

AGENDA ATTACHMENTS

17TH MARCH 2020

ORDINARY COUNCIL MEETING
HAMILTON COUNCIL CHAMBERS

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Central Highlands Council

DRAFT – ORDINARY MEETING – 18TH FEBRUARY 2020

Draft Minutes of an Open Ordinary Meeting of Central Highlands Council held at Bothwell Council Chambers, on Tuesday 18th February 2020, 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 Triffitt opened the meeting at 9.00am.

2.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer (attended at 9.35a.m.), Cllr A Bailey, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner, Cllr J Poore, Mr Adam Wilson (Acting - General Manager) and Mrs Katrina Brazendale (Minutes Secretary).

3.0 APOLOGIES

NIL

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.

NIL

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).

As per *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, this motion requires an absolute majority

Moved: Cllr J Honner

Seconded: Cllr A Campbell

THAT pursuant to *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, Council, by absolute majority, close the meeting to the public to consider the following matters in Closed Session

Item Number	Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i>
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 January 2020	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential

2	Legal Advice	Regulation 15 (4)(b) – possible future legal action that may be taken, or may involve, the council
3	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

Moved: Clr R Cassidy

Seconded: Clr J Honner

THAT the Council:

- (1) Having met and dealt with its business formally move out of the closed session; and
- (2) Resolved to report that it has determined the following:

Item Number	Matter	Outcome
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 January 2020	Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 January 2020 were confirmed
2	Legal Advice	Council noted the contents of the advice received
3	Legal Advice	Council noted the contents of the advice received
4	Consideration of Matters for Disclosure to the Public	Matters were considered

CARRIED BY ABSOLUTE MAJORITY

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Mrs Katrina Brazendale left the meeting at 9.05 am.

5.1 MOTION OUT OF CLOSED SESSION

Moved: Clr R Cassidy

Seconded: Clr A Bailey

THAT Council move out of Closed Session and resume the Ordinary Meeting.

OPEN MEETING TO PUBLIC

The meeting opened to the public at 10.00 am and gave the acknowledgement to country statement.

6.0 DEPUTATIONS

NIL

6.1 PUBLIC QUESTION TIME

7.0 MAYORAL COMMITMENTS

9 th January 2020	Business of Council
10 th January 2020	Business of Council
11 th January 2020	Onsite Pelham Bushfire Inspection
12 th January 2020	Pelham Resident Phone Discussions
13 th January 2020	Meeting with General Manager
14 th January 2020	Planning Meeting Bothwell
14 th January 2020	Trout Guide and Lodge Meeting Bothwell
15 th January 2020	Audit Department Meeting with General Manager Hamilton
15 th January 2020	Integrity Meeting General Manager Hamilton
16 th January 2020	Business of Council
20 th January 2020	Business of Council
21 st January 2020	Meeting of Council Hamilton
22 nd January 2020	Business of Council
23 rd January 2020	Business of Council
25 th January 2020	Australia Day Awards
27 th January 2020	Guy Barnett Meeting
30 th January 2020	Business of Council
3 rd February 2020	Sub-Regional Meeting Brighton
4 th February 2020	Meeting with Deputy General Manager
4 th February 2020	Meeting with Ratepayer
4 th February 2020	Meeting with Ratepayer
4 th February 2020	Meeting with Deputy Mayor
5 th February 2020	Meeting with Tasmanian Police
6 th February 2020	Business of Council
8 th February 2020	CWA Annual Show
8 th February 2020	Reopening of Lake Sorell
8 th February 2020	ABC TV Interview
11 th February 2020	Meeting with Telstra
11 th February 2020	Climate Change Meeting
11 th February 2020	Onsite meeting with DES Manager (Bothwell Town Hall)
11 th February 2020	Business of Council - Community Members

7.1 COUNCILLOR COMMITMENTS

Deputy Mayor J Allwright

21 st January 2020	Ordinary Council Meeting Hamilton
26 th January 2020	Australia Day Ellendale
4 th February 2020	Meeting with Mayor
6 th February 2020	TasWater Meeting
11 th February 2020	Workshop Telstra black spot funding, and Climate Change workshop

Clr T Bailey

14 th January 2020	Planning Meeting Bothwell
21 st January 2020	Ordinary Council Meeting, Hamilton
26 th January 2020	Australia Day Ellendale
11 th February 2020	Workshop Telstra black spot funding, and Climate Change workshop
12 th February 2020	HATCH meeting Ouse.

Clr A Campbell

6 th December 2019	Official opening of Cattle Hill Wind Farm
21 st January 2020	Ordinary Council Meeting Hamilton
6 th February 2020	Health and Wellbeing Planning Meeting Hamilton
11 th February 2020	Workshop Telstra black spot funding, and Climate Change workshop
12 th February 2020	HATCH meeting Ouse

Clr R Cassidy

14 th January 2020	Planning Meeting Bothwell
21 st January 2020	Ordinary Council Meeting Hamilton
26 th January 2020	Australia Day Ellendale
11 th February 2020	Workshop Telstra black spot funding, and Climate Change workshop

Clr J Poore

21 st January 2020	Ordinary Council Meeting Hamilton
26 th January 2020	Australia Day Ellendale
1 st February 2020	Wind farm meeting at Miena with Epuron (Community information day)
3 rd February 2020	Visitors Centre meeting with Ron Sonners and Keith Alcock.
8 th February 2020	CWA show day at Bothwell.
11 th February 2020	Workshop Telstra black spot funding, and Climate Change workshop

7.2 GENERAL MANAGER'S COMMITMENTS

20th January 2020	Meeting TFS Cambridge
21st January 2020	Council Meeting
26th January 2020	Australia Day Ellendale
3rd February 2020	South Central Sub-Committee Meeting
4th February 2020	Meeting Justice Dept – Planning & Building Portal
6th February 2020	Health & Wellbeing Plan Meeting
11th February 2020	Workshop Michael Patterson Telstra
11th February 2020	Workshop Climate Change Presentation
12th February 2020	Meeting Des Moore ILU Lease

7.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

23rd January 2020	TCCI WHS Workshop 2
11th February 2020	Council Workshop
18th February 2020	Ordinary Council Meeting

8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

NIL

8.1 FUTURE WORKSHOPS

19th February 2020 State Growth Workshop 1:00pm – 4:30pm - Hollow Tree Road Motorcycle Road Safety Workshop
Location: Bothwell Football Club and Community Centre, Hollow Tree Road, Bothwell

25th February 2020 Community Thank You Lunch 1.00pm Bothwell Supper Room and Meeting with Board of Rural Business Tasmania in Council Chambers Bothwell 2:00pm to 3:00pm

6th April 2020 Presentation to Councillors from Dr Katrena Stephenson, Chief Executive Officer of the Local Government Association of Tasmania. (Need to schedule)

12th May 2020 Integrity Commission Training Course for Elected Members at the Bothwell Council Chambers 11.00am and 1.00pm

9.0 MAYORAL ANNOUNCEMENTS

The Mayor advised that she recently meet with Minister Barnett regarding the Bio Security

10.0 MINUTES

10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Cllr A Bailey

Seconded: Cllr J Honner

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 21st January 2020 be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A Bailey, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore.

10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Cllr J Honner

Seconded: Cllr R Cassidy

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 21st January 2020 be confirmed.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A Bailey, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore.

10.3 RECEIVAL DRAFT MINUTES PLANNING COMMITTEE MEETING

Moved: Cllr J Poore

Seconded: Cllr R Cassidy

THAT the Draft Minutes of the Planning Committee Meeting held on Tuesday 14th January 2020 be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A Bailey, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore.

11.0 BUSINESS ARISING

- 14.1 Correspondence sent by Development & Environmental Services
- 14.5 Correspondence sent by Development & Environmental Services
- 15.1 Correspondence sent by Acting Works and Service Manager
- 15.2 Correspondence sent by Acting Works and Service Manager
- 15.4 Correspondence sent by Acting Works and Service Manager
- 16.2 Correspondence sent by Deputy General Manager
- 16.3 Correspondence sent by Deputy General Manager
- 16.4 Policy updated
- 16.5 Correspondence sent by Deputy General Manager
- 16.6 Correspondence sent by Deputy General Manager
- 16.8 Correspondence sent by Deputy General Manager
- 16.9 Correspondence sent by Deputy General Manager
- 16.10 Risk Management Register Updated
- 16.11 Policy updated
- 16.12 Policy updated
- 16.13 Policy updated
- 16.14 Audit Panel Charter updated
- 16.15 Correspondence sent by Deputy General Manager
- 16.17 Correspondence sent by Deputy General Manager
- 16.18 Correspondence sent by Deputy General Manager

16.19	Correspondence sent by General Manager
16.20	Correspondence sent by Deputy General Manager
16.23	Correspondence sent by Mayor
16.24	Correspondence sent by Mayor
16.25	Correspondence sent by Mayor

12.0 DERWENT CATCHMENT PROJECT REPORT

Moved: Clr J Honner

Seconded: Clr J Poore

THAT the Derwent Catchment Project report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

12.1 DERWENT CATCHMENT PROJECT REPORT

Moved: Clr J Poore

Seconded: Clr A Campbell

THAT Council nominate Deputy Mayor J Allwright to be the Central Highlands Council representative.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

13.0 FINANCE REPORT

Moved: Clr J Honner

Seconded: Clr A Campbell

THAT the Finance Reports be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

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: Clr R Cassidy

Seconded: Clr J Honner

THAT the Development & Environmental Services Report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Graham Rogers (Manager Development Services) and Jacqui Tyson (Planning Officer) attended the meeting at 10.40 a.m.

14.1 POSSIBLE FUNDING FOR INDEPENDENT LIVING UNITS FOR BOTHWELL AND ELLENDALE

Moved: Clr A Campbell

Seconded: Clr J Honner

THAT Council approve the Manager Development Services to obtain expressions of interest for the building of 2 new Independent Living Units at Bothwell and report back to Council.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Moved: Clr J Allwright

Seconded: Clr R Cassidy

THAT the Manager Development Services also look at the additional expenses for the building of units at Ellendale.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

14.2 RECOMMENDATION FROM WASTE COMMITTEE MEETING

Moved: Clr J Poore

Seconded: Clr A Bailey

THAT the item be deferred until the October 2020 meeting.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

14.3 DRAFT PLANNING SCHEME AMENDMENT (RZ2020/01) FOR BUSHFIRE PRONE AREAS OVERLAY

Moved: Clr A Archer

Seconded: Clr J Honner

THAT Council determine not to proceed with the proposed amendment to the Bushfire Code of the Central Highlands Interim Planning Scheme 2015, and request another workshop to review the maps in each township.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

14.4 DOG HANDBOOK BY DR KATRINA WARD AND KINGBOROUGH COUNCIL

Moved: Clr R Cassidy

Seconded: Clr A Bailey

THAT Council adopt the Dog Handbook developed by Dr. Katrina Ward and Kingborough Council and include a link to the Dog Handbook on the Central Highlands Council website.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

14.5 OVEN - BOTHWELL TOWN HALL

Moved: Clr A Bailey

Seconded: Clr J Poore

THAT Council purchase new Freestanding Electric Oven/Stove for the Bothwell Town Hall at the price of \$3,239.00

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Moved: Clr A Campbell

Seconded: Clr A Bailey

THAT the Manager Development Services obtain 2 quotes and purchase cutlery/crockery for 100 persons and place in the lockable cupboard in the storage area.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

14.6 DES BRIEFING REPORT

PLANNING PERMITS ISSUED UNDER DELEGATION

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

PERMITTED USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019/66	P Cairns	1 Bronte Heights, Bronte Park	Shed

DISCRETIONARY USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019/84	B Benbow	985a Ellendale Road, Ellendale	Change of Use Outbuilding to Dwelling
2019/83	J Pashev	959 Ellendale Rod, Ellendale	Change of Use Multiple Dwellings (Additions & Alterations to Existing Outbuilding to be Second Dwelling)
2019/87	J & D Hall	20 Patrick Street, Bothwell	Storage Shed
2020/01	S Butler	3451 Lyell Highway, Gretna	Outbuilding

Moved: Clr R Cassidy

Seconded: Clr A Bailey

THAT Council bring forward Item 17.3 on the agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

17.3 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TASMANIA STATE EMERGENCY SERVICE AND CENTRAL HIGHLANDS COUNCIL

Moved: Clr R Cassidy

Seconded: Clr A Campbell

THAT the General Manager be authorised to sign the Memorandum of Understanding (MOU) between the Tasmania State Emergency Service and Central Highlands Council.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Jacqui Tyson provided Councillors with an update with regard to the two current planning appeals and the progress on the planning scheme pre assessment phase.

Jacqui Tyson (Planning Officer) left the meeting at 11.35 a.m.

17.4 ACQUISITION OF LAND FOR THE PUBLIC TOILETS AT MEADOWBANK

Moved: Clr A Bailey

Seconded: Clr J Honner

THAT the Manager Development Services estimates of \$8,000 be accepted for removal of the popular trees, realignment of the fence and the sale of the land be approved.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr J Honner and Clr J Poore.

AGAINST the Motion:

Clr R Cassidy

*Graham Roger (Manager Development Services) left the meeting at 11.42 a.m.
Jason Branch (Manager Works and Services) attended the meeting at 11.43 a.m.*

Moved: Clr A Bailey

Seconded: Clr R Cassidy

THAT Council move back to Item 15.0 on the agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.0 WORKS & SERVICES

Moved: Clr A Bailey

Seconded: Clr R Cassidy

THAT the Works & Services Report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.1 HAMILTON TENNIS COURT

Moved: Clr J Allwright

Seconded: Clr A Bailey

THAT the Works and Services Manager present a quote for works to be undertaken at Councils budget workshop.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Councillors commended the Council employees on a very high standard of works that are currently being undertaken at Pelham.

15.2 HAMILTON BUS SHELTER

Moved: Clr R Cassidy

Seconded: Clr J Allwright

THAT the Manager Works and Service obtain approval to move the Grey Street Hamilton bus stop to the Hamilton Park, which has adequate parking and shelter areas. Council will need to contact State Growth/Schools to obtain approval of the change.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.3 STOCK RAMP AT 729 GLENMORE LOWER MARSHES

Moved: Clr J Honner

Seconded: Clr A Bailey

THAT Council purchase a cattle ramp from Delmade and install on Lower Marshes Road and that Mr Mathews contributes half the cost of the new cattle ramp.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.4 GUM TREES CLYDE STREET HAMILTON

Moved: Clr J Honner

Seconded: Clr A Campbell

THAT Councils Works and Services Manager engage an arborist to undertake a Conditioning report of the Gum Trees of an approximate cost of \$600 and present to Council next meeting.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

15.5 TARGA ROAD CLOSURES

Moved: Clr J Poore

Seconded: Clr J Honner

THAT Council Works and Services Manager write to Targa stating that Council have no objection and are aware of the event.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

Clr J Honner mentioned to Manager Works and Services regarding a pot hole that is of concerns at Nant Lane, Bothwell

Jason Branch (Manager Works and Services) left the meeting at 12.08 p.m.

16.0 ADMINISTRATION

16.1 CITIZENSHIP CEREMONY DRESS CODE

Moved: Clr J Honner

Seconded: Clr A Campbell

THAT Council adopt the following Citizenship Ceremony Dress Code

Central Highlands Council Citizenship Ceremony Dress Code

The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion. We encourage Citizenship Ceremony attendees to wear smart casual attire. Attendees are also welcome to wear their own national/traditional/cultural dress.

This Dress Code is a requirement of the Australian Government's Australian Citizenship Ceremonies Code.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

16.2 TASSIE'S TOP TOURISM TOWNS

NOTED

16.3 AFLT STATEWIDE FACILITIES PLAN

Moved: Clr A Bailey

Seconded: Clr R Cassidy

THAT Deputy Mayor J Allwright and the Works & Service Manager attend the stakeholder group meeting for Central Highlands Council.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

16.4 GREAT LAKE COMMUNITY CENTRE

Moved: Clr A Archer

Seconded: Clr A Bailey

THAT Council make a payment of \$640.08 and write to the Great Lake Community Centre requesting that Council be notified of any incorporation changes, as this could affect their lease.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

16.5 CATTLE HILL WIND FARM COMMUNITY FUND

RESLOVED THAT Council nominate the Mayor, Clr A Campbell and Clr J Honner to be the Central Highlands Council representatives on the Cattle Hill Wind Farm Community Fund Committee.

16.6 BOTHWELL MEDICAL CENTRE

Moved: Clr J Poore

Seconded: Clr A Campbell

THAT Council obtain two quotes and replace the carpets at the Bothwell Medical Centre.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

AGAINST the Motion:

Clr A Archer

16.7 DERWENT PONY CLUB

Moved: Clr J Allwright

Seconded: Clr A Bailey

THAT Council make a donation of \$200, a request that any further requests come through to Council via a Community grant application.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

16.8 STATUS REPORT

Moved: Clr R Cassidy

Seconded: Clr A Bailey

THAT Council adopt the Status Report and it be placed on the Agenda after the commitments.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

16.9 ANZAC DAY SERVICES

Gretna Dawn Service, Mayor Loueen Triffitt, and Clr R Cassidy

Hamilton 11.00am Service Clr Deputy Mayor J Allwright, Clr R Cassidy, Clr J Poore and Clr A Bailey

Bothwell 11.00am Service Mayor Loueen Triffitt, Clr J Honner, Clr S Bowden, Clr A Archer and Clr A Campbell

This will be discussed at the next meeting.

16.10 INCREASE IN RABBIT POPULATION IN THE TOWNSHIP OF BOTHWELL

Moved: Clr J Poore

Seconded: Clr A Bailey

THAT the Works and Service Manager write to the Invasive Species Branch of the Department of Primary Industries, Parks, Water and Environment about the increase in rabbit population in the township of Bothwell and include the letter from Mrs Sharlie Vince.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

17.0 SUPPLEMENTARY AGENDA ITEMS

Moved: Clr J Poore

Seconded: Clr A Campbell

THAT Council consider the matters on the Supplementary Agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

17.1 REQUEST TO USE OUSE HALL

Moved: Clr J Honner

Seconded: Clr J Allwright

THAT Council approve to allow Chain Reaction to use the Ouse Hall at no cost for 1 hour on Monday 9 March and Monday 23 March between 11.30am - 12.30pm. Council will also make a donation of \$200.00.

CARRIED

FOR the Motion:

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

17.2 2020 TASMANIAN VOLUNTEERING AWARDS

NOTED

17.3 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TASMANIA STATE EMERGENCY SERVICE AND CENTRAL HIGHLANDS COUNCIL

Previously discussed

17.4 TASWATER

RESOLVED

18.0 CLOSURE

The meeting closed at 12.58 p.m.



Central Highlands Council

DRAFT MINUTES AUDIT PANEL MEETING – 25 FEBRUARY 2020

Draft Minutes of the Central Highlands Audit Panel Meeting held at the Hamilton Council Chambers, Hamilton on Tuesday 25 February 2020 commencing 9.00am.

1.0 OPENING

Ian McMichael (Chair) opened the meeting at 9.00 a.m.

2.0 PRESENT

Ian McMichael (Chair), Deputy Mayor J Allwright, Cllr J Poore, Adam Wilson (Deputy General Manager) and David Doyle (Accountant)

3.0 APOLOGIES

Lyn Eyles (General Manager)

4.0 CONFIRMATION OF MINUTES

Moved Cllr J Poore **Seconded** Deputy Mayor J Allwright

THAT the minutes of the previous meeting held on Monday, 10 December 2019 be confirmed with a change to the following word in item 6.0 Policy (Police)

Carried

For the motion: I V McMichael (Chair), Deputy Mayor J Allwright, Cllr J Poore

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

6.1 Cyber Training – Future workshop

7.0 STANDING ITEMS

- Statutory Financial Requirements Report - **Noted**
 - Financial Reports - **Noted**
 - Risk Management Register – **Noted** that there is a need to segregate duties between more employees and this action may require additional staff to achieve item 4.14 of the Risk Management Register.
 - Policy Review - **Noted**
-

8.0 NEW BUSINESS

8.1 Investment Policy – To be tabled at the May meeting

8.2 LTTP 2016 Comparison to 2019 actuals – Report from the Accountant to be included in the agenda for the Council Meeting in March 2020.

8.3 Risk Management Register

Recommendation to Council

Moved Deputy Mayor J Allwright

Seconded Cllr J Poore

THAT Council consider recommending that the General Manager organise a third party to undertake an internal audit to review the segregation of duties between employees within the organisation, which ensures the organisation meets the requirements of item 4.14 of the Risk Management Register.

Carried

For the motion: I V McMichael (Chair), Deputy Mayor J Allwright, Cllr J Poore

9.0 OTHER BUSINESS

9.1 Complaint Handling Policy – That the Deputy General Manager investigate if other Councils have a complaint handling policy and provide feedback to the next meeting.

9.2 Office Security – Review of office security in the Bothwell and Hamilton offices and consider personal security for field staff.

9.3 Councillor Status Report - Noted

10.0 NEXT MEETING –

Tuesday 5th May 2020 9.00 a.m.

11.0 CLOSURE

Meeting closed at 10.43 a.m.



Central Highlands Council

DRAFT MINUTES AUDIT PANEL MEETING – 3 MARCH 2020

Draft Minutes of the Central Highlands Audit Panel Meeting held at the Hamilton Council Chambers, Hamilton on Tuesday 3 March 2020 commencing 9.00am.

1.0 OPENING

Ian McMichael (Chair) opened the meeting at 9.00 a.m.

2.0 PRESENT

Ian McMichael (Chair), Deputy Mayor J Allwright, Cllr J Poore, Lyn Eyles (General Manager), Adam Wilson (Deputy General Manager) and David Doyle (Accountant)

3.0 APOLOGIES

4.0 CONFIRMATION OF MINUTES

Moved Cllr J Poore **Seconded** Deputy Mayor J Allwright

THAT the minutes of the previous meeting held on Tuesday, 25 February 2020 be confirmed.

Carried

For the motion: I V McMichael (Chair), Deputy Mayor J Allwright, Cllr J Poore

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

- 6.1 **Cyber Training** – Report will be tabled at the Council meeting in March to consider when a future workshop should be held.
 - 6.2 **Investment Policy** – Discussed proposed investment policy and draft will be tabled at the May meeting.
 - 6.3 **Office Security** – General discussion took and it was agreed to review the office security in the Bothwell and Hamilton offices and consider personal security for field staff.
-

7.0 NEW BUSINESS

8.0 OTHER BUSINESS

9.0 NEXT MEETING –

Tuesday 5th May 2020 9.00 a.m.

10.0 CLOSURE

Meeting closed at 10.05a.m.

BEING WELL AND STAYING WELL IN THE HEART OF TASMANIA



A Plan for the Health and Wellbeing of
Central Highlands Residents 2020-2025

February 2020

THE CENTRAL HIGHLANDS

MANY COMMUNITIES WITH BIG HEARTS

Everyone played their part, and it was this dedication to community, and support for community that allowed us to face the fires

Loueen Triffit, Mayor Central Highlands Council

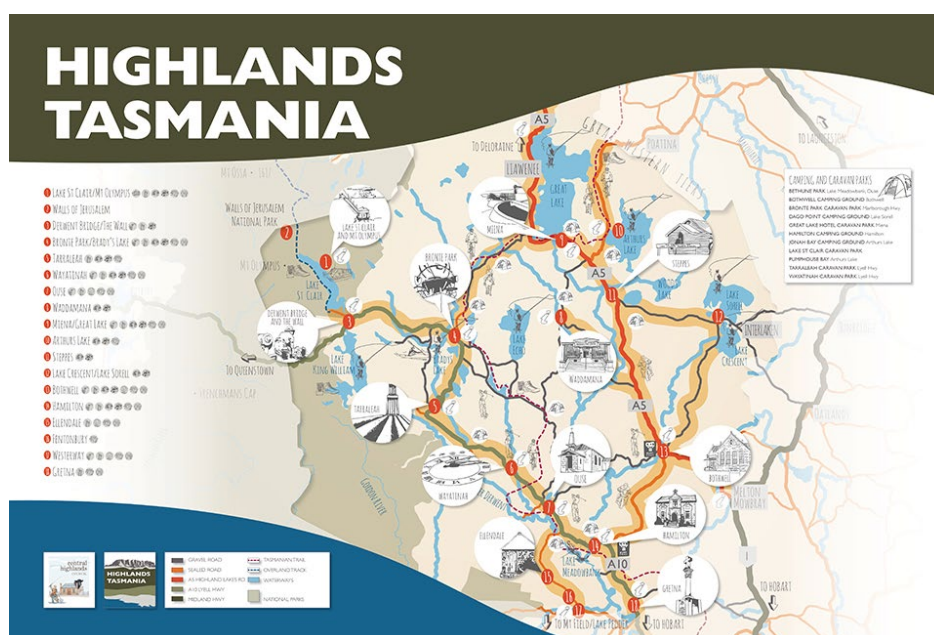
Just over 2200 people call the Central Highlands home – a tiny number of people living across a vast landscape of more than 8000 square kilometres in the heart of Tasmania. Central Highlanders live mostly in small towns and hamlets which grow exponentially in fishing, hunting, picking and tourism seasons.

Each town and hamlet has its own character, story and experiences drawn from its unique place in the diverse landscape of rolling hills and arable land, world heritage wilderness, natural and hydro-made lakes and streams, and rugged bushland. People also draw inspiration and identity from the history, heritage and culture of their town or hamlet, including connections to the First Peoples of the area.

In many of these Central Highlands communities, committed individuals step up to connect people to each other, and to activities and events that make a significant contribution to better mental and physical health and wellbeing. They create opportunities for people to flourish, by working together, giving generous support, and taking action.

The Central Highlands Council also plays a key role in supporting its communities to achieve better health. It shapes infrastructure and the environment to increase the liveability of the towns and hamlets, and advocates constantly for services and opportunities that lead to better lives and better health.

These connected, active communities, together with Council, provide the essential foundations for advancing the health and wellbeing of Central Highlanders.



ABOUT CENTRAL HIGHLANDERS - THE STATISTICS¹

The 2016 Census statistics provide vital information about Central Highlanders. Compared to other Tasmanians and Australians people living in the Central Highlands on average:

- ▶ Are older
- ▶ Often live alone or as a couple
- ▶ Earn quite a lot less
- ▶ Have lower educational attainment
- ▶ Are slightly less likely to be employed
- ▶ Are slightly more likely to volunteer.

This combination of factors is summarised in what's known as SEIFA – Socio Economic Indexes for Areas. It ranks all 574 Local Government areas in Australia according to their relative socio-economic advantage and disadvantage.

The Central Highlands SEIFA is 883. It ranks 57 among LGAs in Australia which means it experiences relatively higher levels of socio-economic disadvantage.

Communities that experience relative socio-economic disadvantage generally experience poorer health. In addition, rural and remote communities are also more likely to experience poorer health and lower life expectancy.

Central Highlanders are older and are more likely to live alone compared to Tasmania & Australia

- ▶ 2 in 5 (42%) are over 55 (TAS 34%, AUS 28%)
- ▶ 1 in 5 (20%) are under 19 (TAS 24%, AUS 25%)
- ▶ 1 in 20 (5%) are Aboriginal & Torres Strait Islander (ATSI) People (TAS 4.6%, AUS 2.8%)
- ▶ Median age is 50 (TAS 42, AUS 38); median age of ATSI People is 27
- ▶ Over half (55%) are couples without children & almost a third (31%) are couples with children (TAS 43/38%, AUS 38/45%)

Central Highlanders have considerably lower median weekly incomes compared to Tasmania & Australia

- ▶ \$467 personal – nearly 20% lower than Tasmania & 30% lower than Australia (TAS \$573, AUS \$662)
- ▶ \$1074 family – nearly 25% lower than Tasmania & nearly 40% lower than Australia (TAS \$1399; AUS \$1734)

¹ Australian Bureau of Statistics, 2017, 2016 Census QuickStats, Australian Government

Fewer Central Highlanders have reached Year 12 and beyond compared to Tasmania & Australia

- ▶ Less than 1 in 10 (9%) have attained Year 12 (TAS 12%, AUS 16%)
- ▶ About 1 in 10 (9.5%) have a Bachelor degree or above (TAS 16%, AUS 22%)
- ▶ Just over 1 in 5 (22%) have a Diploma or Certificate III or IV (TAS 25%, AUS 25%)

Central Highlanders are slightly less likely to be employed full or part time & slightly more likely to be unemployed

- ▶ 85% are employed full or part time (TAS 87%, AUS 88%)
- ▶ 8% unemployed (TAS 7%, AUS 7%)
- ▶ Almost 1 in 3 (30%) parents with children are not working (TAS 25%, AUS 20%)
- ▶ The most common occupations are managers (24%), labourers (21%), & technicians (15%)
- ▶ Top industries of employment are specialised sheep farming, sheep-beef cattle farming, local government administration, specialised beef cattle farming, accommodation

Primary Health Tasmania analyses multiple data sources to produce a Community Health Profile for all LGAs in Tasmania. The Central Highlands Community Health Profile finds:

- ▶ Nearly 1 in 5 assess their health as fair or poor
- ▶ Just over 1 in 10 report high or very high psychological distress
- ▶ About 16% of people smoke
- ▶ About 15% of people don't engage in enough moderate or vigorous activity
- ▶ Over 9 in 10 don't eat enough vegetables
- ▶ 3 in 5 don't eat enough fruit
- ▶ About a quarter of people are rated as obese
- ▶ Nearly 2 in 5 consume alcohol at levels that cause lifetime harm.

Councils are well placed to promote public health by creating supportive environments to:

- ▶ reduce **S**moking
- ▶ improve **N**utrition
- ▶ reduce harmful **A**lcohol use
- ▶ promote **P**hysical activity
- ▶ reduce **S**tress.

Together these five factors are known as **SNAPS** risk factors. They impact wellbeing but improvements can be achieved through community-led, Council-supported action.

By reducing smoking, alcohol and stress, and increasing healthy eating and physical activity, the Central Highlands community will enjoy better health, fewer hospital admissions and longer lives.

ABOUT CENTRAL HIGHLANDERS - WHAT YOU TOLD US

While statistics are important, understanding the lived experience of Central Highlanders is essential. To help develop this Plan, a series of community conversations were held across the Central Highlands in 2019.

Several themes emerged from these conversations. This is what people told us.

Communication

Communities acknowledged there are already several communication channels in use across the Central Highlands. But Central Highlanders also told us:

- ▶ Often there are activities happening that people don't know about – getting the word out is an important part of ensuring people are engaged in their community
- ▶ Communication is very 'town-specific' with not a lot between towns and hamlets where there may be interesting activities going on
- ▶ Many don't have a computer and people need to be internet savvy to use Facebook
- ▶ Mobile coverage can be problematic, particularly for tourists.

People and community

There is a strong community spirit in most communities across the Central Highlands. Central Highlanders told us:

- ▶ In a crisis there is support – people pulled together during the bushfires in 2019
- ▶ Various 'hubs' are the heart of community interaction – you can step into a community and choose how to participate, but some hamlets don't have a hub
- ▶ The community comes together around food
- ▶ Sometimes it's a struggle to get involved especially if you have kids at home
- ▶ There is some fracturing in some communities and newcomers are not always welcomed into communities.



Transport

Lack of transport was identified as one of the most important things affecting individual health and wellbeing. Road quality was also seen as a barrier to getting around safely. Central Highlanders told us:

- ▶ There are no or poor bus services and connections between towns across the Highlands and with Hobart
- ▶ They need easier access to transport for medical appointments – reliance on volunteer drivers and community transport can be problematic
- ▶ Some experience difficulties navigating transport services, especially parents with young children and older people.

Community support

In many conversations, people expressed concern about changes to the Rural Primary Health Service. Central Highlanders told us:

- ▶ They would like Council to appoint a community development officer to drive change
- ▶ A community development officer, even part-time, could support communities to

develop ideas and connect people to healthy activities

- ▶ A community development officer could tap the commitment of communities to their own health and wellbeing.

Volunteering

Volunteers were recognised as crucial to many activities and services across the Central Highlands. However, there was grave concern about the ageing volunteers and volunteer work falling to just a few – a new approach to attracting and retaining volunteers was needed. Central Highlanders told us:

- ▶ There has been a decline in volunteers over the last 20 years
- ▶ One person is often volunteering across several groups
- ▶ There is a need to mentor and bring younger volunteers through
- ▶ You should never stop asking and engaging to grow the volunteer base
- ▶ It's important to access opportunities like Work for the Dole
- ▶ Volunteers are vital to ambulance and fire services.

Footpaths and walking tracks

Central Highlanders want to be active, but they need some improved walkability in their hamlets and towns to help them. They told us:

- ▶ Wider, flat, gravel footpaths would promote a culture of walking
- ▶ Footpaths that encourage walking can help bring communities together
- ▶ Walking tracks and paths protect against heavy traffic passing through towns.

School/industry connections

Central Highlanders want to see their high schools better embedded in their communities, with more connections between local employment opportunities and education pathways. They told us:

- ▶ Higher skilled school graduates are needed, with technical skills and digital literacy
- ▶ School-based apprenticeships offer a promising pathway for local young people to get local jobs
- ▶ TAFE is important, and there needs to be more respect for practical, skills-based jobs
- ▶ There is a cultural disconnect between local employers and local job seekers – it's important to get locals and give them a go
- ▶ A wide range of opportunities are available for young people including hospitality, guiding (fishing and bushwalking), tourism, agriculture and horticulture
- ▶ Young people need to finish Year 12 wherever possible
- ▶ Lack of transport can be a barrier to employment and further education.

Young people

Young people were seen as the future of the Central Highlands, particularly given its declining population. It was said, *'Youth is what will keep our community going'*. Central Highlanders told us young people:

- ▶ Will provide us with fresh ideas
- ▶ Need to be encouraged to volunteer
- ▶ Need exposure to a youth leadership program
- ▶ Need to feel wanted
- ▶ A Youth Policy would be a good place to start.



Facilities

Central Highlanders recognise they have a range of quality facilities that are underutilised by communities. They considered this a 'lost opportunity' to contribute to health and wellbeing. They told us:

- ▶ Schools were a valuable resource in some towns
- ▶ The pool at Bothwell would be used more often if it was covered
- ▶ There are opportunities to 'ramp up' the Men's Shed in Hamilton and the Women's Shed in Bothwell
- ▶ The new community and football centre in Bothwell could be better used during the week
- ▶ There are some fantastic parks and playgrounds that have been developed for communities.

Social isolation

The dispersed nature of people across the Central Highlands makes social isolation a risk – while some come to get away from it all, social isolation is a major contributor to poor health and wellbeing. Central Highlanders told us:

- ▶ Older single people, particularly women are at risk
- ▶ Lack of easy transport contributes to social isolation
- ▶ Young parents are a risk group for social isolation
- ▶ A buddy system can support individuals in a way that is comfortable for them.



Health services

There was a united voice across all the conversations that health and aged care services were not meeting the needs of the community. Central Highlanders told us:

- ▶ They want better access to reliable health services, including allied health care, as a fundamental human right
- ▶ The withdrawal of the Rural Primary Health Service had a big impact on communities
- ▶ The new pharmacy in Bothwell has made a real difference
- ▶ Resources are needed to improve health literacy – a place-based approach, such as The Right Place, could help improve service knowledge and access
- ▶ It would be advantageous to map current services and provide a directory to local GPs
- ▶ A wellness practitioner could help support communities to stay healthy and well
- ▶ There is a shortage of aged care packages, and limits to service delivery, particularly in more remote parts of the Central Highlands
- ▶ The Health Action Team Central Highlands (HATCH) plays an important role in planning and facilitating health and wellness across the Central Highlands
- ▶ Service rules set by Governments don't always apply appropriately to rural and remote areas.



ADVANCING WELLNESS

The Central Highlands Health and Wellbeing Plan: *Being Well and Staying Well in the Heart of Tasmania* aims to prevent ill-health and build better health. It builds on strengths and provides ways for Central Highlanders and Central Highlands communities to connect with their own health and wellbeing, the services they need, and a healthy and well future.

The Plan builds better health and wellbeing across three domains:

1. Healthy Communities
2. Better Health
3. Future Wellbeing

Healthy Communities

Aim

To increase community leadership and Council support for community-led actions that build social support and address the SNAPS factors (smoking, nutrition, alcohol, physical activity and stress).

Central Highlanders care about each other. In the many diverse and distinctive towns and hamlets across the landscape, small groups of Highlanders get together to deliver practical action and build the social ties needed for good health. These small community-led actions advance wellness and help prevent physical and mental ill-health.

Measures of success

- ▶ Reduced smoking
- ▶ Improved nutrition
- ▶ Reduced harmful alcohol use
- ▶ Increased physical activity
- ▶ Reduced stress
- ▶ Increased volunteer participation.

Better Health

Aim

To increase knowledge of, and access to, services that are responsive, caring and supportive of good health.

Better services support people to get well and stay well – like transport connections to local primary health care, and in-home services for aged and chronic care. Better health also results from improved service system networks and service knowledge. Council has a leading role in advocating for, and supporting primary health services, access to specialist and aged care services, appropriate transport connections, and emergency response.

Measures of success

- ▶ Continuous GP practices at Ouse and Bothwell
- ▶ Increased in-home care services
- ▶ Current comprehensive service directory

Future Wellbeing

Aim

To ensure children and young people are invested in life in the Central Highlands and are connected to education and employment opportunities that capitalise on our natural assets.

By addressing the needs of infants, children and young people, and supporting education and employment across the Council area, there'll be a better future for everyone.

Measures of success

- ▶ Reduced youth unemployment rate
- ▶ Increased school retention to Year 12
- ▶ Increased activities for young children and parents

ACHIEVING OUR AIMS

This Plan forges an ambitious future for the health and wellbeing of Central Highlanders. It places communities at the centre and enables Central Highlanders to be well, get well and stay well.

The Plan will be implemented across the three domains – Healthy Communities, Better Health and Future Wellbeing. The Aim of each domain sets out what needs to be achieved overall, while the Actions support achievement of the Aims. A low, medium, or high priority is assigned to each Action to recognise the limited resources of Council, the vastness and diversity of the Central Highlands, and the need to genuinely engage with communities.

The priority ratings are:

- ▶ HIGH – within one to two years
- ▶ MEDIUM – within two to three years
- ▶ LOW – within three to five years

The Central Highlands Council, in collaboration with specialist organisations and the community, will lead implementation of the Plan. Council's Health and Wellbeing Plan Working Group, led by the Mayor, in partnership with the Health Action Team Central Highlands (HATCH), will drive the Actions and report on achievements. Priorities will be implemented in a spirit of collaboration and cooperation with key organisations.



HEALTHY COMMUNITIES

AIM

To increase community leadership and Council support for community-led actions that build social support and address the SNAPS factors (smoking, nutrition, alcohol, physical activity and stress).

ACTION	ORGANISATION	PRIORITY
<p>1. Engage a community development officer to build community leadership and facilitate tailored, community-specific programs that:</p> <ul style="list-style-type: none"> ▶ Reduce smoking ▶ Increase healthy eating especially fruit and vegetables ▶ Reduce alcohol use ▶ Increase physical activity ▶ Reduce stress ▶ Increase use of local facilities 	Council	High
2. Implement Highlands Healthy Connect Project targeting healthy eating and physical activity	HATCH THS	High
3. Connect older people with community activities to decrease social isolation and increase general wellbeing	Council Community Service Providers	High
4. Prioritise supportive infrastructure that increases walkability and liveability of towns and hamlets in consultation with local communities	Council	Medium
5. Examine ways to better publicise and increase knowledge of activities taking place in towns and hamlets across the Central Highlands	Council HATCH	Medium
6. Partner with Volunteering Tasmania to increase volunteer participation in communities	THS Volunteering Tasmania	High
7. Build bushfire resilience in local communities that recognises the unique location, risks, hazards and resources of each community	Council Community Tasmanian Fire Service	High

BETTER HEALTH

AIM

To increase knowledge of, and access to, services that are responsive, caring and supportive of good health.

ACTION	ORGANISATION	PRIORITY
1. Implement the Community Education of Available Health Services Project to increase community knowledge and understanding of available health services	Council THS HATCH	High
2. Collaborate with Primary Health Tasmania and Corumbene Care to maintain and expand in-home care for chronic conditions	Council Corumbene PHT	Medium
3. Advocate for increased in-home care services that meet the needs of older Central Highlanders	Council	High
4. Continue to support, and where needed, subsidise general practice and allied health services at Ouse and Bothwell to ensure Central Highlanders get clinic- and home-based care based on need	Council	High
5. Advocate for increased bus services between Central Highlands' towns and between these towns and major centres (Hobart, Launceston) ▶ Continue and where possible, expand Council and community-based transport services	Council	High
6. Identify and collaborate with an aged care training provider to deliver certified training locally to increase trained aged care support workers in the Central Highlands	Council	Low
7. Lead development of a strategic services plan that maps health services and quantifies service type and demand as the basis for future service planning	Council	Low
8. Collaborate with Ambulance Tasmania, the Tasmanian Fire Service and Volunteering Tasmania to increase the number of trained volunteers to respond in emergencies	Council THS Volunteering Tasmania	High

FUTURE WELLBEING

AIM

To ensure children and young people are invested in life in the Central Highlands and are connected to education and employment opportunities that capitalise on our natural assets.

ACTION	ORGANISATION	PRIORITY
1. Engage with young people to develop a Youth Policy that increases their participation in, and commitment to, the Central Highlands	Council	High
2. Develop an information resource, together with a visiting employer and work experience program, to engage upper primary and secondary school students in local employment options and opportunities	Council Local business Department of Education	Medium
3. Develop and seek funding for an innovative collective impact project that engages young people in new ways in the life of the Central Highlands	Council	Low
4. Develop a whole-of-Central Highlands program for children and their parents that creates strong community connections between towns, drawing on previously successful programs and community-led activities	Council	Medium
5. Report on and renew the <i>Central Highlands Destination Action Plan 2016-2019</i>	Council Implementation Leadership Group	High
6. Support tourism infrastructure and development that align with the qualities, strengths and values of the Central Highlands	Council	High



HONESTALLY
CONSULTING

PROPOSAL

Security Awareness Training

5 FEBRUARY 2020

PREPARED BY:

Darcy Inglis

Dear Glen,

Thank you for considering Honestally to assist your client to improve its security awareness for its Information Technology (IT) users.

Background

Your client, a regional local government council, has purchased a cyber defence insurance policy and is looking to supplement the policy with face-to-face training for its approximately nine councillors and six support staff. The training should be delivered in non-technical, easy to understand terms.

This proposal is based on limited information. The delivery of this training can be tailored to suit the requirements, budget and time constraints of the council.

Solution

One of the greatest threats to information security could actually come from within your organisation. Inside 'attacks' have been noted to be some of the most dangerous since:

- These individuals are already quite familiar with the infrastructure; and;
- Are already 'inside' your network and systems thereby bypassing a lot of the security, protections and safeguards put in place

It is not always disgruntled workers and corporate spies who are a threat. The more common scenario is the non-malicious, uninformed employee/ user who unintentionally provides access to your systems.

Step 1: Discovery

Honestally will contact your IT systems administrator to understand more about your network, the protections in place, review and discuss relevant policies and procedures and ascertain what IT scenarios are common in your workplace. The purpose of this phase is to ensure the training is tailored to the council, and time is not spent delivering information that is not relevant to attendees.

For example: A security risk can include users taking portable computers offsite or using their own devices for council purpose, however, this is not relevant if the council does not allow these practices.

Step 2: Content

The components and content of the training package will be finalised and sent to the relevant council representative for approval.

Examples of content covered may include:

- What is the council IT and security policy and why is it relevant?
 - Tailor information delivered to align with council policy
- What is cyber risk and how does it happen?
 - The importance of 'end user'/ employee engagement and how everyone has a responsibility to keep digital assets and information safe
- The dangers of using personal devices (such as mobiles and laptops) or connecting them to the network
- Best practice when travelling or working offsite
- Physical security

- Desktop security
- Wireless networks security
- Password security
 - Why complexity and non-reuse is important
 - Two factor authentication and other methods
- Email and Web safety
 - Examples of 'suspicious' emails
 - What to look for to discern a message that may not be authentic
 - Phishing/ Hoaxes/ Malware/ Viruses/ Worms/ Trojans/ Spyware
- File sharing
 - Attachments
 - Portable drives
- What to do if you are concerned or an adverse event occurs on your device

Step 3: Delivery

A four hour session is recommended for delivery of this training. This includes time for a relaxed/ non-rushed approach and a refreshment break. However, the course could run from one hour to a full day depending on the requirements of the council.

Honestally will attend the council at a date and time convenient to them to deliver the training. All materials will be provided, including:

- A written summary for attendees to take away
- Certificates of completion (if required)
- Follow up of any 'questions' or unresolved threads in the 48 hours post delivery

Investment

\$2,400.00 + GST
(for four hour session)

Includes:

- Consultation with IT systems admin
- Travel within the greater Hobart region
- Customised IT security awareness training package
- Four hour training delivery (including certificates and follow up)
- Printing and consumables

Optional Extras:

If required, Honestally can arrange catering and refreshments and/or projector, screens and AV equipment 'at cost'. Travel outside of the greater Hobart region is charged at \$100.00 per hour (or part thereof).

Next Steps

If your client agrees, please provide the name of the council and the contact information of the relevant person so an updated proposal can be sent for signature and/or consultation.

Thank you for providing Honestally with the opportunity to work with you and your client, please do not hesitate to contact me with any questions or concerns.

Kind Regards,

A handwritten signature in black ink that reads "Darcy Inglis". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Darcy Inglis
Managing Director
darcy.inglis@honestally.com.au
0452 114 995

Acknowledgement and Disclaimer

This Report, and advice provided by Honestally are intended to support you and your organisation build compliant business foundations. The advice given is based only on the information received from you and/or your client. If you are unsure about how the advice applies to your business or situation, we recommend that you contact the Honestally team or for employment related matters the Fair Work Ombudsman to receive the right support.

Honestally Consulting and associated consultants and/or subcontractors are not qualified lawyers, accountants or financial advisers. No part of this document is intended to constitute legal, finance or taxation advice. You should consider seeking independent legal, financial, taxation or other advice to check how the information provided by us relates to your unique circumstances.

This report is valid at the time of writing, however, should not be relied upon into the future as legislation and modern awards are continually updated and changing. Always refer to the [Fair Work Ombudsman](#) or contact your Honestally consultant for the most up-to-date information regarding workplace rights and obligations.



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COVID-19 (COVID-19) Who Pays For Staying Away?

COVID-19 has posed a series of unexpected challenges for employers because of its unique and everchanging circumstances. To date, there are no cases arising out of similar situations and it is so fast moving that a sudden change in circumstances can drastically change legal obligations and entitlements.

For HR professionals a big issue is in what circumstances can employees be required to stay away from work and who pays for this? There is an intersection between safety and employment laws that isn't always clear cut. Here are our FAQs.

1. Can employers direct employees to 'self-isolate' even if not physically unwell or infected with COVID-19?

Yes – if this is necessary to provide a safe workplace.

We recommend employers use such a direction consistent only with advice from the relevant authorities, which is currently for people who have:

- a) been in close contact with a proven case of COVID-19;
- b) returned from travel to a country considered to be high risk (China, Iran, South Korea); or
- c) been instructed to self-isolate following boarder health screening on return from overseas.

Currently healthcare workers and residential aged care workers cannot attend work for 14 days after leaving Italy and other people must monitor their symptoms for 14 days and self-isolate if symptoms develop.

2. Can employers direct employees to 'self-isolate' to meet WHS duties even if they just have a common cold?

Likely - in the current circumstances, the risk profile presents a unique circumstance where an employer should be taking reasonably practicable steps to manage a risk which currently is very close to being considered a Pandemic.

3. Can employers direct employees with COVID-19 to 'self-isolate'?

Yes - Employees can be reasonably directed not to attend work until they have tested negatively for the COVID-19.

4. What activities should employees do to meet their WHS duty?

Employers should provide employees with up to date relevant information and equipment and review policies and procedures to consider new 'best practice' practice hygiene. In terms of directions and consequences what needs to be the new 'golden safety rules'?

5. What questions can and should employers be asking employees to assess risk and work out how to manage their situation?

Where they have travelled to, when they returned from travel, whether they have symptoms and if so what, whether they have sought medical advice, what that advice has been, whether they are following the advice, whether they have been tested, what the result was.

It would not be reasonable for employees to refuse to co-operate fully with questions like this or to not keep you up to date.

6. Who should employees notify if they are concerned that they have become infected with COVID-19?

Employees should call their doctor (or other specified hotline) and obtain advice. Employees should not present themselves to any medical establishment unless directed by an authorised medical practitioner.

Once specific medical advice has been taken employees should notify their employer by phone or mobile of the advice given to them by the medical practitioner. Employees should not present themselves to work unless cleared by an authorised medical practitioner and with the further approval of their employer.

7. Do employees have to notify their employer of personal travel plans or COVID-19 like symptoms to meet their WHS duty?

Likely. Employees like all duty holders have an obligation to consult, cooperate and coordinate with other duty holders. It is likely to be reasonable to impose a requirement in the current environment on all employees to do so.

8. Can employers direct employees (full and part time) to work from home?

Yes. This can reasonably occur for legitimate WHS reasons such as self-isolation or even preventative measures. Where there is productive work available (and the employee is fit enough to do so) this remains the first and most appropriate step to take.

9. Can employers not offer casual employees any duties on account of lack of work arising out of COVID-19 related issue?

Yes – provided they are a ‘true’ casual in that they are not regularly and systematically employed with an expectation of ongoing employment. Seek further advice when there is any doubt about the correct status of a casual employee.

10. Do casual employees get paid leave?

No – provided they are a ‘true’ casual. This does not prevent an employer paying special leave either as a policy or on a case by case basis as part of a broader civic obligation to prevent or minimize the spread of the virus.

11. If an employer directs an employee (full and part time) to self-isolate for preventative/reputational measures only (ie the employee is not actually suffering a personal illness) and has no productive work does the employee get paid?

Yes.

12. Can employees (full and part time) access their personal leave if they are unwell, or have COVID-19 (even without symptoms presenting)?

Yes - An employee can take paid personal leave when they can't work because of a personal illness or injury. Whilst policies or contracts often require a medical certificate, in the current circumstances employers should exercise some discretion and accept self-reporting. Given the current recommendations on not 'clogging up' the health system, it may not be a reasonable direction to require a medical certificate. There are other options such as statutory declarations if an employer has concerns.

13. Can employees (full and part time) access their personal leave if they are required to self-isolate to meet government requirements?

We recommend, because of its unique circumstances, allowing employees to access personal leave in such circumstances.

It is arguable there is no entitlement to personal leave because technically the employee is not actually unfit for work because of a personal illness, or personal injury, affecting them. The employee is only being kept away from work to comply with a preventative measure where they may not be suffering any personal illness at all. If so, an employee may later seek to have their personal leave recredited.

An employer may have to recredit the leave and may attempt to recover the payment on the basis that it was only paid as personal leave and they were not entitled to it.

14. If an employee (full and part time) runs out of personal leave can they access annual leave or long service leave with the approval of their employer?

Yes - There are special rules that apply to long service leave and specific advice should be sought before granting it.

15. If an employee (full and part time) runs out of paid leave can they access unpaid leave with the approval of their employer?

Yes.

16. Can an employee (full and part time) access carer's leave (paid or unpaid) if they have to look after a family member or member of their household who is sick on account of COVID-19?

Yes - That employee will then need to comply with any requirements to self-isolate once the person they are caring for becomes well.

17. Can an employer temporarily shut down their business for a period of time because of COVID-19?

Yes.

18. If an employer temporarily shuts down for a period of time because of COVID-19 do employees (full and part time) have to be paid?

No. Under the Fair Work Act, an employee may be stood down without pay if they cannot perform useful work because of stoppage of work that the employer can't be held responsible for. This may become a higher reality in coming weeks depending on the progression of COVID-19.

An employer would need to be able to establish:

- (a) whether the employees are 'unable to be usefully employed';
- (b) there is a stoppage of work and the reason for it. In particular, a period of 'slow work' or a reduction in work does not amount to a stoppage – there needs to be an actual 'cessation' of work; and
- (c) if there has been a 'stoppage' of work, there must then be a direct causal connection to the stoppage of work and the absence of useful work for the employee who is stood down that is outside the reasonable responsibility of the employer.



2020 Meritorious Service Award Entry Form

Nominee Details

Title: Mayor / Alderman / Councillor (please circle)

Name.....

Council.....

Phone.....

Referee #1.....

Phone Number.....

Referee #2.....

Phone Number.....

Nominator's Details

Name.....

Phone Number.....

Email Address.....

☐ I confirm that I am listed on the Tasmanian Electoral Role, or eligible to vote in the Tasmanian Local Government Elections (please tick)

Signature.....

Closing Date for Nominations - 5.00pm, Monday, 15 June 2020

Please email your nomination to reception@lgat.tas.gov.au or post to
LGAT, 326 Macquarie Street, Hobart Tas. 7000

For further information, please contact LGAT on (03) 6146 3740



2020 Meritorious Service Award

Entry Guidelines

The Local Government Association of Tasmania and the Life Members of the Association invite nominations for the Meritorious Service Award, an annual award to recognise exceptional service to Tasmanian Local Government by an elected member. Councils may submit multiple nominations.

Eligibility

- A nominee must have been an elected member of a Tasmanian council at any time during the period 1 January 2018 to 1 January 2020.
- The Award may be presented posthumously.
- Contributions must have been initiated or implemented since 1 January 2015.

Criteria

It is anticipated that nominees will have made a demonstrable contribution to Local Government in one or more of the following areas:

- Enhancement of the status of Local Government;
- Introduction of a significant new or amended policy;
- Innovation;
- Entrepreneurship;
- New or improved services;
- Improved structural or operational outcomes; or
- Engagement and consultation.

- ✓ Contributions may be within a council area, or at a regional or statewide level.
- ✓ Contributions may be qualitative or quantitative and must have brought recognisable benefit or change.
- ✓ Nominations must adequately demonstrate the nominee's contributions and achievements.

Rules of Entry

- The Meritorious Service Award Entry Form should be completed and returned with your nomination by **5.00pm, Monday, 15 June 2020**, to the **Local Government Association of Tasmania, 326 Macquarie Street, Hobart Tas. 7000**, or email **reception@lgat.tas.gov.au**.

- The nominator must sign the Entry Form and provide the contact details of two referees who are willing to be contacted in addition to the nominator.

The nominator must be a person on the Tasmanian Electoral Role, or eligible to vote in the Tasmanian Local Government Elections.

The nominator does not need to be from the same council area as the nominee.

Judging

The Award will be judged and presented by the Life Members of the Local Government Association of Tasmania. Note: The judges reserve the right to make no award.

Award Presentation

The award winner will be announced at the Local Government Conference Dinner, to be held at West Point in Hobart, on Thursday, 23 July 2020. The winner will receive a trophy and \$550 from the Life Members to donate to their preferred charity, and will be invited to give a brief acceptance speech on receipt of the Award.

**For further information about the Meritorious Service Award,
contact the Local Government Association of Tasmania.
Phone (03) 6146 3740, or email reception@lgat.tas.gov.au**

LOCAL GOVERNMENT AWARDS

LIFE MEMBERSHIP AWARD

FOR LONG AND OUTSTANDING SERVICE TO WHOLE OF LOCAL GOVERNMENT

Nominations may be made by Councils or by Elected Members or General Managers and seconded by an Elected Member or General Manager. GMC may determine an award without a nomination.

- **An Elected Member**
 - Minimum service of 12 years
 - Served as Mayor
 - 2 full terms as President of The Local Government Association of Tasmania
- **An Officer of Local Government**
 - Minimum service in Local Government of 20 years
 - Served as CEO/GM
 - Represented Local Government with distinction at a National level
 - Significant achievement and contribution to Local Government
 - eg PLGC Officials, Legislation Committee, Local Government Board, State Grants Commission, High Level Working Parties (EMPCA)

OUTSTANDING COMMITMENT AND SERVICE TO LOCAL GOVERNMENT AWARD

FOR PERSONAL COMMITMENT, EMINENT SERVICE AND CONTRIBUTION TO WHOLE OF LOCAL GOVERNMENT

Nominations may be made by Councils or by Elected Members or General Manager and seconded by an Elected Member or General Manager. GMC may determine an award without a nomination.

- **An Elected Member**
 - Minimum service of 8 years
 - 2 terms service on GMC
 - Distinguished service to Local Government
 - Whole of Local Government Committee or Working Party member for a minimum of 2 years (eg Forestry Consultative Committee, Legislation Committee etc); and/or
 - Member of Statewide or National Committees for minimum of 3 years (eg Forest Practices Board, State Fire Commission, Tasmanian Cultural Heritage Council etc)
- **An Officer**
 - Minimum service of 15 years in Local Government
 - Served with distinction on State executive of professional body eg LGMA, IPWEA, RAPI etc
 - Whole of Local Government Committee or Working Party member for a minimum of 3 years (eg Animal Welfare Advisory Committee, Building Regulations Advisory Committee, Planning Appeals Board, EMPCA Board etc)

OUTSTANDING ACHIEVEMENT AWARD

FOR MAKING A SIGNIFICANT CONTRIBUTION AND LONG LASTING IMPACT ON THE WHOLE OF LOCAL GOVERNMENT

Open to elected members and officers in Local Government.

Nominations may be made by Councils or by Elected Members or General Managers and seconded by an Elected Member or General Manager. GMC may determine an award without a nomination.

This award is not related to length of service or participation, but instead relates to a significant project or body of work that has a long lasting and positive impact on the sector.

Nominees should be exemplars for the sector, demonstrating dedication and leadership, excelling in advocacy and delivering sustainable and strategic outcomes for Local Government.

CERTIFICATE OF OUTSTANDING COMMITMENT AND SERVICE TO COUNCIL

FOR LONG SERVICE OF A HIGH DEGREE

Nomination by Mayor or General Manager.

- **An Elected Member**
 - Minimum service of 2 terms
 - Significant contribution to the community (specific to municipality represented)

LGAT LONG SERVICE AWARD

Nominations may be made by Councils or by Elected Members or General Managers and seconded by an Elected Member or General Manager. GMC may determine an award without a nomination.

- **An Officer of Local Government**
 - Minimum service of 40 years
 - Served in a senior or management role
 - Contributed significantly to the betterment of Local Government at the local or regional level
 - Achieved outcomes for Local Government and the community worthy of exceptional recognition



GUIDELINES FOR LOCAL GOVERNMENT AWARDS

1. Nominations

Nomination requirements for each Award are detailed in the accompanying Local Government Award Criteria schedule.

At all times, nominations must be seconded by another member of Council or the General Manager.

Nominations are to be submitted to the Association at least two days prior to a scheduled GMC meeting.

Nominations will not be made public and will be considered by the GMC in closed session. Decisions made by GMC are final.

In the case of a GMC member being nominated for Life Membership, GMC may confer out of session without the nominee present. Voting must be unanimous for the nominee to be awarded Life Membership.

2. Presentations

Awards for Life Membership and for Outstanding Commitment and Service to Local Government will be made at either a General Meeting or Annual General Meeting. Those awarded Life Membership will be presented a certificate and appropriate gift for service by the President or Vice-President.

The Outstanding Achievement, Certificate of Outstanding Commitment & Service to Council and the LGAT Long Service Awards will be awarded, if practicable, by the President or a GMC member at an appropriate Council function. Recipients will receive a framed certificate.

3. Costs

The Association will meet the costs of the above, however, should a plaque or other such gift be requested, the cost will be met by Councils.

Regional Tourism Bushfire Recovery Grants

Program Guidelines

Opening date:	17 February 2020
Closing date and time:	5.00pm Australian Eastern Daylight Time Stream 1: Friday 20 November 2020 Stream 2: Friday 20 March 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Australian Trade and Investment Commission (Austrade)
Administering entity	Austrade
Enquiries:	If you have any questions, contact us on 1800 048 155 RTBR@austrade.gov.au
Date guidelines released:	17 February 2020
Type of grant opportunity:	Targeted

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1. Regional Tourism Bushfire Recovery Grants processes

The Regional Tourism Bushfire Recovery Grants Program is designed to achieve Australian Government objectives

Under this program, \$10 million will be provided for bespoke events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) in fire affected regions to assist the recovery effort. The aim is to support initiatives in fire affected areas that celebrate what's unique about that local community to give international and/or domestic visitors a reason to visit and return, bringing the economic benefits of tourism, but also providing the community with a positive focus in the wake of the fires. Austrade has worked with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

Austrade will invite applicants to apply and provide application details.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

Austrade reviews the applications against eligibility criteria and notifies you if you are not eligible.

Assisted by an expert advisory panel, Austrade may come back to applicants seeking further information regarding their proposals and provide advice to applicants to enhance their proposals.

Austrade assesses eligible applications against the assessment criteria including an overall consideration of value for money and for Stream 2, compares it to other eligible applications and considers need and impact in different areas.



We make grant recommendations

Austrade provides advice to the decision maker (Austrade's CEO) on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful based on the advice of Austrade.



We notify you of the outcome

Austrade will advise you of the outcome of your application.



We enter into a grant agreement

Austrade will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. Austrade manages the grant by working with you, monitoring your progress and making payments.



Evaluation of the program

Austrade evaluates the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

Regional Tourism Bushfire Recovery Grants (the program) will run over approximately 17 months from February 2020 to 30 June 2021. The program was announced as part of the Australian Government's \$76 million Rebuilding Australian Tourism Package.

The objectives of the program are to:

- Restore visitor levels to areas impacted by bushfires by supporting events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) and other tourism initiatives in those areas.
- Promote the uniqueness of affected local communities.
- Assist with the recovery of regional tourism.
- Attract overseas, interstate and intrastate visitors as a direct result of the project.

The intended outcomes of the grant opportunity are:

- Revive local communities with revitalised ability to attract international and/ or domestic visitation.
- Direct visitor spend in bushfire affected areas.

This document sets out:

- the eligibility and assessment criteria
- the invitation process
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Australian Trade and Investment Commission (Austrade) is responsible for administering this grant opportunity. An Expert Panel, appointed by the Minister for Trade, Tourism and Investment, will provide advice to Austrade and to eligible applicants.

We administer the program according to the *Commonwealth Grants Rules and Guidelines* (CGRGs)¹.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant streams, available funding and grant period

The Australian Government has announced a total of \$10 million for this program, with \$7 million available in 2019-20 and \$3 million in 2020-21.

There are two Streams available within this program.

- All eligible applicants will be invited to apply for grants in Stream 1.
- Eligible applicants in the worst affected areas will be invited to apply for Stream 2.

Eligible applicants for each stream are listed at **Annexure A** (Stream 1) and **Annexure B** (Stream 2). See section 4 for more information about eligibility.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

For Stream 2, the worst affected areas will be those disaster-declared Local Government Areas activated by the State or Territory Government for DFRA assistance during the 2019-20 bushfire season and which are declared Category D.

Over the life of the program, \$2 million has been allocated to Stream 1 and \$7.5 million to Stream 2. The balance will be used to top up either stream as required. In conjunction with the Expert Panel, review of the funding allocation between Stream 1 and Stream 2 may be undertaken, subject to demand upon each stream.

Eligible applicants will receive an invitation to apply from Austrade.

Stream 1

Stream 1 will support smaller scale events and applicants may apply for more than one grant in this stream up to a total value of \$30,000. Stream 1 applications are assessed as they are received.

Recognising potential applicants may seek to hold larger events as early as March/April 2020, by exception, applications for grants in excess of \$30,000 will be considered (see assessment criteria at 6.1 below). This recognises that Stream 2 applications, including for larger events, will not begin to be assessed until applications close on 20 March 2020.

Stream 1 applications can be made from 17 February 2020 and close on 20 November 2020. However, should the allocation for this stream be exhausted before 20 November 2020, no further applications will be accepted. Potential applicants will be advised by Austrade of any changes.

At the time of publishing these Guidelines there were 120 Local Government Areas and Regional Tourism Organisations (RTOs) eligible to apply for Stream 1.

Stream 2

Stream 2 will support larger events and initiatives and/or other visitor attractions such as art installations and tourist walks.

The total funding for this stream is \$7.5 million. Applicants are advised to make their proposals scalable as they may not be awarded the full amount they are seeking.

Applications for Stream 2 will open on 17 February 2020 and close on 20 March 2020.

Should funding remain available after all applications have been assessed, a further round of invitations may be issued, including to eligible applicants in bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which have been declared Category C.

For both streams

- Eligible applicants are encouraged to lodge joint applications, particularly for Stream 2, and where relevant, to also partner with community groups, not for profit organisations, and/ or industry associations in the same region.
- Eligible applicants may seek funding from this program and other Commonwealth or state programs, provided the portion of the project that is funded by each is different and/or additional.
- Projects should be scalable, noting you may not receive the full amount of funding requested in your application.

3.1. Project period

For Stream 1, your event must be held by 30 May 2021.

For Stream 2 and any other Stream 1 projects, you must complete your project by 30 June 2021.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

Eligible applicants will be selected through the following criteria:

- For Stream 1, be one of the following types of organisations:

- a Local Government Authority (LGA); or
- a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season. Eligible applicants for Stream 1 are listed in Annexure A.

- For Stream 2, be one of the following types of organisations:

- a Local Government Authority (LGA); or
- a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which has been declared Category D.

- An RTO must be one of the following entities:

- an entity, incorporated in Australia
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not for profit organisation.

Joint applications are acceptable and encouraged, particularly for Stream 2, provided you have a lead organisation who will act as the main driver of the project and is eligible to apply. For example, a local government authority may partner with a RTO, another LGA or a not-for-profit community group. For further information on joint applications, refer to section 7.1.

Eligible applicants will be invited to apply in the week beginning 17 February 2020 by the Austrade CEO or her delegate.

4.2. Additional eligibility requirements

We can only accept applications:

- Where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- an unincorporated association

- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust).

Notwithstanding the above, partners who are not otherwise eligible are able to partner with eligible applicants.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- Be aimed at assisting with recovery of regional tourism in bushfire affected regions by supporting existing impacted events, creating new tourism events or attractions like art installations or tourist walks, and promoting those events or the uniqueness of the region to bring international and/ or domestic visitors back to the region and increase visitation.

Eligible activities may include

- Funding for bespoke events, concerts, festivals and/or other permanent visitor attractions (such as art installations and tourist walks).
- Business events, such as conferences.
- Social media and/or other promotional and public relations activities including visitor guides, video, photography and other media to support the eligible activities or community or region itself.
- Applications for one-off events will need to demonstrate the benefit to the community, e.g. media exposure, promotion of local businesses and international and/ or domestic visitors from outside the region.
- Should your event be ongoing (e.g. annual), where practicable, you will demonstrate the long term benefits (as above) and clearly outline your strategy to fund the event in future years without Australian Government funding.

We may also approve other activities, including existing events. For expanding existing events, the benefits will require clear demonstration.

5.2. Eligible locations

Your project can include activities at different locations, as long as they are all in bushfire disaster declared Local Government Areas described in paragraph 4.1 above.

For visitor attractions like tourist walks, your attraction can span more than one Local Government Area, including those not in bushfire disaster declared Local Government Areas described in paragraph 4.1 above, provided some of the attraction is in one of those declared areas.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement

Eligible expenditure items are:

- Direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

- Up to 30 per cent labour on costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project.
- Contract expenditure is the cost of any agreed project activities that you contract to others.
- Domestic travel including accommodation limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia.
- Staff training that directly supports the achievement of project outcomes.
- The cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.
- Reasonable insurance costs directly related to the project - (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities).
- Reasonable marketing and promotion costs directly related to the project.
- Leasing of equipment directly related to the project (for example, temporary equipment needed to hold an event).
- Other eligible expenditure as approved by the program delegate.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a senior manager within the Australian Trade and Investment Commission (Austrade) with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.4. What you cannot use the grant for

Examples of ineligible expenditure include:

- Activities, equipment or supplies that are already being supported through other sources.
- Costs incurred prior to us notifying you that your application has been successful.
- Any in-kind contributions.
- Financing costs, including interest.
- Capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories.
- Costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project).

- Non-project-related staff training and development costs.
- Debt financing.
- Costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations.
- Maintenance costs.
- Costs of purchasing, leasing, depreciation of, or development of land.
- Infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the project site(s).
- Site preparation activities which are not directly related to, or for, the main purpose of the project.
- Routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges.
- Costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.
- Travel costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines or in a grant agreement or otherwise by notice to you.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. The assessment criteria

You must address all assessment criteria in your application/s. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 30 points against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Project alignment with program objectives and outcomes (50 points)

You should demonstrate how:

- your project will meet the program objectives and outcomes outlined in section 6.2, including:
 - a. Expected increase in international and/ or domestic visitor numbers as a direct result of the project.
 - b. Expected increase in accommodation bookings as a direct result of the project.

- c. Expected visitor spend generated by the project.
- d. Expected number of jobs (temporary and ongoing) generated by the project.
- e. For Stream 1 applications above \$30,000 – the timing of the event.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (50 points)

You should demonstrate:

- a. Your track record, or the track record of organisations you will partner with or contract to, in managing similar projects.
- b. Your access to personnel with the right skills and experience to execute the project.
- c. Your plan to manage the project including any risks.
- d. Your strategy to maintain momentum for the project beyond the term of grant funding.

7. How to apply

Before applying, you should read and understand these guidelines, review the material included in your invitation to apply and follow the instructions included in the invitation.

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records. The portal details will be supplied with your invitation.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 1800 048 155.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, contact Austrade by phone 1800 048 155 or by email RTBR@austrade.gov.au

7.1. Attachments to the application

You must provide the following documents with your application:

- Evidence of support from the board, CEO or equivalent. Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- Trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We encourage eligible organisations to join together as a group to deliver a project. In these circumstances, you must appoint a lead eligible organisation. You may also partner with non-eligible organisations but they cannot be the lead organisation.

Only the lead eligible organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- Details of the project partner.
- An overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project.
- An outline of the relevant experience and/or expertise the project partner will bring to the group.
- The roles/responsibilities the project partner will undertake, and the resources it will contribute (if any).
- Details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates for the relevant stream (Stream 1 or Stream 2). We cannot accept late applications.

If you are successful we expect you will be able to commence your project in accordance with the Grant Agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications (Stream 1)	1-2 weeks
Assessment of applications (Stream 2)	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	As agreed with Austrade
End date of grant commitment	20 June 2021

8. The grant selection process

Austrade first reviews your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

The Minister for Trade, Tourism and Investment has appointed an Expert Panel. Panel members are:

- Ms Sandra Chipchase – former Chief Executive Officer of Destination NSW, and Executive Producer, Vivid Sydney Festival. Ms Chipchase will chair the panel.
- Mr Michael Luchich – South Australian State Director, Optus, and Chairman of Country Arts South Australia
- Ms Sarah Quon – Chief Executive Officer of Sovereign Hill Museums Association, Board Member of Visit Victoria and the Committee for Ballarat.

Austrade may also refer your application to the Expert Panel. The Expert Panel may also seek additional advice from independent technical experts.

Austrade will consider your application against the assessment criteria, including taking advice from the Expert Panel and other relevant sources.

The Expert Panel (through Austrade) may come back to you seeking further information regarding your proposal and provide advice to enhance your proposal.

Austrade will consider your application on its merits, based on:

- How well it meets the criteria.
- For Stream 2 how it compares to other applications, including those in the same area. The comparison will take place after lodgements close for Stream 2.
- Stream 1 applications are not subject to a comparative assessment. They will be assessed as they are received.
- Whether it provides value for money.

When assessing whether the application represents value for money, Austrade will have regard to:

- The overall objectives of the grant program.
- The evidence provided to demonstrate how your project contributes to meeting those objectives.
- The relative value of the grant sought.

8.1. Who will approve grants?

Austrade's CEO/delegate, decides which grants to approve taking into account the advice of Austrade, the Expert Panel and the availability of grant funds.

The Austrade CEO/ delegate's decision is final in all matters, including:

- The grant approval.
- The grant funding to be awarded.
- Any conditions attached to the offer of grant funding.

Austrade's CEO, or her delegate, will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Austrade CEO or her delegate. We will identify these in the offer of grant funding.

Projects may seek funding from this program and other commonwealth or state or programs as long as the portion of the project that is funded by each is different and additional.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a standard grant agreement for Stream 2. Stream 1 will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by Austrade's CEO/ delegate.

10.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with State/Territory legislation in relation to working with children.

10.2.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations² endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.3. How we pay the grant

The grant agreement will state the:

- Maximum grant amount we will pay.
- Proportion of eligible expenditure covered by the grant (grant percentage).

² <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

For both Stream 1 and 2, we will pay a minimum of 50 per cent of the value of the grant up front on signing of the grant agreement.

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities³.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- Name of your organisation
- Title of the project
- Description of the project and its aims
- Amount of grant funding awarded
- Australian Business Number
- Business location
- Your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- Name
- Addresses
- Nominated contact details
- Bank account details.

³ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- Progress against agreed project milestones
- Project expenditure, including expenditure of grant funds
- Contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- Include details of your progress towards completion of agreed project activities.
- Show the total eligible expenditure incurred to date.
- Photos and videos are encouraged.
- Include evidence of expenditure.
- Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- Include the agreed evidence as specified in the grant agreement.
- Identify the total eligible expenditure incurred for the project.
- Include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.
- Be submitted by the report due date.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

12.4. Compliance visits

We may visit you during the project period, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- Changing project milestones.
- Extending the timeframe for completing the project but within the time period allowed in these program guidelines.
- Changing project activities.
- Increasing grant funds.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- How it affects the project outcome.
- Consistency with the program policy objective, grant opportunity guidelines and any relevant policies of Austrade.
- Changes to the timing of grant payments.
- Availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure, publication or social media, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

Appropriate Commonwealth representatives must be invited to participate in opening ceremonies, product launches or similar events.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- Has a professional, commercial or prior personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, or member of the Expert Panel.
- Has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))⁴ of the Public Service Act 1999 (Cth)⁵. Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.2. How we use your information

Unless the information you provide to us is:

- Confidential information as per 13.2.1, or
- Personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- To improve the effective administration, monitoring and evaluation of Australian Government programs
- For research
- To announce the awarding of grants.

⁴ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁵ <https://www.legislation.gov.au/Details/C2017C00270>

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- You clearly identify the information as confidential and explain why we should treat it as confidential
- The information is commercially sensitive
- Disclosing the information would cause unreasonable harm to you or someone else
- You provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- To the Expert Panel and our employees and contractors, to help us manage the program effectively
- To the Auditor-General, Ombudsman or Privacy Commissioner
- To the responsible Minister or Assistant Minister
- To a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- We are required or authorised by law to disclose it
- You agree to the information being disclosed, or
- Someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- What personal information we collect
- Why we collect your personal information
- To whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Expert Panel, and other Commonwealth employees and contractors, so we can:

- Manage the program
- Research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- Announce the names of successful applicants to the public
- Publish personal information on the Austrade websites.

Austrade will collect, use, disclose and store your personal information in accordance with the Austrade Privacy Policy. Please read [Austrade's privacy policy](#)⁶ for more information on:

- What is personal information
- How we collect, use, disclose and store your personal information

⁶ <https://www.austrade.gov.au/about-austrade/site-information/privacy-disclaimer/austrades-australian-privacy-principles-policy>

- How you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or complaint, you can contact us by phone on 1800 048 155 or by email at RTBR@austrade.gov.au

We may publish answers to your questions on our website as Frequently Asked Questions.

You can also contact the [Commonwealth Ombudsman](#)⁷ with a complaint (call 1300 362 072).

There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for [services or grant funding] under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.

⁷ <http://www.ombudsman.gov.au/>

Term	Definition
Expert Panel	The panel appointed by the Minister to advise on program design and delivery, promote the program, assist applicants with application development and encourage partnerships both between eligible applicants, and with eligible applicants and other organisations. The Expert Panel will also provide expert advice to Austrade's CEO/ delegate regarding eligible applications.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<u>GrantConnect</u>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to Austrade to provide the framework for the administration of the program, as in force from time to time.
Local Government Authority (LGA)	Means a Local Government Authority whose substantial purpose is providing local government over a specific area, and that is recognised by the community as a Local Government Authority.
Minister	The Commonwealth Minister for Trade, Tourism and Investment
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A senior manager within Austrade with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Term	Definition
Regional Tourism Organisation (RTO)	<p>Means</p> <ul style="list-style-type: none"> ▪ an entity, incorporated in Australia; or ▪ a company limited by guarantee; or ▪ an incorporated trustee on behalf of a trust; or ▪ an incorporated association; or ▪ an incorporated not for profit organisation; and <p>whose substantial purpose is the co-ordination or promotion of tourism, including international and domestic, to a specific region, and that is recognised by the community as an RTO.</p>

Eligible applicants for Stream 1 grants

Regional Tourism Organisations

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Bundaberg Tourism
4. Capricorn Enterprise
5. Destination Country and Outback NSW
6. Destination Gippsland
7. Destination Gold Coast
8. Destination North Coast NSW
9. Destination Riverina Murray
10. Destination Southern NSW
11. Destination Southern Tasmania
12. East Coast Tourism
13. Grampians Tourism
14. Great Ocean Road Regional Tourism Ltd
15. Kangaroo Island Tourism Food Wine and Beverage Association
16. Limestone Coast Local Government Association
17. Murray Regional Tourism
18. Murray River, Lakes and Coorong Tourism Alliance
19. Southern Queensland Country Tourism
20. Sydney Surrounds North
21. Sydney Surrounds South
22. Tourism North East
23. Visit Sunshine Coast
24. Yorke Peninsula Tourism
37. Eurobodalla Shire Council
38. Glen Innes Severn Council
39. Greater Hume Council
40. Goulburn Mulwaree Council
41. Gwydir Shire Council
42. Hawkesbury City Council
43. Inverell Shire Council
44. Kempsey Shire Council
45. Ku-ring-gai Council
46. Kyogle Council
47. Lake Macquarie City Council
48. Lismore City Council
49. Lithgow City Council
50. Mid Coast Council
51. Mid-Western Regional Council
52. Muswellbrook Shire Council
53. Nambucca Shire Council
54. Narrabri Shire Council
55. Oberon Council
56. Penrith City Council
57. Port Macquarie-Hastings Council
58. Queanbeyan-Palerang Regional Council
59. Richmond Valley Council
60. Shoalhaven City Council
61. Singleton Council
62. Snowy Monaro Regional Council
63. Snowy Valleys Council
64. Sutherland Shire Council
65. Tamworth Regional Council
66. Tenterfield Shire Council
67. Tweed Shire Council
68. Upper Hunter Shire Council
69. Upper Lachlan Shire Council
70. Uralla Shire Council
71. Walcha Council
72. Wingecarribee Shire Council
73. Wollondilly Shire Council

Local Government NSW

25. Armidale Regional Council
26. Ballina Shire Council
27. Bega Valley Shire Council
28. Bellingen Shire Council
29. Blue Mountains City Council
30. Byron Shire Council
31. Central Coast Council
32. Cessnock City Council
33. City of Wagga Wagga
34. Clarence Valley Council
35. Coffs Harbour City Council
36. Cootamundra-Gundagai Regional Council

Local Government SA

74. Adelaide Hills Council
75. City of Playford
76. Coorong District Council
77. District Council of Lower Eyre Peninsula

- 78. Kangaroo Island Council
- 79. Kingston District Council
- 80. Mid Murray Council
- 81. Mount Barker District Council
- 82. Southern Mallee District Council
- 83. The Rural City of Murray Bridge
- 84. Yorke Peninsula Council

- 119. Southern Midlands Council

Local Government VIC

- 85. Alpine Shire Council
- 86. Ararat Rural City Council
- 87. City of Ballarat
- 88. East Gippsland Shire Council
- 89. Glenelg Shire Council
- 90. Golden Plains Shire Council
- 91. City of Greater Bendigo
- 92. Indigo Shire Council
- 93. Mansfield Shire Council
- 94. Moyne Shire Council
- 95. Northern Grampians Shire Council
- 96. Pyrenees Shire Council
- 97. Southern Grampians Shire Council
- 98. Shire of Strathbogie
- 99. Towong Shire Council
- 100. Wangaratta Rural City Council
- 101. Wellington Shire Council
- 102. Wodonga City Council

Local Government QLD

- 103. Bundaberg Regional Council
- 104. City of Gold Coast
- 105. Gladstone Regional Council
- 106. Gympie Regional Council
- 107. Ipswich City Council
- 108. Livingstone Shire Council
- 109. Lockyer Valley Regional Council
- 110. Noosa Council
- 111. Redland City Council
- 112. Scenic Rim Regional Council
- 113. Somerset Regional Council
- 114. Southern Downs Regional Council
- 115. Sunshine Coast Regional Council
- 116. Toowoomba Regional Council

Local Government TAS

- 117. Break O'Day Council
- 118. Central Highlands Council

Annexure B

Eligible applicants for Stream 2 grants

Regional Tourism Organisations

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Capricorn Enterprise
4. Destination Country and Outback NSW
5. Destination Gippsland
6. Destination North Coast NSW
7. Destination Riverina Murray
8. Destination Southern NSW
9. Kangaroo Island Tourism Food Wine and Beverage Association
10. Southern Queensland Country Tourism
11. Sydney Surrounds North
12. Sydney Surrounds South
13. Tourism North East
14. Visit Sunshine Coast

Local Government NSW

15. Armidale Regional Council
16. Ballina Shire Council
17. Bega Valley Shire Council
18. Bellingen Shire Council
19. Blue Mountains City Council
20. Byron Shire Council
21. Central Coast Council
22. Cessnock City Council
23. Clarence Valley Council
24. Coffs Harbour City Council
25. Eurobodalla Shire Council
26. Glen Innes Severn Council
27. Hawkesbury City Council
28. Inverell Shire Council
29. Kempsey Shire Council
30. Kyogle Council
31. Lismore City Council
32. Lithgow City Council
33. Mid Coast Council
34. Mid-Western Regional Council
35. Nambucca Shire Council
36. Port Macquarie-Hastings Council
37. Queanbeyan-Palerang Regional Council
38. Richmond Valley Council
39. Shoalhaven City Council
40. Singleton Council
41. Snowy Monaro Regional Council

42. Snowy Valleys Council
43. Tenterfield Shire Council
44. Tweed Shire Council
45. Walcha Council
46. Wingecarribee Shire Council
47. Wollondilly Shire Council

Local Government SA

48. Adelaide Hills Council
49. Kangaroo Island Council

Local Government VIC

50. Alpine Shire Council
51. East Gippsland Shire Council
52. Towong Shire Council

Local Government QLD

53. Livingstone Shire Council
54. Noosa Council
55. Scenic Rim Regional Council
56. Southern Downs Regional Council
57. Sunshine Coast Regional Council

