hamilton/Ouse	Lake Repulse dam, near bridge	-	1	140	Control
Gorse	Poatina Fire Area	Jones Rivulet & Gunns Marsh Road near Gunns Lake	-	1	140	Follow up
Ragwort	Lake Augusta	Along roadside <5% density	-	4	560	Follow up
Ragwort	Poatina Fire Area	Multiple sites	-	256	20480	Follow up

Table 2 – Hydro Tasmania – Outlier Sites

Weed	Outlier sites	Private land owners	Hrs	\$	Action for 18-9 season
Blackberry	Whitewater Point, Brady's Lake	-	16	2240	Control
Brooms	Miena (lake shore)	-	16	2240	Control
Brooms	Brady's Lake slipway	-	2	280	Control
Holly	Dee Lagoon (part of Dee program)	-	16	2240	Control
Multiple weeds	Wayatinah - cost to be split by CHC & Hydro	14	66	2145	Investment for plan

OHW	Haddens bay (Miena), Shannon, Butlers Gorge, Tarraleah	-	40	5600	Follow up
Spanish heath	Lake Echo canal	-	2	280	Control
Spanish heath	Bronte Lagoon Spillway	-	1	140	Follow up

Parks & Wildlife

Table 1 – Parks & Wildlife – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
Ragwort	Lake Augusta	Along roadside <5% density	-	2	140	Follow up
Ragwort	Poatina Fire Area	Multiple sites	-	256	20480	Follow up

Table 2 – Parks & Wildlife – Outlier Sites

Weed name	Outlier sites	Private land owners	Hrs	\$	Action for 18-19 season
Declared thistles	West of Brady's Lookout, 2 sites, large	-	8	1120	Control
Foxglove	Poatina Road - Near Hydro Creek in Great Lake Conservation Area	-	2	280	Control
Montbretia	Taffy's Creek	-	2	280	Control
Montbretia	Griffiths Creek - Surprise Valley lookout	-	2	280	Control
OHW	Derwent Bridge, Butlers Gorge, Lyell Hwy west of Griffiths Creek and the Steppes Reserve	-	16	2240	Control

State Growth

Table 1 – State Growth – Priority Zone Sites

Weed	Priority zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
African boxthorn	Hamilton/Ouse	Lyell Hwy - roadside sites x 4 between Hamilton & Ouse	-	4	560	Control
African lovegrass	Hamilton/Ouse	Several sites between Langloh Rd & Woodmoor Rd Lyell Hwy	2	5	700	Follow up

Brooms	Hamilton/Ouse	Lyell Hwy, 4 sites between Woodmoor Rd & Norley Rd	-	2	280	Control
Brooms	Hamilton/Ouse	Lyell Hwy near Woodmoor Rd	-	4	560	Control
Fennel	Hamilton/Ouse	Lyell Hwy, several sites between Hamilton & Ouse	-	2	280	Control
Fennel	Hamilton/Ouse	Lyell Hwy, between town and Thousand Acre Lane	-	8	1120	Control
Fennel	Hamilton/Ouse	Lyell Hwy, several sites between Hamilton & Ouse	-	4	560	Control
Gorse	Bothwell	Highlands Lakes Rd - East of Bothwell 2 sites	-	1	140	Control
Gorse	Shannon to Lagoon of Islands	Highlands Lake Rd near Ripple Creek - 2-5 plants	-	1	140	Control
Gorse	Shannon to Lagoon of Islands	Highland Lakes Rd isolated gorse near Steppes Conservation Area	-	1	140	Control
Whiteweed	Bothwell	Highland Lakes Rd, 2.5 km from town	-	2	280	Control

Table 2 – State Growth – Outlier Sites

Weed	Outlier sites	Private land owners	Hrs	\$	Action for 18-19 season
African boxthorn	Lyell Hwy 3 km from Marked Tree Rd junction, Norton Mandeville	1	3	420	Control
African boxthorn	Lyell Hwy, 1km south of Thousand Acre Lane junction	1	2	280	Control
African lovegrass	Several sites around Gretna	2	5	700	Follow up
Fennel	Big Snake Hill, Lyell Highway	-	4	560	Control
Spanish heath	Lyell Highway, intermittently from 5 km before Wayatinah to western extent of municipality	-	8	1120	Follow up
OHW	Derwent Bridge, Lyell Hwy west of Griffiths Creek, Tarraleah	-	8	1120	Follow up

Sustainable Timber Tasmania

Table 1 – Sustainable Timber Tasmania – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
Declared thistles	Shannon to Lagoon of Islands	Road between Arthurs Lake and Lagoon of Islands	-	2	280	Control

Table 2 – Sustainable Timber Tasmania – Outlier Sites

Weed name	Outlier sites	Private land owners/managers	Hrs	\$	Action for 18-19 season
Brooms	Dee	TasNetworks	120	8400	Follow up – team of three scheduled for cut-paste in Sept for partial treatment
Brooms	Tarraleah	-	24	1680	Control
OHW	Butlers Gorge Road	-	32	2240	Control
Spanish heath	Woods Lake Road	-	2	280	Follow up

TasNetworks

Table 1 – TasNetworks – Priority Zone Sites

Weed	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	\$	Action for 18-19 season
Ragwort	Poatina Fire Area	Underneath transmission lines	-	128	10880	Follow up

Table 2 – TasNetworks – Outlier Sites

Weed	Outlier sites	Comments	Year 1	Hrs	\$	Action for 18-19 season
Brooms/gorse	Dee	Underneath transmission lines	Control	60	4200	Control
Brooms	Tarraleah	Underneath transmission lines	Control	12	840	Control

NRM South

Unable to attribute projects for investment at this stage.

Crown Land Services

Table 1 – Crown land Services – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Hrs	Cost	Action for 18-19 season
Gorse	Interlaken wetlands and Ramsar	Dago Point - large infestation and multiple outliers	-	112	7840	Follow up of outliers
Orange hawkweed	Shannon to Lagoon of Islands	Shannon River Reserve	-	5	2240	Part of ongoing program, follow up
Whiteweed	Interlaken wetlands and Ramsar	Interlaken Rd, Dago Point Camping Ground	-	2	140	Control. Part of Dago Point program.

Inland Fisheries Service

Table 1 – Inland Fisheries Service – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Year 1 Actions	Cost	Action for 18-19 season
Brooms	Interlaken wetlands & Ramsar	Crescent canal and overflow screen	-	Follow up	140	Follow up
Cumbungi (& strange Plantago)	Interlaken wetlands & Ramsar	Andrews Bay, Lake Crescent & Point of Chillon	-	Monitor/control	280	Monitor

Table 2 – Inland Fisheries Service – Outlier Sites

Name	Outlier sites	Comments	Private land owners	Cost	Action for 18-19 season
Ragwort	Great Lake Shore	Adopt-a-shore program: in-kind support ongoing ragwort program with Anglers Alliance volunteers and use of IFS boat	-	1750	Follow up - control

Norkse Skog

Table 1 – Norske Skog – Priority Zone Sites

Weed name	Priority Zone	Sites in Priority Zones	Private land owners	Cost	Action for 18-19 season
Gorse	Marked Tree	Pelham Road, 1 site on plantation	-	420	Follow up

Table 2 – Norkse Skog – Outlier Sites

Name	Outlier sites	Private land owners	Cost	Action for 18-19 season
Broom	Risby's Road, Ellendale plantation	-	240	Control
Spanish heath	Risby's Road, Ellendale plantation	-	240	Control
Foxglove	Holmes Road in Ellendale, 2 sites	-	240	Control

Tasmanian land Conservancy

Table 1 – Tasmanian land Conservancy – Outlier Sites

Weed name	Outlier sites	Action for 18-19 season
Ragwort	Bronte & Silver Plains Reserves	Follow up
Californian thistle/spear thistle	Bronte properties, closest to TWWHA	Monitor/control
Foxglove	Pine Tier Rd, Bronte, monitored no plants seen	Monitor
Great mullein	Silver Plains	Follow up

Tasmanian Aboriginal Centre

Table 1 – Tasmanian Aboriginal Centre – Outlier Sites

Weed name	Outlier sites	Action for 18-19 season
Ragwort	trawtha makuminya	Follow up

Points to discuss going forward

- Development of a whole catchment program – Derwent TWWHA and buffer/Central Highlands Weed Program
- State Government Weed Action Fund – possible support for collaborative weed management projects
- Orange hawkweed strategic plan



CENTRAL HIGHLANDS COUNCIL

BUDGET REVIEW SEPTEMBER 2018

2018 - 2019

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Comprehensive Income Statement Estimates

		Budget 2017-2018	Budget 2018-2019	Budget review Sept 2018	Amended Budget 2018- 2019
Revenues From Continuing Activities					
Rates Charges		\$3,470,202	\$3,606,569	\$0	\$3,606,569
User Fees		\$271,600	\$238,500	\$0	\$238,500
Grants - Operating		\$2,295,549	\$2,318,505	\$0	\$2,318,505
Other Revenue		\$486,251	\$464,034	\$28,000	\$492,034
FAG's in advance - Recd June 2017					
Total Revenues		\$6,523,602	\$6,627,608	\$28,000	\$6,655,608
Expenditure					
Employee Benefits		\$1,777,117	\$1,806,651	(18,000)	\$1,788,651
Materials and Services		\$1,360,050	\$1,410,766	(35,000)	\$1,375,766
Other Expenses		\$1,263,735	\$1,289,423	\$85,550	\$1,374,973
Total Expenditure		\$4,400,902	\$4,506,840	\$32,550	\$4,539,390
Profit/(Loss) before Depreciation		\$2,122,700	\$2,120,768	(4,550)	\$2,116,218
Depreciation and Amortisation		\$2,094,000	\$2,116,000	\$0	\$2,116,000
Operating Surplus(Loss)		28,700	4,768	(4,550)	218
Capital Grants & Other		\$604,378	\$248,212	(39,014)	\$209,198
Surplus(Loss)		633,078	252,980	(43,564)	209,416
Capital Expenditure		\$3,187,310	\$2,232,500	\$438,212	\$2,670,712

Operating Revenue

	Project	Budget 2017-2018	Budget 2018-2019	Budget Review Sept 2018	Amended Budget 2018- 2019
Administration					
Rates Certificates	ASEH	35,000	35,000		35,000
FAG Grants	GRANT	2,295,549	2,318,505		2,318,505
Rates Penalties and Interest	ASEH	26,000	26,000		26,000
Other Grants - P.R.R.	GRANT	-	-		-
Other Operating Grants	GRANT	-	-		-
Roads to Recovery	GRANT	397,466	198,212		198,212
Interest	INT	146,250	150,000		150,000
Miscellaneous Income	ONCOST	5,000	6,000		6,000
Miscellaneous Reimbursements	ONCOST	45,000	45,000	28,000	73,000
Sale plant	PLANT	100,000	15,000	(7,650)	7,350
Rates	RATES	2,688,048	2,792,800		2,792,800
Fire Levy	RATES	214,569	216,208		216,208
Garbage Collection	RATES	567,585	597,561		597,561
Bushfest	CDR	16,000	18,000		18,000
					-
Total Administration Revenue		6,536,468	6,418,286	20,350	6,438,636

	Project	Budget 2017-2018	Budget 2018-2019	Budget Review Sept 2018	Amended Budget 2018- 2019
Development Services					
Dog Licences	AC	12,000	12,000		12,000
Licences/Fees	DEV	500	500		500
Planning/Subdivision	DEV	35,000	35,000		35,000
Building Fees	DEV	20,000	10,000		10,000
Swimming Pool	POOL	2,500	2,000		2,000
Septic Tanks/Special Con. Fees	DRAIN	12,000	8,000		8,000
Building Inspection/Surveyor Fees	BPC	7,000	7,000		7,000
Tip Fees	TIPS	100	500		500
W.T.S. Contributions	WTS	1,000	2,000		2,000
Total Development Services		90,100	77,000	-	77,000

Operating Revenue

	Project	Budget 2017-2018	Budget 2018-2019	Budget Review Sept 2018	Amended Budget 2018- 2019
Works					
Cemetery	CEM	7,000	7,000		7,000
Camping Grounds	CPARK	15,000	15,000		15,000
Hall Hire	HALL	1,500	1,500		1,500
Independent Living Units ILU	HOU	65,000	65,000		65,000
H D Units	HOU	10,000	10,000		10,000
Rental Library	LIB	3,500	3,500		3,500
Private Works	PW	115,000	115,000		115,000
Rec/Reserves	REC	500	500		500
T/Toll & Heavy Vehicle Reg.	ROAD	26,000	26,034		26,034
SES	SES	-	-		-
TasWater	WATER	153,000	102,000		102,000
SES vehicle grant		-			-
Capital Grants		106,912	35,000	(31,364)	3,636
Total Works and Services		503,412	380,534	(31,364)	349,170

Total Revenue

Total Administration Revenue	6,536,468	6,418,286	20,350	6,438,636
Total Development Services	90,100	77,000	-	77,000
Total Works and Services	503,412	380,534	(31,364)	349,170
Total Consolidated Revenue	7,129,980	6,875,820	(11,014)	6,864,806

Operating Expenditure

CORPORATE AND FINANCIAL SERVICES	BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019
ADMIN. STAFF COSTS(ASCH)	533,972	531,150	13,100	544,250
ADMIN BUILDING EXPEND(ABCH)	32,682	33,474	1,000	34,474
OFFICE EXPENSES(AOEH)	126,000	135,000	(1,000)	134,000
MEMBERS EXPENSES(AMEH)	160,300	206,379	-	206,379
OTHER ADMIN. EXPENDITURE(ASEH + RATES)	289,000	301,000	840	301,840
MEDICAL CENTRES(MED)	82,566	87,857	55,000	142,857
STREET LIGHTING(STLIGHT)	39,600	39,600	-	39,600
ONCOSTS (ACTUAL)(ONCOSTS)	415,640	430,313	16,230	446,543
ONCOSTS RECOVERED	(448,000)	(420,000)	-	(420,000)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)	188,350	201,350	(10,500)	190,850
GOVERNMENT LEVIES(GLEVY)	249,569	246,208	-	246,208
TOTAL OPERATING EXPENDITURE - Administration	1,669,678	1,792,330	74,670	1,867,000

DEVELOPMENT & ENVIRONMENTAL SERVICES	BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019
ADMIN STAFF COSTS - DES (ASCB)	156,101	161,763	2,330	164,093
ADMIN BUILDING EXPEND - DES(ABCB)	15,560	14,560	-	14,560
OFFICE EXPENSES - DES (AOEB)	55,300	55,300	-	55,300
ENVIRON HEALTH SERVICES (EHS)	32,279	31,318	250	31,568
ANIMAL CONTROL(Animal Control)(AC)	21,900	16,500	-	16,500
PLUMBING/BUILDING CONTROL (BPC)	116,586	119,259	2,280	121,539
SWIMMING POOLS (POOL)	38,424	38,937	730	39,667
DEVELOPMENT CONTROL (DEV)	82,000	75,000	-	75,000
DOOR TO DOOR GARBAGE & RECYCLING (DD)	149,300	144,300	-	144,300
ROADSIDE BINS COLLECTION (DRB)	150,000	110,000	-	110,000
WASTE TRANSFER STATIONS (WTS)	189,261	185,844	3,020	188,864
TIP MAINTENANCE (TIPS)	52,602	76,158	(4,360)	71,798
ENVIRONMENT PROTECTION (EP)	2,500	2,500	-	2,500
RECYCLING (RECY)	37,500	37,500	-	37,500
TOTAL OPERATING EXPENDITURE DES	1,099,313	1,068,940	4,250	1,073,190

Operating Expenditure

WORKS & SERVICES	BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019
PUBLIC CONVENIENCES (PC)	87,000	94,500	700	95,200
CEMETERY (CEM)	20,485	20,734	-	20,734
HALLS (HALL)	43,100	45,100	1,360	46,460
PARKS AND GARDENS(PG)	71,500	72,214	480	72,694
REC. & RESERVES(Rec+tennis)	71,466	69,466	610	70,076
TOWN MOWING/TREES/STREETSCAPES(MOW)	130,000	120,000	-	120,000
FIRE PROTECTION (FIRE)	1,000	1,000	-	1,000
HOUSING (HOU)	47,120	47,242	1,730	48,972
CAMPING GROUNDS (CPARK)	7,500	7,300	-	7,300
LIBRARY (LIB)	500	500	-	500
ROAD MAINTENANCE (ROAD)	795,000	797,000	(35,000)	762,000
FOOTPATHS/KERBS/GUTTERS (FKG)	7,000	5,500	-	5,500
BRIDGE MAINTENANCE (BRI)	22,000	22,716	-	22,716
PRIVATE WORKS (PW)	100,000	85,000	-	85,000
SUPER. & I/D OVERHEADS (SUPER)	280,045	307,806	1,300	309,106
QUARRY/GRAVEL (QUARRY)	(48,000)	(48,000)	-	(48,000)
NATURAL RESOURCE MANAGEMENT(NRM)	117,987	128,546	(10,000)	118,546
SES (SES)	2,000	2,000	-	2,000
PLANT M'TCE & OPERATING COSTS (PLANT)	448,000	459,000	(7,850)	451,150
PLANT INCOME	(662,000)	(662,000)	-	(662,000)
DRAINAGE (DRAIN)	36,347	23,000	-	23,000
OTHER COMMUNITY AMENITIES (OCA)	24,362	22,445	300	22,745
WASTE COLLECTION & ASSOC SERVICES (WAS)	29,500	24,500	-	24,500
TOTAL OPERATING EXPENDITURE - Works and Services	1,631,911	1,645,570	(46,370)	1,599,200

CORPORATE SERVICES	BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019
TOTAL OPERATING EXPENDITURE - Administration	1,669,678	1,792,330	74,670	1,867,000
DEV. & ENVIRONMENTAL SERV.	1,099,313	1,068,940	4,250	1,073,190
WORKS & SERVICES	1,631,911	1,645,570	(46,370)	1,599,200
GRAND TOTAL ALL DEPARTMENTS	4,400,902	4,506,840	32,550	4,539,390

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
		CORPORATE AND FINANCIAL SERVICES					
1ADMHA M	ASCH	ADMIN. STAFF COSTS(ASCH)					
70105	ASCH	Salaries	\$439,700	\$450,000		\$450,000	New role - Deputy General Manager
70108	ASCH	Plant Hire	\$7,000	\$7,000		\$7,000	
70120	ASCH	Superannuation	\$41,772	\$42,750		\$42,750	
70125	ASCH	Conferences/Seminars/Workshops	\$1,000	\$2,000		\$2,000	
70115	ASCH	W/Comp. Insurance	\$12,500	\$12,500	\$13,100	\$25,600	
70130	ASCH	Training	\$5,000	\$5,000		\$5,000	
70113	ASCH	Contractors	\$2,000	\$2,000		\$2,000	Counselling service
71088	ASCH	Workers Comp Leave Salaries	\$23,000	\$7,500		\$7,500	
70135	ASCH	Corporate Uniforms	\$2,000	\$2,400		\$2,400	
70118	ASCH	Consultants	\$0	\$0		\$0	
	ASCH	TOTAL	\$533,972	\$531,150	\$13,100	\$544,250	
1ADMHA M	ABCH	ADMIN BUILDING EXPEND(ABCH)					
70105	ABCH	Salaries	\$22,440	\$22,889		\$22,889	
70120	ABCH	Superannuation	\$2,142	\$2,185		\$2,185	
70110	ABCH	Maintenance	\$3,000	\$3,000		\$3,000	
70140	ABCH	Insurance	\$3,100	\$3,100	\$1,000	\$4,100	
71197	ABCH	Council Rates	\$2,000	\$2,300		\$2,300	
	ABCH	TOTAL	\$32,682	\$33,474	\$1,000	\$34,474	
1ADMHA M	AOEH	OFFICE EXPENSES(AOEH)					
70225	AOEH	Equipment & Computer Maintenance	\$75,000	\$85,000	(\$1,000)	\$84,000	
70150	AOEH	Postage	\$4,000	\$4,000		\$4,000	
70145	AOEH	Stationery	\$8,000	\$7,000		\$7,000	
70155	AOEH	Telephones/Communications Links	\$25,000	\$25,000		\$25,000	
70160	AOEH	Aurora	\$9,000	\$9,000		\$9,000	
70110	AOEH	Other Office Expenses/Minor Equip/Pla	\$5,000	\$5,000		\$5,000	
	AOEH	TOTAL	\$126,000	\$135,000	(\$1,000)	\$134,000	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
1MEM	AMEH	MEMBERS EXPENSES(AMEH)					
70165	AMEH	Mayor's Allowance	\$32,252	\$33,864		\$33,864	
70170	AMEH	Deputy Mayor's Allowance	\$18,935	\$20,181		\$20,181	
70175	AMEH	Councillors Allow	\$62,412	\$70,634		\$70,634	
70180	AMEH	Councillors Expenses & Mileage	\$25,000	\$40,000		\$40,000	
70113	AMEH	Contractors	\$2,000	\$2,000		\$2,000	Counselling service
70118	AMEH	Consultants				\$0	
70202	AMEH	Catering	\$3,000	\$5,000		\$5,000	
70110	AMEH	Materials/Maintenance/Sundry	\$3,000	\$3,000		\$3,000	
70185	AMEH	Election Costs/Roll Maintenance	\$2,000	\$20,000		\$20,000	
70140	AMEH	Insurance	\$1,200	\$1,200		\$1,200	
70125	AMEH	Annual Conference	\$3,000	\$3,000		\$3,000	
70130	AMEH	Training & Development	\$7,500	\$7,500		\$7,500	
	AMEH	TOTAL	\$160,300	\$206,379	\$0	\$206,379	
1ADMHA M	ASEH	OTHER ADMIN. EXPENDITURE(ASEH)					
70220	ASEH	Advertising	\$3,000	\$4,000		\$4,000	
70200	ASEH	Audit Fees	\$29,000	\$29,000		\$29,000	
70193	ASEH	Audit Panel Expenses	\$1,000	\$5,000		\$5,000	
70195	ASEH	Valuation Fees	\$10,000	\$10,000		\$10,000	
70206	ASEH	FBT	\$12,000	\$16,000		\$16,000	
70205	ASEH	Legal Fees	\$18,000	\$18,000		\$18,000	TCS fees reduced from 11% to 8%
70140	ASEH	Insurance	\$40,000	\$45,000	\$3,840	\$48,840	
70215	ASEH	LGAT Subscriptions	\$22,000	\$25,000		\$25,000	
70189	ASEH	Bank Fees, Rate Commission, EFT Costs	\$18,000	\$18,000		\$18,000	
70191	ASEH	PML - Rates printing, stationery, postin	\$14,000	\$16,000		\$16,000	
70196	ASEH	Subscriptions/Membership Fees	\$9,000	\$7,000	(\$1,000)	\$6,000	
70118	ASEH	Accountancy	\$75,000	\$75,000		\$75,000	
70113	ASEH	Contractors	\$25,000	\$20,000	(\$2,000)	\$18,000	
70199	ASEH	Rentokil - Sanitation, Pest Control, etc.	\$2,000	\$2,000		\$2,000	
70202	ASEH	Meetings and other expenses etc.	\$3,000	\$3,000		\$3,000	
70110	ASEH	Materials	\$3,000	\$3,000		\$3,000	
	ASEH	TOTAL	\$284,000	\$296,000	\$840	\$296,840	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
1MED	MED	MEDICAL CENTRES(MED)					
70105	MED	Salaries	\$14,566	\$14,857		\$14,857	2% increase
70113	MED	Medical Services		\$25,000		\$25,000	Doctor's charges
70513	MED	Bothwell Medical Centre	\$20,000		\$55,000	\$55,000	
70513	MED	Ouse Practice	\$20,000	\$20,000		\$20,000	
70110	MED	Operational Costs Bothwell Surgery	\$12,000	\$12,000		\$12,000	
70160	MED	Aurora Bothwell	\$8,000	\$8,000		\$8,000	
70155	MED	Telephones	\$4,000	\$4,000		\$4,000	
71197	MED	Council Rates	\$4,000	\$4,000		\$4,000	
	MED	TOTAL	\$82,566	\$87,857	\$55,000	\$142,857	
	STLIGHT	STREET LIGHTING(STLIGHT)					
70885	STLIGHT	Aurora	\$39,600	\$39,600		\$39,600	Average \$3300 pm
	STLIGHT	TOTAL	\$39,600	\$39,600	\$0	\$39,600	
	ONCOSTS	ONCOSTS (ACTUAL)(ONCOSTS)					
71092	ONCOSTS	Long Service Leave	\$36,000	\$36,000		\$36,000	
71091	ONCOSTS	Annual Leave	\$106,000	\$106,000		\$106,000	
71095	ONCOSTS	Annual leave Loading	\$14,000	\$14,000		\$14,000	
71089	ONCOSTS	Statutory Holidays	\$35,000	\$45,000		\$45,000	
71093	ONCOSTS	Sick Leave	\$30,000	\$30,000		\$30,000	Includes SL payout liability
70120	ONCOSTS	Superannuation OC	\$83,640	\$85,313		\$85,313	
71088	ONCOSTS	W/Compensation Leave & Expenses)	\$5,000	\$5,000		\$5,000	Reimbursed by Insurance Co
70115	ONCOSTS	W/Compensation Insurance	\$60,000	\$60,000	\$4,230	\$64,230	
71094	ONCOSTS	Compassionate leave	\$5,000	\$3,000		\$3,000	
70110	ONCOSTS	Other	\$1,000	\$1,000	\$12,000	\$13,000	Meningococcal vaccinations
71106	ONCOSTS	Payroll Tax	\$40,000	\$45,000		\$45,000	
	ONCOSTS	TOTAL	\$415,640	\$430,313	\$16,230	\$446,543	
		ONCOSTS RECOVERED					
61510	ONCOSTS	Via Costing	(\$448,000)	(\$420,000)		(\$420,000)	
		TOTAL	(\$448,000)	(\$420,000)	\$0	(\$420,000)	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
1ADMHA M		RATES					
71305	RATES	Pensioner Remissions	\$98,000	\$98,000		\$98,000	
62105	RATES	Pensioner Remission revenue	(\$98,000)	(\$98,000)		(\$98,000)	
71205	RATES	Rate Remissions	\$5,000	\$5,000		\$5,000	
	RATES	TOTAL	\$5,000	\$5,000	\$0	\$5,000	
1COMM	CDR	COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)					
70513	CDR	Community & Economic Development Support & Donations	\$92,300	\$102,300	(\$10,500)	\$91,800	Various support functions
70512	CDR	Council Publications/Brochures	\$6,000	\$4,000		\$4,000	Quarterly Newsletter
70513	CDR	Highlands Digest Support	\$10,800	\$10,800		\$10,800	Highlands Digest production
70110b	CDR	Copier support Centralinc	\$6,000	\$6,000		\$6,000	Highlands Digest printing
70160	EDEV	Aurora - Library		\$0		\$0	
70513	CDR	Contribution Children's Services Bothw	\$5,500	\$5,500		\$5,500	Brighton Council Contract Charge
70110	CDR	Events Development (Highlands Bushfest)	\$45,000	\$50,000		\$50,000	Hallmark Events - Camping Fishing Hunting Expo, Bushfest
70155	CDR	Central Highlands Council Website	\$1,000	\$1,000		\$1,000	Website hosting
70110b	CDR	Information Bays	\$2,000	\$2,000		\$2,000	General Maintenance
70196	CDR	Destination Southern Tasmania	\$7,900	\$7,900		\$7,900	Membership Subscription
70110b	CDR	Tourism support	\$11,850	\$11,850		\$11,850	Brochure Publication +visitors maps
	CDR	TOTAL	\$188,350	\$201,350	(\$10,500)	\$190,850	
1ADMHA M	GLEVY	GOVERNMENT LEVIES(GLEVY)					
71196	GLEVY	Land Tax	\$35,000	\$30,000		\$30,000	
70520	GLEVY	Fire Service Levy	\$214,569	\$216,208		\$216,208	
	GLEVY	TOTAL	\$249,569	\$246,208	\$0	\$246,208	
		TOTAL OPERATING EXPENDITURE - Ad	\$1,669,678	\$1,792,330	\$74,670	\$1,867,000	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
		DEVELOPMENT & ENVIRONMENTAL SERVICES					
3ADMBO	ASCB	ADMIN STAFF COSTS - DES (ASCB)					
70105	ASCB	Salaries	\$135,252	\$137,957		\$137,957	2% increase
70120	ASCB	Superannuation	\$12,849	\$13,106		\$13,106	2% increase
70115	ASCB	W/Comp. Insurance	\$3,800	\$6,500	\$2,330	\$8,830	
70130	ASCB	Training	\$3,000	\$3,000		\$3,000	
70135	ASCB	Uniforms	\$1,200	\$1,200		\$1,200	
	ASCB	TOTAL	\$156,101	\$161,763	\$2,330	\$164,093	
3ADMBO	ABCB	ADMIN BUILDING EXPEND - DES(ABCB)					
70105	ABCB	Salaries	\$8,000	\$8,000		\$8,000	
70120	ABCB	Superannuation	\$760	\$760		\$760	
70140	ABCB	Insurance	\$4,800	\$3,800		\$3,800	
70110	ABCB	Maintenance & Pest Control	\$2,000	\$2,000		\$2,000	
71197	ABCB	Council Rates	\$0	\$0		\$0	Costed to AOEB
	ABCB	TOTAL	\$15,560	\$14,560	\$0	\$14,560	
3ADMBO	AOEB	OFFICE EXPENSES - DES (AOEB)					
70230	AOEB	Equip. Hire & Maintenance	\$6,000	\$6,000		\$6,000	
70145	AOEB	Stationery	\$8,000	\$8,000		\$8,000	
70150	AOEB	Postage	\$2,500	\$2,500		\$2,500	
70155	AOEB	Telephones	\$10,000	\$10,000		\$10,000	
70160	AOEB	Aurora	\$5,000	\$5,000		\$5,000	
70146	AOEB	Insight Local Govt. Access)	\$17,500	\$17,500		\$17,500	
70110	AOEB	Sundry Purchases/Minor Equipment	\$3,000	\$3,000		\$3,000	
71197	AOEB	Council Rates	\$3,300	\$3,300		\$3,300	
	AOEB	TOTAL	\$55,300	\$55,300	\$0	\$55,300	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
3EHS	EHS	ENVIRON HEALTH SERVICES (EHS)					
70105	EHS	Salaries	\$18,000	\$18,000		\$18,000	
70120	EHS	Superannuation	\$1,979	\$2,018		\$2,018	
70115	EHS	W/Comp. Insurance	\$900	\$900	\$250	\$1,150	
70108	EHS	Plant Hire	\$2,000	\$2,000		\$2,000	
70110	EHS	Materials	\$1,000	\$1,000		\$1,000	
70514	EHS	Medical Officer of Health	\$4,500	\$0		\$0	
70125	EHS	Conferences/Seminars/Workshops	\$500	\$500		\$500	
70220	EHS	Advertising	\$400	\$400		\$400	
70196	EHS	Subscriptions/Membership Fees	\$500	\$500		\$500	
70534	EHS	Immunisations/Materials & Contracts/I	\$1,000	\$1,000		\$1,000	
70110	EHS	Lab Analysis - environmental protection	\$1,500	\$5,000		\$5,000	
	EHS	TOTAL	\$32,279	\$31,318	\$250	\$31,568	
3AC	AC	ANIMAL CONTROL(Animal Control)(AC)					
70105	AC	Labour/Oncosts	\$2,000	\$2,000		\$2,000	Part moved to contractors
70120	AC	Superannuation	\$0	\$0		\$0	
70108	AC	Plant Hire	\$1,000	\$1,000		\$1,000	
70110	AC	Purchase Dog Tags	\$0	\$0		\$0	
70110b	AC	Dogs Home	\$1,000	\$1,000		\$1,000	
70113	AC	Contractors	\$15,000	\$10,000		\$10,000	
70155	AC	Phone	\$400	\$0		\$0	
70220	AC	Advertising	\$500	\$500		\$500	
70110b	AC	Sundry/legal fees/signage	\$1,000	\$1,000		\$1,000	
70130	AC	Training	\$1,000	\$1,000		\$1,000	
	AC	TOTAL	\$21,900	\$16,500	\$0	\$16,500	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
3BUILD	BPC	PLUMBING/BUILDING CONTROL (BPC)					
70105	BPC	Salaries	\$79,560	\$82,590		\$82,590	2% increase
70118	BPC	Consultant Building Surveyor	\$5,000	\$5,000		\$5,000	
70108	BPC	Plant Hire, Materials	\$12,500	\$12,500		\$12,500	
70155	BPC	Telephone & Comms	\$1,500	\$1,500		\$1,500	
70120	BPC	Superannuation	\$7,126	\$7,269		\$7,269	
70125	BPC	Conferences/Seminars/Workshops	\$500	\$500		\$500	
70115	BPC	Workers Compensation	\$3,000	\$3,000	\$2,280	\$5,280	
70135	BPC	Uniforms	\$400	\$400		\$400	
70205	BPC	Legal Fees, Insurance, Adverts	\$3,000	\$3,000		\$3,000	
70196	BPC	Standards, BCA, membership fees etc.	\$3,500	\$3,000		\$3,000	
70130	BPC	Training	\$500	\$500		\$500	
	BPC	TOTAL	\$116,586	\$119,259	\$2,280	\$121,539	
3POOL	POOL	SWIMMING POOLS (POOL)					
70105	POOL	Labour/Oncosts	\$20,400	\$20,808		\$20,808	2% increase
70110	POOL	Other Maintenance/materials & contra	\$12,000	\$12,000		\$12,000	
70108	POOL	Plant Hire	\$300	\$300		\$300	
70155	POOL	Telephone	\$450	\$450		\$450	
70120	POOL	Superannuation	\$1,744	\$1,779		\$1,779	
70540	POOL	Analysis Costs	\$500	\$500		\$500	
70115	POOL	Workers Compensation/General Insura	\$530	\$600	\$730	\$1,330	
70130	POOL	Training Bronze Medallion	\$2,500	\$2,500		\$2,500	
	POOL	TOTAL	\$38,424	\$38,937	\$730	\$39,667	
3DEV	DEV	DEVELOPMENT CONTROL (DEV)					
70113	DEV	Contract Planner & Travelling	\$40,000	\$35,000		\$35,000	
70108	DEV	Plant Hire/Materials	\$0	\$0		\$0	
70118	DEV	Consultants	\$7,000	\$5,000		\$5,000	
70220	DEV	Advertising DA's/Scheme Amendments	\$10,000	\$10,000		\$10,000	
70205	DEV	Legal Fees	\$10,000	\$10,000		\$10,000	
70113b	DEV	Contracts/ review of planning scheme	\$15,000	\$15,000		\$15,000	Tas Planning Scheme
	DEV	TOTAL	\$82,000	\$75,000	\$0	\$75,000	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
3WASTE	DD	DOOR TO DOOR GARBAGE & RECYCLING (DD)					
70935	DD	Contractors	\$142,800	\$142,800		\$142,800	Thorpe Waste
70105	DD	Labour/Oncosts	\$500	\$500		\$500	
70205	DD	Legal Fees	\$5,000	\$0		\$0	
70110	DD	Recycle Crates/Materials (Wheelie Bins)	\$1,000	\$1,000		\$1,000	
	DD	TOTAL	\$149,300	\$144,300	\$0	\$144,300	
3WASTE	DRB	ROADSIDE BINS COLLECTION (DRB)					
70935	DRB	Stand Alone Bin Collection	\$150,000	\$110,000		\$110,000	JJ Richards
70205	DRB	Legal Fees				\$0	
	DRB	TOTAL	\$150,000	\$110,000	\$0	\$110,000	
3WASTE	WTS	WASTE TRANSFER STATIONS (WTS)					
70935	WTS	Waste Management Contract	\$95,000	\$90,000		\$90,000	JJ Richards
70105	WTS	Salaries	\$72,293	\$73,739		\$73,739	2% increase
70120	WTS	Superannuation	\$6,868	\$7,005		\$7,005	2% increase
70115	WTS	Workers Compensation Insurance	\$1,700	\$1,700	\$3,020	\$4,720	
70108	WTS	Plant hire/ Maint	\$2,500	\$2,500		\$2,500	
70136	WTS	Work clothes	\$1,500	\$1,500		\$1,500	
70196	WTS	Subs Membership fees	\$2,200	\$2,200		\$2,200	
70155	WTS	Tel and Comms	\$5,000	\$5,000		\$5,000	Replace mobile phones
71197	WTS	Council Rates	\$100	\$100		\$100	
70140	WTS	Insurance	\$600	\$600		\$600	
70160	WTS	Aurora	\$1,000	\$1,000		\$1,000	
70198	WTS	Pest control	\$500	\$500		\$500	
70205	WTS	Legal Fees		\$0		\$0	
	WTS	TOTAL	\$189,261	\$185,844	\$3,020	\$188,864	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
3WASTE	TIPS	TIP MAINTENANCE (TIPS)					
70105	TIPS	Salaries	\$35,000	\$35,000		\$35,000	
70120	TIPS	Superannuation	\$2,782	\$2,838		\$2,838	
70115	TIPS	Workers Compensation	\$600	\$600	\$1,640	\$2,240	
70110	TIPS	Materials & Contracts/Other	\$3,500	\$3,500		\$3,500	
70155	TIPS	Tel and Comms		\$1,000		\$1,000	
70108	TIPS	Internal Plant Hire	\$5,000	\$5,000		\$5,000	
70113	TIPS	Contractors - Ground Water Sampling	\$4,000	\$4,000		\$4,000	
70113	TIPS	Contractors - Survey of Hamilton Refuse Site		\$20,000	(\$6,000)	\$14,000	
70198	TIPS	Licence Fees/pest Control etc.	\$1,500	\$4,000		\$4,000	
70140	TIPS	Insurance	\$220	\$220		\$220	
	TIPS	TOTAL	\$52,602	\$76,158	(\$4,360)	\$71,798	
3EP	EP	ENVIRONMENT PROTECTION (EP)					
70105	EP	Salaries	\$500	\$500		\$500	Drum Muster
70220	EP	Fire Abatement Advertising	\$1,500	\$1,500		\$1,500	
70110	EP	Drummuster	\$500	\$500		\$500	
	EP	TOTAL	\$2,500	\$2,500	\$0	\$2,500	
	RECY	RECYCLING (RECY)					
70935	RECY	Recycling/WTS clean-up	\$37,500	\$37,500		\$37,500	Ken Thorpe
	RECY	TOTAL	\$37,500	\$37,500	\$0	\$37,500	
		TOTAL OPERATING EXPENDITURE DES	\$1,099,313	\$1,068,940	\$4,250	\$1,073,190	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
		WORKS & SERVICES					
2PC	PC	PUBLIC CONVENIENCES (PC)					
70105	PC	Labour/Oncosts	\$44,000	\$40,000		\$40,000	inc Arthurs Lake
70108	PC	Plant Hire	\$6,000	\$5,000		\$5,000	
70110	PC	Materials	\$18,000	\$18,000		\$18,000	
70110b	PC	Sanitary Service	\$3,700	\$3,700		\$3,700	Rentokil Services - billed in May
70113	PC	Contractors	\$6,000	\$6,000		\$6,000	Derwent Bridge cleaning
70119	PC	Building maintenance		\$10,000		\$10,000	
70160	PC	Aurora	\$4,000	\$4,000		\$4,000	
70140	PC	Insurance	\$1,800	\$1,800	\$700	\$2,500	
70198	PC	Pest Control	\$1,000	\$1,000		\$1,000	
71197	PC	Council Rates/Water	\$2,500	\$5,000		\$5,000	
	PC	TOTAL	\$87,000	\$94,500	\$700	\$95,200	
2CEM	CEM	CEMETERY (CEM)					
70105	CEM	Labour/Oncosts	\$12,485	\$12,734		\$12,734	2% increase
70108	CEM	Plant Hire	\$3,000	\$3,000		\$3,000	
70110	CEM	Materials	\$3,000	\$3,000		\$3,000	
71197	CEM	Rates Payable	\$2,000	\$2,000		\$2,000	
	CEM	TOTAL	\$20,485	\$20,734	\$0	\$20,734	
2HALLS	HALL	HALLS (HALL)					
70105	HALL	Labour/Oncosts	\$3,000	\$3,000		\$3,000	
70108	HALL	Plant Hire	\$1,000	\$1,000		\$1,000	
70140	HALL	Insurance	\$6,000	\$6,000	\$1,360	\$7,360	
70110	HALL	Materials	\$10,000	\$10,000		\$10,000	
70119	HALL	Building Maintenance		\$2,000		\$2,000	
70160	HALL	Aurora	\$15,000	\$15,000		\$15,000	Includes Library
70198	HALL	Pest Control	\$4,000	\$4,000		\$4,000	
71197	HALL	Rates Payable	\$2,600	\$2,600		\$2,600	
70205	HALL	Other- Legal Fees /Stamp Duty/ Licence	\$1,500	\$1,500		\$1,500	
	HALL	TOTAL	\$43,100	\$45,100	\$1,360	\$46,460	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
2PARKS	PG	PARKS AND GARDENS(PG)					
70105	PG	Labour/Oncosts	\$35,700	\$36,414		\$36,414	
70108	PG	Plant Hire	\$9,000	\$9,000		\$9,000	
70110	PG	Materials	\$12,000	\$12,000		\$12,000	
70160	PG	Aurora	\$2,500	\$2,500		\$2,500	
70140	PG	Insurance	\$1,800	\$1,800	\$480	\$2,280	
70110b	PG	Wetlands Ouse/ Materials, Labour	\$2,000	\$2,000		\$2,000	
71197	PG	Council Rates	\$8,500	\$8,500		\$8,500	
	PG	TOTAL	\$71,500	\$72,214	\$480	\$72,694	
2REC	REC	REC. & RESERVES(Rec+tennis)					
70105	REC	Labour/Oncosts	\$25,000	\$25,000		\$25,000	
70108	REC	Plant Hire	\$8,000	\$8,000		\$8,000	
70160	REC	Aurora	\$8,000	\$8,000		\$8,000	
70155	REC	Telephone	\$816	\$816		\$816	
70110	REC	Materials	\$8,000	\$8,000		\$8,000	
70119	REC	Building maintenance	\$5,000	\$5,000		\$5,000	
70140	REC	Insurance	\$1,650	\$1,650	\$610	\$2,260	
71197	REC	Council Rates	\$14,000	\$12,000		\$12,000	
70110	REC	Gretna Memorial	\$1,000	\$1,000		\$1,000	
	REC	TOTAL	\$71,466	\$69,466	\$610	\$70,076	
2MOW	MOW	TOWN MOWING/TREES/STREETSCAPES(MOW)					
70105	MOW	Labour/Oncosts	\$80,000	\$70,000		\$70,000	
70113	MOW	Contractors	\$10,000	\$10,000		\$10,000	Mowing contractors
70108	MOW	Plant Hire	\$40,000	\$40,000		\$40,000	
	MOW	TOTAL	\$130,000	\$120,000	\$0	\$120,000	
	FIRE	FIRE PROTECTION (FIRE)					
70110	FIRE	Sundry	\$1,000	\$1,000		\$1,000	
	FIRE	TOTAL	\$1,000	\$1,000	\$0	\$1,000	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
2HOU	HOU	HOUSING (HOU) - Residences - Includes all residential living - Housing Department, ILU					
70105	HOU	Labour/Oncosts	\$6,120	\$6,242		\$6,242	
70108	HOU	Plant Hire	\$1,500	\$1,500		\$1,500	
70140	HOU	Insurance	\$8,000	\$8,000	\$2,730	\$10,730	
70160	HOU	Aurora	\$2,500	\$2,500		\$2,500	
70198	HOU	Pest Control	\$2,000	\$2,000		\$2,000	
70119	HOU	Repairs/Materials	\$12,000	\$12,000	(\$1,000)	\$11,000	Includes ILU
71197	HOU	Council Rates	\$15,000	\$15,000		\$15,000	
	HOU	TOTAL	\$47,120	\$47,242	\$1,730	\$48,972	
2CAMP	CPARK	CAMPING GROUNDS (CPARK)					
70105	CPARK	Labour/Oncosts	\$1,000	\$1,000		\$1,000	
70108	CPARK	Plant Hire	\$500	\$500		\$500	
70110	CPARK	Materials/utilities	\$1,000	\$1,000		\$1,000	
70160	CPARK	Aurora	\$3,000	\$3,000		\$3,000	
71197	CPARK	Rates Payable	\$2,000	\$1,800		\$1,800	
	CPARK	TOTAL	\$7,500	\$7,300	\$0	\$7,300	
2LIB	LIB	LIBRARY (LIB)					
70140	LIB	Insurance	\$300	\$300		\$300	
70198	LIB	Pest Control	\$200	\$200		\$200	
	LIB	TOTAL	\$500	\$500	\$0	\$500	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
	ROAD	ROAD MAINTENANCE (ROAD)					
2ROAD SR		Sealed					
70105	ROADSR	Labour/Oncosts	\$30,000	\$30,000		\$30,000	
70108	ROADSR	Plant Hire	\$15,000	\$12,000		\$12,000	
70110	ROADSR	Materials	\$20,000	\$25,000		\$25,000	
70113	ROADSR	Contractors	\$20,000	\$20,000		\$20,000	
2ROAD UR	ROADSR	Unsealed					
70105	ROADUR	Labour/Oncosts	\$400,000	\$400,000	(\$18,000)	\$382,000	
70108	ROADUR	Plant Hire	\$230,000	\$230,000	(\$13,500)	\$216,500	
70870	ROADUR	Gravel	\$35,000	\$35,000	(\$1,500)	\$33,500	
70110	ROADUR	Materials	\$25,000	\$25,000	(\$1,000)	\$24,000	
70113	ROADUR	Contractors	\$20,000	\$20,000	(\$1,000)	\$19,000	
	ROADUR	TOTAL	\$795,000	\$797,000	(\$35,000)	\$762,000	
2FKG	FKG	FOOTPATHS/KERBS/GUTTERS (FKG)					
70105	FKG	Labour/Oncosts	\$4,000	\$4,000		\$4,000	
70108	FKG	Plant Hire	\$1,000	\$1,000		\$1,000	
70110	FKG	Materials	\$2,000	\$500		\$500	
	FKG	TOTAL	\$7,000	\$5,500	\$0	\$5,500	
2BRI	BRI	BRIDGE MAINTENANCE (BRI)					
70105	BRI	Labour/Oncosts	\$5,000	\$5,000		\$5,000	
70108	BRI	Plant Hire	\$1,500	\$1,500		\$1,500	
70110	BRI	Materials	\$6,000	\$5,000		\$5,000	
70220	BRI	Advertising	\$500	\$500		\$500	
70118	BRI	TasSpan Asset Inspections	\$9,000	\$10,716		\$10,716	
	BRI	TOTAL	\$22,000	\$22,716	\$0	\$22,716	
2PW	PW	PRIVATE WORKS (PW)					
70105	PW	Labour/Oncosts	\$20,000	\$20,000		\$20,000	
70108	PW	Plant Hire	\$30,000	\$30,000		\$30,000	
70113	PW	Contractors				\$0	
70870	PW	Materials	\$50,000	\$35,000		\$35,000	
	PW	TOTAL	\$100,000	\$85,000	\$0	\$85,000	Revenue budget \$115k
2SUPER	SUPER	SUPER. & I/D OVERHEADS (SUPER)					

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
70105	SUPER	Works Manager & Oncosts	\$127,345	\$129,892		\$129,892	2% increase
70108	SUPER	Plant Hire	\$19,000	\$19,000		\$19,000	
70105	SUPER	Labour/oncosts	\$35,700	\$36,414		\$36,414	Supervisors Office Duties & Works Crew Ma
70110	SUPER	Materials & Contracts	\$40,000	\$30,000		\$30,000	
70113	SUPER	Contractors		\$30,000		\$30,000	
70130	SUPER	Training	\$10,000	\$10,000		\$10,000	
70136	SUPER	Protective Clothing/Equipment & Unifo	\$12,000	\$12,000		\$12,000	
70140	SUPER	Insurance	\$6,500	\$6,500	\$1,300	\$7,800	
70155	SUPER	Telephones	\$5,000	\$5,000		\$5,000	
70160	SUPER	Aurora	\$10,000	\$8,000		\$8,000	
70125	SUPER	Seminars/Conferences	\$1,000	\$1,000		\$1,000	
70912	SUPER	Radio Licences and Licence Fees	\$1,500	\$1,000		\$1,000	
71013	SUPER	Freight	\$0	\$0		\$0	
71008	SUPER	Cylinder rental	\$2,000	\$2,000		\$2,000	
70220	SUPER	Advertising	\$3,000	\$6,000		\$6,000	
70198	SUPER	Pest Control	\$1,000	\$1,000		\$1,000	
71197	SUPER	Council Rates	\$6,000	\$10,000		\$10,000	
	SUPER	TOTAL	\$280,045	\$307,806	\$1,300	\$309,106	
2QUARRY	QUARRY	QUARRY/GRAVEL (QUARRY)					
70870	QUARRY	Hamilton Quarry	(\$48,000)	(\$48,000)		(\$48,000)	
70912	QUARRY	Licence Fees		\$0		\$0	
	QUARRY	TOTAL	(\$48,000)	(\$48,000)	\$0	(\$48,000)	
2SES	SES	SES (SES)					
70108	SES	Plant Hire/comms/Materials	\$2,000	\$2,000		\$2,000	
	SES	TOTAL	\$2,000	\$2,000	\$0	\$2,000	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
2PLANT	PLANT	PLANT M'TCE & OPERATING COSTS (PLANT)- Includes General costs Fuel, Registrations, repairs, tyres					
70105	PLANT	Labour/oncosts	\$35,000	\$35,000		\$35,000	
71025	PLANT	Fuel	\$160,000	\$160,000		\$160,000	
70140	PLANT	Insurance	\$28,000	\$31,000	\$2,150	\$33,150	
70108	PLANT	Internal Plant	\$3,000	\$3,000		\$3,000	
70110	PLANT	Materials	\$7,000	\$15,000		\$15,000	
71030	PLANT	Registration	\$55,000	\$55,000		\$55,000	Billed in May
71026	PLANT	Tyres	\$30,000	\$30,000		\$30,000	
70121	PLANT	Repairs & Maintenance	\$130,000	\$130,000	(\$10,000)	\$120,000	
	PLANT	TOTAL	\$448,000	\$459,000	(\$7,850)	\$451,150	
2PLANT		PLANT INCOME					
61210		Via Hire Charges	(\$648,000)	(\$648,000)		(\$648,000)	
61205		Fuel Tax Credits	(\$14,000)	(\$14,000)		(\$14,000)	
		TOTAL	(\$662,000)	(\$662,000)	\$0	(\$662,000)	
2DRAIN	DRAIN	DRAINAGE (DRAIN)					
70105	DRAIN	Labour/oncosts	\$23,347	\$15,000		\$15,000	2% increase
70108	DRAIN	Plant Hire	\$10,000	\$5,000		\$5,000	
70110	DRAIN	Materials	\$3,000	\$3,000		\$3,000	
	DRAIN	TOTAL	\$36,347	\$23,000	\$0	\$23,000	
2OCA	OCA	OTHER COMMUNITY AMENITIES (OCA) - Golf Museum, Old School (Headmasters)House, Ash Cottage, Online Access, Old Hamilton School					
70105	OCA	Labour/oncosts	\$4,162	\$4,245		\$4,245	2% increase
70108	OCA	Plant Hire	\$1,000	\$1,000		\$1,000	
70160	OCA	Aurora	\$4,000	\$4,000		\$4,000	
70140	OCA	Insurance	\$1,200	\$1,200	\$300	\$1,500	
70110	OCA	Materials & Maintenance	\$2,000	\$2,000		\$2,000	
71197	OCA	Council Rates	\$12,000	\$10,000		\$10,000	
	OCA	TOTAL	\$24,362	\$22,445	\$300	\$22,745	

Detailed Expenditure

G/L	Proj		BUDGET 2017/2018	BUDGET 2018/2019	Budget Review Sept 2018	Amended Budget 2018-2019	COMMENTS 2017-2018
		NATURAL RESOURCE MANAGEMENT(NRM)					
2AG	AG	AG SERVICES (AG)- NRM					
70105	AG	Labour/oncosts	\$27,987	\$28,546		\$28,546	Weed Control 2% increase
70108	AG	Plant Hire	\$5,000	\$5,000		\$5,000	
70110	AG	Materials and Contracts	\$9,200	\$9,200		\$9,200	
70135	AG	Uniforms and Protective Clothing	\$800	\$800		\$800	
70113	AG	Contractors	\$40,000	\$40,000	(\$10,000)	\$30,000	Derwent Catchment NRM Committee
70106	AG	Administration (in kind)	\$5,000	\$5,000		\$5,000	
70110b	AG	NRM Special Projects	\$30,000	\$40,000		\$40,000	Includes Ouse River
	AG	TOTAL	\$117,987	\$128,546	(\$10,000)	\$118,546	
2WWaste	WAS	WASTE COLLECTION & ASSOC SERVICES (WAS) - Includes Tipcover					
70105	WAS	Town Rubbish Collection- Wages	\$20,000	\$20,000		\$20,000	
70108	WAS	Plant hire	\$4,500	\$4,500		\$4,500	
70935	WAS	Bulky Waste Collection/plant hire	\$5,000	\$0		\$0	
	WAS	TOTAL	\$29,500	\$24,500	\$0	\$24,500	
		TOTAL OPERATING EXPENDITURE - WASTE	\$1,631,911	\$1,645,570	(\$46,370)	\$1,599,200	
		DEPARTMENTAL TOTALS					
		CORPORATE SERVICES	1,669,678	1,792,330	74,670	1,867,000	
		DEV. & ENVIRONMENTAL SERV.	1,099,313	1,068,940	\$4,250	\$1,073,190	
		WORKS & SERVICES	1,631,911	1,645,570	(\$46,370)	\$1,599,200	
		GRAND TOTAL ALL DEPARTMENTS	4,400,902	4,506,840	32,550	4,539,390	

Capital Expenditure

	Budget 2017-2018	Budget 2018-2019	Budget Review Sept 2018	Amended Budget 2018- 2019	2018-2019 COMMENTS
CAPITAL EXPENDITURE Administration					
COMPUTER PURCHASES(CAPCOM)					
Software		\$6,500		\$6,500	Update MS Office
Computers Purchases	\$10,000	\$10,000		\$10,000	
TOTAL - Computers and Software	\$10,000	\$16,500	\$0	\$16,500	
OFFICE EQUIPMENT CAPITAL(CAPOE)					
Folding Machine/shredder/electronic boards	\$9,400			\$0	
TOTAL - Minor Purchases and Mobile Phones	\$9,400	\$0	\$0	\$0	
RATES					
Municipality Revaluation					
TOTAL RATES	\$0	\$0	\$0	\$0	
BUILDINGS					
Pharmacy/Medical Centre	\$100,000	\$100,000	(\$100,000)	\$0	
TOTAL BUILDINGS	\$100,000	\$100,000	(\$100,000)	\$0	
MISCELLANEOUS					
Heat pumps x2 & electric upgrade - 2 Cumberland St Hamilton		\$6,000		\$6,000	
Heat pumps x 8 ILU/Housing Ouse		\$23,000		\$23,000	
Tasmanian Tartan		\$10,000	(\$10,000)	\$0	
Purchase Land - River St Hamilton			\$5,280	\$5,280	
TOTAL MISCELLANEOUS	\$0	\$39,000	(\$4,720)	\$34,280	
TOTAL CAPITAL - Admin	\$119,400	\$155,500	(\$104,720)	\$50,780	
CAPITAL EXPENDITURE Development Services					
BOTHWELL SWIMMING POOL CAPITAL (CAPPOOL)					
Pool Re-surface & surround	\$50,000			\$0	
Solar Heating changes		\$32,000		\$32,000	
TOTAL - Pools	\$50,000	\$32,000	\$0	\$32,000	
TIP					

Capital Expenditure

Total - TIP	\$0	\$0	\$0	\$0	
BUILDINGS					
Kiosk - Pool	\$5,000	\$5,000		\$5,000	Carry forward
Bothwell Office Kitchenette	\$15,000				
Total - Buildings	\$20,000	\$5,000	\$0	\$5,000	
TOTAL CAPITAL - Development Services	\$70,000	\$37,000	\$0	\$37,000	
CAPITAL EXPENDITURE - Works					
HALLS - CAPITAL					
Ellendale Hall - Roof Replacement inc insulation	\$50,000				
Hamilton Hall ceiling & roof			\$16,150	\$16,150	
TOTAL - Halls	\$50,000	\$0	\$16,150	\$16,150	
Buildings					
Old Headmasters Res - VIS Ctr - replumbing		\$10,000		\$10,000	
NRM/Hamilton School	\$10,000	\$10,000		\$10,000	Carry forward
Golf Museum - Heat Pumps	\$12,000	\$12,000	(\$3,850)	\$8,150	
Market Place School House heat pumps			\$3,850	\$3,850	
Literary Society Books Protection	\$15,000	\$5,000		\$5,000	Carry forward
Back Office - Upgrade & Paint	\$5,000	\$5,000		\$5,000	Carry forward
Bothwell Golf Museum Windows + paint	\$10,000		\$10,000	\$10,000	Carry forward
Fence ULI 1	\$3,000				
TOTAL - Buildings Works	\$55,000	\$42,000	\$10,000	\$52,000	
BRIDGE CAPITAL (CAPBRI& CAPREC)					
Spur of Avenue, Ellendale	\$45,000	\$45,000		\$45,000	Carry forward
Dawson Bridge Repair - Underpinning	\$100,000	\$100,000		\$100,000	Carry forward
TOTAL - Bridges	\$145,000	\$145,000	\$0	\$145,000	
PLANT PURCHASES (CAPPME)					
SES Replacement Vehicle		\$10,000		\$10,000	Contribution to 2nd SES vehicle
Bothwell Mower		\$35,000	(\$1,875)	\$33,125	
Hamilton Mower - John Deere Ride On		\$25,000	(\$13,975)	\$11,025	
Gretna Cricket Ground Mower		\$10,000	\$2,000	\$12,000	
Rollers for Graders x 2		\$100,000	\$15,500	\$115,500	
Quick Spray Unit		\$20,000	(\$7,140)	\$12,860	
Slasher		\$12,000	\$2,000	\$14,000	
Ford Ranger - SES	\$21,000				
2WD - Hamilton (Sue)	\$40,000				

Capital Expenditure

4WD Extra Cab - Hamilton (Grader ute)	\$50,000				
4WD Dual Cab (Leading Hand)	\$50,000				
4WD Dual Cab (Works Manager)	\$50,000				
4WD Flat Tray Extra Cab - Bothwell (Spray ute)	\$45,000				
4WD Flat Tray Dual Cab- Bothwell (Grader ute)	\$50,000				
2WD Flat Tray - Hamilton	\$40,000				
4WD Backhoe - Bothwell	\$170,000				
Outlander (GM)	\$50,000				
Nissan Xtrail (DS Manager)	\$50,000				
Vehicle (Deputy GM)	\$50,000				
Dog Trailer Modification	\$12,000				
Traffic Control Lights (Barrel Lights) x 2	\$18,000				
Hamilton 4x2 Flat Tray	\$40,000				
Dog Trailer	\$25,000				
TOTAL - Plant	\$761,000	\$212,000	(\$3,490)	\$208,510	
CAMPING GROUNDS					
Bothwell Caravan Park upgrade	\$50,000	\$50,000		\$50,000	Carry forward
TOTAL Camping Grounds	\$50,000	\$50,000	\$0	\$50,000	
CEMETERIES					
TOTAL CEMETERIES	\$0	\$0	\$0	\$0	
FOOTPATHS/KERBS/GUTTERS (FKG)					
Arthur St		\$40,000	\$30,000	\$70,000	
TOTAL - Footpaths, Kerbs and Guttering	\$0	\$40,000	\$30,000	\$70,000	
PUBLIC CONVENIENCES- Capital					
Ouse Toilets at Park		\$80,000		\$80,000	
Arthurs Lake Toilets - Water tank & hand basin			\$5,000	\$5,000	
Bothwell Toilets	\$130,000				
TOTAL -Public Conveniences	\$130,000	\$80,000	\$5,000	\$85,000	
ROAD CONSTRUCTION					
(CAPRDS& CAPRREC)					RTR \$198,212
Bothwell Office - Seal Driveway & Carpark		\$13,000		\$13,000	
Hamilton Office - Seal Carpark		\$10,000		\$10,000	
Wihareja Road - Seal		\$30,000		\$30,000	
Lower Marshes - Stage 2 Seal		\$120,000		\$120,000	800m

Capital Expenditure

Pelham Road - Seal		\$200,000	\$356,000	\$556,000	1.2km -Sth Midlands boundary to first seal. Option 3 engineers report adopted CM 18/9/18
Ellendale Road Reseal		\$150,000		\$150,000	
Hollow Tree Rd - reseal		\$70,000		\$70,000	
Resheeting of Gravel Roads	\$400,000	\$400,000		\$400,000	
Hollow Tree Road Stabilisation			\$157,000	\$157,000	
Ellendale Road Stabilisation	\$303,600				
Wilberville, Arthurs Lake Stabilisation	\$179,400				
Lower Marshes Road Reseal	\$92,000				
Lower Marshes Road Seal gravel	\$390,000				
TOTAL - Roads	\$1,365,000	\$993,000	\$513,000	\$1,506,000	
DRAINAGE CAPITAL					
Ellendale Road drainage	\$25,000				
TOTAL - Drainage	\$25,000	\$0	\$0	\$0	
REC GROUNDS					
Bothwell Football Club & Community Centre	\$80,000	\$70,000	(\$35,000)	\$35,000	
TOTAL - REC GROUNDS	\$80,000	\$70,000	(\$35,000)	\$35,000	
PARKS AND GARDENS					
Hamilton Park	\$10,000	\$10,000		\$10,000	Bequest
Queens Park	\$10,000	\$10,000		\$10,000	Bequest
Gretna War Memorial			\$7,272	\$7,272	Grant income \$3,636
Hamilton Park Water System	\$40,000				
TOTAL - Parks and Gardens	\$60,000	\$20,000	\$7,272	\$27,272	
INFRASTRUCTURE					
Stormwater Bothwell - stage 1	\$100,000	\$300,000		\$300,000	Carry forward + additional (total project over 2 years \$600k)
Great Lake Toilets Relocation & Dump Point	\$50,000	\$50,000		\$50,000	Carry forward
Drum Muster Shed - Bothwell WTS		\$10,000		\$10,000	
Hamilton Refuse Site Liner		\$28,000		\$28,000	
Ellendale Wastewater Design	\$20,000			\$0	
Public conveniences Arthurs Lake	\$34,000			\$0	
BBQ & Covered Seating Arthurs Lake	\$23,700			\$0	
Playground Equipment & Fencing Bothwell Rec Ground	\$49,210				
TOTAL - Infrastructure	\$276,910	\$388,000	\$0	\$388,000	
TOTAL CAPITAL - Works and Services	\$2,997,910	\$2,040,000	\$542,932	\$2,582,932	
Overall Total Capital Expenditure					

Capital Expenditure

Corporate Services	119,400	155,500	(104,720)	50,780	
Development Services	70,000	37,000	-	37,000	
Works	2,997,910	2,040,000	542,932	2,582,932	
TOTAL	3,187,310	2,232,500	438,212	2,670,712	

Summarised Receipts

	Budget	Budget	Budget Review	Amended Budget	Comments 2018-2019
	2017/2018	2018/2019	Sept 2018	2018/2019	
Other Operating Grants	\$0	\$0		\$0	
Other Capital Grants	\$106,912	\$35,000	(\$35,000)	\$0	Bothwell Cricket Club Kitchen
Other Capital Grants			\$3,636	\$3,636	Gretna War Memorial
Roads to Recovery	\$397,466	\$198,212		\$198,212	
FAG Grants	\$2,295,549	\$2,318,505		\$2,318,505	2017/18 recd \$1,193,201 in advance
Administration	\$35,000	\$35,000		\$35,000	
Dog Licences	\$12,000	\$12,000		\$12,000	
Licences/Fees	\$500	\$500		\$500	
Bushfest Income	\$16,000	\$18,000		\$18,000	
Misc. Income	\$5,000	\$6,000		\$6,000	
Planning/Subdivision	\$35,000	\$35,000		\$35,000	
Building Fees	\$20,000	\$10,000		\$10,000	
Building Inspection/Surveyor Fees	\$7,000	\$7,000		\$7,000	
Septic Tanks/Special Con. Fees	\$12,000	\$8,000		\$8,000	
Camping Grounds	\$15,000	\$15,000		\$15,000	
Cemetery	\$7,000	\$7,000		\$7,000	
Hall Hire	\$1,500	\$1,500		\$1,500	
Rec/Reserves	\$500	\$500		\$500	
Swimming Pool	\$2,500	\$2,000		\$2,000	
T/Toll & Heavy Vehicle Reg.	\$26,000	\$26,034		\$26,034	
Interest	\$146,250	\$150,000		\$150,000	
Miscellaneous Reimbursements	\$45,000	\$45,000	\$28,000	\$73,000	
Rates	\$2,688,048	\$2,792,800		\$2,792,800	3.9%
Fire Levy	\$214,569	\$216,208		\$216,208	
Garbage Collection	\$567,585	\$597,561		\$597,561	
Private Works	\$115,000	\$115,000		\$115,000	2017/18 includes \$122k telstra tower
Rates Remissions				\$0	Moved to offset remission expense
Tip Fees	\$100	\$500		\$500	
WTS Fees	\$1,000	\$2,000		\$2,000	
Independent Living Units ILU - Ouse and Bothwell	\$65,000	\$65,000		\$65,000	
H D Units	\$10,000	\$10,000		\$10,000	
Rental Library	\$3,500	\$3,500		\$3,500	
TasWater dividends	\$153,000	\$102,000		\$102,000	Reduced by a third 2018/19
Sale plant	\$100,000	\$15,000		\$15,000	
Rates Penalties and Interest	\$26,000	\$26,000		\$26,000	
TOTAL	\$7,129,980	\$6,875,820	(\$3,364)	\$6,872,456	

	Budget 2017/18	Forecast Actual 2017/18	Estimates 2018/19	Budget Review Sept 2018	Amended Budget 2018- 2019
CASH FLOWS FROM OPERATING ACTIVITIES					
RECEIPTS					
Operating Receipts	6,635,602	5,229,607	6,627,608	28,000	6,655,608
PAYMENTS					
Operating payments	4,512,902	4,463,448	4,506,840	32,550	4,539,390
NET CASH FROM OPERATING	2,122,700	766,159	2,120,768	(4,550)	2,116,218
CASH FLOWS FROM INVESTING ACTIVITIES					
RECEIPTS					
Proceeds from sale of Plant & Equipment	235,000	210,000	15,000	(7,650)	7,350
PAYMENTS					
Payment for property, plant and equipment	3,187,310	2,655,310	2,232,500	438,212	2,670,712
Payment of road retention amounts	-	-	-	-	-
NET CASH FROM INVESTING ACTIVITIES	(2,952,310)	(2,445,310)	(2,217,500)	(445,862)	(2,663,362)
CASH FLOWS FROM FINANCING ACTIVITIES					
RECEIPTS					
Capital Grants	504,376	823,633	233,212	(39,014)	194,198
PAYMENTS					
Nil	-	-	-	-	-
NET CASH FROM FINANCING ACTIVITIES	504,376	823,633	233,212	(39,014)	194,198
NET INCREASE (DECREASE) IN CASH HELD	(325,234)	(855,518)	136,480	(489,426)	(352,946)
CASH AT BEGINNING OF YEAR	7,834,066	9,590,094	8,734,576		8,734,576
CASH AT END OF PERIOD	7,508,832	8,734,576	8,871,056		8,381,630

Rates

MUNICIPAL RATE					
				\$2,792,800.00	
	FIXED	C in \$ AAV	% increase	Total Rates	
2018-2019 50% fixed + 50% AAV	\$371.00	3.452	3.90%	\$2,792,800.00	
2018-2019 50% fixed + 50% AAV			5.00%	\$2,822,513.00	
FIRE SERVICE LEVY	Cents in AAV				
Bwell Vol Brig Rating Dis.	0.47973	Min 40		\$11,241.00	
General Land	0.3999	Min 40		\$204,967.00	
				\$216,208.00	
SOLID WASTE	2017-18	2018-19	No. Properties	Total	
		5.00%			
D-D GARB/REC	243	255	664	\$169,320.00	
D-D GARB/REC OSTERLEY & EXPANDED ELLENDALE COLLECTIONS	243	255	86	\$21,930.00	
COMMERCIAL	458	481	24	\$11,544.00	
WASTE FEE DOMESTIC	148	155	1988	\$308,140.00	
WASTE COM	436	458	16	\$7,328.00	
WASTE FEE VACANT	77	81	979	\$79,299.00	
TOTALS				\$597,561.00	
SUMMARY					
MUNICIPAL				\$2,792,800	
FSL				\$216,208	
SOLID WASTE				\$597,561	
TOTALS				\$3,606,569	

Reserves

FUNDING				
ESTIMATED RECEIPTS				\$6,864,806
ESTIMATED OPERATING + CAPITAL EXPENDITURE				\$7,210,102
DIFFERENCE				-\$345,296
	From Unrestricted Cash Reserve			-\$345,296
	Total From Reserves			-\$345,296
BALANCE				
	RESERVES 30.6.17	EXPECTED RESERVES 30.6.2017	EXPECTED RESERVES 30.6.2018	
L.S.L.	\$371,171	\$371,171	\$371,171	
REG. REFUSE SITE	\$80,000	\$80,000	\$80,000	
BRIDGES	\$376,798	\$376,798	\$376,798	
PLANT	\$453,364	\$453,364	\$453,364	
QUARRY	\$80,000	\$80,000	\$80,000	
WAYATINAH	\$50,000	\$50,000	\$50,000	
LISTOWELL	\$80,000	\$80,000	\$80,000	
GRANTS - MISC	\$170,549	\$0	\$0	
OPEN SPACE	\$12,143	\$12,143	\$12,143	
TOTAL	\$1,674,025	\$1,503,476	\$1,503,476	
EXPECTED CASH BALANCE 30.6.2018			8,734,576	
ADD ESTIMATED RECEIPTS 2018-19			6,864,806	
LESS ESTIMATED EXPENDITURE 2018-19			7,210,102	
ESTIMATED CASH BALANCE 30.6.2019			8,389,280	

Fees and Charges

OTHER FEES AND CHARGES

Hall Hire Type of Function	Location	Current (2017-2018) Per day (GST incl)	Proposed (2018-2019) per day (GST incl)
Private Function	Bothwell	\$157	\$160
	Hamilton	\$147	\$150
Church Function	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Fundraising for local facilities	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Commercial use	Bothwell	\$420	\$429
	Hamilton	\$420	\$429
Meetings - Local groups	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Meetings Non-Local groups	Bothwell	\$74	\$76
	Hamilton	\$74	\$76
Local Schools		No Charge	No Charge
Supper Room/Kitchen only		50% of above fees	50% of above fees
Chairs		\$1.20 per chair per night +50% or \$50.00 whichever is greater refundable bond upon inspection	\$1.20 per chair per night +50% or \$50.00 whichever is greater refundable bond upon inspection
Trestles		\$3.50 per trestle per night	\$3.50 per trestle per night
Hire of Crockery and cutlery from Stock	per complete set of crockery & cutlery	\$2.20	\$2.20
<i>Hire of crockery & cutlery from stock is additional to what is stocked in \$100.00 Bond</i>			

Transport of crockery, cutlery, chairs or trestles to another hall or elsewhere to be charged at cost to hirer

Record to be kept of hall hire at No Charge to enable Council to obtain in-kind support given
A refundable deposit of \$250 is to be paid for Hall Hire for commercial and private functions.
Prior to deposit being refunded an inventory count is to be undertaken and any missing or
broken items are to be deducted from the deposit at the item/s replacement cost - Jodi & Kathy at Bothwell, Katrina & Casey at Hamilton.

Fees and Charges

RECREATION GROUND HIRE

	Current (GST incl)	Proposed (GST incl)
Sporting Clubs (Season Hire)	\$262	\$268
Other Users- Per Day	\$252	\$257
Part Use Recreation Grounds - (not all facilities) per day	\$105	\$107

CEMETERY

	Current (GST incl)	Proposed (GST incl)
Land	\$473	\$483
Grave Digging - single depth	\$577	\$589
Grave Digging - double depth	\$682	\$696
Headstone with Rose Bowl	\$483	\$493
Ashes Wall	\$157	\$160
Plaques	Cost + 10%	Cost + 10%
Attaching plaque to headstone	\$58	\$59
Re-opening grave for 2nd internment	\$577	\$589
Burial of ashes	\$157	\$160
Headstone with Rose Bowl(old section)	\$966	\$986

Fees and Charges

PHOTOCOPYING

Size	Type	Current (GST Incl)		Proposed (GST Incl)	
		<50	>50	<50	>50
A4	Single Sided	\$0.15	\$0.10	\$0.15	\$0.10
A4	Double Sided	\$0.20	\$0.15	\$0.20	\$0.15
A3	Single Sided	\$0.25	\$0.20	\$0.25	\$0.20
A3	Double Sided	\$0.30	\$0.25	\$0.30	\$0.25
Provide own paper (in multiples of 5 or part thereof)					
	Single Sided		\$0.15		\$0.15
	Double Sided		\$0.25		\$0.25
Community clubs/committees raising funds to put back into community projects to be exempt from charges. Records of photocopying for these clubs/committees to be kept to confirm council in-kind support.					
	Colour copying on print	\$1.20			
	(Community clubs/committee \$0.55 per A4 side				

LAMINATING

		Current (GST Incl)	Proposed (GST Incl)
A4		\$2.90	\$3.00
A3		\$5.75	\$5.90

FACSIMILE

Location

	Current	Proposed
Intrastate	\$1.75	\$1.80
Interstate	\$3.45	\$3.50
As per listed Telstra Charges As per listed Telstra Charges plus plus 10% Admin charge Plus 10% Admin charge Plus 10% 10% GST GST		
International		

Fees and Charges

POOL ENTRY FEES

Ticket	Current (GST incl)	Proposed (GST incl)
Family Season Ticket	\$143.00	to be set by committee
Family Concession Ticket	\$105.00	to be set by committee
Adult Season Ticket	\$79.00	to be set by committee
Junior/Pensioner Season Ticket	\$44.00	to be set by committee
Adult Day pass - any or all sessions	\$5.00	to be set by committee
Junior Day pass - any or all sessions	\$4.00	to be set by committee
Afternoon/Evening Adult Ticket	\$3.00	to be set by committee
Afternoon/Evening Junior/Pensioner Ticket	\$2.00	to be set by committee

CAMPING GROUNDS

	Current (GST incl)	Proposed (GST incl)
Use of Showers/Laundry at Bothwell	\$10.00	\$10.00
Powered site	\$27.00	\$27.00
Unpowered site	\$21.00	\$21.00
Weekly Hire Powered	\$126.00	\$126.00
Weekly Hire Unpowered	\$105.00	\$105.00
Hamilton	\$5.00	\$5.00

SALE OF WATER

	Current (GST incl)	Proposed (GST incl)
Per Kilolitre (1000 litres or part thereof)	\$1.90	\$2.00

TRUCK WASH

	Current (GST incl)	Proposed (GST incl)
Resident	\$21.00	\$21.00
Non-Resident	\$27.00	\$27.00
Annual user	\$184.00	\$184.00

Fees and Charges

PLUMBING, SEPTIC TANK, WASTEWATER FEES

To be set at council meeting

SUBDIVISION/DEVELOPMENT FEES

To be set at council meeting

ENVIRONMENTAL HEALTH APPLICATION/INSPECTION FEES

To be set at council meeting

ENTRY FEES TO BOTHWELL , MIENA, ARTHURS LAKE, & BRONTE PARK WTS & HAMILTON RDS

	2016/17 (GST Incl)	2016/17 (GST Incl)	Proposed (GST Incl)	Proposed (GST Incl)
	Ratepayers & Residents	Non-Ratepayers/ Residents	Ratepayers & Residents	Non-Ratepayers/Residents
Car	Nil	\$15.00	Nil	\$15.00
Trailer Single Axle/Utility/Van	Nil	\$21.00	Nil	\$21.00
Trailer Multi Axle	Nil	\$21.00	Nil	\$21.00
Truck Single Axle	\$27.00	\$51.00	\$28.00	\$52.00
Truck Multi Axle	\$42.00	\$82.00	\$43.00	\$84.00
Truck Semi-Trailer	\$64.00	\$123.00	\$65.00	\$126.00
Compactor Trucks			\$150.00	\$150.00
Compactor Trucks 20M2 Skip			\$100.00	\$100.00
Compactor Trucks 35M2 Skip			\$120.00	\$120.00
Clean Fill	No Charge	No Charge	No Charge	No Charge
Disposal of Asbestos	Quote	Quote	Quote	Quote
Car Bodies by Arrangement	Not Available	Not Available	Not Available	Not Available

Tyre Disposal Fees - Residents and Non-Residents

	Without Rim	With Rim	Without Rim	With Rim
Car/Motorcycle	\$5.00	\$10.00	\$8.00	\$13.00
4WD/Light Truck	\$10.00	\$15.00	\$13.00	\$18.00
Truck	\$22.00	\$26.00	\$25.00	\$29.00
Tractor	\$37.00	\$41.00	\$40.00	\$44.00

Plant Replacements 2016-2017

	Plant Replacement 2018/2019			
	Estimated			
Plant Item	New Price	Trade	Change Over	Comments
SES Replacement Vehicle	\$10,000		\$10,000	Contribution to 2nd SES vehicle
Bothwell Mower	\$33,125	\$3,050	\$30,075	
Hamilton Mower - John Deere Ride On	\$11,025	\$3,150	\$7,875	
Gretna Cricket Ground Mower	\$10,000		\$10,000	
Rollers for Graders x 2	\$100,000		\$100,000	
Quick Spray Unit	\$12,860	\$1,150	\$11,710	
Slasher	\$12,000		\$12,000	
			\$0	
TOTALS	\$189,010.00	\$7,350.00	\$181,660.00	

Community Economic Development

Community & Economic Development & Relations 2018/19 Budget Estimate

	BUDGET 2017/2018	Forecast Update 30/06/2017	Actual to 31/3/18	BUDGET 2018/2019	Change in Budget	Budget Review Sept 2018	Amended Budget 2018/2019	COMMENTS 2016-2017
Community & Economic Development Support	\$25,000	\$25,000	\$22,313	\$25,000	\$0		\$25,000	Various support functions
Support/Donations	\$10,000	\$10,000	\$10,000	\$10,000	\$0		\$10,000	Community Development Funds
Further Education Bursaries	\$1,800	\$1,800	\$900	\$1,800	\$0		\$1,800	Bursaries at \$300 plus citizenship awards
Central Highlands School Support	\$4,000	\$4,000	\$4,000	\$4,000	\$0		\$4,000	\$1,000 Each Bothwell, Ouse, Glenora, Westerway.
Anzac Day	\$3,500	\$3,500	\$0	\$6,000			\$6,000	
Hamilton show	\$5,000	\$5,000	\$0	\$5,000	\$0		\$5,000	
Australia Day	\$1,000	\$1,000	\$0	\$1,000	\$0		\$1,000	
Church Grants	\$5,000	\$5,000	\$3,000	\$5,000	\$0		\$5,000	10 x \$500 Grants
Suicide Prevention Program	\$2,000	\$2,000		\$2,000	\$0		\$2,000	Annual Contribution
Anglers Alliance Sponsorship	\$3,000	\$3,000	\$2,727	\$3,000	\$0		\$3,000	Annual allocation m'tce cameras - Lakes
Ellendale Buskers Bash	\$1,000	\$1,000	\$0	\$1,000	\$0		\$1,000	
Bothwell Spin-in	\$2,000	\$2,000	\$2,000	\$4,000	\$2,000		\$4,000	
Royal Flying Doctor Service	\$1,000	\$1,000	\$0	\$1,000	\$0		\$1,000	
Bothwell Speed Shear	\$2,000	\$2,000	\$2,000	\$2,000	\$0		\$2,000	
Ouse & Highlands Regional Community Craft Group	\$1,000	\$1,000	\$0	\$1,000	\$0		\$1,000	
Youth Support	\$10,000	\$10,000	\$0	\$5,000	(\$5,000)	(\$5,000)	\$0	
Australasian Golf Museum contribution to power	\$5,000		\$0	\$5,000	\$0		\$5,000	
South Central Region Projects	\$5,000		\$0	\$5,000	\$0		\$5,000	
Local Govt Shared Services Project	\$5,000		\$0	\$5,000	\$0		\$5,000	
Childcare Assistance			\$5,000	\$5,500	\$5,500	(\$5,500)	\$0	
Visitors Centre			\$0	\$5,000	\$5,000		\$5,000	
Total individual support items moved to combined budget	\$92,300	\$77,300	\$51,940	\$102,300	\$7,500	(\$10,500)	\$91,800	Total Community & Economic Development Support & Donations



NATIONAL DISASTER RISK REDUCTION FRAMEWORK

WORKING DRAFT

VERSION 5

10 SEPTEMBER 2018

FOREWORD

More coordinated and targeted action to reduce disaster risk is needed now in order to limit the growing impact of disasters on Australian communities and the economy. Many natural hazards are increasing in frequency, intensity and variability; the exposure and vulnerability of people and assets to these hazards is growing; and Australians are becoming increasingly reliant on interconnected and interdependent essential services including power, water, phone, internet, and banking. As a result, the costs of disasters – to governments, sectors, communities and individuals – is rising. These costs arise not only from disaster recovery and reconstruction efforts, but from compromised supply chain integrity, disrupted economic activity and public services, and damaged agricultural production.

In Australia, living with the impact of natural hazards has always been part of our way of life. Many of us are all too familiar with the disruption and devastation bushfires, cyclones and flooding can cause; in the past 30 years over nine million Australians have personally experienced a disaster. Many more have seen and experienced the indirect impacts of those events. We have made excellent progress in the last decade to reduce risk associated with these natural hazards and improve our resilience. However, there is growing potential for familiar events such as bushfires, storms and flooding as we currently know them to occur at scales previously unimagined and in locations previously unexpected. Reducing disaster risk is a cross-cutting issue relevant to many areas, including land use planning, infrastructure, health, emergency management, social policy, agriculture, energy and the environment. Limiting the impact of disasters now and into the future requires a coordinated effort across, within, and beyond each of these areas.

As Australians observe the increasing potential for natural hazards to trigger devastating disasters with escalating impacts, communities rightfully expect that governments and private sectors will work together and with communities themselves to limit these impacts.

Further, Australia's resilience to the impacts of these disasters is critical to our continued wellbeing and prosperity. In 2011, the Council of Australian Governments' National Strategy for Disaster Resilience established for the first time in Australia a resilience-based national approach to disaster management. However, the ability of our nation to be resilient to these disasters diminishes as disaster risk, and the potential impacts of this risk, grows. To improve our resilience, it is critical that all levels of government and all non-government sectors proactively reduce disaster risk.

In 2015, the *Sendai Framework for Disaster Risk Reduction 2015 - 2030 (the Sendai Framework)* was adopted by Australia and other members of the United Nations at the Third World Conference on Disaster Risk Reduction. It acknowledges that to strengthen resilience, countries must prevent new and reduce existing disaster risk. It outlines four priorities for action: understanding disaster risk; strengthening disaster risk governance to manage disaster risk; investing in disaster risk reduction for resilience; and enhancing disaster preparedness for effective response, and to 'Build Back Better' in recovery, rehabilitation and reconstruction.

To ensure that Australia is resilient now and into the future, governments, sectors and communities must partner through collaborative and integrated governance mechanisms to take action to reduce disaster risk. To be able to do this, we must improve knowledge of disaster risks and impacts; use coordinated methods to identify and prioritise risks and risk reduction measures, and identify funding and financing pathways for those measures (see figure 1).

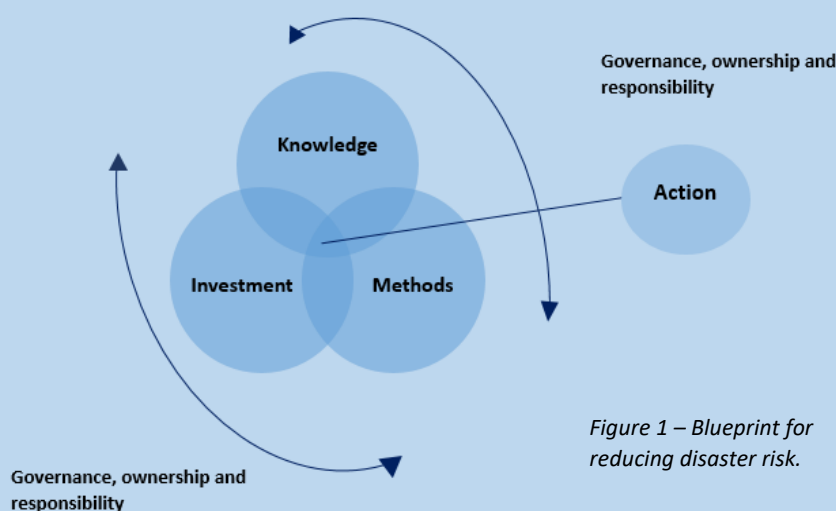


Figure 1 – Blueprint for reducing disaster risk.

DRIVERS FOR ACTION

Natural hazards are more intense and occur more frequently

Many natural hazards are becoming more frequent, variable and intense, driven partly by Australia's changing climate. Over the next few decades, Australia's temperature is expected to rise. The Bureau of Meteorology's 2016 State of the Climate Report indicates that southern and eastern Australia will experience lower than average rainfall with harsher and longer fire seasons, while northern Australia is expected to experience more extreme rainfall events and cyclones. It is predicted those hazards more commonly seen in northern Australia will start to occur further south in areas not accustomed to dealing with such hazards.

People and assets are more exposed and vulnerable

Concurrently, our exposure and vulnerability to these hazards is growing. Our population is growing, and ageing, more people are choosing to live in cities and coastal areas. As these cities and regional centres grow, the buildings and infrastructure needed to support our future communities will also be exposed. Our standard of living has improved yet there is growing socio-economic disparity; and there are more people and assets in urban and at-risk areas, such as coastal zones, floodplains and bushland-urban interfaces. A nation-wide approach to understanding the challenges faced by individuals when disaster hits—and what is needed to reduce the risk of those things happening—will improve public safety, community recovery, and the health and wellbeing of all Australians suffering the effects of a disaster.

Essential services are interconnected and interdependent

Australians depend each day on reliable and affordable energy, water, telecommunications, food, and transport (such as road, rail, and aviation) networks, as well as banking and financial services. These critical services and functions also depend on each other. For example, the networks that ensure sustained delivery of food, water and energy involve complex interactions between infrastructure, people, the environment, money and technology. A failure in any one of these elements has the potential to cause wide-ranging consequences that are felt in many different ways across our communities, businesses, governments and economy.

The costs of disasters are growing

Together these drivers converge to exacerbate the impact of natural hazards and increase the cost of disasters. In 2017 Deloitte Access Economics for the Australian Business Roundtable for Disaster Resilience and Safer Communities found that, over the past 10 years, disasters have cost the Australian economy about \$18 billion a year and are projected to reach an annual average of \$39 billion by 2050 (assuming current development patterns and population growth continues as usual). This forecast does not account for the effects of a changing climate, which are projected to magnify these costs, nor does it account for losses that cannot be quantified but are no less important to people. Additionally, in 2015 Deloitte Access Economics also found that the intangible costs of disasters – including increased family violence, mental health, chronic disease, alcohol and drug use, both short and long term unemployment, changes to school academic outcomes, and crime – are at least equal to tangible costs, if not greater.

Purpose

The purpose of the National Disaster Risk Reduction Framework (this Framework) is to guide, focus and drive national efforts to reduce disaster risk and the losses and suffering caused by disasters when they happen. It outlines a 2030 vision for disaster risk reduction in Australia, establishes three disaster risk reduction goals, identifies four priorities for action, and for each of these priorities outlines strategies to limit the potential for **natural hazards** to cause physical, social and economic harm. It is designed to be implemented within and across governments, private sectors and communities – at national, state and local levels.

Scope

This Framework focusses on **foundational actions** that must be taken in the **five years from 2019-2023** to position Australia as a country actively reducing its disaster risks and losses now and into the future. It is not exhaustive, nor prescriptive. It has been designed to inform efforts to reduce disaster risk associated with **natural hazards**, and forms one component of Australia's approach to disaster management and resilience – see *figure 2*.

To be effective, disaster risk reduction must be integrated. The priorities and strategies outlined in the Framework must be applied to reduce risk in each of the built environment, social environment, and natural environment to reduce the overall impact of disasters. For example, to reduce the economic impact of disasters, action must be taken to improve the resilience of infrastructure assets and systems and to address underlying social vulnerabilities.



What is disaster risk?

The United Nations Office for Disaster Risk Reduction defines disaster risk as **the potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a community**. Disaster risk is a product of hazard (a sudden event or shock), exposure (the people and things in the path of potential hazards), vulnerability (the potential for those people and things to be adversely impacted by a hazard) and capacity (the ability for those people and things to survive and adapt).

What are natural hazards?

Natural hazards include bushfires, floods, cyclones, storms, heatwaves, earthquakes, and tsunamis. Other natural phenomena such as drought, coastal inundation and erosion can be triggered by natural hazards, and are also longer term stressors which affect exposure and vulnerability to the impacts of natural hazards. This Framework considers climate risk – a risk resulting from a changing climate that affects natural and human systems adversely (UNFCC) – as a key driver of changing natural hazards.

DISASTER RISK REDUCTION GOALS

1

Take action to reduce existing disaster risk

2

Minimise creation of future disaster risk through decisions taken across all sectors

3

Equip decision-makers with capabilities and information they need to effectively reduce disaster risk and manage residual risk

2030 VISION FOR DISASTER RISK REDUCTION IN AUSTRALIA

This Framework sets the following 2030 vision for disaster risk reduction in Australia:

In Australia, we are empowered and supported to actively reduce disaster risk and limit the impacts of disasters on communities and the economy. All sectors of the economy understand and respond to social, environmental, technological and demographic changes which have the potential to create new or exacerbate existing disaster risks. Governments, industries, businesses, communities and individuals:

- make disaster risk-informed decisions
- are accountable for reducing risks within their control, and
- manage the higher upfront costs of reducing disaster risk in order to limit the cost of disasters when they occur.

This vision aligns to the Sendai Framework outcome:

The substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries.

GUIDING PRINCIPLES

Shared and defined responsibilities

All sectors have shared but defined responsibilities to reduce disaster risk.

Continual improvement

All sectors continuously learn and innovate to improve practices and share our lessons, data and knowledge widely.

Inclusive engagement for solutions

All sectors connect with diverse stakeholders for inclusive decision-making and solutions.

Behavioral change

All sectors cultivate a culture of disaster risk reduction awareness and action.

Leadership

Commitment at all levels, and in all sectors, is required to implement the Framework, reduce the risk of disaster, and engender the trust of the community.

Integrated action

Efforts to reduce disaster risk have to be integrated across sectors, rather than progressed in siloes.

PRIORITY 1 - Understand disaster risk

Identify and address relevant data gaps

Develop and utilise a cohesive capabilities to improve the availability of actionable disaster risk data and information

Improve public awareness of the direct and indirect impacts of disasters

Identify and address barriers to data and information sharing and release

Develop plausible future scenarios and integrate them into risk planning

Disclose disaster risks to all relevant stakeholders, shareholders and regulators

ENABLES AND INFORMS

PRIORITY 2 – Accountable decisions

Design and use decision making methodologies which account for both quantifiable and intangible avoided losses

Build the capability of decision-makers to consider disaster risk in policy, program and investment decisions

Identify highest priority risks and mitigations

Address disincentives and barriers to reducing disaster risk

Utilise existing review and revision processes to embed resilience in standard, codes and specifications

Adopt planning and development practices which are adaptive to rapid social, economic, environmental and cultural

ENABLES

**Action to
reduce
disaster risk**

ENABLES AND INFORMS

PRIORITY 3 - Enhanced investment

Pursue collaborative commercial financing options for disaster risk reduction for a triple dividend

Develop risk reduction investment tools to provide practical guidance on investment mechanisms

Leverage existing and future government programs to fund targeted priority risk reduction measures

Identify additional current and future potential funding streams

Improve the variety, availability, and uptake of financial risk transfer and pricing mechanisms

ENABLES

PRIORITY 4 – Governance, ownership and responsibility

Drive locally led, place based disaster risk reduction efforts

Establish ongoing mechanisms to govern cross-sectoral dependencies

Establish a national implementation plan for this Framework

Establish an ongoing mechanism to guide and monitor disaster risk reduction efforts

Incentivise improved transparency of risk transfer in transactions

NATIONAL PRIORITY 1 – UNDERSTAND DISASTER RISK

Contributes to Sendai priority 1 – understanding disaster risk

FIVE YEAR OUTCOMES

Trusted climate and disaster risk information and services are consistently provided through partnerships across sectors

Australia is supported with enduring, cohesive national capabilities that enable creation, capture and sharing of useable, actionable disaster risk information to decision makers across all sectors

Meaningful information, tools and methods to understand disaster risk are freely disclosed and shared

Disaster risk must be understood to be reduced. Importantly, it must be understood by governments, private sectors and communities, in all of its components: vulnerability, capacity, exposure of persons and assets, hazard characteristics, and the environment.

Across all sectors and in communities, there is an urgent and growing demand for trusted, authoritative disaster risk information and services to inform operational and strategic decisions.

This information must be matched by commitments and investments in the capabilities to meet these demands.

Disaster risk can be unintentionally created or exacerbated through decisions made now without a sufficient understanding of how that decision makes Australians vulnerable now and into the future. It is our collective responsibility to equip government, private sector and community decision-makers with the knowledge they need to reduce disaster risk through decisions made within their areas of responsibility.

A wealth of data, information and knowledge relevant to disaster risk already exists. Over the last five years states and territories have developed a sophisticated understanding of state-wide risks and have made these findings public. Many states have also developed state wide infrastructure strategies and critical infrastructure resilience strategies informed by comprehensive understanding of natural hazards, exposure and resilience.

Despite this, many data and information, services and capabilities are not available or accessible to those who need it. More needs to be done to properly connect and leverage existing data, information and services where these exist but are not accessible or affordable. Much existing data, however, also relates to historical previous natural hazard events and, while useful, past patterns cannot be relied upon as a sole predictor of future risk due to the rapidly changing risk profiles of natural hazards.

To make sensible long-term decisions and prevent new risk being created, there is a pressing need to also understand possible future disaster risks and impacts. All sectors are seeking a trusted, credible and consistent approaches to developing and using scenarios and risk forecasting methods (for example, future flood projections).

PRIORITY 1 – STRATEGIES FOR ACTION

A. Improve public awareness of the direct and indirect impacts of disasters	Improved awareness of the potential indirect social, financial, environmental and cultural impacts of disasters for governments, sectors and communities can be pursued through nationally consistent but locally applicable messaging.
B. Identify and address relevant data gaps	New data sets and information – particularly relating to exposure and vulnerability – can be collected and captured to contribute to a more comprehensive understanding of disaster risk.
C. Identify and address barriers to data and information sharing and release	There is significant opportunity to leverage technological advancements and to seek clarification on liability issues.
D. Develop plausible future scenarios and integrate them into risk planning	Scenario based risk and vulnerability assessment provides a structured, rigorous method to factor future climate and disaster risks into decision-making. Scenario analysis is rapidly maturing and can inform both straightforward and complex decisions.
E. Develop and utilise cohesive capabilities to improve the availability of actionable disaster risk data and information	Existing capabilities can be better leveraged and connected. Existing data sources can be unified and integrated with future scenarios to improve the relevance, quality, consistency, transparency and availability of disaster risk data and information. Links between policy, research, operational expertise and formal education should be strengthened to support and contribute to these capabilities.
F. Improve disclosure of disaster risk and the potential impacts of that risk to all relevant stakeholders	Disaster risk information should be disclosed, alongside information about what that risk means for stakeholders, shareholders, investors and regulators - to better enable governments, sectors and communities to reduce risks within their control.

NATIONAL PRIORITY 2 – ACCOUNTABLE DECISIONS

Leverages progress made under Sendai priority 1 - understanding disaster risk; Contributes to Sendai priority 2 – strengthening disaster risk governance to manage disaster risk; enables Sendai priority 3 – invest in disaster risk reduction for resilience

FIVE YEAR OUTCOMES

Public and private sector decision makers treat disaster risk with the same rigor as all other risks – including market, environment, economy, technology and security risks

Decision making processes and models, including cost benefit analyses, adequately consider and address current and future disaster risks

Identified priority disaster risks are actively mitigated

Infrastructure, land use, infrastructure and development planning is integrated and inherently minimises potential for new risk to be created

Improved understanding of disaster risk has limited value unless it is actively applied. Decisions made today must respond to long-term and emerging challenges.

All types of decisions – from where to build infrastructure or where to invest funds, to where to buy a home or how to design public assets – have the potential to reduce, create, or prevent disaster risk.

It is the responsibility of all governments, sectors and communities to ensure that the decisions they make reduce disaster risk and prevent harm.

Decisions and trade-offs made across all sectors matter. Decisions and actions need to be taken to address existing causes and effects of disaster risk, and mechanisms are needed to minimise the potential for new and future risk to be created. Reducing disaster risk through better decision making means making informed trade-offs and being accountable for those trade-offs.

The obligations of decision-makers to actively address disaster risk within their areas of responsibility are becoming increasingly explicit. Momentum is building to deliver on these obligations: private sector organisations are looking to implement recommendations of the G20 Financial Stability Board's *Taskforce on Climate-related Financial Disclosures*; Infrastructure Australia has released revised guidelines requiring all project proposals to consider climate risk; investors are seeking to divest from projects and assets whose value could be adversely affected by climate and disaster risk; and credit rating agencies are beginning to factor climate-related risks into ratings.

To enable Australians to act on this responsibility, decision-makers need to know how to practically apply improved risk information to identify and appropriately manage the potential for decisions to create or exacerbate disaster risk. They also need tools and methods that will enable them to properly and consistently assess a broad range of opportunities and costs associated with either taking action or not taking action to reduce existing risk and minimising new risk being created and prioritise accordingly.

PRIORITY 2 – STRATEGIES FOR ACTION

<p>A. Design and use decision making methodologies which realistically assess and account for both quantifiable and intangible avoided losses, and broader economic opportunities</p>	<p>Measured assessment of disaster risk impacts should be undertaken for all investments. To appropriately determine the full costs and benefits of action to reduce existing or minimise future disaster risk, opportunities and losses often need to be quantified where possible, and accounted for in a consistent manner where they cannot be assigned a monetary value.</p>
<p>B. Identify highest priority disaster risks and mitigations</p>	<p>It is often not possible to reduce all identified risks. It is important that efforts and resources are targeted to reduce risks with the greatest potential impact. Highest priority risks and vulnerabilities and appropriate mitigations should be identified using consistent principles and strategic risk assessment methods.</p>
<p>C. Build the capability of decision makers to consider disaster risk in policy, program and investment decisions</p>	<p>The capability of decision makers to use improved disaster risk information to appropriately identify and address disaster risks and impacts relevant to their area of responsibility should be built through sector specific professional development and guidance materials.</p>
<p>D. Address disincentives and barriers to reducing disaster risk</p>	<p>Current and future policy, legislative, regulatory and financial settings may need to be adjusted to enable and support decision makers to reduce risk.</p>
<p>E. Adopt planning and development practices which are adaptive to rapid social, economic, environmental and cultural change</p>	<p>Infrastructure planning, land use planning, and development planning and practices must be integrated, strategic and adaptive to rapidly changing contexts to avoid creating new disaster risk and placing people in harm's way. This can be achieved by integrating planning with infrastructure, health, transport, natural resource and investment decisions.</p>
<p>F. Utilise existing review and revision processes to embed resilience in standard, codes, and specifications</p>	<p>Existing mechanisms for standards, codes and specifications review can be leveraged to prevent new disaster risk being built into urban and regional landscapes. These mechanisms should enable innovations which limit vulnerability of future structures to the impacts of natural hazards while ensuring preservation of life remains a priority.</p>

NATIONAL PRIORITY 3 – ENHANCED INVESTMENT

Enables investment in disaster risk reduction for resilience

FIVE YEAR OUTCOMES

Existing and future investments in disaster risk reduction are targeted to address high priority locally and nationally significant disaster risks

Where possible, investment in disaster risk reduction is designed to maximise broader outcomes – including increased productivity and improved connectivity and social cohesion.

Investments in disaster risk reduction and resilience are designed, where possible, to limit future disaster recovery costs.

Much of the work needed to reduce disaster risk – particularly in the built environment – will require financial investment. The total economic cost of disasters is increasing, as is the cost of disaster recovery; current Australian and state government spending on direct recovery from disasters is already approximately \$2.75 billion per year.

All sectors must invest in reducing disaster risk now– through both funding and financing - to limit the cost of disasters in future.

Investment in risk reduction and resilience can deliver a triple dividend:

- Avoided losses
- Reduction in future disaster costs
- Unlocked economic opportunities and broader economic and social benefits which are realised even in the absence of a natural hazard.

All levels of government and private sectors are already investing in reducing disaster risk (see Appendix X). Private sector organisations are increasingly looking to invest in action to achieve the United Nations Sustainable Development Goals, meet the requirements of global initiatives such as the Taskforce on Climate-Related Financial Disclosures and ClimateWise, and reduce their exposure to and impacts from natural hazards. At the same time, governments are looking to actively invest their funds to see returns on investment.

This presents significant opportunity for public and private sectors to work together to identify and leverage broader economic value and opportunity created by investments in disaster risk reduction and resilience. In particular, efforts should focus on:

- (1) finding financing and funding pathways to address identified high priority existing risks in the built environment, and
- (2) identifying financing mechanisms and pathways to pursue disaster risk reduction measures in planned projects - particularly infrastructure and development projects.

PRIORITY 3 – STRATEGIES FOR ACTION

<p>A. Pursue collaborative commercial financing options for disaster risk reduction for a triple dividend</p>	<p>Commercial financing and investment models can be applied to investment in reducing disaster risk, to achieve each of monetary returns on investment, unlocked economic opportunities and deliver broader sustainability and productivity outcomes, and returns on investment in terms of avoided losses. Financing and investment models include loans, equity contributions, guarantees and Public Private Partnerships.</p>
<p>B. Develop risk reduction investment tools to provide practical guidance on investment mechanisms</p>	<p>Investment literacy and capability must be built across all sectors to ensure potential investment opportunities can be properly identified and leveraged by decision makers across governments, sectors and communities.</p>
<p>C. Leverage existing and future government programs to fund targeted priority risk reduction measures</p>	<p>Governments at all levels can collaborate to align and leverage existing and future funding streams to create clearer funding pathways for disaster risk reduction measures. Significant existing investment in infrastructure, climate adaptation and energy security can be leveraged to deliver risk reduction outcomes.</p>
<p>D. Identify additional current and future potential funding streams</p>	<p>Leveraging improved disaster risk information, all sectors can proactively seek to identify current and future funding needs for risk reduction and begin to plan and establish funding pathways for those needs.</p>
<p>E. Improve the variety, availability, and uptake of financial risk transfer and pricing mechanisms</p>	<p>All sectors can work to diversify the variety of risk transfer mechanisms such as insurance and better communicate risk transfer products and address barriers to insurability - for example, by supporting assessment of asset conditions.</p>

NATIONAL PRIORITY 4 – GOVERNANCE, OWNERSHIP and RESPONSIBILITY

Contributes to Sendai priority 2 – strengthening disaster risk governance to manage disaster risk

FIVE YEAR OUTCOMES			
All sectors are engaged in mechanisms to oversee and guide disaster risk reduction efforts and investments	Mechanisms are in place to collaboratively identify and reduce disaster risk arising from network and critical service interdependencies	All sectors, levels of government and communities understand the extent to which they have responsibility to reduce disaster risk	Clear arrangements are in place to support cross-sectoral dialogue and collaboration in reducing disaster risk

To be effective, action to reduce disaster risk must be transparent, sustainable, accountable, and above all undertaken in partnership.

Disaster Risk Reduction is a shared responsibility. However, it is not equally shared and often it can be unclear where certain responsibilities lie.

Disaster risk reduction requires governance that not only responds to the uncertain and changing nature of disasters, but to the cross-cutting nature of disaster risk and complex distribution of responsibility for identifying and reducing disaster risk.

In the same way that disaster risk can be inadvertently created or exacerbated by decisions made across all sectors, the impact of disaster risk can, either knowingly or unknowingly, be transferred to others. Disaster risk governance mechanisms must play a critical role in ensuring any transfer of risk from one sector or entity to another is informed and understood by all relevant stakeholders.

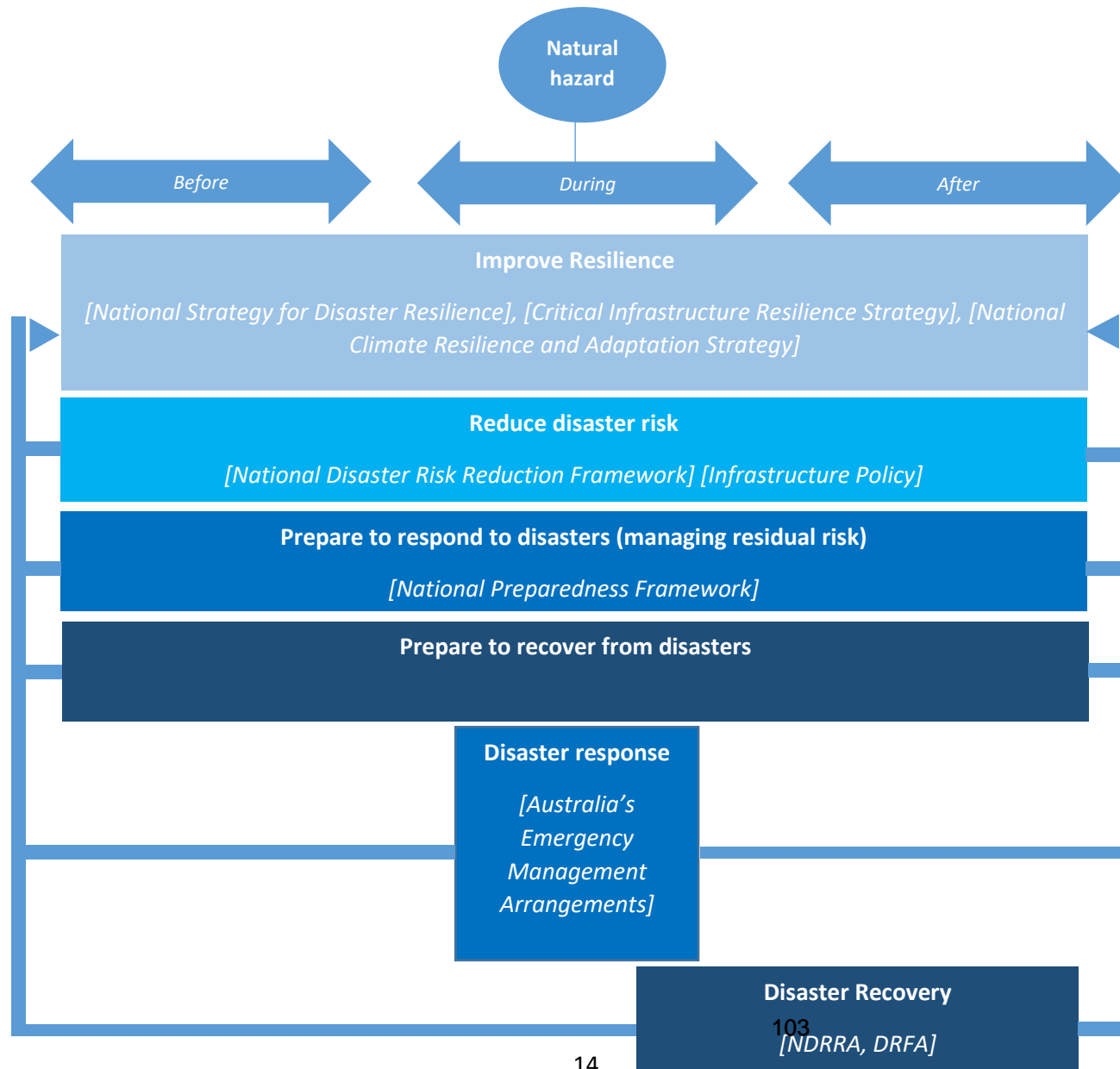
PRIORITY 4 – STRATEGIES FOR ACTION

A. Establish an ongoing mechanism to oversee and guide disaster risk reduction efforts	This mechanism should be partnership-based, agile and dynamic. It could comprise multiple components and fora and should create and leverage partnerships that support ongoing coordination, collaboration and advice on reducing disaster risk – between governments, sectors and communities.
B. Establish a national implementation plan for this Framework	The implementation plan can include national level initiatives, jurisdictional initiatives, place-based locally led initiatives, and sector-specific initiatives. It should also be leveraged to clarify roles and responsibilities for reducing disaster risk.
C. Establish ongoing mechanisms to govern cross-sectoral dependencies	These mechanisms can provide cross-sectoral oversight to manage the complex and often unclear distribution of responsibility for identifying and reducing disaster risks and vulnerabilities which arise from system and service interdependencies.
D. Drive locally led, place based disaster risk reduction efforts	Where disaster risks are location-specific, governments and other relevant sectors can support local ownership and delivery of place-based disaster risk reduction measures.
E. Incentivise improved transparency of risk transfer in transactions	Governments and sectors can explore market, policy and regulatory opportunities to ensure that, in transactions where disaster risk may be transferred from one party to another, there is appropriate transparency of those risks and their potential impacts.

Sendai Framework for Disaster Risk Reduction Goal:

The substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries.

2030 Agenda
for
Sustainable
Development



Note: As at 5 September 2018, this diagram is a work in progress and represents one potential conceptualisation of the relationship between this Framework and other national strategies and policies. The National Resilience Taskforce looks forward to further exploring, testing and refining this conceptualisation with all relevant stakeholders.

Figure 2 – Australia's approach to disaster management and resilience.

Acknowledgements

[INSERT PHOTO BANNER]

The National Disaster Risk Reduction Framework is a multi-sector collaboration led by the National Resilience Taskforce within the Australian Government Department of Home Affairs.

The components of this Framework were co-designed with representatives from all levels of government, business, and private and community sectors at a three day intensive ‘policy sprint’ in June 2018.

Over 100 participants from a diverse range of 80 organisations first came together at this policy sprint.

From there, the National Resilience Taskforce worked closely with an inter-jurisdictional Steering Committee to develop and refine the Framework.

“Participant comment”

[INSERT PHOTO BANNER]

Glossary

NOTE: UNDER DEVELOPMENT

Nationally significant

Suggestion: Considered to have significant national and cross-jurisdictional effect, impact or influence.

Climate Risk

Suggestion: A risk resulting from a changing climate that affects natural and human systems adversely.

Community

Suggestion: A group with a commonality of association and generally defined by location, shared experience, or function.

Decision-makers

Suggestion: An individual or group who makes choices, usually the decision-maker/s are at a high level within an organisation which influences upon other members of the organisation.

Disaster

UNISDR: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

Disaster mitigation

UNISDR: The lessening or minimizing of the adverse impacts of a hazardous event.

Disaster Risk reduction

UNISDR: Disaster risk reduction is aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.

Funding

Suggestion: The act of providing financial resources, whether through a supply of money or commercial resources, for a specific purpose.

Financing

Suggestion: The act or process of giving or receiving capital or money for a specific purpose.

Natural hazards

UNISDR: A natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

Sectors

[under development]

Residual risk

UNISDR: The disaster risk that remains even when effective disaster risk reduction measures are in place, and for which emergency response and recovery capacities must be maintained. The presence of residual risk implies a continuing need to develop and support effective capacities for emergency services, preparedness, response and recovery, together with socioeconomic policies such as safety nets and risk transfer mechanisms, as part of a holistic approach.

Resilience

UNISDR: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

Vulnerability

UNISDR: The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.



Policy No. 2013 - 03

Fraud Control Policy

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Fraud Control Policy	Review Date: 31 Oct 2020	Page 1 of 14

1. Introduction

Fraud can be defined generally as the use of an employee's or Councillor's position or employment within the Council to obtain a personal gain through the deliberate misuse or misappropriation of Council assets or resources.

Central Highlands Council is committed to the prevention, deterrence and investigation of all forms of fraud. Fraud can be damaging to the Council through financial loss, a lowering of staff morale, bad publicity and loss of public confidence.

2. Purpose

This policy covers guidelines, procedures and responsibilities regarding appropriate and authorised actions that are to be followed to increase the awareness of fraud. It also identifies actions to be taken in relation to the investigation of fraud and suspected fraudulent incidents.

This policy aims to:

- Protect Council's assets, resources, credibility and reputation;
- Promote and encourage a sound ethical culture at the Council;
- Ensure Councillor and Senior Management commitment to identifying the risk of fraud within Council's operations;
- Establish procedures for prevention, detection and investigation;
- Ensure that Councillors and staff are aware of the responsibilities in relation to ethical conduct.

3. Scope

This policy applies to all Councillors, Committee Members, employees, consultants and contractors of the Central Highlands Council.

4. Associated Policies

This policy should be read in conjunction with applicable, appropriate and associated policies, procedures and guidelines. These include, but are not limited to:

- Code of Conduct
- Risk Management Policy and Strategy 2015-41
- Staff Induction Procedures
- Duty Statements/ Job Descriptions
- Australian Standard 8001-2008 – Fraud and Corruption Control

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- Pre-employment Screening Practices
- Personnel Rotation Procedures
- Separation of Duties

5. Elements of the Policy

The major elements of this policy are:

- 5.1 Education and Awareness
- 5.2 Roles and Responsibilities
- 5.3 Procedures
- 5.4 Disciplinary Actions
- 5.5 Risk Management
- 5.6 Fraud Control Program

These elements are expanded upon in the following paragraphs.

5.1 Education and Awareness

The likelihood and impact of fraudulent behaviour is to be minimised by promoting a sound ethical environment. This approach is intended to reduce the risk of fraud and should allow greater reliance on the integrity of employees rather than on direct measures.

It is the responsibility of all employees, Councillors, Committee Members, contractors and consultants to set an example through ethical and prudent use of Council assets and resources. Staff and Councillors have a duty to advise management of any concerns they have about the conduct of Council affairs or the use of Council assets and resources.

The Fraud Control Policy will be brought to the attention of all current and new staff and will be included in the induction program.

Staff with particular responsibilities such as cash handling, purchasing authority and account payment, will be given specific training in approved procedures.

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5.2 Roles and Responsibilities

5.2.1 Councillors and Committee Members

Councillors and Committee Members have a responsibility to abide by the Code of Conduct. Councillors and Committee Members need to keep in mind the Code of Conduct when considering reports, making decisions and scrutinising Council's activities.

Council will support all policies and measures taken to prevent, deter, detect and resolve suspected instances of fraud.

5.2.2 Senior Management

Senior Management is responsible for ensuring that there are adequate internal controls to provide reasonable assurance for the prevention and detection of fraud and corruption. Achievement of this will be assisted by:

- Compliance with Council policies, procedures, guidelines, rules and regulations;
- Ensuring that Councillors, Committee Members and employees are aware of their obligations as per the Code of Conduct;
- Ensuring that staff are aware of their responsibilities through adequate induction, training, supervision and written procedures;
- Responding to issues raised by Councillors, the Audit Committee, Senior Management and external auditors.
- All suspected cases or incidents of fraud are to be reported to the General Manager. The General Manager is to promptly organise an investigation in accordance with the **Fraud Control Investigation Procedure 2013-02**, as attached.

5.2.3 Employees, Contractors and Consultants

Employees, contractors and consultants have a duty to make management aware of any concerns that they may have about the conduct of Council assets and resources. Any issues raised by them are to be promptly investigated. Confidentiality of issues raised is to be maintained.

5.3 Procedures

The Fraud Control Policy must be followed for all investigations of fraud or corruption.

Variations to these procedures may result from requests or recommendations from the Audit Committee, Council, Tasmania Police or the Integrity Commission.

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5.4 Disciplinary Actions

Where investigations conclude that there have been breaches of Council's policies, procedures and guidelines, the General Manager will determine the extent of disciplinary action to be applied. Such disciplinary measures may include, but are not limited to suspension (with or without pay), dismissal, re-classification, revision of salaries and contracts, re-organisation of duties and responsibilities and authorities, revising policies, procedures and guidelines, etc.

Where investigations reveal that criminal activities appear to have been conducted, details will be provided to Tasmania Police or other relevant law-enforcement agency for review. Tasmania Police are to be advised that it is Council's intention to proceed with criminal charges where the perpetrators admit to the fraud allegations or where Tasmania Police advise that they consider that fraud has been committed.

5.5 Risk Management

The following fraud minimisation procedures are to be followed:

- Accountability of Managers to the General Manager for the results and deviations from the budget in the monthly management reporting for departments.
- Periodic review of Council operations and an assessment of the Council's exposure to the risk of fraud.
- Internal controls are to be conducted on a regular basis and reports are to be submitted to the Audit Committee for review. This should minimise the exposure to fraud risk and minimise the occurrence of new frauds arising.
- External audit reviews with the focus on accountability of financial systems and reporting processes.
- Maintain strict recruitment practices, including the confirmation of all relevant employee details and thorough checking of references, in addition to including police checks on applicants successfully applying for senior positions and the promotion of this policy to all new Council employees.
- All assets are properly recorded and regular checks are performed to ensure that significant items are present.
- Establish, promote and enforce a standard of conduct for suppliers and contractors.
- Review work practices open to collusion or manipulation.
- Ensure that Council management have been trained in identifying indicators of fraud.
- Ensure that applicable and appropriate staff have been trained in the procedures to be followed for investigating potential incidents of fraud.

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5.6 Early Warning Signs

The following are some behavioural warning signs that all managers and staff need to be vigilant of which relate to potential fraudulent behaviour.

- Refusal to take leave;
- Resigning suddenly or failing to attend work for no apparent reason;
- Drugs or alcohol abuse;
- Staff over-riding or bypassing internal controls;
- Persistent anomalies in work practices;
- Obvious lifestyle changes that are out of character or are in conflict with employees' normal financial positions.

6. Linked Documentation

- Customer Service Charter 2014-22
- Tendering and Procurement Policy 2015-06
- Risk Management Policy and Strategy 2015-41
- Code of Conduct 2016-42
- Public Interest Disclosures Procedures Manual 2017
- Related Party Disclosures Policy 2017-46
- Staff Code of Conduct Policy 2017-51

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Procedure No. 2013 - 02

Fraud Control Investigation Procedure

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1. Introduction

This procedure covers appropriate actions and responsibilities that must be followed for the investigation of fraud.

2. Process

- 2.1 Any employee, contractor, or consultant who has reason to suspect that a fraud has occurred shall immediately notify their manager. If the employee has reason to believe that their manager may be involved, the employee is to immediately notify another Manager or the General Manager. The employee, contractor or consultant shall keep this information confidential. (Note: Should the incident or allegation relate to the General Manager, the matter should be reported to the Mayor).
- 2.2 Any Councillor or Committee Member who has reason to suspect that a fraud has occurred shall immediately notify the General Manager. The Councillor or Committee Member shall keep this information confidential.
- 2.3 The Manager, when receiving notification of suspected fraud, is to immediately contact the General Manager. The Manager is not to attempt to investigate the suspected fraud and must keep the information confidential.
- 2.4 The General Manager is to promptly arrange an investigation upon notification of the details.
- 2.5 At the conclusion of an investigation of a Councillor, Committee Member, employee, contractor or consultant, the General Manager is to prepare a record. The record is to contain:
 - The allegation/s;
 - An account of all relevant information received, and if the General Manager has rejected the evidence as being unreliable, the reasons for this opinion being formed;
 - The conclusions reached and the basis for them;
 - Any recommendation arising from the conclusions.

Following the completion of the record, the General Manager is to determine what further action might be required.

3. Related Documents

- Policy 2013-03 - Fraud Control Policy
- Procedure 2013-03 – Fraud Prevention Procedures
- Procedure 2013-04 – Fraud Detection and Risk Management Procedures

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Procedure No. 2013 - 03

Fraud Prevention Procedure

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1. Fraud Prevention Strategy

Council's fraud prevention strategy involves:

1.1 Organisational Integrity and Leadership

The most effective form of fraud prevention is the establishment of an organisational culture that rejects fraudulent and corrupt practices. Commitment from Senior Management and Councillors is essential in establishing a behaviour model for all staff, Committee Members and volunteers.

Council will nurture a fraud-resistance culture by:

- Employing managers and supervisors who will be positive role models for ethical behaviour;
- Adopting and enforcing policies that emphasise the importance of ethical behaviour;
- Issuing clear standards, policies and procedures to minimise opportunities for fraudulent and corrupt behaviour and enhance detection mechanisms;
- Ensuring all staff are accountable for their own actions.

1.2 Employee Education and Awareness

Employees will be made aware of Council's ethical conduct expectations by:

- The inclusion of ethical conduct requirements in information packages for new employees;
- An ongoing program of inclusion of ethical behaviour expectations within all position descriptions for new and existing positions;
- Implement and review a Staff Code of Conduct as part of the development of organisational values and culture.

Staff with particular responsibilities, such as cash handling and purchasing authority, will be given specific training in approved cash handling and purchases.

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1.3 Customer and Community Awareness

Fraudulent activity may be detected as a result of complaints from Council customers or other members of the public. It is essential that the community understands the impact of fraudulent and corrupt activity and the importance of exposing such behaviour. In order to increase community awareness and encourage the reporting of fraudulent and corrupt conduct, Council will:

- Publish the Code of Conduct and other relevant Policies and procedures on Council's website;
- Provide feedback to all persons who report suspected corrupt or fraudulent conduct.

1.4 Regular Reviews of Policies and Procedures

In addition to ongoing policy development directed at emphasising ethical behaviour and fraud prevention and detection, Council is committed to the ongoing review of existing policies and procedures. These will be reviewed at least every 2 years.

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Procedure No. 2013 - 04

Fraud Detection and Risk Management Procedure

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1. Fraud Detection and Risk Management

Council's fraud detection strategy involves:

1.1 Encouraging Disclosure

It is recognised that most fraudulent activity is detected by employees of Council and to a lesser extent, by members of the public. Council will encourage the reporting of fraudulent conduct by:

- The inclusion of training on fraud awareness and reporting procedures in induction of new employees;
- Awareness training for all staff on Council's Code of Conduct and reporting of fraudulent and corrupt activity on a bi-annual basis;
- Advertising on Council's website of the various methods by which members of the public can report instances of fraudulent conduct that they may become aware of;
- Providing feedback to people who report suspected fraud.

1.2 Internal Reviews

Council will minimise opportunities for undetected fraudulent activity via a robust internal review program. The General Manager shall establish and implement a detailed strategy and procedure, incorporating internal review guidelines in order to give this policy effect. Such a program will include:

- Bi-annual reviews of purchasing and disposal transactions;
- Annual reviews of financial system security;
- Annual reviews of cash float and petty cash balances;
- Annual stock-takes of Council inventories;
- Annual reviews of physical asset security;
- Annual reviews of compliance with adopted cash handling procedures;
- Implementation and monitoring of recommendations by Council's external auditors.

1.3 External Auditing

Council is required under the Local Government Act 1993 to have its financial reports audited and to present those audited financial reports to the public.

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2. Fraud Investigation

Council recognises that it will not always be successful in its efforts to prevent fraud. The General Manager will therefore investigate all reported instances of fraud and corrupt conduct as thoroughly as possible. Depending upon the circumstances of the alleged fraud, an internal investigation may be undertaken or the matter may be referred to an external body such as Tasmania Police, the Ombudsman or the Integrity Commission.

3. Fraud Correction

Once a fraudulent act has been identified and investigated, strategies and procedures are to be implemented to ensure that the act will not be repeated. This may include:

- Disciplinary action and/or dismissal of employees, Committee Members, volunteers or contractors involved in fraudulent conduct;
- Review and alteration of operating procedures;
- Additional training for employees, Committee Members, volunteers or contractors;
- Making other employees aware of the situation in general terms in order to discourage similar conduct in the future;
- Improvements in the physical security of assets.

4. Non-Compliance

Non-compliance with this procedure may result in disciplinary action which may include dismissal.

- Publish the Code of Conduct and other relevant Policies and procedures on Council's website;
- Provide feedback to all persons who report suspected corrupt or fraudulent conduct.

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Policy No. 2013- 07

Council Camping Ground Facilities Policy

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Introduction

This policy has been prepared to address the management of Council owned camping facilities in the Central Highlands.

Use of Camping Facilities

Camping facilities are provided for short term stays only and subject to the following maximum night stays:

Bothwell Camping Facility:	7 nights
Hamilton Camping Facility:	3 nights

Council may in special circumstances, and upon a written application, grant permission for stays of a longer duration.

Fees

Council will review its fees for camping facilities at least annually:

When setting fees, Council will ensure that all direct and indirect costs are included together with a rate of return to Council;

Fees will be set for powered and un-powered sites.

Terms and Conditions for Use of Camping Facilities

The attached Terms & Conditions of Use (Appendix A) will be displayed at Council Camping Facilities.

Review

This policy will be reviewed every 3 years

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APPENDIX A

TERMS AND CONDITIONS FOR USE OF COUNCIL CAMPING FACILITIES

Payment of Fees

Fees must be paid in advance and your receipt displayed on your vehicle/motorhome dashboard.

Fees are payable at the following places:

- | | | |
|----------|---|---|
| Bothwell | - | Council Offices, Alexander Street, Bothwell |
| | - | Bothwell Garage, Patrick Street, Bothwell |
| Hamilton | - | Council Offices, Tarleton Street, Hamilton |
| | - | By deposit into receptacle near public conveniences |

Duration of Stays

Bothwell	Maximum 7 nights
Hamilton	Maximum 3 nights

Noise/Behaviour

To enable all campers to enjoy their stay:

- Noise, intoxication, bad language or offensive behaviour will not be tolerated. This type of behaviour will result in the camper being evicted from the site.
- All noise audible from the next closest site must cease at 9 pm.
- Campers are responsible for the behaviour of visitors to their site
- The use of generators is prohibited at the Council Camping Facilities at Bothwell
- The use of generators is prohibited between the hours of 9 pm. and 7 am. at the Council Camping Facilities at Hamilton

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Fire Safety

Fires are strictly prohibited at Council camping facilities

Rubbish

General campsite waste only is to be placed in bins provided.

Amenities/Ablutions

- Use showers sensibly with due regard to fellow campers and any water restrictions.
- Cooking and dishwashing is not permitted in amenity areas.
- Children must be accompanied to showers/toilets by an adult

Laundry Facilities

Laundry facilities (washing machine and dryer) are available at both sites:

- Bothwell Camping Ground – a key is provided when you pay your fee
- Hamilton Camping Ground – a key to the laundry facilities is available by paying a refundable deposit at the Hamilton Council Offices

Discharge of Liquid

Discharge of sullage or grey-water onto the site or into any waterway is prohibited. Facilities are available at this site for disposal of sullage and grey water.

Pets

Pets are allowed but must be restrained and under the effective control of the owner. The dog owner is to ensure that all faeces from the dog is removed and disposed of responsibly.

Other

No washing of vehicles, motorhomes or caravans is permitted at camping sites

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Policy No. 2015- 41

Risk Management Policy & Strategy

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1. Purpose

Risk management is the process of identifying, analysing and evaluating risk and selecting the most effective way of treating it. It is a way of making real savings in terms of operation and reduction of insurance premiums and in the prevention of injury to residents, employees and visitors to the municipality.

The purpose of this policy is to define the principles for the implementation and associated responsibilities of **councillors**, staff and management in the risk management process and to provide a framework for the management of risk.

2. Glossary of terms

Accidental loss	A negative consequence, financial or otherwise which is not deliberate.
Hazard	A source of potential harm or a situation with a potential to cause loss.
Incident	An event or occurrence. A loss from any insured peril. An insured is obligated to report such losses to the insurer or its representative as soon as possible.
Loss	Any negative consequence, financial or otherwise.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
Risk Acceptance	An informed decision to accept the likelihood and the consequences of a particular risk.
Risk Analysis	A systematic process to understand the nature of and deduce the level of risk.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Avoidance	An informed decision not to become involved in a risk situation.
Risk Identification	The process of determining what, where, when, why and how something could happen.

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Risk Management Process	The systematic identification and treatment of risks to reduce the possibility of adverse consequences impacting on Council and / or its employees
Risk Retention	Acceptance of the burden of loss, or benefit or gain, from a particular risk.
Risk Sharing	Sharing with another party the burden of loss, or benefit of gain, from a particular risk.

3. Objectives

- To promote and support risk management practices throughout the Council.
- To recognise that successful risk management is the responsibility of **all** employees.
- To encourage the identification and reporting of potential risks.
- To protect Council against the financial consequence of accidental losses, particularly those of a major nature.
- To encourage an organisational culture which creates safe, healthy and risk free work and operational environments.
- To provide community facilities that can be enjoyed safely and securely by the public.
- To develop and implement work systems that embrace risk management principles to ensure that Council's loss exposures are managed within available financial resources.
- To provide cost effective strategies for the identification, prevention and control of losses and their consequences for all Council's activities.
- To provide an effective information system for analysing and monitoring the risk management program.
- To ensure that risk management is paramount in all Council public areas and workplaces and that a safe environment is created for the community at large and Council employees.

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- To protect Council's corporate image as a professional, responsible and ethical organisation.

4. Scope

This policy applies to all Councillors, employees, volunteers and representatives of the Central Highlands Council.

The policy also applies to residents, contractors, sub-contractors, and visitors to the Central Highlands.

5. Policy

The Central Highlands Council is committed to managing risk in accordance with the process described in the *Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*, by logically and systematically identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any activity, function or process in a way that enables the Council to minimise losses that are likely to adversely impact on the Council's operations.

Specifically this includes, (but is not limited to), the following areas of potential losses:

- Environment & Public Health;
- Planning & Permits;
- Council Facilities and General Operations;
- Corporate;
- Legislation;
- Safety Data Sheets (SDS);
- Fire Precautions;
- Asbestos;
- Buildings;
- Public Areas;
- General Security;
- Anti-Discrimination;
- Policies and Procedures;
- Staff Training, Training Records;
- Codes of Conduct, Standards, Industry Best Practices, etc.;
- Personal Protective Clothing and Equipment (PPE);
- Gifts and Benefits;
- Nepotism, Favouritism and Negative Bias;

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- Copyright;
- Intellectual Property;
- General use of Council Property, Plant, Tools, Equipment, Materials and Resources;
- Conflict of Interest.

Management, staff and contractors are responsible for ensuring that risk management is given a high priority in the day-to-day conduct of Council and Council related activities.

The management of risk is essential in:

- Achieving Council's vision statement as outlined in the Corporate Plan;
- Enabling the incorporation of risk management initiatives across all levels of the Council;
- Facilitating and initiating innovation, co-operation and sharing of resources;
- Enhancing Council's programs of economic development, environmental management, community well-being, quality management and customer service;
- In accordance with the common law duty of care, statutory responsibilities, requirements under Council's insurance policies, and Council's own policies, Central Highlands Council will ensure that appropriate levels of resources are allocated to maintain staff health and safety.
- Maintaining Council assets and reputation, ensuring continuity of service and reducing Council's liability and minimise or eliminate other circumstances which may cause a loss to Council.

Council will also:

- Promote and support risk management practices throughout the organisation;
- Recognise that successful risk management is the responsibility of all employees;
- Encourage the identification and reporting of potential risks;
- Implement processes to reduce risk and eliminate high-risk activities.

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A key principle of effective risk management is a hierarchical approach to the management of risk that emphasises prevention rather than mitigation.

Management of risk will address the problem in the following priority order:

- Wherever possible the risk should be eliminated or minimised.
- Sharing the risk by:
 - Insuring risks, where, in return for a premium, the financial cost of certain risks are passed to the insurer;
 - Ensuring that external organisations leasing or managing Council owned assets have adequate insurance and that the Council is indemnified; and
 - Ensuring that any works, carried out by contractors, are fully insured and that Council is indemnified.
- Reduce the likelihood and consequence of risk by undertaking hazard analysis and risk audits, and developing procedures relating to issuing advice and approvals to customers.

6. Responsibility

6.1 Councillors

- Are committed to best practice risk management in order to benefit the community and manage costs.
- Providing support by ensuring:
 - Risk management decisions are considered in decision making; and
 - Ensuring there is adequate budgetary provision for the implementation and maintenance of this policy.
- Responsible for approving the Risk Management Policy and Strategy.

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6.2 General Manager

- Maintain overall responsibility for the effective management of all types of risks across Council's operations and provide risk management related information, as requested by Council
- Recognise and adopt Risk Management as a key function of the organisation.
- Ensure risks are managed in accordance with the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines and Council's policies and procedures.

6.3 Council Managers

- Maintain overall responsibility for the co-ordination and administration for the Council's risk management program as outlined by this Policy for their Department.
- Ensure that Council's employees, assets and operations are adequately protected, and public liability exposures addressed through appropriate budgeting for loss control programs and measures. This covers (but is not limited to) the loss areas of industrial plant, property, motor vehicles, liability, professional indemnity, directors' and officers' liability, financial and business interruptions;
- Provide risk management related information as requested, and assist in the investigation of any risk management issues or claims that have been made against Council's insurances.
- Ensure the provision of a safe and healthy work environment and the implementation of appropriate safe work practices and control measures in accordance with the *Work Health and Safety Act 2012*, its amendments, related Regulations, and Council's WH&S Policy.
- Analyse risk management training needs to ensure that staff, have continued access to appropriate training.
- Supervise and audit contractors to ensure that, at minimum, contractors' and subcontractors' policies, procedures and risk management activities comply with those of Central Highlands Council, and that they are current and applied throughout the period of the contract.

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- In co-ordination with the Deputy General Manager,
 - Maintain and update Council's risk register, using the risk analysis matrix for the prioritisation of risks for treatment.
 - Undertaker risk assessments for identified projects following annual budget preparations in accordance with AS/NZS ISO 31000:2009.
 - Contribute to the development, maintenance and monitoring of hazard and incident recording, investigation and reporting systems of Council.
 - Review with supervisory staff all aspects of risk management on a regular basis and assist with workplace inspections and safety audits.
 - Ensure that adequate fire protection and security arrangements are in place to protect Council's assets.
 - Ensure all accidents and incidents reported are documented, fully investigated and the appropriate corrective action has been taken.

6.4 Workplace Teams, Employees, Contractors, Sub-contractors and Volunteers

- Perform duties in a manner, which is within an acceptable level of risk to their own health and safety, and that of other employees, Council's customers and the community in general.
- Make loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Consult with the relevant Department Manager, where appropriate to resolve any risk issues that become evident.
- Report any hazard, incident, loss or near miss, as soon as they occur or are discovered, to their Supervisor and Council's Department Manager.
- Be aware of this Policy and Council's WH&S Policy.
- Assist positively with investigations related to incidents that have occurred as a result of a hazard or incident.

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6.5. Audit Panel

- Review Council's risk management policies, procedures and registers.
- Recommend new procedures or amendments to existing procedures.
- Monitor the recommendations and outcomes from audits conducted by Council's Public Liability Insurer.

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Policy No. 2013- 10

Reimbursement of Councillors Legal Expenses Policy

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Reimbursement of Councillors Legal Expenses Policy	Review Date: 16 October 2021	Page 1 of 2

1. Pursuant to Schedule 5 of the Local Government Act 1993, a Councillor will be reimbursed all reasonable legal expenses arising from defending or responding to any claim, action or suit taken against a Councillor by external parties or bodies arising out of a Councillor “carrying out the duties of office” pursuant to Section 28 of the Local Government Act 1993.

2. A claim for reimbursement will be considered upon the Councillor making a written submission to Council.

3. In determining whether or not to reimburse the Councillor’s legal expenses, the following criteria are to be satisfied:
 - (a) The circumstances giving rise to the claim, action or suit against the Councillor arise from the Councillor’s bona fide discharge of a duty or function of their office;

 - (b) The Council is of the opinion that the legal expenses are reasonable.

4. The Council may direct the General Manager to seek legal advice on behalf of Council, if in Council’s opinion, further advice is needed in determining whether the claim adequately satisfies the criteria in Clause 3 (a) and/or Clause 3 (b).

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Policy No. 2017- 50

Audio Recording of Council Meetings Policy

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PURPOSE

This policy provides a framework and direction as to the management of the audio recording of Council meetings. The purpose of audio recording is to assist in the preparation of Minutes, and to ensure that a true and accurate record of debate and discussion is available.

SCOPE

This policy applies to all ordinary and special Council meetings (as defined in the *Local Government (Meeting Procedures) Regulations 2015*). Those parts of meetings which are closed to the public will not be audio recorded by Council.

It does not apply to any other meetings of Council (e.g. Council Committees – Audit / Planning).

LEGISLATION

The particular legislation relevant to this policy is the *Local Government (Meeting Procedures) Regulations 2015*.

Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* provides as follows:

33. Audio recording of meetings

- (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.*

Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

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POLICY

All ordinary and special Council meetings (as defined in the *Local Government (Meeting Procedures) Regulations 2015*) shall be audio recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*, except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15 (2).

The audio recording of a meeting does not replace the written Minutes and a transcript of the recording will not be prepared.

If in the situation of a technical difficulty an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Central Highlands Council website.

At the commencement of those meetings being audio recorded, the Chairperson will announce to all present that an audio recording of the meeting will be made and that it will last the length of the 'open to the public' part of that meeting.

The Chairperson will also announce that members of the public are not permitted to make audio recordings of Council meetings.

The Mayor or Chairperson has the discretion and authority to direct the termination of the audio recording of the meeting. Such direction however, shall only be given in exceptional circumstances including (but not limited to) when:

- it is clearly evident that the discussion is (or potentially likely to be):
 - an infringement of copyright
 - a breach of privacy and/or unlawful disclosure of personal information
 - a release of privileged or confidential information of Council

If recorded, only the audio recording of proceedings made of meetings or parts of meetings open to the public will be made available to the public. The Council may, at its discretion, make any compressed audio recording (preserving adequate voice quality) to be accessible on the Central Highlands Council website. Such recordings will be considered by Council as a routine disclosure under the Right to Information Act 2009. Recordings will be made available on the Council website as soon as practicable (normally within ten (10) business days) from the date of the meeting.

Audio recordings of meetings will be removed from the Central Highlands Council website after a period of six (6) months from the date of the recorded meeting.

The original unmodified audio recording will be suitably stored in accordance with the Council's Information Management requirements. Under Regulation 33(2)(a), the General Manager will dispose of the audio recordings after six months from the date of recording. The General Manager is authorised, pursuant to section 64 of the Local Government Act 1993, to delegate these functions to a Council officer.

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Policy No. 2015- 40

Gifts, Benefits and Donations Policy

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PURPOSE

The purpose of this policy is to:

- Outline the obligations and responsibilities of Council's officials when dealing with offers of gifts, benefits or donations.
- Assist Council officials make appropriate judgements in relation to gifts, benefits, donations and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.
- Council officials are defined as Mayors, Councilors, Council staff (including staff engaged through an employment agency), Council committee members, volunteers and contractors.

SCOPE

The policy applies to all gifts, benefits and donations offered to or received by all Council officials in their role as officers of the Council.

LEGISLATION

The particular legislation relevant to this policy is the Tasmanian *Local Government Act 1993* and the *Tasmanian Local Government (General) Regulations 2015*.

This policy should be read in conjunction with any other relevant State and Federal legislation.

APPLICATION

In a private context gifts and benefits are usually unsolicited and meant to convey a feeling on behalf of the giver such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this policy.

Gifts, benefits and donations may also be offered to individuals in the course of business relationships. Such gifts, benefits and donations are often given for commercial purposes and serve to create a feeling of obligation in the receiver. Gifts, benefits and donations given in the course of business relationships is the focus of this policy.

The policy is to be applied in conjunction with provisions in the Councils Codes of Conduct, Staff Code of conduct and other relevant Council policies and procedures.

These policies and procedures include, but are not limited to:

- 2013-03 Fraud Control Policy.
- 2014-22 Customer Service Charter.
- 2016-42 Code of Conduct.
- 2017-51 Staff Code of Conduct Policy
- 2018-55 Code of Conduct for Members of the Audit Panel

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POLICY STATEMENT

1. General

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

Council officials should actively discourage offers of gifts, benefits, donations and must not solicit gifts, benefits or donations.

Council officials must not take advantage of their official position to secure an unreasonable personal profit or advantage.

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

From time to time Council officials may be offered gifts, benefits or donations. In some limited circumstances gifts, benefits or donations may be accepted. Token gifts of nominal value may generally be received. Non – token gifts of significant value should not generally be accepted.

Council officials should at all times be aware of the wider situation in which an offer of a gift, benefit or donation is being made. For example, Council officials should consider whether the donor is in or may be seeking to enter into a business relationship with Council or may be applying to Council in relation to the exercise of Councils functions.

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

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

2. Acceptable gifts, benefits and donations

Gifts, benefits and donations of a token nature at or below nominal value may generally be accepted by Council officials without disclosing details to the General Manager or Mayor and without recording the details of the gift or benefit on the Gifts, Benefits and Donations Declaration Form or Register (attachment 1 and 2).

That said, Council officials who receive more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period must disclose that fact in the gifts, benefits and donations register. For example, a \$6.00 coffee bought for a Council official each week over a period of time.

If a Council official has any doubt if a gift, benefit or donation is a token or of nominal value they should discuss it with the Deputy General Manager, General Manager or Mayor.

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2.1.1. Token gifts, benefits and donations

Gifts, benefits and donations of a token nature do not create the appearance of a conflict of interest and include:

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

2.1.2. Nominal value

For the purpose of this policy the current nominal value limit is identified in section 11.

3. Non acceptable gifts, benefits and donations

Council officials should generally not accept gifts or benefits that appear to be non-token in nature or more than of a nominal value.

If a gift or benefit of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the gift or benefit must be declared via completion of a Gifts, Benefits and Donations Declaration Form (at Attachment 1) and the details must be recorded on the Register (at Attachment 2).

If a Council official refuses a gift or benefit because they believe that the gift was a deliberate attempt to receive “special treatment”, then such instances are to be reported to the Deputy General Manager, the General Manager or Mayor.

3.1.1. Non token gifts, benefits and donations

Gifts or benefits of a non-token nature include:

- A service.

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

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

3.1.2. Significant value

For the purpose of this policy a gift, benefit or donation with significant value has a value above the specified nominal value limit.

4. Actual or perceived effect of the gift, benefit or donation

Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift, benefit or donation is prohibited. (gift of influence).

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

5. Bribes

Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to the Deputy General Manager, General Manager or Mayor (in the case of Councilors). Council will take steps to report the matter to Police immediately.

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

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6. Family members

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

7. Records – Gifts, Benefits and Donations Registers

Council officials, who receive more than the specified number of token gifts or benefits near the nominal value limit from the same person or organisation, (cumulative gift) must disclose that fact on the Gifts, Benefits and Donations Declaration Form and Register (Attachment 1 and 2).

If an official of the Council receives a non-token gift, benefit or donation in circumstances where it cannot reasonably be refused or returned, the receipt of the gift, benefit or donation should be disclosed and the details recorded on a Gifts, Benefits and Donations Declaration Form (at Attachment 1) and in the Gifts, Benefits and Donations Register (At attachment 2).

The Gifts, Benefits and Donations Register will be available for public inspection.

The content of the Registers will be monitored by the Deputy General Manager, General Manager or Mayor on a regular basis (at least annually).

8. Disposal of gifts

The Deputy General Manager, General Manager or Mayor will determine whether a gift or benefit of a non-token nature should be disposed of.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but should not be retained by an individual. Examples of such circumstances where gifts or benefits may be received include:

- Gifts accepted for protocol or other reasons, where returning it would be inappropriate.
- Anonymous gifts (received through the mail or left without a return address)
- A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.
- A gift or benefit of significant value provided to a Council official through a Will, where the relationship between the giver and recipient was essentially a council related business relationship.

Options for disposal include:

- Surrendering the gift to Council for retention.

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- Distributing the gift or benefit amongst a selection of Council's officials - where a reasonable person would agree that the allocation was appropriate, (public perception).
- Donating the gift to an appropriate charity.

9. Breaches of Policy

All Council officials are obliged to comply with this policy and sanctions may be applied if the policy is breached.

Any person may report an alleged breach of this policy by an official of the Council to the General Manager or Mayor as appropriate who shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

10. Review process and endorsement

This policy, including the amounts and frequencies specified, may be varied by **changes to the Local Government Act**. When varied, the amounts and frequencies that apply to the policy must be updated and included in section 11. This policy should be reviewed as required, but at least every four years following the conduct of Local Government elections.

11. Detail of amounts and frequencies specified in the policy

For the purpose of this policy the current nominal value limit is **(\$50.00)**.

This includes a series of gifts, benefits or donations received by the same Council official from the same donor where the total value in a financial year is \$50 or more.

12. Definitions

Council official – Mayors, Councillors, Council staff (including staff engaged through an employment agency), Council Committee members, volunteers and contractors.

Gift – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatrical or music events.

Cumulative gift – a series of gifts of nominal value from the same person or organisation over a specified period which may have an aggregate value that is significant.

Donation - a one off or reoccurring contribution, can be financial or in-kind support. The contribution doesn't seek benefits for Council in exchange.

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Gift of influence – a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gift of gratitude – a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude.

Benefit – a non-tangible item which is believed to be of value to the receiver (i.e. preferential treatment such as queue jumping, access to confidential information and hospitality).

Hospitality – the provision of accommodation, meals, refreshments or other forms of entertainment.

Bribe – a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something.

Cash – money or vouchers which are readily convertible.

Nominal value – is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value.

Significant value – a gift or benefit that has a value above the nominal value limit.

Token - often mass produced (i.e. pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.

Non token – items that are of a more individual nature, with a value above the nominal value limit. Items may include, free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

Conflict of interest – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Public perception – the perception of a fair-minded person in possession of the facts.

Gifts, Benefits and Donations Declaration Form – a form to be completed (Attachment 1), when an individual receives a gift, benefit or donation of a non-token nature above the nominal limit or receives a series of token gifts, benefits or donations in a specified time that may have significant aggregate value (Cumulative Gift).

Gifts, Benefits and Donations Register – a register maintained by Council of all declared gifts, benefits and donations (Attachment 2).

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Attachment 1

GIFTS, BENEFITS AND DONATIONS DECLARATION FORM

Name.	
Department.	
Date gift, benefit or donation offered.	
What is the gift, benefit or donation?	
What is the dollar value (approximate) of the gift, benefit or donation?	
Who is the gift, benefit or donation from?	
Individual (provide name).	
Organisation (provide name).	
Where was the gift, benefit or donation offered? (i.e. at a function, over the counter, through the mail, at a meeting.....)?	
Recipients relationship to the donor.	
Should the gift, benefit or donation be accepted or declined .	
If the gift, benefit or donation was accepted, should it be retained by the councillor, employee or organisation?	
If the gift was retained by the organisation should it be disposed?	
Council Official's signature.	
Date.	
Responsible Officer (Deputy General Manager, General Manager, Mayor) comments.	
Responsible Officer's name and signature.	
Office Use	
Date details recorded on Gifts, Benefits and Donations Register.	
Signature of Deputy General Manager who entered the details in the Gifts, Benefits and Donations Register.	

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Attachment 2

GIFT, BENEFITS AND DONATIONS REGISTER

This register shows reportable gifts, benefits and donations that have been offered to and received by Council Officials.

The register includes instances where Council Officials have received more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period.

Date received	Description of gift, benefit or donation	Value (\$)	Name of donor and organisation	Name of recipient	Reasons for accepting	Disposal (Yes/No)	Name and signature of accountable officer

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Reviewed by:

Deputy General Manager:

General Manager:

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