



Central Highlands Council

AGENDA – ORDINARY MEETING – 21 September 2021

Agenda of an Ordinary Meeting of Central Highlands Council scheduled to be held at the Hamilton Town Hall, Hamilton, on Tuesday 21st September 2021, commencing at 9am.

I certify under S65(2) of the Local Government Act 1993 that the matters to be discussed under this agenda have been, where necessary, the subject of advice from a suitably qualified person and that such advice has been taken into account in providing any general advice to the Council.

Lyn Eyles
General Manager

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.

2.0 ACKNOWLEDGEMENT OF COUNTRY

3.0 PRESENT

4.0 APOLOGIES

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.

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: Clr

Seconded: Clr

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 17 August 2021	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
2	Personnel Matters	Regulation 15 (2)(a) personnel matters, including complaints against an employee of the council and industrial relations matters
3	Confidential Correspondence	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
4	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

6.1 MOTION OUT OF CLOSED SESSION

Moved: Clr

Seconded: Clr

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

OPEN MEETING TO PUBLIC

Due to COVID-19 a limit of 4 members of the public, at any one time will be applied.

7.0 DEPUTATIONS

10.00 – 10.15 Dr Josie Kelman Derwent Catchment Project

7.1 PUBLIC QUESTION TIME

8.0 MAYORAL COMMITMENTS

11 August 2021 Ratepayer calls x4
 12 August 2021 Meeting with General Manager
 15 August 2021 Mayor's Round Table Meeting - Hobart
 16 August 2021 STCA Meeting – Hobart
 16 August 2021 Rate Payer meetings x2
 17 August 2021 Business of Council – Bothwell
 17 August 2021 Ordinary Council Meeting, Bothwell
 17 August 2021 Rate Payer meetings x2
 18 August 2021 Business of Council – Bothwell Council Chamber
 18 August 2021 Rate Payer meetings x2 Hamilton
 19 August 2021 Citizenship Ceremony x2 Hamilton Town Hall
 19 August 2021 Business of Council

8.0 Mayoral Commitments *continued*

20 August 2021	Business of Council
21 August 2021	Meeting with Rate Payer
23 August 2021	Planning Scheme Workshop, Bothwell
24 August 2021	Business of Council
26 August 2021	Business of Council
30 August 2021	South Central Councils Meeting
31 August 2021	Business of Council
31 August 2021	Meeting with General Manager
1 September 2021	Business of Council
2 September 2021	Business of Council
2 September 2021	Meeting with Rate Payer x2
3 September 2021	Business of Council
4 September 2021	Business of Council
6 September 2021	Business of Council
8 September 2021	Plant Committee Meeting - Bothwell
8 September 2021	Bothwell Bicentenary Workforce Group Meeting - Bothwell
9 September 2021	Business of Council
10 September 2021	Councillor Tele meeting
13 September 2021	Business of Council

8.1 COUNCILLOR COMMITMENTS***Deputy Mayor J Allwright***

17 August 2021	Ordinary Council Meeting, Bothwell
23 August 2021	Draft LPS Workshop Bothwell
25 August 2021	Bushwatch, Westerway
13 September 2021	Audit Panel, Hamilton

Clr A Bailey

17 August 2021	Ordinary Council Meeting, Bothwell
23 August 2021	Draft LPS Workshop Bothwell
8 September 2021	Plant Committee Meeting, Bothwell
13 September 2021	Audit Panel, Hamilton

Clr A Campbell

17 August 2021	Ordinary Council Meeting, Bothwell
23 August 2021	HATCH meeting - Bothwell
23 August 2021	Draft LPS Workshop, Bothwell

Clr R Cassidy

17 August 2021	Ordinary Council Meeting, Bothwell
23 August 2021	Draft LPS Workshop, Bothwell

Clr J Honner

17 August 2021	Ordinary Council Meeting, Bothwell
23 August 2021	Hatch Meeting Bothwell
23 August 2021	Draft LPS Workshop Bothwell
14 September 2021	Draft LPS Public Exhibition Miena

STATUS REPORT COUNCILLORS

8.2 GENERAL MANAGER'S COMMITMENTS

17 August 2021	Council Meeting
19 August 2021	Citizenship Ceremony x2 Hamilton Town Hall
23 August 2021	Council Workshop Local Provision Schedule
23 August 2021	Meeting Susan Swart
25 August 2021	JLT Webinar Fraud
30 August 2021	South Central Councils Meeting
1 September 2021	Cyber Webinar
8 September 2021	Plant Committee Meeting
8 September 2021	Bicentennial Workgroup Meeting
13 September 2021	Audit Panel Meeting

8.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

17 August 2021	Council Meeting
18 August 2021	Magiq - Two day System Admin Training
19 August 2021	Magiq - Two day System Admin Training
31 August 2021	LGAT Senior Leaders Forum
1 September 2021	Risk Management Training
7 September 2021	Volunteering Tasmania - Co-Design Workshop
8 September 2021	Bi-Centennial Workforce Group Meeting
13 September 2021	Audit Panel Meeting

9.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

23 August 2021 – Planning Local Provisions Workshop

9.1 FUTURE WORKSHOPS

Workshop to discuss future projects for funding and review the LT Asset Management Plans and LT Financial Plan – date to be determined

10.0 MAYORAL ANNOUNCEMENTS

11.0 MINUTES

11.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Clr

Seconded: Clr

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 17th August 2021 be received.

11.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Clr

Seconded: Clr

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 17th August 2021 be confirmed.

11.3 RECEIVAL DRAFT MINUTES OF THE PLANT COMMITTEE MEETING

Moved: Clr

Seconded: Clr

THAT the Draft Minutes of the Plant Committee Meeting held on 8th September be received.

11.4 RECEIVAL DRAFT MINUTES OF THE AUDIT PANEL MEETING

Moved: Clr

Seconded: Clr

THAT the Draft Minutes of the Audit Panel Meeting held on 13th September be received.

12.0 BUSINESS ARISING:

- 7.0 Letters of Support sent by General Manager
 - 15.1 Letters & Advertising by DES
 - 15.2 Correspondence sent by General Manager
 - 15.3 To be actioned by DES Manager
 - 15.5 DES Manager to obtain quotes
 - 15.6 DES Manager to send an invite
 - 15.8 DES Manager to organise valuation
 - 16.1 Works & Services Manager to action
 - 16.2 Letters drafted by General Manager & signed by Mayor
 - 16.3 Works & Services Manager entered Tidy Towns
 - 16.4 Correspondence sent by General Manager
 - 17.1 Lease signed and sealed
 - 17.2 Correspondence sent by General Manager
 - 17.3 Development application prepared by DES
 - 17.4 Remission applied
 - 17.5 Remission applied
 - 17.8 Letters sent by General Manager
 - 17.9 Waiting for Agreement
 - 17.11 DES Manager to gather information
-

13.0 DERWENT CATCHMENT PROJECT REPORT

Moved: Clr

Seconded: Clr

THAT the Derwent Catchment Project Monthly Report be received. See Attachment

14.0 FINANCE REPORT

Moved: Clr

Seconded: Clr

THAT the Finance Reports be received.

RATES RECONCILIATION AS AT 31 AUGUST 2021			
		2020	2021
Balance 30th June		\$55,732.39	\$83.43
Rates Raised		\$3,751,261.93	\$3,874,935.09
Penalties Raised		\$0.00	\$0.00
Supplementaries/Debit Adjustments		\$8,421.91	\$11,088.28
Total Raised		\$3,815,416.23	\$3,886,106.80
Less:			
Receipts to Date		\$1,629,050.95	\$1,720,837.40
Pensioner Rate Remissions		\$99,078.60	\$99,780.68
Remissions/Supplementary Credits		\$6,575.67	\$3,520.31
Balance		\$2,080,711.01	\$2,061,968.41

Bank Reconciliation as at 31 August 2021			
		2020	2021
Balance Brought Forward		\$10,702,163.25	\$10,058,491.92
Receipts for month		\$1,592,535.89	\$1,522,464.39
Expenditure for month		\$365,918.85	\$780,259.86
Balance		\$11,928,780.29	\$10,800,696.45
Represented By:			
Balance Commonwealth Bank		\$1,730,180.41	\$1,723,442.24
Balance Westpac Bank		\$605,043.44	\$478,929.44
Investments		\$9,732,528.39	\$8,727,235.76
Petty Cash & Floats			\$550.00
		\$12,067,752.24	\$10,930,157.44
Plus Unbanked Money		\$19,801.68	\$6,097.49
		\$12,087,553.92	\$10,936,254.93
Less Unpresented Cheques		\$570.33	\$0.00
Unreceipted amounts on bank statements		\$158,203.30	\$135,558.48
		\$11,928,780.29	\$10,800,696.45

	BUDGET	ACTUAL TO	ACTUAL TO	% OF BUDGET	BALANCE OF
	2021/2022	31-Aug-20	31-Aug-21	SPENT	BUDGET
CORPORATE AND FINANCIAL SERVICES					
ADMIN. STAFF COSTS(ASCH)	\$563,015	\$99,084	\$93,147	16.54%	\$469,868
ADMIN BUILDING EXPEND(ABCH)	\$42,865	\$15,957	\$13,972	32.60%	\$28,893
OFFICE EXPENSES(AOEH)	\$127,000	\$42,967	\$32,494	25.59%	\$94,506
MEMBERS EXPENSES(AMEH)	\$182,481	\$22,288	\$23,650	12.96%	\$158,831
OTHER ADMIN. EXPENDITURE(ASEH + RATES)	\$357,500	\$68,526	\$62,051	17.36%	\$295,449
MEDICAL CENTRES(MED)	\$143,500	\$5,416	\$4,566	3.18%	\$138,934
STREET LIGHTING(STLIGHT)	\$39,600	\$6,099	\$6,067	15.32%	\$33,533
ONCOSTS (ACTUAL)(ONCOSTS)	\$559,360	\$196,434	\$251,945	45.04%	\$307,415
ONCOSTS RECOVERED	(\$487,500)	(\$81,631)	(\$84,042)	17.24%	(\$403,458)
COMMUNITY & ECONOMIC DEV & RELATIONS(CDR+EDEV)	\$239,850	\$9,723	\$20,351	8.48%	\$219,499
GOVERNMENT LEVIES(GLEVY)	\$256,604	\$0	\$0	0.00%	\$256,604
COVID-19		\$6,220	\$525		
TOTAL CORPORATE & FINANCIAL SERVICES	\$2,024,275	\$391,081	\$424,727	20.98%	\$1,600,073
DEVELOPMENT AND ENVIRONMENTAL SERVICES					
ADMIN STAFF COSTS - DES (ASCB)	\$167,465	\$26,077	\$24,561	14.67%	\$142,904
ADMIN BUILDING EXPEND - DES(ABCB)	\$23,060	\$7,091	\$7,575	32.85%	\$15,485
OFFICE EXPENSES - DES (AOEB)	\$46,500	\$3,513	\$11,103	23.88%	\$35,397
ENVIRON HEALTH SERVICES (EHS)	\$31,095	\$5,326	\$4,579	14.73%	\$26,516
ANIMAL CONTROL(AC)	\$12,000	\$511	\$1,636	13.63%	\$10,364
PLUMBING/BUILDING CONTROL (BPC)	\$130,112	\$18,954	\$17,156	13.19%	\$112,956
SWIMMING POOLS (POOL)	\$39,092	\$1,139	\$1,251	3.20%	\$37,841
DEVELOPMENT CONTROL (DEV)	\$102,000	\$7,951	\$17,416	17.07%	\$84,584
DOOR TO DOOR GARBAGE & RECYCLING (DD)	\$134,544	\$11,116	\$11,238	8.35%	\$123,306
ROADSIDE BINS COLLECTION (DRB)	\$114,000	\$1,363	\$6,241	5.47%	\$107,759
WASTE TRANSFER STATIONS (WTS)	\$205,150	\$14,852	\$20,189	9.84%	\$184,961
TIP MAINTENANCE (TIPS)	\$60,481	\$2,921	\$5,843	9.66%	\$54,638
ENVIRONMENT PROTECTION (EP)	\$4,500	\$141	\$135	3.00%	\$4,365
RECYCLING (RECY)	\$35,000	\$8,437	\$7,577	21.65%	\$27,423
TOTAL DEVELOPMENT & ENVIRONMENTAL SERVICES	\$1,104,999	\$109,391	\$136,500	12.35%	\$968,499
WORKS AND SERVICES					
PUBLIC CONVENIENCES (PC)	\$153,500	\$24,370	\$21,665	14.11%	\$131,835
CEMETERY (CEM)	\$17,000	\$2,716	\$2,518	14.81%	\$14,482
HALLS (HALL)	\$59,512	\$18,337	\$16,935	28.46%	\$42,577
PARKS AND GARDENS(PG)	\$71,000	\$14,639	\$8,822	12.43%	\$62,178
REC. & RESERVES(REC+TENNIS)	\$78,316	\$22,781	\$11,004	14.05%	\$67,312
TOWN MOWING/TREES/STREETSCAPES(MOW)	\$120,000	\$7,859	\$7,050	5.88%	\$112,950
HOUSING (HOU)	\$61,788	\$30,089	\$28,244	45.71%	\$33,544
CAMPING GROUNDS (CPARK)	\$13,500	\$629	\$306	2.26%	\$13,194
LIBRARY (LIB)	\$617	\$723	\$743	120.41%	(\$126)
ROAD MAINTENANCE (ROAD)	\$855,911	\$205,510	\$230,136	26.89%	\$625,775
FOOTPATHS/KERBS/GUTTERS (FKG)	\$5,850	\$5,587	\$134	2.29%	\$5,716
BRIDGE MAINTENANCE (BRI)	\$23,153	\$1,666	\$3,628	15.67%	\$19,525
PRIVATE WORKS (PW)	\$85,000	\$20,887	\$15,266	17.96%	\$69,734
SUPER. & I/D OVERHEADS (SUPER)	\$315,800	\$64,550	\$77,464	24.53%	\$238,336
QUARRY/GRAVEL (QUARRY)	(\$25,000)	(\$43,698)	(\$455)	1.82%	(\$24,545)
NATURAL RESOURCE MANAGEMENT(NRM)	\$122,841	\$12,211	\$11,988	9.76%	\$110,853
SES (SES)	\$2,000	\$748	\$350	17.48%	\$1,650
PLANT M'TCE & OPERATING COSTS (PLANT)	\$501,128	\$125,529	\$101,761	20.31%	\$399,367
PLANT INCOME	(\$710,000)	(\$171,540)	(\$140,882)	19.84%	(\$569,118)
DRAINAGE (DRAIN)	\$19,000	\$1,357	\$6,539	34.42%	\$12,461
OTHER COMMUNITY AMENITIES (OCA)	\$25,116	\$6,701	\$8,664	34.50%	\$16,452
WASTE COLLECTION & ASSOC SERVICES (WAS)	\$37,000	\$8,031	\$5,919	16.00%	\$31,081
TOTAL WORKS & SERVICES	\$1,833,032	\$359,683	\$417,800	22.79%	\$1,415,232

DEPARTMENT TOTALS OPERATING EXPENSES					
Corporate Services	\$2,024,275	\$391,081	\$424,727	20.98%	\$1,600,073
Dev. & Environmental Services	\$1,104,999	\$109,391	\$136,500	12.35%	\$968,499
Works & Services	\$1,833,032	\$359,683	\$417,800	22.79%	\$1,415,232
Total All Operating	\$4,962,306	\$860,156	\$979,027	19.73%	\$3,983,804
CAPITAL EXPENDITURE					
CORPORATE AND FINANCIAL SERVICES					
Computer Purchases	\$32,000	\$0	\$0	0.00%	\$32,000
Equipment	\$6,000	\$0	\$3,000	0.00%	\$3,000
Miscellaneous (Municipal Reval etc)	\$128,500	\$0	\$0	0.00%	\$128,500
	\$166,500	\$0	\$3,000	1.80%	\$163,500
DEVELOPMENT & ENVIRONMENTAL SERVICES					
Swimming Pool	\$5,000	\$0	\$0	0.00%	\$5,000
Waste Transfer Station	\$12,000	\$0	\$0	0.00%	\$12,000
	\$17,000	\$0	\$0	0.00%	\$17,000
WORKS & SERVICES					
Plant Purchases	\$780,000	\$36,960	\$1,580	0.20%	\$778,420
Camping Grounds	\$0	\$0	\$0		\$0
Public Conveniences	\$120,000	\$42,276	\$22,292	18.58%	\$97,708
Bridges	\$0	\$16,517	\$95		(\$95)
Road Construction & Reseals	\$2,269,000	\$99,318	\$68,346	3.01%	\$2,200,654
Drainage	\$50,000	\$0	\$5,153	0.00%	\$44,847
Parks & Gardens Capital	\$40,000	\$0	\$0	0.00%	\$40,000
Infrastructure Capital (Moved to Roads)	\$170,000	\$0	\$0	0.00%	\$170,000
Footpaths, Kerbs & Gutters	\$0	\$0	\$0		\$0
Rec Grounds	\$20,000	\$0	\$0	0.00%	\$20,000
Halls	\$25,000	\$0	\$0	0.00%	\$25,000
Buildings	\$777,500	\$0	\$2,591	0.33%	\$774,909
	\$4,251,500	\$195,072	\$100,058	2.35%	\$4,151,442
TOTAL CAPITAL WORKS					
Corporate Services	\$166,500	\$0	\$3,000	1.80%	\$163,500
Dev. & Environmental Services	\$17,000	\$0	\$0	0.00%	\$17,000
Works & Services	\$4,251,500	\$195,072	\$100,058	2.35%	\$4,151,442
	\$4,435,000	\$195,072	\$103,058	2.32%	\$4,331,942

BANK ACCOUNT BALANCES AS AT 31 AUGUST 2021					BALANCE	
No.	Bank Accounts	Investment Period	Current Interest Rate %	Due Date	2020	2021
11100 Cash at Bank and on Hand						
11105	Bank 01 - Commonwealth - General Trading Account				1,627,634.32	1,613,241.21
11106	Bank 02 - Westpac - Direct Deposit Account				568,067.58	459,669.48
11110	Petty Cash				350.00	350.00
11115	Floats				200.00	200.00
11199	TOTAL CASH AT BANK AND ON HAND				2,196,251.90	2,073,460.69
11200 Investments						
11206	Bank 04	30 Days	0.25%	1/09/2021	508,546.64	1,000,206.30
11207	Bank 05	120 Days	0.33%	5/10/2021	3,639,034.30	3,648,993.88
11207	Bank 06	30 Days				
11212	Bank 12	30 Days				
11214	Tascorp	180 Days	0.08%	17/09/2021	77,650.16	78,035.58
11215	Bank 15	90 Days				
11216	Bank 16	90 Days	0.34%	14/09/2021	5,507,297.29	4,000,000.00
11299	TOTAL INVESTMENTS				9,732,528.39	8,727,235.76
	TOTAL BANK ACCOUNTS AND CASH ON HAND				10,702,163.25	10,800,696.45

Table with columns: No., Plant, Total Expense, Sal and Wage, Oncosts, Internal Plant Hire, Plant & Equipment Maintenance, Insurance, Fuel, Tyres, Registration, Depreciation, Cost of capital, Recovered, Hours, Recovery per Hour, Expenditure per Hour, Recovery/(Loss) per Hour. Rows include various equipment items like Loadrite Weighing System, Transmig Welder, Auger, etc., with detailed financial data.

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

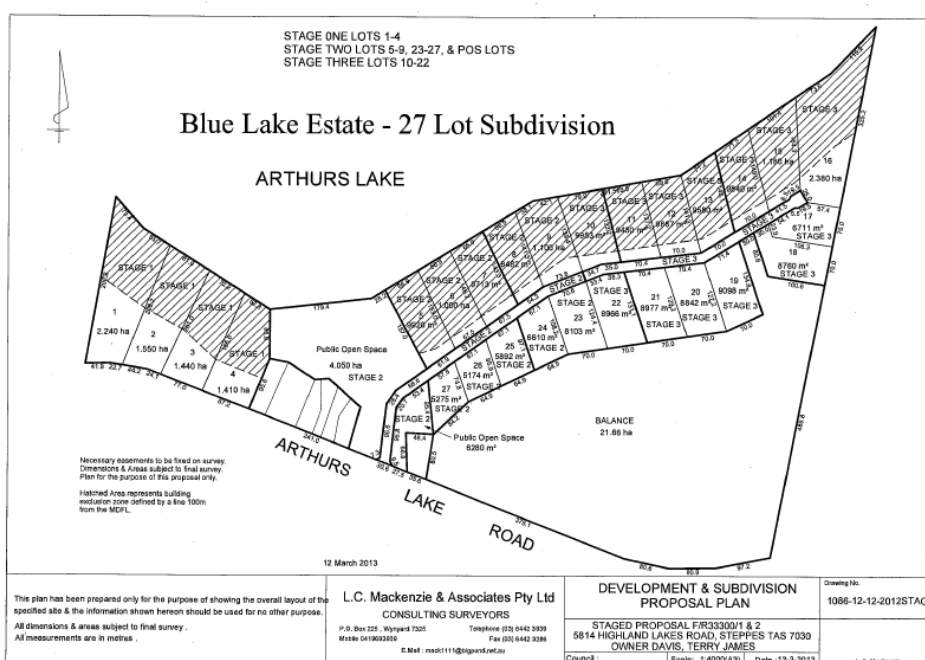
Seconded: Clr

THAT the Development & Environmental Services Report be received.

15.1 ROAD NAMING – WILBURVILLE

This item was discussed at the July Ordinary Meeting of Council and was deferred.

The Land Surveyor for Trilogy Property Partners have advised that they are proceeding with the construction of the new road approved as part of a 27 lots subdivision at Wilburville (DA 2012//27) as shown below:



Councillor input has now been sought with the following comments received:

Clr Cassidy

- Local residents should be polled to see what they would be happy with.
- Made the following suggestions
 - Flint Drive
 - Caiside Way
 - Lakeshore Drive

Clr Allwright

- Happy to go with the developer's 1st preference "Wilderness Waters Dive."

Clr Honner

- Road should have reference to Tea-Tree Bay as that is what the Hydro named that area. Suggested Tea-Tree Bay Road.

RECOMMENDATION:**Moved:** Clr**Seconded:** Clr

THAT the following road name be submitted through Placenames Tasmania for consideration by the Nomenclature Board at Wilburville:

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15.2 OUSE HALL – PROGRESS UPDATE**Report by**

Graham Rogers (Manager DES)

Background**November 2020**

Investigations were conducted on the floor on the Eastern side (Cook Street) of the Ouse Hall as the flooring had buckled and lifted. Some signs of rot were visible along lengths of the hall. Heritage Building Solutions were present at the time of inspection.

April 2021

Section of the floor were removed along the entire length of the hall revealing major timber rot to the floorboards and the end of the main timber bearers.

NOTE – Extensive water / moisture was present under the floor. Extra flooring was removed to try to establish where the water was coming from.

Water issue is the main problem but contractors were unable to find where the water was coming from at this time. The area around the hall has been built up over the years (i.e. roads, paths etc).

June 2021

A decision was made to place an ag drain around the perimeter of the hall to catch the ground water and re-direct it to a pump well then to the stormwater drain. It should be noted with this type of work there is an unknowns to what will be found / uncovered. On this basis an hourly rate plus material costs pricing was accepted.

A water problem was discovered on the top Northern side of the hall. Water from an unknown source was constantly running under the foundation and into the subfloor area. The installation of the drain has now prevented the water entering the under-building area.

Cost of drain works - \$24,233.10

July / August 2021

Underfloor ground had dried considerably but investigations revealed the damage from the dampness over the long period is more extensive. Over half of the hall floor and entry has been affected and all floor bearers have rot to half the length across the hall (pictures attached).

To prevent persons from entering the hall and for extra security new doors were installed on the Western side, existing doors too weathered to fix, and new lock system installed to all entry doors.

Cost \$8,735.90

Current Situation

No further work has been undertaken to date as the above is over the allocated budget amount. A further decision will need to be made on the costings and works required before the Ouse Hall can be reopened.

RECOMMENDATION:**Moved:** Clr**Seconded:** Clr**THAT**

1. A further \$8,735.00 be allocated in the 2021/2022 Capital Budget for the Ouse Hall Floor to cover works already undertaken; and
2. Funds be allocated in the 2022/2023 budget to complete the Ouse, Hamilton, Bothwell and Wayatinah Hall repairs.

15.3 EHO ANNUAL REPORT FOR 2021**Report By:**

(Beverley Armstrong) Environmental Health Officer

Annual Reports:

Annual Reports for Environmental Health have been submitted to DHHS as required.

- Private Water Report for 2020-2021
- Recreational Water Report 2020-2021
- Food Safety Annual Report 2020-2021
- EHO Annual Register Submitted 2021
- Central Highlands Council have no Regulated Systems report submitted

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

The only report outstanding is the Waste report being finalised for end September

For Information

15.4 CENTRAL HIGHLANDS DRAFT LOCAL PROVISIONS SCHEDULE – COMMUNITY INFORMATION DROP-IN SESSIONSThe 60 day public exhibition of the Central Highlands Draft Local Provisions Schedule (LPS) commenced on 23rd August 2021 and concludes on 22 October 2021.At this time two of the three (3) community information “drop-in” sessions have been held with the final session being held tonight (Thursday 16th September 2021). A review will be undertaken with Council’s Planning Consultant, Damian Mackey, to see if further drop-in session would be beneficial.**RECOMMENDATION:****Moved:** Clr**Seconded:** Clr**THAT** authorisation be given for further community information drop-in sessions to be held if required.

15.5 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
2021 / 00067	Apogee Design	9 Trout Crescent, MIENA	Dwelling

PERMITTED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00066	J D Branch	17 - 19 High Street, Bothwell	Outbuilding
2021 / 00074	Woodard & Lowe Family Trust	40 Arthurs Lake Road, Arthurs Lake	Under Cover Seating & Storage (Shipping Container)
2021 / 00062	J A Branch	5 Michael Street, Bothwell	Carport

DISCRETIONARY

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00058	Longview Design & Drafting	70 Quinns Road, Ellendale	Dwelling and Outbuilding
2021 / 00060	B J Harback	34 High Street, Bothwell	Outbuilding & Carport
2021 / 00064	K Bischoff	Lot 1 Marlborough Road, Little Pine Lagoon	Outbuilding
2021 / 00068	Telstra Corporation	Highland Lakes Road, Reynolds Neck (CT 14823/1)	Utility Upgrade

ANIMAL CONTROL**IMPOUNDED DOGS**

No dogs have been impounded over the past months.

STATISTICS AS OF 10 August 2021**Registrations**

Total Number of Dogs Registered in 2020/2021 Financial Year – 978

2021/2022 renewal have been issued.

- Number of Dogs Currently Registered - 823
- Number of Dogs Pending Re-Registration – 136

Kennel Licences

Total Number of Kennel Licences Issued for 2020/2021 Financial Year – 29

2021/2022 Renewal have been Issued.

- Number of Licences Issued - 28
- Number of Licences Pending – 1

16.0 WORKS & SERVICES

Moved: Clr

Seconded: Clr

THAT the Works & Services Report be received.

WORKS & SERVICES REPORT **10th August to 14th September**

Grading & Sheeting	Weasel Plains Road, Dawson Road, Tor Hill Road, Strickland Road, Victoria Valley Road, Dennistoun Road
Maintenance Grading	Interlaken Road, Jones River Road
Potholing / shouldering	Dawson Road, Dennistoun Road, Green Valley Road, Waddamana Road, Meadsfield Road, Bridge Road, Meadowbank Road, Rockmount Road, Dillions Road, Dry Poles Road, Cider Gum Drive, Berry Drive, Jones Road, Flemming Drive, Todds Corner,
Spraying:	<ul style="list-style-type: none"> • Bothwell town footpaths • Hamilton town footpaths • Platypus walk
Culverts / Drainage:	<ul style="list-style-type: none"> • Culvert extension Wetheron Road and Dennistoun Road • Clean culverts Strickland, Rockmount,
Occupational Health and safety	<ul style="list-style-type: none"> • Monthly Toolbox Meetings • Day to day JSA and daily pre start check lists completed • Monthly work place inspections completed • Playground inspections • 25.5hrs Annual Leave taken • 17hrs Sick Leave taken • 0hrs Long Service Leave
Bridges:	Replace 25 lengths of decking on Green Valley Bridge
Refuse / recycling sites:	<ul style="list-style-type: none"> • Cover Hamilton Tip twice weekly
Other:	<ul style="list-style-type: none"> • 1 X drum muster • Replace signs on 14 Mile Road for Laughing Jack Lagoon • Install advisory signs Strickland Road • Replace sign Bannisters Road • Cart gravel for Lower Marshes Road stabilization • Cart gravel for Dennistoun Road stabilization works • Repair ramp Humbie Road • Install new ramp Meadsfield Road • Install clothesline Bothwell caravan park • Scarify and core Bothwell rec ground • Improve safety with extension on cricket nets • Repair water leaks Hamilton rec • Fencing walk way at Westerway

- Clean drains Wayatinah
- Cold mix holes Hollow Tree Road

Slashing:**Municipal Town Maintenance:**

- Collection of town rubbish twice weekly
- Maintenance of parks, cemetery, recreation ground and Caravan Park.
- Cleaning of public toilets, gutters, drains and footpaths.
- Collection of rubbish twice weekly
- Cleaning of toilets and public facilities
- General maintenance
- Mowing of towns and parks
- Town Drainage

Buildings:**Plant:**

- PM748 Hino investigate shake in steering
- PM687 Western Star service, and minor repairs
- PM751 Toro mower seal kits
- PM705 Mack truck, front spring bushes, rear diff sensor, cab valve
- PM762 Toro mower new shaft
- PM798 Hustler mower new spindles
- All mowers serviced
- PM676 excavator ripper new attachment
- PM720 dog trailer welding repairs
- PM726 John Deer tractor new battery

Private Works:

- Andrew Brazendale excavator hire
- Greg Oates gravel
- Ouse District School gravel
- Dave Triffitt gravel
- Barry Harback gravel, dry hire of truck and excavator
- Colin Nunn gravel delivery
- Lyn Amstel gravel delivery
- Justin Wickham dry hire truck and water cart
- Meadowbank Ski Club truck and trailer hire
- Barry Oates truck hire
- Noel Bradshaw excavations gravel delivery
- Hunter Building Co gravel

Casuals

- Toilets, rubbish and Hobart
- Hamilton general duties

Program for next 4 weeks

- Croakers Alley Footbridge
- Potholing and grading of Municipal roads
- Repair landslip Bashan Road
- Top up soft fall areas in all parks
- Drainage works
- Concrete slabs for park seating

16.1 IMPROVE THE PLAYING FIELD GRANTS PROGRAM – GRETNA CRICKET CLUB

Please find attached a proposal from the Gretna Cricket Club seeking approval from the council to commit to supporting a project to construct a set of change rooms for the Gretna Sports & Recreational Ground.

For the project to be a success the Gretna Cricket Club requires a commitment from the Central Highlands Council to commit some financial assistance if the club is to be successful at seeking funding under Sport & Rec Grants programs managed by the Commonwealth and State Governments.

If financial approval is given by Council members to commit a minimum of 15% of the total cost the club will use the commitment as a vehicle to support a submission for funding assistance, in particular the 'Improving the Playing fields' grant program currently open to incorporated, not-for-profit organisations and local government authorities (Councils).

Consideration to the use of modular construction to meet the requirements and ease of construction would result in the total cost of the project being estimated at around \$260K.

All applicants for the grant program are required to contribute at least 15% of the total project cost. However, please note that higher priority will be given to projects demonstrating higher levels of support.

A minimum financial commitment of \$39,000 from the Central Highlands Council's 2022/23 budget would be required.

The Gretna Cricket Club would make a commitment of 'not less' than \$5000 towards the project and the members and supporters of the club are willing to volunteer their time and skills to help plan, construct and successfully commission a new change room.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT If the Gretna Cricket Club are successful in their 'Improve The Playing Field' Grant Submission that Council budget and allocate the \$39,000 and discuss the option to allocate a larger amount towards the grant application.

16.2 CHRISTMAS CAROLS AND TWILIGHT GIFT MARKET IN THE PARK

A Work Group has written to Council asking if Council will approve the hire of the NRM site (old Hamilton School Grounds) for a "Christmas Carols and twilight gift market in the park" on the 4th December 2021.

The Work Group states the following:

'We envision the start of the Market to be 4pm with stall holders being able to access site 2 hours earlier to set up.

There is strong community interest and keen interest from stall holders approached to date (14).

This basic program outline put together so far which is flexible as follows:

- 4pm: Start of event. Markets open and MC introducing special guests.*
- 5pm: Children's Christmas dress up parade down the centre of the area and judging.*
- 6pm: Carols to be sung with Lynda Grey as host. (If available)*
- 7.30: The closing of the event.*

There is much for us to complete, and we are looking for support from council in any way they can.

We have support from HATCH for the event and the need for community events like this is so very important in these stressful times.

A risk analysis (including COVID) is being worked on. We have our marketing plan as well as our budget and general needs for the event. We are also seeking other community groups to assist.

Looking forward to working together to make this happen for the Central Highlands.'

Council need to consider if they will approve the hire of the NRM site (old Hamilton School Grounds) to the Working Group for a "Christmas Carols and twilight gift market in the park" on the 4th December 2021.

FOR DISCUSSION

17.0 ADMINISTRATION

17.1 VACANT LAND, ELLENDALE ROAD

An Ellendale resident has written to Council expressing their interest in purchasing Council owned vacant land on Ellendale Road.

The land is 4.379 ha and I believe was the site of the now closed Ellendale Waste Transfer site. The resident has advised that he has approached Council General Managers many times over the past 20 years and has been unable to obtain a response.

If Council wish to sell the land, the process for disposing of the land is covered in the Local Government Act.

Under S 178(3) of the Local Government Act, a resolution of a Council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.

Section 178(4) of the Act requires the general manager to notify the public of the council's intention to sell, lease, donate, exchange or otherwise dispose of public land.

In particular the general manager is to:

- Publish that intention on at least two occasions in a daily newspaper circulating in the municipal area;
- Display a copy of the notice on any boundary of the public land that abuts a highway; and
- Notify the public that objection to the proposed sale, lease. Donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication\

If objections are received, Council are to consider those objections, and within seven days of making a decision must advise the objector of that decision and advise them of their right of appeal against the decision to the resource Management and Planning Appeal Board.

FOR DISCUSSION AND DECISION

17.2 AUDIT PANEL ANNUAL REPORT TO COUNCIL

The Central Highlands Council Audit Panel submits its Annual Report for the year ending 30 June 2021 to Council.

The report outlines matters discussed and reviewed by the Audit Panel for the 12 months.

RECOMMENDATION:

Moved: Clr**Seconded:** Clr

THAT Council receive and note the Audit Panel Annual Report for the year ending 30 June 2021.

17.3 GREENHOUSE GAS SERVICES – BRIGHTON COUNCIL

At the South Central Councils Meeting on Monday, 30 August 2021 Brighton Council gave a presentation on its Corporate Greenhouse Gas Services which can be provided to Councils by their recently appointed Officer, Alison Johnson who has extensive experience in this space.

The proposal covers 4 days of Alison's time and costs are estimated at around \$3,200. The 4 days would be utilised as 1 day per week over a month.

The proposed timeline is:

- Day 1 Complete GHG inventory – approval to use accounts info, compile into summary for multiple years
- Day 2 Provide summary report – analysis to present existing actions, including photos, specs, data, savings, costs into summary
- Day 3 Basics of a climate strategy template and top 10 corporate actions, final summary report
- Day 4 Findings presentation (onsite) – top 10 corporate actions summary report

This is an opportunity for Council to have its Corporate Greenhouse Gas footprint identified and measured and to identify actions, costs and savings in relation to reducing our GHG emissions. It will also provide base data for future Corporate GHG inventories to enable Council to measure its reduction in these emissions.

The cost can be absorbed within our current budget.

RECOMMENDATION:

Moved: Clr**Seconded:** Clr

THAT Council engage the services of Brighton Council to undertake a Greenhouse Gas Emissions Inventory as per their Corporate Greenhouse Gas Services proposal.

17.4 REMISSION UNDER DELEGATION

The following rate remission has been granted by the General manager under delegation:

03-0237-04042	\$24.14	Penalty
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RECOMMENDATION:

Moved: Clr**Seconded:** Clr

THAT the remission under delegation be noted.

17.5 UPDATE ON BUSHFEST – 20-21 NOVEMBER 2021

The organisation of Bushfest is underway noting that we will have to comply with all Covid requirements for this event. Council's Community Relations Officer, Katrina Brazendale will attend to provide a verbal update on progress to date.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council note the report on progress to date for the 2021 Highlands Bushfest.

17.6 REQUEST FOR RATES REMISSION - MRS WEBB, LOWER MARSHES, APSLEY

Letter received from rate payers that purchased the property located at 316 Lower Marshes Road, Apsley. Mrs Webb states that their purchase of the property was to prevent the sale and removal of the deconsecrated St. Bartholomew's Church and associated cemetery. The owner currently maintains the Church building and operates the cemetery. This includes building maintenance, maintenance of existing graves, payment of rates and charges and covering the cost of public liability insurance. The cemetery is rarely used (last burial was over 15 years ago). This cemetery is maintained completely independently from the Church. Members of the public have access to the site at all times, and through the retention of this operational cemetery, local members of the community are able to be buried near family members.

In 2020 Council provided the owner of the property with a remission of rates – Property

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council remit rates of \$648.76 on property No. 02-0103-01320 .

17.7 REQUEST FOR RATES REMISSION - WELLINGTON SKI & OUTDOOR CLUB INC

A request has been received for consideration by Council of a remission of rates for the above property. The property contains 2 huts, Joe Slatter Hut and Gingerbread Hut, and are on leased land.

The two huts are used by the general public as shelter huts during all seasons. They are in effect a community asset and provide basic and emergency shelter for visitors to Mt Rufus. The club is a family based, not for profit club.

Last year Council remitted \$364.17 being 50% of the General Rate, plus the total solid waste charge.

Rates for 2021/2022 are \$626.23.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council remit \$373.11 on property 01-0805-02805 being 50% of the general rate plus the solid waste charge.

17.8 DRAFT NATURE CONSERVATION (WILDLIFE) REGULATIONS 2021 AND DRAFT NATURE CONSERVATION (DEER FARMING) REGULATIONS 2021 (DRAFT REGULATIONS)

The Acting General Manager Mr Martin Read of the Natural and Cultural Heritage Division has written to Council on the 1 September 2021 notifying Council that public consultation has begun for the Draft *Nature Conservation (Wildlife) Regulations 2021* and Draft *Nature Conservation (Deer Farming) Regulations 2021* (Draft Regulations). Mr Read invites Council to provide comment before 30 September 2021.

The Draft Regulations will replace the current regulations made under the *Nature Conservation Act 2002 – Wildlife (General) Regulations 2010*, *Wildlife (Exhibited Animals) Regulations 2010* and *Wildlife (Deer Farming) Regulations 2010*. The Draft Regulations have been developed following extensive stakeholder consultation in 2020 and early 2021.

This public consultation process is an opportunity for stakeholders and the general public to have their say on these important laws that regulate the conservation and management of wildlife in Tasmania.

Further information on the review process, Information Sheets outlining proposed changes, copies of the Draft Regulations, and how to make a submission can be found on the Department of Primary Industries, Parks, Water and Environment's website at <https://dpipwe.tas.gov.au/wildlifemanagement/wildlife-regulations-review>, or by contacting the Department as follows:

Draft *Nature Conservation (Wildlife) Regulations 2021*
 Email: NaturalHeritage.Policy@dpipwe.tas.gov.au
 Phone: (03) 6165 4305

Draft *Nature Conservation (Deer Farming) Regulations 2021*
 Email at farmpoint@dpipwe.tas.gov.au
 Phone: 1300 292 292

Submissions close on 30 September 2021

Send your submissions to:
NaturalHeritage.Policy@dpipwe.tas.gov.au (preferred)

Or by Mail:
 Section Head (Policy and Projects Section)
 Natural and Cultural Heritage
 GPO Box 44
 HOBART TAS 7001

All public submissions will be considered in the development of the final regulations. Once completed, the final regulations will formally come into effect before the existing regulations expire on 1 December 2021.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT comments on the Draft Nature Conservation (Wildlife) Regulations 2021 and Draft Nature Conservation (Deer Farming) Regulations 2021 (Draft Regulations) be forwarded to the Deputy General Manager by Wednesday 22 September 2021.

17.9 PROPOSAL TO INSTALL ARTWORK AT THE GREтна WAR MEMORIAL

A proposal from Mr Shane Hill and Mrs Kylie Hill regarding donating two metal silhouettes of army soldiers was discussed at the July Council Meeting and the following was approved:

Moved: Cllr R Cassidy

Seconded: Cllr A Bailey

THAT the Mayor, General Manager, and Manager DES meet with Mr and Mrs Hill on site to discuss design concept, location and development requirements, and report to the next meeting of Council.

CARRIED

FOR the Motion

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

Council's Planner has reviewed the proposal from Mr and Mrs Hill to install the artwork at the Gretna War Memorial and it would require planning approval. The Planner advised that this proposal from Mr and Mrs Hill would be classed as an 'Interpretative Sign' and would require a "Discretionary" Planning Permit.

The following locations have been proposed:





FOR DISCUSSION**17.10 UPGRADE OF iPad'S**

Councillor Poore has asked for an update on the upgrade of iPads used by Councillors and staff during Council Meetings and Committee Meetings.

Council's IT Support Officer has investigated the matter and is currently waiting on receiving a Microsoft Surface tablet so that it can be tested to ensure it will meet Councillors needs to log into Microsoft 365 products, to obtain files from DropBox and integrate with other Microsoft products.

Due to Covid-19 products like the Apple iPad and the Microsoft Surface tablet have been hard to purchase due to limited stock levels.

FOR DISCUSSION

17.11 COMMUNITY GRANT APPLICATION

The Bothwell CWA Branch President Mrs June Pilcher has written to Council regarding the 'Party in the Park Day' that will be held on Sunday 31st October 2021 at Queens Park, Bothwell.

Council has received a community grant application from the Branch President of the Bothwell CWA for assistance to help the Cancer Council of Tasmania.

A copy of the Bothwell CWA community grant application is included in the attachments.

RECOMMENDATION:**Moved:** Clr**Seconded:** Clr

THAT Council approve the community grant application for the Bothwell CWA and provide a donation of \$250.00 grant towards helping the Cancer Council of Tasmania

17.12 DRAFT TASMANIAN WILDERNESS WORLD HERITAGE AREA FIRE MANAGEMENT PLAN

Ms Jenny Styger the Fire Management Officer for Tasmania Parks and Wildlife Service has written to the General Manager stating that Parks and Wildlife Service would like to inform the Central Highlands Council that a draft fire management plan for the Tasmanian Wilderness World Heritage Area has now been released for public comment.

The development of the plan was also a recommendation of the Tasmanian Wilderness World Heritage Area Bushfire and Climate Change Research Project (Recommendation 1).

The Tasmanian Wilderness World Heritage Area Fire Management Plan will provide a strategic and comprehensive management framework for guiding fire management and mitigating bushfire risk into the future.

The Fire Management Plan is a non-statutory subsidiary plan to the 2016 Tasmanian Wilderness World Heritage Area Management Plan.

The Draft Plan is now available for public comment.

The Parks and Wildlife Service invite public comment into the draft plan. Written submissions will be accepted until 5.00pm Friday 22 October 2021.

Email submissions to Fire.Management@parks.tas.gov.au

A copy of the Draft Tasmanian Wilderness World Heritage Area Fire Management Plan is included in the attachment or can be obtained from the Parks and Wildlife Service website: <https://parks.tas.gov.au/be-involved/have-your-say>

RECOMMENDATION:**Moved:** Clr**Seconded:** Clr

THAT comments on the Draft Tasmanian Wilderness World Heritage Area Fire Management Plan be forwarded to the Deputy General Manager by Friday 8 October 2021.

17.13 MOTION FROM AUDIT PANEL – LONG TERM FINANCIAL PLAN & STRATEGY

The Audit Panel met on Monday 13 September 2021 and discussed the Central Highlands Council Long Term Financial Plan & Strategy.

The Audit Panel moved the following motion:

Moved Deputy Mayor J Allwright***Seconded*** Clr A Bailey

THAT at the proposed Future Projects for Funding Workshop, Council include discussions about the review of the Central Highlands Council Long Term Financial Plan & Strategy

Carried

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

RECOMMENDATION:

Moved: Cllr

Seconded: Cllr

THAT Council consider when undertaking the proposed Future Projects for Funding Workshop to also include discussions about the review of the Central Highlands Council Long Term Financial Plan & Strategy.

17.14 POLICY NO. 2013-05 USE OF COUNCIL VEHICLES

The previous Use of Council Vehicles Policy was approved by Council in May 2019.

The purpose of this policy is to ensure that Council maintains a suitable fleet of vehicles that contributes positively and effectively to the work performance of the Central Highlands Council.

RECOMMENDATION:

Moved: Cllr

Seconded: Cllr

THAT Council adopt Policy No 2013-05 Use of Council Vehicles

17.15 POLICY NO. 2013-10 REIMBURSEMENT OF COUNCILLORS LEGAL EXPENSES POLICY

The previous reimbursement of Councillors Legal Expenses Policy was approved by Council in October 2018.

The purpose of this policy is to ensure in pursuant to Schedule 5 of the Local Government Act 1993, a Councillor will be reimbursed all reasonable legal expenses arising from defending or responding to any claim, action or suit taken against a Councillor by external parties or bodies arising out of a Councillor "carrying out the duties of office" pursuant to Section 28 of the Local Government Act 1993.

RECOMMENDATION:

Moved: Cllr

Seconded: Cllr

THAT Council adopt Policy No 2013-10 Reimbursement of Councillors Legal Expenses Policy

17.16 POLICY NO. 2013-14 MANUAL HANDLING POLICY

The previous Manual Handling Policy was approved by Council in January 2019.

Central Highlands Council has a responsibility to provide, as far as reasonably practicable, to eliminate risks to health and safety, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks as far as is reasonably practicable, as stated in the Work Health & Safety Act, and the Work Health and Safety Regulations.

This policy applies to all employees in all workplaces in relation to manual handling activities involving patients/clients or material objects.

Central Highlands Council is committed to ensure that working environments, equipment, systems of work and training programs are appropriate for the prevention of manual handling injuries to employees. This will include conducting manual handling risk assessments and implementing task specific manual handling training.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council adopt Policy No 2013-14 Manual Handling Policy

17.17 POLICY NO. 2013-19 ASBESTOS POLICY

The previous Asbestos Policy was approved by Council in January 2019.

This policy applies to all employees of the Central Highlands Council (Council) and has been developed to ensure the effective management of asbestos on properties under the control of Council, as well as providing a documented process to ensure compliance with legislative requirements.

The purpose of this policy is to ensure compliance with, and support of, legislative and departmental requirements relating to the management of asbestos under the control of Council.

Council is committed to providing a safe environment for staff, visitors, contractors, and the public. This policy provides a structure for the on-going management of asbestos-related risks within Council.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council adopt Policy No 2013-19 Asbestos Policy

17.18 POLICY NO. 2014-24 WORK HEALTH & SAFETY POLICY

The previous Work Health & Safety Policy was approved by Council in June 2019.

This Policy applies to all paid workers, volunteers, councillors, contractors and visitors while visiting or conducting business or any other activities that are under the management, control, influence of, or in participation with Council.

Central Highlands Council is committed to ensuring a safe, healthy work environment and work activities in accordance with the Work Health and Safety Act 2012 (the Act), its amendments, regulations, related Codes of Practices and Australian Standards. It is designed primarily to ensure that all parties understand their responsibilities and duties under the Act.

RECOMMENDATION:

THAT Council adopt Policy No 2014-24 Work Health & Safety Policy.

17.19 POLICY NO. 2015-41 RISK MANAGEMENT POLCY AND STRATEGY

The previous Risk Management Policy and Strategy was approved by Council in October 2018.

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

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

RECOMMENDATION:

THAT Council adopt Policy No 2015-40 Risk Management Policy and Strategy.

17.20 JUNIOR GOLF CLINICS – BOTHWELL GOLF CLUB

Council's Community Relations Officer has been approached by Janelle Reeves the Principal from Bothwell District High School to continue the Golf Clinics for the students. The programs were well participated by the students and has increased the outdoor fitness activities of the students who have undertaken the program.

The Golf Clinic was made possible with the financial assistance from both HATCH and the Central Highlands Council enabling the Bothwell Golf Club to hold classes for eighteen students. The feedback from students and school staff was very positive and several of the students are continuing to play golf both socially and in club competitions.

The following information has been provided by President Mr Jim Poore from the Bothwell Golf Club.

'The Bothwell Golf Club is more than happy to recommence classes as we feel it is beneficial for the students to pursue outdoor activities. Although last year's classes were successful at times, we struggled for volunteers which was not beneficial for the students and in light of that it would be beneficial that council make available the Deputy General Manager to assist with these classes (classes run from 1-15 to 2-30 on a Wednesday afternoon for the school term). The Bothwell District High School is hoping that the next session will commence after the September/ October 2021 school holidays and then follow on in February 2022 and April 2022. Allowing this will ensure that the students receive suitable assistance with regard to training. The Bothwell Golf Club would also appreciate financial assistance from council to assist with membership and insurances. In 2020 Council donated \$750.00 to the Golf Club to enable these clinics to be conducted.'

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council continue to support the School Golf Clinics at the Bothwell Golf Club and enable utilisation of the Community Bus for the students to attend the golf course for each session and make a contribution towards the project through the Community Grants Program for the amount of \$1,000.00

17.21 STORAGE AT THE BOTHWELL FOOTBALL CLUB AND COMMUNITY CENTRE

Playgroup has commenced at the Bothwell Football Club and Community Centre and is being regularly held fortnightly on a Tuesday, it's well attended and supported by the Community.

It has now grown with toys and craft materials that need to be stored away at the clubrooms. The 3 cupboards in the storage area are currently used by the cricket club, football club and the storage of cutlery and crockery owned by council.

Additional storage for the playgroup equipment and materials is required. It is suggested that a lockable cupboard be purchased for the kitchen area for storage of the cutlery and crockery.

RECOMMENDATION:

Moved: Clr

Seconded: Clr

THAT Council purchase a lockable cupboard at a cost of \$500.00 to be placed in the kitchen area for storage of the cutlery and crockery.

18.0 SUPPLEMENTARY AGENDA ITEMS

Moved: Clr

Seconded: Clr

THAT Council consider the matters on the Supplementary Agenda.

19.0 CLOSURE
