

# AGENDA ATTACHMENTS

19<sup>TH</sup> NOVEMBER 2019

ORDINARY COUNCIL MEETING  
HAMILTON COUNCIL CHAMBERS

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# **Health Action Team Central Highlands (HATCH)**

**Report to Central Highlands Council – 19<sup>th</sup> November 2019**



*The purpose of HATCH is to support community participation in the development, delivery and review of health services provided for the current and future health and wellbeing of the Central Highlands community.*

## **1. HIGHLANDS FOOD CONNECT PROJECT**

### **Meal Delivery Program**

- Coordinated from Ash Cottage Ouse (Tracey Turale - project management)
- Over 50 clients with the majority being older people living alone
- Distributing 80-90 frozen meals every week (\$3.50 per meal)
- Partnership with Waterbridge Food Co-op & CH council
- Volunteers take orders and deliver meals
- Use of council community vehicle to pick up meals weekly
- Free delivery in the Central Highlands

## **2. COMMUNITY EDUCATION OF AVAILABLE HEALTH SERVICES**

### **Project purpose**

To educate the Central Highlands community on what health services are available and how they can access these services.

Project funded by the Tasmania Health Service

### **Project to include:**

- Community Events / Health & Wellbeing Expos – 4 areas (e.g. Ellendale, Hamilton, Bothwell, & Great Lake)



- Focus groups / targeted information sessions from identified organisations (e.g. COTA, Diabetes Tasmania, Corumbene, NDIS, Community Nursing) – various based on need in particular areas.
- Activities focussing on community connectedness and engaging with those in the community that are the most vulnerable.
- Community Training (e.g. First Aid)
- Link with Community Health & Wellbeing Plan (Council)
- Admin support for project
- Project timeline: January – December 2020
- Budget - \$10,000 to include catering, venue hire, promotion, training, admin
- Central Highlands Council will be the sponsor for the project

### **3. HIGHLANDS HEALTHY CONNECT PROJECT**

An application has been submitted to the **Healthy Tasmania Fund** for this project with successful applicants to be announced in late November 2019

#### **Project purpose**

Create a healthier community that is more active, makes better food choices, participates in community life, and has developed new skills & positive social connections

The project will target people of all ages and address barriers to participation. It will build and expand on the success of projects such as the Highlands Food Connect Project, Eating with Friends and Community Walk Program.

The project will develop and implement realistic, local solutions aimed at:

- Increasing skills & knowledge about healthy eating and lifestyle choices
- Increasing opportunities for physical activity
- Enhancing social inclusion & increase community interaction
- Increasing participation through volunteering
- Improving health literacy

After consultation with community, partners and stakeholders the following activities and programs have been identified as priorities:

- Shared meals ('Eating with Friends')
- Cooking classes
- Innovative exercise opportunities (pop-up classes)
- Community walks building friendships
- Supporting community gardens
- Volunteer recruitment & support
- Training locals (e.g. Fitness Leaders)
- End of project event (e.g. fun run)

Important project components:

- Volunteer program
- Training local people
- Creating activities suited to the communities
- Reaching people that are hard to engage
- Creating social connections

The Central Highlands Council is the project sponsor

Funding for project - \$178,000

#### **4. COMMUNITY HEALTH & WELLBEING STRATEGY**

HATCH is keen to work closely with council in the development and implementation of the Community Health & Wellbeing Plan currently being developed in partnership with Fae Robinson (consultant)

## **5. HATCH MEMBERS**

Pip Allwright – Chairperson

Judy Aldridge – Secretary

Tracey Turale – Tasmania Health Service

John Rallings – Manager Central Highlands Community Health Centre

Susan Swart – Manager Central Highlands General Practice

Ann Jones – Hamilton

Anita Campbell – Bothwell

Colin Nunn – Ellendale

Moyra Chapman – Ouse

Sally Downie – Gretna

Wayne Turale – Bronte Park

Julie Honner – Council

Tony Bailey - Council

**HATCH requests that a council representative be present at meetings**

**HATCH is based at Ash Cottage Ouse with new signage to be erected soon. The new sign will be the HATCH logo**

**HATCH supports other health & wellbeing initiatives in the community**

- Central Highlands Community Health Centre Community Garden
- Bothwell Community lunches

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Tasmania Health Service  
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HATCH  
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# Central Highlands Council

## DRAFT Minutes – ORDINARY MEETING – 15<sup>th</sup> October 2019

**Draft Minutes of an Open Ordinary Meeting of Central Highlands Council held at Bothwell Council Chambers, on Tuesday 15<sup>th</sup> October 2019, 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 (arrived at 9.05am), Cllr A Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner, Cllr J Poore, Mrs Lyn Eyles (General Manager), Mr Adam Wilson (Deputy General Manager) and Mrs Michaela Herbert (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.

Cllr A Archer Item 15.3 GRAVEL – NORWOOD QUARRY

### 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 Bailey

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

Item Number	Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i>
1	Confirmation of the Closed Session Minutes of the Meeting held on 17 September	15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
2	Confidential Report from the General Manager	15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential

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
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**CARRIED BY ABSOLUTE MAJORITY**

**FOR the Motion:**

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

*Mrs Michaela Herbert left the meeting at 9.04am.*

## 5.1 MOTION OUT OF CLOSED SESSION

**Moved:** Cllr A Archer

**Seconded:** Cllr S Bowden

**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 Closed Session Minutes of the Meeting held on 17 September	Closed Session Minutes were confirmed
2	Confidential Report from the General Manager	That the Mayor be authorised to provide an update to the community with a public release advising where Council is at with the search for a medical service provider in Bothwell
3	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, Cllr A Archer, Cllr A Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr J Poore.

## OPEN MEETING TO PUBLIC

Mayor L Triffitt opened the meeting to the public at 11.04am.

*Mrs Michaela Herbert returned to the meeting at 11.04am.*

*Inspector Philippa Burk, Mr James Johns and Ms Sarah Copping entered the meeting 11.04am.*

*Mr Graham Rogers (Manager of Development & Environmental Services) entered the meeting at 11.08am.*

## 6.0 DEPUTATIONS

- 11.05am – 11.40am Mr James Johns– discussed future plans for a development of a wilderness trail around Great Lake which will be suitable for bike riders/walkers.
- 11.40am - 11.54am Inspector Philippa Burk of Tasmania Police introduced herself as the new Inspector of the Bridgewater Police Division and provided information about statistics of incidents around the municipality.

*Mr James Johns and Ms Sarah Copping left the meeting at 11.40am.  
 Cllr J Poore left the meeting at 11.40 and returned at 11.42am.  
 Mrs Lyn Eyles left the meeting at 11.40 and returned at 11.44am.  
 Inspector Philippa Burke left the meeting at 11.53am.  
 Deputy Mayor J Allwright left at 11.54am.*

## 6.1 PUBLIC QUESTION TIME

NIL

## 7.0 MAYORAL COMMITMENTS

12<sup>th</sup> September 2019 Business of Council  
 13<sup>th</sup> September 2019 Government House Event  
 16<sup>th</sup> September 2019 Meeting with the General Manager  
 Meeting with John Tucker MP  
 Business of Council  
 17<sup>th</sup> September 2019 Ordinary Meeting of Council – Hamilton  
 19<sup>th</sup> September 2019 Australia Day Committee Meeting – Hamilton  
 On Site Truck Roll over – Highland Lakes Road  
 ABC, WIN and Southern Cross TV Interviews  
 Community Luncheon – Bothwell  
 Meeting with Rate Payer  
 21<sup>st</sup> September 2019 Bothwell Football Club Trophy Presentation  
 Meeting with Rate Payer and Business of Council  
 23<sup>rd</sup> September 2019 GP Services Meeting – Kempton  
 Trout Guides Meeting – Hamilton  
 24<sup>th</sup> September 2019 GP Services Meeting – Bothwell  
 On Site Meeting with Works and Services Manager and Leading Hand – Hamilton  
 25<sup>th</sup> September 2019 Business of Council;  
 27<sup>th</sup> September 2019 Meeting with Shadow Minister for Local Government Anita Dowl- Bothwell  
 30<sup>th</sup> September 2019 Citizenship Ceremony – Hamilton  
 Teleconference regarding GP Services – Bothwell  
 Bushfire Recovery Meeting – Bothwell – State Growth  
 1<sup>st</sup> October 2019 Teleconference with Leader of Opposition Hon Rebecca White, Hon Craig Farell and Jen Butler MP  
 Tele hook- up with Glamorgan Spring Bay  
 2<sup>nd</sup> October 2019 Independent Living Unit Inspections – Ouse and Bothwell  
 3<sup>rd</sup> October 2019 Meeting with Huon Valley Council – Huonville  
 Meeting with Brighton Regional Doctors- Brighton  
 7<sup>th</sup> October 2019 Tele hook- up with Chris Edwards regarding GP Services

**NOTED**

## 7.1 COUNCILLOR COMMITMENTS

### **Cllr A Campbell**

17<sup>th</sup> September 2019 Ordinary Council Meeting – Hamilton  
 19<sup>th</sup> September 2019 Australia Day Committee Meeting – Hamilton  
 1<sup>st</sup> October 2019 Bothwell Football Club and Community Centre Management Committee Meeting – Bothwell

### **Cllr R Cassidy**

17<sup>th</sup> September 2019 Ordinary Council Meeting – Hamilton

### **Cllr J Honner**

17<sup>th</sup> September 2019 Ordinary Council Meeting – Hamilton  
 1<sup>st</sup> October 2019 Bothwell Football Club and Community Centre Management Committee Meeting – Bothwell

**Clr A Bailey**

17<sup>th</sup> September 2019 Ordinary Council Meeting – Hamilton  
 26<sup>th</sup> September 2019 Taasal Information Session  
 1<sup>st</sup> October 2019 Bothwell Football Club and Community Centre Management Committee Meeting – Bothwell

**NOTED****7.2 GENERAL MANAGER'S COMMITMENTS**

17<sup>th</sup> September 2019 Ordinary Council Meeting – Hamilton  
 23<sup>rd</sup> September 2019 Meeting Dr Greg Booth  
 Meeting Trout Guides and Lodges  
 24<sup>th</sup> September 2019 Meeting Dr Stewart Gardner  
 27<sup>th</sup> September 2019 Meeting Anita Dow Labour MP  
 30<sup>th</sup> September 2019 Citizenship Ceremony  
 Teleconference HR Plus, Dr Less & Renier & Susan Swart  
 Meeting Bushfire Recovery  
 1<sup>st</sup> October 2019 Teleconference Rebecca White, Craig Farrell & Jen Butler  
 Bothwell Football Club & Community Centre Committee Meeting  
 3<sup>rd</sup> October 2019 Meeting Huon Valley Council  
 Meeting Dr Mary Lumsden

**NOTED****7.3 DEPUTY GENERAL MANAGER'S COMMITMENTS**

18<sup>th</sup> September 2019 Works Health and Safety Group Meeting  
 Teleconference Governance Waste Issues in Southern Tasmania  
 19<sup>th</sup> September 2019 Pre-Season Bush Fire Briefing  
 25<sup>th</sup> September 2019 Governance Waste Issues in Southern Tasmania Meeting  
 30<sup>th</sup> September 2019 Meeting with Business and Trade Tasmania regarding 2019 Bushfire Recovery Program  
 8<sup>th</sup> October 2019 Meeting at Visitor Centre regarding new display  
 9<sup>th</sup> October 2019 Teleconference Governance Waste Issues in Southern Tasmania  
 11<sup>th</sup> October 2019 Meeting with Bronte Park shop owner to sign purchase agreement  
 15<sup>th</sup> October 2019 Ordinary Council Meeting – Bothwell

**NOTED****8.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD****NIL****8.1 FUTURE WORKSHOPS**

Wednesday 23<sup>rd</sup> October 2019 - DPIPWE Bio-Security workshop at 10.00am at the Bothwell Council Chambers

*Deputy Mayor J Allwright returned to the meeting at 11.55am.  
 Mr Graham Rogers left the meeting at 11.55am and returned at 11.57am.*

**9.0 MAYORAL ANNOUNCEMENTS**

The Mayor announced that she and the General Manager will be attending an appointment at Parliament House on the 29<sup>th</sup> of October 2019.

The Mayor also tabled a letter from Minister Michael Ferguson regarding the crash on the Midlands Highway at the Melton Mowbray intersection, the "Pub with No Beer" corner and the dangerous intersection in the Bothwell Township.

*Clr A Campbell left the meeting at 12.00pm.*

## 10.0 MINUTES

### 10.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

**Moved:** Clr J Honner

**Seconded:** Clr R Cassidy

**THAT** the Draft Minutes of the Open Council Meeting of Council held on Tuesday 17<sup>th</sup> September 2019 be received.

**CARRIED**

**FOR the Motion:**

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

### 10.2 CONFIRMATION OF MINUTES ORDINARY MEETING

**Moved:** Clr R Cassidy

**Seconded:** Clr A Bailey

**THAT** the Minutes of the Open Council Meeting of Council held on Tuesday 17<sup>th</sup> September 2019 be confirmed.

**CARRIED**

**FOR the Motion:**

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

### 10.3 RECEIVAL DRAFT MINUTES AUSTRALIA DAY COMMITTEE MEETING

**Moved:** Clr J Honner

**Seconded:** Clr R Cassidy

**THAT** the Draft Minutes of the Australia Day Committee Meeting held on Tuesday 10<sup>th</sup> September 2019 be received.

**CARRIED**

**FOR the Motion:**

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

*Clr A Campbell returned to the meeting at 12.02pm.*



## 10.4 RECEIVAL DRAFT MINUTES BOTHWELL FOOTBALL CLUB & COMMUNITY CENTRE MANAGEMENT COMMITTEE MEETING

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** the Draft Minutes of the Bothwell Football Club & Community Centre Management Committee Meeting held on Tuesday 1<sup>st</sup> October 2019 be received.

**CARRIED**

### **FOR the Motion:**

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

## 11.0 BUSINESS ARISING

- 14.1 Correspondence sent to applicant by Development & Environmental Services
- 14.2 Correspondence sent to applicant by Development & Environmental Services
- 14.3 Temporary Bronte Park amenities are in place
- 14.4 Correspondence sent to applicant by Development & Environmental Services
- 14.5 Correspondence sent to applicant by Development & Environmental Services
- 14.6 Manager Development & Environmental Services to meet with Hydro Tasmania and obtain quotes.
- 14.7 Manager Development & Environmental Services provided response if comments were received
- 14.8 Manager Development & Environmental Services provided response if comments were received
- 14.9 Manager Development & Environmental Services provided response if comments were received
- 15.1 Correspondence sent by Manager Works and Service
- 15.2 Manager Works and Service has ordered new equipment
- 16.1 Councillor Archer to draft response for the Mayor to sign
- 16.2 Submission lodged by Deputy General Manager
- 16.3 Grant deed signed by General Manager
- 16.4 Correspondence sent by General Manager
- 16.5 Correspondence sent by General Manager
- 16.6 Correspondence sent by General Manager
- 16.7 Correspondence sent by General Manager
- 16.8 No comments received
- 16.9 Correspondence sent by General Manager
- 16.10 No comments received
- 16.15 Correspondence sent by General Manager
- 16.16 Correspondence sent by General Manager
- 17.1 Environmental Health Officer to review and report back to October Council Meeting with recommendation
- 18.1 Correspondence sent by General Manager

**NOTED**

## 12.0 DERWENT CATCHMENT PROJECT REPORT

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr J Honner

**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 S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner and Clr J Poore.

### 13.0 FINANCE REPORT

**Moved:** Cllr J Honner

**Seconded:** Cllr A Bailey

**THAT** the Finance Report be received.

**CARRIED**

**FOR the Motion:**

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer, Cllr A Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner and Cllr 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:** Cllr J Honner

**Seconded:** Cllr A Bailey

**THAT** the Development & Environmental Services Report be received.

**CARRIED**

**FOR the Motion:**

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

### 14.1 LITTER AND DUMPING MANAGEMENT SYSTEM AND MEMORANDUM OF UNDERSTANDING

**Moved:** Cllr R Cassidy

**Seconded:** Cllr J Honner

**THAT**

1. Council authorise the General Manager to sign the MOU;
2. Council appoint the DES Manager to be responsible for monitoring the LaDMS and actioning any issues; and
3. Council advise those responsible for monitoring the Council email who to send reports to.

**CARRIED**

**FOR the Motion:**

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

## 14.2 PURCHASE OF DERWENT PARK RECYCLING FACILITY

**Moved:** Clr S Bowden

**Seconded:** Clr A Campbell

**THAT** LGAT be advised as follows:

1. Whether you support collective negotiation on gate fees – No
2. Whether you prefer a lead council or a contracted service model – No

**CARRIED**

**FOR the Motion:**

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

## 14.3 DUNROBIN TOILETS AND BBQ AREA

**Moved:** Clr J Poore

**Seconded:** Deputy Mayor J Allwright

**THAT** the Manager DES commence negotiations with the property owner with the view to acquire the land for public purposes.

**CARRIED**

**FOR the Motion:**

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

## 14.4 ROADNAMING AT ELLENDALE

**NOTED**

## 14.5 BRONTE PARK COMMUNITY “GET TOGETHER” MEETING, PICNIC, FAMILY AREA PROJECT

**Moved:** Clr J Poore

**Seconded:** Clr A Bailey

**THAT** Council opt to purchase the double toilets rather than the single toilet for the Bronte Park Community “Get together meeting, picnic and family area project.

**CARRIED**

**FOR the Motion:**

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

## 14.6 SOLAR POWER ON COUNCIL BUILDINGS: ELECTRICITY REVIEW: ENERGY STREET PROPOSAL

**RESOLVED THAT** this item be a 2020/2021 budget deliberation.

## 14.7 WASTE ACTION PLAN

NOTED

## 14.8 DES BRIEFING REPORT

### PLANNING PERMITS ISSUED UNDER DELEGATION

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

#### NO PERMIT REQUIRED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019 / 00054	J A Ruthven	(Part Of) 7625 Highland Lakes Road, Miena & 7627 Highland Lakes Road, Miena	Adhesion Order
2019 / 00063	P L A Designs Pty Ltd	10 Jillett Road, Brandum	Dwelling Addition

#### DISCRETIONARY USE

DA NO.	APPLICANT	LOCATION	PROPOSAL
2019 / 00058	D E Hay	26 Bronte Estate Road, Bronte Park	Garage
2019 / 00059	Pumphouse At St Clair Pty Ltd	"Pumphouse Point" 1 Lake St Clair Road, Lake St Clair	Visitor Accommodation (2 Pavilions)

#### IMPOUNDED DOGS

Two dogs were impounded from the Interlaken / Lake Crescent area on Thursday 3<sup>rd</sup> October 2019. The owner was identified and an Infringement Notice was issued for two unregistered dogs and two dogs at large attracting a \$672.00 fine. Dogs were registered and released to owner on Friday 4<sup>th</sup> October 2019.

#### OUSE PUBLIC AMENITIES

Construction of the public amenities at Ouse has now been completed and Council staff have recently completed the landscaping. The toilets are now open for public use.





## **ENVIROMNETAL HEALTH ANNUAL REPORTS**

Annual Reports for Environmental Health have been submitted as required. Please find attached the following reports for your information.

- Private Water Report for 2018-2019 - submitted 17.7.19
- Recreational Water Report 2018-2019 - submitted 18-7-19
- Food Safety Annual Report - submitted 18.7.19
- EHO Annual Register - submitted 18-7-19
- Environmental and Public Health Report - sent to Casey 18-7-19
- Waste Report - submitted 14-8-19
- Central Highlands Council have no Regulated Systems.

All reports have been acknowledged and no issues have been raised at this time.

### **NOTED**

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*Mrs Kathy Bradburn (Senior Administration Officer) entered the meeting at 12.18pm and left at 12.22pm.  
Mr Jason Branch (Manager of Works and Services) entered the meeting at 12.19pm.  
Mr Graham Rogers left the meeting at 12.22pm.*

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## **15.0 WORKS & SERVICES**

**Moved:** Cllr R Cassidy

**Seconded:** Cllr A Campbell

**THAT** the Works & Services Report be received.

**CARRIED**

### **FOR the Motion:**

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

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## **15.1 KOMATSU LOADER**

### **NOTED**

## **15.2 ELLENDALE ROAD**

### **NOTED**

*Clr A Archer declared an interest and left the meeting at 12.24pm.*

### 15.3 GRAVEL – NORWOOD QUARRY

**Moved:** Clr A Bailey

**Seconded:** Clr R Cassidy

**THAT** Council continue to use the material from the Norwood Quarry and the quarry is added to Council's crushing and screening tender.

**CARRIED**

**FOR the Motion:**

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

### 15.4 TOUR DE MO – 30<sup>TH</sup> NOVEMBER 2019

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** Council give permission for Tour De Mo to take place on Hollow Tree Road on the 30<sup>th</sup> November 2019.

**CARRIED**

**FOR the Motion:**

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

*Clr A Archer returned to the meeting at 12.25pm*

### 15.5 PELHAM ROAD

**NOTED**

### 15.6 WAR MEMORIAL FENTONBURY

**RESOLVED THAT** this item be considered in 2020/2021 budget deliberations.

*Mr Jason Branch left the meeting at 12.29pm.*

### 16.0 ADMINISTRATION

## 16.1 WORLD FLY FISHING CHAMPIONSHIP 2019

**Moved:** Clr

**Seconded:** Clr

**THAT** Mayor L Triffitt and Councillor S Bowden will attend the Medal Presentations and Gala Dinner of the 39th World Fly Fishing Championship 2019.

**CARRIED**

**FOR the Motion:**

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

## 16.2 PRIVATE HELICOPTER LANDING SITE AT BRADY'S LAKE

**Moved:** Clr R Cassidy

**Seconded:** Clr J Honner

**THAT** Council send a letter to the Honourable Michael Ferguson MP, The Minister for State Growth asking that the State Government lease the private helicopter landing site at 287 Brady's Lake Road, Brady's Lake from the new owners.

**CARRIED**

**FOR the Motion:**

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

*Clr J Poore left the meeting at 12.36pm and returned at 12.37pm.*

## 16.3 REQUEST FOR CENTRAL HIGHLANDS COMMUNITY GRANTS - ANGLICAN PARISH OF HAMILTON

**Moved:** Clr A Bailey

**Seconded:** Clr S Bowden

**THAT** Council provide a grant of \$3,000 to the Anglican Parish.

**CARRIED 7 / 2**

**FOR the Motion:**

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

**AGAINST the Motion:**

Clr A Archer and Clr R Cassidy

## 16.4 REQUEST FROM TROUT GUIDES AND LODGES TASMANIA INCORPORATED

**Moved:** Clr A Archer

**Seconded:** Deputy Mayor J Allwright

**THAT** Council invite representatives from the Trout Guides and Lodges Tasmania Incorporated to attend the November Council Meeting.

**CARRIED**

**FOR the Motion:**

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

## 16.5 HIRING OF THE CENTRAL HIGHLANDS COMMUNITY BUS JUNIOR SPORTS

**NOTED**

## 16.6 MEMORIAL SITE ON PLATYPUS WALK FOR THE LATE DEPUTY MAYOR ANDREW DOWNIE

**RESOLVED THAT** Council have an onsite inspection.

## 16.7 CENTRAL HIGHLANDS HEALTH SERVICE MAPPING PROJECT

**Moved:** Clr J Honner

**Seconded:** Clr S Bowden

**THAT** Council provide a letter of support towards the development of a Central Highlands Health Service Mapping Project.

**CARRIED**

**FOR the Motion:**

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

## 16.8 REQUEST FOR CENTRAL HIGHLANDS COMMUNITY GRANTS – SOUTHERN HIGHLANDS PROGRESS ASSOCIATION

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** Council approved the grant of \$780.00 towards upgrades of the the purchase of a defibrillators in the area.

**CARRIED**

**FOR the Motion:**

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

## 16.9 QUARTERLY EXEMPTION REPORT

**NOTED**



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**16.10 POLICY NO. 2013- 07 - COUNCIL CAMPING GROUND FACILITIES POLICY****Moved:** Clr R Cassidy**Seconded:** Clr J Poore**THAT** Council adopt Policy No 2013-07 Council Camping Ground Facilities Policy.**CARRIED 8 / 1****FOR the Motion:**

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

**AGAINST the Motion:**

Clr J Honner

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**16.11 REMISSIONS UNDER DELEGATION****NOTED**

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**16.12 THE TASMANIAN DEPARTMENT OF PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT DEVELOPMENT OF A BIOSECURITY STRATEGY FOR THE TASMANIAN WILDERNESS WORLD HERITAGE AREA****NOTED**

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**17.0 SUPPLEMENTARY AGENDA ITEMS****NIL**

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**18.0 CLOSURE**

Mayor L Triffitt closed the meeting at 1.02pm.

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# Central Highlands Council

## DRAFT MINUTES AUDIT PANEL MEETING – 22 OCTOBER 2019

**Draft Minutes of the Central Highlands Audit Panel Meeting held at the Hamilton Council Chambers, Hamilton on Tuesday 22 October 2019 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), David Doyle (Accountant), Leigh Franklin (Tas Audit), Brendan Lovell (Crowe Horwath) Katrina Brazendale (Minute Secretary)

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### 3.0 APOLOGIES

NIL

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### 4.0 CONFIRMATION OF MINUTES

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

**THAT** the minutes of the previous meeting held on Monday 3<sup>rd</sup> June 2019 be confirmed

**Carried**

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

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### 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

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## 6.0 BUSINESS ARISING

NIL

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### 7.0 CENTRAL HIGHLANDS COUNCIL AUDITED STATEMENTS 2018/2019

- CHC Audited Financial Statements 2018/19 – **Noted**
- Management Letter - **Noted**
- Independent Auditors Report- **Noted**
- Management report for year ended 30 June 2019- **Noted**

*Mr Ian McMichael raised his concerns regarding the On Costs for Annual Leave provisions*

*Discussions around the table regarding the upcoming changes to the financial reporting for the 2019/2020, as follows*

- *Valuation on Land under Roads*
- *classification of investment accounts*
- *Leases longer than 12 months*
- *Volunteer services value*

#### **Resolved:**

**THAT** Council develop an Investment Policy

*Brendan & Leigh left the meeting at 9.34 a.m.*

---

### 8.0 STANDING ITEMS

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

### 9.0 NEW BUSINESS

9.1 Review Draft Cyber Security Policy

#### **Recommendation:**

**THAT** Council adopt the Cyber Security Policy

**Carried**

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

It was also discussed that a workshop should be conducted for Management Staff and Councillors

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### 9.2 Insurances

The following insurance information is provided for information:

- Overview General Insurance- **Noted**

- Overview Mutual Liability Insurance- **Noted**
- JLT Public Risk Report 2019- **Noted**

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## **10.0 OTHER BUSINESS**

2019 Audit Panel Report to be prepared by Chairman for Council. Draft attached.

**Moved** Deputy Mayor J Allwright

**Seconded** Cllr J Poore

**THAT** the 2019 Audit Panel Report be received

**Carried**

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

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## **11.0 NEXT MEETING**

Tuesday 10<sup>th</sup> December 2019 9.00 a.m.

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## **12.0 CLOSURE**

Meeting closed at 10.05 a.m.

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**MINUTES OF THE WASTE COMMITTEE MEETING  
OF THE CENTRAL HIGHLANDS COUNCIL HELD  
IN THE BOTHWELL COUNCIL CHAMBERS,  
AT 9.00AM ON WEDNESDAY 30<sup>TH</sup> OCTOBER 2019**

**1. PRESENT**

Deputy Mayor Allwright & Clr Poore

**IN ATTENDANCE**

Clr Bailey, Mr G Rogers (Manager DES), Mrs B Armstrong (EHO) & Mrs K Bradburn (Minutes Secretary)

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**2. APOLOGIES**

Nil

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**3. CONFIRMATION OF MINUTES – 7<sup>TH</sup> JUNE 2019**

**RESOLVED** that the Draft Minutes of the Waste Committee Meeting of Council held on Wednesday Thursday 7<sup>th</sup> June 2017 be confirmed

---

**4. WASTE CONTRACTS & TENDERING**

The following two contracts are due to expire on the 30th June 2020:

- Door to Door Garbage & Recycling
- Waste Transfer Station Recycling

It was agreed that the door to door garbage and recycling tender documents need to include a variation provision to allow for other areas to be included if required.

**RESOLVED THAT** Council call for Expressions of Interest in February 2020 expiring on the 1<sup>st</sup> March 2020 for the following contracts:

- Door to Door Garbage & Recycling
- Waste Transfer Station Recycling; and

**THAT** Council at the expiration of the Expressions of Interest call for Tenders closing on 31<sup>st</sup> March 2020; and

**THAT** costings for any additional areas identified for inclusion in the door to door garbage and recycling collection service tender be sought as an extra.

---

## **5. REQUEST TO PROVIDE GARBAGE & RECYCLING COLLECTION SERVICE**

Requests have been made by ratepayers in the following areas to provide a door to door garbage and recycling collection service:

- Lower Marshes Road, Apsley
- Marked Tree Road, Hamilton
- Thousand Acre Lane, Hamilton

It was agreed that these collection areas be taken into consideration during the tendering and budget process in 2020 and that the people who enquired be notified.

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## **6. INCREASE IN ROADSIDE STANDALONE BINS**

Currently we increase the number of bins from December to Easter at each site to cater for the busier months. We are seeing an increase in visitors and rubbish and may need to consider leaving the extra bins on-site year round which would require an increase in the budget.

**RESOLVED THAT** this item be considered during the 2020/2021 Budget deliberations

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## **7 LITTERING MOU**

B Armstrong advised that the Littering MOU has now been signed and returned and that she would be the contact person for any dumping reported within the Municipality.

**Noted**

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## **8. DERWENT PARK RECYCLING FACILITY UPDATE**

This item was discussed at the October Ordinary Meeting of Council with Council advising LGAT that the Central Highlands Council were not supportive of a collective negotiation on gate fees and did not prefer a lead Council or a contracted service model.

B Armstrong advised that she had spoken to the new owners of the Derwent Park facility about the new rate which is currently \$145.00 / Tonne. Gate fees are managed under the current waste contracts with Thorp Waste covering the gate fees for the recycling collected as part of the door to door service and Thorp Recycling covering the gate fees, with part reimbursement from Council, for the recycling collected from Council's waste sites.

**Noted**

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*Clr Bailey left the meeting at 9.42am  
Clr Bailey returned to the meeting at 9.45am*

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## 9. OTHER BUSINESS

### Southern Waste MOU

LGAT have provided a draft MOU for parties to work co-operatively on waste management and resource recovery issues and projects for the Southern Tasmanian Regions. They have advised that the figure for LGAT to undertake the work, based on 1.5 days per week to the task is \$75,000 per annum. This would be a combination of Dion and a Project Officer's time and would need to be locked in for a minimum of 2 years. The MOU assumes costs distributed on basis of volume and LGAT have provided some indicative individual Council costs with the cost to Central Highlands Council being about \$2,500 per annum.

It was generally agreed that the Committee could not see the benefits for Central Highlands Council by signing the MOU.

B Armstrong advised that she would contact LGAT to obtain further information.

### Liner for Hamilton RDS

A new liner for the Hamilton RDS will be required in 2020 – ***budget item***

### Damaged Bins at WTS

G Rogers advised that there are some damaged bins at the Miena WTS that require replacing – ***JJ Richards to be notified to under a review of all bins***

### Purchase of Wheelie Bins

More wheelie bins for use with the door to door garbage and recycling collection service will need to be ordered in 2020 – ***budget item***

### Greenwaste Disposal at Miena WTS

G Rogers advised that greenwaste at the Miena WTS has become a problem.

In the past the local Fire Brigade have burnt this but the Fire Chief has advised that they will no longer do this. G Rogers advised that he would approach the Bothwell Brigade to see if they would undertake the burn. Options discussed included mulching but this would still require the removal of the mulched material from the site.

Provisions at other sites are as follows:

Bronte Park WTS – Greenwaste not accepted

Bothwell WTS – Greenwaste accepted as there in a gully where this is disposed of and compacted so it is not a problem at this site.

Hamilton RDS – Greenwaste accepted as this and is not a problem at this site.

**RESOLVED** to the following recommendation be made to Council:

### **Recommendation**

**THAT** changes be introduced at the Miena Waste Transfer Station to remove greenwaste disposal and that ratepayers be given notice of the changes prior to the introduction by signage, notices and an advertisement in the Highland Digest.

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*Clr Poore left the meeting at 9.55am*  
*Clr Poore returned to the meeting at 10.00am*

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#### **Great Lake Community Centre Bin**

A request has been received from the Great Lake Community Centre to provide a waste bin for the duration of the World Fishing Championships due to the large food catering the Committee will be undertaking.

**RESOLVED** that the Manager DES arrange for a bin to be placed at the Great Lake Community Centre for the duration of the World Fishing Championships.

#### **Business Case for Waste Disposal Truck**

B Armstrong presented a business case for the purchase of a waste disposal truck for the emptying of the roll top bins at Council's waste sites. The case study presented showed that the initial cost could be recouped over three years seeing a saving of \$125,000 per year thereafter.

The bins would still need to be hired or purchased. The skip bins at the Bothwell, Bronte Park & Miena WTS would still need to be emptied by others. Extra staff would be required to undertake emptying twice a week. This could also provide Council with more flexibility in supplying bins for public events.

Clr Poore commended staff on their initiative.

It was agreed that this idea should be considered further prior to the existing contract expiring in 2022 and that a detailed case study would need to be presented to Council.

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### **10. DATE OF NEXT MEETING AND CLOSURE**

It was agreed the next meeting be held prior to the April 2020 Council Meeting.

There being no further business the meeting closed at 10.15am

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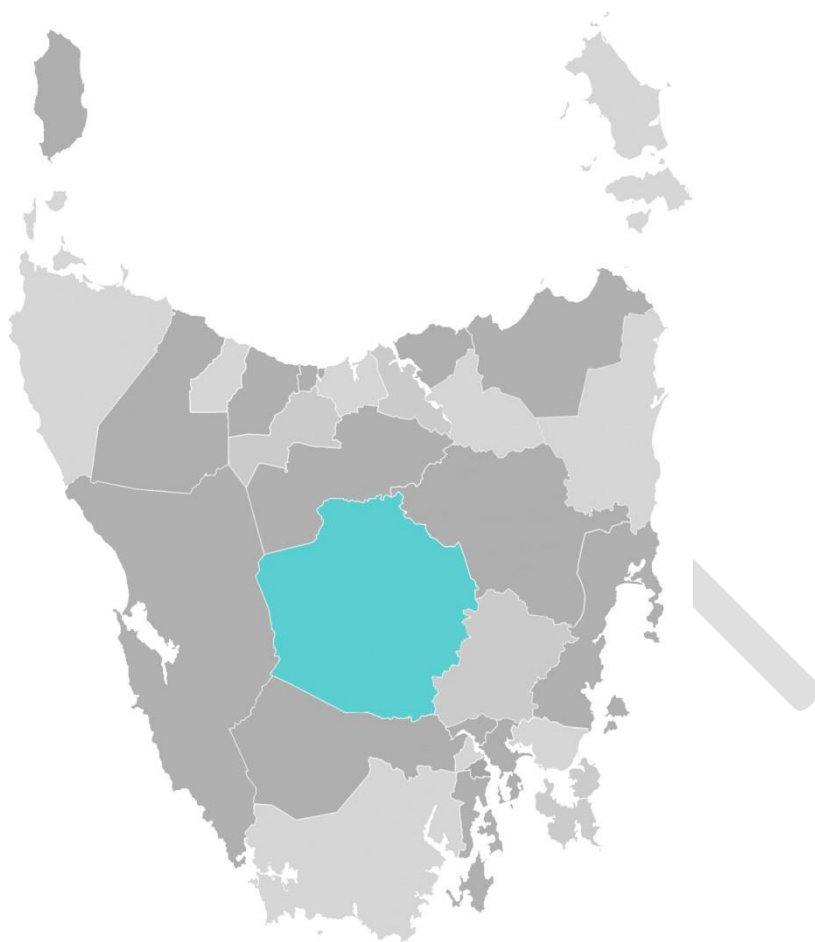




*Picture taken by Maddy Jones*

# **CENTRAL HIGHLANDS COUNCIL ANNUAL REPORT 2018 / 2019**

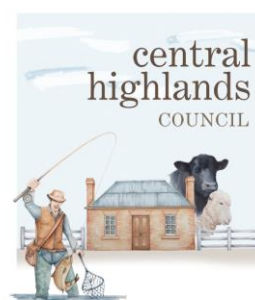




## Contact Information

### Administration & Works & Services

Address: 6 Tarleton Street, Hamilton TAS 7140  
Phone: (03) 6286 3202  
Fax: (03) 6286 3334  
Email: [council@centralhighlands.tas.gov.au](mailto:council@centralhighlands.tas.gov.au)  
Website: [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)



### Development & Environmental Services

Address: 19 Alexander Street, Bothwell TAS 7030  
Phone: (03) 6259 5503  
Fax: (03) 6259 5722

## **The following statistics are provided from the 2016 Census Data**

### **Population**

Male 1,141      Female 998      Total 2141

The median age of people in the Central Highlands was 50 years. Children 0-14 years made up 16.2% of the population and people aged 65 years and over made up 23.6% of the population.

Aboriginal and/or Torres Strait Islander people made up 5.3% of the population.

### **Employment**

897 people, aged 15 years and over, reported being in the labour force in the week before Census night. Of these 53.6% were employed full time, 30.9% were employed part-time and 8.0% were unemployed.

Of the employed people in Central Highlands, 19.9% worked in Sheep and Beef Cattle Farming, 3.5% worked in accommodation and 3.9% in local government administration.

The most common occupations included managers 23.7%, Labourers 21.4%, Technicians and Trade Workers 15.1%, Community and Personal Service Workers 9.4% and Machinery Operators and Drivers 9.2%.

### **Education**

In the Central Highlands, 24.5% of people were attending an educational institution. Of these, 31.9% were in primary school, 15.4% in secondary school and 9.9% in a tertiary or technical institution.

Of people aged 15 years and over in Central Highlands, 9.1% reported having completed Year 12 as their highest level of educational attainment, 16.1% had completed a Certificate III or IV and 5.9% had completed an Advanced Diploma or Diploma.

### **Families**

Of the families in the Central Highlands 31.1% were couple families with children, 54.6% were couple families without children and 12.4% were one parent families.

In the Central Highlands, of all households, 60.6% were family households, 35.1% were single person households and 4.3% were group households

34.7% of households had a weekly household income of less than \$650 and 3% of households had a weekly income of more than \$3,000.

The median weekly income for people aged 15 years and over was \$467.

### **Dwellings**

36.3 % (891) of private dwellings were occupied and 63.7% (1,561) of private dwellings were unoccupied on census night. Of the occupied private dwellings, 4.0% had 1 bedroom, 23.4% had two bedrooms and 49.4% had 3 bedrooms. The average household size was 2.1 people.



## Introduction

*The Local Government Act 1993* requires every Council in Tasmania to produce an Annual Report. This gives an opportunity for the Council to inform the community of achievements and challenges in the last year, and review areas to be improved upon.

This includes the annual corporate planning and reporting cycle of the Central Highlands Council each year. This report covers the period of the 2018/2019 financial year.

The Council is required under *Section 72 of the Local Government Act 1993* to prepare a report that contains:

- a summary of the annual plan for the preceding financial year;
- a statement of its goals and objectives in relation to public health for the preceding year;
- a statement of the Council's activities and its performance in respect of goals and objectives set for the proceeding financial year;
- the financial statements for the proceeding financial year;
- a statement of the activities and performance of the Council in relation to any activity taken pursuant to Section 21 as compared with its objectives for the preceding financial year;
- a statement of the total allowances and expenses paid to the Mayor, Deputy Mayor and Councillors;
- a statement detailing the attendance of each Councillor at meetings of the Council and any Council Committee during the preceding financial year
- a statement in accordance with Subsection 4 relating to the total remuneration paid to employees of Council who hold positions designated by the Council as being senior position;
- a copy of the audit opinion for the proceeding financial year;
- a statement specifying details of any land donated by the Council under Section 177, including the name of the recipient, the reasons of the donation, and the value of the land;
- any other prescribed matter.

This report contains a series of chapters, each devoted to a function of Council, and an explanation of how these functions interact within the Central Highlands Council structure.

The report also contains audited standard, financial, and performance statements. This shows how monies raised via rates, charges, fees and grants received have been expended.

Each year the Council, prepares an Annual Budget within the context of the actions identified in the Strategic Plan 2015 – 2024. The Strategic Plan and Budget are used to inform the decisions and actions of Council for the coming year.

Central Highlands Council values the input of the community. Members of the community are invited to make submissions on the Annual Report for discussion at Council's Annual General Meeting, which will be held at 8.45am on Tuesday 3<sup>rd</sup> December 2019. Any person wishing to make a submission should do so by close of business Tuesday 26<sup>th</sup> November 2019.

## **Corporate Vision**

To provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

## **Corporate Mission**

Provide leadership to ensure that local government and other services are provided to satisfy the social, economic and environmental needs of the present day community, whilst endeavouring to ensure the best possible outcomes for future generations.

## **Strategic Plan**

Council's Strategic Plan 2015-2024 is available free of charge by contacting either the Bothwell or Hamilton Office or on Council's website at [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

## Mayor's Report

Welcome to the Mayors Report for the Central Highlands Council financial year 2018/2019 which I provide with pleasure.

Even though this Report is a statutory requirement of Council, I provide this Report as a continuation of my commitment to true transparency of Central Highlands Council commitments, behaviour and actions over the previous 12 months being the 2018/2019 financial year. As the tier of government closest to the people, we do the things that you see every day, including development and maintenance of our parks, safety of our roads, rubbish and recycling collection, and dog registrations to name a few. We also provide for the things that you don't see including the planning and compliance with State and Commonwealth rules and regulations including waste water systems and more.

I admit to being biased of my love for the Central Highlands, having been born in the snow in Bothwell to Joyce (Honner) and Bert Mundy, and having lived in the area my whole life; our Central Highlands provides us with an abundance of beautiful and stunning landscapes, flora and fauna, as well as a rich history and evidence of Aboriginal occupation dating back at least 40,000 years ago. Our Central Highlands area contains the highest-altitude of Tasmania, as well as Australia's second largest freshwater lake, yingana/Great Lake. We can also boast that we have Australia's deepest freshwater lake, our Lake St Clair.

Our Council has approximately 798,241 hectares of land, including national parks and world recognised wilderness heritage areas. We have some of the best fly and trout fishing across the world and an ever increasing interest in our tourism opportunities, including Council being approached regarding future tourism opportunities yet to be defined. Tourism is certainly an ongoing and developing area across our Central Highlands, and I am always looking for opportunities for existing and new developments to provide employment of local people as well as the use of locally grown foods on menus and other catering opportunities. Across our whole Central Highlands Community we are world renowned for our bushwalking opportunities as well as our ever strong agricultural and horticultural industries.

I strongly believe that Council employees and our elected Councillors should continue on a path of both professional and personal development. I have ensured a number of opportunities have been presented to elected Councillors, and have noted that these opportunities can assist in a more informed and understanding Council including the attendance at workshops and training focusing on Understanding Financial Statements and Reports, the Role and Responsibilities of Elected Councillors as well as dealing with Council correspondence, knowing and understanding vehicle accident and crash statistics with the Department of State Growth, and Understanding the Role and Expected Actions of TasWater. I deemed that a number of workshops were compulsory for Councillors, and thus their attendance and engagement was crucial in development of skills and also enabling a thorough understanding of Council including how our elected arm and employee/administrative arm are expected to work together, with myself as the conduit working closely with our General Manager.

As Mayor, many representations were made at numerous committees. Some of these were one off meetings and some of these were continuing committees which would meet on a regular basis. A number of representations, I believe, further our position, lifestyle, employment and social aspects across our Highlands area. As well, myself and other councillors have been representatives on many committees including the Bothwell Football Club and Community Centre, the Independent Living Unit Committee, Bothwell Swimming Pool Committee, Plant Committee, Australia Day Committee, Cemetery Committee and Highlands Tasmania Tourism Committee. I have been pleased, and thankful to those Councillors who put in their time and their effort.

There has also been additional opportunities for myself in attending the elected members Local Government Association Tasmania (LGAT) conferences, Southern Tasmanian Councils Authority (STCA) and the Mayors Roundtable regular meetings. I personally find the Mayors Roundtable meetings valuable in that I am able to hear, and share, some issues that overlap all local government, as well as some specific to only one or two or three Councils. At times, these meetings have provided valuable opportunities for our Central Highlands Council to learn from other local government bodies, as well as offering support when, where and if possible. One example of my relationship with other Mayors at our Roundtable meetings has been to talk, and listen,

regarding issues and possible solutions to providing primary health care services to local communities.

### **Bothwell Medical Centre**

Through many tough months I have continued to search for a general practitioner to be responsible in delivering primary healthcare services at the Bothwell Medical Centre, often with the support of Councils General Manager. Meetings, discussions and Council backed proposals have been completed with numerous non-government organisations and individuals, as well as our State and Commonwealth governments. GP Practice Managers and Physicians have also been approached, as have specialist GP employment services. Following meetings and many discussions with the State Health Minister, the Hon. Sarah Courtney MP, I requested an urgent meeting with the Premier, the Hon. Will Hodgman MP. I was highly concerned that whilst discussions and 'direction' was useful, Council were yet to solve the overarching issue of having a GP on-the-ground at Bothwell. I met with Premier Hodgman at Parliament House where we discussed the Bothwell Medical Centre as a priority, and for me to also provide an overarching update on what's happening in our beautiful Central Highlands; this included last year's fire season and the seemingly 'early' fire season this October.

I provided a proposal, including a budget, requesting urgent State Government support to assist Council in securing an on-going GP service to our community. Justification added to the proposal included the large geographical area that the Bothwell Medical Centre covers, and the high concern of a potential increase of reliance to not only Ambulance services to the area, but also the probable additional pressure on the Royal Hobart Hospital; the RHH is already under tremendous strain, and I do not wish our Central Highlands Community to be an additional drain on an already overloaded system. As this Report goes to print I am awaiting a response from the State, and in particular the Premier, of the urgent assistance I have requested. Whilst awaiting this response I continue the search for a GP. I make no apology, and continue to stand strong in my belief that our Central Highlands people should not be placed at a disadvantage based purely on the fact of our geographical location.

### **Lake Malbena, Wild Drake - Tribunal Process**

Regarding The Wild Drake P/L DA Halls Island Lake Malbena Appeal against Central Highlands Council's decision to reject the Development Application, the Tribunal has handed down its

decision. The Tribunal has upheld the appeal lodged by Wild Drake, with the support of the State government, and have directed that a permit for the proposal be granted. Obviously, Council are very disappointed with the outcome.

In reaching their decision, the Tribunal ruled that the Central Highlands Council was correct to make a decision, as we did, under the *Land Use and Approvals Act 1993*. However, the Tribunal also stated that it was not necessary for the planning authority (the Central Highlands Council) to undertake an 'assessment of compliance' using the *Tasmanian Wilderness World Heritage Area Management Plan 2016*, as an important and guiding document. In effect the State Government Department of Primary Industries, Parks, Water and Environment (DPIPWE) and their Parks and Wildlife Service Unit – Reserve Activity Assessment process - was, in the Tribunal's opinion, the only assessment required to support the Wild Drake application to Council.

The Tribunal ruled that having reached Step 7 in the Reserve Activity Assessment process – the proposal complied with the planning scheme. The Tribunal stated it was not necessary to undertake further consideration of other issues (that Council had raised as the Planning Authority when deciding to not grant a permit for the application from Wild Drake). Some of the issues Council considered included the impact on amenity and natural values, any potential impact on possible Aboriginal Heritage, the 'permanency' of a Standing Camp and the geographical distance (nearness to the proposed area) of the eagle nests. These were some, but not all factors that Council, acting as the Planning Authority took into consideration when deciding to not grant the permit for the proposal.

The Tribunal also stated that the helicopter use was ancillary to the visitor accommodation, and that the helicopter provided necessary support to the primary purpose of the proposal, which is the visitor accommodation. This meant it was not a prohibited activity under the Planning Scheme and therefore the permit for the proposal was granted by the Tribunal. Council were then directed by the Tribunal to put forward any 'conditions' to the (now) granted permit, and that the proponent, Wild Drake, would then have an opportunity to be heard on these conditions. The Tribunal would then make a decision regarding those conditions and if Council's conditions are accepted these would form part of the permit

granted. This process has not been completed at the time of print.

### **Fire Seasons Bush Fires**

#### **Great Pine Tier**

In January 2019 the Central Highlands towns and communities of Miena, Liawenee, Reynolds Neck, Brandum, Breona, Cramps Bay, Tods Corner, Arthurs Lake, Bronte, Waddamama, Lake Echo, Shannon, Synots Sugarloaf, Bashan Plains, Hermitage and surrounds were threatened by serious bushfires over several weeks. Reports during that period suggest that the fire proved problematic for the Tasmania Fire Service, Parks & Wildlife Services and Sustainable Timbers Tasmania to contain, including the difficult terrain across our Central Plateau causing access issues to a number of locations; an important factor that increased the burn period, and delayed extinguishing the fire.

The Tasmania Fire Service utilised 5 fixed wing aircraft and 8 helicopters for water bombing, with approximately 40 people evacuated from Miena on the afternoon of 21 January. The evacuation was necessary as the fire broke containment lines and crossed the River Ouse. Bothwell Town Hall was established as a formal evacuation centre by Council employees that very morning, and a number of community members from the Great Lake and surrounds met at the Miena Community Hall. During that period emergency service personnel had a strong presence in the Great Pine Tier area and the Highland Lakes Road was closed to all traffic.

With much sadness, and although in a clearing, away from vegetation and considered 'defendable' by authorities, the popular destination of the Skittle Ball Plains Homestead property was overwhelmed by showering embers and the popular destination was left in ruins. Conditions at Miena peaked on Friday, January 25, which authorities had tipped to be the "worst" day of the fire season. The combination of hot weather, low humidity, wind and fire already in the landscape led to firefighters setting out a stark choice for Tasmanians thinking of staying to fight the flames.

By January 26 Miena was still under a community alert, however it was no longer under immediate threat from fire. The Great Pine Tier Fire, although still burning fiercely, had moved on and other communities were now watching its progress. The Great Pine Tier fire burnt almost 40,000 hectares with significant fire activity in the Waddamama area including Bronte, the eastern

edge of Lake Echo, Shannon, Synots Sugarloaf, Bashan Plains, Hermitage and surrounds. The next day a protection plan for the Walls of Jerusalem National Park was activated and remote area teams moved into the area.

Snow fell for the first time in 2019 on 12 February and luckily fell on areas that were threatened by fierce bushfires on the Central Plateau. At that time 34 active fires across Tasmania were still burning. By 20 February the Great Pine Tier fire had burnt 55,328 hectares. We were very fortunate no lives were lost, especially as there was high concern that the fire would travel down the valley and across the plains to Bothwell or Oatlands.

The Great Pine Tier fire caused significant interruption to our communities' tourist season as the fire approached its peak on Friday, January 25, the Australia Day long weekend; the fire continued through to the Easter holiday period, and our community, our businesses and our families were doing it tough.

The support and coordination provided by State Government departments including Tasmania Police, Tasmania Fire Service, State Emergency Services, Parks & Wildlife Services, Sustainable Timbers Tasmania, working alongside our Council employees, volunteers, local farmers, businesses and residents in protecting our community in circumstances of the emergency like the Great Pine Tier Fire was enormous. Everyone played their part, and it was this dedication to community, and support for community that allowed us to face the fires, with no loss of life. On behalf of the Central Highlands Council I thank you all.

#### **Tods Corner**

Still on the subject of fires, in October this year a registered burn resulted in causing a serious vegetation fire at Tods Corner Road burning toward Poatina Road, Flintstone, Barren Tier and Miena.

The Alert Level reached Watch & Act and luckily, was then downgraded to Advice.

This fire burned down the gully towards Poatina Road heading towards Arthur's Lake and Flintstone. High winds were of great concern, and assisted the fire to spread quickly.

Heavy machinery was deployed to cut through the thick dense scrub to allow the ground crew to access the Fire. The *ozothamnus hookkari* commonly known as kerosene bush was a contributing factor to the intensity of the fire.



The fires were earlier this year which I understand has our community under extra stress, as many of us were and are still recovering from the previous fires. For this fire we had three helicopters, some light aircraft, a large number of crews and we had the evacuation centre open at Miena. During this time, and like others, I am in constant contact with the Inspector of Police, liaising with the TFS, SES and Council employees with the assistance of Councils General Manager. As with all other fires, I also remain in contact with ABC radio, usually more than once a day, as well as Tasmanian free-to-air news television channels.

### **Black Snake Lake Crescent - Interlaken - Lake Crescent**

In October and November we had a vegetation fire that was burning in very high temperatures with strong winds making it very difficult for the fires to access and control. Again, the Bothwell Recreation Ground was used for the helicopters and Tasmanian Fire Service as a landing area and as a meeting point. People were advised to avoid using Dennistoun Road and not to go camping in the area for the time being.

Throughout the fire season, I was always in close liaison with the Tasmanian Fire Service Chief Controller, Tasmania Police and our Council employees. Other contacts were utilised and spoken with as necessary. I provided updates for community by ABC radio, and will continue this in the future. The use of television news reports are also considered useful, plus our Central Highlands Council Website.

### **Infrastructure and Capital Works**

The past year has seen the negotiation of a number of agreements including funding opportunities which assist in the development and maintenance of our infrastructure, road networks and always keeping in mind identifying additional tourism opportunities. This includes the vital action of supporting our existing tourism businesses and opportunities, and in times includes opportunities to increase delivering existing tourism. These agreements and funding opportunities around the area requires a permanent and ongoing commitment and dedication from myself, and with the generalised support of council as a whole.

I'm proud that I've been able to deliver infrastructure including the re-stabilisation section of road from the Lyell Highway going into Bronte Park Village. I have also secured financial assistance from the state government to urgently address the needed realignment of the Bothwell

pub with no beer corner, as well as identifying and correcting the deterioration of the road on the Den Hill. The Department of State Growth has concentrated on filling in the existing cracks and reworking the top layer of the Den Hill pavement in order to provide a smooth surface as a temporary measure. This has included geotechnical engineer's conveyancing the road to finalise what will be the permanent works. Our roads and bridges including the Dunrobin Bridge is crucial infrastructure so that council can keep these roads safe for all users and I continue to identify further areas across the whole of the Central Highlands that may need strengthening and or redevelopment, or maintenance. As always, I appreciate hearing from our Central Highlands community in regards to infrastructure issues which need to be put forward to receive Council's attention.

A number of capital works have been completed in the 2018/2019 year. These include the footpaths, curbs and guttering in Arthur Street, sealing of driveway & carpark at Bothwell & Hamilton Central Highlands Council office sites, progressing to stage two sealing of the Lower Marshes Road; resealing the Ellendale roads, resealing Hollow Tree Road as well as road stabilisation on Hollow Tree road; resheeting various gravel roads; the development and maintenance of the Bothwell Football Club and Community Centre, including a wonderful safely fenced off area at children's play areas at our playgrounds and parks.

The new public toilets at the Ouse Park, upgrading the Arthur's Lake toilets; building new public amenities at Bronte Park, footpath upgrade at Ellendale, replacing and repairing the Hamilton Hall roof and ceiling; updating the Bothwell Pool kiosk; providing the product and installation of heat pumps for the Market Place School House; painting both the Back Office Hamilton and the Bothwell Golf Museum; providing a replacement vehicle to our local SES; replacing the Bothwell based, Hamilton based and Gretna based lawn mowers, which were badly needed; purchasing two sets of rollers for two of Councils Graders; buying a Quick Spray Unit, which should assist in caring for our native plants whilst targeting a number of weeds within our Central Highlands area; and also the purchase of a slasher, again to keep grass low near our roads, increasing road safety as well as specifically identifying growth areas of noxious weeds that need to be dealt with.

### **Council Support of Small Business**

The Central Highlands has also had a number of businesses opening across the area, which is fantastic, and further increases employment

opportunities as well as providing a boost to our economy.

I have been pleased that Council continue to support the Ouse based Food Connect Cafe, a mobile cafe which provides an opportunity for community members and friends to get along and have a drink and a chat. This is an ideal opportunity to decrease any isolation felt by our community members, and is also an area to make new friends. I encourage our wider community to support this fantastic initiative, allowing people to socialise as well as providing opportunities for people to chat socially and perhaps even make new friends. Another social aspect of support that Council have been proud to support is the Ouse Community Garden Project.

Council's future includes further research into our existing small businesses in our area, and identifying any areas of support and/or other assistance that Council can either provide directly or through acting as a conduit if more appropriate.

### **Community Events**

Thousands of people from across the state flocked to Bothwell for the fifth-annual Highlands Bushfest in November 2018. Historically, the Central Highlands Council organised the inaugural festival in 2014 following Council identifying a need to draw people to the area, whilst also showing off our amazing wares, produce and the tourism opportunities across our area. Thus the idea of the our wonderful Bushfest; an iconic event that covers the areas mentioned above and which seems to grow every year in regards to our locals getting more involved and the variety of the show growing. I'm also pleased to see attendance figures growing with the number of people coming through our gates, during the two day festival. Despite competing with other events on the same weekend, the Highlands Bushfest still manages to see approximately 4000 people through the gates over the two day event. Our festival has "something for everyone", including sheep dog demonstrations and speed shearing competitions to historic machinery displays and Tasmanian reptiles. The Highlands Bushfest is similar to northern Tasmania's Agfest event; however our Bushfest has a higher concentration of hosting stallholders, and having a specific focus on recreational activities popular in the region, focussing on our world-class fishing, camping and four-wheel-driving.

The festival is organised by our staff at Central Highlands Council and the event is all about the community, with entry restricted to a gold coin donation to allow everyone the opportunity to experience the "highlands hospitality". We look forward to this year's event in November.

The Hamilton Show has been running for years, with a focus on all things agricultural. The show has been an important opportunity of drawing locals and visitors to the area, and showcasing the area.

This is an opportune time for me to thank all volunteers across our Central Highlands who give so much of their time for the many different activities throughout the year. Without our volunteers many of our festivals, community events and other events simply wouldn't be possible. So I say Thank You all, for your time and efforts in helping across various roles throughout the year.

The power lines over the Gretna War Memorial have been moved, as well as the redevelopment of more secure and safe stepping stones up to the Memorial. This Memorial holds a Dawn Service every ANZAC Day, and community members are always warmly welcomed to the service, followed by a hot breakfast at the Gretna Green Hotel.

Council have committed to managing the Central Highlands Community Bus; we plan to continue with the management and maintenance of the community bus, and we also continue to garage the bus at the Council depot.

### **Cattle Hill Windfarm at Lake Echo**

The Cattle Hill Windfarm Project on the eastern shore of Lake Echo has provided opportunities for local employment, and has created a huge economic benefit to the Central Highlands community. There has been a lot of travel in delivering the huge sized wind farms components. This major project is near completion.

### **Black Spots/Loss of Transmission**

I continue, on a regular basis, to engage with both the Commonwealth and State governments speaking directly with the aim of encouraging the targeted financial assistance to our Council to consider addressing the known issues of various known black spots. The channelling of these funds is crucial across our Central Highlands area, of course for the safety of our residents, but also for the safety of the many tourists we find on our roads. This year, as well as identifying black spots across our roads I have also concentrated on black spots across our telecommunications;

this includes those black spots where our resident's quality of life is not at the standard of others due to a lack of access of telecommunications, as well as the increased probability of reduction of safety. Specifically, residents and visitors in the Cramps Bay Area around the Great Lake benefitted from the installation of a new Telstra mobile base station that delivers Telstra 3G and 4G mobile data services to the region. This was a long time coming but shows that dedication and commitment, plus raising the issues constantly can produce a positive outcome.

### **Council and Community or Organisational Relations**

I continue working hard with various members of our Tasmanian Police force, including discussions specifically relating to a police presence across the whole Central Highlands. We do have a number of officers in single member stations, and I continue to liaise with Tasmania Police on these Officers and their stations to be well known by our public, as well as looking at opportunities and behaviours needed to reduce current criminal behaviours across our area. Recently, I invited Inspector Philippa Burk to our Ordinary Meeting of Council in October. Inspector Burk provided Council with a comprehensive update on issues relevant to our area. In the future I plan to invite, and hopefully have, Tasmanian police presence at our Council meetings every three to four months. This will allow our Council the opportunity to be aware of any increase, or decrease, in the crime rate across our area, as well as identify any commonalities between the crime rate and other issues such as time of year, geographical location or any other variable identified by the Police. My invite to attend our Council meeting will also, as I strongly believe, assist in developing and maintaining a continuous knowledge of Police interactions and behaviours, including any planned actions. This invitation will also assist the Central Highlands Council in developing and nurturing a positive and mutually interactive relationship with our law enforcement officers.

### **Health**

This year, I have again successfully negotiated a Memorandum of Understanding (MoU) with the Health Action Team Central Highlands (HATCH). This MoU concentrates as an agreement of various parties, as signatories to the MoU, to work together with the shared goal of improving the health and wellbeing of central highlands residents. The MoU also establishes the sharing (pooling together) of resources available to signatories aiming for a more integral and holistic outcome for individuals needing care. The

mechanism for monitoring this MoU will be by quarterly meetings of senior representatives from each of the signatories, and reporting will take place in our open sessions of our ordinary council meetings, held monthly.

### **Street Library - Hamilton**

In our township of Hamilton, resident Mrs Elaine Herlihy, applied for, and was successful, in gaining a community grant to establish the Hamilton Community Street Library. The aim of the project is to provide a repository of books easily and conveniently available to residents (and visitors) of the Hamilton region at no personal monetary cost i.e. leave a book take a book. In true country spirit and partnership, the community street library 'box' was constructed by the Hamilton Men's Shed. The Men's Shed has made a wonderful housing for the books, with the actual housing built to reflect the heritage of the many convict built stone and timber buildings in the township. The library is located near the Hamilton Inn Hotel, and is quite popular. It would be wonderful to see such a project like this to gain further momentum and to exist in our townships across our area.

### **Education**

I was honoured when approached by the University of Tasmania to accept the role as an education ambassador. I see this as an important opportunity where I can further commit to encourage, assist and support everyone, especially our youth, in seeking out opportunities in furthering their education, their knowledge base and their skills. There has also been a concerted and very deliberate effort to encourage and support our young ladies across the science, technology, engineering and mathematics subjects. Through stem, STEM students can develop key skills including problem-solving. Developing their creativity and learning critical analysis in an applied approach. Having a background including teaching I believe strongly that education and knowledge is power.

I have been very pleased and excited to see some of our students across the Central Highlands attend our monthly Ordinary Council meetings. The future will hold more opportunities for our primary and secondary school students to attend meetings and gain an understanding of local government, including opportunities for their involvement in their local community and government as they grow. I feel passionate about our students having opportunities shown to them; to allow our students to explore all possibilities for their future careers. During these opportunities I am extremely proud that I can inform our

students that I was born in the snow at Bothwell, and grew up in the Central Highlands my whole life. I also take the opportunity whenever possible to still attend and participate in our Schools Assembly's, although the workload as Mayor doesn't allow for this as often as I would like.

I remain honoured to be the Mayor of our stunning Central Highlands, and I continue to work hard to achieve positive results in not only maintaining our way of life across our area, but importantly to identify opportunities that can assist in enhancing our way of life, to provide access to services and crucially to instil a sense of confidence and pride of our area, not just for our elected Councillors, but for our Council employees and our wider Central Highlands community also. I'm always looking for, and listening to, ideas to better our community and implement things that will benefit our people.

Crucially, I remain very mindful of the need to keep our rates as low as possible. This also includes being conscious of efficiency, accountability and, of course, value for money; this includes providing transparency across our Councils budget, and continuing to be accountable to Central Highlands community members. The Year That Was, the 2018/2019 financial year held much happiness in seeing my fellow central highlands members receive services needed, to access social opportunities given and the continuation of 'a caring community culture'. I look forward to the next financial year, with both excitement and anticipation as we embark on another year of providing on-the-ground services as well as other services and opportunities, aiming to keep our community culture being a culture of true community, and our community spirits high.

For the year that we have completed, Thank You to my fellow elected Councillors and our administrative arm, the employees of the Central Highlands Council. As Mayor, I appreciate the support and respect given to the position of Mayor and I look forward to the year ahead and working to continue to provide further opportunities and support across our Central Highlands. The working relationship between myself as Mayor and our General Manager remains strong and will, no doubt, be an asset of Council in the year ahead.

As Mayor, I continue to provide opportunities for discussion and difference of opinions around the table of elected members.

I appreciate your time, your effort, your commitment and your support and contribution in building a strong effective Council and in the delivery of services.

Loueen (Lou) Triffitt  
MAYOR





## Current Councillors as at 30 June 2019



Loueen Triffitt  
**Mayor**  
6286 3275



Jim Allwright  
**Councillor**  
6288 1392



Anthony Archer  
**Councillor**  
0427 215 558



Tony Bailey  
**Councillor**  
0418 863 284



Scott Bowden  
**Councillor**  
0419 595 542



Anita Campbell  
**Councillor**  
0427 538 744



Robert Cassidy  
**Councillor**  
0458 737 747



Julie Honner  
**Councillor**  
0417 168 339



Jim Poore  
**Councillor**  
0412 733 617

## Councillor Attendance at Ordinary Council Meetings, Special Council Meetings & Annual General Meeting

	Meeting Attendance (including Annual Meeting & Special meetings)			
	Full	Part	Absent	Possible
Mayor Loueen Triffitt	13			<b>13</b>
Deputy Mayor James Allwright	12		1	<b>13</b>
Clr Anthony Archer <b>from Nov 2018</b>	6	1	2	<b>9</b>
Clr Anthony Bailey	11	2		<b>13</b>
Clr Scott Bowden <b>from Nov 2018</b>	9			<b>9</b>
Clr Anita Campbell <b>from Nov 2018</b>	9			<b>9</b>
Clr Robert Cassidy	11	1	1	<b>13</b>
Clr Julie Honner	13			<b>13</b>
Clr Jim Poore	12	1		<b>13</b>
Lana Benson <b>until Oct 2018</b>	3	1		<b>4</b>
Richard Bowden <b>until Oct 2018</b>	4			<b>4</b>
Erika McRae <b>until Sept 2018</b>			3	<b>3</b>

## Councillor Attendance at Committee Meetings & Workshops

	Meeting Attendance at Council Committee & Audit Panel Meetings				Meeting Attendance at Council Workshops			
	Full	Part	Absent	Possible	Full	Part	Absent	Possible
Mayor Loueen M Triffitt	8		1	<b>9</b>	4	1		<b>5</b>
Deputy Mayor James Allwright	7		1	<b>8</b>	4		1	<b>5</b>
Clr Anthony Archer <b>from Nov 2018</b>	1			<b>1</b>	3		2	<b>3</b>
Clr Anthony W Bailey	5		2	<b>7</b>	3		2	<b>5</b>
Clr Scott Bowden <b>from Nov 2018</b>					3			<b>3</b>
Clr Anita Campbell <b>from Nov 2018</b>	2			<b>2</b>	3			<b>3</b>
Clr Robert Cassidy	4		2	<b>6</b>	4		1	<b>5</b>
Clr Julie Honner	3		2	<b>5</b>	3		2	<b>5</b>
Clr Jim Poore	12			<b>12</b>	4		1	<b>5</b>
Lana Benson <b>until Oct 2018</b>	1		2	<b>3</b>	1		1	<b>2</b>
Richard Bowden <b>until Oct 2018</b>	1			<b>1</b>	1		1	<b>2</b>
Erika McRae <b>until Sept 2018</b>							1	<b>1</b>

## **Current Council Committee Representation 2018 / 2019**

### **Bothwell Swimming Pool Committee**

Mayor L M Triffitt (Chair)  
Clr J Poore  
Clr A Campbell

### **Plant Committee**

Mayor L M Triffitt (Chair)  
Clr A Bailey  
Clr S Bowden  
Clr A Archer (proxy)

### **Audit Panel**

Clr J R Allwright  
Clr J Poore  
Clr A Campbell (proxy)

### **Planning Committee**

Clr J R Allwright (Chair)  
Mayor L Triffitt  
Clr J Poore  
Clr R L Cassidy  
Clr A Bailey (proxy)

### **Australia Day Committee**

Clr A W Bailey (Chair)  
Clr A Campbell  
Mayor L M Triffitt

### **Bothwell Football Club & Community Centre Committee**

Clr J Honner (Chair)  
Clr A Bailey  
Clr A Campbell (proxy)

### **Central Highlands Visitor Centre Management Committee**

Clr J Poore (Chair)  
Clr J Honner  
Clr R Cassidy (proxy)

### **Bothwell Cemetery Committee**

Mayor L M Triffitt (Chair)  
Clr A Campbell  
Clr R Cassidy  
Clr A Archer (proxy)

### **Independent Living Units Committee**

Mayor L M Triffitt (Chair)  
Clr A Bailey  
Clr Cassidy (proxy)

### **Strategic Planning Sub-Committee**

Clr A Bailey  
Clr A Archer  
Clr A Campbell

### **Highlands Tasmania Tourism Committee**

Mayor L M Triffitt (Chair)  
Deputy Mayor J Allwright  
Clr R L Cassidy (proxy)

### **Waste Committee**

Clr J R Allwright (Chair)  
Clr J Poore  
Clr S Bowden  
Clr J Honner (proxy)

## **External Committee Representation**

### **Bothwell Spin-In Committee**

Mayor L Triffitt  
Clr J Honner (proxy)

### **Australasian Golf Museum**

Mayor L Triffitt  
Clr R Cassidy  
Clr A Archer (Proxy)

### **Waste Strategy South**

Deputy Mayor J Allwright  
Clr S Bowden (Proxy)

### **The Derwent Catchment Project**

Clr A Bailey

### **Great Lake Community Centre Committee**

Mayor L M Triffitt  
Clr J Honner (Proxy)

### **TasWater Owners Representative**

Deputy Mayor J Allwright  
Clr A Archer (deputy rep)

### **Clyde Water Trust (Liaison)**

Clr J Poore

### **Health Action Team Central Highlands (HATCH)**

Mayor L M Triffitt  
Clr A Bailey  
Clr J Honner (Proxy)

### **The Central Highlands Men's Shed Steering Committee**

Clr A W Bailey  
Deputy Mayor J Allwright (Proxy)



## Overview & Highlights

- Gretna War Memorial was upgraded
- Design works & survey work for stormwater upgrade at Bothwell
- Prep & sealing works started on the next stage of the Pelham Road upgrade
- New kerb & guttering was installed in Arthur Street, Hamilton
- Tasmania Fire Service requested Council's assistance with the Central Plateau Bushfires in January 2019. 3 graders , 2 water carts and staff were deployed to assist
- Hunterston Bridge was replaced after it was destroyed in the Central Plateau Bushfires
- \$20,000 was received from the Deirdre Flint Estate with \$10,000 allocated to both the Queen's Park & Hamilton Memorial Park at her request
- Council continued its advocacy role by lobbying for:
  - Better mobile reception in the Central Highlands
  - Contacting the Minister for repairs to the Highlands Lake Rd on Den Hill
  - Lobbying political parties for the realignment of the 'Pub with No Beer' corner
  - Meeting with the Minister regarding the reseal of Bronte Road from the Lyell Highway to Bronte Village
  - Supporting our local communities in lobbying to keep our Anglican Churches

## Key Focus Areas

## Goal 1 - Community Building: *Build Capacity to enhance community spirit and sense of well being*

### Strategies

- Continue to upgrade existing public open spaces and sporting facilities and encourage community use
- Advocate for improved health, education, transport and other government and non-government services within the Central Highlands
- Continue to strengthen partnerships with all tiers of government
- Support and encourage social and community events within the Central Highlands
- Provide support to community organisations and groups
- Foster and develop an inclusive and engaged community with a strong sense of ownership of its area
- Foster and support youth activities in the Central Highlands

### Initiatives

<p><b>Continue support of local organisations and groups</b></p>	<p>Council continue to support local organisations and groups by way of in-kind support such as provision of plant and labour, photocopying, and free or subsidised use of Council premises, to name a few.</p> <p><b>Groups to benefit were:</b></p> <ul style="list-style-type: none"> <li>➤ Waive hall hire for the International Highland Spin-In</li> <li>➤ Bothwell Exercise Group – waive hall hire fees Bothwell Hall for exercise classes</li> <li>➤ Australasian Golf Museum – lease of premises no charge</li> <li>➤ Bothwell Historical Society – lease of premises no charge</li> <li>➤ Ouse On-Line Access Centre – lease of premises no charge</li> <li>➤ Central Highland Lakes Community Association – lease of premises no charge</li> <li>➤ The Derwent Catchment Project – use of premises no charge</li> <li>➤ Bothwell Spin-In Committee – assist set up Spin-In</li> <li>➤ Ellendale Hall Committee – use of Ellendale Hall no charge</li> <li>➤ Ouse &amp; Highland Festival Committee – waive hire fees Ouse Hall for Festival</li> <li>➤ Engineering fees – Hamilton Show Marquees - \$560</li> </ul>
<p><b>Continue to provide assistance to</b></p>	<p>Council provided assistance through the Community</p>

<b>community groups and clubs through Council's Community Grants Program</b>	<p>Grants Program to the following:</p> <ul style="list-style-type: none"> <li>➤ Ouse Community Garden - \$500</li> <li>➤ Camp Drafting Tasmania - \$300</li> <li>➤ Hamilton Street Library - \$750</li> <li>➤ Bothwell Spin-In Donation - \$4000</li> <li>➤ Spin-In Grant - \$200</li> <li>➤ Fuel Costs Medical Treatment R Jones - \$200</li> <li>➤ Anglers Alliance - \$2727.27</li> <li>➤ Bothwell District School Leavers Dinner - \$200</li> <li>➤ Bothwell Speed Shear - \$2000</li> <li>➤ Brock Watkins U12 State Football - \$150</li> <li>➤ Central Highlands Tasmanian Wildlife Group - \$500</li> <li>➤ Save Our Sick Grant - \$300</li> <li>➤ Pollie Pedal - \$250</li> </ul>
<b>Provide an annual allocation to schools to assist with their programs for school children</b>	An annual allocation of \$1000 was given to Bothwell District High School, Ouse Primary School, Westerway Primary School & Glenora District High School
<b>Provide annual bursaries for a child at each school continuing further education and Annual citizenship awards</b>	Council provide annual bursaries to Central Highlands Year 10 students at Bothwell District High School, Glenora District High School and New Norfolk High School to further their education whilst also providing annual citizenship awards to students
<b>Provide assistance to continue the home day care facility at Bothwell</b>	Council allocates \$5000 per year towards the Family Day Care Facility at Bothwell
<b>Continue to allocate funds to the provision of medical services to Ouse and Bothwell</b>	Council makes an annual allocation to the Central Highlands General Practice and the Bothwell Medical Centre.
<b>Support programs and activities that promote the health and wellbeing of our community</b>	Council allocate one staff member for a few hours a week to assist with the Meal Delivery Program.
<b>Continue support regional groups of benefit to Central Highland's residents</b>	<p>Council is a member of the following regional groups"</p> <ul style="list-style-type: none"> <li>➤ STCA</li> <li>➤ Destination Southern Tasmania</li> <li>➤ Local Government Shared Services</li> <li>➤ South Central Sub-Region</li> </ul>



Picture: JCB Backhoe at the Hamilton Depot

## Goal 2 Infrastructure and Facilities – *Manage Council’s physical assets in an efficient and effective manner*

### Strategies

- Develop and implement a 10 year asset management plan for all classes of assets
- Continue to work at regional and state levels to improve transport and infrastructure
- Seek external funding to assist with upgrading of existing infrastructure and funding of new infrastructure and facilities
- Ensure that the standard of existing assets and services are maintained in a cost effective manner

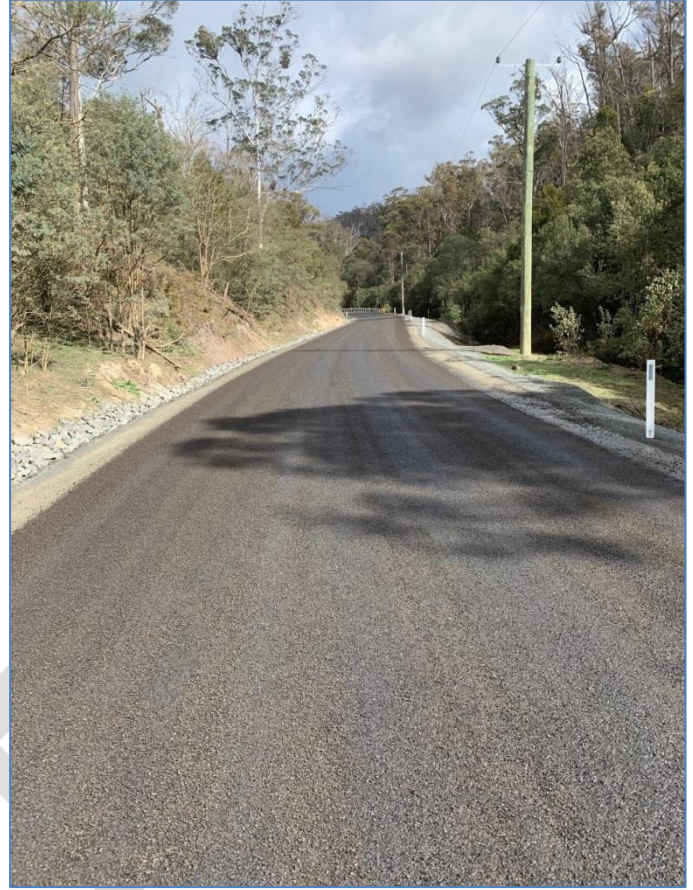
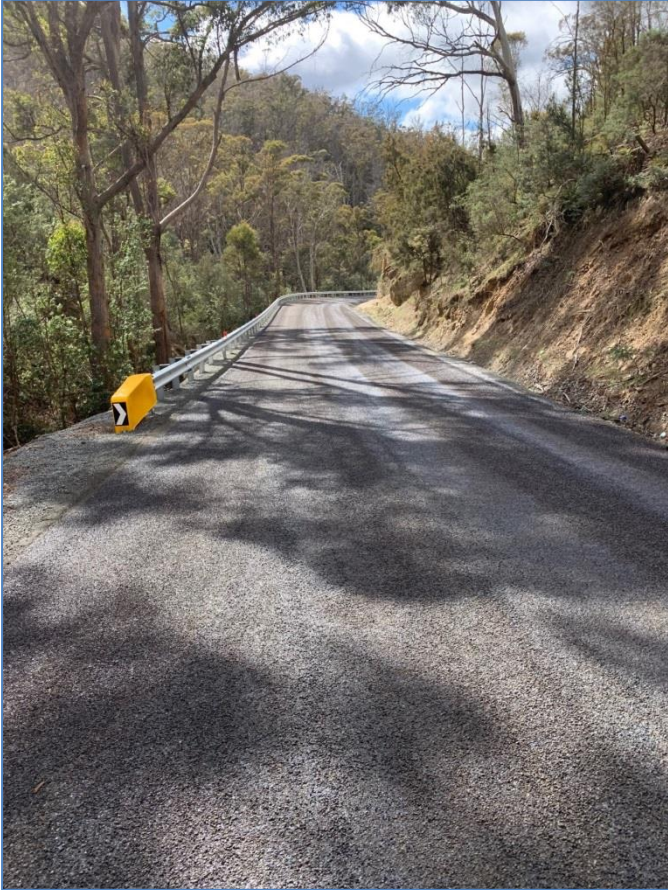
### Initiatives

<b>Allocate funds to ensure that existing services and assets are maintained</b>	Council budgets sufficient funds to ensure that its assets and services are maintained
<b>Expand the 10 year asset management plan to include all classes of assets</b>	Council has a long term asset management plan for roads, bridges and buildings

<b>Underpin Dawsons Bridge and replace bridge on Spur Road off The Avenue, Ellendale</b>	Spur Road off The Avenue Ellendale was completed by Council Staff. Dawsons Bridge works were not undertaken but have been reallocated in the 2019/20 budget. Hunterston Bridge was also replaced after it was destroyed in the January Central Plateau Bushfires.
<b>Replace 2 ride on mowers and purchase ground mower for Gretna Cricket Cub, 2 rollers for graders, new quick spray unit for Bothwell, new slasher and contribute \$10,000 towards the replacement of the SES vehicle in the Central Highlands</b>	All plant and machinery were purchased in the 2018/2019 financial year
<b>Prepare a design to form the basis of work to be undertaken to provide water and power to grassed area at Bothwell Caravan Park, new signage and BBQ</b>	Due to time restraints the upgrade at the Bothwell Caravan Park will be completed in the 2019-2020 financial year
<b>Construct new public conveniences at Ouse Park</b>	New public conveniences at the Ouse Park will be completed in the 2019/2020 financial year
<b>Undertake plumbing upgrade for the Central Highlands Visitor Centre staff kitchen and toilet facilities</b>	Plumbing upgrade was carried out in the Central Highlands Visitor Centre as well as installing new heat pumps.
<b>Reseal 800 metres of Lower Marshes Road</b>	Lower Marshes Road stabilisation and reseal works were completed in November 2018 by Andrew Walter Construction at a cost of \$131,135.08
<b>Reseal sections of Ellendale Road &amp; Hollow tree Road and part of Wihareja Road</b>	Reseal sections were completed on Hollow Tree & Ellendale Roads. Wihareja Road was not completed.
<b>Undertake Stage 1 of the stormwater upgrade at Bothwell</b>	The upgrade of stormwater at Bothwell will commence in the 2019-2020 financial year
<b>Construct and seal 1.2kms of Pelham Road</b>	These works were completed by Batchelor Civil at a cost of \$666,000

<b>Undertake maintenance of kiosk at Bothwell Swimming Pool</b>	These works were completed by Council Staff
<b>Seal carpark at Bothwell Office &amp; Hamilton Office</b>	Concrete slab at the Hamilton Office for a staff carpark was completed by Short Concrete for \$7377.65. The Bothwell Office Carpark and driveway was sealed by Roadways for \$21,313.79
<b>Construct new kerb and gutter, Arthur Street, Hamilton</b>	These works were completed by Batchelor Civil
<b>Construct kitchen facilities in the Bothwell Football Club and Community Centre</b>	The new kitchen facilities have been installed in the Bothwell Football Club and Community Centre
<b>Complete maintenance works of assets and facilities within budget allocations</b>	<p>Maintenance works were carried out as per Council's budget. Council is currently undertaking a revaluation and condition assessment of its road network. Council bridges are inspected annually with a report provided to guide Council on maintenance and capital works required.</p> <p>Council provided:</p> <ul style="list-style-type: none"> <li>➤ Sealing of Hamilton &amp; Bothwell Office carparks</li> <li>➤ Pelham Road upgrades</li> <li>➤ Stage 2 Lower Marshes Road seal</li> <li>➤ Repairs to Hamilton Hall Roof</li> </ul>
<b>Install Memorial Gardens at Anzac Park, Hamilton and Queen's Park. Bothwell</b>	\$20,000 was received from the Deirdre Flint Estate with \$10,000 allocated to both Hamilton Park & Queen's Park for a memorial garden at her request.





*Picture: Road upgrades Pelham Road*

### **Goal 3 Financial Sustainability – *Manage Council’s finances and assets to ensure long term viability and sustainability of Council***

#### **Strategies**

- Manage finance and assets in a transparent way to allow the maximization of resources to provide efficient and consistent delivery of services
- Review annually, Council’s Long Term Financial Management Plan and Council’s Long Term Asset Management Plan
- Where efficiency gains can be identified, resource share services with other local government councils
- Increase the level of grant income
- Encourage development to expand Council’s rate base
- Identify revenue streams that could complement / substitute for existing resources
- Develop and maintain sound risk management processes

## Initiatives

<b>Identify appropriate grant funding to leverage Council funding for projects</b>	<p>Council receives Financial Assistance Grants through the State Grants Commission \$2,464,768 was received during 2018-2019</p> <p>\$198,211 Federal Roads to Recovery Funding received enabled Council to undertake capital upgrades on roads</p>
<b>Continually review and update policies and Council's risk register</b>	<p>Council's risk register and policies are updated by staff as required and reviewed at each Audit Panel Meeting</p>
<b>Continue participation in the Local Government Shared Services and South Central Sub-Region Group and identify other services that can be resource shared</b>	<p>Council is a member of the Local Government Shared Services (LGSS) which meets regularly to discuss resource sharing opportunities. Council currently use this service for the provision of a planner and dog control officer. A joint tender for debt collection resulted in participating councils receiving the benefit of reduced commission fees, a saving for all members who participated in the tendering process.</p> <p>The South Central Sub-Region (SCS) was formalised in early 2016 with the Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils endorsing an intent to work together as much as possible on matters of common interest or where benefits can be achieved by working collaboratively. The SCS meets approximately every two months with the Mayor and General Manager of each Council attending.</p>
<b>Provide financial management reports to Council monthly</b>	<p>Financial reports are prepared by Council's accountant monthly and placed on the Ordinary Council Meeting Agenda each month</p>
<b>Ensure Annual Financial Statements are completed within the statutory timeframe</b>	<p>Council's Annual Financial Statements were completed.</p>
<b>Ensure that staff are provided with continual training in Council's financial software and records management systems</b>	<p>Council staff are provided with training on an as required basis.</p>



## **Goal 4    Natural Environment – *Encourage responsible management of the natural resources and assets in the Central Highlands***

### **Strategies**

- Continue to fund and support the Derwent Catchment Project
- Continue with existing waste minimisation and recycling opportunities
- Promote the reduce, reuse, recycle, recover message
- Continue the program of weed reduction in the Central Highlands
- Ensure the Central Highlands Emergency Management Plan is reviewed regularly to enable preparedness for natural events and emergencies
- Strive to provide a clean and healthy environment
- Support and assist practical programs that address existing environmental problems and improve the environment

### **Initiatives**

<b>Allocate funds to continue our support of the Derwent Catchment Project to implement on ground projects and provide a link between Council and the community on natural resource management issues</b>	Council continues to fund natural resource management through funding to the Derwent Catchment Project of \$40,000 per year. An additional \$20,000 was allocated towards the Ouse River Recovery Project
<b>Work with other stakeholders, land managers and government agencies to ensure strategic weed control</b>	Council works with the Derwent Catchment Project to implement its weed strategy and allocated funds to carry out weed management
<b>Monitor the usage of Council waste transfer stations and refuse site to ensure that the facilities meet the needs of our ratepayers</b>	<p>Council operates one controlled refuse site at Hamilton which has available a DrumMUSTER facility.</p> <p>Manned waste transfer sites are available at Bothwell, Miena and Bronte Park.</p> <p>A Bulky Waste Collection is provided twice per year throughout the municipal area which is designed to allow residents to place items out for collection that are too bulky or unsuitable for the door to door collection.</p> <p>Council provided a relatively comprehensive kerbside collection service for waste &amp; recycling to the residents of Bothwell, Ellendale, Fentonbury, Gretna, Hamilton, Ouse, Osterley, Wayatinah and Westerway. Thorpe Waste currently holds the contract. All waste is taken to the Hamilton Refuse Disposal Site and the</p>

	<p>recyclables taken to Hobart for processing.</p> <p>Roadside stand alone bins have been placed at Reynolds Neck, Brandum Bay, Jillet Road, Doctors Point, Haulage Hill, Interlaken, Cramps Bay, Wilburville, Arthurs Lake and Derwent Bridge. The bins are designed to accept domestic waste only, can be accessed 24/7 and have proved to be very successful in most areas.</p> <p>All waste and recycling collected is reported to the DPIPWE annually.</p>
<b>Provide education and encouragement of recycling within the Municipality to expand the life of the Hamilton Refuse Site</b>	<p>Council provides recycling facilities throughout the municipal area and have a fortnightly door to door recycling collection throughout our towns.</p> <p>Council engage a contractor, Thorp Recycling, to collect recycling from static sites and ensure that sites are clean. Thorp Recycling improved the way that recyclable material is managed at the sites by installing 25m skip bins for the collection of scrap steel which is then taken to Hobart for processing. This has been very successful.</p>
<b>Facilitate regular meetings of the Central Highlands Emergency Management Committee</b>	<p>One meeting was held which was well attended</p>
<b>Continue as a member of the STCA Waste Committee</b>	<p>Council continues its memberships of this committee</p>



*Picture: Ouse River Recovery Works*

## Goal 5 Economic Development – *Encourage economic viability within the municipality*

### Strategies

- Encourage expansion in the business sector and opening of new market opportunities
- Support the implementation of the Southern Highlands Irrigation Scheme
- Continue with the Highlands Tasmania branding
- Encourage the establishment of alternative industries to support job creation and increase permanent residents
- Promote our area's tourism opportunities, destinations and events
- Support existing businesses to continue to grow and prosper
- Develop partnerships with State Government, industry and regional bodies to promote economic and employment opportunities
- Work with the community to further develop tourism in the area

### Initiatives

<b>Continue as a member of Destination Southern Tasmania</b>	Council is a current member of Destination Southern Tasmania
<b>Continue as a member of STCA and LGAT</b>	Council continues its membership and participation in the STCA and LGAT
<b>Install public toilet at Ouse Park</b>	New public toilets at Ouse Park will be completed in the 2019-2020 financial year
<b>Continue with Highlands Bushfest to showcase the Central Highlands</b>	Bushfest was held in November 2018 and was very successful. Council resolved to hold Bushfest again in November 2019
<b>Continue with providing the tourism brochure through the Brochure Exchange facility, Brooke Street Pier, Spirit of Tasmania and other visitor centres</b>	Council's "Journey to the Centre of the Earth" brochure is placed at the Hobart Airport, Brooke Street Pier and on both Spirit of Tasmania vessels which is maintained by the Tourism Brochure Exchange
<b>Continue the roll out of the Highlands Tasmania Touring Map</b>	The Highlands Tasmania Touring Map is placed in businesses throughout the Central Highlands and state-wide

<b>Engage and strengthen the community by supporting community events and local initiatives that enhance visitation to the Central Highlands</b>	<p>Council provides funding and in-kind support to community groups providing events in the Central Highlands.</p> <p>Support was provided for the Ouse and Highlands Regional Fair, Hamilton Show, International Highlands Spin-In and Highlands Bushfest</p>
<b>Promotion of Central Highlands through production of material and via Council's website and Council's Facebook page</b>	<p>Council's website and Facebook page is updated regularly by staff. Council's brochure and maps are distributed widely throughout the State</p>
<b>Continue support of the Highlands Digest to enable it to provide community information to residents</b>	<p>Council provide an allocation of \$10,800 to Centralinc to assist with the production of the Highlands Digest which provides a valuable avenue for dissemination of information about the Central Highlands</p>
<b>Continue meetings of the Central Highlands Visitor Management Committee to optimise the use of the Centre and the dispersement of information to tourists and visitors to the Central Highlands</b>	<p>The Central Highlands Visitor Management Committee meet regularly throughout the year.</p> <p>The Centre is manned by a committed group of volunteers. Displays are changed regularly. The Grote Reber display was well received and was opened by Martin George from the QVMAG.</p>



*Pictures: Highlands Bushfest 2018*

## **Goal 6 Governance and Leadership – *Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of our community as a whole***

### **Strategies**

- Ensure Council fulfils its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures
- Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities



- Ensure appropriate management of risk associated with Council's operations and activities
- Provide a supportive culture that promotes the well-being of staff and encourages staff development and continuous learning
- Provide advocacy on behalf of the community and actively engage government and other organisations in the pursuit of community priorities
- Consider Council's strategic direction in relation to resource sharing with neighbouring councils and opportunities for mutual benefit
- Support and encourage community participation and engagement
- Ensure that customers receive quality responses that are prompt, accurate and fair
- Council decision making will be always made in open council except where legislative or legal requirements determine otherwise

## Initiatives

<b>Annually review Council's Long Term Financial Plan and Strategy and Long Term Asset Management Plans</b>	Council plans were received and adopted by Council in March 2018
<b>Continually monitor and review Council's financial situation and report findings to Council in a clear and transparent format on a monthly basis</b>	Council engage a consultant accountant who provides regular updates and reports to Council at monthly Council and Audit Panel Meetings.
<b>Encourage staff to undertake training to further develop their skills</b>	<p>Council encourage staff to undertake any training they may require.</p> <p>The following training was provided in 2018/19:</p> <ul style="list-style-type: none"> <li>➤ Traffic Management Plan refresher – to all outdoor staff</li> <li>➤ Traffic Management Training – 3 new employees</li> <li>➤ Grader assessment – 1 Employee</li> <li>➤ Small plant and front loader training</li> <li>➤ Park facilities training</li> <li>➤ Backhoe training to 5 employees</li> <li>➤ Monthly Toolbox Meetings</li> </ul> <p>Speak up Stay ChatTY visited Central Highlands Employees in February 2019</p>
<b>Support Elected Members to take advantage of seminars, training and workshops that assist them in their position as a Councillor</b>	Councillor training workshop for all current and new elected members was undertaken in November 2018

<b>Review the risk register at each Audit Panel Meeting</b>	Council's risk register is updated regularly and presented at each Audit Panel Meeting
<b>Ensure ongoing compliance with all legislation, regulations and codes of practice which impact upon Council</b>	Council endeavours to ensure that it complies with the requirements of all legislation, regulations and codes of practice applicable to Local Government
<b>Continue lobbying for retention of Anglican Churches within the Central Highlands</b>	Council joined with the community to lobby for the retention of all Anglican Churches in the Central Highlands.
<b>Continue to provide the Central Highlands Newsletter to all ratepayers</b>	The Central Highlands Newsletter is sent out quarterly with each rates instalment



*Picture: Council Employees with Mitch McPherson from Speak Up Stay ChatTY*

## Public Health Report

Council will:

- Conduct immunisation sessions as required and promote the need for immunisation
- Ensure proper provision of on-site effluent disposal in compliance with the current regulatory framework, codes, standards and best environmental practice
- Undertake routine inspection of places of public assembly, food premises, public health risk activities and water carters to ensure compliance with relevant legislation
- Promptly investigate environmental health complaints
- Maintain an effective analysis program for food, recreational waters and general complaints
- Continue to promote safe food handling through the provision of the I'M ALERT free online food safety training program

## Environmental and Public Health Report

Councils within Tasmania have statutory responsibilities for promoting acceptable standards of environmental health within their municipal area through the administration of legislation, provision of environmental health services and community education. Key legislation administered to promote acceptable standards of environmental health at the local level includes the *Public Health Act 1997*, *Food Act 2003*, *Environmental Management and Pollution Control Act 1994*, *Local Government Act 1993* and *Building Act 2016*

Council has performed its functions under the Public Health Act 1997 and Regulations, the Food Act 2003 and Regulations and Standards the Environmental Management and Pollution Control Act 1994 and Regulations, as detailed below.

Council employs a part-time Environmental Health Officer (EHO).

The main functions in **Environmental Health** are:

- Disease control, including immunisation services, public health risk activities and notifiable disease investigations
- Food regulation and surveillance
- Maintenance of appropriate standards for public-use buildings
- Health education and promotion
- Drinking water quality monitoring and remediation
- Surveillance of recreational water bodies including swimming pools and swimming beaches
- Surveillance of public health risk activities and regulated systems.(Council have no public health risk activities or regulated systems)

The principle statutes are the *Public Health Act 1997* and the *Food Act 2003*.

### **Council activities in relation to Environmental Health:**

- 62 Food Business Registrations, 34 low risk, 24 medium risk and 1 high risk. 2 Mobile Food Van. 36 Inspections were carried out. Council still have I'm Alert Food Safety Training free of charge to the community as a Food Safety Initiative All Food premises now have at least one person trained in Food Safety. As of the 30<sup>th</sup> June 2019, 353 people have done the training and the site continues to be used by any new employees to food businesses.
- Participating in the Health Departments Food Surveillance Program.
- Distribution of Posters and Pamphlets relating to Health Education and Promotion.
- Investigation of notifiable diseases
- A DrumMUSTER collection facility continues to operate at the Hamilton Regional Disposal and Recycling Site and the drummuster site at Bothwell is operational and will provide an ongoing service with one employee trained as a DrumMUSTER inspector.
- Waste Management and monitoring including current EPN for Hamilton Landfill.

- Council have an ongoing silage and ag pipe recycling point at the Hamilton Landfill, and this service is free of charge to both residents and Council and has been extended to include Bothwell Waste Transfer Station.
- School immunisation was carried out in accordance with the National Health and Medical Research Council Immunisation Schedule, and was conducted by Council's Medical Officer of Health at the Bothwell District High School and Bothwell Medical Office.
- Council have also offered free Meningococcal vaccinations and free flu vaccinations for all staff.
- "Free" infant immunisation continues to be offered by appointment at the Ouse Medical Centre and Bothwell Medical Centre as per the national immunisation schedule.
- Recreational Water quality monitoring, lakes and rivers, including Bothwell Public Swimming Pool.
- Annual Reporting done by the 30<sup>th</sup> September each year for Recreational Water monitoring, Private Water Licences, Food Premises and Waste Reporting.

**'Environmental Management'** is an integrated approach to achieve a sustainable future. When applied to activities or developments, it involves:

- The application of the principles of ecology, pollution control and environmental planning; and
- The methodology of monitoring the impact of proposed development.

The main functions in environmental management are:

- Environmental water and air quality monitoring and remediation
- The assessment and issuing of special plumbing permits for on-site wastewater management systems
- Monitoring and response to environmentally relevant activities including level 1 Activities
- Assessment of existing developments and new applications for development
- Response to environmental nuisances.

The principle statutes are the *Environmental Management and Pollution Control Act 1994*, the *Land Use Planning Approvals Act 1993*, the *Building Act 2016* and the *Litter Act 2007*.

#### ***Council activities in relation to Environmental Management:***

- Environmental Nuisances / complaints (17) are followed up by inspections and may require the issue of abatement notices, Environmental Protection Notices and / or infringement notices.
- Issuing of Environmental Protection Notices when required and follow up and monitoring of conditions of Notices.
- 20 Septic tank installation assessments and permits. Monitoring and recording services for 43 Aerated Wastewater Treatment Systems
- Monitoring of Private Sewage Treatment systems.
- Environmental Assessment of potentially harmful activities (e.g. composting, fish farms, sewage treatment plants and private water plants).

## **REPORTING REQUIREMENTS**

### ***Annual***

- Recreational Water Quality Report (Council & DHHS) – by 30 September each year
- Drinking Water Quality Report (Council & DHHS) - by 30 September each year
- Annual Public Health Statement (Council) – Required in accordance with S.71 and S.72 of the *Local Government Act 1993*. To be provided by end of October each year
- Environmental Health Officer Annual Register (DHHS) - by 30 September each year
- Annual Food Safety Report (DHHS) - by 30 September each year.

Council strives for ongoing and measurable improvements to community health through responsive, educative, monitored, participative and enforcement programs.

These objectives and strategies form part of Council's Strategic Plan, and this was developed in consultation with the Central Highlands community. Thus, the programs implemented by Council can be seen to be meeting at least part of the needs of members of the community.



## Development Statistics

	2014-15	2015-16	2016-17	2017-18	2018-19
Total No Applications	67	52	56	60	69
No. Permitted	19	18	11	5	10
No. Discretionary	33	32	39	40	50
Subdivision Applications	14	5	2	2	11
No. Lots	19	20	3	3	32
Planning Scheme Amendments	0	0	0	0	0
No Permit Required	1	2	4	13	20

## Building Statistics

	2014-15	2015-16	2016-17	2017-18	2018-19
Total No. Buildings	52	50	44	53	65
Permit Work	-	-	-	-	23
Notifiable Work	-	-	-	-	36
Low Risk Work	-	-	-	-	6
Total No. Plumbing	47	49	36	36	32
Permit Work	-	-	-	-	21
Notifiable Work	-	-	-	-	6
Low Risk Work	-	-	-	-	5
Value of Building Applications	<b>\$4,233,541</b>	<b>\$6,816,704</b>	<b>\$5,663,750</b>	<b>\$9,066,800</b>	<b>\$62,076,424</b>

### Pool Attendance Statistics

Season Passes	2014-15	2015-16	2016-17	2017-18	2018-19
Family	2	0	2	1	3
Junior	4	3	3	0	0
<b>Daily Attendance</b>					
Junior	427	524	1316	802	935
Adult	127	189	387	187	107
Season Users	125	25	235	31	51

### Dog Control Statistics

	2014-15	2015-16	2016-17	2017-18	2018-19
Dogs Registered	1022	1024	1067	1044	995
Kennel Licenses	30	31	36	33	30
Infringement Notices	6	1	14	16	21
Impounded Dogs	12	9	12	10	8
Declared Dangerous Dogs	0	0	0	0	1

### Remissions and Small Debt Write Offs

Small Debt write off	14.17	01-0823-02333	30.66
01-0864-03844	106.41	01-0864-03897	32.40
03-0237-01649	28.20	01-0805-03921	71.80
01-0864-03473	14.40	05-0710-03583	14.70
03-0233-01521	17.30	01-0860-03855	17.90
03-0209-00454	17.40	03-0221-01057	20.65
03-0221-00964	13.65	03-0237-01711	19.50
04-0011-00774	22.80	01-0805-03924	22.85
03-0218-00053	25.37	03-0212-00399	20.83
03-0239-04046	15.87	03-0239-01824	23.98
01-0890-02492	25.90	01-0860-03915	16.95
03-0207-00371	17.61	10-0400-03595	155.00
01-0810-03938	392.62	04-0017-03967	512.30
01-0805-02805	394.31	01-0805-03937	554.52
01-0838-02982	155.00		
<b>TOTAL 2265.24</b>			

## Remissions given on Building, Plumbing & Development applications 2018 / 2019:

There were no remissions given

## Under Section 72 of the Local Government Act 1993, the following is reported:

Total Remuneration Bracket	No Of Senior Employees
\$0 - \$80,000	0
\$101,001 - \$120,000	2
130,001 - \$160,000	2

- Total remuneration includes salary, employer superannuation contribution, value of use of motor vehicle provided, value of other allowances and benefits paid to an employee.

Total Allowances and expenses and reimbursements paid to the Mayor, Deputy Mayor and Councillors were \$125,748

## Donation of Land Statement S177 Local Government Act 1993

Section 177 of the Local Government Act requires Council to report on any land donated by Council during the year. It is reported that no land was donated during the 2018/19 financial year.

## Public Interest Disclosures Statement

Statement required under Section 86 of the Public Interest Disclosures Act 2002.

Council has established a written procedure in accordance with the Act. A copy of the Central Highlands Council Public Interest Disclosure Procedures Manual is available on Council's website [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

Number of Disclosures made to Council & determined to be a public interest disclosure	0
Number of disclosures investigated by Council	0
Number of disclosed matters referred by the Ombudsman	0
Number of disclosures referred by Council to the Ombudsman	0
Number of disclosures taken over by the Ombudsman from Council	0
Number of disclosed matters Council declined to investigate	0
Number of disclosed matters that were substantiated	0
Number of recommendations made by the Ombudsman to Council	0

## Code of Conduct Complaint Information

Section 72 of the Local Government Act 1993 requires a council to report in its annual report the number of code of conduct complaints that were upheld by the Code of Conduct Panel during the preceding financial year and the total costs met by the council during the preceding financial year in respect of all code of conduct complaints.

0 complaints were lodged with the Code of Conduct Panel.

## Enterprise Powers Statement

Council has not exercised any powers or undertaken any activities in accordance with Section 21 of the Local Government Act 1993.

### Contracts for supply or provision of goods and services valued at or above \$100,000

Description	Period of Contract	Value inc GST	Successful Contractor	Business Address of Successful Contractor
Kerbside Domestic Garbage & Recycling Collection Service	Two year extension to Contract from 1/7/2018 to 30/6/2020	\$143,571.88	Thorp Waste	24 Glen Lea Road, Brighton 7030
Lower Marshes Road Stabilisation & Seal	21/08/18 to 30/6/19	\$115,766.20	Andrew Walter Constructions	PO Box 5 Claremont TAS 7011
Pelham Road Construction & Seal	04/12/18 To 30/06/19	\$670,862.23	Batchelor Construction Group	KDC 2012 Kingston TAS 7051
Road Sealing Contract	1/3/18 To 1/3/2020	Various	Roadways Surfacing P/L	PO Box 303 Glenorchy TAS 7010

### Non Application of Public Tender Process

A Council is to report in its annual report all instances where the public tender process (Regulation 23) has not been applied:

Council, due to the destruction of the Shannon River Bridge at Hunterston by fires, accepted a quote to replace the bridge as a matter of urgency due to it being required to enable the property owner to have access.

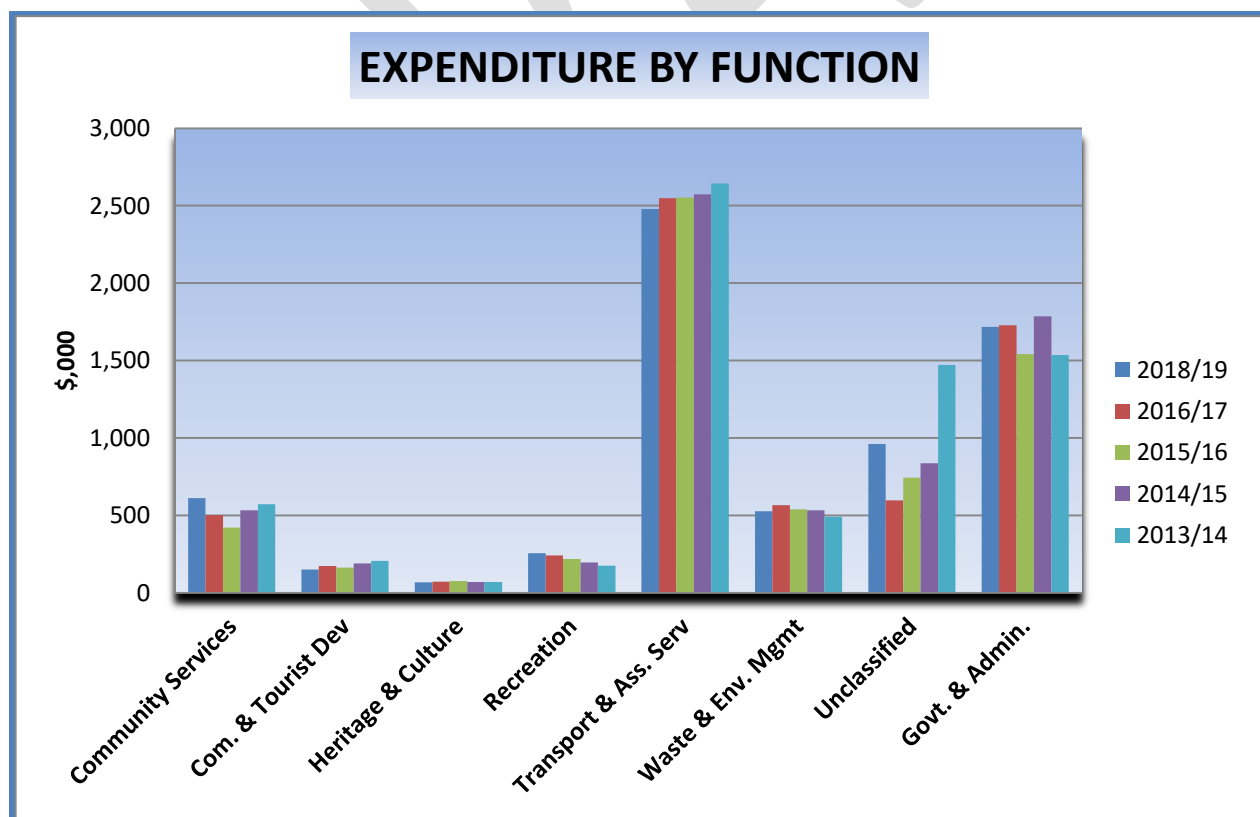
## Financial Performance Indicators

Comparative Financial Performance Indicators are provided for the current and previous six years.

Indicator	2019 %	2018 %	2017 %	2016 %	2015 %	2014 %	2013 %
Rate Revenue Analysis Rate Income : <b>Total Revenue</b>	50.1	50.7	50.3	49.8	48	48	46
Working Capital Ratio Current Assets: <b>Current Liabilities</b>	7.46	7.09	8.24	6.94	6.4	6.51	7.68
Debt Ratio Total Liabilities: <b>Total Assets</b>	1.60	1.53	1.28	1.11	1.32	0.7	0.81

## Expenditure by Function

	2018/18 '000	2017/18 '000	2016/17 '000	2015/16 '000	2014/15 '000	2013/14 '000
<b>Community Services</b>	609	612	502	420	532	572
<b>Com. &amp; Tourist Dev</b>	343	151	173	162	190	207
<b>Heritage &amp; Culture</b>	77	67	72	76	70	70
<b>Recreation</b>	253	255	242	219	196	176
<b>Transport &amp; Ass. Serv</b>	2,560	2,478	2,549	2,552	2,573	2,643
<b>Waste &amp; Env. Mgmt</b>	613	527	566	539	532	492
<b>Unclassified</b>	966	960	597	743	836	1,472
<b>Govt. &amp; Admin.</b>	1,713	1,717	1,728	1,542	1,785	1,535



## Reserves

Reserve	\$'000 2013	\$'000 2014	\$'000 2015	\$'000 2016	\$,000 2017	\$,000 2018	\$,000 2019
Plant Replacement	453	453	453	453	453	453	453
Bridges	377	377	377	377	377	377	377
Sundry	165	121	297	196	143	143	242
Long Service Leave	288	298	335	351	371	354	404
Regional Refuse Site	80	80	80	80	80	80	80
Quarry Reserve	80	80	80	80	80	80	80
Grants	1,056	0	0	54	170	44	9
Healthy Communities Grant	213	0	0	0	0	0	0
<b>Total</b>	<b>2,712</b>	<b>1,409</b>	<b>1,622</b>	<b>1,591</b>	<b>1,674</b>	<b>1,531</b>	<b>1,645</b>

## Non - Current Assets

Non-Current Asset	30-Jun-18 ASSET value \$'000	30-Jun-19 ASSET value \$'000	Increase/ (Decrease) \$'000
Land	3,395	3,402	7
Buildings	5,107	5,194	87
Plant, Machinery & Equipment	1,934	1,908	(26)
Motor Vehicles	316	252	(64)
Office Equipment	147	176	29
Computer Equipment	84	70	(14)
Infrastructure	785	793	8
Roads	59,932	59,498	(434)
Drainage Systems	1,037	1,021	(16)
Bridges	7,984	7,816	(168)
Footpaths, Kerbs & Gutters	957	904	(53)
Works in Progress	553	1125	572
Valuer-General	22	22	0
Investment in Southern Water	8,028	9,110	1,082
Land Under Roads	957	957	0
Loan TasWater & Other	0	0	0
<b>TOTALS</b>	<b>91,238</b>	<b>92,248</b>	<b>1,010</b>

## Independent Auditor's Report

### To the Councillors of Central Highlands Council

### Report on the Audit of the Financial Report

#### Opinion

I have audited the financial report of Central Highlands Council (Council), which comprises the statement of financial position as at 30 June 2019 and statements of comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification by the General Manager.

In my opinion the accompanying financial report:

- (a) presents fairly, in all material respects, Council's financial position as at 30 June 2019 and its financial performance and its cash flows for the year then ended
- (b) is in accordance with the *Local Government Act 1993* and Australian Accounting Standards.

#### Basis for Opinion

I conducted the audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

The *Audit Act 2008* further promotes the independence of the Auditor-General. The Auditor-General is the auditor of all Tasmanian public sector entities and can only be removed by Parliament. The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

My audit responsibility does not extend to the budget figures included in the financial report, the asset renewal funding ratio disclosed in note 38, nor the Significant Business Activities disclosed in note 37 to the financial report and accordingly, I express no opinion on them.



I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Responsibilities of the General Manager for the Financial Report**

The General Manager is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993* and for such internal control as determined necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the General Manager is responsible for assessing Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council is to be dissolved by an Act of Parliament or the Councillors intend to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the General Manager.
- Conclude on the appropriateness of the General Manager's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusion is based

...2 of 3

on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the General Manager regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Leigh Franklin

**Assistant Auditor-General, Financial Audit Services**  
**Delegate of the Auditor-General**

**Tasmanian Audit Office**

26 September 2019  
Hobart



**Central Highlands Council**  
**ANNUAL FINANCIAL REPORT**  
*For the Year Ended 30 June 2019*

**Central Highlands Council  
Financial Report  
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**Statement of Comprehensive Income  
For the Year Ended 30 June 2019**

	Note	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
<b>Income</b>				
<b>Recurrent Income</b>				
Rates and charges	5	3,606,569	3,629,488	3,473,374
Statutory fees and fines	6	35,000	48,734	42,413
User fees	7	203,500	325,430	261,837
Grants	8	2,311,155	2,464,768	2,339,529
Contributions - cash	9	26,034	70,534	26,034
Interest	10	150,000	215,000	186,803
Other income	11	196,583	399,046	373,376
Investment revenue from water corporation	13	102,000	95,032	153,484
		<u>6,630,841</u>	<u>7,248,031</u>	<u>6,856,850</u>
<b>Capital Income</b>				
Capital grants received specifically for new or upgraded assets	8	209,198	211,847	611,721
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	12	7,350	(154,330)	(9,158)
		<u>216,548</u>	<u>57,517</u>	<u>602,563</u>
<b>Total income</b>		<u>6,847,389</u>	<u>7,305,548</u>	<u>7,459,413</u>
<b>Expenses</b>				
Employee benefits	14	(1,788,651)	(1,984,659)	(1,825,969)
Materials and services	15	(1,380,349)	(1,564,720)	(1,570,342)
Depreciation and amortisation	16	(2,094,000)	(2,124,957)	(2,099,464)
Other expenses	17	(1,374,973)	(1,460,552)	(1,271,697)
<b>Total expenses</b>		<u>(6,637,973)</u>	<u>(7,134,888)</u>	<u>(6,767,472)</u>
<b>Surplus / (deficit)</b>		<u>209,416</u>	<u>170,660</u>	<u>691,941</u>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to surplus or deficit</b>				
Fair Value adjustment on equity investment assets	27(b)	-	1,082,279	-
Net asset revaluation increment	27(a)	-	-	35,000
		<u>-</u>	<u>1,082,279</u>	<u>35,000</u>
<b>Items that may be reclassified subsequently to surplus or deficit</b>				
Financial assets available for sale reserve				
Fair Value adjustment on equity investment assets	27(b)	-	-	102,861
		<u>-</u>	<u>-</u>	<u>102,861</u>
<b>Total Other Comprehensive Income</b>		<u>-</u>	<u>1,082,279</u>	<u>137,861</u>
<b>Comprehensive result</b>		<u>209,416</u>	<u>1,252,939</u>	<u>829,802</u>

The above statement should be read in conjunction with the accompanying notes.

**Statement of Financial Position  
As at 30 June 2019**

	Note	2019	2018
		\$	\$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	19	10,473,798	10,099,069
Trade and other receivables	20	259,626	263,363
Inventories	21	9,982	6,000
Other assets	22	5,789	43,745
<b>Total current assets</b>		<b>10,749,195</b>	<b>10,412,177</b>
<b>Non-current assets</b>			
Investment in water corporation	18	9,110,354	8,028,075
Property, infrastructure, plant and equipment	23	83,117,878	83,188,320
<b>Total non-current assets</b>		<b>92,228,232</b>	<b>91,216,395</b>
<b>Total assets</b>		<b>102,977,427</b>	<b>101,628,572</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	24	483,367	646,318
Trust funds and deposits	25	190,840	124,487
Provisions	26	767,580	696,823
<b>Total current liabilities</b>		<b>1,441,787</b>	<b>1,467,628</b>
<b>Non-current liabilities</b>			
Provisions	26	208,019	86,262
<b>Total non-current liabilities</b>		<b>208,019</b>	<b>86,262</b>
<b>Total liabilities</b>		<b>1,649,806</b>	<b>1,553,890</b>
<b>Net Assets</b>		<b>101,327,621</b>	<b>100,074,682</b>
<b>Equity</b>			
Accumulated surplus		32,077,737	32,021,698
Reserves	27	69,249,884	68,052,984
<b>Total Equity</b>		<b>101,327,621</b>	<b>100,074,682</b>

The above statement should be read in conjunction with the accompanying notes.

## Statement of Cash Flows For the Year Ended 30 June 2019

	Note	2019 Inflows/ (Outflows) \$	2018 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>			
Rates		3,613,275	3,469,597
Statutory fees and fines		53,607	46,654
User charges and other fines		379,918	210,352
Grants		2,464,768	2,339,529
Interest		230,956	178,701
Investment revenue from water corporation	13	95,032	153,484
Other receipts		491,432	364,214
Net GST refund/payment		279,809	224,806
Payments to suppliers		(3,511,426)	(2,729,867)
Payments to employees (including redundancies)		(1,792,145)	(1,890,591)
<b>Net cash provided by (used in) operating activities</b>	<b>28</b>	<b>2,305,227</b>	<b>2,366,879</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(2,148,545)	(2,703,720)
Proceeds from sale of property, infrastructure, plant and equipment		6,200	207,959
Capital grants		211,847	611,721
Repayment of loans and advances from organisations		-	26,136
<b>Net cash provided by (used in) investing activities</b>		<b>(1,930,498)</b>	<b>(1,857,904)</b>
 Net increase (decrease) in cash and cash equivalents		 374,729	 508,975
Cash and cash equivalents at the beginning of the financial year		10,099,069	9,590,094
<b>Cash and cash equivalents at the end of the financial year</b>	<b>29</b>	<b>10,473,798</b>	<b>10,099,069</b>
 Restrictions on cash assets	 19		

The above statement should be read in conjunction with the accompanying notes.



**Statement of Changes in Equity  
For the Year Ended 30 June 2019**

	Note	Accumulated Surplus 2019 \$	Asset Revaluation Reserve 2019 \$	Fair Value Reserve 2019 \$	Other Reserves 2019 \$	Total 2019 \$
<b>2019</b>						
Balance at beginning of the financial year		32,021,698	67,652,595	(1,130,245)	1,530,634	100,074,682
Adjustment due to AASB 9 adoption		-	-	-	-	-
Surplus / (deficit) for the year		170,660	-	-	-	170,660
Other Comprehensive Income:						
Fair Value adjustment on equity investment assets	18	-	-	-	-	-
Transfers between reserves		(114,621)	-	-	114,621	-
<b>Balance at end of the financial year</b>		<b>32,077,737</b>	<b>67,652,595</b>	<b>(1,130,245)</b>	<b>1,645,255</b>	<b>100,245,342</b>

	Note	Accumulated Surplus 2018 \$	Asset Revaluation Reserve 2018 \$	Fair Value Reserve 2018 \$	Other Reserves 2018 \$	Total 2018 \$
<b>2018</b>						
Balance at beginning of the financial year		31,186,366	67,617,595	(1,233,106)	1,674,025	99,244,880
Surplus / (deficit) for the year		691,941	-	-	-	691,941
Other Comprehensive Income:						
Fair Value adjustment on Available for Sale Assets	18	-	-	102,861	-	102,861
Net asset revaluation increment(decrement) reversals	27(a)	-	35,000	-	-	35,000
Transfers between reserves		143,391	-	-	(143,391)	-
<b>Balance at end of the financial year</b>		<b>32,021,698</b>	<b>67,652,595</b>	<b>(1,130,245)</b>	<b>1,530,634</b>	<b>100,074,682</b>

The above statement should be read with the accompanying notes.

Introduction

**Note 1 Reporting Entity**

- (a) The Central Highlands Council (the Council) was established in 1993 and is a body corporate with perpetual succession and a common seal.  
Council's main office is located at 6 Tarleton Street, Hamilton, Tasmania.
- (b) The purpose of the Council is to:
- provide for health, safety and welfare of the community;
  - represent and promote the interests of the community;
  - provide for the peace, order and good government in the municipality.

**Note 2 Basis of accounting**

These financial statements are a general purpose financial report that consists of a Statement of Comprehensive Income, Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the *Local Government Act 1993* (LGA1993) (as amended). Council has determined that it does not have profit generation as a prime objective. Consequently, where appropriate, Council has elected to apply options and exemptions within accounting standards that are applicable to not-for-profit entities.

This financial report has been prepared on the accrual and going concern basis.

All amounts are presented in Australian dollars and unless stated, have been rounded to the nearest dollar.

This financial report has been prepared under the historical cost convention, except where specifically stated in notes 18, 23, 26, and 36(d).

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

**Note 3 Use of judgements and estimates**

*Judgements and Assumptions*

In the application of Australian Accounting Standards, Council is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Council has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. Judgements made by Council that have significant effects on the financial report are disclosed in the relevant notes as follows:

*Employee benefits*

Assumptions are utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed in note 26.

*Defined benefit superannuation fund obligations*

Actuarial assumptions are utilised in the determination of Council's defined benefit superannuation fund obligations. These assumptions are discussed in note 30.

*Fair value of property, infrastructure, plant & equipment*

Assumptions and judgements are utilised in determining the fair value of Council's property, plant and equipment including useful lives and depreciation rates. These assumptions are discussed in note 23.

*Investment in water corporation*

Assumptions utilised in the determination of Council's valuation of its investment in TasWater are discussed in note 18.

**Note 4 Functions/Activities of the Council**

(a) Revenue, expenditure and assets attributable to each function as categorised in (c) below:

	Grants	Other	Total Revenue	Total Expenditure	Surplus/ (Deficit)	Assets
	\$	\$	\$	\$	\$	\$
Government and administration						
2018 - 2019	987,173	3,291,021	4,278,194	1,713,438	2,564,756	1,596,576
2017 - 2018	913,703	3,336,045	4,249,748	1,717,601	2,532,147	1,595,335
Roads, streets and bridges						
2018 - 2019	1,675,806	26,034	1,701,840	2,560,412	(858,572)	70,197,366
2017 - 2018	1,985,047	26,034	2,011,081	2,478,223	(467,142)	70,609,643
Waste management						
2018 - 2019	-	599,298	599,298	613,272	(13,974)	374,845
2017 - 2018	-	567,630	567,630	526,968	40,662	374,921
Heritage and Culture						
2018 - 2019	-	2,798	2,798	77,040	(74,242)	1,290,936
2017 - 2018	-	1,461	1,461	66,667	(65,206)	1,298,064
Community services						
2018 - 2019	13,636	225,467	239,103	609,493	(370,390)	2,799,984
2017 - 2018	52,500	160,806	213,306	612,053	(398,747)	2,830,252
Recreation facilities						
2018 - 2019	-	54,778	54,778	252,629	(197,851)	2,406,014
2017 - 2018	-	2,819	2,819	255,314	(252,495)	2,246,609
Commercial and Tourism						
2018 - 2019	-	90,067	90,067	343,038	(252,971)	747,414
2017 - 2018	-	63,716	63,716	150,933	(87,217)	765,269
Other - not attributable						
2018 - 2019	-	339,470	339,470	965,566	(626,096)	23,564,292
2017 - 2018	-	349,652	349,652	959,713	(610,061)	21,908,479
<b>Total</b>						
2018 - 2019	2,676,615	4,628,933	7,305,548	7,134,888	170,660	102,977,427
2017 - 2018	2,951,250	4,508,163	7,459,413	6,767,472	691,941	101,628,572

(b) Reconciliation of Assets from note 4 (a) with the Statement of Financial Position at 30 June:

	2019	2018
	\$	\$
Current assets	10,749,195	10,412,177
Non-current assets	92,228,232	91,216,395
	<u>102,977,427</u>	<u>101,628,572</u>

(c) Governance and administration

Operation and maintenance of council chambers, administration offices, and councillors.

*Roads, streets and bridges*

Construction, maintenance and cleaning of road, streets, footpaths, bridges, parking facilities and street lighting.

*Waste Management*

Collection, handling, processing and disposal of all waste materials.

*Heritage and Culture*

Provision and maintenance of public halls and civic centres, provision of library services and development of facilities relative to heritage and cultural requirements of the Municipality.

*Community services*

Administration and operation of dog registration, operation of pounds, control of straying stock, and noxious weeds. Operation of the Child Care Centre, operation and support of the performing arts, museum and the presentation of festivals. Community Development which provides for the implementation of a process by which strategies and plans can be developed so that the Council can fulfil their general responsibility for enhancing the quality of life of the whole community.

*Recreation facilities*

Operation and maintenance of sporting facilities (includes swimming pools, active and passive recreation and recreation centres).

*Commercial and Tourism*

Development and promotion of tourism and economic services within the Municipality. Provision of community facilities and the development and administration of town planning schemes, processing of subdivisions, development and building applications, and inspection of building structures.

*Other - not attributable*

Rates and charges and work not attributed elsewhere.

	2019	2018
	\$	\$

**Note 5 Rates and charges**

Council uses Assessed Annual Value as the basis of valuation of all properties within the municipality. The Assessed Annual Value within Central Highlands is 4% of its Capital Value.

The valuation base used to calculate general rates for 2018-2019 was \$40,440 million (2017-2018 \$40,160 million). The 2018-2019 rate in the AAV dollar was 3.4520 cents (2017-2018, 3.3451 cents).

General Rate	2,799,330	2,685,824
Fire Levy	217,375	214,641
Garbage charge	599,298	567,630
Revenue in advance	13,485	5,279
<b>Total rates and charges</b>	<b>3,629,488</b>	<b>3,473,374</b>

The date of the latest general revaluation of land for rating purposes within the municipality was 2014, and the valuation was first applied in the rating year commencing 1 July 2015.

<b>Accounting policy</b>
<b>Rates and charges income</b>
Rate income is recognised as revenue when Council obtains control over the assets comprising the receipt.
Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property of, where earlier, upon receipt of the rates.

**Note 6 Statutory fees and fines**

Statutory Fees	48,734	42,413
<b>Total statutory fees and fines</b>	<b>48,734</b>	<b>42,413</b>

<b>Accounting policy</b>
<b>Statutory fee and fine income</b>
Fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**Note 7 User fees**

Rental Housing	73,687	78,119
Planning Fees	51,299	36,546
Building Fees	25,089	16,816
Tips and Waste Transfer Stations	6,474	6,102
Hall Hire	767	667
Camp Ground Fees	26,888	23,181
Animal Licences	25,179	15,304
Food & Public Assembly Licences	14,525	14,309
Sewer Connection Fees	13,960	9,785
Cemetery Charges	7,083	11,336
Bushfest	34,947	23,955
Other fees and charges	45,532	25,617
<b>Total user fees</b>	<b>325,430</b>	<b>281,837</b>

<b>Accounting policy</b>
<b>User fee income</b>
Fee income is recognised as revenue when the service has been provided, or the payment is received, whichever first occurs.



	2019	2018
	\$	\$
<b>Note 3 Grants</b>		
Grants were received in respect of the following :		
<b>Summary of grants</b>		
Federally funded grants	2,672,979	2,896,750
State funded grants	3,636	52,500
<b>Total</b>	<b>2,676,615</b>	<b>2,949,250</b>
<b>Grants - Recurrent</b>		
Financial assistance grant	2,464,768	2,302,029
Other	-	37,500
<b>Total recurrent grants</b>	<b>2,464,768</b>	<b>2,339,529</b>
<p>The Australian Commonwealth Government provides unfunded Financial Assistance Grants to Council for general purpose use and the provision of local roads. In accordance with AASB1004, Contributions, Council recognised these grants as revenue when it received the funds and obtained control.</p> <p>In both years the Commonwealth has made early payment of the first two quarterly instalments for the following year. The early receipt of instalments resulted in Commonwealth Government Financial Assistance Grants being above that originally budgeted in 2018-19 by \$60,054. (2017-18, (\$2,104)). This has impacted the Statement of Comprehensive Income resulting in the Surplus(deficit) being higher by the same amount.</p>		
<b>Capital grants received specifically for new or upgraded assets</b>	<b>\$</b>	<b>\$</b>
Commonwealth Government - roads to recovery	198,211	596,721
Community Infrastructure	-	15,000
Stronger Communities Programme	10,000	-
Other	3,636	-
<b>Total capital grants</b>	<b>211,847</b>	<b>611,721</b>
<b>Conditions on grants</b>		
Non-reciprocal grants which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:		
Unexpended at the close of the previous reporting period	44,000	170,549
Less: expended during the current period from revenues recognised in previous reporting periods		
Roads to recovery	-	(63,637)
Highlands Food Connect Grant	(16,500)	-
Preventative Health projects in the Central Highlands	(3,466)	-
Grant Auspicing for Bothwell CWA	(15,000)	-
Community Infrastructure	-	(106,912)
	<b>(34,966)</b>	<b>(170,549)</b>
Plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions		
Highlands Food Connect Grant	-	16,500
Preventative Health projects in the Central Highlands	-	12,500
Grant Auspicing for Bothwell CWA	-	15,000
	<b>-</b>	<b>44,000</b>
<b>Unexpended at the close of this reporting period (note 19)</b>	<b>9,035</b>	<b>44,000</b>
Net increase (decrease) in non-reciprocal grant revenues for the year:	<b>(34,966)</b>	<b>(126,549)</b>

#### Accounting policy

##### Grant income - operating and capital

Grant income is recognised as revenue when Council obtains control over the assets comprising the receipt.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Where grants recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant is also disclosed. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date and conditions include a requirement to refund unused contributions. Revenue is then recognised as the various performance obligations under an agreement are fulfilled. Council does not currently have any reciprocal grants.

Unreceived contributions over which Council has control are recognised as receivables.

	2019	2018
	\$	\$
<b>Note 9 Contributions</b>		
<b>Cash</b>		
Heavy Vehicle Contribution Fees	26,034	26,034
<b>Total</b>	<b>26,034</b>	<b>26,034</b>
<b>Non-monetary assets</b>		
Buildings	30,600	-
Plant and equipment	13,900	-
<b>Total</b>	<b>44,500</b>	<b>-</b>
<b>Total contributions</b>	<b>70,534</b>	<b>26,034</b>

**Accounting policy**

**Contribution income**

Contributions are recognised as revenue when Council obtains control over the assets comprising the receipt.

Revenue is recognised when Council obtains control of the contribution or the right to receive the contribution. It is probable that the economic benefits comprising the contribution will flow to Council and the amount of the contribution can be measured reliably. Control over granted assets is normally obtained upon their receipt (or acquisition) or upon similar notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Non-monetary contributions (including developer contributions) with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets.

Unreceived contributions over which Council has control are recognised as receivables.

<b>Note 10 Interest</b>		
Interest on financial assets	215,000	186,803
<b>Total</b>	<b>215,000</b>	<b>186,803</b>

**Accounting policy**

**Interest income**

Interest is recognised progressively as it is earned.

<b>Note 11 Other Income</b>		
Private Works	296,505	269,153
Reimbursements	65,985	70,755
Penalties and interest	36,555	33,468
<b>Total other income</b>	<b>399,045</b>	<b>373,376</b>

**Accounting policy**

**Other income**

Private Works jobs, reimbursements and penalties and interest are recognised as revenue when the payment is due or the payment is received, whichever first occurs.

<b>Note 12 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale	6,200	207,959
Write down value of assets disposed	(160,530)	(217,117)
<b>Total</b>	<b>(154,330)</b>	<b>(9,158)</b>

**Accounting policy**

**Gains and losses on asset disposals**

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

	2019	2018
	\$	\$
<b>Note 13 Investment revenue from water corporation</b>		
Dividend revenue received	53,492	94,345
Tax equivalent received	34,730	45,161
Guarantee fee received	6,810	13,978
<b>Total investment revenue from water corporation</b>	<b>95,032</b>	<b>153,484</b>

**Accounting policy**

**Investment revenue**

Dividend revenue is recognised when Council's right to receive payment is established and it can be reliably measured.

<b>Note 14 Employee benefits</b>		
Wages and salaries	1,621,155	1,541,535
Workers compensation	2,170	24,851
Annual leave and long service leave	210,323	155,275
Sick Leave	58,552	50,154
Superannuation	153,649	154,715
Fringe benefits tax	27,933	12,138
<b>Total employee benefits</b>	<b>2,073,782</b>	<b>1,938,669</b>
Less amounts capitalised	(89,123)	(112,699)
<b>Total operating employee benefits</b>	<b>1,984,659</b>	<b>1,825,969</b>

**Accounting policy**

**Employee benefits**

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits.

<b>Note 15 Materials and services</b>		
Contract payments	544,801	656,790
Building maintenance	27,650	55,553
Plant and equipment maintenance, hire and fuel	309,991	238,433
Consultants	68,507	112,248
Materials and services	456,483	349,897
Other	137,288	157,631
<b>Total materials and services</b>	<b>1,564,720</b>	<b>1,570,342</b>

**Accounting policy**

**Materials and services expense**

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

	2019	2018
	\$	\$
<b>Note 16 Depreciation and amortisation</b>		
<i>Property</i>		
Buildings	115,454	108,206
<i>Plant and Equipment</i>		
Plant, machinery and equipment	308,329	323,097
Fixtures, fittings and furniture	17,236	13,206
Computers and telecommunications	30,608	28,287
<i>Infrastructure</i>		
Roads	1,285,015	1,264,859
Bridges	204,659	204,659
Footpaths and cycleways	52,820	52,996
Drainage	16,003	16,003
Infrastructure	72,833	66,151
<i>Other Assets</i>		
Deferred expenditure	22,000	22,000
<b>Total depreciation and amortisation</b>	<b>2,124,957</b>	<b>2,098,464</b>

#### Accounting policy

##### Depreciation and amortisation expense

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land and road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

	Period
Land Improvements	50 years
Buildings	
Buildings	10-100 years
Building improvements	10-25 years
Leasehold Improvements	
Leasehold building improvements	10-20 years
Plant and Equipment	
Plant, machinery and equipment	2-15 years
Fixtures, fittings and furniture	10-20 years
Computers and telecommunications	2.5-10 years
Leased plant and equipment	2-12 years
Roads	
Road pavements and seals	12-30 years
Road substructure	50 years
Road formation and earthworks	200 years
Road kerb, channel and minor culverts	50-60 years
Bridges	
Bridge deck	20-50 years
Bridge substructure	25-50 years
Other Infrastructure	
Footpaths and cycleways	5-30 years
Drainage	100 years
recreational, leisure and community facilities	10-20 years
waste management	10-20 years
parks, open space and streetscapes	10-20 years
off street car parks	10-20 years
Intangible assets	
Intangible assets	5 years

	2019	2018
	\$	\$
<b>Note 17 Other expenses</b>		
External auditors' remuneration (Tasmanian Audit Office)	27,039	30,203
Councillors' allowances	137,700	131,659
Fire Levy	216,181	214,420
Light and Power	113,965	111,446
Insurance	241,232	167,314
Valuation Fees	12,300	10,895
Communications and Telephones	60,267	68,920
Community Support and Donations	53,867	138,895
Land Tax	22,641	23,391
Subscriptions and membership	32,688	30,743
Advertising	33,418	34,156
Legal Fees	152,879	30,754
Printing and Stationary	18,102	18,311
Bank Fees	18,952	19,632
Payroll Tax	36,438	52,340
Water, Sewerage and Rates	111,010	114,710
Landfill Restoration Provisions	100,000	-
Other	61,863	75,908
<b>Total other expenses</b>	<b>1,460,552</b>	<b>1,271,697</b>

**Accounting policy**

**Other expenses**

Expenses are recognised in the Statement of Profit or Loss and Other Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

**Note 18 Investment in water corporation**

Opening Balance	8,028,075	7,925,214
Fair Value adjustments on available-for-sale assets	-	102,851
Fair Value adjustments on equity investment assets	1,082,278	-
<b>Total investment in water corporation</b>	<b>9,110,354</b>	<b>8,028,075</b>

Council has derived returns from the water corporation as disclosed at note 13.

**Accounting policy under AASB 9 - applicable from 1 July 2018**

**Equity Investment**

As Council's investment in TasWater is held for long-term strategic purposes, Council has elected under AASB 9 Financial Instruments to irrevocably classify this equity investment as designated as fair value through other comprehensive income. Subsequent changes in fair value on designated investments in equity instruments are recognised in other comprehensive income (for fair value reserve, refer note 27b) and not reclassified through the profit or loss when derecognised. Dividends associated with the equity investments are recognised in profit and loss when the right of payment has been established and it can be reliably measured.

Fair value was determined by using Council's ownership interest against the water corporation's net asset value at balance date. At 30 June 2019, Council held a 0.48% (2018, 0.50%) ownership interest in TasWater which is based on Schedule 2 of the Corporation's Constitution which reflects the Council's voting rights.

**Accounting policy under AASB 139 - applicable for 2018 comparative**

**Equity Investment**

Council's investment in TasWater is valued at its fair value determined by Council's ownership interest against the water corporation's net asset value at balance date. Any unrealised gains and losses are recognised through the Statement of Comprehensive Income to an Available-for-sale Fair value reserve each year (refer note 27b).

Council has classified this asset as an Available-for-sale financial asset as defined in AASB 139 Financial Instruments: Recognition and Measurement and has followed AASB 132 Financial Instruments: Presentation and AASB 7 Financial Instruments: Disclosures to value and present the asset in the financial report. Council's investment is not traded in an active market and is only sensitive to fluctuations in the value of TasWater's net assets.

**Note 19 Cash and cash equivalents**

Cash on hand	550	550
Cash at bank	1,141,299	1,548,613
Term deposits and investments	8,331,949	8,549,906
<b>Total cash and cash equivalents</b>	<b>10,473,798</b>	<b>10,099,069</b>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

- Trust funds and deposits (note 25)	190,840	124,497
- Conditions on grants (note 8)	9,035	44,000
- Leave provisions (note 26)	975,599	783,065
<b>Restricted funds</b>	<b>1,175,474</b>	<b>951,572</b>

<b>Total unrestricted cash and cash equivalents</b>	<b>9,298,324</b>	<b>9,147,497</b>
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**Accounting policy**

**Cash and cash equivalents**

For the purposes of the Statement of Cash Flows, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of four months or less, net of outstanding bank overdrafts.

	2019	2018
	\$	\$
<b>Note 20</b>		
<b>Trade and other receivables</b>		
<b>Current</b>		
Rates debtors	130,777	114,564
Other debtors	134,878	154,828
Provision for impairment - other debtors	(6,029)	(6,029)
<b>Total trade and other receivables</b>	<b>259,626</b>	<b>263,363</b>
<b>Reconciliation of movement in expected credit loss</b>		
Carrying amount at 30 June 2018 under AASB 139	(6,029)	
Amounts restated through Accumulated Funds	-	
Carrying amount at 1 July under AASB 9	(6,029)	
Amounts written off during the year	-	
Amounts recovered during the year	-	
Increase/(decrease) in provision recognised in profit or loss	-	
Carrying amount at 30 June	(6,029)	
<b>Reconciliation of movement in provision for impairment of receivables</b>		
Carrying amount at 1 July		(6,029)
Amounts written off during the year		-
Amounts recovered during the year		-
Increase / (decrease) in provision recognised in profit or loss		-
Carrying amount at 30 June		(6,029)

#### Accounting policy

##### Trade and other receivables

##### Accounting policy under AASB 9 - applicable from 1 July 2018

Trade receivables that do not contain a significant financing component are measured at amortised cost, which represents their transaction value. Impairment is recognised on an expected credit loss (ECL) basis. When determining whether the credit risk has increased significantly since initial recognition, and when estimating the ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience, an informed credit assessment and forward-looking information. Council has determined that there is insufficient credit risk to warrant any increase in provision in 2018/19.

For rates debtors, Council takes the view that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that assets more than 30 days past due have a significant increase in credit risk and those more than 90 days will likely be in default. Council writes off receivables when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery.

##### Accounting policy under AASB 139 - applicable for 2018 comparative

Receivables are carried at amortised cost using the effective interest rate method. A provision for impairment is recognised when there is objective evidence that an impairment loss has occurred. A provision for impairment on rates has not been established as unpaid rates represents a charge against the rateable property that will be recovered when the property is next sold.

<b>Note 21</b>	<b>Inventories</b>		
	Inventories held for consumption	9,982	6,000
	<b>Total Inventories</b>	<b>9,982</b>	<b>6,000</b>

#### Accounting policy

##### Inventories

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Other inventories are measured at the lower of cost and net realisable value.

Where inventories are acquired at no cost or for nominal consideration, the cost shall be the current replacement cost at the date of acquisition.

<b>Note 22</b>	<b>Other assets</b>		
	<b>Current</b>		
	Accrued income*	5,789	21,745
	Deferred expenditure	-	22,000
	<b>Total</b>	<b>5,789</b>	<b>43,745</b>

\* Accrued income only includes items that are reciprocal in nature.



Note 23

	2019	2018
	\$	\$
<b>Property, infrastructure, plant and equipment</b>		
<b>Summary</b>		
at cost	6,701,707	6,017,719
Less accumulated depreciation	(3,170,822)	(2,983,444)
	<u>3,531,685</u>	<u>3,034,275</u>
at fair value at 30 June	107,497,846	106,537,639
Less accumulated depreciation	(27,911,653)	(26,383,594)
	<u>79,586,193</u>	<u>80,154,045</u>
<b>Total</b>	<u>83,117,878</u>	<u>83,188,320</u>
<b>Property</b>		
<b>Land</b>		
at fair value at 30 June	3,401,816	3,395,000
	<u>3,401,816</u>	<u>3,395,000</u>
<b>Land under roads</b>		
at Council valuation at 30 June	957,396	957,396
	<u>957,396</u>	<u>957,396</u>
<b>Total Land</b>	<u>4,359,212</u>	<u>4,352,396</u>
<b>Buildings</b>		
at fair value at 30 June	5,724,616	5,522,171
Less accumulated depreciation	(530,495)	(415,041)
<b>Total Buildings</b>	<u>5,194,121</u>	<u>5,107,130</u>
<b>Total Property</b>	<u>9,553,333</u>	<u>9,459,526</u>

Valuation of land (excluding land under roads) and buildings was undertaken by the Valuer-General in 2014-15. The valuation of buildings is at fair value based on current replacement cost less accumulated depreciation at the date of valuation. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions.

Note 23	Property, infrastructure, plant and equipment (cont.)	2019 \$	2018 \$
	<b>Plant and Equipment</b>		
	Plant, machinery and equipment		
	at cost	5,003,924	4,851,728
	Less accumulated depreciation	(2,844,278)	(2,601,208)
		<u>2,159,646</u>	<u>2,250,520</u>
	Fixtures, fittings and furniture		
	at cost	259,281	212,362
	Less accumulated depreciation	(82,682)	(65,446)
		<u>176,599</u>	<u>146,916</u>
	Computers and telecommunications		
	at cost	313,195	400,846
	Less accumulated depreciation	(243,062)	(316,790)
		<u>70,133</u>	<u>84,056</u>
	<b>Total Plant and Equipment</b>	<u>2,406,378</u>	<u>2,481,492</u>
	<b>Infrastructure</b>		
	Roads		
	at fair value at 30 June	76,314,943	75,630,314
	Less accumulated depreciation	(16,816,512)	(15,698,496)
		<u>59,498,431</u>	<u>59,931,818</u>
	Bridges		
	at fair value at 30 June	15,240,097	15,254,656
	Less accumulated depreciation	(7,423,870)	(7,270,937)
		<u>7,816,227</u>	<u>7,983,719</u>
	Footpaths, kerbs and gutters		
	at fair value at 30 June	2,706,735	2,706,735
	Less accumulated depreciation	(1,802,629)	(1,749,809)
		<u>904,106</u>	<u>956,926</u>
	Drainage		
	at fair value at 30 June	1,630,154	1,630,154
	Less accumulated depreciation	(608,947)	(592,944)
		<u>1,021,207</u>	<u>1,037,210</u>
	Infrastructure		
	at fair value at 30 June	1,522,089	1,441,213
	Less accumulated depreciation	(729,200)	(656,367)
		<u>792,889</u>	<u>784,846</u>
	<b>Total Infrastructure</b>	<u>70,032,860</u>	<u>70,694,519</u>
	A full valuation of roads and footpaths was undertaken by independent valuers, Moloneys Asset Management Systems, effective October 2014. Bridges were revalued by AusSpan effective January 2018. Drainage and other infrastructure have not been revalued due to the immaterial amount of assets in these classes.		
	<b>Works in progress</b>		
	Buildings at cost	35,418	120,560
	Roads at cost	916,101	342,748
	Infrastructure	7,350	50,003
	Drainage	45,815	18,751
	Footpaths, kerbs and gutters	82,286	-
	Bridges	38,337	20,731
	<b>Total Works in progress</b>	<u>1,125,307</u>	<u>552,793</u>
	<b>Total property, infrastructure, plant and equipment</b>	<u>83,117,878</u>	<u>83,188,320</u>

Note 23 Property, infrastructure, plant and equipment (cont.)

Reconciliation of property, infrastructure, plant and equipment

2019	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements) (note 27)	Depreciation and amortisation (note 16)	Written down value of disposals	Transfers	Balance at end of financial year
	\$	\$	\$	\$	\$	\$	\$
<b>Property</b>							
land	3,395,000	6,816	-	-	-	-	3,401,816
land under roads	957,396	-	-	-	-	-	957,396
<b>Total land</b>	<b>4,352,396</b>	<b>6,816</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,359,212</b>
buildings	5,107,130	30,600	-	115,454	-	171,845	5,194,121
<b>Total buildings</b>	<b>5,107,130</b>	<b>30,600</b>	<b>-</b>	<b>115,454</b>	<b>-</b>	<b>171,845</b>	<b>5,194,121</b>
<b>Total property</b>	<b>9,459,526</b>	<b>37,416</b>	<b>-</b>	<b>115,454</b>	<b>-</b>	<b>171,845</b>	<b>9,553,333</b>
<b>Plant and Equipment</b>							
plant, machinery and equipment	2,250,520	217,455	-	308,329	-	-	2,159,646
fixtures, fittings and furniture	146,916	46,919	-	17,236	-	-	176,599
computers and telecommunications	84,056	16,685	-	30,608	-	-	70,133
<b>Total plant and equipment</b>	<b>2,481,492</b>	<b>281,059</b>	<b>-</b>	<b>356,173</b>	<b>-</b>	<b>-</b>	<b>2,406,378</b>
<b>Infrastructure</b>							
roads	59,931,818	-	-	1,285,015	160,530	1,012,158	59,498,431
bridges	7,983,719	-	-	204,659	-	37,167	7,816,227
footpaths, kerbs and gutters	956,926	-	-	52,820	-	-	904,106
drainage	1,037,210	-	-	16,003	-	-	1,021,207
infrastructure	784,846	-	-	72,833	-	80,876	792,889
<b>Total infrastructure</b>	<b>70,694,519</b>	<b>-</b>	<b>-</b>	<b>1,631,330</b>	<b>160,530</b>	<b>1,130,201</b>	<b>70,032,860</b>
<b>Works in progress</b>							
roads	342,748	1,585,511	-	-	-	(1,012,158)	916,101
buildings	120,550	86,713	-	-	-	(171,845)	35,418
infrastructure	50,003	38,223	-	-	-	(80,876)	7,350
drainage	18,751	27,064	-	-	-	-	45,815
footpaths, kerbs and gutters	-	82,286	-	-	-	-	82,286
bridges	20,731	54,773	-	-	-	(37,167)	38,337
<b>Total works in progress</b>	<b>552,783</b>	<b>1,874,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,302,046)</b>	<b>1,125,307</b>
<b>Total property, infrastructure, plant and equipment</b>	<b>83,188,320</b>	<b>2,193,045</b>	<b>-</b>	<b>2,102,957</b>	<b>160,530</b>	<b>-</b>	<b>83,117,878</b>

(a) Impairment losses

Impairment losses are recognised in the Statement of comprehensive income under other expenses.

Reversals of impairment losses are recognised in the statement of comprehensive income under other revenue.

**Note 23 Property, infrastructure, plant and equipment (cont.)**

**Reconciliation of property, infrastructure, plant and equipment**

2018	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements) (note 27)	Depreciation and amortisation (note 15)	Written down value of disposals	Transfers	Balance at end of financial year
	\$	\$	\$	\$	\$	\$	\$
<b>Property</b>							
land	3,395,000	-	-	-	-	-	3,395,000
land under roads	957,396	-	-	-	-	-	957,396
<b>Total land</b>	<b>4,352,396</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,352,396</b>
buildings	4,945,474	-	-	108,206	-	269,862	5,107,130
<b>Total buildings</b>	<b>4,945,474</b>	<b>-</b>	<b>-</b>	<b>108,206</b>	<b>-</b>	<b>269,862</b>	<b>5,107,130</b>
<b>Total property</b>	<b>9,297,870</b>	<b>-</b>	<b>-</b>	<b>108,206</b>	<b>-</b>	<b>269,862</b>	<b>9,459,526</b>
<b>Plant and Equipment</b>							
plant, machinery and equipment	2,059,733	591,912	-	323,097	78,028	-	2,250,520
fixtures, fittings and furniture	140,387	19,735	-	13,206	-	-	146,916
computers and telecommunications	101,633	10,710	-	28,287	-	-	84,056
<b>Total plant and equipment</b>	<b>2,301,753</b>	<b>622,357</b>	<b>-</b>	<b>364,590</b>	<b>78,028</b>	<b>-</b>	<b>2,481,492</b>
<b>Infrastructure</b>							
roads	59,737,055	-	-	1,264,859	139,089	1,598,711	59,931,818
bridges	8,153,378	-	35,000	204,659	-	-	7,983,719
footpaths, kerbs and gutters	1,000,954	-	-	52,996	-	8,968	956,926
drainage	1,023,359	-	-	16,003	-	29,854	1,037,210
infrastructure	673,535	-	-	66,151	-	177,462	784,846
<b>Total infrastructure</b>	<b>70,588,281</b>	<b>-</b>	<b>35,000</b>	<b>1,604,668</b>	<b>139,089</b>	<b>1,814,995</b>	<b>70,694,519</b>
<b>Works in progress</b>							
roads	410,538	1,530,921	-	-	-	(1,598,711)	342,748
buildings	24,309	366,103	-	-	-	(269,862)	120,550
infrastructure	107,406	120,059	-	-	-	(177,462)	50,003
drainage	8,972	39,633	-	-	-	(29,854)	18,751
footpaths, kerbs and gutters	-	8,968	-	-	-	(8,968)	-
bridges	5,052	15,679	-	-	-	-	20,731
<b>Total works in progress</b>	<b>556,277</b>	<b>2,081,363</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,084,857)</b>	<b>552,783</b>
<b>Total property, infrastructure, plant and equipment</b>	<b>82,744,181</b>	<b>2,703,720</b>	<b>35,000</b>	<b>2,077,464</b>	<b>217,117</b>	<b>-</b>	<b>83,188,320</b>

**(a) Impairment losses**

Impairment losses are recognised in the Statement of comprehensive income under other expenses.

Reversals of impairment losses are recognised in the statement of comprehensive income under other revenue.

<b>Accounting policy</b>	
<b>Recognition and measurement of assets</b>	
Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs.	
Property, infrastructure, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by	
Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during	
The following classes of assets have been recognised. In accordance with Council's policy, the threshold limits detailed below have applied	
when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.	
	<b>Threshold</b>
	<b>\$</b>
<b>Land</b>	
land	5,000
land improvements	5,000
land under roads	5,000
<b>Buildings</b>	
buildings	5,000
building improvements	5,000
heritage buildings	5,000
<b>Plant and Equipment</b>	
plant, machinery and equipment	1,000
fixtures, fittings and furniture	1,000
computers and telecommunications	1,000
leased plant and equipment	1,000
<b>Roads</b>	
road pavements and seals	5,000
road substructure	5,000
road formation and earthworks	5,000
road kerb, channel and minor culverts	5,000
<b>Bridges</b>	
bridges deck	5,000
bridges substructure	5,000
<b>Other Infrastructure</b>	
footpaths and cycleways	5,000
drainage	5,000
recreational, leisure and community facilities	5,000
waste management	5,000
parks, open space and streetscapes	5,000
off street car parks	5,000
<b>Intangible assets</b>	
intangible assets	1,000
<b>Revaluation</b>	
Council has adopted the following valuation bases for its non-current assets:	
<b>Land</b>	fair value
Land improvements	cost
Plant and machinery	cost
Furniture, fittings and office equipment	cost
Stormwater and drainage infrastructure	fair value
Roads and streets infrastructure	fair value
Bridges	fair value
Buildings	fair value
Intangibles	cost
Parks, recreation facilities and community amenities	cost
Investment in water corporation	fair value

Note 23 *Property, infrastructure, plant and equipment (cont.)*

**Accounting policy (cont.)**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, furniture and fittings and computers, are measured at their fair value in accordance with AASB 116 *Property, Plant & Equipment* and AASB 13 *Fair Value Measurement*. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset class materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis to ensure valuations represent fair value. The valuation is performed either by experienced Council officers or independent experts.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Impairment of assets**

Impairment losses are recognised in the statement of comprehensive income under other expenses.

Reversals of impairment losses are recognised in the statement of comprehensive income under other revenue.

	2019	2018
	\$	\$
<b>Note 24 Trade and other payables</b>		
Trade payables	411,113	578,825
Accrued expenses	67,190	67,493
Other	5,064	-
<b>Total trade and other payables</b>	<b>483,367</b>	<b>646,318</b>
<b>Note 25 Trust funds and deposits</b>		
Refundable building deposits	1,200	1,500
Retention amounts	49,417	34,085
Other refundable deposits	140,223	88,902
<b>Total trust funds and deposits</b>	<b>190,840</b>	<b>124,487</b>

**Accounting policy**

**Tender deposits**

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited.



Notes to the Financial Report  
For the Year Ended 30 June 2019

Note 26 Provisions

	Annual leave & RDO's	Long service leave	Sick Leave	Landfill Restoration	Other	Total
	\$	\$	\$	\$	\$	\$
2019						
Balance at beginning of the financial year	149,606	354,329	192,140	-	87,010	783,085
Additional provisions	138,630	79,103	32,825	100,000	37,028	387,586
Amounts used	(122,694)	(29,518)	(20,513)	-	(22,347)	(195,072)
Balance at the end of the financial year	165,542	403,914	204,452	100,000	101,691	975,599

2018						
Balance at beginning of the financial year	168,587	371,171	232,600	-	75,449	847,707
Additional provisions	127,872	53,564	35,593	-	47,808	264,837
Amounts used	(146,853)	(70,406)	(75,953)	-	(36,247)	(329,459)
Balance at the end of the financial year	149,606	354,329	192,140	-	87,010	783,085

2019  
\$'000

(i) Current

Annual leave	165,542	149,606
Long service leave	308,440	277,652
Sick Leave	204,452	192,140
Other	89,146	77,425
	<u>767,580</u>	<u>696,823</u>

(ii) Non-current

Long service leave	95,474	76,677
Landfill	100,000	-
Other	12,545	9,585
	<u>208,019</u>	<u>86,262</u>

Aggregate carrying amount of employee benefits and landfill:

Current	767,580	696,823
Non-current	208,019	86,262
	<u>975,599</u>	<u>783,085</u>

(a) Employee benefits

The following assumptions were adopted in measuring the present value of employee benefits:

Weighted average increase in employee costs	6.97%	2.11%
Weighted average discount rates	1.04%	2.14%
Weighted average settlement period	12	12

(i) Current

All annual leave and the long service leave entitlements representing 10 or more years. Sick leave entitlements accumulated based on years of service.

- Short-term employee benefits, that fall due within 12 months after the end of the period measured at nominal value	369,994	341,746
- Other long-term employee benefits that do not fall due within 12 months after the end of the period measured at present value	308,440	277,652
	<u>678,434</u>	<u>619,398</u>

(ii) Non-current

Long service leave representing less than 10 years of continuous service measured at present value

95,474	76,677
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(iii) Employee Numbers - FTE

27 27

**Accounting policy**

**Employee benefits**

**i) Short term obligations**

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

**ii) Other long term employee benefit obligations**

The liability for long service leave, annual leave and sick leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the statement of financial position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

**iii) Defined benefit plans**

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the statement of financial position, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost. The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. However, when this information is not reliably available, Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans i.e. as an expense when it becomes payable.

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund, which is a sub-fund of the Tasplan Superannuation Scheme. The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of AASB 119 Employee Benefits, Council does not use defined benefit accounting for these contributions.

**iv) Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

**(b) Landfill restoration**

Council is obligated to restore its waste transfer stations to a particular standard. Current projections indicate that the waste transfer station site will cease operation in 2021/22 and restoration work is expected to commence two years after. The forecast life of the sites is based on current estimates of remaining capacity and the forecast rate of infill. The provision for restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council does not expect to receive reimbursement from a third party

Note 27 Reserves

	Balance at beginning of reporting year	Increment	(decrement)	Balance at end of reporting year
(a) Asset revaluation reserve	\$	\$	\$	\$
2019				
Property				
Land	1,994,350	-	-	1,994,350
Buildings	1,712,197	-	-	1,712,197
Fixtures and fittings	4,530	-	-	4,530
	<u>3,711,077</u>	<u>-</u>	<u>-</u>	<u>3,711,077</u>
Infrastructure				
Roads	53,840,334	-	-	53,840,334
Bridges	6,958,522	-	-	6,958,522
Footpaths and cycleways	2,545,740	-	-	2,545,740
Drainage	596,922	-	-	596,922
	<u>63,941,518</u>	<u>-</u>	<u>-</u>	<u>63,941,518</u>
Total asset revaluation reserve	<u>67,652,595</u>	<u>-</u>	<u>-</u>	<u>67,652,595</u>
2018				
Property				
Land	1,994,350	-	-	1,994,350
Buildings	1,712,197	-	-	1,712,197
Fixtures and fittings	4,530	-	-	4,530
	<u>3,711,077</u>	<u>-</u>	<u>-</u>	<u>3,711,077</u>
Infrastructure				
Roads	53,840,334	-	-	53,840,334
Bridges	6,923,522	35,000	-	6,958,522
Footpaths and cycleways	2,545,740	-	-	2,545,740
Drainage	596,922	-	-	596,922
	<u>63,906,518</u>	<u>35,000</u>	<u>-</u>	<u>63,941,518</u>
Total asset revaluation reserve	<u>67,617,595</u>	<u>35,000</u>	<u>-</u>	<u>67,652,595</u>

The asset revaluation reserve was established to capture the movements in asset valuations upon the periodic revaluation of Council's assets.

	Balance at beginning of reporting year	Increment	(decrement)	Balance at end of reporting year
(b) Fair value reserve	\$	\$	\$	\$
2019				
Equity investment assets				
Investment in water corporation	(1,130,245)	1,082,279	-	(47,966)
Total fair value reserve	<u>(1,130,245)</u>	<u>1,082,279</u>	<u>-</u>	<u>(47,966)</u>
2018				
Available-for-sale assets				
Investment in water corporation	(1,233,106)	102,861	-	(1,130,245)
Total fair value reserve	<u>(1,233,106)</u>	<u>102,861</u>	<u>-</u>	<u>(1,130,245)</u>

Council has to designate its investment in Taswater as an equity investment at fair value through other comprehensive income. Subsequent changes in fair value are reflected in the reserve and will not be reclassified through the profit or loss when derecognised. Equity investment assets within the Fair value reserve were previously classified as 'Available-for-sale assets'.

**Note 27 Reserves (cont)**

	Balance at beginning of reporting year	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting year
	\$	\$	\$	\$
(c) Other reserves				
<b>2019</b>				
Other Reserves	1,530,634	179,104	(64,483)	1,645,255
<b>Total Other reserves</b>	<b>1,530,634</b>	<b>179,104</b>	<b>(64,483)</b>	<b>1,645,255</b>
<b>2018</b>				
Other Reserves	1,674,025	97,564	(240,955)	1,530,634
<b>Total Other reserves</b>	<b>1,674,025</b>	<b>97,564</b>	<b>(240,955)</b>	<b>1,530,634</b>
			<b>2019</b>	<b>2018</b>
			\$	\$
<b>Total Reserves</b>			<b>69,249,884</b>	<b>68,052,984</b>

**Note 28 Reconciliation of cash flows from operating activities to surplus (deficit)**

Surplus/(Deficit)	170,660	691,941
Depreciation/amortisation	2,124,957	2,099,464
(Profit)/loss on disposal of property, plant and equipment, infrastructure	154,330	9,158
Capital grants received specifically for new or upgraded assets	(211,847)	(611,721)
<i>Change in assets and liabilities:</i>		
Decrease/(increase) in trade and other receivables	3,737	(74,385)
Decrease/(increase) in other assets	(28,544)	(8,102)
Decrease/(increase) in inventories	(3,982)	(2,668)
Increase/(decrease) in trade and other payables	(162,951)	363,010
Increase/(decrease) in provisions	192,514	(64,622)
Increase/(decrease) in other liabilities	66,353	(35,196)
<b>Net cash provided by/(used in) operating activities</b>	<b>2,305,227</b>	<b>2,366,879</b>

**Note 29 Reconciliation of cash and cash equivalents**

Cash and cash equivalents (see note 19)	10,473,798	10,099,069
<b>Total reconciliation of cash and cash equivalents</b>	<b>10,473,798</b>	<b>10,099,069</b>

Note 30 Superannuation

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund), a sub-fund of the Tasplan Superannuation Fund (Tasplan). The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of AASB 119 *Employee Benefits*, Council does not use defined benefit accounting for these contributions.

For the year ended 30 June 2019 the Council contributed 0% of employees' gross income to the Fund. Assets accumulate in the fund to meet member benefits as they accrue, and if assets within the fund are insufficient to satisfy benefits payable, the Council is required to meet its share of the deficiency.

Rice Warner Pty Ltd undertook the last actuarial review of the Fund at 30 June 2017. The review disclosed that at that time the net market value of assets available for funding member benefits was \$58,940,000, the value of vested benefits was \$51,170,000, the surplus over vested benefits was \$7,770,000, the value of total accrued benefits was \$50,606,000, and the number of members was 134. These amounts relate to all members of the fund at the date of valuation and no asset or liability is recorded in the Tasplan Super's financial statements for Council employees.

The financial assumptions used to calculate the Accrued Benefits for the Fund were:

- Net Investment Return 7.0% p.a.
- Salary Inflation 4.0% p.a.
- Price Inflation n/a

The actuarial review concluded that:

- The value of assets of the Fund was adequate to meet the liabilities of the Fund in respect of vested benefits as at 30 June 2017.
- The value of assets of the Fund was adequate to meet the value of the liabilities of the Fund in respect of accrued benefits as at 30 June 2017.
- Based on the assumptions used, and assuming the Employer contributes at the levels described below, the value of the assets is expected to continue to be adequate to meet the value of the liabilities of the Fund in respect of vested benefits at all times during the period up to 30 June 2017.

The Actuary recommended that in future the Council contribute 9.5% of salaries in 2017/18 and 0% from 1 July 2018 to 30 June 2021.

The Actuary will continue to undertake a brief review of the financial position the Fund at the end of each financial year to confirm that the contribution rates remain appropriate. The next full triennial actuarial review of the Fund will have an effective date of 30 June 2020 and is expected to be completed late in 2020.

Council also contributes to other accumulation schemes on behalf of a number of employees; however the Council has no ongoing responsibility to make good any deficiencies that may occur in those schemes.

During the year Council made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the *Superannuation Guarantee (Administration) Act 1992*.

As required in terms of paragraph 148 of AASB 119 *Employee Benefits*, Council discloses the following details:

- The 2017 actuarial review used the "aggregate" funding method. This is a standard actuarial funding method. The results from this method were tested by projecting future fund assets and liabilities for a range of future assumed investment returns. The funding method used is consistent with the method used at the previous actuarial review in 2014.

Under the aggregate funding method of financing the benefits, the stability of the Councils' contributions over time depends on how closely the Fund's actual experience matches the expected experience. If the actual experience differs from that expected, the Councils' contribution rate may need to be adjusted accordingly to ensure the Fund remains on course towards financing members' benefits.

- In terms of Rule 27.4 of the Tasplan Trust Deed (Trust Deed), there is a risk that employers within the Fund may incur an additional liability when an Employer ceases to participate in the Fund at a time when the assets of the Fund are less than members' vested benefits. Each member of the Fund who is an employee of the Employer who is ceasing to Participate is required to be provided with a benefit at least equal to their vested benefit in terms of Rule 27.4 (b) (A). However, there is no provision in the Trust Deed requiring an employer to make contributions other than its regular contributions up to the date of cessation of contributions. This issue can be resolved by the Trustee seeking an Actuarial Certificate in terms of Rule 26.5 identifying a deficit and the Trustee determining in terms of Rule 26.3(c) that the particular employer should make the payment required to make good any shortfall before the cessation of participation is approved.

Note 30 Superannuation (cont.)

- The application of Fund assets on Tasplan being wound-up is set out in Rule 4.1.4. This Rule provides that expenses and taxation liabilities should have first call on the available assets. Additional assets will initially be applied for the benefit of the then remaining members and/or their Dependents in such manner as the Trustee considers equitable and appropriate in accordance with the Applicable Requirements (broadly, superannuation and taxation legislative requirements and other requirements as determined by the regulators).

The Trust Deed does not contemplate the Fund withdrawing from Tasplan. However it is likely that Rule 27.4 would be applied in this case (as detailed above).

- The Fund is a defined benefit Fund.
- The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. Thus the Fund is not able to prepare standard AASB119 defined benefit reporting.
- As reported above, Assets exceeded accrued benefits as at the date of the last actuarial review, 30 June 2017. Moderate investment returns, since that date, make it quite probable that this is still the position. The financial position of the Fund will be fully investigated at the actuarial review as at 30 June 2020.
- An analysis of the assets and vested benefits of sub-funds participating in the Scheme, prepared by Rice Warner Pty Ltd as at 30 June 2018, showed that the Fund had assets of \$57.48 million and members' Vested Benefits were \$48.39 million. These amounts represented 0.7% and 0.6% respectively of the corresponding total amounts for Tasplan.
- As at 30 June 2018 the fund had 119 members and the total employer contributions and member contributions for the year ending 30 June 2018 were \$1,515,272 and \$266,000 respectively.

	2019	2018
Fund	\$	\$
Defined benefits fund		
Employer contributions to Tasplan	-	24,346
	-	24,346
Accumulation funds		
Employer contributions to super funds	153,649	130,369
	153,649	130,369

	2019	2018
	\$	\$
Note 31 Commitments		
Capital expenditure commitments		
Roads	65,093	-
Total	65,093	-
Contractual commitments		
Contractual commitments at end of financial year but not recognised in the financial report are as follows:		
Recycling and garbage collection contracts (expires 2022)	660,276	999,645
Total	660,276	999,645

Note 32 Contingent liabilities

Council is presently involved in confidential legal matters, which are being conducted through Council's solicitors.

As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.

Note 33 Financial Instruments

(a) Interest Rate Risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

2019

	Weighted average interest rate	Floating interest rate \$	Fixed interest maturing in:			Total \$
			1 year or less \$	Over 1 to 5 years \$	Non- interest bearing \$	
<b>Financial assets</b>						
Cash and cash equivalents	1.65%	1,141,850	9,331,948	-	-	10,473,798
Trade and other receivables		259,626	-	-	-	259,626
Investment in water corporation		-	-	-	9,110,354	9,110,354
<b>Total financial assets</b>		<b>1,401,476</b>	<b>9,331,948</b>	<b>-</b>	<b>9,110,354</b>	<b>19,843,778</b>
<b>Financial liabilities</b>						
Trade and other payables		-	-	-	483,367	483,367
Trust funds and deposits		-	-	-	190,840	190,840
<b>Total financial liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>674,207</b>	<b>674,207</b>
<b>Net financial assets (liabilities)</b>		<b>1,401,476</b>	<b>9,331,948</b>	<b>-</b>	<b>8,436,147</b>	<b>19,169,571</b>

2018

	Weighted average interest rate	Floating interest rate \$	Fixed interest maturing in:			Total \$
			1 year or less \$	Over 1 to 5 years \$	Non- interest bearing \$	
<b>Financial assets</b>						
Cash and cash equivalents	2.11%	1,549,163	8,549,906	-	-	10,099,069
Trade and other receivables		263,363	-	-	-	263,363
Investment in water corporation		-	-	-	8,028,075	8,028,075
<b>Total financial assets</b>		<b>1,812,526</b>	<b>8,549,906</b>	<b>-</b>	<b>8,028,075</b>	<b>18,390,507</b>
<b>Financial liabilities</b>						
Trade and other payables		-	-	-	646,318	646,318
Trust funds and deposits		-	-	-	124,487	124,487
<b>Total financial liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>770,805</b>	<b>770,805</b>
<b>Net financial assets (liabilities)</b>		<b>1,812,526</b>	<b>8,549,906</b>	<b>-</b>	<b>7,257,270</b>	<b>17,619,702</b>



Note 33 Financial Instruments (cont.)

(b) Fair Value

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet		Aggregate net fair value	
	2019	2018	2019	2018
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	10,473,798	10,099,069	10,473,798	10,099,069
Trade and other receivables	259,626	263,363	259,626	263,363
Investment in water corporation	9,110,354	8,028,075	9,110,354	8,028,075
<b>Total financial assets</b>	<b>19,843,778</b>	<b>18,390,507</b>	<b>19,843,778</b>	<b>18,390,507</b>
<b>Financial liabilities</b>				
Trade and other payables	483,367	646,318	483,367	646,318
Trust funds and deposits	190,840	124,487	190,840	124,487
<b>Total financial liabilities</b>	<b>674,207</b>	<b>770,805</b>	<b>674,207</b>	<b>770,805</b>

(c) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Statement of Financial Position.

(d) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

**Market risk**

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which we are exposed are discussed below.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1993*. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- capital protection,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

#### Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in our Statement of Financial Position. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Credit risk arises from Council's financial assets, which comprise cash and cash equivalents, and trade and other receivables. Council's exposure to credit risk arises from potential default of the counterparty, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable policy note. Council generally trades with recognised, creditworthy third parties, and as such collateral is generally not requested, nor is it Council's policy to securitise its trade and other receivables.

It is Council's policy that some customers who wish to trade on credit terms are subject to credit verification procedures including an assessment of their credit rating, financial position, past experience and industry reputation.

In addition, receivable balances are monitored on an ongoing basis with the result that Council's exposure to bad debts is not significant.

Council may also be subject to credit risk for transactions which are not included in the Statement of Financial Position, such as when we provide a guarantee for another party.

#### Credit quality of contractual financial assets that are neither past due nor impaired

	Financial Institutions (AAA credit rating)	Government agencies (BBB credit rating)	Other (min BBB credit rating)	Total
<b>2019</b>				
Cash and cash equivalents	10,473,798	-	-	10,473,798
<b>Total contractual financial assets</b>	<b>10,473,798</b>	<b>-</b>	<b>-</b>	<b>10,473,798</b>
<b>2018</b>				
Cash and cash equivalents	10,099,069	-	-	10,099,069
<b>Total contractual financial assets</b>	<b>10,099,069</b>	<b>-</b>	<b>-</b>	<b>10,099,069</b>

#### Movement in Provisions for Impairment of Trade and Other Receivables

	2019 \$	2018 \$
Balance at the beginning of the year	6,029	6,029
New Provisions recognised during the year	-	-
<b>Balance at end of year</b>	<b>6,029</b>	<b>6,029</b>

#### Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade and Other Receivables was:

	2019 \$	2018 \$
Current (not yet due)	37,905	90,596
Past due by up to 30 days	82,275	32,913
Past due between 31 and 180 days	77,016	81,874
Past due between 181 and 365 days	175	5,661
Past due by more than 1 year	62,255	52,319
<b>Total Trade &amp; Other Receivables</b>	<b>259,626</b>	<b>263,363</b>

#### Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial asset at all.

To help reduce these risks we:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The table below lists the contractual maturities for Financial Liabilities

These amounts represent the discounted cash flow payments (ie principal only).

2019	6 mths or less	6-12 months	1-2 years	Contracted Cash Flow	Carrying Amount
	\$	\$	\$	\$	\$
Trade and other payables	483,367	-	-	-	483,367
Trust funds and deposits	190,840	-	-	-	190,840
Total financial liabilities	674,207	-	-	-	674,207

2018	6 mths or less	6-12 months	1-2 years	Contracted Cash Flow	Carrying Amount
	\$	\$	\$	\$	\$
Trade and other payables	646,318	-	-	-	646,318
Trust funds and deposits	124,487	-	-	-	124,487
Total financial liabilities	770,805	-	-	-	770,805

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of + 1% and -2% in market interest rates (AUD) from year-end rates of 4.4%.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by Council at year-end, if the above movements were to occur.

		Interest rate risk			
		-2 %		+1%	
		-200 basis points		+100 basis points	
		Profit	Equity	Profit	Equity
2019		\$	\$	\$	\$
Financial assets:					
Cash and cash equivalents	10,473,798	(209,476)	(209,476)	104,738	104,738
Trade and other receivables	259,626	(5,193)	(5,193)	2,596	2,596

		Interest rate risk			
		-2 %		+1%	
		-200 basis points		+100 basis points	
		Profit	Equity	Profit	Equity
2018		\$	\$	\$	\$
Financial assets:					
Cash and cash equivalents	9,590,094	(191,802)	(191,802)	95,901	95,901
Trade and other receivables	194,205	(3,884)	(3,884)	1,942	1,942

Note 34 Events occurring after balance date

- (a) No matters have occurred after balance date that warrant disclosure in this report.

**Note 35 Related party transactions**

**(i) Responsible Persons**

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

**Councillors** Councillor Loueen Triffitt (Mayor)  
Councillor James Allwright (Deputy Mayor from November 2018)  
Councillor Lana Benson (Deputy Mayor to October 2018)  
Councillor Anthony Bailey  
Councillor Robert Cassidy  
Councillor Jim Poore  
Councillor Julie Honner  
Councillor Richard Bowden (to October 2018)  
Councillor Erica McRae (to September 2018)  
Councillor Anthony Archer (from November 2018)  
Councillor Scott Bowden (from November 2018)  
Councillor Anita Campbell (from November 2018)

**General Manager** Lyn Eyles  
**Senior Managers** Adam Wilson  
Jason Branch  
Graham Rogers

**(ii) Councillor Remuneration**

**2019**

**Short term employee benefits**

	Allowances	Vehicles	Total Compensation AASB 124	Expenses <sup>1</sup>	Total allowances and expenses section 72
	\$	\$	\$	\$	\$
Mayor	32,192	-	32,192	2,178	34,370
Deputy Mayor	18,853	-	18,853	2,762	21,615
Councillors	63,247	-	63,247	6,516	69,763
<b>Total</b>	<b>114,292</b>	<b>-</b>	<b>114,292</b>	<b>11,456</b>	<b>125,748</b>

**2018**

**Short term employee benefits**

	Allowances	Vehicles	Total Compensation AASB 124	Expenses <sup>1</sup>	Total allowances and expenses section 72
	\$	\$	\$	\$	\$
Mayor	31,649	-	31,649	6,201	37,850
Deputy Mayor	18,587	-	18,587	4,310	22,897
Councillors	63,303	-	63,303	4,945	68,248
<b>Total</b>	<b>113,539</b>	<b>-</b>	<b>113,539</b>	<b>15,456</b>	<b>128,995</b>

<sup>1</sup> Section 72(1)(b) of the Local Government Act 1993 requires the disclosure of expenses paid to Councillors.

(iii) Key Management Personnel Remuneration

2019	Remuneration band	Number of employees	Short term employee benefits			Post employment benefits		
			Salary <sup>1</sup> \$	Vehicles <sup>2</sup> \$	Other Allowances and Benefits <sup>3</sup> \$	Superannuation <sup>4</sup> \$	Non-monetary Benefits <sup>5</sup> \$	Total \$
	\$100 001 - \$120 000	2	165,865	28,610	-	15,136	(3,921)	205,690
	\$130 001 - \$160 000	2	227,298	29,803	5,000	23,853	18,675	304,629
	<b>Total</b>		<b>393,163</b>	<b>58,413</b>	<b>5,000</b>	<b>38,989</b>	<b>14,754</b>	<b>510,319</b>

2018	Remuneration band	Number of employees	Short term employee benefits			Post employment benefits		
			Salary <sup>1</sup> \$	Vehicles <sup>2</sup> \$	Other Allowances and Benefits <sup>3</sup> \$	Superannuation <sup>4</sup> \$	Non-monetary Benefits <sup>5</sup> \$	Total \$
	\$80 001 - \$100 000	2	223,024	17,944	-	20,162	15,015	276,145
	\$140 001 - \$160 000	1	120,276	3,554	5,000	14,856	7,382	151,068
	<b>Total</b>		<b>343,300</b>	<b>21,498</b>	<b>5,000</b>	<b>35,018</b>	<b>22,397</b>	<b>427,213</b>

1 Gross Salary includes all forms of consideration paid and payable for services rendered, compensated absences during the period and salary sacrifice amounts.

2 Includes total cost of providing and maintaining vehicles provided for private use, including registration, insurance, fuel and other consumables, maintenance cost and parking (including notional value of parking provided at premises that are owned or leased and fringe benefits tax).

3 Other benefits includes all other forms of employment allowances (excludes reimbursements such as travel, accommodation or meals), payments in lieu of leave, and any other compensation paid and payable.

4 Superannuation means the contribution to the superannuation fund of the individual. Superannuation benefits for members of a defined benefit scheme were calculated at 0% of employees' gross income.

5 Other non-monetary benefits include annual and long service leave movements.

(iv) Remuneration Principles

**Councillors**

Councillors are entitled to an allowance based on the number of voters in the Local Government area (LGA) and the revenue of the council. Councillors are also entitled to reimbursement for telephone, travel, child care and other expenses in accordance with the council's policy.

**Executives**

The employment terms and conditions of senior executives are contained in individual employment contracts and prescribe total remuneration, superannuation, annual and long service leave, vehicle and salary sacrifice provisions. In addition to their salaries, Council also provides non-cash benefits and contributes to post-employment superannuation plans on their behalf.

The performance of each senior executive, including the General Manager, is reviewed annually which includes a review of their remuneration package. The terms of employment of each senior executive, including the General Manager, contain a termination clause that requires the senior executive or Council to provide a minimum notice period of up to 3 months prior to termination of the contract. Whilst not automatic, contracts can be extended.

(v) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Nature of the transaction	Amount of the transactions during the year	Outstanding balances, including commitments at year end	Terms and conditions
Supply of gravel <sup>1</sup>	\$60,777	Council owes \$2,982	30-day terms on invoices

1 Council purchased gravel during the year from a company which has a member of Councils KMP as a director. Amounts were billed based on normal rates for such supplies and were due and payable under normal payment terms.

In accordance with s84(2)(b) of the Local Government Act 1993, no interests have been notified to the General Manager in respect of any body or organisation with which the Council has major financial dealings.

(vi) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the municipality. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates on a primary residence
- Dog registration
- Use of Council's swimming pool

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

**Note 36 Other significant accounting policies and pending accounting standards**

**(a) Taxation**

Council is exempt from all forms of taxation except Fringe Benefits Tax, Payroll Tax and the Goods and Services Tax.

*Goods and services tax (GST)*

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(b) Impairment of non-financial assets**

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset. For non-cash generating assets of Council such as roads, drains, public buildings and the like, value in use is represented by the deprival value of the asset approximated by its written down replacement cost.

**(c) Allocation between current and non-current**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being Council's operational cycle, or if Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

**(d) Financial guarantees**

Financial guarantee contracts are recognised as a liability at the time the guarantee is issued. The liability is initially measured at fair value, and if there is material increase in the likelihood that the guarantee may have to be exercised, at the higher of the amount determined in accordance with AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* and the amount initially recognised less cumulative amortisation, where appropriate. In the determination of fair value, consideration is given to factors including the probability of default by the guaranteed party and the likely loss to Council in the event of default.

**(e) Contingent assets, contingent liabilities and commitments**

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Statement of Financial Position. Commitments are disclosed at their nominal value inclusive of the GST payable.

**(f) Budget**

The estimated revenue and expense amounts in the Statement of Other Comprehensive Income represent revised budget amounts and are not audited.



**Note 36 Other significant accounting policies and pending accounting standards (cont)**

**(g) Adoption of new and amended accounting standards**

In the current year, Council has adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board that are relevant to its operations and effective for the current annual reporting period. These include:

**(i) AASB 9 Financial Instruments**

This standard replaces the existing standard, AASB 139: Financial Instruments: Recognition and Measurement and revises classification, measurement and disclosure of financial assets and liabilities. It reduces the number of categories for financial assets and simplifies the measurement choices, including the removal of impairment testing of assets measured at fair value. Classification of financial assets is determined by Council's business model for holding the particular asset and its contractual cash flows.

The adoption of AASB 9 has fundamentally changed Council's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach, with a forward-looking expected credit loss (ECL) approach. AASB 9 requires Council to recognise an allowance for ECLs for all financial assets not held at fair value through profit or loss.

Council has applied this standard from 1 July 2018 using a retrospective approach with cumulative catch-up. This does not require Council to restate comparative figures, but does require the presentation of both qualitative and quantitative disclosures for affected items, along with a corresponding adjustment to the opening balance of Accumulated surpluses for transitional effects of re-measurement.

The effect of adopting AASB 9 as at 1 July 2018 was considered insignificant and no adjustment was made.

**(h) Pending Accounting Standards**

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2019 reporting periods. Council's assessment of the impact of the relevant new standards and interpretations is set out below.

**(i) AASB 15 Revenue from Contracts with Customers**

The standard has been deferred by AASB 2016-7 Deferral of AASB 15 for Not-for-Profit Entities, until the 2019-20 reporting period.

AASB 15 introduces a five-step process for revenue recognition, with the core principle of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

Accounting policy changes will arise in the timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element.

Council has analysed the new revenue recognition requirements noting that future impacts include:

- Depending on the respective contractual terms, the new requirements of AASB 15 may result in a change to the timing of revenue from sales of goods and services such that some revenue may need to be deferred as a liability to a later reporting period to the extent that Council has received cash, but has not met its associated performance obligations, (a promise to transfer a good or service).
- Grants received to construct non-financial assets controlled by Council will be recognised as a liability, and subsequently recognised progressively as revenue as Council satisfies its performance obligations under the grant. At present, such grants are recognised as revenue upfront.
- Other grants presently recognised as revenue upfront may be eligible to be recognised as revenue progressively as the associated performance obligations are satisfied, but only if the associated performance obligations are enforceable and sufficiently specific.
- Grants that are not enforceable and/or not sufficiently specific, will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled. Council receives several grants for which there are no sufficiently specific performance obligations, for example the Commonwealth Financial Assistance Grants. These grants will continue being recognised as revenue upfront assuming no change to the current grant arrangements.

For Council there will not be a significant effect in the treatment of all grants with sufficiently specific performance obligations where the conditions have yet to be fulfilled at year end. Council currently presents unexpended grant income received in note 8. Council's assessment is that the majority of the amounts received unexpended for the year, \$44,000, will be expended in 2019/20.

Council will apply the standard from 1 July 2019.

Note 38 Other significant accounting policies and pending accounting standards (cont)

(ii) AASB 1058 Income of Not-for-Profit Entities

This standard has been deferred until the 2019-20 reporting period.

AASB 1058 supersedes all the income recognition requirements relating to councils, previously in AASB 1004 Contributions. The timing of income recognition under AASB 1058 depends on whether a transaction gives rise to a liability or other performance obligation, or a contribution by owners, related to an asset (such as cash or another asset) received.

AASB 1058 applies when Council receives volunteer services or enters into other transactions in which the consideration to acquire an asset is significantly less than the fair value of the asset, and where the asset is principally to enable Council to further its objectives. In cases where Council enters into other transactions, Council recognises and measures the asset at fair value in accordance with the applicable Australian Accounting Standard (e.g. AASB 116 Property, Plant and Equipment).

If the transaction is a transfer of a financial asset to enable Council to acquire or construct a recognisable non-financial asset to be controlled by council (i.e. an in-substance acquisition of a non-financial asset), Council recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. Council will recognise income as it satisfies its obligations under the transfer, similarly to income recognition in relation to performance obligations under AASB 15 as discussed above.

AASB 1058 also encompasses non-contractual statutory income such as rates, taxes and fines. Council currently recognises income when received. Under AASB 1058, income is recognised when the taxable event has occurred. An impact for Council is that prepaid rates received prior to the beginning of a rating period, will now be recognised as a financial liability until the commencement of that rating period. The impact to Council will be that revenue recognised when received from Rates and charges in advance as disclosed in note 2.1, will now be recorded as a liability, with revenue deferred until the commencement of the applicable rating period.

(iii) AASB 16 Leases

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. Council will apply the standard from 1 July 2019. Exemptions allow councils to apply AASB 117 for the 30 June 2019 reporting year.

AASB 16 introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligations to make lease payments.

The calculation of the lease liability will take into account appropriate discount rates, assumptions about the lease term, and increases in lease payments. A corresponding right to use assets will be recognised, which will be amortised over the term of the lease. Rent expense will no longer be shown. The profit and loss impact of the leases will be through amortisation and interest charges. Council's does not have any current operating lease expenditure. In the Statement of Cash Flows lease payments will be shown as cash flows from financing activities instead of operating activities.

Lessor accounting under AASB 16 remains largely unchanged. For finance leases, the lessor recognises a receivable equal to the net investment in the lease. Lease receipts from operating leases are recognised as income either on a straight-line basis or another systematic basis where appropriate.

(iv) AASB 2017-5 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Correction, applicable to annual reporting periods beginning on or after 1 January 2022.

The amendments address an acknowledge inconsistency between the requirements in AASB10, and those in AASB128 (2011) in dealing with the sale or contribution of assets between an investor and its associate or joint venture.

The main consequence of the amendments is that a full gain or loss is recognised when a transaction involves a business (whether it is housed in a subsidiary or not). A partial gain or loss is recognised when a transaction involves assets that do not constitute a business, even if these assets are housed in a subsidiary.

All other Australian accounting standards and interpretations with future effective dates are either not applicable to Council's activities, or have no material impact.

**Note 37 Significant Business Activities**

The operating capital and competitive neutrality costs of the Council's significant business activities:

	Hamilton and Bothwell Camping Grounds	
	2019	2018
	\$	\$
<b>Revenue</b>		
User Charges	26,498	23,175
<b>Total Revenue</b>	<b>26,498</b>	<b>23,175</b>
<b>Expenditure</b>		
<i>Direct</i>		
Employee Costs	164	181
Materials and Contacts	5,431	1,135
Utilities	3,372	3,742
<i>Indirect</i>		
Engineering & Administration	33	36
<b>Total Expenses</b>	<b>9,000</b>	<b>5,094</b>
<i>Notional cost of free services received</i>		
<i>Capital Costs</i>		
Depreciation	545	545
Opportunity cost of capital	2,632	2,581
<b>Total Capital Costs</b>	<b>3,177</b>	<b>3,126</b>
<i>Competitive neutrality adjustments</i>		
Rates, water and land tax	8,667	3,739
	<b>8,667</b>	<b>3,739</b>
<i>Calculated Surplus/(Deficit)</i>	5,654	11,216
Tax Equivalent rate	30%	30%
Taxation equivalent	1,696	3,365
<b>Competitive neutrality costs</b>	<b>10,363</b>	<b>7,104</b>

**Accounting policy**

**Significant business activities**

Council is required to report the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the Council. Council's disclosure is reconciled above. Council has determined, based upon materiality that Camping Grounds as defined above are considered significant business activities. Competitive neutrality costs include notional costs i.e. income tax equivalent, rates and loan guarantees.

Note	38	Management Indicators	Benchmark	2019 \$	2018 \$	2017 \$	2016 \$
<b>(a) Underlying surplus or deficit</b>							
		Net result for the year		170,660	691,941	2,750,742	1,322,967
		Less non-operating income					
		Capital grants		211,847	611,721	1,423,755	1,264,258
		FAGs in advance		60,054	(2,104)	1,193,201	(1,124,564)
		Insurance claims		-	-	75,607	-
		Recognition of land under roads		-	-	-	957,396
		Contributions - non monetary assets		44,500	-	-	188,000
		Add non-operational expenses					
		Flood/Fire damage		33,246	-	62,043	-
		Landfill restoration provision		100,000	-	-	-
		Planning appeal		135,788	-	-	-
		Net loss on disposal of assets for abnormal reasons		-	-	-	224,475
		Underlying surplus/deficit	0	123,293	82,324	120,222	262,372
The intent of the underlying result is to show the outcome of a council's normal or usual day to day operations. Good result in the past four years.							
<b>(b) Underlying surplus ratio</b>							
		Underlying surplus or deficit		123,293	82,324	120,222	262,372
		Recurrent income*		7,187,977	6,858,954	6,625,422	6,515,275
		Underlying surplus ratio %	0%	1.7%	1.2%	1.8%	4.0%
This ratio serves as an overall measure of financial operating effectiveness. Good result in the past four years.							
<b>(c) Net financial liabilities</b>							
		Liquid assets less		10,733,424	10,362,432	9,784,299	6,843,416
		total liabilities		1,649,806	1,553,890	1,290,698	1,072,892
		Net financial liabilities	0	9,083,618	8,808,542	8,493,601	5,770,524
This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed to fund the shortfall. Good result in all years.							
<b>(d) Net financial liabilities ratio</b>							
		Net financial liabilities		9,083,618	8,808,542	8,493,601	5,770,524
		Recurrent income*		7,187,977	6,858,954	6,625,422	6,515,275
		Net financial liabilities ratio %	0% - (50%)	126%	128%	128%	89%
This ratio indicates the net financial obligations of Council compared to its recurrent income. Good result in all years.							
<b>(e) Asset renewal funding ratio</b>							
An asset renewal funding ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.							
<i>Transport Infrastructure</i>							
		Projected capital funding outlays**		1,871,000	1,500,000	1,836,856	1,130,000
		Projected capital expenditure funding***		1,540,000	1,500,000	1,533,000	1,075,000
		Asset renewal funding ratio %	90-100%	121%	100%	120%	105%

\*\* Current value of projected capital funding outlays for an asset identified in Council's long-term financial plan.

\*\*\* Value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

This ratio measures Council's capacity to fund future asset replacement requirements.

Good result in all years.

Note	38	Management indicators (cont.)	2019 \$	2018 \$	2017 \$	2016 \$	0
(f)		<b>Asset consumption ratio</b>					
		An asset consumption ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.					
		<i>Roads</i>					
		<u>Depreciated replacement cost</u>	59,498,431	59,931,818	59,737,055	59,234,956	
		<u>Current replacement cost</u>	76,314,943	75,630,314	75,079,685	74,812,351	
		Asset consumption ratio %	60%	78.0%	79.2%	79.6%	79.2%
		<i>Buildings</i>					
		<u>Depreciated replacement cost</u>	5,194,121	5,107,130	4,945,474	4,989,690	
		<u>Current replacement cost</u>	5,724,616	5,522,171	5,252,310	5,188,979	
		Asset consumption ratio %	60%	90.7%	92.5%	94.2%	96.2%
		<i>Drainage</i>					
		<u>Depreciated replacement cost</u>	1,021,207	1,037,210	1,023,359	1,001,099	
		<u>Current replacement cost</u>	1,630,154	1,630,154	1,600,301	1,562,354	
		Asset consumption ratio %	60%	62.6%	63.6%	63.9%	64.1%
		<i>Bridges</i>					
		<u>Depreciated replacement cost</u>	7,816,227	7,983,719	8,153,378	7,825,969	
		<u>Current replacement cost</u>	15,240,097	15,254,656	15,229,656	14,244,591	
		Asset consumption ratio %	60%	51.3%	52.3%	53.5%	54.9%
		<i>Footpaths and Cycleways</i>					
		<u>Depreciated replacement cost</u>	904,106	956,926	1,000,954	1,057,437	
		<u>Current replacement cost</u>	2,706,735	2,706,735	2,697,767	2,697,767	
		Asset consumption ratio %	60%	33.4%	35.4%	37.1%	39.2%
		<i>Other infrastructure assets</i>					
		<u>Depreciated replacement cost</u>	792,889	784,846	673,535	676,909	
		<u>Current replacement cost</u>	1,522,089	1,441,213	1,263,750	1,206,133	
		Asset consumption ratio %	60%	52.1%	54.5%	53.3%	56.1%
		This ratio measures Council's capacity to fund future asset replacement requirements. The results are below the benchmark of 60%					
(g)		<b>Asset sustainability ratio</b>					
		<u>Capex on replacement/renewal of existing assets</u>	992,581	2,328,571	2,581,980	2,809,325	
		<u>Annual depreciation expense</u>	2,124,957	2,089,464	2,115,960	2,088,489	
		Asset sustainability ratio %	100%	46.7%	110.9%	122.0%	96.2%

This ratio calculates the extent to which Council is maintaining operating capacity through renewal of their existing asset base.  
Below benchmark in 2019 due to major upgrades taking priority to convert gravel roads to sealed. Good result in 2018 and 2017, and near benchmark in 2016.

	Capital renewal expenditure	Capital new/upgrade expenditure	Total Capital Expenditure
By asset class	\$	\$	\$
Buildings	65,950	35,117	101,067
Land	-	6,816	6,816
Plant, machinery and equipment	71,043	132,511	203,554
Fixtures, fittings and furniture	3,500	28,765	32,265
Computers	16,684	-	16,684
Roads	690,985	894,526	1,585,511
Footpaths, kerbs and gutters	82,286	-	82,286
Drainage	-	27,064	27,064
Other infrastructure	7,360	31,165	38,525
Bridges	54,773	-	54,773
<b>Total</b>	<b>992,581</b>	<b>1,155,964</b>	<b>2,148,545</b>

**Note 39 Fair Value Measurements**

Council measures and recognises the following assets at fair value on a recurring basis:

- Investment in water corporation
- Property, infrastructure plant and equipment
  - Land
  - Buildings, including footpaths & cycleways
  - Roads
  - Bridges
  - Other infrastructure

Council does not measure any liabilities at fair value on a recurring basis.

**(a) Fair Value Hierarchy**

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Unobservable inputs for the asset or liability.

The table below shows the assigned level for each asset and liability held at fair value by the Council. The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2019.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

**As at 30 June 2019**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
<b>Recurring fair value measurements</b>					
Investment in water corporation	18	-	-	9,110,354	9,110,354
Land	23	-	3,401,816	-	3,401,816
Buildings	23	-	5,194,121	-	5,194,121
Land under roads	23	-	957,396	-	957,396
Roads, including footpaths & cycleways	23	-	-	60,402,537	60,402,537
Bridges	23	-	-	7,816,227	7,816,227
Drainage	23	-	-	1,021,207	1,021,207
Other Infrastructure	23	-	-	792,889	792,889
		-	9,553,333	79,143,214	88,696,547

**As at 30 June 2018**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
<b>Recurring fair value measurements</b>					
Investment in water corporation	18	-	-	8,028,075	8,028,075
Land	23	-	3,395,000	-	3,395,000
Buildings	23	-	5,107,130	-	5,107,130
Land under roads	23	-	957,396	-	957,396
Roads, including footpaths & cycleways	23	-	-	60,888,744	60,888,744
Bridges	23	-	-	7,983,719	7,983,719
Drainage	23	-	-	1,037,210	1,037,210
Other Infrastructure	23	-	-	784,846	784,846
		-	9,459,526	78,722,594	88,182,120

There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3.

**(b) Highest and best use**

All assets valued at fair value in this note are being used for their highest and best use.

**(c) Valuation techniques and significant inputs used to derive fair values**

**Note 39 Fair Value Measurements (cont.)**

**Investment in water corporation**

Refer to Note 18 for details.

**Land and buildings**

Valuation of land (excluding land under roads) and buildings was undertaken by the Valuer-General in 2014-15. The valuation of buildings is at fair value based on current replacement cost less accumulated depreciation at the date of valuation. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions.

While the unit rates based on square metres can be supported by market evidence (level 2), the estimates of residual value and useful life that are used to calculate accumulated depreciation comprise unobservable inputs (level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as level 3. The table at (d) below summarises the effect that changes in the most significant unobservable inputs would have on the valuation.

**Land under roads**

Land under roads was recognised for the first time in the 2016 financial statements, consistent with the Report to Parliament by the Auditor-General No. 5 of 2013-2014 Infrastructure Financial Accounting in Local Government. Because of its materiality, land under roads is now reported as a separate category of non-current assets.

**Infrastructure assets**

All Council infrastructure assets are fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. The resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output.

The level of accumulated depreciation for infrastructure assets was determined based on the age of the asset and the useful life adopted by Council for the asset type. Estimated useful lives and residual values are disclosed in Note 23.

The calculation of DRC involves a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made by qualified and experienced staff, different judgements could result in a different valuation. The table at (d) below summarises the effect that changes in the most significant unobservable inputs would have on the valuation.

The methods for calculating CRC are described under individual asset categories below.

**Roads, including footpaths & cycleways**

A full valuation of roads and footpaths was undertaken by independent valuers, McLoneys Asset Management Systems, effective October 2014. The values were determined using current replacement costs which resulted in a reduction in fair value. Previous valuations were based on historical cost plus indexation. A new valuation and assessment will be undertaken in 2019/20.

Council categorises its road infrastructure into urban and rural roads and then further sub-categorises these into sealed and unsealed roads. All road segments are then componentised into formation, pavement, sub-pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.



**Note 39 Fair Value Measurements (cont.)**

CRC is based on the road area multiplied by a unit price; the unit price being an estimate of labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates are based on Council's Enterprise Bargaining Agreement (EBA). Where construction is outsourced, CRC is based on the average of completed similar projects over the last few years.

**Bridges**

A full valuation of bridge assets was undertaken by independent valuers, AusSpan, effective January 2018. Each bridge is assessed individually and componentised into sub-assets representing the deck and sub-structure. The valuation is based on the material type used for construction and the deck and sub-structure area.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

**Other Infrastructure**

Other infrastructure is not deemed to be significant in terms of Council's Statement of Financial Position.

**(d) Unobservable inputs and sensitivities**

Asset / liability category*	Carrying amount (at fair value)	Key unobservable inputs *	Expected range of inputs	Description of how changes in inputs will affect the fair value
Roads	\$ 59,498,431	Unit replacement cost per sqm	from \$9/sqm (unsealed) up to \$40/sqm (sealed)	The higher the unit cost, the higher the fair value
		Useful life	Refer Note 1e	The longer the useful life, the higher the fair value
Bridges	\$ 7,816,227	Useful life	Refer Note 1e	The longer the useful life, the higher the fair value
Investment in Water Corporation	\$ 9,110,354	Useful life	Refer Note 1e	The longer the useful life, the higher the fair value
Buildings	\$ 5,194,121	Useful life	Refer Note 1e	The longer the useful life, the higher the fair value

**(e) Valuation processes**

Council's current policy for the valuation of property, infrastructure, plant and equipment, investment in water corporation and investment property (recurring fair value measurements) is set out in notes 18 and 23.

Non-recurring fair value measurements are made at the point of reclassification by a registered valuer.

**(f) Assets and liabilities not measured at fair value but for which fair value is disclosed**

Council does not have assets and liabilities which are not measured at fair value.

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (Level 2).

### Certification of the Financial Report

The financial report presents fairly the financial position of the Central Highlands Council as at 30 June 2019 and the results of its operations and cash flows for the year then ended, in accordance with the Local Government Act 1993 (as amended), Australian Accounting Standards and other authoritative pronouncements issued by the Australian Accounting Standards Board.



Lyn Eyles  
General Manager

Date : 12-August-2019

# MEMORANDUM OF UNDERSTANDING

between

**THE HOBART CITY COUNCIL** a body corporate incorporated pursuant to the provisions of the *Local Government Act 1993* (**‘the HCC’**)  
and

**THE GLENORCHY CITY COUNCIL** a body corporate incorporated pursuant to the provisions of the *Local Government Act 1993* (**‘the GCC’**)

and

**XXX**

**An arrangement for the parties to work co-operatively on waste management and resource recovery issues and projects for the southern Tasmanian region.**

## RECITALS

1. All parties are established under section 18(1) of the *Local Government Act 1993*.
2. All parties are responsible for waste management within their municipal areas.
3. The Tasmanian Government has released a draft Waste Action Plan for the state and all parties wish to collaboratively to respond to the strategy.
4. All parties are committed to working together on waste management and agree on the following goals:
  - 4.1. Manage regional waste streams in a co-ordinated professional manner including, but not limited to, landfill, recycling and green waste/FOGO;
  - 4.2. Promote the development of a circular economy for waste streams;
  - 4.3. Co-ordinate regional collection systems for waste streams efficiently and effectively when appropriate via shared procurement and other appropriate processes;
  - 4.4. Support efficient, sustainable and suitably scaled end of collection facilities for processing of waste streams;
  - 4.5. Work towards greater commonality of service standards for ratepayers and customers;
  - 4.6. Advocate to or partner with other regions, governments and industry to promote resource recovery futures;

- 4.7. Co-operate on marketing and education activities to support waste minimisation and to maximise effective service utilisation;
  - 4.8. To appropriately resource this arrangement.
5. In light of the historic co-operation between the parties and the efficiencies that can be achieved through co-operating further, the parties have agreed to enter into this Memorandum of Understanding in order to continue this co-operation and provide mutually beneficial outcomes for all parties and their ratepayers.

## **OPERATIVE PART**

### **Term of this Agreement**

- 1. This Memorandum of Understanding commences on the date shown below.
- 2. The arrangement shall continue for a period of three (3) years from the date shown below and will be reviewed by the parties at that date.

### **Secretariat Support**

- 3. The parties agree to fund a secretariat service to support this arrangement.
- 4. The secretariat support will perform the following functions:
  - 4.1 Arrange meetings, prepare agendas and take minutes for steering committee meetings;
  - 4.2 Prepare reports and policy initiatives for consideration by the steering committee;
  - 4.3 Liaise with government and industry on policy initiatives and projects;
  - 4.4 Such other functions that the steering committee may reasonably direct.
- 5. The funding formula for the secretariat will be determined on a proportion of total waste generated basis.

### **Governance**

- 6. The parties agree to establish a steering committee to oversee the

operation of this arrangement.

7. Each party will nominate one employee to be a member of the steering committee, to be determined by the General Manager of each participating council.
8. The parties agree to work collaboratively between themselves, other regions of the state and the State Government and industry to determine the best long term structural arrangements for addressing the waste management issues in the region and the state as a whole.

### **Intention to Bind**

9. The parties desire that this Memorandum of Understanding will foster the spirit of co-operation which exists between them in respect to working co-operatively on waste management issues and all acknowledges that it is not legally binding and is not intended to be an agreement enforceable in a Court of Law.

**EXECUTION PAGE**

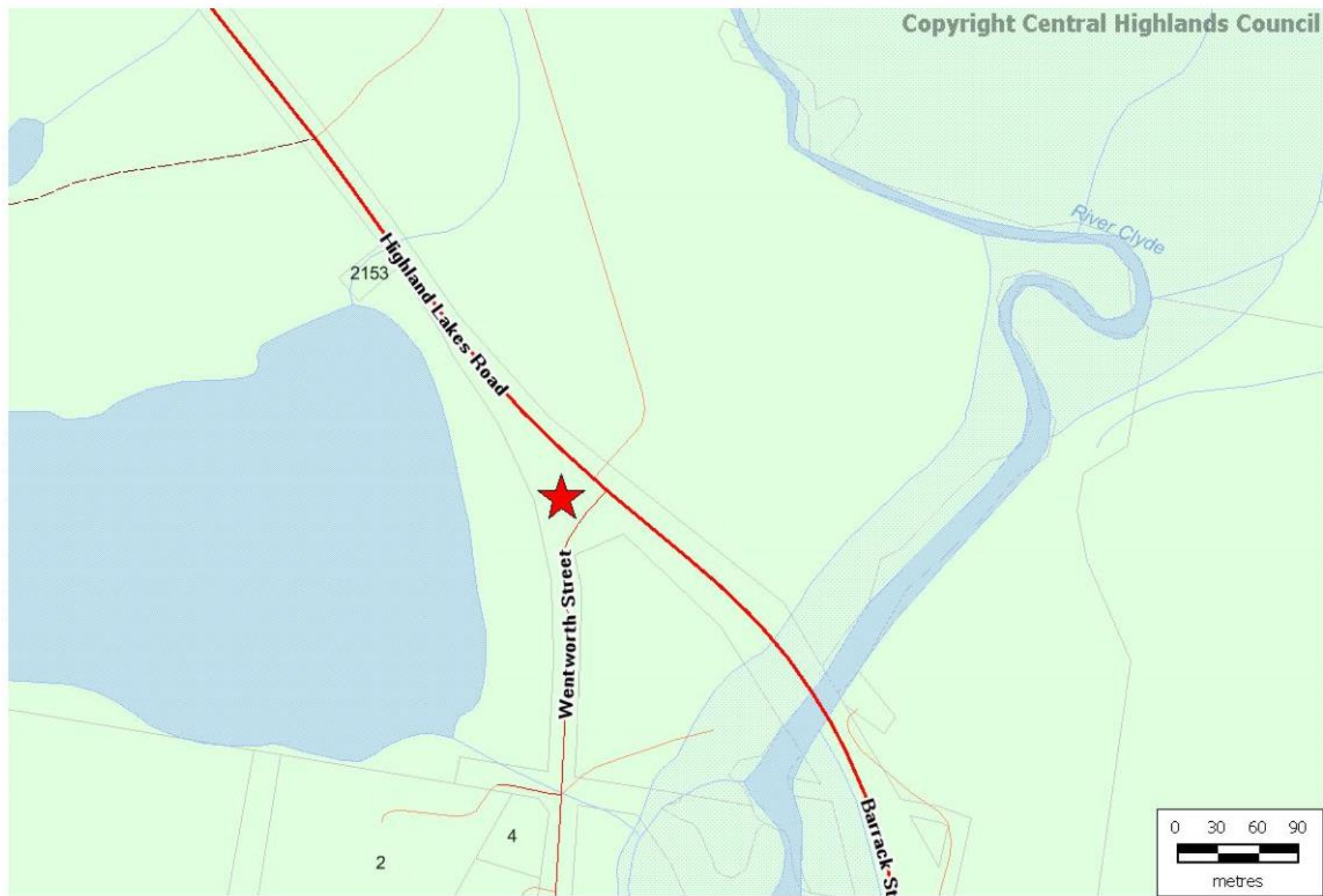
**Executed as a memorandum of understanding:**

DATED this                      day of                      2019.











# CATTLE HILL

## Wind Farm

### Transportation of oversize turbine components

Cattle Hill Wind Farm is currently being constructed on the eastern shore of Lake Echo, in the Central Highlands.

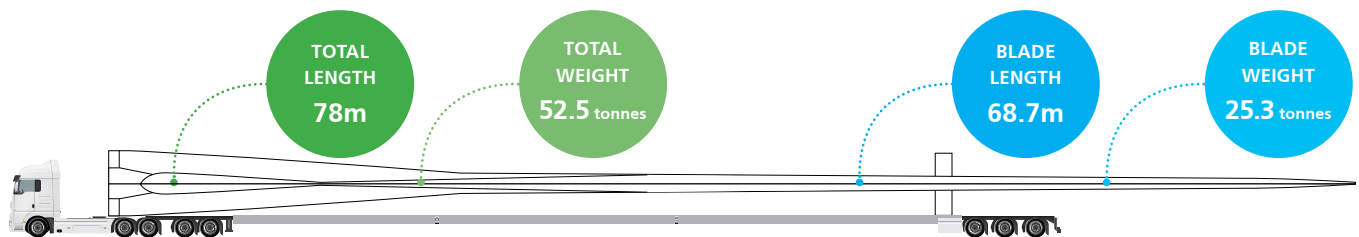
Transportation of 48 Goldwind wind turbines to the project site is required for the ongoing construction of the project.

#### Road Safety

Goldwind places a high importance on road safety for all road users and acknowledges the inconvenience that encountering these deliveries may cause. All loads will travel in accordance with the relevant permit conditions and be accompanied by pilot vehicles and in some cases police escorts.

#### LOADED TRAILER SPECS

Component (quantity)	Length (m)	Width (m)	Height (m)	Weight (tonnes)
Tower components (240)	38-52	4.4 - 4.8	5.3	110 - 181
Blades (144)	78	4.8	5.3	52.5
Generator (48)	40	5.3	5.2	141.5
Nacelle (48)	26	4.5	5.2	71.5
Hubs (48)	26	4.7	5.2	67.5



#### Route from Port of Bell Bay to the project site

The route follows the Bell Bay Road, East Tamar Highway, Midland Highway, Highlands Lakes Road, Waddamana Road and Bashan Road to the project site.

**528**

loads to be delivered



approx 22 loads will be delivered each week

**APPROX 280**  
km

from Port of Bell Bay to project site



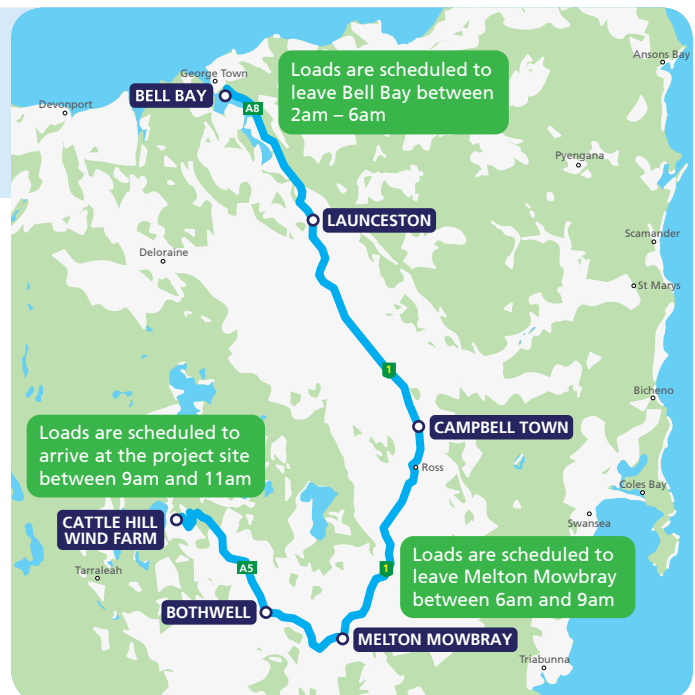
deliveries will occur Monday - Saturday



11 oversize loads are required per turbine



deliveries will continue for approx. 24 weeks



For more details on the transportation of turbine components or the project, please contact us:



1800 002 070



info@cattlehillwindfarm.com



www.cattlehillwindfarm.com



Shop A, 16 Patrick Street, Bothwell TAS 7030

# KAYE'S FENCING PTY LTD

ABN: 20 578 521 582

Darren & Angela Kaye  
5 Fehlrich Crt  
Granton Tas 7030

Ph: 03 62498667  
Mobile: 0438748647  
Email: darren@kayesfencing.com.au

Barry Harback

Central Highlands Council

DATE: 5/11/19

RE: Bothwell fencing

Quote For: 184 metres long x 1.5 metres high black powder coated Loop top aluminium fencing with posts cemented in. Plus 1 double gate to suit.

COST: \$28 060.00

GST: \$2 806.00

TOTAL: \$30 866.00

**THANK YOU FOR YOUR  
BUSINESS.**

#### **Terms of Payment**

1. Payment is strictly 7 days.
2. A 10% late fee will be charged on overdue accounts.
3. Outstanding accounts may be passed to debt recovery services without notice.
4. The customer will be responsible for any costs associated with debt recovery.
5. Kaye's Fencing P/L will not be held liable for damage to Telstra lines and underground services.

## Establishing the Context

### Trees provide many important benefits that we need

The benefits that trees give us are many. The more obvious values are visual beauty in the landscape, timber, and the crops we harvest. Further benefits include essential wildlife habitat, pollution filtering, and reducing the harmful effects of both weather and climate change. Trees also have important social value as part of our culture, history, or because they commemorate an important event. As if those benefits weren't enough, an increasing body of scientific evidence clearly demonstrates that trees are fundamental to our physical health, mental wellbeing, and quality of life.

### Risk from tree failure to public safety is extremely low

Compared to other everyday risks that we readily accept, the overall risk to us and our property from tree failure is extremely low. The annual risk of a death or serious injury is less than one in a million. Given the number of trees we live with, and how many of us pass under them each and every day, being killed or injured by a tree is a very rare event.

### We can't eliminate the risk from trees and some may fail during severe weather

Of course, trees are natural living structures and can sometimes shed branches or fall over. But this usually happens during severe weather, and when they have very obvious defects. Because we need the many benefits from trees, we have to accept that we can't remove all of the risk and some may fail during severe weather or when a defect isn't obvious.

### Our duty of care Reasonable Proportionate Reasonably practicable

We have a duty of care to manage the risk from our trees. But that duty also says we should be reasonable, proportionate, and reasonably practicable when managing the risk. What this means is, there's a balance we need to strike between the many benefits trees provide, the risk from them, and the costs of managing the risk. By taking a balanced approach, we don't waste resources by reducing risk - and losing the benefits - where the risk is already acceptable or tolerable.

## Risk-Benefit Tolerance

### What's an acceptable or tolerable level of risk from our trees?

The Tolerability of Risk Framework (ToR) is an internationally recognised approach to making risk management decisions where risks are imposed and have benefits. ToR identifies Broadly Acceptable and Unacceptable levels of risk. Between these two risks is a region where the risk is Tolerable if it's 'as low as reasonably practicable' (ALARP). Put simply, ALARP means the risk is Tolerable if the costs of the risk reduction are much greater than value of the risk reduction.

## Our Tree Risk-Benefit Ratings



We're going to manage the risk from our trees using ToR principles, which VALID has applied to tree risk-benefit management. There are four easy to understand traffic light colour-coded risk ratings.

**Red** **Not Acceptable** risks will be reduced to a **Tolerable** or an **Acceptable** risk by carrying out some work to the tree. Or by managing the level of occupation beneath the tree.

**Amber** **Not Tolerable** risks will be similarly reduced. **Tolerable** risks will not be reduced.

**Green** **Acceptable** risks will not be reduced.

Risk reduction work will be given priority where the risk is highest, and where it's most cost-effective.

## Establishing the Context

**We’re taking a proportionate, reasonably practicable, and cost-effective approach to managing the risk from our trees**

This Tree Risk-Benefit Management Plan explains how our Tree Risk-Benefit Policy will be carried out. In brief, our policy says:

- Trees provide many important benefits that we need
- The overall risk to public safety from tree failure is extremely low
- We have a duty of care to manage the risk from our trees
- Our duty also says we should balance the benefits, risk, and costs
- We aim to manage the risk from our trees with obvious defects to tolerable or acceptable levels.

**We have a large number of trees that provide benefits to manage with limited resources**

Shire City Council covers an area of 500km<sup>2</sup> with over 50 000 trees as individuals, groups, and woodlands which we manage with limited resources. Our trees provide £50 million worth of benefits. We have 2 full time Tree Officers who have had VALID training. 10 members of staff and our tree work contractors have been trained in basic tree risk assessment.

**Assessing every tree every year, or every other year, is not reasonably practicable**

The overall risk to public safety from tree failure is extremely low. Therefore, carrying out an Active Assessment of every tree, every year, or every other year, in case we miss one where the risk might not be acceptable isn’t ‘reasonably practicable’. Such an approach to tree risk-benefit management is not ‘proportionate’ to the overall risk. Particularly when trees that have a risk that’s not acceptable will usually have defects that are so obvious, they’re likely to be picked up by Passive Assessment.

**Risks that are not acceptable are most likely to be found in high use zones**

Risks that are not acceptable are most likely to be found where the likelihood of occupation is very high or high and there are large trees. It’s in these high use zones that we’re going to focus our attention and resources.

## What we’re going to do

We’re going to manage the risk from our trees by a combination of Active and Passive Assessment (see Active and Passive Assessment Note).

### Active Assessment

**We’re going to carry out Active Assessments in high use zones**

We’ll carry out an Active Assessment of our trees in high use zones. We’ll do this every 5 years. Or assess one-fifth of the trees each year. Trees that are being monitored may be assessed more frequently than the 5 year cycle.

### Passive Assessment

**We’re going to use Passive Assessment in all zones of occupancy**

When a tree has a risk that might not be acceptable it’ll often have defects that are so obvious you can’t help but notice them. Passive Assessment means we’re going to keep an eye out for obvious defects whilst going about our day-to-day routine.

## When we review

**We’ll review every 5 years and monitor as it’s used**

We’re going to review our policy and plan in 2024 and monitor it. If we need to make any changes before the review they’ll be recorded.

## Active Assessment

### Basic

#### Finding the few trees where the risk might not be acceptable

The starting point for an Active Assessment is at a Basic level. The aim of a Basic assessment is to identify high use zones and trees with obvious defects where the risk might not be acceptable. Any trees identified as needing a closer look will have a Detailed assessment carried out on them.

#### We'll carry out a visual survey

A visual survey on foot, bike, or from a slow moving vehicle with a spotter and driver; depending on ease of access and the area assessed. We won't remove climbers or undergrowth unless there are obvious defects to assess.

#### Only groups of trees, or what they could fall on, will be recorded

Either the group of trees, or what they could fall on, will be recorded as having been assessed. For example, in a park it might be easier to record groups of trees. Whereas, if there's a woodland beside a road it might be easier to record the road as having been assessed.

#### No risk rating is calculated

No risk rating is calculated because the aim at the Basic level is to identify those few trees where the risk might not be acceptable.

### Detailed

#### We do a Detailed assessment when a tree needs a closer look

A Detailed assessment is carried out on individual trees identified as needing a closer look after a Basic assessment. Or because an assessment is needed for a particular tree. It's a higher level of assessment to find out whether the risk might not be acceptable.

#### A risk is calculated and any risk reduction work identified

The risk is calculated using the VALID App. Risks that aren't tolerable or acceptable will be reduced to a tolerable or acceptable level.

#### We record the assessment and any risk reduction work

We'll produce a report. If any risk reduction work is necessary it'll be specified and organised in order of priority with other works. When the work is completed it'll be recorded along with the revised risk rating. We'll also decide whether the tree remains as part of the 5 year Active Assessment cycle, or it's monitored and assessed more frequently.

### Advanced

#### Large, important trees might be worthy of more effort and cost

An Advanced assessment is carried out when we need more information about the Likelihood of Failure following a Detailed assessment. This may be the case with large or important trees where we suspect there has been some significant strength-loss, and want to know whether the tree has a high enough 'safety factor'.

#### What we do depends on the tree

There's a number of options to help increase our confidence in the Likelihood of Failure. They range from inexpensive software to calculate a tree's safety factor, through various decay detection devices, and up to an expensive Static Load or 'Pull' Test. If the costs of an Advanced assessment are substantial, we'll need to decide whether the tree has enough value and potential to provide future benefits in order to justify the expense. We'll make a decision about these trees on a case by case basis.

#### We record the assessment and any risk reduction work

We'll produce a report. If any risk reduction work is necessary it'll be specified and organised in order of priority with other works. When the work is completed it'll be recorded along with the revised risk rating. We'll also decide whether the tree remains as part of the 5 year Active Assessment cycle, or it's monitored and assessed more frequently.

## Passive Assessment

### What is it?

**Passive Assessment is picking up obvious defects you can't help but notice**

When a tree has a risk that might not be acceptable it will often have defects that are so obvious you can't help but notice them. Passive Assessment simply means picking up these obvious defects when we pass by trees whilst going about our day-to-day routine. Here's some examples;

- Driving to a site meeting, a Tree Officer can't help but notice a tree on the edge of group that now has a lean it previously didn't have.
- Whilst checking playground facilities, a Park Ranger can't help but notice a broken hanging branch over a footpath after an overnight storm.
- On the way to the shops, a member of the public can't help but notice a vertical crack in the trunk of a street tree outside their home that's recently appeared.

**Our trees are being constantly assessed for risk**

Passive Assessment is particularly valuable asset because it's going on all the time and at no additional cost. Many more trees are being passively assessed, and more frequently, than the scheduled Active Assessments. Better still, it is the high use zones that are more regularly travelled through which are being assessed. And importantly, Passive Assessment will be happening after storms when trees that have been damaged might now have a risk that's not acceptable.

**Trees of concern will be put through an Active Assessment**

Trees identified by Passive Assessment as needing a closer look will be recorded and put through the Active Assessment process. This'll be done by an Arborist who's been trained in tree risk assessment.

### Staff and Contractors

**Our staff passively assess thousands of trees every week**

Our Arborists, and other staff or contractors trained in basic tree risk assessment, keep an eye out for obvious defects. They pass thousands of trees that we manage every week as part of their daily work. All of these trees are being passively assessed.

### Volunteers and Tree Wardens

**Volunteers and Wardens are a prized addition**

Our valued Volunteers and Tree Wardens have made the effort to learn more about trees so they can help us look after them. Part of their training is keeping an eye out for obvious defects that they should tell us about. They all have a copy of VALID's Obvious Tree Defects Guide.

### Public

**You can help**

Because you can't help but notice obvious defects, the additional eyes of the public are another valuable layer to the management of tree risk.

**Let us know if you think our trees might be 'dangerous'**

You can let us know if you think any of our trees have obvious defects which might mean they're 'dangerous'.

**You can get a free Obvious Tree Defects Guide**

You can get a copy of VALID's Obvious Tree Defects Guide from our website; you might find this useful if you have any trees on your property. On that page you'll also find our contact details so you can call, or send a message with photographs.

## Our Tree Risk-Benefit Ratings



**Red** **Not Acceptable** risks will be reduced to a **Tolerable** or an **Acceptable** risk by carrying out some work to the tree. Or by managing the level of occupation beneath the tree.

**Amber** **Not Tolerable** risks will be similarly reduced. **Tolerable** risks will not be reduced.

**Green** **Acceptable** risks will not be reduced.

## Emergency Work

**Emergency work will be given the highest priority**

If there's a risk that's red, Not Acceptable, and tree failure appears to be imminent, we'll get a tree crew there to deal with it as soon as we can.

## What we're going to do

**First we'll take stock so we can be cost-effective**

Unless there's an emergency, we'll not start risk reduction work until the Active Assessments have been carried out. That way, we'll know how much risk reduction work there is, where it is, and how much of our tree management budget we need to spend on it. This will enable us to prioritise the work, and coordinate it with other tree maintenance so we can plan it in the most cost-effective way.

## Not Acceptable Risks

**Risks that are not acceptable will be dealt with first**

Our contractors will make red, Not Acceptable, risk reduction works the priority. However, this will be done pragmatically. For example, we'll avoid sending a tree crew from one side of our area to another to carry out two different jobs where more time is spent traveling than doing the work. We also have to deal with other risks from trees, such as low branches, obscured road signs, and sightlines. If it means we can get more done with our tree budget we're going to coordinate this other risk-related tree work with Not Acceptable risk reduction, but not instead of it.

## Not Tolerable Risks

**Other risk reduction will be coordinated with routine work**

Risk reduction work for risks that are amber, Not Tolerable, will be organised alongside other tree maintenance works. If there's not enough budget to carry out both amber risk reduction and other maintenance works, priority will be given to the risk reduction work.

## Review

**Contractor meetings will be held every month to monitor works**

We will meet our contractors every month and monitor how risk reduction work priorities are being carried out. If we can make any improvements in our work priorities they will be made here.



## What we're doing about Summer Branch Drop

**We're taking a reasonable, proportionate, and reasonably practicable approach**

This Note explains what Summer Branch Drop (SBD) is and how we're going to manage the risk from it. Looks at the overall risk. And reviews what we currently know and don't know about SBD.

**Unless a tree has a history of SBD the risk is Acceptable**

SBD is a very loose term to describe branches on mature trees that have *no obvious defects* but unexpectedly fail after a period of hot dry weather.

**If we have a tree that has a history of SBD, we'll manage that risk to an Acceptable level**

If our trees don't have a history of SBD, then even at the times of year when it's most likely to occur the risk is Acceptable. That means there's no need to reduce the risk any further. If any of our trees have a history of SBD then we'll manage that risk to an Acceptable level.

## The facts about the risk from SBD

**The risk from SBD is mind-bogglingly low**

Compared to other everyday risks that we readily accept, the overall risk from SBD is mind-bogglingly low. From the data<sup>1 2</sup> we do have, the annual risk of death or serious injury is less than a one in one hundred million.

## What we do and don't know

**There's no agreement about what SBD is or what it's called**

Perhaps because the overall risk from SBD is so low, it's not been very well researched. There's no agreement about what SBD is, or even what it's called - it's also known as Sudden Branch Drop and Sudden Limb Drop. It's often used as a catch-all term to describe branch failure when wind or extensive decay don't appear to be an obvious explanation.

**There's no agreement about the critical factors that trigger it**

In the published literature the causes of SBD are not agreed or clear<sup>3 4</sup>. Amongst these, there's no agreement about how hot and dry it needs to be, and for how long; or if humidity plays a role. Whether the branch has to be horizontal or what length it needs to be. What time of day it's likely to happen, and if rain is required. And even whether the branch has to be defect free to qualify.

## Species profiling and a lack of obvious defects

**Many tree species can suffer from SBD**

In SBD literature, it's been recorded on the following species; Ash, Beech, Cedar, Corymbia, Elm, Fig, Eucalyptus, Giant Sequoia, Horse Chestnut, Liquidambar, Oak, Pine, Plane, Poplar, Silver Maple, Sweet Chestnut, Tree of Heaven, Willow. There's probably more not yet recorded.

**We can't tell which branches will or will not fail from SBD**

The branches that might fail because of SBD on trees that don't have a history of it lack *obvious defects*. That means it's not possible for an arborist to tell the difference between branches that might have a high likelihood of failure from those that have a low likelihood of failure.

## Conclusion

**There's no need to reduce risks that are already acceptable**

The risk of SBD from our trees is Acceptable if they don't have a history of it. If any of our trees have a history of SBD then we'll manage that risk to an Acceptable level.

## Further Information

1. National Tree Safety Group – Risk Research
2. Deaths From Tree Failure Database – Australia
3. Sudden Branch Drop: A Case for Closer Inspection
4. Summer Branch Drop – Arboricultural Research Note



## What you should keep an eye out for

When a tree has a risk that might not be tolerable or acceptable it will usually have obvious defects you can't help but notice. If you come across these kind of obvious defects in well-used areas, then they need to be looked at by an arborist who's been trained in tree risk assessment.

### Root failure

**Storms can break tree roots without blowing them over**

**Tell-tale signs are;  
Change in angle of the trunk  
Mound on one side  
Large cracks in the soil**



### A recent crack or split

**When trees bend and twist in storms, the wood can split in line with the grain**



### Advanced decline

**To be healthy, and to stay strong by growing new rings of wood, trees need leaves to make food**

**When trees are suffering there is often much less leaf cover and many more dead branches**



### Decay fungi fruiting bodies

**To decay fungi these 'fruits' are like apples to an apple tree**

**Decay fungi and trees mostly live happily together, creating essential habitat for wildlife**

**Fungi can sometimes 'eat' too much wood and leave the tree weakened**

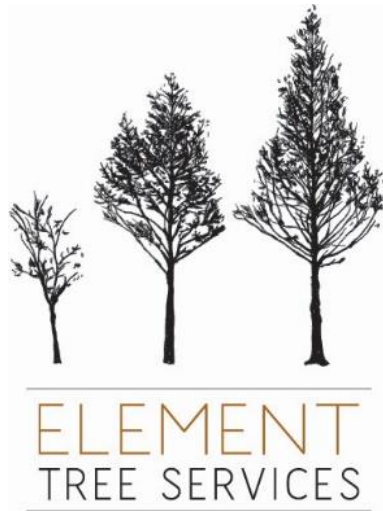


**Photographs**

Jake Miesbauer, Michael Richardson, Roy Finch, Mark Hartley, David Abrahams  
Felicity Cloake & Wilf, David Humphries, Jack Prynne.

ID	SPECIES	TREES	AGE	DBH	HEIGHT	HEALTH	STRUCTURE	DEFECTS	RISK	WORKS	PRIORITY	REM_REAS	LIFE	COMMENTS
1	Ulmus glabra	1	Over mature	70	7m	Poor	Fair	Previously lopped - wounds & decay in crown structure, Large dead branches	1/500000	No works required*	N/A		<10 years	Consider early replacement
2	Ulmus glabra	1	Mature	120	10-14m	Good	Good	Previously lopped - wounds & decay in crown structure, moderate size dead wood	1/500000	No works required	N/A		25-50 years	
3	Ulmus glabra	1	Mature	90	15-19m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
4	Ulmus glabra 'Lutescens'	1	Mature	60	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
5	Ulmus glabra	1	Mature	80	15-19m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
6	Fraxinus excelsior 'Aurea'	1	Mature	25	7m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
7	Ulmus glabra	1	Mature	40	9m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	Twiggy dieback
8	Cedrus atlantica 'Glauca'	1	Mature	100	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
9	Cedrus atlantica 'Glauca'	1	Mature	80	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
10	Fraxinus excelsior	1	Mature	25	10-14m	Good	Good	Minor or none noticed	<1/1000000	Lift branches over edge of road*	Low		50+ years	
11	Fraxinus excelsior	1	Mature	30	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
12	Fraxinus excelsior	1	Mature	40	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
13	Fraxinus excelsior	1	Mature	50	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
14	Prunus Xblireana	1	Mature	45	8m	Fair	Fair	Bifurcation of stem	<1/1000000	Lift branches over road	Low		<10 years	
15	Tilia sp.	1	Mature	32	8m	Good	Good	Bifurcation of stem	<1/1000000	No works required	N/A		25-50 years	Unable to ID still forming leaf
16	Prunus Xblireana	1	Mature	25	6m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
17	Prunus Xblireana	1	Over mature	25	6m	Poor	Fair	Decay in branches, General decline of structure	1/50000	Tree Removal*	Medium	Short life expectancy	<10 years	
18	Quercus robur	1	Semi mature	10	6m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
19	Ulmus glabra	1	Mature	100	15-19m	Good	Fair	Forks include bark, Crack in trunk	1/400000	No works required	N/A		10-25 years	
20	Ulmus glabra	1	Mature	100	15-19m	Good	Good	Overly heavy & over extended branches, moderate size dead wood	1/300000	Weight reduce long extensions over carpark, Deadwood*	Medium		10-25 years	Slow to form leaf - possible health decline
21	Ulmus glabra	1	Mature	100	15-19m	Fair	Good	Overly heavy & over extended branches, moderate size dead wood	1/300000	Weight reduce long extensions over carpark, Deadwood	Medium		10-25 years	Slow to form leaf - possible health decline
22	Ulmus glabra	1	Mature	99	15-19m	Fair	Good	moderate size dead wood, Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	Slow to form leaf - possible health decline
23	Ulmus glabra	1	Mature	70	10-14m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
24	Ulmus glabra	1	Mature	110	10-14m	Fair	Fair	Decay in base of trunk, moderate size dead wood	1/400000	No works required	N/A		10-25 years	
25	Populus nigra 'Italica'	1	Mature	70	20-24m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
26	Prunus sp.	1	Semi mature	10	5m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
27	Prunus sp.	1	Semi mature	8	2m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
28	Betula pendula	1	Mature	10	6m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
29	Ulmus glabra	1	Mature	55	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
30	Betula pendula	1	Semi mature	10	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
31	Populus nigra 'Italica'	1	Mature	90	20-24m	Fair	Fair	Decay in base of trunk, moderate size dead wood	1/400000	No works required	N/A		<10 years	
32	Prunus Xblireana	1	Mature	40	5m	Fair	Good	Bifurcation of stem	<1/1000000	No works required	N/A		<10 years	
33	Tilia cordata	1	Mature	70	8m	Good	Fair	Bifurcations of stem	<1/1000000	No works required	N/A		25-50 years	
34	Fraxinus angustifolia	1	Mature	100	20-24m	Good	Fair	Bifurcation of stem, moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	Threaded rod arresting fault
35	Fraxinus excelsior	1	Semi mature	5	3m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
36	Ulmus glabra	1	Mature	40	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		10-25 years	
37	Ulmus glabra	1	Mature	90	15-19m	Good	Good	Broken branches hanging in crown	<1/1000000	No works required	N/A		10-25 years	Branch well lodged
38	Quercus robur	1	Semi mature	5	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
39	Cupressus sempervirens	1	Mature	40	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
40	Ulmus glabra 'Lutescens'	1	Semi mature	5	3m	Poor	Poor	General decline of structure (advanced)	1/500000	Tree Removal*	High	Decline of landscape value	<10 years	Replace with a more suitable species
41	Fraxinus angustifolia	1	Mature	30	9m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
42	Fraxinus excelsior	1	Mature	21	5m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
43	Fraxinus angustifolia	1	Mature	30	8m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	

44	Fraxinus angustifolia	1	Mature	57	10-14m	Good	Good	Bifurcation of stem	<1/1000000	No works required	N/A		25-50 years	
45	Quercus palustris	1	Semi mature	8	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
46	Maytenus boaria	1	Mature	45	8m	Good	Fair	Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	
47	Maytenus boaria	1	Mature	50	9m	Good	Fair	Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	



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# Tree Survey

## Queens Park Bothwell

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October 2019

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5<sup>th</sup> November 2019

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## **1. Terms of reference**

This tree survey was prepared for Jason Branch, Manager Works and Services at the Central Highlands Council, to inspect the trees growing at Queens Park, Bothwell

- Ground-based inspection of the selected trees was conducted on the 31<sup>st</sup> of October 2019.
- The inspections primarily collected data relating to the general condition of the trees, as well as the risk of injury to nearby persons and property associated with the trees in their current situation. Substantial improvement of facilities such as seating, paths or infrastructure near existing trees may require a re-evaluation of the trees' condition and risk rating.
- This is primarily a status report on trees at Queens Park. The report identifies works considered necessary for maintenance of the trees to achieve an acceptable or tolerable risk condition and provides some guidance for the long-term management of the trees.
- A reinspection of the site is recommended in two years' time to ascertain if there have been any significant changes to the trees' health and or risk.



## 2. Methodology and report structure

The trees were visually assessed from the ground. The inspections focused on the immediate risk of injury to nearby persons and property presented by the trees. The type of data collected for individual trees and landscape units (copses, groups of mixed or native species) is presented in Table 1. The recommended works attempt to strike a balance between lowering of risk of injury associated with the trees, while maximising their potential for long-term contribution to the landscape at The Darcy Centre.

- **Section 3 – Queens Park trees – an overview**  
Provides a general description of the inspected trees
- **Section 4 - Maintenance considerations**  
Describes works required for maintenance of the trees at the site.
- **Appendix 1 – Trees by number**  
Includes data collected on all trees and shrubs presented in numerical sequence. Electronic spreadsheets with the data sorted by number and perceived risk / works priority accompany this report. The column headings for tables in the appendices and the electronic spreadsheets are presented in Table 1.
- **Appendix 2 – Images**  
Contains images of selected individuals.
- **Appendix 3 – Map**  
Includes an aerial image of the entire survey area.

**Table 1.** Types of data collected for individual trees or landscape units.

<b>ID</b>	Data base number assigned to individual trees or landscape units.
<b>SPECIES</b>	Botanical name of the tree
<b>AGE</b>	Age category: Young, Semi-mature, Mature, Over-mature.
<b>DBH</b>	Unless otherwise indicated, diameter at breast height (DBH -1.3 m above the ground) was estimated in centimetres. Where more than one stem was present, DBH is a derived number based on the diameters of individual stems
<b>HEIGHT</b>	Estimated height of trees in meters
<b>TREES</b>	The number of trees included by an individual record. Copses or landscape units entered as a single record may include more than one tree.
<b>SIGNIF</b>	Indicates if the tree belongs to a significant tree register
<b>HEALTH</b>	The categories are: <i>Dead, Poor, Fair, Good</i>
<b>STRUCTURE</b>	The categories for scaffold structure of individuals are: <i>Hazard, Poor, Fair, Good</i>
<b>DEFECTS</b>	Features of the trunk or crown with high influence on the perceived hazard potential of individuals
<b>RISK</b>	<p>Evaluation of risk was undertaken using a recognized and published method. In this case, Quantified Tree Risk Assessment Version 5 has been used<sup>1</sup>. Risk (risk of harm) is expressed by a number which is the likelihood of death per annum posed by the tree, with the colour code indicating the level of risk posed.</p> <p>This number references the tolerability of risk framework (HSE 2001). The colour codes are: Red – unacceptable (1-1000), Orange – unacceptable or tolerable by agreement (1001-10000), Yellow – tolerable if risk is (ALARP) as low as reasonably practical (10001 -1000000) and Green – broadly acceptable (&lt;1000000).</p> <div data-bbox="422 1433 1088 1926" data-label="Figure"> </div> <p>The assessment considers three factors to generate a risk of harm; the target (vehicles, humans or property), size of the failed section and the probability of failure.</p>

<sup>1</sup> Further information can be found at <http://www.qtra.co.uk/cms/index.php?section=4>



	<p>When assessing the target deliberation is given to the occupation underneath a tree. This assessment takes into consideration that a tree can fail at any time, 365 days a year, 24 hours a day.</p> <p>Weather affected targets are also considered; that is, the probability of failure is greatest in the times of windy weather, whilst the probability of the site being occupied during those weather conditions is often reduced.</p> <p>When assessing if a risk is as low as reasonably practical (ALARP) the calculation of undertaking work must be assessed against the value of statistical life (VOSL) - in Australia this is currently \$4.2 million. To determine how much can be spent to reduce a risk the following calculation must be made VOSL x ROH.</p>
<b>WORKS</b>	<p>List of recommended works. Specified works are required to mitigate hazard or improve the landscape life expectancy of the tree. Where possible, terms specified in Australian Standard AS 4373-2007 <i>Pruning of Amenity Trees</i> are used.</p> <p>* - indicates that an image of this tree is included in Appendix 3.</p>
<b>Priority (action)</b>	<p>Action Priorities were categorised as <i>Low, Medium, High or Urgent</i>. The combination of Risk and Priority can be used to guide funds allocation for tree maintenance – unacceptable risk trees should be addressed as a priority.</p> <p><b>Low</b> work priorities are those that are not concerned with conditions that affect the immediate health and safety of trees (or people and property) and/or trees that are not considered valuable enough to warrant immediate attention. These works are mostly removal of small dead branches or removal of branch stubs. It is recommended that these works be carried out optionally and when convenient over the next <b>36 months</b>. Tree work priorities may be increased to Medium on subsequent inspections if required.</p> <p><b>Medium</b> work priorities are specified if the work will improve the tree's health, safety and/or aesthetics or the safety of the area (people or property) if carried out in the short term. These works are often specified for trees with larger broken, lodged or dead branches and occupying a high-profile position or frequently used area within the landscape. Tree removals in this category are those that do not pose unacceptable risk to persons or property. It is recommended that these works be carried out within the next <b>24 months</b>.</p> <p><b>High</b> work priorities are specified where a tree condition poses a potential safety hazard to people or property or the tree and works are considered significant enough to warrant immediate attention. Works in this classification should be carried out within <b>6 to 12 months</b> or sooner if budgets and convenience allow.</p> <p><b>Urgent</b> work priorities are usually specified where a tree condition causes an imminent safety hazard to people or property. Works in this classification should be carried out as soon as possible.</p>
<b>REM_REAS</b>	Reason for the removal recommendation
<b>LIFE</b>	Estimated remaining landscape life in years: <10, 10-25, 25-50 and 50+.

### 3. Queens Park trees – an overview

The treescape is comprised of 47 individual exotic trees. The majority of the trees have been planted early in the establishment of the park and some of these individuals are nearing their ultimate landscape life expectancy.

The collection is in a satisfactory condition and does not include any unacceptable risks. Despite this, some of the tolerable risks are in the upper ranges and some staged renewal of the trees should be considered. This renewal should provide sound succession of the treescape to ensure the space has a continuation of large trees, particularly important in the warmer months.

I have assumed that usage of the site would be reduced in times of severe wind events<sup>2</sup>, in turn decreasing the risk that these trees pose. It is important for visitors to be mindful of the elevated probability of failure that trees pose in strong wind events.

From a maintenance perspective, work was recommended for four trees. An additional two trees were recommended for removal but are not significant elements of the treescape.

If it is decided that renewal of the treescape is desired, I would consider planting species that reflect the period of planting. Species to consider are:

- *Tilia cordata*
- *Quercus robur*
- *Quercus palustris*
- *Cedrus deodara*
- *Sequoiadendron giganteum*
- *Populus nigra* 'Itallica'

A replacement program should focus on removing those trees that pose the greatest probability of failure and have the shortest landscape life expectancy. From an arboricultural perspective, I would start with tree 24, 31 and 1<sup>3</sup>. There is no need to remove these in a single stage, but it could be done over successive years.



**Tree 24 – an example of a tree displaying reduced vitality indicating it is nearing its landscape life expectancy.**

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<sup>2</sup> Weather affected target (see [www.qtra.co.uk](http://www.qtra.co.uk) for further information)

<sup>3</sup> Ranked from highest priority to lowest

#### 4. Maintenance considerations

##### **Unacceptable risk trees**

- No unacceptable risk trees were identified in this survey.

##### **Tolerable risk trees**

- Four tolerable risk trees were identified for work in this survey (17, 20, 21 and 40)
  - Tree 40, a newly planted golden elm, has nearly died. I would replace this tree with another species as elm's may potentially fall victim to elm leaf beetle.
  - Tree 17 is in poor condition and could be replaced. As this is not a risk issue, it is not a high priority at present.
  - The northernmost elms have grown towards available light resulting in the formation of some very long lateral branches. To reduce their probability of failure, some weight could be removed from the overextended branches on tree 20 and 21. Whilst arborists are working on the trees, some of the larger dead wood could be removed.

##### **Broadly acceptable risk trees**

- Two broadly acceptable risk trees were identified for work in this survey (10 and 14)
  - Both individuals have some branches extending into the road reserve which could be pruned back. As these are only very minor, the works are considered to be low priority at present.

*I encourage the employment of qualified arborists for the completion of the suggested work. All tree maintenance works should comply with techniques presented in the Australian Standard, Pruning of amenity trees AS 4373-2007*

# Appendix 1 – Data collected for individual trees in numerical order (also available as a spreadsheet 'Trees')

ID	SPECIES	TREES	AGE	DBH	HEIGHT	HEALTH	STRUCTURE	DEFECTS	RISK	WORKS	PRIORITY	REM_REAS	LIFE	COMMENTS
1	Ulmus glabra	1	Over mature	70	7m	Poor	Fair	Previously lopped - wounds & decay in crown structure, Large dead branches	1/500000	No works required*	N/A		<10 years	Consider early replacement
2	Ulmus glabra	1	Mature	120	10-14m	Good	Good	Previously lopped - wounds & decay in crown structure, moderate size dead wood	1/500000	No works required	N/A		25-50 years	
3	Ulmus glabra	1	Mature	90	15-19m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
4	Ulmus glabra 'Lutescens'	1	Mature	60	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
5	Ulmus glabra	1	Mature	80	15-19m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	
6	Fraxinus excelsior 'Aurea'	1	Mature	25	7m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
7	Ulmus glabra	1	Mature	40	9m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	Twiggy dieback
8	Cedrus atlantica 'Glaucia'	1	Mature	100	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
9	Cedrus atlantica 'Glaucia'	1	Mature	80	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
10	Fraxinus excelsior	1	Mature	25	10-14m	Good	Good	Minor or none noticed	<1/1000000	Lift branches over edge of road*	Low		50+ years	
11	Fraxinus excelsior	1	Mature	30	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
12	Fraxinus excelsior	1	Mature	40	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		50+ years	
13	Fraxinus excelsior	1	Mature	50	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
14	Prunus Xblireana	1	Mature	45	8m	Fair	Fair	Bifurcation of stem	<1/1000000	Lift branches over road	Low		<10 years	
15	Tilia sp.	1	Mature	32	8m	Good	Good	Bifurcation of stem	<1/1000000	No works required	N/A		25-50 years	Unable to ID still forming leaf
16	Prunus Xblireana	1	Mature	25	6m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
17	Prunus Xblireana	1	Over mature	25	6m	Poor	Fair	Decay in branches, General decline of structure	1/50000	Tree Removal*	Medium	Short life expectancy	<10 years	

QUEENS PARK

TREE SURVEY –OCTOBER 2019

ID	SPECIES	TREES	AGE	DBH	HEIGHT	HEALTH	STRUCTURE	DEFECTS	RISK	WORKS	PRIORITY	REM_REAS	LIFE	COMMENTS
18	Quercus robur	1	Semi mature	10	6m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
19	Ulmus glabra	1	Mature	100	15-19m	Good	Fair	Forks include bark, Crack in trunk	1/400000	No works required	N/A		10-25 years	
20	Ulmus glabra	1	Mature	100	15-19m	Good	Good	Overly heavy & over extended branches, moderate size dead wood	1/300000	Weight reduce long extensions over carpark, Deadwood*	Medium		10-25 years	Slow to form leaf - possible health decline
21	Ulmus glabra	1	Mature	100	15-19m	Fair	Good	Overly heavy & over extended branches, moderate size dead wood	1/300000	Weight reduce long extensions over carpark, Deadwood	Medium		10-25 years	Slow to form leaf - possible health decline
22	Ulmus glabra	1	Mature	99	15-19m	Fair	Good	moderate size dead wood, Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	Slow to form leaf - possible health decline
23	Ulmus glabra	1	Mature	70	10-14m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
24	Ulmus glabra	1	Mature	110	10-14m	Fair	Fair	Decay in base of trunk, moderate size dead wood	1/400000	No works required	N/A		10-25 years	
25	Populus nigra 'Italica'	1	Mature	70	20-24m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
26	Prunus sp.	1	Semi mature	10	5m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
27	Prunus sp.	1	Semi mature	8	2m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
28	Betula pendula	1	Mature	10	6m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
29	Ulmus glabra	1	Mature	55	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		10-25 years	
30	Betula pendula	1	Semi mature	10	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
31	Populus nigra 'Italica'	1	Mature	90	20-24m	Fair	Fair	Decay in base of trunk, moderate size dead wood	1/400000	No works required	N/A		<10 years	
32	Prunus Xblireana	1	Mature	40	5m	Fair	Good	Bifurcation of stem	<1/1000000	No works required	N/A		<10 years	
33	Tilia cordata	1	Mature	70	8m	Good	Fair	Bifurcations of stem	<1/1000000	No works required	N/A		25-50 years	
34	Fraxinus angustifolia	1	Mature	100	20-24m	Good	Fair	Bifurcation of stem, moderate size dead wood	<1/1000000	No works required	N/A		25-50 years	Threaded rod arresting fault
35	Fraxinus excelsior	1	Semi mature	5	3m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
36	Ulmus glabra	1	Mature	40	10-14m	Good	Good	moderate size dead wood	<1/1000000	No works required	N/A		10-25 years	
37	Ulmus glabra	1	Mature	90	15-19m	Good	Good	Broken branches hanging in crown	<1/1000000	No works required	N/A		10-25 years	Branch well lodged

QUEENS PARK

TREE SURVEY –OCTOBER 2019

ID	SPECIES	TREES	AGE	DBH	HEIGHT	HEALTH	STRUCTURE	DEFECTS	RISK	WORKS	PRIORITY	REM_REAS	LIFE	COMMENTS
38	Quercus robur	1	Semi mature	5	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
39	Cupressus sempervirens	1	Mature	40	10-14m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
40	Ulmus glabra 'Lutescens'	1	Semi mature	5	3m	Poor	Poor	General decline of structure (advanced)	1/500000	Tree Removal*	High	Decline of landscape value	<10 years	Replace with a more suitable species
41	Fraxinus angustifolia	1	Mature	30	9m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
42	Fraxinus excelsior	1	Mature	21	5m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
43	Fraxinus angustifolia	1	Mature	30	8m	Fair	Good	Minor or none noticed	<1/1000000	No works required	N/A		25-50 years	
44	Fraxinus angustifolia	1	Mature	57	10-14m	Good	Good	Bifurcation of stem	<1/1000000	No works required	N/A		25-50 years	
45	Quercus palustris	1	Semi mature	8	4m	Good	Good	Minor or none noticed	<1/1000000	No works required	N/A		50+ years	
46	Maytenus boaria	1	Mature	45	8m	Good	Fair	Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	
47	Maytenus boaria	1	Mature	50	9m	Good	Fair	Bifurcation of stem	<1/1000000	No works required	N/A		10-25 years	



## Appendix 2 – Selected Images



**Tree 1 – one of the individuals that is approaching its landscape life expectancy.**



**Tree 10 – some very minor pruning could be considered on the edge of the road.**



**Tree 17 – removal as a medium priority.**



**Tree 20 – the long extensions could be reduced to inner laterals.**





**Tree 40 – replace tree.**



Appendix 3 – Map



Mr G & Mrs I Glover  
'Wihareja'  
**BOTHWELL TAS 7030**

21 October 2019

The Mayor & Councillors of Central Highlands Council  
Alexander Street  
**BOTHWELL TAS 7030**

Dear Mayor & Councillors

**RE: BYPASS ROAD 'WIHAREJA'**

We are fourth generation farmers and have lived and worked in the Highlands all our lives.

We pay our rates in full the day we get them and have worked for the community in many aspects. We have participated in raising money for projects in the community including the elderly housing in Bothwell, ambulances and fire brigade and other community projects.

It has come time when we need a bit of assistance to save our house and sheds from more damage and prevent an accident due to the high traffic from the wind farm operation. The wind farm traffic passes through here from 3:00 am in the morning till all hours of the night. Traffic moves at speed and creates dust clouds. The inside of the house is caked with dust and the window sills are falling out and breaking. There are cracks in the house and chimney and water comes inside when it rains. The shed behind the house has sandstone that is falling out and the end of the building is starting to pop out.

The Waddamana Road adjacent to the house would have the highest traffic movement of any road in the Highlands at present with up to over 150 vehicle movements from the wind farm, fishing, log trucking and tourists and wind farm vehicles.

We asked Goldwind some 12 months ago if they would undertake the bypass and they offered \$200,000.00 which we have yet to receive. We have spent approximately \$200,000.00 to date and need an additional \$350,000.00 to finish to Council specifications the realigned road. Due to unforeseen circumstances the cost for the bypass road has more than doubled from an original

2.

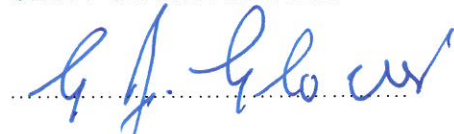
quote which was for 700 metres at \$240,000.00 plus survey and engineering costs. Linking to Victorian specifications for the realigned road to 1,100 metres has blown out the costs to approximately \$550,000.00. The current use of the existing road has caused much damage to the house and interruption of our everyday life. Goldwind will be gone in a few months never to spend money in the area again but we are still here farming and supporting the community.

We are wondering if it is possible for Council to contribute funds towards the bypass road. We have the gravel crushed and ready to use at our cost. At the end of the windfarm construction the road will have to be resurfaced and the dust and the trucks and trailers will do further damage. The road will need to be watered at least twice per day and Goldwind are supposed to do the same but we have not seen them do so. We shear in two weeks and the dust is all over the wool and will decrease the price at sale. Some days we cannot see the buildings for 10 minutes after the trucks pass. In our experience they do not adhere to the 40 kilometre road signs and have been speeding through at over 100 kilometres an hour. Our quality of life has been adversely impacted by the use of the existing public road and the manner in which it has been used by the windfarm contractors. We consider Council has a responsibility to their rate payers to ensure that this extraordinary use of the public roads does not result in damage and the rate payers existing buildings adjoining the road. In such circumstances we again ask Council for assistance.

If everyone would have contributed as requested the road would be completed by now.

We thank you for your time and look forward to your response. We would be happy to meet with you and discuss our concerns and to ensure the damage caused is kept to a minimum.

Yours faithfully  
GEOFF & IRENE GLOVER

A handwritten signature in blue ink, appearing to read 'G. Glover', is written over a horizontal dotted line.

c.c. Senator Eric Abetz  
c.c. Honourable Mark Shelton  
c.c. Senator Brian Mitchell

21 August 2018

Shields Heritage  
Att. Mr M Sansom  
PO Box 164  
HOBART TAS 7001.  
e-mail: [hobart@shieldsheritage.com](mailto:hobart@shieldsheritage.com)

Dear Sir

**ROAD REALIGNMENT – GLOVER : WIHAREJA**

I am responding to your letter dated the 30 July 2018 requesting consideration of a relocation of the road away from the Wihareja Homestead.

At the Council meeting on the 21 August Council agreed to the following

*‘It is our understanding that consultation has taken place between Goldwind and the landowner. Council believes that suitable controls measures have been implemented in the traffic management plan for the duration of the construction period of the windfarm, hence Council do not approve the relocation of the road away from the Wihareja Homestead.’*

If you require any further information please contact Council’s Deputy General Manager Mr Adam Wilson on 03 6286 3202.

Yours faithfully

Loueen Triffitt  
MAYOR

14 December 2018

Shields Heritage  
Att. Mr M Sansom  
PO Box 164  
HOBART TAS 7001.  
e-mail: [hobart@shieldsheritage.com](mailto:hobart@shieldsheritage.com)

Dear Sir

**ROAD REALIGNMENT – GLOVER : WIHAREJA**

I refer to your letter dated the 5 December 2018 requesting principle agreement for the relocation of the road away from the Wihareja Homestead.

Council will consider your request at its next Council meeting on the 15 January 2019.

Would you be able to provide Council with a plan showing the proposed new road location?

If you require any further information please contact me on 03 6286 3202.

Yours faithfully

Adam Wilson

DEPUTY GENERAL MANAGER





27 January 2018

Shields Heritage  
Att. Mr M Sansom  
PO Box 164  
HOBART TAS 7001.  
e-mail: [hobart@shieldsheritage.com](mailto:hobart@shieldsheritage.com)

Dear Sir

**ROAD REALIGNMENT – GLOVER : WIHAREJA**

I refer to your letter dated the 5 December 2018 requesting principle agreement for the relocation of the road away from the Wihareja Homestead.

At the Council meeting on the 15 January Council agreed to the following

*'That Council may be open to consider the realignment of road around Wihareja Homestead provided there is no cost to council, a Development Application is approved for the works and creation of the parcel/s of road, detailed survey is undertaken, engineering drawings are provided, Geo Tec study is provided and road is built to Council standards.'*

If you require any further information please contact me on 03 6286 3202.

Yours faithfully

Adam Wilson

DEPUTY GENERAL MANAGER

Administration & Works & Services  
Tarleton Street Tel: (03) 6286 3202  
Hamilton, Tasmania 7140 Fax: (03) 6286 3334

Development & Environmental Services  
Alexander Street Tel: (03) 6259 5503  
Bothwell, Tasmania 7030 Fax: (03) 6259 5722



## **Policy No. 2014 - 23**

# **Maintenance of Roads & Bridges behind locked gates on Council Roads Policy**

Document:	Start Date: 19 Nov 2019	Page Reference:
Maintenance of Roads & Bridges behind locked gates on Council Roads Policy	Review Date: 31 Dec 2022	Page <b>1</b> of <b>2</b>



## INTRODUCTION

This policy sets out the procedures for Council staff to access sites to perform works beyond gates on Council owned roads.

## ACCESS TO SITE

Where access is required beyond a gate on a Council road, Council's Works & Services Manager shall:

- Wherever possible, schedule roadworks or bridgeworks in advance
- Contact the landowner and advise the date and time that Council require access

## LOCKS ON GATES

Council recognise that it is illegal for a landowner to lock a gate on a Council Road.

Where arrangements have been made with the landowner for access, and access is unavailable due to a lock being placed on the gate:

- Council employees shall advise their immediate supervisor or the Works and Services Manager;
- The Works and Services Manager will advise the landowner of the action taken or required; and
- The matter will be reported in the Works & Services Report for the next ordinary meeting of Council.

## EMERGENCY ACCESS

In cases where emergency access is required, the Works & Services Manager shall take what action he/she deems necessary to gain legal access to alleviate the emergency.

Document:	Start Date: 19 Nov 2019	Page Reference:
Maintenance of Roads & Bridges behind locked gates on Council Roads Policy	Review Date: 31 Dec 2022	Page <b>2</b> of <b>2</b>



## **Policy No. 2015- 39**

# **Grading of Snow off Council Roads Policy**

Document:	Start Date: 19 Nov 2019	Page Reference:
Grading of Snow off Council Roads Policy	Review Date: 31 Dec 2022	Page <b>1</b> of <b>3</b>

## 1. INTRODUCTION

This policy has been prepared to determine when it is appropriate for Council to grade snow off municipal roads maintained by Council.

## 2. CRITERIA

Council will only grade snow off Municipal roads during normal working hours only if the relevant State road access is open and if it does not pose a safety risk for Council staff and equipment; and one of the following criteria is met:

- (a) if there is a medical emergency – a medical emergency is defined as a situation where a person is required to have immediate medical attention; or
- (b) in exceptional circumstances where snow levels reach a depth in excess of 30 centimetres and remains after 48 hours; and the road is deemed by Tasmania police to be impassable by four wheel drive vehicles.

*Where there is a medical emergency outside of council working hours, Ambulance Tasmania and/or Tasmania Police may request assistance by contacting Council's Works & Services Manager or Central Highlands Emergency Management Coordinator, who are authorized to provide that assistance.*

## 3. PRIORITY SNOW CLEARING

Where Criteria 2 (b) is met, snow grading may be undertaken on roads in the following order for each side of the Municipality:

### **Bothwell & Surrounding Areas**

- From Highland Lakes Road to Ambulance Station
- Miena subdivision roads to Lochiel Drive
- Arthurs Lake Road including Wilburville, Flintstone Drive and Morass Bay Roads
- Todds Corner Road
- Barren Plains Road
- From Lochiel Drive to Haulage Hill Roads
- Lake Crescent Roads

Document:	Start Date: 19 Nov 2019	Page Reference:
Grading of Snow off Council Roads Policy	Review Date: 31 Dec 2022	Page <b>2</b> of <b>3</b>

### Hamilton & Surrounding Areas

- Victoria Valley Road from Strickland turn-off to the Lyell Highway, Bronte Park end
- Bradys Lake Road
- Bashan Road from Victoria Valley end to Macclesfield Road
- McGuires Marsh Road
- Bronte Lagoon Road

It is acknowledged that in some instances snow may need to be graded over private entrances to property.

Document:	Start Date: 19 Nov 2019	Page Reference:
Grading of Snow off Council Roads Policy	Review Date: 31 Dec 2022	Page <b>3</b> of <b>3</b>



## **Policy No. 2018- 54**

# **Minimum requirements for consideration when reconstructing or resealing Council's Road Network**

Document:	Start Date: 15 May 2018	Page Reference:
Minimum requirements for consideration when reconstructing or resealing Council's Road Network	Review Date: 31 Dec 2019	Page <b>1</b> of <b>4</b>

## 1. INTRODUCTION

This policy provides Council and its administration with the principles and guidelines for reconstruction or resealing of Council's road network. The policy will assist Council to set the minimum requirements for consideration when reconstructing or resealing Council's road network.

## 2. OBJECTIVE

The basic objective of the policy is to ensure that geometric design is considered when reconstructing or resealing any roads within Council's road network to ensure Council optimise efficiency and safety while minimising cost and environmental damage.

## 3. DEFINITIONS

**"Austroads Guidelines for Rural Roads"** refers to the Austroads Guide to Road Design which is intended to provide designers with a framework that promotes efficiency in design and construction, economy, and both consistency and safety for road users.

**"Geometric design"** refers to the geometric design of road alignments which takes into consider design parameters, speed parameters, horizontal and vertical alignments, which include the following:

- Design parameters include: road classification; design speeds; design vehicles; alignment controls; cross-section components, including travel lanes, shoulders and verges; and provisions for public transport and cyclists.
- Speed parameters include: operating speed, desired speed and design speed; and their relationship with each other.
- Horizontal and vertical alignments include development and application of: circular curves; superelevation; grades; vertical curves; procedures for the grading of a road alignment; and determination of sight distances across vertical curves.

**"Sealed Road"** refers to roads that have been constructed with a low clay content engineered rubble pavement base and coated with a bituminous seal that creates an impermeable surface layer.

**"Unsealed Road"** refers to roads that have been constructed with a high clay or red gravel rubble material to provide an all-weather surface.

**"Vehicles Per Day"** is defined as the number of vehicles that use a road daily.

Document:	Start Date: 15 May 2018	Page Reference:
Minimum requirements for consideration when reconstructing or resealing Council's Road Network	Review Date: 31 Dec 2019	Page <b>2</b> of <b>4</b>

#### 4. POLICY STATEMENT

Council within its Asset Management Plan for Roads and Bridges states that Council provides a roads and bridges network with the funding assistance from the Australian government to enable the network to be maintained in a 'fit for purpose' condition.

The issues confronting Council in maintaining this network due to limited revenue and population base coupled with a large, sparsely populated area and extreme diverse climatic conditions.

The Asset Management Plan states the Roads and Bridges network comprises:

- Sealed Roads
- Unsealed Roads
- Kerb & Channel
- Footpaths
- Bridges

These infrastructure assets have a replacement value of \$93,007,106

The projected cost to provide the services covered by this Asset Management Plan includes operations, maintenance, renewal and upgrade of existing assets over the 10 year planning period is \$23,913,000 or \$2,391,300 per year. Councils' present funding levels are sufficient to continue to provide existing services at current levels in the long term.

Annually Council considers a number of projects nominated in the "Capital Works Budget List" for the coming financial year budget. Proposals to upgrade its existing assets require contribution of capital funds by Council which are considered during this process.

The aim of this policy is to outline matters to be considered when reconstructing, resealing roads or upgrading of unsealed roads to sealed.

The Works & Services Manager is to provide a report to Council that includes the following minimum requirements for consideration when reconstructing, resealing or upgrading of unsealed roads to sealed are:

- Road name and location;
- Length of reconstruction or resealing;
- Existing width of pavement and proposed width of pavement;
- Location of corners where it is considered geometric design of road realignment is necessary due to engineering advice or safety concerns, this may require land acquisition with adjacent landowners;
- Any new signage required
- The Capital funds required

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Minimum requirements for consideration when reconstructing or resealing Council's Road Network	Review Date: 31 Dec 2019	Page <b>3</b> of <b>4</b>



- For upgrading of unsealed roads to sealed the long term implications on depreciation annually; and the whole of life cost impact of sealing.

When considering the cost of constructing, resealing or upgrading road assets in rural environments the sealed width, verge, drainage, and horizontal and vertical geometric design of the new asset will be based on the Austroads Guidelines for Rural Roads. The Austroads Guidelines is intended to provide designers with a framework that promotes efficiency in design and construction, economy, and both consistency and safety for road users.

It is acknowledged that in some instances Council's Engineer will also need to consider Austroads Guide to Road Design Part 3: Geometric Design (2016 Edition) when considering the relocation of corners where it is considered the geometric design of road realignment is necessary due to safety concerns.

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Minimum requirements for consideration when reconstructing or resealing Council's Road Network	Review Date: 31 Dec 2019	Page <b>4</b> of <b>4</b>

## CENTRAL HIGHLANDS COUNCIL AUDIT PANEL

### ANNUAL REPORT TO COUNCIL

For the Year Ended 30 June 2019

#### Audit Panel Objectives

The objective of the Audit Panel is to provide an accountability mechanism in relation to Council's financial, compliance, risk management and internal control activities. The panel reviews the council's performance under Section 85A of the Local Government Act and reports to the council its conclusions and recommendations.

#### Meeting Attendance – Audit Panel Members

Meeting Date	Mr Ian McMichael (Chairman)	Clr Jim Allwright	Clr Lana Benson to 30 Oct	Clr J Poore (Proxy) to 30 Oct and then Audit Panel Member
7 August 2018	✓	✓		✓
9 October 2018	✓	✓		✓
25 February 2019	✓	✓		✓
3 June 2019	✓	✓		✓

#### Summary of the Audit Panel Meetings held during 2018/2019

Meeting Date	Main Agenda Items/Outcomes
7 August 2018	<ul style="list-style-type: none"><li>Noted the following:  Statutory Financial Requirements Report Financial Reports to Council Risk Management Register Policy Index</li></ul>

	<ul style="list-style-type: none"> <li>• Noted Long Term Financial Plan and Long Term Asset Management Plans</li> <li>• Noted all Related Party Disclosure Forms have been completed</li> <li>• Noted Deputy General Manager working on a Business Continuity Plan</li> <li>• Noted Report on Insurances</li> <li>• Draft 2017/18 Financial Statements were tabled and noted</li> <li>• Teleconference with Crowe Horwarth and Tas. Audit Office – discussed 2018 audit strategy</li> </ul>
9 October 2018	<ul style="list-style-type: none"> <li>• Noted the following:  Statutory Financial Requirements Report Financial Reports to Council Risk Management Register Policy Index</li> <li>• Ms Alison Flakemore (Crowe Horwarth) attended and discussed the following:  CHC Audited Financial Statements 2017/18 Management Letter Independent Auditors report Management Rreport for Y/E 30.6.18</li> <li>• Reviewed the following Policies:  2013-03 Fraud Control Policy 2013-07 Council Camping Ground Facilities Policy 2013-10 Reimbursement of Councillors Legal Expenses Policy 2014-40 Acceptance of Gifts, Benefits &amp; Donations Policy 2015-41 Risk Management Policy &amp; Strategy 2017-50 Audio Recording of Council Meetings Policy</li> </ul>

25 February 2019	<ul style="list-style-type: none"> <li>• Noted the following:  Statutory Financial Requirements Report Financial Reports to Council Risk Management Register Policy Index</li> <li>• Noted the following  Audit Panel Training Workshop Draft Tasmanian Council's Working Capital Snapshot as at 30 June 2018</li> <li>• The Audit Panel Annual Work Plan was reviewed</li> <li>• The Long Term Asset Management Plans and Long Term Financial Plan were reviewed.</li> </ul> <p>It was Resolved that the Audit Committee recommend to Council a 3% + CPI increase in rates in 2019/2020 and a 2% + CPI for the 3 years following.</p> <ul style="list-style-type: none"> <li>• Reviewed the Use of Council Vehicle Policy</li> </ul>
7 May 2018	<ul style="list-style-type: none"> <li>• Noted the Following  Statutory Financial Requirements Report Financial Reports to Council Risk Management Register with Deputy GM to review Policy Index</li> <li>• Recommendation that the Deputy General Manager creates a Cyber Security Policy</li> <li>• Noted the Central Highlands Council Audit Approach for the year ended 30 June 2019</li> <li>• Noted the Long Term Financial Plan April 2019</li> </ul>



## **Policy No. 2019 - 56**

# **Cybersecurity Policy**

Document:	Start Date: 19 Nov 2019	Page Reference:
Cybersecurity Policy	Review Date: 19 Nov 2022	Page <b>1</b> of <b>4</b>

## Background

Cybersecurity is the body of technologies, processes and practices designed to protect networks, computers, programs and information from attack, damage or unauthorised access. Protection of information, systems and services is critical to effective delivery of council's services, and maintenance of public confidence in these services.

## Purpose

The purpose of this policy is to provide a consistent, risk-based approach to protecting Central Highlands Council information, systems and services from cybersecurity threats.

## Benefits

Implementing this policy will:

- improve council's ability to identify and respond to cybersecurity risks;
- improve cybersecurity risk management;
- raise cybersecurity awareness among staff;
- increase confidence in council's digital services;
- integrate cybersecurity risks into our risk management framework; and
- enable increased information sharing with all levels of government and relevant external organisations.

## Policy statement

Central Highlands Council will identify and manage cybersecurity risks to its information, systems and services.

## Policy principles

Central Highlands Council Cybersecurity Policy is founded upon the following underlying principles.

### AWARENESS

Increased cybersecurity awareness enables staff at all levels to understand their responsibilities and identify and respond to cybersecurity risks.

### COLLABORATION

Sharing cybersecurity knowledge across organisation improves cybersecurity capability and maturity.

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## ENABLEMENT

Cybersecurity is a key enabler for digital transformation.

## INTEGRATION

Integrating cybersecurity into the risk management framework, policies and procedures improves planning for, and responses to cybersecurity incidents.

## PRIVACY AND SECURITY

Integrating cybersecurity into all digital systems and services improves privacy and security for consumers of Central Highlands Council services.

## RISK

Adopting a risk-based approach allows the council to adapt its cybersecurity risk management approach based on its risk tolerance.

## STANDARDS

Aligning with national and international industry standards provides a consistent, systematic and repeatable approach enabling collaboration across government and the private sector. Applicable international standards are AS ISO/IEC 27001 for cybersecurity management requirements and AS/NZS ISO 31000 and AS/NZS ISO/IEC 27005 for risk management.

## Responsibilities

Each Manager is responsible for ensuring their department identifies and manages cybersecurity risks. This includes:

1. Taking a risk-based approach to the management of cybersecurity practices, including the management of any risks associated with the cybersecurity practices of service providers engaged by the organisation;
2. Contributing to the development and refinement of Council's Cybersecurity practices;
3. Providing timely notification to the General Manager of cybersecurity events and incidents that could impact public confidence or affect the delivery of Council's services; and
4. The General Manager is to report annually to the Audit Committee on any cybersecurity events and incidents that could impact public confidence or affect the delivery of Council's services, including the mitigation of cybersecurity risks.

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## Definitions

<b>Cybersecurity</b>	The body of technologies, processes and practices designed to protect networks, computers, programs and information from attack, damage or unauthorised access
<b>Cybersecurity Event</b>	An identified occurrence of a system, service or network state indicating a possible breach of information security policy or failure of safeguards, or a previously unknown situation that may be security relevant
<b>Cybersecurity Incident</b>	A single or series of unwanted or unexpected cybersecurity events that have a significant probability of compromising business operations and threatening information security
<b>Service Provider</b>	An organisation, business or individual that provides services or products to council
<b>Risk</b>	Effect of uncertainty on objectives
<b>Risk Management</b>	Overall process of risk identification, risk analysis and risk evaluation
<b>Risk Management Framework</b>	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation
<b>Risk tolerance</b>	An organisation's readiness to bear the risk in order to achieve its objectives
<b>Risk-based</b>	Prioritised decision-making according to the risk level and the risk tolerance of the organisation

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**TASMANIA**

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**LOCAL GOVERNMENT (GENERAL)  
AMENDMENT REGULATIONS 2019**

**STATUTORY RULES 2019, No.**

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**CONTENTS**

1. Short title
2. Commencement
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consultation version

## LOCAL GOVERNMENT (GENERAL) AMENDMENT REGULATIONS 2019

I, the Governor in and over the State of Tasmania and its Dependencies in the Commonwealth of Australia, acting with the advice of the Executive Council, make the following regulations under *Local Government Act 1993*.

Dated 20 .

Governor

By Her Excellency's Command,

Minister for Local Government

### 1. Short title

These regulations may be cited as the *Local Government (General) Amendment Regulations 2019*.

### 2. Commencement

These regulations take effect on the day on which their making is notified in the *Gazette*.

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**3. Principal Regulations**

In these regulations, the *Local Government (General) Regulations 2015\** are referred to as the Principal Regulations.

**4. Regulation 3 amended (Interpretation)**

Regulation 3 of the Principal Regulations is amended by inserting after the definition of *open tender* the following definition:

*planning scheme* has the same meaning as in the *Land Use Planning and Approvals Act 1993*;

**5. Schedule 6 amended (Questions)**

Schedule 6 to the Principal Regulations is amended as follows:

- (a) by omitting “or special planning order” from column 2 of item 12 in the first table in Part 3;
- (b) by omitting “or special planning order” from column 2 of paragraph (a) of item 12 in the first table in Part 3;
- (c) by omitting “or special planning order” from column 2 of paragraph (b) of item 12 in the first table in Part 3;

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\*S.R. 2015, No. 37

- (d) by inserting after paragraph (b) in item 12 in Part 3 the following:

**NOTE:** *If an interim planning scheme applies, provide the full name of the scheme with date, e.g. “West Tamar Interim Planning Scheme 2013”. If the Tasmanian Planning Scheme applies, include the name of the relevant Local Provisions Schedule and state whether there are any applicable Special Local Provisions Schedules, e.g. “The Tasmanian Planning Scheme including the West Tamar Local Provisions Schedule”.*

- (e) by omitting paragraphs (a) and (b), paragraphs (b)(ii) and (c) from item 13 in Part 3 and substituting the following:

- (a) If the specified land is subject to a planning scheme –
- (i) what is the current zoning applicable to the specified land under that planning scheme?
  - (ii) are there any code overlay maps or code lists applicable under that planning scheme? If so, name the code overlay maps or code lists.

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- (b) Is there a specific area plan or site-specific qualification applying to the specified land? If so, name the provision or provisions of the planning scheme in which the plan or qualification appears.
- (c) Has the council a record of having initiated an amendment to the planning scheme, under Part 3 of the former provisions, within the meaning of clause 3(2) of Schedule 6, of the Act, or Part 3 of the Act, that is an amendment –
  - (i) to include in the planning scheme a specific area plan, or site specific qualifications, in relation to; or
  - (ii) to include or amend the current zoning, a code overlay map, or a code list, in relation to –

the specified land or land that adjoins the specified land (other than adjoining land in a neighbouring municipal area) and that amendment has not been determined?
- (d) Is the council aware of any proposed amendments to the State Planning Provisions that might impact the land?

- (e) Has the council, as planning authority, prepared and submitted a draft Local Provisions Schedule to the Tasmanian Planning Commission under section 35 of the Act that might impact the land?
- (f) If YES to (c)(i), (c)(ii), (d) or (e), provide particulars.

(f) by inserting after paragraph (c) in item 20 in Part 3 the following:

**NOTE:** *An officer responding to this question is also required to consider, in accordance with question 49, whether the specified land is within, or includes, an area that is a landslip hazard area.*

(g) by omitting paragraph (e) from item 32 in Part 6 and substituting the following:

- (e) If the permit was issued, has the council a record of a certificate of completion (permit plumbing work), or an equivalent certificate, having been issued in respect of the work under section 178 of the *Building Act 2016*, section 113 of the former *Building Act 2000* or regulation 45 of the former *Plumbing Regulations 1994*?

(h) by omitting “section 153 of the *Building Act 2016*” from column 2 of paragraph



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(f) of item 32 in Part 6 and substituting  
“section 178 of the *Building Act 2016*”;

(i) by inserting after paragraph (c) in item  
33 in Part 6 the following:

33A. Septic tank licence

(a) Has the council a record of a licence in  
respect of a septic tank issued by a  
health officer under section 558 of the  
former *Local Government Act 1962*?

(b) If YES to (a), provide particulars.

33B. Approval of building or plumbing work

(a) Has the council a record of an approval  
of building or plumbing work issued  
under the former *Local Government Act*  
*1962*, the former *Building Regulations*  
*1965*, or the former *Building*  
*Regulations 1978*?

(b) If YES to (a), provide particulars.

(j) by omitting paragraph (c) from item 37  
in Part 6 and substituting the following:

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- (c) Has the council a record of any building work, on the specified land, for which a certificate of completion (permit building work), or equivalent certificate, has been issued under section 153 of the *Building Act 2016*, section 112 of the former *Building Act 2000*, or regulation 82 of the former *Building Regulations 1994*?
- (d) If YES to (a), (b)(i), (b)(ii) or (c), provide particulars.
- 37A. Certificate of completion (permit demolition work)
- (a) Has the council a record of any demolition work, on the specified land, for which a certificate of completion (permit demolition work) has been issued under section 203 of the *Building Act 2016*?
- (b) If YES to (a), provide particulars.
- (k) by omitting paragraph (b) from item 38 in Part 6 and substituting the following:
- (b) Has the council a record of any building work, on the specified land, for which a certificate of completion (notifiable building work) has been issued under section 104 of the *Building Act 2016*?
- (c) If YES to (a) or (b), provide particulars.

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(l) by omitting paragraph (b) from item 39 in Part 6 and substituting the following:

(b) Has the council a record of any plumbing work, on the specified land, for which a certificate of completion (notifiable plumbing work) has been issued under section 115 of the *Building Act 2016*?

(c) If YES to (a) or (b), provide particulars.

(m) by omitting paragraph (b) from item 40 in Part 6 and substituting the following:

(b) Has the council a record of any demolition work, on the specified land, for which a certificate of completion (notifiable demolition work) issued under section 127 of the *Building Act 2016* has been issued?

(c) If YES to (a) or (b), provide particulars.

40A. Low risk work

(a) Has the council a record of any structures on the specified land, built as low risk work under the *Building Act 2016*, of which notification has been given to the council, by an owner or their agent, on or after 1 January 2017?

(b) If YES to (a), provide particulars.

- (n) by inserting after paragraph (c) in item 48 in Part 6 the following:

49. Relevant hazard areas

- (a) Has the council a record that the specified land is within, or includes, an area that is a relevant hazard area to which Part 5 of the *Building Regulations 2016* applies?
- (b) If YES to (a), provide particulars in relation to each such area.

**6. Regulations rescinded**

These regulations are rescinded on the first anniversary of the day on which they take effect.

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Printed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 20 .

These regulations are administered in the Department of Premier and Cabinet.

**EXPLANATORY NOTE**

*(This note is not part of the regulations)*

These regulations amend the *Local Government (General) Regulations 2015* by updating the questions prescribed for the purposes of council land information certificates.

This Agreement is made on \_\_\_\_\_ 2019

**BETWEEN**

Electric Highway Tasmania Pty Ltd (ACN 618 286 490) of ..... (EHT)

**AND**

Central Highlands Council of, Bothwell 7030 in Tasmania (CHC)

**RECITALS**

- (a) CHC holds a lease from the Parks and Wildlife Service (PWS) for the land described in Schedule A (Land).
- (b) EHT provides electric vehicle charging stations in various locations in Tasmania.
- (c) CHC and EHT have agreed that EHT will provide one or more electric vehicle charging stations on the Land.
- (d) The parties have entered into this Agreement to set out the roles and responsibilities of each of the parties with respect to the installation and maintenance of the electric vehicle charging stations.

**OPERATIVE PART**

**1 Licensed Area to be provided**

- 1.1 CHC agrees to provide and EHT agrees to take a license over that portion of the Land as identified in Schedule A (Licensed Area), to allow EHT to supply and install equipment for the operation of Electric Vehicle Charging facilities on the Licensed Area.
- 1.2 This Agreement does not grant exclusive use to EHT EV owners to use the Licensed Area and the Licensed Area may be used by the general public.
- 1.3 The parties agree that the Licensed Area can be added to in accordance with clause 4.

**2 Signage**

- 2.1 The Licensed Area will have signage installed to designate that the Licensed Area is an EV charging station.
- 2.2 CHC will permit appropriate signage to be erected by EHT to identify that the Licensed Area is a parking bay allocated for EV charging.
- 2.3 Signage messages are to be agreed by both parties.
- 2.4 CHC will be responsible for enforcement of these controls, as required.

**3 Infrastructure plans**

- 3.1 An infrastructure plan will be developed by EHT in consultation with CHC and PWS to show:
  - (a) location of the chargers and designated parking spaces to accommodate EVs while charging;
  - (b) location of all fittings and ancillary services (protective kerbs and bollards, power feeds, control boards, signs, lighting, etc.);
  - (c) circulation of vehicles to the chargers and to the other parts of the site;
  - (d) circulation of pedestrians, both those using chargers and not, and assessment of accessibility, trip hazards and general safety;
  - (e) any impacts on sight lines for entry and exit from the site, and lighting impacts on adjacent areas;

- (f) expansion spaces that will be developed if there is strong enough demand to warrant it, including all the factors listed above for the expanded site.

3.2 EHT will amend the plan as required to reflect modifications and changes to the site.

3.3 EHT will ensure that current plans are maintained and provided to CHC and PWS outlining the location of all of the infrastructure for the Electric Vehicle Charging Facilities.

#### **4 Provision of additional area**

4.1 Access to additional parking bays will be based on utilisation of the Electric Vehicle Charging Facilities in the initial Licensed Area.

4.2 The operation of the Electric Vehicle Charging Facilities will be regularly monitored by EHT for the use and frequency of use.

4.3 Should EHT wish to add to the Licensed Area, evidence to support the need for additional area will be provided to CHC and PWS.

4.4 Provision of additional area for the Licensed Area will be at the discretion of CHC and PWS. CHC and PWS will consider established usage patterns for the charging station in assessing a request for additional area.

4.5 CHC and PWS acknowledge that if additional area is to be provided for the Licensed Area then there will be the need for additional infrastructure to be provided by EHT. Accordingly any additional area will need to include space for the additional chargers, expanded switchboards, power supplies and batteries. Additional amenities may be provided if mutually agreed.

#### **5 Duration of the Agreement**

5.1 The Term will be five years. EHT will be provided access to the Licensed Area from the Commencement Date (being the date as specified in Schedule A).

#### **6 Renewal**

##### **Offer of renewal**

6.1 CHC offers a renewal of this Agreement to EHT on the terms specified in this clause, which EHT may only accept strictly in accordance with the provisions contained in this clause, otherwise this offer will lapse.

##### **Binding CHC's successors and assigns**

6.2 This offer binds CHC and CHC's successors and assigns being the lessors for the time being of the Licensed Area.

##### **Parties who may renew**

6.3 This offer may be accepted by EHT.

##### **Conditions for acceptance**

6.4 EHT may only accept this offer if:

- (a) there is no subsisting breach of any covenants by EHT at the date of serving notice of acceptance and also at the date of expiry of this Agreement; and
- (b) EHT serves on CHC notice of acceptance within the period as is specified in Schedule A.

##### **Conditions of renewal**

6.5 The renewal which EHT may accept under this clause is for the renewal of this Agreement for a further term of 5 years from the day after Expiry Date (being the date as specified in Schedule A), containing identical covenants to the covenants of this Agreement except this clause.

## **Execution of agreement for further term**

- 6.6 After EHT has effectively accepted the offer, CHC must submit for execution an agreement or a variation or extension of this Agreement incorporating the conditions for the further term, which must be executed promptly by CHC and EHT.

## **7 Holding over after expiry of Agreement**

- 7.1 After the expiry of the Term and when EHT remains in occupation of the Licensed Area with the consent of the CHC, this Agreement continues as a monthly agreement:
- (a) commencing on the day immediately following the last day of the Term;
  - (b) the Annual Fee being payable by monthly instalments on the first day of each month;
  - (c) on the terms contained in this Agreement, except those terms which are inapplicable to a monthly agreement;
  - (d) terminable by either party on one month's written notice expiring at any time.

## **8 Fee and charges**

- 8.1 EHT will pay to CHC an Annual Fee per parking bay as set out in in this clause.
- 8.2 Payments are to be made annually as directed by the CHC on its invoice with each payment being paid in advance at the commencement of each year of the Term.
- 8.3 If the Licensed Area is added to once fees apply the Annual Fee will be increased per parking bay added.
- 8.4 The parties agree that users of the Electric Vehicle Charging Facilities will be deemed to have paid any parking fees due as long as they are connected and actively charging.
- 8.5 The Annual Fee must be reviewed on each anniversary of the Commencement Date (Review Date) and must be calculated in accordance with the following formula:

$$R = \frac{A \times C}{B}$$

Where:

R is the Annual Fee for the year immediately subsequent to the Review Date;

A is the Australian Statistician's Consumer Price Index All Groups Index Number for Hobart (CPI) for the published quarter immediately preceding the Review Date;

B is the CPI for the published quarter immediately preceding the date which is 12 months prior to the Review Date; and

C is the Annual Fee payable during the year immediately preceding the Review Date.

## **9 Goods and services tax (GST)**

### **Interpretation**

- 9.1 In this clause GST refers to goods and services tax under *A New Tax System (Goods and Services) Act 1999 (GST Act)* and the terms used have the same meanings as defined in the *GST Act*.

### **Annual Fee and other amounts inclusive of GST**

- 9.2 It is agreed that the Annual Fee and all other amounts agreed to be paid by the EHT to CHC, being the consideration for the supply expressed in this Agreement, are inclusive of GST.



### **EHT's obligation to reimburse CHC**

- 9.3 EHT agrees to pay to CHC, at the same time as any payment is made involving CHC in GST liability, the additional amount of GST, together with the payment to which it relates.

### **Tax invoice**

- 9.4 In respect of each payment by EHT, CHC agrees to deliver to EHT, as required under the *GST Act*, tax invoices in a form which complies with the *GST Act* and the regulations, to enable EHT to claim input tax credits in respect of the taxable supply.

## **10 Services**

### **EHT's liability for services and utilities**

- 10.1 EHT will pay throughout the Term for any electricity, power, fuel, gas, oil, water, telephone and other services or utilities provided by public local or other authorities or suppliers to the Licensed Area and charged separately in respect of the Licensed Area, to the supplier of the service or utility.

### **Installation of meters**

- 10.2 EHT will, if required by CHC or by an authority supplying any such service or utility, permit the installation of meters required to measure the quantity of the service supplied to the Licensed Area.

## **11 EHT obligations and responsibilities**

- 11.1 EHT will itself provide or contract providers to provide equipment, maintenance, billing and customer support for the provision of the Electric Vehicle Charging Facilities.
- 11.2 The Electric Vehicle Charging Facilities will be provided to EV users for a fee payable to EHT to cover the cost of electricity, fixed overheads, amortisation of equipment costs and a modest return to capital and parking charges during applicable hours.
- 11.3 EHT will notify CHC and PWS of any contractors and agents for the installation, operation and maintenance of the Electric Vehicle Charging Facilities and associated equipment in accordance with this Agreement.
- 11.4 EHT will ensure that the Electric Vehicle Charging Facilities will be maintained and updated in a reasonable timeframe based on EHT's specialist knowledge of the market.
- 11.5 All operating costs of the Electric Vehicle Charging Facilities will be met by EHT.
- 11.6 Maintenance, equipment insurance, 24-hour customer support and flexible billing arrangements for customers will be provided by EHT.
- 11.7 EHT will pay all direct operating costs for equipment installed by EHT.
- 11.8 EHT will be responsible for customer support and maintenance call-outs required to ensure dependable access by users.
- 11.9 EHT will provide a summary of the use of the Electric Vehicle Charging Facilities upon request to CHC or PWS.
- 11.10 EHT will be responsible for obtaining the necessary approvals for the development and operation of the Electric Vehicle Charging Facilities including any relevant CHC or PWS permits.
- 11.11 EHT will ensure that all cabling and infrastructure for the Electric Charging Facilities are located in the Licensed Area.

## **12 Central Highlands Council Responsibilities**

- 12.1 CHC will not be required to make a financial contribution to the installation of the Electric Vehicle Charging Facilities. CHC may make in kind contributions to the preparation and

upgrading of the existing site that benefits CHC parking areas and amenities at their discretion.

- 12.2 CHC will facilitate the connection of electricity to the Electric Vehicle Charging Facilities through supporting discussions with TasNetworks and EHT.
- 12.3 CHC will be responsible for general site maintenance (clearing litter, maintaining landscaping, car park surface) and periodic superficial cleaning of the Electric Vehicle Charging Facilities to maintain the attractiveness of the equipment and site.
- 12.4 In the course of normal site maintenance, CHC will visually inspect the Electric Vehicle Charging Facilities and will:
  - (a) remove litter from the Licensed Area;
  - (b) advise EHT of any visible defects or damage;
  - (c) put charge connector in holder if laying on the ground;
  - (d) wipe over cabinets and displays associated with the Electric Vehicle Charging Facilities.
- 12.5 CHC will promptly report to EHT any visible defects (cracks or damage to casing, glass screens, damage to cables, etc) if noticed during normal inspections or if reported to CHC by users.
- 12.6 CHC will ensure access for EVs wishing to charge by not blocking the parking bay with stored materials or vehicles, and enforcing agreed parking controls as specified in Schedule A. CHC will receive any revenues from enforcement of parking controls.
- 12.7 CHC will notify EHT of any roadworks, disruptions, events or other activities that may affect access to the Electric Vehicle Charging Facilities, so that EHT may advise users and seek to make alternative arrangements to provide service to users.
- 12.8 CHC will include the Licensed Area in its video surveillance areas to assist in the minimisation of the risk of vandalism and impeded access to the Electric Vehicle Charging Facilities.
- 12.9 CHC will work with EHT on local promotion of the Electric Vehicle Charging Facilities and active development of local uses of the Electric Vehicle Charging Facilities and will look to jointly identifying specific opportunities.

## **13 Insurance**

- 13.1 Both parties will maintain appropriate insurance coverage associated with their respective roles and responsibilities.
- 13.2 CHC will maintain public liability insurance of \$20,000,000.00 and provide evidence of same annually to EHT on the handover date.
- 13.3 EHT must effect and maintain throughout the Term the following insurances:

### **Public risk**

- (a) A public risk insurance policy:
  - (A) in the form of a standard public risk policy or in the form commonly used by EHT's insurer and by some other reputable insurers;
  - (B) in the sum of \$20,000,000.00 in respect of any single event or accident or for such higher amount as CHC, acting reasonably and prudently, may require, during any year of the Term after the first year of the Term;
  - (C) relating to EHT's liability for death, personal injuries and property damage arising from EHT's occupancy of the Licensed Area and operation of the Electric Vehicle Charging Facilities, in circumstances in which EHT may incur liability for the injury, loss or damage; and

- (D) extended to include claims, risks and events covered under indemnities provided by EHT to CHC.

#### **EHT's property**

- (b) A comprehensive insurance policy for the full insurable and replacement value of the Electric Vehicle Charging Facilities and any associated infrastructure.

#### **Workers' compensation**

- (c) A workers' compensation insurance policy, providing unlimited cover in respect of EHT's employees for workers' compensation, as required by law.

#### **Insurer and conditions**

- 13.4 These insurances must be effected with one or more insurance companies that are respectable, reputable and financially sound.

#### **Joint insurances**

- 13.5 EHT's insurances must note CHC's interest in the Licensed Area.

#### **Evidence of insurance**

- 13.6 EHT must forward to CHC when requested evidence of renewal of the insurance and payment by EHT of the insurance premium.

### **14 EHT's indemnities to CHC**

#### **Indemnities**

- 14.1 Except to the extent contributed to or caused by CHC, its agents or employees, EHT agrees to indemnify CHC from and against any liability, loss, damage, expense or claim, which CHC may incur, including to a third party, during or after the Term, in respect of or arising from:

#### **Breach of Agreement obligations**

- (a) loss, damage or injury to property or persons occurring within the Licensed Area, caused or contributed to by EHT's failure (including through EHT's agents or employees) to comply with the obligations imposed under this Agreement;

#### **Misuse of services or facilities**

- (b) the negligent use or misuse by EHT (and by EHT's agents or employees) of any services or facilities in the Licensed Area;

#### **Escape of substances**

- (c) the overflow, leakage or escape of water, gas, electricity, fire, or other materials or substances in or from the Licensed Area, caused or contributed to by EHT's and its agents' or employees' negligence;

#### **Use of Licensed Area**

- (d) loss, damage or injury to property or persons, caused or contributed to by EHT's negligence, arising out of use of the Licensed Area;

#### **Faulty installations**

- (e) loss, damage or injury to property or persons, caused or contributed to by the defective installation of plant, fixtures and equipment in the Licensed Area by or on behalf of EHT;

#### **Failure to notify**

- (f) EHT's failure to notify CHC regarding any defect in the facilities or services in the Licensed Area.

## **Conditions and limitations**

14.2 The indemnities under this clause include penalties, fines, legal and other costs incurred by CHC.

## **15 Exemption of CHC from liability**

### **Licensed Area occupied at EHT's risk**

15.1 EHT agrees to use and occupy the Licensed Area throughout the Term at EHT's risk as regards loss or damage to EHT (except personal injury) and EHT's property.

### **Exclusion of CHC's liability to EHT**

15.2 Except as provided for in clause 15.3, CHC is not liable to EHT and is excluded from liability for damage to EHT's plant, equipment and other property and for loss of profits whilst EHT is using and occupying the Licensed Area, including through:

- (a) any defect in the construction or condition of the Licensed Area;
- (b) any defect in the construction or operation of facilities or services to the Licensed Area;
- (c) fire, water or any other cause.

15.3 CHC will be liable to EHT for damage to EHT's plant, equipment and other property and for loss of profits whilst EHT is using and occupying the Licensed Area, in the event of damage caused by:

- (a) impact to EHT's property by CHC and be directly related to the negligent acts, errors or omission of CHC;
- (b) damage from release of water, explosion or fire damage from release of flammable or explosive liquids from CHC assets, fixed or mobile, in the vicinity of the Licensed Area.

## **16 Removal of Infrastructure**

16.1 At the end of the Term EHT will be responsible for all costs associated with:

- (a) the removal of Electric Vehicle Charging Facilities;
- (b) returning the surface of the disturbed areas of the Licensed Area to its pre-existing condition, unless the parties mutually agree on another standard of restoration.

## **ASSIGNMENT AND SUBLETTING**

## **17 Prohibition against assignment, subletting and mortgaging**

### **Prohibition of dealings**

17.1 During the Term, in respect of the whole or part of this Agreement or the Licensed Area, EHT must not without the prior written consent of CHC, such consent not to be unreasonably withheld:

- (a) assign, transfer, sublet, deal with, hold on trust, or grant any interest in, this Agreement;
- (b) mortgage, charge or encumber this Agreement;
- (c) part with possession of the whole or any part of the Licensed Area;
- (d) grant any licence, or share the right of occupation or possession, in respect of the whole or part of the Licensed Area;
- (e) grant any franchise or concession over EHT's business conducted at the Licensed Area which would entitle any other person to use, occupy or trade from the whole or part of the Licensed Area.

**18 CHC's reservations and rights exercisable by successors and by others**

- 18.1 The reservations and rights exercisable by CHC over the Licensed Area may be exercised by successors and assigns of CHC.
- 18.2 Persons other than CHC, when exercising reservations or rights in accordance with clause 18.1, must comply with any conditions or qualifications imposed under this Agreement on the exercise of such entitlements.

**19 EHT's obligation to yield up Licensed Area**

- 19.1 EHT agrees to cease operations immediately on the expiry or legally effective termination of this Agreement and within 14 days to yield up possession and control over the Licensed Area to CHC, in the condition and state of repair as required under this Agreement unless the parties agree otherwise.

**20 Essential terms of Agreement**

- 20.1 It is agreed that the following obligations by EHT are essential terms of this Agreement:
- (a) the covenant to pay the Annual Fee throughout the Term at a date not later than 14 days after the due date for its payment;
  - (b) the covenant dealing with the use of the Licensed Area;
  - (c) the covenant dealing with assignment and subletting.

**21 CHC's entitlements after EHT vacates during Term**

**CHC's entitlements**

- 21.1 If EHT vacates or abandons the Licensed Area during the Term in breach of EHT's obligations under this Agreement, CHC may:
- (a) renovate, restore and clean the Licensed Area
  - (b) take any action in paragraph (a) without CHC's conduct constituting:
    - (A) a re-entry or termination of this Agreement;
    - (B) the acceptance of a surrender of this Agreement.

**EHT's obligations continue**

- 21.2 EHT's obligation to pay the Annual Fee, to comply with other financial obligations under this Agreement and to comply with other obligations continues, notwithstanding that EHT vacates or abandons the Licensed Area, until the Licensed Area has been renovated, restored and cleaned to the extent necessary for the Licensed Area to be again used by CHC as a parking bay, unless the parties agree otherwise.

**22 CHC may remedy EHT's default**

**Entitlement to remedy default**

- 22.1 CHC may remedy defaults by EHT under this Agreement without being required to do so:
- (a) when EHT fails to pay any money due to someone other than CHC or to perform some obligation under this Agreement, but only
  - (b) after CHC has given to EHT notice in writing requiring EHT to pay the money or to perform the obligation within 14 days and EHT fails to comply with that notice.

**EHT's liability to reimburse CHC**

- 22.2 EHT is liable to reimburse CHC on demand the money paid by CHC and the reasonable costs and expenses incurred by CHC in remedying any default under this Agreement.

## **23 Waiver**

### **Demand and acceptance of Annual Fee and other financial obligations**

- 23.1 After EHT is in default or breach under this Agreement, including in breach of an essential term of this Agreement, the demand or acceptance from EHT by CHC of arrears or of any late payment of any financial obligations does not:
- (a) preclude CHC from exercising any rights or remedies under this Agreement, including enforcing or terminating this Agreement;
  - (b) constitute a waiver of the essentiality of EHT's obligation to make those payments;
  - (c) waive EHT's continuing obligation to make those payments during the Term.

### **Failure to enforce obligation**

- 23.2 CHC's failure to enforce any of EHT's obligations under this Agreement, and to terminate this Agreement, does not waive CHC's entitlement to require EHT to observe all obligations under this Agreement, to enforce EHT's obligations and to terminate this Agreement.

### **Waiver of individual obligations**

- 23.3 The waiver by CHC of performance of any of EHT's obligation under this Agreement, temporarily or permanently, is not a waiver of any other or subsequent breach or default by EHT.

### **Breaches before termination**

- 23.4 The termination of this Agreement on any basis does not affect CHC's rights and remedies for earlier breaches by EHT of the obligations under this Agreement, unless the parties agree otherwise.

## **24 Mediation**

### **Dispute**

- 24.1 If a dispute arises out of or relates to this Agreement (including any dispute as to the meaning, performance, validity, subject matter, breach or termination of this Agreement or as to any claim in tort, in equity or pursuant to any statute) (Dispute), any court or arbitration proceedings must not be commenced by or against CHC, EHT, their successors or assigns, any guarantor, mortgagee, or other party bound by this Agreement, relating to the Dispute unless the parties to the Dispute (Parties) have complied with this clause, except where a party seeks urgent interlocutory relief.

### **Notice of dispute**

- 24.2 A party claiming that a Dispute has arisen under or in relation to this Agreement must give written notice to the other Parties to the Dispute, specifying the nature of the Dispute.

### **Mediation**

- 24.3 The Parties agree to mediate the Dispute and to take action to have the Dispute mediated within 7 days of the receipt of written notice of the Dispute.
- 24.4 The Parties agree that the President of the Law Society of Tasmania will select the mediator and determine the mediator's remuneration.
- 24.5 The Parties to the mediation will be jointly responsible for the fees of the mediation and each party must bear its own costs.
- 24.6 The Parties may, but are not required to, enter into a written agreement before mediating a Dispute.
- 24.7 The Parties agree to conduct the mediation in accordance with the requirements of the mediator whose decision regarding those requirements is final and binding on the Parties.

24.8 A legal representative acting for either of the Parties may participate in the mediation.

## **25 Damaged Licensed Area**

### **Abatement of payments**

The following provisions apply if the Licensed Area is damaged:

- 25.1 EHT is not liable to pay that portion of the Annual Fee that is attributable to any period during which the Licensed Area cannot be used under this Agreement or is inaccessible due to that damage.
- 25.2 However clause 25.1 does not apply and CHC may recover damages from EHT if EHT:
- (a) is responsible for the damage;
  - (b) contributed substantially to the damage other than in a nominal way;
  - (c) by an act or omission brought about a termination of CHC's insurance policy relating to the damage.

### **Termination of Agreement**

- 25.3 If CHC fails to repair the damage for which it is responsible within a reasonable time after EHT requests CHC in writing to do so, EHT may terminate this Agreement by giving not less than 7 days' notice in writing of termination to CHC.

## **26 Termination of Agreement for default**

### **Default**

- 26.1 Each of the following constitutes a default by EHT under this Agreement:
- (a) the failure to pay to CHC the Annual Fee or comply with any other financial obligation under this Agreement, for a period in excess of 14 days after the due date for payment, whether or not a formal demand for payment has been made;
  - (b) the failure to comply with an essential term of this Agreement;
  - (c) any serious, persistent and continuing breach by EHT of its covenants and obligations under this Agreement.
  - (d) the Electric Vehicle Charging Facilities being unable to be used due to an act or omission of EHT for more than three months in a twelve month period; or
  - (e) the Electric Vehicle Charging Facilities, as assessed by a competent authority, being in an unsafe or dangerous condition and unprotected for more than 24 hours; or
  - (f) in the event of bankruptcy or insolvency of EHT.

### **Termination after default**

- 26.2 CHC may terminate this Agreement, after a default by EHT in accordance with clause 26.1 and continuance of the default, after CHC must have served a legally effective notice of breach of covenant (if required) by:
- (a) serving on EHT written notice terminating this Agreement;
  - (b) instituting proceedings for possession against EHT;
  - (c) taking the actions in (a) or in (a) and (b).

## **27 CHC's entitlement to damages**

### **Damages for breach or for repudiation**

- 27.1 If EHT's conduct (whether by an acts or omission) constitutes:
- (a) a repudiation of this Agreement (or of EHT's obligations under this Agreement);

- (b) a breach of any covenant;
- (c) a breach of an essential term of this Agreement;

EHT agrees to compensate CHC for the loss or damage suffered by CHC as a consequence of the repudiation or breach, whether or not this agreement is terminated for the repudiation, breach or on any other ground.

- 27.2 CHC's entitlement to damages is in addition to any other remedy or entitlement, including termination of this Agreement.
- 27.3 CHC is entitled to seek to recover damages against EHT in respect of the repudiation or breach of covenant or essential term for the loss suffered by CHC during the Term, including the periods before and after termination of this Agreement.
- 27.4 CHC's entitlement to recover damages is not affected or limited by any of the following:
  - (a) if EHT abandons or vacates the Licensed Area;
  - (b) if CHC elects to re-enter or to terminate this Agreement;
  - (c) if CHC accepts EHT's repudiation;
  - (d) if the parties' conduct constitutes a surrender by operation of law.

#### **Instituting proceedings**

- 27.5 CHC is entitled to institute legal proceedings claiming damages against EHT in respect of the entire Term, including the periods before and after EHT vacates the Licensed Area, and before and after the abandonment, termination, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 27.4 whether the proceedings are instituted before or after such conduct.

#### **Additional entitlements of CHC**

- 27.6 CHC's entitlement to damages is in addition to:
  - (a) the entitlement to recover the Annual Fee, and operating expenses until the date of expiry or termination of this Agreement;
  - (b) interest on late payments in accordance with this Agreement;
  - (c) costs of any breach or default, including the costs of termination.

### **28 Removal of EHT's property**

#### **EHT obligation to remove property**

- 28.1 EHT must remove all its property, including all components of the Electric Vehicle Charging Facilities, from the Licensed Area, before the expiry or termination of this agreement or, if it is terminated by CHC, within 14 days after this Agreement is terminated, unless otherwise agreed by the parties.
- 28.2 After CHC terminates this agreement, EHT and its employees and agents may have access to the Licensed Area, whilst CHC has possession and control over the Licensed Area, for the next 14 days (excluding Sundays and public holidays), between 8am and 5pm, for the purposes of removing EHT's property and cleaning, repairing or restoring the Licensed Area.
- 28.3 EHT must not cause any damage to the Licensed Area whilst removing its property, must leave the Licensed Area clean and tidy after the removal and must be liable for the cost of repair of the damage caused by or during the removal.
- 28.4 If CHC terminates this agreement, EHT will make the Licensed Area safe.
- 28.5 If this does not occur within 14 days, CHC may remove the Electric Vehicle Charging Facilities and make the Licensed Area safe, return the Electric Vehicle Charging Facilities to EHT and recover the cost of any activities under this clause from EHT.



### **EHT's failure to remove property**

28.6 If EHT fails to remove any of its property from the Licensed Area, CHC may:

- (a) have that property removed from the Licensed Area and stored, using reasonable care in removing and storing the property, but being exempted from any liability to EHT for loss or damage to any of its property through the negligence of CHC, its employees or agents;
- (b) sell or otherwise dispose of all or any of EHT's property, with or without removing them from the Licensed Area, in the name of and as agent for EHT.

28.7

- (a) In respect of all or any of EHT's property that EHT has failed to remove from the Licensed Area in accordance with clause 28.1, EHT is deemed to have abandoned that property and CHC at its option acquires ownership of that property through abandonment.
- (b) CHC is not obliged to account to EHT for the value of any property whose ownership vests in CHC by abandonment.

### **EHT's responsibility for damages and costs**

28.8 EHT is responsible for and indemnifies CHC in respect of:

- (a) any loss or damage caused by EHT, its employees or agents during the removal of EHT's property from the Licensed Area;
- (b) the costs of removal, storage and sale of any of EHT's property.

### **EHT entitlement to terminate**

28.9 This Agreement may be terminated by EHT if:

- (a) CHC allows the Electric Vehicle Charging Facilities' charger to be blocked:
  - (A) by cars that are not charging and if:
    - (1) CHC refuses to assist or enforce signposted conditions; or
    - (2) bona fide customers are prevented from charging on more than ten occasions in any six-month period; and
    - (3) EHT has notified CHC after each event.
  - (B) by materials other than a motor vehicle or motorcycle, for example the area is used as storage, which prevent the Electric Vehicle Charging Facilities from being used by bona fide customers of EHT on more than three occasions and EHT has notified CHC after each event.
- (b) CHC damages the Electric Vehicle Charging Facilities by negligent operation on or near the Licensed Area (e.g. by operation or moving equipment in such a way as to damage and prevent safe operation of the charging equipment) and does not meet its obligation to repair and meet the cost of repair.

28.10 If EHT terminates this Agreement based on one of the conditions in clause 28.9 EHT may remove all its equipment and infrastructure that form the Electric Vehicle Charging Facilities and recover the costs of removal and making the site safe from CHC.

## **29 Legal costs**

29.1 Each party will pay its own costs associated with its roles and responsibilities outlined in this Agreement, except where expressly provided otherwise.

## **MISCELLANEOUS**

### **30 Service of notices**

#### **Notice**

30.1 Any notice, document or demand (called Notice) under this Agreement must be served in accordance with this clause.

#### **Signature of notice**

30.2 The Notice must be in writing, signed by the party giving it, or by the party's duly authorised officer (if a corporation), agent or solicitor.

#### **Service of notice**

30.3 A Notice may be served on a party to this Agreement, including its successors, assigns, and guarantors:

- (a) By personal delivery to that party, or if more persons than one are the party to any one of them;
- (b) by delivering the Notice to the party's address in this Agreement and leaving it with an employee of that party;
- (c) by sending it, addressed to the party at that party's address shown in this Agreement, by prepaid security post or certified post;
- (d) sent by email to the intended recipient's email address.

#### **Additional or altered address**

30.4 Either party may advise the other party of an additional or an altered address for the service of Notices, which is within Tasmania and is not a post office box or poste restante.

#### **Time of service**

30.5 A Notice is considered to have been served

- (a) at the time of delivery;
- (b) on the fifth Business Day after the day on which it is posted, the first Business Day being the day of posting.

### **31 Interpretation**

#### **Terms**

31.1 Words expressed in the singular include the plural and vice versa.

31.2 Words expressed in one gender include the other genders, as is appropriate in the context.

31.3 The reference to "person" includes a corporation.

#### **Headings**

31.4 Any headings or subheadings in this Agreement are inserted for guidance only and do not govern the meaning or construction of this Agreement or of any provision contained in this Agreement.

#### **Statutes**

31.5 References to statutes, regulations, ordinances and by-laws when contained in this Agreement include amendments, re-enactments or consolidations of any of them.

### **Covenants implied by statute**

31.6 Covenants and powers implied by statute are excluded from this Agreement, unless any such covenant or power cannot be excluded by force of statute or is expressly incorporated in this Agreement.

### **CHC's Consent**

31.7 When any provision contained in this Agreement requires CHC's consent or approval, then unless the provision expressly provides otherwise, CHC's consent

- (a) shall not be unreasonably delayed;
- (b) is only effective when given in writing and signed by or on behalf of CHC; and
- (c) will be at the sole discretion of CHC.

### **Covenant prohibiting conduct**

31.8 When a covenant contained in this Agreement prohibits a party from doing anything, it also prohibits that party from authorising or allowing it to be done by any other person.

### **Compliance with notices on Business Day**

31.9 If under the provisions of this Agreement or under any notice or demand anything is required to be done on a day which is not a Business Day, the day or the last day for compliance is deemed to be the immediately following Business Day.

### **Joint and several liability**

31.10 If two or more persons are a party to this Agreement (including whilst the Agreement or the reversion is held by legal personal representatives, successors or assigns) each of the persons is jointly and severally liable to perform covenants and obligations of the party under this Agreement.

31.11 When two or more persons are a party to this Agreement, any conduct under or in respect of this Agreement, including the exercise of any entitlement or taking any action under this Agreement or a provision of this Agreement, shall be undertaken by all of the persons jointly, unless this Agreement expressly provides otherwise.

### **Severance**

31.12 If any provision in this Agreement is or becomes legally ineffective, under the general law or by force of legislation, the ineffective provision shall be severed from this Agreement which otherwise continues to be valid and operative.

### **Governing law**

31.13 This Agreement is governed and construed in accordance with the law of the State of Tasmania.

### **Agreement comprises entire agreement**

31.14 It is agreed that this Agreement contains the whole of the agreement between CHC and EHT relating to the Licensed Area and the operation of the Electric Vehicle Charging Facilities.

31.15 This Agreement does not include any other, collateral or implied, agreement or terms, which are not expressly included or incorporated in this Agreement, whether arising through representations preceding this Agreement or during negotiations relating to this Agreement.

## **32 Definitions**

32.1 Land means the area described in Schedule A.

32.2 Licensed Area means the area described in Schedule A.

- 32.3 EV means electric vehicle designed to accept charging.
- 32.4 Electric Vehicle Charging Facilities means the facilities provided by EHT for charging of EVs.
- 32.5 CHC includes its successors and assigns.
- 32.6 EHT includes its successors and assigns.
- 32.7 Term means the duration of this Agreement as set out in clause 5.
- 32.8 Annual Fee means the fee payable by EHT under this Agreement as set out in clause 8.
- 32.9 Schedule A means the schedule to this Agreement.
- 32.10 Business Day means a day which is not a Saturday, Sunday or public holiday in Southern Tasmania.

Executed as an agreement

Executed by Electric Highway Tasmania Pty Ltd )  
pursuant to Section 127(1) of the Corporations Act )  
by the Directors )

.....  
Director

.....  
Director/Company Secretary

.....  
Name (please print)

.....  
Name (please print)

The Common Seal of the Central Highlands )  
Council was affixed this                    day    )  
of                    20                    for and on    )  
behalf of the Central Highlands Council                    )

General Manager \_\_\_\_\_

## SCHEDULE A



Progressive

Innovative



**The world's most  
advanced electric vehicle  
fast charger technology**

**veefil**

Distinctive

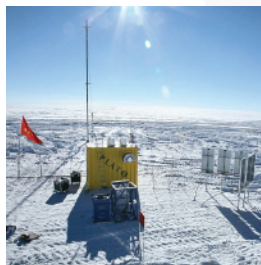
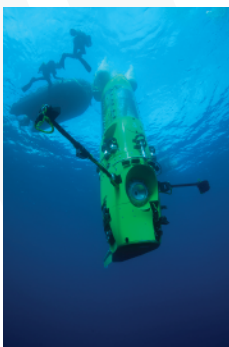


Founded in 2001 in Brisbane Australia, Tritium are leaders in electronic energy management technology, focusing on electric vehicles, renewable energy, and battery management.

Tritium engineer product solutions that solve complex energy challenges. We do it with a creative and ambitious approach, built on an understanding of the details.

We aim to provide the world's best EV charging solutions by delivering products with exceptional design, innovation, and supreme quality. This is backed by responsive and rapid customer support and servicing.

For 15 years the world's largest organisations and top universities have turned to Tritium when quality, reliability and performance are critical for the success of their projects. Our products can be found in submarines, UAV's flying at over 40,000ft, and even working in the extremes of Antarctica.





***Our vision is to improve our energy future  
and deliver cleaner, healthier cities***



## 50kW DC fast charger

***Awarded for its design,  
innovation, and sustainability***



The slimline, lightweight Veefil makes electric vehicle fast charging convenient for drivers and operators.



The small footprint reduces the cost to install and allows you to take full advantage of small spaces in dense city areas.

The Veefil design team have created a product for reliable performance in high usage and extreme environments.



***The sleek compact design and worlds smallest footprint makes it easy to build DC charging infrastructure in the public space***

The Veefil charger's unique liquid cooling system and sealed electronics enclosure allows for reduced service and maintenance cost.

## ***Connect directly to the power lines***

Conserving all the benefits of the Veefil-RT, the Veefil-UT is an elegant solution for housing your metering, switch gear, and protection systems all in one place.

**The Veefil-UT removes the need for a second grid connection box, minimising your cost whilst giving your city environment a progressive and innovative feel**

The additional space allows you to customise the Veefil-UT to your unique local requirements. Your chosen metering and switch gear is easily accessible with the rear door.



***A smart DC and AC combined charger***



## *AC is no longer the only option*

The Veefil-WP is packed full of great design features such as liquid cooling, IP65 protection, wireless communication, and RFID. Its small profile makes it a simple and attractive addition to any workplace, apartment, or fleet carpark.



**Choosing DC gives you access to a sophisticated charging standard that offers better diagnostics and customised features**

As electric vehicles become more reliant on faster charging, you can be confident that your charging infrastructure is future proof.

***Charge anywhere any time with  
the Veefil-WP 12kW DC charger***

With an output power rating of 12kW,  
the Veefil-WP is the ideal charger for  
fleet and workplace applications.



# Veefil Management Portal

Get instant access to detailed diagnostic information through the Veefil management portal, an online platform for remote support, maintenance, and firmware updates of your charging assets.



The intuitive dashboard view gives a live update of your network status. Drill down to a specific charging station to see its operating history and vital statistics.



***The Veefil management portal provides an elegant method to monitor and control your charging assets***

[enquiries@tritium.com.au](mailto:enquiries@tritium.com.au)  
[www.tritium.com.au](http://www.tritium.com.au)

T: +61 (0)7 3129 4389 (Worldwide)  
T: +351 933 229 230 (Europe)

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## DETAILS

Date Parties	The Lessor and Lessee	Day of	2019
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### Lessor

Name	Central Highlands Council
ABN	30 472 495 899
Address	6 Tarleton Street, Hamilton, Tasmania 7140
Contact	03 6286 3202
Fax	03 6286 3334
Email	council@centralhighlands.tas.gov.au

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### Lessee

Name	Inland Fisheries Services
Address	17 Back River Road, New Norfolk, Tasmania 7140
Contact	(03) 6165 3808
Fax	(03) 6173 0246

## BACKGROUND

- A The Lessor is the owner of the Leased Land.
- B The Lessee wishes to construct and maintain a toilet block facility at the Leased Area.
- C The Lessor has agreed to lease the Leased Area to the Lessee on the terms and conditions set out in this document.

## AGREED TERMS

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### 1 DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

In this document the following terms have these meaning unless a contrary intention appears:

**Authority** means any governmental or other public body, local authority or other authority of any kind.

**Business Day** means a day on which banks are open for general banking business in Hobart other than a Saturday, Sunday or Public Holiday.

**Commencement Date** means the date specified in Item 3.

**Common Areas** means:

- (a) The areas of the Land which are designated or are permitted by the Lessor for common use by the Lessee and the Lessee's Employees, Agents and Visitors; and
- (b) The areas reasonably required by the Lessee for the Lessee and the Lessee's Employees, Agents and Visitors access and egress to and from the Leased Area.

**Details** means the section of this document headed 'Details'.

**Event of Default** means any of the events specified in clause 15.1 (Events of Default).

**Insolvency Event** means the occurrence of any of the following events in relation to a party:

- (a) A party commits any act which is defined as "an act of bankruptcy" under the Bankruptcy Act 1966 (Cth), regardless of whether or not the party is an individual;
- (b) A garnishee notice, or a notice under section 120 of the PPSA, is given to:
  - (i) A debtor of that party; or
  - (ii) Any other person that otherwise owes or may owe money at any time to that party,

in connection with any money that the party is said to owe;

- (c) In the case of an individual, the party dies, is imprisoned or becomes incapable of managing his or her own affairs;
- (d) An application is made to a court for a provisional or final order declaring a party provisionally or finally bankrupt or insolvent;
- (e) A special resolution is passed to wind up or otherwise dissolve the party;
- (f) A party is, or makes a statement from which it may be reasonably deducted by the other party that a ground or ground on which the party may be wound up exists as specified in section 461 (or in the case of part 5.7 body, section 585) of the Corporations Act 2001 (Cth);
- (g) A party had a controller (as defined in the Corporations Act 2001 (Cth)) appointed, is in liquidation, in provisional liquidation, under administration or wound up or has had a receiver appointed to any part of its property;
- (h) A mortgagee, chargee or other holder of security, by itself or by or through an agent, enters into possession of all or any part of the assets of the party;
- (i) The party applies for, consents to or acquiesces in the appointment of a trustee or receiver in respect of the party or any of its property
- (j) The party take any step to obtain protection or is granted protection from its creditors under any applicable legislation or a meeting is convened or a resolution is passed to appoint an administrator or controller (as defined in the Corporations Act 2001 (Cth)) is appointed in respect of any part of the property of the party;
- (k) The party is or states that it is unable to pay its debts when they fall due;
- (l) Except to reconstruct or amalgamate while solvent on terms approved by the other party, the party enters into or resolves to enter into a scheme of arrangement, compromise or re-construct with its creditors (or any class of them) or with its members (or any class of them) or proposes re-organisation, re-arrangement, moratorium or other administration of the party's affairs;
- (m) The party is the subject of an event described in section 4569(C)(2) of the Corporations Act 2001 (Cth); or
- (n) Anything analogous or having a substantially similar effect to any of the events specified above happens in relation to the party.

**Item** means an item on the Schedule.

**Land** means the land described in item 7.

**Law** means any law (including principles of law or equity established by decision of courts) that apply in Tasmania, and any rule, regulation, building code, ordinance, order, by-law, local law, statutory instrument, control, restriction, direction or notice made under a law by any authority.

**Lease Fee** means the fee stated in Item 4.

**Leased Area** means the area described in Item 1 and includes all fixed improvements on the Leased Area (including additions) and the Lessor's Property.

**Lessee** means the party described in the Details and includes:

- (a) Its successors and assigns; and
- (b) A sub-lessee or any other person having a right to possess, use or occupy the Leased Area.

**Lessee's Employees, Agenda and Visitors** means each of the Lessee's employees, agents, contractors, service suppliers, licensees, customers and other visitors and any other person who at any time is on the Leased Area with the Lessee's consent (express or implied).

**Lessee Facility** means the permitted toilet block facility (as depicted by the plans in Annexure B) to be built by the Lessee on the Lease Area.

**Lessor** means the party described as such in the Details and includes the Lessor's successors and an assignee of the reversion and, where the context permits, any person authorised by the Lessor to do any act on the Lessor's behalf for the purposes of this document.

**Lessor's Agent** means the Lessor's agents, employees, consultants, invitees and contractors.

**Lessor's Property** Means all the plant and equipment, fixture and fittings in or fixed to the leased area.

**Loss** includes claim, liability, damage, cost or expense.

**Outgoings** means all amounts paid or payable by the Lessor concerning the Leased Area or the ownership or management of the Leased Area and includes:

- (a) Municipal rates;
- (b) Land tax;
- (c) All charges for electricity, light and power whether charged by the Lessor or otherwise; and
- (d) Costs of cleaning, servicing and lighting any Common Areas and any other areas that have not been leased or licenced.

**Permitted Use** means the use stated in Item 5.

**PPSA** means the Person Property Securities Act 2009 (Cth).

**Safety Issue** means any issue that may affect the health and safety of the persons visiting the Leased Area.

**Services** means services running through or servicing the Leased Area (where or not they serve any other areas) including roads and driveways, power, water, sewerage, gas, oil, pumps and fire-sprinkler system.

**Signage** means a sign located at the Lessee Facility which must outline that the Lessee is responsible for the upkeep and maintenance of the Lessee Facility and included (at a minimum) contact details to enable the public to report incidents.

**Term** means the term stated in Item 2 and includes where the context permits, any period of holding over and any additional term of a new lease derived from an option in this document.

**Workers** has the meaning given to that term as set out in the Work Health and Safety Act 2012 (Tas) and/or the Work Health and Safety Regulations 2012 (Tas).

WHS and Environment Requirements includes:

- (a) All Laws relating to workplace health and safety;
- (b) All Laws relating to planning, building and environment;
- (c) Any environmental management plan approved by the Lessee (as amended from time to time with prior written approval of the Lessee); and
- (d) Any planning permit, consent, approval or authority,

As may be applicable or relevant to the Permitted Use from time to time.

## **1.2 Interpretation**

- (a) A reference to:
  - (i) One gender included every other gender;
  - (ii) The singular includes the plural and the plural included the singular;
  - (iii) A person includes a body corporate or unincorporate;
  - (iv) A party included the party's executors, administrators, successors and permitted assigns;
  - (v) A statute, regulation or provision of a statute or regulation (**Statutory Provision**) includes:
    - (A) That Statutory Provision as amended or re-enacted from time to time;
    - (B) A statute, regulation or provision enacted in replacement of that Statutory Provision; and
    - (C) Another regulation or other statutory instruments made or issued under that Statutory Provision;
- (b) The expression "this document" included the covenants, agreement, arrangement, understanding or transaction recorded in this document.
- (c) "Including" and similar expressions are not words of limitation.
- (d) A reference to a clause or schedule is a reference to a clause of or a schedule to the document.
- (e) A reference to a document (including, without limitation, a reference to this document) is to that document as amended, novated or replaced.
- (f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (g) Headings and any table of contents or index for convenience only do not form part of this document or affect its interpretation.
- (h) A provision of this document must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of this document or the inclusion of the provision in this document.

---

## **2 GRANT OF LEASE**

Subject to the reservations in this document, the Lessor grants to the Lessee for the Term:

- (a) Exclusive possession of the Leased Area (excluding the Lessor's Property);
- (b) Use and enjoyment of the Lessor's Property; and
- (c) The entitlement to use the Common Areas together with other persons authorised by the Lessor, subject to such restrictions as are specified in the document.

---

## **3 LEASE FEE**

The Lessee is to pay the Lease Fee to the Lessor, the receipt of which is acknowledged by the Lessor.

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## **4 OUTGOINGS**

The Lessor must pay the Outgoings in relation to the Leased Area.

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## **5 ASSIGNMENT AND SUB-LETTING**

The Lessee may assign this document or sub-let the Leased Area if:

- (a) At least 60 days before the date of the proposed change in the occupation of the Leased Area, the Lessee:
  - (i) Applies for the Lessor's consent;
  - (ii) Supplies to the Lessor evidence that the proposed assignee or sub-lessee is able to conduct that business permitted by this document; and
  - (iii) The Lessor consents to the assignment or sublease;
- (b) The Lessee delivers to the Lessor, before the date of the proposed change in possession, a completed agreement (or deed), by which the proposed assignee or sub-lessee agrees with the Lessor to be bound by this document as and from the date that the assignment or sublease takes effect; and
- (c) The Lessee has remedied any outstanding default on the Lessee's part or the Lessor has waived the default at the date of assignment or subletting.

---

## **6 USE OF LEASED AREA**

The Lessee may only use the Leased Area for the Permitted Use. The Lessee is not to use the Leased Area for any other purpose unless the Lessor consents.

---

## **7 LESSEE FACILITY AND SIGNAGE**

The Lessor agrees that the Lessee may, at its cost, construct the Lessee Facility and install the Signage on the Leased Area, provided that the Lessee;

- (a) Ensures all work, construction and installation is carried out by a competent tradesman;
- (b) It is fit for the purpose in which they are designed and intended for use;
- (c) It is maintained in a reasonable manner;
- (d) Obtains all appropriate approvals, permits, consents and licences required; and
- (e) Complies with all applicable Laws.

---

## **8 COMMON AREAS**

### **8.1 Use of Common Areas**

The Lessee and the Lessee's Employees, Agents and visitors may use the Common Areas subject to the reasonable restrictions imposed by this document and any other reasonable restrictions, rules and conditions imposed by the Lessor from time-to-time and any laws and any notices or requirements of any relevant Authority.

### **8.2 Lessor's Control**

- (a) The Lessor has control over the Common Areas.
- (b) In respect of the Common Areas the Lessor may close them temporarily for as long as the Lessor reasonably considers necessary for the purpose of maintenance.

### **8.3 Obstruction of Common Areas**

The Lessee must not obstruct the entrances, exits, driveways and any other parts of the Common Areas.

### **8.4 Cleaning of Common Areas and the Land**

The Lessor must keep the Common Areas and that part of the Land that is used by the Lessee and the Lessee's Employees, Agents and Visitors for access and egress to and from the Leased Area clean and tidy at all times.

---

## **9 INSURANCE**

### **9.1 Lessee's obligations**

- (a) The Lessee must effect and maintain throughout the Term public risk insurance of at least the minimum cover set out in Item 6 in respect to the Leased Area and the use carried on at the Leased Area.
- (b) The Lessee must notify the Lessor immediately of:
  - (i) The Lessee's intention to cancel, replace or alter any insurance effected by the Lessee in accordance with clause 9;
  - (ii) Any notice or correspondence received by the Lessee from an insurer indicating its intention to cancel or materially alter any of the insurances;
  - (iii) The occurrence of any fact or event which:
    - (A) May give rise to a claim against the Lessee or the Lessor, which may be covered by any of those insurances;
    - (B) May prejudice the entitlement to claim under any of those insurances; or
    - (C) Should be disclosed to the insurer and may affect its decision to continue to insure the Lessee or the risk.



---

## **10      CONDITION OF LEASED AREA**

The parties acknowledge and agree that:

- (a) The Lessee accepts the state and condition of the Lease Area as at the Commencement Date;
- (b) No promise, representation, warranty or undertaking has been given by or on behalf of the Lessor in respect of the suitability of the Lease area for the Permitted Purpose; and
- (c) The Lessee occupies the Lease Area entirely at its own risk and understands that whole or part of the Leased Area may, without warning, become inundated due to the operations of the Lessor.

---

## **11      COMPLIANCE WITH LAWS AND REQUIREMENTS**

The Lessee must comply with all requirements of any Authority and all Laws in connection with the Leased Area.

---

## **12      WORKPLACE HEALTH AND SAFETY AND ENVIRONMENT**

### **12.1    Work Place Health and Safety**

The Lessee:

- (a) Warrants that it is familiar with, and has the capabilities and resources to comply with the Workplace Health & Safety and Environment Requirements;
- (b) Must ensure that the Lessee's Agents, comply with the Workplace Health & Safety and Environment Requirements;
- (c) Must notify the Lessor in writing where there is a conflict under the Workplace Health & Safety and Environment Requirements and any other requirements under this document and must consult, cooperate and coordinate with the Lessor or other applicable duty holders to find an appropriate resolution;
- (d) Must, on the reasonable request of the Lessor; demonstrate compliance with the Workplace Health & Safety and Environment Requirements, including providing evidence of measures taken to achieve such compliance; and
- (e) Must consult, cooperate, and coordinate with the Lessor and all other duty holders (including but not limited to Workers of the Lessor) to ensure that all parties are able to comply with their respective obligations under the Workplace Health & Safety and Environment Requirements.

### **12.2    Notification of any Safety Issues**

The Lessee must, in the event of any Safety Issue:

- (a) Immediately notify the Lessor of any details of any Safety Issue by providing a brief description of:
  - (i) The Safety Issue;
  - (ii) The time and date of identifying the Safety Issue; and
  - (iii) The location of the Safety Issue;
- (b) Within 2 days of the Safety Issue occurring, provide a written report to the Lessor giving complete details of the Safety Issue, including a means for the Lessor to correct the Safety Issue; and
- (c) Cooperate fully with any investigation by the Lessor into the Safety Issues.

### **12.3 Environmental contamination**

- (a) The Lessor will not be responsible for any environmental or contamination damage that exists or is later found to have existed on the Leased Area at the time of the execution of this document.
- (b) If any environmental or contamination damage is found in the Leased Area after the date of this document, the cause will be investigated by the Lessor. If environmental or contamination damage is caused directly or indirectly by the Lessee or by any use permitted by the Lessee, such environmental or contamination damage will be remediated by the Lessee.

### **12.4 Non pollution**

- (a) The Lessee must ensure that all waste (including but not limited to waste as a result of the Lessee Facility) is removed from the Leased Area and disposed of correctly;
- (b) The Lessee must not permit or allow any sewerage, sullage, effluent or other waste to Bronte Lagoon either directly or by ground seepage and to take every precaution to prevent any such event occurring.

### **12.5 Weeds and Vermin**

The Lessee must clear and keep cleared from the Leased Area all noxious weeds and vermin.

### **12.6 Removal or Destruction of Timber**

The Lessee must not cut down or destroy or permit to be cut down or destroyed any timber or other trees growing on the Leased Area without the Lessor's prior written consent.

### **12.7 Survives termination**

This clause 12 will survive the expiry or termination of this document.

### **12.8 Option for Breach**

Any breach of this clause 12 entitles the Lessor, at its option, to:

- (a) Suspend the whole or part of the Permitted Use and the Lessee must bear the costs it incurs as a result of that suspension; or
- (b) Terminate the document immediately without further obligation to the Lessee.

---

## **13 LESSEE'S OBLIGATIONS**

### **13.1 Lessee's General Obligations**

The Lessee covenants and agrees with the Lessor that the Lessee will:

- (a) Keep the Lease Area in a clean, tidy, presentable and safe condition;
- (b) Bear the cost of keeping the Lessee Facility and Signage in an appropriate condition;
- (c) Make safe any hazards resulting from the exercise of the Lessee's rights, powers and privileges under this document;

- (d) Subject to clause 7, not erect any structure or undertake any works on the Leased Area without prior written approval of the Lessor, which approval may be withheld in the Lessor's absolute discretion;
- (e) Must not do anything which is offensive or a nuisance.

---

## **14 LESSOR'S GENERAL RIGHTS AND OBLIGATIONS**

### **14.1 Quiet enjoyment**

If the Lessee complies with the Lessee's obligations under this document, the Lessee may hold the Leased Area during the Term without interruption by the Lessor, except as provided in this document.

### **14.2 Right to Enter**

The Lessor may:

- (a) Enter the Leased Area to access and/or maintain the Lessor's Property
  - (b) After giving reasonable notice to the Lessee (or in an emergency, without notice) enter the Leased Area:
    - (i) To inspect the state of repair and condition of the Leased Area and Lessee Facility;
    - (ii) To maintain or repair the Leased Area;
    - (iii) To carry out structural alterations to the Lease Area which it considers necessary or works required by an Authority; or
    - (iv) Pursuant to clause 14.3 (Lessor may rectify).
- Without, in any case affecting the Lessee's obligations under this document.

### **14.3 Lessor may rectify**

After giving the Lessee reasonable notice of rectification work it wished to carry out, the Lessor may, at the Lessee's expense, do anything which should have been don't by the Lessee under this document but which has not been done or has not been done properly and the Lessor may enter the Leased Area for that purpose.

### **14.4 Non Supply of Water**

The Lessor shall have no obligation to provide the Leased Area with a supply of water.

---

## **15 DEFAULT**

### **15.1 Events of Default**

An event of Default occurs if:

- (a) The Lessee repudiates this document;
  - (b) The Lessee does not comply with any of its other obligations under this document;
  - (c) The Leased area or the Land are damaged or destroyed and:
    - (i) The damage or destruction was caused by, contributed to by, or arises from, an act or omission of the Lessee or the Lessee's employee's;
- Or
- (d) An Insolvency Event occurs with respect to the Lessee.

## **15.2 Lessee to ensure no Event of Default occurs**

The Lessee must ensure that no Event of Default occurs.

## **15.3 Lessor's right to terminate**

- (a) Subject to section 15 of the *Conveyancing and Law of Property Act 1884* (Tas) the Lessor may without notice, or if required by Law, with notice:
  - (i) Terminate this document by re-entering and taking possession of the Leased Area using reasonable force to secure possession;
  - (ii) Serve on the Lessee notice termination this document;
  - (iii) Institute proceedings for possession against the Lessee; or
  - (iv) Take actions in both 15.3(a)(i) and 15.3(a)(ii) or in 15.3(a)(ii) and 15.3(a)(iii), immediately or at any time after if an Event of Default occurs.
- (b) If the Lessor takes action under this clause 15.3 the Lessee remains bound under this document as if that action had not been taken.

## **15.4 Damaged for breach or repudiation**

- (a) In the event that the Lessee's conduct (whether acts or omissions) constitutes:
  - (i) A repudiation of this document (or of the Lessee's obligations under this document); or
  - (ii) A breach of any covenants, including without limitation clause 15.2 (Lessee to ensure no Event of Default occurs,

The Lessee covenants to compensate the Lessor for the loss or damage suffered by the Lessor as a consequence of the repudiation or breach. Whether this document is or is not terminated for the repudiation, breach or on any other ground.
- (b) The Lessor's entitlement to damage is in addition to any other remedy or entitlement, including termination of this document.
- (c) The Lessor is entitled to recover damages against the Lessee in respect of repudiation or breach of covenant for the loss suffered by the Lessor during the entire Term, including the periods before and after termination of this document.
- (d) The Lessor entitlement to recover damaged is not to be affected or limited by any of the following:
  - (i) If the Lessor elects to re-enter or to terminate this document;
  - (ii) If the Lessor accepts the Lessee's repudiation; or
  - (iii) If the parties' conduct constitutes a surrender by operation of Law.

## **15.5 Mitigation of Damages**

- (a) The Lessor's right to damages under clauses 15.4 (Damages for breach or repudiation) does not affect the Lessor's general obligation to mitigate its loss.
- (b) An attempt by the Lessor to mitigate its loss is not by itself a surrender by operation of Law or acceptance of the Lessee's breach or repudiation of this document.

---

## **16 INDEMNITY**

### **16.1 Release**

To the maximum extent permitted by law, the Lessee releases the Lessor, its employees and agents from and costs incurred in relation to liability for any claim in respect of or arising from:

- (a) Any property in the Leased Area;
- (b) Damage or injury to any person (including death) or property on the Leased Area;
- Or
- (c) Any of the circumstances set out in clause 16.2 (indemnity).

### **16.2 Indemnity**

To the maximum extent permitted by law, the Lessee indemnified the Lessor against any liability or loss arising from. And any damages, sums of money, costs, charges, expenses, actions, claims, and demands that may be sustained or suffered by any person incurred in connection with:

- (a) Any damage arising from the use of the Leased Area by the Lessee or by anyone acting at the Lessee's direction or with the Lessee's written consent;
- (b) Any injury (including death) to any person that occurs on the Leased Area as a result of the Lessee's use of the land or its use by others the consent of the Lessee; and
- (c) Any breach of this document,  
Caused by or arising directly or indirectly out of the act omission negligence or default of the Lessee or of the Lessee's employees or agents arising from the Lessee's use of the Leased Area by the Lessee or at the request of the Lessee.

### **16.3 Limitation**

- (a) Clauses 16.1 (Release) and 16.2 (Indemnity) do not apply to the extent that the accident, damage, injury or loss was caused or contributed to by the act, omission, default or negligence of the Lessor or any person under the control of the Lessor
- (b) Notwithstanding any other provision of this document, the Lessee will not be liable in respect of any indirect or consequential loss of the Lessor, however that loss may arise.

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## **17 TERMINATION BY LESSEE**

### **17.1 Termination**

The Lessee may terminate this document by giving the Lessor not less than 3 months written notice if:

- (a) The Lessor does not comply with an obligation under this document and, in the Lessee's reasonable opinion:
  - (i) The non-compliance can be remedied, but the Lessor does not remedy it within the period required by the Lessee, as notified by the Lessee; or
  - (ii) The non-compliance cannot be remedied; or
- (b) An Insolvency Event occurs in relation to the Lessor.

## **17.2 No compensation**

The Lessor agrees that it has and will have no right to claim compensation or damages of the lease under this document is terminated in accordance with clause 17.1 (Termination by Lessee).

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## **18.0 LESSEE'S OBLIGATIONS ON TERMINATION**

### **18.1 Lessee to vacate**

The Lessee must yield up possession and control over the Leased Area to the Lessor on the expiry or termination of this document.

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## **19 TERMINATION BY LESSOR FOR LESSOR'S OPERATIONAL PURPOSES**

In an event of the Leased Area or any part thereof being required for the Lessor's operational purposes this Lease may be immediately suspended or terminated at any time by the Lessor giving to the Lessee notice in writing.

## **20 COSTS**

Each party is responsible for their own costs (including legal costs) that they incur in relation to the negotiation, preparation, signing and stamping of this document.

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## **21 NOTICES**

### **21.1 Form**

Any notice, consent, approval, waiver and other communications to be given under or in connection with this document must be in writing, signed by the sender and marked for the attention as set out or referred to in the Details or, of the recipient has notified otherwise, then marked for attention in the way last notified.

### **21.2 Delivery**

They must be:

- (a) Left at the address set out or referred to in the Details;
  - (b) Sent by prepaid post to the address set out or referred to in the Details; or
  - (c) Sent by email to the email address set out or referred to in the Details.
- However, if the intended recipient has notified a changed postal address or changed fax number, then the communication must be to that postal address or fax number.

### **21.3 When effective**

They take effect from the time they are received unless a later time is specified in them.

## **21.4 Receipt – Postal**

If sent by post, they are taken to be received 3 days after posting (or 7 days after posting if sent to or from a place outside Australia).

## **21.5 Receipt – Email**

If sent by email, when sent by the sender unless the sender receives a delivery failure indication that the email has not been delivered to the addressee.

## **21.6 Receipt – General**

Despite clauses 21.4 (Receipt – Postal) and 21.5 (Receipt – Email) and, if they are received after 5pm in the place of receipt or a non-Business Day, they are taken to be received at 9am on the next Business Day.

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# **22 MISCELLANEOUS**

## **22.1 Waivers and Variation**

A provision of or a right created under this document may not be

- (a) Waived except in writing, signed by the party with the benefit of that provision or right; or
- (b) Varied except in writing signed by the Lessor and Lessee.

## **22.2 Approvals and Consents**

Whenever the Lessor's approval or consent is required under this document, the Lessor may give it conditionally or unconditionally or withhold it.

## **22.3 Remedies Cumulative**

The rights, powers and remedies provided in this document are cumulative with and not exclusive of the rights, powers or remedies provided by Law independently of this document.

## **22.4 Accrued Rights**

The termination of this document for any reason does not affect the rights of a party on relation to a breach of this document by another party before termination.

## **22.5 Severance**

- (a) If any provision of this document or the application of that provision to any person or circumstance is or becomes is or becomes invalid or unenforceable, then the remaining provisions of this document are not affected and are not valid and enforceable.
- (b) If two or more provisions of this document are inconsistent or contradictory the numerical position of those provisions must not be determinative factor in any decisions, order or ruling that results in the severance of any conflicting provision.

## **22.6 Land Titles Act**

The covenants and powers implied in every lease made under the Land Titles Act 1980 (Tas) are implied in this document, whether registered under that Act or not, except to the extent that they are modified or excluded by the terms in this document.

## **22.7 Entire Agreement**

This document constitutes the entire agreement between the parties in relation to its subject matter and supersedes all previous agreement, negotiations and understandings between the parties in relation to its subject matter.

## **22.8 Governing Law**

This document is governed and construed in accordance with the Law of the State of Tasmania.

## **22.9 Counterparts**

- (a) This document may be entered into in any number of counterparts.
- (b) A party may execute this document by signing any counterpart.
- (c) All counterparts, taken together, constitute one document.

---

# **23 DISPUTES**

## **23.1 Notice**

If a party has a dispute or complaint against the other, that party (**Notifying Party**) must notify the other party in one of the ways described in clause 21 (notices). The Notifying Party must ensure that the notice contains specific detail identifying the nature of the dispute or complaint.

## **23.2 Best endeavours to resolve**

Both parties within 21 days of the delivery of notice of dispute or complaint under clause 23.1 (Notices) will meet and use their best endeavours to resolve the dispute or complaint to the mutual satisfaction of both parties as soon as possible.

## **23.3 Arbitration**

- (a) If the parties are not able to reach a resolution of the dispute or complain within a reasonable period of time (in any event being no more than 21 days after the date of receipt of the notice of complaint or dispute), then the dispute or complaint must be submitted for arbitration in accordance with, and subject to, The Institute of Arbitrators & Mediators Australia Fast Track Arbitration Rules.
- (b) For disputes which involve a claim for less than \$50,000.00, arbitration will take place by way of written submissions supported by relevant documents alone unless both parties agree otherwise.



#### **23.4 Exceptions**

Nothing in this clause 23 prevents:

- (a) Either party from seeking urgent interlocutory relief; or
- (b) The Lessor from seeking recovery for any claim that the Lessor reasonably considers to be a monetary claim,

From a Court of competent jurisdiction or by such other manner as is appropriate in the circumstances.

#### **23.5 Continuing obligations**

The parties agree to continue to perform their obligations under this document notwithstanding the existence of a dispute.

## SCHEDULE

<b>Item 1</b>	<b>Leased Area</b>	The area shown outlined in bold in red on the plan attached at Annexure A and marked “Leased Area”.
<b>Item 2</b>	<b>Term</b>	3 years commencing on the Commencement Date with an option of another 3 years at a time.
<b>Item 3</b>	<b>Commencement Date</b>	Upon the date this document is signed by both parties
<b>Item 4</b>	<b>Lease Fee</b>	\$1.00 (if required)
<b>Item 5</b>	<b>Permitted Use</b>	Means the use of the Land for construction and subsequent management and operation (including making the same available to the public for going use and managing wastewater infrastructure) of a amenities block and associated infrastructure, including signage.
<b>Item 6</b>	<b>Public Risk Insurance – Minimum Cover</b>	\$20,000,000
<b>Item 7</b>	<b>Land</b>	The land comprised in Certificate of Title 127907 Folio 102

## Annexure A



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**SIGNING PAGE**

**DATED**

**EXECUTED** as an Agreement

**Executed** for and on behalf of **CENTRAL HIGHLANDS COUNCIL**  
**(ABN 30 472 494 899)** in the presence of:

.....  
Signature of authorised person

.....  
Name of authorised person (print)

.....  
Signature of witness

.....  
Name of witness (print)

The common seal of **INLAND FISHERIES SERVICES**  
Was fixed on this       day of  
2019 for and on behalf of the Inland Fisheries Service:

.....  
Signature of authorised person

.....  
Name of authorised person (print)

.....  
Signature of witness

.....  
Name of witness (print)

# SOCIO-ECONOMIC FACTORS IN THE BASE GRANT MODEL

Replacement of the Unemployment Cost Adjustor with a

SEIFA based Cost Adjustor

Commission Decision - CD20-01

October 2019

**STATE GRANTS COMMISSION**

# Contents

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## Executive Summary

The State Grants Commission's Base Grant Model currently includes an Unemployment Cost Adjustor as a proxy measure for measuring socio-economic factors/demographics of a community and effects on council expenditure.

Over the past two years, the Commission has:

- Asked councils if socio-economic factors are appropriately reflected in the Commission's Unemployment Cost Adjustor, and if not, what would be a better measure of the impacts. The Commission heard from councils that socio-economic factors/demographics of a community do impose on councils and this impost is much more broadly felt than the areas that the Commission's Unemployment Cost Adjustor currently applies<sup>1</sup>; and
- Designed a potential cost adjustor based on the Socio-Economic Indexes For Areas (SEIFA) using the Index of Relative Socio-economic Disadvantage (IRSD) measure and modelled the potential impact of such a cost adjustor in the Commission's Base Grant Model compared to the Commission's existing Unemployment Cost Adjustor.

The Commission consulted with councils on DP19-01 as part of the 2019 Hearings and Visits, and received written submissions on the SEIFA IRSD proposal. The feedback received from councils on the proposal indicated consistent support. The Commission discussed with councils the effect of concentrations of disadvantaged, the quantum of the costs adjustor (redistributive effect) and the expenditure categories to which a SEIFA Cost Adjustor should apply.

Following consideration of the submissions from councils and after further consideration of the relationship between the expenditure categories impacted by lower SEIFA ranked councils, the Commission has now made a decision that instead of its Unemployment Cost Adjustor, it would adopt an IRSD SEIFA Cost Adjustor as follows:

- commencing from the end of the 2019-22 Triennium;

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<sup>1</sup> The Dropping off the Edge Index (<https://dote.org.au/findings/full-report/>) was also suggested but the Commission determined that the socio-economic review only focus on using the SEIFA indicator.

- based on whole Local Government Areas rather than at the Australian Bureau of Statistics' Statistical Area Level 4 (SA4) level;
- applying to the Planning and Community Amenities expenditure category only; and,
- with an expenditure redistributive impact of at least \$1 million.

The Commission is circulating this proposal to councils to seek final views on this methodology change prior to its implementation.

Subject to council feedback and in line with the Commission's Triennium policy, this change is expected to first apply for determining the 2021-22 Financial Assistance Grant allocations.



## Triennium Review Context

The State Grants Commission (the Commission) is an independent statutory body established under the *State Grants Commission Act 1976* and is responsible for recommending the distribution of Australian Government and State Government funds to Tasmanian local government authorities. To ensure that the distribution of available funds is as equitable and contemporary as possible, the Commission continually monitors council practices and updates assessment methods and data where appropriate.

To provide some structure to updating the distribution methods of the Australian Government Financial Assistance Grants (FAGs), the Commission operates a triennial review policy whereby major methodology changes are introduced only every three years, with data updates and minor changes applied every year.

### Overview of Triennial Review Period (FAGs)

Distribution	Action
2018-19	Method Changes + Data Updates
2019-20	Data Updates
2020-21	Data Updates
2021-22	Method Changes + Data Updates

As part of the Commission's review process, and in accordance with the Commission's 2019-22 Triennium Work Plan, the Commission is advising councils of its preliminary decision to remove the Unemployment Cost Adjustor it currently uses in its Base Grant Model and replace it with a SEIFA IRSD informed cost adjustor at the conclusion of the current triennium.

The Commission is providing councils with the opportunity to comment further on the Commission's preliminary decision, prior to implementation.

# 1. Background to review of the Unemployment Cost Adjustor

Currently the only socio-economic related cost adjustor the Commission recognises in its Base Grant Model is the Unemployment Cost Adjustor. Appendices 1 and 2 detail both the current design and its redistributive effect of the Unemployment Cost Adjustor based on the 2018-19 Base Grant Model. The 2018-19 Base Grant Model has been used for the purposes of this paper to maintain consistency with discussions with councils as part of DP19-01.

In December 2017 the State Grants Commission (the Commission) released as part of its suite of publications to discuss with councils at the 2018 Hearings and Visits, a Conversation Starter paper titled CS18-02: *Socio-economic Impacts*. The Conversation Starter sought council comments on how different demographic groups presented challenges for councils beyond the standard service delivery cost for its population. The Commission asked councils if different demographic groups presented challenges for councils, and if so, which groups and in what forms were the challenges manifesting. The Commission sought this information to help it understand the main issues and drivers, and extent of the impacts, councils were experiencing as a result of different demographic groups in each municipality. The Commission sought to understand the extent to which these may, or may not, be adequately captured, or are consistent with, the Commission's Unemployment Cost Adjustor relativities and expenditure categories (Health Housing and Welfare and Law Order and Public Safety).

At its 2018 Hearings and Visits conducted in February-March 2018 and in written submissions received by the Commission, the Commission heard that socio-economic factors/demographics of a community impose costs on councils, these cost imposts have a much broader impact on council expenditure than the categories to which the Commission's current Unemployment Cost Adjustor applies, and these are influenced by the characteristics of the local government area's population such as income, education, health, and cultural background.

The following is a list of the examples provided by councils as demonstrating how the socio-economic characteristics of its population affect service delivery/expenditure priorities:

- an ageing population places greater demand on council services and infrastructure needs, along with the necessity to continue using traditional engagement and communication methods;
- most councils have some involvement in youth programs, support, or the employment of dedicated youth officers;
- a lack of youth transport to further education or for employment is requiring some councils to provide some services to help support its community;
- the provision of support services to assist residents from varying cultural backgrounds;
- the provision of support services to assist residents with disabilities; and
- the need to consider differing service delivery in areas where unemployment and low incomes are prevalent.

In the cities and some coastal areas, councils noted that there is an extreme divide between the wealthy and low income areas, and this also creates challenges for rating and revenue raising. While noting this, the Commission's review of the socio-economic effects review in the 2019-22 Triennium has been limited to only be considering the impacts of socio-economic factors on councils' expenditure requirements. It did not consider matters relating to the capacity to pay.

At the 2018 Hearings and Visits there was a considerable amount of support expressed for the Commission to replace its Unemployment Cost Adjustor with some measure that reflects the broader socio-economic factors that councils face. Of those councils seeking to have a socio-economic indicator included in the Base Grant Model, there was wide, although not total, support for using the Socio-Economic Indexes For Areas (SEIFA) index which is produced by the Australian Bureau of Statistics (ABS) every five years. Some reasons given for supporting the use of a SEIFA informed cost adjustor included that it is available for all local government areas, is an ongoing and periodically available indicator that has extensive rigour underpinning its calculation. It is a widely recognised and understood measure of population demographics, designed to return a statistically comparative measure between different geographic areas.<sup>2</sup>

Previous Commissions have considered the possibility of using SEIFA in the Base Grant Model. However, at that time it was determined that an unemployment measure was a reasonable proxy for measuring socio-economic disadvantage. This approach was taken on the basis that SEIFA, whose results are ordinal (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>...) rather than cardinal (1, 2, 3,...) in nature, is only available from census data, while unemployment data is obtainable annually. Therefore the Unemployment Cost Adjustor was retained because of its simplicity, and the availability of timely data.

Due to the broadening of the socio-economic factors impacting on councils, the Commission considered it appropriate to review this matter again and sought councils' views and comments

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<sup>2</sup> The Dropping off the Edge Index (<https://dote.org.au/findings/full-report/>) was also suggested but the Commission determined that the socio-economic review only focus on using the SEIFA indicator.

on the proposal to change the Commission's method for assessing expenditure requirements for councils.

The Commission first proposed and sought feedback from councils on the proposed cost adjustor and its suitability as a replacement to the Commission's existing Unemployment Cost Adjustor.

The Commission has decided against augmenting the Unemployment Cost Adjustor with a SEIFA based enhancement.

For background information on the review undertaken to date, please refer to: [DP19-01 - Socio-economic Factors in the Base Grant Model - Proposal to replace the Unemployment Cost Adjustor with ah SEIFA based Cost Adjustor](#).

## 2. Proposal to replace Unemployment Cost Adjustor with an IRSD informed SEIFA Cost Adjustor

The Unemployment Cost Adjustor currently only redistributes expenditure of approximately \$1 million in the Health, Housing and Welfare and Law Order and Public Safety expenditure categories of its Base Grant Model( Refer Appendices 1 and 2), whereas the effects councils reported incurring included expenditure areas such as community amenities and community halls. Expenditure of this type, however, forms a subset of the Commission's Planning and Community Amenities and Recreation and Culture expenditure categories respectively (Refer Appendix 4).

The Commission is of the view that disadvantages arising from socio-economic demographics of a population do exist, and that a cost adjustor solely based on unemployment statistics does not fully reflect the situations facing councils. The Commission has designed, and intends to replace the current Unemployment Cost Adjustor at the end of the 2019-22 Triennium with, an IRSD SEIFA Cost Adjustor to give a more holistic, inclusive view of socio-economic disadvantage. The Commission has also decided to apply this new cost adjustor to Planning and Community Amenities expenditure category only. The Commission is of the view that this will result in outcomes being more justifiable and reflective of councils' relative socio-economic disadvantage in accordance with the research project findings of expenditure category correlations.

Furthermore, the Commission has decided to remove its Unemployment Cost Adjustor at the conclusion of the 2019-22 Triennium.

The Commission is now seeking council feedback on its intended direction, prior to implementation.

The Commission also notes that the issue of the ageing population was raised by most councils as part of the 2019 Hearings and Visit discussions. Councils provided numerous examples of the impact the ageing population is having on councils, included:

- increased demand for higher level services and facilities to maintain fitness. This ranged from providing outdoor equipment, constructing walking tracks and other improvements to infrastructure. Several councils indicated they were having to accelerate their footpath renewal programs by many years, and footpaths are now needing to be wider to enable mobility scooters to navigate;
- increased demand for public transport services as the ageing population stop driving. Councils are increasingly putting on public transport services e.g. community cars to get people to and from medical or other appointments and installing and reinstalling bus stops.
- Reduced opportunity to achieve savings, with the higher age demographic increasing the cost of communication as this demographic generally prefers to engage with councils in traditional manners such as standard mail and participating in community forums.
- The impact on employers and employment was also raised. For example, small businesses operators who have global markets now wanting to retire, but struggling to find anyone to take over the businesses. Councils are also directly affected in terms of the ageing of their workforce, as its skilled and senior management workforce is increasing approaching retirement age,

The Commission notes the issues raised by councils in response to an increase in the proportion of older population. While noting the issues, the Commission also notes that Tasmania's population is ageing overall and that all municipalities are experiencing this.

The Commission has since determined that ageing in itself is not having a disproportional impact on some councils more than others. Rather, the aspects of disadvantage that can occur as people age, will be reflected and captured in the SEIFA scores.

Accordingly, the Commission has determined that no further action needs to be taken in relation to the issue of the ageing profile of communities itself.

### 3. Design of the new Cost Adjustor

The Commission has designed its IRSD SEIFA cost adjustor (Refer Appendices 5 and 8), using a similar design as the Victorian Grants Commission SEIFA cost adjustor. This weights councils based on their SEIFA score and relative populations.

This SEIFA IRSD cost adjustor uses the SEIFA IRSD scores from the ABS and weights them by population on a scale of between 1 and 2 - with the council with the least IRSD disadvantage (currently Hobart) being assigned an index of 1, and the council with the most disadvantage (currently George Town) being assigned an index of 2. Councils are then ranked relatively between these two scores, based on their score relative to the minimum and maximum IRSD scores. The index is then converted to a population weighted raw cost adjustor. The Population Weighted Average (PWA) cost adjustor range is set to a value that results in a redistributive effect approximately similar to that created by the current Unemployment Cost Adjustor.

The use of the 1-2 range enables those councils with the most disadvantaged population to rank higher than those with the least disadvantaged populations.

The 2018-19 Base Grant Model has been used to demonstrate the modelling of the SEIFA IRSD Cost Adjustor impact.

Appendix 5 reflects the proposed design of the SEIFA IRSD Cost Adjustor as discussed with councils in DP19-01. The range factor of 2.6 per cent when applied to Planning and Community Amenities and Recreation and Culture expenditure categories as per the DP19-01 Appendices, provided an expenditure redistributive effect similar to the current Unemployment Cost Adjustor.

Appendix 6 demonstrates the changes to the expenditure categories from the Unemployment Cost Adjustor to the new SEIFA IRSD Cost Adjustors in matrix format. The expense categories to which the cost adjustor is applied has now been changed to the Planning & Community Amenities expenditure category only. Appendix 7 shows that the expenditure redistributive effect of the cost adjustor, if applied to only the Planning and Community Amenities expenditure category and using the same range factor as in DP19-01, is only \$306 803 overall (with Glenorchy City Council receiving the most expenditure redistribution benefit of \$65 730).

Appendices 8 and 9 reflect the modelled expenditure redistributive effects of the proposed SEIFA IRSD Cost Adjustor, and its expenditure redistributive effect on the new expenditure category if the range factor of the cost adjustor is increased to 7.5 per cent to have a similar expenditure redistributive effect as the Unemployment Cost Adjustor. Under these conditions, the total expenditure redistributive effect overall is \$902 817 (with Glenorchy City Council receiving the most expenditure redistribution benefit of \$193 420). This compares to the Unemployment Cost Adjustor's expenditure redistributive effect overall of \$924 594 (and Launceston City Council receiving the most expenditure redistribution benefit of \$262 078).



## 4. Feedback

The Commission has now made a decision that instead of its Unemployment Cost Adjustor, it would adopt an IRSD SEIFA Cost Adjustor as follows:

- • commencing from the end of the 2019-22 Triennium;
- • based on whole Local Government Areas rather than at the Australian Bureau of Statistics' Statistical Area Level 4 (SA4) level;
- • applying to the Planning and Community Amenities expenditure category only; and,
- • with an expenditure redistributive impact of at least \$1 million.

Please advise if your council has any further feedback or data on the Commission's Decision.

## Submissions and timeframes

The Commission invites comments and input from councils on the issues raised within this Commission Decision paper.

Submissions should be forwarded to the Commission Executive Officer as follows:

- By post: Executive Officer  
State Grants Commission  
GPO Box 147  
HOBART TAS 7001
- By email: [SGC@treasury.tas.gov.au](mailto:SGC@treasury.tas.gov.au)

Submissions close on Friday **24 December 2019**.

Further details regarding the annual assessments and methodology used by the Commission can be found in the [State Grants Commission 2018-19 Annual Report, including 2019-20 Financial Assistance Grant Recommendations](#), the [State Grants Commission 2019-20 Financial Assistance Grant Data Tables](#) and the [State Grants Commission Financial Assistance Grant Distribution Methodology](#) paper. These documents are available on the Commission website. Go to the Commission webpage (<https://www.treasury.tas.gov.au/state-grants-commission>) and then click Methodology and Publications.

Any queries should be directed to the Executive Officer on (03) 6166 4274.

# Appendices

**APPENDIX 1 UNEMPLOYMENT COST ADJUSTOR - as per Base Grant Model 2016-17 Expenditures, 2018-19 Base Grant Distributions**

	DATA			Pop Weighted Avg (PWA)		COST ADJUSTOR			
	Population	Unemployment Rate	Unemployment Index	STEP 1	STEP 2	RAW CA	Range Factor	Ranged CA	Rank
	2017p								
	<i>a</i>	<i>b</i>	<i>c = b / Avg b</i>	<i>d = a x c</i>	<i>e = Σd / Σa</i>	<i>f = c / e</i>	RF-> 4.420	<i>g = (c+RF)/(e+RF)</i>	
Break O'Day	6 167	11.05%	1.75	10 796		1.729		1.136	2
Brighton	16 872	10.37%	1.64	27 708		1.622		1.116	3
Burnie	19 245	7.34%	1.16	22 367		1.148		1.028	10
Central Coast	21 908	5.04%	0.80	17 503		0.789		0.961	22
Central Highlands	2 139	8.27%	1.31	2 803		1.294		1.055	7
Circular Head	8 145	4.04%	0.64	5 209		0.632		0.931	27
Clarence	55 659	5.06%	0.80	44 606		0.791		0.961	20
Derwent Valley	10 148	8.90%	1.41	14 303		1.392		1.073	5
Devonport	25 317	7.33%	1.16	29 386		1.146		1.027	11
Dorset	6 715	6.46%	1.02	6 872		1.011		1.002	14
Flinders	943	6.52%	1.03	974		1.020		1.004	13
George Town	6 846	11.37%	1.80	12 329		1.778		1.145	1
Glamorgan Spring Bay	4 555	5.09%	0.81	3 675		0.797		0.962	19
Glenorchy	46 790	9.40%	1.49	69 648		1.470		1.088	4
Hobart	52 191	4.06%	0.64	33 594		0.636		0.932	26
Huon Valley	16 919	7.38%	1.17	19 777		1.154		1.029	9
Kentish	6 319	5.55%	0.88	5 554		0.868		0.975	16
King Island	1 614	1.87%	0.30	479		0.293		0.868	29
Kingborough	36 734	3.56%	0.56	20 703		0.557		0.917	28
Latrobe	11 108	4.11%	0.65	7 236		0.643		0.934	25
Launceston	67 004	8.56%	1.36	90 832		1.339		1.063	6
Meander Valley	19 583	4.63%	0.73	14 366		0.724		0.949	24
Northern Midlands	13 128	5.14%	0.81	10 685		0.804		0.963	18
Sorell	14 648	5.90%	0.93	13 687		0.923		0.986	15
Southern Midlands	6 103	5.05%	0.80	4 886		0.791		0.961	21
Tasman	2 389	6.58%	1.04	2 488		1.029		1.005	12
Waratah-Wynyard	13 791	5.20%	0.82	11 366		0.814		0.965	17
West Coast	4 176	8.15%	1.29	5 390		1.275		1.051	8
West Tamar	23 721	4.85%	0.77	18 222		0.759		0.955	23
STATE TOTAL	520 877	AVG = 6.31%		527 445	PWA = 1.013	PWA = 1.000		PWA = 1.000	
						max = 1.778		max = 1.145	
						min = 0.293		min = 0.868	

**APPENDIX 2 2018-19 BGM COST ADJUSTOR IMPACTS: UNEMPLOYMENT - The effect of the Unemployment Cost Adjustor on each expenditure category (2016-17 Data)**

	GENERAL ADMINISTRATIVE	HEALTH HOUSING AND WELFARE	LAW ORDER AND PUBLIC SAFETY	PLANNING & COMMUNITY AMENITIES	WASTE MANAGEMENT AND ENVIRONMENT	RECREATION AND CULTURE	OTHER	TOTAL EXPENDITURE EFFECT	IMPACT ON APPLICABLE EXPENDITURE CATEGORIES	IMPACT ON NON-ROADS EXPENDITURE	RANK - % IMPACT ON NON-ROADS EXP	2017-18 BGM TOTAL EFFECT
Break O'Day	+ 0	+ 40 082	+ 11 819	+ 0	+ 0	+ 0	+ 0	+ 51 900	+13.6%	+0.9%	2	+ 54 279
Brighton	+ 0	+ 93 554	+ 27 586	+ 0	+ 0	+ 0	+ 0	+ 121 140	+11.6%	+0.8%	3	+ 145 885
Burnie	+ 0	+ 25 360	+ 7 478	+ 0	+ 0	+ 0	+ 0	+ 32 838	+2.8%	+0.2%	10	+ 74 852
Central Coast	+ 0	- 41 221	- 12 155	+ 0	+ 0	+ 0	+ 0	- 53 376	-3.9%	-0.3%	22	- 34 990
Central Highlands	+ 0	+ 5 613	+ 1 655	+ 0	+ 0	+ 0	+ 0	+ 7 268	+5.5%	+0.4%	7	+ 8 019
Circular Head	+ 0	- 26 763	- 7 892	+ 0	+ 0	+ 0	+ 0	- 34 654	-6.9%	-0.5%	27	- 36 056
Clarence	+ 0	- 103 517	- 30 524	+ 0	+ 0	+ 0	+ 0	- 134 041	-3.9%	-0.3%	20	- 156 896
Derwent Valley	+ 0	+ 35 465	+ 10 457	+ 0	+ 0	+ 0	+ 0	+ 45 922	+7.3%	+0.5%	5	+ 68 149
Devonport	+ 0	+ 33 017	+ 9 736	+ 0	+ 0	+ 0	+ 0	+ 42 753	+2.7%	+0.2%	11	+ 87 151
Dorset	+ 0	+ 640	+ 189	+ 0	+ 0	+ 0	+ 0	+ 828	+0.2%	+0.0%	14	- 4 621
Flinders	+ 0	+ 167	+ 49	+ 0	+ 0	+ 0	+ 0	+ 216	+0.4%	+0.0%	13	- 518
George Town	+ 0	+ 47 523	+ 14 013	+ 0	+ 0	+ 0	+ 0	+ 61 536	+14.5%	+1.0%	1	+ 58 116
Glamorgan Spring Bay	+ 0	- 8 253	- 2 434	+ 0	+ 0	+ 0	+ 0	- 10 686	-3.8%	-0.3%	19	- 9 747
Glenorchy	+ 0	+ 196 097	+ 57 823	+ 0	+ 0	+ 0	+ 0	+ 253 920	+8.8%	+0.6%	4	+ 256 240
Hobart	+ 0	- 169 568	- 50 000	+ 0	+ 0	+ 0	+ 0	- 219 568	-6.8%	-0.5%	26	- 257 484
Huon Valley	+ 0	+ 23 291	+ 6 868	+ 0	+ 0	+ 0	+ 0	+ 30 159	+2.9%	+0.2%	9	+ 40 160
Kentish	+ 0	- 7 437	- 2 193	+ 0	+ 0	+ 0	+ 0	- 9 629	-2.5%	-0.2%	16	+ 672
King Island	+ 0	- 10 178	- 3 001	+ 0	+ 0	+ 0	+ 0	- 13 179	-13.2%	-0.9%	29	- 13 033
Kingborough	+ 0	- 145 253	- 42 831	+ 0	+ 0	+ 0	+ 0	- 188 084	-8.3%	-0.6%	28	- 220 072
Latrobe	+ 0	- 35 335	- 10 419	+ 0	+ 0	+ 0	+ 0	- 45 755	-6.6%	-0.4%	25	- 43 958
Launceston	+ 0	+ 202 397	+ 59 681	+ 0	+ 0	+ 0	+ 0	+ 262 078	+6.3%	+0.4%	6	+ 220 434
Meander Valley	+ 0	- 48 119	- 14 189	+ 0	+ 0	+ 0	+ 0	- 62 308	-5.1%	-0.3%	24	- 81 859
Northern Midlands	+ 0	- 22 973	- 6 774	+ 0	+ 0	+ 0	+ 0	- 29 747	-3.7%	-0.2%	18	- 42 768
Sorell	+ 0	- 10 089	- 2 975	+ 0	+ 0	+ 0	+ 0	- 13 064	-1.4%	-0.1%	15	- 24 197
Southern Midlands	+ 0	- 11 396	- 3 360	+ 0	+ 0	+ 0	+ 0	- 14 756	-3.9%	-0.3%	21	- 11 993
Tasman	+ 0	+ 609	+ 180	+ 0	+ 0	+ 0	+ 0	+ 789	+0.5%	+0.0%	12	+ 9 645
Waratah-Wynyard	+ 0	- 22 886	- 6 748	+ 0	+ 0	+ 0	+ 0	- 29 634	-3.5%	-0.2%	17	- 13 902
West Coast	+ 0	+ 10 230	+ 3 017	+ 0	+ 0	+ 0	+ 0	+ 13 247	+5.1%	+0.3%	8	+ 23 534
West Tamar	+ 0	- 51 056	- 15 055	+ 0	+ 0	+ 0	+ 0	- 66 111	-4.5%	-0.3%	23	- 95 042
<b>SUM REDISTRIBUTED</b>	<b>0</b>	<b>714 045</b>	<b>210 549</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>924 594</b>				<b>1 047 136</b>
<b>AS PROPN OF CAT EXP</b>	<b>0.000%</b>	<b>2.866%</b>	<b>2.866%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>		<b>2.866%</b>	<b>0.142%</b>		

**APPENDIX 3 COMPARISON OF UNEMPLOYMENT COST ADJUSTOR AND SEIFA RELATIVE RANKINGS**

Unemployment					Cost adjustor 2017-18 BGM				Cost adjustor 2018-19 BGM				SEIFA indexes 2016 Census			Change
	Population	Unemployment (Jun 15-Jun 16)			Population	Unemployment (Jun 16-Jun 17)							(IRSD ranking order)	IRSD		
council	2016p	Rate	Adjustor	Rank	2017p	Rate	Adjustor	Rank	12 mth change in CA ranking				council	Score	Ranking	difference between Unemployment Ranking v SEIFA Ranking
Break O'Day	6 453	10.97%	1.135	3	6 167	11.05%	1.136	2	↑	1			Break O'Day	893	5	↓ -3
Brighton	16 101	11.29%	1.146	1	16 872	10.37%	1.116	3	↓	-2			Brighton	869	2	↓ 1
Burnie	19 779	8.66%	1.061	8	19 245	7.34%	1.028	10	↓	-2			Burnie	915	9	↓ 1
Central Coast	22 313	5.98%	0.975	17	21 908	5.04%	0.961	22	↓	-5			Central Coast	952	18	↓ 4
Central Highlands	2 301	8.51%	1.056	9	2 139	8.27%	1.055	7	↑	2			Central Highlands	894	6	↓ 1
Circular Head	8 187	4.57%	0.929	26	8 145	4.04%	0.931	27	↓	-1			Circular Head	936	14	↑ 13
Clarence	55 175	5.34%	0.954	21	55 659	5.06%	0.961	20	↑	1			Clarence	1002	27	↓ -7
Derwent Valley	10 045	10.16%	1.109	4	10 148	8.90%	1.073	5	↓	-1			Derwent Valley	891	4	↓ 1
Devonport	25 579	8.47%	1.055	10	25 317	7.33%	1.027	11	↓	-1			Devonport	902	7	↓ 4
Dorset	7 078	6.44%	0.989	14	6 715	6.46%	1.002	14	↓	0			Dorset	917	10	↓ 4
Flinders	786	6.44%	0.989	15	943	6.52%	1.004	13	↑	2			Flinders	976	24	↓ -11
George Town	6 870	10.99%	1.136	2	6 846	11.37%	1.145	1	↑	1			George Town	857	1	↓ 0
Glamorgan Spring Bay	4 528	5.69%	0.965	20	4 555	5.09%	0.962	19	↑	1			Glamorgan Spring Bay	939	16	↓ 3
Glenorchy	46 143	9.54%	1.089	5	46 790	9.40%	1.088	4	↑	1			Glenorchy	906	8	↓ -4
Hobart	51 127	4.25%	0.919	27	52 191	4.06%	0.932	26	↑	1			Hobart	1043	29	↓ -3
Huon Valley	16 577	7.98%	1.039	12	16 919	7.38%	1.029	9	↑	3			Huon Valley	967	22	↓ -13
Kentish	6 497	6.82%	1.002	13	6 319	5.55%	0.975	16	↓	-3			Kentish	939	15	↓ 1
King Island	1 583	2.65%	0.867	29	1 614	1.87%	0.868	29	↓	0			King Island	988	25	↓ 4
Kingborough	36 197	3.73%	0.902	28	36 734	3.56%	0.917	28	↓	0			Kingborough	1038	28	↓ 0
Latrobe	11 097	4.79%	0.936	23	11 108	4.11%	0.934	25	↓	-2			Latrobe	965	21	↓ 4
Launceston	67 181	8.40%	1.053	11	67 004	8.56%	1.063	6	↑	5			Launceston	940	17	↓ -11
Meander Valley	19 801	4.70%	0.933	25	19 583	4.63%	0.949	24	↑	1			Meander Valley	970	23	↓ 1
Northern Midlands	12 758	5.09%	0.946	22	13 128	5.14%	0.963	18	↑	4			Northern Midlands	959	19	↓ -1
Sorell	14 146	5.91%	0.972	18	14 648	5.90%	0.986	15	↑	3			Sorell	962	20	↓ -5
Southern Midlands	6 303	5.81%	0.969	19	6 103	5.05%	0.961	21	↓	-2			Southern Midlands	934	13	↑ 8
Tasman	2 404	8.77%	1.065	7	2 389	6.58%	1.005	12	↓	-5			Tasman	925	12	↓ 0
Waratah-Wynyard	14 276	6.28%	0.984	16	13 791	5.20%	0.965	17	↓	-1			Waratah-Wynyard	918	11	↓ 6
West Coast	4 435	9.42%	1.085	6	4 176	8.15%	1.051	8	↓	-2			West Coast	871	3	↓ 5
West Tamar	23 343	4.73%	0.934	24	23 721	4.85%	0.955	23	↓	1			West Tamar	1000	26	↓ -3
STATE TOTAL	519 063	AVG = 6.68%	PWA = 1.000		520 877	AVG = 6.31%	PWA = 1.000									

Note: the 12 month change in population in the Unemployment section of the above table, includes the impact of the population rebasing by the ABS.

## APPENDIX 4 EXPENDITURE CATEGORIES

STATE GRANTS COMMISSION EXPENDITURE CATEGORY	CDC/ABS FUNCTION
GENERAL ADMINISTRATION	<u>Legislative, Executive, Financial &amp; Fiscal Affairs</u>
LAW ORDER AND PUBLIC SAFETY	<u>Public Order, Fire and Safety</u>
HEALTH HOUSING & WELFARE	<u>Nursing Homes/Aged care</u>
HEALTH HOUSING & WELFARE	<u>Nursing and convalescent home services</u>
HEALTH HOUSING & WELFARE	<u>Aged Services</u>
HEALTH HOUSING & WELFARE	<u>Community and Public Health</u>
HEALTH HOUSING & WELFARE	<u>Housing</u>
HEALTH HOUSING & WELFARE	<u>Welfare</u>
WASTE MANAGEMENT & ENVIRONMENT	<u>Household Garbage/Solid Waste Management</u>
WASTE MANAGEMENT & ENVIRONMENT	<u>Other Protection of the Environment</u>
WASTE MANAGEMENT & ENVIRONMENT	<u>Protection of biodiversity and habitat</u>
PLANNING & COMMUNITY AMENITIES	<u>Community and Regional Development</u>
PLANNING & COMMUNITY AMENITIES	<u>Community Amenities</u>
RECREATION & CULTURE	<u>Sport and Physical Recreation venues and facilities</u>
RECREATION & CULTURE	<u>Recreation Parks &amp; Reserves</u>
RECREATION & CULTURE	<u>Sport and Physical Recreation services n.e.c.</u>
RECREATION & CULTURE	<u>Libraries</u>
RECREATION & CULTURE	<u>Art Museums</u>
RECREATION & CULTURE	<u>Other Museums and Cultural Heritage</u>
RECREATION & CULTURE	<u>Performing Arts</u>
RECREATION & CULTURE	<u>Cultural or Arts Services n.e.c.</u>
RECREATION & CULTURE	<u>Community Centres and Halls</u>
RECREATION & CULTURE	<u>Recreation, Culture and Religion n.e.c.</u>
ROADS	<u>Road, Bridge and Street Infrastructure</u>
ROADS	<u>Local</u>
ROADS	<u>State</u>
ROADS	<u>Commonwealth</u>
ROADS	<u>Road Plant, Parking and Other Road Transport</u>
OTHER	<u>Water</u>
OTHER	<u>Sewerage</u>
OTHER	<u>Air, Water, Rail Transport and Communications</u>
OTHER	<u>Education</u>
OTHER	<u>Fuel and Energy</u>
OTHER	<u>Agriculture, Forestry, Fishing and Hunting</u>
OTHER	<u>Mining, Manufacturing and Construction</u>
OTHER	<u>Other Economic Affairs</u>
OTHER	<u>Other Purposes</u>

**APPENDIX 5 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS)**

	DATA			Pop Weighted Avg (PWA)		COST ADJUSTOR			
	Population	SEIFA IRSD Score	SEIFA	STEP 1	STEP 2	RAW CA	Range	Ranged	Rank
	2017p	Rate	Index			$f = c / e$	Factor	CA	
	$a$	$b$	$c = b / \text{Avg } b$				RF-> 19.826	$g = (c+RF)/(e+RF)$	
Break O'Day	6 167	894	1.80	11 107		1.238		1.016	6
Brighton	16 872	871	1.92	32 474		1.323		1.022	3
Burnie	19 245	915	1.69	32 489		1.160		1.011	9
Central Coast	21 908	952	1.49	32 626		1.024		1.002	18
Central Highlands	2 139	891	1.82	3 887		1.249		1.017	4
Circular Head	8 145	940	1.55	12 655		1.068		1.005	17
Clarence	55 659	1002	1.22	67 928		0.839		0.989	27
Derwent Valley	10 148	893	1.81	18 332		1.242		1.017	5
Devonport	25 317	902	1.76	44 509		1.208		1.014	7
Dorset	6 715	918	1.67	11 228		1.149		1.010	11
Flinders	943	967	1.41	1 328		0.968		0.998	22
George Town	6 846	857	2.00	13 692		1.375		1.026	1
Glamorgan Spring Bay	4 555	939	1.56	7 102		1.072		1.005	15
Glenorchy	46 790	906	1.74	81 254		1.194		1.013	8
Hobart	52 191	1043	1.00	52 191		0.687		0.979	29
Huon Valley	16 919	962	1.44	24 287		0.987		0.999	20
Kentish	6 319	939	1.56	9 852		1.072		1.005	15
King Island	1 614	988	1.30	2 091		0.891		0.993	25
Kingborough	36 734	1038	1.03	37 721		0.706		0.980	28
Latrobe	11 108	970	1.39	15 468		0.957		0.997	23
Launceston	67 004	936	1.58	105 549		1.083		1.006	14
Meander Valley	19 583	976	1.36	26 637		0.935		0.996	24
Northern Midlands	13 128	959	1.45	19 057		0.998		1.000	19
Sorell	14 648	965	1.42	20 791		0.976		0.998	21
Southern Midlands	6 103	934	1.59	9 679		1.090		1.006	13
Tasman	2 389	917	1.68	4 007		1.153		1.010	10
Waratah-Wynyard	13 791	925	1.63	22 540		1.123		1.008	12
West Coast	4 176	869	1.94	8 083		1.330		1.023	2
West Tamar	23 721	1000	1.23	29 205		0.846		0.989	26
STATE TOTAL	520 877		1.5523	757 770	PWA = 1.455	PWA = 1.000		PWA = 1.000	
	Min Value:	857	2			max = 1.375		max = 1.026	
	Max Value:	1043	1			min = 0.687		min = 0.979	



## APPENDIX 6 COST ADJUSTOR APPLICATION MATRIX

### CURRENT UNEMPLOYMENT COST ADJUSTOR MATRIX APPLICATION

Largest CA shift

<-- ABSENTEE POPN	<--CLIMATE	<-- DISPERSION	<-- ISOLATION	<-- POPN DECLINE	<-- REGIONAL RESPNSIB	<-- SCALE (ADMIN)	<-- SCALE (OTHER)	<-- TOURISM	<-- UNEMPLOYMENT	<--WORKER INFLUX
33.8%	10.1%	20.0%	30.1%	5.4%	34.2%	200.0%	50.0%	9.0%	14.5%	5.9%

#### STEP 2. ALLOCATE COST ADJUSTORS (X), TO EACH EXPENDITURE CATEGORY (Y)

GENERAL ADMIN

EDUCATION HH&W

LAW ORDER PUB SAFETY

PLANNG & COMM AMENITIES

WASTE MGT & ENVIRONMT

RECREAT & CULTURE

OTHER

I			I	I		I				
				I					I	
		I		I				I	I	
I	I	I	I	I			I	I		I
I	I	I		I			I	I		I
I	I	I	I	I	I		I	I		I

### SEIFA COST ADJUSTOR MATRIX APPLICATION

Largest CA shift

<-- ABSENTEE POPN	<--CLIMATE	<-- DISPERSION	<-- ISOLATION	<-- POPN DECLINE	<-- REGIONAL RESPNSIB	<-- SCALE (ADMIN)	<-- SCALE (OTHER)	<-- TOURISM	<-- SEIFA	<--WORKER INFLUX
33.8%	10.1%	20.0%	30.1%	5.4%	34.2%	200.0%	50.0%	9.0%	2.6% & 7.5%	5.9%

#### STEP 2. ALLOCATE COST ADJUSTORS (X), TO EACH EXPENDITURE CATEGORY (Y): PROPOSAL for SEIFA Indicator

GENERAL ADMIN

EDUCATION HH&W

LAW ORDER PUB SAFETY

PLANNG & COMM AMENITIES

WASTE MGT & ENVIRONMT

RECREAT & CULTURE

OTHER

I			I	I		I				
				I						
		I		I				I		
I	I	I	I	I			I	I	I	I
I	I	I		I			I	I		I
I	I	I	I	I	I		I	I		I

**APPENDIX 7 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS) - The effect of the SEIFA Cost Adjustor on each expenditure category (2016-17 Data)**

	GENERAL ADMINISTRATION	HEALTH HOUSING AND WELFARE	LAW ORDER AND PUBLIC SAFETY	PLANNING & COMMUNITY AMENITIES	WASTE MANAGEMENT AND ENVIRONMENT	RECREATION AND CULTURE	OTHER	TOTAL EXPENDITURE EFFECT	IMPACT ON APPLICABLE EXPENDITURE CATEGORIES	IMPACT ON NON- ROADS EXPENDITURE	RANK - % IMPACT ON NON-ROADS
Break O'Day	+ 0	+ 0	+ 0	+ 10 647	+ 0	+ 0	+ 0	+ 10 647	+2.8%	+0.2%	6
Brighton	+ 0	+ 0	+ 0	+ 39 530	+ 0	+ 0	+ 0	+ 39 530	+3.8%	+0.3%	3
Burnie	+ 0	+ 0	+ 0	+ 22 392	+ 0	+ 0	+ 0	+ 22 392	+1.9%	+0.1%	9
Central Coast	+ 0	+ 0	+ 0	+ 3 763	+ 0	+ 0	+ 0	+ 3 763	+0.3%	+0.0%	18
Central Highlands	+ 0	+ 0	+ 0	+ 3 865	+ 0	+ 0	+ 0	+ 3 865	+2.9%	+0.2%	4
Circular Head	+ 0	+ 0	+ 0	+ 4 019	+ 0	+ 0	+ 0	+ 4 019	+0.8%	+0.1%	17
Clarence	+ 0	+ 0	+ 0	- 65 036	+ 0	+ 0	+ 0	- 65 036	-1.9%	-0.1%	27
Derwent Valley	+ 0	+ 0	+ 0	+ 17 792	+ 0	+ 0	+ 0	+ 17 792	+2.8%	+0.2%	5
Devonport	+ 0	+ 0	+ 0	+ 38 279	+ 0	+ 0	+ 0	+ 38 279	+2.4%	+0.2%	7
Dorset	+ 0	+ 0	+ 0	+ 7 273	+ 0	+ 0	+ 0	+ 7 273	+1.7%	+0.1%	11
Flinders	+ 0	+ 0	+ 0	- 217	+ 0	+ 0	+ 0	- 217	-0.4%	-0.0%	22
George Town	+ 0	+ 0	+ 0	+ 18 609	+ 0	+ 0	+ 0	+ 18 609	+4.4%	+0.3%	1
Glamorgan Spring Bay	+ 0	+ 0	+ 0	+ 2 370	+ 0	+ 0	+ 0	+ 2 370	+0.8%	+0.1%	15
Glenorchy	+ 0	+ 0	+ 0	+ 65 730	+ 0	+ 0	+ 0	+ 65 730	+2.3%	+0.2%	8
Hobart	+ 0	+ 0	+ 0	- 118 342	+ 0	+ 0	+ 0	- 118 342	-3.7%	-0.2%	29
Huon Valley	+ 0	+ 0	+ 0	- 1 629	+ 0	+ 0	+ 0	- 1 629	-0.2%	-0.0%	20
Kentish	+ 0	+ 0	+ 0	+ 3 287	+ 0	+ 0	+ 0	+ 3 287	+0.8%	+0.1%	16
King Island	+ 0	+ 0	+ 0	- 1 280	+ 0	+ 0	+ 0	- 1 280	-1.3%	-0.1%	25
Kingborough	+ 0	+ 0	+ 0	- 78 370	+ 0	+ 0	+ 0	- 78 370	-3.4%	-0.2%	28
Latrobe	+ 0	+ 0	+ 0	- 3 452	+ 0	+ 0	+ 0	- 3 452	-0.5%	-0.0%	23
Launceston	+ 0	+ 0	+ 0	+ 40 245	+ 0	+ 0	+ 0	+ 40 245	+1.0%	+0.1%	14
Meander Valley	+ 0	+ 0	+ 0	- 9 234	+ 0	+ 0	+ 0	- 9 234	-0.8%	-0.1%	24
Northern Midlands	+ 0	+ 0	+ 0	- 208	+ 0	+ 0	+ 0	- 208	-0.0%	-0.0%	19
Sorell	+ 0	+ 0	+ 0	- 2 588	+ 0	+ 0	+ 0	- 2 588	-0.3%	-0.0%	21
Southern Midlands	+ 0	+ 0	+ 0	+ 3 993	+ 0	+ 0	+ 0	+ 3 993	+1.1%	+0.1%	13
Tasman	+ 0	+ 0	+ 0	+ 2 652	+ 0	+ 0	+ 0	+ 2 652	+1.8%	+0.1%	10
Waratah-Wynyard	+ 0	+ 0	+ 0	+ 12 350	+ 0	+ 0	+ 0	+ 12 350	+1.4%	+0.1%	12
West Coast	+ 0	+ 0	+ 0	+ 10 008	+ 0	+ 0	+ 0	+ 10 008	+3.9%	+0.3%	2
West Tamar	+ 0	+ 0	+ 0	- 26 446	+ 0	+ 0	+ 0	- 26 446	-1.8%	-0.1%	26
<b>SUM REDISTRIBUTED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>306 803</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>306 803</b>			
<b>AS PROPN OF CAT EXP</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.555%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>		<b>0.951%</b>	<b>0.047%</b>	

APPENDIX 8 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS) - increased range factor

**SEIFA COST ADJUSTOR (SEIFA SCORES ALL, Revised Range Factor)**

	DATA			Pop Weighted Avg (PWA)		COST ADJUSTOR			
	Population	SEIFA IRSD Score	SEIFA	STEP 1	STEP 2	RAW CA	Range	Ranged	Rank
	2017p	Rate	Index			$f = c / e$	Factor	CA	
	$a$	$b$	$c = b / \text{Avg } b$						
Break O'Day	6 167	894	1.80	11 107		1.238		1.048	6
Brighton	16 872	871	1.92	32 474		1.323		1.065	3
Burnie	19 245	915	1.69	32 489		1.160		1.032	9
Central Coast	21 908	952	1.49	32 626		1.024		1.005	18
Central Highlands	2 139	891	1.82	3 887		1.249		1.050	4
Circular Head	8 145	940	1.55	12 655		1.068		1.014	17
Clarence	55 659	1002	1.22	67 928		0.839		0.968	27
Derwent Valley	10 148	893	1.81	18 332		1.242		1.049	5
Devonport	25 317	902	1.76	44 509		1.208		1.042	7
Dorset	6 715	918	1.67	11 228		1.149		1.030	11
Flinders	943	967	1.41	1 328		0.968		0.994	22
George Town	6 846	857	2.00	13 692		1.375		1.075	1
Glamorgan Spring Bay	4 555	939	1.56	7 102		1.072		1.014	15
Glenorchy	46 790	906	1.74	81 254		1.194		1.039	8
Hobart	52 191	1043	1.00	52 191		0.687		0.937	29
Huon Valley	16 919	962	1.44	24 287		0.987		0.997	20
Kentish	6 319	939	1.56	9 852		1.072		1.014	15
King Island	1 614	988	1.30	2 091		0.891		0.978	25
Kingborough	36 734	1038	1.03	37 721		0.706		0.941	28
Latrobe	11 108	970	1.39	15 468		0.957		0.991	23
Launceston	67 004	936	1.58	105 549		1.083		1.017	14
Meander Valley	19 583	976	1.36	26 637		0.935		0.987	24
Northern Midlands	13 128	959	1.45	19 057		0.998		1.000	19
Sorell	14 648	965	1.42	20 791		0.976		0.995	21
Southern Midlands	6 103	934	1.59	9 679		1.090		1.018	13
Tasman	2 389	917	1.68	4 007		1.153		1.031	10
Waratah-Wynyard	13 791	925	1.63	22 540		1.123		1.025	12
West Coast	4 176	869	1.94	8 083		1.330		1.066	2
West Tamar	23 721	1000	1.23	29 205		0.846		0.969	26
STATE TOTAL	520 877		1.5523	757 770	PWA = 1.455	PWA = 1.000		PWA = 1.000	
	Min Value:	857	2						
	Max Value:	1043	1						
						max = 1.375 min = 0.687		max = 1.075 min = 0.937	

**APPENDIX 9 PROPOSED SEIFA IRSD COST ADJUSTOR - (ALL COUNCILS) - Increased range factor - The effect of the SEIFA Cost Adjustor on each expenditure category (2016-17 Data)**

	GENERAL ADMINISTRAT ION	HEALTH HOUSING AND WELFARE	LAW ORDER AND PUBLIC SAFETY	PLANNING & COMMUNITY AMENITIES	WASTE MANAGEMENT AND ENVIRONMEN	RECREATION AND CULTURE	OTHER	TOTAL EXPENDITURE EFFECT	IMPACT ON APPLICABLE EXPENDITURE CATEGORIES	IMPACT ON NON-ROADS EXPENDITURE	RANK - % IMPACT ON
Break O'Day	+ 0	+ 0	+ 0	+ 31 330	+ 0	+ 0	+ 0	+ 31 330	+8.2%	+0.6%	6
Brighton	+ 0	+ 0	+ 0	+ 116 324	+ 0	+ 0	+ 0	+ 116 324	+11.1%	+0.8%	3
Burnie	+ 0	+ 0	+ 0	+ 65 893	+ 0	+ 0	+ 0	+ 65 893	+5.5%	+0.4%	9
Central Coast	+ 0	+ 0	+ 0	+ 11 073	+ 0	+ 0	+ 0	+ 11 073	+0.8%	+0.1%	18
Central Highlands	+ 0	+ 0	+ 0	+ 11 373	+ 0	+ 0	+ 0	+ 11 373	+8.6%	+0.6%	4
Circular Head	+ 0	+ 0	+ 0	+ 11 826	+ 0	+ 0	+ 0	+ 11 826	+2.3%	+0.2%	17
Clarence	+ 0	+ 0	+ 0	- 191 380	+ 0	+ 0	+ 0	- 191 380	-5.6%	-0.4%	27
Derwent Valley	+ 0	+ 0	+ 0	+ 52 355	+ 0	+ 0	+ 0	+ 52 355	+8.3%	+0.6%	5
Devonport	+ 0	+ 0	+ 0	+ 112 643	+ 0	+ 0	+ 0	+ 112 643	+7.2%	+0.5%	7
Dorset	+ 0	+ 0	+ 0	+ 21 402	+ 0	+ 0	+ 0	+ 21 402	+5.1%	+0.3%	11
Flinders	+ 0	+ 0	+ 0	- 639	+ 0	+ 0	+ 0	- 639	-1.1%	-0.1%	22
George Town	+ 0	+ 0	+ 0	+ 54 760	+ 0	+ 0	+ 0	+ 54 760	+12.9%	+0.9%	1
Glamorgan Spring Bay	+ 0	+ 0	+ 0	+ 6 973	+ 0	+ 0	+ 0	+ 6 973	+2.5%	+0.2%	16
Glenorchy	+ 0	+ 0	+ 0	+ 193 420	+ 0	+ 0	+ 0	+ 193 420	+6.7%	+0.5%	8
Hobart	+ 0	+ 0	+ 0	- 348 239	+ 0	+ 0	+ 0	- 348 239	-10.8%	-0.7%	29
Huon Valley	+ 0	+ 0	+ 0	- 4 794	+ 0	+ 0	+ 0	- 4 794	-0.5%	-0.0%	20
Kentish	+ 0	+ 0	+ 0	+ 9 673	+ 0	+ 0	+ 0	+ 9 673	+2.5%	+0.2%	15
King Island	+ 0	+ 0	+ 0	- 3 767	+ 0	+ 0	+ 0	- 3 767	-3.8%	-0.3%	25
Kingborough	+ 0	+ 0	+ 0	- 230 617	+ 0	+ 0	+ 0	- 230 617	-10.1%	-0.7%	28
Latrobe	+ 0	+ 0	+ 0	- 10 157	+ 0	+ 0	+ 0	- 10 157	-1.5%	-0.1%	23
Launceston	+ 0	+ 0	+ 0	+ 118 427	+ 0	+ 0	+ 0	+ 118 427	+2.9%	+0.2%	14
Meander Valley	+ 0	+ 0	+ 0	- 27 174	+ 0	+ 0	+ 0	- 27 174	-2.2%	-0.2%	24
Northern Midlands	+ 0	+ 0	+ 0	- 613	+ 0	+ 0	+ 0	- 613	-0.1%	-0.0%	19
Sorell	+ 0	+ 0	+ 0	- 7 617	+ 0	+ 0	+ 0	- 7 617	-0.8%	-0.1%	21
Southern Midlands	+ 0	+ 0	+ 0	+ 11 750	+ 0	+ 0	+ 0	+ 11 750	+3.1%	+0.2%	13
Tasman	+ 0	+ 0	+ 0	+ 7 803	+ 0	+ 0	+ 0	+ 7 803	+5.3%	+0.4%	10
Waratah-Wynyard	+ 0	+ 0	+ 0	+ 36 341	+ 0	+ 0	+ 0	+ 36 341	+4.3%	+0.3%	12
West Coast	+ 0	+ 0	+ 0	+ 29 450	+ 0	+ 0	+ 0	+ 29 450	+11.4%	+0.8%	2
West Tamar	+ 0	+ 0	+ 0	- 77 821	+ 0	+ 0	+ 0	- 77 821	-5.3%	-0.4%	26
<i>SUM REDISTRIBUTED</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>902 817</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>902 817</i>			
<i>AS PROPN OF CAT EXP</i>	<i>0.000%</i>	<i>0.000%</i>	<i>0.000%</i>	<i>1.634%</i>	<i>0.000%</i>	<i>0.000%</i>	<i>0.000%</i>		<i>2.798%</i>	<i>0.139%</i>	





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## **Policy No. 2015- 37**

# **Records Management Policy**

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## 1 DEFINITIONS

### **Access**

Right, opportunity, means of finding, using, or retrieving information

### **Accountability**

Principle - that individuals, organisations, and the community are responsible for their actions and may be required to explain them to others

### **Action tracking**

Process in which time limits for actions are monitored and imposed upon those conducting the business.

### **Archival authority**

Agency or programme responsible for selecting, acquiring and preserving archives, making them available, and approving destruction of other records

### **Classification**

Systematic identification and arrangement of business activities and/or records into categories according to logically structure conventions, methods, and procedural rules represented in a classification system.

### **Conversion**

Process of changing records from one medium to another or from one format to another.

### **Destruction**

Process of eliminating or deleting records, beyond any possible reconstruction.

### **Disposition**

Range of processes associated with implementing records retention, destruction or transfer decisions which are document in disposition or other instruments

### **Indexing**

Process of establishing access points to facilitate retrieval of records and/or information.

### **Metadata**

Data describing context, content and structure of records and their management through time.

### **Migration**

Act of moving records from one system to another, while maintaining the records' authenticity, integrity, reliability and useability.

### **Preservation**

Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

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**Records**

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.

**Records Management**

Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of information about business activities and transactions in the form of records.

**Records Systems**

Information system which captures, manages and provides access to records through time.

**Registration**

Act of giving a record a unique identified on its entry into a system

**Tracking**

Creating, capturing and maintaining information about the movement and use of records

**Transfer**

Change of custody, ownership and/or responsibility for records. Moving records from one location to another.

**Permanent Records**

Are those that will be transferred to the Tasmanian Archive and Heritage Office to be retained as State Archives.

**Temporary Records**

Are those that can be destroyed under the authority of the Schedule (Disposal Schedule for functional records of Local Government DA No 2200 amended 10/06/2014) after a minimum retention period, or once certain requirements have been met.

**Ephemeral Records**

Documents that have no lasting value to the organisation. They include (but are not limited to) copies of documents, company brochures, drafts, or information produced by other businesses (price lists). Messages may also be considered ephemeral, and may not need to be recorded into Council's record system.

**Preservation of Records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

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## 2 INTRODUCTION

The Central Highlands Council's Records Management Policy has been produced to provide a practical guide for staff involved in the creation, management and/or use of corporate records. This includes all staff engaged in activities directly associated with the business of the Central Highlands Council regardless of whether they are permanent employees or employed through a contract arrangement.

The information resources of an organisation, particularly corporate information, are one of its most valuable assets. Proper information management provides the level of transparency and accountability demanded by its key stakeholders.

### 2.1 PURPOSE OF THE MANUAL

The purpose of this manual is to describe:

- the responsibilities of all staff in relation to records management activities;
- the statutory requirements governing records management practices;
- policy statements enabling the Central Highlands Council to comply with statutory requirements; and
- procedures to be followed in fulfilment of each policy.

### 2.2 LEGISLATIVE FRAMEWORK

There are various legislative requirements for managing government records in Tasmania. The primary legislation relating to the keeping of public records is the *Archives Act 1983*, which compels each state and local government agency to have in place a comprehensive record keeping framework that covers the management of records from their inception through to their final archiving or destruction.

Under the *Archives Act 1983* s3, a *government record* is defined as

“means a document, or an object, in any form (including any electronic form) that is, or has been, kept by reason of”:

- (a) any information or matter that it contains or that can be obtained from it; or
- (b) its connection with any event, person, circumstance or thing.

It is the responsibility of all employees and contractors to ensure that they create and maintain government records in accordance with the Central Highlands Council Record Policy. Failure to comply with this requirement is deemed to be an offence and could attract a penalty.

Some other examples of legislation that impacts upon records management include:

- *Criminal Code 1914*
- *Electronic Transactions Act 2000 (Tas)*

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- *Evidence Act 2001 (Tas)*
- *Audit Act 2008*
- *Right to Information Act 2009 (Tas)*
- *Limitation Act 1974 (Tas)*

## **2.3 ROLES AND RESPONSIBILITIES**

### **2.3.1 Elected Members**

All elected members are to create and maintain records relating to their role as a Councillor of the Central Highlands Council in a manner commensurate with legislation and State policies and procedures for the management of records. Party political and personal records of Councillors are exempt.

### **2.3.2 General Manager**

The General Manager is required under the *Archives Act 1983* to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. The General Manager is also required under the Act to ensure that no records are destroyed or disposed of except in accordance with an approved retention and disposal schedule.

### **2.3.3 Managers**

All managers are to ensure that officers are aware of and comply with records management policy and procedures.

### **2.3.4 All staff**

All staff will create and retain records relating to the business activities they perform. They are required to:

- make records to document and support business activities and decisions;
- ensure that records are captured and registered into the records management system; and
- ensure that records are secure at all times.

Officers must not:

- destroy, delete or alter records without proper authority;
- remove official records from the Central Highlands Council without permission; or
- lose, misuse or pass records to an unauthorised person.

### **2.3.5 Deputy General Manager**

The Deputy General Manager is responsible for:

- ensuring that the records of the Central Highlands Council comply with the legal and professional obligations.
- ensuring that policies are implemented within the department; and

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- ensuring that staff are supported in terms of training and development in adhering to Records Management Policy and procedures.

### 3 RECORDS MANAGEMENT POLICY

#### 3.1 POLICY STATEMENT

The Central Highlands Council is committed to making and keeping full and accurate records of its business transactions and its official activities. Records created and received by Council personnel and contractors, irrespective of format, are to be managed in accordance with the Council's Record Keeping Plan and this Records Management Policy and Procedures Manual. Records will not be destroyed except by reference to the *Disposal Schedule for functional records of Local Government, Disposal Authorisation No. DA2200*.

#### 3.2 RATIONALE

The *Archives Act 1983* compels each government agency to have in place a comprehensive record keeping framework referred to as a *Record Keeping Plan* that covers the management of *government records* from their inception to through to their final disposition by destruction or archiving.

Under the *Archives Act 1983* s3, a *government record* is defined as

“means a document, or an object, in any form (including any electronic form) that is, or has been, kept by reason of”:

- (a) any information or matter that it contains or that can be obtained from it; or
- (b) its connection with any event, person, circumstance or thing.

It is the responsibility of all employees and contractors to ensure that they create and maintain government records in accordance with the Central Highlands Council's Record Management Policy. Failure to comply with this requirement is deemed to be an offence and could attract a penalty.

#### 3.3 GUIDELINES

The Central Highlands Council has implemented systematic records management policies, procedures and practices to ensure the capture and management of all its records, irrespective of format. All elected members and staff will ensure that full and accurate records are created to reflect business transactions and decisions.

The Central Highlands Council has implemented an electronic Records Management System, InfoXpert. This system centres around a Business Classification Scheme, an index based on Keywords for Councils.

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It is the responsibility of all staff to ensure that records created or received are properly recorded within the InfoXpert system. This process includes registering hard-copy documents as scanned documents, or recording electronic documents, such as emails, directly into the system.

Corporate records will only be disposed of in accordance with the *Disposal Schedule for functional records of Local Government, Disposal Authorisation No. DA2200*.

## **4 RECORDS CREATION**

### **4.1 POLICY STATEMENT**

It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Central Highlands Council are appropriately documented and that records are created and maintained in fulfilment of legislative requirements.

### **4.2 RATIONALE**

Records should be compliant, adequate, complete, meaningful, comprehensive, accurate, authentic and inviolate. For records to be meaningful, the links between records documenting a sequence of actions should be maintained.

Records are required:

- To provide evidence of a transaction;
- To prove that policies, procedures or guidelines have been followed in arriving at a decision or outcome;
- To enable others to know what action occurred, what was decided, when it occurred, who was involved and the sequence of actions, therefore providing continuity and consistency in administration; and
- To defend against potential claims or future legal actions, for example workers compensation or breach of contract.

Records that must be captured into the official record keeping system include those that show:

- what happened;
- what was decided or recommended;
- what advice or instruction was given;
- when it happened;
- who was involved; or
- the order of events and/or decisions.

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### 4.3 PROCEDURES

Records may be created and accumulated as part of a business process, for example responding to correspondence, issuing of invoices. In other circumstances, active steps are required to create the record, as is the case with a telephone conversation. Some specific examples are:

#### **Decisions and recommendations**

Any decision impacting on the operations of Central Highlands Council, or for which the organisation may be held accountable, should be adequately documented to show who made the decision and on what basis it was made. This includes the background information and research that led to the decision.

#### **Oral decisions and commitments**

Any decision that is reached, or any commitment or transaction made verbally (i.e. person to person, or via telephone), should be adequately documented.

#### **Meetings**

The Minutes of a meeting are the record of the meeting, and should accurately document decisions made at the meeting. The minutes should include a copy of the agenda and all documents considered at the meeting, decisions taken and any other background papers involved in reaching the decision. This includes external meetings attended by a representative of Central Highlands Council.

#### **Records of Correspondence**

Sending or receiving a memorandum or piece of correspondence internally or externally, by letter, facsimile or electronic mail is a record and should be captured in the records management system.

## 5 RECORDS CAPTURE AND CONTROL

### 5.1 POLICY STATEMENT

All *government records*, irrespective of format, are to be registered and captured into the Central Highlands Council records systems. All correspondence should be registered within the appropriate folder in the Business Classification Scheme.

### 5.2 RATIONALE

To maintain integrity as evidence over time, records should be managed in an official records system, which can maintain and demonstrate the connection between a record and the business it documents. Within the Central Highlands Council, official records systems include paper-based filing systems (soon to be obsolete) and business systems that manage records. Examples include the Microsoft Dynamics Navision Financial system, the PropertyWise Property database, and the InfoXpert Records management system. Capturing records involves registering documents into the appropriate business

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classification scheme folder, recognising development applications and filing into a Development Application folder, and using business systems to record transactions.

Records capture and control helps to ensure that records are:

- Accessible to all who require them, subject to any restrictions that may apply;
- Controlled and managed in accordance with policy and procedures;
- Secured against tampering, unauthorised access or unlawful deletion; and
- Disposed of promptly in accordance with legal authority.

## **5.3 PROCEDURES**

### **5.3.1 Mail Management and Registration**

For the purposes of this document, “mail” includes the following:

- items distributed from Australia Post;
- items delivered by courier;
- hand delivered items;
- facsimiles; and
- electronic mail and attachments.

#### **Incoming Mail**

- All incoming mail addressed to the Central Highlands Council, including mail addressed to individuals (unless clearly marked as personal and/or confidential) will be opened. To avoid embarrassment, personal mail should be directed to a private address.
- Mail will be sorted into three groups – letters, invoices and cheques.
- When processing incoming mail containing cheques, money or money orders, two staff members should be present if possible. Cheques will be receipted by the Senior Administration Officer.
- All incoming correspondence will be date stamped to validate receipt. Care will be taken not to deface legal documents or papers that may need to be returned to the sender.
- Invoices will be stamped with the invoice stamp, which contains a date stamp.
- Records of a corporate nature received directly by staff via facsimile or electronic mail transmission, through a courier service, or “by hand” (for example at meetings, presentations etc.) will be registered appropriately by the receiver into the records management system.

#### **Registration**

- Records will be registered into InfoXpert and given a unique document identification number and brief description.
- The following material is not registered:
  - promotional and advertising material;

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- invitations;
  - newspapers and magazines; and
  - cheques and invoices.
- Registration of the record will link the record to descriptive information about the context of the record, and to related records. The following information will be included as a minimum:
    - Unique document identifier
    - Date of receipt
    - Document name or title (for example, the subject line)
    - Date of creation
    - Author
    - Recipient

The unique document number will be recorded on the original hard copy document (if it is necessary to print a hard copy) and recorded as metadata about registered electronic copy.

### **Mail Distribution**

All mail is delegated to the officer responsible at the point of registration into InfoXpert. The mail has the relevant document identification number and disposal information recorded on it and filed into day boxes at the Records Officer's workstation. Mail is delegated as follows:

<b>REQUEST TYPE</b>	<b>LEAD</b>
	<b>OFFICER</b>
<b>Corporate</b>	
Complaints - CC&S Staff	General Manager
Complaints - Staff - Development Services	General Manager
Complaints - Staff - Assets & Engineering	Works & Services Manager
Complaints - Policy	Deputy General Manager
Rates Enquiries	Senior Admin Officer
Valuation Enquiries	Senior Admin Officer
Pension Rebates	Senior Admin Officer

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Change of Address	Senior Admin Officer
Rates Searches	Senior Admin Officer
Change of Owners	Senior Admin Officer
Property Queries	Senior Admin Officer
Payroll Queries	Senior Admin Officer
Accounts Payable	Senior Admin Officer
Accounts Received	Senior Admin Officer
<b>Public Amenity</b>	
Dog Complaints	Animal Control Officer
Livestock	Animal Control Officer
Fire Hazards(including backyard burning)	DES Manager
Abandoned Motor Vehicles	Works & Services Manager
Overgrown Land	DES Manager
Commercial Water Carters	Environmental Health Officer
Onsite Waste Management Systems	Environmental Health Officer
Public Health Risk Activities (Tattoos etc.)	Environmental Health Officer
Notifiable Diseases	Environmental Health Officer
Immunisation	Environmental Health Officer
<b>Noise Complaints</b>	
Fowl/Animal	Animal Control Officer
Machinery	DES Manager

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Motorbikes	DES Manager
Chainsaws etc.	DES Manager
<b>Other Complaints</b>	
Odour	Environmental Health Officer
Food	Environmental Health Officer
Air/Dust	Environmental Health Officer
<b>Licence/Permits</b>	
Food (Van/Mobile)	Environmental Health Officer
Temporary Food Premises	Environmental Health Officer
Food (Premises)	Environmental Health Officer
Place of Assembly	Environmental Health Officer
Trade Waste	Environmental Health Officer
Place of Assembly	Environmental Health Officer
Temporary Place of Assembly	Environmental Health Officer
Leases/Licences Council & Crown Land	Deputy General Manager
<b>Other Requests</b>	
Hire of Park	Admin Officer
Hire of Hall	Admin Officer

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<b>Development</b>	
Advertising Signs	DES Manager
Developments (General Requests)	DES Manager
Illegal Buildings	DES Manager
Building Enquiries	DES Manager
Plumbing Inspections	DES Manager
Plumbing Enquiries	DES Manager
Town Plan Enquiries	DES Manager
Zone/Land Use	DES Manager
Planning Scheme	DES Manager
Town Plan General	DES Manager
Planning Permits	DES Manager
Council Properties	DES Manager
<b>Council Buildings</b>	
Hire Of Halls	Admin Officer
Hire of Civic Centre	Admin Officer
Maintenance	Works & Services Manager
<i>Festivals/Events</i>	
Organisation	Admin Officer
Bookings	Admin Officer
Halls	Admin Officer
Civic Centre	Admin Officer
<i>Recreation</i>	
Football	Admin Officer

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Cricket	Admin Officer
General	Admin Officer
<b><i>Risk Management</i></b>	
Falls (External)	All Managers
Falls (Internal)	All Managers
Accidents - General	All Managers
Property Damage	All Managers
Motor Vehicle Accident	All Managers
<b><i>Engineering</i></b>	
<b><i>Roads</i></b>	
Road funding	Works & Services Manager, Deputy General Manager
Road signage	Works & Services Manager
Street/road names	DES Admin Officer
Street/road cleaning	Works & Services Manager
Footpaths	Works & Services Manager
Road use data	Works & Services Manager
Council road enquiries and information	Works & Services Manager
Line marking and pavement management	Works & Services Manager
Roadside management (inc. nature strips)	Works & Services Manager

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Road Opening Permits (Telstra/Aurora etc.)	Works & Services Manager
Road closures	Works & Services Manager
Rural road numbering	DES Admin Officer
<b><i>Electricity</i></b>	
Requests for lighting	Works & Services Manager
<b><i>Telephone Services</i></b>	
Intention to perform work	Works & Services Manager
Telecommunications network	Works & Services Manager
<b><i>Bridges and Structures</i></b>	
Bridges	Works & Services Manager
Boat ramps	Works & Services Manager
<b><i>Waste Management</i></b>	
Refuse disposal facilities	DES Manager
Recycling	DES Manager
Kerbside recycling collection	DES Manager
Domestic refuse collection (MG Bins)	DES Manager
<b><i>Drainage</i></b>	
Rural drainage/culverts	Works & Services Manager

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<b><i>Traffic and Transport</i></b>	
Bus services	Works & Services Manager
Railways	Works & Services Manager
Traffic management	Works & Services Manager
Black Spot Program	Works & Services Manager
Overweight vehicles	Works & Services Manager
<b><i>Works Facilities and Materials</i></b>	
Works Depot	Works & Services Manager
Annual tenders - materials	Works & Services Manager
Annual tenders - plant hire	Works & Services Manager
<b><i>Vehicles, Plant and Equipment</i></b>	
Sedans and wagons	Works & Services Manager
Vans and utilities	Works & Services Manager
Light trucks	Works & Services Manager
Medium trucks	Works & Services Manager
Heavy trucks	Works & Services Manager
Special purpose trucks	Works & Services Manager

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Tractors and mowers	Works & Services Manager
Earthmoving and road making equipment	Works & Services Manager
Miscellaneous equipment	Works & Services Manager
Fuel	Works & Services Manager
Registrations	Works & Services Manager
<b><i>Natural Resource Management</i></b>	
Playgrounds and equipment	Works & Services Manager
Trees and vegetation (removal and planting)	Works & Services Manager
Weeds	Weeds Officer
<b><i>Emergency Management</i></b>	
Emergency management plans	DES Manager
SES	DES Manager
<b><i>Council Buildings and Facilities</i></b>	
Public toilets	Works & Services Manager
BBQ facilities	Works & Services Manager
<b><i>Engineering Administration</i></b>	
Vandalism (including graffiti)	Works & Services Manager
Crossovers	Works & Services Manager

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### **Outgoing Mail**

- Documents created by Central Highlands Council staff, including internal memoranda, minutes and reports, and outgoing correspondence, will quote a document identification number, obtained upon registration to the records management system.

### **5.3.2 Electronic Records**

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains an electronic document until it is submitted.

All electronic documents, plans, images etc. which constitute a record, as defined under the *Archives Act 1983*, must be captured into a corporate approved system which meets the record keeping requirements under the *Archives Act*.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc., are scanned and/or directly recorded into the Central Highlands Council's records management system as soon as possible.

It is not necessary to print documents that are captured in the Council's records management system, as this creates duplicate records.

### **5.3.3 Email Management**

Emails created or received by elected members or staff, in connection with their official Central Highlands Council business, are the property of the Central Highlands Council. They are *government records* and are subject to the same record keeping requirements as government records in other formats.

Electronic messages, like records in other formats, are subject to legislation such as the *Right to Information Act 2009* and to legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Courts, auditors and other people or bodies to whom or which they may be subject.

Elected members and staff are responsible for managing their own email documents manually. Incoming and outgoing messages should be registered into the Central Highlands Council's records management system under the appropriate Business Classification Scheme folder, and such messages include:

- messages documenting business of the Central Highlands Council;
- formal communications between staff, for example a Minute, report or submission; and
- messages which have continuing value for the Council, its ratepayers and the community (refer Section 1 – Definitions for explanation of records of continuing value).

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### **5.3.4 Document Management**

Central Highlands Council's corporate records will be stored in day boxes and managed by the records management system. The physical movement of hard copy documents will not be permitted, except at the request of the General Manager or Deputy General Manager.

#### **Business Classification Scheme – Folder List**

The Folder List is maintained in InfoXpert and holds documents specific to that folders' subject. It is derived from Keywords for Councils, based around the functions performed by Local Governments, and developed specific to the Central Highlands Council.

#### **New folder creation**

Additional Folders are only created by the Records Officer upon consultation with Keywords for Council, to avoid duplication of folders, and to maintain disposal information. New Folders are created when:

- There is no appropriate existing folder; or
- A new Significant Project is created.

New folders will be created by the Records Officer and have recorded a Disposal Schedule from the *Disposal Schedule for functional record of Local Government, Disposal Authorisation No. DA2200*.

#### **Document Location**

- The primary place to house all original hard copy documents will be the day boxes.

#### **Attachment to File**

- Documents must be registered to a folder as soon after creation or receipt as possible.
- The following material should not be registered unless otherwise directed:
  - Incoming promotional and advertising material;
  - Duplicates of documents, unless they contain handwritten notes or comments;
  - Blank forms;
  - Reports, magazines or newsletters published by other organisations; and
  - Vendor brochures.

#### **File Audit**

- A regular audit will be conducted of all folders in the records management system.
- The audit will confirm that documents are registered to their appropriate folder in the business classification scheme.

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- The audit will also identify documents or folders that have not had disposal information applied to them.

### **5.3.5 Website Management**

The Central Highlands Council municipal website is hosted on-site at the Council Chambers. Updates and changes of the content on Council's website are undertaken by the site Webmaster, and software application updates are outsourced.

Nightly backups are performed from the Web Server to tape.

Records of posted content on Council's Website are only maintained through the physical documents (PDF, etc.) which are stored on Council's Global Drive.

### **5.3.6 Metadata Management**

Metadata is data about data and it describes who, what, where, when and why records about a business activity or transaction were created. The Central Highlands Council is responsible for ensuring that all metadata elements associated with its record keeping system (InfoXpert) are captured, stored and made accessible at all times.

Record keeping metadata ensures that records can be effectively retrieved over time and across platforms and systems as they are changed. Metadata is represented by the fields used to capture information about the record. Examples of information about records which must be captured are as followed:

- How the record was created, i.e. the application;
- The creator, or author, of the record;
- The date and time of the record creation or receipt;
- The relationship one record has with another, if any (its associations);
- The provenance of the record, that is the organisational context in which it was created;
- The level of security access held by each user of the record keeping system;
- The title of the record; and
- The changes made to a record:
  - For electronic records, who made the change and the nature of the change;
  - For hard copy records and files, movements from location or person to another location should be tracked.

Each identified record and its associated metadata must be inextricably linked for as long as the record is required, as defined under the applicable approved Records Retention and Disposal Schedule

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## 6 SECURITY AND PROTECTION OF RECORDS

### 6.1 POLICY STATEMENT

The Central Highlands Council is responsible for the security and protection of all records created or captured as part of the Council's day to day operations. All Council staff and contractors have a responsibility to apply the following security and protection measures to all records created or received when carrying out the Council's business.

### 6.2 RATIONALE

Records should be maintained in a safe and secure environment ensuring their useability, reliability, authenticity and preservation for as long as they are needed. By implementing this policy and guidelines, based on national and international best practice, the Central Highlands Council will be able to protect and use its records as corporate assets.

Providing a safe and secure environment for Central Highlands Council's records ensures that records are:

- accessible to all who have the required security access;
- secure from unauthorised disclosure which could damage the Central Highlands Council's corporate security or individual privacy, give unfair commercial advantage or cause harm to an individual or organisation;
- secured against tampering, unauthorised access or unlawful deletion;
- protected in appropriate environmental conditions ensuring the availability of records as long as they are required;
- stored in a cost-effective manner;
- secure and accessible for as long as they are required to meet business, and accountability needs and community expectations; and
- able to assist the Central Highlands Council to meet its recordkeeping requirements under the *Archives Act 1983* and other relevant legislation.

### 6.3 PROCEDURES

#### File Security

- The Central Highlands Council's offices have a security alarm fitted and the building is locked outside office hours. After-hours access is by access code restricted to specified staff.
- Issue of keys is restricted and details are maintained in a Key Register.
- Individual officers are responsible for the security of records held in their offices

#### Confidentiality

All Central Highlands Council Staff and Contractors must treat Council information as confidential and not release it in any form to third parties, without relevant approval.

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### **Computer Systems**

Access to the Central Highlands Council's entire computer network is via a 'login' and each person has their own login.

### **Location**

It is the responsibility of the Records Officer to verify that each storage area meets the requirements under the *Principles and Standards* and the Australian Standard AS ISO 15489.2 for Records Management. Sites should be weatherproof, have good drainage, be dedicated to the storage of records, and be intruder resistant and access controlled.

Central Highlands Council staff and contractors must not store records in areas that are not authorised. Records should be returned to authorised storage areas as soon as possible after use.

### **Environmental control**

Records must be stored in an environment appropriate for their format and the period they are required to be kept. Records must be kept in areas that:

- have reasonable temperature and humidity levels
- exclude direct sunlight
- have good air quality and circulation, and
- in the case of magnetic media, are free from magnetic fields.

Central Highlands Council staff and contractors should return records to authorised storage areas after use, so that they are kept in suitable environments. Whilst records are in use, they should not be exposed to direct sunlight or other risks.

### **Shelving and packaging**

All shelving and packaging used for records storage should protect them from deterioration. Shelving and packaging should:

- be clean
- be in a good state of repair
- be strong enough to withstand the weight of the records
- be of appropriate quality suitable for the record's format and its period of retention
- meet occupational health and safety requirements.

Council staff and contractors should notify the Records Section of inappropriate or damaged shelving and containers, or WH&S risks. Records should be returned carefully to their proper containers and shelving after use.

### **Careful handling**

To prevent damage to records from poor handling:

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- Staff will be informed of the proper handling techniques for the record formats they use;
- Records will be handled properly when they are temporarily removed from the organisation for legitimate business purposes, such as when they are taken to building sites; and
- Records will be protected while they are being converted to other formats, for example, when they are imaged.

### **6.3.1 Systems Management**

The Records Officer is responsible for maintaining the Business Classification Scheme held in InfoXpert. Access to the Business Classification Scheme and other Indexes is handled by security attached to documents and folders, and by Microsoft Windows Server authentication with appropriate logins and password.

Security to the networked computer system used within the Central Highlands Council is controlled through Microsoft Windows Server authentication with appropriate logins and password.

The Council runs several Servers which holds all files and documents created by Officers.

The Council's IT Contractor is responsible for the general maintenance, upgrades and security to these systems.

### **6.3.2 Migration Strategy**

On replacement or upgrade of any Central Highlands Council corporate system containing corporate information and records, all legacy data, information and records which constitute corporate records will be migrated and preserved into the replacement system.

Both financial software (accounting and rating) are SQL based. During the migration of data, both systems - new and old will be run concurrently until the new system has proven fully operational and the integrity of the data (both historical and current) can be relied upon. Backups of both systems would continue as outlined above.

Where no replacement system exists, the Central Highlands Council will ensure all legacy data, information and records which constitute corporate records will be migrated to a system which will ensure the integrity of the data, or the current system will be maintained and operational so that information and records may be accessed as long as required under Retention and Disposal requirements.

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## **7 ACCESS TO RECORDS**

### **7.1 POLICY STATEMENT**

Access to the Central Highlands Council's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Council's records by the general public will be in accordance with the *Right to Information Act 2009*.

### **7.2 RATIONALE**

Central Highlands Council is responsible for the protection, safe custody and care of all State records under its control. Requests for access to records will be received from different groups and for different reasons. Providing access to records-based information is achieved through the provision of effective recordkeeping which supports business operations and enables the Central Highlands Council to meet statutory and other requirements.

### **7.3 PROCEDURES**

#### **Internal access to records**

- Records must be available to all Elected Members, staff and contractors who require access to them for business purposes of the Central Highlands Council.
- Some records created by the Central Highlands Council will be of a sensitive or confidential nature and will require access to them to be restricted to one or more people.
- Right of access to each record will be determined by the security classification attached to the record.
- Confidential records will be restricted to those entitled to have access.

#### **External access to records**

Access to Central Highlands Council records by members of the public will be in accordance the *Right to Information Act 2009*.

#### **Accessibility**

- Records will be stored in a way that they can be identified and retrieved easily and quickly by Central Highlands Council staff and contractors.
- Records will be housed in locked cupboards or areas which are not accessible to the public or other unauthorised personnel.
- The location of the records must not impede retrieval requirements

As a general rule, no Central Highlands Council records should be removed from Central Highlands Council premises. However, it is sometimes necessary to remove files such as Building Applications and Licences. Where records are removed from Central Highlands Council premises, the loan to the individual concerned must be recorded and the care of the record is the responsibility of the person to whom the record has been loaned.

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## 8 APPRAISAL, RETENTION AND DISPOSAL OF RECORDS

### 8.1 POLICY STATEMENT

Records will only be destroyed or otherwise disposed of by reference to the *Disposal Schedule for functional records of Local Government* issued by the Tasmanian Archive & Heritage Office, and following authorisation from the Records Officer and the General Manager. Records identified as a State Archive should be transferred to the Tasmanian Archive and Heritage Office in accordance with the requirements of the *Disposal Schedule for functional records of Local Government Disposal Authorisation No DA2200*.

### 8.2 RATIONALE

The appraisal, retention and disposal of records should be handled in a systematic and consistent manner to ensure that records are:

- retained:
  - to satisfy operational, administrative or evidential purposes;
  - to comply with statutory or regulatory requirements; or
- are destroyed when they have no further use.

### 8.3 PROCEDURES

- The Records Officer or their delegate will appraise records in accordance with the *Disposal Schedule for functional records of Local Government Disposal Authorisation No DA2200* on an annual (old records) and weekly (current incoming records) basis.
- Disposal of records, either by destruction or by archiving, will occur only with the written approval of the General Manager. Such disposal will occur in accordance with *Disposal Schedule for functional records of Local Government Disposal Authorisation No DA2200*.
- Records will generally be destroyed once they have reached the end of a specified retention period, but only if the record is no longer required for administrative or business use.
- Records due for destruction will be destroyed, after formal approval, in a manner that is environmentally friendly and irreversible, with no risk of the records being recoverable. A Certificate of Destruction must be obtained and attached to file.
- Records will not be destroyed if they are required for an inquiry, investigation or legal action.
- Records which are State Archives will be transferred to the Tasmanian Archive & Heritage Office in accordance with the specified retention periods in the *Disposal Schedule for functional records of Local Government Disposal Authorisation No DA2200*.
- The disposal of any record, either by destruction or transfer to the Tasmanian Archives & Heritage Office for permanent retention, must be documented in the records management system by completion of the Disposal Register for documents identified for disposal.

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## **Policy No. 2016 - 44**

# **Purchasing and Payments Control Policy**

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## PURPOSE AND BACKGROUND

The purpose of this policy is to:

- Provide clear guidelines when purchasing goods and services from external suppliers/contractors;
- Ensure Council employees engaged in purchasing will at all times undertake their duties in an ethical manner and act responsibly and exercise sound judgement;
- Clarify conditions for payment of invoices received by Central Highlands Council; and
- Clarify when an unscheduled payment can be made.

## POLICY STATEMENT

The objective of Council's Purchasing and Payment Control Policy is to:

- Coordinate Internal Procedures for purchasing and payments;
- Ensure compliance with Central Highlands Council's Tendering and Procurement Policy; and
- Ensure an appropriate process is in place for the ordering of goods and services from external suppliers/contractors.

## APPLICATION

This policy applies to the procurement of goods and services from external suppliers/contractors in accordance with Central Highlands Council's Tendering and Procurement Policy.

## PROCEDURES

In accordance with Central Highlands Councils Code for Tenders and Procurement Policy, procurement value thresholds have been set for dealing with any procurement process to ensure Council is consistent with the requirements specified in Regulation 28 of the Local Government (General) Regulations 2015.

The following table refers to the thresholds and summarises what purchasing method Council utilises based on the total dollar value of the purchase.

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<b>Procurement Value</b>	<b>Minimum Requirement</b>	<b>Authority (refer to Purchasing and Payments Control Policy)</b>
<b>Under \$5,000</b>	One verbal quotation where applicable.  Council Purchase Order where appropriate.	Orders over \$1,000 to be authorised by applicable Manager
<b>\$5,001 to \$10,000</b>	Two verbal quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be authorised by applicable Manager.
<b>\$10,001 to \$30,000</b>	Two written quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by <del>Manager Finance &amp; Administration</del> Deputy General Manager or General Manager.
<b>\$30,001 to \$99,999</b>	Three written quotations, one of which to be from a local business, if applicable.  Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by <del>Manager Finance &amp; Administration</del> Deputy General Manager or General Manager.
<b>\$100,000 up to \$249,999</b>	Council will, where it considers it beneficial or desirable, advertise each tender at a minimum in the local regional newspaper.  Other advertising may be utilised as considered appropriate. To be advertised on the Council Website.  Council to seek at least one tender from a local business, if applicable.	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.

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<b>\$250,000 or over</b>	Council must advertise each tender at a minimum in the local regional newspaper and advertise on the Council website.	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.
--------------------------	---	---

**NOTE:**

Where Grants or Funding have been provided as a result of a successful application by Council, there is no requirement to re-submit or call for quotations for items less than \$100,000.

Tenders will be opened by a Councillor and the General Manager and be submitted to Council.

Evaluation of Quotation Forms (Appendix 1) must be completed for all orders over \$5,000.

**Purchase Order Internal Control**

Purchase orders must be issued at the time of placing an order for all goods or services from external suppliers/contractors unless otherwise listed except where it is impractical to generate an order, e.g:

- payment of state government taxes;
- payment of utility accounts e.g. TasWater, Telstra, Aurora;
- financial transactions;
- legal opinions;
- petty cash reimbursements;
- recurring lease and rental payments;
- purchases made under contract;
- payroll deductions and payroll cheques;
- donations;
- BAS Cheque;
- Photocopier maintenance payments;
- Refunds eg. Overpaid rates.

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Purchase Orders can only be issued for items to be used by the Central Highlands Council and cannot be used for staff or personal requirements.

A standard purchase order is a legal contract used for the procurement of goods or services when the vendor, goods/services, costing and shipping address are known and the order is expected to be delivered in full at an agreed future date at an agreed price.

Telephone orders can be made and a purchase order number quoted. The purchase order must be filled out at the time the goods or services are requested from creditors.

Purchase Orders should show the following:

- Name and address of creditor
- Amount and description of goods being purchased
- Approximate cost of the required goods/services
- The clear name and signature of the ordering officer
- The job number
- Manager's or General Manager's signature is required if over prescribed amount (see table above)

Each good or service is to be included in its entirety on one order and is not to be split over a number of orders.

Where staff are authorising the procurement of goods and services, they are certifying that the purchase is within budget allowances and is a genuine requirement of their budget area. Procurement of goods and services are to reflect budgetary restrictions unless special authorisation has been granted by the General Manager or by Council.

Written quotes are to be filed by the Accounts Payable Officer

## **Payment of Invoices**

The following tasks are to be undertaken by the Accounts Payable Officer:

1. Upon receipt of an invoice, always check:
  - Against the purchase order if one has been raised;
  - Attach order to invoice;
  - That the goods and services have been received in a satisfactory manner;
  - The price is correct as quoted;

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- The supplier has included an ABN;
- GST has been included where required; and
- That a Statement by Supplier Form is attached if an ABN is not quoted.

2. Stamp all invoices with Central Highlands Council Accounts Receivable Stamp:

- Enter supplier code;
- The total of the invoice;
- Code the invoice to the appropriate expense general ledger number and project number before sending to the Purchasing Officer and/or General Manager for payment approval;
- The Purchasing Officer who raised the purchase order must sign the invoice to certify the item was received and the invoice amount is correct; and
- Once the Purchasing Officer has signed the invoice the appropriately authorised officer must sign the invoice to approve payment

Payment is made by either Cheque or Electronic Fund Transfer.

(a) Cheque Payments

- Cheque payments are to be processed, photocopied and attached with their matching invoice. They are required to be signed by two authorised bank signatories (as registered with the relevant banking Authority).
- Processed copies of cheques and invoices are filed together in numerical order in folders and kept for 7 years.

(b) Electronic Funds Payments

- Electronic payments are entered into the finance system and the payment registered is checked by a Senior Administration Officer prior to payments being sent to the bank.
- Invoices are filed in alphabetical order with a signed copy of the payment register and the processed bank report.
- Electronic payments are to be uploaded to the bank account by an authorised officer and confirmed electronically by two other officers (Senior Administration Officers and/or General Manager).

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## APPENDIX 1

### EVALUATION OF QUOTATION

<b>From:</b>	
<b>Date:</b>	
<b>Subject:</b>	Evaluation of Quotation

The following procurement process has been undertaken

#### Scope of Work

<Insert scope of work request or attach written brief supplied>

#### Date request for quotation was issued

<insert date>

#### Business Details

Quotations were received from the following businesses as follows

Company	Contact Name & Telephone Number	Price GST inc.

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**Approved Budget Allocation**

<insert budget amount> <insert correct job number>

**Recommendation**

Based on the above evaluation I have issued a purchase order to <insert details and total amount>.

---

**Purchasing Officer**

---

**Manager/General Manager (if required)**

I, the purchasing/authorising officer, declare that I have no direct or indirect interest with the individual or organisation that is being approved to provide the goods and services

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## **Policy No. 2018- 52**

### **Community Bus Policy**

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## 1. INTRODUCTION

Council's Community Bus is intended to support individual's / organisations / groups which are:

- Local to the municipality;
- Non-profit community based;
- Providing services which directly and significantly benefit either the whole of the Central Highlands community or a specific target group within the municipality.

The Community Bus is not available for organisations and groups outside the municipality (unless the purpose of the outing is to benefit Central Highlands residents).

Similarly, the bus is not available to organisations and groups within the municipality for programs which benefit residents from outside the municipality.

The community bus must not be used for commercial or profit-making purposes.

## 2. GUIDELINES

### Availability

The eight-seater Toyota Tarago vehicle owned by Council is available for:

- Non-emergency health care appointments;
- Transport for Community ~ Sporting ~ Special Interest Groups;
- Transport for social outings (e.g. shopping, social activities, visiting friends & family);
- Transport for school activities;
- Other community transport as agreed by Council; and
- **Priority is given to those groups / individuals who have no alternate transport.**

### General

- The Community Bus must be booked through the Hamilton office during normal business hours from 8.30am to 5.00pm, Monday to Friday. Bookings cannot be made on weekends, public holidays or outside normal business hours.
- All persons travelling on the "Central Highlands Community Bus" are responsible for ensuring that the road safety rules and regulations are adhered too;

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- No food or drink (other than water) is to be consumed while travelling in the “Central Highlands Community Bus;”
- The vehicle has a United fuel card (to be kept in the vehicle) this is accepted at United service stations only. When using the card you will need to give the attendant the mileage and put the password in. The vehicle also has an account at the Bothwell Garage and Ouse Roadhouse for fuel and it is the responsibility of the driver to ensure the vehicle is filled at every reasonable opportunity. If at any stage the driver has to pay for fuel this will be reimbursed by Council (a receipt must be provided);
- A driver must have a current and complete Tasmanian photo driver’s licence and be over the age of 25 years;
- The vehicle is equipped with a tow bar/ball and available for towing by request only;
- All road infringement notices / parking fines incurred by the driver will be paid in full by the driver. Council holds no responsibility for any road infringement notices and/or parking fines;
- The vehicle must be returned at the specified time unless notified otherwise;
- The vehicle must be left clean on return (inside and outside);
- The log book kept in the vehicle must be completed by the designated driver for each trip, documenting date of journey, purpose of trip including organisation name, odometer start and finish and total kilometres travelled.
- It is the responsibility of the driver to inspect the vehicle before and after each trip for any damage. Any damage or concerns regarding the vehicle must be reported to Council at the earliest possible time.
- Vehicle keys are available from the Hamilton office between 8.30am and 5.00pm from Monday to Friday. For early morning departures please make sure arrangements are made for collection of keys. For late night returns, special arrangements will need to be made between the driver/organisation and the Council office in Hamilton regarding returning keys.
- The vehicle is to be locked (including windows) when unattended.

### **Contact Persons Responsibilities**

- The person booking the vehicle shall be known as the contact person and it is their responsibility to make booking arrangements with the Hamilton office;

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- It is the responsibility of the contact person to read and understand the Community Bus Guidelines;
- It is the responsibility of the contact person to complete and sign a booking form;
- It is the responsibility of the contact person to inform the driver (if different from the contact person) that they will be required to sign the Drivers Details section of the Booking Form;
- No food or beverages (other than water) are to be consumed in the vehicle;
- It is the responsibility of the contact person to ensure the vehicle interior is returned in clean condition; and
- In the event that any damage occurs to the interior of the vehicle while it is being hired, (e.g.; excessive dirt/mud, torn or marked seats/floor/roof) the hirer will take full responsibility and shall be invoiced the full costs to repair/ cleaning any such occurrences.

#### **Drivers Responsibilities**

- If urgent minor repairs are needed to the vehicle whilst on a trip, firstly telephone the Hamilton office on 03 6286 3202 to authorise repairs;
- The driver of the bus is required to sign the Drivers Details section of the Booking Form;
- The person responsible for driving the bus must have; a full Tasmanian Photo license, be the age of 25 or over and have had no drink driving offences in the last five years;
- The driver is required to fill out the log book on board the bus;
- The driver is responsible for all road and parking infringements while they're driving the bus;
- The driver must have 0.00 blood alcohol / illicit drug reading while driving the bus; and
- The driver is required to list all passengers on the booking form including receipt number and confirmation of payment (Where this breaches organisations confidentiality policy numbers of passengers will be required).

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## Drugs & Alcohol

- The driver shall have a zero Blood Alcohol Concentration and must be free of any type of illicit drugs whilst driving the vehicle.
- The driver has the right to refuse entry to any passengers that are:
  1. Intoxicated
  2. Behaving in an offensive or dangerous manner to themselves or others
- In such unlikely cases it is also necessary to ensure the person/s are left in a safe environment and the nearest Police Station notified.
- The vehicle is a **smoke free** vehicle.

## Drivers – Accidents

- In the event of an accident with another vehicle or any other object Council **MUST** be notified as soon as practical.
- In the event of an accident it is a mandatory requirement that the Police be notified.

## Volunteer Driver Authorisation

Organisations / groups using Council's Community Bus are encouraged to provide their own driver, who will need to apply for authorisation using the Volunteer Driver Form, or a volunteer driver may be provided by Council (if available).

Volunteer Drivers will be authorised on an annual basis for up to one (1) year.

Organisations / groups are required to include a list of nominated drivers at the time or applying for accreditation. Additional drivers can be authorised during the year. To become a volunteer driver, persons must hold a current Tasmanian Photo Drivers Licence, complete a Volunteer Driver Form. When applying for authorisation, drivers will need to produce their licence, provide a certified copy of their National Police Certificate, Working with Vulnerable People Registration Card which will be photocopied and undertake an online induction.

## Payment Details

Payment for the vehicle will be invoiced to the designated person on the Community Bus Booking Form at the end of each month and a receipt will be provided. All fees and charges must be paid within 14 days from the date of invoice.

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### 3. HIRE FEES

#### Hiring Fee:

- The fee for transport less than 20km return is \$7.00 per person;
- The fee for transport 20km – 100km return is \$12.00 per person;
- The fee for transport greater than 100km return is \$15.00 per person;
- A Carer is not required to pay when travelling with the person they are caring for;
- The fee for families will be a maximum of \$20.00 for 2 people / \$30.00 per family;
- No-one shall be disadvantaged by the inability to pay for this service and the fee may be reduced or waived on agreement by Council's General Manager; and
- For organised community groups / organisations the vehicle is hired at a fee of 96c per kilometer PLUS a \$5.00 booking fee.

### 4. BOOKINGS

Bookings are co-ordinated through Councils Hamilton office by completing a Community Bus Booking application form and drop it off at the Hamilton office.

It is advised that on each hiring occasion that contact is made with the Hamilton office advising of proposed hiring dates before sending through the booking form.

Bookings will be assessed on their individual merit and in accordance with Council's Community Bus policy.

Bookings may be made up to four weeks before, but not less than one week before, the date of use.

Bookings will be assessed in order of receipt and are dependent upon bus availability.

Bookings should nominate the Volunteer Driver details if possible – this is the only person, who will be authorised to collect, drive and return the bus.

All fees and charges must be paid within 14 days from the date of invoice.

Council reserves the right to reject any booking.

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# COMMUNITY BUS BOOKING FORM

## About this form

You can use this form to apply for a community bus booking.

Please note: A separate application form needs to be completed for each different purpose or project/journey.

## Part 1: Applicant Details

Name of Organisation / Group: .....

Contact Persons: .....

Position: .....

Mr, Miss, Ms, Mrs: ..... First Name: ..... Last Name: .....

Street Address: .....

Town/Suburb: ..... Postcode: .....

Telephone (Home) ..... Mobile: .....

Email: .....

## Part 2: Booking Type

(please tick below)

Private Individual	<input type="checkbox"/>	Family	<input type="checkbox"/>
School	<input type="checkbox"/>	Youth Group	<input type="checkbox"/>
Non-profit community organisation	<input type="checkbox"/>	Service for people with disabilities	<input type="checkbox"/>
Senior Group	<input type="checkbox"/>	Community Child Care	<input type="checkbox"/>
Sporting Group	<input type="checkbox"/>	Cubs / Scouts / Guides etc.	<input type="checkbox"/>
Social Club	<input type="checkbox"/>	Church Group	<input type="checkbox"/>
Other	<input type="checkbox"/>		

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### Part 3: Organisation / Group Details

Is your organisation / group (please tick box applicable below)

A registered charity	<input type="checkbox"/>	Incorporated organisation	<input type="checkbox"/>
A registered co-operative	<input type="checkbox"/>	An informal group	<input type="checkbox"/>

If your organisation does not fit the above categories please provide a description below:

.....

What services and activities does your organisation / group provide?

.....

.....

.....

How many members are in your organisation / group? .....

How does your organisation / group obtain funds? (please tick box below)

Government funding	<input type="checkbox"/>	Fund raising	<input type="checkbox"/>
Charging fees	<input type="checkbox"/>	Seeking donations	<input type="checkbox"/>

If you raise funds in other ways, please provide a description below:

.....

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#### Part 4: Community Bus Requirements

Please advise of the purpose/s for which the Community Bus will be used?

.....

.....

.....

Do you have access to other vehicle? community transport, family support, own vehicle?

.....

If you do not obtain the community bus when required, what transport will you use?

.....

Please provide any other information which could be useful in assessing your application for use of the community bus:

.....

.....

.....

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### Part 5: Nominated Drivers

Please note: You are required to supply your own driver if possible. Please nominate your driver's below. Each driver must complete a separate VOLUNTEER DRIVER FORM and lodge it in person at the Hamilton office, before being allowed to drive the Community Bus.

#### DRIVER ONE

Given Name: ..... First Name: .....

Address: .....

Town/Suburb: ..... Postcode: .....

Telephone (Home) ..... Mobile: .....

Licence ..... Licence Class .....

Licence expiry date: .....

#### DRIVER TWO

Given Name: ..... First Name: .....

Address: .....

Town/Suburb: ..... Postcode: .....

Telephone (Home) ..... Mobile: .....

Licence ..... Licence Class .....

Licence expiry date: .....

Please Note: If there are additional drivers, please photocopy this page and attach their details with the application.

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## Part 6: Applicant Declaration

I have read and agree to abide by Council's 'Community Bus Policy', and understanding that I / community organisation / group and our nominated driver/s take responsibility when in possession of a Council bus. I understand that failure to comply with Councils policies / procedures and instructions may result in the suspension of future use of the Community Bus by me / our community organisation / group and that we may be required to cover costs of the vehicle if returned in an unsatisfactory condition.

Applicant Name: .....

Applicant Signature: .....

Date: .....

## Office Use Only

Receiving Officer: .....

Date Received: .....

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## 5. VOLUNTEER DRIVER FORM

### VOLUNTEER DRIVER FORM

Mr, Miss, Ms, Mrs: ..... First Name: ..... Last Name: .....

Street Address: .....

Town/Suburb: ..... Postcode: .....

Telephone (Home) ..... Mobile: .....

Email: .....

Date of Birth:         /         /

Emergency Contact Person: .....

Relationship (e.g. Parent, Partner): .....

Telephone (Home) ..... Mobile: .....

Email: .....

#### Proof of Identity

Proving your identity is an important step in the application process to be a volunteer driver. This step establishes your identity including your age, residential address and that you have a Tasmanian drivers licence that is current.

You must provide proof of your identity when completing the application process with Council. The best way to prove your identity is by presenting a current Tasmanian Photo Driver Licence with your correct name and address details on it.

#### Certified Documents

Must be certified by one of the following people, that your document is true and correct:

*Justice of the Peace, police officer, minister of religion (who is authorised to celebrate marriage), barrister, solicitor, doctor, judge or Council officer with at least five years of service.*

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**Tasmanian Drivers Licence (required)**

Do you have a Tasmanian Photo Drivers Licence?

Yes                      No                      (please circle)

*Please provide certified copy with application.*

**Driving Offences**

Have had any drink driving offences in the last five years?

Yes                      No                      (please circle)

Have you had any driving offences in the last two years?

Yes                      No                      (please circle)

**National Police Certificate (required)**

*Please provide a copy of your National Police Certificate*

**Working with Vulnerable People Registration Card (required)**

Do you have a Working with Vulnerable People Registration Card?

Yes                      No                      (please circle)

*Please provide certified copy with application.*

**Medical Conditions, allergies, disabilities or past injuries**

Do you have any medical conditions, allergies, disabilities or past injuries **that may affect your participation?**

Yes                      No                      (please circle)

If yes – Please complete the questions on the over the page.

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## CONDITIONS OF PARTICIPATION AS A VOLUNTEER DRIVER OF THE COMMUNITY BUS:

I agree to comply with the following terms that refer to my participation as a volunteer driver with Central Highlands Council:

1. I am a volunteer and not an employee of the Council, no payment will be made to me by Council.
2. As required by the Workplace Health and Safety Act 2012, I must follow all established practices, procedures and instructions of Council when driving the Community Bus.
3. Only while I am undertaking my role as a volunteer driver of the Community Bus will I be covered by Council's public liability insurance.
4. Should an injury occur to me while acting as a volunteer driver I must notify the Council immediately.
5. While acting as a volunteer driver, a limited personal accident insurance cover will be effected by Council subject to the terms and conditions of the policy. Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
6. I will perform the task of driving the Community Bus with all due care, skill and diligence.
7. I can only drive the Community Bus if I am over 25 years old, hold a current and complete Tasmanian photo driver's licence.
8. I have notified Council of any relevant medical conditions and pre-existing injuries, and I consent to the Council rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses;
9. I will not smoke, consume or store alcohol or illicit drugs while working as a volunteer driver for Council.
10. I shall respect the rights, feelings and property of all others while working as a volunteer driver for Council.
11. I shall cooperate with the Council staff members to ensure a safe, happy and hygienic team environment.
12. All volunteers must comply with the Personal Information Protection Act 2004 to protect the personal information of Council's customers, volunteers, employees and contractors.

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13. Driving the Community Bus is at the discretion of the General Manager.

14. Photographs or videos taken of me why volunteering for Council may be used by Council for promotional purposes.

I understand that failure to comply with any of these conditions may result in Council removing me from the Volunteer Drivers Register.

SIGNATURE .....

DATE:    /    /

**Office use only – to be initialled and dated by the Council Officer who undertakes each step**

<i><b>STATEMENT</b></i>	<i><b>INITIALS</b></i>	<i><b>DATE</b></i>
<i>1 All declared pre-existing medical conditions discussed with volunteer</i>		
<i>2 Online WHS Induction has been completed</i>		
<i>3 All information has been checked and complete</i>		

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## Management Plan for Pre-Existing Injury or Medical Condition

### 1. What is the medical condition, allergy, disability or past injury?

.....

.....

### 2. Information about the Condition/Injury

a) How serious is the condition if aggravated? (Tick one or more of the following.)

☐ Potentially life threatening      ☐ Could require medical (doctor, hospital) treatment

☐ Could require own medication      ☐ Could require rest or time off work

b) In your own words tell us how we recognise that your condition has recurred or been aggravated.

.....

.....

c) When was the most recent episode?

.....

### 3. What actions, triggers or situations do you need to avoid?

.....

4. What is the management plan to minimise any aggravation to the condition/injury?  
eg. self medication, avoidance of allergy triggers (specify) etc

.....

### 5. What is the emergency plan if serious aggravation does occur?

.....

### Volunteer

Signature ..... Name ..... Date    /    /

### General Manager

Signature ..... Name ..... Date    /    /

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## 6. VOLUNTEER DRIVER REGISTER TEMPLATE

### VOLUNTEER DRIVER REGISTER

Central Highlands Council thanks you for offering your services as a volunteer driver. As a volunteer driver the following conditions apply:

1. I am a volunteer and not an employee of the Council, no payment will be made to me by Council.
2. Only while you are driving the Community Bus you will be covered for Council's public liability insurance.
3. While acting as a volunteer driver, a limited personal accident insurance cover will be effected by Council subject to the terms and conditions of the policy. Council retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
4. Should an injury occur to you while you are acting as a volunteer driver you must notify the Council immediately.
5. As required by the Workplace Health and Safety Act 2012, you must follow all established practices, procedures and instructions of Council when driving the Community Bus.
6. You are expected to perform the task of driving the Community Bus with all due care, skill and diligence. You can only drive the Community Bus if you are over 25 years old, hold a current and complete Tasmanian drivers licence.

**I confirm I have read and understand the conditions on this sheet prior to signing below.**

Name	Activity	Date	Signature	Approved by

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## **Policy No. 2013- 18**

# **Employee Recruitment & Selection Policy**

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## **1. POLICY STATEMENT**

1.1 Council is committed to ensuring recruitment and selection of prospective employees is in accordance with Section 63 (2) of the *Local Government Act (1993)* and any other relevant employment legislation in that:

- a) All prospective employees receive fair and equitable treatment without discrimination, and;
- b) All existing employees receive fair and equitable treatment without discrimination.

1.2 Effective employee selection and the subsequent management of employees are critical to the success of the Council and the provision of services to the community. This success depends on Council's ability to identify, attract and develop employees.

1.3 Council is committed to an effective and professional method of selecting employees that is consistent with our values.

1.4 Council aims to attract and appoint highly skilled and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the General Manager will aim to ensure the best person for the job is appointed.

## **2. OBJECTIVE:**

2.1 To provide clear guidance to the General Manager by the Council on the values and application of recruitment and selection policy for all employees.

## **3. SCOPE:**

3.1 This policy covers all employees involved in the recruitment or selection of applicants for positions within the Council.

## **4. PROCEDURE:**

### **4.1 Equal Employment Opportunity and the Merit Principle**

Selection to positions within the Council is based on the principles of appointment on merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

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Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds such as:

- Race, colour, national or ethnic origin or nationality.
- Gender, sexual preference, marital status, pregnancy, status as parent or carer.
- Religious or political belief or activity, industrial activity.
- Age, physical features, disability, medical records. Personal association with a person who is identified by reference to any of the listed attributes.

#### **4.2 Encouragement to Existing Employees to Apply for Vacancies**

The Council is committed to fostering the process of developing and promoting existing employees wherever possible. The objective of internal recruitment is to utilise the talent that already exists in the Council and to provide every opportunity for employees to advance and develop to their full potential (this may include direct selection/appointment). On occasions it may be determined that the required skills do not exist internally, and this will be reflected in the recruitment strategy.

#### **4.3 Confidentiality**

All inquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.

#### **4.4 Conflicts of Interest**

Family and other close personal relationships as well as business relationships must be declared by prospective members of Interview Panels in relation to candidates.

### **5. LEGISLATION**

The following legislation should be considered in conjunction with this policy:

- *Local Government Act 1993 (Tasmania), in particular Section 63 (1) and (2)*
- *Fair Work Act 2009 (Commonwealth)*
- *Anti-Discrimination Act 1998 (Tasmania)*
- *Equal Employment Opportunity Act 1984 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)*
- *Disability Discrimination Act 1992 (Commonwealth)*

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- *Archives Act (Tasmania) 1983*
- *Personal Information Protection Act (Tasmania) 2004*
- *Work Health & Safety Act 2012*
- *Work Health & Safety Regulations 2012*

## 6. POSITION ROLE AND POSITION DESCRIPTIONS

6.1 Prior to any recruitment activities being undertaken in relation to a vacant position an assessment is to be made as to the ongoing requirements for the role. This assessment will include consideration of budgetary implications and future business requirements of the organisation in relation to the role.

6.2 A position description is a statement of the tasks, duties and responsibilities of a job to be performed. It entails an understanding of the relationship of a specific position to other positions in the organisation and to the organisation's overall goals and operations. It must also reflect the outcome of the work performed and the standard of performance required.

6.3 Position descriptions are to be reviewed on a regular basis. Minimum review periods are at the time of the annual performance review and prior to the recruitment process proceeding.

6.4 The minimum requirements for a position description are:

- Position Title;
- Relevant Award and Award Classification;
- Direct Supervisor or Manager the position reports to;
- Department;
- Position Objectives;
- Key Responsibility Areas;
- Duties and Responsibilities;
- Selection Criteria;
- Organisational Relationships;
- Authority;
- Judgment and Decision Making;
- Skills and Knowledge;
- Qualifications and Experience;
- Multi Skilling Clause; and
- Approval.

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## **7. RECRUITMENT STRATEGY**

The most appropriate strategy for recruitment will be adopted to ensure timely and effective use of resources to maximise the successful performance of the role for Council. Whilst the Council is committed to providing opportunities for existing employees to apply for vacancies within the Council, the recruitment mix (advertisements, internal applications, external applications) will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs.

At the discretion of the General Manager, vacant positions may be filled by:

- (a) an internal recruitment process;
- (b) an external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- (c) by direct selection

7.1 The General Manager may, at their discretion select on merit a prospective employee for the appointment to a position without advertising the vacancy.

7.2 The General Manager may determine to fill any vacancy by inviting applications from Council employees. The process can be utilised where a number of potential candidates, with the required specialist knowledge or skills has been identified within the Council workforce.

7.3 The General Manager may elect to recruit persons externally through placing an advertisement in the newspaper and on Council's website or listing the vacancy with a specialist recruitment agency.

7.4 All persons interested in applying for a position are to contact Council for an employment kit and Council is to forward this promptly upon request. The employment kit will contain a position description (including selection criteria) and a recruitment information sheet.

## **8. SELECTION PANEL**

8.1 A Selection Panel shall be convened to assess the applications received. The Selection Panel shall consist of three persons, one shall be the General Manager or his/her representative, the Manager to whom the position reports, and one other representative nominated by the General Manager. Where there is a mixture of male and female applicants, the panel will endeavour to ensure that a gender balance exists within the panel.

8.2 Where a member of the Selection Panel has a significant relationship with a short-listed applicant (such as a relative), that panel member will remove themselves from the selection and interview process on the basis that there may be a conflict of interest. Such

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conflicts of interest are to be notified to the General Manager as soon as they become known.

8.3 Following the closure of the advertising period, the Selection Panel shall determine a short list of the applicants. Short listing will be based upon an assessment of the application against the selection criteria. The Selection Panel will rank applicants according to their assessments in order to determine those applicants to be interviewed.

8.4 Applicants shall be interviewed and assessed according to a set of agreed questions formulated by the panel. Interview questions will be relevant to the advertised position; derived from the selection criteria and seek to identify the experience and ability of the applicants in relation to the role. Interview questions will not make reference to issues such as marital status, health, political ideals or any other matter not related to the performance of the role.

8.5 The assessment of suitable applicants should be done in accordance with the merit principle together with the principles of equal employment opportunities. The merit principle has regard to the knowledge, skills, qualifications, experience and potential for future development of each person in relation to their individual capacity to perform the duties and responsibilities associated with the position.

8.6 Following completion of the interview process, the Selection Panel will make a recommendation to the General Manager as to the outcomes of the interview process. The General Manager may either endorse or reject the recommendations of the Selection Panel.

## **9. NATIONAL POLICE HISTORY CHECK**

9.1 A National Police History Record Check will be required for the preferred applicant; any information obtained will be assessed against the requirements of the position.

9.2 All costs for the National Police Check will be met by Council. Council agrees to meet the cost of a fast track check where there is a requirement for the successful applicant to commence in the position in a short timeframe.

## **10. PRE-EMPLOYMENT MEDICAL**

10.1 A pre-employment medical examination will be required for the preferred applicant. Information is to be requested only in regard to that which is directly relevant to the position.

10.2 All costs for the medical examination will be met by Council.

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## **11. OFFER OF EMPLOYMENT**

11.1 All offers of employment are to be made by the General Manager in writing, irrespective of the nature of the employment (casual, temporary or permanent) and only after Council have received the completed National Police History Check and the completed pre-employment medical.

11.2 All non-successful applicants are also to be notified in writing.

11.3 Letters of offer are to contain information relevant to the appointment, including:

- Basis of employment offer, i.e. contract, part time, permanent fulltime;
- Period of employment, if appropriate;
- Remuneration details;
- Superannuation contribution details;
- Hours of work;
- Leave entitlements;
- Compliance with WH&S and other policies of Council;
- Probation period;
- Uniform or other employment benefits; and
- Other contractual details if relevant.

11.4 Two copies of the letter of offer are to be provided to the successful applicant, one for their records and the other to be signed in acceptance of the position and returned to Council.

## **12. PROBATIONARY PERIOD**

12.1 A three month probationary period applies to all new employees; applicants are to be advised of this at the time of interview and the successful applicant in the letter of offer. The probation period may be longer if determined necessary and relevant to the position by the General Manager.

12.2 The General Manager may also extend a probation period, however the total period shall not exceed 6 months.

12.3 Should a probationary employee be demonstrably not suitable for the position on the basis of their capacity and abilities, their employment may be terminated, subject to the provisions of the relevant employment legislation, the relevant Enterprise Agreement or contractual arrangements.

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### 13. CASUAL AND TEMPORARY EMPLOYEES

13.1 The organisation often has a need for casual employees as a result of budgeted seasonal workload fluctuations, an increase in work activity for a few weeks, illness of permanent staff or for special projects. These situations mean that extra staff maybe required at short notice.

13.2 Casual employment is usually short term and of an irregular basis. Casual vacancies may be filled via general advertisement (internal and/or external), employment agency or by identifying potential candidates without advertising.

13.3 These vacancies will usually fall into two categories:

- Vacancies resulting from illness, increased workload or special projects, (These vacancies require authorisation before employing staff as they are considered additional to the budgeted staff level); and
- Budgeted casual staff shown in the Annual Plan (These vacancies are the responsibility of the appropriate Department Manager).

13.4 Casual employees will be paid a loading as per the relevant award in lieu of leave entitlements, including annual and sick leave.

13.5 Where an employee is likely to be required to fulfil a particular role on a casual basis for more than 12 months, the organisation will discuss the nature of future employment arrangements with that employee in order to determine mutually acceptable terms of ongoing employment.

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## **Policy No. 2013 - 17**

### **Use of Council Sporting Facilities Policy**

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## 1. Purpose

The following sportsgrounds are administered by the Central Highlands Council. This Policy refers to the sportsgrounds and facilities singularly and collectively.

- Bothwell
- Hamilton
- Ouse
- Gretna
- Ellendale

Council recognises that it has a responsibility towards neighbouring property owners and for this reason desires the hirers of rate funded facilities to preserve the amenity and sense of well-being that all neighbourhoods are entitled to in this municipality.

Council also recognises the value of providing sportsgrounds and associated amenities for use by the community to facilitate the playing of organised sport.

This Policy is applicable to both seasonal and casual hire.

The right to use the sportsgrounds and facilities is subject to Council receiving an application in the required format signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, organisation or association, the application must include the personal undertaking by the President and Secretary of the Club.

The club, organisation, association, or casual hirer must complete all sections and sign the Application to Hire Council Sporting Facilities and associated forms as contained in Section 6 of this Policy. These must be presented to the Council by the due date prior to the commencement of hire. Applications cannot be considered unless accompanied by a current copy of the hirer's Certificate of Currency for Public Liability Insurance.

This Policy contains the terms and conditions on which Council sportsgrounds and facilities are utilised. By providing this Policy Council wishes to continue the relationship that it has formed with all sports clubs within the Central Highlands Municipality.

Sports clubs, organisations and individuals and the community as a whole will benefit from the equality and fairness of this document and the standard approach that it presents. Council will continue to recognise good behaviour and cooperation both past and present in relation to the use of sportsgrounds and facilities.

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The purpose of this Policy is to allow the users of Council's sportsgrounds and facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements from clubs, organisations and individuals.
- Responsibilities of the user groups;
- Responsibilities of Council;
- Process for facility development;
- Provide a framework that is equitable and easily administered.

## **2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.**

This Policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines and applicable Australian Standards. These include but are not limited to:

- The Local Government Act 1993;
- Anti-Discrimination Act 1998;
- Local Government (General) Regulations 2015;
- Applicable Australian Standards;
- Internal Control Policy;
- Code of Conduct Policies;
- Risk Management Policy and Procedures;
- Delegations of Authority.

## **3. Glossary of Terms**

### **3.1 This Policy**

2013-17 Use of Council Sporting Facilities Policy

### **3.2 Council**

Central Highlands Council

### **3.3 Club**

Club shall mean the club allocated use of a ground and its facilities owned or managed by Council.

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### **3.4 Facilities**

Facilities shall mean all buildings associated with the sportsground.

### **3.5 Sportsground**

Sportsground shall mean the sportsground allocated to the club for a specified period or season.

### **3.6 Season**

Season shall mean the period of time the club has been allocated use of the ground and facilities for “home and away” matches including finals. Unless otherwise stated, the winter season shall normally commence on 1<sup>st</sup> April and conclude on 31<sup>st</sup> August of the same year, while the summer season shall normally commence on 1<sup>st</sup> October and conclude on 28<sup>th</sup> February of the following year.

### **3.7 Casual Hirer**

Casual hirer shall mean a group or individual granted use of the sportsgrounds and/or facilities by Council.

### **3.8 Council Officer**

Council Officer shall mean any Council employee requested to carry out the particular function discussed regardless as to whether they have been formally delegated to do so or not.

### **3.9 Senior Council Officer**

Senior Council Officer shall mean the General Manager, Deputy General Manager, Works and Services Manager, Manager Development and Environmental Services and their delegates.

### **3.10 Recreation/Sports**

Organising events utilising all or part of the developed area.

### **3.11 Promoter**

Group or individual financially responsible for the event.

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### **3.12 Event Manager**

Group or individual responsible for event co-ordination.

### **3.13 Event Management Group**

Council staff committee overseeing events to ensure Councils and Promoters procedural actions comply with statutory and regulatory requirements.

### **3.14 Commercial Event**

An event providing a financial return on the services that are provided.

## **4. Applications for Hire**

### **4.1 General Provisions**

The right to use Council sportsgrounds and facilities is subject to Council receiving an application on the required form signed by the applicant, stating the purpose, hours and portion or portions of the sportsground and facilities required and containing the applicant's undertaking to comply with the conditions of hire.

Where application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

The Policy provides the terms and conditions of the agreement governing the use and hire of Council sportsgrounds and facilities. It is a requirement that users read and understand the conditions and obligations within the agreement.

### **4.2 Sportsgrounds and Facilities Use and Allocation**

Allocations are issued to clubs that apply for the use of sportsgrounds and facilities by completing the application process outlined in this document by the required date. In being allocated the facility, the successful club then enters into a hire agreement with Council. The hire agreement forms a contract between the club (who becomes the seasonal tenant) and Council.

As participation trends change, Council may review the practice of allocating facilities to provide for the efficient use of facilities. Council may require a sharing of facilities but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation. Where possible, all efforts would be made for clubs to retain the same primary "home game". While all efforts

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are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.

### **4.3 Facilities and Buildings**

Pavilions, grandstands and other buildings are provided to support sportsgrounds activities. Allocations will also be made through a seasonal allocation. By signing the application form, applicants are agreeing to the conditions of use as outlined in this document.

Allocation of pavilions will be based on allocated days and times as applied. Council may consider placing other user groups into the pavilions during any non-allocated times although this would only be considered following consultation with the existing hirers.

## **5. General Terms and Conditions**

### **5.1 Permission to Occupy**

The right conferred on a club, association or casual hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on the club the right to exclusive possession and the Council may at its discretion allow other individuals and groups to have casual use of the premises.

### **5.2 Incorporations**

It is in the club's interest to be incorporated and Council supports incorporation. For further information regarding incorporation contact Consumer Affairs and Trading:

<http://www.consumer.tas.gov.au/business-affairs/incorporated-associations>

<https://www.cbos.tas.gov.au/home>

### **5.3 Insurances**

The club or casual hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's insurance policy or policies relating to fire or public risk in connection with the facilities and the club hereby agrees to indemnify the Council to the extent that such policies are affected through any such act of commission or omission.

The club or casual hirer shall take out and keep current during the period of the seasonal or casual hire period, a public liability insurance policy in a form approved

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by the Council in the joint names of the Council, the club body or individual, insuring, for a minimum sum of ~~(\$10,000,000)~~ twenty million dollars (\$20,000,000), the Council and the club, body or individual against all actions for costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club, body or individual or both arising out of or in relation to the use of the sportsground or facilities for the period of the hire agreement.

A copy of the Certificate of Currency must be attached to the Application Form.

Council insures its buildings, fittings and fixtures against damage and fire and is responsible for the structure of the building.

Council does not provide contents insurance on any pavilion. If the club stores valuables, equipment or memorabilia in a pavilion, the club is solely responsible for insurance of all its contents.

#### **5.4 Sportsgrounds and Facilities Inspections.**

The club shall keep the premises in the same condition as at the commencement of the season and shall at all times keep the premises properly cleaned, repaired and maintained and at its own expenses shall make good any damage caused to the premises by acts or omissions of the club or its employees, members, agents or invitees, or others claiming through the club.

The club shall promptly give written notice to the Council of any hazard affecting the premises or giving rise to any potential liability.

Damage incurred by an approved casual hirer or arising from an act of vandalism to the facilities outside the hiring clubs allocated period of use must be reported to the General Manager by the club at the earliest possible opportunity.

Successful hirers must organise a ground and facilities inspection with Council prior to the commencement of the season. At this inspection, clubs will be required to sign a written acceptance that the ground and pavilion is “fit for purpose”. Clubs are also required to undertake their own inspections prior to matches, training or competitions. Some sports peak bodies have available “match day checklists” for use in conducting these inspections. These inspection forms, once completed, should be filed if required for future reference. Mid-season inspections of pavilions may also be undertaken by Council.

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## **5.5 Assignment**

Clubs which are granted permission to use the sportsgrounds and facilities shall not assign the right of use to any other organisation or body or allow any other organisation or body to exercise the right of use granted to the club.

No club shall sub-let any part of a sportsground and/or any of the pavilion or other buildings allocated to it during the allocated period. Non-compliance may result in Council withdrawing the allocation.

## **5.6 Keys**

All applicable public areas will be keyed by Council. This includes toilets, change rooms, kitchens and social areas. Council will require access to all of these areas at any time to meet a variety of regulations.

Clubs who enter into a seasonal/term agreement with Council are required to lodge a \$100.00 deposit with Council for each set of keys issued per sportsground. Keys are to be returned to Council on the day the seasonal agreement terminates.

Failure to return keys shall result in the forfeit of the key deposit and possible exclusion from future use of the sportsground and facilities.

Any club having Council keys cut will have the allocation of the sportsground and facilities immediately withdrawn and/or excluded from future allocations and will be responsible for all the costs associated with the replacement of locks.

**Under no circumstances are the keys to be loaned to any other club, organisation, school or person.**

## **5.7 Council Access**

Seasonal hiring clubs must allow access to the premises by authorised Council Officers and are not to install locks or security devices to prevent access by such officers at any time.

## **5.8 Vehicles on Playing Fields**

Motor vehicles are not permitted on the sportsground unless being used responsibly to prepare for events/games. Disability and emergency vehicles are excepted.

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## **5.9 Signage and Advertising**

It is prohibited to alter or erect any building on the land, or erect, display, affix, paint or exhibit any permanent advertising on the exterior of the building or any fences on the land without the written consent of Council. A formal application and payment of fees may be required.

## **5.10 Irrigation**

Council's sporting reserves are important pieces of public open space which are used by the whole community. Council is responsible for the maintenance and operation of all irrigation systems. Clubs and all hirers are not to access or alter control unit settings under any circumstances. Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings or cause damage to the system. Clubs and hirers must also notify Council if there are any faults, leakages or obvious over or under watering. This may be done using the contact details supplied.

## **5.11 Fencing**

Council will be responsible for maintaining fences around grounds and the perimeter of reserves. Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access. Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of clubs. Clubs must apply to Council seeking prior approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

## **5.12 Line-marking of Sportsgrounds**

Clubs are to advise Council of their line-marking requirements as part of their application and ground inspection. Clubs will be responsible for all required line-marking.

## **5.13 Scoreboards**

Permission must be obtained from Council for the construction of scoreboards. The construction of scoreboards is at the cost of the club and only based on approved plans. Clubs should contact Council for guidance prior to any work being undertaken.

Construction must occur under Council supervision and with relevant planning approval.

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All subsequent maintenance will be the responsibility of the club. If a scoreboard deteriorates to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve, it will be removed by Council and the club will be charged accordingly.

#### **5.14 Temporary Closure of Ground and/or Facilities**

Council reserves the right to close any sportsground to protect the playing surface, reduce risks to competitors and the public, to complete capital or maintenance works in poor weather conditions or to allow rehabilitation of the ground after damage. Where grounds are closed for matches, where practicable, Council will make all attempts to provide clubs with at least one day's notice.

#### **5.15 Social Functions**

The club shall not use the premises as a cabaret, disco, place of assembly, or for entertainment without the prior written consent of the General Manager provided that nothing in this clause shall prevent the normal meetings associated with the activities of the club.

The club or casual hirer shall not use, or suffer to be used, the premises for any illegal or objectionable purpose or for any noxious, noisy, offensive or dangerous occupation or activity or for any act which is or may be an annoyance, nuisance or inconvenience to Council or adjoining land owners or occupiers or any other person.

All social functions are to cease at ~~12 midnight~~ 11.30pm.

#### **5.16 Liquor Licences**

No alcohol of any kind shall be brought into the ~~building~~ sporting facility without the consent of a Senior Council Officer.

Prior to any function where liquor is to be consumed, the hirer must contact the Licensing Board to ascertain whether a liquor licence is required or whether any other conditions or restrictions will apply.

If the Licensing Board determines that a liquor licence is required, a copy of the liquor licence is to be submitted to a Senior Council Officer prior to occupancy of the ~~building~~ sporting facility, otherwise the relative ~~hall~~ hire will be cancelled.

If the Licensing Board determines that a liquor licence is not required, a copy of that determination or advice is to be submitted to a Senior Council Officer prior to

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occupancy of the building sporting facility, otherwise the relative hall hire will be cancelled.

Any conditions or restrictions advised by the Licensing Board are to be adhered to. A copy of the conditions or restrictions is to be submitted to a Senior Council Officer prior to occupancy of the building sporting facility, otherwise the relative hall hire will be cancelled.

The following conditions are imposed by Council where the event is serving liquor or the event is BYO liquor:

- Alcohol not to be provided to people under 18.
- Alcohol must not be available from the hall as take-away.
- Alcohol must not be consumed outside the hall.
- Designated bar staff and servers of alcohol are required to hold current Responsible Serving of Alcohol Certificates.

More information is available at the Treasury website:

<https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor/apply-for-a-liquor-licence>

~~The sale of liquor without a licence is prohibited. Clubs need to contact Licensing to apply for a licence.~~

~~Council may monitor the observance of liquor licences requirements.~~

~~The responsible serving of alcohol is to be managed by the club.~~

~~• A general liquor licence authorises the sale of liquor on premises between 5 am and 12 midnight daily, for consumption on or off the premises. This licence is usually issued to hotels and taverns.~~

~~• An out of hours permit can be approved to authorise the sale of liquor between 12 midnight and 5 am.~~

~~Information from the Treasury website includes the following:~~

- ~~• Applicants for liquor licences are required to undertake [Responsible Service of Alcohol](#) training.~~
- ~~• A general liquor licence authorises the sale of liquor on premises between 5 am and 12 midnight daily, for consumption on or off the premises. This licence is usually issued to hotels and taverns.~~

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- An out of hours permit can be approved to authorise the sale of liquor between 12 midnight and 5 am.
- A club liquor licence authorises the sale of liquor on the club's premises between 5 am and 12 midnight daily, for consumption on or off the premises. This licence is usually issued to sporting or RSL clubs.
- Liquor cannot be sold to other organisations/groups for resale by those groups.
- Entry restrictions apply to non club members.
- The sale of liquor under this licence is limited to:
  - A member of the club;
  - A guest of a member of the club;
  - A visitor to the club;
  - A member of another club which has a reciprocal membership arrangement with the club;
  - A competitor in an event conducted or hosted by the club on that day;
  - A person who is attending a meeting of, or a function conducted by, an organisation which the Commissioner is not operated for profit.



#### • Fact Sheet – General licence

### 5.17 Power

The club shall be responsible for the reimbursement of all power costs. An application for subsidisation of power consumption must be in writing prior to accepting the hire agreement. Council shall consider each application on its merits.

Floodlights may only be used during the hours when clubs are allocated use of facilities as set out in the schedule, and can only be used for the playing of matches and training purposes. Floodlights must be turned off when matches and training sessions have finished and must not be left on or used for social functions conducted at the premises without the prior written consent of the General Manager.

### 5.18 General Maintenance

If the hirer has an enquiry relating to the maintenance of a sportsground or facility, they should contact Council's Manager Works and Services.

The hirer is responsible for ensuring that the premises is maintained and kept in a clean

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and habitable state.

### **5.19 Capital Development and Improvements**

Council aims to provide at least basic level associated facilities at sportsgrounds. Due to funding limitations, Council is unable to meet all requests for facility upgrades. If a club wishes to suggest improvements to the facility at their seasonal sportsground, a written proposal should be lodged with Council which includes preliminary design plans, costing and confirmation of the club constitution. It should be noted that this information will assist Council in assessing the proposal and in development of a capital works program. However, there is no guarantee that any project will be undertaken or funded.

Clubs can apply for funding through agencies such as Sport and Recreation Tasmania to help contribute to capital works projects at their seasonal sportsground and/or facilities. Clubs wishing to apply for funding for a project involving a seasonal sportsground or facility is required to approach Council to discuss the project and to obtain a letter of support to include with their application.

Council is responsible for the management of any capital works that are to be undertaken. Council will look more favourably on applications for capital works that have the support of other user groups and/or those that will benefit more than one club or user group.

### **5.20 Public Toilets**

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public. This includes public toilets attached to sportsgrounds and facilities. Where toilets are located at a sports reserve and are only open on match days for members and spectators, the club will be responsible for opening, closing, and cleaning.

### **5.21 Cleaning**

Hirers are responsible for all litter generated by their activities. Council sportsgrounds and facilities must be cleaned and maintained in a state suitable for use by clubs, incumbent clubs and any community groups that use the facilities. It is the responsibility of clubs and hirers to leave sportsgrounds and facilities in a clean and tidy condition immediately after use. Supply of cleaning equipment and materials is the responsibility of the club or hirer.

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## **5.22 Smoking**

Penalties apply to non-observance of smoking restrictions contained within Tasmanian legislation, including the Public Health Act 1997. Hirers must ensure that they are aware of requirements and that members, guests, spectators and others abide by these requirements.

## **5.23 Food Registration**

If the hirer intends to provide food for sale, they must register as a food business with Council's Development and Environment Services Section. This requirement must be met regardless of whether the hirer is a commercial, charitable or community organisation or whether it involves the handling or sale of food on one occasion only or on a regular basis.

It is important to note that the "sale" of food does not only involve direct monetary exchange as it also includes prizes, awards and give-aways for the purpose of advertisement or in furtherance of trade or business. Clarification should always be sought from Council to determine if registration is necessary.

## **5.24 Open Fires**

No open fires of any description inside or outside of facilities are permitted.

## **5.25 Liability**

Neither the Council nor its servants shall be liable for any loss or damage sustained by the club or any person, firm or corporation entrusting to or supplying any article or thing to the club by reason of any such article or thing being lost, damaged or stolen. The club hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

The liability for damage to the sportsgrounds and facilities applies only to when the facilities are being used by the club and excludes damage caused by fire, storm and tempest.

Liability for damage to the sportsgrounds and facilities but excluding damage or loss of club property, caused by vandalism that occurs outside the hours when the club has been allocated use of the premises in accordance with the schedule shall be the responsibility of Council.

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## **5.26 Indemnity**

The club or casual hirer agrees to Indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against them or any of them arising out of or in relation to the use of the Council sportsground or facilities for the period of the hire agreement.

## **5.27 Fees and Payments**

Fees will be set by Council under resolution by Council and may be varied at any time.

Seasonal sportsgrounds and facilities hire fees are fixed by Council. Accounts will be forwarded at the beginning of the season and must be paid within one month of notice.

Accounts for power usage will be forwarded at three monthly intervals and at the cessation of the hire agreement. Accounts must be paid within one month of notice.

## **5.28 Disputes and Grievances**

In the event of any disputes or differences arising as to the interpretation of these conditions, or any matter or thing contained therein, a panel comprising the Mayor, Deputy Mayor and General Manager from Council, together with the President, Secretary and one Committee Member of the club will be convened to arbitrate on the dispute. The decision of the panel shall be final and conclusive. The panel will be chaired by the Mayor.

## **5.29 Breaches and Defaults**

If the Club or casual hirer permits or allows any breach or default in the performance and observance of these conditions, the Council may, by writing, terminate the permission to use the premises and the club or casual hirer shall immediately vacate the premises.

## **5.30 Pre-Season Training and Finals**

Pre-season training and finals are not included within the seasonal agreement if they fall outside of the seasonal agreement dates. For finals, clubs (or associations if they are responsible for organising finals) are required to make formal application to Council and this needs to be lodged with Council at least one week prior to the last home and away season match. If this application has been lodged by this time, sportsground renovation works may be scheduled or the sportsground may be hired to other users.

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If clubs have necessary pre-season requirements outside of the seasonal dates, these needs/times are to be noted on the seasonal application and considered in context. It is anticipated that on occasions the above timelines are not possible to achieve. In these cases, clubs are to make the best possible effort to contact Council regarding their practice games requirements prior to the game going ahead.

### **5.31 Casual Use**

In addition to sporting club use, sportsgrounds and facilities are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events. Council supports sportsground and facility use by these groups and will allocate grounds upon request, with consultation with hire clubs and providing this does not result in overuse of grounds or be of detriment to competition use. Annual events will take priority over casual use.

The casual hirer must ensure that if alcohol is served or brought onto the premises that a person is designated as a responsible person to monitor the consumption of that alcohol.

All social gatherings, events etc. must cease at **12 midnight** 11.30pm.

### **5.32 School Use of Sportsgrounds and Facilities**

As with community groups and residents, schools within the Central Highlands Municipality may use Council sportsgrounds and facilities for school sports, sports days and physical activities. Council supports this use by school groups and will allocate sportsgrounds and facilities upon request providing that this does not result in overuse of grounds or be of detriment to competition use by seasonal user groups.

School use will generally be limited to school hours. Where schools require use of grounds outside of school hours, hirer clubs will be consulted to determine if there will be any conflict of use.

Applications from schools are required prior to using sportsgrounds and facilities.

### **5.33 Annual Events that use Sportsgrounds and Facilities**

Council permits some sportsgrounds and facilities to be used for annual events. Clubs will be made aware of these if they apply for and enter into a seasonal hire agreement with Council for one of the affected sportsgrounds and facilities. In regards to annual events, affected clubs will be notified of any annual event on their sportsground and

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facility prior to an agreement being finalised.

#### **5.34 Hiring of Council Furniture and Equipment**

Council may hire out furniture and equipment from Council sportsgrounds and facilities. The hirer shall be held liable for the return of all such goods in the same condition in which they were received. All breakages and losses shall be charged to the hirer at the replacement cost of such breakages and/or losses.

Fees, terms and conditions are available from Council and details agreed upon are to be entered into the Application to Hire Council Sportsgrounds and Facilities, included in this Policy document as Attachment 1.

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## ATTACHMENT 6.1

### APPLICATION TO HIRE COUNCIL SPORTSGROUNDS AND FACILITIES

Applicant.....

*Full Name, Sporting Club or Business Name, Individual (as applicable)*

Address.....

I/We have received, read and understand the conditions of hire, and hereby undertake to comply with all conditions, regulations and charges relative to the hire of the:

.....

for the purpose of:

.....  
 .....  
 .....  
 .....

#### **CASUAL HIRE:**

Period of Hire: From ...../...../..... To ...../...../.....

Time required: From .....am/pm To .....am/pm

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**SEASONAL HIRE:**

Period of Hire: From ...../...../..... To ...../...../.....

Weekly Training Sessions: Week Days...../...../.....

Training Time Spans: From .....am/pm To .....am/pm

Pre-Season Games: ...../...../..... ...../...../.....  
...../...../..... ...../...../.....  
...../...../..... ...../...../.....

Rostered Games: ...../...../..... ...../...../.....  
...../...../..... ...../...../.....  
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Do you intend having liquor at the function?

☐ Yes ☐ No

Has a copy of Licensing Board correspondence been provided?

☐ Yes ☐ No ☐ NA

Has a copy of the liquor licence been provided?

☐ Yes ☐ No ☐ NA

Have copies of Certificates of Currency been provided?

☐ Yes ☐ No ☐ NA

Do you intend to sell or handle food?

☐ Yes ☐ No

Have you registered with Council as a Food Business?

☐ Yes ☐ No ☐ NA

Name of Person Responsible for Serving of Alcohol

.....

If sportsgrounds or facilities equipment is being requested for hire, please enter requirements in the table below. Upon return of the equipment, please complete the table. Please note that losses and breakages will be deducted from your bond, if applicable. Excess charges will be invoiced.

ITEMS HIRED												
REQUIRED												
RETURNED												
BROKEN OR LOST												

#### COMPLIANCE WITH CONDITIONS OF USE OF COUNCIL POLICY

The above-named Applicant acknowledges having received and read a copy of the Central Highlands Council Policy 2013-17 Use of Council Sporting Facilities which is attached to this document and agrees to be bound by and comply with the said Policy in every respect. The

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Applicant further undertakes to be responsible for ensuring that all individuals or groups using the allocated Council sportsground or facility or part thereof at the times and days allocated for the Applicant shall comply with the conditions in the Policy.

## **INSURANCE**

Commercial applicants further agree to take out and keep current during the period of the hiring of the Council hall or part thereof, Public Liability, Professional Indemnity and Product Liability insurance policies as applicable in a form approved by the Council. These policies are to be in the joint names of the Council and the Organisation insuring, for a minimum sum of ~~ten~~ twenty million dollars (\$20,000,000), the Council and the Applicant against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Applicant or both arising out of or in relation to the use of the council sporting facility or part thereof.

## **INDEMNITY**

The Applicant further agrees to Indemnify and keep Indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to functions held at the hired facilities.

## **CERTIFICATE OF CURRENCY**

Commercial applicants are required to produce copies of Certificates of Currency from their insurer which confirms that Public Liability, Professional Indemnity and Product Liability insurance policies as applicable are in force for the duration of the function to be held at the hired facilities. The policies are to contain the following provisions:

1. The policies must be for a minimum of \$~~10~~ 20 million and must be in the joint names of the Applicant and the Central Highlands Council.
2. The insurance policies should contain a standard cross liability clause.

Copies of Certificates of Currency confirming the period and amount of cover and showing the Central Highlands Council as a joint insured, must be produced and will form part of the Agreement.

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### PERMITTED HOURS/DAYS OF USE

The Applicant agrees that the permitted hours of use shall be only those times and days allocated for the Applicant and confirmed in writing by Council.

APPLICANT'S POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

**Applicant's signature**

**Date**

APPLICANT'S POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

**Applicant's signature**

**Date**

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## COUNCIL USE ONLY

Has a copy of photo identification been supplied?

☐ Yes

☐ No

Type of photo identification supplied:.....

Reference number of photo identification:.....

Acceptance or rejection of application:

☐ Accepted

☐ Rejected

...../...../.....

Senior Council Officer's Signature

Date

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## ATTACHMENT 6.2

### SCHEDULE OF FEES

**HIRE CHARGES:** Hire Charges set under Section 205 of the Local Government Act 1993.  
Adopted by Council at its meeting held on 18 June 2019.

SPORTING CLUBS	Seasonal Hire	\$273.00
OTHER USERS	Daily/Weekend	\$262.00
PART USE OF FACILITIES	Daily/Weekend	\$109.00
BOND	To be negotiated with General Manager	
POWER USAGE	To be negotiated with General Manager	
FURNITURE & EQUIPMENT HIRE	To be negotiated with General Manager	

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## ATTACHMENT 6.3

### INSPECTION & DAMAGES REPORT - COUNCIL USE ONLY

Hire Agreement Total \$.....

Consisting of: HIRE \$..... BOND: \$..... POWER \$..... OTHER \$.....

RECEIPT NO.....

PREMISES CHECKED PRIOR TO USE BY.....

PEMISES CHECKED IMMEDIATELY AFTER USE BY.....

REPORTED

DAMAGE.....

.....  
 .....  
 .....

ESTIMATED COST OF DAMAGE: \$.....

APPLICANT ADVISED:

☐ Yes

☐ No

BOND AMOUNT REFUNDED: \$.....

CHEQUE NO.....

ACCOUNT SENT:

☐ Yes

☐ No

AMOUNT\$..... A/C NO.....

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## ATTACHMENT 6.4

### HIRE AGREEMENT

This Hire Agreement between Central Highlands Council and

.....

as detailed in the enclosed approved Application to Hire Council Sportsgrounds and Facilities has been accepted by both parties as at the date signed and sealed below:

REPRESENTATIVE'S NAME & POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

Representatives signature

Date

REPRESENTATIVE'S NAME & POSITION IN THE ORGANISATION:.....

(Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business.....Private.....Mobile.....

EMAIL:.....

.....

...../...../.....

Representatives signature

Date

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