



Agenda Attachments

16th June 2020

Ordinary Council Meeting

Table of Contents

AGENDA ITEM 11.1	4
RECEIVAL DRAFT MINUTES ORDINARY MEETING	
AGENDA ITEM 11.3	24
RECEIVAL DRAFT MINUTES AUDIT PANEL MEETING	
AGENDA ITEM 14.1	27
2020-2021 BUDGET ESTIMATES	
AGENDA ITEM 14.3	65
2020-2021 ANNUAL PLAN	
AGENDA ITEM 15.4	88
COVID-19 UPDATE	
AGENDA ITEM 17.1	158
COVID-19 DOCUMENT	
AGENDA ITEM 17.1	180
STAGE 2 RESTRICTIONS UPDATE 5 TH JUNE 2020	
AGENDA ITEM 17.1	181
WORKSAFE COVID-19 SAFETY PLAN MEDIUM BUSINESSES TEMPLATE	
AGENDA ITEM 17.2	186
2020-58 COMMERCIAL ADDENDUM TO FINANCIAL HARDSHIP ASSISTANCE MODEL POLICY	
AGENDA ITEM 17.3	201
MOTION FROM AUDIT PANEL – RISK MANAGEMENT REGISTER	
AGENDA ITEM 17.4	224
2020 - 59 INVESTMENT OF SURPLUS COUNCIL FUNDS POLICY	
AGENDA ITEM 17.5	227
2014 - 25 HEALTHY CATERING POLICY	
AGENDA ITEM 17.6	230
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM	
AGENDA ITEM 17.7	233
TELSTRA MOBILE COVERAGE PLANS	
AGENDA ITEM 17.8	250
EMERGENCY SERVICES MEDAL NOMINATIONS – 2021	
AGENDA ITEM 17.9	252
LIONS CLUB OF HOBART TOWN INC FUNDING SUPPORT 2020 CIRCUS QUIRKUS	
AGENDA ITEM 17.10	253
2015 – 33 BULLYING POLICY	
AGENDA ITEM 17.11	264
2018 – 55 CODE OF CONDUCT FOR MEMBERS OF THE AUDIT PANEL	
AGENDA ITEM 17.12	267
2017 – 48 COUNCIL POOL VEHICLE	

AGENDA ITEM 17.13	270
ROYAL COMMISSION INTO NATIONAL NATURAL DISASTER ARRANGEMENTS	
AGENDA ITEM 17.14	274
NRM SOUTH MEMBERSHIP	
AGENDA ITEM 17.14	275
NRM SOUTH MEMBERSHIP FLYER	
AGENDA ITEM 17.15	279
ST VINCENT de PAUL SOCIETY WINTER APPEAL	
AGENDA ITEM 17.16	283
DEPARTMENT OF PREMIER AND CABINET FUNCTION UPDATE	
AGENDA ITEM 17.17	285
CENTRAL HIGHLANDS BUSINESS CONTINUITY PLAN	
AGENDA ITEM 17.18	344
SOUTHERN CENTRAL SUB-REGION WORKFORCE DEVELOPMENT PROJECT	
AGENDA ITEM 17.19	246
UNIVERSITY OF TASMANIA – ‘THE TASMANIA PROJECT’	
AGENDA ITEM 17.20	248
2015-34 HARASSMENT AND DISCRIMINATION POLICY	
AGENDA ITEM 17.21	355
2015-35 GRIEVANCE & DISPUTE RESOLUTION POLICY	
AGENDA ITEM 17.21	340
SURVEY BY YOUTH NETWORK OF TASMANIA – WHAT YOUNG TASMANIANS HAVE TO SAY ABOUT COVID-19...	

Central Highlands Council

DRAFT Minutes – ORDINARY MEETING – 19TH MAY 2020

Draft Minutes of an Ordinary Meeting of Central Highlands Council held via a virtual meeting room, on Tuesday 19th May 2020, commencing at 9am

1.0 OPENING

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

Mayor L Triffitt opened the meeting at 9.00am.

2.0 ACKNOWLEDGEMENT OF COUNTRY

3.0 PRESENT

Mayor L Triffitt, Deputy Mayor J Allwright, 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), Mr Graham Rogers (Manager DES), Ms Jacqui Tyson (Senior Planning Officer) and Mrs Kathy Bradburn (Minutes Secretary).

4.0 APOLOGIES

Cllr A Archer

5.0 PECUNIARY INTEREST DECLARATIONS

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

Nil

6.0 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 A Bailey

Seconded: Cllr J Honner

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	Local Government (Meeting Procedures) Regulations 2015
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 April 2020	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
2	Consideration of Matters for Disclosure to the Public	Regulation 15 (8) - While in a closed meeting, the Council, or Council Committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues

CARRIED BY ABSOLUTE MAJORITY

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

Mr G Rogers, Ms J Tyson & Mrs K Bradburn left the meeting at 9.05 am.

6.1 MOTION OUT OF CLOSED SESSION

Moved: Cllr R Cassidy

Seconded: Cllr A Bailey

That the Council:

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

Item Number	Matter	Outcome
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 April 2020	Minutes of the Closed Session of the Ordinary Meeting of Council held on 21 April 2020 were confirmed
3	Consideration of Matters for Disclosure to the Public	Matters were considered

CARRIED BY ABSOLUTE MAJORITY

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

Mr G Rogers & Mrs K Bradburn returned to the meeting at 9.11 am.

OPEN MEETING TO PUBLIC

Mayor L Triffitt advised that some members of the public will be dialling in at 10.00am to listen to the Planning Items.

7.0 DEPUTATIONS

Nil

7.1 PUBLIC QUESTION TIME

Nil

8.0 MAYORAL COMMITMENTS

16 April 2020	Business of Council
16 April 2020	Tas Health Service Meeting
17 April 2020	Business of Council
20 April 2020	Business of Council
20 April 2020	Councillors Telephone Calls
21 April 2020	Council Meeting VMR
22 April 2020	Teleconference Minister Mark Shelton
23 April 2020	Business of Council
24 April 2020	Premiers Office discussions
24 April 2020	Memorial Visits Wreath Laying – Municipal area location
26 April 2020	Councillor conversation
27 April 2020	Business of Council
28 April 2020	Business of Council
28 April 2020	Tas Health Service
29 April 2020	Business of Council
4 May 2020	Business of Council
5 May 2020	Business of Council, Meeting GM & DGM
7 May 2020	Teleconference Goldwind
8 May 2020	Business of Council
11 May 2020	Business of Council
12 May 2020	Council Budget Workshop via Telstra VMR
13 May 2020	Business of Council
14 May 2020	Business of Council

8.1 COUNCILLOR COMMITMENTS

Clr J Honner

21 April 2020 Council Meeting VMR

Clr J Poore

21 April 2020 Council Meeting VMR
12 May 2020 Council Budget Workshop via Telstra VMR

Clr R Cassidy

21 April 2020 Council Meeting VMR
12 May 2020 Council Budget Workshop via Telstra VMR

STATUS REPORT COUNCILLORS

Item No.	Meeting Date	Agenda Item	Task	Councillor Responsible	Current Status	Completed Date
1	18-Feb-20	12.1	Derwent Catchment Project - Strategic Plan for the development of Agriculture and Tourism	Deputy Mayor Allwright	On going to provide Council with updates each Council meeting	
2	18-Feb-20	16.3	AFLT Statewide Facilities Plan	Deputy Mayor Allwright	On going to provide Council with updates each Council meeting	
3	18-Feb-20	16.5	Cattle Hill Wind Farm Community Fund Committee	Mayor Triffitt, Cllr Campbell & Cllr Honner	On going to provide Council with updates each Council meeting	

8.2 GENERAL MANAGER'S COMMITMENTS

21 April 2020	Council Meeting
22 April 2020	Teleconference Mark Shelton
23 April 2020	Southern GM Covid catch up via Microsoft Teams
28 April 2020	Staff Budget meeting via Zoom
7 May 2020	Teleconference Mayor & Goldwind
8 May 2020	Toolbox Meeting Hamilton Office Staff
12 May 2020	Council Budget Workshop via Telstra VMR

8.2 ACTING / DEPUTY GENERAL MANAGER'S COMMITMENTS

21 April 2020	Ordinary Council Meeting
21 April 2020	Southern Region Social Recovery Committee Extraordinary Meeting
28 April 2020	Managers Budget Meeting
30 April 2020	Local Government Social Recovery Coordinators Meeting
4 May 2020	Local Government Social Recovery Coordinators Planning Meeting
5 May 2020	Southern Region Social Recovery Committee Meeting
5 May 2020	LGAT Community Health and Wellbeing Meeting
7 May 2020	WHS Meeting to review SWMS due to COVID-19
7 May 2020	TCF - Workforce Engagement - Stage 2 Meeting
8 May 2020	Tool Box Meeting with Hamilton Office Staff to discuss COVID-19 SWMS
8 May 2020	Local Government Social Recovery Coordinators Meeting
12 May 2020	Budget Workshop
12 May 2020	Southern Region Social Recovery Committee Meeting

9.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

12 May 2020	Budget Workshop
-------------	-----------------

9.1 FUTURE WORKSHOPS

2 June 2020	Budget Workshop via Telstra VRM commencing at 11.00am
-------------	---

10.0 MAYORAL ANNOUNCEMENTS

Mayor L Triffitt commended all Council staff for their efforts during the current conditions, which is above what is required of their positions and sharing the burden of keeping their families safe and still going to work. Council is aware of the added pressure.

Mayor L Triffitt state we are a very strong Council, including Councillors, and it is important to thank everyone.

11.0 MINUTES

11.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Clr R Cassidy

Seconded: Clr A Bailey

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

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

11.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Clr J Poore

Seconded: Clr S Bowden

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 21st April 2020 be confirmed subject to the following amendment:

16.0 WORKS & SERVICES

Moved: Clr A Bailey

Seconded: Clr S Bowden

THAT the Works & Services Report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

12.0 BUSINESS ARISING

- 15.1 Correspondence sent by Development & Environmental Services Manager
- 15.2 Correspondence sent by Development & Environmental Services Manager
- 15.4 Development & Environmental Services Manager organising works
- 15.5 Correspondence sent by Development & Environmental Services Manager
- 16.1 Correspondence sent by Works and Service Manager
- 16.2 Correspondence sent by Works and Service Manager
- 17.2 Draft Community and Wellbeing Plan updated and advertised
- 17.3 Correspondence sent by General Manager
- 17.4 Policy on Council website.
- 17.7 Correspondence sent by Deputy General Manager
- 17.9 Correspondence sent by General Manager

NOTED

Moved: Clr J Allwright

Seconded: Clr J Poore

THAT Page 3 be removed from the draft Community and Wellbeing Plan.

MOTION LOST 4/4**FOR the Motion:**

Deputy Mayor J Allwright, Clr S Bowden, Clr A Campbell and Clr J Poore

AGAINST the Motion:

Mayor L Triffitt, Clr A Bailey, Clr R Cassidy, Clr J Honner

Clr R Cassidy requested that it be recorded that he would like the language changed on page 3 of the draft Community and Wellbeing Plan.

13.0 DERWENT CATCHMENT PROJECT REPORT

Moved: Clr J Allwright

Seconded: Clr A Bailey

THAT the Derwent Catchment Project report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

14.0 FINANCE REPORT

Moved: Clr R Cassidy

Seconded: Clr J Honner

THAT the Finance Reports be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

Moved: Clr A Bailey

Seconded: Clr J Honner

THAT the meeting move to Item 16.0 on the agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

16.0 WORKS & SERVICES

Moved: Clr A Bailey

Seconded: Clr J Honner

THAT the Works & Services Report be received.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

Mr J Branch joined the meeting at 9.45 am.

16.1 VICTORIA ROAD, OUSE- CULVERT COLLAPSE**Moved:** Clr A Bailey**Seconded:** Clr R Cassidy**THAT**

1. Council proceed with Option 1 as this will re-align the road back onto Council land and remove the sweeping bend improving road safety.
2. Council re-allocate the \$30,000 from Victoria Valley drainage to this project and allocate an extra \$20,000 from Council's reserves.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

16.2 INSTALLATION OF STOCK GRID ROTHERWOOD ROAD**Moved:** Clr R Cassidy**Seconded:** Clr S Bowden

THAT Council contribute a third of the cost of the project to a maximum of \$2,000.

MOTION LOST 4/4**FOR the Motion:**

Mayor L Triffitt, Clr A W Bailey, Clr S Bowden & Clr R Cassidy

AGAINST the Motion:

Clr J Allwright, Clr J Honner, Clr J Poore & Clr A Campbell

*Mrs J Malecky joined the meeting at 10.05 am.
Mr J Branch left the meeting at 10.05 am.*

Moved: Clr J Poore**Seconded:** Clr A Campbell

THAT the meeting move to Item 15.0 on the agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

15.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

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

Moved: Clr J Honner

Seconded: Clr S Bowden

THAT the Development & Environmental Services Report be received.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

15.1 DA2020/11 : DWELLING AND OUTBUILDING: CT21066/3 TODS CORNER ROAD, TODS CORNER

Moved: Clr J Poore

Seconded: Clr J Allwright

THAT the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for a dwelling and outbuilding at 280 Tods Corner Road, Tods Corner, Certificate of Title 143828/3, subject to the conditions below.

Conditions**General**

- 1) The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, which ever is later, in accordance with section 53 of the land Use Planning And Approvals Act 1993.

Approved Use

- 3) The outbuilding is approved as ancillary to the Residential use only and must not be used for any other purpose unless in accordance with a permit issued by Council or as otherwise permitted by Council's planning scheme.

External finishes

- 4) All external colours must have a light reflectance value not exceeding 40%.
- 5) All exposed metal surfaces are to be pre-coloured, or alternatively suitably painted if the item is not available in such a finish.

Services

- 6) The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

Stormwater and wastewater

- 7) Drainage from the proposed development must be retained on site or drain to a legal discharge point to the satisfaction of Council's General Manager and in accordance with any requirements of the Building Act 2016.

Construction Amenity

- 8) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:
Monday to Friday 7:00 a.m. to 6:00 p.m.
Saturday 8:00 a.m. to 6:00 p.m.
Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.
- 9) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
- Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
 - The transportation of materials, goods and commodities to and from the land.
 - Obstruction of any public roadway or highway.
 - Appearance of any building, works or materials.
 - Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager of Development and Environmental Services.
- 10) The developer must make good and/or clean any road surface or other element damaged or soiled by the development to the satisfaction of the Council's Manager of Works and Technical Services.

The following advice applies to this permit:

- This permit does not imply that any other approval required under any other legislation has been granted.
- The issue of this permit does not ensure compliance with the provisions of the Threatened Species Protection Act 1995. Further information is available from the Department of Primary Industries, Parks, Water and Environment.
- The issue of this permit does not ensure compliance with the provisions of the Aboriginal Heritage Act 1975. If any suspected Aboriginal heritage items are located during construction the provisions of the Act must be complied with.
- This permit is in addition to a building permit. Construction and site works must not commence until approval has been issued in accordance with the Building Act 2016.

CARRIED

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

15.2 DA2020/13: SUBDIVISION (2 LOTS): 16 FRANKLIN PLACE, HAMILTON

Moved: Cllr J Allwright

Seconded: Cllr A Bailey

THAT the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for a subdivision (2 lots) at 16 Franklin Place, Hamilton, subject to the conditions below.

Conditions

General

- 1) The subdivision layout or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the Land Use Planning and Approvals Act 1993.

Public Open Space Contribution

- 3) Council requires that an amount equal to five percent (5%) of the unimproved value of Lot 1 must be provided as cash-in-lieu of public open space in accordance with the provisions of Section 117 of the Local Government (Building & Miscellaneous Provisions) Act 1993. The subdivider must obtain a valuation for the unimproved value of the subdivision from a registered Valuer.
- 4) The cash-in-lieu of public open space must be in the form of a direct payment made before the sealing of the final plan of survey.

Services

- 5) The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.
- 6) Electrical and telecommunications services must be provided to each lot in accordance with the requirements of the responsible authority and the satisfaction of Council's Senior Planner.

Access to Lot 1

- 7) A separate access for Lot 1 from the carriageway of the road onto the subject land must be provided prior to sealing the final plan. The access must have a minimum width of 3.6 metres at the property boundary and be located and constructed in accordance with the standards shown on standard drawings SD 1003 and SD 1012 prepared by the IPWE Aust. (Tasmania Division), to the satisfaction of Council's Works Manager.

Easements

- 8) Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

TasWater

- 9) Pursuant to the Water and Sewerage Industry Act 2008 (TAS) Section 56P (2) (b) TasWater impose conditions on the permit as per Form PL05P (attached).

Final plan

- 10) A final approved plan of survey and schedule of easements as necessary, together with one copy, must be submitted to Council for sealing. The final approved plan of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.
- 11) A fee of \$210.00, or as otherwise determined in accordance with Council's adopted fee schedule, must be paid to Council for the sealing of the final approved plan of survey.
- 12) All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage.
- 13) It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied and to arrange any required inspections.

The following advice applies to this permit:

- a) This permit does not imply that any other approval required under any other legislation has been granted.
- b) If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

15.3 DA2019/88: HOTEL INDUSTRY –DEMOLITION OF EXISTING AND CONSTRUCTION OF A NEW HOTEL; VISITOR ACCOMMODATION – DEMOLITION OF EXISTING AND CONSTRUCTION OF NEW LODGES, HUTS, CARAVAN PARK, CAMPING GROUND AND ASSOCIATED FACILITIES AND GENERAL RETAIL AND HIRE –DEMOLITION OF EXISTING SHOP AND CONSTRUCTION OF NEW RETAIL OUTLETS AND ASSOCIATED ACCESS WORKS, PARKING, LANDSCAPING AND ANCILLARY INFRASTRUCTURE: 3096 MARLBOROUGH ROAD, MIENA

Moved: Cllr R Cassidy**Seconded:** Cllr J Honner

THAT the proposal is assessed to substantially comply with the requirements of the Central Highlands Interim Planning Scheme 2015 and so in accordance with section 57 of the Land Use Planning and Approvals Act 1993, the Planning Authority is recommended to approve the application for DA2019/88 – Hotel Industry: Demolition of Existing & Construction of a New Hotel; Visitor accommodation: Demolition of Existing and Construction of new Lodges, Huts, Caravan Park, Camping Ground & Associated Facilities and General Retail & Hire: Demolition of Existing Shop and Construction of New Retail Outlets and associated access works, parking, a landscaping and ancillary infrastructure at 3096 Marlborough Road, Miena,, subject to the conditions below.

Recommended Conditions**General**

- 1) The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, whichever is later, in accordance with section 53 of the Land Use Planning and Approvals Act 1993.
- 3) The development must proceed in the order of stages shown on the endorsed plans unless otherwise agreed in writing by Council's Senior Planning Officer.
- 4) Prior to the commencement of works or application for building and plumbing approval, the developer must provide Council's General Manager with the following documents for approval. Once approved the documents will form part of the permit.
 - a. A Stormwater Management Report prepared by a suitably qualified person detailing how stormwater from the site (including around the fuel dispensing areas) will be managed and disposed of including conveyance, treatment, reuse, and detention.
 - b. An Environmental Site Assessment (ESA) prepared by a suitably qualified person to understand if the existing Underground Petroleum Storage Systems (UPSS) infrastructure has been compromised overtime. This must include invasive soil investigation in the vicinity of the underground storage tanks plus the area surrounding the generator where hydrocarbon containing fuels may have been spilt. Soil surrounding the informal waste dumps should also be tested.

The bore water system should be tested for yield, plus draw down, and further tested for quality parameters including bacteria to determine if the effluent ponds, surface contamination from animals or other sources are impacting water quality.

The assessment must include any measures required to remediate the site.

- c. A wastewater report addressing wastewater disposal for each part of the proposal.

External finishes

- 5) All external colours must have a light reflectance value not exceeding 40%.
- 6) All exposed metal surfaces are to be pre-coloured, or alternatively suitably painted if the item is not available in such a finish.

Agreements

- 7) Unless otherwise agreed by the General Manager, an agreement pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* must be entered into, prior to the use commencing, to the effect that:
 - a. stormwater treatment and retention systems must be maintained to ensure quality is maintained and water is conveyed so as not to create any nuisance to adjacent properties.

Advice: If the Stormwater Management Report (condition 4) identifies that all stormwater can be captured and disposed of onsite, this agreement will not be necessary.

- 8) Agreement(s) made pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* must bind the current owner and his/her successors in title and must be prepared on a blank instrument form and registered with the Recorder of Titles in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993* by the applicant at no cost to Council.

Department of State Growth

- 9) Prior to works commencing, or application for Building or Plumbing approval, the developer must obtain consent of the Minister under Section 16 of the Roads and Jetties Act 1935 to undertake works within the State road reservation.

Advice: For further information please visit <http://www.transport.tas.gov.au/road/permits> or contact permits@stategrowth.tas.gov.au

On sealed State roads all new accesses must be sealed from the road to the property boundary as a minimum.

A single access serving multiple properties must be constructed with sufficient width to enable vehicles to enter and leave the roadway simultaneously.

Pursuant to Section 16 of the Roads and Jetties Act 1935, where a vehicle access has been constructed from land to a State highway or subsidiary road, the owner of that land is responsible for the maintenance and repair of the whole of the vehicular access.

- 10) Prior to works commencing, or application for Building or Plumbing approval, the developer must obtain consent of the Minister under Section 17B of the Roads and Jetties Act 1935 to concentrate and discharge drainage to the State road reserve.

Advice: The proponent must submit a drainage plan, including catchment area, flows and drainage design for any area discharging to the State road reserve. If any enlargement of the existing State road drainage infrastructure is required in order to carry any additional drainage, these works must be undertaken under the supervision and to the satisfaction of an officer designated by the Minister. If such works are required, the costs associated with the works will be payable by the proponent.

The proponent is responsible for the ongoing maintenance of their own infrastructure.

For further information please contact Road Assets at roadassets.utilities@stategrowth.tas.gov.au

Services

- 11) The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

Parking and Access

- 12) The siting of vehicular accesses and car parking spaces must generally accord with the endorsed documents.
- 13) The number of parking spaces must be no less than that shown on the endorsed plans and specified in Traffic Impact Assessment.
- 14) The existing vehicular access to Marlborough Road must be upgraded to a minimum BAR standard in accordance with the Traffic Impact Assessment, Australian Standards and to the requirements of the Department of State Growth.
- 15) The proposed new vehicular access to Marlborough Road must be provided in accordance with the Traffic Impact Assessment, Australian Standards and to the requirements of the Department of State Growth.
- 16) Vehicular accesses from the development site to Marlborough Road must be sealed for a minimum distance of 10m from the edge of the seal along Marlborough Road.
- 17) Parking and vehicle circulation roadways and pedestrian paths serving 5 or more car parking spaces, used outside daylight hours, must be provided with lighting in accordance with clause 3.1 "Basis of Design" and clause 3.6 "Car Parks" in AS/NZS 1158.3.1:2005 Lighting for roads and public spaces Part 3.1: Pedestrian area (Category P) lighting, or as otherwise approved by Council's General Manager.
- 18) Unless approved otherwise by Council's General Manager the internal driveways and areas set-aside for parking and associated access and turning must be provided in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney, Standards Australia (2002): Australia Standard AS 2890.2 – 2002, Parking facilities - Part 2: Off-Street, Commercial vehicle facilities, Sydney and include all of the following;
 - (a) Constructed with a durable all weather pavement.
 - (b) Drained to an approved stormwater system.
 - (c) On site turning
 - (d) Provision for two way traffic.
- 19) The internal driveways and areas set-aside for parking and associated access and turning must be designed, constructed and maintained to avoid dust or mud generation, erosion and sediment transfer off site or de-stabilisation of the soil on site or on adjacent properties to the standard required by Council's General Manager.
- 20) The forecourt around the fuel dispensing area must be sealed and drained to the satisfaction of Council's General Manager.
- 21) Detailed plans of all parking and access works required by this permit (including access to the Marlborough Road) must be submitted to Council prior to the commencement of works or application for Building approval. The plans must be prepared and certified by a qualified civil engineer or other person approved by Council's General Manager and include:
 - pavement details,
 - design surface levels and gradients,
 - drainage,
 - turning paths,
 - dimensions,
 - line marking,
 - signage,
 - pedestrian access,
 - lighting
 and shall form part of the permit when approved.
- 22) The completed parking and associated turning areas and access must be certified by a practicing civil engineer to the effect that they have been constructed in accordance with the endorsed drawings and specifications approved by Council before the use commences.
- 23) All areas set-aside for parking and associated turning, and access must be completed before the use commences and must continue to be maintained to the satisfaction of the Council's General Manager.

- 24) The forecourt around the fuel dispensing area must be sealed and drained to the satisfaction of Council's General Manager.
- 25) Prior to the use commencing the available sight distance to the south along Highland Lakes Road for a vehicle turning right into Marlborough Road must be improved via the removal of vegetation to provide a sight distance for all turning traffic of 180m, as recommended by the TIA.

Advice: The proponent should contact the Department of State Growth to arrange completion of this work.

Stormwater

- 26) Drainage from the proposed development must drain to a legal discharge point to the satisfaction of Council's General Manager and in accordance with the Building Act 2016.
- 27) The Developer is to incorporate Water Sensitive Urban Design Principles into the development for the treatment and disposal of stormwater. These Principles will be in accordance with the Water Sensitive Urban Design Procedures for Stormwater Management in Southern Tasmania and to the satisfaction of the Council's General Manager.
- 28) The developer must provide a minor stormwater drainage system designed to comply with all of the following:
 - a. be able to accommodate a storm with an ARI of 20 years when the land serviced by the system is fully developed;
 - b. stormwater runoff will be no greater than pre-existing runoff or any increase can be accommodated within existing or upgraded public stormwater infrastructure
- 29) The developer is to provide a major stormwater drainage system designed to accommodate a storm with an ARI of 100 years.
- 30) The driveways must be drained to minimise surface runoff over the footpath or to the adjoining road in accordance with the requirements of the General Manager and a Plumbing Permit issued by the Permit Authority in accordance with the Building Act 2016.
- 31) Prior to works commencing, or application for Building or Plumbing approval, detailed plans and calculations of the stormwater drainage system, including treatment, retention and outfalls must be prepared by a suitably qualified civil engineer and be submitted to Council for approval. Once approved the plans shall form part of the permit.
- 32) The completed stormwater retention and treatment elements must be certified by a practicing civil engineer to the effect that they have been constructed in accordance with the endorsed drawings and specifications approved by Council before the use commences.

Protection of water quality

- 33) Before any work commences a soil and water management plan (SWMP) prepared in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South, must be approved by Council's General Manager. The SWMP shall form part of this permit when approved.
- 34) Before any work commences install temporary run-off, erosion and sediment controls in accordance with the recommendations of the approved SWMP and maintain these controls at full operational capacity until the land is effectively rehabilitated and stabilised after completion of the development in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South and to the satisfaction of Council's General Manager.

Construction amenity

- 35) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager Strategic Planning:

• Monday to Friday	7:00 a.m. to 6:00 p.m.
• Saturday	8:00 a.m. to 6:00 p.m.
• Sunday and State-wide public holidays	10:00 a.m. to 6:00 p.m.

- 36) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
- (a) Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
 - (b) The transportation of materials, goods and commodities to and from the land.
 - (c) Obstruction of any public footway or highway.
 - (d) Appearance of any building, works or materials.
- 37) Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager Strategic Planning.
- 38) Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the project during the construction period.
- 39) The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council's Municipal Engineer.

The following advice applies to this permit:

- a) This permit does not imply that any other approval required under any other legislation has been granted.
- b) A separate permit is required for any signs unless otherwise exempt under Council's planning scheme.
- c) The issue of this permit does not ensure compliance with the provisions of the Threatened Species Protection Act 1995. Further information is available from the Department of Primary Industries, Parks, Water and Environment.
- d) The issue of this permit does not ensure compliance with the provisions of the Aboriginal Heritage Act 1975. If any suspected Aboriginal heritage items are located during construction the provisions of the Act must be complied with.
- e) This permit is in addition to a building permit. Construction and site works must not commence until approval has been issued in accordance with the Building Act 2016.

CARRIED

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

Ms J Tyson left the meeting at 10.20 am.

15.4 DEVELOPMENT AND ENVIRONMENTAL SERVICES FEES AND CHARGES REGISTER REVIEW

Moved: Cllr J Poore

Seconded: Cllr R Cassidy

THAT pursuant to Section 205 of the Local Government Act 1993, Council resolve to adopt the Development and Environmental Services fees and charges register 2020/2021 and for it to take effect commencing 1 July 2020.

CARRIED

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

15.5 DOG REGISTRATION SCHEDULE OF FEES**Moved:** Cllr J Poore**Seconded:** Cllr A Campbell

THAT Council adopt the following Dog Registration Schedule of Fees and Charges for the 2020/2021 period:

Description	2020/2021	
	Paid by 31 July 2020	Paid after 31 July 2020
Domestic Dog (Desexed)	\$22.00	\$42.00
Domestic Dog (not Desexed)	\$42.00	\$72.00
Pensioner (1 st dog only)	\$12.00	\$22.00
Working Dog (used for the purpose of working farm stock)	\$12.00	\$22.00
Hunting Dog (used to flush game)	\$12.00	\$22.00
Greyhound (TGRA registered)	\$12.00	\$22.00
Registered Breeding Dog (TCA Registered & Dog Owner holding current membership of the TCA)	\$12.00	\$22.00
Special Assistance Dog (Guide Dog / Hearing Dog)	Nil	Nil
Declared Dangerous Dog	\$1000.00	\$1500.00
Kennel Licence Application Fee	\$52.00	
Kennel Licence Renewal Fee	\$32.00	
Impounding Reclaim Fee (First Offence)	\$22.00	
Impounding Reclaim Fee (Subsequent Offences)	\$42.00	
Pound Maintenance Fee	\$12.00 per day	
Replacement Tag (Metal Lifetime Tag)	\$6.00	
Dog Surrender Fee	\$100.00	
Formal Notice of Complaint Fee	\$50.00 (Refundable)	

CARRIED**FOR the Motion:**

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

15.6 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
2020 / 00018	S S & W J King	23 Reynolds Neck Road, Reynolds Neck	Garage
2020 / 00019	W B Triffett	6706 Lyell Highway, Ouse	Shed

Noted

Moved: Clr R Cassidy

Seconded: Clr J Poore

THAT the meeting move to Item 17.7 on the agenda.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.7 COVID-19 SAFETY PLAN

Moved: Clr A Campbell

Seconded: Clr J Poore

THAT in response to the COVID-19 pandemic,

1. Council notes the Cleaning Regime Offices and Works Depot due to COVID-19;
2. Council notes the Cleaning Regime Parks and Public Buildings due to COVID-19;
3. Council agrees to be part of the register for COVID ready window stickers and poster once their COVID-19 Safety Plan is developed and in place. These stickers or posters will provide the Tasmanian community with confidence that Council is prepared to manage and respond to COVID-19;
4. Safety Plan for access to Playgrounds across the municipality, which includes additional signage due to COVID-19, implement and maintain an additional cleaning schedule during the COVID-19 pandemic, and monitor of compliance with breaches reported to Tasmania Police;
5. While developing Council COVID-19 Safety Plans the Development & Environmental Manager and Environmental Health Officer will consider how to manage the risks of a person contracting or spreading COVID-19 in public places within the municipality, develop cleaning schedules for each public area / building, determine the signage requirements and determine how Council should monitor for compliance of COVID-19 to ensure the organisation meets the minimum standards within the new regulations under the Work Health and Safety Act 2012. If risks levels increase in public places within the municipality a third party risk assessment should be undertaken by an Occupational Hygienist.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

*Ms J Malecky left the meeting at 11.40 am
The meeting was adjourned at 11.40 am and resumed at 11.55 am*

17.0 ADMINISTRATION

17.1 LETTER FROM AUSTRALIAN SERVICES UNION

Moved: Clr J Honner

Seconded: Clr J Poore

That the correspondence received from the ASU and the General Manager's response be noted.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.2 REMISSIONS UNDER DELEGATION

Moved: Clr A Bailey

Seconded: Clr J Poore

That Council note the remissions granted by the General Manager under delegation.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.3 RENTAL STEPPES ACCOMMODATION PADDOCK

Moved: Clr A Bailey

Seconded: Clr J Honner

THAT Janet and Robert Monks be granted two years rental of the old Steppes Accommodation paddock from 1st July 2020 on the same fencing and grazing conditions as previously for an annual fee of \$10.00, and that they be advised that they will need to reapply at the end of this period.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.4 COUNCIL MEETING DATES 2020-2021

Moved: Clr J Poore

Seconded: Clr S Bowden

THAT Council approve the meeting dates for the Ordinary Council Meetings and the Planning Committee Meetings for 2020/2021

Notice of Council & Committee Meetings July 2020– June 2021

Members of the public are welcome to attend Council and Council Committee meetings.

Ordinary Meetings of Council are held at the Council Chambers as indicated commencing at 9.00am. The meetings are open to the public, but Council is likely to close the meeting to the public between 9.10 – 10.00 am, and therefore the public may wish to consider attending from 10.00 am.

Ordinary Meeting of Council:

Tuesday 21st July 2020 - Hamilton
 Tuesday 18th August 2020 – Bothwell
 Tuesday 15th September 2020 – Hamilton
 Tuesday 20th October 2020 – Bothwell
 Tuesday 17th November 2020 – Hamilton
 Tuesday 8th December 2020 – Bothwell
 Tuesday 19th January 2021 – Hamilton
 Tuesday 16th February 2021 – Bothwell
 Tuesday 16th March 2021 – Hamilton
 Tuesday 20th April 2021 – Bothwell
 Tuesday 18th May 2021 – Hamilton
 Tuesday 15th June 2021 – Bothwell

Annual General Meeting – Tuesday 8th December 2020 – Bothwell at 8.45 am.

Planning Committee Meeting of Council:

Planning Committee Meetings are at the Bothwell Council Chambers at 9.00 am.

Tuesday 14th July 2020
 Tuesday 11th August 2020
 Tuesday 8th September 2020
 Tuesday 13th October 2020
 Tuesday 10th November 2020
 Tuesday 12th January 2021
 Tuesday 9th February 2021
 Tuesday 9th March 2021
 Tuesday 13th April 2021
 Tuesday 11th May 2021
 Tuesday 8th June 2021

The schedule of meeting dates is available on Council's website.

It should be noted that should there be any variation to the schedule, such variation will be advertised. Other Committee Meetings will be advertised at least four days before the meeting.

Copies of agendas will be available from Council Offices or on Council's website www.centralhighlands.tas.gov.au four days prior to the date of each meeting.

CARRIED

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

17.5 POLICY NO. 2020 – 57 FINANCIAL HARDSHIP ASSISTANCE MODEL POLICY

Moved: Cllr R Cassidy

Seconded: Cllr J Honner

THAT Council approve Policy No. 2020 – 57 Financial Hardship Assistance Model Policy with the updated application form provided by Local Government Association of Tasmania.

CARRIED

FOR the Motion:

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

17.6 COMMERCIAL ADDENDUM TO FINANCIAL HARDSHIP ASSISTANCE MODEL POLICY**Moved:** Clr J Poore**Seconded:** Clr R Cassidy

THAT Council defer the matter until the June Council Meeting.

CARRIED 5/3**FOR the Motion:**

Mayor L Triffitt, Clr A W Bailey, Clr S Bowden, Clr R Cassidy & Clr J Poore

AGAINST the Motion:

Clr J Allwright, Clr A Campbell & Clr J Honner

17.8 TASMANIAN LOCAL GOVERNMENT LEGISLATIVE FRAMEWORK REVIEW

Noted

17.9 CENTRAL PLATEAU ORAL HISTORY PROJECT – TASMANIAN ARCHIVES**Moved:** Clr J Allwright**Seconded:** Clr J Poore

THAT the permission process be devolved to the State Archivist.

CARRIED**FOR the Motion:**

Mayor L Triffitt, Clr J Allwright, Clr A W Bailey, Clr S Bowden, Clr A Campbell, Clr R Cassidy, Clr J Honner & Clr J Poore

18.0 SUPPLEMENTARY AGENDA ITEMS

Nil

Mayor L Triffitt stated that concern had been raised with her with regards to safety issues when walking over the bridge at Hamilton. This item to be discussed at the June Council Meeting.

19.0 CLOSURE

Mayor L Triffitt closed the meeting at 11.26 am



Central Highlands Council

DRAFT MINUTES AUDIT PANEL MEETING – 2 JUNE 2020

Draft Minutes of the Central Highlands Audit Panel Meeting held at the Hamilton Council Chambers, Hamilton on Tuesday 2 June, 2020 commencing 9.00am.

1.0 OPENING

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

2.0 PRESENT

Ian McMichael (Chair), Deputy Mayor J Allwright, Clr J Poore, Clr A Campbell, Lyn Eyles (General Manager), Adam Wilson (Deputy General Manager), David Doyle (Accountant) and Katrina Brazendale (Minutes).

3.0 APOLOGIES

Nil

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

THAT the meeting move into closed session at 9.03 a.m.

Carried

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

David Doyle and Katrina Brazendale left the meeting at 9.03 a.m.

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

THAT the meeting move out of closed session at 9.30 a.m.

Carried

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

David Doyle and Katrina Brazendale returned to the meeting at 9.31 a.m.

4.0 CONFIRMATION OF MINUTES

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

THAT the minutes of the previous meeting held on Tuesday, 3 March 2020 be confirmed

Carried

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

5.0 PECUNIARY INTEREST DECLARATIONS

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

NIL

6.0 BUSINESS ARISING

- Risk Management Register - That the General Manager obtain a quote from a third party to undertake an internal audit to review the segregation of duties between employees within the organisation, which ensures the organisation meets the requirements of item 4.14 of the Risk Management Register.
 - Complaint Handling Policy – That the Deputy General Manager investigate if other Councils have a complaint handling policy and provide feedback to the next meeting.
 - Cyber Training – Council deferred this item to the July Council Meeting.
-

7.0 STANDING ITEMS

- Statutory Financial Requirements Report - **Noted**
- Financial Reports - **Noted**
- Risk Management Register – **Noted**
- Policy Review – **Noted Items will be put forward to the Ordinary July Council Meeting**

Moved Cllr J Poore

Seconded Deputy Mayor J Allwright

THAT the Risk Management Register be adopted by the Audit Panel.

Carried

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

8.0 NEW BUSINESS

8.1 Investment Policy

The Audit Panel reviewed draft Policy No. 2020-59 Investment of Surplus Council Funds Policy and agreed to add the Tasmanian Public Finance Corporation ("TASCORP") to table 4.2 of the policy. As TASCORP was established to develop and implement borrowing and investment programmes for the benefit of Tasmanian State Authorities. It has the power to borrow and invest money and to enter into contracts for the purposes of managing borrowings and investments. Liabilities incurred or assumed by TASCORP are guaranteed by the State of Tasmania. The terms of the guarantee are contained in Section 15 of the TASCORP Act.

Moved Cllr J Poore

Seconded Deputy Mayor J Allwright

THAT the Investment Policy, subject to the discussed amendment regarding Tasmanian Public Finance Corporation be tabled at the next Ordinary Meeting of Council.

Carried

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

- 8.2 Draft 2020/21 Budget
 - 8.3 Coronavirus Safety Plans - Draft
-

9.0 OTHER BUSINESS

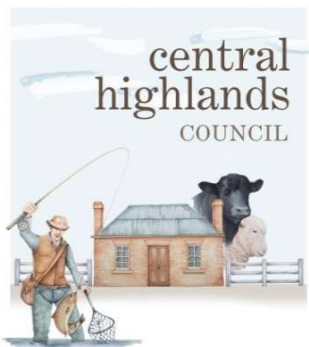
- Finance – Plant
 - Work Health and Safety Matters be added to standard Items in the Agenda
-

10.0 NEXT MEETING

August TBC

11.0 CLOSURE

Meeting closed at 10.28 a.m.



CENTRAL HIGHLANDS COUNCIL

BUDGET

2020-2021

INDEX	PAGE
COVER PAGE	1
INDEX	2
CONSOLIDATED ESTIMATES	3
OPERATING REVENUE - SUMMARY	4 to 5
OPERATING EXPENDITURE	6 to 7
DETAILED EXPENDITURE	8 to 23
CAPITAL EXPENDITURE	24 to 27
SUMMARISED RECEIPTS	28
CASH FLOW FROM OPERATING ACTIVITIES	29
RATES ESTIMATION	30
RESERVES	31
FEES & CHARGES	32 to 36
PLANT REPLACEMENT	37
COMMUNITY & ECONOMIC DEVELOPMENT	38

Comprehensive Income Statement Estimates

		Budget 2019-2020	Estimated Actual	Budget 2020-2021
Revenues From Continuing Activities				
Rates Charges		\$3,729,984	\$3,743,136	\$3,730,404
User Fees		\$257,500	\$365,985	\$213,750
Grants - Operating		\$2,428,040	\$2,567,040	\$2,428,040
Other Revenue		\$512,034	\$458,437	\$435,200
FAG's in advance				
Total Revenues		\$6,927,558	\$7,134,598	\$6,807,394
Expenditure				
Employee Benefits		\$1,949,709	\$1,819,045	\$2,015,771
Materials and Services		\$1,418,866	\$1,392,117	\$1,377,066
Other Expenses		\$1,551,987	\$1,413,778	\$1,579,690
Total Expenditure		\$4,920,562	\$4,624,940	\$4,972,527
Profit/(Loss) before Depreciation		\$2,006,996	\$2,509,658	\$1,834,867
Depreciation and Amortisation		\$2,112,000	\$2,112,000	\$2,134,000
Operating Surplus(Loss)		(105,004)	397,658	(299,133)
Capital Grants & Other		\$694,000	\$872,182	\$1,321,000
Surplus(Loss)		588,996	1,269,840	1,021,867
Capital Expenditure		\$3,124,000	\$2,333,479	\$4,054,000

Operating Revenue

	Project	Budget	Estimated actual	Budget
		2019-2020	2019-2020	2020-2021
Administration				
Rates Certificates	ASEH	35,000	47,855	35,000
FAG Grants	GRANT	2,428,040	2,428,040	2,428,040
Rates Penalties and Interest	ASEH	26,000	28,252	20,000
Other Grants - Capex	GRANT	-	-	-
Other Operating Grants	GRANT	-	139,000	-
Roads to Recovery	GRANT	590,000	590,000	590,000
Interest	INT	170,000	117,586	120,000
Miscellaneous Income	ONCOST	6,000	26,934	6,000
Miscellaneous Reimbursements	ONCOST	73,000	68,398	73,000
Sale plant	PLANT	20,000	9,182	62,000
Rates	RATES	2,886,391	2,896,394	2,886,412
Fire Levy	RATES	223,837	224,495	223,995
Garbage Collection	RATES	619,756	622,247	619,997
Bushfest	CDR	25,000	34,950	-
Total Administration Revenue		7,103,024	7,233,333	7,064,444

	Project	Budget	Estimated actual	Budget
		2019-2020	2019-2020	2020-2021
Development Services				
Dog Licences	AC	16,000	13,242	13,500
Licences/Fees	DEV	500	185	500
Planning/Subdivision	DEV	40,000	108,010	35,000
Building Fees	DEV	10,000	10,373	10,000
Swimming Pool	POOL	2,000	1,370	2,000
Septic Tanks/Special Con. Fees	DRAIN	8,000	11,380	8,000
Building Inspection/Surveyor Fees	BPC	7,000	11,399	7,000
Tip Fees	TIPS	500	417	500
W.T.S. Contributions	WTS	2,000	4,929	2,000
Total Development Services		86,000	161,306	78,500

Operating Revenue

	Project	Budget	Estimated actual	Budget
Works		2019-2020	2019-2020	2020-2021
Cemetery	CEM	7,000	5,135	7,000
Camping Grounds	CPARK	18,000	12,627	7,500
Hall Hire	HALL	1,500	1,067	750
Independent Living Units ILU	HOU	65,000	62,672	65,000
H D Units	HOU	10,000	9,333	10,000
Rental Library	LIB	3,500	3,333	3,500
Private Works	PW	115,000	120,000	115,000
Rec/Reserves	REC	500	773	500
T/Toll & Heavy Vehicle Reg.	ROAD	26,034	22,201	22,200
SES	SES	-	-	-
TasWater	WATER	102,000	102,000	85,000
SES vehicle grant		-		
Capital Grants		84,000	273,000	669,000
Total Works and Services		432,534	612,141	985,450

Total Revenue

Total Administration Revenue	7,103,024	7,233,333	7,064,444
Total Development Services	86,000	161,306	78,500
Total Works and Services	432,534	612,141	985,450
Total Consolidated Revenue	7,621,558	8,006,780	8,128,394

Operating Expenditure

CORPORATE AND FINANCIAL SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
ADMIN. STAFF COSTS(ASCH)	569,056	474,962	360,798	553,046
ADMIN BUILDING EXPEND(ABCH)	35,966	43,054	35,143	39,300
OFFICE EXPENSES(AOEH)	139,500	104,989	78,742	135,100
MEMBERS EXPENSES(AMEH)	193,410	149,202	112,171	188,829
OTHER ADMIN. EXPENDITURE(ASEH + RATES)	318,166	330,703	258,357	363,283
MEDICAL CENTRES(MED)	128,000	104,186	85,795	151,500
STREET LIGHTING(STLIGHT)	39,600	32,883	21,922	39,600
ONCOSTS (ACTUAL)(ONCOSTS)	493,952	518,121	358,454	543,364
ONCOSTS RECOVERED	(430,000)	(432,731)	(348,255)	(480,000)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)	211,150	209,060	144,354	204,850
GOVERNMENT LEVIES(GLEVY)	253,837	253,837	134,985	253,995
TOTAL OPERATING EXPENDITURE - Administration	1,952,637	1,788,267	1,242,466	1,992,867

DEVELOPMENT & ENVIRONMENTAL SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
ADMIN STAFF COSTS - DES (ASCB)	170,263	139,941	105,427	164,459
ADMIN BUILDING EXPEND - DES(ABCB)	18,737	18,564	24,665	22,962
OFFICE EXPENSES - DES (AOEB)	57,000	43,072	36,279	57,000
ENVIRON HEALTH SERVICES (EHS)	32,384	21,483	16,436	32,637
ANIMAL CONTROL(Animal Control)(AC)	18,570	2,139	870	15,122
PLUMBING/BUILDING CONTROL (BPC)	125,212	90,213	64,438	125,729
SWIMMING POOLS (POOL)	40,591	41,853	35,898	42,737
DEVELOPMENT CONTROL (DEV)	185,000	140,034	107,620	112,000
DOOR TO DOOR GARBAGE & RECYCLING (DD)	146,118	128,040	88,543	146,130
ROADSIDE BINS COLLECTION (DRB)	110,000	110,000	58,912	113,000
WASTE TRANSFER STATIONS (WTS)	192,252	193,496	132,876	197,732
TIP MAINTENANCE (TIPS)	65,379	58,569	44,824	65,906
ENVIRONMENT PROTECTION (EP)	2,718	893	814	2,730
RECYCLING (RECY)	40,600	28,106	21,079	40,600
TOTAL OPERATING EXPENDITURE DES	1,204,823	1,016,402	738,681	1,138,744

Operating Expenditure

WORKS & SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
PUBLIC CONVENIENCES (PC)	123,875	142,033	112,841	163,500
CEMETERY (CEM)	21,180	14,112	10,897	21,510
HALLS (HALL)	45,069	50,122	42,495	64,683
PARKS AND GARDENS(PG)	75,622	89,743	69,469	76,384
REC. & RESERVES(Rec+tennis)	74,290	84,451	65,412	77,197
TOWN MOWING/TREES/STREETSCAPES(MOW)	125,000	88,334	86,822	120,000
FIRE PROTECTION (FIRE)	1,000	-	-	-
HOUSING (HOU)	51,800	57,761	49,472	57,622
CAMPING GROUNDS (CPARK)	12,000	10,228	9,324	12,000
LIBRARY (LIB)	545	824	774	580
ROAD MAINTENANCE (ROAD)	788,370	838,537	637,750	795,754
FOOTPATHS/KERBS/GUTTERS (FKG)	5,640	5,962	4,558	5,744
BRIDGE MAINTENANCE (BRI)	22,891	14,044	10,595	23,020
PRIVATE WORKS (PW)	85,000	85,957	65,045	85,000
SUPER. & I/D OVERHEADS (SUPER)	347,608	293,819	227,218	334,200
QUARRY/GRAVEL (QUARRY)	(48,000)	(42,844)	18,831	(43,000)
NATURAL RESOURCE MANAGEMENT(NRM)	129,546	115,923	55,570	130,284
SES (SES)	2,000	1,438	1,078	2,000
PLANT M'TCE & OPERATING COSTS (PLANT)	477,348	560,101	392,209	496,935
PLANT INCOME	(650,000)	(671,149)	(503,361)	(660,000)
DRAINAGE (DRAIN)	23,000	16,594	12,616	23,000
OTHER COMMUNITY AMENITIES (OCA)	23,118	27,994	23,831	25,003
WASTE COLLECTION & ASSOC SERVICES (WAS)	26,200	36,288	27,763	29,500
TOTAL OPERATING EXPENDITURE - Works and Services	1,763,102	1,820,272	1,421,207	1,840,916

CORPORATE SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
TOTAL OPERATING EXPENDITURE - Administration	1,952,637	1,788,267	1,242,466	1,992,867
DEV. & ENVIRONMENTAL SERV.	1,204,823	1,016,402	738,681	1,138,744
WORKS & SERVICES	1,763,102	1,820,272	1,421,207	1,840,916
GRAND TOTAL ALL DEPARTMENTS	4,920,562	4,624,940	3,402,354	4,972,527

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
								10.0%
		CORPORATE AND FINANCIAL SERVICES						
1ADMHAM	ASCH	ADMIN. STAFF COSTS(ASCH)						Salary increase
70105	ASCH	Salaries	\$465,750	\$401,804	\$309,080	\$477,394	\$11,644	2.5%
70108	ASCH	Internal Plant Hire	\$12,000	\$19,875	\$14,906	\$12,000	\$0	
70120	ASCH	Superannuation	\$44,246	\$38,653	\$28,990	\$45,352	\$1,106	
70125	ASCH	Conferences/Seminars/Workshops	\$2,000	\$794	\$596	\$2,000	\$0	
70115	ASCH	W/Comp. Insurance	\$28,160	\$0	\$0	\$0	(\$28,160)	
70130	ASCH	Training	\$5,000	\$5,000	\$0	\$5,000	\$0	
70113	ASCH	Contractors	\$2,000	\$0	\$0	\$0	(\$2,000)	
70155	ASCH	Tel and Comms	\$0	\$559	\$419	\$600	\$600	
70181	ASCH	Mileage	\$0	\$842	\$632	\$800	\$800	
71088	ASCH	Workers Comp Leave Salaries	\$7,500	\$5,035	\$3,776	\$7,500	\$0	
70135	ASCH	Corporate Uniforms	\$2,400	\$2,400	\$2,400	\$2,400	\$0	
	ASCH	TOTAL	\$569,056	\$474,962	\$360,798	\$553,046	(\$16,010)	
1ADMHAM	ABCH	ADMIN BUILDING EXPEND(ABCH)						
70105	ABCH	Salaries	\$23,690	\$30,205	\$23,235	\$24,282	\$592	
70120	ABCH	Superannuation	\$2,261	\$212	\$159	\$2,318	\$57	
70110	ABCH	Maintenance	\$3,000	\$1,798	\$1,348	\$3,000	\$0	
70119	ABCH	Building Maintenance	\$0	\$1,755	\$1,316	\$0	\$0	
70140	ABCH	Insurance	\$4,715	\$6,755	\$6,755	\$7,000	\$2,285	
70198	ABCH	Pest Control	\$0	\$370	\$370	\$400	\$400	
71197	ABCH	Council Rates & Taswater	\$2,300	\$1,960	\$1,960	\$2,300	\$0	
	ABCH	TOTAL	\$35,966	\$43,054	\$35,143	\$39,300	\$3,334	
1ADMHAM	AOEH	OFFICE EXPENSES(AOEH)						
70225	AOEH	Equipment & Computer Maintenance	\$84,000	\$61,155	\$45,866	\$84,000	\$0	
70230	AOEH	Copier Maintenance	\$5,500	\$4,650	\$3,487	\$5,500	\$0	
70113	AOEH	Contracts and Leases	\$0	\$777	\$582	\$0	\$0	
70150	AOEH	Postage	\$4,000	\$2,502	\$1,877	\$4,000	\$0	
70145	AOEH	Stationery	\$7,000	\$5,451	\$4,088	\$6,000	(\$1,000)	
70155	AOEH	Telephones/Communications Links	\$25,000	\$14,686	\$11,015	\$20,000	(\$5,000)	
70160	AOEH	Aurora	\$9,000	\$5,858	\$4,394	\$9,000	\$0	
70110	AOEH	Other Office Expenses/Minor Equip/Plant Hire	\$5,000	\$8,258	\$6,193	\$5,000	\$0	
71197	AOEH	Council Rates, Water & Sewerage	\$0	\$1,653	\$1,240	\$1,600	\$1,600	
	AOEH	TOTAL	\$139,500	\$104,989	\$78,742	\$135,100	(\$4,400)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
1MEM	AMEH	MEMBERS EXPENSES(AMEH)						
70165	AMEH	Mayor's Allowance	\$34,711	\$33,061	\$24,796	\$35,752	\$1,041	
70170	AMEH	Deputy Mayor's Allowance	\$20,686	\$19,417	\$14,562	\$21,306	\$621	
70175	AMEH	Councillors Allow	\$70,634	\$66,125	\$49,594	\$72,753	\$2,119	
70180	AMEH	Councillors Expenses & Mileage	\$40,000	\$25,435	\$19,076	\$30,000	(\$10,000)	
70113	AMEH	Contractors	\$2,000	\$0	\$0	\$2,000	\$0	
70155	AMEH	Tel and Comms	\$0	\$3,514	\$2,636	\$3,500	\$3,500	
70202	AMEH	Catering	\$5,000	\$0	\$0	\$5,000	\$0	
70110	AMEH	Materials/Maintenance/Sundry	\$3,000	\$162	\$122	\$1,000	(\$2,000)	
70185	AMEH	Election Costs/Roll Maintenance	\$3,000	\$1,077	\$1,077	\$3,000	\$0	
70140	AMEH	Insurance	\$1,380	\$0	\$0	\$1,518	\$138	
70125	AMEH	Annual Conference	\$3,000	\$411	\$308	\$3,000	\$0	
70130	AMEH	Training & Development	\$10,000	\$0	\$0	\$10,000	\$0	
	AMEH	TOTAL	\$193,410	\$149,202	\$112,171	\$188,829	(\$4,581)	
1ADMHAM	ASEH	OTHER ADMIN. EXPENDITURE(ASEH)						
70220	ASEH	Advertising	\$8,000	\$5,470	\$4,103	\$8,000	\$0	
70200	ASEH	Audit Fees	\$29,000	\$29,000	\$14,034	\$29,000	\$0	
70193	ASEH	Audit Panel Expenses	\$5,000	\$5,000	\$0	\$5,000	\$0	
70195	ASEH	Valuation Fees	\$10,000	\$12,933	\$9,700	\$10,000	\$0	
70206	ASEH	FBT	\$16,000	\$19,666	\$19,666	\$20,000	\$4,000	
70205	ASEH	Legal Fees	\$18,000	\$8,182	\$6,137	\$12,000	(\$6,000)	
70140	ASEH	Insurance	\$56,166	\$50,273	\$50,273	\$61,783	\$5,617	
70215	ASEH	LGAT Subscriptions	\$25,000	\$25,000	\$21,416	\$25,000	\$0	
70189	ASEH	Bank Fees, Rate Commission, EFT Costs	\$18,000	\$22,217	\$16,663	\$18,000	\$0	
70191	ASEH	PML - Rates printing, stationery, posting and inserts	\$18,000	\$15,325	\$15,325	\$18,000	\$0	
70196	ASEH	Subscriptions/Membership Fees	\$7,000	\$1,200	\$900	\$5,000	(\$2,000)	
70118	ASEH	Accountancy	\$75,000	\$75,000	\$43,782	\$75,000	\$0	
70113	ASEH	Contractors	\$20,000	\$44,054	\$44,054	\$20,000	\$0	
70199	ASEH	Rentokil - Sanitation, Pest Control, etc.	\$2,000	\$2,000	\$160	\$2,000	\$0	
70202	ASEH	Meetings and other expenses etc.	\$3,000	\$96	\$72	\$1,500	(\$1,500)	
70110	ASEH	Materials	\$3,000	\$12,852	\$9,639	\$3,000	\$0	
	ASEH	TOTAL	\$313,166	\$328,269	\$255,923	\$313,283	\$117	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
1MED	MED	MEDICAL CENTRES(MED)						
70105	MED	Salaries	\$12,000	\$8,088	\$6,221	\$12,000	\$0	
70113	MED	Medical Services	\$25,000	\$9,810	\$7,357	\$15,000	(\$10,000)	
70205	MED	Legal Fees	\$0	\$1,453	\$1,090	\$0	\$0	
70513b	MED	Bothwell Medical Centre	\$50,000	\$50,000	\$40,000	\$85,000	\$35,000	
70513	MED	Ouse Practice	\$20,000	\$20,000	\$20,000	\$20,000	\$0	
70110	MED	Operational Costs Bothwell Surgery	\$8,000	\$5,626	\$4,219	\$8,000	\$0	
70160	MED	Aurora Bothwell	\$5,000	\$2,952	\$2,214	\$3,500	(\$1,500)	
70155	MED	Telephones	\$4,000	\$2,544	\$1,908	\$4,000	\$0	
71035	MED	Minor Plant/Tools/Equip	\$0	\$1,280	\$960	\$0	\$0	
71197	MED	Council Rates & Taswater	\$4,000	\$2,433	\$1,825	\$4,000	\$0	
	MED	TOTAL	\$128,000	\$104,186	\$85,795	\$151,500	\$23,500	
	STLIGHT	STREET LIGHTING(STLIGHT)						
70885	STLIGHT	Aurora	\$39,600	\$32,883	\$21,922	\$39,600	\$0	
	STLIGHT	TOTAL	\$39,600	\$32,883	\$21,922	\$39,600	\$0	
1ONC	ONCOSTS	ONCOSTS (ACTUAL)(ONCOSTS)						
71092	ONCOSTS	Long Service Leave	\$40,000	\$40,000	\$33,332	\$40,000	\$0	
71091	ONCOSTS	Annual Leave	\$106,000	\$106,000	\$70,664	\$106,000	\$0	
71095	ONCOSTS	Annual leave Loading	\$14,000	\$14,000	\$9,336	\$14,000	\$0	
71089	ONCOSTS	Statutory Holidays	\$70,000	\$70,000	\$23,134	\$70,000	\$0	
71093	ONCOSTS	Sick Leave	\$50,000	\$50,000	\$20,000	\$50,000	\$0	
70120	ONCOSTS	Superannuation OC	\$88,299	\$77,014	\$57,760	\$90,506	\$2,207	
71088	ONCOSTS	W/Compensation Leave & Expenses)	\$5,000	\$7,432	\$5,717	\$5,000	\$0	
70115	ONCOSTS	W/Compensation Insurance	\$70,653	\$107,144	\$107,144	\$117,858	\$47,205	
71094	ONCOSTS	Compassionate leave	\$3,000	\$3,000	\$218	\$3,000	\$0	
70110	ONCOSTS	Other	\$2,000	\$2,000	\$0	\$2,000	\$0	
71106	ONCOSTS	Payroll Tax	\$45,000	\$41,532	\$31,149	\$45,000	\$0	
	ONCOSTS	TOTAL	\$493,952	\$518,121	\$358,454	\$543,364	\$49,412	
		ONCOSTS RECOVERED						
61510	ONCOSTS	Via Costing	(\$430,000)	(\$432,731)	(\$348,255)	(\$480,000)	(\$50,000)	
		TOTAL	(\$430,000)	(\$432,731)	(\$348,255)	(\$480,000)	(\$50,000)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
1ADMHAM		RATES						
71305	RATES	Pensioner Remissions	\$99,000	\$99,000	\$103,227	\$105,000	\$6,000	
62105	RATES	Pensioner Remission revenue	(\$99,000)	(\$99,000)	(\$103,227)	(\$105,000)	(\$6,000)	
71205	RATES	Rate Remissions	\$5,000	\$2,434	\$2,434	\$50,000	\$45,000	Covid-19
	RATES	TOTAL	\$5,000	\$2,434	\$2,434	\$50,000	\$45,000	
1COMM	CDR	COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)						
70105	CDR	Salaries	\$0	\$0	\$0	\$50,000	\$50,000	Community Relations Officer
70513	CDR	Community & Economic Development Support & Donations	\$96,600	\$96,600	\$39,193	\$100,300	\$3,700	
70512	CDR	Council Publications/Brochures	\$4,000	\$4,000	\$3,235	\$4,000	\$0	
70513	CDR	Highlands Digest Support	\$10,800	\$11,022	\$11,022	\$10,800	\$0	
70110b	CDR	Copier support Centralinc	\$6,000	\$934	\$700	\$6,000	\$0	
70160	EDEV	Aurora - Library	\$5,500	\$6,652	\$4,989	\$5,500	\$0	
70513	CDR	Contribution Children's Services Bothwell	\$5,500	\$5,500	\$5,000	\$5,500	\$0	
70110	CDR	Events Development (Highlands Bushfest)	\$60,000	\$54,960	\$54,960	\$0	(\$60,000)	
70155	CDR	Central Highlands Council Website	\$1,000	\$1,000	\$0	\$1,000	\$0	
70110b	CDR	Information Bays	\$2,000	\$2,000	\$330	\$2,000	\$0	
70196	CDR	Destination Southern Tasmania	\$7,900	\$7,900	\$6,432	\$7,900	\$0	
70110b	CDR	Tourism support	\$11,850	\$18,493	\$18,493	\$11,850	\$0	
	CDR	TOTAL	\$211,150	\$209,060	\$144,354	\$204,850	(\$6,300)	
1ADMHAM	GLEVY	GOVERNMENT LEVIES(GLEVY)						
71196	GLEVY	Land Tax	\$30,000	\$30,000	\$22,988	\$30,000	\$0	
70520	GLEVY	Fire Service Levy	\$223,837	\$223,837	\$111,998	\$223,995	\$158	
	GLEVY	TOTAL	\$253,837	\$253,837	\$134,985	\$253,995	\$158	
		TOTAL OPERATING EXPENDITURE - Administration	\$1,952,637	\$1,788,267	\$1,242,466	\$1,992,867	\$40,230	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
		DEVELOPMENT & ENVIRONMENTAL SERVICES						
3ADMBO	ASCB	ADMIN STAFF COSTS - DES (ASCB)						
70105	ASCB	Salaries	\$142,786	\$125,879	\$96,830	\$146,355	\$3,570	
70120	ASCB	Superannuation	\$13,565	\$9,862	\$7,397	\$13,904	\$339	
70115	ASCB	W/Comp. Insurance	\$9,713	\$0	\$0	\$0	(\$9,713)	
70130	ASCB	Training	\$3,000	\$3,000	\$0	\$3,000	\$0	
70135	ASCB	Uniforms	\$1,200	\$1,200	\$1,200	\$1,200	\$0	
	ASCB	TOTAL	\$170,263	\$139,941	\$105,427	\$164,459	(\$5,804)	
3ADMBO	ABCB	ADMIN BUILDING EXPEND - DES(ABCB)						
70105	ABCB	Salaries	\$8,280	\$9,198	\$7,075	\$9,000	\$720	
70120	ABCB	Superannuation	\$787	\$646	\$484	\$855	\$68	
70140	ABCB	Insurance	\$4,370	\$5,134	\$5,134	\$4,807	\$437	
70110	ABCB	Maintenance & Pest Control	\$2,000	\$2,000	\$10,782	\$5,000	\$3,000	
71197	AOEB	Council Rates & Taswater	\$3,300	\$1,586	\$1,189	\$3,300	\$0	
	ABCB	TOTAL	\$18,737	\$18,564	\$24,665	\$22,962	\$4,225	
3ADMBO	AOEB	OFFICE EXPENSES - DES (AOEB)						
70230	AOEB	Equip. Hire & Maintenance	\$11,000	\$1,700	\$1,275	\$11,000	\$0	
70145	AOEB	Stationery	\$8,000	\$7,364	\$5,523	\$8,000	\$0	
70150	AOEB	Postage	\$2,500	\$1,048	\$786	\$2,500	\$0	
70155	AOEB	Telephones	\$10,000	\$10,422	\$7,816	\$10,000	\$0	
70160	AOEB	Aurora	\$5,000	\$3,605	\$2,704	\$5,000	\$0	
70146	AOEB	Insight Local Govt. Access)	\$17,500	\$15,900	\$15,900	\$17,500	\$0	
70110	AOEB	Sundry Purchases/Minor Equipment	\$3,000	\$3,034	\$2,276	\$3,000	\$0	
	AOEB	TOTAL	\$57,000	\$43,072	\$36,279	\$57,000	\$0	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
3EHS	EHS	ENVIRON HEALTH SERVICES (EHS)						
70105	EHS	Salaries	\$18,630	\$16,865	\$12,973	\$19,096	\$466	
70120	EHS	Superannuation	\$2,089	\$1,599	\$1,199	\$2,141	\$52	
70115	EHS	W/Comp. Insurance	\$1,265	\$0	\$0	\$0	(\$1,265)	
70108	EHS	Internal Plant Hire	\$2,000	\$616	\$462	\$2,000	\$0	
70118	EHS	Consultants	\$0	\$500	\$375	\$0	\$0	
70110	EHS	Materials	\$1,000	\$700	\$525	\$1,000	\$0	
70514	EHS	Medical Officer of Health	\$0	\$0	\$0	\$0	\$0	
70125	EHS	Conferences/Seminars/Workshops	\$500	\$0	\$0	\$500	\$0	
70155	EHS	Tel and Comms		\$1,202	\$902	\$1,000	\$1,000	
70220	EHS	Advertising	\$400	\$0	\$0	\$400	\$0	
70196	EHS	Subscriptions/Membership Fees	\$500	\$0	\$0	\$500	\$0	
70534	EHS	Immunisations/Materials & Contracts/legal	\$1,000	\$0	\$0	\$1,000	\$0	
70110b	EHS	Lab Analysis - environmental protection	\$5,000	\$0	\$0	\$5,000	\$0	
	EHS	TOTAL	\$32,384	\$21,483	\$16,436	\$32,637	\$253	
3AC	AC	ANIMAL CONTROL(Animal Control)(AC)						
70105	AC	Labour/Oncosts	\$2,070	\$806	\$620	\$2,122	\$52	
70120	AC	Superannuation	\$0	(\$21)	(\$16)	\$0	\$0	
70108	AC	Internal Plant Hire	\$1,000	\$37	\$28	\$500	(\$500)	
70110b	AC	Dogs Home	\$1,000	\$0	\$0	\$1,000	\$0	
70110b	AC	Cat Management	\$2,000	\$0	\$0	\$2,000	\$0	
70113	AC	Contractors	\$10,000	\$103	\$77	\$7,000	(\$3,000)	
70220	AC	Advertising	\$500	\$0	\$0	\$500	\$0	
70110	AC	Sundry/legal fees/signage	\$1,000	\$213	\$160	\$1,000	\$0	
70130	AC	Training	\$1,000	\$1,000	\$0	\$1,000	\$0	
	AC	TOTAL	\$18,570	\$2,139	\$870	\$15,122	(\$3,448)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
3BUILD	BPC	PLUMBING/BUILDING CONTROL (BPC)						
70105	BPC	Salaries	\$85,481	\$61,273	\$47,133	\$87,618	\$2,137	
70118	BPC	Consultant Building Surveyor	\$5,000	\$6,875	\$5,156	\$10,000	\$5,000	
70108	BPC	Internal Plant Hire	\$12,500	\$7,500	\$5,625	\$12,500	\$0	
70155	BPC	Telephone & Comms	\$1,500	\$874	\$656	\$1,500	\$0	
70120	BPC	Superannuation	\$7,523	\$7,291	\$5,468	\$7,711	\$188	
70125	BPC	Conferences/Seminars/Workshops	\$500	\$0	\$0	\$500	\$0	
70115	BPC	Workers Compensation	\$5,808	\$0	\$0	\$0	(\$5,808)	
70135	BPC	Uniforms	\$400	\$400	\$400	\$400	\$0	
70205	BPC	Legal Fees, Insurance, Adverts	\$3,000	\$3,000	\$0	\$3,000	\$0	
70196	BPC	Standards, BCA, membership fees etc.	\$3,000	\$3,000	\$0	\$2,000	(\$1,000)	
70130	BPC	Training	\$500	\$0	\$0	\$500	\$0	
	BPC	TOTAL	\$125,212	\$90,213	\$64,438	\$125,729	\$517	
3POOL	POOL	SWIMMING POOLS (POOL)						
70105	POOL	Labour/Oncosts	\$21,536	\$23,219	\$23,219	\$25,000	\$3,464	
70110	POOL	Other Maintenance/materials & contracts	\$12,000	\$12,143	\$9,107	\$12,000	\$0	
70108	POOL	Internal Plant Hire	\$300	\$168	\$126	\$300	\$0	
70155	POOL	Telephone	\$450	\$133	\$100	\$450	\$0	
70120	POOL	Superannuation	\$1,841	\$2,207	\$1,655	\$1,887	\$46	
70540	POOL	Analysis Costs	\$500	\$122	\$92	\$500	\$0	
70121	POOL	Plant & Equipment Maintenance	\$0	\$366	\$275	\$0	\$0	
70140	POOL	General Insurance	\$1,463	\$994	\$994	\$1,100	(\$363)	
70130	POOL	Training Bronze Medallion	\$2,500	\$2,500	\$330	\$1,500	(\$1,000)	
	POOL	TOTAL	\$40,591	\$41,853	\$35,898	\$42,737	\$2,147	
3DEV	DEV	DEVELOPMENT CONTROL (DEV)						
70113	DEV	Contract Planner & Travelling	\$50,000	\$46,493	\$34,869	\$50,000	\$0	
70118	DEV	Consultants	\$5,000	\$5,000	\$6,345	\$7,000	\$2,000	
70220	DEV	Advertising DA's/Scheme Amendments	\$10,000	\$13,118	\$9,838	\$15,000	\$5,000	
70205	DEV	Legal Fees	\$120,000	\$75,423	\$56,568	\$40,000	(\$80,000)	
	DEV	TOTAL	\$185,000	\$140,034	\$107,620	\$112,000	(\$73,000)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
3WASTE	DD	DOOR TO DOOR GARBAGE & RECYCLING (DD)						
70935	DD	Contractors	\$143,600	\$126,000	\$87,013	\$143,600	\$0	
70105	DD	Labour/Oncosts	\$518	\$0	\$0	\$530	\$13	
70205	DD	Legal Fees	\$1,000	\$2,040	\$1,530	\$1,000	\$0	
70110	DD	Recycle Crates/Materials (Wheelie Bins etc.)	\$1,000	\$0	\$0	\$1,000	\$0	
	DD	TOTAL	\$146,118	\$128,040	\$88,543	\$146,130	\$13	
3WASTE	DRB	ROADSIDE BINS COLLECTION (DRB)					\$0	
70105	DRB	Salaries	\$0	\$0	\$1,701	\$2,000	\$2,000	
70108	DRB	Internal Plant Hire	\$0	\$0	\$447	\$1,000	\$1,000	
70935	DRB	Stand Alone Bin Collection	\$110,000	\$110,000	\$56,764	\$110,000	\$0	
70205	DRB	Legal Fees		\$0	\$0		\$0	
	DRB	TOTAL	\$110,000	\$110,000	\$58,912	\$113,000	\$3,000	
3WASTE	WTS	WASTE TRANSFER STATIONS (WTS)						
70105	WTS	Salaries	\$76,320	\$90,764	\$69,818	\$85,000	\$8,680	
70120	WTS	Superannuation	\$7,250	\$5,565	\$4,174	\$7,432	\$181	
70115	WTS	Workers Compensation Insurance	\$5,192	\$0	\$0	\$0	(\$5,192)	
70108	WTS	Internal Plant Hire	\$2,500	\$4,057	\$3,043	\$2,500	\$0	
70110	WTS	Materials		\$2,807	\$2,105	\$2,500	\$2,500	
70113	WTS	Contracts and Leases		\$800	\$600	\$800	\$800	
70935	WTS	Waste Management Contract	\$90,000	\$85,000	\$49,477	\$90,000	\$0	
70136	WTS	Work clothes	\$1,500	\$457	\$343	\$1,500	\$0	
70196	WTS	Subs Membership fees	\$2,200	\$0	\$0	\$2,200	\$0	
70155	WTS	Tel and Comms	\$5,000	\$2,535	\$1,901	\$3,000	(\$2,000)	
71197	WTS	Council Rates & Taswater	\$100	\$0	\$0	\$100	\$0	
70140	WTS	Insurance	\$690	\$1,124	\$1,124	\$1,200	\$510	
70160	WTS	Aurora	\$1,000	\$222	\$167	\$1,000	\$0	
70198	WTS	Pest control	\$500	\$165	\$124	\$500	\$0	
70205	WTS	Legal Fees	\$0	\$0	\$0	\$0	\$0	
	WTS	TOTAL	\$192,252	\$193,496	\$132,876	\$197,732	\$5,479	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
3WASTE	TIPS	TIP MAINTENANCE (TIPS)						
70105	TIPS	Salaries	\$36,225	\$41,800	\$32,154	\$39,000	\$2,775	
70120	TIPS	Superannuation	\$2,937	\$2,563	\$1,922	\$3,011	\$73	
70115	TIPS	Workers Compensation	\$2,464	\$0	\$0	\$0	(\$2,464)	
70110	TIPS	Materials & Contracts/Other	\$3,500	\$53	\$40	\$3,500	\$0	
70155	TIPS	Tel and Comms	\$1,000	\$881	\$661	\$1,000	\$0	
70108	TIPS	Internal Plant Hire	\$11,000	\$7,194	\$5,396	\$11,000	\$0	
70113	TIPS	Contractors - Ground Water Sampling	\$4,000	\$1,551	\$1,163	\$4,000	\$0	
70113	TIPS	Contractors - Survey of Hamilton Refuse Site	\$0	\$0		\$0	\$0	
70198	TIPS	Licence Fees/pest Control etc.	\$4,000	\$4,152	\$3,114	\$4,000	\$0	
70140	TIPS	Insurance	\$253	\$375	\$375	\$395	\$142	
	TIPS	TOTAL	\$65,379	\$58,569	\$44,824	\$65,906	\$526	
3EP	EP	ENVIRONMENT PROTECTION (EP)						
70105	EP	Salaries	\$518	\$343	\$264	\$530	\$13	
70220	EP	Fire Abatement Advertising	\$1,500	\$550	\$550	\$1,500	\$0	
70110	EP	Drummuster	\$700	\$0	\$0	\$700	\$0	
	EP	TOTAL	\$2,718	\$893	\$814	\$2,730	\$13	
	RECY	RECYCLING (RECY)						
70935	RECY	Recycling/WTS clean-up	\$40,600	\$28,106	\$21,079	\$40,600	\$0	
	RECY	TOTAL	\$40,600	\$28,106	\$21,079	\$40,600	\$0	
		TOTAL OPERATING EXPENDITURE DES	\$1,204,823	\$1,016,402	\$738,681	\$1,138,744	(\$66,079)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
		WORKS & SERVICES						
2PC	PC	PUBLIC CONVENIENCES (PC)						
70105	PC	Labour/Oncosts	\$50,000	\$46,680	\$35,907	\$50,000	\$0	
70108	PC	Internal Plant Hire	\$5,000	\$5,995	\$4,496	\$5,000	\$0	
70110	PC	Materials inc. Sanitary Service	\$40,000	\$62,981	\$47,235	\$75,000	\$35,000	Covid-19
70113	PC	Contractors	\$6,000	\$407	\$305	\$6,000	\$0	
70119	PC	Building maintenance	\$5,000	\$8,474	\$8,474	\$8,000	\$3,000	
70160	PC	Aurora	\$4,000	\$3,729	\$2,797	\$4,000	\$0	
70140	PC	Insurance	\$2,875	\$4,003	\$4,003	\$4,500	\$1,625	
70198	PC	Pest Control	\$1,000	\$568	\$426	\$1,000	\$0	
71197	PC	Council Rates & Taswater	\$10,000	\$9,197	\$9,197	\$10,000	\$0	
	PC	TOTAL	\$123,875	\$142,033	\$112,841	\$163,500	\$39,625	
2CEM	CEM	CEMETERY (CEM)						
70105	CEM	Labour/Oncosts	\$13,180	\$11,408	\$8,775	\$13,510	\$330	
70108	CEM	Internal Plant Hire	\$3,000	\$1,986	\$1,490	\$3,000	\$0	
70110	CEM	Materials	\$3,000	\$375	\$375	\$3,000	\$0	
71197	CEM	Council Rates & Taswater	\$2,000	\$343	\$257	\$2,000	\$0	
	CEM	TOTAL	\$21,180	\$14,112	\$10,897	\$21,510	\$330	
2HALLS	HALL	HALLS (HALL)						
70105	HALL	Labour/Oncosts	\$3,105	\$1,179	\$907	\$3,183	\$78	
70105A	HALL	Labour/Oncosts Cleaning				\$10,000	\$10,000	Covid-19
70108	HALL	Internal Plant Hire	\$1,000	\$97	\$73	\$1,000	\$0	
70140	HALL	Insurance	\$8,464	\$11,099	\$11,099	\$13,000	\$4,536	
70110	HALL	Materials	\$5,000	\$1,610	\$1,208	\$5,000	\$0	
70113	HALL	Contractors		\$5,733	\$4,300		\$0	
70119	HALL	Building Maintenance	\$3,000	\$8,425	\$8,425	\$8,000	\$5,000	
70160	HALL	Aurora	\$15,000	\$15,777	\$11,833	\$15,000	\$0	
70198	HALL	Pest Control	\$4,000	\$3,087	\$2,315	\$4,000	\$0	
71197	HALL	Council Rates & Taswater	\$4,000	\$3,114	\$2,336	\$4,000	\$0	
70205	HALL	Other- Legal Fees /Stamp Duty/ Licence Fees	\$1,500	\$0	\$0	\$1,500	\$0	
	HALL	TOTAL	\$45,069	\$50,122	\$42,495	\$64,683	\$19,614	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
2PARKS	PG	PARKS AND GARDENS(PG)						
70105	PG	Labour/Oncosts	\$40,000	\$49,495	\$38,073	\$40,000	\$0	
70108	PG	Internal Plant Hire	\$9,000	\$5,464	\$4,098	\$9,000	\$0	
70110	PG	Materials	\$8,000	\$9,982	\$7,487	\$8,000	\$0	
70118	PG	Consultants		\$2,400	\$1,800		\$0	
70160	PG	Aurora	\$2,500	\$1,994	\$1,496	\$2,500	\$0	
70140	PG	Insurance	\$2,622	\$3,758	\$3,758	\$2,884	\$262	
70181	PG	Mileage		\$1,082	\$1,082		\$0	
70110b	PG	Wetlands Ouse/ Materials, Labour	\$2,000	\$0	\$0	\$0	(\$2,000)	
71197	PG	Council Rates & Taswater	\$11,500	\$15,567	\$11,675	\$14,000	\$2,500	
	PG	TOTAL	\$75,622	\$89,743	\$69,469	\$76,384	\$762	
2REC	REC	REC. & RESERVES(Rec+tennis)						
70105	REC	Labour/Oncosts	\$25,875	\$19,179	\$14,753	\$26,522	\$647	
70108	REC	Internal Plant Hire	\$8,000	\$5,018	\$3,764	\$7,000	(\$1,000)	
70160	REC	Aurora	\$8,000	\$8,122	\$6,092	\$8,000	\$0	
70155	REC	Telephone	\$816	\$267	\$200	\$816	\$0	
70110	REC	Materials	\$8,000	\$18,902	\$14,177	\$8,000	\$0	
70119	REC	Building maintenance	\$5,000	\$4,487	\$3,366	\$5,000	\$0	
70140	REC	Insurance	\$2,599	\$3,525	\$3,525	\$2,859	\$260	
71197	REC	Council Rates & Taswater	\$15,000	\$21,656	\$16,242	\$18,000	\$3,000	
70198	REC	Pest Control		\$745	\$745		\$0	
70870	REC	Gravel		\$2,550	\$2,550		\$0	
70110	REC	Gretna Memorial	\$1,000	\$0	\$0	\$1,000	\$0	
	REC	TOTAL	\$74,290	\$84,451	\$65,412	\$77,197	\$2,907	
2MOW	MOW	TOWN MOWING/TREES/STREETSCAPES(MOW)					\$0	
70105	MOW	Labour/Oncosts	\$80,000	\$57,915	\$57,915	\$80,000	\$0	
70110	MOW	Materials		\$6,048	\$4,536		\$0	
70113	MOW	Contractors	\$5,000	\$0	\$0	\$5,000	\$0	
70108	MOW	Internal Plant Hire	\$40,000	\$24,370	\$24,370	\$35,000	(\$5,000)	
	MOW	TOTAL	\$125,000	\$88,334	\$86,822	\$120,000	(\$5,000)	
	FIRE	FIRE PROTECTION (FIRE)						
70110	FIRE	Sundry	\$1,000	\$0	\$0	\$0	(\$1,000)	
	FIRE	TOTAL	\$1,000	\$0	\$0	\$0	(\$1,000)	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
2HOU	HOU	HOUSING (HOU) - Residences - Includes all residential living - Housing Department, ILU						
70105	HOU	Labour/Oncosts	\$6,461	\$3,463	\$2,664	\$6,622	\$162	
70108	HOU	Internal Plant Hire	\$1,500	\$617	\$463	\$1,500	\$0	
70110	HOU	Materials		\$6,628	\$6,628		\$0	
70140	HOU	Insurance	\$12,340	\$17,713	\$17,713	\$18,000	\$5,661	
70160	HOU	Aurora	\$2,500	\$2,700	\$2,025	\$2,500	\$0	
70198	HOU	Pest Control	\$2,000	\$1,973	\$1,480	\$2,000	\$0	
70119	HOU	Building Maintenance	\$12,000	\$8,178	\$6,134	\$12,000	\$0	
71197	HOU	Council Rates & Taswater	\$15,000	\$16,488	\$12,366	\$15,000	\$0	
	HOU	TOTAL	\$51,800	\$57,761	\$49,472	\$57,622	\$5,822	
2CAMP	CPARK	CAMPING GROUNDS (CPARK)						
70105	CPARK	Labour/Oncosts	\$1,000	\$770	\$592	\$1,000	\$0	
70108	CPARK	Internal Plant Hire	\$500	\$50	\$38	\$500	\$0	
70110	CPARK	Materials/utilities	\$1,000	\$1,608	\$1,206	\$1,000	\$0	
70160	CPARK	Aurora	\$3,000	\$1,251	\$938	\$3,000	\$0	
71197	CPARK	Council Rates & Taswater	\$6,500	\$6,550	\$6,550	\$6,500	\$0	
	CPARK	TOTAL	\$12,000	\$10,228	\$9,324	\$12,000	\$0	
2LIB	LIB	LIBRARY (LIB)						
70140	LIB	Insurance	\$345	\$624	\$624	\$380	\$35	
70198	LIB	Pest Control	\$200	\$200	\$150	\$200	\$0	
	LIB	TOTAL	\$545	\$824	\$774	\$580	\$35	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
2ROAD	ROAD	ROAD MAINTENANCE (ROAD)						
SR		Sealed						
70105	ROADSR	Labour/Oncosts	\$40,000	\$56,592	\$43,532	\$41,000	\$1,000	
70108	ROADSR	Internal Plant Hire	\$15,000	\$21,315	\$15,987	\$15,000	\$0	
70110	ROADSR	Materials	\$40,000	\$30,755	\$23,066	\$40,000	\$0	
70113	ROADSR	Contractors	\$5,000	\$0	\$0	\$5,000	\$0	
2ROAD		Unsealed					\$0	
UR	ROADSR	Unsealed					\$0	
70105	ROADUR	Labour/Oncosts	\$395,370	\$403,475	\$310,365	\$405,254	\$9,884	
70108	ROADUR	Internal Plant Hire	\$216,500	\$295,000	\$221,250	\$232,000	\$15,500	
70870	ROADUR	Gravel	\$33,500	\$14,957	\$11,218	\$33,500	\$0	
70110	ROADUR	Materials	\$24,000	\$15,556	\$11,667	\$24,000	\$0	
70113	ROADUR	Contractors	\$19,000	\$887	\$665	\$0	(\$19,000)	
	ROADUR	TOTAL	\$788,370	\$838,537	\$637,750	\$795,754	\$7,384	
2FKG	FKG	FOOTPATHS/KERBS/GUTTERS (FKG)						
70105	FKG	Labour/Oncosts	\$4,140	\$4,518	\$3,475	\$4,244	\$104	
70108	FKG	Internal Plant Hire	\$1,000	\$788	\$591	\$1,000	\$0	
70110	FKG	Materials	\$500	\$656	\$492	\$500	\$0	
	FKG	TOTAL	\$5,640	\$5,962	\$4,558	\$5,744	\$104	
2BRI	BRI	BRIDGE MAINTENANCE (BRI)						
70105	BRI	Labour/Oncosts	\$5,175	\$3,182	\$2,447	\$5,304	\$129	
70108	BRI	Internal Plant Hire	\$1,500	\$944	\$708	\$1,500	\$0	
70110	BRI	Materials	\$5,000	\$2,344	\$1,758	\$5,000	\$0	
70220	BRI	Advertising	\$500	\$0	\$0	\$500	\$0	
70118	BRI	TasSpan Asset Inspections	\$10,716	\$7,575	\$5,681	\$10,716	\$0	
	BRI	TOTAL	\$22,891	\$14,044	\$10,595	\$23,020	\$129	
2PW	PW	PRIVATE WORKS (PW)						
70105	PW	Labour/Oncosts	\$20,000	\$29,999	\$23,076	\$20,000	\$0	
70108	PW	Internal Plant Hire	\$30,000	\$28,997	\$21,748	\$30,000	\$0	
70113	PW	Contractors		\$4,037	\$3,028		\$0	
70181	PW	Mileage		\$883	\$662		\$0	
70870	PW	Materials	\$35,000	\$22,041	\$16,531	\$35,000	\$0	
	PW	TOTAL	\$85,000	\$85,957	\$65,045	\$85,000	\$0	
2SUPER	SUPER	SUPER. & I/D OVERHEADS (SUPER)						
70105	SUPER	Labour/oncosts	\$204,438	\$189,374	\$145,672	\$205,000	\$562	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
70108	SUPER	Internal Plant Hire	\$19,000	\$17,516	\$13,137	\$19,000	\$0	
70110	SUPER	Materials	\$30,000	\$29,094	\$21,821	\$30,000	\$0	
70113	SUPER	Contractors	\$30,000	\$0	\$0	\$10,000	(\$20,000)	
70130	SUPER	Training	\$10,000	\$5,027	\$3,770	\$10,000	\$0	
70136	SUPER	Protective Clothing/Equipment & Uniform	\$12,000	\$10,157	\$7,618	\$15,000	\$3,000	
70140	SUPER	Insurance	\$8,970	\$12,847	\$12,847	\$14,000	\$5,030	
70155	SUPER	Telephones	\$5,000	\$5,665	\$4,249	\$5,000	\$0	
70160	SUPER	Aurora	\$8,000	\$5,942	\$4,456	\$8,000	\$0	
70125	SUPER	Seminars/Conferences	\$1,000	\$0	\$0	\$1,000	\$0	
70196	SUPER	Subs/Membership		\$1,312	\$984		\$0	
70912	SUPER	Radio Licences and Licence Fees	\$1,000	\$1,006	\$755	\$1,000	\$0	
71013	SUPER	Freight	\$0	\$744	\$558	\$0	\$0	
71008	SUPER	Cylinder rental	\$2,200	\$3,176	\$2,382	\$2,200	\$0	
71035	SUPER	Minor Plant/Tools/Equip		\$1,004	\$753		\$0	
70220	SUPER	Advertising	\$3,000	\$0	\$0	\$1,000	(\$2,000)	
70198	SUPER	Pest Control	\$1,000	\$1,060	\$795	\$1,000	\$0	
71197	SUPER	Council Rates & Taswater	\$12,000	\$9,895	\$7,422	\$12,000	\$0	
	SUPER	TOTAL	\$347,608	\$293,819	\$227,218	\$334,200	(\$13,408)	
2QUARRY	QUARRY	QUARRY/GRAVEL (QUARRY)						
70870	QUARRY	Hamilton Quarry	(\$48,000)	(\$48,000)	\$13,674	(\$48,000)	\$0	
70912	QUARRY	Licence Fees	\$0	\$5,156	\$5,156	\$5,000	\$5,000	
	QUARRY	TOTAL	(\$48,000)	(\$42,844)	\$18,831	(\$43,000)	\$5,000	
2SES	SES	SES (SES)						
70108	SES	Internal Plant Hire/comms/Materials	\$2,000	\$1,438	\$1,078	\$2,000	\$0	
	SES	TOTAL	\$2,000	\$1,438	\$1,078	\$2,000	\$0	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
		1						Insurance increase
2PLANT	PLANT	PLANT M'TCE & OPERATING COSTS (PLANT)- Includes General costs Fuel, Registrations, repairs, tyres						
70105	PLANT	Labour/oncosts	\$36,225	\$23,555	\$18,119	\$30,000	(\$6,225)	
71025	PLANT	Fuel	\$180,000	\$209,026	\$156,769	\$190,000	\$10,000	
70140	PLANT	Insurance	\$38,123	\$35,465	\$35,465	\$41,935	\$3,812	
70108	PLANT	Internal Plant Hire	\$3,000	\$6,314	\$6,314	\$5,000	\$2,000	
70110	PLANT	Materials	\$15,000	\$9,230	\$9,230	\$15,000	\$0	
71030	PLANT	Registration	\$55,000	\$55,000	\$178	\$55,000	\$0	
71026	PLANT	Tyres	\$30,000	\$47,414	\$35,560	\$40,000	\$10,000	
70121	PLANT	Repairs & Maintenance	\$120,000	\$174,098	\$130,574	\$120,000	\$0	
	PLANT	TOTAL	\$477,348	\$560,101	\$392,209	\$496,935	\$19,587	
2PLANT		PLANT INCOME						
61210		Via Hire Charges	(\$630,000)	(\$639,665)	(\$479,748)	(\$640,000)	(\$10,000)	
61205		Fuel Tax Credits	(\$20,000)	(\$31,484)	(\$23,613)	(\$20,000)	\$0	
		TOTAL	(\$650,000)	(\$671,149)	(\$503,361)	(\$660,000)	(\$10,000)	
2DRAIN	DRAIN	DRAINAGE (DRAIN)						
70105	DRAIN	Labour/oncosts	\$15,000	\$8,850	\$6,808	\$15,000	\$0	
70108	DRAIN	Internal Plant Hire	\$5,000	\$2,338	\$1,754	\$5,000	\$0	
70110	DRAIN	Materials	\$3,000	\$5,406	\$4,055	\$3,000	\$0	
	DRAIN	TOTAL	\$23,000	\$16,594	\$12,616	\$23,000	\$0	
2OCA	OCA	OTHER COMMUNITY AMENITIES (OCA) - Golf Museum, Old School (Headmasters)House, Ash Cottage, Online Access, Old Hamilton School						
70105	OCA	Labour/oncosts	\$4,393	\$7,720	\$5,938	\$4,503	\$110	
70108	OCA	Internal Plant Hire	\$1,000	\$1,364	\$1,023	\$1,000	\$0	
70160	OCA	Aurora	\$4,000	\$5,005	\$3,754	\$4,000	\$0	
70140	OCA	Insurance	\$1,725	\$2,487	\$2,487	\$3,500	\$1,775	
70110	OCA	Materials & Maintenance	\$2,000	\$3,157	\$2,368	\$2,000	\$0	
71197	OCA	Council Rates & Taswater	\$10,000	\$8,262	\$8,262	\$10,000	\$0	
	OCA	TOTAL	\$23,118	\$27,994	\$23,831	\$25,003	\$1,885	

Detailed Expenditure

G/L	Proj		BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Budget Change	COMMENTS 2020/2021
								Insurance increase
		NATURAL RESOURCE MANAGEMENT(NRM)						
2AG	AG	AG SERVICES (AG)- NRM						
70105	AG	Labour/oncosts	\$29,546	\$23,199	\$17,846	\$30,284	\$739	
70108	AG	Internal Plant Hire	\$5,000	\$2,223	\$2,223	\$5,000	\$0	
70110	AG	Materials and Contracts	\$9,200	\$5,287	\$5,287	\$9,200	\$0	
70136	AG	Uniforms and Protective Clothing	\$800	\$214	\$214	\$800	\$0	
70113	AG	Contractors	\$40,000	\$40,000	\$30,000	\$40,000	\$0	
70106	AG	Administration (in kind)	\$5,000	\$5,000	\$0	\$5,000	\$0	
70110b	AG	NRM Special Projects	\$40,000	\$40,000	\$0	\$40,000	\$0	
	AG	TOTAL	\$129,546	\$115,923	\$55,570	\$130,284	\$739	
2WWaste	WAS	WASTE COLLECTION & ASSOC SERVICES (WAS)						
70105	WAS	Labour/oncosts Town Rubbish Collection	\$20,700	\$28,450	\$21,884	\$24,000	\$3,300	
70108	WAS	Internal Plant Hire	\$4,500	\$5,811	\$4,358	\$4,500	\$0	
70110	WAS	Materials	\$1,000	\$2,028	\$1,521	\$1,000	\$0	
	WAS	TOTAL	\$26,200	\$36,288	\$27,763	\$29,500	\$3,300	
		TOTAL OPERATING EXPENDITURE - Works and Services	\$1,763,102	\$1,820,272	\$1,421,207	\$1,840,916	\$77,813	
		DEPARTMENTAL TOTALS						
		CORPORATE SERVICES	1,952,637	1,788,267	1,242,466	1,992,867	40,230	
		DEV. & ENVIRONMENTAL SERV.	1,204,823	1,016,402	738,681	1,138,744	(\$66,079)	
		WORKS & SERVICES	1,763,102	1,820,272	1,421,207	1,840,916	\$77,813	
		GRAND TOTAL ALL DEPARTMENTS	4,920,562	4,624,940	3,402,354	4,972,527	51,964	

Capital Expenditure

	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	2020-2021 COMMENTS
CAPITAL EXPENDITURE Administration					
COMPUTER PURCHASES(CAPCOM)					
Councilors Ipads x 9				\$12,000	
Server			\$3,900	\$10,000	New item replace one server each year for 3 years
Software	\$6,500	\$0		\$6,500	Carry over
Computers Purchases	\$10,000	\$0		\$10,000	Carry over
TOTAL - Computers and Software	\$16,500	\$0	\$3,900	\$38,500	
OFFICE EQUIPMENT CAPITAL(CAPOE)					
Printer/Photocopier Hamilton	\$10,000	\$0			
A3 Printer Bothwell	\$5,000	\$0			
TOTAL - Minor Purchases and Mobile Phones	\$15,000	\$0	\$0	\$0	
BUILDINGS					
TOTAL BUILDINGS	\$0	\$0	\$0	\$0	
MISCELLANEOUS					
Municipal Revaluation				\$150,000	
Heat pump Headmasters House	\$3,500	\$0		\$3,500	Carry over
2 Defibs & 6 Cabinets	\$8,000	\$8,000			
Town Signs	\$12,000	\$12,000			
TOTAL MISCELLANEOUS	\$23,500	\$20,000	\$0	\$153,500	
TOTAL CAPITAL - Admin	\$55,000	\$20,000	\$3,900	\$192,000	
CAPITAL EXPENDITURE Development Services					
BOTHWELL SWIMMING POOL CAPITAL (CAPPOOL)					
Pool Cover Winch	\$5,000	\$5,000			
Non slip coating on pool surround	\$32,000	\$0		\$32,000	Carry over
TOTAL - Pools	\$37,000	\$5,000	\$0	\$32,000	
WASTE TRANSFER STATIONS					
Slabs for Bin Placement	\$15,000	\$16,685	\$16,685	\$20,000	2 slabs @ Bothwell & 2 @ Bronte
Total - TIP	\$15,000	\$16,685	\$16,685	\$20,000	

Capital Expenditure

BUILDINGS					
Total - Buildings	\$0	\$0	\$0	\$0	
TOTAL CAPITAL - Development Services	\$52,000	\$21,685	\$16,685	\$52,000	
CAPITAL EXPENDITURE - Works					
HALLS - CAPITAL					
Automatic Sliding Door Bothwell Town Hall				\$10,000	
Wayatinah Hall Roof and Squash Court floor				\$100,000	
Ouse Hall Floor				\$25,000	
Bothwell Hall Facia & Guttering	\$10,000	\$0		\$20,000	Carry over + \$10k
TOTAL - Halls	\$10,000	\$0	\$0	\$155,000	
Buildings					
High St Residence				\$20,000	Upgrade kitchen
DES Office Mould/Dam Investigatin & Works				\$50,000	
Display Cabinets - Visitor Centre	\$5,000	\$0		\$10,000	Carry over + \$5,000
Re-roof Hamilton Office	\$100,000	\$0		\$100,000	Carry over
Repair cracks and paint Hamilton Office	\$5,000	\$0		\$5,000	Carry over
Hamilton History Blg - repoint sandstone & Re-roof	\$10,000	\$0		\$20,000	Carry over + \$10k to re-roof
NRM/Hamilton School - paint exterior	\$10,000	\$0		\$16,000	Carry over + \$6k
TOTAL - Buildings Works	\$130,000	\$0	\$0	\$221,000	
BRIDGE CAPITAL (CAPBRI& CAPRREC)					
Black Snake Lane				\$160,000	
Croakers Alley walk way				\$15,000	
Broad River Bridge, Dawson Rd Underpinning	\$120,000	\$120,000			
Nive River Bridge, Gowan Brae Bridge Replacement	\$300,000	\$300,000			
Hunterston Bridge	\$112,000	\$112,000			
TOTAL - Bridges	\$532,000	\$532,000	\$0	\$175,000	
PLANT PURCHASES (CAPPME)					
2012 Ford Ranger 75,192 klms				\$40,000	
2017 Ford Ranger Works Manager 4 X 4 88,566 klms				\$50,000	
2017 Ford Ranger Leading Hand 4 x 4 60,243 klms				\$50,000	
Dog Trailer	\$60,000	\$0		\$35,000	Carry over
Water Cart	\$30,000	\$30,983	\$30,983		
Replace PM769 Hamilton Grader Ute 4x4	\$50,000	\$50,000			
Replace PM790 Deputy GM Vehicle	\$42,000	\$35,489	\$35,489		

Capital Expenditure

Replace PM780 DS Manager Vehicle	\$42,000	\$35,489	\$35,489		
Replace PM666 Cat Loader	\$200,000	\$223,300	\$223,300		
TOTAL - Plant	\$424,000	\$151,961	\$325,261	\$175,000	
CAMPING GROUNDS					
Bothwell Caravan Park upgrade	\$50,000	\$0		\$50,000	Carry over
TOTAL Camping Grounds	\$50,000	\$0	\$0	\$50,000	
CEMETERIES					
TOTAL CEMETERIES		\$0	\$0	\$0	
FOOTPATHS/KERBS/GUTTERS (FKG)					
Kerb - Bothwell				\$25,000	Replace half culvert pipes Alexander Street Bothwell approximately 82 meters
Ouse Footpath	\$20,000	\$20,000			
TOTAL - Footpaths, Kerbs and Guttering	\$20,000	\$45,000	\$25,000	\$25,000	
PUBLIC CONVENIENCES- Capital					
Ouse Toilets at Park	\$40,000	\$40,000	\$351		
Bronte Toilets	\$30,000	\$0		\$160,000	Grant income \$80k
TOTAL -Public Conveniences	\$70,000	\$40,000	\$351	\$160,000	
ROAD CONSTRUCTION					
(CAPRDS& CAPRREC)					RTR \$590,000
Road Construction					
Pelham stage 4				\$500,000	
Ellendale Stabilisation				\$350,000	Ellendale town boundary to Rock Mount Rd
Flintstone Drive Stabilisation Works				\$80,000	
Hot mix gravel area across at shop William Street Bothwell				\$15,000	
Drainage and road winding Pelham Road				\$20,000	
Road Re-Sealing					
Dennistoun Road				\$140,000	
Franklin Street				\$15,000	
Mary Street				\$10,000	
James Street				\$15,000	
MarkTree Road				\$110,000	
Resheeting of Gravel Roads	\$300,000	\$300,000	\$300,000	\$300,000	
Ellendale Road Reseal	\$50,000	\$50,000	\$19,704		
Hollowtree Road Reseal & Preparation	\$330,000	\$397,747	\$397,747		

Capital Expenditure

Flinstone Drive Stabilisation	\$80,000	\$79,980	\$79,980		
Pelham Road - Seal	\$140,000	\$106,481	\$106,481		
Pelham Road - Seal	\$380,000	\$432,956	\$432,956		
TOTAL - Roads	\$1,280,000	\$1,367,164	\$1,336,868	\$1,555,000	
DRAINAGE CAPITAL					
Victoria Valley Drainage	\$30,000	\$30,000			
TOTAL - Drainage	\$30,000	\$30,000	\$0	\$0	
REC GROUNDS					
Bothwell Football Club & Community Centre	\$10,000	\$10,000		\$10,000	Heat Pump & Ceiling Fan BFC & CC
TOTAL - REC GROUNDS	\$10,000	\$10,000	\$0	\$10,000	
PARKS AND GARDENS					
Gretna Play Equipment				\$45,000	
Tennis Court Hamilton Up Grade				\$25,000	
Stone picnic Table (Platypus Walk)				\$5,000	
War memorial Westerway				\$20,000	
Hamilton Park Play Equipment	\$60,000	\$60,000	\$49,513		
Hamilton Rose Park - Table & Chair	\$3,000	\$3,000			
TOTAL - Parks and Gardens	\$63,000	\$63,000	\$49,513	\$95,000	
INFRASTRUCTURE					
Local Roads & Community Infrastructure Program				\$589,000	To be allocated - Grant funded
Stormwater Bothwell	\$350,000	\$4,669	\$4,669	\$600,000	carry forward + \$250k Part Stage 1
Drum Muster Shed - Bothwell WTS	\$10,000	\$10,000			
Hamilton Refuse Site Liner	\$33,000	\$33,000			
UHF Radio Tower Table Mountain	\$5,000	\$5,000			
TOTAL - Infrastructure	\$398,000	\$52,669	\$4,669	\$1,189,000	
TOTAL CAPITAL - Works and Services	\$3,017,000	\$2,291,794	\$1,741,662	\$3,810,000	
<u>Overall Total Capital Expenditure</u>					
Corporate Services	55,000	20,000	3,900	192,000	
Development Services	52,000	21,685	16,685	52,000	
Works	3,017,000	2,291,794	1,741,662	3,810,000	
TOTAL	3,124,000	2,333,479	1,762,247	4,054,000	

Summarised Receipts

		Budget	FORECAST UPDATE	Budget	Comments 2020-2021
	Actual to 31/3/20	2019/2020	TO 30/6/2020	2020/2021	
Other Operating Grants	\$139,000	\$0	\$139,000	\$0	
Other Capital Grants		\$0	\$50,000	\$80,000	Bronte Toilets
Other Capital Grants	\$0	\$84,000	\$84,000	\$589,000	Local Roads & Infr Program
Roads to Recovery	\$380,000	\$590,000	\$590,000	\$590,000	\$2,945,638 over 5 years- 2019/20 to 2023/14
FAG Grants	\$913,460	\$2,428,040	\$2,428,040	\$2,428,040	
Administration	\$35,891	\$35,000	\$47,855	\$35,000	
Dog Licences	\$13,242	\$16,000	\$13,242	\$13,500	
Licences/Fees	\$185	\$500	\$185	\$500	
Bushfest Income	\$34,950	\$25,000	\$34,950	\$0	
Misc. Income	\$26,934	\$6,000	\$26,934	\$6,000	
Planning/Subdivision	\$81,007	\$40,000	\$108,010	\$35,000	
Building Fees	\$7,780	\$10,000	\$10,373	\$10,000	
Building Inspection/Surveyor Fees	\$8,550	\$7,000	\$11,399	\$7,000	
Septic Tanks/Special Con. Fees	\$8,535	\$8,000	\$11,380	\$8,000	
Camping Grounds	\$12,627	\$18,000	\$12,627	\$7,500	
Cemetery	\$3,851	\$7,000	\$5,135	\$7,000	
Hall Hire	\$1,067	\$1,500	\$1,067	\$750	
Rec/Reserves	\$773	\$500	\$773	\$500	
Swimming Pool	\$1,370	\$2,000	\$1,370	\$2,000	
T/Toll & Heavy Vehicle Reg.	\$22,201	\$26,034	\$22,201	\$22,200	
Interest	\$88,189	\$170,000	\$117,586	\$120,000	
Miscellaneous Reimbursements	\$51,298	\$73,000	\$68,398	\$73,000	
Rates	\$2,896,394	\$2,886,391	\$2,896,394	\$2,886,412	0.0%
Fire Levy	\$224,495	\$223,837	\$224,495	\$223,995	
Garbage Collection	\$622,247	\$619,756	\$622,247	\$619,997	0.0%
Private Works	\$100,636	\$115,000	\$120,000	\$115,000	
Tip Fees	\$313	\$500	\$417	\$500	
WTS Fees	\$3,697	\$2,000	\$4,929	\$2,000	
Independent Living Units ILU - Ouse and Bothwe	\$47,004	\$65,000	\$62,672	\$65,000	
H D Units	\$7,000	\$10,000	\$9,333	\$10,000	
Rental Library	\$2,500	\$3,500	\$3,333	\$3,500	
TasWater dividends	\$51,000	\$102,000	\$102,000	\$85,000	Unknown at present
Sale plant	\$9,182	\$20,000	\$9,182	\$62,000	
Rates Penalties and Interest	\$28,252	\$26,000	\$28,252	\$20,000	
TOTAL	\$5,823,631	\$7,621,558	\$7,867,780	\$8,128,394	

	Budget 2019/2020	Forecast Actual 2019/2020	Estimates 2020/2021
CASH FLOWS FROM OPERATING ACTIVITIES			
RECEIPTS			
Operating Receipts	6,927,558	7,094,598	6,807,394
PAYMENTS			
Operating payments	4,920,562	4,624,940	4,972,527
NET CASH FROM OPERATING	2,006,996	2,469,658	1,834,867
CASH FLOWS FROM INVESTING ACTIVITIES			
RECEIPTS			
Proceeds from sale of Plant & Equipment	85,000	40,000	62,000
PAYMENTS			
Payment for property, plant and equipment	3,124,000	2,533,479	4,054,000
NET CASH FROM INVESTING ACTIVITIES	(3,039,000)	(2,493,479)	(3,992,000)
CASH FLOWS FROM FINANCING ACTIVITIES			
RECEIPTS			
Capital Grants	590,000	872,182	1,179,000
PAYMENTS			
Nil		-	
NET CASH FROM FINANCING ACTIVITIES	590,000	872,182	1,179,000
NET INCREASE (DECREASE) IN CASH HELD	(442,004)	848,361	(978,133)
CASH AT BEGINNING OF YEAR	9,260,111	9,260,111	10,108,472
CASH AT END OF PERIOD	8,818,107	10,108,472	9,130,339

Rates

MUNICIPAL RATE					
				\$2,886,412	
	FIXED	C in \$ AAV	% increase	Total Rates	
2020-2021 50% fixed + 50% AAV	\$382.20	3.40380	0.00%	\$2,886,412	
2020-2021 50% fixed + 50% AAV			1.00%	\$2,915,276	
FIRE SERVICE LEVY	Cents in AAV				
Bwell Vol Brig Rating Dis.	0.4469940	Min 41		\$11,299.00	
General Land	0.3981900	Min 41		\$212,696.00	
				\$223,995.00	
SOLID WASTE	2019-20	2020-2021	No. Properties	Total	
	0.031	0.00%			
D-D GARB/REC	263	263	669	\$175,947.00	
D-D GARB/REC OSTERLEY & EXPANDED ELLENDALE COLLECTIONS	263	263	86	\$22,618.00	
COMMERCIAL	496	496	24	\$11,904.00	
WASTE FEE DOMESTIC	160	160	2001	\$320,160.00	
WASTE COM	472	472	16	\$7,552.00	
WASTE FEE VACANT	84	84	974	\$81,816.00	
TOTALS				\$619,997.00	
SUMMARY					
MUNICIPAL				\$2,886,412	
FSL				\$223,995	
SOLID WASTE				\$619,997	
TOTALS				\$3,730,404	

Reserves

FUNDING				
ESTIMATED RECEIPTS				\$8,048,394
ESTIMATED OPERATING + CAPITAL EXPENDITURE				\$9,026,527
DIFFERENCE				-\$978,133
	From Unrestricted Cash Reserve			-\$978,133
	Total From Reserves			-\$978,133
BALANCE				
		EXPECTED RESERVES		
	RESERVES 30.6.19	30.6.2020	EXPECTED RESERVES 30.6.2021	
	L.S.L.	\$403,915	\$403,915	\$403,915
	REG. REFUSE SITE	\$180,000	\$180,000	\$180,000
	BRIDGES	\$376,798	\$376,798	\$376,798
	PLANT	\$453,364	\$453,364	\$453,364
	QUARRY	\$80,000	\$80,000	\$80,000
	WAYATINAH	\$50,000	\$50,000	\$50,000
	LISTOWELL	\$80,000	\$80,000	\$80,000
	GRANTS - MISC	\$0	\$0	\$0
	OPEN SPACE	\$12,143	\$12,143	\$12,143
	TOTAL	\$1,636,220	\$1,636,220	\$1,636,220
EXPECTED CASH BALANCE 30.6.2020				10,108,472
ADD ESTIMATED RECEIPTS 2020-2021				8,048,394
LESS ESTIMATED EXPENDITURE 2020-2021				9,026,527
ESTIMATED CASH BALANCE 30.6.2021				9,130,339

Fees and Charges

OTHER FEES AND CHARGES

Hall Hire Type of Function	Location	Current (2019-2020) Per day (GST incl)	Proposed (2020-2021) per day (GST incl)
Private Function	Bothwell	\$163	\$163
	Hamilton	\$153	\$153
Church Function	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Fundraising for local facilities	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Commercial use	Bothwell	\$438	\$438
	Hamilton	\$438	\$438
Meetings - Local groups	Bothwell	No Charge	No Charge
	Hamilton	No Charge	No Charge
Meetings Non-Local groups	Bothwell	\$78	\$78
	Hamilton	\$78	\$78
Local Schools		No Charge	No Charge
Supper Room/Kitchen only		50% of above fees	50% of above fees
Chairs		\$1.20 per chair per night +50% or \$50.00 whichever is greater refundable bond upon inspection	\$1.20 per chair per night +50% or \$50.00 whichever is greater refundable bond upon inspection
Trestles		\$3.70 per trestle per night	\$3.70 per trestle per night
Hire of Crockery and cutlery from Stock	per complete set of crockery & cutlery	\$2.30	\$2.30
<i>Hire of crockery & cutlery from stock is additional to what is stocke \$100.00 Bond</i>			

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

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

Fees and Charges

RECREATION GROUND HIRE

	Current (GST incl)	Proposed (GST incl)
Sporting Clubs (Season Hire)	\$273	\$273
Other Users- Per Day	\$262	\$262
Part Use Recreation Grounds - (not all facilities) per day	\$109	\$109

CEMETERY

	Proposed (GST incl)	Proposed (GST incl)
Land	\$493	\$493
Grave Digging - single depth	\$601	\$601
Grave Digging - double depth	\$710	\$710
Headstone with Rose Bowl	\$503	\$503
Ashes Wall	\$163	\$163
Plaques	Cost + 10%	Cost + 10%
Attaching plaque to headstone	\$60	\$60
Re-opening grave for 2nd interment	\$601	\$601
Burial of ashes	\$163	\$163
Headstone with Rose Bowl(old section)	\$1,006	\$1,006

Fees and Charges

PHOTOCOPYING

Size	Type	<50	Current (GST Incl) >50	Proposed (GST Incl) <50	>50
A4	Single Sided	\$0.20	\$0.15	\$0.20	\$0.15
A4	Double Sided	\$0.25	\$0.20	\$0.25	\$0.20
A3	Single Sided	\$0.30	\$0.25	\$0.30	\$0.25
A3	Double Sided	\$0.35	\$0.30	\$0.35	\$0.30
Provide own paper (in multiples of 5 or part thereof)					
	Single Sided		\$0.20		\$0.20
	Double Sided		\$0.30		\$0.30
Community clubs/committees raising funds to put back into community projects to be exempt from charges. Records of photocopying for these clubs/committees to be kept to confirm council in-kind support.					
Colour copying on prin \$1.20 (Community clubs/committee \$0.55 per A4 side)					

LAMINATING

	Current (GST Incl)	Proposed (GST Incl)
A4	\$3.10	\$3.10
A3	\$6.00	\$6.00

FACSIMILE

Location

	Current	Proposed
Intrastate	\$1.80	\$1.80
Interstate	\$3.60	\$3.60
As per listed Telstra Charges As per listed Telstra Charges plus 10% Admin charge Plus plus 10% Admin charge Plus 10% GST 10% GST		
International		

Fees and Charges

POOL ENTRY FEES

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

CAMPING GROUNDS

	Current (GST incl)	Proposed (GST incl)
Use of Showers/Laundry at Bothwell	\$10.20	\$10.20
Powered site	\$27.50	\$27.50
Unpowered site	\$21.40	\$21.40
Weekly Hire Powered	\$128.50	\$128.50
Weekly Hire Unpowered	\$107.10	\$107.10
Hamilton	\$5.10	\$5.10

SALE OF WATER

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

TRUCK WASH

	Current (GST incl)	Proposed (GST incl)
Resident	\$21.40	\$21.40
Non-Resident	\$27.50	\$27.50
Annual user	\$187.70	\$187.70

Fees and Charges

PLUMBING, SEPTIC TANK, WASTEWATER FEES	To be set at council meeting
SUBDIVISION/DEVELOPMENT FEES	To be set at council meeting
ENVIRONMENTAL HEALTH APPLICATION/INSPECTION FEES	To be set at council meeting

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

	Current (2019-2020) (GST Incl)	Current (2019-2020) (GST Incl)	Proposed (GST Incl)	Proposed (GST Incl)
	Ratepayers & Residents	Non-Ratepayers/ Residents	Ratepayers & Residents	Non-Ratepayers/Residents
Car	Nil	\$15.00	Nil	\$15.00
Trailer Single Axle/Utility/Van	Nil	\$21.00	Nil	\$21.00
Trailer Multi Axle	Nil	\$21.00	Nil	\$21.00
Truck Single Axle	\$29.00	\$53.00	\$29.00	\$53.00
Truck Multi Axle	\$44.00	\$86.00	\$44.00	\$86.00
Truck Semi-Trailer	\$66.00	\$129.00	\$66.00	\$129.00
Compactor Trucks	\$150.00	\$150.00	\$150.00	\$150.00
Compactor Trucks 20M2 Skip	\$100.00	\$100.00	\$100.00	\$100.00
Compactor Trucks 35M2 Skip	\$120.00	\$120.00	\$120.00	\$120.00
Clean Fill	No Charge	No Charge	No Charge	No Charge
Disposal of Asbestos	Quote	Quote	Quote	Quote
Car Bodies by Arrangement	Not Available	Not Available	Not Available	Not Available

Tyre Disposal Fees - Residents and Non-Residents

	Without Rim	With Rim	Without Rim	With Rim
Car/Motorcycle	\$11.00	\$16.00	\$11.00	\$16.00
4WD/Light Truck	\$16.00	\$21.00	\$16.00	\$21.00
Truck	\$28.00	\$32.00	\$28.00	\$32.00
Tractor	\$43.00	\$47.00	\$43.00	\$47.00

Plant Replacements 2016-2017

	Plant Replacement 2020/2021			
	Estimated			
Plant Item	New Price	Trade	Change Over	Comments
2012 Ford Ranger 75,192 klms	\$40,000	\$12,000	\$28,000	
2017 Ford Ranger Works Manager 4 X 4 88,566 klms	\$50,000	\$25,000	\$25,000	
2017 Ford Ranger Leading Hand 4 x 4 60,243 klms	\$50,000	\$25,000	\$25,000	
TOTALS	\$140,000.00	\$62,000.00	\$78,000.00	

Community Economic Development

**Community & Economic Development & Relations
2020/2021 Budget Estimate**

	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021	Change in Budget	COMMENTS 2020/2021
Community & Economic Development Support	\$10,000	\$10,000	\$4,850	\$10,000	\$0	
Support/Donations	\$10,000	\$10,000	\$3,770	\$10,000	\$0	
Further Education Bursaries	\$1,800	\$1,800	\$300	\$1,800	\$0	
Central Highlands School Support	\$4,000	\$4,000	\$1,000	\$4,000	\$0	
Anzac Day	\$6,000	\$6,000	\$0	\$6,000		
Hamilton show	\$5,000	\$5,000	\$0	\$5,000	\$0	
Australia Day	\$1,500	\$1,500	\$824	\$1,500	\$0	
Church Grants	\$5,000	\$5,000	\$5,500	\$5,000	\$0	
Suicide Prevention Program	\$2,000	\$2,000	\$350	\$2,000	\$0	
Anglers Alliance Sponsorship	\$3,000	\$3,000	\$0	\$3,000	\$0	
Ellendale Buskers Bash	\$1,000	\$1,000	\$0	\$1,000	\$0	
Bothwell Spin-out	\$2,000	\$2,000	\$0	\$2,000	\$0	
Royal Flying Doctor Service	\$1,000	\$1,000	\$1,000	\$1,000	\$0	
Bothwell Speed Shear	\$2,000	\$2,000	\$2,000	\$2,000	\$0	
Ouse & Highlands Regional Community Craft Group	\$1,000	\$1,000	\$0	\$1,000	\$0	
Youth Activities	\$5,000	\$5,000	\$5,000	\$5,000	\$0	
Australasian Golf Museum contribution to power	\$5,000	\$5,000	\$0	\$5,000	\$0	
South Central Region Projects	\$5,000	\$5,000	\$0	\$5,000	\$0	
Local Govt Shared Services Project	\$5,000	\$5,000	\$0	\$5,000	\$0	
Visitors Centre	\$5,000	\$5,000	\$899	\$5,000	\$0	
World Fly Fishing Championships	\$6,800	\$6,800	\$6,200	\$0	(\$6,800)	
200 Years of Bothwell Celebration				\$10,000	\$10,000	
Health & Wellbeing Plan Implementation	\$10,000	\$10,000	\$7,500	\$10,000	\$0	
Total individual support items moved to combined budget	\$97,100	\$97,100	\$39,193	\$100,300	\$3,200	

central highlands COUNCIL



**ANNUAL PLAN
2020/2021**

Current Councillors as at 30 June 2020



Loueen Triffitt
Mayor
6286 3275
ltriffitt@centralhighlands.tas.gov.au



Jim Allwright
Deputy Mayor
6288 1392
jallwright@centralhighlands.tas.gov.au



Anthony Archer
Councillor
0427 215 558
aarcher@centralhighlands.tas.gov.au



Tony Bailey
Councillor
0418 863 284
tbailey@centralhighlands.tas.gov.au



Scott Bowden
Councillor
6259 5542
sbowden@centralhighlands.tas.gov.au



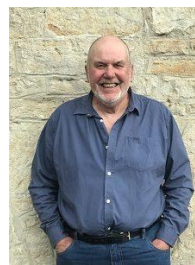
Anita Campbell
Councillor
0427 538 744
acampbell@centralhighlands.tas.gov.au



Robert Cassidy
Councillor
0458 737 747
rcassidy@centralhighlands.tas.gov.au

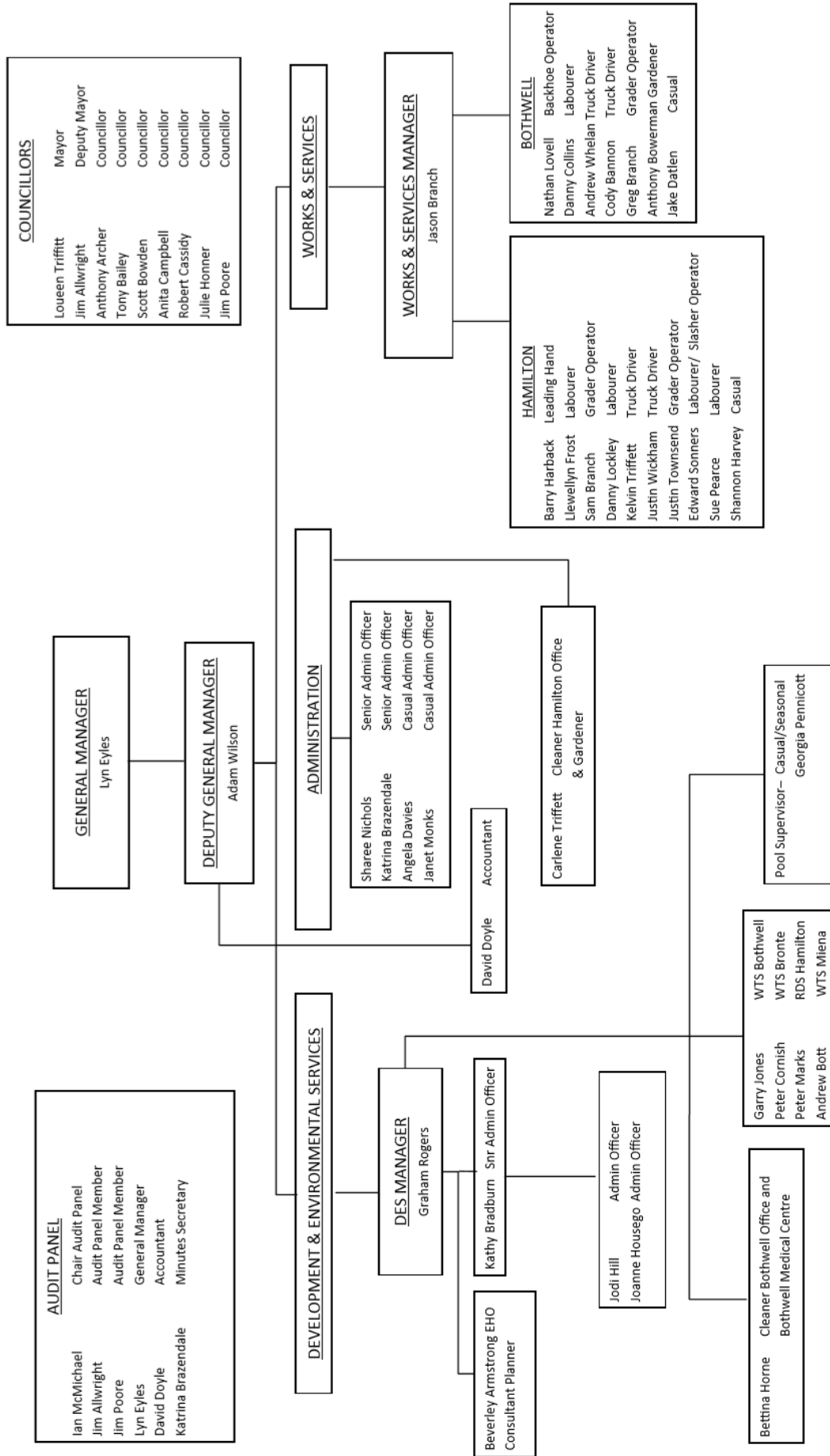


Julie Honner
Councillor
0417 168 339
jhonner@centralhighlands.tas.gov.au



Jim Poore
Councillor
0412 733 617
jpoore@centralhighlands.tas.gov.au

Central Highlands Council – Staffing Structure



PREFACE

The 2020/2021 Annual Plan for the Central Highlands Council has been prepared and adopted by Council in accordance with Section 71 of the Local Government Act 1993.

The Plan outlines Council's strategic goals and objectives for the coming year.

Council adopted its 2020/2021 Budget at the Council Meeting held at Bothwell on Tuesday, 16th June, 2020.

Council has resolved that due to financial hardship being experienced by many ratepayers as a result of the Covid-19 pandemic, that there will be no increase in the general rates or on fees and charges for the 2020/2021 financial year.

Water and Sewerage services are provided by TasWater.

All properties within the Central Highlands will contribute towards Council's solid waste costs with a solid waste charge and/or garbage charge being placed on all properties. As an offset, all ratepayers and residents will have free access to the Hamilton Refuse Disposal Site and Council Waste Transfer Stations. Disposal of tyres will incur a charge.

Pensioners may be eligible for a remission. Conditions apply as follows:

- You must be in receipt of one of the following concessions as of the 1st July 2020:
- Pensioner Concession Card (PCC), Health Care Card (HCC), Repatriation Health Card (i.e. Gold Card endorsed Total or Permanent Injury (TPI) or War Widow/Widower DVA.)
- You must have owned the property or be the eligible ratepayer listed on the property on or before the 1st July 2020.
- You must occupy the property as your principal place of residence on or before the 1st July 2020

If you have already applied for a pensioner rate remission please check that the remission is printed on your rates notice. If it does not appear on this notice then please contact Council.

If you have not applied for a pensioner rate remission and the property is your principal place of residence then please read the eligibility criteria above. If you believe that you are eligible to receive this remission then you will need to fill out an application form by visiting the Council Office in Bothwell or Hamilton. Alternatively, you can contact Council and request a form to be sent to you or access this form from Council's website. However, applicants will need to provide a photocopy of their card along with their completed application form.

The Department of Treasury and Finance confirms your eligibility. They also set a maximum amount that can be claimed each year and this is dependent on whether or not you also receive a remission on your water and sewage charges with TasWater.

All applications for a pensioner rate remission for the 2020/2021 financial year will need to be completed on or before the **31st March 2021**.

A revaluation of the whole municipal area was provided by the Valuer General during 2014/2015 with valuations for rating purposes to take effect from 1 July 2015

A revaluation is to be undertaken by the valuer General during the 2020-2021 financial year.

OUR 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.

OUR 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.

OUR GOALS

1. Community Building – Build capacity to enhance community spirit and sense of wellbeing
2. Infrastructure and Facilities – Manage Council's physical assets in an efficient and effective manner
3. Financial Sustainability – Manage Council's finances and assets to ensure the long term viability and sustainability of Council
4. Natural Environment – Encourage responsible management of the natural resources and assets in the Central Highlands
5. Economic Development – Encourage economic viability within the municipal area
6. Governance and Leadership – Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of the community

FUNCTIONS OF THE COUNCIL AND COUNCILLORS

The Central Highlands Council is a body corporate established under the provisions of the Local Government Act 1993. Council's formal policy setting and decision making role is vested in its nine elected Councillors who meet every month in open Council. The Mayor, who is Council's Chairperson and principal spokesperson.

Under Section 28 of the Local Government Act 1993

(1) A councillor, in the capacity of an individual councillor, has the following functions:

- (a) to represent the community;
- (b) to act in the best interest of the community;
- (c) to facilitate communication by the council with the community;
- (d) to participate in the activities of council;
- (e) to undertake duties and responsibilities as authorised by council.

(2) The councillors of a council collectively have the following functions:

- (a) to develop and monitor the implementation of strategic plans and budgets;
- (b) to determine and monitor the application of policies, plans and programs for –
 - (i) the efficient and effective provision of services and facilities; and
 - (ii) the efficient and effective management of assets; and
 - (iii) the fair and equitable treatment of employees of the council;
- (c) to facilitate and encourage the planning and development of the municipal area in the best interests of the community;
- (d) to appoint and monitor the performance of the general manager;
- (e) to determine and review the council's resource allocation and expenditure activities;

- (f) to monitor the manner in which the services are provided by the council.
- (3) In performing any function under this Act or any other Act, a councillor must not:
 - (a) direct or attempt to direct an employee of the council in relation to the discharge of the employee's duties; or
 - (b) perform any function of the mayor without the approval of the mayor.
- (4) A councillor is to represent accurately the policies and decisions of the council in performing the functions of councillor.

COUNCIL REVENUES

Council's principal funding is derived from the levying of rates, user pay charges and government grants. Rates are levied upon properties in relation to their assessed annual value (AAV). The AAV is provided to Council by the Valuer-General.

The General Rate will be levied upon all rateable properties to provide the resources for all Council's activities, except for those services funded directly by a Service Charge. A charge of \$263 will be levied on each household that has available the Garbage and Recycling Collection Service and applicable businesses will be charged \$496.

To help offset the cost of providing waste management to the Central Highlands by way of waste transfer stations, roadside domestic bins and the Hamilton Refuse Disposal Site, a Solid Waste Charge of \$160 per annum applies to all non-vacant properties that are not on Council's Door-to-Door Garbage and Recycling Service with a charge of \$84 for vacant properties and a charge of \$472 for commercial properties.

Council has budgeted for a Nil increase overall in the General Rate with 50% of the total General Rate Revenue being spread evenly over all ratepayers (\$382.20 each) and the remaining 50% General Rate has been calculated at 3.4038 cents per dollar of the AAV. Ratepayers have the opportunity to pay by four instalments but should note that a penalty of 10% is applied on the amount of each instalment unpaid by the due date.

Ratepayers may also make more frequent payments. Payment options have been expanded and include payments by telephone, BPay and Internet facilities. Eftpos, cash and cheque facilities are available at both the Hamilton and Bothwell offices. Payment can also be made at Post Offices and over the phone to Service Tasmania Shops.

Council collects the Fire Levy on behalf of the State Government. A minimum Fire Levy of \$41 will apply to all rateable properties.

Upon application and prior to the 31st March, 2021, eligible pensioners or Health Care Card Holders will be granted a remission on the rates payable on their principal residence. The remission is funded by the State Government.

KEY FOCUS AREAS AND SUMMARY OF STRATEGIES AND INITIATIVES FOR 2019/2020

Goal 1 Community Building

Build Capacity to enhance community spirit and sense of wellbeing

Strategies

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

2020-2021 Initiatives

- Continue support of local organisations and groups
- Continue support of community groups and clubs through in-kind assistance as well as through Council's Community Grants Program
- Continue the annual allocation of funds to schools to assist with their programs for school children
- Provide annual bursaries for a child at each school continuing further education and annual citizenship awards
- Provide assistance to continue the home day care facility at Bothwell
- Continue to allocate funds and support for the provision of medical services to Ouse and Bothwell
- Support programs and activities that promote the health and wellbeing of our community
- Continue to support regional groups of benefit to Central Highlands residents

- Advocate on behalf of our community on regional, state and national issues
- Continue review of the New residents Kit to ensure that the information is still relevant and accurate
- Begin implementation of the priorities listed the Central Highlands Health & Wellbeing Plan
- Continue to support and participate as a member of the Health Action Team Central Highlands (HATCH)

Goal 2 Infrastructure and Facilities

Manage Council's physical assets in an efficient and effective manner

Strategies

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

2020-2021 Initiatives

- Allocated funds to ensure that existing services and assets are maintained
- Review the 10 year asset management plan to include all classes of assets
- Replace the Croakers Alley Bridge at Bothwell
- Replace the Bridge on Black Snake Lane
- 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
- Undertake the construction of the new public conveniences at Bronte Park

- Replace three Works & Services vehicles and repair one dog trailer
- Undertake works on the facia and gutters Bothwell Town Hall
- Install a sliding door at the Bothwell Town Hall
- Investigate repairs to Wayatinah Hall Roof and squash court
- Repair the Ouse Hall floor
- Upgrade the kitchen at Council's residence, Bothwell
- Undertake mould investigations and works at the Council Offices at Bothwell
- Repoint the sandstone at the Hamilton History Room
- Paint exterior of the old Hamilton School
- Stabilisation of parts of Ellendale Road
- Undertake stabilisation works on Flintstone Drive
- Hot Mix parking area William Street Bothwell
- Drainage and road widening Pelham Road
- Undertake Stage 1 of the stormwater upgrade at Bothwell
- Construct and seal 1 km of Pelham Road
- Resealing of the following roads:
 - Dennistoun Road
 - Franklin Street
 - Mary Street
 - James Street
 - Marked Tree Road
- Replace Gretna Play Equipment
- Upgrade Tennis Court, Hamilton
- Install Picnic Table at Platypus Walk
- Undertake work on the Westerway War Memorial
- Install a heat pump and ceiling fan at the Bothwell Football Club & Community Centre

- Replace half culvert pipes, Alexander Street, Bothwell (82 metres)
- Install a heat pump at the Old Headmaster's House, Bothwell
- Install non-slip coating around Bothwell Pool

Goal 3 Financial Sustainability

Manage Council's finances and assets to ensure long term viability and sustainability of Council

Strategies

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

2020-2021 Initiatives

- Identify appropriate grant funding to leverage Council funding for projects
- Continually review and update policies and Council's risk register
- Continue participation in the Local Government Shared Services and South Central Sub-Region Group and identify other services that can be resource shared
- Provide financial management reports to Council monthly
- Ensure Annual Financial Statements are completed within the statutory timeframe

- Ensure that staff are provided with continual training in Council's financial software and records management systems

Goal 4 Natural Environment

Encourage responsible management of the natural resources and assets in the Central Highlands.

Strategies

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

2020-2021 Initiatives

- Allocated 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
- Work with other stakeholders, land managers and government agencies to ensure strategic weed control
- Monitor the usage of Council waste transfer stations and refuse site to ensure that the facilities meet the needs of our ratepayers and are maintained at an acceptable standard
- Provide education and encouragement of recycling within the Municipality to

extend the life of the Hamilton Refuse Site

- Facilitate regular meetings of the Central Highlands Emergency Management Committee and ensure that the Central Highlands Emergency Management Plan is reviewed and remains current
- Continue as a member of the Southern Tasmanian Waste Management Group.

Goal 5 Economic Development

Encourage economic viability within the municipality

Strategies

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

2019-2020 Initiatives

- Continue as a member of Destination Southern Tasmania
- Continue as a member of STCA and LGAT
- Complete the installation of toilets at Bronte Park
- Continue provision of the tourism brochure through the Brochure Exchange facility, Brooke Street Pier, Spirit of Tasmania and other visitor centres

- Continue the roll out of the Highlands Tasmania Touring Map
- Engage and strengthen the community by supporting community events and local initiatives that enhance visitation to the Central Highlands
- Promotion of Central Highlands through production of material and via Council's website and Council's Facebook page
- Continue support of the Highlands Digest to enable it to provide community information to residents and visitors
- Continue to support local events that encourage visitation to the Central Highlands
- Continue to support 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, and provide funding for the purchase of goods for sale that promote the Central Highlands

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

- 6.1 Ensure Council fulfills its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures
- 6.2 Ensure that Council members have the resources and skills development opportunities to effectively fulfill their responsibilities
- 6.3 Ensure appropriate management of risk associated with Council's operations and activities
- 6.4 Provide a supportive culture that promotes the well-being of staff and encourages staff development and continuous learning
- 6.5 Provide advocacy on behalf of the community and actively engage government and other organisations in the pursuit of community priorities
- 6.6 Consider Council's strategic direction in relation to resource sharing with

neighbouring councils and opportunities for mutual benefit

- 6.7 Support and encourage community participation and engagement
- 6.8 Ensure that customers receive quality responses that are prompt, accurate and fair
- 6.9 Council decision making will be always made in open council except where legislative or legal requirements determine otherwise.

2020-2021 Initiatives

- Annually review Council's Long Term Financial Plan and Strategy and Long Term Asset Management Plans
- Continually monitor and review Council's financial situation and report findings to Council in a clear and transparent format on a monthly basis
- Encourage staff to undertake training to further develop their skills
- Support Elected Members to take advantage of seminars, training and workshops that assist them in their position as a Councillor and their duty to engage in ongoing professional development
- Review the Risk register at each Audit Panel Meeting
- Ensure ongoing compliance with all legislation, regulations and codes of practice which impact upon Council
- Continue to provide the information to our community and ratepayers via newsletters, Mayor's article in the Highland Digest, our website and our facebook page.

Public Health

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
- Ensure that Council complies with Public Health requirements for the recovery from the Covid-19 pandemic

Comprehensive Income Statement Estimates

Revenues From Continuing Activities	Budget 2019-2020	Estimated Actual	Budget 2020-2021
Rates Charges	\$3,729,984	\$3,743,136	\$3,730,404
User Fees	\$257,500	\$365,985	\$213,750
Grants - Operating	\$2,428,040	\$2,567,040	\$2,428,040
Other Revenue	\$512,034	\$458,437	\$435,200
FAG's in advance			
Total Revenues	\$6,927,558	\$7,134,598	\$6,807,394
Expenditure			
Employee Benefits	\$1,949,709	\$1,819,045	\$2,015,771
Materials and Services	\$1,418,866	\$1,392,117	\$1,377,066
Other Expenses	\$1,551,987	\$1,413,778	\$1,579,690
Total Expenditure	\$4,920,562	\$4,624,940	\$4,972,527
Profit/(Loss) before Depreciation	\$2,006,996	\$2,509,658	\$1,834,867
Depreciation and Amortisation	\$2,112,000	\$2,112,000	\$2,134,000
Operating Surplus(Loss)	(105,004)	397,658	(299,133)
Capital Grants & Other	\$694,000	\$872,182	\$1,321,000
Surplus(Loss)	588,996	1,269,840	1,021,867
Capital Expenditure	\$3,124,000	\$2,333,479	\$4,054,000

Revenue

	Project	Budget	Estimated actual	Budget
Administration		2019-2020	2019-2020	2020-2021
Rates Certificates	ASEH	35,000	47,855	35,000
FAG Grants	GRANT	2,428,040	2,428,040	2,428,040
Rates Penalties and Interest	ASEH	26,000	28,252	20,000
Other Grants - Capex	GRANT		-	
Other Operating Grants	GRANT	-	139,000	-
Roads to Recovery	GRANT	590,000	590,000	590,000
Interest	INT	170,000	117,586	120,000
Miscellaneous Income	ONCOST	6,000	26,934	6,000
Miscellaneous Reimbursements	ONCOST	73,000	68,398	73,000
Sale plant	PLANT	20,000	9,182	62,000
Rates	RATES	2,886,391	2,896,394	2,886,412
Fire Levy	RATES	223,837	224,495	223,995
Garbage Collection	RATES	619,756	622,247	619,997
Bushfest	CDR	25,000	34,950	-
Total Administration Revenue		7,103,024	7,233,333	7,064,444
	Project	Budget	Estimated actual	Budget
Development Services		2019-2020	2019-2020	2020-2021
Dog Licences	AC	16,000	13,242	13,500
Licences/Fees	DEV	500	185	500
Planning/Subdivision	DEV	40,000	108,010	35,000
Building Fees	DEV	10,000	10,373	10,000
Swimming Pool	POOL	2,000	1,370	2,000
Septic Tanks/Special Con. Fees	DRAIN	8,000	11,380	8,000
Building Inspection/Surveyor Fees	BPC	7,000	11,399	7,000
Tip Fees	TIPS	500	417	500
W.T.S. Contributions	WTS	2,000	4,929	2,000
Total Development Services		86,000	161,306	78,500
	Project	Budget	Estimated actual	Budget
Works		2019-2020	2019-2020	2020-2021
Cemetery	CEM	7,000	5,135	7,000
Camping Grounds	CPARK	18,000	12,627	7,500
Hall Hire	HALL	1,500	1,067	750
Independent Living Units ILU	HOU	65,000	62,672	65,000
H D Units	HOU	10,000	9,333	10,000
Rental Library	LIB	3,500	3,333	3,500
Private Works	PW	115,000	120,000	115,000
Rec/Reserves	REC	500	773	500
T/Toll & Heavy Vehicle Reg.	ROAD	26,034	22,201	22,200
SES	SES	-	-	-
TasWater	WATER	102,000	102,000	85,000
SES vehicle grant		-		
Capital Grants		84,000	273,000	669,000
Total Works and Services		432,534	612,141	985,450
Total Revenue				
Total Administration Revenue		7,103,024	7,233,333	7,064,444
Total Development Services		86,000	161,306	78,500
Total Works and Services		432,534	612,141	985,450
Total Consolidated Revenue		7,621,558	8,006,780	8,128,394

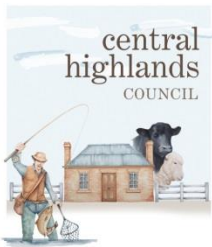
Operating Expenditure

CORPORATE AND FINANCIAL SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
ADMIN. STAFF COSTS (ASCH)	569,056	474,962	360,798	553,046
ADMIN BUILDING EXPEND (ABCH)	35,966	43,054	35,143	39,300
OFFICE EXPENSES (AOEH)	139,500	104,989	78,742	135,100
MEMBERS EXPENSES (AMEH)	193,410	149,202	112,171	188,829
OTHER ADMIN. EXPENDITURE (ASEH + RATES)	318,166	330,703	258,357	363,283
MEDICAL CENTRES (MED)	128,000	104,186	85,795	151,500
STREET LIGHTING (STLGH)	39,600	32,883	21,922	39,600
ONCOSTS (ACTUAL) (ONCOSTS)	493,952	518,121	358,454	543,364
ONCOSTS RECOVERED	(430,000)	(432,731)	(348,255)	(480,000)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS (CDR+EDEV)	211,150	209,060	144,354	204,850
GOVERNMENT LEVIES (GLEVY)	253,837	253,837	134,985	253,995
TOTAL OPERATING EXPENDITURE - Administration	1,952,637	1,788,267	1,242,466	1,992,867
DEVELOPMENT & ENVIRONMENTAL SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
ADMIN STAFF COSTS - DES (ASCB)	170,263	139,941	105,427	164,459
ADMIN BUILDING EXPEND - DES (ABCB)	18,737	18,564	24,665	22,962
OFFICE EXPENSES - DES (AOEB)	57,000	43,072	36,279	57,000
ENVIRON HEALTH SERVICES (EHS)	32,384	21,483	16,436	32,637
ANIMAL CONTROL (Animal Control) (AC)	18,570	2,139	870	15,122
PLUMBING/BUILDING CONTROL (BPC)	125,212	90,213	64,438	125,729
SWIMMING POOLS (POOL)	40,591	41,853	35,898	42,737
DEVELOPMENT CONTROL (DEV)	185,000	140,034	107,620	112,000
DOOR TO DOOR GARBAGE & RECYCLING (DD)	146,118	128,040	88,543	146,130
ROADSIDE BINS COLLECTION (DRB)	110,000	110,000	58,912	113,000
WASTE TRANSFER STATIONS (WTS)	192,252	193,496	132,876	197,732
TIP MAINTENANCE (TIPS)	65,379	58,569	44,824	65,906
ENVIRONMENT PROTECTION (EP)	2,718	893	814	2,730
RECYCLING (RECY)	40,600	28,106	21,079	40,600
TOTAL OPERATING EXPENDITURE DES	1,204,823	1,016,402	738,681	1,138,744
WORKS & SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
PUBLIC CONVENIENCES (PC)	123,875	142,033	112,841	163,500
CEMETERY (CEM)	21,180	14,112	10,897	21,510
HALLS (HALL)	45,069	50,122	42,495	64,683
PARKS AND GARDENS (PG)	75,622	89,743	69,469	76,384
REC. & RESERVES (Rec+tennis)	74,290	84,451	65,412	77,197
TOWN MOWING/TREES/STREETSCAPES (MOW)	125,000	88,334	86,822	120,000
FIRE PROTECTION (FIRE)	1,000	-	-	-
HOUSING (HOU)	51,800	57,761	49,472	57,622
CAMPING GROUNDS (CPARK)	12,000	10,228	9,324	12,000
LIBRARY (LIB)	545	824	774	580
ROAD MAINTENANCE (ROAD)	788,370	838,537	637,750	795,754
FOOTPATHS/KERBS/GUTTERS (FKG)	5,640	5,962	4,558	5,744
BRIDGE MAINTENANCE (BR)	22,891	14,044	10,595	23,020
PRIVATE WORKS (PW)	85,000	85,957	65,045	85,000
SUPER. & VD OVERHEADS (SUPER)	347,608	293,819	227,218	334,200
QUARRY/GRAVEL (QUARRY)	(48,000)	(42,844)	18,831	(43,000)
NATURAL RESOURCE MANAGEMENT (NRM)	129,546	115,923	55,570	130,284
SES (SES)	2,000	1,438	1,078	2,000
PLANT MTCE & OPERATING COSTS (PLANT)	477,348	560,101	392,209	496,935
PLANT INCOME	(650,000)	(671,149)	(503,361)	(660,000)
DRAINAGE (DRAIN)	23,000	16,594	12,616	23,000
OTHER COMMUNITY AMENITIES (OCA)	23,118	27,994	23,831	25,003
WASTE COLLECTION & ASSOC SERVICES (WAS)	26,200	36,288	27,763	29,500
TOTAL OPERATING EXPENDITURE - Works and Services	1,763,102	1,820,272	1,421,207	1,840,916
CORPORATE SERVICES	BUDGET 2019/2020	Forecast Update 30/06/2020	Actual to 31/3/20	BUDGET 2020/2021
TOTAL OPERATING EXPENDITURE - Administration	1,952,637	1,788,267	1,242,466	1,992,867
DEV. & ENVIRONMENTAL SERV.	1,204,823	1,016,402	738,681	1,138,744
WORKS & SERVICES	1,763,102	1,820,272	1,421,207	1,840,916
GRAND TOTAL ALL DEPARTMENTS	4,920,562	4,624,940	3,402,354	4,972,527

	Budget 2019/2020	Forecast Actual 2019/2020	Estimates 2020/2021
CASH FLOWS FROM OPERATING ACTIVITIES			
RECEIPTS			
Operating Receipts	6,927,558	7,094,598	6,807,394
PAYMENTS			
Operating payments	4,920,562	4,624,940	4,972,527
NET CASH FROM OPERATING	2,006,996	2,469,658	1,834,867
CASH FLOWS FROM INVESTING ACTIVITIES			
RECEIPTS			
Proceeds from sale of Plant & Equipment	85,000	40,000	62,000
PAYMENTS			
Payment for property, plant and equipment	3,124,000	2,533,479	4,054,000
NET CASH FROM INVESTING ACTIVITIES	(3,039,000)	(2,493,479)	(3,992,000)
CASH FLOWS FROM FINANCING ACTIVITIES			
RECEIPTS			
Capital Grants	590,000	872,182	1,179,000
PAYMENTS			
Nil		-	
NET CASH FROM FINANCING ACTIVITIES	590,000	872,182	1,179,000
NET INCREASE (DECREASE) IN CASH HELD	(442,004)	848,361	(978,133)
CASH AT BEGINNING OF YEAR	9,260,111	9,260,111	10,108,472
CASH AT END OF PERIOD	8,818,107	10,108,472	9,130,339

CAPITAL WORKS

	\$
<i>Computer Purchases and Software</i>	38,500
<i>Municipal Revaluation</i>	150,000
<i>Heat Pumps Headmasters House</i>	3,500
<i>Bothwell Office Damp Investigation & Works</i>	50,000
<i>Upgrade Kitchen High Street Residence</i>	20,000
<i>Non slip coating pool surrounds</i>	32,000
<i>Slabs for Bins - Waste Transfer Stations</i>	20,000
<i>Bothwell Hall Facia & Guttering</i>	20,000
<i>Display Cabinets – Visitor Centre</i>	10,000
<i>Re-roof Hamilton Office</i>	100,000
<i>Repair Cracks & Paint Hamilton Office</i>	5,000
<i>Repoint sandstone – Hamilton Heritage Building</i>	20,000
<i>NRM / Hamilton School – paint exterior</i>	16,000
<i>Replace Black Snake Lane Bridge</i>	160,000
<i>Replace Crossing Croakers Alley</i>	15,000
<i>80m kerb Alexander Street, Bothwell</i>	25,000
<i>Plant Purchases</i>	175,000
<i>Bothwell Caravan Park Upgrade</i>	50,000
<i>Wayatinah Hall & Squash Court Works</i>	100,000
<i>Bronte Toilets</i>	160,000
<i>Capital Roadworks</i>	1,555,000
<i>Repairs Ouse Hall Floor</i>	25,000
<i>Bothwell Football Club & Community Centre</i>	10,000
<i>Gretna Park Play Equipment</i>	45,000
<i>Stone Table Platypus Walk</i>	5,000
<i>Stormwater Bothwell Stage 1</i>	600,000
<i>Install Automatic Sliding Door Bothwell Town Hall</i>	10,000
<i>Upgrade Hamilton Tennis Court</i>	25,000
<i>War Memorial Westerway</i>	20,000
<i>Local Rds & Community Infrastructure Program</i>	589,000
TOTAL CAPITAL WORKS	4,054,000



COVID 19 SAFETY CHECKLIST (Halls and Community Centres)

- ▶ **Date completed**
- ▶ **Who is filling out this form?**
- ▶ **Who is responsible for reviewing and updating this plan?**

Précis of the plan:

- 1) Suitable signage (social distancing and hand washing routines), to be fixed to both entry points to the hall, kitchen, servery and toilets.
- 2) Conveners of events must attend a Covid 19 safe briefing, conducted by a member of the management committee, prior to the event.
- 3) All those attending events to have temperature taken. Thermometer to be supplied by the event organiser. Attendees with a temperature in excess of 37.4°C are not to enter the venue and are urged to seek medical attention.
- 4) Conveners or other suitable person must record the names and contact numbers of those attending the event. This record will assist Covid 19 contact tracers, if needed.
- 5) During events, both internal and external doors are to be chocked open so that attendees aren't touching handle surfaces.
- 6) Hand sanitiser is to be made available for those entering events and during events. To be supplied by the event organiser.
- 7) Attendees must be instructed to use only one chair. All chairs and other items subject to being touched are to be cleaned and disinfected between events.
- 8) For as long as social distancing limits apply, no more than 20 people can be in attendance at the centre. Only two persons are permitted in the servery, four persons in the kitchen.
- 9) Buffet type catering poses health risks, catering needs to be individually delivered to attendees.
- 10) This plan is to be reviewed every time the Tasmanian Government changes Covid 19 alert levels and conditions.

Plan rationale:

Note: the following plan is derived from the Tasmanian Government Department of Justice Covid 19 safety template.

There are six minimum standards prescribed in the Tasmanian Work Health and Safety Regulations.

1. Cleaning and Hygiene at the premises
2. Restrictions on Entry to the premises
3. Physical Distancing at the premises
4. Providing instruction, training and supervision in respect to COVID-19

5. Managing risks to health and safety
6. Responding to an incident of COVID-19 in the centre

Each of these standards are addressed below.

Cleaning and Hygiene at the premises.

► **Do you have a regular cleaning schedule for areas of the premises frequented by users?**

► **Do you clean frequently touched areas and surfaces regularly? E.g. EFTPOS, doorknobs, handrails, keyboards, furniture?**

► **Do you have a procedure for ensuring good hygiene practices in the hall / centre?**

► **Are you confident that attendees know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces? E.g. provide detergent, access to wash basins?**

Bathroom & handwashing facilities adequate for frequent handwashing with soap & water.

Supplies and Equipment

► Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms for users of the hall / centre?

► Have you printed and displayed posters/signs on good hygiene and hand washing practices?

Restrictions on entry to the premises.

► Do you have arrangements in place to ensure that no one enters the hall / centre if they have been instructed to stay in isolation or quarantine?

Physical Distancing at the premises.

Briefly outline what changes, if any, you have made to the workplace. E.g. physical barriers,

► Can you and other people in the hall / centre maintain a minimum distance of 1.5 metres between each other?

Briefly outline what changes, if any, you have made to the hall / centre. E.g. Put up signs in common areas, encouraging on-line meetings, reduced the number of people in the hall / centre?

► Do you have arrangements in place to ensure that there is at least 4 square metres of space for each person in the hall / centre?

► Do you have any areas where it is not practical in the hall / centre to achieve one or both of the requirements above?

Providing instruction, training and supervision in respect to COVID-19

Briefly outline your approach

► Do you have information displayed clearly in the hall / centre so that everyone understands their obligations to reduce the risks posed by the COVID-19?

► Do you have information displayed in public areas to ensure that attendees entering the premises understand what they must do to follow the requirements to keep the premises safe? E.g. keep 1.5 metres between people?
Have you considered ways to ensure that unwell users of the hall / centre do not come to the hall / centre?

Managing risks to health and safety.

► What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in the hall / centre?

► Have you consulted with attendees about the ways in which the spread of COVID-19 can be controlled?

► Do you have a response plan in place detailing how you will respond should the premises become contaminated? E.g. a person in the hall / centre has a confirmed diagnosis of COVID-19?

Responding to an incident of COVID-19 in the hall / centre.

► Do you have a process for reviewing and adjusting the controls as circumstances change, and are using that process?

Review

Briefly outline that process.

Record keeping.

Instructions for users:

Purpose: the following procedures need to be followed by the conveners of any event held at the Council Halls or Community Centres for as long as Covid 19 containment measures are required by local, state, or Commonwealth regulations.

The checklist given as a separate document must be completed prior to each event held at the centre and sent to Central Highlands Council Environmental Health Officer for review and approval.

Covid 19 aware cleaning and hygiene.

Prior to each event at the centre the following must be attended to. (Initial cleaning may be the responsibility of Central Highlands Council to be determined event by event) cleaning products may be available at Council, or you may be required to supply your own, check with your local office

- 1) Door handles, handrails, bathroom taps, chairs and any other surface likely to be touched by users must be cleaned and disinfected (two processes).

- 2) The doors to the men's and women's toilets are to be secured open, so that users do not need to use door handles. In the instance of the men's toilet, a screen is to be in place just inside the door to maintain the privacy of those using the toilets.
- 3) Check that the second hand basin in each of the toilets is not available for use, so as to maintain social distancing of users.
- 4) Check that the middle stall in the woman's toilet is marked as not available for use. Again, this is to maintain social distancing of users.
- 5) Hand sanitiser is to be made available at any door giving access for those attending the event and for users to use, as needed.
- 6) If refreshment sales are being made, any cash handled needs to go through a disinfectant wash.
- 7) Buffet type catering is not permitted. Individual serves need to be made directly from the kitchen staffer to individual attendees.
- 8) A record must be kept of each person attending the event and their contact phone number. This record is to be sent to Councils Environmental Health Officer at the Bothwell Office, to be kept as an enduring record to assist contact tracers if any attendees subsequently test Covid 19 positive.
- 9) For hygiene reasons, the record must be made by one of the persons responsible for the conduct of the event, or the Event Organiser or a member, not by individual attendees.

Checklist for event conveners.

Prior to the event, the Event Organiser person must (circle one yes/no response):

Posters are available at Central Highlands Council Bothwell Office.

- 1) Yes/ No: Outlined Covid 19 safety measures to be followed during the event, as described in "Instructions for users of the Community Centre or Hall"
- 2) Yes/ No: Shown where all cleaning and disinfecting supplies are stored and instructed on their use.
- 3) Yes/ No: Given a contact phone number for Central Highlands Council, should any problems arise. (03) 62595503

Subsequent to the event, that the convener has ensured that (circle one yes/no response):

- 1) Yes/No: Maintained a written a record of all those attending the event, giving their names and phone contact numbers.
- 2) Yes/No: All attendees have been prompted to maintain social distance and good hygiene practices.
- 3) Yes/No: All attendees have been prompted to use only one chair while at the event.
- 4) Yes/No: Internal doors have all been secured open to avert users contacting door handles et cetera.
- 5) Yes/No: All surfaces with which users might have made contact have been both cleaned and disinfected at the conclusion of the event.

Name:

Signed:

Dated:

Posters (A3) to be laminated and fixed at both entry points to the centre.



Poster (A3) to be laminated and fixed at both entry points to the centre, and adjacent to the kitchen and servery.

Coronavirus (COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance.
Remember, don't shake hands or exchange physical greetings.
Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date.
Visit **health.gov.au**

HELP STOP THE SPREAD AND STAY HEALTHY

1.5M


Australian Government

Posters (A3) to be laminated and fixed at both entry points to the centre.



STOP

Do not enter this facility if you:

- Have COVID-19.
- Have been instructed to quarantine and your 14 days are not yet finished.
- Are unwell, including with fever (or night sweats/chills) or respiratory symptoms, e.g. shortness of breath, cough, sore throat.

For more information visit
www.coronavirus.tas.gov.au



A4 posters for kitchen, servery and men's and women's toilets.

Version 1.1 | 7 April 2020

Protecting yourself and others from coronavirus

Hand Washing Procedure

COVID-19 INFO



- 

1 Wash with water and soap, ensuring the entire back and front hand surface is covered
- 

2 Lather palms together
- 

3 Lather between fingers
- 

4 Focus on both front and back of thumbs
- 

5 Make sure to reach the back of your hands
- 

6 Lather wrists and rotate

Frequently missed spots when washing hands



FRONT

BACK

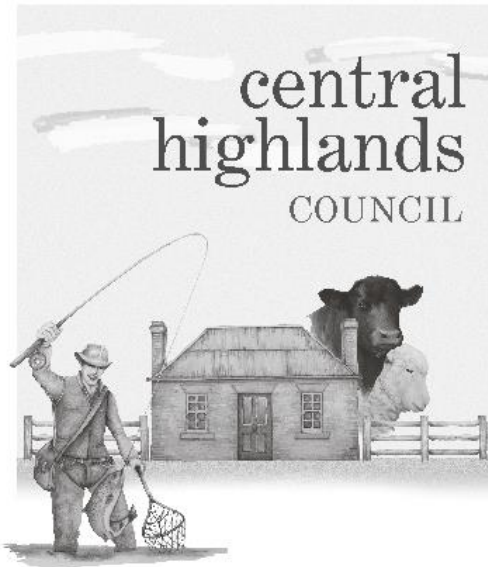
● MOST FREQUENTLY MISSED

● FREQUENTLY MISSED

For more information visit
www.coronavirus.tas.gov.au

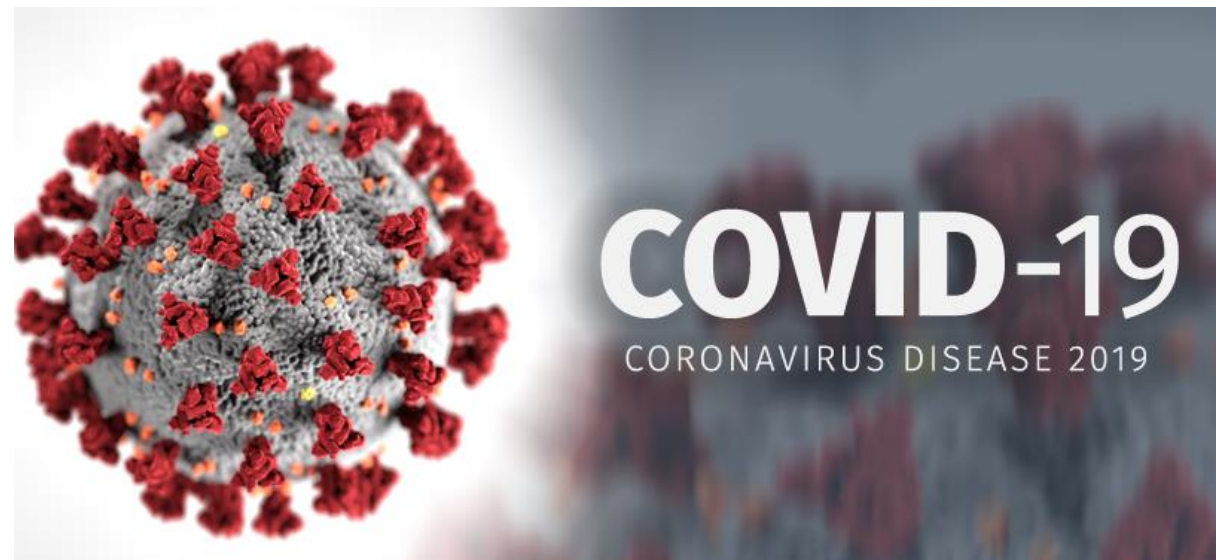


Tasmanian Government



SAFETY PLANS CLEANING SCHEDULES

Version 1.4 – updated 10 June 2020



20th May 2020

1.0 COVID-19 Safety Plan

Council and Public Access Areas.

Unit / Manager	
Relevant Scope / Activities	<p>Access to Playgrounds Reserves and Parks Public Buildings</p> <p>Council owned public buildings, parks etc.</p> <ul style="list-style-type: none"> • Hamilton Council Office; • Bothwell Council Office; • Hamilton Camping Ground; • Hamilton Hall; • Hamilton Street Library; • Bothwell Caravan /camping Ground; • Bothwell Hall; • Bothwell Recreation Ground; • Bothwell Football Club and Community Centre; • Ellendale Hall; • Ellendale Recreation Ground; • Great Lake Community Centre; • Ouse Hall; • Central Highlands Visitor Centre; • Bothwell Swimming Pool and • Other Camping Facility and Playgrounds across the municipality <ul style="list-style-type: none"> • Hamilton Landfill • Waste Transfer Stations
Location	Central Highlands Council playgrounds, reserves and parks and Public Buildings

Background	Covid-19 restrictions banned entry into playgrounds, reserves and parks
Triggers for: <ul style="list-style-type: none"> - Re-opening or modifying services - Returning workers to site; or modifying on-site presence 	<ul style="list-style-type: none"> - Risk of virus transmission changed (low number of active cases = reduced risk, increase in active cases or outbreak = increased risk) - Testing criteria expanded and capacity for testing increased - Government has relaxed restrictions (where the function has been subject to a mandated restriction) - Government restrictions able to be adhered to - Additional control measures able to be implemented (as required) to minimise the risk of transmission to a tolerable level - Service/function either requires an on-site presence or would benefit from on-site presence
COVID-19 Risks	<p>Gatherings in numbers greater than that prescribed by the Tasmania Government under the provisions of a declaration under the Health Act.</p> <p>Recreational users not observing prescribed social distancing protocols.</p> <p>Group activities in facilities provided by the Central Highlands Council exceeding the groups sizes prescribed and not observing social distancing and hygiene requirements.</p> <p>Contamination of surfaces between bookings or visits by groups</p>

Proposed Controls Required to Address COVID-19 Risks

Controls to address risks to the public

- Limits on the size of groups for bookable spaces in accordance with the prescriptions declared under the order of the Tasmanian Government
- Incorporation of social distancing and hygiene requirements for any bookings through an additional set of conditions and requiring safety and hygiene plans for any group bookings.
- Awareness posters for social distancing and hygiene protocols in bookable spaces to be maintained
- Social distancing and hygiene awareness posters to be maintained at sites where gathering is likely to occur. This includes playgrounds, Reserves, parks shelters and BBQ facilities.
- Cleaning regime as per cleaning schedules
- Monitoring of compliance with breaches reports to Tasmania Police
- Users of Hall to supply safety plan for maintaining social distancing and hygiene requirements, to agree to Hirer agreement.
- Running water in taps for a period of two minutes prior to use in areas to be used
- A safety checklist may be required to be filled out, copy attached for reference.

Bothwell Recreation Ground

The club rooms will remain closed, should they be requested to use them you will need to provide Council with a safety plan and hygiene plan and numbers must be limited to the Government's social distancing requirements.

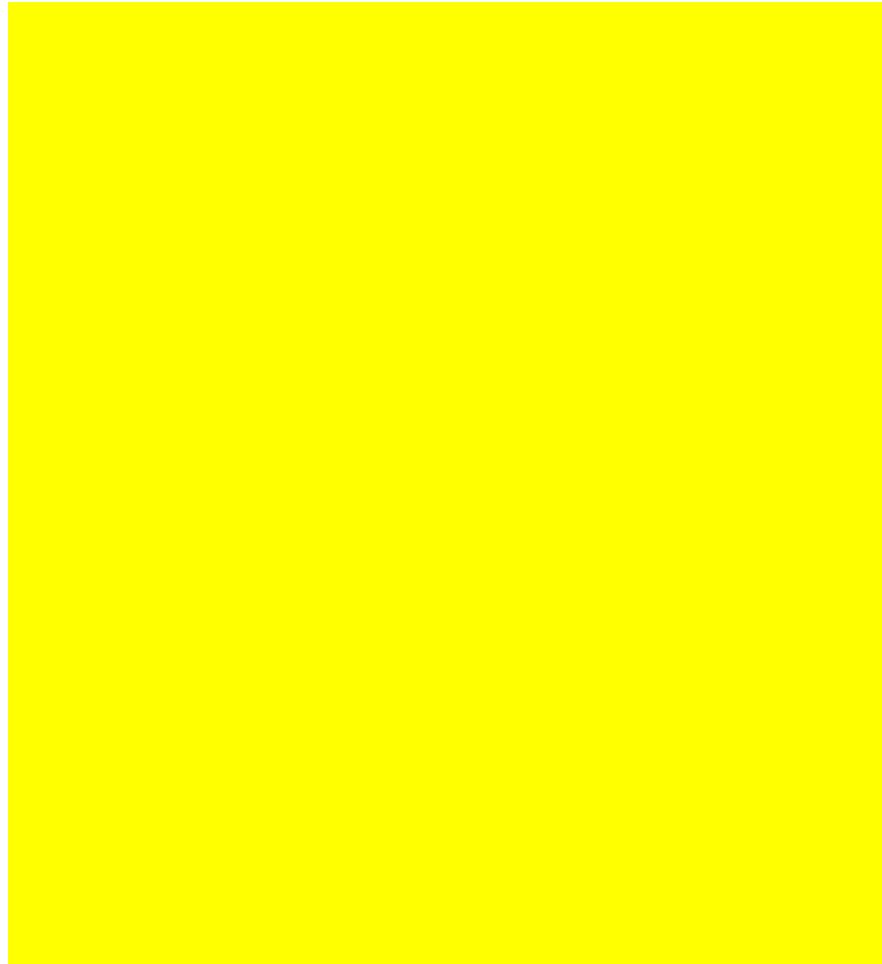
No sharing of exercise equipment or communal facilities

- Apply personal hygiene measures – hand sanitiser before and after
- Do not share water bottles or towels
- Do not attend training if unwell
- Only one spectator (i.e. One parent/carer per child)

Get in train and get out, no mingling

- No more than 10 people
- Not more than 1-person p/4sqm
- Non-contact skills training
- Kicking, handballing, running, fitness, hand/ball skills and game education
- Can use skipping ropes, mats, other equipment as required
- Stagger training groups
- Arrive dressed to train
- Log attendance
- Briefings in advance
- Maintain social distance between activities
- No unnecessary social gatherings.

Controls to address risks to the staff



Local Government Association of Tasmania

Council Meeting and COVID-19 Safety Plan Guide

- **Council meeting to be held in accordance with the LGAT Guidelines**
- Reading, signing and following the Safe Work Method Statements for offices and works depots
- Adhere to Safe Work Method Statements.
- Observing social distancing and hygiene protocols
- Suitable PPE and training to be provided for staff cleaning facilities including Hamilton Landfill and Waste Transfer Stations

- Continuation of existing controls, such as vehicle cleansing per cleaning schedule
- Facilities cleaning schedule in place.
- Advice on what to do if unwell and not to attend work.
- Keeping records of visitors attending sites worksites and offices
- Workers must take reasonable care of their own safety and make sure they don't affect the health and safety of anyone else (such as a co-worker). Workers must also comply with any reasonable work health and safety requirements.
- safety instructions given by their employer
- Advise to download Covid 19 app for phones.

Other Controls

- Self-regulation
- Forward complaints of non-compliance to the Tasmanian Police

Consultation

In preparing this recommendation I have consulted with staff of the Works and Services

Recommendations

Expected Re-Opening Date		2-4 days after advice from the State Government
Prepared	Bev Armstrong	Date: 13-5-20

20th May 2020

2.0 CLEANING and SAFETY REQUIREMENTS

PARKS AND PUBLIC BUILDINGS

Waste Transfer Stations (manned) Hamilton Landfill

Camping Areas and Caravan Parks

Covid 19 2020

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

Routine cleaning and Safety

Parks Play equipment and Public Toilets

Signage installed on social distancing requirements and notice that the play equipment in the parks is not sanitised.

Public toilets should be washed down to remove any dirt and sprayed with disinfectant thoroughly, this should be done on a daily basis.

Public toilets should have antiseptic hand washing detergent or sanitising stations at each location.

Social distancing signage and hand washing information should be erected at each .

Please note that a combined cleaner can be used such as a disinfectant detergent, this would mean only one cleaning would be required by a pressure back park

Bothwell Recreations Ground

The recreations ground can be opened for training purposes only, social distancing must be observed, as per Government requirements and posters should be displayed for this purpose.

Training

Get in train and get out, no mingling

- No more than 20 people
- Not more than 1-person p/4sqm
- Non-contact skills training
- Kicking, handballing, running, fitness, hand/ball skills and game education
- Can use skipping ropes, mats, other equipment as required

- Stagger training groups
- Arrive dressed to train
- Log attendance
- Briefings in advance
- Maintain social distance between activities
- No unnecessary social gatherings.

The change rooms are to remain closed and not to be used at this time.

Toilets can be opened and should be cleaned daily, using disinfectant.

Public Buildings Halls

All public Buildings Halls open for bookings only

Bookings can be taken for special events providing that the number do not exceed the Government set gathering numbers.

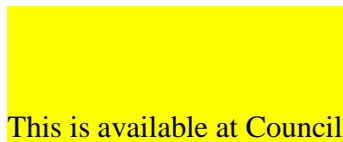
If the building is required then thorough cleaning should occur to ensure safety prior to use. This would entail cleaning and wiping down of all surfaces. Floors mopped with disinfectant, all kitchen utensils plates cups etc washed in disinfectant detergent, toilets disinfected.

Posters for social distancing must be displayed.

Hand sanitiser to be used for each person entering the public building and temperature taken for each person entering the building, with signage erected relating to social distancing requirements. **Signage available at Council.**

A safety management plan should be obtained from the organiser as to how they will manage the event.

A safety checklist may be required to be filled out prior to use. **This is available at Council.**



Water in taps should be run for two minutes prior to use.

A charge may be required to cover these costs.

Waste Transfer Stations (manned) and Hamilton Landfill

Operators of Waste Transfer Stations should have hand sanitiser and masks available for use. No helping the public with unloading and no access for those outside Council area. Social distancing must be observed. Breach of requirement should be reported to the Police.

Manned offices should be wiped down with disinfectant wipes first thing every day.

No public access to office area.

If handling waste for any reason gloves and face mask should be worn and hands sanitised after work.

Camping Areas and Caravan Parks

Camaping areas at Hamilton and Dunrobbin are to open Friday 3rd June 3pm. Social distancing must be observed, public toilets at these locations have hand sanitiser installed and will be cleaned as per the cleaning schedule and signage has been erected for social distancing.

Caravan Parks at Hamilton and Bothwell will remained closed at this stage.

How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers.

2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
5. All **Waste must be double bagged for disposal.**

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the [Safe Work Australia SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

3.0 CLEANING REGIME OFFICES AND WORKDEPOT

Covid 19

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

20th May 2020

Routine cleaning Offices – Hamilton and Bothwell

Offices should have their surfaces cleaned at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- visibly soiled
- used repeatedly by a number of people, and
- after any spillage.

Dishes and Cultery should be washed in hot water with preferably a disinfectant dishwashing liquid and dried thoroughly.

Areas where the public have access example front entry area should be disinfected daily with spray or wipes. There should be hand sanitiser for each person entering the office area anyone entering the building should have their temperature taken as a precaution.

Social distancing area should be marked on the floor with a visible X

Office workers should wear disposable gloves if accepting cash money.

Eftpos machines wiped with disinfectant wipe after each use.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace.

Routine cleaning Works Depot

Office areas should be cleaned the same as the Hamilton and Bothwell Office. Frequently used areas such as toilets, washrooms, should be disinfected daily. No public access should be allowed to the works depot area.

Hand tools should be wiped down with disinfectant wipes before each use.

Vehicles should be wiped down inside before each use and before change of drivers or occupants.

This includes steering wheels, gear/automatic shift, any controls for equipment in the cabin, seats, door handles, radios controls, air conditioning controls, seat adjustments and centre console. Any area that is touched. **Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus.**

How do I clean?

Use the following steps to clean an environment:

6. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
7. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
8. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
9. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
10. All waste must be double bagged for disposal

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the [Safe Work Australia SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.



Safe Work Method Statement – COVID-19 Bothwell Office

COUNCIL DETAILS:			
Principal Contractor:	Central Highlands Council	Contact Number:	03 6286 3202
Project Manager or Supervisor:	Deputy General Manager	Contact Number:	0459308647
Person completing the SWMS:	Adam Wilson with input from staff in the Hamilton Office	Contact Number	0459308647
Position:	DGM, Works & Service Manager, DES Manager & General Manager	Reviewed By:	At Tool Box Meeting by staff in the Hamilton Office
Date Prepared:	15 th and 16 th April 2020	Review Date:	8 th May 2020
PROJECT DETAILS			
What is the scope of the work:	Safe Work Method Statements due to COVID-19 risk in the work environment		
Who else was consulted / involved in preparing this SWMS?	Adam Wilson with input from staff in the Bothwell Office		
What high risk work activities are covered by this SWMS?	<ul style="list-style-type: none"> COVID-19 Virus Management Control 		
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's	<ul style="list-style-type: none"> Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 		
COVID-19 Information	<p>The Coronavirus (COVID 19) is zoonotic – the virus is not an airborne disease like measles and is instead spread via direct contact with respiratory droplets, which we generate when we sneeze or cough.</p> <p>The disease is transmitted when a person who is infected coughs or exhales, and small droplets land on objects and surfaces around them. Other people then catch the virus by touching these objects and surfaces, and then touching their eyes, nose or mouth.</p> <p>If you have contracted COVID-19 or suspect you may have the below symptoms you must take a pro-active approach to safe-guard your health and the health of others and seek medical a check immediately.</p>		
COVID-19 Symptoms	Sore throat, difficulty in breathing, coughing, sneezing, headaches, fever (Elevated Temperature), fatigue, body chills and body aches		



Safe Work Method Statement – COVID-19 Bothwell Office






PROJECT: Litter Collection from Streets, Roadsides and Public Reserves						
STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION	SCORE AFTER CONTROLS		
No.each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	Li	Co	Risk
1.	Contractor Pre-Engagement / Pre-mobilisation to the worksite	<ul style="list-style-type: none"> Persons not fit for duty: <ul style="list-style-type: none"> - Presenting to the worksite with flu like symptoms. - Presenting to worksite after contracting COVID-19 Non-infected workers exposed to the COVID-19 respiratory illness 	<ul style="list-style-type: none"> Diligent contractor pre-engagement health screening processes applied – eliminate COVID-19 exposure to non-infected workers. In relation to COVID-19 health warnings and as a matter of urgency, contractors shall provide an updated Safe Work Method Statements (SWMS) outlining additional controls and risk mitigation measures to manage your employees whom: <ul style="list-style-type: none"> - have a confirmed diagnosis of COVID-19. - have been in close contact with a person who has a confirmed diagnosis of COVID-19. - have been in close contact with a person being evaluated for COVID-19. and - presenting with COVID-19 flu-like 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

			<p>symptoms.</p> <p>To add clarity ‘Close contact’ – as defined by Australian Government Dept of Health (but is not limited to) a worker has been exposed to?</p> <ul style="list-style-type: none"> • more than 15 minutes face-to-face contact in any setting with a confirmed case in the 24-hour period before the onset of their symptoms; or • sharing an enclosed space with someone for greater than 2 hours in the 24-hour period before the onset of their symptoms; or • having lived with or cared for someone or having direct contact with respiratory or bodily fluids of an infected person including sharing eating or drinking utensils. 			
2.	Task Planning	<ul style="list-style-type: none"> • Health standards not applied • Persons not fit for duty: <ul style="list-style-type: none"> - Presenting to work with flu like symptoms. - Workers exposed to COVID-19 respiratory illness. 	<ul style="list-style-type: none"> • Persons must report for work “Fit for Duty” • If you have contracted or suspect you have contracted COVID-19 symptoms do not present for work, immediately contact the works supervisor and report your condition. 	C	3	H

Safe Work Method Statement – COVID-19 Bothwell Office

		<div><div></div><div>1. ISOLATE</div><div></div><div>2. INFORM</div><div></div><div>3. TRANSPORT</div><div></div><div>4. CLEAN</div><div></div><div>5. IDENTIFY</div></div> <div><ul style="list-style-type: none">Inadequate treatment response</div>	<div><ul style="list-style-type: none">Workers who have recently been overseas or have been in contact with any known COVID-19 case, do not present yourselves for work.Any person that presents at a worksite with COVID-19 symptoms must be immediately placed in isolation and provided with a P1 or P2 face mask and is to seek a medical assessment ASAP.The suspected COVID-19 infected worker must immediately contact the National COVID-19 Hotline (1800 020 080) and follow all advice given by health officials.Ensure that the worker has transport to their home or to a medical facility.Managers are to immediately identify all other potentially exposed workers on the jobsite (face masks issued to those workers).Exposed workers are to be immediately isolated from non-exposed workers.All potentially exposed workers that have been in contact with the infected worker will be stood down</div>			
--	--	--	--	--	--	--

Safe Work Method Statement – COVID-19 Bothwell Office

			<p>(14 days) and those workers will require a medical clearance certificate to return to pre-incident duties.</p> <ul style="list-style-type: none"> Supervisors are to ensure that all common areas / items of equipment potentially exposed to by the suspected infected worker are immediately isolated and diligently cleaned. Persons engaged to undertake cleaning activities are to ensure that the appropriate PPE (gloves, masks, goggles, body suits) are worn prior to conducting any cleaning task which relate to virus infected exposed areas or items of plant or equipment. 			
3.	Pre-Starts / Toolbox Meetings	<ul style="list-style-type: none"> Presenting to work with flu like symptoms. Persons previously exposed to the COVID-19 virus. <p>Further COVID-19 Spread.</p>	<ul style="list-style-type: none"> All prestart or toolbox meetings are to be conducted outside of crib huts / site offices. All prestart or toolbox meetings are to be conducted in open aired well ventilated areas. Maximum of 10 workers in attendance at pre-start at any one time (this includes the facilitator). Stagger start times to 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

			<p>accommodate worksites with greater than 10 workers or hold pre-starts at separate work front locations.</p> <ul style="list-style-type: none"> • Social separation of workers shall be maintained – min 1.5m exclusion zones. • Hand sanitisers, gloves and face masks to be made available and used. 			
4.	Light vehicle / Truck operations	<ul style="list-style-type: none"> • Health standards not applied • Persons previously exposed to the COVID-19 virus. • Persons contracting the COVID-19 virus. • Further COVID-19 Spread. 	<ul style="list-style-type: none"> • One person only per light vehicle or work truck. • The General Manager requires two workers to use the one light vehicle (dual cab ute) to under the following tasks: when picking up / dropping off a light vehicle / truck for mechanical repairs; transporting grader drivers to work sites; and undertaking road inspections. Were possible ensure 1.5m of social separation between workers in dual cab ute. • Risk assessment to be completed and must include cleaning & hygiene requirements. • Hand sanitisers and anti-bacterial 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

			<p>wipes are to be made available and used in all vehicles.</p> <ul style="list-style-type: none"> Persons operating vehicles are to ensure that after use the vehicle has been diligently hygienically cleaned down with Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus. 			
5.	Heavy plant operations	<ul style="list-style-type: none"> Health standards not applied. Persons previously exposed to the COVID-19 virus. Further COVID-19 Spread. 	<ul style="list-style-type: none"> Hand sanitisers to be made available and used in all plant. Risk assessment to be completed & to include cleaning & hygiene requirements. Persons operating plant are to ensure that after use the plant has been diligently cleaned down with Antibacterial Hand Wipes (this includes two-way radios, steering wheels, gear levers, seat belts, any item that could potentially harbor the virus. 	C	3	H
6.	Mechanical servicing of light vehicles / trucks	<ul style="list-style-type: none"> Health standards not applied Persons previously exposed to the COVID-19 virus. 	<ul style="list-style-type: none"> Mechanical service organisation to pick up and return vehicle if possible. 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

		<ul style="list-style-type: none"> • Persons contracting the COVID-19 virus. • Further COVID-19 Spread. 	<ul style="list-style-type: none"> • The General Manager requires two workers to use the one light vehicle (dual cab ute) to picking up / dropping off a light vehicle / truck for mechanical repairs; • Organisation servicing light vehicle / truck are to ensure that after the service is completed the vehicle has been diligently hygienically cleaned down with Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus. 			
7.	Crib Rooms (use of for lunch)	<ul style="list-style-type: none"> • Health standards not applied. • Further COVID-19 Spread. 	<ul style="list-style-type: none"> • Surfaces sprayed each morning with disinfectant/anti-bacterial sprays (Dettol). • Antibacterial Hand Wipes made available and used. • Mopped out at the end of every shift with bleach & hot water. • Use of rubber gloves encouraged where possible. • One person per 4 cubic square metres (roughly the size of a queen size doona). • Staggered breaks where possible – maintaining social distancing 4 	C	3	H

Safe Work Method Statement – COVID-19 Bothwell Office

			cubic square metres at all times. <ul style="list-style-type: none"> • Responsibility of each worker to wash hands prior to food preparation or touching surfaces. • Responsibility of each worker to wipe all surfaces they were in contact with - fridge doors, microwave doors, taps, etc. • Workers with lunch boxes / eskies are encouraged to have their crib breaks in their work area/cab of machine, this is to be encouraged. 			
8.	Toilets and Bathroom Use	<ul style="list-style-type: none"> • Health standards not applied. • Further COVID-19 Spread. 	<ul style="list-style-type: none"> • Hand sanitisers, antibacterial hand wipes and hand wash gels to be made available in all toilets. • Each worker is to wash their hands prior to entering toilet. • Responsibility of each worker to wipe all surfaces they were in contact with. • Responsibility of each worker to wash hands and use hand sanitiser when exiting toilet. • Use of rubber gloves encouraged where possible. • Toilets professionally cleaned once a week as a minimum health standard. 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

9.	Use of powered / non-powered hand tools	<ul style="list-style-type: none"> • Health standards not applied. • Further COVID-19 Spread. 	<ul style="list-style-type: none"> • Powered / non-powered hand tools where possible are not to be shared. • Required PPE (Gloves, long sleeved shirts, steel capped lace up boots, hard hats and if required P2 face masks). • Tooling is to be thoroughly cleaned with anti-bacterial sprays / wipes after use. • Hard hats, gloves and face masks are at no time to be shared. 	C	3	H
10.	Site/Project Shut-Down	<ul style="list-style-type: none"> • Non-completed works (risk to public safety). • Government / Statutory directed announcement. 	<ul style="list-style-type: none"> • All current work permits closed. • Worksite vacated without risks to general public. • Project office is secured and locked. • Project plant & equipment secured & locked. • All road traffic management controls – MUTCD devices, barriers, warning signage remain if possible. • Essential road hazard warning signage to remain. • Periodical roadworks inspections conducted (if supervisors are not in residential isolation lockdown). 	C	3	H



Safe Work Method Statement – COVID-19 Bothwell Office

11.	Mental Health	<ul style="list-style-type: none"> • Escalating <u>Mental Health</u> conditions relating to loss of income and financial pressures. • Stress, Depression, Anxiety. 	<ul style="list-style-type: none"> • Ongoing management communications with workers relating to. <ul style="list-style-type: none"> - known sources of compensation and available government assistance. - Regular updates on possible returns to work. - Worker / family counselling available • Maintaining good Mental Health & Wellbeing is important, if you are feeling stressed, depressed / anxiety or having family issues take the time to contact your manager / supervisor and seek assistance. • Employee Assistance Program (EAP) 	C	3	H
-----	---------------	--	--	---	---	---

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT:

[illegible]

Safe Work Method Statement – COVID-19 Bothwell Office

Tick PPE to be used for the duration of the work	 							
	High Vis + Safety Boots <input type="checkbox"/>	Hard Hat <input type="checkbox"/>	Eye Protection <input type="checkbox"/>	Face Protection <input type="checkbox"/>	Hearing Protection <input type="checkbox"/>	Gloves <input type="checkbox"/>	P1 or P2 Mask <input type="checkbox"/>	Full Body Protection <input type="checkbox"/>

Day Operations – Normal Requirements: Safety footwear (steel cap) with non-slip soles, hearing protection if required, high visibility shirt or vest, hard hat and sun protection if required (broad brim hat, sun screen, tinted safety glasses), eye protection, face protection if required, hand protection if required, long sleeve shirt and pants.

Hygiene standards: Maintained at all times, hand sanitiser gels antibacterial wipes, and sprays are to be readily available in all operating plant, offices, toilets and lunchrooms.

Face Masks: Shall be provided (P2 face masks) and worn if there is a foreseeable potential for COVID 19 exposure / contact with an infected person/s.

Head Protection: (hard hats) if required.

Foot Protection: (safety boots/shoes) Good footwear with non-slip chemical resistant sole and fitted with steel toe caps must be worn.

Eye Protection: (safety glasses) eye protection shall be worn if required.

Hand Protection: Gloves shall be worn where required to combat against virus spread. Gloves to be compliant with AS and task dependant.

Arms, Legs and Body Coveralls: Long sleeve shirt and pants to be worn (no shorts).



Safe Work Method Statement – COVID-19 Bothwell Office

Have all risks been reduced to an acceptable level (as low as reasonably practical) AND controls implemented? YES / NO
(If NO, stop and contact supervisor)

CORRECTIVE ACTIONS:			
RECOMMENDED ACTION	WORK ORDER NO.	COMPLETION DATE	SIGNED BY ACTION OFFICER

This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works

PRINT NAMES	SIGNATURES	DATE

[illegible]

[illegible]



Safe Work Method Statement – COVID-19 Bothwell Office

SIGNED BY:

Officer: Name Signature..... Date

RETURN TO DEPUTY GENERAL MANAGER FOR FILING

Safe Work Method Statement – COVID-19 Bothwell Office

APPENDIX A Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved in the high risk work, the activities involved and associated hazards, risks and controls.
2. In the “What high risk work activities covered by this SWMS” column, identify the high risk work activity.
3. In the “What are the hazards / potential incidents” column list the hazards and risks for each high risk work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk work is undertaken.
Examples of workplace circumstances that may impact on the hazards / potential incidents include:
 - Information relating to the design of the structure / workplace (e.g. location, access, transport) and information contained in a Work Health and Safety Management Plan.
 - Information on any “essential services” located on or near the workplace.
 - Safe work methods and plant to be used.
5. In the “How will the risk controlled” column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

SELECTING CONTROL MEASURES

Hierarchy of control measures:

1. This regulation applies if it is not reasonably practicable for a duty holder to eliminate risks to health and safety.
2. A duty holder, in minimising risks to health and safety, must implement risk control measures in accordance with this regulation.
3. The duty holder must minimise risks, so far as is reasonably practicable, by doing 1 or more of the following:
 - a. Eliminate the risks so far as is reasonable practicable
 - b. If elimination is not reasonably practicable minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
 - Minimise the risk by doing one or more of the following:
 - substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
 - isolating the hazard from any person exposed to it.
 - Implementing engineering controls.
 - If the risk still remains, minimise the remaining risk by implementing administrative controls
 - If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).



APPENDIX B Risk/Hazard Method Statement – COVID-19 Bothwell Office

SWMS Compliance (Information, Monitoring and Review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
 - Before a change occurs to the work itself, the system of work or the work location.
 - If a new hazard associated with the work is identified.
 - When new or additional information about a hazard becomes available.
 - When a notifiable incident occurs in relation to the work.
 - When risk controls are inadequate or the SWMS is not being followed.

IN ALL OF THE ABOVE SITUATIONS, STOP THE WORK, REVIEW THE SWMS, ADJUST AS REQUIRED AND RE-BRIEF THE TEAM.

KEEP THE SWMS IN A READILY AVAILABLE LOCATION FOR THE DURATION OF THE HIGH RISK WORK AND FOR AT LEAST 2 YEARS AFTER A NOTIFIABLE INCIDENT OCCURS

Safe Work Method Statement – COVID-19 Bothwell Office

Hazard	Potential Harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat can cause burns, heat stroke or fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
Psychosocial hazards	Effects of work-related stress, bullying, violence and work-related fatigue



Safe Work Method Statement – COVID-19 Bothwell Office

Hazard Identification & Control Measures

Category	Code	Hazard	Control Measure
Gravitational	1	Falling object	Tools and equipment to be secured where possible. Area below work to be barrier taped off and appropriately tagged. Wear Hard Hat.
	2	Working at height Risk of Falling Risk of objects falling on to someone below	Choose appropriate access equipment for job type and height. Wear recommended PPE for job type. Refer to Workplace Safe "Working at Height" pamphlet. All personnel working at height to be appropriately harness or restrained to the satisfaction of the site supervisor. Appropriately trained personnel to operate working platforms. Personnel to ensure raised surface is at no time cluttered.
	3	Lifting Equipment	Choose appropriate lifting equipment for job. Ensure equipment has a current compliance tag in place. Follow manufacturer's instructions for using equipment.
	4	Excavation/Trenching/Pipe Laying Working in large and deep holes (risk of being struck by falling objects)	a. Edges of trench and other holes to be kept clear of materials; machinery that is not in use, unstable excavated material (Once excavation has been completed). When working in holes deeper than the height of the individual worker a helmet should be worn. When benching of trenches has not been completed or trench is deemed unsafe by the site supervisor, helmets must be worn. Trenches must not be anymore than 1 metre deep (I good soil conditions) before they must be benched back 500mm and spoil pile must be back 500mm from edge of trench. – Refer to guidelines. b. All personnel on site should wear high visibility clothing at all times so that operators of machinery can see them. c. Large pipes and other heavy materials should only be moved by appropriate



Safe Work Method Statement – COVID-19 Bothwell Office

		Working around large and deep holes (risk of falling in)	<p>machinery other than when the position of such an item needs to be adjusted slightly.</p> <p>d. Ensure that all personnel are aware of any hole hazards. Any hole or section of trench that is not being worked on and is deemed by the site supervisor to be excessively deep is to be barricaded off.</p>
	5	Holes, Penetrations, Gaps	<p>Ensure that all personnel are aware of any hole hazards.</p> <p>Any hole or section of trench that is not being worked on and is deemed by the site supervisor to be excessively deep is to be barricaded off.</p>
Electrical	6	Electrical Cables	Locate cables and isolate power.
	7	Overhead Cables	<p>Refer to Workplace Safe booklet for using Mobile Plant or Equipment near overhead power lines.</p> <p>Follow guides in regard to No Go Zones, Safety Observer Zone and Open Area.</p> <p>For low hanging lines, dig machinery down so that it does not encroach on the 'No Go Zone'.</p> <p>Contact Aurora and get power line identifying markers placed on the lines.</p>
	8	High Voltage Equipment	<p>Dial Before You Dig query to be done prior to work commencing.</p> <p>Use manual digging instead of machine excavation.</p> <p>Notify Aurora of intended works.</p>
	9	Sub-stations/Switchrooms	<p>Dial Before You Dig query to be done prior to work commencing.</p> <p>Use manual digging instead of machine excavation.</p> <p>Notify Aurora of intended works.</p>
Mechanical	10	<p>Moving Equipment/Plant</p> <p>Machinery on slope/uneven/slippery ground</p> <p>Operating rock breaking machinery (risk of rock/debris flying back and hitting operator/workers)</p>	<p>a. All personnel on site should wear high visibility clothing and safety boots at all times so that operators of machinery can see them.</p> <p>All machinery operators must be appropriately qualified.</p> <p>Machinery operators to keep doors shut at all times during operation of the machine.</p> <p>b. Ensure all operators are appropriately qualified and skilled to use machinery.</p> <p>Assess slope and where slope is deemed to great for the machinery, bench out the trench and dig in machinery.</p> <p>Ensure that all excavator type machinery is fitted out with appropriate protective canopies to protect the driver in the event of rolling over.</p>



Safe Work Method Statement – COVID-19 Bothwell Office

			c. Ensure that all excavator type, rock-breaking machinery is fitted out with appropriate protective canopies and windshields capable of withstanding debris.	
	11	Hand & Power Tools	Hand tools must be in good condition and appropriate for intended purpose. Wear appropriate PPE.	
	12	Welding/Cutting/Hot Works	A Hot Work Permit must be issued and hot work procedure must be followed. Remove combustibles from area. Fire Extinguisher available for use. Wear appropriate PPE	
	13	Blasting Blasting (risk of debris hitting and damaging property) Blasting (risk of debris hitting workers) Blasting (risk of trench collapsing due to unstable surrounding earth from blast – this could lead to people/machinery falling to trench)	a. Appropriately qualified and skilled contractors to be engaged for all blasting works. Blasting contractors to be comprehensively informed of any property at risk in the area. Site supervisor to inspect contractors precautionary measures prior to blasting. b. Appropriately qualified and skilled contractors to be engaged for all blasting works. Site supervisor to inspect contractors precautionary measures prior to blasting. All personnel onsite at the time of the blasting to be informed of the danger and instructed by the site supervisor to stay outside the contractor's specified 'No Go Zone'. c. Appropriately qualified and skilled contractors to be engaged for all blasting works. Site supervisor to inspect contractors precautionary measures prior to blasting.	
	14	Traffic Hazards (moving traffic through work site)	Follow recommended Traffic Management Plan. High visibility clothing to be worn.	
Pressure	15	Compressed Gases		
	16	Water	Isolate and relieve section to be worked on. Restrict access to work area. Wear appropriate PPE	
Noise	17	Noise exposure	Wear hearing protection.	
Thermal	18	Hot Surfaces/Materials	PPE, Ensure Personnel trained in handling of hot materials.	
Body Mechanics	19	Manual Handling	Personnel trained in manual handling and use correct lifting techniques.	



Safe Work Method Statement – COVID-19 Bothwell Office

	20	Ergonomics	Correct body position and manual handling techniques must be used to minimise manual handling and ergonomic hazards.
Biological	21	Body Fluids	Notify Council's Health Department, Handle as directed. Ensure personnel have been inducted in collection of sharps and other containers that may have body fluid contained in them.
	22	Sewage	All personnel to have current vaccination for Tetanus, Hep B & C, etc. Wear appropriate PPE, gloves etc Follow workplace procedures.
Materials	23	Acids	Follow directions for use as per manufactures directions. Read MSDS. Wear required PPE.
	24	Asbestos	Follow Council Asbestos Handling Policy. Personnel to be trained in handling techniques. Required PPE
	25	Hazardous Materials Chemicals Other (Roadkill, Litter etc)	a. Follow directions for use as per manufactures directions. Read MSDS. Wear required PPE. b. Wear PPE and use appropriate equipment for collecting material.
Workplace	26	Confined Space	Confined Space Permit to be completed to meet Standard. Personnel to have undertaken Confined Space Course. Wear required PPE
	27	Restricted Visibility	Reflective clothing and signage. Use artificial lighting if required.
	28	Wet/Slippery	Reschedule work if able, if wind makes job/equipment unsafe to use. Wear appropriate footwear, clothing for wet/slippery work area. Use warning signage to advise people of potential hazard.



Safe Work Method Statement – COVID-19 Bothwell Office

	29	Windy	Reschedule work if wind makes job/equipment unsafe to use.
	30	UV Exposure/Cold/Heat (sunstroke, heat exhaustion, sunburn, skin cancer)	Ensure personnel have read, understand and follow Council's Policy. All personnel on job wearing appropriate UV protection. Ensure adequate supply of potable water available. First aid kit to be available on site at all times.
	31	Trip Hazards	Highlight trip hazards using signage or barricade. Ensure all personnel have been made aware of tripping hazard.
	32	Strike by Object	Guards in place and in good condition on machinery. Wear appropriate PPE.
	33	Underground Services	Dial before you dig to obtain plans of work site area. Locate services in work area by using accredited plant locator or utilities designated person Proof depth of service and exact location by using manual digging techniques. Expose sections of services according to work activity or design.
	34	Dust/Fumes	Wear appropriate PPE for job, eg, mask, rebreathers etc. Contain dust by damping area. Ensure adequate ventilation.
Fire	35	Fire	Combustible materials to be stores away from ignition source. Ensure fire-fighting equipment is ready and available for use. Do not use ignition sources in high-risk conditions, eg grass slashing equipment on Total Fire Ban days.
Leaks/Spills	36	Leaks to un-bunded area	Spill kit available onsite.
	37	Leaks to bunded area	Capacity of bunded area is sufficient for materials stored within it.



Safe Work Method Statement – COVID-19 Bothwell Office

APPENDIX C High Risk Work - Refer to Regulations for more details

Item High Risk Work Licence	Description of Class of High Risk Work
-----------------------------	--

Scaffolding WORK

- | | |
|-----------------------------|---|
| 1. Basic scaffolding | <p>Scaffolding WORK involving any of the following:</p> <ul style="list-style-type: none"> a) modular or pre-fabricated scaffolds; b) cantilevered materials hoists with a maximum WORK load of 500 kilograms; c) ropes d) gin wheels e) safety nets and static lines f) bracket scaffolds (tank and formwork) – but excluding scaffolding WORK involving equipment, loads or tasks listed in item 2(2)(a) to (g) and item 3(2)(a). |
| 2. Intermediate scaffolding | <ul style="list-style-type: none"> 1) Scaffolding WORK included in the class of Basic scaffolding; and 2) Scaffolding WORK involving any of the following: <ul style="list-style-type: none"> a) cantilevered crane loading platforms b) cantilevered scaffolds c) spur scaffolds d) barrow ramps and sloping platforms e) scaffolding associated with perimeter safety screens and shutters f) mast climbing WORK platforms g) tube and coupler scaffolds (including tube and coupler covered ways and gantries) – but excluding scaffolding WORK involving equipment, loads or tasks listed in item 3(2)(a) to (c). |
| 3. Advanced scaffolding | <ul style="list-style-type: none"> 1) Scaffolding WORK included in the class of Intermediate scaffolding; and 2) Scaffolding WORK involving any of the following: <ul style="list-style-type: none"> a) cantilevered hoists b) hung scaffolds, including scaffolds hung from tubes, wire ropes or chains c) suspended scaffolds. |

Safe Work Method Statement – COVID-19 Bothwell Office

Dogging and Rigging WORK

4. Dogging

5. Basic rigging

Dogging **WORK**:

1) Dogging **WORK**

2) Rigging **WORK** involving any of the following:

- a) structural steel erection
- b) hoists
- c) pre-cast concrete members of a structure
- d) safety nets and static lines
- e) mast climbing **WORK** platforms
- f) perimeter safety screens and shutters
- g) cantilevered crane loading platforms – but excluding rigging **WORK** involving equipment, loads or tasks listed in item 6(b) to (f) and item 7(b) to (e).

6. Intermediate rigging

Rigging **WORK** involving any of the following:

- a) rigging **WORK** in the class Basic Rigging
- b) hoists with jibs and self-climbing hoists
- c) cranes, conveyors, dredges and excavators
- d) tilt slabs
- e) demolition of structures or plant
- f) dual lifts – but excluding rigging **WORK** involving equipment listed in item 7(b) to (e)

7. Advanced rigging

Rigging **WORK** involving any of the following:

- a) rigging **WORK** in the class Intermediate Rigging
 - b) gin poles and shear legs
 - c) flying foxes and cable ways
 - d) guyed derricks and structures
 - e) suspended scaffolds and fabricated hung scaffolds.
-

Safe Work Method Statement – COVID-19 Bothwell Office

Crane and Hoist Operation

- | | | |
|-----|---|---|
| 8. | Tower crane | Use of a tower crane. |
| 9. | Self-erecting tower crane | Use of a self-erecting tower crane. |
| 10. | Derrick crane | Use of a derrick crane. |
| 11. | Portal boom crane | Use of a portal boom crane. |
| 12. | Bridge and gantry crane | Use of a bridge crane or gantry crane that is –
<div style="margin-left: 20px;">a) controlled from a permanent cabin or control station on the crane; or
 b) remotely controlled and having more than 3 powered operations – including the application of load estimation and slinging techniques to move a load.</div> |
| 13. | Vehicle loading crane | Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, including the application of load estimation and slinging techniques to move a load. |
| 14. | Non-slewing mobile crane | Use of a non-slewing mobile crane with a capacity exceeding 3 tonnes. |
| 15. | Slewing mobile crane – with a capacity up to tonnes | 20 Use of a slewing mobile crane with a capacity of 20 tonnes or less. |
| 16. | Slewing mobile crane – with a capacity up to tonnes | 60 Use of a slewing mobile crane with a capacity of 60 tonnes or less. |
| 17. | Slewing mobile crane – with a capacity up to tonnes | 100 Use of a slewing mobile crane with a capacity of 100 tonnes or less. |
| 18. | Slewing mobile crane – with a capacity over tonnes | 100 Use of a slewing mobile crane with a capacity exceeding 100 tonnes. |
| 19. | Materials hoist | Use of a materials hoist. |
| 20. | Personnel and materials hoist | Use of a personnel and materials hoist. |
| 21. | Boom-type elevating WORK platform | Use of a boom-type elevating WORK platform where the length of the boom is 11 metres or more. (The length of the boom is the greater of a) the vertical distance from the surface supporting the boom-type elevating WORK platform to the floor of the platform, with the platform extended to its maximum height, and b) the horizontal distance from the centre point of the boom's rotation to the outer edge of the platform, with the platform extended to its maximum distance. |
| 22. | Concrete placing boom | Use of a concrete placing boom. |

Reach Stackers

- | | | |
|-----|---------------|--|
| 23. | Reach stacker | Operation of a reach stacker of greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container, but does not include a portainer crane. |
|-----|---------------|--|
-

Safe Work Method Statement – COVID-19 Bothwell Office

Forklift Operation

- | | |
|----------------------------------|---|
| 24. Forklift truck | Use of a forklift truck other than an order-picking forklift truck. |
| 25. Order-picking forklift truck | Use of an order-picking forklift truck. |
-

Pressure Equipment Operation

- | | |
|--------------------------------|---|
| 26. Standard boiler operation | Operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached |
| 27. Advanced boiler operation | Operation of a boiler, including a standard boiler, which may have one or more of the following: <ul style="list-style-type: none">a) multiple fuel sourcesb) pre-heaterc) superheaterd) economizer. |
| 28. Turbine operation | Operation of a turbine that has an output of 500 kilowatts or more and: <ul style="list-style-type: none">a) is multi-wheeled, orb) is capable of a speed greater than 3 600 revolutions per minute, orc) has attached condensers, ord) has a multi-staged heat exchange extraction process. |
| 29. Reciprocating steam engine | Operation of a reciprocating steam engine where the diameter of any piston exceeds 250 millimetres. |

Safe Work Method Statement

Rating the Risk:

Table 1: Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 2: Consequence

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss.
3	Moderate	Medical treatment required, on-site release contained without assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Table 3: Mapping the Risk Rating

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LEGEND

E = extreme risk; immediate action required.

H = high risk; senior management attention needed.

M = moderate risk; management responsibility must be specified.

L = low risk; manage by routine procedures.

Now return to the front page and record the risk rating score and risk exposure on the Safe Work Method Statement Worksheet. (Tables extracted from AS/NZS ISO 31000:2009)

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer you a number of ways to approach the hazard control process

Eliminate the hazard

- Remove a noisy machine
- Cease in-house operations of hazardous work.

Substitute the hazard with a lesser risk

- Replace hazardous electrics with hydraulics
- Purchase less hazardous machinery.

Isolate the hazard

- Install guards, screens or enclosures
- Install roll-over protection on mobile powered plant.

Engineering controls

- Redesign the task, to enable it to be carried out in a different way.

Administrative controls

- Set up entry permits to operate work systems
- Install warning signs or danger tags.

Personal protective equipment

- Safety belts and harnesses, fall-arrest systems
- Industrial safety gloves and footwear.

COVID-19 Safety Plan

Medium Business Template



This template will help you develop a plan for how you will keep your workplace safe during the COVID-19 pandemic. Completing this plan will help you develop control measures to manage the risk of COVID-19.

Consult with your workers as you develop this plan, and communicate the final plan with them.

Review your plan regularly and make changes as necessary.

For more information, see our COVID Safe Workplace Guidelines, Pandemic Plan Advice and other information at worksafe.tas.gov.au/coronavirus

Company details

Business name:	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: DD / MM / YEAR	Name of manager:	Name of worker representative:
Date distributed: DD / MM / YEAR		
Revision date: DD / MM / YEAR		

QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
MANAGING RISKS What will be done to manage risks? What have you done to identify and assess how the disease might spread in your workplace? What controls have you put in place to reduce the risk of entry and spread of the disease? Have you consulted with your workers about ways to control the risks? How will you review your processes to manage risks of COVID-19?	Consider: Conducting a risk assessment, making policy so that unwell people don't come to work, ask for input at team meeting, and reviewing controls when restrictions change	



QUESTIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
CLEANING AND HYGIENE How will you develop and manage your cleaning schedule? How will you make sure that you have enough cleaning and hygiene supplies and that they are the right ones? How will you make sure that your workers know where to find cleaning equipment and how to use it?	Consider: who is doing the cleaning and how frequently you clean regularly touched areas and surfaces, buying cleaning and hand sanitising products	
PHYSICAL DISTANCING How will you keep 1.5 metres between people in your workplace? How will you make sure that there is 4 square metres of space for each person in your workplace? If you cannot meet the 1.5 metre or 4 square metre per person requirements, what will you do to reduce risks?	Consider: moving desks, line markings on the floor, number of people in workplace, other protections you could put in place (wear gloves, shields for staff serving customers etc)	



QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
PROVIDE INFORMATION AND SUPERVISION How will you make sure that your workers understand their obligations to reduce the risks posed by the disease? How will you make sure others entering your workplace understand what they must to do follow the requirements?	Consider: signage to keep 1.5 metres apart, information on how to limit the spread of germs, providing training on cleaning	
RECORD KEEPING (NOT MANDATORY) What could you do to help keep records of people entering your workplace? This will help Public Health to contact trace if a positive case of COVID-19 is found in your workplace.	Consider: keeping records of bookings, client appointments, staff shifts	



QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
RESPONSE TO OUTBREAK What will you do if there is a person in your workplace who has been diagnosed with COVID-19?	Consider: Reviewing your emergency plan, when and how to contact Public Health, how to remove person from workplace safely	
GENERAL How do these changes impact on the risks of the work that you do?	Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management.	



Notes:

Public Health Act 1997

SECTION 15 EXTENSION OF EMERGENCY DECLARATION

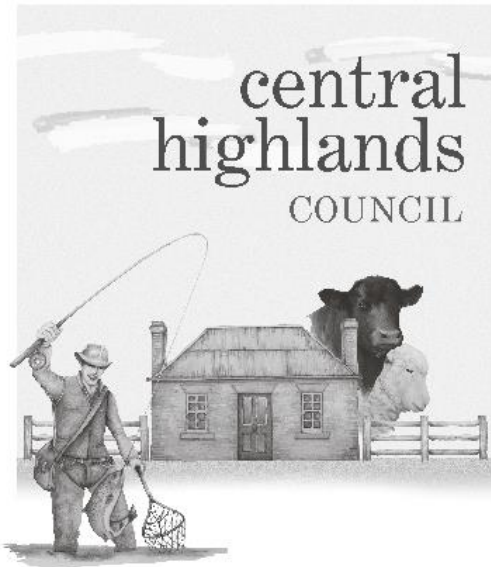
I, MARK VEITCH, the Director of Public Health, in pursuance of section 15(2) of the *Public Health Act 1997* ("the Act"), in order to manage the risk to public health posed by the notifiable disease known as COVID-19 ("the disease"), declare that –

- (a) the public health emergency, declared in respect of the disease under section 14 of the Act on 17 March 2020 ("the emergency declaration") and in effect for a period of 12 weeks by virtue of section 198B of the Act, still exists; and
- (b) the period during which the emergency declaration is in force is extended for a further period of 12 weeks commencing on 8 June 2020.

Dated: 6 June 2020

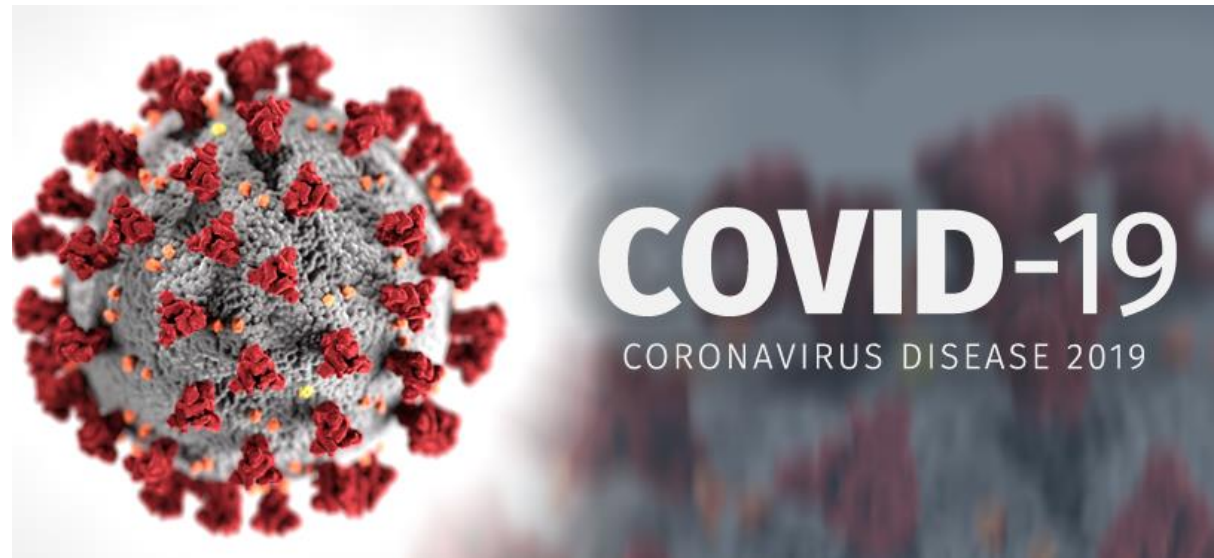
Signed: Mark Veitch

Director of Public Health



SAFETY PLANS CLEANING SCHEDULES

Version 1.3 – updated 5th June 2020



1.3 COVID-19 Safety Plan

Council and Public Access Areas

Unit / Manager

Relevant Scope / Activities

Access to playgrounds, reserves, sporting ovals, parks, public buildings and waste management sites
Council owned public buildings, parks etc.

- Hamilton Council Office;
- Hamilton Depot;
- Bothwell Council Office;
- Bothwell Depot;
- Hamilton Camping Ground;
- Hamilton Hall;
- Hamilton Street Library;
- Bothwell Camping Ground;
- Bothwell Hall;
- Bothwell Recreation Ground;
- Bothwell Football Club and Community Centre;
- Ellendale Hall;
- Ellendale Recreation Ground;
- Great Lake Community Centre;

	<ul style="list-style-type: none"> • Ouse Hall; • Central Highlands Visitor Centre; • Bothwell Swimming Pool; • Other Camping Facility; • Playgrounds across the municipality; • Hamilton Landfill and • Waste Transfer Stations across the municipality
Location	Central Highlands Council playgrounds, reserves, sporting ovals, parks, public buildings and waste management sites across the municipality
Background	Covid-19 restrictions banned entry into playgrounds, reserves, sporting ovals, parks and halls
Triggers for: <ul style="list-style-type: none"> - Re-opening or modifying services - Returning workers to site; or modifying on-site presence 	<ul style="list-style-type: none"> • Risk of virus transmission changed (low number of active cases = reduced risk, increase in active cases or outbreak = increased risk) • Testing criteria expanded and capacity for testing increased • Government has relaxed restrictions (where the function has been subject to a mandated restriction) • Government restrictions able to be adhered to <ul style="list-style-type: none"> - Additional control measures able to be implemented (as required) to minimise the risk of transmission to a tolerable level - Service/function either requires an on-site presence or would benefit from on-site presence

COVID-19 Risks	<p>Gatherings in numbers greater than that prescribed by the Tasmania Government under the provisions of a declaration under the Health Act.</p> <p>Recreational users not observing prescribed social distancing protocols.</p> <p>Group activities in facilities provided by the Central Highlands Council exceeding the groups sizes prescribed and not observing social distancing and hygiene requirements.</p> <p>Contamination of surfaces between bookings or visits by groups.</p>
Interdependence / Third Party Requirements	<p>If risks levels increase in playgrounds, reserves, sporting ovals, parks, public buildings and waste management sites within the municipality a third party risk assessment should be undertaken by an Occupational Hygienist.</p>

Proposed Controls Required to Address COVID-19 Risks

<p>Controls to address risks to the public</p> <ul style="list-style-type: none"> • Limits on the size of groups for bookable spaces in accordance with the prescriptions declared under the order of the Tasmanian Government; • Incorporation of social distancing and hygiene requirements for any bookings through an additional set of conditions and requiring safety and hygiene plans for any group bookings; • Awareness posters for social distancing and hygiene protocols in bookable spaces to be maintained; • Social distancing and hygiene awareness posters to be maintained at sites where gathering is likely to occur. This includes playgrounds, reserves, parks shelters and BBQ facilities; • Cleaning regime as per cleaning schedules; • Monitoring of compliance with breaches reports to Tasmania Police; • Users of Halls to supply safety plan for maintaining social distancing and hygiene requirements, included in Hirer agreement;
--

- Running water in taps for a period of two minutes prior to use in areas to be used; and
- A safety checklist may be required to be filled out, copy attached for reference.

Bothwell Recreation Ground Community Centre Building

The Bothwell Community Centre Building will remain closed as this stage.

If required by a Hirer, the Hirer will need to provide Council with a safety plan; hygiene plan and numbers must be limited to the Governments social distancing requirements.

No sharing of exercise equipment or communal facilities

- Apply personal hygiene measures – hand sanitiser before and after;
- Do not share water bottles or towels;
- Do not attend training if unwell; and
- Only one spectator (i.e. One parent/carer per child)

Get in train and get out, no mingling

- No more than the numbers prescribed by the Tasmania Government under the provisions of a declaration under the Health Act;
- Not more than 1-person p/4sqm;
- Non-contact skills training;
- Kicking, handballing, running, fitness, hand/ball skills and game education;
- Can use skipping ropes, mats, other equipment as required ;
- Stagger training groups;

- Arrive dressed to train;
- Log attendance;
- Briefings in advance;
- Maintain social distance between activities; and
- No unnecessary social gatherings.

Controls to address risks to the workers

- Reading, signing and following the Safe Work Method Statements for offices and works depots;
- Adhere to Safe Work Method Statements;
- Observing social distancing and hygiene protocols;
- Suitable PPE and training to be provided for workers cleaning facilities including Hamilton Landfill and Waste Transfer Stations;
- Continuation of existing controls, such as vehicle cleansing per cleaning schedule;
- Facilities cleaning schedule in place;
- Advice on what to do if unwell and not to attend work;
- Keeping records of visitors attending sites worksites and offices;
- Workers must take reasonable care of their own safety and make sure they don't affect the health and safety of anyone else (such as a co-worker). Workers must also comply with any reasonable work health and safety requirements;
- Safety instructions given by their employer; and
- Advise to download COVID- 19 app.

Other Controls

- Self-regulation; and
- Forward complaints of non-compliance to the Tasmanian Police.

Consultation

In preparing this COVID-19 Safety Plan for Council and public access areas I have consulted with workers within the organisation.

Expected Re-Opening Date		2-4 days after advice from the State Government
Prepared	Bev Armstrong - Environmental Health Officer	Date: 5 June 2020
Endorsed	Lyn Eyles – General Manager	Date: 5 June 2020
Approved	‘Ordinary’ Council Meeting	Date: 16 June 2020

2.0 CLEANING and SAFETY REQUIREMENTS PARKS, PUBLIC BUILDINGS, WASTE TRASFER STATIONS (manned), HAMILTON LANDFILL, CAMPING FACILITIES and CAMPING AREAS COVID-19

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

Routine cleaning and Safety

Parks, Play Equipment and Public Toilets

Signage installed on social distancing requirements and notice that the play equipment in the parks is not sanitised.

Public toilets should be washed down to removes any dirt and sprayed with disinfectant thoroughly, this should be done on a daily basis.

Public toilets should have antiseptic hand washing detergent or sanitising stations at each location.

Social distancing signage and hand washing information should be erected at each site.

Please note that a combined cleaner can be used such as a disinfectant detergent, this would mean only one cleaning would be required by a pressure back park

Bothwell Recreations Ground

The recreations ground can be opened for training purposes only, social distancing must be observed, as per Government requirements and posters should be displayed for this purpose.

Training

Get in train and get out, no mingling

- No more than 20 people;
- Not more than 1-person p/4sqm;
- Non-contact skills training;
- Kicking, handballing, running, fitness, hand/ball skills and game education;
- Can use skipping ropes, mats, other equipment as required;
- Stagger training groups;
- Arrive dressed to train;
- Log attendance;
- Briefings in advance;
- Maintain social distance between activities;
- No unnecessary social gatherings.

The change rooms are too remained closed and not to be used at this time.

Toilets can be opened and should be cleaned daily, using disinfectant.

Public Buildings Halls

All public Buildings Halls open for bookings only.

Bookings can be taken for special events providing that the number do not exceed the Government set gathering numbers.

If the building is required than thorough cleaning should occur to ensure safety prior to use. This would entail cleaning and wiping down of all surfaces. Floors mopped with disinfectant, toilets disinfected, and all kitchen utensils plates, cups, etc. washed in disinfectant detergent.

Posters for social distancing must be displayed.

Hand sanitiser to be used for each person entering the public building and temperature taken for each person entering the building, with signage erected relating to social distancing requirements.

A safety management plan should be obtained from the organiser as to how they will manage the event.

A safety checklist may be required to be filled out prior to use.

Water in taps should be run for two minutes prior to use.

A charge may be required to cover these costs.

Waste Transfer Stations (manned) and Hamilton Landfill

Operators of Waste Transfer Stations should have hand sanitiser and masks available for use. No helping the public with unloading and no access for those outside Council area. Social distancing must be observed. Breach of requirement should be reported to the Police.

Manned offices should be wiped down with disinfectant wipes first thing every day.

No public access to office area.

If handling waste for any reason gloves and face mask should be worn and hands sanitised after work.

Camping Facility and Camping Areas

Camping facility at Hamilton and Dunrobbin will open for use from Friday 5th June 2020 at 3pm.

A maximum of 20 people allowed and social distancing must be observed, public toilets at these locations have hand sanitiser installed and will be cleaned as per the cleaning schedule and signage has been erected for social distancing.

Camping Facility at Bothwell to remain closed. Scheduled to re-open on Monday 15th June 2020.

How do I clean?

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.

3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
5. All **Waste must be double bagged for disposal.**

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturers' instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the [Safe Work Australia SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

Disposal or cleaning of materials and PPE

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

3.0 CLEANING REGIME OFFICES AND WORKDEPOT

COVID-19

Cleaning and disinfection

Cleaning and disinfecting are two different processes:

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

Routine cleaning Offices – Hamilton and Bothwell

Offices should have their surfaces cleaned at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- visibly soiled

- used repeatedly by a number of people, and
- after any spillage.

Dishes and Cultery should be washed in hot water with preferably a disinfectant dishwashing liquid and dried thoroughly.

Areas where the public have access example front entry area should be disinfected daily with spray or wipes. There should be hand sanitiser for each person entering the office area anyone entering the building should have their temperature taken as a precaution.

Social distancing area should be marked on the floor with a visible **X**

Office workers should wear disposable gloves if accepting cash money.

Eftpos machines wiped with disinfectant wipe after each use.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace.

Routine cleaning Works Depot

Office areas should be cleaned the same as the Hamilton and Bothwell Office. Frequently used areas such as toilets, washrooms, should be disinfected daily. No public access should be allowed to the works depot area.

Hand tools should be wiped down with disinfectant wipes before each use.

Vehicles should be wiped down inside before each use and before change of drivers or occupants.

This includes steering wheels, gear/automatic shift, any controls for equipment in the cabin, seats, door handles, radios controls, air conditioning controls, seat adjustments and centre console. Any area that is touched. **Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus.**

How do I clean?

Use the following steps to clean an environment:

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
- All waste must be double bagged for disposal

How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.

- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.

Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

What should I use for routine cleaning?

Hard surfaces

In most circumstances, cleaning with detergent and water is sufficient.

Soft or porous surfaces

For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used.

Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

If soft or porous surfaces require regular cleaning, such as seats in offices, or in vehicles, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces.

What should I use to disinfect?

Hard surfaces

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Soft or porous surfaces

Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturers' instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the [Safe Work Australia SDS page](#).

Do not use different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

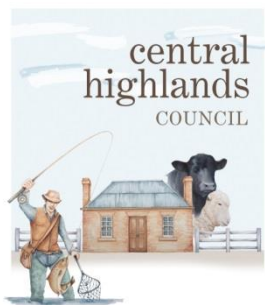
Disposal or cleaning of materials and PPE

Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.



COVID-19 UPDATE STAGE 2 RESTRICTIONS

FROM 3PM ON FRIDAY 5th JUNE 2020

PLEASE FOLLOW ALL SIGNAGE IN COUNCIL AREAS

Camping Facility and Camping areas at Hamilton and Dunrobin will open for use from Friday 5th June at 3pm. Social Distancing must be observed and no more than 20 People.

Public Halls and Community Halls – can only be used if pre-booked. Cleaning will occur prior to use and after use. Social distancing must be observed and a maximum of 20 people if distancing rules can be applied. A Safety Checklist must be completed and submitted with booking. If booking for an event a Safety Plan will be required.

Parks, Reserves and Playgrounds – are open for up to 20 people – social distancing must be observed. The playground equipment is not sanitised.

- *Unwell children should not use the playground equipment or play with other children*
- *Children's hands should be cleaned thoroughly before and after using the equipment."*

Recreation Grounds can be used for up to 20 people, social distancing must be observed. Bookings required and a Safety Plan submitted. The following must be observed and no spectators at this time:

Training

- Get in train and get out, no mingling
- No more than 20 people
- Not more than 1-person p/4sqm
- Non-contact skills training
- Kicking, handballing, running, fitness, hand/ball skills and game education
- Can use skipping ropes, mats, other equipment as required
- Stagger training groups
- Arrive dressed to train
- Log attendance
- Briefings in advance
- Maintain social distance between activities
- No unnecessary social gatherings.

The change rooms are to remain closed and not to be used at this time.

Council Offices remain closed to the public. Scheduled to re-open on Monday 15th June 2020. Staff are still working and are available to serve you by phone and email.

Camping Facility at Bothwell to remain closed. Scheduled to re-open on Monday 15th June 2020.

Bothwell Visitor Centre remains closed.

Shack visits and State wide boating resumes

COVID-19 Safety Plan

Medium Business Template



This template will help you develop a plan for how you will keep your workplace safe during the COVID-19 pandemic. Completing this plan will help you develop control measures to manage the risk of COVID-19.

Consult with your workers as you develop this plan, and communicate the final plan with them.

Review your plan regularly and make changes as necessary.

For more information, see our COVID Safe Workplace Guidelines, Pandemic Plan Advice and other information at worksafe.tas.gov.au/coronavirus

Company details

Business name: Central Highlands Council	Manager approval: Lyn Eyles	Worker representative consultation: Adam Wilson, Jason Branch, Kathy Bradburn, Graham Rogers
Division/group:		
Date completed: 27 / 5 / 2020	Name of manager: Graham Rogers	Name of worker representative: Beverley Armstrong
Date distributed: 27 / 5 / 2020		
Revision date: 31 / 7 / 2020		

QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
MANAGING RISKS	Consider: Conducting a risk assessment, making policy so that unwell people don't come to work, ask for input at team meeting, and reviewing controls when restrictions change	
What will be done to manage risks?	Conducted a Risk Assessment	Development and Environmental Services Manager
What have you done to identify and assess how the disease might spread in your workplace?	A Safe Work Method Statement SWMS has been developed for the works department and the offices.	
What controls have you put in place to reduce the risk of entry and spread of the disease?	Temperature testing Hand Sanitising Hand Washing Masks and gloves made available Distancing protocols in place	General Manager
Have you consulted with your workers about ways to control the risks?	Consulation with workers to explain the requirements Posters on hand washing and social distancing Records of persons visiting the workplace Contractor management	Works Manager
How will you review your processes to manage risks of COVID-19?	Processes reviewed to ensure they are working. Site visits to ascertain that hand sanitisers are being used and social distancing being followed.	



QUESTIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>CLEANING AND HYGIENE</p> <p>How will you develop and manage your cleaning schedule?</p> <p>How will you make sure that you have enough cleaning and hygiene supplies and that they are the right ones?</p> <p>How will you make sure that your workers know where to find cleaning equipment and how to use it?</p>	<p>Consider: who is doing the cleaning and how frequently you clean regularly touched areas and surfaces, buying cleaning and hand sanitising products</p> <p>Cleaning schedule has been developed, monitoring of requirements.</p> <p>The office staff and works depot manager will monitor supplies and order when necessary.</p> <p>All worker informed on where to access hygiene products</p>	<p>Department Managers and Office Staff responsible for ordering supplies.</p>
<p>PHYSICAL DISTANCING</p> <p>How will you keep 1.5 metres between people in your workplace?</p> <p>How will you make sure that there is 4 square metres of space for each person in your workplace?</p> <p>If you cannot meet the 1.5 metre or 4 square metre per person requirements, what will you do to reduce risks?</p>	<p>Consider: moving desks, line markings on the floor, number of people in workplace, other protections you could put in place (wear gloves, shields for staff serving customers etc)</p> <p>Move desks if required.</p> <p>Marking on floor for visitors to the offices.</p> <p>Limit gatherings, tool box meetings to 10 people,</p> <ul style="list-style-type: none"> • All prestart or toolbox meetings are to be conducted outside of crib huts / site offices. • All prestart or toolbox meetings are to be conducted in open aired well ventilated areas. • Maximum of 10 workers in attendance at pre-start at any one time (this includes the facilitator). • Stagger start times to accommodate worksites with greater than 10 workers or hold pre-starts at separate work front locations. • Social separation of workers shall be maintained – min 1.5m exclusion zones. • Hand sanitisers, gloves and face masks to be made available and used. <p>• One person only per light vehicle or work truck.</p> <p>• The General Manager requires two workers to use the one light vehicle (dual cab ute) to under the following tasks: when picking up / dropping off a light vehicle / truck for mechanical repairs; transporting grader drivers to work sites; and undertaking road inspections.</p> <p>Were possible ensure 1.5m of social separation between workers in dual cab ute.</p> <ul style="list-style-type: none"> • Risk assessment to be completed and must include cleaning & hygiene requirements. • Hand sanitisers and anti-bacterial wipes are to be made available and used in all vehicles. • Persons operating vehicles are to ensure that after use the vehicle has been diligent cleaned down with Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus. 	<p>Department Managers Works Manager</p>



QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
PROVIDE INFORMATION AND SUPERVISION How will you make sure that your workers understand their obligations to reduce the risks posed by the disease? How will you make sure others entering your workplace understand what they must to do follow the requirements?	Consider: signage to keep 1.5 metres apart, information on how to limit the spread of germs, providing training on cleaning Training will be provided on the risks and how to mitigate them. Visitors will need to sign the SWMS to show they have read and understand the requirements of social distancing and hygiene requirements.	Department Managers
RECORD KEEPING (NOT MANDATORY) What could you do to help keep records of people entering your workplace? This will help Public Health to contact trace if a positive case of COVID-19 is found in your workplace.	Consider: keeping records of bookings, client appointments, staff shifts Records of those visiting sites, name, date time and who they have been in contact with.	Office front desk reception and works Managers



QUESTION	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
RESPONSE TO OUTBREAK What will you do if there is a person in your workplace who has been diagnosed with COVID-19?	<p>Consider: Reviewing your emergency plan, when and how to contact Public Health, how to remove person from workplace safely</p> <ul style="list-style-type: none">• Workers who have recently been overseas or have been in contact with any known COVID-19 case, do not present yourselves for work.• Any person that presents at a worksite with COVID-19 symptoms must be immediately placed in isolation and provided with a P1 or P2 face mask and is to seek a medical assessment ASAP.• The suspected COVID-19 infected worker must immediately contact the National COVID-19 Hotline (1800 020 080) and follow all advice given by health officials.• Ensure that the worker has transport to their home or to a medical facility.• Managers are to immediately identify all other potentially exposed workers on the jobsite (face masks issued to those workers).• Exposed workers are to be immediately isolated from non-exposed workers.• All potentially exposed workers that have been in contact with the infected worker will be stood down (14 days) and those workers will require a medical clearance certificate to return to pre-incident duties.• Supervisors are to ensure that all common areas / items of equipment potentially exposed to by the suspected infected worker are immediately isolated and diligently cleaned.• Persons engaged to undertake cleaning activities are to ensure that the appropriate PPE (gloves, masks, goggles, body suits) are worn prior to conducting any cleaning task which relate to virus infected exposed areas or items of plant or equipment.	Department Managers
GENERAL How do these changes impact on the risks of the work that you do?	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management.</p> <p>Task will now need to be risk assessed for not only safety but hygiene requirements and social distancing requirements. It may take more time to assess a job but this needs to be taken into account when planning tasks.</p>	

Notes:

At the May 'Ordinary' Council Meeting Council agreed to the following:

Moved: Cllr A Campbell Seconded: Cllr J Poore

THAT in response to the COVID-19 pandemic,

1. Council notes the Cleaning Regime Offices and Works Depot due to COVID-19;
2. Council notes the Cleaning Regime Parks and Public Buildings due to COVID-19;
3. Council agrees to be part of the register for COVID ready window stickers and poster once their COVID-19 Safety Plan is developed and in place. These stickers or posters will provide the Tasmanian community with confidence that Council is prepared to manage and respond to COVID-19;
4. Safety Plan for access to Playgrounds across the municipality, which includes additional signage due to COVID-19, implement and maintain an additional cleaning schedule during the COVID-19 pandemic, and monitor of compliance with breaches reported to Tasmania Police;
5. While developing Council COVID-19 Safety Plans the Development & Environmental Manager and Environmental Health Officer will consider how to manage the risks of a person contracting or spreading COVID-19 in public places within the municipality, develop cleaning schedules for each public area / building, determine the signage requirements and determine how Council should monitor for compliance of COVID-19 to ensure the organisation meets the minimum standards within the new regulations under the Work Health and Safety Act 2012. If risks levels increase in public places within the municipality a third party risk assessment should be undertaken by an Occupational Hygienist.

CARRIED

FOR the Motion:

Mayor L Triffitt, Cllr J Allwright, Cllr A W Bailey, Cllr S Bowden, Cllr A Campbell, Cllr R Cassidy, Cllr J Honner & Cllr J Poore

During the past four weeks the Development & Environmental Manager and Environmental Health Officer have been developing a Council COVID-19 Safety Plan to cover access to playgrounds, reserves, sporting ovals, parks, public buildings and waste management sites, these include the following:

- Hamilton Council Office;
- Hamilton Depot;
- Bothwell Council Office;
- Bothwell Depot;
- Hamilton Camping Ground;
- Hamilton Hall;
- Hamilton Street Library;
- Bothwell Camping Ground;
- Bothwell Hall;
- Bothwell Recreation Ground;
- Bothwell Football Club and Community Centre;
- Ellendale Hall;
- Ellendale Recreation Ground;
- Great Lake Community Centre;
- Ouse Hall;
- Central Highlands Visitor Centre;
- Bothwell Swimming Pool;
- Other Camping Facility;
- Playgrounds across the municipality;
- Hamilton Landfill and
- Waste Transfer Stations across the municipality

While developing Council's COVID-19 Safety Plan the Development & Environmental Manager and Environmental Health Officer have considered how to manage the risks of a person contracting or spreading COVID-19 in public places within the municipality, develop cleaning schedules for each public area / building, determine the signage requirements and determine how Council should monitor for compliance of COVID-19.

Council is a 'Medium-Sized Businesses' within the guidelines of the Tasmanian Government framework for developing COVID-19 Safety Plan. Hence it is proposed that the Manager Team will use the 'Medium-Sized Businesses' template to develop the first draft of the Central Highlands Council Safety Plan.

The COVID-19 Safety Plan provides confidence to the community that Central Highlands Council is reopening in a safe way in accordance with the minimum standards within the new regulations under the Work Health and Safety Act 2012 and Public Health Orders.

Council has registered for COVID ready window stickers and posters. These will be put up once Council approves the Central Highlands Council COVID-19 Safety Plan included in the attachments.

Recommendation for approval at the 16 June 'Ordinary' Council Meeting

THAT in response to the COVID-19 pandemic, Council approves the Central Highlands Council COVID-19 Safety Plan and Cleaning Schedules for access to playgrounds, reserves, sporting ovals, parks, public buildings and waste management sites across the municipality, which includes additional signage due to COVID-19, implement and maintain an additional cleaning schedule during the COVID-19 pandemic, and monitor of compliance with breaches reported to Tasmania Police.



Policy No. 2020 - 58

Commercial Addendum to Financial Hardship Assistance Model Policy

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 1 of 15

Document Control

Policy Name	Commercial Addendum to Financial Hardship Assistance Model Policy
First issued/approved	16 June 2020
Source of approval/authority	Council Meeting
Last reviewed	
Next review date	30 June 2021
Version number	1.0
Responsible Officer	General Manager
Department responsible for policy development	Corporate & Financial Services
Strategic Plan reference	
Related policies	<ul style="list-style-type: none">• <i>Local Government Act 1993</i>, Part 9 – Rates and Charges• Rates and Charges Policy
Publication of policy	www.centralhighlands.tas.gov.au

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 2 of 15

Contents

1	Introduction.....	4
1.1	Purpose	4
1.2	Scope.....	4
1.3	Principles.....	4
1.4	Related Policies and Legislation.....	5
2	Addendum	5
2.1	How Council Can Help.....	5
2.2	Options for Implementation	5
2.2.1	Hardship Lens to All	5
2.2.2	Scale of Rates Relief	6
3	Applications	6
3.1	Applying for Commercial Financial Hardship Assistance	6

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 3 of 15

1 Introduction

1.1 Purpose

The Financial Hardship Assistance Policy ('Hardship Policy') enables Council to assist community members who are suffering financial hardship by providing an appropriate level of relief from Local Government rates.

An Addendum to the Hardship Policy has been provided to achieve a consistent approach to rates assistance for commercial operators across the municipality.

This Addendum is intended to be supplementary to any other public benefit concessions policy or any other economic relief measure that Council may implement.

1.2 Scope

The Commercial Addendum applies to commercial/business ratepayers within the Valuer General land use code – 'Commercial' who are experiencing hardship due to the loss of operating revenue or reduced disposable income..

It is not intended to be used to maintain financial positions for those who do not need it and are not genuinely impacted by serious financial hardship.

1.3 Principles

The principles, as outlined in the Hardship Policy are:

- (1) Consistent, equitable and respectful treatment of all residents and ratepayers that is sensitive to their specific circumstances.
- (2) Maintaining Council's ability to provide essential services to our community through appropriately applied rating.
- (3) Assisting ratepayers who are suffering serious financial hardship, so that they may overcome these circumstances and return to financial stability and contributing equitably to local services.
- (4) Ensuring that those able to contribute to local services continue to do so.
- (5) Minimising the opportunity for misuse, exploitation or fraud by ensuring decisions made to provide special relief or assistance are supported by sufficient evidence.
- (6) Maintaining confidentiality and privacy of applicants and ratepayers, their applications and any information provided.

One additional principle applies to this Commercial Addendum. That is, the principle of proportionality – namely, that any agreed arrangements will take into account both individual and community wide circumstances (such as the COVID-19 pandemic) on commercial ratepayers, with specific regard to their revenue, expenses, and profitability.

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 4 of 15

1.4 Related Policies and Legislation

- This Addendum relates to and depends on other Council policies, as well as Tasmanian Government legislation, including:
- Local Government Act 1993, Part 9 – Rates and Charges¹, particularly:
- Section 86A – General principles in relation to making or varying rates
- Sections 125-127 – Postponement of payment
- Section 128 – Late payments
 - Section 129 – Remission of rates
- *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*
- *COVID-19 Disease Emergency (Commercial Leases Code) Act 2020*
- Rates and Charges Policy (pursuant to section 86B of the *Local Government Act 1993*).

2 Addendum

2.1 How Council Can Help

The Local Government Act 1993 provides Council with three methods of rate relief:

1. Postponing rate payments (sections 125-127);
2. Remission of late payment penalties or interest (section 128); and
3. Remission of rates (section 129).

Remission of any rates is reserved only for the most serious and exceptional of financial hardship cases. Even in these cases, deferral of rate payments must be applied for and granted first, before an application for rates remission can be considered – see the Hardship Policy for further information.

2.2 Options for Implementation

The Hardship Policy and Addendum were developed and implemented in response to the 2020 COVID-19 pandemic. The circumstances surrounding the pandemic were unprecedented. However, serious hardship can occur at any time.

With this in mind, Council may choose any one or more of the following approaches (i.e. relief by rates category, a hardship lens to all, and/or scale of rates relief) in providing commercial rates relief (i.e. deferral arrangements and remissions).

2.2.1 Hardship Lens to All

Providing assistance to commercial ratepayers who are able to supply evidence of financial hardship.

Evidence may include, for example, one or more of the following:

- Details of closure - including Government enforced closure as a requirement of COVID-19;
- Tenant correspondence requesting relief (if applicable);

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 5 of 15

- Accountant Statement;
- Statutory Declaration; and
- Other documentation demonstrating that your business is experiencing financial hardship.

All arrangements to support businesses will be proportionate to the evidence of hardship provided.

Businesses eligible for the JobKeeper Program will automatically be treated as experiencing genuine financial hardship.

2.2.2 Scale of Rates Relief

The following sets out an eligibility scale of rates relief measures based on a business's loss of revenue (due to COVID-19).

Council will apply the following to businesses experiencing loss of revenue (compared to the same period in the previous year):

- Between 75-100% - a rates waiver;
- Between 50-75% - a rates deferral, negotiated payment terms and/or waiver of penalty and interest charges;
- Between 30-50% - negotiated payment terms and/or waiver of penalty and interest charges;
- Between 0-30% - would prima facie receive no benefit unless they show individual cause¹.

The value of any waiver will be capped at \$1000.

3 Applications

3.1 Applying for Commercial Financial Hardship Assistance

To seek Commercial financial hardship assistance from Council, an application must be made in writing, addressed to the General Manager, and submitted as follows:

- Submitted via online form at: <http://centralhighlands.tas.gov.au/>
- Emailed to Council@Centralhighlands.tas.gov.au; or
- Mailed to PO Box 20, Hamilton TAS 7140.

Applications must:

- Demonstrate and provide evidence for financial hardship and circumstances;
- Describe the type of assistance sought, being:
 - Postponing rate payments (a deferral arrangement);
 - Remission of late payment penalties or interest; and/or
 - Remission of rates (in the most serious and exceptional of financial hardship cases);
- Address the requirements of the relevant subsections of the Hardship Policy (e.g. How Council Can Help – deferral with the intention of remission).

¹ Aligned with the JobKeeper Program

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 6 of 15

See Policy No. 2020 – 57 Financial Hardship Assistance Model Policy for information on the assessment of applications.

If Councillors have any questions or concerns the General Manager will refer the questions to the Chief Executive Officer from the Local Government Association of Tasmania.

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 7 of 15



Application for Financial Hardship Assistance

If you are a Central Highlands Council ratepayer, you may be eligible for hardship assistance in the payment of overdue rates and charges where you are experiencing genuine and serious financial hardship due to the COVID-19 Pandemic.

Ratepayers and tenants are encouraged to apply for assistance as soon as possible.

Applicant Information

This application is to apply the following concession(s) on the basis of financial hardship (**please select at least one**):

- ☐ Postponing rate payments (extension of time);
- ☐ Waiver of late payment penalties or interest for the period of financial hardship; or
- ☐ Rates remission.

Remission of any rates is reserved only for the most serious and exceptional of financial hardship cases. Even in these cases, deferral of rate payments must be applied for and granted first, before an application for rates remission can be considered.

If you are applying for assistance for more than one property you must complete an application for each property, as the nature, type and ownership of each may differ.

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 8 of 15

The following questions are designed to provide the Council with as much information as possible to assist in the application assessment process.

**Name of the Property
Owner(s):**

Name of Applicant:

Please tell us why you are applying for hardship assistance:

Are you the owner of the property?

Yes ☐

No ☐

For what type of property are you applying?

Residential ☐

Commercial ☐

Is the property a rental property?

Yes ☐

No ☐

Rateable Property Details (information as it appears on your rates notice):

Account Number

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 9 of 15

Street Address

Suburb Postcode

Please provide details of how we can contact you:

Name

Phone number

Email address

For Residential Property Applications ONLY:

Current Weekly Income Details:

Pension or other government benefit (complete details below)	\$ <input type="text"/>
Compensation/Superannuation/Insurance or Retirement income	\$ <input type="text"/>
Spouse or partners income (if applicable)	\$ <input type="text"/>
Other income (rental income, child support)	\$ <input type="text"/>
Interest from banks and financial institutions	\$ <input type="text"/>
Total weekly income	\$ <input type="text"/>

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 10 of 15

Pension/Benefit details (if applicable):

Type of Pension/Benefit

DVA or CRN Number

Date of Issue

Expiry

Do you have a current pensioner remission on your rates?

Yes ☐No ☐**Current Weekly Expenses:**

Mortgage(s)

Other loans/credit cards

Utilities

Insurance(s)

Other living expenses

Total weekly expenses

Please attach documentary evidence to assist us to review and assess your hardship application
(noting that as much supporting documentation as possible should be provided).

☐ Evidence of you qualifying for Job Seekers support.☐ Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.☐ A statutory declaration from an independent professional, familiar with your circumstances.☐ Notice of impending legal action.

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 11 of 15

- ☐ Employer notice of redundancy or termination of employment.
- ☐ Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities.
- ☐ Accountant or bank statements and notices.
- ☐ Overdue medical bills.
- ☐ Letter from doctor verifying inability to earn an income due to illness or carer responsibilities.
- ☐ Funeral expenses.
- ☐ Final notice from school regarding payment of mandatory fees.
- ☐ Repossession notice of essential items, like a car or motorcycle.
- ☐ Other documentation demonstrating that you are experiencing financial hardship (please describe below):

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 12 of 15

For Commerical Property Applications ONLY:

Company Name:

Who is currently paying rates for this property?

Please attach documentary evidence to assist us to review and assess your hardship application
(noting that as much supporting documentation as possible should be provided).

- ☐ Evidence of your business qualifying for the JobKeeper support package – this alone will qualify as evidence of experiencing genuine financial hardship.
- ☐ Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.
- ☐ Accountant or bank statements and notices.
- ☐ Details of closure - including Government enforced closure as a requirement of COVID-19.
- ☐ Tenant correspondence requesting relief (if applicable).
- ☐ Commerical and leasing arrangements as a direct result of the COVID-19 pandemic;
- ☐ A statutory declaration from an independent professional, familiar with your circumstances.
- ☐ Notice of impending legal action.

Please describe and provide other documentation demonstrating the quantum of revenue lost (compared to the same period in the previous year):

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 13 of 15

Submission and Assessment

Please make sure your application and documentary evidence is addressed to the General Manager, and submitted as follows:

- Emailed to council@centralhighlands.tas.gov.au ; or
- Mailed to PO Box 20, Hamilton TAS 7140.

Please use the title '**Hardship Assistance Application**' to assist our staff to identify your application quickly. We will be in contact with you as soon as possible to acknowledge your application and provide advice regarding the assessment process. If you have any enquiries or need assistance completing your application, please contact the General Manager.

Declaration and signature

I confirm that the information provided within this Application for Financial Hardship is accurate, and there have been no misrepresentations or omissions of fact that would otherwise influence the review and decision of Central Highlands Council.

Signature _____

Name _____

Date _____

Personal Information Protection Statement

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 14 of 15

The personal information that Council is collecting from you is deemed personal information for the purposes of the *Personal Information Protection Act 2004*. The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, Council may be unable to process your application or request.

You may make application for access or amendment to your personal information held by the Council. Enquiries concerning this matter can be addressed to the General Manager.

Document:	Start Date: 16 June 2020	Page Reference:
Commercial Addendum to Financial Hardship Assistance Model Policy	Review Date: 30 June 2021	Page 15 of 15

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

1. Environment & Public Health

1.1	Unsafe erection/use of temporary structure	Temporary structures need to be erected securely to protect the public	3	2	6	Inspect temporary structures and develop form to sign off on inspection	2	Mgr. DES	15/06/12	Consultant Engineer / Building Surveyor engaged to under take inspections
1.2	Unsafe permanent council structures	Risk to public using structure	1	4	4	Regular visual inspections and Form 46 Inspections	4	Mgr. DES	15/06/12	Inspection conducted annually & Form 56 issued
1.3	Poor food handling, storage & hygiene	cross contamination of food leading to food poisoning	3	4	12	Food licence to be issued annually to ensure food handling techniques and storage have been inspected and are sufficient	4	Mgr. DES, EHO	15/06/12	Food Premises inspection in accordance with Risk Category by EHO
1.3.1			3	4	12	Regular inspections of food premises and food stalls	6	Mgr. DES, EHO	15/06/12	EHO's discretion
1.3.2			3	4	12	Food Handlers courses to be conducted Food safety training, online	2	Mgr. DES, EHO	15/06/12	Online Food Handlers Course being introduced. I'm Alert - Online Food Safety Training now available on Council's Website
1.4	Hazardous activities	The risk that highly hazardous operations are conducted without observing necessary safe operating procedures	3	5	15	Ensure employees have received training in hazardous materials and that a qualified person is responsible for ensuring staff carry out work in a safe manner	4	Mgr. W&S	15/06/12	Relevant employees have undertaken Chem Cert training.
1.4.1	Hazardous activities Bothwell Swimming Pool	The risk that hydrochloric acid could be mixed with chlorine during the dosing operating process at the Bothwell Swimming Pool	3	5	15	Develop a safe operating procedure for the task, develop a SWMS, ensure employees have received training in the safe operating procedure for dosing the swimming pool and that a qualified person is responsible for ensuring staff carry out work in a safe manner	4	Mgr. W&S	20/02/18	Developed a SOP, SWMS and employees that undertake the dosing of the swimming pool chlorine have undertaken training and signed the SWMS.
1.5	Dangerous dog or animal at large	Could cause injury/death to humans or other animals	3	4	12	Ensure Council's animal control officer is trained to deal with dangerous animals and responds quickly. Enlist help of RSPCA and/or police where necessary	8	Mgr. DES	15/06/12	Continual Training for Officer. Response time guided by severity of case
1.6	Unhygienic toilets	Unclean toilets can pass on disease and be bad for Council's reputation	1	3	3	Regular inspections and cleaning of public conveniences and undertake any repairs asap when required	2	Mgr. W&S	15/06/12	Bothwell toilets cleaned daily and others 3 times per week
1.7	Unsafe water supplies	Non-potable supply with chemical/bacteriological contamination	2	4	8	Ensure effective treatment and management is undertaken of non potable water, regular inspections of water source and storage. Issue of Private Water Licence with appropriate conditions. EPN may be required to ensure proper compliance with legislation.	4	Mgr. DES, EHO	15/06/12	All Private Water Sources are inspected and licenced annually. Licences conditioned & testing results forwarded to Council
1.8	Untreated sewage in stormwater system or wastewater laying on the ground	Exposure of harmful bacteria & viruses to the community	4	4	16	Effective assessments and designs for improved treatment of sewerage when problem identified. Issue of correction orders for existing systems not complying, inspections and advice.	4	Mgr. DES, EHO	15/06/12	Notice or Order Issued for compliance of systems
1.9	Waste Transfer station and Hamilton Landfill	injury to employees or public through housekeeping	2	5	10	Caretaker to ensure all waste is located in the appropriate place and DES Manager and or EHO to do random checks. Compliance with Contract & Policies	4	Mgr. DES	15/06/12	Random Inspections Undertaken

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

1.10	Creating environmental Harm, breaches and disasters.	Environmental concerns, breaches, disasters, accidents and incidents through the failure to recognise risks to the environment or failure to comply with relevant Legislation, Acts, Regulations, Codes of Conduct, Standards, Industry Best Practices, etc.	3	5	15	Has each job been reviewed in order to minimise exposure to risks in damaging the environment? Legislation checks for compliance with environmental requirements, regulations and codes. Keep abreast of any legislations updates. Take into account social and economic issues that may arise. Adherence to any EPN,s issued to Council e.g. Hamilton Landfill and Quarry.	4	DGM, All Mgrs.	13/05/13	W & S Manager - yes through Safe Work Methods & Training
1.10.1			3	5	15	Are all environmental risks considered and documented, including: - Habitat - Flora and Fauna? Endangered species? - Aboriginal sites? - Heritage sites? - Air pollution? Land pollution? Permits, licences, permissions? Contaminated sites? Transport of noxious weeds, etc.? Asbestos? Use of chemicals Controlled Substances - Storage, disposals, records of use, compatibility of chemicals, etc.? - Recycling or disposal of refuse - Council and Public refuse? - Environmental hazards to employees e.g. snakes, spiders, weather conditions, working conditions, etc.	5	DGM, All Mgrs.	13/05/13	W & S Manager - yes where applicable

2. Planning and Permits										
2.1	Incorrect planning/building advice	inaccurate advice provided by staff over the counter or through telephone	3	2	6	Ensure that advice given is correct, information should be sought from the appropriate Council Officer.	4	Mgr. DES	15/06/12	Counter & Telephone Enquires & Advice Form used to record advice given
2.2	Planning permit conditions	approved planning permit conditions not matching the conditions on the issued planning permit	2	4	8	Procedures in place to ensure that permit conditions are checked by 2 different officers	2	Mgr. DES	15/06/12	Checked by Senior Admin & Manager
2.2.1			2	4	8	A sign off document should be developed to record this check for audit purposes	2	Mgr. DES	15/06/12	Checklist used
2.3	Illegal buildings (dwellings & outbuildings) in municipality	buildings may not have building permits issued	3	4	12	When undertaking building inspections, check other blgs in vicinity to ensure permits have been issued	4	Mgr. DES	15/06/12	Regular Area Inspections
2.4	Planning permit timeframes	May allow development applications to be appealed if statutory timeframes not adhered to	1	4	4	Ensure that statutory timeframes for processing development applications are documented and adhered to by use of a checklist	4	Mgr. DES	15/06/12	RegApp System used to monitor timeframe

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

3. Council Facilities and General Operations										
3.1	Unsafe Council Facilities / Public Buildings (e.g. Halls)	Insufficient money allocated in Budget to carry out maintenance.	1	2	2	Ensure funds are allocated in Budget.		DGM, Mgr. DES, Mgr. W&S	13/05/13	Inspection undertaken. Works Program. Funds allocated in budget every year.
3.1.1		Insufficient maintenance work. Building becomes unsafe to Public.	3	4	12	Annual Maintenance Procedures in place.		DGM, Mgr. DES, Mgr. W&S	13/05/13	Inspection conducted annually
3.1.2		No inspections. Risk to Council and Public.	1	4	4	Annual Form 46 carried out in accordance with the Building Act.		DGM, Mgr. DES	13/05/13	Inspection conducted annually
3.2	Showers not working in camping facilities	May result in burns to users, or people unable to shower	2	2	4	Regular inspections and cleaning of showers to ensure they are working properly	4	Mgr. W&S	13/05/13	Cleaning at Bothwell daily and all other punlic conveniences 3 times a week
3.3	Insufficient softfall in parks	May result in injuries to children	3	2	6	Conduct and document monthly inspections to ensure sufficient softfall is present around the play equipment	4	Mgr. W&S	15/06/12	Monthly inspections carried out. Softfall replaced when necessary
3.4	Play Equipment	Broken/missing parts may cause injuries	3	3	9	Monthly checklist of inspections for all parks	4	Mgr. W&S	15/06/12	Check list available
3.5	Swimming Pool Recreational Waters	Insufficient signage can result in injury to swimmers e.g. pool depths signs, no diving signs , no swimming signs, etc.	1	2	2	Ensure signage at pool is as per Royal Lifesaving Society Guidelines by reviewing prior to each pool season Ensure no swimming signs installed where recreational swimming is prohibited.	2	Mgr. DES	15/06/12	Reviewed by DES prior to each pool season & updated if required
3.5.1		Pump failures which result in pool closure, loss of income and expense to repair/replace.	3	2	6	Daily checks on pumps.	2	Mgr. DES, Mgr. W&S	15/06/12	Minotored through Daily Log Sheets submitted by Pool Attendant
3.5.2		Water imbalance. Health risk to public and operators. Pool closure. Unsafe water quality in recreational water - health risk to public.	2	2	4	Water quality testing to be undertaken 4 times a day and recorded on daily log sheet. Laboratory testing of pool water and recreational waters to ensure compliance with legislation for recreational requirements.	2	Mgr. DES, Mgr. W&S	15/06/12	Monitoring of Daily Log Sheet to ensure complainece. Lab testing undertaken 4 times throughout season.
3.5.3		Wet floors in showers. Slip and fall hazard.	3	3	9	Daily inspections.	2	Mgr. DES, Mgr. W&S	15/06/12	Monitored and recorded on Daily Log Sheets + signs
3.5.4		Blocked WC. Health risk to public.	2	2	4	Daily inspections.	2	Mgr. DES, Mgr. W&S	15/06/12	Monitored and recorded on Daily Log Sheets & DES Office notified if action required
3.6	Trees on Council property	Falling limbs or trees can cause injury	1	5	5	Proactive inspection of trees on council owned land	5	Mgr. W&S	15/06/12	Caried out as part of normal works in towns and road inspections
3.6.1			1	5	5	Removal of dangerous limbs where required	4	Mgr. W&S	15/06/12	Carried oaut when identified
3.7	Damage to Headstones	Damage occurring as a result of mowing or whipper snipping resulting in a financial loss to Council	1	2	2	Instruct employees on appropriate methods to avoid contact with headstones	1	Mgr. W&S	15/06/12	Relevant employees have been instructed in appropriate methods - spraying around headstones to commence in 2015

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
3.8	Machinery Breakdown/Sabotage	Downtime through machinery breakdowns or sabotage has a financial effect on Council finances	3	2	6	Ensure that regular servicing and maintenance of machines is undertaken.	2	Mgr. W&S	15/06/12	Vehicle pre start checklists by operators - faults notified to W & S Manager
3.8.1			3	2	6	Ensure security of machines by either locking in council depots or when away from depots machine is left in a neighbouring property	4	Mgr. W&S	15/06/12	Depots are locked. Machines left on occupied premises if out on jobs
3.9	Injuries to property or people from Council mowers	Pedestrians or property may be hit by rocks etc. from Council mowers	3	3	9	Ensure all mowers have guards etc. to minimise instances of rocks being ejected from mowers and staff are aware of pedestrians and property in the vicinity	6	Mgr. W&S	15/06/12	All guards in place - staff ensure don't mow close to vehicles, pedestrians or buildings
3.10	Illegal access to Waste Transfer Sites, Landfill site.	Could result in damage to Council Property or an injury to person entering illegally	4	3	12	Ensure that all sites are fenced and all sites are locked when not open to the public	4	Mgr. DES	15/06/12	All sites are locked and fenced
3.11	Damage to ratepayer property by weedspraying	Weedspray may make contact with private gardens, lawns or shrubbery etc.	2	2	4	Ensure that employees weedspraying take into account weather conditions, wind direction etc. to prevent the spray making contact with private property Keep records as required by legislation on weed type and spray used.	2	Mgr. W&S	15/06/12	Safe operating procedures training given to operators and signs are erected
3.12	skin contact or inhaling of chemicals while weedspraying	Untrained employees may be at risk from inhaling or skin contact while weedspraying	3	3	9	Ensure only accredited employees undertake weedspraying and that PPE is worn	4	Mgr. W&S	15/06/12	Only accredited employees can actually weedspray and PPE is worn
3.13	Theft of Council equipment/supplies	Financial loss may occur as a result of theft	3	3	9	Ensure that Council's sheds are locked each night	2	Mgr. W&S	15/06/12	All sheds are locked each night
3.13.1			3	3	9	Undertake regular inventory counts	2	DGM, Mgr. W&S	15/06/12	Undertaken by W & S Manager
3.14	Blocked Drains and culverts	Drains and culverts that become blocked can cause damage to Council assets or to private property	4	4	16	Ensure that drains and culverts are regularly inspected and cleaned to prevent blockage and subsequent damage occurring during heavy rains to Council roads/assets or adjacent properties	4	Mgr. W&S	15/06/12	Drains cleaned regularly with backhoe and town kerbs & channels swept regularly
3.15	Danger to employees whilst performing duties	Employees could be injured undertaking municipal works - working at heights, manual handling, working in and around traffic, weather conditions	3	4	12	Ensure SOP provided for each task Employees have sufficient safety training for the task. Council has an overall Health and Safety Plan	6	DGM, All Mgrs.	15/06/12	Safe Work Method Statements available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.16	Dangerous dog or animal at large	Could cause injury/death to humans or other animals	3	4	12	Ensure Council's animal control officer is trained to deal with dangerous animals and responds quickly. Enlist help of RSPCA and/or police where necessary	8	Mgr. DES	15/06/12	Continual Training for Officer & update equipment if necessary
3.17	Unhygienic toilets	Unclean toilets can pass on disease and be bad for Council's reputation	1	3	3	Regular inspections and cleaning of public conveniences and undertake any repairs asap when required	2	Mgr. W&S	15/06/12	Toilets inspected regularly as part of cleaning
3.18	Unsafe water supplies	Non-potable supply with chemical/bacteriological contamination	2	4	8	Ensure effective treatment and management is undertaken of non potable water See EHO requirement	4	Mgr. DES, EHO	15/06/12	All Private Water Sources are Licenced, conditioned & inspected yearly. Signage if necessary
3.19	Untreated sewage in stormwater system or laying on the ground	Exposure of harmful bacteria & viruses to the community	4	4	16	Effective assessments and designs for improved treatment of sewerage when problem identified See EHO requirement	4	Mgr. DES, EHO	15/06/12	Notice or Order Issued for compliance of systems & inspection of repairs

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

3.20	Using electrical equipment	Risk of electrocution using equipment	2	5	10	Create a register and test & tag all electrical equipment and have circuit breakers installed	4	DGM, All Mgrs.	15/06/12	All electrical devices are tested and tagged annually with certificate provided by contractor - done . Next inspection due August 2017
3.21	Driving on municipal roads with corrugation and potholes	risk of damage to vehicular traffic or accidents	4	2	8	Ensure that potholes are regularly filled in and roads are graded where necessary	4	Mgr. W&S	15/06/12	done as part of regular road maintenace
3.22	Using earthworking machines within municipal area	Risk of injury to employees and members of the public	3	4	12	Secure works area with appropriate traffic management and perimeter fencing and operator to be licenced.	4	Mgr. W&S	15/06/12	Traffic management used, signs used, operators licenced, fencing only where applicable
3.23	Damaged footpaths in municipal area	risk of fall and injury to pedestrians	3	3	9	regular maintenance to footpaths and monthly documented council inspections	2	Mgr. W&S	15/06/12	Changed to quarterly by W & S Manager
3.24	Sporting events on municipal grounds	risk of injury due to ground surface	3	4	12	conduct and record monthly inspections	4	Mgr. W&S	15/06/12	Bothwell and Hamilton Undertaken quarterly by W & S Manager

4. Corporate										
4.1	Asset Values	failure to maintain real value of council assets	3	4	12	Ensure that a Long Term Financial Asset Plan is introduced to allocate funding to renewal of assets	6	DGM	15/06/12	Long term Asset management Plan updated August 2015 - to be review by Audit panel Dec 2015 & then submitted to Council - adopted by Council 19 Jan 2016. Reviewed & Adopted Feb 2017
4.2	Internal Protocols	Failure to develop and implement necessary management protocols e.g.. policies, procedures, standards and codes with a resultant breach causing a loss	3	4	12	Ensure that Council's Audit committees review and develop documents necessary to ensure that operations are handled efficiently and within audit requirements	6	DGM, Audit Committee	15/06/12	
4.3	Records Management	Failure to adequately record, save, store and dispose of records as required by legislation	3	4	12	Provision of archive training for records officer and internal training to administration staff on saving of records	4	DGM	15/06/12	Training undertaken by Casey Bryant from Archives Office. Records management training provided to relevant staff. Katrina has organised archive trainingfor July 2017
4.4	Investments	Downturn in returns from investments	3	2	6	Review of Investments and terms to be undertaken to get the best returns for Council within its investment policy	2	DGM, Audit Committee	15/06/12	Investments reviewed upon maturity & reinvested at the best rate of return for Council by Sharee Nichols.
4.5	Breakdown of financial monitoring and audit systems	Change in personnel, software or hardware results in a significant weakening of the internal control/framework.	3	4	12	Develop an internal control procedure to ensure that financial monitoring is adequately resourced to enhance the security of financial information	6	DGM, Audit Committee	15/06/12	
4.6	Workplace Health & Safety	Non-compliance of WHS and Workplace safety legislation can result in fines being received	3	5	15	Ensure that Managers receive training in legislative requirements and that Council provides funding to implement all safety measures	9	DGM, All Mgrs.	15/06/12	Training previously undertaken

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
4.7	Workplace Health & Safety	Non compliance with WHS and Workplace safety legislation can result in injury/death to employees	3	5	15	Ensure that Managers and employees are aware of legislative requirements and employees obligations for a safe work place	9	DGM, All Mgrs.	15/06/12	Through policy and W & S toolbox meetings & training
4.8	Duty of Care	Failure to provide a duty of care by Council to employees and contractors	2	2	4	Managers to ensure that they have read the OH&S legislation and understand their obligations.	2	DGM, All Mgrs.	15/06/12	Yes W & S & DES Managers
4.9	Duty of Care	Failure to provide required accident response capability including first aid, medical attention and welfare support to staff	2	4	8	Provide first aid training to all staff and ensure emergency contact details for doctors and ambulance are well displayed.	4	DGM, All Mgrs.	15/06/12	Staff have undertaken first aid training. Defibulator purchase for both Bothwell and Hamilton. Refresher Courses undertaken when required
4.10	Annual audits	Failure to improve financial position from the Auditor General's viewpoint	3	3	9	Develop a Long Term Financial Plan to address deficiencies in Council's financial position	4	DGM, Audit Committee	15/06/12	Financial Plan has been adopted and is being updated to reflect the reviewed LTAM Plan- LT Financial Plan and Strategy updated and adopted 17/5/16. Reviewed and adopted Feb 2017
4.11	Emergency Management	Council's capacity to respond to emergencies within the CHC area e.g. fire	2	5	10	Ensure that Council's emergency Management Co-ordinator and Deputy Co-ordinator have the necessary training to carry out their duties under the Central Highlands Emergency Management Plan	6	Mgr. DES, All Mgrs.	15/06/12	Councils Emergency management Coordinator has had training and Deputy Coordinator advises he has had some. EMP reviewed April 2016 and adopted in 2017. Monthly meetings conducted SRMCC.
4.12	Insurance	Under insuring council assets could result in a financial loss to Council	2	4	8	Ensure that an annual review of Council's insurable assets, including roads and bridges, motor vehicles, buildings, plant, tools and equipment, etc. is undertaken to ensure all relevant assets are insured.	4	DGM	15/06/12	An annual review was undertaken May/June 2015 by DGM, DES Manager and W&S Manager - Schedules kept updated by S Nichols
4.13	Loss of data from server	Potential loss of data saved on it server	3	5	15	Daily backup and weekly backup of server with backups being recorded	5	DGM	15/06/12	Daily & Weekly backups are undertaken - server in records room does backups automatically
4.14	Fraud	funds being embezzled by council employee	1	5	5	Segregation of duties and keep good documentation	3	DGM	15/06/12	Duties are segregated as much as possible for a small office and number of staff
4.15	Incorrect Creditor payments	Incorrect authorisations may result in incorrect accounts being paid to creditors	4	4	16	Develop a procedure for accounts payable authorisation and payment	4	DGM	15/06/12	Draft Purchasing and Payments Control Policy to Audit panel 8/6/16. Policy adopted by Council 21.6.16
4.16	Slow Recovery of Debts	Debt collections are not followed up in a timely manner which can result in bad debts or loss of interest to Council	3	3	9	Outstanding Debtors to be followed up after 30 days	4	DGM	15/06/12	All Debtors followed up - where necessary accounts submitted to collection agency
4.17	Loss of Interest	Interest may be lost if funds are not transferred to term deposits	2	1	2	Follow Council's policy to maximise interest receipts	1	DGM	15/06/12	See 4.4

5. Legislation

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

5.1	Compliance with legislated requirements	Failure to identify and comply with all Legislation, Acts and Regulations.	4	3	12	Nominate an employee who will be responsible for identifying all applicable Legislation, Acts and Regulations.	2	DGM	13/05/13	All managers aare to ensure they are up to date with legislative changes for their area.
5.1.1			4	3	12	This employee will also be responsible for identifying all changes and amendments to Legislation, Acts and Regulations.	2	DGM	13/05/13	Updated copies of all State legislation available from www.thelaw.tas.gov.au
5.1.2			4	3	12	A master copy is to be held in the Hamilton Office. Extracts are to be forwarded to relevant responsible Managers for action as appropriate.	2	DGM	13/05/13	See Above
5.1.3			4	3	12	To assist in this process, a service facility may be utilised.	2	DGM	13/05/13	

6. Safety Data Sheets (SDS)										
6.1	Accidents, incidents occurring due to lack of knowledge of goods and materials.	Accidents, incidents occurring due to lack of knowledge as to the appropriate use, storage, comp ability, toxicity, disposal, chemical composition and nature of goods and materials.	4	3	12	Ensure that SDS are available for all goods and materials in use, storage or on order for the Council.	2	DGM	13/05/13	W & S Manager advised all SDS are available
6.1.1			4	3	12	A master copy of SDS' should be retained in central offices, with a copy to be stored with the goods and materials.	2	DGM	13/05/13	Master copy in both works depot
6.1.2			4	3	12	Ensure that all users are made aware of the correct use, restrictions and applicable first aid techniques applicable to all goods and materials in use, storage or on order for the Council.	2	DGM	13/05/13	contained within relevant SDS
6.1.3			4	3	12	Ensure that Council is a member of (and utilises the services of) Chemwatch or a similar organisation where SDS' and other relevant information is readily available.	2	DGM	13/05/13	
6.1.4			4	3	12	Ensure that when new goods and materials are purchased that SDS' are requested as part of the purchase process.	2	DGM	13/05/13	W & S Manager obtains these at time of purchase

7. Fire Precautions										
7.1	Loss or destruction to Council property/assets through fire.	Loss or destruction to Council property/assets through a lack of adequate fire precaution measures.	4	3	12	Ensure that Fire Wardens and a Chief Fire Warden have been appointed, trained and provided with required PPE/uniforms.	9	DGM, All Mgrs.	13/05/13	Employees have undertaken fire training

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

7.1.1			4	3	12	Ensure that fire drills are conducted regularly - at least annually.	9	DGM, All Mgrs.	13/05/13	Conducted annually
7.1.2			4	3	12	Ensure that smoke alarms, fire blankets, extinguishers, fire hoses and reels, fire pumps and hydrants are installed as appropriate, tested regularly and recorded in a register.	9	DGM, All Mgrs.	13/05/13	Tested every six months by external contractor - certificate received
7.1.3			4	3	12	Ensure that fire exits are adequately signed, fire exit lights are working, exits are free from obstruction, etc.	9	DGM, Mgr. DES	13/05/13	Monitored through Form 46 Inspections
7.1.4			4	3	12	Ensure that fire plans and evacuation plans are displayed, adequate, current and approved by regulators as appropriate.	9	DGM, All Mgrs.	13/05/13	Placed in appropriate buildings

8. Asbestos										
8.1	Exposure to asbestos.	Causing injury, harm or death to employees, contractors and or the public through exposure to or contamination by asbestos products.	3	4	12	Identify the presence of asbestos in all Council owned buildings, sites, assets and materials.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	W & S Manager advised he has completed and Register is complete
8.1.1			3	4	12	Engage professionals to produce asbestos registers for all sites.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	No asbestos
8.1.2			3	4	12	Conduct regular inspections of identified sites to ensure that the condition of buildings and materials are being monitored.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	No asbestos
8.1.3			3	4	12	Ensure that asbestos is disposed of in a safe and prescribed manner by appropriately licenced staff or contractors.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	Disposal at Hamilton Refuse Disposal Site. Staff Trained
8.1.4			3	4	12	Asbestos registers are to be signed by Contractors whenever are they are working in the area to ensure that they acknowledge that they have been informed of the whereabouts or likelihood of asbestos.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	W & S Manager advises those areas are isolated from contractors
8.1.5			3	4	12	Staff are to sign the asbestos registers at least annually to acknowledge that they have been made aware of the whereabouts or likelihood of asbestos.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	Works & Services manager advises staff where applicable.

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

8.1.6			3	4	12	Staff are to inform management whenever they notice that the condition of any material known or suspected to contain asbestos has deteriorated which may lead to the possibility of exposing asbestos into the environment.	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	Staff Training Undertaken
-------	--	--	---	---	----	---	---	-------------------------------	----------	---------------------------

9. Buildings										
9.1	Legal action against Council in relation to Council buildings.	Lawsuits against Council in relation to unsafe Council buildings or misunderstandings as to legal responsibilities relating to use, hire, lease or entering Council owned or leased buildings.	3	2	6	Ensure that appropriate and certified hire/lease agreements are entered into with hirers/lessees of Council buildings. These are to contain well documented and unambiguous conditions of hire/lease as applicable to both the Council and to the hirer/lease.	12	DGM	13/05/13	
9.1.1			3	2	6	Provide and comply with any Certificates and requirements. Annual Maintenance Statement (Form 46) undertaken	12	DGM, Mgr. DES	13/05/13	Form 46 Health & Safety Inspection undertaken and works undertaken if required.

10. Public Areas										
10.1	Legal action against Council in relation to Public areas within the Council Municipality.	Lawsuits against Council in relation to accidents and incidents in public areas within the Council Municipality.	4	2	8	Are the public areas appropriately signed?	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	W & S Manager - Yes
10.1.1			4	2	8	Have Places of Assembly Certificates been obtained and displayed appropriately?	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	No longer required under legislation
10.1.2			4	2	8	Are there any other special requirements for the public area - restricted access, opening and closing hours, ban on smoking or alcohol, etc.?	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	Yes, smokefree. Signage in place.
10.1.3			4	2	8	If there are special requirements, are these adequately addressed?	4	DGM, Mgr. DES, Mgr. W&S	13/05/13	Yes, Council Policy.

11. General Security										
11.1	Physical threats to staff, assets and buildings.	Break-ins, thefts, burglaries, unauthorised access, threats to staff, loss or destruction of Council assets, etc.	4	2	8	Are applicable buildings alarmed, monitored?	4	DGM	13/05/13	Both Office buildings are monitored by chubb
11.1.1			4	2	8	Are security contacts appointed, trained and aware of responsibilities?	4	DGM	13/05/13	Security contacts provided to chubb and kept updated
11.1.2			4	2	8	Have policies and procedures been developed, approved and appropriately issued to and discussed with staff?	4	DGM	13/05/13	

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

11.1.3			4	2	8	Do the policies and procedures include - Break-ins? - Alarm Systems? - Armed hold-ups? - Abusive, threatening and violent customers and public? - Guidelines for Council premises, public and private establishments? - Emergency contacts - Council, Fire, SES, Police, Ambulance, First Aid, Southern Water representatives, DIER, etc.	4	DGM	13/05/13	Security procedure provided to office staff and W & S Manager & L/Hand
--------	--	--	---	---	---	--	---	-----	----------	--

12. Safety Committee, Safety Representatives										
12.1	Failure to meet minimum requirements in relation to Safety Committees and Safety Representatives.	Non-compliance with Legislation, Acts, Regulations and Codes of Practice in relation to Safety Committees and Safety Representatives.	4	2	8	Has a Safety Committee been established?	4	DGM	13/05/13	Not requested by staff
12.1.1			4	2	8	Does the composition of the Safety Committee appear to be adequate (and does it comply to statutory requirements)?	4	DGM	13/05/13	
12.1.2			4	2	8	Have Safety Representatives been nominated, voted on, appointed, inducted and trained?	4	DGM	13/05/13	
12.1.3			4	2	8	Are safety checklists established, approved and utilised at appropriate intervals?	4	DGM	13/05/13	W & S Manager organises safety checks at both Depots on a quarterly basis.
12.1.4			4	2	8	Are findings on safety inspections reported on acted upon?	4	DGM	13/05/13	
12.1.5			4	2	8	Are the safety checklists regularly reviewed to ascertain whether amendments are required?	4	DGM	13/05/13	Review by W & S Manager
12.1.6			4	2	8	Does the Safety Committee meet regularly?	4	DGM	13/05/13	n/a
12.1.7			4	2	8	Do the Agendas for Safety Meetings appear to be appropriate?	4	DGM	13/05/13	n/a
12.1.8			4	2	8	Are Minutes of Safety Meetings recorded, approved, signed and distributed appropriately?	4	DGM	13/05/13	n/a
12.1.9			4	2	8	Are the Safety Meeting Minutes presented to the General Council Meeting for discussion, review and endorsement?	4	DGM	13/05/13	n/a

13. Anti-Discrimination										
13.1	Council being sued under alleged breaches of Anti-discrimination provisions.	Monetary fines and damage to Council's reputation in relation to alleged breaches of ant-discrimination practices and incidents.	3	3	9	Ensure that an Anti-Discrimination policy is available and is current (reviewed and approved within the last 12 months).	4	DGM	13/05/13	New Policy 2015-34 Harassment & Discrimination Policy adopted April, 2015. Training to staff by Dixie Emerton on 1 June 2015

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

13.1.1			3	3	9	Are there plans to review, amend and approve this policy at least every 12 month?	4	DGM	13/05/13	Review date is April 2017
13.1.2			3	3	9	Has the policy been presented at a tool-box meeting or seminar/presentation to all staff within the last 12 months?	4	DGM	13/05/13	All staff were given copies. Trainngn held on 1 June 2015
13.1.3			3	3	9	Have all staff signed an attendance record acknowledging that they have attended Anti-Discrimination training?	4	DGM	13/05/13	
13.1.4			3	3	9	Has a staff member been nominated as responsible for the policy?	4	DGM	13/05/13	
13.1.5			3	3	9	Have staff been appointed as Anti-Discrimination Contact Officers?	4	DGM	13/05/13	
13.1.6			3	3	9	Have staff been appointed as Anti-Discrimination Investigation Officers?	4	DGM	13/05/13	

14. Policies and Procedures										
14.1	Lack of current authorised Policies and Procedures.	Inability to rely on policies and procedures as evidence that Council is aware of and is responding to requirements within Legislation, Acts, Regulations and Codes of Practice.	3	4	12	Have requirements for Policies and procedures been adequately identified?	4	DGM, Audit Committee	13/05/13	Policies are reviewed regularly - ongoing. Policy index gives date policy adopted and a review date
14.1.1			3	4	12	Have appropriate Policies and Procedures been developed? - Reviewed by management? - Authorised by management(procedures) and by Council (Policies)? - Allocated to Responsible Officers? - Presented to applicable employees? - Have an appropriate expiry date as to when a review is to be conducted by?	4	DGM, Audit Committee	13/05/13	All policies have a review date. Copies of all policies are available at both Hamilton and Bothwell office and depot

15. Staff Training/Training Records										
15.1	Lack of evidence that employees have received mandatory, job specific, plant, tools and equipment or operation specific training.	Damage, destruction to machinery and assets, injury and harm to employees, customers, visitors and the general public due to inadequate training.	3	3	9	Have all training requirements for all employees been assessed, recorded and sourced? (Consider initial applications, inductions, relevant experience and licences/permits, performance reviews, reports from supervisors and peers, introduction of new methods, plant, tools and equipment, changes to working conditions and work roles, etc.).	3	DGM, All Mgrs.	13/05/13	Yes where needed
15.1.1			3	3	9	Has a Training Register been maintained for each employee (check on currency and adequacy)?	3	DGM	13/05/13	

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

15.1.2			3	3	9	Does the training register for each employee contain the following items (where applicable): - First Aid? - Manual - Handling? - Hearing Tests? - Chainsaw Permit? - - Drivers Licence? - Other - Licences/Permits? - Traffic Control? - Working at Heights? - - Confined Spaces? - - White Card (Construction Industry Induction)?	3	DGM	13/05/13	copies of certificates and licences on employee file
15.1.3			3	3	9	Are these licences, permits, certificates, etc. current?	3	DGM	13/05/13	Yes
15.1.4			3	3	9	Have employees been informed that they must inform Management if any circumstances change (e.g. if drivers licence is suspended, etc.)?	3	DGM	13/05/13	Yes
15.1.5			3	3	9	Are these training records reviewed on a regular basis (at least annually)?	3	DGM	13/05/13	Training requirements assessed through performance appraisals

16. Codes of Conduct, Standards, Industry Best Practices, etc.										
16.1	Failure to comply with Codes of Conduct, Standards, Industry Best Practices, etc.	Failure to identify and comply with all Codes of Conduct, Standards, Industry Best Practices, etc.	3	4	12	Nominate an employee who will be responsible for identifying all applicable Codes of Conduct, Standards, Industry Best Practices, etc.	4	DGM	13/05/13	
16.1.1			3	4	12	This employee will also be responsible for identifying all changes and amendments to Codes of Conduct, Standards, Industry Best Practices, etc.	4	DGM	13/05/13	
16.1.2			3	4	12	A master copy is to be held in the Hamilton Office. Extracts are to be forwarded to relevant responsible Managers for action as appropriate.	4	DGM	13/05/13	
16.1.3			3	4	12	To assist in this process, a service facility may be utilised.	4	DGM	13/05/13	

17. Personal Protective Clothing and Equipment (PPE).										
17.1	Lack of or inappropriate supply or use of PPE.	Accidents and incidents through the lack of or inappropriate supply or use of PPE.	3	3	9	Is there evidence that a proper risk assessment has been conducted to determine whether the job, task or operation could be revised and made safer to eliminate the requirement of PPE?	4	DGM, All Mgrs.	13/05/13	PPE is required for all tasks by outdoor workforce
17.1.1			3	3	9	Have personal issues of PPE to employees been recorded in a PPE Register on an individual basis?	4	DGM, All Mgrs.	13/05/13	Yes by W & S manager

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

17.1.2			3	3	9	Has a formal assessment/identification process been undertaken to determine the correct PPE required for the job, task or operation?	4	DGM, All Mgrs.	13/05/13	Tick & flick through safe work method
17.1.3			3	3	9	Is there any evidence that appropriate PPE has been made available?	4	DGM, All Mgrs.	13/05/13	Yes W & S Manager has list & signatures
17.1.4			3	3	9	Is there any evidence that the correct method of using the PPE has been determined and explained to the employees involved?	4	DGM, All Mgrs.	13/05/13	Tool Box Meetings
17.1.5			3	3	9	Has there been any inspections conducted by Responsible Officers to ensure that PPE is utilised appropriately as and when required?	4	DGM, All Mgrs.	13/05/13	Spot checkk carried out by W & S Manager & DGM

18. Gifts and Benefits

18.1	Acceptance of gifts, benefits and secret commissions to favour a supplier ahead of others.	The acceptance of gifts, benefits and secret commissions may be real or perceived attempts to bribe, coerce or influence procurement decisions.	4	4	16	Unless there are exceptional circumstances, gifts, benefits and commissions are disallowed.	9	DGM	13/05/13	New Policy adopted 21.7.15. All staff have had integrity training. Policy in Policy register at both offices and depots. Policy due for renewal 30.10.17
18.1.1			4	4	16	Exceptions may be allowed only if approved by the General Manager in one-off situations where the goods or benefits are of a minor nature, or of direct benefit to the municipality.	9	DGM	13/05/13	See above policy
18.1.2			4	4	16	A Register of gifts and benefits is to be maintained, kept current and made available for review by Senior Management and other relevant persons as required.	9	DGM	13/05/13	See above policy

19. Nepotism, Favouritism and Negative Bias

19.1	Unfairly or inequitably treating relatives, friends or acquaintances.	Unfairly or inequitably treating relatives, friends or acquaintances in relation to conducting business with the Council.	4	4	16	When dealing with major purchases and tenders which involve relatives, friends and acquaintances (including suppliers that may be seen as having undue positive or negative influence over an employee), affected employees should wherever possible either distance themselves from the negotiations or seek approval from Senior Management prior to finalising the transaction or negotiation.	4	DGM, All Mgrs.	13/05/13	Advertised tenders provided to Council for selection of appropriate successful tender in accordance with Council Policy.
19.1.1			4	4	16	Where possible, goods and services should be sourced from established suppliers, preferably from a listing of approved suppliers or from the National Procurement Network (NPN) where appropriate.	4	DGM, All Mgrs.	13/05/13	Draft Purchasing & Payments Control Policy to Audit Panel 8/6/16. adopted 21.6.16

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

20. Copyright										
20.1	Infringement of Copyright.	Council being sued for failure to comply with Copyright provisions.	3	2	6	A copy of current copyright provisions and relevant legislation, acts and regulations to be maintained, reviewed and extracts issued to employees as applicable to ensure compliance.	2	DGM	13/05/13	Copyright Licence current from 17/11/15-16/11/16. licence renewed 16.11.16 to 16.11.17
20.1.1			3	2	6	Copies of copyright provisions to be displayed on all photocopies and printers.	2	DGM	13/05/13	Copy of all documents given to DES & Hamilton Office staff, W & S manager & Leading Hand in email 9/12/2015
20.1.2			3	2	6	Where licences, permits and agreements relating to copyright have been negotiated, copies are to be filed and available for evidence as required.	2	DGM	13/05/13	Signed copyright licence in safe at Hamilton

21. Intellectual Property										
21.1	Disputes as to ownership.	Disputes as to ownership of material relating to Intellectual Property.	3	2	6	Generally, material produced by employees during paid employment periods is the property of the Council unless agreed to by both the Council and the applicable employees:	2	DGM	13/05/13	Provision contained in all new contracts of employment
21.1.1			3	2	6	- Is a register maintained for intellectual property approved to be the property of employees rather than Council?	2	DGM	13/05/13	
21.1.2			3	2	6	- Is this Register reviewed and endorsed on a regular basis?	2	DGM	13/05/13	

22. General use of Council Property, Plant, Tools, Equipment, Materials and Resources.										
22.1	Damage, destruction, deterioration, depletion of Council's resources.	Damage, destruction, deterioration, depletion of Council's assets from non Council operations. This includes property, plant, tools, equipment, materials and resources and may result from inappropriate use by employees, customers and the public.	3	3	9	Is there a current policy regarding private use of Council's resources?	6	DGM, All Mgrs.	13/05/13	Private use of Vehicle Policy for staff with vehicle use. Other use is by private works & accounts issued. Policy being developed for Pool car Usage
22.1.1			3	3	9	Does this policy generally refuse the private use of Council's resources unless authorised in writing by the General Manager?	6	DGM, All Mgrs.	13/05/13	Private Works authorised by W & S Manager

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

22.1.2			3	3	9	If any private use has been approved, are hire agreements entered into and are they: - signed by both parties? - responsibilities, including fuel, lubricants and greases, usage, restrictions, start-up and maintenance requirements clearly defined? - current operator licences, permits sighted? - liabilities for damage and destruction clearly defined?	6	DGM, All Mgrs.	13/05/13	Vehicle use as per vehicle policy & contractual agreements.
22.1.3			3	3	9	Goods and services for private purposes by employees, customers or the public are not to be purchased by the Council for subsequent reimbursement by employees, customers or the public?	6	DGM, All Mgrs.	13/05/13	Purchasing & Payments Control Policy covers this.
22.1.4			3	3	9	The use of Council's resources by staff or the public for private commercial gain is prohibited.	6	DGM, All Mgrs.	13/05/13	All staff notified of this

23 Conflict of Interest										
23.1	Damage, destruction, deterioration, depletion of Council's resources.	Employees and Councillors obtaining (or perceived as to having the ability to) an inappropriate benefit or financial gain, either directly or indirectly, through their knowledge of Council operations or through their personal or business connections.	4	3	12	All relevant connections to business and personal activities which may be perceived as presenting conflicts of interest for employees and Councillors are to be advised to the Mayor, General Manager or Deputy General Manager for inclusion into a Register. Restrictions on voting rights and in dealing with transactions and business with these organisations or individuals are to be entered and abided by the employees and Councillors as appropriate.	6	Mayor, General Manager, All Mgrs.	13/05/13	Follow Council's policies
23.1.1			4	3	12	Council employees are not to engage in private commercial capacities in opposition to Council activities.	6	DGM, All Mgrs.	13/05/13	
23.1.2			4	3	12	Employees engaged in a second or subsequent job must apply for and receive endorsement from the General Manager.	6	DGM, All Mgrs.	13/05/13	
23.1.3			4	3	12	Councillors, Council employees, contractors, subcontractors and their staff are not to use or pass onto others any knowledge which is confidential to Council operations that they may discover through the course of their engagement with the Council.	6	DGM, All Mgrs.	13/05/13	
23.1.4			4	3	12	The appropriate use of Council resources by staff in the reasonable execution of their role, duties and responsibilities does not constitute a breach of the requirements written or implied above.	6	DGM, All Mgrs.	13/05/13	

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

24 Managing Risks of Plant in the Workplace										
24.1	Damage, destruction or unwarranted deterioration to Council plant. Accidents, injuries to operators, staff, contractors and the public due to a lack of knowledge regarding use of plant.	The unsafe use of plant is a major cause of workplace death and injury. There are significant risks associated with plant, including: - limbs amputated by unguarded moving parts. - crushing by mobile plant - fractures from falls while accessing, operating or maintaining plant. - electric shock from plant that is not adequately protected or isolated. - burns or scalds due to contact with hot surfaces, exposure to flames, hot fluids, steam, gases or exhausts.	4	3	12	Promotion and awareness of and compliance to Code of Practice CP123 - Managing the Risks of Plant in the Workplace, coupled with operator training, follow-up training, certification and licensing of operators, where applicable.	9	General Manager, DGM, Mgr W&S, Leading Hand W&S, HSR, All Operators.	15/08/13	Operators licenced to operate plant - first aid training provided to staff
24.1.1			4	3	12	Discuss and explain how the risks and hazards are managed, bearing in mind the following: A person with management or control of plant at a workplace must manage risks to health and safety associated with the plant: - Identify reasonably foreseeable hazards that could give rise to the risk - Eliminate the risk so far as is reasonably practicable. - If it is not reasonable practicable to eliminate the risk, minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control. - maintain the implemented control measure so that it remains effective. - Review and if necessary, revise risk control measures so as to maintain, so far as is reasonable practical, a work environment that is without risks to health and safety.	9	General Manager, DGM, Mgr W&S, Leading Hand W&S, HSR, All Operators.	15/08/13	Plant Risk Register is a works in progress as it is currently being reviewed

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

24.1.2			4	3	12	<p>Discuss and explain how the risks and hazards are managed, bearing in mind the following areas which should be considered:</p> <ul style="list-style-type: none"> - Consulting with operators and other associated employees and contractors. - Registering the plant. - Identifying the hazards - Inspection of the plant, reviewing safety information, assessing the risks and controlling the risks. - maintaining and reviewing risk control measures. - Purchasing and hiring plant. - Purchasing second hand plant. - Installation and commissioning of plant. - Instruction, training and supervision. - Using plant in the workplace. - High risk work licences. - Making alterations to plant. - Inspecting plant. - Maintenance, repair and cleaning of plant. - Storing plant. - Decommissioning, dismantling and disposal of plant. - Guarding plant. - Operator controls. - Emergency stops. - Warning devices. - Isolation of Energy Sources. - Keeping records. - Hazard checklists. - Technical standards. 	9	General Manager, DGM, Mgr W&S, Leading Hand W&S, HSR, All Operators.	15/08/13	
--------	--	--	---	---	----	---	---	--	----------	--

25 Records Disposal										
25.1	Destruction, deterioration or loss of Council records.	Non-compliance with Council Policies and requirements and various statutory requirements and legislation, including Local, State and Federal Governments Acts and Regulations, including Archives Act.	4	3	12	Document legislative requirements and best practices.	6	General Manager, All Mgrs, F&A Staff.	15/08/13	Training where applicable
25.1.1			4	3	12	Develop Policies and Procedures in relation to record keeping and disposals.	6	General Manager, All Mgrs, F&A Staff.	15/08/13	New Policy & procedure developed for Magi Records management
25.1.2			4	3	12	Train staff in how to comply with records filing, retention and archiving disposal techniques and requirements.	6	General Manager, All Mgrs, F&A Staff.	15/08/13	Those having access to records software have undertaken training
25.1.3			4	3	12	Provide adequate storage facilities including electronic (with reliable back-up), hard copy, scanned documents, photocopies, emails, faxes, newspaper and press articles, copyright restrictions, privacy considerations, etc.		General Manager, All Mgrs, F&A Staff.	15/08/13	Archives Room at Bothwell and Hamilton. Documents scanned onto records management software.

26	Managing Work Environment									
-----------	----------------------------------	--	--	--	--	--	--	--	--	--

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
26.1	Exposing workers, visitors, contractors and others to health and safety risks and hazards arising from Council business and operations.	Risks and hazards include: - The layout of the workplace, lighting and ventilation does not, as far as is reasonable practicable, enable workers to carry out work without risks to health and safety. - Lack of adequate facilities of workers, including toilets, drinking water, washing and eating facilities. - Remote and isolated work. - Lack of emergency plans.	4	2	8	Promotion of, awareness to and compliance to Code of Practice CP124 - Managing the Work Environment and Facilities.	6	General Manager, DGM, All Mgrs.	15/08/13	Tool Box Meetings & Workshops
26.1.1			4	2	8	Work Environment and Facilities Checklists: - Have checklists been designed and circulated to all areas. - Who has the responsibility to fill them out? - How often are they completed? - Who reviews the completed checklists? - Where are completed checklists filed? - Are results from the checklists referred to Senior Management as applicable - How are recommendations: . Communicated? . Decided upon? . Accepted or rejected? . Implemented? . Followed up?	6	General Manager, DGM, All Mgrs.	15/08/13	

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

26.1.2			4	2	8	<p>Explain how the following are addressed and controlled:</p> <ul style="list-style-type: none"> - Identifying what facilities are required: - Consulting workers and others as applicable? - The nature of the work, including size, location and nature of the workplace and the number and composition of the workplace. - Maintaining the work environment and facilities: - Entry and exit to the workplace. - Housekeeping. - Work areas. - Floors and other surfaces. - Workstations. - Lighting. - Air quality. - Heat and cold. - Welfare Activities: - Access to facilities. - Drinking water. - Toilets. - Hand washing. - Dining facilities. - Personal storage. - Change rooms. - Shower facilities - general and emergency. - Outdoor work. - Remote or Isolated Work. - Accommodation. - Emergency Plans: - preparing emergency procedures. - Communicating the emergency procedures. - Displaying the emergency procedures. - Displaying emergency phone numbers. 	6	General Manager, DGM, All Mgrs.	15/08/13	Some of these are done by W & S Manager through depot inspections and checklist. Annual inspections Maintenance Schedules Form 46 & Recommendations from Managers
--------	--	--	---	---	---	---	---	---------------------------------	----------	---

27 Managing Noise and Hearing Loss at Work										
27.1	Exposing workers to the risk of sustaining hearing loss and disabling tinnitus.	A person conducting a business or undertaking (PCBU) has specific obligations under the WHS Regulations to manage the risks of hearing loss associated with noise at the workplace, including: <ul style="list-style-type: none"> - Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise. - Providing audiometric testing to a worker who is frequently required to use personal hearing protectors to protect the worker from hearing loss associated with noise that exceeds the exposure standard. 	4	3	12	Promotion of, awareness to and compliance to Code of Practice CP118 - Managing Noise and Preventing Hearing Loss at Work.	6	General Manager, DGM, All Mgrs, All Employees.	15/08/13	Hearing Tests conducted by CHC 15/17. Training, Tool Box Meetings

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

27.1.1			4	3	12	Explain how the following are addressed and controlled: - Identifying noise hazards. - How noise risks are assessed. - Conducting noise assessments. - How to control noise risks: - Hierarchy of risk control. - Substituting plant or processes to reduce noise. - Using engineering controls. - Isolating the source of noise. - Using administrative controls. - Using personal hearing protectors. - Audiometric testing. - Information, training and instruction. - Implementing and maintaining control measures.	6	General Manager, DGM, All Mgrs, All Employees.	15/08/13	Training, PPE Gear, Tool Box Meetings
27.1.2			4	3	12	Noise and Hearing Loss Checklists: - Have checklists been designed and circulated to all areas. - Who has the responsibility to fill them out? - How often are they completed? - Who reviews the completed checklists? - Where are completed checklists filed? - Are results from the checklists referred to Senior Management as applicable - How are recommendations: - Communicated? - Decided upon? - Accepted or rejected? - Implemented? - Followed up?	6	General Manager, DGM, All Mgrs, All Employees.	15/08/13	All employees have had a hearing tests conducted and advised of outcomes. Hearing tests undertaken 28th & 29th September 2016

28 Ethics and Integrity										
28.1	Loss or reduction in Council resources, assets, creditability and reputation due to the failure to act in an ethical manner or without due integrity.	The use of an employee's or Councillor's position or employment within the Council to obtain a personal gain through acting unethically or without integrity.	4	3	12	Present training on Ethics and Integrity as compiled by the Integrity Commission. A series of programs has been devised to assist Council meet their statutory obligations under S32 of the Integrity Commission Act 2009.	6	General Manager, DGM, All Mgrs.	15/08/13	Integrity Commission have provided training to staff and councillors on 1 June 2015
28.1.1			4	3	12	The Policy to be written on Ethics and Integrity is to be read in conjunction with associated Policies, Procedures and Guidelines, including: - Internal Control Policy. - Code of Conduct Policies. - Risk Management Policy. - Staff induction procedures. - Duty statements and job descriptions. - Australian Standard 8001-2008 - Fraud and Corruption Control. - Pre-employment screening procedures. - Staff rotation policies. - Separation of Duties.	6	General Manager, DGM, All Mgrs.	15/08/13	

29	Fraud									
-----------	--------------	--	--	--	--	--	--	--	--	--

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

29.1	Loss or reduction in Council resources, assets, creditability and reputation due to fraudulent activities.	The use of an employee's or Councillor's position or employment within the Council to obtain a personal gain through the deliberate misuse or misappropriation of Council assets or resources.	4	3	12	Present training and promote compliance to the following Policies and Procedures: - Policy 2013-03 Fraud Control Policy - Procedure 2013-02 Fraud Control Investigation Procedure. - Procedure 2013-03 Fraud Prevention Procedure. - Fraud Detection and Risk Management Procedure.	6	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting in July 2013. Councillors attended a training presentation in August 2013. Fraud policy reviewed and adopted 20.10.15 and due for review 20.10.18
29.1.1			4	3	12	The major elements of the Fraud Control Policy are: - Education and awareness. - Roles and responsibilities. - Procedures. - Disciplinary actions. - Risk Management. - Fraud Control Program.	6	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting in July 2013. Councillors will be invited to attend a training presentation in August 2013.
29.1.2			4	3	12	This Fraud Policy is to be read in conjunction with associated Policies, Procedures and Guidelines, including: - Internal Control Policy. - Code of Conduct Policies. - Risk Management Policy. - Staff induction procedures. - Duty statements and job descriptions. - Australian Standard 8001-2008 - Fraud and Corruption Control. - Pre-employment screening procedures. - Staff rotation policies. - Separation of Duties. - Ethics and Integrity Policy.	6	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting in July 2013. Councillors attended a training presentation in August 2013.

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	Risk Rating		What controls are currently in place?	Are further controls required?	Actioned by	Date Reviewed	Maintenance and review
COVID-19 from customers who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Medium, while there are only a few local cases the consequences may be severe.		Cleaning and disinfecting in accordance with guidance from Safe Work Australia (Tasmania) and public health authority. Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned. Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other. No more than permitted number of customers are allowed into the building at a time to allow for physical distancing and signs placed around the building advising of these rules. Plexi glass screen is installed at counters. Customers are kept back from counters. Alcohol based hand sanitiser is provided at all workstations and on entry to the building (out of reach of children). Posters on hand washing are prominent in building and hand washing facilities are available in the bathrooms.	Encouraging online interactions where possible.	Deputy General Manager	18/05/2020	Ongoing to match government guidelines

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
	COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Medium, while there are only a few local cases the consequences may be severe.		Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities. Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities have all been identified for regular cleaning. Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Staff don't have contact with delivery drivers, all paperwork is completed electronically, Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, staff rooms, Alcohol based hand sanitiser is also available in all staff areas including bathrooms, staff rooms, and vehicles and signs are displayed on appropriate use. Where staff meetings are required, they are held over the phone and information sent by email where possible. Break times are staggered to minimise the number of staff using break room at one time. Vehicle cleaned between swapping drivers	Hand sanitiser units	Managers	18/05/2020	
	Use of council owned facilities by other organisations/groups	Need to ensure Covid 19 controls are followed by other users	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.		Covid 19 controls signage installed and maintained. Cleaning and disinfecting supplies checked and filled (if required) daily.	Organisations groups to provide a copy of their worksafe plan for use of the facility	Mgr. DES and EHO	18/05/2020	Review as government guidelines alter
	Customer aggression	Physical or psychological injury to staff.	Low, customers concerned they may not get the service they feel they should.	Low, staff have not reported instances of abuse.		There is always a supervisor in each department to assist but they can be caught up with other tasks. There is a counter to physically separate staff. A Managers is usually available to address any customer concerns. Staff can report aggressive customers and are advised to follow Council dealing with difficult customers guidelines. Training has recently been completed. Front counter staff have individual duress alarms which calls police to the premises. Staff have access to psychological support through an EAP.	Manager prioritises assisting staff with upset customers and staff able to remove themselves if they feel necessary. Clear signage	Deputy General Manager	18/05/2020	Review if any further occurrences reported or monthly
	Persistent use of hand sanitiser	Dermatitis	Low, many staff have used hand sanitiser regularly before	Low, effected individuals may have a significant reaction		Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	Mgr. DES	18/05/2020	

Central Highlands Council Risk Register

Risk No	Risk or Hazard	Details	Likelihood	Consequence	Risk Level	Action to Control Risk or Hazard	Evaluate Risk Level After Control	Responsible Person	Date Entered on Register	Action Taken or Comments
---------	----------------	---------	------------	-------------	------------	----------------------------------	-----------------------------------	--------------------	--------------------------	--------------------------

	Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Low, effected individuals may have a significant reaction		Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.	Mgr. DES	18/05/2020	
--	--------------------------------	-------------------------------------	--	---	--	---	---	----------	------------	--

UPDATED 1 OCTOBER 2015.
UPDATED 4 NOVEMBER 2015
UPDATED 23 MAY 2016 BY W & S MANAGER
UPDATED 23 MAY 2016 BY GM
UPDATED 25 MAY 2016 BY DES MANAGER
COPY OF RISK REGISTER IN COUNCIL AGENDA FEBRUARY 2017
UPDATED 27 APRIL 2017 BY GM
UPDATED 27 APRIL BY W & S MANAGER
UPDATED 16 MAY 2017 BY DES MANAGER
UPDATED Feb 2018 BY DEPUTY GENERAL MANAGER
Approved by the Audit Panel Feb 2018
Approved by the Council 20 March 2018 Council Meeting item 16.19
Approved by the Audit Panel Feb 2019
Reviewed by Managers Oct 2019
Approved by the Audit Panel Dec 2019
Adopted by Council 21 Jan 2020 Council Meeting Item 16.10
Reviewed due to COVID-19 May 2020
Approved by the Audit Panel 2 June 2020



Policy No. 2020- 59

Investment of Surplus Council Funds Policy

Document:	Start Date: 16 June 2020	Page Reference:
Investment of Surplus Council Funds Policy	Review Date: 31 Dec 2022	Page 1 of 3

1. INTRODUCTION

This policy has been prepared to provide guidelines for the investment of surplus Council funds.

2. DEFINITIONS

Surplus Council Funds - are funds that are not required to be expended in the course of normal operations.

Authorised deposit taking institution – a body corporate in relation to which an authority under subsection 9 (3) of the Banking Act (No. 6 of 1959 as amended) is in force.

Investment arrangement – an arrangement that relates to acquiring, consolidating, dealing with, or disposing of certificates of deposit, bonds or notes issued or proposed to be issued.

3. OBJECTIVES

The objective of this policy is to ensure that the best possible rate of return is achieved from the investment of surplus Council funds whilst, at the same time, ensuring the security of those funds.

3. SCOPE

This policy applies to all investments of surplus Council funds.

4. POLICY

4.1 The level of Council funds available for investment is to be reviewed at least weekly. During the review process likely cash inflows and outflows for the immediate future will be assessed to establish either the availability of surplus funds or the need to redeem existing investments.

4.2 Funds may be deposited with any Commonwealth, State or Authorised Deposit Taking Institution. To control the overall credit quality of the deposits, the following maximum holding limits will apply

S&P Long Term Credit Rating*	Maximum % holding
AAA to AA- **	100%
A+ to A-	50%

* or equivalent

** Tasmanian Public Finance Corporation (TasCorp)

Document:	Start Date: 16 June 2020	Page Reference:
Investment of Surplus Council Funds Policy	Review Date: 31 Dec 2022	Page 2 of 3

4.3 Where surplus funds are available the following procedures will apply:

Not less than two (2) quotations shall be obtained from authorised deposit-taking institutions whenever an investment arrangement is proposed. The best quote of the day will be successful after allowing for credit rating, timing of investment return, administrative and banking costs.

An 'Investment of Surplus Funds Form' is to be completed which will include the following information:

- Amount of cash to be invested;
- The duration of the investment;
- Details of products including security (ie S & P rating, State or Commonwealth) and interest rates offered by the institutions approached;
- Name of the institution and product selected;
- Endorsement of the selection by any two of the following Council officers; the Accountant, the Deputy General Manager and the General Manager.

5. LEGISLATION

- Section 75 of the Local Government Act 1993;
- Australian Government Financial Claims Scheme;
- Banking Act 1959.

6. RESPONSIBILITY

The General Manager is responsible for the application of this policy.

Document:	Start Date: 16 June 2020	Page Reference:
Investment of Surplus Council Funds Policy	Review Date: 31 Dec 2022	Page 3 of 3



Policy No. 2014- 25

Healthy Catering Policy

Document:	Start Date: 16 June 2020	Page Reference:
Healthy Catering Policy	Review Date: 30 June 2024	Page 1 of 3

1. INTRODUCTION

The purpose of this policy is to ensure that members of the Central Highlands Council community, staff, volunteers and visitors have the opportunity to access healthy food and drink choices when attending council operated facilities and workplaces and at council sponsored events.

2. AIM

The aim of this policy is to increase the availability of healthy food and drink choices and to encourage and support the community to make food and drink choices that will impact positively on health.

3. POLICY PRINCIPLES

When applying this policy, Central Highlands Council staff should be guided by the following principles:

- That food choice is important for all members of the community
- That all members of the community have the right to access healthy food and drink
- That it is important to create an environment which makes healthy food and drink choices the easier choice for staff, volunteers, the community and visitors
- That the provision of food is safe and food handling and food hygiene practices are followed

4. ROLE MODEL HEALTHY CHOICES

Council aim to provide and role model healthy food and drink choices to the Central Highlands Council community, staff, volunteers and visitors and support community initiatives that have the potential to impact positively on the health and wellbeing of the community by:

- Ensuring healthy food and drink choices are always available
- Increasing the availability of healthy food and drink choices over time
- Promoting healthy food and drink choices in a positive way

Document:	Start Date: 16 June 2020	Page Reference:
Healthy Catering Policy	Review Date: 30 June 2024	Page 2 of 3

- Presenting healthy food and drink choices as appealing and attractive alternatives to unhealthy foods and drinks
- Where feasible, providing food in an environmentally sustainable way

5. POLICY SCOPE

This policy applies to:

5.1 Internal Catering and Food Provision

Provision of food and drinks to Councillors, staff, visitors and volunteers including:

- Work related meetings for staff and visitors
- Workshops and training events
- Council meetings for elected members and staff

5.2 External Catering and Food Provision

Provision of food and drinks at Central Highlands Council operated facilities and council sponsored events including:

- Community programs and events paid for by Council and/or sponsored in partnership with other organisations
- Meals provided by Council to community groups

5.3 This policy does not apply to food and drinks that staff, visitors and volunteers bring from home for their personal use or to share for personal celebrations such as birthdays and farewells. It applies to food and drink funded by Central Highlands Council.

Document:	Start Date: 16 June 2020	Page Reference:
Healthy Catering Policy	Review Date: 30 June 2024	Page 3 of 3



Local Roads and Community Infrastructure Program

As the closest tier of government to the community, local governments have a critical role in delivering vital services and ensuring the quality of life for communities across Australia. Local governments are now also playing a key role in protecting the community from the impacts of COVID-19.

The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies.

From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects.

Who will receive funding?

All local councils will be eligible for funding under the LRCI Program.

State governments and the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that deliver council services to unincorporated areas in their jurisdiction will also be eligible for funding.

In addition, the Northern Territory Government will be eligible for funding for roads in areas which until 2008 were unincorporated and for which responsibility has not been transferred to relevant councils.

How much funding will each council receive?

Each council will receive a share of funding under the Local Roads and Community Infrastructure Program (see *Local Roads and Community Infrastructure Program: Funding Allocations*).

A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

How can councils apply for funding?

Councils will be able to select the projects to be funded in their community according to priorities at the local level.

Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake.

As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

What projects will be eligible for funding?

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Eligible local road projects could include works involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects could include works involving:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skateparks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

When will funding be available?

Funding will be available from 1 July 2020.

Are there any conditions that apply to funding?

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding.

Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

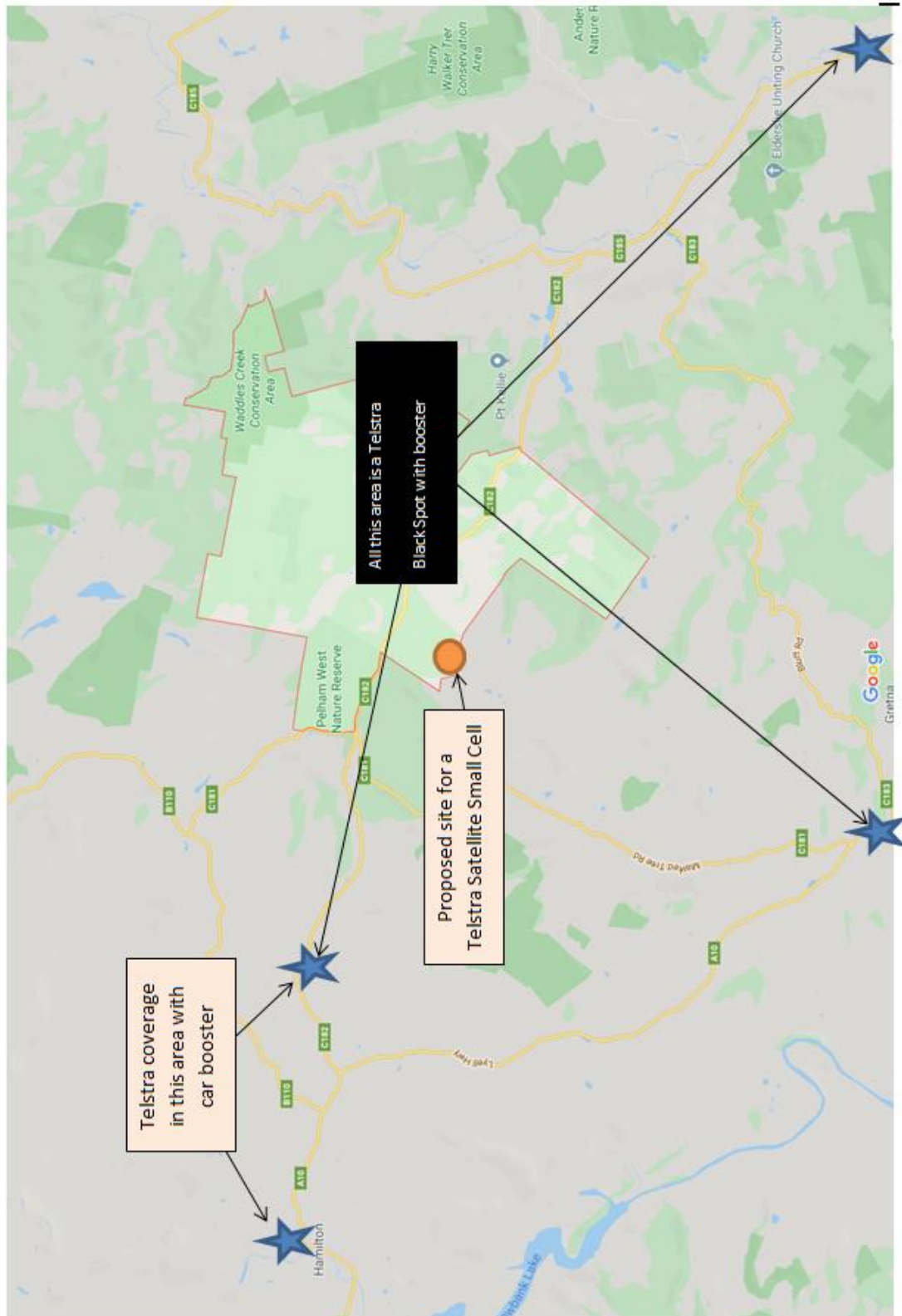
What are the next steps?

The Department of Infrastructure, Transport, Regional Development and Communications will be consulting with local government organisations to finalise implementation arrangements for the LRCI Program.

Councils will then be asked to agree to the program arrangements and identify local projects in their area.

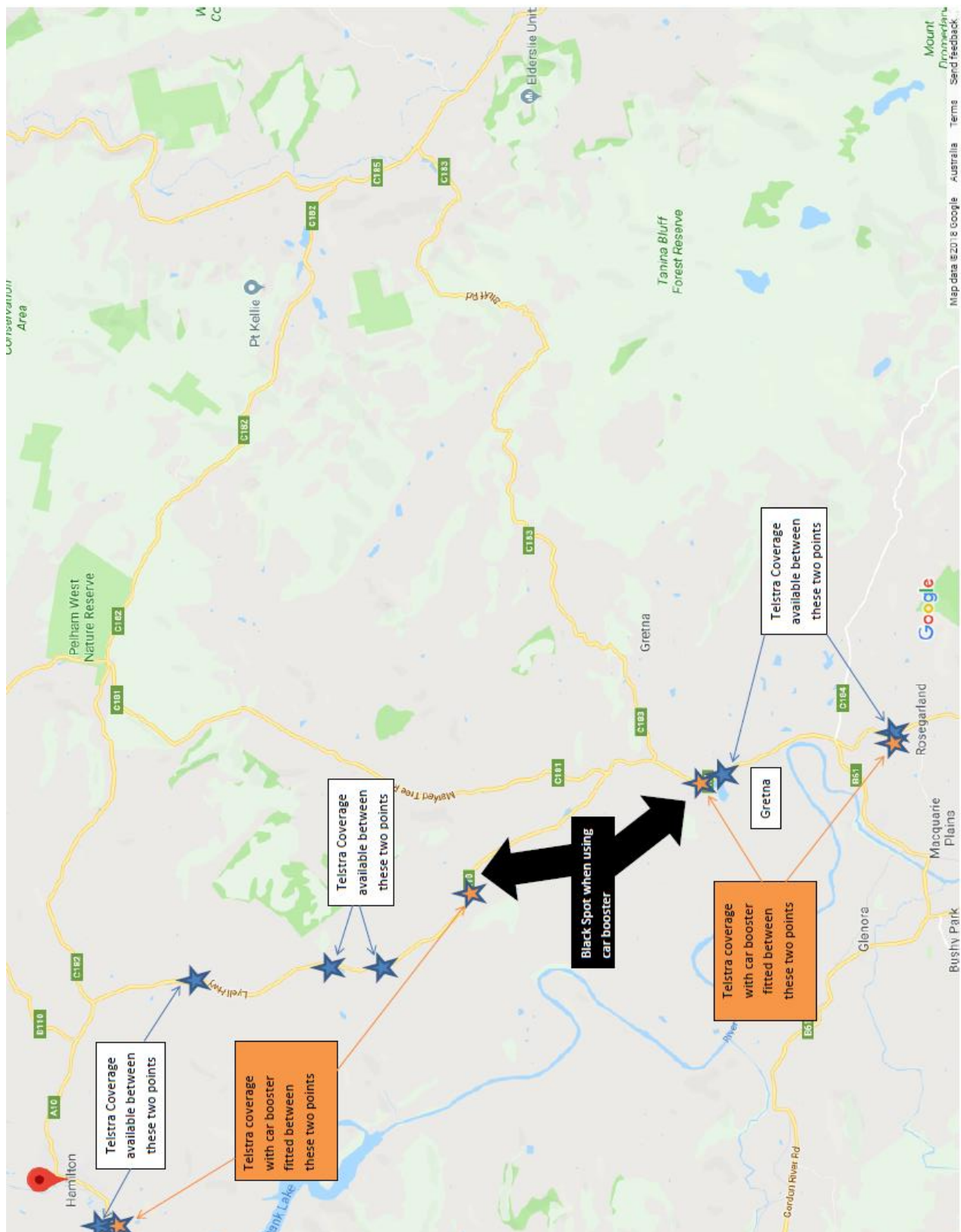
TELSTRA MOBILE COVERAGE PELHAM AREA

During the Pelham Fires it was noted by TFS and other state government agencies that mobile coverage in the Pelham area is one large blackspot as per the plan below:

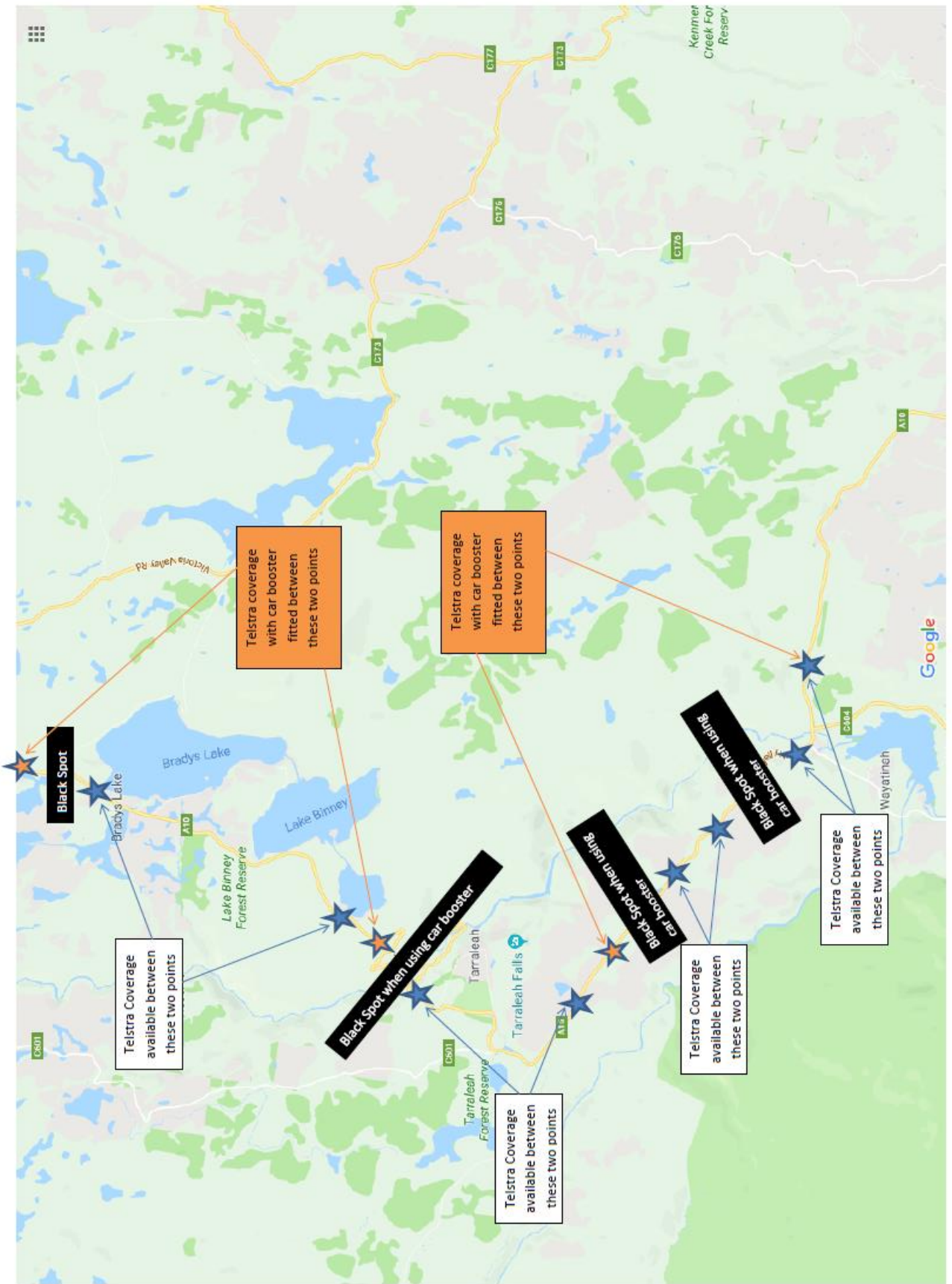


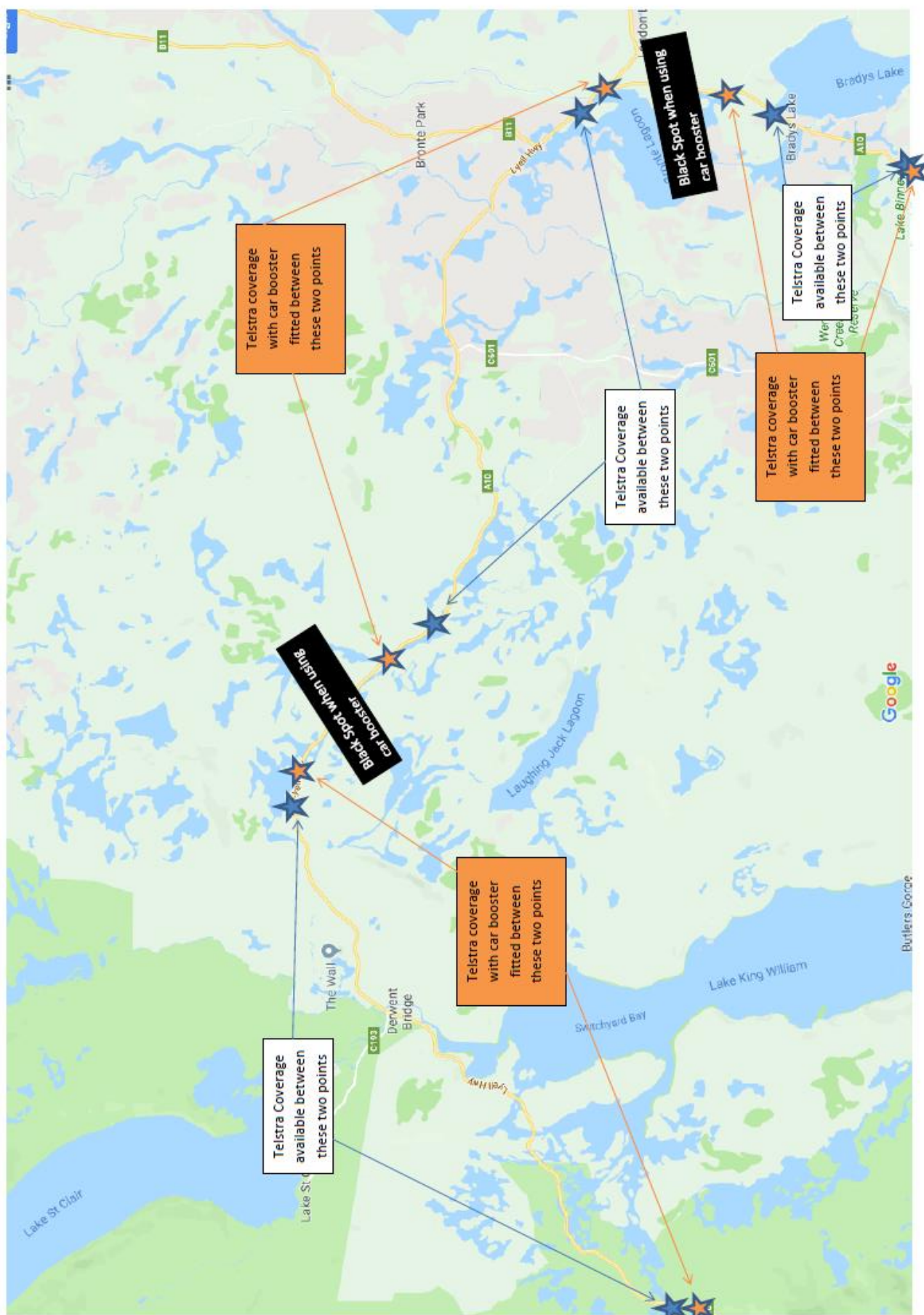
TELSTRA MOBILE COVERAGE LYELL HIGHWAY

Survey of the Lyell Highway showing existing Telstra mobile coverage:









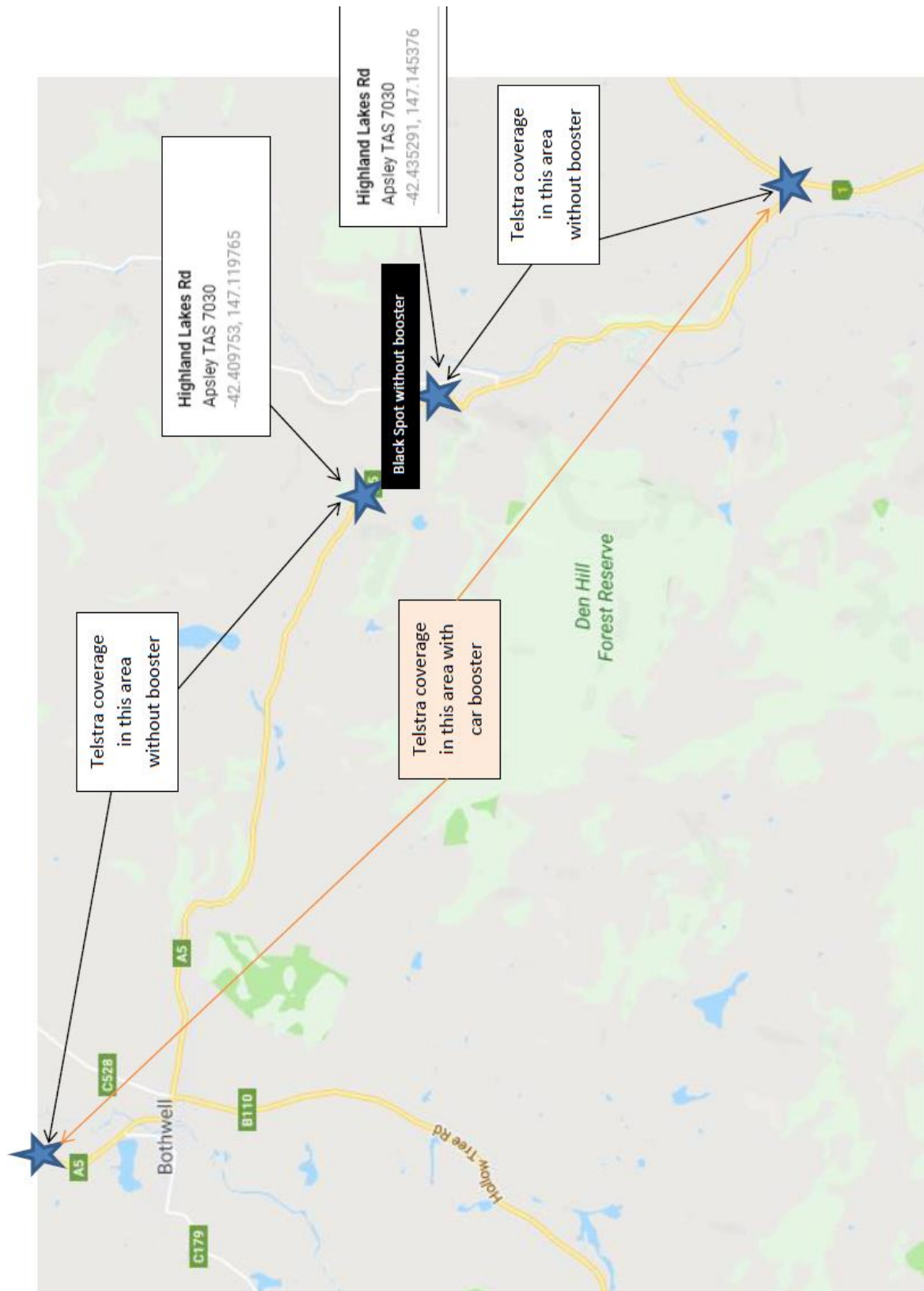
TELSTRA MOBILE COVERAGE MARLBOROUGH ROAD

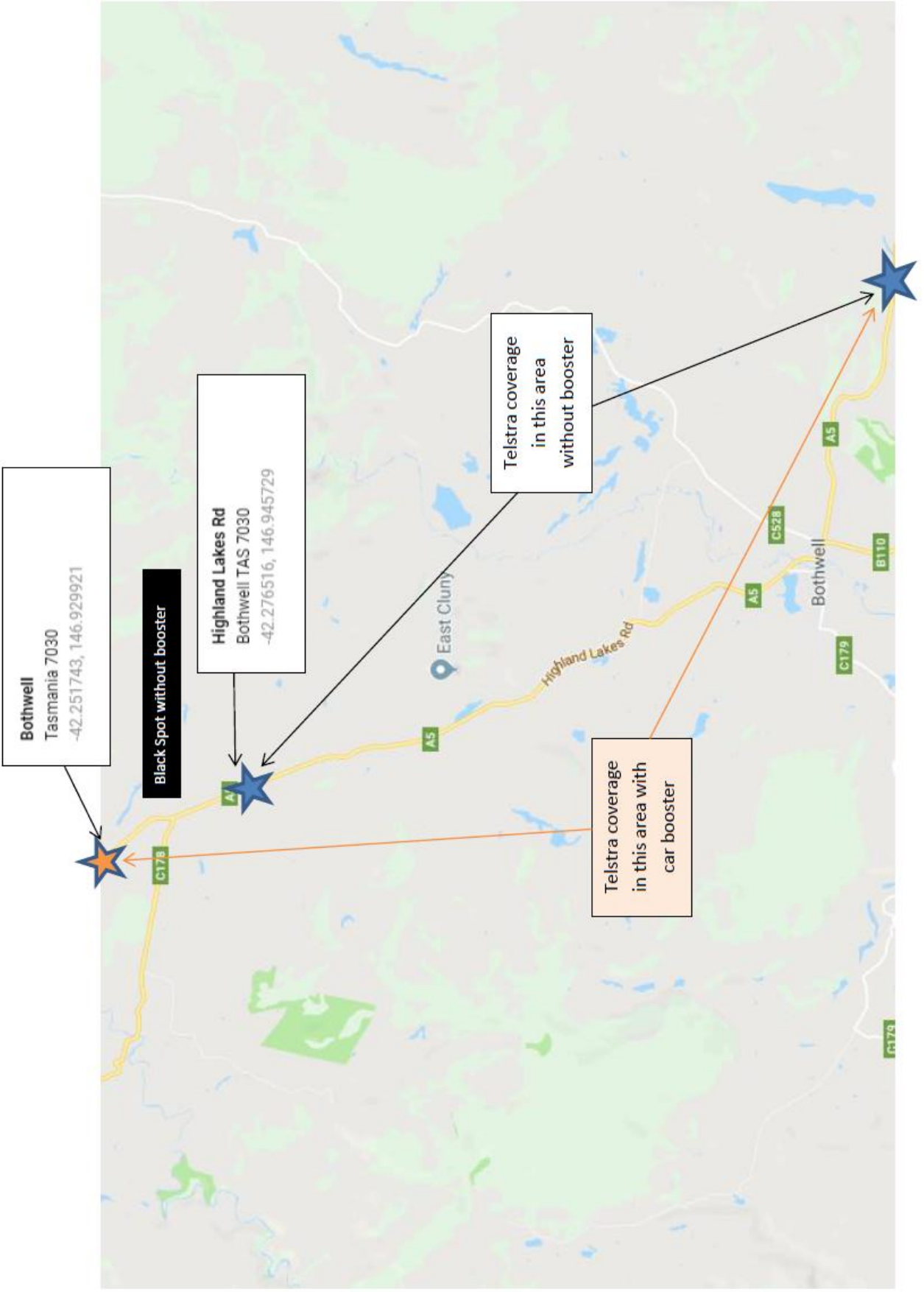
Survey of the Marlborough Road showing existing Telstra mobile coverage:

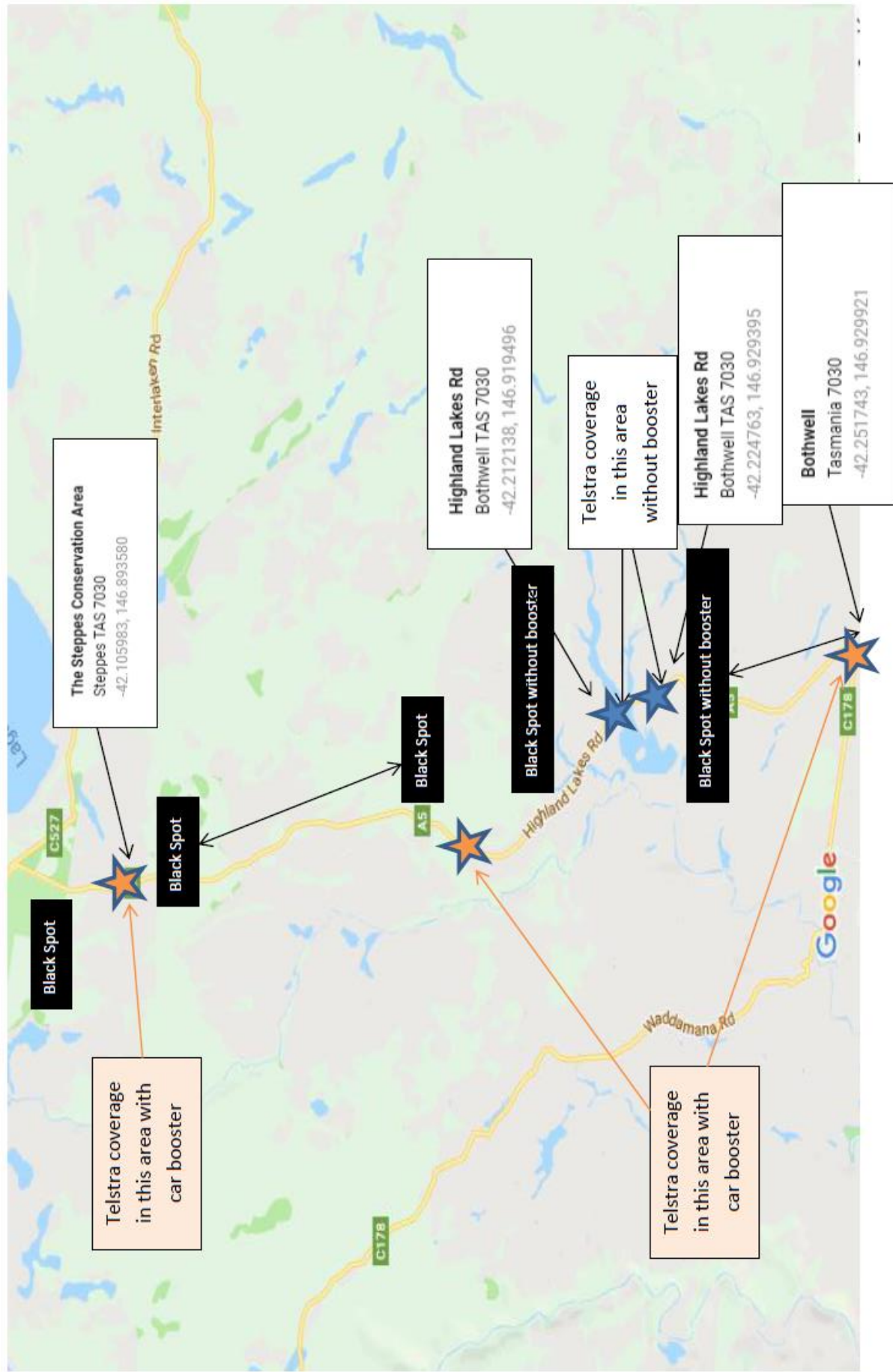


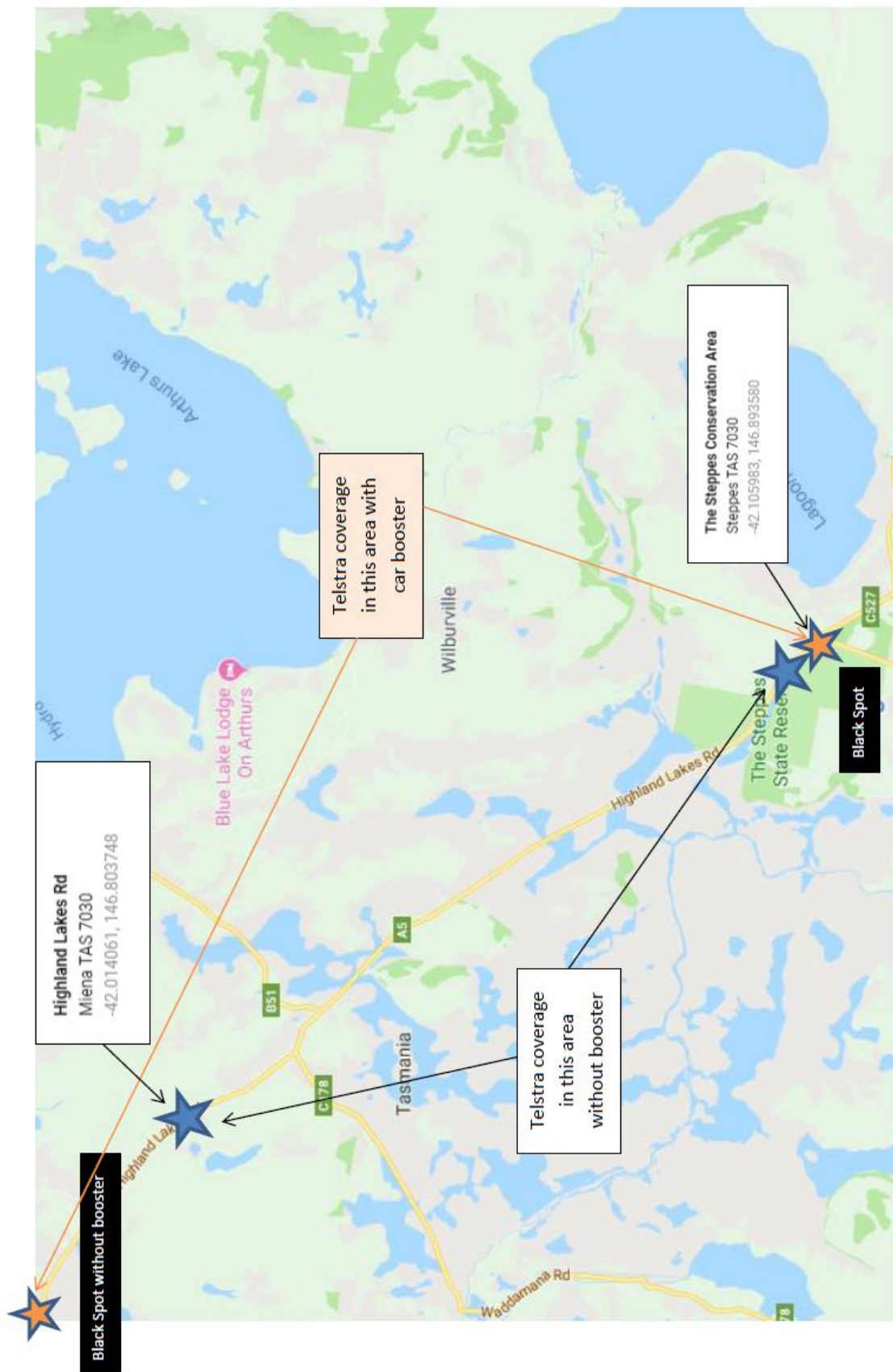
TELSTRA MOBILE COVERAGE HIGHLAND LAKES ROAD

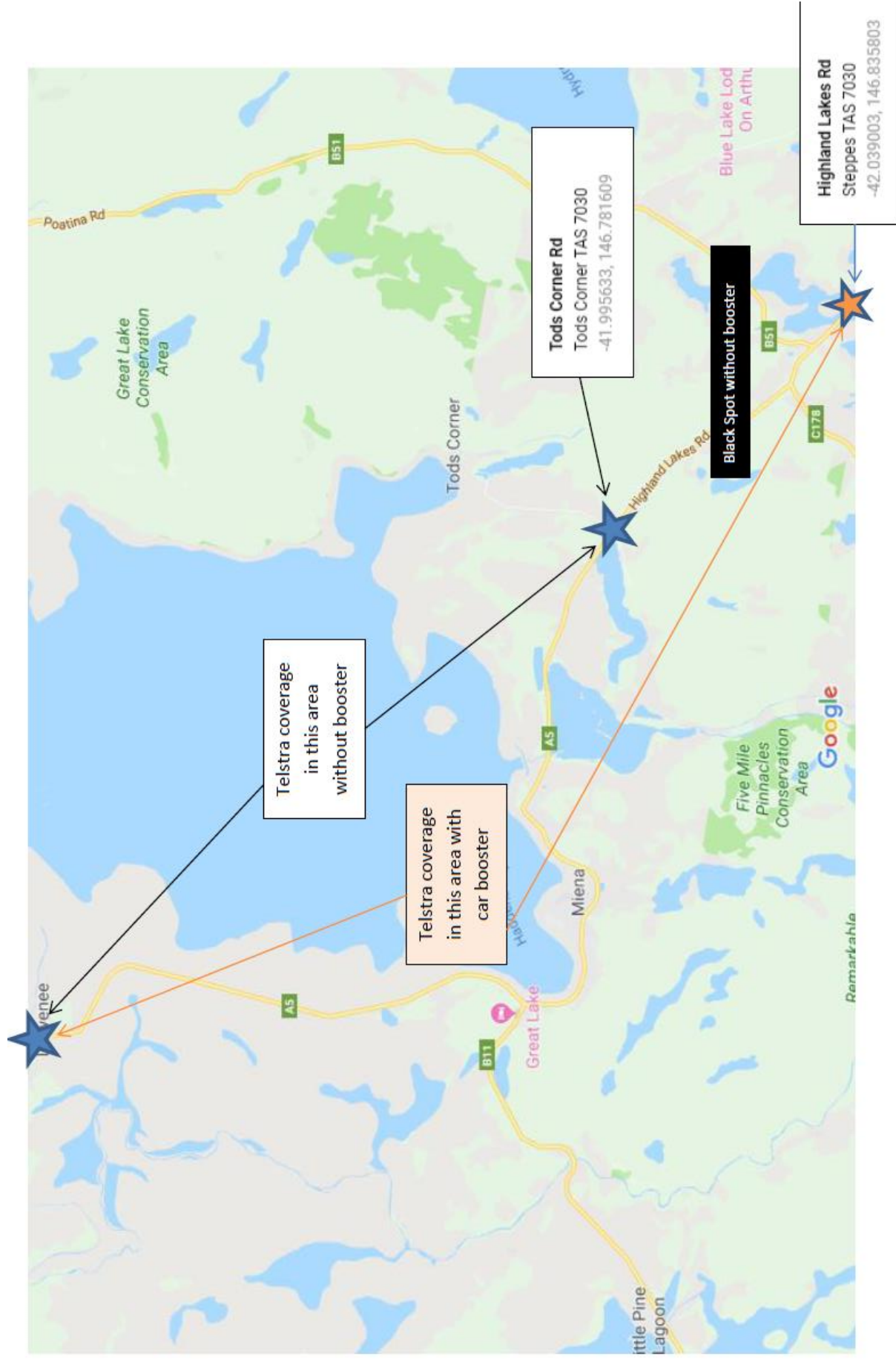
Survey of the Highland Lakes Road showing existing Telstra mobile coverage:

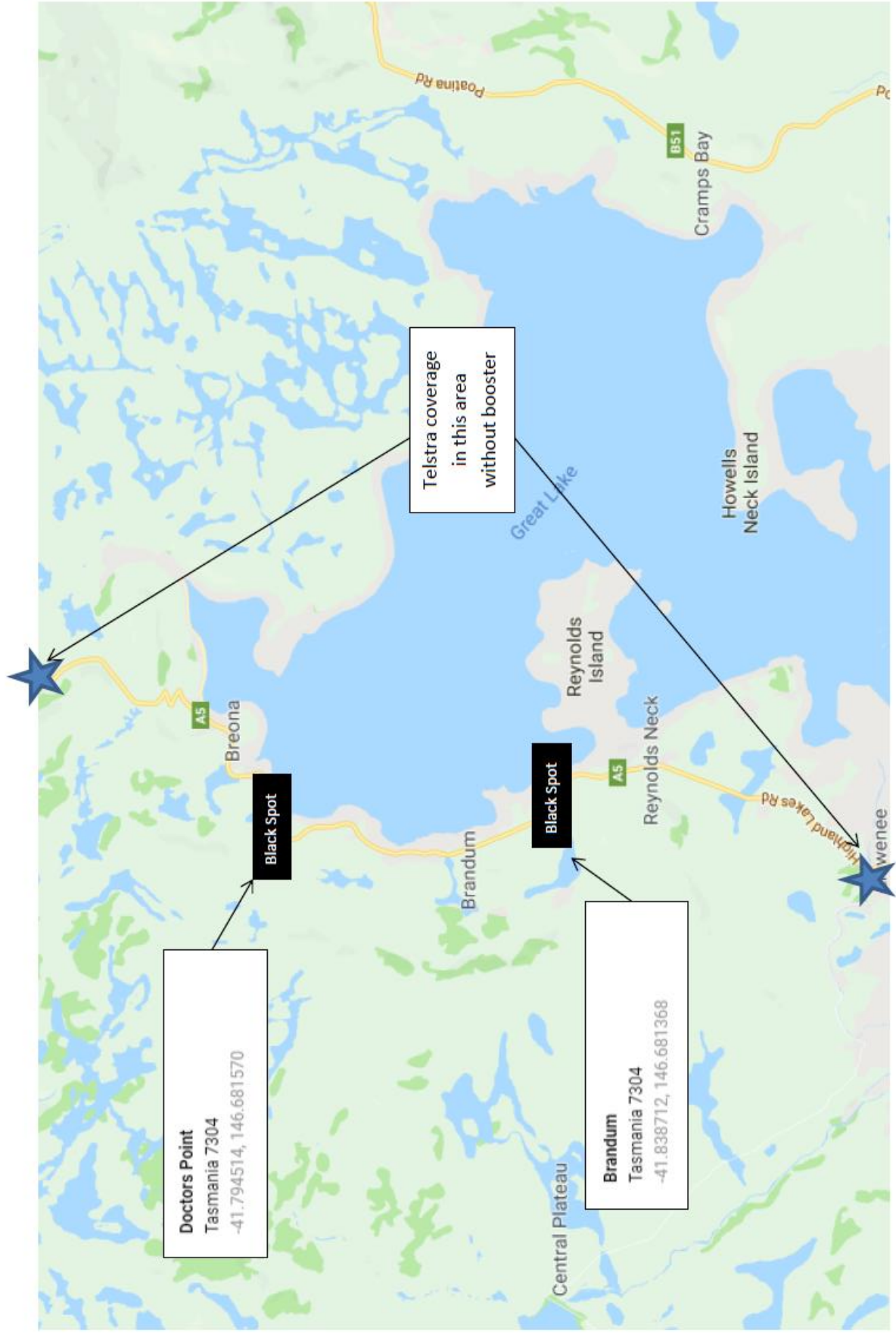






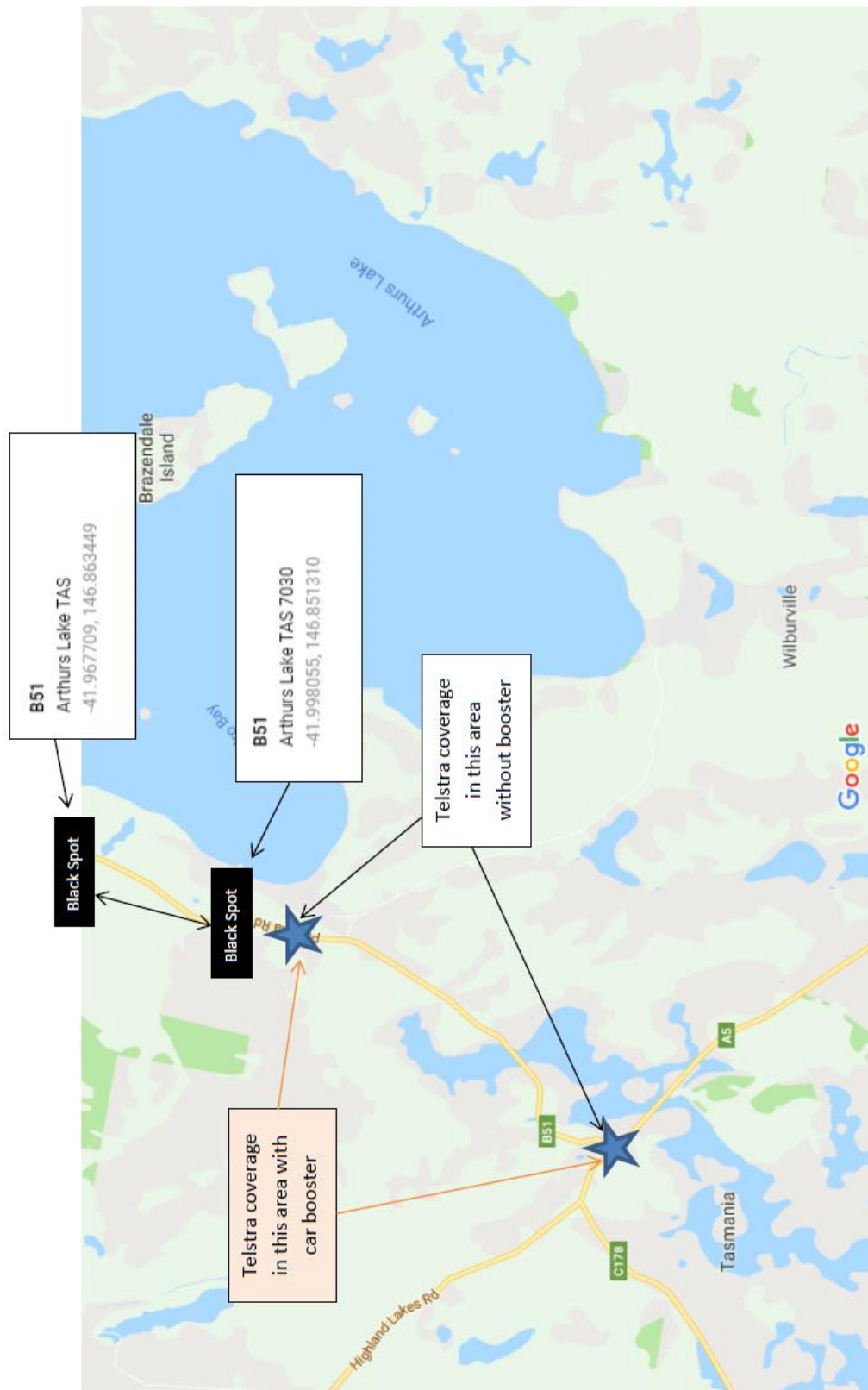


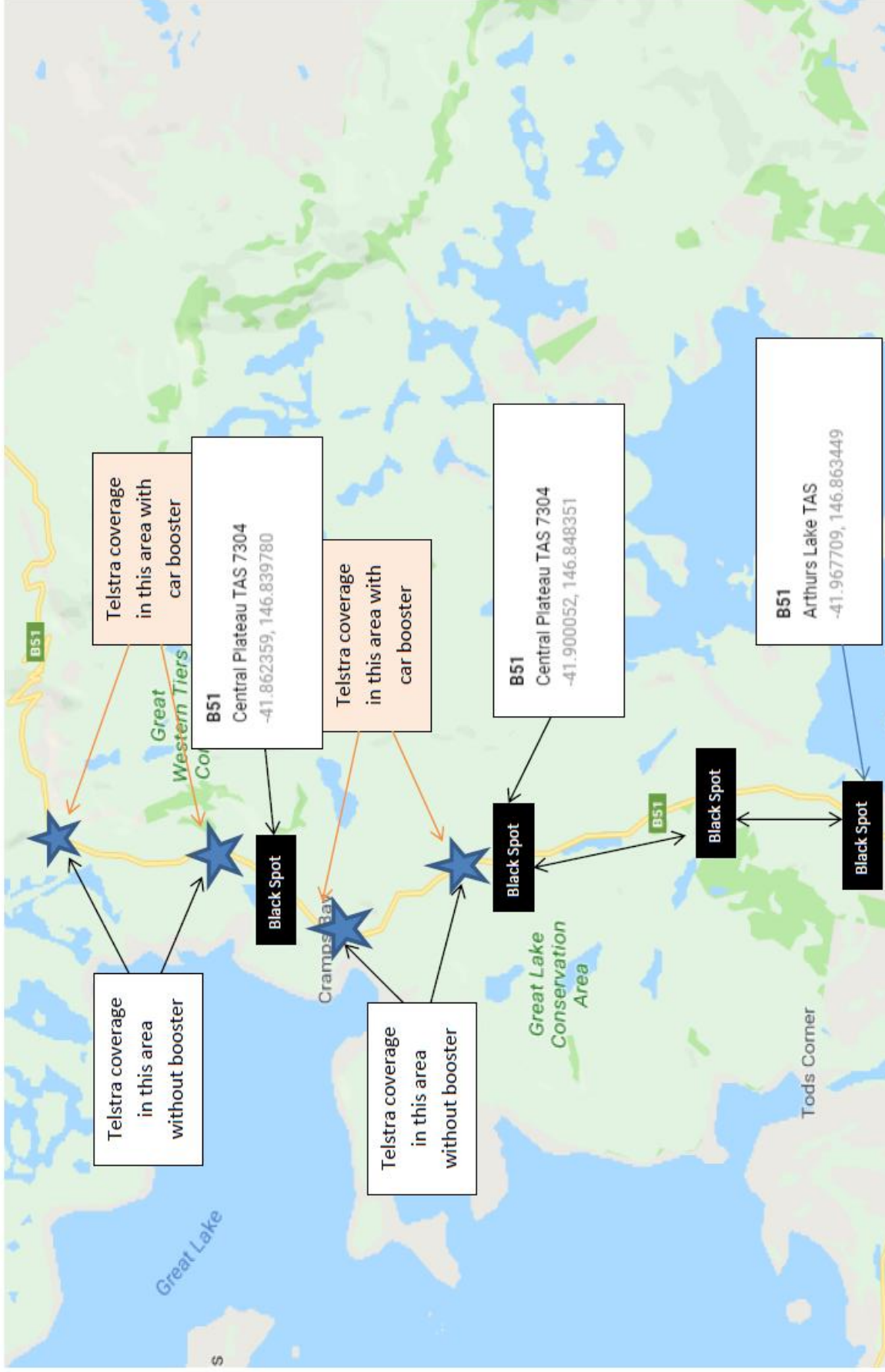




TELSTRA MOBILE COVERAGE POATINA ROAD

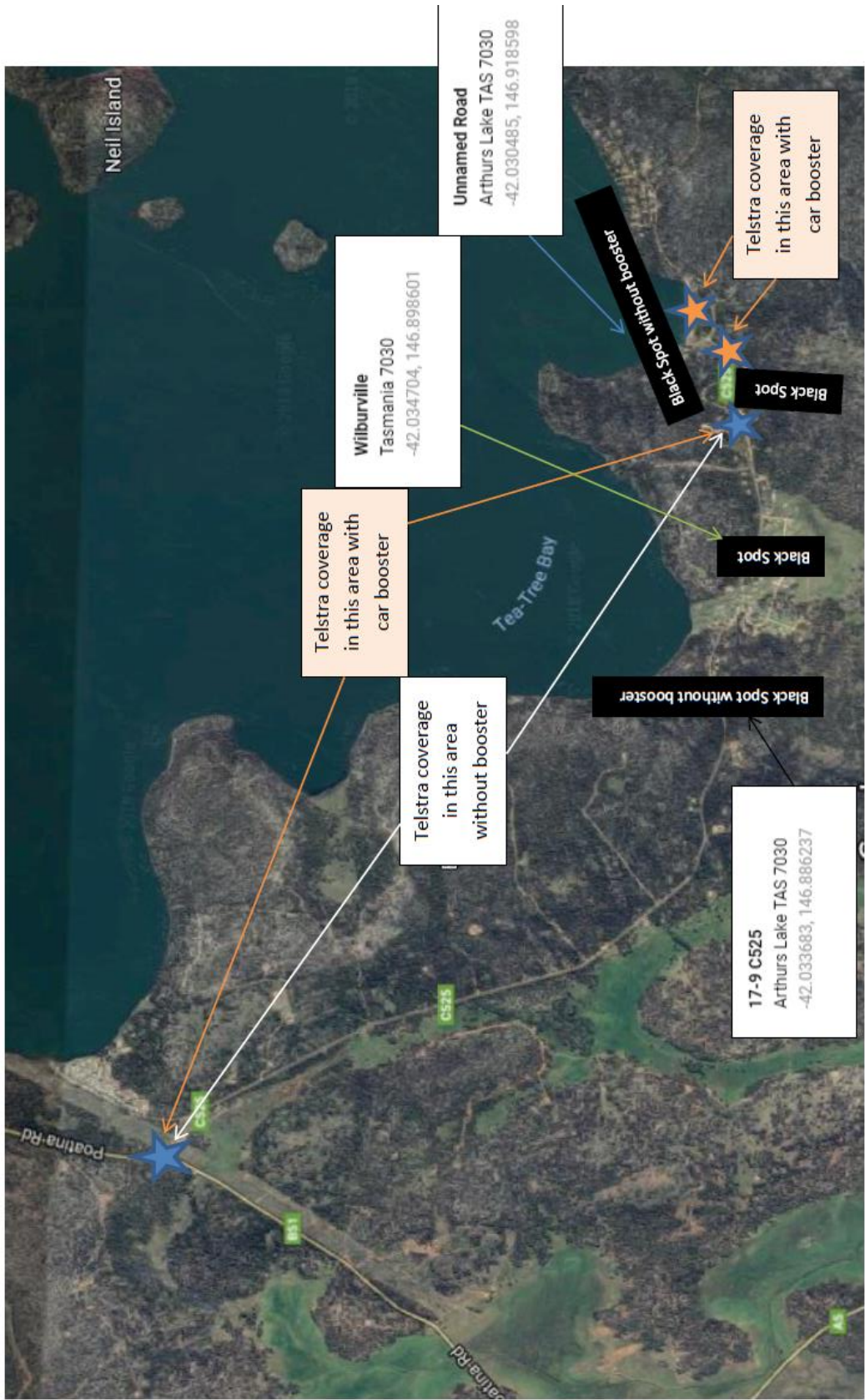
Survey of the Poatina Road showing existing Telstra mobile coverage:

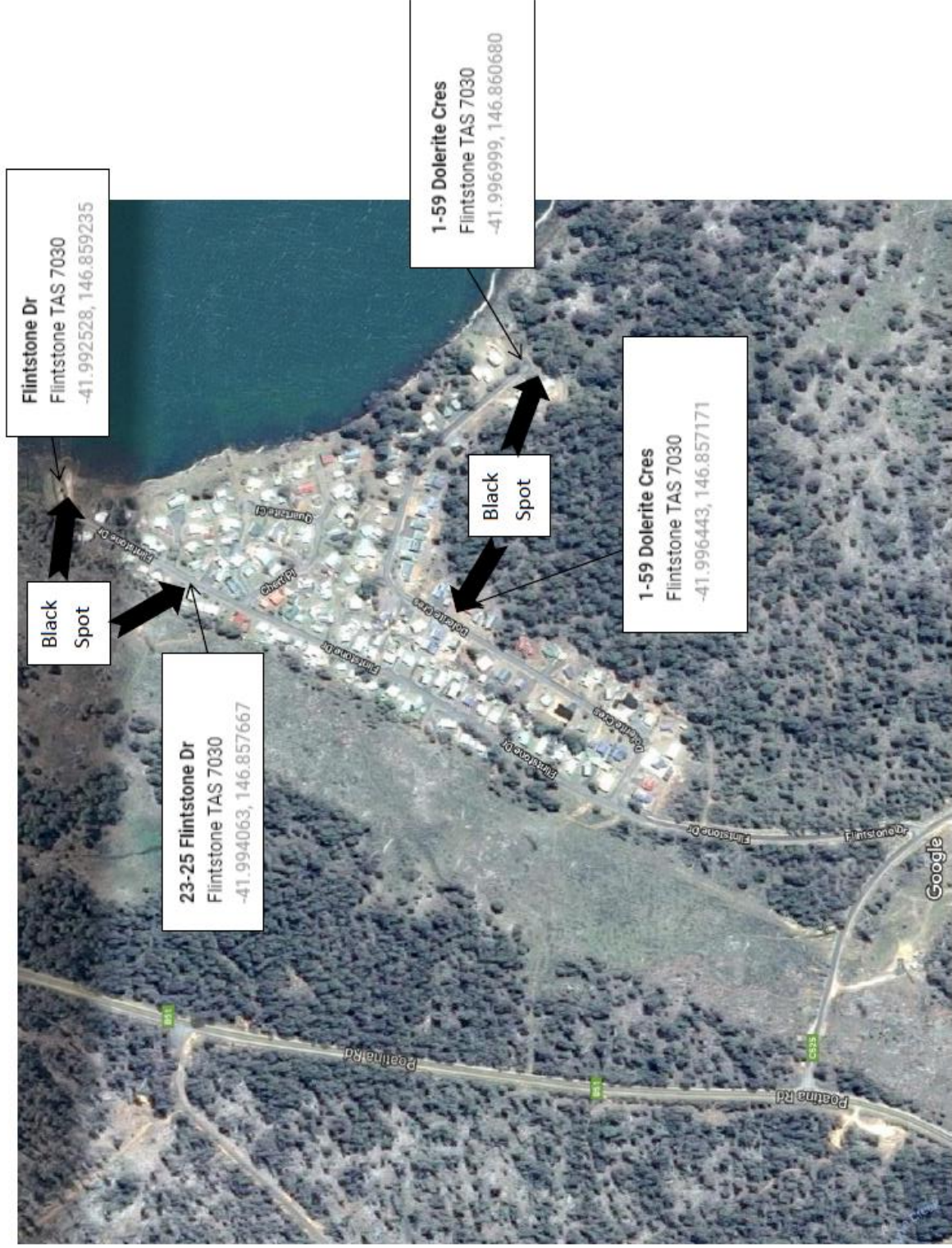




TELSTRA MOBILE COVERAGE ARTHURS LAKE AREA

Survey of the Arthurs Lake area showing existing Telstra mobile coverage:





Flintstone Dr
Flintstone TAS 7030
-41.992528, 146.859235

Black
Spot

23-25 Flintstone Dr
Flintstone TAS 7030
-41.994063, 146.857667

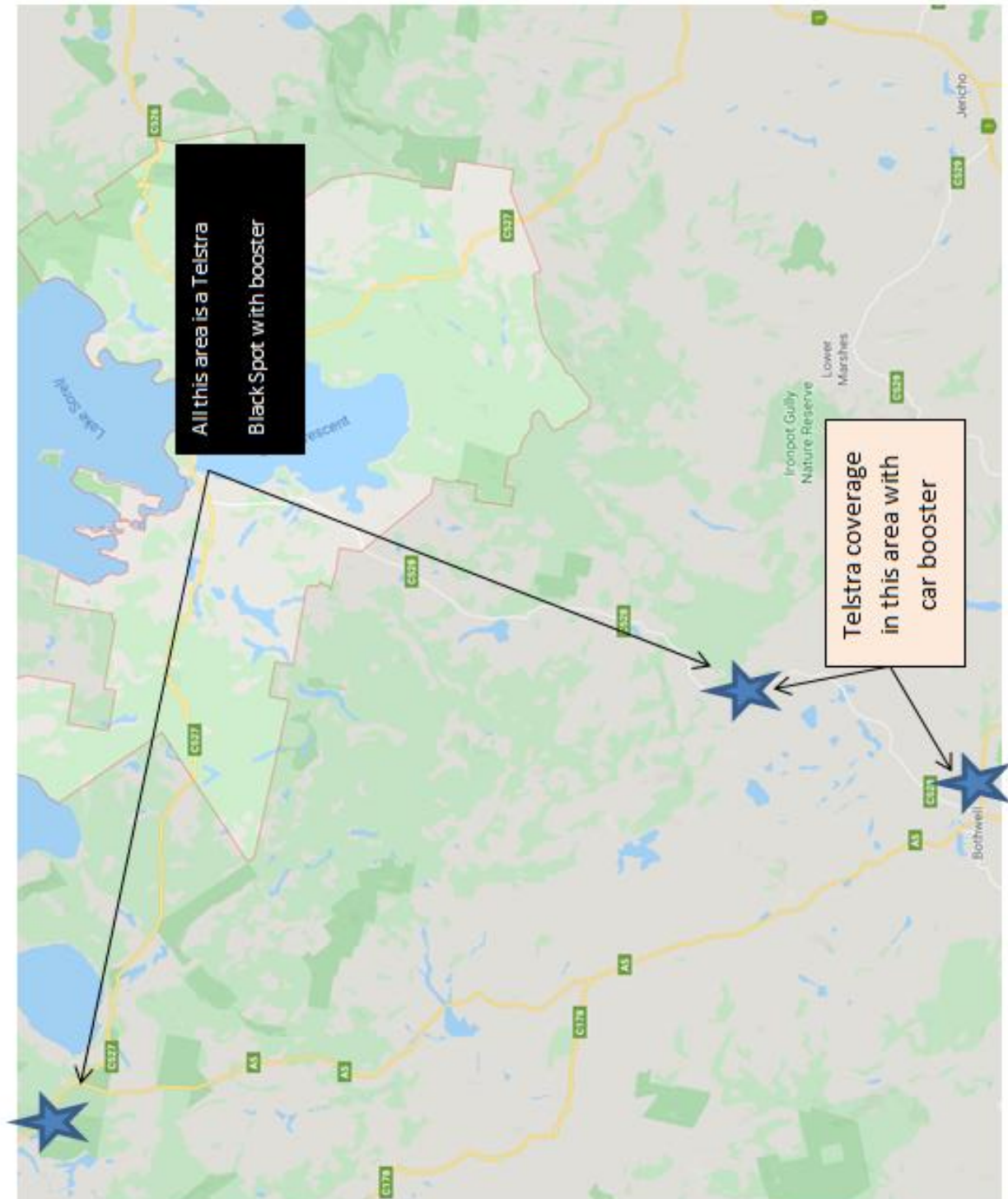
1-59 Dolerite Cres
Flintstone TAS 7030
-41.996999, 146.860680

Black
Spot

1-59 Dolerite Cres
Flintstone TAS 7030
-41.996443, 146.857171

TELSTRA MOBILE COVERAGE INTERLAKEN AREA

Survey of the Interlaken area showing existing Telstra mobile coverage:



Our ref:

File: A20/94576
Enquiries: Margaret Ward

22 May 2020

Ms Lyn Eyles
General Manager
Central Highlands Council
PO Box 20
HAMILTON TAS 7140

Dear Lyn Eyles

EMERGENCY SERVICES MEDAL NOMINATIONS - 2021

The Emergency Services Medal (ESM) recognises distinguished service by the men and women who serve in the front line Emergency Services, typically the State Emergency Service (SES).

In accordance with the *Emergency Service Medal Regulations* (1999) Tasmania is entitled to no more than three (3) ESM's per year from the following categories (no more than one per category):

S3 (4) – Medal may be awarded to a person who has given distinguished service as a member of an emergency service.

- a. Full-time permanent members of the State Emergency Service
- b. Part-time, Volunteer or auxiliary members of the Emergency Service
- c. Full-time, part-time, Volunteer or auxiliary members of the emergency service

S4 (1) - The medal may be awarded to a person who has given distinguished service relating to emergency management, training or education.

To assist with any nominations, the ESM Guidelines and Nomination Form are available at <https://www.ses.tas.gov.au/about/get-involved/awards/>. The ESM honours list of previous Tasmanian ESM recipients is attached to this letter for your information.

ESM nominations in Tasmania are judged by the Director SES with the support of a panel before making recommendations through the State Emergency Management Controller (Secretary DPFEM) to the Minister for Police, Fire and Emergency Management for approval.

If you wish to nominate an eligible person for the 2021 Australia Day Honours List, please forward the completed ESM Nomination Form to my Executive Assistant, Margaret Ward,

by mail: GPO Box 1290, Hobart; or email: margaret.ward@police.tas.gov.au. All ESM nominations must be received by CoB Friday 31 July 2020. Unsuccessful nominations from previous years may be reconsidered subject to resubmission.

For further advice on the award or nomination process, please contact Margaret Ward on (03) 6173 2703 or myself on (03) 6173 2702.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Lea', with a stylized flourish at the end.

Andrew Lea
Director

Attachment:

1. Honours List of Previous Tasmanian ESM Recipients



LIONS CLUB OF HOBART TOWN Inc.

ABN: 33-773-388-788 GST registered

2020 CIRCUS QUIRKUS

Project Office: Ph: 1800 306 005

Fax: 1800 550 440

Email: hobartlions@sponsorship.net.au

G.P.O. BOX 784, HOBART, TAS 7001

ATTENTION: Lyn Isles

FROM: Mason Walters

Development & Environmental Services

leyles@centralhighlands.tas.gov.au

DATE: 22 May 2020

Thank you for your interest in our annual **CIRCUS QUIRKUS** and for asking for more information!

For 30 years the Lions Club of Hobart Town have received support from the business community of Hobart and it's surrounding areas; to enable disadvantaged and disabled children from all over southern Tasmania to have a day of happiness.

This year, the ticket distribution will include children of Ambulance officers and volunteer staff. This is to show the community and the Club's appreciation for the Ambulance community; whose commitment to work is often at the expense of their families. In addition, we intend to make a further contribution to Disaster Relief (Fires & Flood) across Australia through the Australian Lions Club Foundation, a not for profit, volunteer only entity.

The Circus Quirkus live show has been a new experience for many of the children, and for their accompanying parents and carers. It is a great time and it's wonderful to see just how well the children interact with the performers.

The happy faces on the children makes this event very rewarding and it's all thanks to the businesses for their kind generosity in getting them along to the event!!

Circus Quirkus will take place at the **Hobart City Hall**, with three performances on **Sunday July 26th, 2020.**

Funds raised every year go towards Lions projects in and around Hobart, and beyond:

It is a fact of life that those institutions we support, still desperately need our support to carry on their daily operations and the Lions Club of Hobart Town, with your help, will continue to support the **Lions Eye Health Project, Hobart Legacy**, and the **Lions Drug Awareness Foundation**

To those who have been part of Circus Quirkus in past years, we thank you for your continued support. If you have not been approached before we sincerely hope you consider becoming involved with this worthwhile project.

Once again, tickets cost \$60 per child and our showpass is \$120 for a child and carer.

We would love for you to consider the following groups of children (inclusive of GST):

5 Tickets = \$300

4 Tickets = \$240

3 Tickets = \$180

Of course, any contribution you can assist with will be greatly appreciated.

Kind Regards

Annette Ogilvie

President

"On behalf of my fellow Lions, I again trust you can help us!"



If you'd like to pay by credit card, please complete and return to 1800 550 440 or email. This transaction will appear on your credit card statement as "Lions Club of Hobart Town". **We will issue a tax invoice promptly.**

Credit card: - - -

Card type: ☐ **VISA** ☐ Expiry date: / Payment: \$ _____

Name on card: _____ Signature: _____

OR payment by direct credit:

ACC: Lions Club of Hobart Town // BSB: 037001 // ACC: 201305 // REF: 3293



Policy No. 2015- 33

Bullying Policy

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 1 of 11

1. INTRODUCTION

In line with the WorkSafe Tasmania guide for preventing and responding to workplace bullying, this policy outlines Central Highlands Council process regarding bullying within the workplace. Council's goal is to provide prompt and reasonable management of workplace issues to assist our workers and enable them to enjoy a healthy and safe work environment.

This policy should be read in conjunction with applicable, appropriate and associated policies, procedures, legislation, codes of practice, guidelines and best practice models.

2. WHO THIS POLICY APPLIES TO

This policy applies to all Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council.

Places of work include attending training, work related events, 'off site', and other worksites of which you are undertaking Central Highlands Council business.

3. WHAT IS NOT WORKPLACE BULLYING?

A single incident of unreasonable behaviour is not workplace bullying, however it may be repeated or escalate and so should not be ignored.

Reasonable management action taken in a reasonable way

A PCBU may take reasonable management action to effectively direct and control the way work is carried out. It is reasonable for managers and supervisors to allocate work and give feedback on a worker's performance. These actions are not workplace bullying if they are carried out in a lawful and reasonable way, taking the particular circumstances into account.

A manager exercising their legitimate authority at work may result in some discomfort for a worker. The question of whether management action is reasonable is determined by considering the actual management action rather than a worker's perception of it, and where management action involves a significant departure from established policies or procedures, whether the departure was reasonable in the circumstances.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 2 of 11

What is reasonable would be determined by an objective test through a court of law. However, a court could consider the following examples as reasonable management action:

- setting realistic and achievable performance goals, standards and deadlines;
- fair and appropriate rostering and allocation of working hours;
- transferring a worker to another area or role for operational reasons;
- deciding not to select a worker for a promotion where a fair and transparent process is followed;
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way;
- informing a worker about unreasonable behaviour in an objective and confidential way;
- implementing organisational changes or restructuring, and
- taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.

4. HOW CAN WORKPLACE BULLYING OCCUR

Workplace bullying can be carried out in a variety of ways including through verbal or physical abuse, through email, text messages, internet chat rooms, instant messaging or other social media channels. In some cases workplace bullying can continue outside of the workplace.

Workplace bullying can be directed at a single worker or group of workers and be carried out by one or more workers. It can occur:

- sideways between workers;
- downwards from supervisors or managers to workers, or
- upwards from workers to supervisors or managers.

Workplace bullying can also be directed at or perpetrated by other people at the workplace such as clients, patients, students, customers and members of the public.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 3 of 11

5. IMPACT OF WORKPLACE BULLYING

Workplace bullying can be harmful to the person experiencing it and to those who witness it. The effects will vary depending on individual characteristics as well as the specific situation and may include one or more of the following:

- distress, anxiety, panic attacks or sleep disturbance;
- physical illness, for example muscular tension, headaches, fatigue and digestive problems;
- loss of self-esteem and self-confidence;
- feelings of isolation;
- deteriorating relationships with colleagues, family and friends;
- negative impact on work performance, concentration and decision making ability;
- depression; and
- thoughts of suicide.

Workplace bullying can also have a negative impact on the work environment and incur direct and indirect costs for a business, including:

- high staff turnover and associated recruitment and training costs;
- low morale and motivation;
- increased absenteeism;
- lost productivity;
- disruption to work when complex complaints are being investigated;
- costs associated with counselling, mediation and support;
- costly workers' compensation claims or legal action; and
- damage to the reputation of the business.

6. WHOS HAS DUTIES IN RELATION TO WORKPLACE BULLYING?

Everyone at the workplace has a work health and safety duty and can usually help prevent workplace bullying. The following table sets out the various duties in relation to workplace bullying.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 4 of 11

Table 1 - Duties in relation to workplace bullying as outlined by WorkSafe Tasmania and the Work Health and Safety Act:

Who	Duties
Person conducting a business or undertaking (section 19)	<p>A Person conducting a business or undertaking (PCBU) has the primary duty of care under the Work Health and Safety Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from work carried out as part of the business or undertaking.</p> <p>This duty includes, so far as is reasonably practicable:</p> <ul style="list-style-type: none"> • providing and maintaining a work environment that is without risks to health and safety; • providing and maintaining safe systems of work; • monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented; and • providing appropriate information, instruction, training or supervision to workers and other persons at the workplace to allow work to be carried out safely.
Officers (section 27)	<p>Officers, such as company directors, must exercise due diligence to ensure the business or undertaking complies with the Work Health and Safety Act and Regulations. This includes taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks associated with workplace bullying.</p>
Workers (section 28)	<p>Workers including employees, contractors, subcontractors, labour hire employees, outworkers, apprentices or volunteers have a duty to:</p> <ul style="list-style-type: none"> • take reasonable care for their own health and safety while at work; • take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; • comply, so far as the worker is reasonably able, with any reasonable instruction given by the PCBU; and • co-operate with any reasonable policies and procedures of the PCBU, for example a workplace bullying policy.
Others (section 29)	<p>Other persons at a workplace, such as visitors and clients, have similar duties to that of a worker and must:</p> <ul style="list-style-type: none"> • take reasonable care for their own health and safety while at work; • take reasonable care that their acts or omissions do not adversely affect the health and safety of workers or other persons; and • comply, so far as the person is reasonably able, with any reasonable instruction given by the PCBU.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 5 of 11

7. CONTROLLING THE RISKS

The risk of workplace bullying can be minimised so far as is reasonably practicable by creating and promoting a positive work environment where everyone is treated fairly and with respect. A combination of control measures aimed at the organisational level and at individual behaviours should be considered.

Management Commitment

Demonstrated senior management commitment in identifying, preventing and responding to workplace bullying is one of the key factors for preventing unreasonable behaviour and managing psychological risks. Effective leaders model their organisation's values and standards for workplace behaviour through their own conduct. This can send a clear message to workers that the organisation is serious about preventing workplace bullying and contribute to a positive workplace culture where unreasonable behaviour is not tolerated.

Managers can demonstrate commitment in various ways including by:

- modelling respectful behaviours at all times;
- implementing the bullying policy which clearly identifies the expected behaviours and consequences of not complying;
- dealing with unreasonable behaviour as soon as they become aware of it;
- ensuring that reports of bullying are taken seriously and properly investigated; and
- consulting with workers.

Set the standard of workplace behaviour

A workplace can set and enforce clear standards of behaviour through a code of conduct or a workplace policy that outlines what is and is not appropriate behaviour and what action will be taken to deal with unacceptable behaviour. It can apply to all behaviours that occur in connection with work, even if they occur outside normal working hours. The standards of behaviour should also include a reference to reasonable management action.

The advantage of this approach is that unreasonable behaviours can be addressed before they escalate into workplace bullying.

Implement and review this workplace bullying policy to ensure it meets the outcomes of the organisations goals and objectives.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 6 of 11

Develop productive and respectful workplace relationships

Good management practices and effective communication are important in creating a workplace environment that discourages workplace bullying. Examples include:

- promote positive leadership styles by providing training for managers and supervisors;
- mentor and support new and poor performing managers and workers;
- facilitate teamwork, consultation and co-operation;
- ensure that reasonable management actions are clearly defined, articulated and understood by workers and supervisors; and
- ensure supervisors act in a timely manner on unreasonable behaviour they see or become aware of.

Dealing with external parties

Where there is a risk of workplace bullying by other people, for example clients, the following control measures may be considered:

- communicate the expected standard of behaviour through a code of conduct or in contracts and agreements;
- empower workers to refuse or suspend service if other people fail to comply with the expected standard of behaviour;
- provide support to workers who are exposed to unreasonable behaviour; and
- implement control measures to eliminate or minimise the risk of workplace violence.

Design safe systems of work

The following work design control measures may reduce the risk of workplace bullying:

- clearly define jobs and seek regular feedback from workers about their role and responsibilities;
- provide workers with the resources, information and training they need to carry out their tasks safely and effectively;
- review and monitor workloads and staffing levels to reduce excessive working hours;
- provide access to support mechanisms, such as employee assistance programs, particularly during busy and stressful work periods; and
- provide effective communication throughout workplace change, including restructuring or downsizing

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 7 of 11

8. REPORTING PROCEDURE

Workplace bullying behaviours should not be tolerated and early reporting of these behaviours to your manager or the General Manager is encouraged.

Workplace bullying may be identified and reported by those subject to the behaviour or by witnesses. A person can raise or report workplace bullying verbally or in writing by:

- informing a supervisor, manager or General Manager;
- informing their health and safety representative or union representative and asking them to make a report on your behalf; or
- using Council's 'Accident / Incident Report Form' and provide the completed form to their manager or the General Manager.

A manager or supervisor may also identify a risk of workplace bullying through changes in the workplace, for example increased absences, changes in workers' performance or low staff morale.

How management will respond to a report of workplace bullying

Workplace bullying is best managed by responding as soon as possible after suspecting or becoming aware there is a problem. Responses to reports of workplace bullying will vary depending on the situation and the number of parties involved.

In the first instance, attempts will be made to resolve the situation within the workplace, regardless of whether or not workplace bullying has occurred. Where internal processes are not effective, complainants may refer the complaint to external agencies.

Managers and the General Manager will consider following when responding to workplace bullying:

- **Is the behaviour bullying or not?**

The type of behaviour occurring may need to be determined to develop an appropriate response. For example, if the behaviour involves physical violence or what appears to be unlawful discrimination or sexual harassment, whether it is repeated or not, it will require a different response to workplace bullying.

- **Does the situation warrant measures to minimise the risk of ongoing harm?**

If necessary interim measures should be taken to minimise the risk to health or safety. This may involve temporarily reassigning tasks, separating the parties involved or granting leave.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 8 of 11

- **Do I have a clear understanding of the issues?**

Seek additional information to ensure a clear understanding of the parties involved and the specific behaviour or behaviours thought to be unreasonable. This may be achieved by speaking to others who may have observed or participated in the behaviour.

- **Do I need additional information or assistance?**

People with specialist roles in the organisation or external specialists may be able to provide information, help identify the issues and develop potential responses to address the behaviour. Additionally, an individual may wish to seek information or assistance that allows for objectivity and affords all parties due process.

- **Can the matter be safely resolved between the parties or at a team level?**

In some situations it may be possible to use a no-blame conciliatory approach to help individuals reach an outcome that will ensure the unreasonable behaviour ceases. A proposed resolution should be discussed with the person who reported the behaviour to check they are comfortable with it.

- **Should the matter be progressed to an investigation?**

Depending on the severity or complexity, some matters may need to be investigated.

A person may choose to resolve issues by self-managing the situation. This usually involves telling the other person the unreasonable behaviour is not welcome and asking for it to stop. If an individual does not feel safe or confident with approaching the other person they can seek the assistance of a supervisor or manager, union representative or General Manager.

Anyone asked to act on behalf of an individual should use a confidential and non-confrontational approach.

In most circumstances, the person who is alleged to have perpetrated the bullying behaviour must be notified as soon as possible of the report and be given a chance to explain his or her version of events. They should be treated as innocent until the reports are proven to be true.

The General Manager will consider if providing training to workers about appropriate standards, expected behaviours and workplace bullying may help workers understand how to deal with issues such as conflict, confidentiality and related issues.

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 9 of 11

The role of managers

Managers should intervene when they observe unreasonable behaviour in their work teams or if they are requested to intervene by a member of their team. If a manager approaches an individual directly about their behaviour they should record the actions taken. Managers should know how and when it is appropriate to seek advice or to escalate an issue to the General Manager.

Effectively responding to issues when they are raised can stop the situation happening again and reinforce to workers that workplace bullying is treated seriously and consistently by Council.

If the matter is not resolved

Where a matter may appear to remain unresolved the General Manager may initiate mediation or undertake an investigation.

9. INVESTIGATION

The investigator appointed by the General Manager has the task to work out what happened, whether or not an allegation of workplace bullying is substantiated (or whether there is insufficient information to decide either way) and provide a recommendation on what appropriate course of action should be taken (if any).

10. GRIEVANCE PROCESS FOR DEALING WITH COMPLAINTS

If a worker has an issue at work, there are a number of options available for resolving their complaint. Workers are required to work with the General Manager to progress through the options and respond to any questions personally and honestly.

To assist in the resolution of issues the following process should be undertaken:

- 1) Speak to the person(s) involved directly to see if you can settle the issue;
- 2) Seek assistance from your Manager/Supervisor – a written statement often assists in clarifying issues alternatively your Manager/Supervisor will take notes of your meeting;
- 3) Seek assistance from the General Manager if you have not received a response from the Manager/Supervisor in 10 business days;
- 4) Notify your Manager/Supervisor or the General Manager if you would like conciliation and/or mediation (appointed in consultation between Management and the worker);

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 10 of 11

Workers may request a support person to attend meetings during the grievance process.

At any discussions or meetings the worker is required to discuss the issues and personally answer any questions raised by the employer or their representative.

All parties are able to take actions through Fair Work avenues or other jurisdictions as determined.

If the behaviour is likely to amount to a criminal act or is serious in nature, the complaint should be referred to the General Manager who will decide if the matter is to be referred to the police or other entity. The worker against whom the complaint is made may be suspended at the General Manager's discretion during the investigation and decision making processes.

Where a workplace matter is a criminal matter, the investigations may be managed separately and a decision relating to employment will be made separate to any criminal prosecution.

For further information you may refer to the Worksafe guide at:

https://worksafe.tas.gov.au/_data/assets/pdf_file/0009/540828/How-to-prevent-and-respond-to-workplace-bullying.pdf or

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-preventing-responding-workplace-bullying.pdf> or <https://worksafe.tas.gov.au/home>

Document:	Start Date: 16 June 2020	Page Reference:
Bullying Policy	Review Date: 30 June 2023	Page 11 of 11



Policy No. 2018- 55

Code of Conduct for Members of the Audit Panel

Document:	Start Date: 16 June 2020	Page Reference:
Code of Conduct for Members of the Audit Panel	Review Date: 30 June 2022	Page 1 of 3

This code of conduct sets out the standards of behaviour expected of the Central Highland Council's Audit Panel members (members). The standards support the characteristics of good governance outlined in the *Good Governance Guide for Local Government in Tasmania* (reference below).

As an independent source of scrutiny in the interests of the community, the Audit Panel provides checks and balances on key Council activities and a means of highlighting issues that require strategic attention.

Councillors who are members of the Audit Panel are in a unique position and having an obligation to maintain an Audit Panel perspective in the interests of the community when they discharge their duties as Audit Panel members, ie they must display independence of mind, separate from their role as a Councillor.

In performing their role on the Central Highlands Council's Audit Panel, and in acting in the best interests of the community, all members of the Central Highlands Council Audit Panel commit to the following standards.

1. Effective management of conflicts of interest

Members avoid conflicts of interest that arise between their personal interests and their public duty as an Audit Panel member, as far as reasonably possible. This includes pecuniary and non-pecuniary conflicts of interest (actual, potential or perceived). Where avoidance is not possible, members appropriately manage conflicts of interest. Members are responsible for acting in good faith and exercising reasonable judgment to manage conflicts of interest, including the offer or receipt of gifts and benefits.

Council members may at times deal with conflicts of interest as a consequence of their dual roles as an audit panel member and a councillor. This may present as a conflict between the interests of the community (as seen from the Audit Panel perspective).

All members will regularly provide advice of their actual, potential and perceived conflicts to the panel.

2. Proper use of Council information

Members maintain the confidentiality of any information, documents and communication that the Council or panel has designated as being in confidence. Members only access

Document:	Start Date: 16 June 2020	Page Reference:
Code of Conduct for Members of the Audit Panel	Review Date: 30 June 2022	Page 2 of 3

Council information needed for them to perform their role as a panel member and not for personal interests or reasons.

3. Proper use of position

Members perform their role in the best interests of the Council and the community. Members operate within the intended scope of the Audit Panel (as outlined in the Audit Panel Charter) and adhere to relevant Council policies and procedures.

4. Appropriate interactions

Members act ethically and treat all persons with fairness and respect. Members conduct themselves in a way that positively represents the panel, and is in the best interests of the Council and the community. Members interact appropriately with fellow members, Councillors, council staff and the community, and give full respect and consideration of to all relevant information known to them. Members should not interact directly with council staff without the prior approval of the panel and the general manager.

The Council has policies and procedures to provide additional guidance for members.

Further information on the ethical standards covered in this code of conduct, and the terminology used, can be found in the *Good Governance Guide for Local Government in Tasmania*:

http://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/good_governance_guide

Document:	Start Date: 16 June 2020	Page Reference:
Code of Conduct for Members of the Audit Panel	Review Date: 30 June 2022	Page 3 of 3



Policy No. 2017- 48

Council Pool Vehicle

Document:	Start Date: 16 June 2020	Page Reference:
Council Pool Vehicle	Review Date: 30 June 2023	Page 1 of 3

1. PROVISION OF COUNCIL POOL VEHICLE

A vehicle has been provided by Council as a pool vehicle and is housed at Hamilton.

2. AUTHORISED USERS

(a) Council administration staff

Council administration staff are authorised to use the pool vehicle for Council business.

(b) Council Environmental Health Officer

The Environmental Health Officer is authorised to use the pool vehicle for Environmental Health Officer duties.

(c) Mayor and Councillors

The Mayor and Councillors are authorised to use the pool vehicle to undertake duties/business associated with the discharge of their function as Mayor or Councillor.

Limited private use is available where the Mayor or Councillor has private commitments immediately before or after conducting council business.

3. BOOKINGS

Bookings for the pool vehicle are to be made through the Hamilton office.

Where the vehicle is required outside of normal business hours, arrangements for pick up and return of vehicle are to be made with the Hamilton office staff.

Document:	Start Date: 16 June 2020	Page Reference:
Council Pool Vehicle	Review Date: 30 June 2023	Page 2 of 3

4. VEHICLE LOG BOOK

A vehicle log book is provided for the recording of the following details:

- The dates on which the journey began and ended
- The odometer readings at the start and end of each journey
- The kilometres travelled
- The purpose of the journey

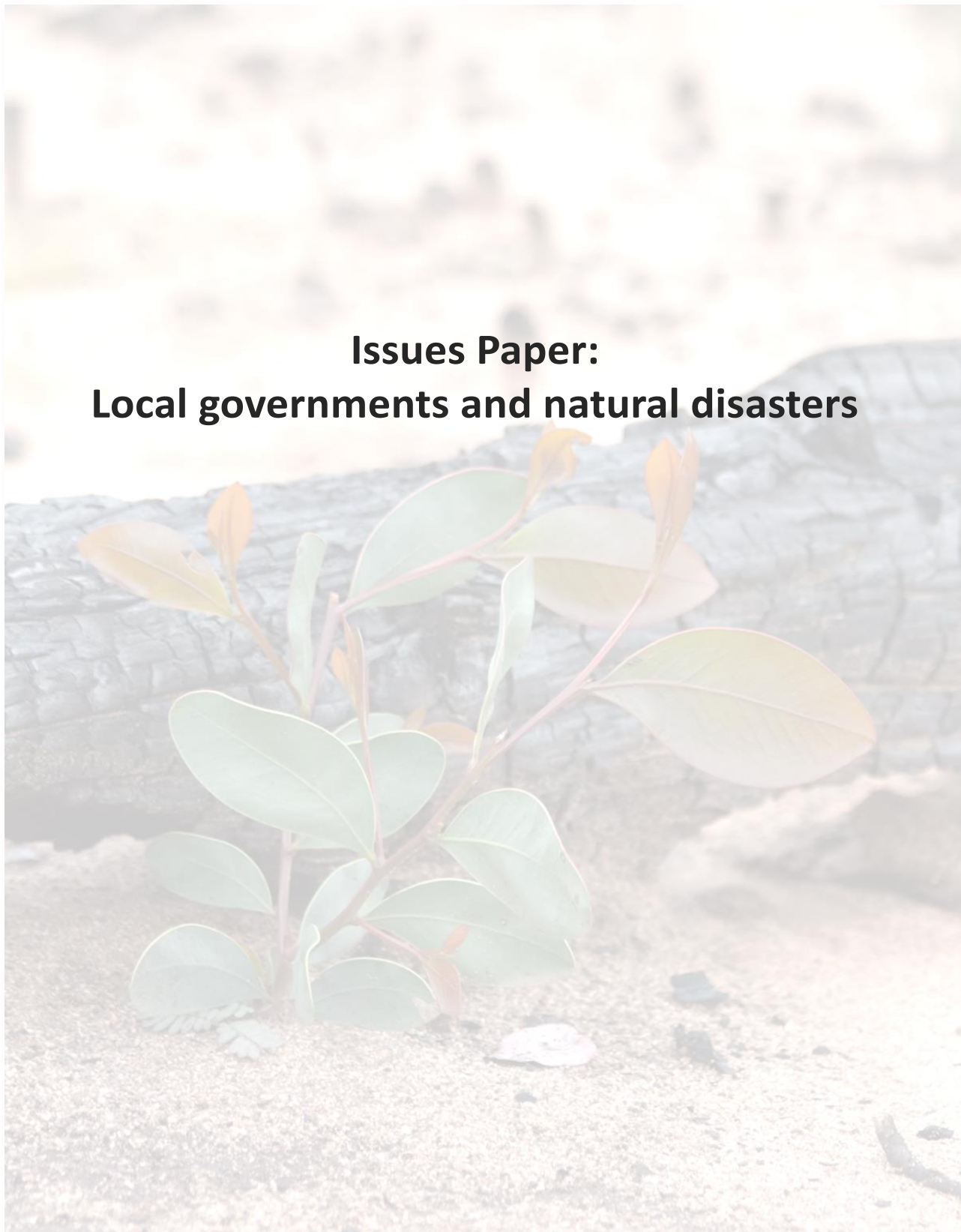
Where any part of the journey was for private business, it is to be noted in the log book.

Document:	Start Date: 16 June 2020	Page Reference:
Council Pool Vehicle	Review Date: 30 June 2023	Page 3 of 3



Royal Commission
into National Natural
Disaster Arrangements

Issues Paper: Local governments and natural disasters



The Royal Commission into National Natural Disaster Arrangements was established on 20 February 2020 in response to the extreme bushfire season of 2019-20 which resulted in devastating loss of life, property and wildlife, and environmental destruction across the nation.

The Letters Patent for the Royal Commission set out the terms of reference and formally appoint Air Chief Marshal Mark Binskin AC (Retd), the Honourable Dr Annabelle Bennett AC SC and Professor Andrew Macintosh as Royal Commissioners.

This paper was published on 5 June 2020.

© Commonwealth of Australia 2020

ISBN: 978-1-921091-13-1 (online only).

With the exception of the Coat of Arms and where otherwise stated, all material presented in this publication is provided under a Creative Commons Attribution 4.0 International licence. For the avoidance of doubt, this means this licence only applies to material as set out in this document.



The details of the relevant licence conditions are available on the Creative Commons website as is the full legal code for the CC BY 4.0 licence
www.creativecommons.org/licenses

The terms under which the Coat of Arms can be used are detailed on the Department of the Prime Minister and Cabinet website.

Terms of Reference (a), (b) and (f):

- (a) the responsibilities of, and coordination between, the Commonwealth and State, Territory and local Governments relating to preparedness for, response to, resilience to, and recovery from, natural disasters, and what should be done to improve these arrangements, including with respect to resource sharing;
- (b) Australia's arrangements for improving resilience and adapting to changing climatic conditions, what actions should be taken to mitigate the impacts of natural disasters, and whether accountability for natural disaster risk management, preparedness, resilience and recovery should be enhanced, including through a nationally consistent accountability and reporting framework and national standards; ...
- (f) ways in which Australia could achieve greater national coordination and accountability – through common national standards, rule-making, reporting and data-sharing – with respect to key preparedness and resilience responsibilities, including for the following ...
 - (iii) land-use planning, zoning and development approval (including building standards), urban safety, construction of public infrastructure, and the incorporation of natural disaster considerations

Local governments and natural disasters

Local governments – cities, shires, towns and municipalities – play a central role in preparing for, responding to, and recovering from natural disasters. The roles and responsibilities of Australia's 537 local governments differ between jurisdictions and depend in part on the geography of the area, the demographics and unique needs of the communities they serve, and sometimes the particular natural disasters they face. Between 60 and 70 percent of local governments are regional or rural.¹

Local governments will often have a more detailed understanding of their local communities and resources than other levels of government. They may be a key source of information for their communities. Emergency response services also commonly rely on the knowledge, support and expertise of local governments.

Local governments will also understand their local infrastructure and generally have primary responsibility for restoring community infrastructure after a disaster, with the support of Australian, state and territory governments. They may also lead the delivery of community services, such as evacuation centres, relief centres and safe places, during and after a natural disaster.

Along with state and territory emergency services, local governments are an integral part of the emergency planning process, and play an important role in risk mitigation, land-use planning and land management. The quality of the information they rely on is critical to the effectiveness of both their plans and their response to emergencies more generally.

Natural disasters do not respect state and territory borders, much less local government boundaries. The 2019-20 bushfire season highlighted that coordination within and between all levels of government is fundamental to effective planning for, responding to and recovering from natural disasters.

This paper poses a number of questions on which the Royal Commission invites comment by **18 June 2020**. The Commission particularly encourages local governments to provide their views. To comment, please use the response form on the Commission's website: <https://rcndasubmissions.lawinorder.com.au/>

¹ In the Australian Capital Territory, the responsibilities usually handled by local government are administered by a department of the territory government: Australian Local Government Authority, *Local Government Key Facts and Figures* <<https://alga.asn.au>>.

Question 1

- a. What information do local governments have access to and rely on in preparing natural disaster management plans, conducting risk assessments and in otherwise preparing for natural disasters?
- b. What information do local governments rely on in assessing the impact of natural disasters?
- c. How can the information available to, and relied on by, local governments be improved to assist their role in planning for, responding to and recovering from natural disasters?
- d. To what extent is the information referred to in (a) and (b) shared or coordinated with other local governments and with the community?

Question 2

- a. What is the responsibility of local governments for communicating with, and educating their communities about, natural disaster risks, preparedness, response and recovery?
- b. How is this put into effect?
- c. How could this communication and education be improved?

Question 3

Are local governments provided with sufficient guidance, training and standards to perform their role in relation to natural disaster mitigation, preparedness, response and recovery?

Question 4

How can local governments ensure accountability for, and compliance with, land-use planning or hazard management obligations designed to mitigate and increase resilience to natural hazard risks?

Question 5

- a. What is the responsibility of local governments for evacuation, evacuation centres and safe places?
- b. How could these arrangements, including with respect to coordination between local governments, be improved?

Question 6

- a. What is the responsibility of local governments for assisting the community with relief and recovery from natural disasters?
- b. How do local governments coordinate relief and recovery assistance with other local governments, Australian, state and territory governments, charities and community groups?
- c. How could these arrangements be improved?

Next Steps

Submissions in response to this paper will inform the Royal Commission's consideration of the role of local governments in natural disaster management. Responses will also assist with the panels on local government that the Commission intends to hear from later in June 2020.

The Royal Commission continues to gather information and analyse evidence, and will not make findings or draw conclusions until it has completed this process.

This paper does not seek to cover every issue relevant to local government that the Royal Commission may consider. Further issues may be explored in relation to local governments and natural disasters.

ATTN: Lyn Eyles

leyles@centralhighlands.tas.gov.au

29 May 2020

Dear Lyn

Invitation: Member organisation for NRM South

NRM South are expanding our membership base to ensure we have a good representation of voices, across diverse sectors. As such, I am writing to invite you and your organisation to sign on as a Member of the Association for NRM South.

NRM South relies on input from members to help guide the direction of natural resource management priorities across the region. Annual membership to NRM South is free and will give you the opportunity to become part of a network of organisations and industries involved in natural resource management activities.

Membership also confers voting rights at NRM South's Annual General Meeting (and special meetings). In anticipation of this year's AGM (to be held on 30 September 2020), we are calling on applications to be submitted by 30 June 2020.

I have attached a short brochure that provides additional information about the organisation, membership and how to subscribe online via the NRM South website.

NRM South is a not-for-profit organisation and one of three natural resource management bodies in Tasmania and 54 across Australia. Over the over the last two decades, the NRM South team has worked on an impressive suite of projects that have contributed to both protecting and managing our natural resources for the benefit of the economy, community and environment. We have also significantly boosted investment into our region via funding from Australian Government, State Government and industry partners. By working in partnership with other organisations, sharing knowledge, expertise and resources, NRM South has been able to accomplish much more than by working alone.

Thank you for taking the time to consider becoming an organisational Member of the Association. I look forward to your response – if you have any queries, please do not hesitate to get in touch with me directly, or with our CEO, Nepelle Crane, on 0438 664524.

Yours sincerely,



Andrew Scanlon
Chair
NRM South

BECOME
A
MEMBER



WHO WE ARE

NRM SOUTH WORKS ACROSS SOUTHERN TASMANIA ON PROJECTS TO PROTECT AND MANAGE OUR NATURAL RESOURCES FOR THE BENEFIT OF THE ECONOMY, COMMUNITY AND ENVIRONMENT.

NRM South has been working in Southern Tasmania over the last two decades, boosting investment into the Region via funding from Australian Government, State Government and industry partners.

We work with a range of stakeholders and partners, from small community groups to research institutions, industry, businesses, conservation organisations and government departments.



We rely on input from our members to help guide the direction of NRM priorities across our region.

We are also responsible for developing and updating our region's NRM Strategy, a five-year plan that identifies the social, economic and environmental values of the region and outlines how we can all work together to manage and improve its condition.





Membership is free and open to all Tasmanian entities which have an interest in NRM, or represent Tasmanian residents

WHY JOIN?

By joining NRM South's membership base, you can be part of a community that is working to secure the health of our water, biodiversity, soil, waterways and community assets.

MEMBERS' BENEFITS

Vote - Voting rights at the AGM (and 'special meetings').

Influence - Be part of, and influence, the regional NRM agenda and its approach to natural resource management.

Network - Become better connected to the regional NRM network.

Communicate - Receive information about projects, events and funding opportunities relating to NRM.

Recognition - Members' logos will be listed on our website.

Members are encouraged to contact us anytime to present ideas on improving membership benefits and services.



OUR WORK

NRM South is the 'go to' organisation for the planning and delivery of natural resource management in southern Tasmania. Our delivery model is focused on strategic, coordinated and collaborative programs. NRM South's portfolio of projects are supported by the Australian Government (Regional Land Partnerships, Smart Farming Partnerships and the Environment Restoration Fund), State Government (natural resource management core-funding) and industry co-contributions.



agriculture
projects



waterways
projects



threatened
species projects

Pasture Information Network

In partnership with the Derwent Catchment Project, this project provides information, on-ground trials and mentoring programs to support farmers in the Derwent catchment to improve ground cover and reduce soil erosion.

RALF

The Regional Agriculture Landcare Facilitator works to build the capacity of farmers, industry and community to learn sustainable agricultural practices, and support the adoption of best practice for farm and industry.

Smart Seafood Program

In partnership with the Tasmanian Seafood Industry Council, this project aims to increase the efficiency and effectiveness of Tasmania's seafood industry practices to conserve and restore marine biodiversity in Tasmanian multi-use waterways.

Important Wetlands

We will be working collaboratively with partners to support the landholders in and around Moulting Lagoon and Apsley Marshes and work on actions to improve wetland health.

DHC

Launched in 2013, the D'Entrecasteaux and Huon Collaboration is a locally-initiated, innovative partnership (supported by the Derwent Estuary Program, Huon Aquaculture, Huon Valley and Kingborough Councils, NRM South, Tassal and TasWater) that aims to improve the diversity and condition of our natural values with cooperative and coordinated natural resource management.

Protecting Swift Parrots

Over the next three years, NRM South will be working with DPIPW, ANU, the Tasmanian Land Conservancy and Conservation Landholders Tasmania on solutions to improve breeding success in Swift Parrots.

Threatened Plants

NRM South is carrying out a suite of projects to protect Morrisby's gum, Stuart's heath and Black gum/Brookers gum forest and woodland communities.

Cat Control on Bruny Island

In partnership with Biosecurity Tasmania, Kingborough Council, weetapoona Aboriginal Corp, Ten Lives Cat Centre and Bruny Farming, this project will work to control feral cats on Bruny Island (and trial the most effective way to do it).

Wedge-tailed Eagle Fund

The Wedge-Tailed Eagle Offset Fund for Cattle Hill Wind Farm will support high quality research on Tasmania's Wedge-tailed Eagles for their management and protection.

Interested?

Head to our website's Membership page ([under 'About Us'](#)) to submit your application.

www.nrmsouth.org.au

WINTER APPEAL



St Vincent de Paul Society
(TASMANIA) INC.
good works



Mrs Lyn Eyles - Central Highlands Council
PO Box 20
HAMILTON TAS 7140

29th May 2020

Dear Lyn,

As you read this appeal, fellow Tasmanians are desperately worrying about how they or their families will survive the coming winter. In addition to the usual pressures on families, the COVID-19 virus lockdown means loss of opportunities to earn even a little bit of money before the chill of winter arrives.

The St. Vincent de Paul Society needs your urgent and generous support. Many people living in the shadow of homelessness, domestic violence, lack of nutritious food, and relying on emergency relief – simply to keep the heating on or to buy food – need your urgent and generous support.

We know we might be making this request at a financially challenging time for you, but this is precisely why we must ask. The people who the St. Vincent de Paul Society assist are in even greater need: Many are living in life-threatening circumstances.

We at the St. Vincent de Paul Society are doing everything in our power to secure funding to care for Tasmanians in need. However, our donations have declined by almost 90 per cent, and our Vinnies stores have closed, so money is tight. We continue to apply for emergency funding from the State and Federal Governments; but as we have learned from past experience, we cannot rely on government alone to assist us with the funding we need to help disadvantaged Tasmanians.

We need your generous support to help us to help Tasmanians in need; and we guarantee that every dollar you donate will be used to help the needy in our communities throughout Tasmania.

So, what can you do today to help those in need?

Please, make a generous donation today. No matter how big or small, we promise you, it will make the world of difference to someone in need. Please give what you can - \$40 pays for food for a family for a week, \$25 pays for groceries for our food vans to make soup and nourishing meals for people sleeping rough, and \$100 pays for accommodation for a family for another night or to keep the heating on.

We are all affected by COVID-19, but if we work together, consider those in need, and if we are as generous as we can be, we will all get through the next four months. Please, give what you can. Our aim is to raise \$100,000, and every single dollar will help someone in desperate need in our community, so please donate whatever amount you can afford – big or small, we will use it all to support those in need.

Thank you in advance for your wonderful generosity,

Lara Alexander
Chief Executive Officer
St. Vincent de Paul Society

Mark Gaetani
State President
St. Vincent de Paul Society

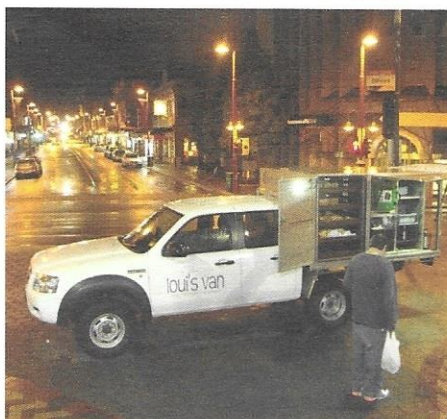
Please Donate Today



\$40

Emergency Relief

Last winter, the St. Vincent de Paul Society distributed over \$150,000 from our Emergency Relief fund to help the underprivileged and the disadvantaged in our community. This money was used to keep the heating on, to purchase food so families could eat at least one satisfying meal a day, and to ensure our soup vans and dining places continued to provide a valuable service. This year, we have already seen a significant increase in the number of people in need of support. We need your support because, this winter will be different. This winter will be hard on many more Tasmanians, many of whom have never asked for assistance before. They will need all the support our community can give them. Please give generously.



\$25

Food, Soup, and Coffee Vans

Every winter, in towns and cities across Tasmania, our team of dedicated volunteers brave the freezing cold to deliver hot soup, coffee and tea, and nourishing meals to men, women, and children, sleeping rough. They might call a park bench or a sheltered doorway home, but the hope and friendship delivered by one of the Society's food vans, can help them to make it through the night. The statistics are staggering. Last winter we served nearly 20,000 meals, and too many cups of coffee and soup to count. This year, we expect these figures to double or triple, as the effects of COVID-19 and the winter cold cut deep so, please give generously.



\$100

Homelessness

The coming winter is going to be particularly long, cold, and hard for the homeless and those at risk of homelessness because, apart from the cold, they are hit especially hard by COVID-19. It is difficult to protect yourself from COVID-19 when you are homeless. People who are sleeping rough are more susceptible to respiratory conditions. They cannot wash their hands. And if someone is sleeping rough or in a crowded night shelter, it is impossible to self-isolate. Helping the homeless at this time of a health crisis, is helping the whole community.

Hundreds of Tasmanians experience homelessness each year, including an alarming increase in the number of families with no place to go. Help is needed to provide necessities like food, shelter, medication, and clothing. Your donation today means Vinnies can reach more homeless people. Please give generously.

Thank you for supporting the St. Vincent de Paul Society.
WWW.VINNIES.ORG.AU | DONATION HOTLINE 13 18 12

St Vincent de Paul Society Tasmania

ABN 41 003 138 898

191 Invermay Road INVERMAY TAS 7248

T 03 6333 0822 | F 03 6333 0840 | E admin@vinniestas.org.au



St Vincent de Paul Society
(TASMANIA) INC.

good works



HOW WE SUPPORT THE LOCAL TASMANIAN COMMUNITY



Dining With Friends

OVER 3000 MEALS SERVED EACH YEAR

"Dining with Friends" is a social program providing evening meals and an opportunity to meet new people. The program caters to those who may be socially isolated, lonely, or would just like to share a meal with others.

The program currently operates in Oatlands, Bridgewater, Hobart and Launceston and provides over 3,000 meals a year.



Online Support Program

NEW SERVICE

St Vincent de Paul Society have introduced a new program to support community members who are in mandatory or self-isolation and are unable to navigate online ordering processes for grocery essentials.

The service provides a way to assist people without taking away a person's independence. We offer this service as part of our response to COVID-19.



Emergency Relief & Homelessness Support

OVER 10,000 CALLS FOR SUPPORT EACH YEAR

Volunteers from across the state deliver assistance and support to individuals and families in need. Our personal approach builds trust and it is often through this trust that our volunteers learn more of a person's story and can be there for them to help combat the difficulties and challenges people are facing including homelessness.

Homelessness sometimes is a one-off occurrence, for others, it is a prolonged experience that may be interspersed with periods of being housed. We support people who are either homeless or at risk of homelessness to find safe and secure independent living.



Vinnies & Loui's Soup Vans

OVER 27,000 PEOPLE ASSISTED EACH YEAR

Our Vinnies & Loui's soup vans services provide assistance across the state to some of the most vulnerable people in our community.

Homelessness is increasing as people struggle to find suitable and affordable accommodation. More and more people are accessing our soup van services for food, warm clothing, blankets and support.



Financial Support

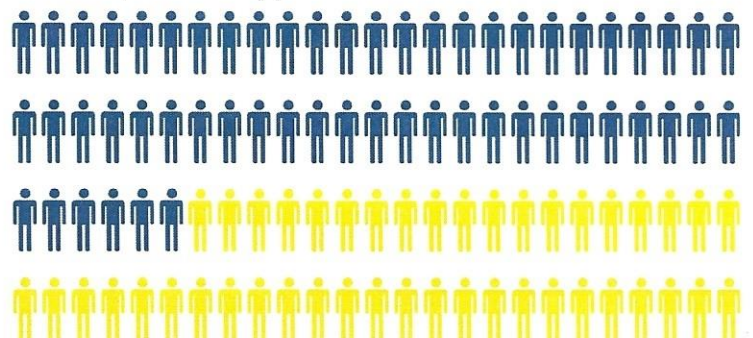
NO INTEREST LOANS (NILS)

We are able to offer support with applications for no interest loans as part of the NILS program. No interest loans are available to assist with household essentials, medical and dental procedures, education and other essential items.

FRESH START

Fresh Start is a program developed by St Vincent de Paul Tasmania and aims to address the important role that financial literacy plays in enabling people to dramatically improve their financial situation and ultimately their lives.

The People We Support

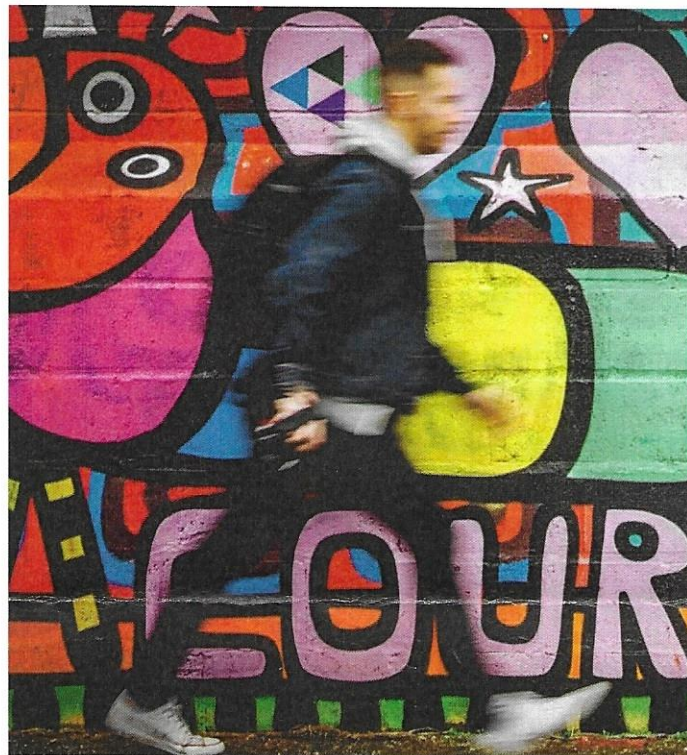


■ Adults (55.56%) ■ Children (44.44%)

YOUTH PROGRAMS

Buddy Days and Kids Camps are based on a care and respite program for disadvantaged and disengaged children aged 6-12. These free programs are designed to be a recreational experience mentoring children in need, implementing activities that boost their self-esteem and promote healthy lifestyle choices as well as giving a much needed break to the parents, carers and support workers.

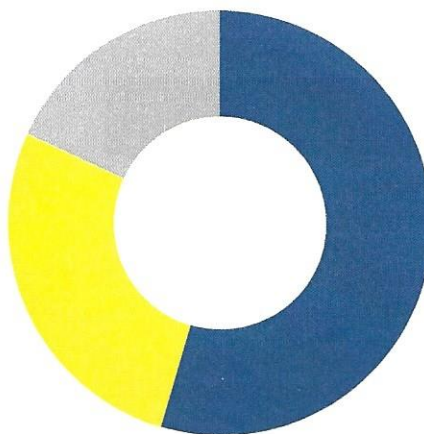
Vinnies Youth volunteers can volunteer as a 'Big Buddy' during our Buddy Programs. The role provides opportunities for children to develop appropriate behaviours and identify positive role models. These programs provide invaluable opportunities for our young leaders to learn leadership, planning and organisational skills as well as expand their work experience which will assist them when seeking future employment or deciding their future career paths.



HOW WE FUND OUR PROGRAMS

With over two million people living below the poverty line in Australia, including over half a million children, donations allow the St Vincent de Paul Society to provide more than immediate help, it provides something much more valuable – the opportunity of a better life.

St Vincent de Paul Society Tasmania raises funds in many different ways, some of which include: Vinnies CEO Sleepout, Vinnies Winter and Christmas Appeals, Bequests, revenue raised from our Vinnies stores and government grants.



APPEALS

DONATIONS

RETAIL & GOV' GRANTS

HOW YOU CAN SUPPORT US

Donate

We accept financial and material donations which directly support our vital programs. By donating your pre-loved items to Vinnies, they will get a new life, support Australians doing it tough, reduce landfill and positively impact on the environment.

Volunteer

Volunteer for St Vincent de Paul Society at one of our Vinnies shops, warehouses, community programs or as a member. The St Vincent de Paul Society's members and volunteers reach out to the most vulnerable in our community through our Conferences, Special Works and Vinnies shops across the state.

Phone: (03) 6333 0822

Fax: (03) 6333 0840

Donation Hotline: 13 18 12

Address: 191 Invermay Road, Invermay TAS 7248

Email: admin@vinniestas.org.au



St Vincent de Paul Society
TASMANIA

good works

vinnies.org.au

Minister for Police, Fire and Emergency Management Minister for Local Government

Level 5, 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia
Ph: +61 3 6165 7770
Email: Mark.Shelton@dpac.tas.gov.au



A Letter to all Tasmanian Councils

Dear Mayors and General Managers

I am writing to provide you with an update on the administrative and management arrangements for the Department of Premier and Cabinet (DPAC)'s local government policy and regulatory functions.

Director Policy and Sector Performance (Local Government)

I am pleased to announce that Mr Mathew Healey has recently been appointed to the new position of Director, Policy and Sector Performance (Local Government).

Mr Healey will provide direct management and oversight of the Local Government Division, lead the development of policy and legislation initiatives, and support the Director of Local Government to exercise their statutory functions, including regulatory and compliance activities.

Mr Healey has close to 25 years' experience in public administration at the State and Commonwealth level. Some of you may know that Mr Healey has direct experience as a former Director of Local Government. He has spent the last seven years leading a range of major State Government projects, including the 2013 Bushfire Recovery Program, the Royal Hobart Hospital Redevelopment Rescue Taskforce, the development of the State's White Paper on Health and the redesign of the State's Child Safety System, *Strong Families, Safe Kids*.

Mr Healey returned to DPAC to lead the Review of the Tasmanian State Service, which is currently paused due to the need to give priority attention to the management of the COVID-19 pandemic. Mr Healey has most recently been engaged to support the Recovery Team in the State Control Centre.

I understand that Mr Healey is keen to engage with the Local Government sector and will be reaching out to councils over the coming weeks.

Director of Local Government (Statutory Position)

I have determined that the position of Director of Local Government, which includes responsibility for formal statutory oversight of investigations and other regulatory activities under the *Local Government Act 1993*, will continue to be held by Mr Craig Limkin in conjunction with the position of Deputy Secretary, Policy and Intergovernmental Relations in DPAC.

Mr Limkin has been exercising the functions of the statutory position since Mr Alex Tay's move to the Department of Education in January 2020. Mr Limkin has now been formally appointed to the Director of Local Government position by Her Excellency the Governor, the Hon Kate Warner AM.

Mr Limkin and Mr Healey will work closely to provide support and guidance to the Local Government sector across the State. For general guidance, Mr Limkin should be the first point of contact for elected officials and for specific advice on statutory decisions under the *Local Government Act 1993*. Mr Limkin can be contacted on craig.limkin@dpac.tas.gov.au. Mr Healey is the relevant contact for non-elected officials and general advice on the operation of the Act. Mr Healey can be contacted on mathew.healey@dpac.tas.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Shelton', written in a cursive style.

Hon Mark Shelton MP
Minister for Local Government

29 May 2020

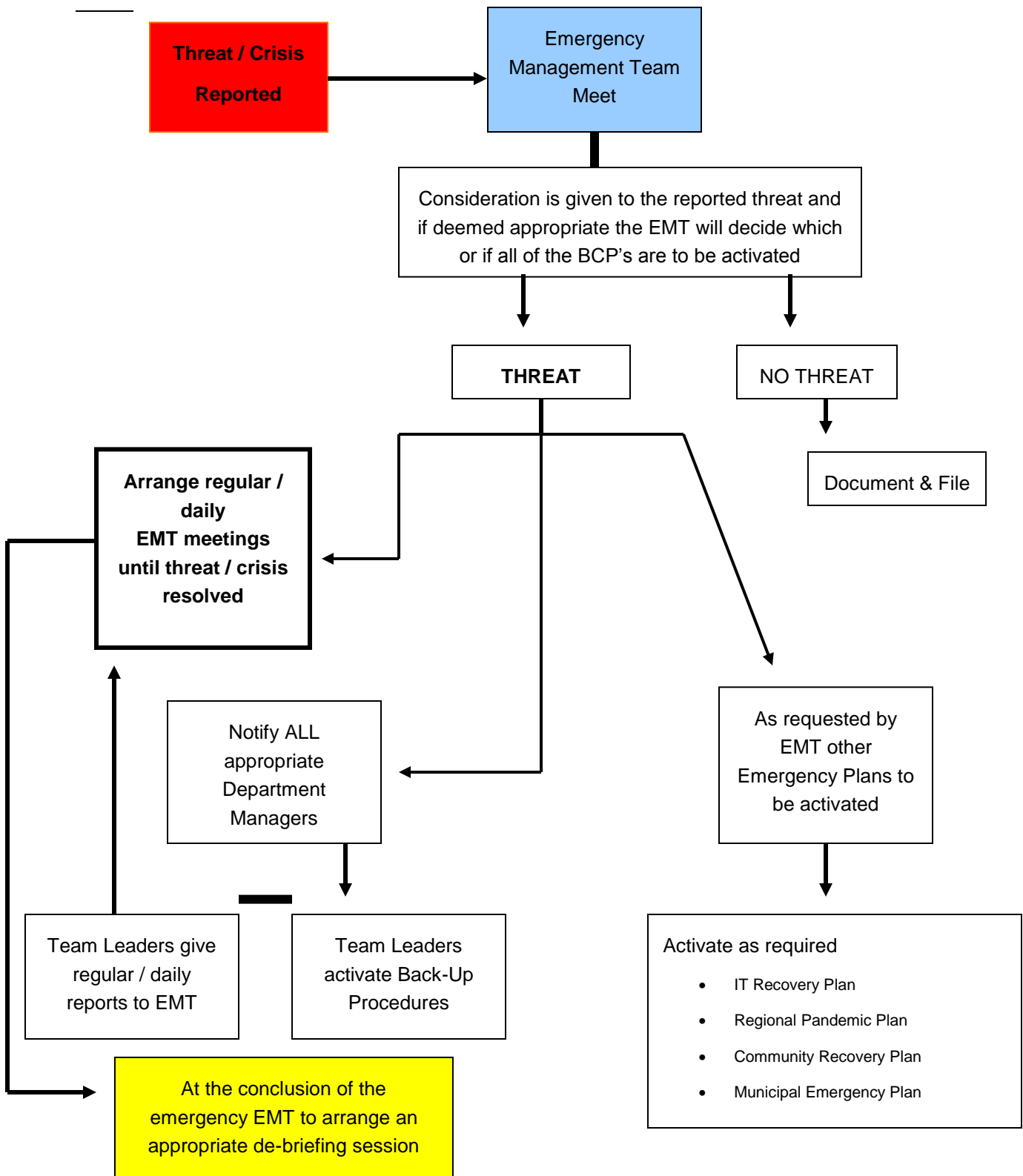


Business Continuity Plan

Table of Contents

1	FLOWCHART	3
	REVIEW HISTORY / DOCUMENT HISTORY	4
2	INTRODUCTION	5
	PURPOSE / APPLICABILITY	5
	SCOPE	6
	PLANNING PROCESS	7
	BACK UP SITE	7
	ALTERNATIVE BACK UP SITE	7
3	MANAGEMENT APPROACH	8
	GOVERNANCE and ACCOUNTABILITY	8
	BUSINESS CONTINUITY CONTACTS	9
	OTHER CONTACTS	9
	ROLES and RESPONSIBILITIES	10
4	IDENTIFIED RISKS and CALCULATIONS	11
	RISK CALCULATIONS	11
	IDENTIFIED DISASTER / EMERGENCY SITUATIONS	12
5	CONTINGENCY STRATEGY	12
	BACKUP and RECOVERY STRATEGIES	12
	LATENCY (Maximum Tolerable Outage)	13
	BACKUP PROCEDURES	14
6	APPENDICES	16
7	DEPARTMENTAL BCP's	17
	CORPORATE SERVICES	17
	DEVELOPMENT SERVICES	19
	WORKS DEPARTMENT	28
8	ATTACHMENTS	33
	CENTRAL HIGHLANDS COUNCIL PANDEMIC PLAN (COVID-19)	33
	COVID – 19 VIRUS MANAGEMENT FLOWCHART	37
	COVID – 19 INFECTION RESPONSE PROCEDURE	38
	SAFE WORK METHOD STATEMENT COVID – 19 VIRUS MANAGEMENT CONTROL	45

1 Flowchart



Revision History

Revision Number	Revision Date	Summary of Changes	Author
0	March 2020	Version 1 (DRAFT)	DGM
1	17 March 2020	Approved by Council	DGM
2	21 April 2020	Attachments Approved by Council	DGM
3	16 June 2020	Attachments Approved by Council	DGM

Distribution List

This document has been distributed to:

Name	Position	Department	Action
Lyn Eyles	General Manager	Governance	General Manager
Adam Wilson	Deputy General Manager	Corporate	Recovery Co-ordinator
Graham Rogers	Development and Environmental Service Manager	Development	Municipal Co-ordinator
Jason Branch	Manager, Works & Services	Works	Deputy Municipal Co-ordinator

2 Introduction

The objective of this Business Continuity Plan is to provide guidance to Central Highlands Council management for the restoration of Council services during and after an emergency disruption. Where appropriate, this Business Continuity Plan should be activated in conjunction with the organisation's Municipal Emergency Management Plan.

The major goals of this plan are the following:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for rapid restoration of service.

Purpose

This Business Continuity Plan establishes procedures to recover Council services and systems following a disruption. The following objectives have been established for this plan:

- Maximize the effectiveness of operations through the following phases:
 - Notification/Activation phase to detect and assess damage and to activate the plan
 - Recovery phase to restore temporary operations and assess damage to the system
 - Reconstitution phase to restore system processing capabilities to normal operations.
- Identify the activities, resources, and procedures needed to carry out processing requirements during prolonged interruptions to normal operations.
- Assign responsibilities to designated personnel and provide guidance for recovery during prolonged periods of interruption to normal operations.
- Ensure coordination with other staff who will participate in the Business Continuity Planning strategies. Ensure coordination with external points of contact and contractors who will participate in the Business Continuity Planning strategies.

Applicability

The Business Continuity Plan applies to the functions, operations, and resources necessary to restore and resume Central Highlands Council's operations.

Scope

This plan covers a number of scenarios that have been identified by departments under which the Business Continuity Plan may need to be implemented.

Threat / Crisis	Comments
Loss of Electrical Power	Relates to power failures over an extended period of time
Loss of key staff	Key staff in critical positions are lost due to long term sickness, resign or other factors
Loss of Council Offices / Buildings	Complete loss of buildings due to an emergency through fire or any other situation causing medium to long term loss
Major Financial Loss	Situations where medium / long term cash flow issues arise
Loss of Equipment and / or Essential Services	Failures in a number of Council critical areas such as bridges, roads, state runs out petrol or state runs out of medical supplies etc.
IT services both Hardware and Software Failures	Medium to long term loss of software / hardware.
IT services cyberattack	Medium to long term loss of data due to an attempt by hackers to damage or destroy the computer network or system
Telecommunications Failure	Consideration needs to be given to how Council will be able to communicate during medium and long term disruption to telecommunication services
Epidemic / Pandemic Situations	Although Council have plans and procedures for pandemics it is important to ensure an appropriate BCP covers day to day services as required.
Natural Disasters such as Floods and Fire	Council need to consider the ramifications of extra workloads and services required in these situations

Planning Process

The Business Continuity Plan was developed through consultation with management and staff that identified critical services, actions required and timeframes required so that Council can recover and restore partially or completely from disaster and or emergency situations. The stages were:

Stage One:

- 1 Identify key services
- 2 Identify internal key personnel and backups
- 3 Identify critical equipment and requirements
- 4 Create list of potential crisis events

Stage Two:

- 5 Create the first draft Business Continuity Plan
- 6 Communicate plan with each department

Stage Three:

- 7 Complete Final Draft
- 8 Obtain Council approval
- 9 Merge with the Central Highlands Municipal Emergency Management Plan

Backup Site Hamilton Office

In the event of a disaster occurring that disable key offices/depots, Central Highlands Council has arranged alternative facilities where key management and staff would resume the organisation's most critical business functions.

Business Continuity Plan Back-Up Site for Hamilton Office, 6 Tarleton Street, Hamilton

Name	Address	Key Contact
Bothwell Office	19 Alexander Street, Bothwell	Graham Rogers 0429 018 308

Alternative Back-up Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following sites have been identified as the alternative back-up sites. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Back-up Sites

Name	Address	Key Contact
Hamilton Depot	6 Tarleton Street, Hamilton	Jason Branch 0428 725 198
Hamilton Hall	6 Tarleton Street, Hamilton	Adam Wilson 0459 308 647
Bothwell Depot	4 Alexander Street, Bothwell	Jason Branch 0428 725 198
Bothwell Hall	19 Alexander Street, Bothwell	Graham Rogers 0429 018 308
Bothwell Football Club Community Centre	Hollow Tree Road, Bothwell	Jason Branch 0428 725 198

Backup Site Bothwell Office

In the event of a disaster occurring that disable key offices/depots, Central Highlands Council has arranged alternative facilities where key management and staff would resume the organisation's most critical business functions.

Business Continuity Plan Back-Up Site for Bothwell Office 19 Alexander Street, Bothwell

Name	Address	Key Contact
Hamilton Office	6 Tarleton Street, Hamilton	Adam Wilson 0459 308 647

Alternative Back-up Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following sites have been identified as the alternative back-up sites. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Back-up Sites

Name	Address	Key Contact
Bothwell Depot	4 Alexander Street, Bothwell	Jason Branch 0428 725 198
Bothwell Hall	19 Alexander Street, Bothwell	Graham Rogers 0429 018 308
Bothwell Football Club Community Centre	Hollow Tree Road, Bothwell	Jason Branch 0428 725 198
Hamilton Depot	6 Tarleton Street, Hamilton	Jason Branch 0428 725 198
Hamilton Hall	6 Tarleton Street, Hamilton	Adam Wilson 0459 308 647

Backup Site Hamilton Depot

In the event of a disaster occurring that disable key offices/depots, Central Highlands Council has arranged alternative facilities where key management and staff would resume the organisation's most critical business functions.

Business Continuity Plan Back-Up Site for Hamilton Depot 6 Tarleton Street, Hamilton

Name	Address	Key Contact
Bothwell Depot	4 Alexander Street, Bothwell	Jason Branch 0428 725 198

Alternative Back-up Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following sites have been identified as the alternative back-up sites. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Back-up Sites

Name	Address	Key Contact
Hamilton Show Grounds	Lyell Highway, Hamilton	Jason Branch 0428 725 198
Bothwell Recreation Grounds	Hollow Tree Road, Bothwell	Jason Branch 0428 725 198

Backup Site Bothwell Depot

In the event of a disaster occurring that disable key offices/depots, Central Highlands Council has arranged alternative facilities where key management and staff would resume the organization's most critical business functions.

Business Continuity Plan Back-Up Site for Bothwell Depot 4 Alexander Street, Bothwell

Name	Address	Key Contact
Hamilton Depot	6 Tarleton Street, Hamilton	Jason Branch 0428 725 198

Alternative Back-up Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following sites have been identified as the alternative back-up sites. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Back-up Sites

Name	Address	Key Contact
Bothwell Recreation Grounds	Hollow Tree Road, Bothwell	Jason Branch 0428 725 198
Hamilton Show Grounds	Lyell Highway, Hamilton	Jason Branch 0428 725 198

3 Management Approach

Governance and Accountability

The Central Highlands Council sets forth an order of succession to ensure that decision-making authority for the Business Continuity Plan is uninterrupted. If a major incident/disaster occurs, the Emergency Management Committee will be convened and the situation assessed. It will be the responsibility of this team to decide whether or not to implement the Business Continuity Plan. The format of the Emergency Management Committee is illustrated in the following table:

EMERGENCY MANAGEMENT COMMITTEE

Role	Name	Contact Details
Chair	Mayor	0409 269 702
Municipal Co-ordinator	Development and Environmental Service Manager	0429 018 308
Deputy Municipal Co-ordinator	Works & Services Manager	0428 725 198
Chief Officer	General Manager	0429 135 668
EMC Member	Deputy General Manager	0459 308 647

Each Departmental Business Continuity Plan (DBCP) will be activated by the DBCP Team Leader, as identified in the departmental plan, when he/she receives instructions from the General Manager on the Emergency Management Committee. Note that not all departmental DBCP's may need to be activated. The format of the departmental BCP is illustrated in the following table:

DEPARTMENTAL BUSINESS CONTINUITY PLAN MEMBERS

Department	Role	Name	Contact Details
Works & Services	DBCP Team Leader	Jason Branch	0428 725 198
Works & Services	DBCP Team Members	Barry Harback	0419 543 715
Development & Environmental Services	DBCP Team Leader	Graham Rogers	0429 018 308

Department	Role	Name	Contact Details
Development & Environmental Services	DBCP Team Members	Kathy Bradburn	03 6259 5503
		Beverley Armstrong	0400 969 823
Corporate	DBCP Team Leader	Adam Wilson	0459 308 647
Corporate	DBCP Team Members	Sharee Nichols	03 6286 3202
		Katrina Brazendale	03 6286 3202

When an emergency has been declared by the Emergency Management Committee, the DBCP Team Leaders will report directly to the General Manager for the duration of the emergency. All ad hoc requests for decisions, assistance with facilities, acquiring outside services, etc. will be directed by the DBCP Team Leader to the Emergency Management Committee through the General Manager. It will be the DBCP Team Leader's responsibility to contact all team members or their alternates and ensure that they convene at the Emergency Operations Centre as defined in this plan. The DBCP Team Leader will be responsible for the successful implementation of their departmental plan.

Roles & Responsibilities

Role	Department	Name / Position	Area of Responsibility
Emergency Management Committee	Various	Mayor General Manager Deputy General Manager Development and Environmental Service Manager Works & Services Manager	When a major incident / disaster is reported to Council the Emergency Management Committee will convene to assess the situation and issue appropriate instructions. It is the responsibility of the Emergency Management Committee to decide which if any emergency plans are to be implemented.
Departmental Business Continuity Plan Members	All Departments	Team Leader	Each departmental Business Continuity Plan (DBCP) will be activated by the Emergency Management Committee Team Leader, as identified in the departmental plan, when he/she receives instructions from the General Manager.

4 Identified Risks and Calculations

Risk Calculations

Council has identified a number of disaster and or emergency scenarios where Councils services will be reduced, limited and in some cases cease for a period of time. Each identified disaster / emergency has been assessed using the model below so that each potential scenario risks, impacts, and consequences are adequately covered.

Probability Rating		Impact Rating	
1	Very High	1	Terminal
2	High	2	Devastating
3	Medium	3	Critical
4	Low	4	Controllable
5	Very Low	5	Minor

Identified Disasters / Emergency Situations

The following disaster / emergency situations have been identified has potential issues for Council.

IDENTIFIED DISASTER / EMERGENCY	PROBABILITY LEVEL RATING	IMPACT LEVEL RATING
Major Loss of Electrical Power:	Very Low	Critical
Loss of Key Staff	Low	Controllable
Loss of Council Offices / Building	Very Low	Critical
Major Financial Loss	Very Low	Critical
Major Equipment Failures	Low	Critical
IT Services Failures	Low	Devastating
Telecommunication Failure	Low	Critical
Epidemic / Pandemic Situations	Very Low	Devastating
Natural Disasters such as Flood & Fire	Medium	Controllable

5 Contingency Strategy

Backup and Recovery Strategies

A variety of backup and recovery strategies have been considered and reviewed by each department. Should a disaster or emergency situation arise the Emergency Management Committee will meet and decide on the appropriate actions. Once notified by the General Manager each appropriate Departmental Business Continuity Plan will be put into action and driven by the DBCP Team leaders. Other detailed emergency plans such as: IT Recovery, Community Recovery Plan, Regional Pandemic Plan, Municipal Emergency Management Plan maybe used dependant upon the situation at which time the Business Continuity Plan will form part of the overall emergency plan.

Latency (Maximum Tolerable Outage)

Latency is the unpredictable time from a failure occurrence to the point where its affect on the ability for Council to maintain an appropriate level of service has been recognized.

Scenario	Affected Departments	Impact	Maximum Tolerable Outage
Major Loss of Electrical Power:	ALL	After a period of time a large number of Council services will be affected	Two to Three Days
Loss of Key Staff	ALL	It will affect the individual area until a suitable replacement is found and gained the experience	One to Three Months
Loss of Council Offices / Building	ALL	Immediate affect on internal staff and departments	Immediate
Major Financial Loss	CORPORATE SERVICE GOVERNANCE	Cash flow alternatives will need to be found.	One to Two Weeks
Loss of Equipment and / or Essential Services	WORKS & SERVICE	A variety external situations could affect Council services	Three to Five Days

Scenario	Affected Departments	Impact	Maximum Tolerable Outage
IT Services Failures	CORPORATE SERVICES	Alternative IT services that may include software and hardware will be required. The IT Recovery Plan will be used.	Three to Five Days
Telecommunication Failure	ALL	Immediate affect on all departments with communication.	Three to Five Days
Epidemic / Pandemic Situations	ALL	Potential to shut down Council Services and / or substantially reduce services Attachment 1 Council Pandemic Plan	Notified by DHHS
Natural Disasters such as Flood & Fire	ALL	Potential to shut down Council Services and / or substantially reduce services	Notified by SES through State Emergency Plans

Backup Procedures

All backup procedures will be orchestrated through the Emergency Management Committee and individual Departmental Business Continuity Plans.

Scenario	Backup Procedure when Maximum Tolerable Outage	Responsible Persons
Major Loss of Electrical Power:	<ul style="list-style-type: none"> All department managers to assess and allocate work from home capabilities where possible Emergency Management Committee to determine potential alternative power source 	DBCP Team Leaders General Manager Municipal Co-ordinator

Scenario	Backup Procedure when Maximum Tolerable Outage	Responsible Persons
Loss of Key Staff	<ul style="list-style-type: none"> All department managers to ensure critical tasks have been identified and appropriate training of back up person completed. 	General Manager Departmental Managers
Loss of Council Offices / Building	<ul style="list-style-type: none"> Emergency Management Committee to determine alternative site IT Recovery Plan to be activated All department managers to assess and allocate work from home capabilities where possible 	General Manager DBCP Team Leaders Departmental Managers
Major Financial Loss	<ul style="list-style-type: none"> General Manager to determine short term cash flow solutions 	General Manager
Major Equipment Failures	<ul style="list-style-type: none"> Works & Service to assess and report Emergency Management Committee to co-ordinate with community May need to activate parts of Community Recovery Plan 	Works & Service Manager General Manager Recovery Coordinator
IT Services Failures	<ul style="list-style-type: none"> Activate IT Recovery Plan Emergency Management Committee to co-ordinate 	Deputy General Manager General Manager
Telecommunication Failure	<ul style="list-style-type: none"> Activate IT Recovery Plan Emergency Management Committee to co-ordinate 	Deputy General Manager General Manager
Epidemic / Pandemic Situations	<ul style="list-style-type: none"> Activate Pandemic Recovery Plan Emergency Management Committee to co-ordinate 	General Manager Municipal Co-ordinator

Scenario	Backup Procedure when Maximum Tolerable Outage	Responsible Persons
Natural Disasters such as Flood & Fire	<ul style="list-style-type: none">• Activate Municipal Emergency Plan• Emergency Management Committee to assist• Potential for SES, Regional & State Emergency Plans to be activated	Works & Service Manager General Manager Municipal Co- ordinator Potential for SES, Regional & State Emergency Plans to be activated

6 Appendices

Term or Acronym	Meaning
BCP	Business Continuity Plan – this document describes the methods and procedures for recovering business operations from disaster scenarios.
DBCP	Departmental Business Continuity Plan – this document describes the methods and procedures within departments for recovering business operations from disaster scenarios.
Emergency Management Committee	Emergency Management Committee – responsible for initial review of the disaster and making decisions on actions required by departments.
Emergency Procedures	Procedures that staff follow during evacuation drills and events.
MTO	Maximum Tolerable Outage - The maximum period of time that business processes can operate before the loss of resources affects their operations.
Recovery Strategy	An approved course of action to be employed in response to a business disruption, interruption or disaster.

7 Departmental Business Continuity Details

Summary of Response Procedures

The initial response procedures are critical to efficiently managing a disaster scenario and reducing the impact on business operations. The following key tasks are required to be completed and are used as the trigger for the initial response to the relevant disaster scenario within the required timeframe.

Ref	Activity	Responsibility	Required time frame
1	Notify Managers of the incident	General Manager	Immediate upon identification of incident
2	Conduct initial assessment of incident and determine severity	General Manager	15 - 20 minutes of incident
3	Assess the need to activate the Council's BCP	General Manager	30 minutes of incident
4	If BCP is to be invoked refer to the following departmental sections of the BCP:	See relevant section	30 minutes of incident
5	Convene the Municipal Co-ordinator to monitor the incident and response	General Manager	30 minutes of incident, continuously
6	Coordinate the stand down process	General Manager	As appropriate

DEPARTMENT NAME: **CORPORATE SERVICES**

TEAM LEADER: Deputy General Manager

TEAM MEMBERS: Sharee Nichols, Katrina Brazendale, Michaela Herbert

OUTLINE: Corp Services team members can assist with IT services, communications and admin (incl. finance) support

RESPONSE PROCEDURES

Ref	Activity	Responsibility	Required time frame
1. Building security and relocation			
1.1	If relocating to alternate site: <ul style="list-style-type: none">• Communicate activation of BCP to alternate service sites• Arrange access for staff into alternate site• Ensure safe custody of all documentation• Establish a minimum number of 3 work stations.• Source furniture from suppliers where necessary• Re-route telephones to alternate site• Organise temporary redirection of mail to alternate site	Team Leader	Immediate
		Team Leader	As required
		Team Leader	As required
		Team Leader	As required
		Team Leader	As required
		Team Leader	As required
		Team Leader	As required

Ref	Activity	Responsibility	Required time frame
2. Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with Disaster Recovery Plan	IT System Consultant	Immediate
2.2	Coordinate with Systems Administrator to determine status of IT restoration	Team Leader	As required

Critical Business Activities

Critical Business Activities	Maximum Tolerable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No. Team Members	
Determine liquidity requirements Prepare daily cash flow Transfer of funds between accounts	1 week	Commbiz	Daily premium statement CBA bank statement Known creditors obligations	1 (+ 2 Approvers)	<ul style="list-style-type: none"> Prepare daily cash flow Arrange transfer of funds between Commonwealth Bank accounts
Pay staff	6-14 days	NAV & Commbiz	Procedures & tokens	1 (+ 2 Approvers)	<ul style="list-style-type: none"> Pay staff an interim payment in lieu of standard payroll (if required)
Sort mail	3 days	Email	Incoming mail	1	
Process mail	3 days	DW	Incoming mail		<ul style="list-style-type: none">

Critical Business Activities	Maximum Tolerable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No. Team Members	
Internet	1 day				<ul style="list-style-type: none"> Arrange

Other Business Activities

Other Business Activities	Maximum Tolerable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No. Team Members	
Receipting	> 2 days	NAV & Commbiz		1	<ul style="list-style-type: none"> Issue receipts Process in NAV
Paying creditors	> 2 weeks	NAV & Commbiz	Tax invoices Blank cheques	1 (+ 2 Approvers)	<ul style="list-style-type: none"> Send cheques Load and transfer file to Commonwealth Bank
Accounts receivable	> 2 weeks	NAV & Commbiz		1	<ul style="list-style-type: none"> Issue invoices Record receipts
Property	> 2 weeks	PropertyWise		1	<ul style="list-style-type: none"> Process receipts and charges
Financial reporting	> 2 weeks	NAV Email Microsoft Excel		2	<ul style="list-style-type: none"> Prepare monthly financial statements Reporting to Departments and Council
Investments	> 2 weeks	Commbiz Microsoft Excel	reports	1	<ul style="list-style-type: none"> Renewals & withdrawals

Departmental Personnel Details

Name	Contact Details (phone, email, etc.)	Experience / License Details (state any experience and if they can drive a vehicle such as car / truck etc.)
Adam Wilson	(03)62863202, 0459308647, awilson@centralhighlands.tas.gov.au	Car licence
Sharee Nichols	03)62863202, snichols@centralhighlands.tas.gov.au	Car licence
Katrina Brazendale	03)62863202 kbrazendale@centralhighlands.tas.gov.au	Car licence
Michaela Herbert	03)62863202 mherbert@centralhighlands.tas.gov.au	Car licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
IT server infrastructure	Council Office, 6 Tarleton Street, Hamilton	1	Tridigital Stephen Conrad	0438266723
IT - laptop	Council Office, 6 Tarleton Street, Hamilton	2	Adam Wilson	03)62863202, 0459308647
Car	Council Office, 6 Tarleton Street, Hamilton	1	Adam Wilson	03)62863202, 0459308647
Mobile phone	Council Office, 6 Tarleton Street, Hamilton	2	Adam Wilson	(03)62863202, 0459308647
Council office building	Council Office, 6 Tarleton Street, Hamilton	1	Adam Wilson	03)62863202, 0459308647

Council building	depot	Council Depot, 6 Tarleton Street, Hamilton	1	Jason Branch	0428725198
---------------------	-------	--	---	--------------	------------

DEPARTMENT NAME:

DEVELOPMENT & ENVIRONMENTAL SERVICES

TEAM LEADER:

Graham Rogers

TEAM MEMBERS:

Kathy Bradburn, Bev Armstrong, Joanne Housego, Jodi Hill

OUTLINE:

Department has no identified critical functions that need to be maintained in the event of an emergency. Department would play a support role for other departments that are required to continue to function.

Departmental Personnel Details

Name	Contact Details (phone, e.mail, etc.)	Experience / License Details (state any experience and if they can drive a vehicle such as car / truck etc.)
Graham Rogers	(03) 6259 5503, 0429 018 308 grogers@centralhighlands.tas.gov.au	Car licence
Kathy Bradburn	(03) 6259 5503 kbradburn@centralhighlands.tas.gov.au	Car licence
Bev Armstrong,	(03) 6259 5503 barmstrong@centralhighlands.tas.gov.au	Car licence
Joanne Housego	(03) 6259 5503 jhousego@centralhighlands.tas.gov.au	Car licence
Jodi Hill	(03) 6259 550 jhill@centralhighlands.tas.gov.au	Car licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicle	Bothwell Officers 19 Alexander Street, Bothwell	1	Graham Rogers	(03) 6259 5503
Mobile Phones	Bothwell Officers 19 Alexander Street, Bothwell	2	Graham Rogers	(03) 6259 5503
Computers	Bothwell Officers 19 Alexander Street, Bothwell	5	Graham Rogers	(03) 6259 5503

DEPARTMENT NAME: **WORKS & SERVICES**

TEAM LEADER: Jason Branch

TEAM MEMBER: Barry Harback

OUTLINE:

During an emergency situation the department will be providing technical support to the organization and can assist in a number of areas including:

- Management and coordination of the Works & Services Department and Contractors
- Project Management and investigation of technical issues
- Auditing and surveillance.
- Technical review and closure of assets
- Traffic Management
- Assist with supply of resources (employees and plant and equipment)

Pending the type and severity of an emergency there is no significant priority on the existing day-to-day role of the department.

Departmental Personnel Details

Name	Contact Details (phone, e.mail, etc.)	Experience / License Details (state any experience and if they can drive a vehicle such as car / truck etc.)
Jason Branch	(03) 62863202 0428725198 jbranch@centralhighlands.tas.gov.au	Car licence
Barry Harback	(03) 62863202 0419543715 bharback@centralhighlands.tas.gov.au	Car licence
After Hrs	0428770194	

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Vehicles	Hamilton Depot	2 Utes	Jason Branch	(03) 62863202
Hand Held Power Tools	Hamilton Depot and Bothwell Depot	Drill, torch, nail gun, grinder, hand held tools	Jason Branch	(03) 62863202
Keys for all Council owned buildings	Hamilton Office	All	Jason Branch	(03) 62863202

Departmental Facilities, Services & Equipment (plant located at Hamilton Depot)

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Depot & Security Yard	6 Tarleton Street, Hamilton	1 x building	Jason Branch	(03) 62863202
4 x 4 Utes		x 2		
Ute		x 3		
Back hoe		x 1		
Graders		x 2		

Loaders		x 1		
Ride-on Mowers		x 4		
Tractor Slasher		x 1		
Tractor		x 1		
7 tonne Tip Truck		x 1		
7 tonne Hot Mix Truck		x 1		
Trailer		x 4		
Various small plant				
Pumps, cutting saws, brush cutter, etc				

Departmental Facilities, Services & Equipment (plant located at Bothwell Depot)

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Depot & Security Yard	4 Alexander Street, Bothwell	1 x building	Jason Branch	(03) 62863202
Ute		x 2		
Back hoe		x 1		
Ride-on Mower		x 3		
Tractor Slasher		x 1		
4.5 tonne Tip Truck		x 2		

Trailer		x 3		
Various small plant				
Pumps, cutting saw				
Brush cutter, etc				

8 Attachment

Central Highlands Council Pandemic Plan (COVID-19)

Operational Period

16 March 2020 to the end of the COVID-19 pandemic or review earlier if required

Intent of Document

The plan describes the current COVID-19 situation and the overall incident objectives and preparedness response strategies, lists key functions, roles and responsibilities, resource requirements, and key communication arrangements.

General Situational Awareness

The current outbreak of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) was first reported from Wuhan, China, in December 2019, where most cases currently are. Health authorities have identified cases in other Chinese provinces and in other countries, including Australia.

On the 11 March 2020 the World Health Organisation declared the outbreak of COVID-19 as a pandemic. Due to the rapidly evolving nature, detailed situational awareness information should be sought from www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

Objectives

Initial objectives in this Plan are detailed below:

- Assisting the Response Management Authority, Department of Health, with their response to COVID19;
- Relaying relevant information to the community;
- Minimising the risk of transmission in the workplace;
- Keeping employees informed in developments of the virus and its impact on the organisation;
- Updating Business Continuity Plans to address the risk of significant employee absences; and
- Confirming People & Capability policies in relation to COVID19 specifically in relation to illness and support during quarantine.

Other Relevant Arrangements and Plans

- Tasmanian Emergency Management Arrangements (TEMA): DoH (PHS) is the Response Management Authority for pandemic influenza and public health emergencies.
- State Special Emergency Management Plan (SSEMP): Pandemic Influenza Issue 4, 18 November 2019. Although the plan is influenza specific, this SSEMP is a guide to facilitate the response and outlines health and whole of government arrangements including escalation.
- Tasmanian Health Action Plan for Pandemic Influenza (THAPPI), will inform COVID-19 health sector preparedness and response where applicable.
- Central Highlands Council Emergency Management Plan.

Objectives	Action	Action By
Assisting the Response Management Authority with their response to COVID19	<p>The Director of Public Health advises no direct assistance from local government is required at this time. The following actions will be undertaken:</p> <ul style="list-style-type: none">• Maintain situational awareness by attending briefings, reading updates and keeping in contact with emergency and health officials.• Maintain readiness to assist by ensuring Central Highland recovery centres are available for possible use.• Regularly review public events run by the Central Highlands Council in consultation with the Department of Health.• Increase cleaning of high use public facilities.	<p>General Manager Municipal Co-ordinator Environment Health Officer</p> <p>General Manager Recovery Coordinator</p> <p>General Manager Municipal Co-ordinator</p> <p>Works & service Manager Development & Environmental Service Manager</p>

Relaying relevant information to the community	<p>The Central Highlands Council will provide information to the community through the following ways:</p> <ul style="list-style-type: none"> • Provision of links to the Tas Dept of Health websites and information • Central Highlands Council website • Social media posts • Responding to calls and correspondence from the public • Provision of information/signage in public areas 	<p>General Manager Mayor</p>
Minimising the risk of transmission in the workplace	<p>The risk of transmission in the workplace will be minimised by:</p> <ul style="list-style-type: none"> • Provision of hand sanitisers at strategic locations in the organisation • Advising staff to practice good hand hygiene • Reminding staff to stay home if they are sick • Advising staff to seek the advice of a GP to determine if testing is advised based on personal circumstances • Instructing staff to obey all Department of Health directives, such as self-isolation, if relevant • Discussion at Toolbox meetings • Update Safe Work Method Statements • Increased cleaning where transmission is more likely 	<p>General Manager All Managers Environment Health Officer</p>
Keeping employees informed of the virus and its impact on the	<p>Staff will be kept informed of the impact the virus through the following ways:</p>	

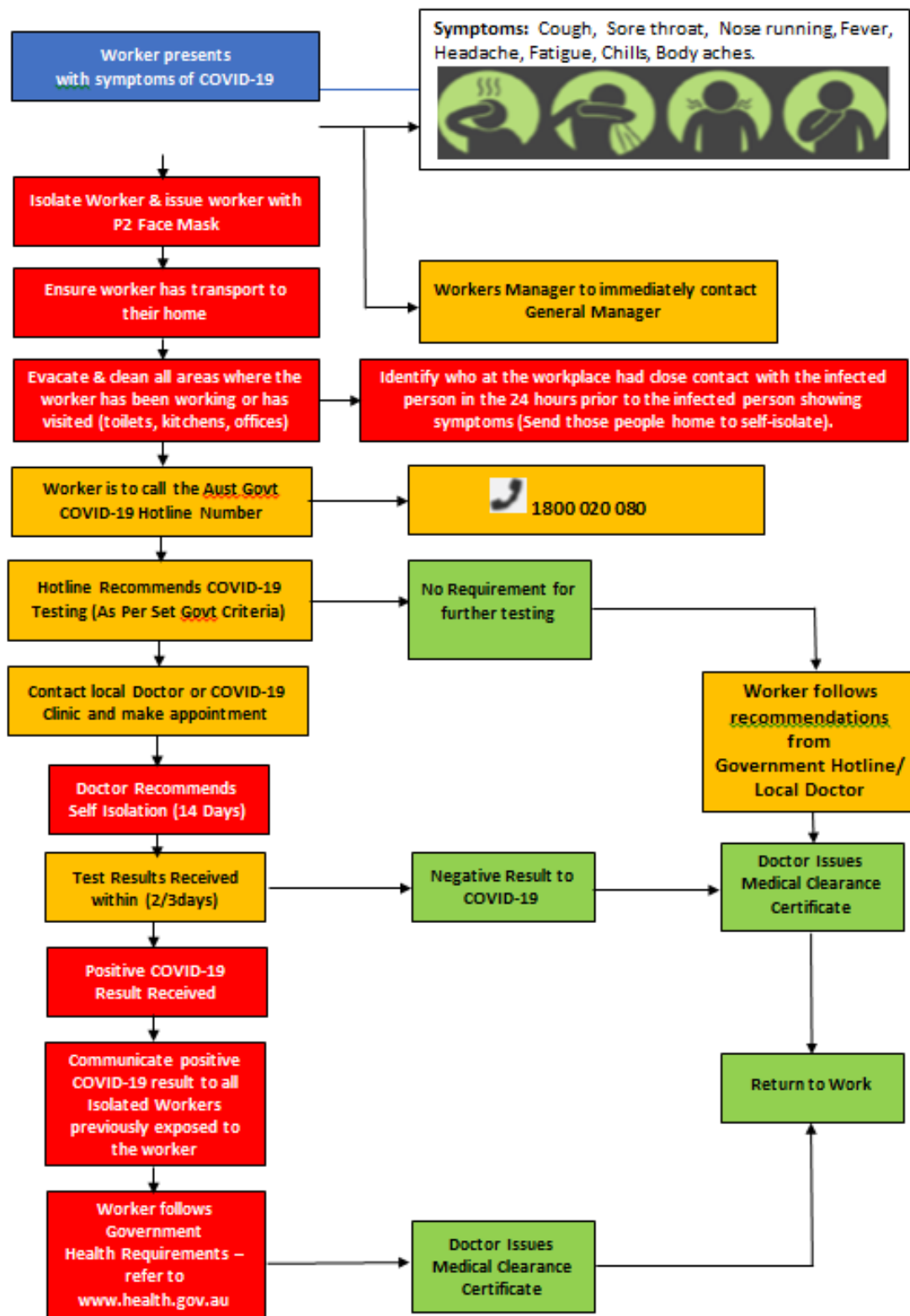
organisation	<ul style="list-style-type: none"> • Emails from the General Manager • Signage • Discussion at Toolbox meetings 	General Manager
Updating Business Continuity Plans to address the risk of significant employee absences	<p>The Business Continuity Plan will be updated with emphasis on the impact on the Council should staff be absent due to the virus.</p> <p>Consideration be given to the how each Department will be affected if staff are absent</p> <p>Consideration be given to how isolated staff can work from home</p>	<p>General Manager</p> <p>All Managers</p>

Key Roles, Functions and Responsibilities

Role	Position	Function / Responsibility
Incident Controller	Municipal Co-ordinator	Overall direction, setting/achieving incident objectives, identify & manage risks including safety, communication (liaison) within control structure.
Planning Officer	Environment Health Officer	Advice on the virus and likely impact on the organisation.
Information Officer & Internal Communications	General Manager	Provision of communications to the public Provision of communications to staff
Resources	Deputy General Manager Works & Services Manager	Provision of resources and direction to ensure the impact on the organisation is minimised
Enterprise Technology Logistics	Tridigital Stephen Conrad	Provision of advice and technology solutions
Business Continuity	Deputy General Manager	Updating Business Continuity Plans



COVID-19 Virus Management Flowchart





COVID-19 INFECTION RESPONSE PROCEDURE

OBJECTIVES:

The objectives of procedures outlined in this document are to:

- address the potential workplace and community impact of COVID-19;
- provide response mechanisms to COVID-19 infection issues; and
- reduce the risk of infection for Council staff.

This document outlines response procedures and the reporting process for employees in the event of the following:

- an employee exhibits cold/flu/fever/respiratory symptoms at work;
- COVID-19 potentially exposed employee exhibits COVID-19 symptoms;
- an employee becomes a confirmed case of COVID-19;
- an employee requires COVID-19 testing or is awaiting the outcome of COVID-19 testing;
- an employee comes into contact with a member of the public who is a confirmed COVID-19 case; and
- an employee is a close contact (e.g.: private/workplace) of a COVID-19 case.

SCOPE:

This procedure relates to Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council.

PROCEDURE:

1. Reporting requirement

A Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council **MUST** report the details to ensure the organisation can manage risk of infection in the workplace and maintain a safe place of work, if they:

- exhibit COVID-19 symptoms;
- are being tested for COVID-19 and exhibiting COVID-19 symptoms;
- become a confirmed case of COVID-19;
- who has had contact with a confirmed COVID-19 case as advised by Public Health Services Tasmania or through another source of information; or
- who has been directed to self-isolate for any reason associated with COVID-19.

These COVID-19 related incidents must be reported to the General Manager as a matter of urgency.

Communication beyond these roles is NOT to be undertaken unless directed by the General Manager.

2. Employee infection management

2.1. Exhibiting symptoms. In the event a Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council exhibits cold/flu/fever/respiratory symptoms, they will be required to go/stay home and only return to work:

- once the symptoms have ceased; and
- they provide evidence from their medical practitioner that they are fit to return to work.

Council will ensure that the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council has means to travel home in a manner that is safe for themselves and others.

2.2. Testing

In the event a Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council working at a Council work site requires COVID-19 testing and/or is awaiting results of a COVID-19 test, once reported (as detailed above):

- the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be isolated from others and provided with a disposal surgical mask (if available); and
- the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be required to leave the site/building immediately and to relocate directly to a place of domestic self-isolation or an appropriate COVID-19 medical facility (as directed by/with referral from a GP or Public Health Hotline).

Council will ensure that the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council has the means to relocate in a manner that is safe for themselves and others.

Note: All communication with worker will be undertaken by the General Manager, in conjunction with the team's Manager and/or Supervisor as appropriate.

Approval to return to work for the worker will be confirmed by Council's General Manager.

2.3. Confirmed case / potentially exposed person exhibiting symptoms

In the event that:

- an Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council who is or has been working at a Council work site within 14 days prior becomes a confirmed COVID-19 case; or
- a COVID-19 potentially exposed Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience

participants of Central Highlands Council who is or has been working at a Council work site within 14 days prior demonstrates COVID-19 symptoms;

Upon reporting:

- the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be isolated from others and provided with a disposal surgical mask (if available);
- the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be required to leave the site/building immediately and to relocate directly to a place of domestic self-isolation or an appropriate COVID-19 medical facility (as directed by/with referral from a GP or Public Health Hotline);
- Council will ensure the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council has the means to relocate in a manner that is safe for themselves and others; and
- All Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council within the building in which the person has been working will be vacated as soon as practicable.

The Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council, as well as others who are identified as having worked in close contact with the person, will be asked to go home and await further instructions from the General Manager.

The Works and Services Manager will arrange for affected area(s) to be cleaned and sanitised appropriately.

On advice from the Works and Services Manager, the General Manager will confirm when the building can be reoccupied and any affected workers are permitted to return to work.

Note: All communication with relevant workers will be undertaken by the General Manager with the Manager / Supervisor as appropriate to ensure consistency of messaging.

Public Health Services Tasmania will:

- provide instruction to the COVID-19 impacted person or persons;
- undertake an investigation to identify any close contacts of the case. Public Health Services Tasmania undertakes all aspects of investigation, surveillance and monitoring;
- Provide all clearances in relation to the COVID-19 impacted Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council in accordance with National Guidelines.

Approval to return to work for any COVID-19 impacted Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be provided by Council's General Manager.

3 Contact with a COVID-19 case (member of public)

Public Health Services Tasmania may contact Council if investigation of a confirmed COVID-19 case identifies that close contact may have occurred with a Council worker during Council duties. It is also possible that Council will become aware of this information through other communications.

Public Health Services Tasmania will advise Council as to the status of the worker and necessary follow-up actions. In the instance that Council becomes aware through other communications, the Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be directed to call the Public Health Hotline to obtain advice on their potential COVID status.

On advice from Public Health Services Tasmania, the Works and Service Manager, at the request of General Manager may arrange for the workspace and high use areas in the vicinity to be cleared of any workers as soon as practicable and thoroughly cleaned and disinfected. Any Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be asked to temporarily relocate and await further instructions from the General Manager.

If relevant and on advice from Public Health Services Tasmania, the General Manager will confirm when the relevant areas are able to be reoccupied and any affected persons permitted to return to the area.

Note: All communication will be undertaken by the General Manager with the Manager / Supervisor as appropriate to ensure consistency of messaging.

4 Contact with a COVID-19 case (eg – private, workplace)

Public Health Services Tasmania will determine whether a Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council is considered a close contact for a confirmed COVID-19 case.

Public Health Services Tasmania undertakes all aspects of investigation, surveillance and monitoring of a COVID19 case and contacts.

All clearances will be provided by Public Health Services Tasmania in accordance with National Guidelines.

On advice from Public Health Services Tasmania, the Works and Service Manager at the request of General Manager may arrange for the work areas and high use areas in the workplace to be thoroughly cleaned and disinfected. Any Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council will be asked to temporarily relocate and await further instructions from the General Manager.

Upon advice from Public Health Services Tasmania, the General Manager will confirm when the relevant areas are able to be reoccupied and any affected persons permitted to return to the area.

Note: All communications will be undertaken by the General Manager with the Manager / Supervisor as appropriate to ensure consistency of messaging.

5 Self-isolation

There are a number of reasons why a Councillors, Committee Members, workers, consultants, contractors, subcontractors, labour hire employees, outworkers, apprentices, volunteers, and work placement/work experience participants of Central Highlands Council may be required to self-isolate for a 14 day period.

These are listed on the Tasmanian Government Coronavirus (COVID-19) website.

If any workers have any concerns about self-isolation or exposure to someone who is self-isolating, they should firstly discuss this with the General Manager or their Manager / Supervisor.

RELATED LEGISLATION:

As relevant to current COVID-19 Pandemic.

REFERENCES:

Tasmanian Government Coronavirus (COVID-19) website: www.coronavirus.tas.gov.au

Australian Government Coronavirus (COVID-19) website (as below):

https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-informationfor-employers_0.pdf

Australian Government COVID-19 – Communicable Diseases Network Australia (CDNA) Series of National Guidelines (SoNG) - (as updated):

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

Safe Work Australia: <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

REVIEW:

This procedure will be reviewed in June 2022 or more frequently, if dictated by operational demands or changing circumstances as advised by Department of Health and Human Services or Tasmanian Government.

Safe Work Method Statement COVID-19 Virus Management Controls



Central Highlands Council

Safe Work Method Statement – COVID-19

COUNCIL DETAILS:				
Principal Contractor:	Central Highlands Council	Contact Number:	03 6286 3202	
Project Manager or Supervisor:	Deputy General Manager	Contact Number:	0459 308 647	
Person completing the SWMS:	Adam Wilson and Jason Branch	Contact Number	0459 308 647	
Position:	Deputy General Manager and Works & Service Manager	Reviewed By:		
Date Prepared:	15 th and 16 th April 2020	Review Date:	July 2020	
PROJECT DETAILS				
What is the scope of the work:	Safe Work Method Statements due to COVID-19 risk in the work environment			
Who else was consulted / involved in preparing this SWMS?	Adam Wilson and Jason Branch			
What high risk work activities are covered by this SWMS?	<ul style="list-style-type: none"> COVID-19 Virus Management Control 			
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's	<ul style="list-style-type: none"> Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 			
COVID-19 Information	<p>The Coronavirus (COVID 19) is zoonotic – the virus is not an airborne disease like measles and is instead spread via direct contact with respiratory droplets, which we generate when we sneeze or cough.</p> <p>The disease is transmitted when a person who is infected coughs or exhales, and small droplets land on objects and surfaces around them. Other people then catch the virus by touching these objects and surfaces, and then touching their eyes, nose or mouth.</p> <p>If you have contracted COVID-19 or suspect you may have the below symptoms you must take a pro-active approach to safe-guard your health and the health of others and seek medical a check immediately.</p>			
COVID-19 Symptoms	Sore throat, difficulty in breathing, coughing, sneezing, headaches, fever (Elevated Temperature), fatigue, body chills and body aches			



Safe Work Method Statement – COVID-19

PROJECT: Litter Collection from Streets, Roadsides and Public Reserves				
STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION	SCORE AFTER CONTROLS
No each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	Li Co Risk
1.	Contractor Pre-Engagement / Pre-mobilisation to the worksite	<ul style="list-style-type: none"> Persons not fit for duty: <ul style="list-style-type: none"> - Presenting to the worksite with flu like symptoms. - Presenting to worksite after contracting COVID-19 Non-infected workers exposed to the COVID-19 respiratory illness 	<p>Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE</p> <ul style="list-style-type: none"> Diligent contractor pre-engagement health screening processes applied – eliminate COVID-19 exposure to non-infected workers. In relation to COVID-19 health warnings and as a matter of urgency, contractors shall provide an updated Safe Work Method Statements (SWMS) outlining additional controls and risk mitigation measures to manage your employees whom: <ul style="list-style-type: none"> - have a confirmed diagnosis of COVID-19. - have been in close contact with a person who has a confirmed diagnosis of COVID-19. - have been in close contact with a person being evaluated for COVID-19. and 	C 3 H



Safe Work Method Statement – COVID-19

			<ul style="list-style-type: none"> - presenting with COVID-19 flu-like symptoms. <p>To add clarity 'Close contact' – as defined by Australian Government Dept of Health (but is not limited to) a worker has been exposed to?</p> <ul style="list-style-type: none"> • more than 15 minutes face-to-face contact in any setting with a confirmed case in the 24-hour period before the onset of their symptoms; or • sharing an enclosed space with someone for greater than 2 hours in the 24-hour period before the onset of their symptoms; or • <u>having lived with or cared for</u> someone or having direct contact with respiratory or bodily fluids of an infected person including sharing eating or drinking utensils. 			
2.	Task Planning	<ul style="list-style-type: none"> • Health standards not applied • Persons not fit for duty: <ul style="list-style-type: none"> - Presenting to work with flu like symptoms. - Workers exposed to COVID-19 respiratory illness. 	<ul style="list-style-type: none"> • Persons must report for work "Fit for Duty" • If you have contracted or suspect you have contracted COVID-19 symptoms do not present for work, immediately contact the works supervisor and report your 	C	3	H

Safe Work Method Statement – COVID-19

	<div data-bbox="386 1089 435 1163"></div> <div data-bbox="453 1071 480 1182">1. ISOLATE</div> <div data-bbox="509 1098 560 1157"></div> <div data-bbox="573 1071 599 1182">2. INFORM</div> <div data-bbox="633 1094 670 1163"></div> <div data-bbox="691 1052 717 1207">3. TRANSPORT</div> <div data-bbox="750 1094 808 1163"></div> <div data-bbox="818 1071 844 1182">4. CLEAN</div> <div data-bbox="881 1094 946 1163"></div> <div data-bbox="958 1052 985 1182">5. IDENTIFY</div>	<p>condition.</p> <ul style="list-style-type: none"> Workers who have recently been overseas or have been in contact with any known COVID-19 case, do not present yourselves for work. Any person that presents at a worksite with COVID-19 symptoms must be immediately placed in isolation and provided with a P2 face mask and is to seek a medical assessment ASAP. The suspected COVID-19 infected worker must immediately contact the National COVID-19 Hotline (1800 020 080) and follow all advice given by health officials. Ensure that the worker has transport to their home or to a medical facility. Managers are to immediately identify all other potentially exposed workers on the jobsite (face masks issued to those workers). Exposed workers are to be immediately isolated from non-exposed workers. All potentially exposed workers that have been in contact with the 	
	<ul style="list-style-type: none"> Inadequate treatment response 		



Safe Work Method Statement – COVID-19

			infected worker will be stood down (14 days) and those workers will require a medical clearance certificate to return to pre-incident duties.		
			<ul style="list-style-type: none"> Supervisors are to ensure that all common areas / items of equipment potentially exposed to by the suspected infected worker are immediately isolated and diligently cleaned. Persons engaged to undertake cleaning activities are to ensure that the appropriate PPE (gloves, masks, goggles, body suits) are worn prior to conducting any cleaning task which relate to virus infected exposed areas or items of plant or equipment. 		
3.	Pre-Starts / Toolbox Meetings	<ul style="list-style-type: none"> Presenting to work with flu like symptoms. Persons previously exposed to the COVID-19 virus. <p>Further COVID-19 Spread.</p>	<ul style="list-style-type: none"> All prestart or toolbox meetings are to be conducted outside of crib huts / site offices. All prestart or toolbox meetings are to be conducted in open aired well ventilated areas. Maximum of 10 workers in attendance at pre-start at any one time (this includes the facilitator). 	C	3
					H



Safe Work Method Statement – COVID-19

			Stagger start times to accommodate worksites with greater than 10 workers or hold pre-starts at separate work front locations.		
			<ul style="list-style-type: none"> Social separation of workers shall be maintained – min 1.5m exclusion zones. Hand sanitisers, gloves and face masks to be made available and used. 		
4.	Light vehicle operations	<ul style="list-style-type: none"> Health standards not applied Persons previously exposed to the COVID-19 virus. Persons contracting the COVID-19 virus. Further COVID-19 Spread. 	<ul style="list-style-type: none"> One person only per light vehicle or work truck. When picking up dropping off a light vehicle / truck for mechanical repairs the Community Bus should be used to transport two workers so to ensure social separation of workers. Stepback risk assessment to be completed and must include cleaning & hygiene requirements. Hand sanitisers and anti-bacterial wipes are to be made available and used in all vehicles. Persons operating vehicles are to ensure that after use the vehicle has been diligently hygienically cleaned down with 	C	3
					H



Safe Work Method Statement – COVID-19

5.	Heavy plant operations	<ul style="list-style-type: none"> Health standards not applied. Persons previously exposed to the COVID-19 virus. Further COVID-19 Spread. 	<p>Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus.</p> <ul style="list-style-type: none"> Hand sanitisers to be made available and used in all plant. Stepback risk assessment to be completed & to include cleaning & hygiene requirements. Persons operating plant are to ensure that after use the plant has been diligently cleaned down with <p>Antibacterial Hand Wipes (this includes two-way radios, steering wheels, gear levers, seat belts, any item that could potentially harbor the virus.</p>	C	3	H
6.	Mechanical servicing of light vehicles / trucks	<ul style="list-style-type: none"> Health standards not applied Persons previously exposed to the COVID-19 virus. Persons contracting the COVID-19 virus. Further COVID-19 Spread. 	<ul style="list-style-type: none"> Mechanical service organisation to pick up and return vehicle if possible. If required the pool vehicle and Community Bus will be relocated to Mechanical service organisation to be used to transport council staff, this will ensure social separation of workers to one vehicle. 	C	3	H



Safe Work Method Statement – COVID-19

			<ul style="list-style-type: none"> Organisation servicing light vehicle / truck are to ensure that after the service is completed the vehicle has been diligently hygienically cleaned down with Antibacterial Hand Wipes (this includes gear shifts, two-way radios, steering wheel, seat belts, any item that could potentially harbor the virus. 	C	3	H
7.	Crib Rooms (use of for lunch)	<ul style="list-style-type: none"> Health standards not applied. Further COVID-19 Spread. 	<ul style="list-style-type: none"> Surfaces sprayed each morning with disinfectant/anti-bacterial sprays (Dettol). Antibacterial Hand Wipes made available and used. Mopped out at the end of every shift with bleach & hot water. Use of rubber gloves encouraged where possible. One person per 4 cubic square metres (roughly the size of a queen size doona). Staggered breaks where possible – maintaining social distancing 4 cubic square metres at all times. Responsibility of each worker to wash hands prior to food preparation or touching surfaces. Responsibility of each worker to 			



Safe Work Method Statement – COVID-19

				<p>wipe all surfaces they were in contact with - fridge doors, microwave doors, taps, etc.</p> <ul style="list-style-type: none"> Workers with lunch boxes / eskies are encouraged to have their crib breaks in their work area/cab of machine, this is to be encouraged. 		
8.	Toilets and Bathroom Use	<ul style="list-style-type: none"> Health standards not applied. Further COVID-19 Spread. 	<ul style="list-style-type: none"> Hand sanitisers, antibacterial hand wipes and hand wash gels to be made available in all toilets. Each worker is to wash their hands prior to entering toilet. Responsibility of each worker to wipe all surfaces they were in contact with. Responsibility of each worker to wash hands and use hand sanitiser when exiting toilet. Use of rubber gloves encouraged where possible. Toilets professionally cleaned once a week as a minimum health standard. 	C	3	H
9.	Use of powered / non-powered hand tools	<ul style="list-style-type: none"> Health standards not applied. Further COVID-19 Spread. 	<ul style="list-style-type: none"> Powered / non-powered hand tools where possible are not to be shared. Required PPE (Gloves, long sleeved 	C	3	H



Safe Work Method Statement – COVID-19

			shirts, steel capped lace up boots, hard hats and if required P2 face masks). <ul style="list-style-type: none"> Tooling is to be thoroughly cleaned with anti-bacterial sprays / wipes after use. Hard hats, gloves and face masks are at no time to be shared. Shower / bath & wash all clothing worn each day. 			
10.	Site/Project Shut-Down	<ul style="list-style-type: none"> Non-completed works (risk to public safety). Government / Statutory directed announcement. 	<ul style="list-style-type: none"> All current work permits closed. Worksite vacated without risks to general public. Project office is secured and locked. Project plant & equipment secured & locked. All road traffic management controls – MUTCD devices, barriers, warning signage remain if possible. Essential road hazard warning signage to remain. Periodical roadworks inspections conducted (if supervisors are not in residential isolation lockdown). 	C	3	H
11.	Mental Health	<ul style="list-style-type: none"> Escalating <u>Mental Health</u> conditions relating to loss of income and financial pressures. 	<ul style="list-style-type: none"> Ongoing management communications with workers relating to. 	C	3	H



Safe Work Method Statement – COVID-19









		<ul style="list-style-type: none"> • Stress, Depression, Anxiety. 	<ul style="list-style-type: none"> - known sources of compensation and available government assistance. - Regular updates on possible returns to work. - Worker / family counselling available • Maintaining good Mental Health & Wellbeing is important, if you are feeling stressed, depressed / anxiety or having family issues take the time to contact your manager / supervisor and seek assistance. • Employee Assistance Program (EAP) 		
--	--	--	---	--	--

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT:					SCORE AFTER CONTROLS		
STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION		Li	Co	Risk
No. each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE				



Safe Work Method Statement – COVID-19

Tick PPE to be used for the duration of the work								
	High Vis + Safety Boots <input checked="" type="checkbox"/>	Hard Hat <input type="checkbox"/>	Eye Protection <input checked="" type="checkbox"/>	Face Protection <input type="checkbox"/>	Hearing Protection <input type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	P2 Mask <input checked="" type="checkbox"/>	Full Body Protection <input checked="" type="checkbox"/>

Day Operations – Normal Requirements: Safety footwear (steel cap) with non-slip soles, hearing protection if required, high visibility shirt or vest, hard hat and sun protection if required (broad brim hat, sun screen, tinted safety glasses), eye protection, face protection if required, hand protection if required, long sleeve shirt and pants.

Hygiene standards: Maintained at all times, hand sanitiser gels antibacterial wipes, and sprays are to be readily available in all operating plant, offices, toilets and lunchrooms.

Face Masks: Shall be provided (P2 face masks) and worn if there is a foreseeable potential for COVID 19 exposure / contact with an infected person/s.

Head Protection: (hard hats) if required.

Foot Protection: (safety boots/shoes) Good footwear with non-slip chemical resistant sole and fitted with steel toe caps must be worn.

Eye Protection: (safety glasses) eye protection shall be worn if required.

Hand Protection: Gloves shall be worn where required to combat against virus spread. Gloves to be compliant with AS and task dependent.

Arms, Legs and Body Coveralls: Long sleeve shirt and pants to be worn (no shorts).



Safe Work Method Statement – COVID-19

Have all risks been reduced to an acceptable level (as low as reasonably practical) AND controls implemented? YES / NO
(If NO, stop and contact supervisor)

CORRECTIVE ACTIONS:			
RECOMMENDED ACTION	WORK ORDER NO.	COMPLETION DATE	SIGNED BY ACTION OFFICER

This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works

PRINT NAMES	SIGNATURES	DATE
Worker 1:		
Worker 2:		
Worker 3:		
Worker 4:		
Worker 5:		

SIGNED BY:

Officer: Name Signature..... Date

Rating the Risk:

Table 1: Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 2: Consequence

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss.
3	Moderate	Medical treatment required, on-site release contained without assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Table 3: Mapping the Risk Rating

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LEGEND

E = extreme risk; immediate action required.

H = high risk; senior management attention needed.

M = moderate risk; management responsibility must be specified.

L = low risk; manage by routine procedures.

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer you a number of ways to approach the hazard control process

Eliminate the hazard

- Remove a noisy machine
- Cease in-house operations of hazardous work.

Substitute the hazard with a lesser risk

- Replace hazardous electrics with hydraulics
- Purchase less hazardous machinery.

Isolate the hazard

- Install guards, screens or enclosures
- Install roll-over protection on mobile powered plant.

Engineering controls

- Redesign the task, to enable it to be carried out in a different way.

Administrative controls

- Set up entry permits to operate work systems
- Install warning signs or danger tags.

Personal protective equipment

- Safety belts and harnesses, fall-arrest systems
- Industrial safety gloves and footwear.

TCF ref: 40LargeWE00012

Contact: Toni Ashlin – 6165 8341

Mr Damian Mackey
Special Projects Officer
Southern Central Sub-region
Brighton Council
1 Tivoli Rd
Old Beach TAS 7017
Australia

Dear Mr Mackey

ROUND 40 – ASSESSEMENT OUTCOME

Thank you for your application to the Tasmanian Community Fund (TCF) requesting funding under grant round 40.

The Board accepted 153 applications for assessment requesting a total of \$11.67 million in funding in grant round 40. The Board approved grants totalling more than \$4 million to 49 projects.

We are pleased to advise that \$395,000.00 has been approved for the *Southern Central Workforce Development Project* project subject to the successful negotiation of an appropriate grant deed.

What is this letter?

This is a letter of offer and is not binding in any way therefore you should not start work on your project or incur any project expenditure until the grant deed has been successfully negotiated and signed by both parties. The Tasmanian Community Fund cannot be held responsible for any costs incurred prior to the successful negotiation and signing of a grant deed.

You should advise the Tasmanian Community Fund if there have been any material changes to the project that you applied for. The Tasmanian Community Fund reserves the right to review its decision if it becomes aware of any material changes that have occurred since the application was lodged or if it becomes aware of errors of fact within the grant application.

What happens next?

Within the next month the Tasmanian Community Fund staff will prepare the grant deed for your project. The grant deed will set out the obligations of grants recipients and the TCF.

Your organisation must read the deed and then sign and return both copies of the deed to the TCF office within two weeks of receiving it.

You will also receive a bank account details form. This form must be completed and returned to enable us to make payments to your organisation. If we do not receive the completed form we will not be able to forward any grant monies to you.

Information Sessions

The Tasmanian Community Fund will be holding information sessions for successful grant recipients in July 2020. These information sessions are an opportunity for you to ask any questions about the process and for the Fund staff to introduce ourselves

and provide details on our expectations. More details about these sessions will be provided in June.

Project reports

At the completion of your project, your final project report must show evidence of expenditure against all items in the budget which will be listed in the schedule of the grant deed. We highly recommend that appropriate record keeping procedures are put in place prior to the commencement of the project. This will assist your organisation with meeting its reporting obligations and will enable easy access to invoices/receipts and other documentation required to fulfil your commitments.

If you have any questions about the reporting requirements please do not hesitate to contact the Tasmanian Community Fund office. It is far easier to sort out an appropriate system prior to the commencement of your project than to try to find things once your project is finished.

Auditing

All reports for \$50 000 or more must be sent to Crowe for auditing, enclosing appropriate evidence of all expenditure. We will provide further advice on this requirement when we forward your grant deed. The Board may also select some smaller grants for auditing by Crowe.

Your organisation should ensure that any internal accounting processes are sufficient to identify the breakdown of TCF expenditure against the items listed in the grant deed schedule.

Media

Grant recipients wishing to contact the media should discuss the matter with Lola Cowle from the TCF office on (03) 6165 8333. The Tasmanian Community Fund is independent of government and requires successful applicants to include the following statement in media releases: "The Tasmanian Community Fund is an independent Fund that supports and strengthens Tasmanian communities by distributing funds to those communities".

You will be provided with a media kit, with your grant deed, to assist with any media activities that you may like to undertake.

Queries

If you have any queries, please contact the Tasmanian Community Fund's Administration Officer, Cheryl Walker, on (03) 6165 8333.

Yours sincerely



Sally Darke
CHAIRPERSON

9 June 2020

The Tasmania Project

Share your experience during COVID-19.

Photo: Tourism Tasmania and Chris Crerar.

How are older Tasmanians experiencing the pandemic?

Report number: 12 | Date: 4 June 2020 | Authors: Duncan Sinclair and James Brady

Older Tasmanians are faring well in isolation during the pandemic, according to findings from the Tasmania Project. Despite knowing they are at highest risk of COVID-19, older Tasmanians report feeling more resilient and less anxious than their younger counterparts.

Eighty percent of study participants aged 65 years and over said they maintained connection with family and friends while in isolation. During this time, half of the respondents said they had done more gardening, one third reported engaging in more creative activities, and a quarter had logged more exercise. Older participants generally did not say they felt confined at home, and expressed greater feelings of safety, strength and support. However, most relayed concerns that they, or someone they knew, may contract COVID-19.

Social isolation and the pandemic have had different impacts on Tasmanians of different ages. Compared to participants aged 25-64 years old, older Tasmanians had greater concern about COVID-19 but less concern that isolation would impact their physical and mental health. They reported feeling more resilient and hopeful, and less overwhelmed, fearful and anxious.

The Tasmania Project – Share your experience during COVID-19.

Key findings

- Most Tasmania Project participants aged 65 years and over said they have adapted to a new way of living during the pandemic, and almost half reported that it was getting easier with time.
- Older participants reported understanding how to protect their health and respond to a COVID-19 health emergency, as much as younger participants.
- Older participants described feeling positive emotions more often, and negative emotions less often, during isolation than those aged 25-64 years old.
- A greater proportion of those aged 65 years and over said they were maintaining connection with friends and family, compared to those aged 25-64 years old. Older respondents also proactively increased contact with friends online or by phone.
- Generally, concerns of older respondents centred on health effects of COVID-19, while concerns of those aged 25-64 years old focused on health effects of isolation and financial effects of the pandemic.
- Almost half of respondents aged 65 and over said they had downloaded the COVID-SAFE app. Of those that didn't intend to download the app, a greater proportion than other age groups reported that this was due to issues with their phones.

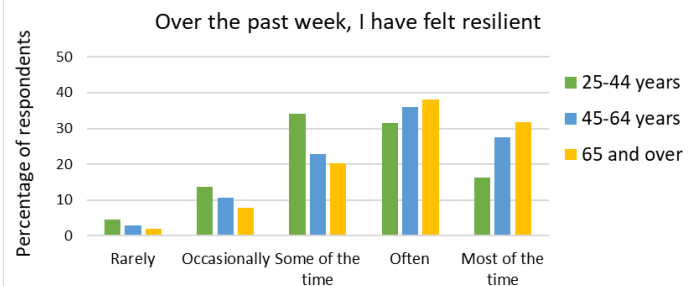


Photo Supplied – Wicking Dementia Research and Education Centre

How experiences of older Tasmanians differ from those of other age groups

Just as the lifestyles of older Tasmanians differ from those of younger age groups (with fewer work commitments and younger dependents), their experiences during the pandemic have also differed. Key differences between participants older than 65 years and those aged between 25-64 years old included:

- Fifty-five percent of participants aged 65 years and over reported concerns about contracting COVID-19, compared to 47% of those aged 46-64 years old, and 42% of those aged 25-44 years old. All participants said they were equally concerned about people they knew.
- **Isolation was viewed differently by older participants compared to younger participants.** Fewer people aged 65 years and over reported concerns about impacts of isolation on their mental/physical health (18% / 28%), compared to those aged 45-64 years (30% / 32%) and those aged 25-44 years old (51% / 65%). Fewer felt confined in their homes. Most participants said they were more concerned about health impacts than the economy.
- Older participants reported feeling strong, safe, secure, supported, content, rested, happy, resilient, proud, trusting and hopeful more often younger participants during isolation. They also reported feeling overwhelmed, fearful, confused, sad, lonely, tired, angry, anxious, frustrated, resentful and powerless less often.



- **Older participants responded differently to social isolation during the pandemic.** Compared to pre-COVID-19 restrictions, they reported being more proactive about contacting their friends in isolation. Forty-one percent had contacted friends more than before, compared to 33% of people aged 45-64, and 31% of people aged 25-44. Compared to people aged 25-44 years old, fewer older people reported feeling lonely often/most of the time (12% vs 18%), and a greater proportion were rarely/occasionally lonely (73% vs 53%).
- A greater proportion of older participants, compared to other age groups, reported being unable to download the COVID-SAFE app because of issues with their phones (for more information, see <https://bit.ly/2XwigGe>).
- A lower proportion of participants aged 65 years and over (38%) had tried new activities during isolation, compared to those aged 45-64 years (48%) and 25-44 years old (53%). Compared to other age groups, older participants showed greater increases in their reading, gardening and time outside and were less likely to seek digital entertainment (TV, streaming, video games) or alcohol/tobacco/other drugs.

Experiences of older Tasmanians

The majority of Tasmania Project participants aged 65 years and over (70%) said they adapted to a new way of living during the pandemic. This included increased engagement in some activities while strictly observing social distancing guidelines.

To stay connected with friends and family in isolation, older participants said they preferred mobile phone (calls, messages) and emails. Eighty-nine per cent reported having reliable internet at home, enabling a majority to also employ social media and group video apps to proactively maintain interpersonal relationships. Seventy-three percent of study participants aged over 65 years old reported that only occasionally, or rarely, did they feel lonely.

Older participants reported feeling informed and aware of COVID-19: 96% knew what the symptoms were, 94% knew what to do if they or a loved one displayed symptoms, and 84% knew how to protect themselves from infection.

To stay informed, 92% of older participants said they relied on ABC radio/TV, 38% reported using national online media, 33% said they read Tasmanian newspapers, and 26% said they connected online to international news providers. Only five percent of older participants reported using social media for updates.

Forty six percent of participants aged 65 and over reported having downloaded the COVID-SAFE app, a slightly higher proportion than other age groups.

Outright home ownership was highest (80%) among older participants when compared to those aged 45-64 years old (40%) and those aged 25-44 years old (9%). However, some older people were still in vulnerable housing situations. Seven percent of older participants said they had to reduce spending on essentials to cover housing expenses during the pandemic.

Where next?

- Older Tasmanians have changed their lifestyles during the pandemic- 80% said the crisis had revealed new ways of living well. So, as recovery continues, older people may consider how to incorporate these changes into everyday life on a permanent basis.
- On the whole, despite being at greatest health risk, study participants aged 65 years and over reported the greatest emotional resilience during the pandemic. We need to explore ways for older people to share their collective wisdom- their insight and perspectives- so that Tasmanians of all ages can respond effectively to crises in the future.



Policy No. 2015- 34

Harassment and Discrimination Policy

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 1 of 7

Harassment and Discrimination Policy and Procedures

This Policy outlines Central Highlands Council's policy regarding harassment and discrimination within the workplace. Central Highlands Council considers that our workers are entitled to be treated fairly and with respect in the workplace. Our goal is to provide prompt and reasonable management of workplace issues to assist our workers and work together to achieve a healthy and safe work environment.

This policy should be read in conjunction with applicable, appropriate and associated policies, procedures, legislation, codes of practice, guidelines and best practice models.

1. WHO THIS POLICY APPLIES TO

This policy applies to all Councillors, Committee Members, employees, consultants, volunteers, work placement/work experience participants and contractors of Central Highlands Council.

Places of work include attending training, work related events, 'off site', and other worksites of which you are undertaking Central Highlands Council business.

2. PRINCIPLES

- All workers are entitled to make a complaint if they believe that they are not being treated fairly or with respect in the workplace;
- Options that restore productive work practices (including conciliation and/or mediation) are the preferred approach within the complaint resolution process;
- Where this is not successful both parties may discuss a process to reach an acceptable outcome; and
- Management may decide to undertake a formal investigation.

Central Highlands Council will endeavour to maintain the confidentiality of complaints however there may be a need to provide information where required by law or where a third party is involved or where we are required to defend an action.

Sexual harassment and victimisation is unlawful under the Sex Discrimination Act 1984 (Cth) as well as anti-discrimination legislation operating in every State and Territory.

Under the Tasmanian Anti-Discrimination Act 1998, two types of discrimination are recognised; direct and indirect. Both forms of discrimination are outlined separately.

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 2 of 7

3. DISCRIMINATION OR HARASSMENT

Discrimination generally occurs when someone is treated less favourably than others because they have a particular characteristic or belong to a particular group of people. Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as race, age, gender, disability, religion or sexuality.

A worker may feel bullied, harassed and discriminated against at the same time.

Discrimination and harassment are dealt with separately to bullying under anti-discrimination, industrial relations and human rights laws. If a worker believes they are experiencing discrimination or harassment in the workplace then should talk with their manager or senior management.

4. WHAT IS HARASSMENT?

Harassment can include a wide range of conduct that causes another person to feel offended, humiliated, intimidated, hurt, insulted, frightened or ridiculed and may cause damaging stereotyping.

This could be a deliberate act or unintentional, however it involves the exertion of power by one person over another.

Workers may find it extremely difficult when they are not in a position to deal with their harasser on equal terms. Power does not necessarily imply authority - it can be informal or derived, for instance, from membership of a culturally dominant group or physical strength.

The Tasmanian Anti-Discrimination Act 1998 outlines certain conduct and sexual harassment which is not acceptable. It states:

“A person must not engage in any conduct which offends, humiliates, intimidates, insults or ridicules another person on the basis of gender, marital status, pregnancy, breastfeeding, parental status or family responsibilities in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, insulted or ridiculed.”

It should be noted that any form of harassment which occurs in the workplace – even if it is not specifically referred to in the Act as being unlawful, will nevertheless, if proven, be treated as a breach of this policy. If the behaviour is unwelcome, uninvited, unreciprocated and usually repeated then it may be classed as harassment or bullying.

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 3 of 7

5. SEXUAL HARASSMENT

The Tasmanian Anti-Discrimination Act 1998 specifically states:

No-one should engage in any conduct which offends, humiliates, intimidates, insults or ridicules another person on the basis of an attribute or in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, intimidated, insulted or ridiculed.

- A person must not sexually harass another person;
- Sexual harassment takes place if a person –
 - ✚ subjects another person to an unsolicited act of physical contact of a sexual nature; or
 - ✚ makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person; or
 - ✚ makes an unwelcome remark or statement with sexual connotations to another person or about another person in that person's presence; or
 - ✚ makes any unwelcome gesture, action or comment of a sexual nature; or
 - ✚ engages in conduct of a sexual nature in relation to another person that is offensive to that person –
 - ✚ in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, intimidated, insulted or ridiculed.

6. INTIMIDATORY HARASSMENT

Intimidatory harassment involves the thoughtless or intentional use of physical or organisational power to coerce a person to perform a particular action or to instil in the person a feeling of humiliation or intimidation.

Intimidatory harassment should not be confused with legitimate comment and advice (including relevant negative comment or feedback) from Management, on work performance or work related behaviour, delivered in a reasonable manner.

The practical example of determining harassment is to look at whether a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be unreasonably offended, humiliated, insulted or ridiculed.

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 4 of 7

7. WHAT IS DISCRIMINATION?

Direct discrimination takes place if an individual treats another person, on the basis of any prescribed attribute, less favourably than a person without that attribute or characteristic.

Some of the more common attributes of discrimination include:

- Race;
- Age;
- Sexual orientation;
- Lawful sexual activity;
- Gender;
- Marital status;
- Pregnancy;
- Breastfeeding;
- Parental status;
- Family responsibilities;
- Disability;
- Industrial activity;
- Political belief or affiliation;
- Political activity;
- Religious belief or affiliation;
- Religious activity;
- Irrelevant criminal record;
- Irrelevant medical record; or
- Association with a person who has or is believed to have any of these attributes.

For direct discrimination to take place it is not necessary to show that the attribute is the sole reason for the unfavourable treatment. It is also not necessary that the person who discriminates has any motive. All that has to be shown is the person's attribute was at least a partial reason for the treatment of the other person.

Indirect Discrimination takes place if a person imposes a condition, requirement or practice which is unreasonable in the circumstances and has the effect of disadvantaging a member of a group of people who:

- Share, or are believed to share, a prescribed attribute; or

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 5 of 7

- Share, or are believed to share, any of the characteristics of that attribute more so than a person who is not a member of that group.

For indirect discrimination to be proven, it is not necessary that the person who discriminates is aware that the condition or characteristic exists neither does there need to be an actual disadvantage to the person or group of people.

8. WHAT IS VICTIMISATION?

Victimisation takes place if a person subjects, or threatens to subject another person or an associate of that other person to any disadvantage. For example, a person must not victimise another person because that other person made, or intends to make a complaint under the Anti-Discrimination Act 1998; or gave, or intends to give evidence or information in connection with any proceedings under the Anti-Discrimination Act 1998.

9. PROCESS FOR MAKING A COMPLAINT

If a worker believes they are subject to discrimination, bullying or harassment, there are a number of options available for resolving a complaint. Workers are required to work with Central Highlands Council to progress through the options in a way that will provide a satisfactory outcome with the least anguish for all persons concerned as well as other workers in the work area.

To assist in the resolution of issues refer to the Grievance Process.

10. GRIEVANCE PROCESS FOR DEALING WITH COMPLAINTS

If a worker has an issue at work, there are a number of options available for resolving their complaint. Workers are required to work with Central Highlands Council to progress through the options and respond to any questions personally and honestly.

To assist in the resolution of issues the following process should be undertaken:

- 1) Speak to the person(s) involved directly to see if you can settle the issue;
- 2) Seek assistance from your Manager/Supervisor – a written statement often assists in clarifying issues alternatively your Manager/Supervisor will take notes of your meeting;

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 6 of 7

- 3) Seek assistance from the General Manager if you have not received a response from the Manager/Supervisor in 10 business days; and
- 4) Notify your Manager/Supervisor or General Manager if you would like conciliation and/or mediation (appointed in consultation between Management and the worker).

Workers may request a support person to attend meetings during the grievance process.

At any discussion or meeting the worker is required to discuss the issues and personally answer any questions raised by the employer or their representative.

All parties are able to take actions with Fair Work or other jurisdictions as determined.

If the behaviour is likely to amount to a criminal act or is serious in nature, the complaint should be referred to the General Manager who will decide if the matter is to be referred to the police or other entity.

Any worker involved in a complaint may be suspended, at the General Manager's discretion, during the investigation and decision making processes.

Where a workplace matter is a criminal matter, the investigations may be managed separately and a decision relating to employment will be made separate to any criminal prosecution.

The process for managing allegations is undertaken through the grievance process.

Document:	Start Date: 16 June 2020	Page Reference:
Harassment and Discrimination Policy	Review Date: 30 June 2023	Page 7 of 7



Policy No. 2015- 35

Grievance & Dispute Resolution Policy

Document:	Start Date: 16 June 2020	Page Reference:
Grievance & Dispute Resolution Policy	Review Date: 30 June 2023	Page 1 of 5

Grievance and Dispute Resolution Policy

Central Highlands Council's objective in relation to this policy is to assist all parties in determining whether there are any conduct or performance issues, the correct process that should be undertaken and relevant sanctions which may apply.

This policy should be used to assist in providing a consistent approach for all Central Highlands Council personnel.

Grievance Process for Dealing with Complaints

If a worker has an issue at work, there are a number of options available for resolving their complaint. Workers are required to work with Central Highlands Council to progress through the options and respond to any questions personally and honestly.

To assist in the resolution of issues the following process should be undertaken:

- 1) Be aware of your obligations as an employee (policies and procedures);
 - 2) Speak to the person(s) involved directly to see if you can settle the issue;
 - 3) Seek assistance from your Manager/Supervisor – a written statement often assists in clarifying issues alternatively your Manager/Supervisor will take notes of your meeting;
 - 4) Seek assistance from the General Manager if you have not received a response from the Manager/Supervisor in 10 business days
 - 5) Notify your Manager/Supervisor or the General Manager if you would like conciliation and/or mediation (appointed in consultation between Management and the worker);
 - 6) All parties have the ability to pursue any matter through Fair Work or legal avenues where they feel this is applicable.
- Workers may request a support person to attend meetings during the grievance process.
 - At any discussions or meetings the worker is required to discuss the issues and personally answer any questions raised by the employer or their representative.

Document:	Start Date: 16 June 2020	Page Reference:
Grievance & Dispute Resolution Policy	Review Date: 30 June 2023	Page 2 of 5

Criminal actions

If the behaviour is likely to amount to a criminal act or is serious in nature, the complaint should be referred to the General Manager who will decide if the matter is to be referred to the police or other entity.

The worker against whom the complaint is made may be suspended at the employer's discretion during the investigation and decision making processes.

Where a workplace matter is a criminal matter, the investigations may be managed separately and a decision relating to employment will be made separate to any criminal prosecution.

Employee Obligations

The employer and employee both have a responsibility to ensure that they do not unreasonably destroy the trust and confidence that is needed within the employment relationship. Some of the important aspects of this relationship are:

- an obligation to be honest with each other,
- your obligation to answer all reasonable questions accurately,
- your obligation to comply with all lawful and reasonable directions,
- your obligation to exercise skill and care when performing your duties, and
- the employer is obliged to provide, as much as reasonably possible, a healthy and safe work environment for you.

When to use the grievance process

The decision to discipline may include, however are not limited to;

- unsatisfactory performance,
- theft or illegal activities including breaches of security,
- serious or wilful misconduct,
- breach of the harassment, discrimination and workplace violence policy,
- breach of the drug and alcohol policy,
- inappropriate conduct towards members of the public, the employer or other workers, and
- other issues which may result in police action or conduct deemed by the employer to cause irreparable damage to the employer/worker relationship.

Document:	Start Date: 16 June 2020	Page Reference:
Grievance & Dispute Resolution Policy	Review Date: 30 June 2023	Page 3 of 5

Sanctions relating to Employment

The employer may determine that sanctions need to be considered and these may include the following:

- Sanctions including:
 - a written counselling;
 - re-induction or re-training;
 - formal written warnings;
 - transfer to another area of the business;
 - demotion (where this is stated within the contract);
 - Termination of employment; or
 - Summary dismissal.
- Work Health and Safety Breaches – Any serious breach of work health and safety obligations may result in termination or summary dismissal. As an employee you have a duty of care to take reasonable care for their own health and safety, and they must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- Abandonment of employment – if you do not attend work and do not contact work we will phone or attempt to contact you to explain your absence. If we do not hear from you for two days we will write to you for a response and if there is no reply within a reasonable timeframe we may consider that you have lapsed (abandoned) your employment.
- Organisation restructure - Where you are no longer required due to changes within the operation of the business a position may be made redundant.

Upon termination of employment all monies proven to be owed to you will be paid as soon as reasonably possible.

All clothing, keys and other items or documentation (soft or hard copies) belonging to Central Highlands Council must be returned immediately on request.

Document:	Start Date: 16 June 2020	Page Reference:
Grievance & Dispute Resolution Policy	Review Date: 30 June 2023	Page 4 of 5

Summary Dismissal

Where your behaviour is deemed to be serious misconduct, the General Manager may determine to summarily dismiss you. If you are summarily dismissed you will only be paid up to the time of your last day of work and you will not be paid for the period of notice.

Serious misconduct includes, but is not limited to:

- Fraudulent behaviour;
- Theft;
- Assault within the workplace or directly towards workers, managers, consultants, contractors, customers or service providers;
- Serious breach of work health and safety;
- Behaviour that is inappropriate and directly or indirectly affects the business or workers.

All meetings should be arranged at a mutually convenient time for all parties.

While the grievance procedure is being undertaken, work should continue normally

Document:	Start Date: 16 June 2020	Page Reference:
Grievance & Dispute Resolution Policy	Review Date: 30 June 2023	Page 5 of 5

What young Tasmanians have to say about COVID-19...

Introduction

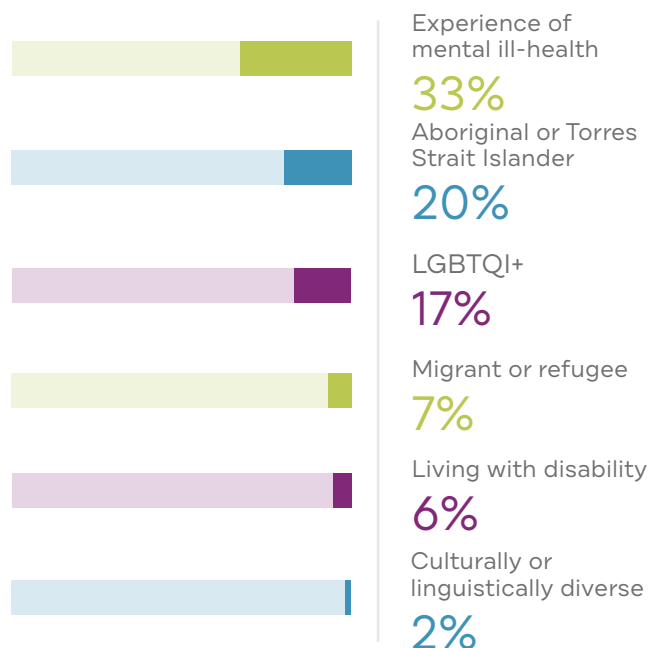
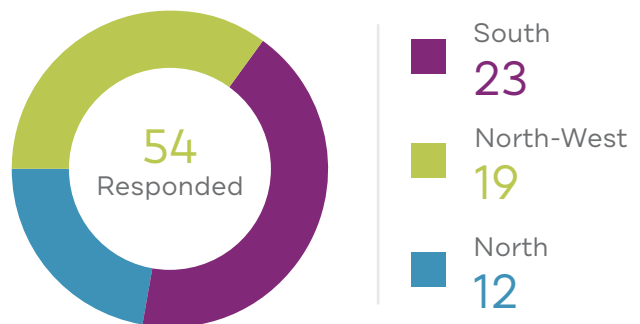
The Youth Network of Tasmania (YNOT) asked young Tasmanians aged 12-25 years to have their say about COVID-19, the good and the bad, to hear how they are being impacted by this global pandemic. The survey was open from 15 April to 5 May 2020.

Key findings

- Young people are very concerned about the impact of COVID-19 on their mental health, including exacerbating existing conditions and increasing feelings of worry, anxiety, and loneliness.
- Young people are confused, receiving mixed messaging, or simply want clearer directions to understand what they can and can't do, and where they can find help.
- Young people aged 18-25 years expressed great concern for the long-term social and economic impacts of COVID-19 and are very aware that they will bear the future financial responsibility of decisions made by government today.
- Young people are looking to government for strong leadership and clear communication. Many are very proud of the government's response to COVID-19 so far.
- Some of the concerns young people expressed, or gaps they identified, have been addressed by government or community. However, information has not filtered down to young people. Young people are not receiving accurate, consistent or timely messaging in a way that they can access.

Who responded?

54 young Tasmanians aged 12-25 years responded to the survey, statewide.



What is the biggest impact of COVID-19?

Key issues identified by survey respondents



Feeling isolated

Young people reported feeling isolated from their friends and family and miss visiting people such as their grandparents. They stated that they were complying with social distancing and public health measures, but to the detriment of accessing essential services. Young people reported barriers to accessing services including parental, health, cultural and social support services.

"Not seeing my close family or friends and not being able to continue to have my mental health support due to self isolation." Female, 13

Education

Many young people reported struggling with online learning and felt less productive at home due to distractions or limited technology to complete their studies. Some have had significant disruptions to their studies and practical placements and felt highly anxious regarding the uncertainty of what the future impacts would be.

"My TAFE course being moved to fully online and an expectation to study fully from home. I don't work well at home and as a result my motivation has plummeted." Male, 23

Employment

Young people stated that they are significantly impacted by job losses directly and indirectly. Those who are studying are feeling greater financial stress due to loss of hours or having their support person lose work. They are also worried about the length of time it will take them to find another job following the pandemic, particularly for those beginning their careers.

"My boyfriend getting let off work is making money really hard at the moment." Female, 22

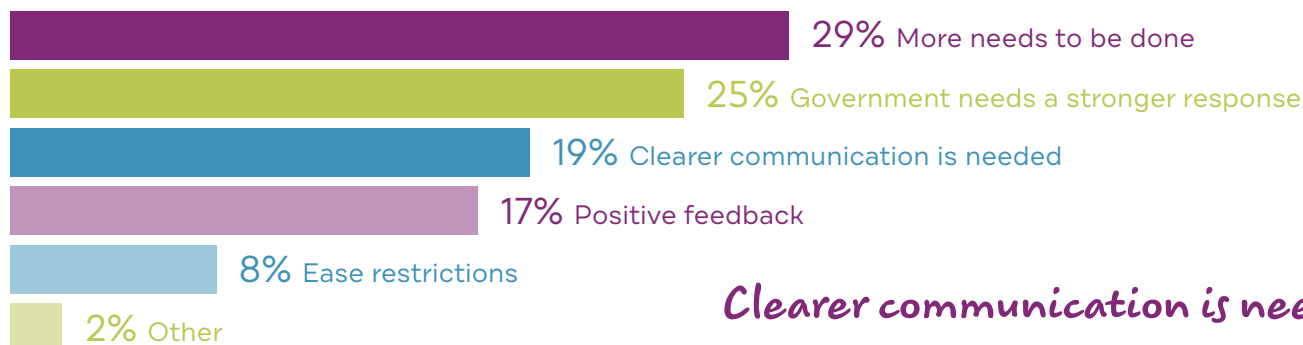
Mental health

In addition to the psychological distress they are experiencing, many reported that their existing mental health conditions are being exacerbated. Young people are unsure if they can access services and are generally struggling without the face-to-face support they would normally receive professionally and socially.

"The biggest impact has been the quarantining and being with my family 24/7. Not being able to get out and be away from each other has given me cabin fever, and has really affected my mental health." Female, 22

If you could tell the Government one thing...

Key issues identified by survey respondents



More needs to be done

Many young people stated that they wanted more to be done to ensure that all vulnerable people are supported, and that support is not removed prematurely. Young people want greater assistance for vulnerable people, including young carers, young people with a disability and young migrants. Young people also said that they wanted to see a permanent increase of Centrelink payments to support the 'older' young people who will struggle to find work following the pandemic.

"You have raised JobSeeker and other payments by \$550, which will lift millions out of poverty after April 27. Will you keep it as a permanent change?" Male, 23

Government needs a stronger response

Young people stated they were complying with government public health measures and were angry that young people were being perceived as not taking the issue seriously. They want government to be firmer with the community to ensure people follow the rules to keep everyone safe.

"They need to do more! There's still people shopping and been ignorant and this is making it go on longer which is affecting so many parts of people's lives, especially their mental health." Female, 21

Clearer communication is needed

Most young people surveyed asked questions such as: "When will this end? Can I visit a friend? When can I see my nan? What is the plan?"; and stated that they found the messaging confusing. Young people are not receiving relevant information in a clear and timely manner which is accessible to them.

"...I just wish that they could remove ambiguity and be more specific on what we can do and close down places that they don't consider essential so there can't be any confusion." Female, 22

Positive feedback

Many young people had positive feedback for government. They thanked the government for working to keep the Tasmanian community safe during these hard times. While they thought that more work needed to be done, they acknowledged that they would not want to make the hard, challenging and complex decisions that government has had to make.

"Despite it being really difficult for young people during isolation I believe the government is doing a fantastic job at containing the virus and flattening the curve." Female, 14

Ease restrictions

A small portion of young people said that they want the government to ease restrictions as a priority. They feel isolated and have had significant disruptions to their daily lives. They want to be able to return to a level of 'normality' where they can have some general routines returned including sporting, recreational and social activities. Young people said that they want to visit their family who they are being isolated from, due to travel restrictions or changes to service operations.

"Closing beaches to locals is not necessary." Male, 15

What is a positive experience because of COVID-19?

Key issues identified by survey respondents



Social impacts

While young people are grappling with psychological distress due to physical isolation, they report that they are conversely benefiting socially. Young people said that they are reaching out to friends more often, using technology to stay connected and are talking more about their personal wellbeing and mental health. While many are finding challenges with spending more time at home, they are appreciating this experience as an opportunity to connect with their immediate family.

"Young people are spending more time at home with their loved ones than i assume they would have before. It's a time to be grateful for our families and loved ones." Female, 20

Other benefits

Some young people have embraced COVID-19 as a time for moving forward and believe that it has forced our community to become innovative and more resilient to adapt to challenging times. Receiving greater financial support and rental assistance was also held in high regard and appreciated. Some also stated benefits to their work/life balance as a result of loss of employment, but noted that this would not financially viable for much longer.

"The virus makes us young people think about how we treat each other because it could be anyone's last day at anytime." Female, 12

No positive experience

Sadly, there was a portion of those surveyed who could not find any benefit to COVID-19. These young people were worried by the impacts of physical isolation and whether a loved one could become sick. They were also significantly concerned about the long-term social and economic impacts of pandemic.

"We need help and real action. We need to make sure that young people don't pay for these solutions for the rest of our lives. I'm worried about the future." Female, 24

Recreational

A small portion of young people said they have used this as an opportunity to learn new skills and find ways to stay relaxed at home. They were happy to have more time to spend recreationally at home and were focusing their attentions on cooking, exercise and gaming to stay distracted.

"People are being more creative, through cooking, art and so much more. It's awesome!" Male, 23