



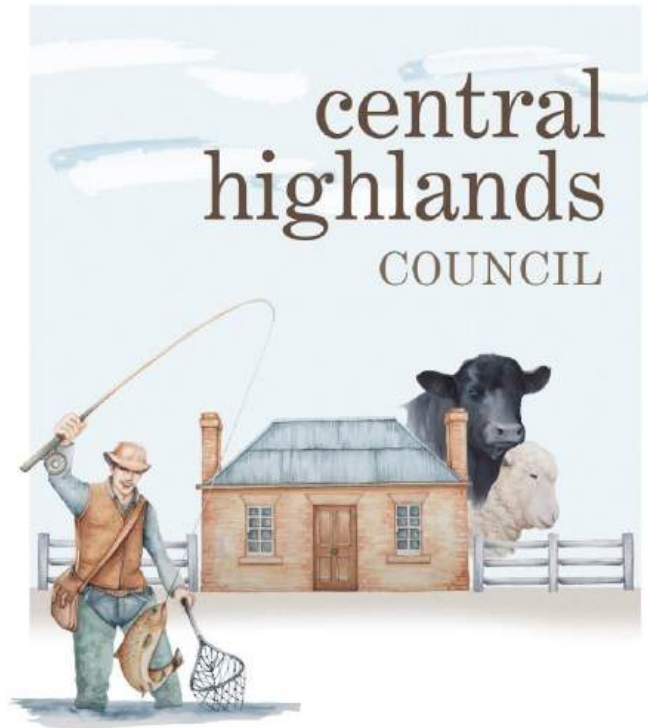
Agenda Attachments

17 June 2025

Ordinary Council Meeting
Bothwell Council Chambers

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Council Meeting Minutes

20th May 2025

Hamilton Council Chambers

Notice of Meeting of Council – Tuesday 20th May 2025

To Councillors,

In accordance with the Local Government (Meeting Procedures) Regulations 2015, Notice is hereby given, that an Ordinary Meeting of Central Highlands Council is scheduled to be held in the Council Chamber, **Hamilton** on **Tuesday 20th May 2025**, commencing at **9.00am** with the business of the meeting to be in accordance with the following agenda paper.

In accordance with the Local Government (Meeting Procedures) Regulations 2015 Part 2, Division 1, a notice of the meeting was published on the Council website on 1 August 2024.

General Manager's Certification

PURSUANT to Section 65 (1) of the Local Government Act 1993, I hereby certify, with respect to the advice, information and/or recommendation provided for the guidance of Council in this Agenda, that:

- A. such advice, information and/or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
- B. where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person.

Section 65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice.

Dated at Bothwell this **15th** day of **May 2025**.



Stephen Mackey
Acting General Manager

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The meeting commenced at 9.00 a.m.

AUDIO RECORDING DISCLAIMER

As per *Regulation 33 (2) (a) of the Local Government (Meeting Procedures) Regulations 2015*, audio recordings of meetings will be made available to Councillors, staff and members of the wider community including Government Agencies at no charge and will be made available on Council's website as soon as practicable after each Council Meeting. Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

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 in accordance with Council's Policy 2017-50.

The Mayor also advises, that members of the public are not permitted to make audio recordings of Council Meetings without prior approval being granted.

ACKNOWLEDGEMENT OF COUNTRY

I acknowledge and pay respect to the Tasmanian Aboriginal Community as the traditional and original owners and continuing custodians of this land on which we gather today and acknowledge and pay respect to Elders, past, present and emerging.

CONDUCT OF COUNCIL MEETING

Central Highlands Council takes safety seriously. We have a duty to ensure that we provide a safe workplace for our Employees, Councillors, Contractors and members of the public while present at Council's workplaces.

These premises form part of the Council's workplace, and it is expected that everyone who attends Council meetings will behave in a polite and respectful manner. People should refrain from using offensive or derogatory language or comments and not be aggressive, threatening or speak in a hostile manner.

1. PRESENT

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer (attended at 9.07 a.m.); Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller

1.1 IN ATTENDANCE

Mr Stephen Mackey (Acting General Manager) and Mrs Katrina Brazendale (Minute Secretary).

1.2 APOLOGIES

Nil

2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

RESOLUTION 01/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr J Honner

***THAT** the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the Local Government (Meeting Procedures) Regulations 2015.*

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council by absolute majority may decide to deal with a matter that is not on the agenda if, where the General Manager has reported either:

- a) The reason it was not possible to include the matter on the agenda;
- b) That the matter is urgent; or
- c) That advice of a qualified person has been obtained and taken into account in providing advice to Council under Section 65 of the *Local Government Act 1993*.

Item 21.1 Notice Of Motion – Cr D Meacheam

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

3. DECLARATION OF PECUNIARY INTEREST AND CONFLICT OF INTEREST BY COUNCILLORS AND STAFF

3.1 DECLARATIONS OF PECUNIARY INTEREST

PURPOSE

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

Stephen Mackey – Item 4.2 CLOSED Session General Managers Performance Review

Stephen Mackey – Item 4.3 CLOSED Session General Managers Reappointment

Cr A Bailey – Item 17.4 Community Donation Request – Ouse Country Club

3.2 DECLARATIONS OF CONFLICT OF INTEREST

PURPOSE

Under the **Model Code of Conduct** made by Order of the Minister responsible for Local Government the following will apply to a Councillor –

PART 2 – Conflict of Interest that are not Pecuniary.

(6) A Councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

- (a) Declare the conflict of interest and the nature of the interest before discussion on the matter begins; and
- (b) Act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the Councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.

4. MINUTES

4.1 CONFIRMATION OF DRAFT ORDINARY COUNCIL MEETING MINUTES – 15 APRIL 2025

RESOLUTION 02/05.2025/C

Moved: Cr J Honner

Seconded: Cr J Hall

THAT the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 15 April 2025 be confirmed.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

Attachment – Draft Minutes

PURPOSE

The purpose of the report is to confirm the Council Minutes of the previous month. Copies of the minutes have been previously circulated to Councillors prior to the meeting.

4.2 RECEIVAL OF DRAFT OF AUDIT PANEL MEETING MINUTES – 14 APRIL 2025

RESOLUTION 03/05.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT the Draft Minutes of the Audit Panel Meeting of Council held on Monday 14 April 2025 be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

Attachment – Draft Minutes

PURPOSE

The purpose of the report is to receive the Planning Committee Minutes. Copies of the minutes have been previously circulated to Councillors prior to the meeting.

5. NOTIFICATION OF COUNCIL WORKSHOP(S) HELD

- 29th April 2025 and 6th May 2025

RESOLUTION 04/05.2025/C

Moved: Cr J Honner

Seconded: Cr Y Miller

THAT the Council notes the following Council Workshop(s) conducted by Council since its last ordinary Council meeting.

Date	Attendance	Purpose
29/4/2025	<p>Present: Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.</p> <p>Mr Stephen Mackey (Acting General Manager) Mr Jason Branch (Works Manager) and Mrs Katrina Brazendale (Executive Assistant).</p> <p>Apologies: Nil</p>	<p><i>Discussions undertaken on the following items:-</i></p> <ul style="list-style-type: none"> • 2025/2026 Budget
6/5/2025	<p>Present: Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.</p> <p>Mr Stephen Mackey (Acting General Manager), Mr Graham Rogers (DES Manager), Kathy Bradburn (Senior Admin), Louisa Brown (Contract Planner), Damian Mackey (Contract Planner), Nicola Smith (Niche), Amy Longva (Niche) and Mrs Katrina Brazendale (Executive Assistant).</p> <p>Apologies: Cr A Bailey and Cr R Cassidy</p>	<p><i>Discussions undertaken on the following items:-</i></p> <ul style="list-style-type: none"> • Structure Plans

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

5.1 FUTURE WORKSHOP(S)

PURPOSE

The purpose of the report is for Councillors to note the Council Workshop date(s).

The proposed next Council Workshop will be held on the following date(s).

- TBC

6. CLOSURE OF THE MEETING TO THE PUBLIC

RESOLUTION 05/05.2025/C

Moved: Cr J Honner

Seconded: Cr A Bailey

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

Item Number	Matter	Outcome
2.1	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 15 April 2025.</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
4.1	<i>Rates Remission</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
4.2	<i>General Managers Performance Review Update</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
4.3	<i>General Managers Reappointment</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

PURPOSE

Under 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.

MEETING CLOSED to the public at **9.10 am**.

7. RE-OPEN MEETING TO THE PUBLIC

The meeting re-opened to the public at **10.00 am**. The Mayor again advises, to the meeting and members of the public that Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website.

Members of the public are not permitted to make audio recordings of Council Meetings without prior approval being granted.

8. PUBLIC RELEASE ANNOUNCEMENT(S)

The Chairperson announced that pursuant to Regulation 15(8)(9) of the Local Government (Meeting Procedures) Regulations 2015 and having considered privacy and confidential issues, the Council authorised the release to the public of the following discussions, decisions, reports or documents relating to the closed meeting:

<i>Item Number</i>	<i>Matter</i>	<i>Decision</i>
<i>2.1</i>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 15 April 2025.</i>	<i>THAT the Minutes of the Closed Session of the Ordinary Meeting of Council held on 15 April 2025 be confirmed</i>
<i>4.1</i>	<i>Rates Remission</i>	<i>THAT the Rates Remission motion was Lost</i>
<i>4.2</i>	<i>General Managers Performance Review Update</i>	<i>This item is yet to be discussed</i>
<i>4.3</i>	<i>General Managers Reappointment</i>	<i>This item is yet to be discussed</i>

9. PUBLIC QUESTION TIME

In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, the Council conducts a Public Question Time Forum to enable members of the public to ask question on Council related matters.

A period of 15 minutes, if required, will be set aside at the beginning of each Ordinary Council Meeting to conduct Public Question Time. If a response to a question cannot be provided at the meeting a written response will be provided as soon as practicable.

A member of the public may give written notice to the General Manager, 7 days before a meeting of a question to be put to the Meeting.

The Chairman may invite any member of the public present at a meeting to ask questions, without notice, relating to activities of the Council, subject to the provisions of Clause 2 below.

1. Once Question Time commences the Chairman will determine the order in which questions are heard.
2. Questions may relate to any business of the Council capable of being discussed in the open portion of the meeting, and which is not listed as an item for consideration on the Agenda for the Council Meeting.
3. Members of the public proposing a question are required to be present at the Council Meeting at which their question is to be read. Where a person submits a question for Public Question Time but fails to attend the meeting, the question will be treated as general correspondence and a written response will be provided at the earliest opportunity.
4. A person asking a question, when called upon by the Chairman is requested to:
 - Stand,
 - State their name and address,
 - Read out their question.
5. The Chairman retains the right to accept or decline questions and to determine if the question is to be answered at the meeting by the appropriate Councillor or employee or written down and taken on notice. The decision to take the question on notice may also be taken by the Councillor or employee to whom the question is directed. Questions taken on notice will be answered at a later meeting.
6. The Chairman may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, insulting, improper or relates to any matter which would normally be discussed in the closed portion of the meeting as defined in the *Local Government (Meeting Procedures) Regulations 2015*.
7. Public Question Time forum will be limited to a maximum of 15 minutes in duration and will be declared closed following the expiration of the allocated time period, or where all valid questions have been dealt with, whichever is the sooner.
8. Each question is to be asked by the proponent who will be allowed a maximum of three minutes in which to put the question.
9. The Chairman will **not allow** any discussion or debate on either the question or the response.
10. Where a person proposes more than one question at any one forum, and there are a number of persons wishing to lodge questions, the Chairman may take the questions in such order so as to hear as many members of the public as practical during the time allocated.

11. The minutes of the Council Meeting will contain a summary of each question asked by members of the public and the response given.
12. Public Statements (as opposed to questions) **will not** be accepted for the reason that statements could be considered a form of participation.

Pertaining to any Planning Authority agenda item within this agenda, Council will do so in accordance with Council's Policy 2017-49.

Both the Public Question Time Procedure above and Council's Policy 2017-49 'Public Comment on Planning Agenda Items' will be available for the public to view at the meeting.

10. PETITIONS / DEPUTATIONS / PRESENTATIONS

10.1 PETITIONS

Nil

10.2 DEPUTATIONS

Inspector Luke Horne – Tasmania Police was unable to attend the meeting

10.3 PRESENTATIONS

10.20 a.m. Eve Lazarus, Josie Kelman - Nature Repair Plan and Pilot for the Derwent Catchment

11. NOTICE OF MOTIONS

PURPOSE

Under Regulation 16 of the Local Government (Meeting Procedures) Regulations 2015 relating to Motions on Notice. It states the following:

- (5) *A Councillor may give to the general manager, at least 7 days before a meeting, give written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.*
-

11.1 NOTICE OF MOTION – CR D MEACHEAM**RESOLUTION 06/05.2025/C****Moved:** Cr D Meacheam**Seconded:** Cr R Cassidy

THAT Council make a strong representation to Telstra to improve phone, internet and associated communication connections to the Central Plateau communities

CARRIED**For the Motion**

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

NOTICE OF MOTION

Under Division 2 – Motions, Section 16 (5) of the Local Government (Meeting Procedures) Regulations 2015, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.

Date of Meeting:	May 20, 2025
Councillor Name:	David Meacheam
Proposed Motion:	That Council make a strong representation to Telstra to improve phone, internet and associated communication connections to the Central Plateau communities
Background Details:	Mobile phone and internet services to the Central Plateau communities have long been deficient and have seriously declined since the conversion to 4G services. Mobile phone reception commonly drops out completely, particularly when visitor numbers to the Great Lake communities are high. Of particular concern are the services supporting police, ambulance, SES and fire. Over the Easter long weekend those services relying on the Telstra mobile data telecommunications network, including the ambulance in-vehicle dispatch system (I.V.I.S), the emergency cardiac arrest mobile application (<u>SmartSam</u>) and our local T.F.S fire brigade member mobile dispatch application (Bart) were not reliably functional. This exposed our community and members of the public to serious risk with delays in first response to emergency incidents. Local emergency response workers have had to resort to leaving their walkie-talkies on overnight, because they cannot rely upon phone or internet connection. Strong representations from Council to Telstra in relation to this would be appreciated by the Central Plateau communities.
Signature:	<i>David Meacheam</i>
Date:	April 30, 2025

11.2 NOTICE OF MOTION – CR D MEACHEAM**RESOLUTION 07/05.2025/C****Moved:** Cr D Meacheam**Seconded:** Cr Y Miller

THAT Council revert to holding the open meeting of Council prior to conducting the closed session of Council.

CARRIED 7/2**For the Motion**

Deputy Mayor J Allwright, Cr A Archer, Cr A Bailey, Cr R Cassidy, Cr J Hall, Cr D Meacheam and Cr Y Miller.

Against the Motion

Mayor L Triffitt and Cr J Honner

NOTICE OF MOTION

Under Division 2 – Motions, Section 16 (5) of the Local Government (Meeting Procedures) Regulations 2015, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.

Date of Meeting:	May 20, 2025
Councillor Name:	David Meacheam
Proposed Motion:	That Council revert to holding the open meeting of Council prior to conducting the closed session of Council.
Background Details:	<p>The existing procedure is to hold the closed session of Council first, with advice going to the community that the open session will likely commence at 10 AM. This approach has a number of disadvantages:</p> <ol style="list-style-type: none"> 1). When the closed session commences at about 9 AM, and there is minimal business to be dealt with, councillors are left essentially sitting on their hands until the open session commences at 10 AM. This problem has been exacerbated since we have adopted faster processes in dealing with closed session motions. 2). If the closed session agenda is full, and extends past 10 AM, members of the public and media are left waiting outside the chamber for the open session to commence. 3). Also, if the closed session agenda is full, the 10 AM reversion to the open session may compel us to hurry through essential closed session motions and discussions.
Signature:	<i>David Meacheam</i>
Date:	5/5/2025.

11.3 NOTICE OF MOTION – CR R CASSIDY**RESOLUTION 08/05.2025/C****Moved:** Cr R Cassidy**Seconded:** Cr J Hall

THAT the two give ways signs on High Street, at the intersection with William Street be replaced with stop signs and the speed limit be reduced on William Street, between Patrick Street to abeam the Recreation Ground, with 40 km/h signs erected facing both directions.

CARRIED 6/3**For the Motion**

Mayor L Triffitt, Cr A Archer, Cr A Bailey, Cr R Cassidy, Cr D Meacheam and Cr Y Miller.

Against the Motion

Deputy Mayor J Allwright, Cr J Honner and Cr J Hall

NOTICE OF MOTION

Under Division 2 – Motions, Section 16 (5) of the Local Government (Meeting Procedures) Regulations 2015, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.

Date of Meeting:	20 May 2025
Councillor Name:	Robert Cassidy
Proposed Motion:	<p>Propose the two Give Way signs on High Street, at the intersection with William Street be replaced with STOP signs.</p> <p>Propose the speed limit be reduced on William Street, between Patrick Street to abeam the Recreation Grounds, with 40 km/h signs erected facing <u>both</u> directions.</p>
Background Details:	<p>In an email I had sent to Council, back on 27 May 2019. In the <u>same month</u> and <u>for the same reasons</u> six years later, approximately at 8:00 a.m., this morning, there has been another accident at the intersection of William Street and High Street, Bothwell. When it is frosty and drivers cannot be bothered to scrape the frost from their vehicles' windscreens, including driver and passenger doors, and do not roll their driver-side and passenger side windows down to observe impending crossing traffic on the main road (William Street) and do not give way, at the Give Way signage, the risk of collision is very high. I strongly urge changing the Give Way signs on High Street to Stop signs. A momentary deceleration and pause at a Stop sign would prevent an accident. I have previously observed the driver of the pickup truck that caused the accident roar through the intersection, at least 50km/h, without any hesitation or consideration for vehicles on William Street approaching the intersection. Motorists most often are well above 50 km/h on William Street, including heavily loaded prime movers, necessitating the use of the truck's engine brake (Jake Brake) the full length of William Street to stop at Patrick Street.</p>
Signature:	
Date:	13 May 2025



12. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL'S STATUTORY LAND USE PLANNING SCHEME

Nil

13. ORDINARY COUNCIL MEETING RESUMED

Not Required

14. MONTHLY MAYORAL AND ELECTED MEMBERS ACTIVITY

RESOLUTION 09/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr Y Miller

THAT the Council notes the Mayoral and Elected Members Activities.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

IMPLICATIONS AND FINANCIALS

Strategic Plan	6.2 Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities
Council Policy	Councillor Code of Conduct Policy
Legislative Context	Local Government Act 1993 Local Government (General) Regulations 2015 Local Government (Model Code of Conduct) Order 2024
Consultation	The community and stakeholders.
Impact on Budget/Resources	Not applicable.
Risk	Allocations for Councillor Conference attendance are included in the operational budget.

PURPOSE

This report aims to provide an overview of the Mayor and Elected Member's monthly activities.

BACKGROUND

The Mayor and Elected members can provide an activity report each month summarising any civic events they attend.

DISCUSSION

The Mayor and Elected Members represent the council at public and civic events and are the political interface between other bodies, governments, and the Council. In accordance with the Local Government Act 1993, the Mayor is designated as the spokesperson for the Council as well as a representative for the Council on regional organisations and at intergovernmental forums at regional, state, and federal levels. Reports below are provided outside the general functions of a Councillor, whereby Councillors meet with ratepayers and attend workshops.

Mayor Loueen Triffitt

12 April 2025	Osterley Church Welcome to Community Day (Osterley)
	Gretna Cricket Club Trophy Presentation
15 April 2025	Ordinary Council Meeting (Bothwell)
25 April 2025	ANZAC Day Dawn Service (Gretna & Bothwell)
28 April 2025	Meeting with Alex Heroys – Destination Southern Tasmania
29 April 2025	Budget Workshop (Bothwell)
6 May 2025	Structure Plan Workshop (Bothwell)
13 May 2025	ABC Interview

- Business of Council **11**
- Ratepayer and community members – communications **6**
- Elected Members - communications **11**
- Council Management communications **3**

Deputy Mayor J Allwright

15 April 2025	Ordinary Council Meeting (Bothwell)
23 April 2025	Draft Structure Plan (Bothwell)
25 April 2025	ANZAC Day Dawn Service (Fentonbury & Hamilton)
6 May 2025	Structure Plan Workshop (Bothwell)
13 May 2025	General Manager's appraisal session (Kempton)

Cr R Cassidy

15 April 2025	Ordinary Council Meeting (Bothwell)
29 April 2025	Budget Workshop (Bothwell)

Cr J Hall

12 April 2025	Osterley Church Welcome to Community Day (Osterley)
15 April 2025	Ordinary Council Meeting (Bothwell)
23 April 2025	Draft Structure Plan (Bothwell)
25 April 2025	ANZAC Day Dawn Service (Gretna & Bothwell)
29 April 2025	Budget Workshop (Bothwell)
30 April 2025	Bush Watch Meeting (Westerway)
6 May 2025	Structure Plan Workshop (Bothwell)

Cr J Honner

12 April 2025	Osterley Church Welcome to Community Day (Osterley)
15 April 2025	Ordinary Council Meeting (Bothwell)
25 April 2025	ANZAC Day Dawn Service (Bothwell & Aurthur's Lake)
29 April 2025	Budget Workshop (Bothwell)
5 May 2025	Anzac Commemoration BDH School
6 May 2025	Structure Plan Workshop (Bothwell)

Cr D Meacheam

14 April 2025	Audit Panel Meeting (Hamilton)
15 April 2025	Ordinary Council Meeting (Bothwell)
23 April 2025	Regional Planning discussions (Bothwell)
25 April 2025	ANZAC Service (Bronte Park & Miena)
29 April 2025	Budget Workshop (Bothwell)
6 May 2025	Structure Plans Workshop (Bothwell)
8 May 2025	Zoom meeting relating to the State Energy Ministry, RecFit, REZ community councilors, re the Marinus Link project.
12 May 2025	Beta testing Office of Local Government online module 11, General Manager Recruitment and Performance Management.
13 May 2025	General Manager's appraisal session (Kempton)

Cr Y Miller

15 April 2025	Ordinary Council Meeting (Bothwell)
25 April 2025	ANZAC Service (Gretna & Hamilton)
29 April 2025	Budget Workshop (Bothwell)
1 May 2025	Hamilton Show Committee Meeting
6 May 2025	Structure Plans Workshop (Bothwell)

14.1 MAYORAL ANNOUNCEMENTS

Mayor Loueen Triffitt read a Thank You card that was received from the recent event at the Osterley Church

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY WELL-BEING)

Build capacity to enhance community spirit and sense of wellbeing

- 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

15.1 HEALTH AND WELLBEING PLAN 2020-2025 – MONTHLY PROGRESS REPORT

RESOLUTION 10/05.2025/C

Moved: Cr J Honner

Seconded: Cr Y Miller

THAT the Health and Wellbeing monthly report be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacham and Cr Y Miller.

IMPLICATIONS AND FINANCIALS

Strategic Plan	1.5 Provide support to community organisations and groups
Council Policy	Health & Wellbeing Plan 2020-2025
Legislative Context	<i>Local Government Act 1993</i>
Consultation	As required
Impact on Budget/Resources	As per Council's approved budget
Risk	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

The following activities were performed during **April and May**

COUNCIL CORE BUSINESS

Council Community Grant Program

Administration of Community Grants Program, Community support fund, and School support funding.

Grant Applications

A grant application was submitted to Department of Premier and Cabinet through the Tas Active infrastructure grants on the 30 April for establishment of Gretna War Memorial Oval changerooms. Grant Application was completed by Community Development Office, in collaboration with consultant Martin Farley and in conversation with community stakeholders, particularly the Gretna Cricket Club.

- Applied for: \$500,000
- Total project cost: \$830,802.
- Co-contribution from Council: (cash) \$330,802, with \$28,802 of this having already been borne by Council for planning and development costs.
- Successful applicants nominated August

Review of Council Resident Guide – in separate report

Tasmanian Tourism Industry Awards

Bothwell has been entered in the Tasmanian Tiny Towns Award <https://tict.com.au/tourism-awards-programs/tassies-top-tourism-towns/>

The submission involves writing an editorial, an itinerary, putting forward tourism impact and development case study, producing a promotional video, and providing data about tourism on-line rating.

This has been a collaboration between Community Development Officer, Nadine Cove, and Cally Lyons; with a professional involved for graphic design and videographer. Winners will be announced 1 July.

EVENTS

ANZAC day

7 separate ANZAC Day events held throughout the municipality. Good attendance and excellent community feedback. There was some confusion over advertised start time and ceremony at Great Lake Community Centre, which would benefit from review if to be supported by Council in 2026.

Volunteer Week

In collaboration with Rural Business Tasmania, Council is supporting a volunteer week activity on the 22 May at Bothwell Hall.

The morning session, hosted by volunteering educators, involves a workshop for local volunteer groups. This free event will support volunteer organisations to strengthen their efforts, explore leadership and succession planning, and create meaningful opportunities - while connecting community members to groups that match their passions and skills.

The afternoon session, hosted by Council will be a thank you afternoon tea and recognition for our local volunteers.

RSVPs are to be provided to Rural Business Tasmania. Please see attached, flier for further information. A calendar invite and information will be provided to Councillors.

STRATEGIC PROJECTS

1. Bothwell Childcare

The Bothwell Community have requested Council to ask for community feedback regarding long Daycare at Bothwell. This review has commenced, and Council will be informed of response.

2. Central Highlands Community Health Centre – Innovative Model of Care Project

Primary Health Tasmania has received federal funding for three years to trial an Innovative Model of Care project at the Health Centre at Ouse.

A new Project Coordinator has commenced, who is currently discussing projects with the community and clinical working group who have been involved previously. A Meeting is planned to be held in the coming month to recommence roll-out of project.

COMMUNICATION

Council social media (Facebook) update – 15-04 – 14-05

Audience: 2,664 followers. Net followers increase: 15 in last 28 day; 596 in the last year.

Posts: Tyre dumping Hollow Tree Road, Volunteer Week event, Recycle Rewards Bothwell, where to vote, ANZAC day, Health Roadshow, Bushfest.

RESOLUTION 11/05.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT standing orders be suspended at 10.38am

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

Kat Cullen (Community Development Officer) attended the meeting at 10.39am

Eve Lazarus (Derwent Catchment) attended the meeting at 10.45am

RESOLUTION 12/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT standing orders be resumed at 10.57am

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

RESOLUTION 13/05.2025/C**Moved:** Cr R Cassidy**Seconded:** Deputy Mayor J Allwright***THAT Council move to Item 10.3 Presentations*****CARRIED****For the Motion**

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

10.3 PRESENTATIONS

10.20 a.m. Eve Lazarus, Josie Kelman - Nature Repair Plan and Pilot for the Derwent Catchment

RESOLUTION 14/05.2025/C**Moved:** Deputy Mayor J Allwright**Seconded:** Cr R Cassidy***THAT standing orders be suspended at 11.07am*****CARRIED****For the Motion**

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

Cr A Archer left the meeting at 11.14am

Eve Lazarus (Derwent Catchment) left the meeting at 11.20am and Cr A Archer returned to the meeting

RESOLUTION 15/05.2025/C**Moved:** Cr D Meacheam**Seconded:** Deputy Mayor J Allwright***THAT standing orders be resumed at 11.20am*****CARRIED****For the Motion**

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

15.2 COMMUNITY REQUEST - BOTHWELL PLAYGROUP FEE-WAIVER REQUEST

RESOLUTION 16/05.2025/C

Moved: Cr J Honner

Seconded: Cr A Bailey

THAT Council remit fees during 2025 for hire of Bothwell Hall by Playgroup Tasmania's for their weekly Playgroup meeting.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

abstained

Cr A Archer

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

At it's February meeting, Council recommended that the Bothwell Playgroup be granted fee-free use of the Bothwell Football and Community Centre for their meetings in 2025.

Following discussion with Playgroup members and Council staff, Playgroup would like to request for the group to be now based at the Bothwell Hall. This is a more suitable site owing to less use of the hall by other parties, the easy clean nature of the flooring, the ideal kitchen facilities, and the centrality of the Hall to the town.

Playgroup are looking at options for storage cupboards which can be placed in the dining area for their equipment and will discuss with council.

Playgroup propose to hold their meeting at 10am on Monday mornings – which does not conflict with any other regular use of the hall.

Playgroup have supplied their public liability and will provide an updated hire agreement following council's approval.

Hire fee calculation

Within Council's Fees and Charges schedule, there is not a specific category for calculating use of a Council Hall for running playgroup activities.

15.3 RESIDENTS GUIDE REVIEW UPDATE

RESOLUTION 17/05.2025/C

Moved: Cr R Cassidy

Seconded: Cr A Bailey

THAT the updated Central Highlands Residents guide be received, for consideration.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

IMPLICATIONS AND FINANCIALS

Strategic Plan	Central Highlands Strategic Plan
Council Policy	Health & Wellbeing Plan 2020-2025
Legislative Context	<i>Local Government Act 1993</i>
Consultation	As required
Impact on Budget/Resources	As per Council's approved budget for printing and electronic distribution.
Risk	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.

REPORT BY Kat Cullen, Community Development Officer

Attachment – [Draft Residents Kit](#)

BACKGROUND

The current New Residents guide contains outdated information, and a new guide is being written. This has involved reviewing the content and layout.

The attached copy is still in draft format, for Councillor consideration and feedback. Still to be completed are graphic design, layout, images, and the Community Guide section of the guide.

Councillor feedback can be sent directly to the Community Development Officer, with the aim being to resubmit an updated version for consideration at the June Council meeting.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE AND FACILITIES)

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

- 2.1 Develop and implement a 10 year Asset Management Plan for all classes of assets
- 2.2 Continue to lobby 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

Jason Branch (Manager – Works & Services) attended the meeting at 11.32am

16.1 WORKS & SERVICES MONTHLY REPORT – APRIL 2025

RESOLUTION 18/05.2025/C

Moved: Cr J Honner

Seconded: Cr A Bailey

THAT the Works & Services monthly report for April 2025 be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

REPORT BY Jason Branch, Works & Services Manager

BACKGROUND

The following activities were performed during **April 2025** by Works & Services –

Grading & Sheeting	Fourteen Mile Road, Victoria Valley Road, Strickland Road, Southern Field Road, Wihareaja Road
Maintenance Grading	Bradys Lake Road, Bronte Lagoon Road, Woodward's Bay Road, Section of Dennistoun Road
Potholing / shouldering	Wihareja Road, Waddamana Road, Interlaken Road, Victoria Valley Road, Bronte Lagoon Road, Bradys Lake Road, Woodward's Bay Road
Spraying:	
Culverts / Drainage:	Clean culverts Waddamana Road Install culvert Robertson Road Install culvert Dennistoun Road Clean culverts 14 Mile Road
Occupational Health and safety	Monthly Toolbox Meetings Day to day JSA and daily prestart check lists completed.

	Monthly workplace inspections completed. Playground inspections
Bridges:	
Refuse / recycling sites:	Cover Hamilton Tip twice weekly
Other:	<p>Repair water leaks Hamilton recreation ground</p> <p>Construct new cell Hamilton landfill site</p> <p>Construct new tip face Hamilton Landfill site</p> <p>Prepare all gas bottles stored at Hamilton Landfill for scrap steel</p> <p>Clean up and remove goods at Bothwell Waste Transfer Station</p> <p>Rake and remove leaves Bothwell, Hamilton and Ouse</p> <p>Clean up and prep on war cenotaphs for ANZAC Day</p> <p>Repair and paint Ouse flagpole</p> <p>Scrubbing Vegetation Interlaken and Tunbridge Tier</p> <p>Install white lines and safety barrier Thousand Acre Lane</p> <p>Pick up dumped rubbish 14 Mile Road</p> <p>Install new sign Grace Nichollas Park Ouse</p> <p>Install 40km repeater signs Thiessen Crescent</p> <p>Resealing of Bothwell town streets</p> <p>Resealing of Arthurs Lake Road</p> <p>Resealing of Wayatinah streets</p> <p>Trim trees main street Bothwell</p> <p>Replace Dennistoun Road Street blade</p> <p>4 x drum musters</p> <p>Purchase of the new JCB backhoe for the Hamilton Works Depot</p> <p>Extend road into recreation ground</p> <p>Refurbish bus shelter Gully Road</p> <p>Pick up rubbish dumped at roadside bins.</p>
Slashing:	<p>Tor Hill Road</p> <p>Nant Lane</p> <p>Woodsprings Road</p>
Municipal Town Maintenance:	<p>Collection of town rubbish twice weekly</p> <p>Maintenance of parks, cemetery, recreation ground and Caravan Park.</p> <p>Cleaning of public toilets, gutters, drains and footpaths.</p> <p>Collection of rubbish twice weekly</p> <p>Cleaning of toilets and public facilities</p> <p>General maintenance</p> <p>Mowing of towns and parks</p> <p>Town Drainage</p>
Buildings:	Replace toilets systems Bethune and Dunrobbin
Plant:	<p>Repairs to mower trailer</p> <p>PM705 Mack truck serviced and repairs</p> <p>PM720 Dog trailer new axle and welding repairs</p> <p>PM843 Toyota Hilux serviced</p> <p>PM740 Hino truck serviced</p> <p>PM794 JCB Backhoe hose repair</p>
Private Works:	R V Bowden and Son truck and trailer and loader hire

Casuals	Toilets, rubbish and Hobart Hamilton general duties
Program for next 4 weeks	Sheeting and grading of Municipal Roads Cleaning of culverts Municipal Roads

Zeeshan Tauqeer (Accountant) attended the meeting at 11.43am

16.2 TELSTRA PHONE SERVICE MIENA

RESOLUTION 19/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT Council note the correspondence forwarded to Telstra by the Volunteer Ambulance coordinator and the response from Mr Michael Patterson Regional General Manager and Ms Vicki Bradt Chief Executive Officer. Further that Council Write to the Chief Executive Officer of Telstra asking that a firm date for a meeting with Mr Patterson be provided together with a timeline for the completion of the works as proposed by Telstra.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

REPORT BY Stephen Mackey, Acting General Manager

DISCUSSION

The Volunteer Ambulance Association wrote to the following regarding the poor performance of the Telstra Infrastructure at Miena.

Ms Vicki Brady Chief Executive Office Telstra Corporation.

The Hon Michelle Rowland MP, Minister for Communications.

Ms. Cynthia Gebert, Telecommunications Industry Ombudsman

Senator Wendy Askew Senator for Tasmania.

Mr Colin Triffitt Brigade Captain Great Lake Volunteer Fire Brigade

Australian Broadcasting Corporation, ABC Centre, Hobart Tasmania.

The letter in part is as follows:

On behalf of the Central Highlands Volunteer Ambulance Association members, I am writing to formally and strongly express the extreme dissatisfaction and concern of our members and the residents of Miena, Tasmania regarding the consistently poor and, at times, non-existent telecommunications services provided by Telstra.

Specifically, over the period spanning from Easter Long Weekend (commencing April 18th, 2025) through to the Anzac Day long weekend (concluding 27th, April 2025) Telstra's mobile voice, SMS, and data service in Miena were practically non-functional. This widespread outage severely impacted the daily lives of residents and created significant difficulties for the numerous visitors to our region during this peak holiday period.

The lack of reliable communications has dire consequences, extending beyond mere inconvenience. It creates challenges for basic communication, access to information, and, most alarmingly, poses a potential risk to the effectiveness of emergency services in our community.

Regrettably, this recent period of near-total service failure is not an isolated incident. It reflects a concerning trend of poor service delivery from Telstra in Miena over the past several years especially since the decommissioning of your 3G GSM network. Residents, including our dedicated emergency

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service volunteers, are understandably aggrieved by this persistent lack of reliable telecommunications infrastructure.

Telstra responded as follows:

Vicki Brady

Chief Executive Officer

Thank you for your letter, received in my office 30 April, regarding telecommunication services in your area. I appreciate your feedback and understand the frustration and disappointment you and other residents in Miena are experiencing.

I can assure you that I understand how important connectivity is, particularly for those living in regional and remote areas. Your concerns are being taken seriously, and I have shared your letter with our Regional General Manager for Tasmania, Michael Patterson, who will be investigating the matter further. Michael will be in touch with you soon to provide a more detailed response and address your concerns,

Thank you for bringing this to our attention. We appreciate your patience as we work to resolve this issue.

Michael Patterson

Regional General Manager

Thank you for your correspondence to Telstra's Chief Executive Officer Vicki Brady. Our team has undertaken a review of the performance of the mobile site that serves the Miena community, and we can see that the site is heavily used and does suffer congestion during peak times over long weekend.

Demand on the mobile network are growing year on year, and we are prioritising an investment at the site next financial year. We will work to deliver an upgrade prior to Christmas.

Our plan is to upgrade the hardware at the mobile site to enable more efficient transmission of the mobile signal and provide additional frequencies of spectrum adding more capacity to the network.

Once the upgrade occurs, it will enable the site to utilise the spectrum previously used for 3G now for 4G and 5G. This will add additional capacity to the network to accommodate the demand from residents and visitors to the region.

We will also conduct a community visit to the region in spring and communicate our plans to the community.

Thank you for taking the time to share your experience. We will be in touch with you prior to when we conduct a community visit latter this year.

It would appear from the correspondence from Michael Patterson that thy already know there is an issue and have a way to possibly fixit. Why do we then have to wait till Christmas when they could commence the works now and then by Christmas they would have ironed out any problems to ensure it is functional and provides the necessary performance that is needed.

16.3 SOLAR POWER AND HIGH EFFICIENCY LED LIGHTING TO COUNCIL BUILDINGS

RESOLUTION 20/05.2025/C

Moved: Cr Y Miller

Seconded: Cr R Cassidy

THAT Council undertake further investigations costs for the installation of Solar Power to Council buildings and for the installation of high efficiency LED Lighting to replace the fluorescent lights in all council properties.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

REPORT BY Stephen Mackey, Acting General Manager

DISCUSSION

Council at its Meeting in 18 June 2019 resolved as follows:

That the DES Manager provide a report to Council on the cost benefits (including the savings on power costs) associated with installing solar power to the Bothwell Office, Hamilton Office and the combined Visitor Information Centre (Including the Golf Museum, Visitors Link and Historical Rooms).

Mr David Livingston from Energy ROI provide a detailed report on the 8th August 2019 stating as follows:

I have reviewed the data from Aurora and have come up with a few ideas for you to save money, currently it looks like you spend about \$40,000/year on electricity.

Things you can do straight away to save money

1. Change retailer to 1st energy (save \$2,000/year no contract just month to month) or accept a 2-year contract with Aurora and promise not to change retailers (save \$600/year).
2. Change existing lighting to high efficiency LED – generally has a payback of 3-4 years.

HAMILTON

The Hamilton office is the biggest energy guzzler and uses most of that power in the winter so improving insulation and electric heaters with heat pump/ reverse cycle air conditioners will likely yield the best financial rewards. You could install solar there, but my gut instinct tells heating is the reason for the high electricity cost. If we install solar, they really only offsets the summer energy costs which are already very reasonable. My best guess is heating represents about \$4,500 + GST/year at the site and if improving the efficiency of heating by insulating and installing heat pumps could drop that by 70% that would represent a saving of \$3,150 + GST.

I'd Assume a 5–6-year payback on capital is possible so if the council budgeted \$15,750 to \$18,900 + GST you should get good value. If it costs more than that probably not.

Solar at Hamilton could work – I'd suggest a 10kw to 12kw solar system would be the largest size to consider. A Quality system would likely cost \$16,000 to \$18,000 + GST and give a 5-7-year payback. A smaller 5kw to 7kw system for about \$8,000 to \$10,000 + GST is worth considering too.

BOTHWELL

Similar to Hamilton – if any offices are used daily (or at least 5 days a week) then look at heating efficiency and solar but only 5kw systems which will likely save you \$1,000/year. Going larger than that isn't recommended. Similarly for sites that have little daytime energy use solar is not the answer. If you want us to put together a more formal report, we can do that. Similarly, we can help you with design and implementation or any of the suggestions above. I think the next thing you need to do is find out what budget is available.

If a 7-year payback is acceptable and the aim was to cut electricity bills by 20% can council find \$56,000. Similarly, if we are aiming to cut the bills 10% can you find \$28,000?

Paul West (River Road Consultant) attended the meeting at 11.51am

Cr A Bailey left the meeting at 11.52am and returned at 11.53am

16.4 HAULAGE HILL BREONA**RESOLUTION 21/05.2025/C**

Moved: Cr R Cassidy

Seconded: Cr D Meacheam

THAT Council;

- a) inform the Haulage Road Ratepayers Group that Council will comply with their request that for a trial period of no less than 18 months, commencing from December 2024, Central Highlands Council cease all high-standard maintenance of the surface of Haulage Road, with the exception of emergency repairs, over that time, the surface of Haulage Road be allowed to deteriorate naturally. The trial period will end in June 2026, at which time the results of the trial will be evaluated by Central Highlands Council and Haulage Road Ratepayers.
- b) re-align the entry points to Haulage Road on the condition that Council is successful in obtaining a grant under the Safer Rural Roads Programme.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

DISCUSSION

In February 2024, after years of complaining as individuals, Haulage Road Ratepayers united as a Group and brought our concerns to the attention of the Central Highlands Council, Tasmania Police and Tas Roads.

Since that time nothing has been done to address our concerns about Haulage Road and the problems are getting worse.

17/19 shacks are members of the Haulage Road Ratepayers Group. (HRR)

Haulage Road was rocky, uneven and slow for more than 30 years before it was upgraded. Vehicles were rare because the highway was a faster route to take through the area.

Once it was upgraded in 2008 Haulage Road became a smooth, well-maintained road that was faster than the highway route with its 3-hairpin bends. It has become a short-cut, at our expense.

Back in 2008 no one could have predicted the impact the upgrade would have on the shack owners, especially those closest to the main section of Haulage Road.

“We want our children and grandchildren to be able to go for a walk.”

“A semi-truck went down Haulage Road at 2 o'clock this morning. I didn't buy my shack up here to put up with that”.

From early 2025, following discussions with HRR, the 21 original suggestions put forward to Council, Police and Roads were narrowed down to 6. The shack owners were then asked to vote on whether or not they supported the suggestions. Those 6 suggestions are:

- Re-align the entry points to force a slowdown.
- Make Haulage Road One-way (either up or down).
- That Central Highlands Council reconsider the use of speed humps.
- That the residents Only 5T Limit signs include the words Penalties Apply.
- That Central Highlands Council include the works it undertakes on Haulage Road twice a year, in its monthly report.
- That for a trial period of no less than 18 months, commencing from December 2024, Central Highlands Council cease all high-standard maintenance of the surface of Haulage Road, with the exception of emergency repairs, over that time, the surface of Haulage Road be allowed to deteriorate naturally. The trial period will end in June 2026, at which time the results of the trial will be evaluated by Central Highlands Council and Haulage Road Ratepayers.

Voting was conducted on the basis of one vote per shack. Where there are multiple owners of a single shack and individual owners replied, their votes aligned and were counted as one vote.

RESULTS

Total Votes received	=19
Individual Shacks that voted	=17
Shacks that voted for their preferences (Only)	= 2

16/17 are in favour of the realignment of the entry points to Haulage Road.

14/16 are in favour of Haulage Road being one way.

17/17 are in favour of speed humps.

15/15 are in favour of Penalties Apply being added to signage.

15/15 are in favour of Council reporting Haulage Road Roadworks.

13/15 are in favour of an 18-month trial of low maintenance.

Overwhelmingly, the respondents mentioned Pedestrian Safety and Speeding Vehicles as their major concerns. At the narrow points of Haulage Road, vehicles can be close as an arm's length from pedestrians.

Even though a majority are in favour of Haulage Road being one way, some prefer it to be uphill, others down. Should one way option be adopted by council, it would be prudent to poll Haulage Road Residents again to determine preferences. The one-way option will be problematic when the highway is damaged (as it was in winter 2024) and the only route through the area is via Haulage Road (in both directions).

Speed humps received the highest number of votes. They would allow the traffic to move in either direction and address the serious issues of speeding and pedestrian safety. Council has previously rejected this idea, and if this is the case again, we would like to know why. We strongly believe in this solution and are prepared to take it further to seek an exemption to any rule or regulation that prohibits their use on this road.

While it has its quite times, the traffic movements on Haulage Road increase dramatically on weekends, long weekends, when it snows or when the highway is closed, in winter 2024 the Highway was closed for weeks before works even started. During one week of that chaos, traffic lights were used at the middle cul-de-sac of Haulage Road, to prevent vehicles meeting head-on at the narrow points. A French-style drain under Haulage Road was also damaged during this time, and water is now leaking to the surface.

The covenant's attached to properties in the area prohibit fencing. The original shack owners contributed tens of thousands of dollars towards infrastructure when they were granted freehold title. To ask them to contribute more money to resolve the problems would be offensive.

Haulage Road is subject to a 5-tonne vehicle limit to protect the drains and pipes that run underneath it. The residents only sign was erected to protect the amenity of this once quite little road and ensure the safety of pedestrians and shack owners. Both signs are ignored.

we urge you to revisit the written report and the audio/visual file we prepared for council, Police and Roads in February 2024. In those files you will see many examples we provided of accidents, harassment of pedestrians, speeding vehicles, over-weight vehicles and more.

It may be necessary for Council, Police and Roads to adopt more than one of our suggestions because some, on their own, will not restrict the number of nuisance vehicles and more.

It may be necessary for Council, Police and Roads to adopt more than one of our suggestions because some, on their own, will not restrict the number of nuisance vehicles or the speed they travel.

We urge Central Highlands Council Tas Police and Tas Roads to work with us to find a permanent solution. Our safety depends on it.

Section 31 of the Local Government Highways Act

Obstructions for prohibition or restriction of vehicle traffic

- (1) A corporation may, with the approval of the Transport Commission, construct or place obstructions in a Local Highway for the purpose of preventing or restricting the movement of vehicular traffic.
- (2) Before making an application under this section for the approval of the Transport Commission, the corporation shall cause a notice to be published twice in separate issues of a local paper circulating in the municipality of the intention to make the application, specifying the situation and nature of the obstruction and stating that written representations may be made to the corporation with respect to the matter before such day as is specified in the notice, being a day not earlier than 28 days after first publication.
- (3) The Transport Commission shall not give its approval under this section in respect of an obstruction unless there has been submitted to the Commission a copy of the notice published under subsection (2), together with evidence that it has been published as required by that subsection and copies of any representations made to the corporation in accordance with this notice and its comments on those representations.
- (4) This section does not apply to the installation of a road hump within the meaning of section 49A of the Traffic Act 1925.

Section 49A of the Traffic Act

Installation of road humps

(1) In this section

Road Authority means a person, body corporate or body politic responsible for designing, constructing, maintaining or managing roads;

Road hump means a section of raised pavement constructed or placed in or on, and across or partly across, a road to restrict the speed of vehicles along that road.

(2) The Commission may issue written directions in relation to road humps, or proposed road humps, on public streets.

(3) A direction referred to in subsection (2) may be issued to the following:

(a) A road authority

(b) Any other person or class of persons.

(4) A road authority or person to whom a direction under subsection (2) is issued must comply with that direction.

MANAGEMENT COMMENT

Council has made application under the Safer Rural Roads program to realign the entry points of Haulage Road. This option had based on the survey support from 16 of the 17 who responded to the most reason survey. The applications for this round of grants closes on the 16th May 2025

Another option which gained the support of all those who responded to the latest survey was for the installation of speed humps. This option would appear to require the approval of the Transport Commission and would also cause some issues for council workforce when maintenance grading of this road was undertaken.

Jason Branch (Manager – Works & Services) left the meeting at 12.00 noon

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – FINANCIAL SUSTAINABILITY)

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

- 3.1 Manage finances and assets in a transparent way to allow the maximisation 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 Endeavour to, and continue to lobby for, an increase in 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

17.1 MONTHLY FINANCE REPORT TO 30 APRIL 2025

RESOLUTION 22/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT the Monthly Finance Report to 30 April 2025 be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

IMPLICATIONS AND FINANCIALS

Strategic Plan	3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services
Council Policy	Not applicable
Legislative Context	The council's decision-making is under the provisions of the Local Government Act 1993, and the report details the basis for the recommendation
Consultation	The financial statements form part of the public record within the Council minutes
Impact on Budget/Resources	As attached
Risk	The council must ensure that it meets its financial obligations. This report captures the ongoing financial performance

REPORT BY

Zeeshan Tauqeer, Accountant

BACKGROUND

Financial Expenditure Analysis Report - For the Period Ended 30 April 2025

April 2025 Expenditure Report – Financial Analysis

Overview

For the period ending April 30, 2025, this report provides a detailed analysis of operating and capital expenditures across all departments. Year-to-date actual spending is compared against the full-year 2024/2025 budget, highlighting variances and particularly focusing on areas where expenditures exceed budget allocations. All figures are drawn from the April 2025 Expenditure Report.

Overall, total operating expenditure to April 30 is \$6,133,377 against a total annual budget of \$6,955,426 – approximately 88.2% of the budget utilized, with \$822,049. Total capital expenditure year-to-date is \$3,038,952 versus an annual capital budget of \$5,117,085 (about 59.4% of budget), leaving \$2,078,133.

Corporate & Financial Services

Operating Expenditure

Operating expenditures for Corporate & Financial Services total \$2,032,408 year-to-date, against an annual budget of \$2,250,194 (approximately 90.3% of the budget spent, with \$217,786 remaining). This indicates that, overall, the department is operating slightly under its allocated budget. Most functional areas are within budget (each at or below 91% of their annual allocation). For example, the main administrative cost centre (Hamilton administration) has used 91.3% of its budget so far (\$1,707,137 actual vs \$1,870,264 budget).

However, two notable operating areas in this department are over budget as of April 30:

- **Community & Economic Development & Relations** – This program has expended 111.9% of its annual budget (Actual \$515,129 vs Budget \$460,441, an overrun of ~\$54,688). This means spending in this area has exceeded the full-year allocation by about 11.9%.
- **Oncosts (Overhead Recoveries/Allocations)** – Recorded at 109.1% of budget (Actual -\$543,426 vs Budget -\$498,049). The negative values indicate internal cost recoveries; in this case, overhead costs allocated to projects have exceeded what was planned by \$45,377 (i.e. more overhead was absorbed than budgeted).

All other operational line items in Corporate & Financial Services remain below their budgeted levels (generally between 77% and 89% of budget spent), indicating no further over-expenditure issues in those areas as of April.

Capital Expenditure

Capital spending for Corporate & Financial Services is relatively low in absolute terms. Year-to-date, the department has spent \$35,955 out of a \$51,500 capital budget, which is 69.8% of the annual capital allocation (leaving \$15,545). All capital projects in this department are within budget. The primary capital outlay has been for Computer Purchases, with \$35,955 spent against a \$41,500 budget (approximately 86.6). Two other budgeted capital lines – Equipment and Miscellaneous – totalling \$10,000 remain unused (0% spent). There are no over-budget capital items in Corporate & Financial Services; spending is proceeding within the limits set for the year.

Development & Environmental Services

Operating Expenditure

Operating expenditures for Development & Environmental Services amount to \$1,609,135 year-to-date, against an annual budget of \$1,900,763 (84.7% of budget spent, with \$291,628 remaining). This overall department spend is under the pro-rata budget for April, indicating a generally positive variance (underspend) at the aggregate level. Notably, several significant programs are well within budget – for instance, Environmental Protection has used only 6.6% of its funds so far (Actual \$2,744 of \$41,357 budget), and Waste Services is at 92.5% (just under the budgeted run rate).

Despite the overall underspend, two operational areas in this department are over the annual budget as of April:

- **Animal Control** – Spending is at 120.1% of the annual allocation (Actual \$13,662 vs Budget \$11,375), meaning about \$2,287 above the full-year budget has been incurred. This represents an overspend in animal management costs.
- **Swimming Pools** – Expenditure has reached 142.9% of the budget (Actual \$43,231 vs Budget \$30,241), exceeding the annual allocation by \$12,990. This indicates substantially higher pool operating costs than anticipated for the year.

All other operating categories in Development & Environmental Services are within their budget limits. For example, Development Control (planning services) has used 71.2% of its funds (\$250,619 of \$351,850), and Waste Management (garbage and recycling services) is at 92.5% of budget (\$859,227 of \$928,956). These figures show remaining capacity in most programs and no additional over-budget issues beyond the two noted areas.

Capital Expenditure

Development & Environmental Services has minimal capital expenditure for the year. Only \$1,870 has been spent against a \$5,000 capital budget (just 37.4% of the allocation, leaving

\$3,130). The sole capital project in this department is related to the Swimming Pool (e.g. pool facility improvements), and it remains under budget – with \$1.87k spent out of \$5k.

Works & Services

Operating Expenditure

Works & Services shows year-to-date operating spending of \$2,491,834 against an annual budget of \$2,804,469 (88.9% of budget expended, with \$312,635). In aggregate, this department's operational spending is on the higher side but still under the total budget as of April. Many core activities are near but not over their targets – for example, Road Maintenance has used 88.6% of its funds so far (\$935,614 of \$1,056,382) and Town Maintenance (mowing/streetscapes) is at 88.1% (\$170,362 of \$193,285). Some areas are significantly under-utilized (e.g. Public Conveniences at only 55.6% of budget) or have seen little spending to date (Emergency Services at 15.2%). This indicates that, while the overall spend is relatively high for 10 months into the year, it is balanced by underspending in certain activities.

Several specific operational line items in Works & Services are over budget at April's end:

- **Halls Maintenance** – 120.6% of the annual budget expended (Actual \$97,378 vs Budget \$80,732), an overrun of \$16,646. Costs for community halls have exceeded the full-year allocation.
- **Parks & Gardens** – 127.4% of budget used (Actual \$123,650 vs Budget \$97,057, exceeded by \$26,593). Park and garden maintenance expenses have significantly surpassed the yearly budget.
- **Footpaths, Kerbs & Gutters** – 127.5% of budget used (Actual \$17,609 vs Budget \$13,813, over by \$3,796). Spending on footpath/kerb maintenance is above the allocated amount.
- **Supervision & Indirect Overheads** – 105.3% of budget (Actual \$855,387 vs Budget \$812,468, a \$42,919 overrun). Supervision & Indirect Overheads figures are not correct as Plant hire journal required to overlook again.

Aside from these exceptions, other Works & Services operations remain within budget. Notably, Road Maintenance (as mentioned) and Bridge Maintenance (37.7% of budget used) are under budget, and areas like Public Conveniences (PC) are only partially utilized (55.6% used). This pattern suggests that the department's overall budget pressure is largely due to the handful of specific programs listed above, whereas many other programs have expenditure headroom remaining in the final two months of the fiscal year.

Capital Expenditure

Works & Services oversees the largest capital works program. As of April, \$3,001,127 has been spent on capital projects out of a \$5,060,585 budget, which is 59.3% of the

department's capital budget utilized (about \$2,059,458 remaining unspent). In general, the capital works are under budget year-to-date, as a significant portion of funds (over 40%) remains available heading into the last part of the year. Major infrastructure projects are in progress but not yet fully expended. For example, Road Construction & Reseals has used 58.1% of its allocation so far (\$1.696 million of \$2.918 million), leaving roughly \$1.22 million to be spent.

One notable over-budget item in Works & Services capital is the Bridges program. No budget was set for bridge works this year, yet an actual expenditure of \$18,065 has been. This results in a negative variance of \$18,065, as these costs were unplanned in the capital budget. All other capital projects are within their budget limits. In fact, many show substantial underspend on April 30 – for instance, Recreation Grounds improvements are at 54.1% of budget (\$308,257 spent of \$570,000), and Buildings capital works (for facilities) are at 43.8% (\$196,706 of \$449,000). This indicates that a significant portion of the Works & Services capital program is scheduled for the remaining months or is in progress, with funds still available. Importantly, apart from the Bridges item, no capital project in Works & Services has overspent its annual budget as of April – all are either on track or under budget in terms of year-to-date expenditure.

Rates Reconciliation as at 30 April 2025

	<u>2024</u>	<u>2025</u>
<i>Rates in Debit 30th June</i>	\$135,606.82	\$196,877.36
<i>Rates in Credit 30th June</i>	<i>-\$171,244.88</i>	<i>-\$145,341.00</i>
<i>Balance 30th June</i>	<i>-\$35,638.06</i>	<i>\$51,536.36</i>
Rates Raised	\$4,486,365.49	\$4,729,920.23
Penalties Raised	\$42,213.36	\$48,976.76
Supplementaries/Debit Adjustments	\$21,061.41	\$27,859.53
Total Raised	\$4,549,640.26	\$4,806,756.52
<i>Less:</i>		
Receipts to Date	\$4,082,711.47	\$4,479,075.96
Credit Journals		\$19,768.23
Pensioner Rate Remissions	\$119,626.72	\$130,435.03
Remissions/Supplementary Credits	\$18,651.14	\$10,566.41
<i>Balance</i>	<i>\$293,012.87</i>	<i>\$218,447.25</i>

Bank Reconciliation as at 30 April 2025

	2024	2025
Balance Brought Forward	\$6,550,926.19	\$5,024,895.10
Receipts for month	\$871,940.33	\$619,996.86
Expenditure for month	\$1,079,678.94	\$1,407,951.90
	<hr/>	<hr/>
Balance	\$6,343,187.58	\$4,236,940.06
	<hr/> <hr/>	<hr/> <hr/>
Represented By:		
Balance Commonwealth Bank	\$1,613,439.91	\$675,709.92
Balance Westpac Bank	\$252,678.98	\$374,587.74
CBA Credit Card		\$1,728.56
Investments	\$4,476,518.69	\$3,184,363.84
Petty Cash & Floats	\$550.00	\$550.00
		<hr/>
	\$6,343,187.58	\$4,236,940.06
Plus Unbanked Money		
	<hr/>	<hr/>
	\$6,343,187.58	\$4,236,940.06
Less Unpresented Cheques	\$0.00	
Unreceipted amounts on bank statements	\$0.00	
	<hr/>	<hr/>
	\$6,343,187.58	\$4,236,940.06
	<hr/> <hr/>	<hr/> <hr/>

BANK ACCOUNT BALANCES AS AT 30 April 2025

No.	Bank Accounts	Investment Period	Current Interest Rate %	Due Date	<u>BALANCE</u>	
					2024	2025
11100	Cash at Bank and on Hand					
11105	Bank 01 - Commonwealth - General Trading Account				1,433,345.25	675,709.92
1118	CBA Credit Card					2,278.56
11106	Bank 02 - Westpac - Direct Deposit Account				167,900.99	374,587.74
11199	TOTAL CASH AT BANK AND ON HAND				1,601,246.24	1,052,576.22
11200	Investments					
11207	Bank 6	0	0.00		0.00	0.00
11207	Bank 5	0	0.00		3,101,930.88	0.00
11115	Bank 04	30	4.25%	2/04/2025	-	1,006,894.87
11110	Tascorp	91	4.10%	29/07/2025	82,259.93	87,584.40
11115	Bank 16	30	4.22%	23/05/2025	2,227,431.27	2,089,884.57
11299	TOTAL INVESTMENTS				5,411,622.08	3,184,363.84
TOTAL BANK ACCOUNTS AND CASH ON HAND					7,012,868.32	4,236,940.06

Comprehensive Income Statement

30/04/2025

	Budget 2023-2024	Actual to date prior year	Actual to Date	Budget 2024-2025
Recurrent Income				
Rates Charges	\$4,469,863	\$4,477,140	\$4,717,569	\$4,682,233
User Fees	\$355,450	\$211,519	\$381,220	\$494,250
Grants - Operating	\$124,860	\$274,432	\$340,402	\$30,000
Other Revenue	\$453,200	\$616,696	\$535,833	\$704,366
Grants received in Advance	\$2,998,566	\$3,031,386	\$2,782,241	\$3,206,515
Total Revenues	\$8,401,939	\$8,611,173	\$8,757,265	\$9,117,364
Expenditure				
Employee Benefits	\$2,553,663	\$1,997,782	\$2,303,458	\$2,584,261
Materials and Services	\$2,012,016	\$1,965,818	\$2,229,085	\$2,447,768
Other Expenses	\$1,715,852	\$1,364,650	\$1,503,743	\$1,892,738
Depreciation and Amortisation	\$2,260,000	\$1,606,545	\$2,104,785	\$2,327,800
Total Expenditure	\$8,541,531	6,934,795	8,141,071	9,252,567
Operating Surplus(Deficit)	(139,592)	1,676,378	616,194	(135,203)
Capital Grants & Other	\$2,407,078	\$554,876	\$1,525,149	\$2,424,996
Surplus(Deficit)	2,267,486	2,231,254	2,141,343	2,289,793
Capital Expenditure	\$8,107,503	\$2,868,410	\$3,038,952	\$5,117,085

	BUDGET	ACTUAL TO	% OF BUDGET	BALANCE OF
	2024/2025	30-Apr-25	SPENT	BUDGET
CORPORATE AND FINANCIAL SERVICES				
ADMIN HAMILTON	\$1,870,264	\$1,707,137	91.28%	\$163,127
ELECTED MEMBERS EXPENDITURE(AMEH)	\$256,040	\$228,702	89.32%	\$27,338
MEDICAL CENTRES(MED)	\$127,141	\$97,979	77.06%	\$29,162
STREET LIGHTING(STLIGHT)	\$34,357	\$26,886	78.25%	\$7,471
ONCOSTS	(\$498,049)	(\$543,426)	109.11%	\$45,377
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)	\$460,441	\$515,129	111.88%	(\$54,688)
TOTAL CORPORATE & FINANCIAL SERVICES	\$2,250,194	\$2,032,408	90.32%	\$217,786
DEVELOPMENT AND ENVIRONMENTAL SERVICES				
ADMIN BOTHWELL	\$321,446	\$285,848	88.93%	\$35,598
ENVIRON HEALTH SERVICES (EHS)	\$33,455	\$26,397	78.90%	\$7,058
ANIMAL CONTROL(AC)	\$11,375	\$13,662	120.11%	(\$2,287)
PLUMBING/BUILDING CONTROL (BPC)	\$182,083	\$127,407	69.97%	\$54,676
SWIMMING POOLS (POOL)	\$30,241	\$43,231	142.95%	(\$12,990)
DEVELOPMENT CONTROL (DEV)	\$351,850	\$250,619	71.23%	\$101,231
WASTE SERVICES	\$928,956	\$859,227	92.49%	\$69,729
ENVIRONMENT PROTECTION (EP)	\$41,357	\$2,744	6.63%	\$38,613
TOTAL DEVELOPMENT & ENVIRONMENTAL SERVICES	\$1,900,763	\$1,609,135	84.66%	\$291,628
WORKS AND SERVICES				
PUBLIC CONVENIENCES (PC)	\$287,145	\$159,534	55.56%	\$127,611
CEMETERY (CEM)	\$16,732	\$14,290	85.41%	\$2,442
HALLS (HALL)	\$80,732	\$97,378	120.62%	(\$16,646)
PARKS AND GARDENS(PG)	\$97,057	\$123,650	127.40%	(\$26,593)
REC. & RESERVES(Rec+tennis)	\$119,900	\$107,959	90.04%	\$11,941
TOWN MOWING/TREES/STREETSCAPES(MOW)	\$193,285	\$170,362	88.14%	\$22,923
HOUSING (HOU)	\$116,424	\$112,157	96.34%	\$4,267
CAMPING GROUNDS (CPARK)	\$18,884	\$15,220	80.60%	\$3,664
LIBRARY (LIB)	\$2,346	\$1,687	71.90%	\$659
ROAD MAINTENANCE (ROAD)	\$1,056,382	\$935,614	88.57%	\$120,768
FOOTPATHS/KERBS/GUTTERS (FKG)	\$13,813	\$17,609	127.48%	(\$3,796)
BRIDGE MAINTENANCE (BRI)	\$23,026	\$8,675	37.68%	\$14,351
PRIVATE WORKS (PW)	\$50,743	\$20,264	39.93%	\$30,480
SUPER. & ID OVERHEADS (SUPER)	\$812,468	\$855,387	105.28%	(\$42,919)
QUARRY/GRAVEL (QUARRY)	(\$181,998)	(\$64,812)	35.61%	(\$117,186)
NATURAL RESOURCE MANAGEMENT(NRM)	\$128,847	\$125,749	97.60%	\$3,098
SES (SES)	\$2,000	\$305	15.23%	\$1,696
PLANT MITCE & OPERATING COSTS (PLANT)	\$640,571	\$510,354	79.67%	\$130,217
PLANT INCOME	(\$756,571)	(\$793,964)	104.94%	\$37,393
DRAINAGE (DRAIN)	\$42,124	\$41,820	99.28%	\$304
OTHER COMMUNITY AMENITIES (OCA)	\$40,559	\$27,719	68.34%	\$12,840
WASTE COLLECTION & ASSOC SERVICES (WAS)	\$0	\$4,878		(\$4,878)
FLOOD REPAIRS		\$0		
TOTAL WORKS & SERVICES	\$2,804,469	\$2,491,834	88.85%	\$312,635
DEPARTMENT TOTALS OPERATING EXPENSES				
Corporate Services	\$2,250,194	\$2,032,408	90.32%	\$217,786
Dev. & Environmental Services	\$1,900,763	\$1,609,135	84.66%	\$291,628
Works & Services	\$2,804,469	\$2,491,834	88.85%	\$312,635
Total All Operating	\$6,955,426	\$6,133,377	88.18%	\$822,049

	BUDGET 2024/2025	ACTUAL TO 30-Apr-25	% OF BUDGET SPENT	BALANCE OF BUDGET
CAPITAL EXPENDITURE				
CORPORATE AND FINANCIAL SERVICES				
Computer Purchases	\$41,500	\$35,955	86.64%	\$5,545
Equipment	\$5,000	\$0	0.00%	\$5,000
Miscellaneous	\$5,000	\$0	0.00%	\$5,000
	\$51,500	\$35,955	69.82%	\$15,545
DEVELOPMENT & ENVIRONMENTAL SERVICES				
Swimming Pool	\$5,000	\$1,870	37.40%	\$3,130
	\$5,000	\$1,870	37.40%	(\$4,182)
WORKS & SERVICES				
Plant Purchases	\$760,000	\$709,215	93.32%	\$50,785
Camping Grounds	\$0	\$0		\$0
Public Conveniences	\$150,000	\$0	0.00%	\$150,000
Bridges	\$0	\$18,065	0.00%	(\$18,065)
Road Construction & Reseals	\$2,918,000	\$1,695,573	58.11%	\$1,222,427
Drainage	\$20,000	\$4,898	0.00%	\$15,102
Parks & Gardens Capital	\$11,440	\$239	2.09%	\$11,201
Infrastructure	\$82,145	\$28,235	34.37%	\$53,910
Footpaths, Kerbs & Gutters	\$40,000	\$28,185	70.46%	\$11,815
Rec Grounds	\$570,000	\$308,257	54.08%	\$261,743
Halls	\$60,000	\$11,755	19.59%	\$48,245
Buildings	\$449,000	\$196,706	43.81%	\$252,294
	\$5,060,585	\$3,001,127	59.30%	\$2,059,458
TOTAL CAPITAL WORKS				
Corporate Services	\$51,500	\$35,955	69.82%	\$15,545
Dev. & Environmental Services	\$5,000	\$1,870	37.40%	\$3,130
Works & Services	\$5,060,585	\$3,001,127	59.30%	\$2,059,458
	\$5,117,085	\$3,038,952	59.39%	\$2,078,133

17.2 DOG REGISTRATION SCHEDULE OF FEES

RESOLUTION 23/05.2025/C

Moved: Cr J Honner

Seconded: Deputy Mayor J Allwright

THAT Council adopt the following Dog Registration Schedule of Fees for 2025/2026.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacham and Cr Y Miller.

Description	Paid by 31 July 2025	Paid after 31 July 2025
Domestic Dog (Desexed)	\$26.00	\$50.00
Domestic Dog (not Desexed)	\$50.00	\$86.00
Pensioner (1 st dog only)	\$15.00	\$26.00
Working Dog (used for the purpose of working farm stock)	\$15.00	\$26.00
Hunting Dog (used to flush game)	\$15.00	\$26.00
Greyhound (TGRA registered)	\$15.00	\$26.00
Registered Breeding Dog (TCA Registered & Dog Owner)	\$15.00	\$26.00
Special Assistance Dog (Guide Dog / Hearing Dog)	Nil	Nil
Declared Dangerous Dog	\$1,799.00	\$1,799.00
Kennel Licence Application Fee	\$62.00	
Kennel Licence Renewal Fee	\$39.00	
Impounding Reclaim Fee (First Offence)	\$26.00	
Impounding Reclaim Fee (Subsequent Offences)	\$50.00	
Pound Maintenance Fee	\$15.00 per day	
Replacement Tag (Metal Lifetime Tag)	\$7.00	
Dog Surrender Fee	\$120.00	
Formal Notice of Complaint Fee	\$60.00 (Refundable)	

REPORT BY Graham Rogers, Manager DES

BACKGROUND

In accordance with the Dog Management Policy Council must determine all fees payable under the *Dog Control Act 2000*. The schedule of fees is to be set annually and is to be in line with the financial year, i.e. 1st July to 30th June.

CURRENT SITUATION

It is being proposed to apply a 5.13% increase (rounded to the nearest dollar) to the fees for 2025/2026 as follows:

	Paid by 31 July		Paid after 31 July	
	Current 2024/25	Proposed 2025/26	Current 2024/25	Proposed 2025/26
Domestic Dog (Desexed)	\$25.00	\$26.00	\$48.00	\$50.00
Domestic Dog (not Desexed)	\$48.00	\$50.00	\$82.00	\$86.00
Pensioner (1 st dog only)	\$14.00	\$15.00	\$25.00	\$26.00
Working Dog (used for the purpose of working farm stock)	\$14.00	\$15.00	\$25.00	\$26.00
Hunting Dog (used to flush game)	\$14.00	\$15.00	\$25.00	\$26.00
Greyhound (TGRA registered)	\$14.00	\$15.00	\$25.00	\$26.00
Registered Breeding Dog (TCA Registered & Dog Owner holding current membership of the TCA)	\$14.00	\$15.00	\$25.00	\$26.00
Special Assistance Dog (Guide Dog / Hearing Dog)	Nil	Nil	Nil	Nil
Declared Dangerous Dog	\$1,711.00	\$1,799.00	\$1,711.00	\$1,799.00

	Current 2024/25	Proposed 2025/26
Kennel Licence Application Fee	\$59.00	\$62.00
Kennel Licence Renewal Fee	\$37.00	\$39.00
Impounding Reclaim Fee (First Offence)	\$25.00	\$26.00
Impounding Reclaim Fee (Subsequent Offences)	\$48.00	\$50.00
Pound Maintenance Fee	\$14.00 per day	\$15.00 per day
Replacement Tag (Metal Lifetime Tag)	\$7.00	\$7.00
Dog Surrender Fee	\$114.00	\$120.00
Formal Notice of Complaint Fee	\$57.00 (Refundable)	\$60.00 (Refundable)

17.3 RENEWAL ELECTRIC HIGHWAY TASMANIA SITE AGREEMENT DERWENT BRIDGE

RESOLUTION 24/05.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council approve the Acting General Manager to sign the renewal of the Lease Agreement between Electric Highway Tasmania and Central Highlands Council.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

IMPLICATIONS AND FINANCIALS

Strategic Plan	3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services
Council Policy	Policy 2022–63 Climate Change Adaptation & Mitigation
Legislative Context	Local Government Act 1993
Consultation	Council's Senior Management Team
Impact on Budget/Resources	As per 24/25 Council approved budget
Risk	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

REPORT BY Adam Wilson, Deputy General Manager

Attachments

- [Renewal of the Lease Agreement between Electric Highway Tasmania and Central Highlands Council \(DRAFT\); and](#)
- [Letter from Mr Clive Attwater, Managing Director of Electric Highway Tasmania dated the 4 April 2025.](#)

BACKGROUND

A letter has been received from Mr Clive Attwater, Managing Director of Electric Highway Tasmania on the 4 April 2025 asking to renew the lease agreement for the license to operate electric charging facilities at 11570 Lyell Highway, Derwent Bridge, for a further five (5) years in accordance with clause 6 of the lease agreement dated the 17 June 2020.

Mr Attwater states that the use of the site at Derwent Bridge has grown gradually since installation nearly five years ago but is still subsidised from their operations elsewhere. They anticipate that in two to three years' time the site will be financially viable.

A lease agreement between Electric Highway Tasmania and Central Highlands Council was approved at the Ordinary Meeting of Council in January 2020:

Moved: Cllr J Honner

Seconded: Cllr R Cassidy

That Council approve the General Manager to sign and seal the redrafted Lease Agreement between Electric Highway Tasmania and Central Highlands Council.

CARRIED

FOR the Motion:

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

This agreement allowed all parties to the agreement to work co-operatively on the operation and maintenance of the charging station at Derwent Bridge.

Cllr A Bailey declared an interest and left the meeting at 12.10pm

17.4 COMMUNITY DONATION REQUEST - OUSE COUNTRY CLUB CARPET

RESOLUTION 25/05.2025/C

Moved: Cllr A Archer

Seconded: Cllr R Cassidy

THAT Council contribute \$700 to Ouse Country Club to contribute towards update to carpet from the Community Grants allocation.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cllr A Archer; Cllr R Cassidy; Cllr J Hall; Cllr J Honner; Cllr D Meacheam and Cllr Y Miller.

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

Council have received a Community Grant Application from Ouse Country Club.

The Club is currently seeking support for replacement of the 35-year-old carpet in the Golf Club Building, with the intention of replacing with hard wearing carpet which will improve the function and appeal of the building.

The club has received funding for the project in the last round of the Cattle Hill Wind Farm Community Fund. However, due to the time lag between the grant submission, and the announcement, the costs for the project have increased by \$700.

The total cost of the project is \$20,460, with additional in-kind contributions by Ouse Country Club volunteers.

Financial implications: there is sufficient finances available in the Community Grants budget to allocate to this request.

Attachments - Community grants application

Cr A Bailey returned to the meeting at 12.12pm

18. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – NATURAL ENVIRONMENT

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

- 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

18.1 DERWENT CATCHMENT PROJECT

RESOLUTION 26/05.2025/C

Moved: Deputy Mayor J Allwright

Seconded: Cr Y Miller

THAT the Derwent Catchment Project Report for April 2025 be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.



Derwent Catchment Project Council Report April – May 2025

General business

Nature Repair Plan Pilot – our successful election bid!

Following Labor's election win and Rebecca White's success in securing the seat of Lyons, the Derwent Catchment Project is working on the next steps to secure our **\$10 million election commitment** for a Nature Repair Plan Pilot for the Derwent Catchment.

Aligned with the National Biodiversity Strategy and global 30x30 goals, the pilot will develop and implement a comprehensive nature repair plan, prioritising targeted restoration and land management activities with a focus on river restoration, invasive species control and biosecurity preparedness, working with farmers on best practice agriculture and nature repair market opportunities, and priority actions for threatened species and vegetation communities. The plan will also provide a portfolio of investment opportunities for prospective buyers in the future nature marketplace.

We will organise to give a presentation to Council about the Nature Repair Plan and Pilot and what this election commitment means for the Central Highlands NRM program going forward.



Water monitoring

Morgan has visited the water quality monitors that the DCP has inherited from the Derwent Estuary Program on the Tyenna, Clyde and Ouse rivers. He is currently working closely with the Derwent Estuary Program to develop a dashboard for viewing and using the data.

Agri-best practice programs

Strategic Actions 4.7 Support and assist practical programs that address existing environmental problems and improve the environment.

The Carbon Outreach Program

We have organised a workshop on the East Coast for 11th June and are liaising with Southern Midlands Council to advertise a date for their region, tentatively 19th June. We are also working with the Coal River Valley Producers group to arrange an event for members. These workshops will be part of the national Carbon Outreach Program, an Australian Government initiative aimed at supporting farmers and land managers in reducing greenhouse gas emissions and enhancing carbon sequestration.

Derwent Pasture Network

Our most recent pasture network activity has focussed on planning activities for our new climate smart agriculture project being delivered in partnership with NRM South. This has involved reviewing and reporting on the trial sites we have available to

us and on developing and now delivering a series of producer surveys that will inform our extension approach. We will use this consultation to assist our delivery of two field events in the next six weeks. Alongside this we are scoping options for engaging land managers in trialling practice changes that will aim to build increased resilience into their dryland grazing systems. A series of fact sheets will support these management interventions, with four factsheets being developed initially to update some of network learnings to date.

Weed Management Programs

Central Highlands Weed Management Plan

Strategic Actions 4.4 Continue the program of weed reduction in the Central Highlands, and 4.7 Support and assist practical programs that address existing environmental problems and improve the environment.

As the weather begins to shift, signalling the end of the spray season, the team has completed their final application of herbicide targeting woody weeds along the Lyell Highway. This work, funded by State Growth, also supported efforts by local landholders along the affected section of the highway. While only a few days of manual control remain in the Highlands, the team is satisfied with the level of coverage achieved along the roadside. A full review of the season's outcomes is planned for spring.



Roadside weed management – Lyell Hwy

Restoration and Conservation

Strategic Actions: 4.1 Continue to fund and support the Derwent Catchment Project and 4.7 Support and assist practical programs that address existing environmental problems and improve the environment.

Hamilton Native Plant Nursery

April has been relatively quiet at the nursery throughout April. We've finished up at the New Norfolk markets until the spring. We did reasonably well, selling an average of 100 plants per market. Orders for autumn plantings have been filled, and a mock-up of a nature strip will be displayed at the Bridgewater Bridge opening later in the month.

Rivers

Tyenna River Recovery

The Willow Warriors working bee held on April 12th was a successful event, with significant progress made in controlling willow infestations. Large willows were felled on private land, and a dedicated team of volunteers treated the infestation located beneath the TASSAL ponds. A comprehensive review of willow presence within the Maydena area was also completed, revealing that only three trees require follow-up treatment. Efforts are currently underway to secure landholder agreements for willows located outside the riparian zone. Additionally, a large log jam near Mount Field has been scheduled for removal by the end of May.



Clyde River – Flood Resilience Project

We are still awaiting the grant deed to sign for this project. DPAC have advised we should receive it in the next couple of weeks.

Conservation

Miena Cider Gum conservation program

We recently visited a private property containing one of the last remaining healthy stands of the endangered Miena cider gum. To protect this critical habitat, we will implement additional fencing, including a 400-metre section within a covenanted area. This will be enclosed with a deer-proof, floppy-top fence to exclude browsing wildlife and livestock.

Yours Sincerely,
The Derwent Catchment Team

Key Contacts:

Josie Kelman (CEO) 0427044700

Eve Lazarus (Deputy CEO) 0429170048

Morgan McPherson (Operations Manager) 0418 667 426

Karen Phillips (Nursery Manager) 0400 039 303

19. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ECONOMIC DEVELOPMENT)

Encourage economic viability within the municipality

- 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 and Bushfest 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

19.1 DEVELOPMENT & ENVIRONMENTAL SERVICES

RESOLUTION 27/05.2025/C

Moved: Cr J Honner

Seconded: Cr Y Miller

THAT the Development & Environmental Services Report be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

REPORT BY Graham Rogers, Manager DES

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
2025/25	S J Gatenby-Clark	20 Clarks Road, Westerway	Dwelling Addition
2025/24	P Shearing	13 Drysdale Road, Miena	Outbuilding

PERMITTED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/15	I C Ceron Castano	211 Bradys Lake Road, Bradys Lake	Change of Use to Visitor Accommodation
2025/19	T J & J K Parsons	3 Ponsonby Street, Hamilton	Change of Use to Visitor Accommodation

DISCRETIONARY

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/13	E R A Planning & Environment	16 Patrick Street, Bothwell	Container Refund Machine (CRM)

ANIMAL CONTROL

Total Number of Dogs Registered in 2023/2024 Financial Year – 998

Total Number of Kennel Licences Issued for 2023/2024 Financial Year – 29

2024/2025 Dog Registration Renewal have been issued and were due by 31 July 2024.

Infringement Notices have now been issued for 10 unregistered dogs.

Statistics as of 13 May 2025	
Number of Dogs Impounded during last month	0
Number of Dogs Currently Registered	947
Number of Dogs Pending Re-Registration	10
Number of Kennel Licence Renewals	33

20. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GOVERNANCE AND LEADERSHIP)

Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of our community

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

21. CONSIDERATION OF SUPPLEMENTARY AGENDA ITEMS TO THE AGENDA

21.1 NOTICE OF MOTION – CR D MEACHEAM

RESOLUTION 28/05.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT the information be received.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr A Archer; Cr A Bailey; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr D Meacheam and Cr Y Miller.

NOTICE OF MOTION

Under Division 2 – Motions, Section 16 (5) of the Local Government (Meeting Procedures) Regulations 2015, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.

Date of Meeting:	20/5/25
Councillor Name:	David Meacheam
Proposed Motion:	Zoom meeting re Marinus Link, 8/5/25. For noting.
Background Details:	<p>On May 8 I attended a Zoom meeting relating to the Marinus Link project. It was convened by Andrew Wallace from Nick Duigan's office. The <u>air time</u> was very much occupied with a presentation by Vanessa Pinto from <u>RecFit</u>.</p> <p>In essence, within the coming months two concurrent decisions have to be made. First, the development of the Northwest renewable energy zone. The second, commitment to the Marinus project. They are codependent, one won't happen without the other.</p> <p>Vanessa stated a whole set of deadlines so quickly I didn't have time to note them all down. In essence though, by the end of May the 3 major stakeholders have to <u>make a decision</u> as to whether they are committing to the project, or not. By this I presume she meant the Tasmanian, Victorian and Federal governments. As you probably know, Tasmania is the majority shareholder in the whole Marinus project. As you probably also know, Marinus is a separate entity, properly titled Marinus Link Pty Ltd or MLPL.</p> <p>At about the end of June, or perhaps early July, the business case for the Marinus development will be distributed. Vanessa described this as being a whole of State business case, with a 25 year vision. It will consider a range of investment scenarios and their likely impact.</p> <p>The redevelopment of Tarraleah seems to hang off acceptance of the whole Marinus deal. What Hydro is envisaging is making mega profits of Tarraleah as what they term a 'capacity player'. That is to say, injecting into the national grid at the points of highest demand, extracting maximum profits. I know that at Eraring power station a smaller turbine they have can be turned on at short notice and yield something like \$250,000 of pure profit every 15 minutes. Those spot prices for power can be very lucrative.</p> <p>I took the chance to raise with Andrew Wallace the State government commitment to us hosting the 1.1 GW of renewable energy production we will likely see within the next five or so years, emphasising our infrastructure development, in particular.</p>
Signature:	<i>David Meacheam</i>
Date:	9/5/25

22. CLOSURE

Mayor Triffitt thanked everyone for their contribution and declared the meeting closed at 12.18 pm.

Mayor L Triffitt

Dated: 17 June 2025



Central Highlands Council

MINUTES AUDIT PANEL MEETING – 10 JUNE 2025

Minutes of the Central Highlands Council Audit Panel Meeting was held at the Hamilton Council Chambers, Hamilton on Tuesday 10 June 2025 commencing 9.00am.

1.0 OPENING

2.0 PRESENT

Ian McMichael (Chair) and Deputy Mayor J Allwright

In Attendance: Stephen Mackey (Acting General Manager), Katrina Brazendale (Executive Assistant) and Zeeshan Tauqeer (Accountant).

Via Zoom: Mark Farrington and Han Mai from the Tasmanian Audit Office

3.0 APOLOGIES

Adam Wilson (Deputy General Manager), Cr A Bailey and Cr D Meacheam (proxy).

Mark Farrington provided the meeting with an update on the 2024/2025 Financial Audit Strategy.

Due to the lack of a quorum the Audit Panel Meeting was suspended until 12 June 2025 at 9.00am (Bothwell Office).



Central Highlands Council

MINUTES AUDIT PANEL MEETING – 12 JUNE 2025

Minutes of the Central Highlands Council Audit Panel Meeting was held at the Bothwell Council Chambers, Hamilton on Thursday 12 June 2025 commencing 9.00am.

1.0 OPENING

2.0 PRESENT

Ian McMichael (Chair) and Deputy Mayor J Allwright

In Attendance: Stephen Mackey (Acting General Manager), Katrina Brazendale (Executive Assistant) and Zeeshan Tauqeer (Accountant).

Via Zoom: Cr D Meacheam and Adam Wilson, (Deputy General Manager)

3.0 APOLOGIES

Cr A Bailey

4.0 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Deputy Mayor J Allwright

Seconded: Cr D Meacheam

Minutes of the previous Audit Panel Meeting held on Monday 14 April 2025 to be confirmed.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam



5.0 PECUNIARY INTEREST DECLARATIONS

The Chair requests all Members to indicate whether they or a close associate have or are likely to have a pecuniary interest (any pecuniary benefit or pecuniary detriment) or conflict of interest in any Item of this Agenda.

Nil

6.0 BUSINESS ARISING

6.1 Related Party Declarations – any amendments.

To be tabled at the next Council Meeting.

7.0 STANDING ITEMS

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

RESOLUTION

Moved: Deputy Mayor J Allwright

Seconded: Cr D Meacheam

THAT the Risk Management Register be listed on the Council Agenda for noting.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

7.1 DRAFT POLICY 2022 - 63 CLIMATE CHANGE ADAPTATION AND MITIGATION

Dr Josie Kelman CEO Derwent Catchment Project has reviewed Policy 2022 – 63 Climate Change Adaptation & Mitigation in line the draft Climate Change Adaption Plan 2024 for the Central Highlands.

This policy will support Council with the preparation and delivery of climate change adaptation and mitigation planning, actions and programs. The policy also aims to ensure that Council lead the community by example, taking reasonable and practical measures to reduce carbon emissions and increase climate change resilience in its operations, and by increasing community understanding of climate change, and promoting preparedness.



RESOLUTION

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council approve Policy No. 2022 – 63 Climate Change Adaption and Mitigation Policy

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

7.2 DRAFT POLICY 2014 - 20 MEDIA POLICY

The purpose of this policy is to ensure all communication with the media is consistent, fact based, well informed, timely, professional and appropriate.

RESOLUTION

Moved: Deputy Mayor J Allwright

Seconded: Cr D Meacheam

THAT the Policy No. 2014 – 20 Media Policy be deferred until the next Audit Panel Meeting.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

7.3 DRAFT POLICY 2015 - 37 INFORMATION MANAGEMENT (RECORDKEEPING) POLICY

The purpose of this policy is to provide an effective framework for Council's recordkeeping practices and document management procedures. It covers the creation of records, and their maintenance, storage, accessibility and retention, along with the individual responsibilities of Councillor's and staff with regard to their records management obligations..

RESOLUTION

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council approve Policy No. 2015 – 37 Information Management (Recordkeeping) Policy

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam



7.4 DRAFT POLICY 2013 - 07 COUNCIL CAMPING GROUND FACILITIES POLICY

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

RESOLUTION

Moved: Deputy Mayor J Allwright

Seconded: Cr D Meacheam

THAT Council approve Policy No. 2013- 07 Council Camping Ground Facilities Policy, with a minor amendment.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

8.0 NEW BUSINESS

8.1 24/25 FINANCIAL AUDIT STRATEGY - NOTED

8.2 PiLOR FRAMEWORK - NOTED

Email Friday, 30 May 2025 from Alice Johnson, Assistant Director Major Renewable Energy Projects to Acting General Manager:

“Stephen, in response to your requested PiLOR framework update, I confirm that the Valuer General has updated the valuation property classifications codes (letter and fact sheet sent to Councils in January 2025). I understand this work is now complete.

There is no update on the status and next steps for the investigation into revenue alternatives to rating for major renewable and other projects per Government's response to FoLGR (recommendation 17). That work is being led by the Office of Local Government in DPAC – you could reach out to Luke Murphy-Gregory as Assistant Director, Policy and Engagement (luke.murphy-gregory@dpac.tas.gov.au) in the first instance. You can also ask LGAT to seek an update.



ReCFIT can, as part of our engagement next Friday, also discuss whether you want us to facilitate some advice on Council/proponent agreement options to implement commitments currently being negotiated (e.g., Goldwind and PiLOR).

Also, here is a second contact at George Town Council to discuss their experience re: RPP grant funding.”

8.3 DRAFT BUDGET 2025/26

RESOLUTION

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT the Draft Budget 2025/26 be listed on the Council Agenda for approval.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

8.4 DRAFT ANNUAL PLAN 2025/26

RESOLUTION

Moved: Deputy Mayor J Allwright

Seconded: Cr D Meacheam

THAT the Draft Annual Plan 2025/26 be listed on the Council Agenda for approval.

CARRIED

For the Motion: Mr I McMichael (Chair), Deputy Mayor J Allwright and Cr D Meacheam

9.0 OTHER BUSINESS

Nil

10.0 NEXT MEETING

7th October 2025, commencing at 9.00 a.m. - Bothwell Council Chambers

11.0 CLOSURE

The meeting closed at 9.52 am.

D. G. J. POTTER
LAND CONSULTANTS

Unit 1/2 Kennedy Drive
Cambridge TAS 7170
Mob. 0412 170 970
djpotter@iinet.net.au

20th February, 2025

The General Manager
Central Highlands Council
PO Box 20
HAMILTON TAS 7140

Dear Sir/Madam,

Re: Proposed Subdivision – Victoria Valley Road, Dee for Harry J. Triffett

Please find enclosed the plan for the above.

The lot is portion of 86 hectares which has frontage to Victoria Valley Road but also entry off existing Forestry Roads.

The lot has previously had some logging activity and is mostly light regrowth vegetation.

The lot is split by 2 reserved roads both of which serve no purpose but add to the overall area.

Mentmore Road, a Forestry created road splits the lot in the lower part.

The lot has ample space and generally level land in the NW portion should a dwelling be needed or wanted.

The lot has no nearby neighbours either visibly or by sound and would suit a recreational activity associated with all the nearby fishing and boating activities.

Could you please consider the application.

Yours faithfully,

Per: AA

D.G. Potter



Development & Environmental Services
19 Alexander Street
BOTHWELL TAS 7030

Phone (03) 6259 5503
Fax (03) 6259 5722

www.centralhighlands.tas.gov.au

Date Received:	
DA Number:	
PID:	

Application for Planning Approval – Subdivision & Strata Division

Use this form to apply for subdivision approval in accordance with section 81 of the Local Government (Building & Miscellaneous Provisions) Act 1993 and section 57 and 58 of the Land Use Planning and Approvals Act 1993 (the Act).

Tick ☒ if there has been a pre-application meeting with a Council officer:

Yes: ☐ No: ☒

Officer's name

Date:

Applicant, Owner & Contact Details:

Provide details of the Applicant and Owner of the land. (Please print)

Applicant: D.G. Potter
Address: Unit 1/2 Kennedy Drive
Cambridge 7170
Email: djpotter@inet.net.au

Phone No:
Fax No:
Mobile No: 0412 170 970

Owner: Harry Triffett
Address: 611 Half Moon Marsh Rd
Bronte Park 7140

Phone No: 0488 005 455
Fax No:

Land Details:

Provide details of the land, including street address, title details and the existing use.

Address: Victoria Valley Road
DEE

Volume: 236776/
Folio: 1

Existing Use: Rural

Please use definitions in planning scheme

Proposed Development Details:

Provide details of the proposed subdivision development.

Development: Subdivision

Tick ☒ if proposed developed is to be staged:

Yes ☐ No ☒

Tick ☒ Is the proposed development located on land previously used as a tip site?

Yes ☐ No ☒

Provide an estimate of the completed value of the proposed development works, including the value of all site works and any labour contributions by the Applicant or the Owner.

Est. value: \$ NIL Write 'Nil' if no works are proposed, e.g. boundary adjustment

Declaration:

I/we hereby apply for planning approval to carry out the subdivision development described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct.
- In relation to this application, I/we agree to allow Council employees or consultants to enter the site in order to assess the application.
- I/we authorise Council to provide a copy of any documents relating to this application to any person for the purpose of assessment or public consultation and agree to arrange for the permission of the copyright owner of any part of this application to be obtained.

Council will only use the information provided to consider and determine the application for planning approval. Information provided may be made available for public inspection in accordance with section 57 of the Act.

- I/We declare that the Owner has been notified of the intention to make this application in accordance with section 52(1) of the Land Use Planning and Approvals Act 1993.

Applies where the applicant is not the Owner and the land is not Crown land or owned by a council, and is not land administered by the Crown or a council.

Signature:

The Applicant must sign and date this form.

Date: 20-2-25

Refer to application checklist over page for additional information requirements

Checklist

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided the following at the time of lodging the application. If you are unclear on any aspect of your application, please contact Central Highlands Council by phone on (03) 6259 5503 to discuss or arrange an appointment concerning your proposal. Note that Council may require additional information in accordance with section 54 of the Land Use Planning and Approvals Act 1993.

1. A completed Application for Approval of Use/Development form.
Please ensure that the information provides an accurate description of the proposal, has the correct address and contact details and is signed and dated by the applicant.
2. A current copy of the Certificate of Title for all lots involved in the proposal.
The title details must include, where available, a copy of the search page, title plan, sealed plan or diagram and any schedule of easements (if any), or other restrictions, including covenants, Council notification or conditions of transfer.
3. Two (2) copies of the following information -
 - a) An analysis of the site and surrounding area setting out accurate descriptions of the following -
 - (i) topography and major site features including an indication of the type and extent of native vegetation present, natural drainage lines, water courses and wetlands, trees greater than 5 metres in height in areas of skyline or landscape importance and identification of any natural hazards including flood prone areas, high fire risk areas and land subject to instability;
 - (ii) soil conditions (depth, description of type, land capability etc);
 - (iii) the location and capacity of any existing services or easements on the site or connected to the site;
 - (iv) existing pedestrian and vehicle access to the site;
 - (v) any existing buildings on the site;
 - (vi) adjoining properties and their uses; and
 - (vii) soil and water management plans.
 - b) A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200 or 1:1000 for sites in excess of 1 hectare, showing -
 - (i) a north point;
 - (ii) the boundaries and dimensions of the site;
 - (iii) Australian Height Datum (AHD) levels and contours;
 - (iv) natural drainage lines, watercourses and wetlands;
 - (v) soil depth and type;
 - (vi) the location and capacity of any existing services or easements on the site or connected to the site, including the provisions to be made for supplying water and draining the lots;
 - (vii) the location of any existing buildings on the site, indicating those to be retained or demolished, and their relationship to buildings on adjacent sites, streets and access ways;
 - (viii) the use of adjoining properties;
 - (ix) the proposed subdivision lots boundaries and the building envelopes for buildings, including distinguishing numbers, boundary dimensions and areas;
 - (x) the streets, roads, footpaths and other ways public and private, existing and to be opened or constructed on the land, including the widths of any such roads, footpaths and other ways;
 - (xi) the general location of all trees over three (3) metres in height;
 - (xii) the position of any easement over or adjoining the land;
 - (xiii) the location of any buildings on the site or lots adjoining it;
 - (xiv) any proposed public open space, or communal space or facilities;
 - (xv) proposed landscaping, indicating vegetation to be removed or retained and species and mature heights of plantings; and
 - (xvi) methods of minimizing erosion and run-off during and after construction and preventing contamination of storm water discharged from the site.
4. A written submission supporting the application that demonstrates compliance with the relevant parts of the Act, State Policies and the Central Highlands Planning Scheme 1998, including a Traffic Impact Statement where the development is likely to create more than 100 vehicle movements per day.
5. Application fees.
As per Fee Schedule. Please contact Central Highland Council's Development and Environmental Services Department by phone on (03) 6259 5503 if you require assistance in calculating the fees.

SEARCH OF TORRENS TITLE

VOLUME 236776	FOLIO 1
EDITION 2	DATE OF ISSUE 08-Jun-2022

SEARCH DATE : 20-Feb-2025

SEARCH TIME : 10.55 AM

DESCRIPTION OF LAND

Parish of HARRINGTON, Land District of CUMBERLAND
Lot 1 on Plan 236776
Derivation : Whole of Lot 18524 Gtd to F.R. Evans.
Prior CT 3503/27

SCHEDULE 1

M959619 ASSENT to HARRY JAMES TRIFFETT Registered
08-Jun-2022 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

OS. 512

VOL.

FOL.

ANNEXURE TO CERTIFICATE OF TITLE

3503

27

REGISTERED NUMBER

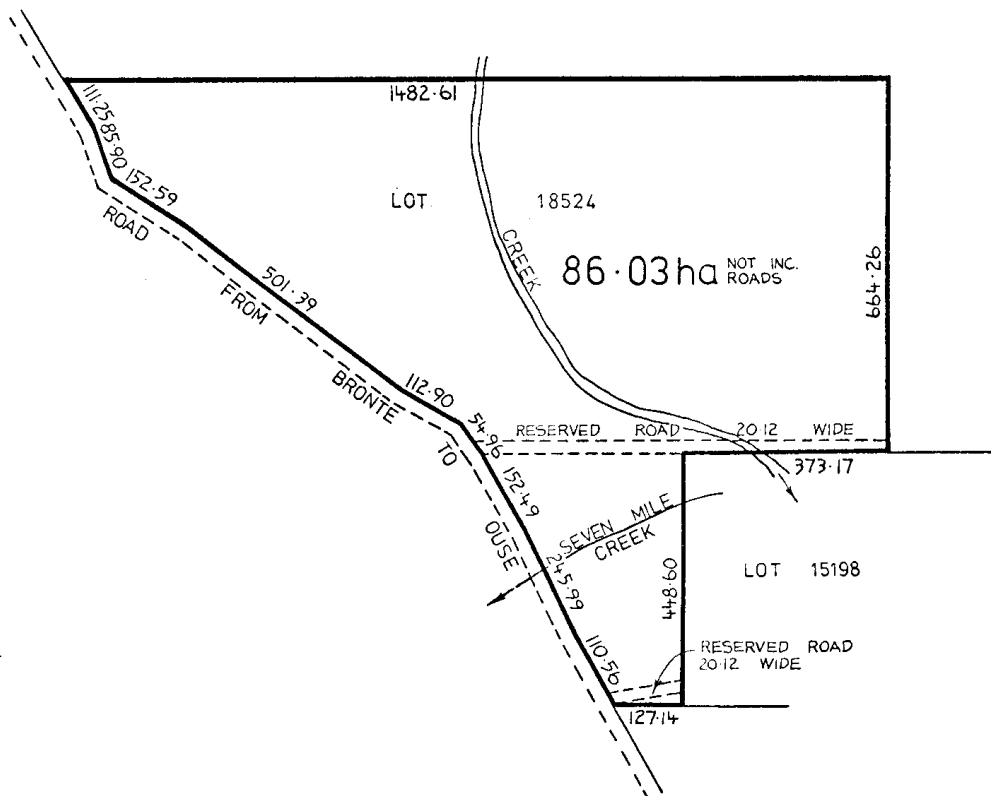
236776

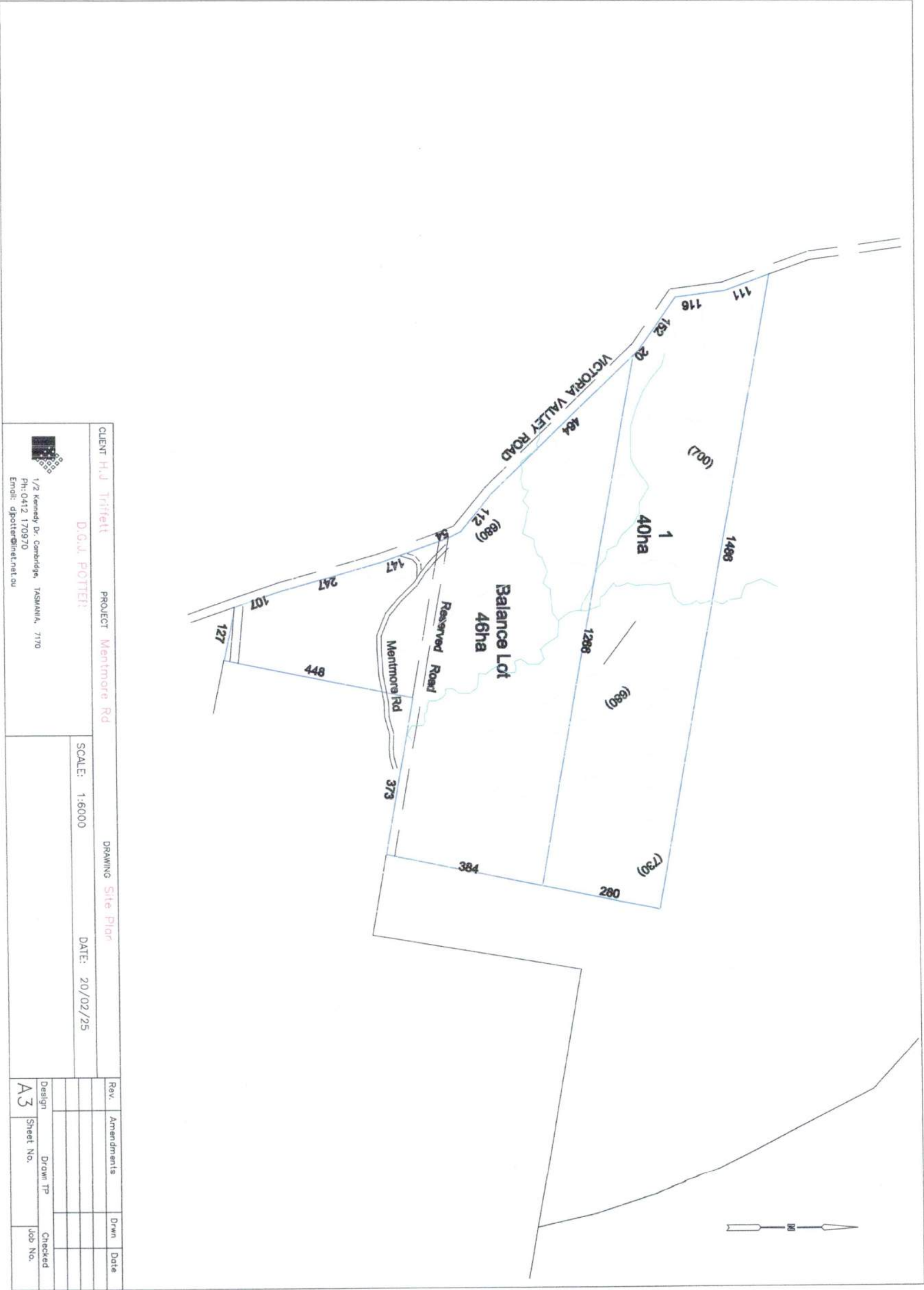
Recorder of Titles



Lot 1 of this plan consists of all the land comprised in the above-mentioned cancelled folio of the Register.

PH. HARRINGTON
MEAS. IN METRES







Bushfire Hazard Report



Location: Lot 1 Victoria Valley Road, Dee.

Applicant: H. Triffett

Date: April 2025

Certification number: BW043v1

Author: Mark Van den Berg – BFP-108

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Disclaimer:

The measures contained in Australian Standard 3959-2009 cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather conditions. Reasonable steps have been taken to ensure that the information contained within this report is correct and reflects the conditions on and around the proposal at the time of assessment. The assessment has been based on the information provided by you or your designer.

Authorship: This report was prepared by Mark Van den Berg BSc. (Hons.) FPO (planning) of BushfireWise. Base data for mapping including digital and aerial photography: TasMap, LIST, GoogleEarth, Mark Van den Berg.

1.0 Introduction

This Bushfire Hazard Report has been completed to form part of supporting documentation for a planning permit application for a proposed subdivision. The proposed subdivision occurs in a Bushfire-prone Area defined by the Tasmanian Planning Scheme – Central Highlands (the Scheme). This report has been prepared by Mark Van den Berg, a qualified person under Part 4a of the *Fire Service Act 1979* of BushfireWise for D & M Oates.

The report considers all the relevant standards of Code C13 of the Scheme, specifically;

- The requirements for appropriate Hazard Management Areas (HMA's) in relation to building areas;
- The requirements for Public and Private access;
- The provision of water supplies for firefighting purposes;
- Compliance with the planning scheme, and
- Provides a Bushfire Hazard Management Plan to facilitate appropriate compliant future development.

2.0 Proposal

The subdivision of land resulting in two lots is proposed as per the proposed plan of subdivision in appendix A. Public access to new lots will be provided by existing public roadways. The development is proposed to occur as a single stage. Both lots are undeveloped vacant land.

3.0 Site Description

The subject site comprises private land on a single title at Lot 1 Victoria Valley Road, Dee, CT: 236776/1 (Figure 1). Located in the municipality of the Central Highlands, this application is administered through the Tasmanian Planning Scheme – Central Highlands which makes provision for subdivision.

The site is situated between Highland Waters and Dee Lagoon, approximately 1.7 km north-west of Mentmore Marsh (Figure 1). The local area is characterised by native forest vegetation on large lots (generally >1 hectare) and is dominated by landscape scale bushfire-prone vegetation. The building areas feature gentle to moderate slopes with southerly and north-easterly aspects. Surrounding lands are sparsely developed and carry forest vegetation which is fragmented by roads, lakes and marshes (Figure 2).



Figure 1. The site in a topographical context, pink line defines the subdivision area (approx.).



Figure 2. Aerial photo of the site, pink line defines the subdivision area (approximate).

4.0 Bushfire Hazard Assessment

4.1 Vegetation

The sites and adjacent lands within 100 metres of the proposed building areas carry forest vegetation. (figures 3 to 5). Forest vegetation within proposed lots has linkages with landscape scale bushfire-prone vegetation units in all directions. The highest risk vegetation occurs in the north and north-west of the building areas.

4.2 slope

Slope influences how fast a fire moves, how intensely the fire burns and the amount of radiant heat that is given off by the burning vegetation. The 'effective slope' is the slope of the land underneath the vegetation that has the potential to burn. The effective slopes with the potential to influence the bushfire attack on the building areas gentle to moderate (0 to 5 degrees downslope).



Figure 3 Forest vegetation within lot 1 looking south from the building area within Lot 1.

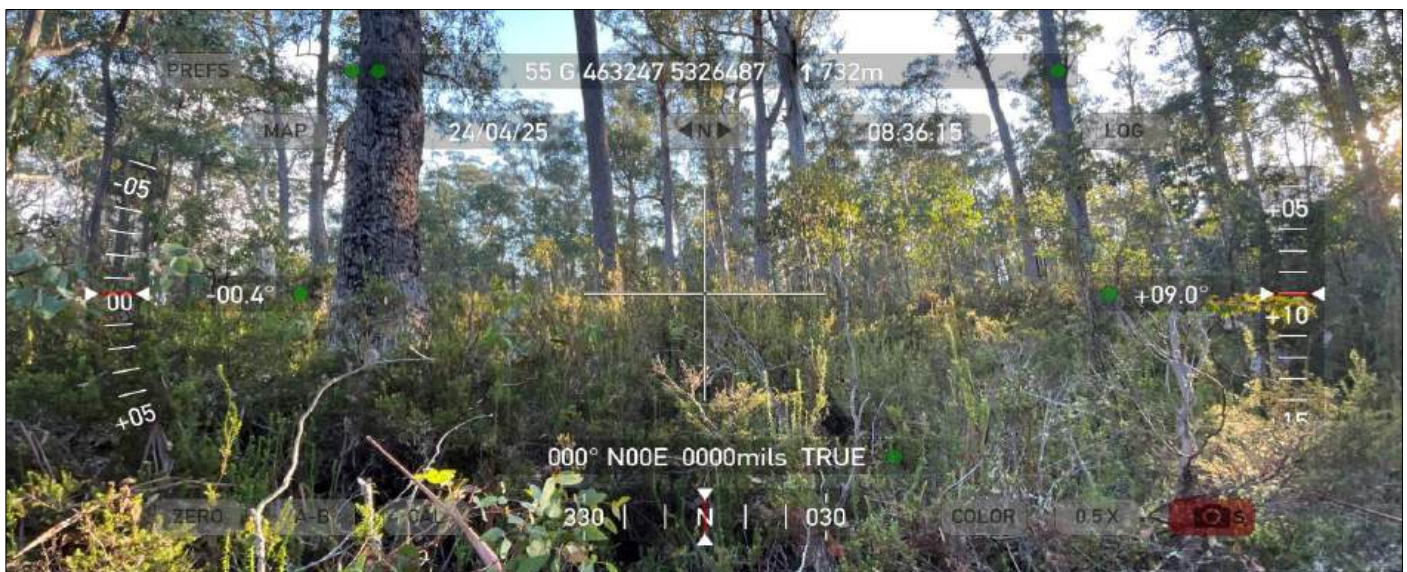


Figure 4. Forest vegetation looking north from the building area within lot 1.

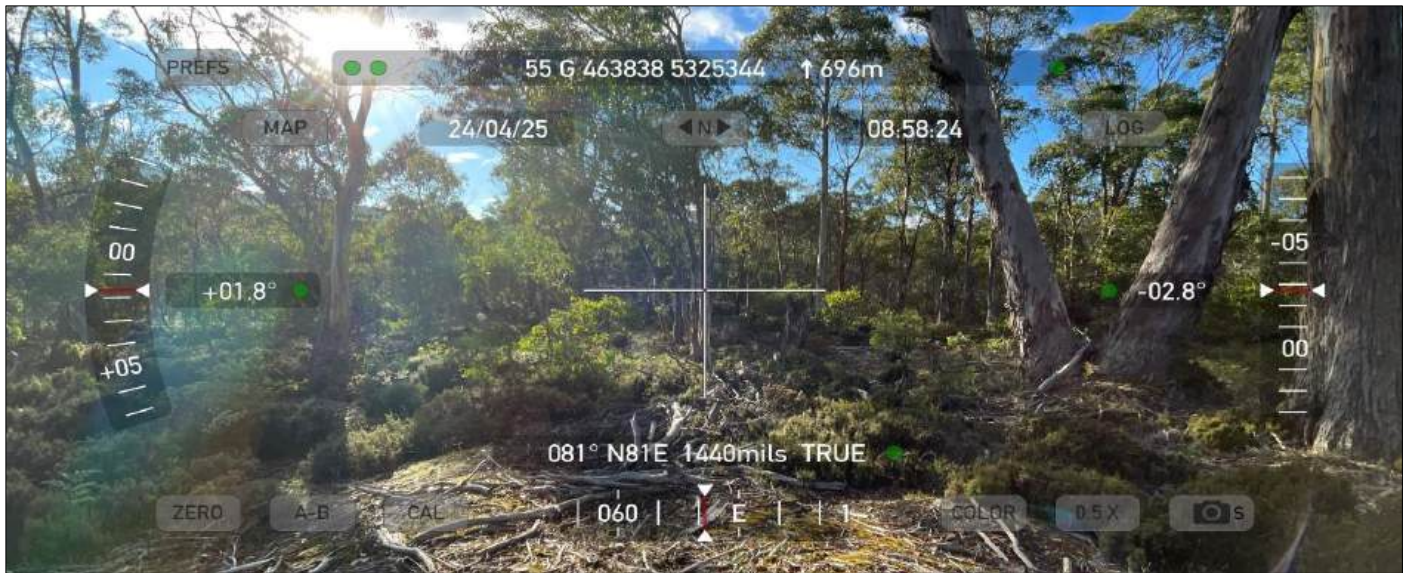


Figure 5. forest vegetation looking east from the building area within the Balance lot.

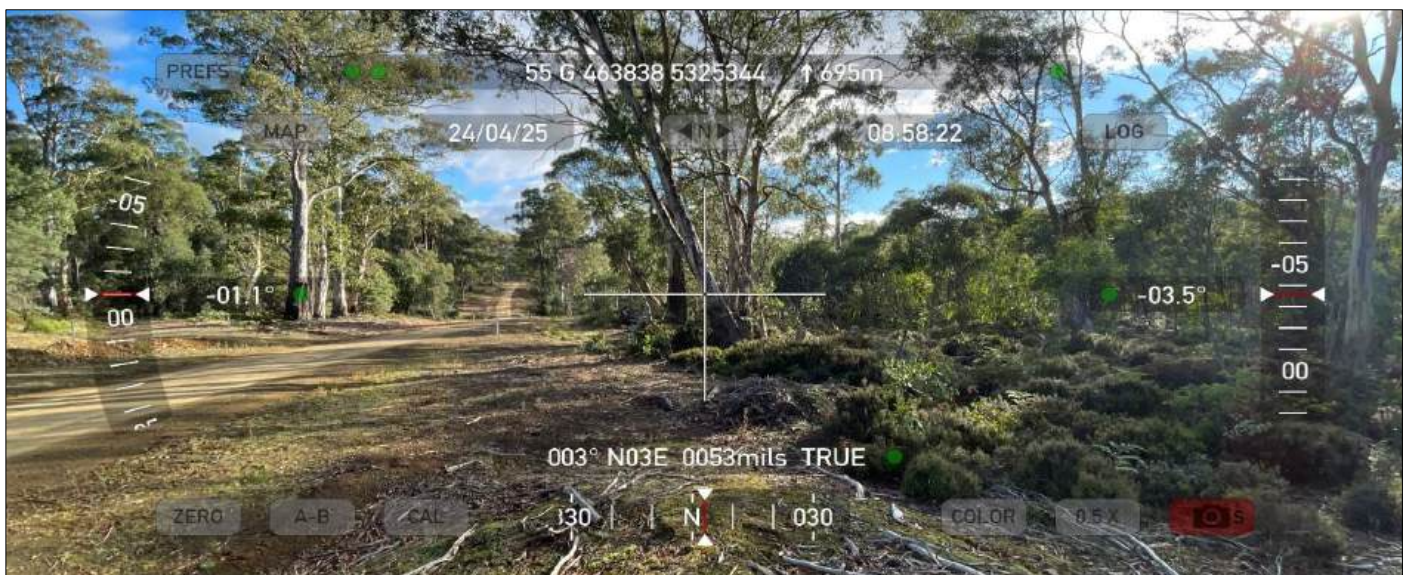


Figure 6. Victoria Valley Road looking north adjacent to the building area in the Balance lot, forest vegetation on RHS of frame within Balance lot.

4.3 Bushfire Attack Level

An assessment of vegetation and topography was undertaken within and adjacent to the building areas. A bushfire attack level assessment as per *AS3959-2018* was completed (Appendix B) which has determined setbacks for building areas from bushfire-prone vegetation such that subsequent development does not exceed BAL-19 of *AS3959-2018* (appendix B). The building area and bushfire attack level is marked on the BHMP.

5.0 Bushfire Prone Areas Code

Code C13 of the planning scheme articulates requirements for the provision of hazard management areas, standards for access and firefighting water supplies and requirements for hazard management for staged subdivisions.

5.1 Hazard Management Areas

Hazard management areas will be required to be established and/or maintained for the building areas within both lots, they will provide an area around the building within which fuels are managed to reduce the impacts of direct flame contact, radiant heat and ember attack on the site.

The Bushfire Hazard Management Plan (BHMP) shows building areas (for habitable buildings) and the associated HMA's, guidance for establishment and maintenance of HMA's is provided below and on the BHMP.

The subdivision is to occur as a single stage. Both proposed lots can accommodate a hazard management area with sufficient separation from bushfire-prone vegetation not exceeding the requirements for BAL-19 of AS3959-2018. This means that each building area is not dependent on adjacent land use or management for bushfire mitigation. Hazard management areas need to be established for new building work only.

5.1.1 Building areas

Building areas for habitable buildings are shown for both lots on the BHMP. Both lots have been assessed and a Bushfire Attack Level (BAL) assigned to them. If future building work is located within the building area and complies with the minimum setbacks, the building work may be constructed to the bushfire attack level assigned to that lot. If associated structures like sheds or other non-habitable buildings exist or are proposed, they do not need to conform to a BAL unless they are within 6 metres of the habitable building.

5.1.2 Hazard Management Area requirements

A hazard management area is the area, between a habitable building or building area and the bushfire prone vegetation which provides access to a fire front for firefighting, is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire. This can be achieved through, but is not limited to the following strategies:

- Remove fallen limbs, sticks, leaf and bark litter.
- Maintain grass at less than a 100mm height.
- Avoid or minimise the use of flammable mulches (especially against buildings).
- Thin out under-story vegetation to provide horizontal separation between fuels.
- Prune low-hanging tree branches (<2m from the ground) to provide vertical separation between fuel layers.
- Remove or prune larger trees to establish and maintain horizontal separation between tree canopies.
- Minimise the storage of flammable materials such as firewood.
- Maintain vegetation clearance around vehicular access and water supply points.
- Use low-flammability plant species for landscaping purposes where possible.

- Clear out any accumulated leaf and other debris from roof gutters and other debris accumulation points.

It is not necessary to remove all vegetation from the hazard management area, trees and shrubs may provide protection from wind borne embers and radiant heat under some circumstances if other fuels are appropriately managed.

5.2 Public and firefighting Access

5.2.1 Public Roads & Fire Trails

There is no proposal for the construction of new public roadways or fire trails as part of this proposal, in this circumstance there are no applicable standards for the construction of new public roads or fire trails.

5.2.2 Property access (for building compliance)

Property access, greater than 30 metres in length is required to access the building areas. The property access will be required to comply with the following specifications to facilitate safe access and egress of the site and achieve compliance with the Determination. These specifications are required for new buildings only.

- a) all-weather construction;
- b) load capacity of at least 20 tonnes, including for bridges and culverts;
- c) minimum carriageway width of 4 metres;
- d) minimum vertical clearance of 4 metres;
- e) minimum horizontal clearance of 0.5 metres from the edge of the carriageway, excluding gate posts;
- f) cross falls of less than 3 degrees (1:20 or 5%);
- g) dips less than 7 degrees (1:8 or 12.5%) entry and exit angle;
- h) curves with a minimum inner radius of 10 metres;
- i) maximum gradient of 15 degrees (1:3.5 or 28%) for sealed roads, and 10 degrees (1:5.5 or 18%) for unsealed roads; and
- j) terminate with a turning area for fire appliances provided by one of the following:
 - (i) a turning circle with a minimum outer radius of 10 metres;
 - (ii) a property access encircling the building; or
 - (iii) a hammerhead "T" or "Y" turning head 4 metres wide and 8 metres long.

5.3 Water supplies for firefighting

The lots are not serviced by a reticulated water supply. Therefore, a static water supply dedicated for firefighting purposes will be provided for each building area. Static firefighting water supplies will comply with table 1 below and are required for new building work only.

Table 1. Specifications for static firefighting water supplies.

Element		Requirement
A.	Distance between building area to be	The following requirements apply:

Element		Requirement
	protected and water supply	<p>(a) The building area to be protected must be located within 90 metres of the firefighting water point of a static water supply; and</p> <p>(b) The distance must be measured as a hose lay, between the firefighting water point and the furthest part of the building area.</p>
B.	Static Water Supplies	<p>A static water supply:</p> <p>(a) May have a remotely located offtake connected to the static water supply;</p> <p>(b) May be a supply for combined use (firefighting and other uses) but the specified minimum quantity of firefighting water must be available at all times;</p> <p>(c) Must be a minimum of 10,000 litres per building area to be protected. This volume of water must not be used for any other purpose including firefighting sprinkler or spray systems;</p> <p>(d) Must be metal, concrete or lagged by non-combustible materials if above ground; and</p> <p>(e) If a tank can be located so it is shielded in all directions in compliance with Section 3.5 of AS 3959:2018, the tank may be constructed of any material provided that the lowest 400 mm of the tank exterior is protected by:</p> <ul style="list-style-type: none"> (i) metal; (ii) non-combustible material; or (iii) fibre-cement a minimum of 6 mm thickness.
C.	Fittings, pipework & Accessories (including stands & tank supports)	<p>Fittings and pipework associated with a firefighting water point for a static water supply must:</p> <p>(a) Have a minimum nominal internal diameter of 50mm;</p> <p>(b) Be fitted with a valve with a minimum nominal internal diameter of 50mm;</p> <p>(c) Be metal or lagged by non-combustible materials if above ground;</p> <p>(d) Where buried, have a minimum depth of 300mm;</p> <p>(e) Provide a DIN or NEN standard forged Storz 65 mm coupling fitted with a suction washer for connection to firefighting equipment;</p> <p>(f) Ensure the coupling is accessible and available for connection at all times;</p> <p>(g) Ensure the coupling is fitted with a blank cap and securing chain (minimum 220 mm length);</p> <p>(h) Ensure underground tanks have either an opening at the top of not less than 250 mm diameter or a coupling compliant with this Table; and</p> <p>(i) Where a remote offtake is installed, ensure the offtake is in a position that is:</p> <ul style="list-style-type: none"> (i) Visible; (ii) Accessible to allow connection by firefighting equipment; (iii) At a working height of 450 – 600mm above ground level; and (iv) Protected from possible damage, including damage by vehicles.
D.	Signage for static water connections	<p>The firefighting water point for a static water supply must be identified by a sign permanently fixed to the exterior of the assembly in a visible location. The sign must:</p> <p>(a) comply with water tank signage requirements within AS 2304:2019; or</p> <p>(b) comply with the Tasmania Fire Service Water Supply Signage Guideline published by the Tasmania Fire Service.</p>
E.	Hardstand	<p>A hardstand area for fire appliances must be provided:</p> <p>(a) No more than three metres from the firefighting water point, measured as a hose lay (including the minimum water level in dams, swimming pools and the like);</p> <p>(b) No closer than six metres from the building area to be protected;</p> <p>(c) With a minimum width of three metres constructed to the same standard as the carriageway; and,</p> <p>(d) Connected to the property access by a carriageway equivalent to the standard of the property access.</p>

6.0 Compliance

6.1 Planning Compliance

Table 2 summarises the compliance requirements for subdivisions in bushfire prone areas against Code C13 of the Scheme as they apply to this proposal. A planning certificate has been issued for the associated BHMP as being compliant with the relevant standards as outlined in appendix D.

Table 2. Compliance with Code C13 of the Huon Valley Interim Planning 2015.

Clause	Compliance
C13.4 Use or development exempt from this code	The proposal is not exempt from Code C13.
C13.5 1 Vulnerable Uses	The proposal is not classified as Vulnerable Use. Not applicable.
C13.5.2 Hazardous Uses	The proposal is not classified as Hazardous Use. Not applicable.
C13.6.1 Subdivision: Provision of hazard management areas	The Bushfire Hazard Management Plan is certified by an accredited person. Both lots have building areas and associated hazard management areas shown which do not exceed BAL-19 construction standards. Hazard management areas are able to be contained within each individual lot, therefore there is no requirement for part 5 agreements or easements to facilitate hazard management. Both lots are compliant with the acceptable solution at A1(b).
C13.6.2 Subdivision: Public and firefighting access	There is no proposal for new public roadways or fire trails as part of this development. The Bushfire Hazard Management Plan shows the location of property access for both lots and standards for their construction. The proposal is compliant with the acceptable solution at A1, (b). The Bushfire Hazard Management Plan is certified by an accredited person.
C13.6.3 Subdivision: Provision of water supply for firefighting purposes	Dedicated, static, firefighting water supplies will be provided in accordance with table C13.5. for both lots Both lots are complaint at A2,(b).

6.1.1 Planning Compliance Requirements

There are no bushfire mitigation works required to achieve planning compliance with Code C13.

6.2 Building Compliance (for future building work)

If future development is undertaken in compliance with the Bushfire Hazard Management Plan associated with this report, a building surveyor may rely upon it for building compliance purposes if it is not more than 6 years old.

7.0 Summary

The Bushfire Hazard Report for Lot 1 Victoria Valley Road, Dee, evaluates and mitigates bushfire risks for a proposed subdivision. Prepared by BushfireWise for H. Triffett, it supports a planning permit application under the Tasmanian Planning Scheme – Central Highlands. The site is located north-west of Mentmore Marsh and features large rural lots with gentle to moderate slopes. Vegetation is dominated by forests with sparse residential development.

The report includes a Bushfire Hazard Management Plan (BHMP) which details hazard management areas, building areas, access requirements, and firefighting water supply provisions to comply with Code C13 of the Tasmanian Planning Scheme – Central Highlands. Each proposed lot can accommodate a hazard management area compliant with BAL-19 standards (AS3959-2018). The BHMP also outlines requirements for property access and firefighting water supplies, ensuring that future development meets compliance standards. Future development must achieve the requirements of BHMP to mitigate bushfire risks effectively, if the requirements cannot be achieved, a new report will be required.

8.0 References

Building Amendment (Bushfire-Prone Areas) Regulations 2014 Building Regulations 2016.

Directors Determination – Bushfire Hazard Areas, version 1.2, 16th July 2024.

Standards Australia 2018, *Construction of buildings in bushfire prone areas*, Standards Australia, Sydney.

Tasmanian Planning Commission 2017, *Planning Directive No.5.1 – Bushfire prone Areas Code*. Tasmanian Planning Commission, Hobart. 1st September 2017.

The Bushfire Planning Group 2005, *Guidelines for development in bushfire prone areas of Tasmania – Living with fire in Tasmania*, Tasmania Fire Service, Hobart.

Tasmanian Planning Scheme – Central Highlands.

Huon Valley Interim Planning 2015



Appendix B – BAL assessment

Table 1. Bushfire Attack Level Assessment – Lot 1

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Forest [^]	upslope	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
East	Forest [^]	flat	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
South	Forest [^]	>0 to 5° downslope	0 to 100 metres	27 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
West	Forest [^]	0° to 5° downslope	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 and Figures 2.4 (A) to 2.4 (H).

^{*} Low threat vegetation as per Bushfire Prone Areas Advisory Note (BHAN) No.1-2014, version 3, 8/11/2017.

^{^^} Exclusions as per AS3959-2018, section 2.2.3.2, (a) to (f).

Table 2. Bushfire Attack Level Assessment – Balance Lot

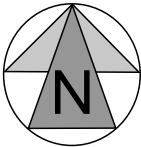
Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Forest^	>0 to 5° downslope	0 to 100 metres	27 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
East	Forest^	flat	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
South	Forest^	upslope	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		
West	Forest^	flat	0 to 100 metres	23 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		

^ Vegetation classification as per AS3959-2018 and Figures 2.4 (A) to 2.4 (H).

* Low threat vegetation as per Bushfire Prone Areas Advisory Note (BHAN) No.1-2014, version 3, 8/11/2017.

^^ Exclusions as per AS3959-2018, section 2.2.3.2, (a) to (f).

Appendix D – Planning Certificate



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mark@bushfirewise.com.au

Compliance Requirements
(for future building work)

Property Access

- Property access must have an all-weather surface, support a 20-tonne load (including bridges and culverts), and provide a minimum 4 m carriageway width, 4 m vertical clearance, and 0.5 m horizontal clearance (excluding gate posts).
- Cross falls must be les than 3°, dips less than 7°, and curves must have a 10 m inner radius. Maximum gradients are 15° for sealed roads and 10° for unsealed roads.
- The access must terminate with a turning area for fire appliances provided by one of the following: a 10 m outer-radius turning circle, a property access encircling the building, or a 4 m x 8 m hammerhead “T” or “Y” turning head.

Water Supplies for Firefighting

- The building area must be within a 90 m hose lay of a static water supply’s firefighting water connection point. This supply may include a remote offtake and serve multiple uses, provided 10,000 L per building area is always reserved for firefighting (excluding sprinklers/spray systems). Aboveground tanks must be metal, concrete, or lagged with non-combustible materials; if shielded per AS 3959:2018, they may be any material, provided the lowest 400 mm is protected by metal, non-combustible material, or 6 mm fibre-cement.
- Fittings and pipework must have a 50 mm nominal diameter (including the valve) and be metal or lagged above ground, or buried at least 300 mm. They must include a DIN/NEN standard forged Storz 65 mm coupling with suction washer, blank cap, and a 220 mm chain. Underground tanks need an opening ≥250 mm or a compliant coupling; any remote offtake must be visible, placed 450–600 mm above ground, and protected from damage.
- A permanent sign must identify the firefighting water point in line with AS 2304:2019 or Tasmania Fire Service guidelines.
- A hardstand must be within 3 m (hose lay) of the water connection point, at least 6 m from the building area, at least 3 m wide and constructed to the same standard as the carriageway to which it is connected.

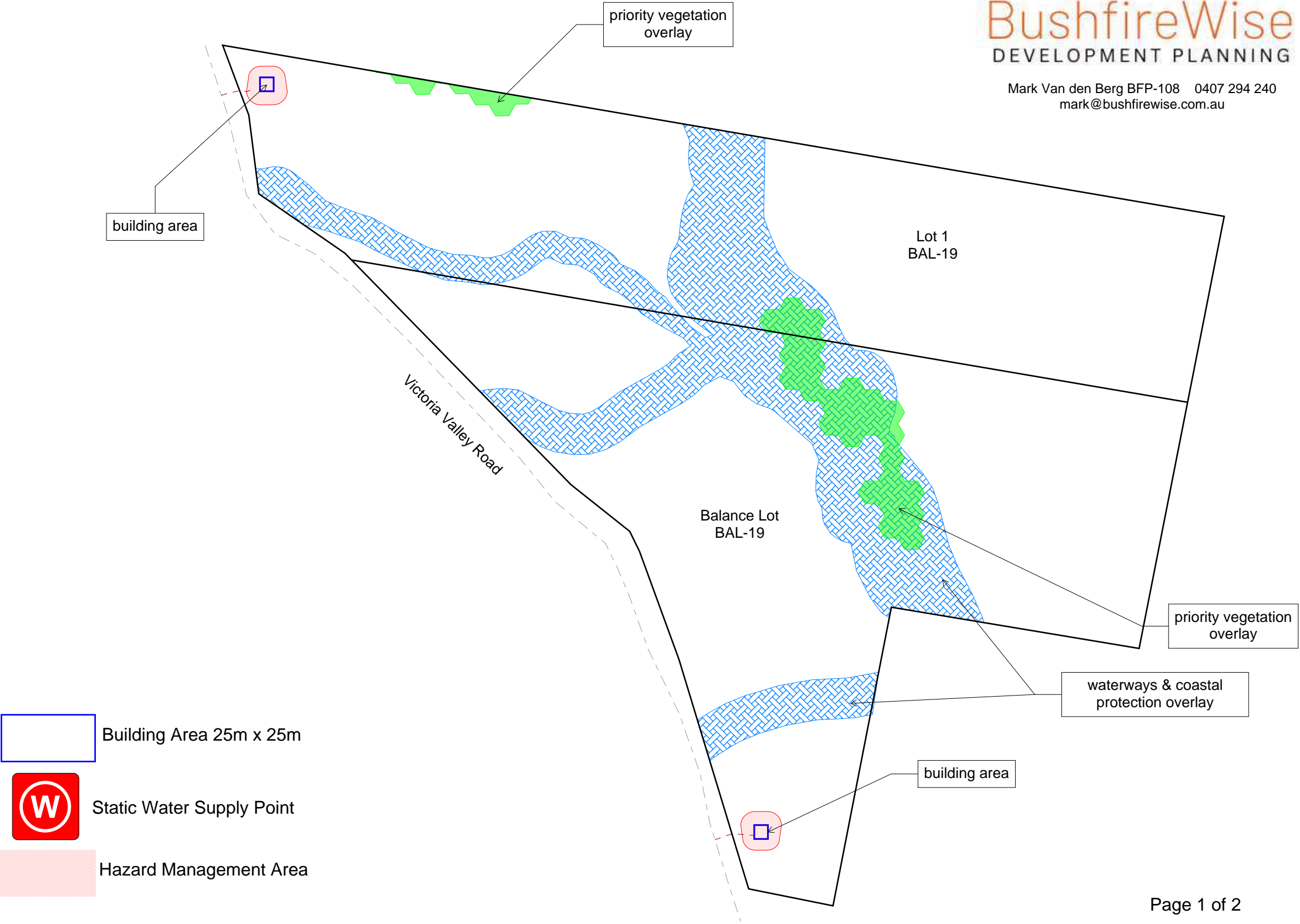
Hazard Management Area

A hazard management area is required to be established and maintained for the life of the building and is shown on this BHMP. Guidance for the establishment and maintenance of the hazard management area is also provided.

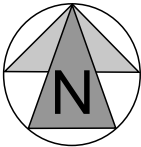
A hazard management area is the area, between a habitable building or building area and the bushfire prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire. This can be achieved through, but is not limited to the following actions;

- Remove fallen limbs, sticks, leaf and bark litter;
- Maintain grass at less than a 100mm height;
- Remove pine bark and other flammable mulch (especially from against buildings);
- Thin out under-story vegetation to provide horizontal separation between fuels;
- Prune low-hanging tree branches (<2m from the ground) to provide (vertical separation between fuel layers;
- Prune larger trees to maintain horizontal separation between canopies;
- Minimise the storage of flammable materials such as firewood;
- Maintain vegetation clearance around vehicular access and water supply points;
- Use low-flammability species for landscaping purposes where appropriate;
- Clear out any accumulated leaf and other debris from roof gutters and other accumulation points.

It is not necessary to remove all vegetation from the hazard management area, trees may provide protection from wind borne embers and radiant heat under some circumstances.



Do not scale from this drawing, use dimensions only. Written specifications to take precedence over diagrammatic representations.	Date : 29/04/2025	H. Triffett	Bushfire Hazard Management Plan	Building Specifications to as marked to AS3959-2018	Certification No. BW043v1 Mark Van den Berg Acc. No. BFP-108 Scope 1, 2, 3A, 3B, 3C.
	CT: 236776/1	C/O Lot 1 Victoria Valley Rd., Dee, Tas., 7140			



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mark@bushfirewise.com.au

Compliance Requirements
(for future building work)

Property Access

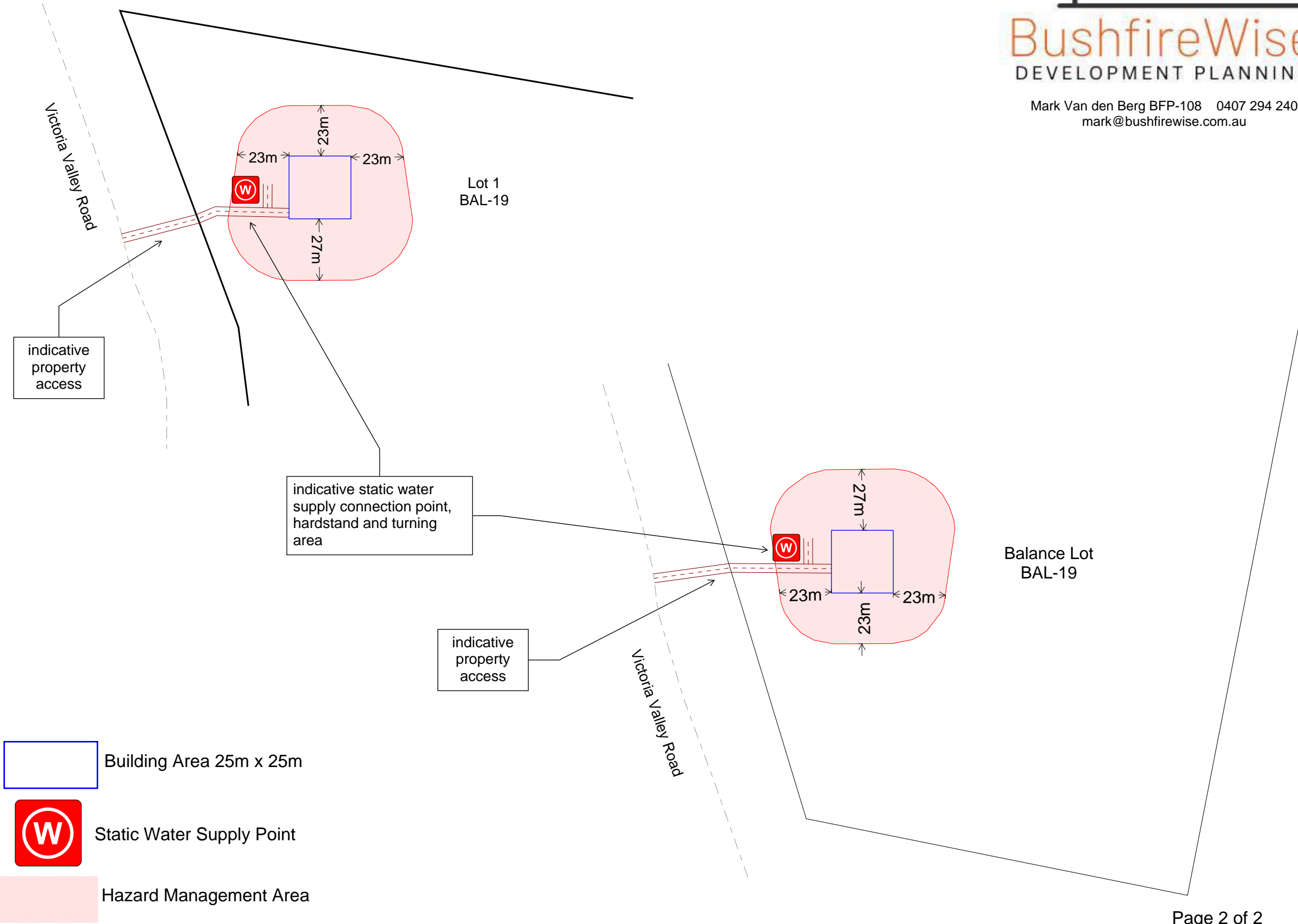
- Property access must have an all-weather surface, support a 20-tonne load (including bridges and culverts), and provide a minimum 4 m carriageway width, 4 m vertical clearance, and 0.5 m horizontal clearance (excluding gate posts).
- Cross falls must be less than 3°, dips less than 7°, and curves must have a 10 m inner radius. Maximum gradients are 15° for sealed roads and 10° for unsealed roads.
- The access must terminate with a turning area for fire appliances provided by one of the following: a 10 m outer-radius turning circle, a property access encircling the building, or a 4 m x 8 m hammerhead “T” or “Y” turning head.

Water Supplies for Firefighting

- The building area must be within a 90 m hose lay of a static water supply’s firefighting water connection point. This supply may include a remote offtake and serve multiple uses, provided 10,000 L per building area is always reserved for firefighting (excluding sprinklers/spray systems). Aboveground tanks must be metal, concrete, or lagged with non-combustible materials; if shielded per AS 3959:2018, they may be any material, provided the lowest 400 mm is protected by metal, non-combustible material, or 6 mm fibre-cement.
- Fittings and pipework must have a 50 mm nominal diameter (including the valve) and be metal or lagged above ground, or buried at least 300 mm. They must include a DIN/NEN standard forged Storz 65 mm coupling with suction washer, blank cap, and a 220 mm chain. Underground tanks need an opening ≥250 mm or a compliant coupling; any remote offtake must be visible, placed 450–600 mm above ground, and protected from damage.
- A permanent sign must identify the firefighting water point in line with AS 2304:2019 or Tasmania Fire Service guidelines.
- A hardstand must be within 3 m (hose lay) of the water connection point, at least 6 m from the building area, at least 3 m wide and constructed to the same standard as the carriageway to which it is connected.

Hazard Management Area

- A hazard management area is required to be established and maintained for the life of the building and is shown on this BHMP. Guidance for the establishment and maintenance of the hazard management area is also provided.
- A hazard management area is the area, between a habitable building or building area and the bushfire prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire. This can be achieved through, but is not limited to the following actions;
- Remove fallen limbs, sticks, leaf and bark litter;
 - Maintain grass at less than a 100mm height;
 - Remove pine bark and other flammable mulch (especially from against buildings);
 - Thin out under-story vegetation to provide horizontal separation between fuels;
 - Prune low-hanging tree branches (<2m from the ground) to provide (vertical separation between fuel layers);
 - Prune larger trees to maintain horizontal separation between canopies;
 - Minimise the storage of flammable materials such as firewood;
 - Maintain vegetation clearance around vehicular access and water supply points;
 - Use low-flammability species for landscaping purposes where appropriate;
 - Clear out any accumulated leaf and other debris from roof gutters and other accumulation points.
- It is not necessary to remove all vegetation from the hazard management area, trees may provide protection from wind borne embers and radiant heat under some circumstances.



Do not scale from this drawing, use dimensions only. Written specifications to take precedence over diagrammatic representations.	Date : 29/04/2025	H. Triffett	Bushfire Hazard Management Plan	Building Specifications to as marked to AS3959-2018	Certification No. BW043v1 Mark Van den Berg Acc. No. BFP-108 Scope 1, 2, 3A, 3B, 3C.
	CT: 236776/1	C/O Lot 1 Victoria Valley Rd., Dee, Tas., 7140			

Appendix C – Bushfire Hazard Management Plan

BUSHFIRE-PRONE AREAS CODE**CERTIFICATE¹ UNDER S51(2)(d) LAND USE PLANNING AND APPROVALS ACT 1993****1. Land to which certificate applies**

The subject site includes property that is proposed for use and development and includes all properties upon which works are proposed for bushfire protection purposes.

Street address:

Lot 1 Victoria Valley Road, Dee

Certificate of Title / PID:

236776/1

2. Proposed Use or Development**Description of proposed Use and Development:**

Subdivision of land resulting in two lots.

Applicable Planning Scheme:

Tasmanian Planning Scheme – Central Highlands

3. Documents relied upon

This certificate relates to the following documents:

Title	Author	Date	Version
Bushfire Hazard Report Lot 1 Victoria Valley Road, Dee. April 2025. BW043v1.	Mark Van den Berg	29/04//2025	1
Bushfire Hazard Management Plan Lot 1 Victoria Valley Road, Dee. April 2025. BW043v1.	Mark Van den Berg	29/04/2025	1
Plan of Subdivision	D.G.J. Potter	20/02/2025	--

¹ This document is the approved form of certification for this purpose and must not be altered from its original form.

4. Nature of Certificate

The following requirements are applicable to the proposed use and development:

<input type="checkbox"/>	E1.4 / C13.4 – Use or development exempt from this Code	
	Compliance test	Compliance Requirement
<input type="checkbox"/>	E1.4(a) / C13.4.1(a)	Insufficient increase in risk

<input type="checkbox"/>	E1.5.1 / C13.5.1 – Vulnerable Uses	
	Acceptable Solution	Compliance Requirement
<input type="checkbox"/>	E1.5.1 P1 / C13.5.1 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/>	E1.5.1 A2 / C13.5.1 A2	Emergency management strategy
<input type="checkbox"/>	E1.5.1 A3 / C13.5.1 A2	Bushfire hazard management plan

<input type="checkbox"/>	E1.5.2 / C13.5.2 – Hazardous Uses	
	Acceptable Solution	Compliance Requirement
<input type="checkbox"/>	E1.5.2 P1 / C13.5.2 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/>	E1.5.2 A2 / C13.5.2 A2	Emergency management strategy
<input type="checkbox"/>	E1.5.2 A3 / C13.5.2 A3	Bushfire hazard management plan

<input checked="" type="checkbox"/>	E1.6.1 / C13.6.1 Subdivision: Provision of hazard management areas	
	Acceptable Solution	Compliance Requirement
<input type="checkbox"/>	E1.6.1 P1 / C13.6.1 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/>	E1.6.1 A1 (a) / C13.6.1 A1(a)	Insufficient increase in risk
<input checked="" type="checkbox"/>	E1.6.1 A1 (b) / C13.6.1 A1(b)	Provides BAL-19 for all lots (including any lot designated as 'balance')
<input type="checkbox"/>	E1.6.1 A1(c) / C13.6.1 A1(c)	Consent for Part 5 Agreement

<input checked="" type="checkbox"/>	E1.6.2 / C13.6.2 Subdivision: Public and fire fighting access	
	Acceptable Solution	Compliance Requirement
<input type="checkbox"/>	E1.6.2 P1 / C13.6.2 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/>	E1.6.2 A1 (a) / C13.6.2 A1 (a)	Insufficient increase in risk
<input checked="" type="checkbox"/>	E1.6.2 A1 (b) / C13.6.2 A1 (b)	Access complies with relevant Tables.

<input checked="" type="checkbox"/>	E1.6.3 / C13.1.6.3 Subdivision: Provision of water supply for firefighting purposes	
	Acceptable Solution	Compliance Requirement
<input type="checkbox"/>	E1.6.3 A1 (a) / C13.6.3 A1 (a)	Insufficient increase in risk
<input type="checkbox"/>	E1.6.3 A1 (b) / C13.6.3 A1 (b)	Reticulated water supply complies with relevant Table
<input type="checkbox"/>	E1.6.3 A1 (c) / C13.6.3 A1 (c)	Water supply consistent with the objective
<input type="checkbox"/>	E1.6.3 A2 (a) / C13.6.3 A2 (a)	Insufficient increase in risk
<input checked="" type="checkbox"/>	E1.6.3 A2 (b) / C13.6.3 A2 (b)	Static water supply complies with relevant Tables.
<input type="checkbox"/>	E1.6.3 A2 (c) / C13.6.3 A2 (c)	Static water supply consistent with the objective

5. Bushfire Hazard Practitioner

Name:

Mark Van den Berg

Phone No:

0407 294 240

Postal
Address:

18 Marlborough Street, Sandy Bay. Tas. 7005

Email
Address:

mark@bushfirewise.com.au

Accreditation No:

BFP – 108

Scope:

1, 2, 3A, 3B & 3C

6. Certification

I certify that in accordance with the authority given under Part 4A of the *Fire Service Act* 1979 that the proposed use and development:

- ☐ Is exempt from the requirement Bushfire-Prone Areas Code because, having regard to the objective of all applicable standards in the Code, there is considered to be an insufficient increase in risk to the use or development from bushfire to warrant any specific bushfire protection measures, or
- ☒ The Bushfire Hazard Management Plan/s identified in Section 3 of this certificate is/are in accordance with the Chief Officer's requirements and compliant with the relevant **Acceptable Solutions** identified in Section 4 of this Certificate.

Signed:
certifier


Name:

Mark Van den Berg

Date:

29/04/2025

Certificate
Number:

BW043.v1.

(for Practitioner Use only)

Representation

Date: 26/05/2025

Phone:

Your Ref: DA 2025-12

Our Ref:

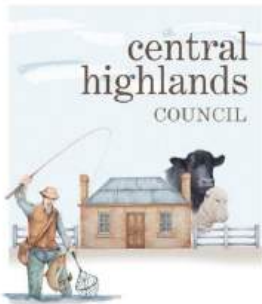
General Manager
Central Highlands Council
19 Alexander Street
Bothwell TAS 7030

RE: Development Application DA 2025-12

Further to the above mentioned Development Application, while [redacted] has no issues with the proposed subdivision itself, [redacted] notes that the proposed building area for lot 1 is situated approximately 50m from the adjoining PTPZL. [redacted] would like to highlight that the adjacent PTPZL is production forest and is subject to ongoing forest operations.

[redacted] suggests the proposed building area should be no closer than 100m from PTPZL to ensure that the proposed subdivision does not unduly impact on forest operations on the adjacent PTPZL.

Regards,



Development & Environmental Services
19 Alexander Street
BOTHWELL TAS 7030

Phone: (03) 6259 5503
Email: development@centralhighlands.tas.gov.au
www.centralhighlands.tas.gov.au

OFFICE USE ONLY

Application No.: _____

Property ID No.: _____

Date Received: _____

Application for Planning Approval Use and Development

Use this form to apply for planning approval in accordance with section 57 and 58 of the *Land Use Planning and Approvals Act 1993*

Applicant / Owner Details:

Applicant Name

Green Design Architects

Postal Address

207a Strickland Ave
South Hobart

Phone No:

62246810

Fax No:

Email address

green@greendesign.net.au

Owner/s Name

Sue and Mark Rallings

(if not Applicant)

Postal Address

39 COX DR
DENNES POINT TAS 7150

Phone No:

0438152976

Fax No:

Email address:

Description of proposed use and/or development:

Address of new use and development:

BARREN PLAINS RD MIENA TAS 7030

Certificate of Title No:

Volume No

19054/9

Lot No:

9

Description of proposed use or development:

new dwelling

ie: New Dwelling / Additions / Demolition
/ Shed / Farm Building / Carport /
Swimming Pool or detail other etc.

Current use of land and buildings:

vacant

Eg. Are there any existing buildings
on this title?
If yes, what is the main building
used as?

Proposed Material

What are the proposed external wall colours

dark grey

What is the proposed roof colour

dark grey

What is the proposed new floor area m².

127

What is the estimated value of all the new work proposed:

\$ 500000

Development Application Documents

Is proposed development to be staged:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Tick ✓
Is the proposed development located on land previously used as a tip site?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Is the place on the Tasmanian Heritage Register?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you sought advice from Heritage Tasmania?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Has a Certificate of Exemption been sought for these works?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Signed Declaration

I/we hereby apply for a planning approval to carry out the use or development described in this application and in the accompanying plans and documents, accordingly I declare that:

1. The information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with this development application may be made available to the public. I understand that the Council may make such copies of the information and materials as, in its opinion, are necessary to facilitate a thorough consideration of the Development Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application, for the purposes of assessment of that application. I indemnify the Central Highlands Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.
2. In relation to this application, I/we agree to allow Council employees or consultants to enter the site in order to assess the application.
3. I am the applicant for the planning permit and I have notified the owner/s of the land in writing of the intention to make this application in accordance with Section 52(1) of the *Land Use Planning Approvals Act 1993* (or the land owner has signed this form in the box below in "Land Owner(s) signature");
Applies where the applicant is not the Owner and the land is not Crown land or owned by a council, and is not land administered by the Crown or a council.

<p>Applicant Signature</p> <div style="border: 1px solid black; height: 30px; width: 100%; position: relative;"> (if not the Owner) </div>	<p>Applicant Name (Please print)</p> <div style="border: 1px solid black; padding: 5px;">Uta Green</div>	<p>Date</p> <div style="border: 1px solid black; padding: 5px;">28/4/2025</div>
<p>Land Owner(s) Signature</p> <div style="border: 1px solid black; height: 30px; width: 100%; position: relative;"> </div>	<p>Land Owners Name (please print)</p> <div style="border: 1px solid black; padding: 5px;">Susan Rallings</div>	<p>Date</p> <div style="border: 1px solid black; padding: 5px;">1/5/2025</div>
<p>Land Owner(s) Signature</p> <div style="border: 1px solid black; height: 30px; width: 100%; position: relative;"> </div>	<p>Land Owners Name (please print)</p> <div style="border: 1px solid black; padding: 5px;">Mark Rallings</div>	<p>Date</p> <div style="border: 1px solid black; padding: 5px;">1/5/2025</div>

Information & Checklist sheet



<p>1. A completed Application for Planning Approval – Use and Development form. Please ensure that the information provides an accurate description of the proposal, has the correct address and contact details and is signed and dated by the applicant.</p>	
<p>2. A current copy of the Certificate of Title for all lots involved in the proposal. The title details must include, where available, a copy of the search page, title plan, sealed plan or diagram and any schedule of easements (if any), or other restrictions, including covenants, Council notification or conditions of transfer.</p>	
<p>3. Two (2) copies of the following information -</p> <ul style="list-style-type: none"> a) An analysis of the site and surrounding area setting out accurate descriptions of the following - <ul style="list-style-type: none"> (i) topography and major site features including an indication of the type and extent of native vegetation present, natural drainage lines, water courses and wetlands, trees greater than 5 metres in height in areas of skyline or landscape importance and identification of any natural hazards including flood prone areas, high fire risk areas and land subject to instability; (ii) soil conditions (depth, description of type, land capability etc); (iii) the location and capacity of any existing services or easements on the site or connected to the site; (iv) existing pedestrian and vehicle access to the site; (v) any existing buildings on the site; (vi) adjoining properties and their uses; and (vii) soil and water management plans. b) A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200 or 1:1000 for sites in excess of 1 hectare, showing - <ul style="list-style-type: none"> (i) a north point; (ii) the boundaries and dimensions of the site; (iii) Australian Height Datum (AHD) levels; (iv) natural drainage lines, watercourses and wetlands; (v) soil depth and type; (vi) the location and capacity of any existing services or easements on the site or connected to the site; (vii) the location of any existing buildings on the site, indicating those to be retained or demolished, and their relationship to buildings on adjacent sites, streets and access ways; (viii) the use of adjoining properties; (ix) shadow diagrams of the proposed buildings where development has the potential to cause overshadowing; (x) the dimensions, layout and surfacing materials of all access roads, turning areas, parking areas and footpaths within and at the site entrance; (xi) any proposed private or public open space or communal space or facilities; (xii) proposed landscaping, indicating vegetation to be removed or retained and species and mature heights of plantings; and (xiii) methods of minimizing erosion and run-off during and after construction and preventing contamination of storm water discharged from the site. c) Plans and elevations of proposed and existing buildings, drawn at a scale of not less than 1:100, showing internal layout and materials to be used on external walls and roofs and the relationship of the elevations to natural ground level, including any proposed cut or fill. 	<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<p>4. A written submission supporting the application that demonstrates compliance with the relevant parts of the Act, State Policies and the Tasmanian Planning Scheme - Central Highlands, including for industrial and commercial uses, the hours of operation, number of employees, details of any point source discharges or emissions, traffic volumes generated by the use and a Traffic Impact Statement where the development is likely to create more than 100 vehicle movements per day.</p>	<input type="checkbox"/>
<p>5. Prescribed fees payable to Council. An invoice for the fees payable will be issued once application has been received.</p>	

<p>Information</p> <p>If you provide an email address in this form then the Central Highlands Council (“the Council”) will treat the provision of the email address as consent to the Council, pursuant to Section 6 of the Electronic Transactions Act 2000, to using that email address for the purposes of assessing the Application under the Land Use Planning and Approvals Act 1993 (“the Act”).</p> <p>If you provide an email address, the Council will not provide hard copy documentation unless specifically requested.</p> <p>It is your responsibility to provide the Council with the correct email address and to check your email for communications from the Council.</p> <p>If you do not wish for the Council to use your email address as the method of contact and for the giving of information, please tick ✓ the box</p>	<input type="checkbox"/>
<p>Heritage Tasmania</p> <p>If the Property is listed on the Tasmanian Heritage Register then the Application will be referred to Heritage Tasmania unless an Exemption Certificate has been provided with this Application. (Phone 1300 850 332 or email enquires@heritage.tas.gov.au)</p>	
<p>TasWater</p> <p>Depending on the works proposed Council may be required to refer the Application to TasWater for assessment (Phone 136992)</p>	
<p>Submission of Application</p> <p>Applications can be submitted in a number of ways as follows:</p> <ul style="list-style-type: none"> • Electronically: Email to development@centralhighlands.tas.gov.au • Post: 19 Alexander Street, BOTHWELL 7030 • In Person: Development & Environmental Services Office, 19 Alexander Street, Bothwell 7030 	

SEARCH OF TORRENS TITLE

VOLUME 19054	FOLIO 9
EDITION 7	DATE OF ISSUE 09-Aug-2024

SEARCH DATE : 01-May-2025

SEARCH TIME : 04.38 PM

DESCRIPTION OF LAND

Parish of OOLUMPTA, Land District of WESTMORLAND
Lot 9 on Plan 19054
Derivation : Part of Lot 10740 Gtd. to A.T.W. Downie
Prior CT 4008/16

SCHEDULE 1

N207471 TRANSFER to SUSAN DIANE RALLINGS and MARK RALLINGS
Registered 09-Aug-2024 at noon

SCHEDULE 2

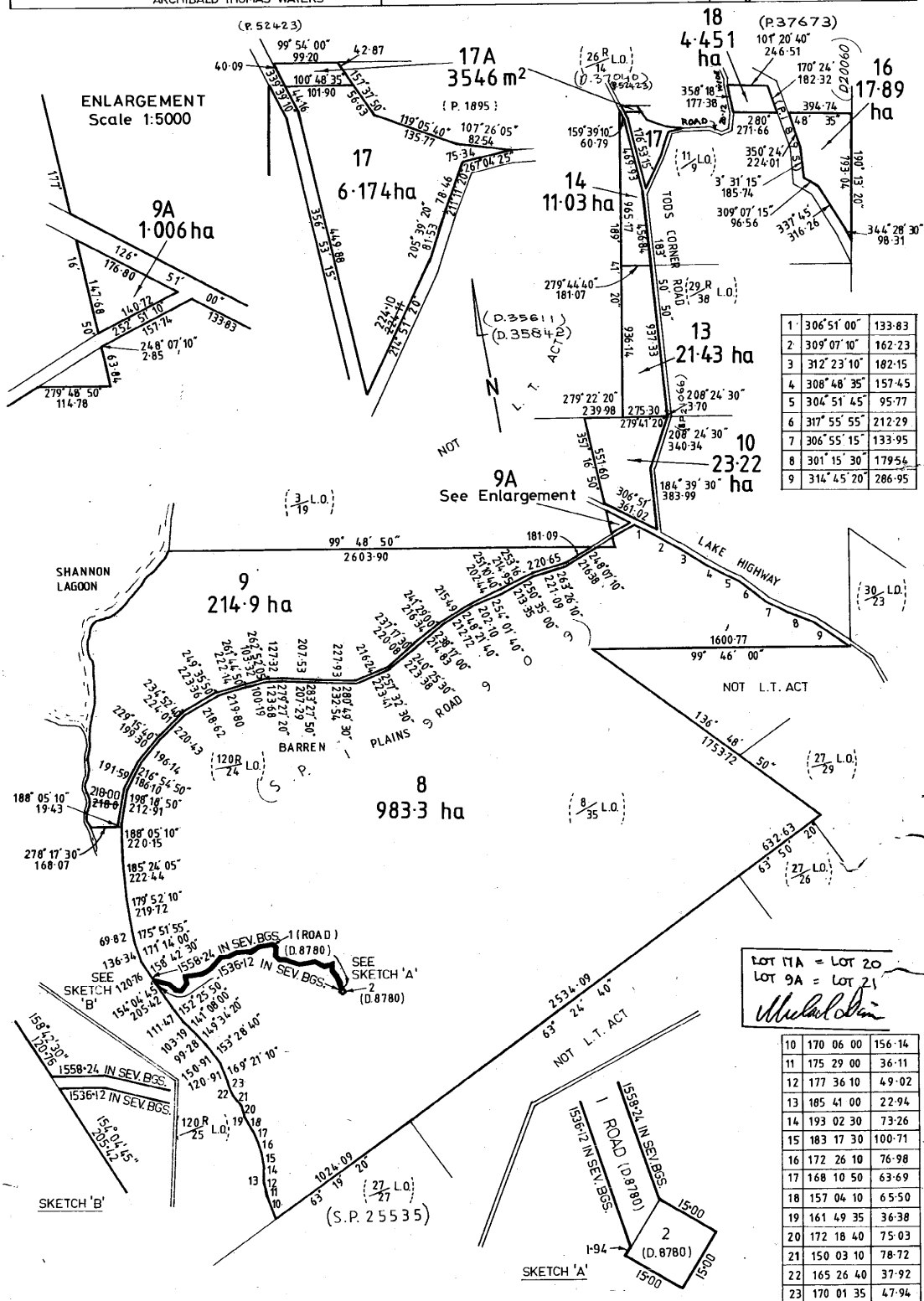
Reservations and conditions in the Crown Grant if any
BENEFITING EASEMENT a right of carriageway over the land
marked "Road" and shown as Lot 1 on Diagram No. 8780
E371735 INSTRUMENT creating Restrictive Covenants pursuant to
section 34 Nature Conservation Act 2002 (affecting
part of the said land within described) Registered
28-May-2024 at noon

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

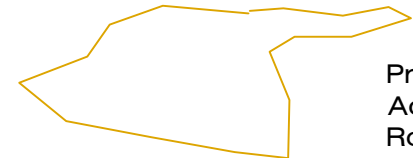
OSK 1110

Owner: HEDLEY TASMAN REARDON	PLAN OF SURVEY by Surveyor T. N. WOOLFORD of land situated in the LAND DISTRICT OF WESTMORLAND PARISH OF OOLUMPTA Scale 1:20 000 Measurements in Metres	Registered Number: P19054 Approved Effective from: 7 JAN 1983 Acting Deputy Recorder of Titles
Title Reference: CERT. OF TITLE VOL. 3643 FOL. 51		
Grantee: PART OF LOTS 7540, 7541 and 7542 WILLIAM DOWNIE PURCHASER PART OF LOT 10740 & 10741 DOWNIE PUR. ARCHIBALD THOMAS WATERS		



LOTS 15 & 17 COMPILED FROM P.1895 & THIS SURVEY
LOT 8 COMPILED FROM D.8780 & THIS SURVEY

DRAWING INDEX:
DA01 Cover Page/Site Plan
DA02 Floor Plan & Elevations (House)
DA03 Floor Plan & Elevations (Shed)



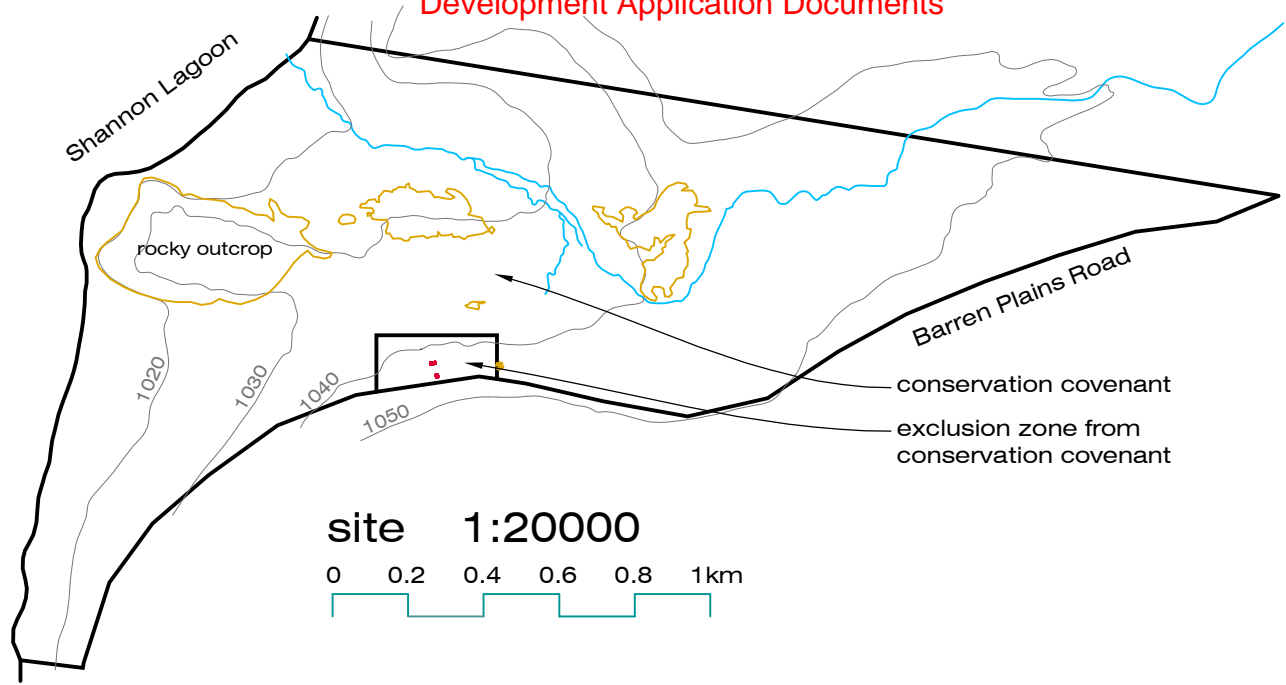
Proposed House
Address: Barren Plains
Road, Miena

Owners: Sue & Mark
Rallings

Land Title: 19054/9

Architect: Green Design
CC5431 B

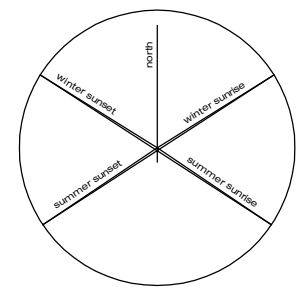
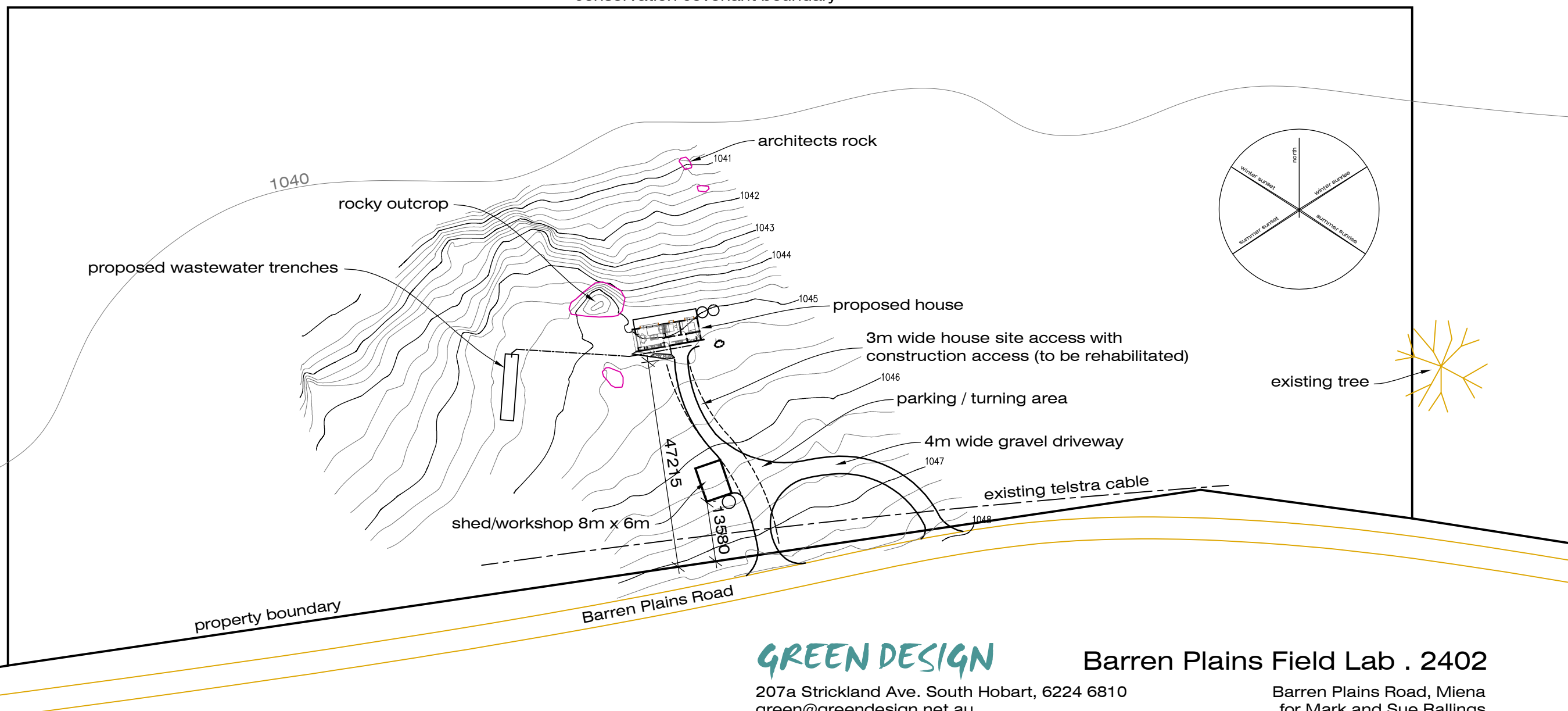
AREAS:
Land: 2,149,000m²
House: 70.5m²
Shed: 46.6m²
(Total: 127.1m²)



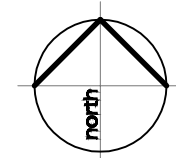
site 1:20000



conservation covenant boundary



site 1:1000

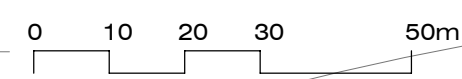


GREEN DESIGN

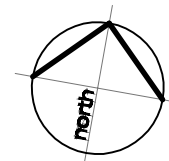
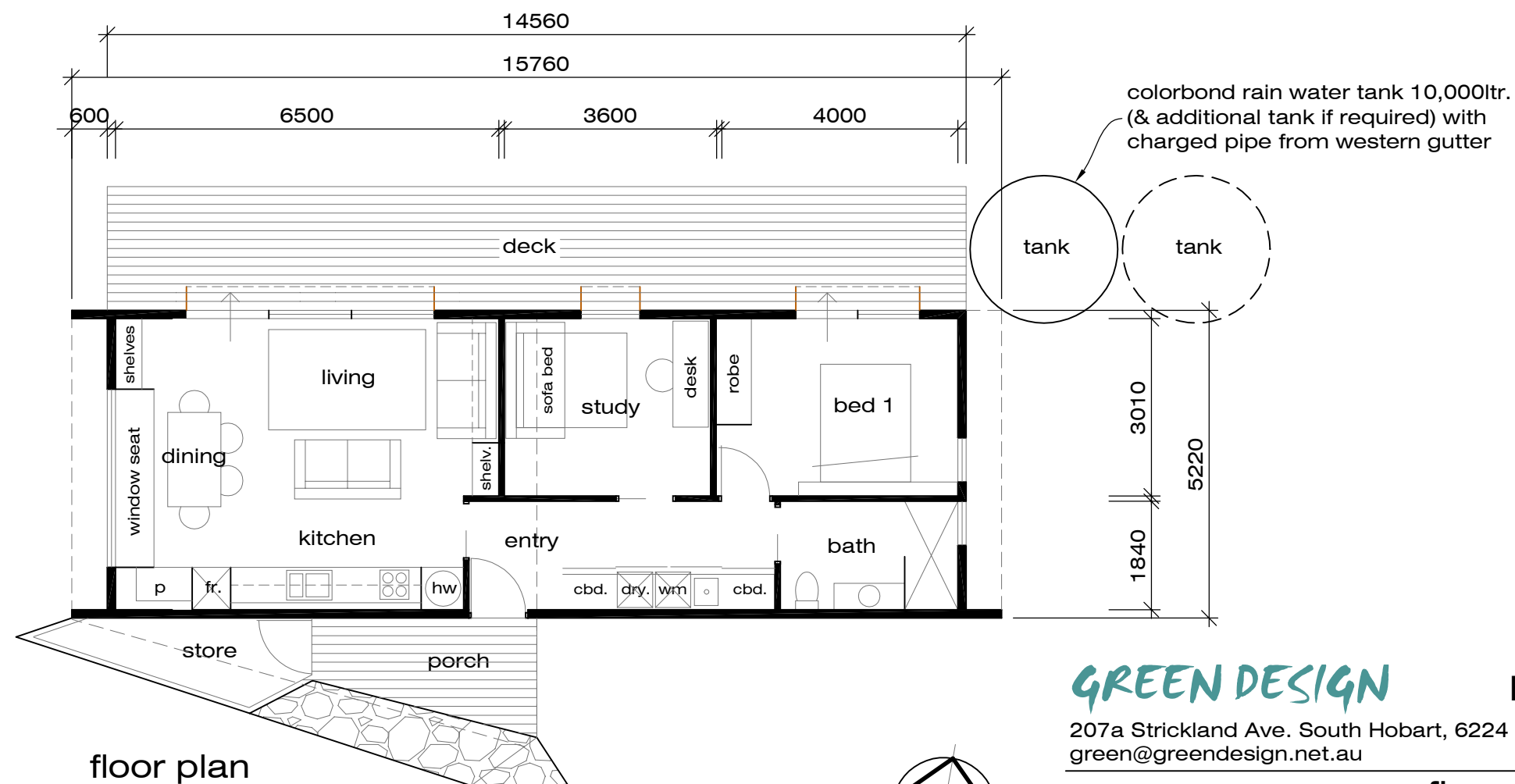
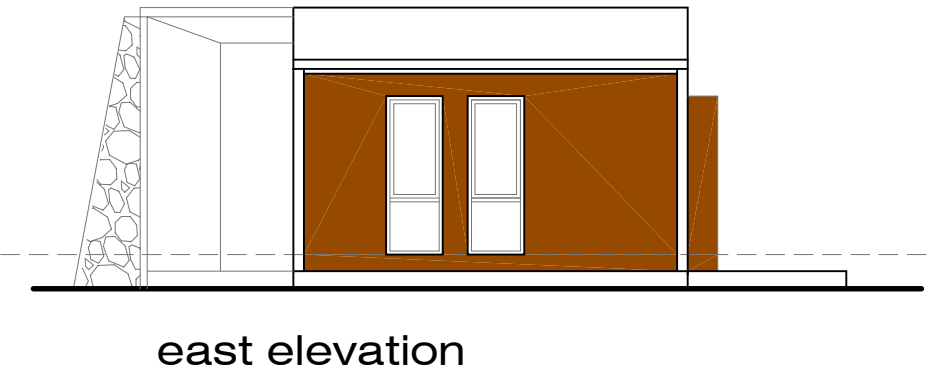
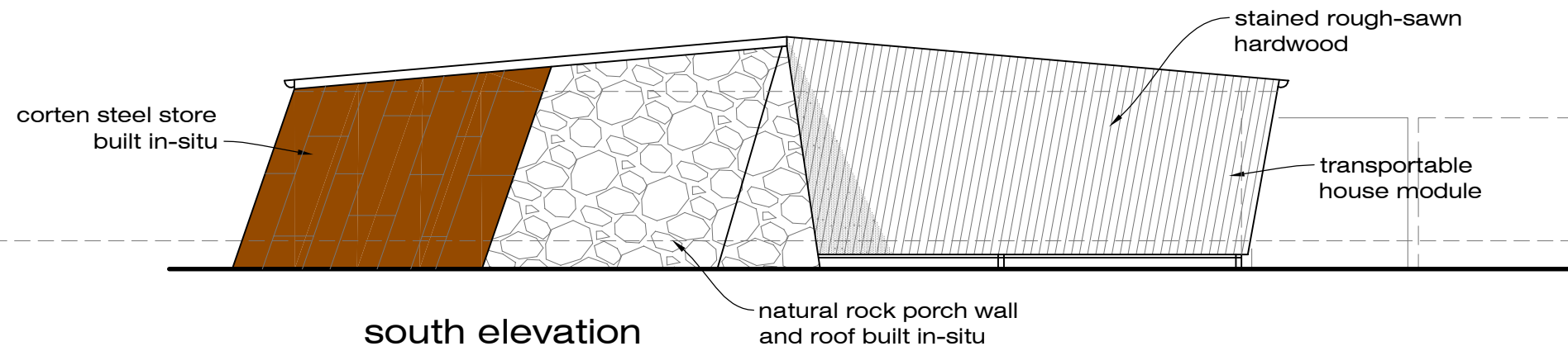
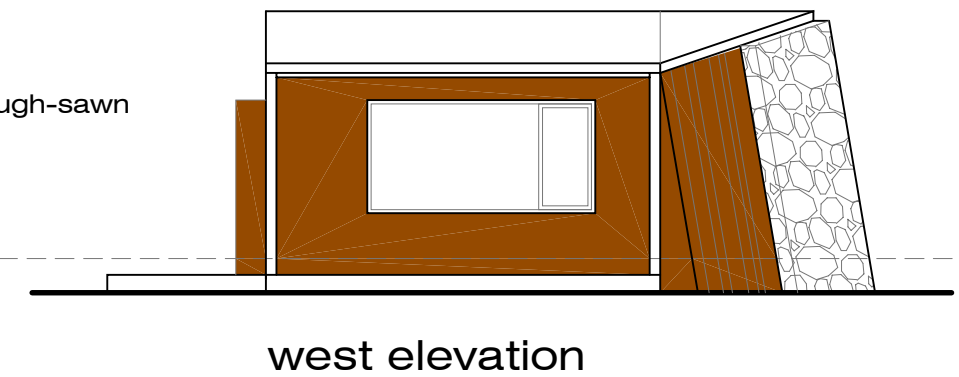
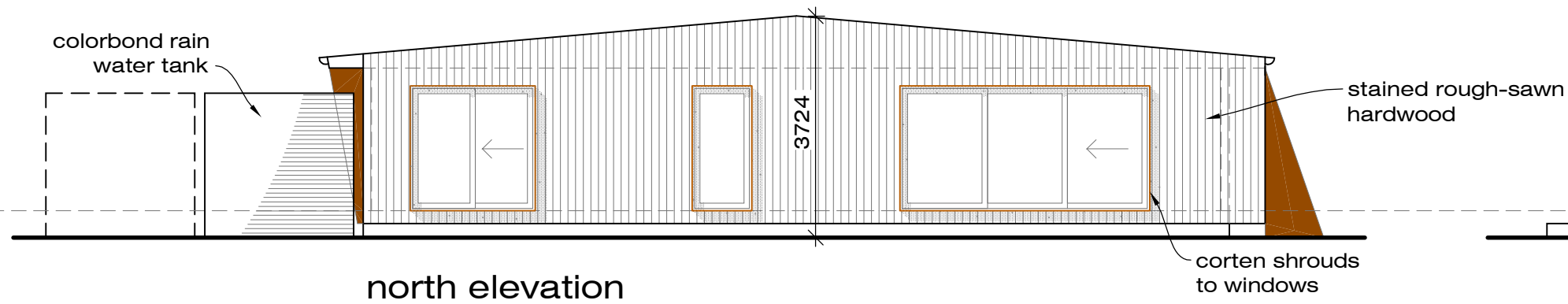
207a Strickland Ave. South Hobart, 6224 6810
green@greendesign.net.au

Barren Plains Field Lab . 2402

Barren Plains Road, Miena
for Mark and Sue Rallings



site plan . DA01
scale 1:1000 01 May 2025

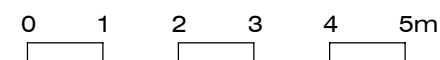


GREEN DESIGN

207a Strickland Ave. South Hobart, 6224 6810
green@greendesign.net.au

Barren Plains Field Lab . 2402

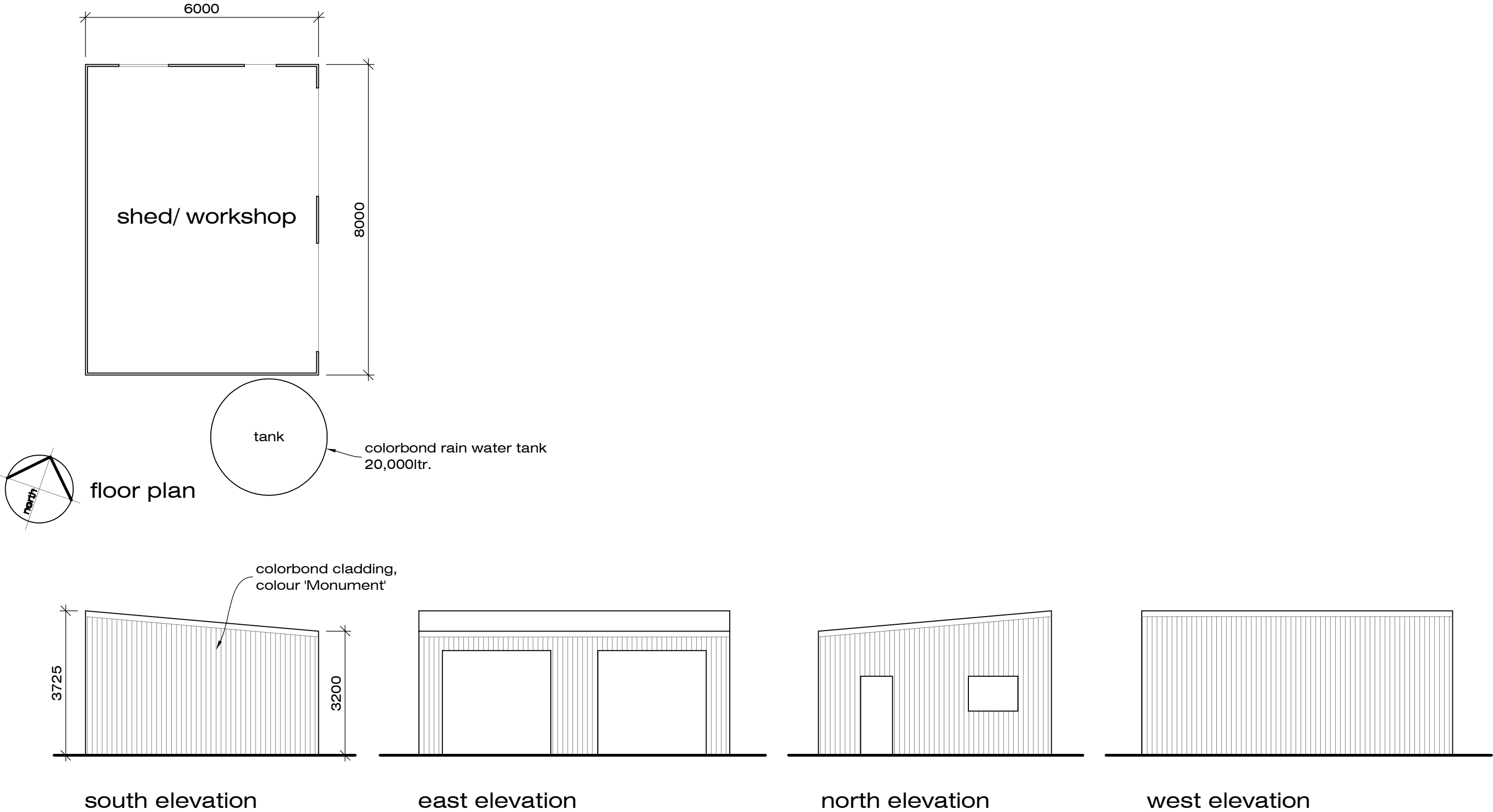
Barren Plains Road, Miena
for Mark and Sue Rallings



floor plan and elevations - DA02

scale 1:100

01 May 2025

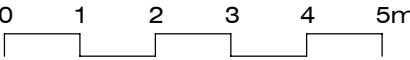


GREEN DESIGN

207a Strickland Ave. South Hobart, 6224 6810
green@greendesign.net.au

Barren Plains Field Lab . 2402

Barren Plains Road, Miena
for Mark and Sue Rallings



shed plan & elevations - DA03

scale 1:100 01 May 2025

NATURE CONSERVATION PLAN

FOR

BARREN PLAINS

MIENA 2024



Photo: Barren Plains - Highland grassy sedgeland with cushion plants in foreground, occasional shrubs and Shannon Lagoon in the background (Tasmanian Land Conservancy Inc.- Helen Morgan)

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1 Introduction to this Nature Conservation Plan

This Nature Conservation Plan ("Plan") must be read in conjunction with the attached Conservation Covenant ("Covenant") registered on the land title. In this Plan, all definitions follow those described in Clause 3.1 of the Covenant. Consistently with the Covenant, the land subject to the Covenant is referred to in this Plan as "the Land".

The Covenant lists in Clause 4.2 those activities that are prohibited on the Land. Clause 4.2 also details those activities that may only be undertaken with authorisation in writing by the Minister. This Nature Conservation Plan contains Authorisation(s) from the Minister, for the purposes of Clause 4.2 of the Covenant, and details the extent to which these activities are permitted on the Land. This Plan also contains the management prescriptions issued by the Minister which are referred to in Clause 4.3 of the Covenant.

All decisions, approvals, consents, recommendations, monitoring and other responsibilities of the Minister specified in this Nature Conservation Plan may be made, given or carried out by the Minister or a duly appointed delegate (or authorised person) of the Minister.

The Minister will provide succeeding owners of the Land a Nature Conservation Plan containing authorisations, management prescriptions, and/or recommendations that will facilitate the ongoing management of the Land. Before transferring the property, the Owner may direct any enquires from purchasers regarding the Conservation Covenant and Nature Conservation Plan to the Department of Natural Resources & Environment Tasmania, Private Land Conservation Program.

Any Management Prescriptions provided in this Nature Conservation Plan:

- (a) may be varied at any time by agreement between the parties;
- (b) will be reviewed jointly by the parties every 10 years (or as otherwise agreed) and if both parties agree, may be amended by the Minister pursuant to that review.

Any Authorisation(s) provided in this Nature Conservation Plan (in relation to the Covenant):

- (a) may be reviewed by the Minister and the Owner at any time;
- (b) will be reviewed by the Minister and the Owner at intervals no longer than 10 years (or as otherwise agreed);
- (c) may be amended by the Minister pursuant to that review.

All notices or other communications given by the Owner to the Minister under the terms of this Nature Conservation Plan must be in writing and sent to the following address:

The Minister,
C/- The Secretary,
Department of Natural Resources & Environment Tasmania
Environment, Heritage & Land Division
Private Land Conservation Program
GPO Box 44
HOBART TASMANIA 7001

2 Management Objectives

2.1 General objectives

The following general objectives apply to the management of the Land:

- Protection and conservation of the natural systems and features in the Land, including the diversity of species, habitats and communities;
- Protection of significant vegetation communities and populations of threatened and/or priority plant and animal species; and
- Protection of the Land from damage by introduced plants and animals, disease and inappropriate management regimes.

2.2 Specific management objectives for Natural Values

The management objectives are:

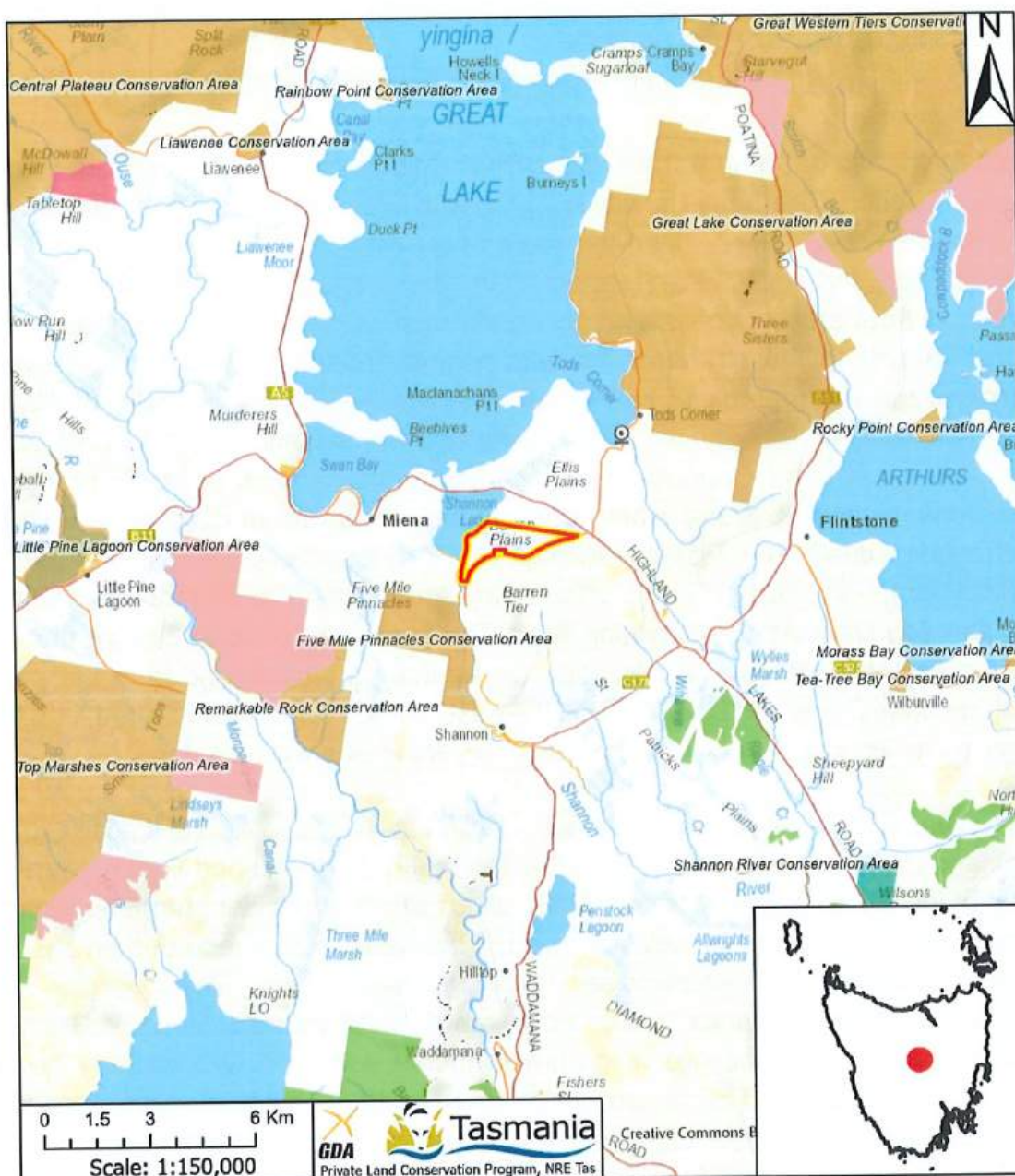
- To maintain the structure of vegetation community and allow for regeneration of native species under the proposed management regime;
- To implement appropriate fire regimes;
- To protect the habitat of threatened and/or priority species; and
- To eradicate or control weeds and feral animals and prevent any further introduction(s) of exotic species.

The success, or otherwise, of the management regimes will be monitored by the Department of Natural Resources & Environment Tasmania ("the Department"). In general, the measures of success of the management regimes are:

- The maintenance or improvement in native species diversity, richness and abundance;
- Adequate and appropriate opportunities for recruitment or regeneration of native species;
- The maintenance or an improvement in the population(s) of threatened species and their habitat; and
- A reduction in infestations of environmental weed species (where present).

3 Location of the Land

The property is located near Miena as shown on the map below. The Land is shown on the Land Map. The vegetation that occurs on the Land is outlined on the Vegetation Map.



Map 1: Location of the Land

4 Background Information – context and status of the property

The 214.9 ha property Barren Plains was bought by Tasmanian Land Conservancy Inc. in 2023 as an addition to its Revolving Fund. The property was bought from the Heine family who held it for conservation of its natural values. There are no existing tracks or infrastructure on the property.

The area of the property subject to Covenant is approximately 210.8 ha (the Land).

Barren Plains lies between Barren Plains Road, Miena, and the southeastern shore of Shannon Lagoon. The land is mostly low lying with a few small rocky hills and outcrops and a higher rocky margin along the road. The Covenant will protect Barren Plains which lies between several significant conservation areas and so offers the chance to connect several areas of conservation significance - Great Lake Conservation Area (approx. 5 km) to the northeast fronting yingina/Great Lake and Central Plateau Conservation Area (approx. 15 km) to the west which subsequently adjoins Walls of Jerusalem National Park and the large private land Conservation Covenants of Gowan Brae (Aboriginal Land Council Tasmania), Serpentine and Roscarbro (Tasmanian Land Conservancy). Several other conservation areas are situated between these large reserves and Barren Plains including Five Mile Pinnacles Conservation Area (700 m southwest), Remarkable Rock Conservation Area, Little Pine Lagoon Conservation Area and Top Marshes Conservation Area. The Land is also within 20 kms of over a dozen areas protected by Conservation Covenants on private land from Lake Echo (south) to Lake Sorell and Lake River to the east. The Covenant established on Barren Plains is the first opportunity to protect land adjoining Shannon Lagoon.

The Covenant will protect two threatened vegetation communities (Highland grassy sedgeland (MGH) and Highland Poa grassland (GPH). Threatened flora recorded on the Land include *Eucalyptus gunnii* subsp. *divaricata* (Miena cider gum) and *Asperula scoparia* subsp. *scoparia* (prickly woodruff). Threatened fauna recorded on the Land include *Accipiter novaehollandiae* (grey goshawk) and *Tasniphargus tyleri* (amphipod). Potential habitat exists for a range of threatened fauna – *Castiarina insculpta* (Miena jewel beetle) which is dependent solely on *Ozothamnus hookeri*, found on the Land, and Tasmanian wedge-tailed eagle, Tasmanian devil, spotted-tail quoll, ptunarra brown butterfly, masked owl (Tasmanian) and eastern quoll.

There are also areas of important riparian and aquatic habitat on the Land including streams and Shannon Lagoon where several threatened species of galaxid and isopod have been recorded. Threatened freshwater snail and caddis fly have been recorded in Great Lake and may occur on the Land.

The ecological survey and assessment of the property for this Covenant was conducted by Tasmanian Land Conservancy Inc..

5 Natural Values on the Land

5.1 Vegetation communities

The following vegetation communities are present on the Land.

Plant community	TASVEG code	Status under EPBCA*/NCA**	Area (hectares)
Highland grassy sedgeland	MGH	-/listed	111.15
Highland Poa grassland	GPH	-/listed	4.42
Eastern alpine heathland	HHE	-/-	65.24
<i>Eucalyptus pauciflora</i> forest and woodland on dolerite	DPD	-/-	6.02
Water (edge of lagoon in title)	OAQ	-/-	2.48
Lichen lithosere	ORO	-/-	21.53
Total area (hectares):			210.8

* Environment Protection & Biodiversity Conservation Act 1999 (Commonwealth)

** Nature Conservation Act 2002 Schedule 3A (Tas)

Highland grassy sedgeland (TASVEG Code MGH)

Highland grassy sedgeland is a listed threatened native vegetation community under the *Nature Conservation Act 2002* (Tas).

Highland grassy sedgeland occurs in the low-lying land around the creeks and wetland and merges with Highland Poa grassland as the elevation rises slightly towards the eastern side.

Highland grassy sedgeland is characterised by a dominant mix of *Lepidosperma filliforme* (common rapiersedge), *Baloskion australe* (southern cordrush), *Empodisma minus* (spreading roperush) with *Poa* spp. (silver tussockgrass and Gunns snow grass) and patches of shrub *Richea acerosa* (slender candleheath).

At the time of the assessment by Tasmanian Land Conservancy Inc. (July 2023), Cushion plants were noted as present in patches, especially on the lower valley floor associated with wet areas, from the edge of Shannon Lagoon to the eastern boundary near the road. Some were large (>2m diameter) and in places were connected with 30–80% cover to create small areas (<0.5 ha and therefore not large enough to be mapped as a community) of Cushion Moorland (TASVEG Code HCM). Although small, these areas of cushion plants are a significant feature for nature conservation and should be protected from impacts wherever possible, so indicative locations have been marked on the management map.

Astelia alpina var. *alpina* (pineapple grass) was commonly associated with the cushion plants. Small ferns *Blechnum pennamarina* subsp. *alpina* and *Polystichum proliferum*

(mother shield fern) were also present with *Veronica calycina* (hairy speedwell) and *Ranunculus* sp. (buttercup). Grasses included *Rytidosperma* spp., (wallaby grasses) *Austrostipa* spp., (spear grasses), *Poa labillardierei* (silver tussockgrass) and other *Poa* spp. Small rocky outcrops and wet areas integrate to provide alternative microhabitats for fauna. Potential habitat is present for threatened fauna species - Ptunarra brown butterfly in *Poa* grasses, Miena jewel beetle in *O. hookeri* and Tasmanian devil, quolls and raptors in open grasslands.

Ozothamnus ericifolius (heathy everlastingbush) encroaches on the sedgeland from around the edges of Eastern Alpine Heathland, strongly in places, and is dominant in most of the ecotone between the sedgeland and heath communities. Large areas of this encroachment, especially those further from the margin of Eastern Alpine Heathland, retain the characteristic Highland grassy sedgeland species, including cushion plants, underneath *Ozothamnus ericifolius*. Scattered individuals of heathy everlastingbush dotted through Highland grassy sedgeland indicate likely active encroachment possibly influenced by climate change effects of altered moisture and temperature regimes (i.e., drier and hotter soil and atmosphere) and potential changes to nutrient availability. The rate of environmental change and shrub encroachment is uncertain, and the extent of this community may reduce over time as/if shrub encroachment continues to advance.



Figure 1 Highland grassy sedgeland with *Baloskion australe* and *Empodisma minus* dominant, cushion plants in foreground, occasional shrubs and Shannon Lagoon in the background (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 2 *Lepidosperma filiforme* (common rapiersedge), *Baloskion australe* (southern cordrush) with *Empodisma minus* (spreading roperush) and patches of shrub *Richea acerosa* (slender candleheath) (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

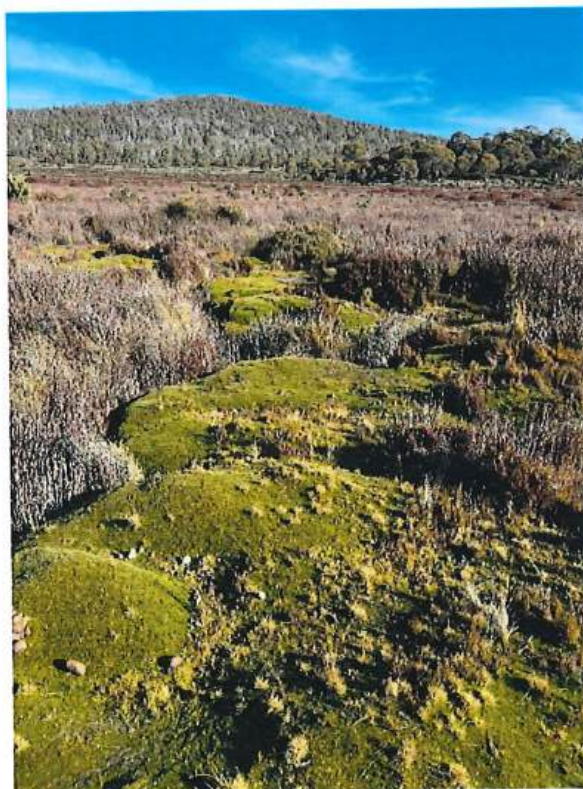


Figure 3 Highland grassy sedgeland, cushion plants with tufts of wallaby grass and patches of shrub *Richea acerosa* (slender candleheath) (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 4 Highland grassy sedgeland dominant species - *Lepidosperma filiforme* (common rapiersedge), *Baloskion australe* (southern cordrush) with *Empodisma minus* (spreading roperush) (Photo: Tasmanian Land Conservancy Inc.- Helen Morgan)

Highland Poa grassland (TASVEG Code GPH)

Highland Poa grassland is a listed threatened native vegetation community under the *Nature Conservation Act 2002* (Tas).

Highland Poa grassland occurs in the middle of the wide valley floor joining Highland grassy sedgeland upstream of the rocky outcrops with Lichen lithosere. At the time of the assessment by Tasmanian Land Conservancy Inc., *Poa labillardierei* (silver tussockgrass) and *Poa gunnii* (Gunns snowgrass) were dominant with *Baloskion australe* (southern cordrush), and occasional patches of *Lepidosperma filiforme* (common rapiersedge). Tussock grasses and *Rytidosperma* spp. (wallaby grasses) with other native grasses (likely *Dichelachne* sp., *Deyeuxia* sp.) were present intergrading with patches of sedges, cushion bushes and a few low shrubs.

There was less encroachment of *Ozothamnus ericifolius* in this community than in Highland grassy sedgeland and a more defined edge between the grassland and the adjacent shrub community (Eastern alpine heathland), found on higher ground towards the road. Creeks were deep and flowing well. Rocky outcrops with lichen and sparse grassy-shrubby cover provided patches of drier habitat.



Figure 5 Highland Poa grassland, from creek looking south, note edge of shrub community, and dolerite slope, lying this side of Barren Plains Road. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

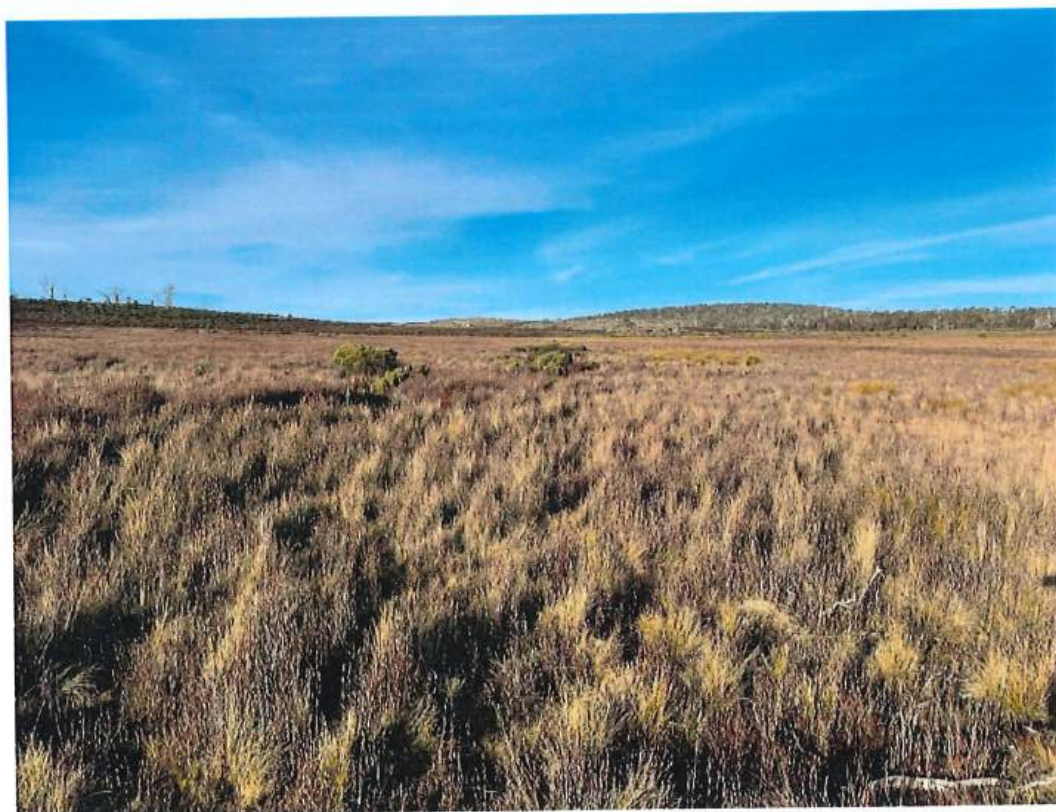


Figure 6 Highland Poa grassland, extensive view, within the wide valley floor in the middle of the property. It is likely that this community and Highland grassy sedgeland are present in intergraded patches (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 7 Creek lined with *Baloskion australe*, *Poa labillardierei*, *Richea acerosa*, *Ozothamnus ericifolius*. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 8 Highland Poa grassland, *Poa labillardierei* and other *Poa* species, with cushion plants, *Astelia alpina* and *Baloskion australe*. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 9 Cushion plants in Highland Poa grassland. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

Eastern alpine heathland (TASVEG Code HHE)

At the time of the assessment by Tasmanian Land Conservancy Inc. (July 2023) Eastern alpine heathland occurred on dolerite on higher ground along the southern side near the road and on rocky outcrops and low hills near the lagoon. It was dominated by shrubs *Orites revoluta* (revolute orites), *Hakea epiglottis* (beaked needlebush), *H. microcarpa* (smallfruit needlebush) *Ozothamnus ericifolius* (heathy everlastingbush) and *Leptecophylla parvifolia* (mountain pinkberry). *Acrothamnus montanus* (snow beardheath) and *Richea acerosa* (slender candleheath) were common with *Melicytus dentatus* (tree violet) scattered over a grassy ground cover with a few herbs and occasional cushion bushes on lower elevation.

Signs of sheep were evident in 2023 (dung pellets), more prevalent on the drier rocky hills where sheep prefer to spend more time. The sheep were a known wandering band of about 50 head that Tasmanian Land Conservancy Inc. will remove from the Land. Grazed areas were open grassy patches where *Poa labillardierei* (silver tussock grass) and other *Poa* species were dominant with *Rytidosperma* spp. (wallaby grasses) and other native grasses.

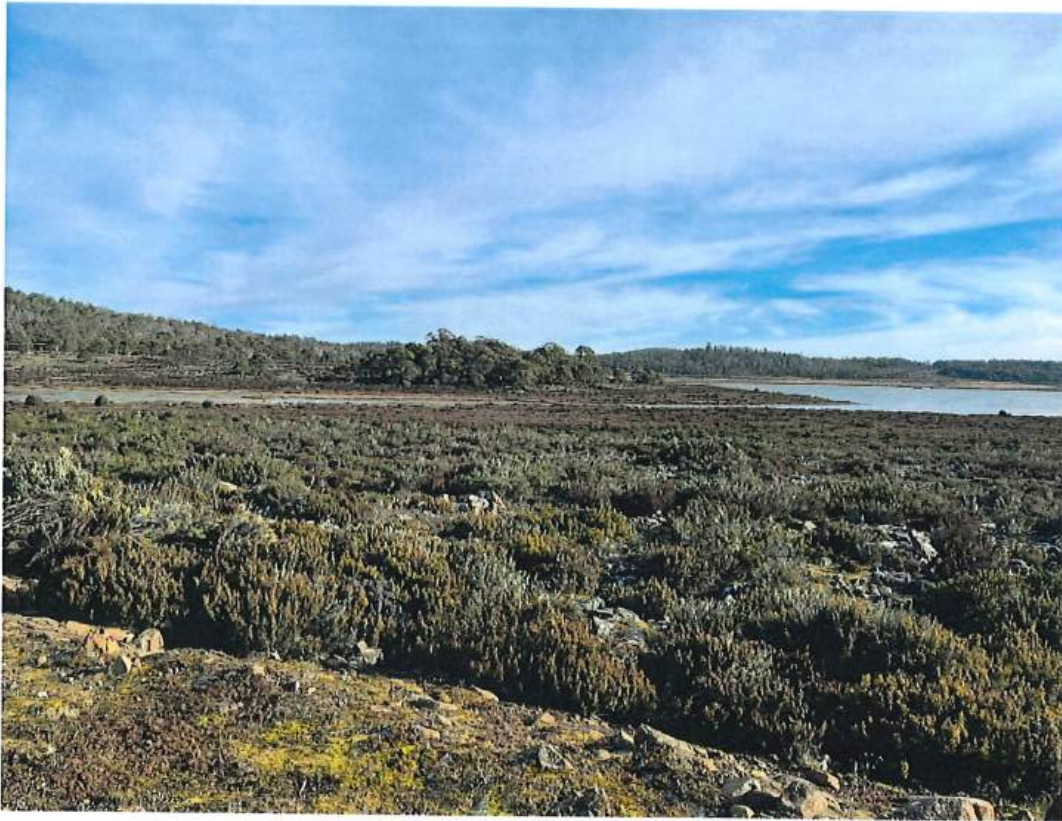


Figure 10 Eastern alpine heathland in the western corner of the property, *Acrothamnus montana* and *Hakea* spp. Dominant with *Leptecophylla parvifolia* and *Richea acerosa*. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 11 Eastern alpine heathland *Richea acerosa* and *Hakea* spp. dominant with wallaby grass ground cover. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

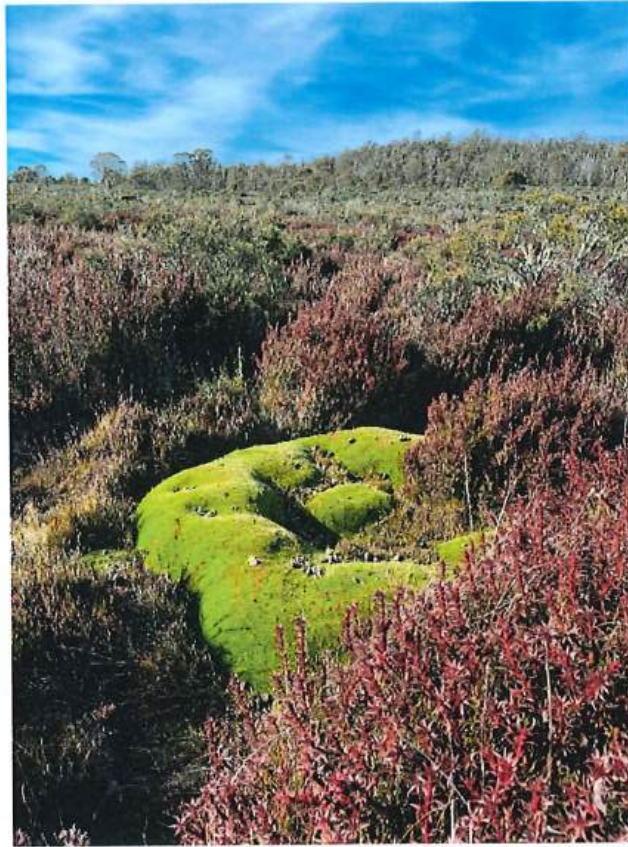


Figure 12 Eastern alpine heathland *Richea acerosa* and cushion plants. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

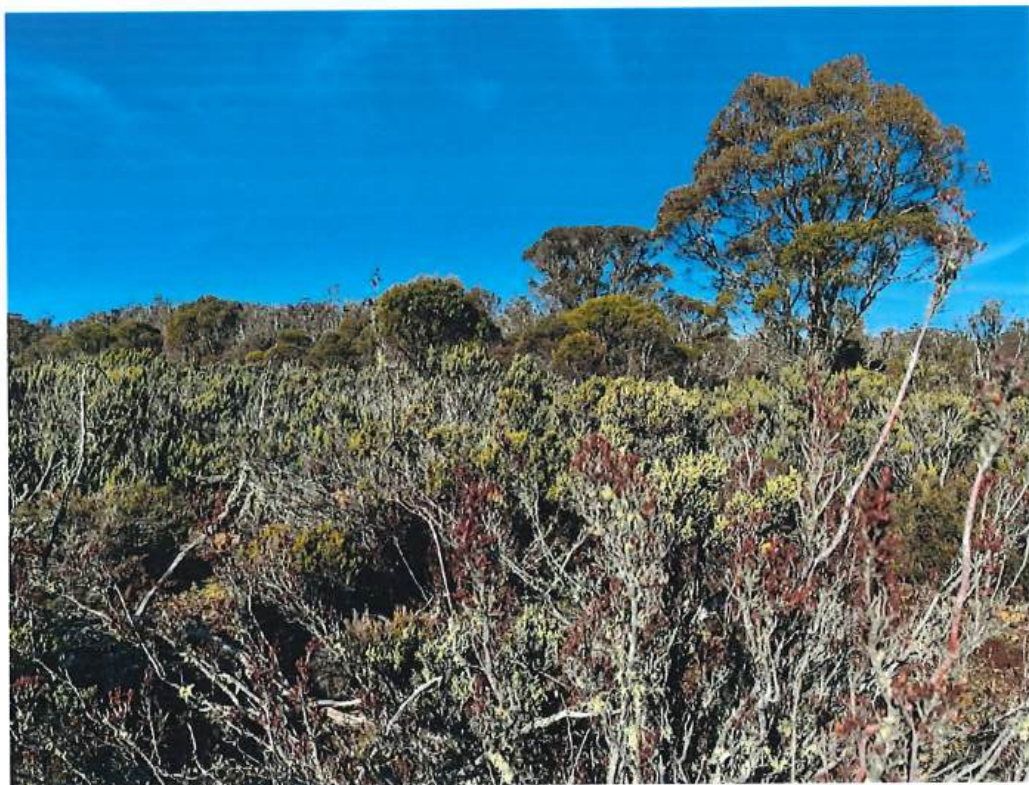


Figure 13 Eastern alpine heathland *Ozothamnus ericifolia* and *Richea acerosa* with *Eucalyptus pauciflora* in the background on the edge along the road. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 14: Ecotone of Highland grassy sedgeland and Eastern alpine heathland. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 15: A small but significant patch of *Eucalyptus pauciflora* (cabbage gum) forest and woodland on dolerite, as there were few trees on the property to provide shade and canopy habitat for birds, arboreal marsupials, and invertebrates. (Photo: Tasmanian Land Conservancy Inc. – Matilda Terry)



Figure 16: *Eucalyptus pauciflora* (cabbage gum) forest and woodland on dolerite grading out into heathland and grassland. (Photo: Tasmanian Land Conservancy Inc. – Matilda Terry)

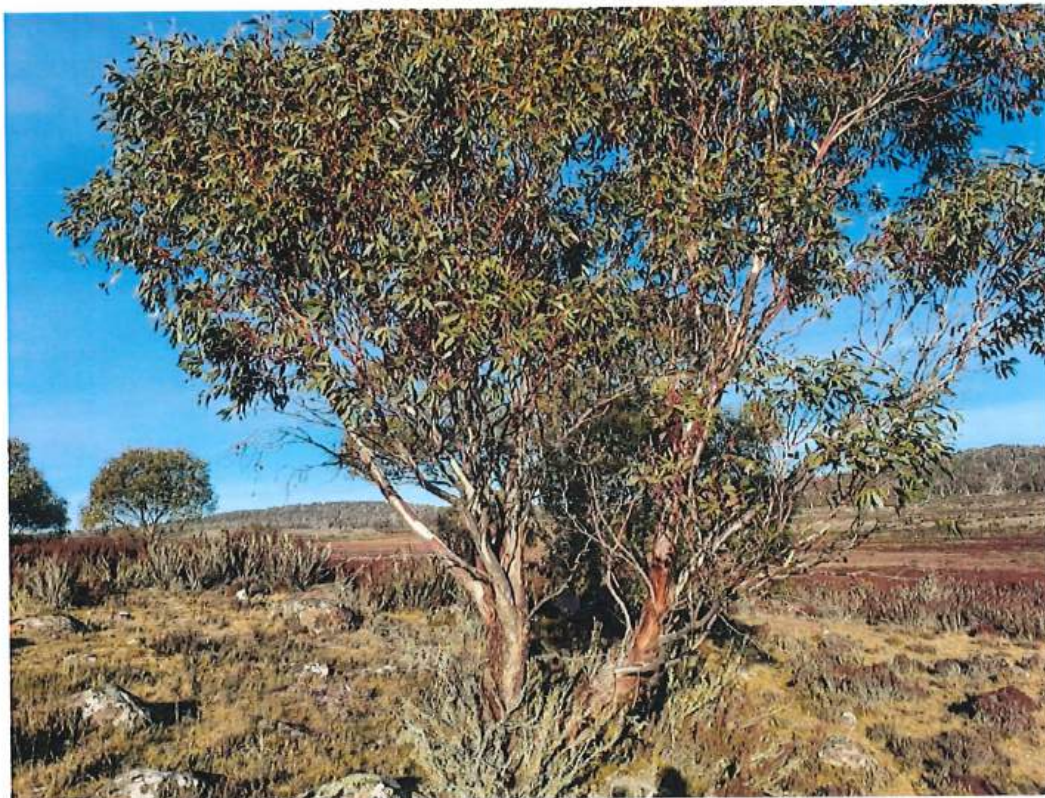


Figure 17: Scattered *E. pauciflora* on the edge of the woodland. (Photo: Tasmanian Land Conservancy Inc. – Matilda Terry)



Figure 18: *Eucalyptus pauciflora* (cabbage gum) forest and woodland on dolerite on the southeastern edge of the property along Barren Plains Road. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

Lichen lithosere (TASVEG Code ORO)

Lichen lithosere was noted as occurring on small rocky hills south of the lagoon and merges with Eastern alpine heathland and Highland grassy sedgeland. Shrubs including *Leptecophylla parvifolia* (mountain pinkberry), *Acrothamnus montanus* (snow beardheath) and *Melicytus dentata* (tree violet) were present in lee of boulders and where soil was present. However, the dominant cover was dolerite with lichens and mosses on hills and lichen fields extended on adjoining level land. These areas provide dry habitat, cover and foraging sites, for fauna such as birds, reptiles and invertebrates.



Figure 19: Lichen lithosere (TasVEG Code ORO) on dolerite, low rocky hills. (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)



Figure 20: Lichen lithosere on low ground around hills (Photo: Tasmanian Land Conservancy Inc. - Helen Morgan)

5.2 Threatened species and/or priority species

Threatened species **recorded** on the Land

Species	Status under *EPBCA/ **TSPA	Type and date of record NVA***	Comments
Flora:			
<i>Asperula scoparia</i> subsp. <i>scoparia</i> Prickly woodruff	-/r	On site, NVA record 2006	Recorded previously on site
<i>Eucalyptus gunnii</i> subsp. <i>divaricata</i> Miena cider gum	EN/e	On site, NVA record 2013	Recorded on site during survey 3/7/23 E 479564 N 5350132 and previously along roadside boundary
<i>Hovea montana</i> Mountain purplepea	-/r	On site, NVA record 2013	Recorded previously along roadside boundary
Fauna:			
<i>Accipiter</i> <i>novaehollandiae</i> Grey goshawk	-/e	On site, NVA record 1999	Recorded previously on site. Hunting habitat on site, no nesting habitat
<i>Tasniphargus tyleri</i> Amphipod (great lake)	-/r	NVA record 2001	Recorded previously on site on edge of lagoon

*Environment Protection and Biodiversity Protection Act 1999 (Cth)

**Threatened Species Protection Act 1995 (Tas)

***Natural Values Atlas <https://www.naturalvaluesatlas.tas.gov.au>

Environment Protection and Biodiversity Conservation Act 1995 (Cth) (EPBCA)		Threatened Species Protection Act 1995 (Tas) (TSPA)	
Category code	Category	Category code	Category
CR	Critically Endangered	e	endangered
EN	Endangered	x	Presumed extinct
VU	Vulnerable	v	vulnerable
CD	Conservation Dependent	r	rare

Threatened species previously recorded on site were not seen during the surveys conducted in 2023, other than *E. gunnii*. The surveys were conducted in winter and spring over two different days in July and October. Off-track walks were conducted to ground truth and describe the vegetation communities. The survey undertaken by Tasmanian Land Conservancy Inc. was not a targeted threatened species survey.

Threatened species not observed on the Land but that may occur on the Land based on the presence of suitable habitat or other information.

Species	Status under EPBCA/ TSPA	Type and date of record (NVA*)	Comments
Flora:			
<i>Agrostis diemenica</i> flatleaf southern bent	-/r	NVA within 5km 2004	Recorded nearby likely habitat on site in grasslands and woodlands
<i>Calocephalus lacteus</i> milky beautyheads	-/r	NVA within 5km 1984	Recorded nearby likely habitat on site in grasslands and woodlands
<i>Isoetes drummondii</i> subsp. <i>drummondii</i> plain quillwort	-/r	NVA within 5km 1991	Recorded nearby likely habitat on site in aquatic or semi- aquatic habitat
<i>Muehlenbeckia axillaris</i> matted lignum	-/r	NVA within 5km 2000	Recorded nearby likely habitat on site in rocky places
<i>Ranunculus pumilio</i> var. <i>pumilio</i> ferny buttercup	-/r	NVA within 5km 2019	Recorded nearby likely habitat on site in grasslands and woodlands
<i>Rhodanthe anthemoides</i> chamomile sunray	-/r	NVA within 5km 2018	Recorded nearby likely habitat on site in grasslands
<i>Trithuria submersa</i> submerged watertuft	-/r	NVA within 5km 2019	Recorded nearby likely aquatic habitat on site
<i>Uncinia elegans</i> handsome hooksedge	-/r	NVA within 5km 2000	Recorded nearby likely habitat on site in grasslands
<i>Prasophyllum crebriflorum</i> crowded leek-orchid	EN/e	NVA within 5km	Recorded nearby likely habitat on site in grasslands and woodlands
<i>Pterostylis pratensis</i> Liawenee greenhood	VU/v	NVA within 5km	Recorded nearby likely habitat on site in grasslands and woodlands
Fauna:			
<i>Aquila audax</i> subsp. <i>fleayi</i> Tasmanian wedge-tailed eagle	EN/e	NVA record within 500 m 2018	Hunting habitat on site, no nesting habitat
<i>Benthodorbis pawpela</i> Great Lake glacidorbid snail	-/r	NVA within 5 km 2009	Recorded nearby likely habitat on site and lagoon
<i>Beddomeia tumida</i> hydrobiid snail (great lake)	-/e	NVA within 5 km Based on range boundaries	Potential habitat on site and in lagoon
<i>Castiarina insculpta</i> miena jewel beetle	-/e	NVA record within 500 m 2017	Utilizes <i>Ozothamnus hookeri</i> present on site
<i>Costora iena</i> caddis fly (great lakes)	-/x	NVA within 5km 1934	Sighting 90 years ago, probably unlikely on site...
<i>Dasyurus maculatus</i> subsp. <i>maculatus</i> Spotted tailed quoll	VU/r	NVA within 5 km Based on range boundaries	Likely hunting and denning habitat on site

<i>Dasyurus viverrinus</i> eastern quoll	EN/-	NVA within 5 km 2009	Likely hunting and denning habitat on site
<i>Galaxias fontanus</i> Swan galaxias	EN/e	NVA within 5 km Based on range boundaries	Potential habitat in lagoon, littoral and wetland habitat important to this species for water quality
<i>Galaxias tanycephalus</i> saddled galaxias	VU/v	NVA within 5 km 2016	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Glacidorbis pawpela</i> hydrobiid snail (great lake)	-/r	NVA within 5 km Based on range boundaries	Potential habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Haliaeetus leucogaster</i> white-bellied sea-eagle	-/v	NVA within 5 km 2010	Hunting habitat on site and in lagoon and nearby lakes, little nesting habitat
<i>Hirundapus caudacutus</i> white-throated needletail	VU/-	NVA within 5km 2011	High flying bird, few resting trees on site
<i>Lathamus discolor</i> swift parrot	CR/e	NVA within 5 km 1988	May pass through on migration, some potential foraging habitat on site and nearby, known to forage in <i>E. pauciflora</i> on the central plateau (Dave Hamilton 2023 TLC)
<i>Mesacanthotelson setosus</i> isopod (great lake)	-/r	NVA within 5 km 2018	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Onchotelson brevicaudatus</i> isopod (great lake & Shannon lagoon)	-/r	NVA within 5 km 2018	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Onchotelson spatulatus</i> isopod (great lake)	-/e	NVA within 5 km 2018	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Oreixenica ptunarra</i> subsp. <i>ptunarra</i> ptunarra brown butterfly	EN/e	NVA within 5 km 1992	Recorded nearby likely habitat on site in grasslands
<i>Paragalaxias dissimilis</i> Shannon galaxias	VU/v	NVA record within 500 m 1977 and within 5 km 2004	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Paragalaxias electroides</i> great lake galaxias	VU/v	NVA record within 5 km 2016	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality
<i>Perameles gunnii</i> eastern barred bandicoot	VU/-	NVA record within 5 km R. Pearse 1975	Potential foraging and nesting habitat on site

<i>Podiceps cristatus</i> great crested grebe	-/v	NVA record within 5 km 1945	Potential habitat on site, only thought to nest and breed on Lake Dulverton, Oatlands, but climate change may alter this
<i>Sarcophilus harrisii</i> Tasmanian devil	EN/e	NVA record within 500 m 2018	Likely hunting and denning habitat on site
<i>Tyto novaehollandiae</i> masked owl	VU/e	NVA record within 5 km 1981	Likely hunting habitat on site, nesting habitat nearby
<i>Uramphisopus pearsoni</i> isopod (great lake)	-/r	NVA record within 5 km 2007	Recorded nearby likely habitat on site in lagoon, littoral and wetland habitat important to this species for water quality

5.3 Features of geomorphological and/ or geological significance

The Land is part of the Central Plateau Terrain Geoconservation site which is of National Significance. It is a large scale landform that is an outstanding example of both a continental erosion surface and a passive margin horst block. For more information see Geoconservation Database -

<https://nre.tas.gov.au/conservation/geoconservation>

6 Management Prescriptions, Authorisations & Recommendations

This section of the Plan sets out the way in which the Land is to be managed in order to fulfil the objectives of the Covenant and to meet the requirements set out in the Covenant and in this Plan.

‘Authorisations’ granted by the Minister to the Owner and referred to in the Covenant are set out below.

Authorisation for any activity that requires Authorisation by the Minister that has not been granted at the date of this Plan and is not listed in this Plan must be sought separately from the Minister as referred to in the Covenant.

This section may also contain “Recommendations” that the relevant parties should abide by.

To achieve the objectives of this Plan, the Owner, the Minister and the Department must abide by the **‘Management Prescriptions’** detailed in this section of the Plan. These Management Prescriptions (listed in dot-point throughout this section) are:

The conditions under which an Authorisation is provided; and/or

- The prescriptions issued by the Minister which are referred to in Clause 4.3 of the Conservation Covenant;

This section may also contain **‘Recommendations’** that the relevant parties should abide by.

6.1 Demarcation

- The boundaries of the Land are marked on the Land Map and the Owner should mark the boundaries of the Land on any property map the Owner uses to manage the Land.
- The Owner must inform everyone undertaking activities and/or development in or around the Land about the existence and purpose of the Conservation Covenant as well as the location of the Land and inform them of any relevant prescriptions listed below.
- Any signs supplied by the Minister to indicate the location and significance of the Land should be placed at strategic points around the Land (e.g. gates that enter onto the Land).

6.2 Background and threats to Natural Values

Climate change is producing a warmer drier climate, temperature range increase, higher risk of fire, and changes to hydrological and nutrient regimes and habitat. The actual effects of this are unknown and difficult to predict but several impacts were identified during the survey conducted by Tasmanian Land Conservancy Inc. (2023) that are likely to be either initiated or exacerbated by climate change including native shrub encroachment, cushion plant degradation and potential wildfire.

Native shrub encroachment at Barren Plains, mostly by *Ozothamnus ericifolius*, is occurring from the edge of Eastern alpine heathland (HHE) outwards into Highland grassy sedgeland (MGH). Indicative locations of this encroachment have been marked on the Management Map. The encroachment may be in response to climate change effects of warming and drought. Where *Ozothamnus ericifolius* encroachment is sparse or comprises young individuals, it occurs as scattered or light cover over the existing MGH community. However, where dense, mature, well-established shrubs have formed a connected canopy they have overgrown key species of the MGH community, cushion plants and potentially threatened flora habitat and are changing the environment e.g. through shading and likely nutrient depletion.

Management of woody shrub encroachment is not required or wise on this site as it involves use of hot fire or machinery, neither of which is recommended or considered safe in this environment. It is also recognised that woody shrub encroachment is a natural process of gradual change over time within the ecosystem.

Some larger, older cushion plants on higher ground appeared to be suffering from drought and were evidently degrading and being taken over by grasses and sedges. Climate change effects (warming and drought) and grazing impacts are likely to be contributing to their demise. Notable areas of cushion plants exist, which are <0.05 ha but are a significant representation of cushion plant communities, where cushion plants are large, healthy and connected or nearly so.

These areas should be Identified and have been marked on the Management Map and impact on the cushion plants should be excluded.

- No walking should occur on cushion plants or the immediate area around the cushion plants;
- Dogs should not enter the area where the cushion plants occur;

- Weeds and encroaching native shrubs should be monitored and removed from the edges of the areas where the cushion plants occur;
- No burning should take place in the areas where the cushion plants occur.

Wildfire is a threat to existing habitat, the extent of impacts from fire depends on fire intensity and frequency and the fire tolerance of the vegetation affected. If a hot wildfire burns through the Land, it is likely to reset the process of woody shrub encroachment. The eucalypt, shrub and grassland communities are likely to be more fire tolerant than MGH which surrounds and protects small creeks, freshwater marsh habitat and cushion plant communities which are vulnerable to impacts from fire. Barren Plains was unburnt during the 2019 fires that severely burnt the country around Great Pine Tier, Miena, yingina/Great Lake and Shannon River/St Patricks Plains. The wetness and valley floor location may be a natural deterrent to some fires.

6.3 Threatened and/or priority species

There is a wedge-tailed eagles' nest 1.04 km away; no specific prescriptions or management are required.

- The Minister, in conjunction with the Owner, will develop specific management prescriptions if required for threatened and/or priority species that are identified on the Land.

6.4 Timber harvesting

- No timber harvesting is to take place on the Land.
- No commercial firewood collecting is permitted on the Land.

6.5 Domestic firewood

- No domestic firewood collecting is permitted on the Land.

6.6 Stock grazing

- Grazing by stock must not be undertaken on the Land.

6.7 Fencing

At present all or part of the boundaries of the Land are unfenced and there are no internal fences. Given the current landuse(s) on adjoining areas and properties there is no requirement for boundary fencing at this time. Illegal access to the Land is not a threat as rocks and shrubs along the road hinder random access and most of the Land is wet with little firewood to attract intrusion. Fencing the boundary would have a negative impact on the environment and is currently unnecessary and might even invite intrusion.

If these circumstances change, then boundary fencing may be required .

The Owner may establish fencing for the purpose of protecting the Land from activities on adjoining land or to meet property boundary fencing commitments to adjoining owners.

- Any new fence(s) must allow Native wildlife access to water sources.
- The Owner must consult with the Department to ensure that the location of new fencing does not have an adverse impact on the Natural Values.

6.8 Clearing of vegetation

- No clearing (or slashing) of vegetation – including shrubs, grasses and other understorey species – is to occur in the Land unless it is:
 - (i) part of the weed management prescriptions (see section 6.12 *Control of Exotic plant species* for details);
 - (ii) for fire hazard reduction, fire-fighting, ecological burns and/or firebreaks (see section 6.9 *Fire* and 6.10 *Firebreaks* for further information);
 - (iii) for infrastructure maintenance or construction (see section 6.23 *Additional issues* for further information);
 - (iv) as part of a recovery strategy for a particular plant or animal species or management of the Natural Values as authorised in writing by the Minister (see section 6.2 *Threatened species* for details);
 - (v) for the purpose of management of the Natural Values including but not limited to the collection of seeds, the taking of cuttings or slashing as authorised in writing by the Minister;
- Vegetation cleared during the process of “approved clearing” operations (such as shrubs, branches, trunks etc.) may be removed from the Land.

Authorisation: The Owner may clear vegetation for the purpose of fuel hazard reduction prior to lighting a camp fire.

- Clearance of vegetation for a minimum distance of 3 metres is required around campfires/fireplaces

6.9 Fire

Planned fire (camp fires, fire hazard reduction and/or ecological burns)

Authorisation: Small camp fires are permitted subject to the following conditions:

- The Owner will ensure that the use of campfires does not cause depletion of the surrounding vegetation (see section 6.4 *Domestic firewood*), Including dead or fallen timber, from fuel gathering and all necessary precautions are taken to prevent the escape of fire and to extinguish the fire before leaving.
- No campfires are permitted in threatened communities, cushion plants and wet areas, camp fires should only be established on higher ground in heathland and woodland.
- All campfires must adhere to the *Tasmanian Fire Service Act 1979*, *Environmental Regulations*, *Local Government By-Laws* and *Tasmanian Fire Service direction* (including total fire bans).
- The lighting of campfires and the clearance of vegetation (see section 6.7 *Clearing of vegetation*), (see *Tasmania Fire Service website guide to Using Fire Safely Outdoors*) for the purposes of fire safety and hazard reduction should be undertaken in areas that minimise the necessity for clearing and disturbance of vegetation.

Authorisation: The Owner may use fire to achieve fire hazard reduction if and when the Owner and the Minister, or the Tasmania Fire Service deem it necessary for safety reasons but only under the conditions outlined below.

Authorisation: The Owner may use fire to conduct ecological burns for the management of biodiversity subject to the conditions outlined below.

- The Owner must consult with the Department and also obtain all necessary permits from the Tasmania State Fire Service prior to each fire hazard reduction or ecological burn.
- It is the Owner's responsibility to comply with fire permit conditions.
- Any fire hazard reduction burn or ecological burn must take account of the ecological requirements of native plant and animal species, particularly species that are threatened and/or a priority.
- The ideal frequency of fuel management burning is variable and dependant on vegetation type, landscape and climatic conditions. Monitor the fuel accumulation on your property and consult with the Department and/or the Tasmania Fire Service to determine the appropriate interval.
- Burning for ecological purposes is dependent on the requirements for the target species or vegetation community being managed.
- The Owner is responsible for ensuring that all planned burning is conducted in a safe manner and under conditions that will ensure that fires can be safely contained within the intended area on the Land. The Owner should refer to publications distributed by the Tasmania Fire Service or the State Fire Management Council e.g. *Planned Burning Manual – Guidelines to enable safe and effective planned burning on private land*

(see <http://www.fire.tas.gov.au>; <http://www.sfmc.tas.gov.au> and the Department of Natural Resources & Environment Tasmania private land conservation website <http://nre.tas.gov.au/conservation/conservation-on-private-land/private-land-conservation-program>).

- Burning should occur in a mosaic pattern so that different areas are burnt in different years. A mosaic pattern of burning should help vary the intensity of fire at different sites on the Land and its communities.
- The season and frequency at which the Land is burnt should be varied. Maintaining an unvaried fire regime may lead to the decline or local extinction of some species. The fire regime can be varied in a number of ways; burning in a different season (i.e. autumn versus early - mid spring); and/or allowing the burn to be patchier (i.e. some areas remain unburnt).
- Burning during late spring and summer should generally be avoided, as there is a greater risk of the fire escaping and/or becoming uncontrollable.
- Machinery used for fire control must be cleaned prior to entering the Land (if practicable) to prevent the establishment or entrenchment of weeds or pathogens. For further information see "Weed and Disease Planning and Hygiene Guidelines" <https://nre.tas.gov.au/invasive-species/weeds/weed-hygiene/weed-and-disease-planning-and-hygiene>

and “Keeping it clean – a Tasmanian field hygiene manual to prevent the spread of freshwater pests and pathogens”

<https://nre.tas.gov.au/invasive-species/weeds/weed-hygiene/keeping-it-clean-a-tasmanian-field-hygiene-manual>.

In the event of wildfire:

- The Owner must inform the Tasmania Fire Service (TFS) of any fire that threatens the Land as soon as possible after the Owner becomes aware of the fire. The TFS is the responsible authority for fighting fires in Tasmania.
- The Owner must, as soon as possible after becoming aware of the fire, inform those directing the fire-fighting that TFS personnel should (wherever practicable) use existing firebreaks or access tracks and avoid creating new firebreaks through sensitive areas e.g threatened vegetation communities, and areas in which cushion plants occur.

6.10 Firebreaks

Permanent firebreaks:

Authorisation: The Owner may create and maintain permanent firebreaks on the Land if and when the Owner and the Minister, or the Tasmania Fire Service deem it necessary but only under the conditions outlined below.

- The Department must be consulted prior to the creation of new permanent firebreaks to ensure that no firebreak has an adverse impact on areas with important Natural Values such as threatened species.
- The creation and maintenance of permanent firebreaks must be in accordance with guidelines obtained from the Tasmania Fire Service and the Department.
- Machinery used for firebreak construction or maintenance must be cleaned prior to entering the Land (if practicable) to prevent the establishment or entrenchment of weeds or pathogens.
- The Owner is responsible for creating and maintaining any firebreaks necessary to ensure the protection of high value assets (life and property).

Emergency firebreaks:

Authorisation: Emergency firebreaks will be permitted if there is an immediate threat to life or property but only under the conditions outlined below.

- The Owner will make all reasonable efforts to consult with the Tasmania Fire Service regarding the placement of emergency firebreaks before construction begins.
- The placement of emergency firebreaks must not disturb (unless unavoidable) areas of threatened vegetation communities or areas where cushion plants occur.

6.11 Herbicides, pesticides, fertilisers and other chemicals

Authorisation: The Owner may use herbicides on the Land as part of a weed management program (refer to section 6.11 *Control of Exotic plant species*).

- No fertilisers are to be applied on the Land.
- Pesticides may only be applied on the Land if required as part of the feral animal management program described in the section 6.13 *Control of Exotic animal species*.

Recommendation: Wherever possible, the Owner must also ensure that the use of fertilisers, pesticides or herbicides on land adjacent to the Land will not impact on the Land.

6.12 Control of Exotic plant species (weeds)

There are currently no known environmental weed infestations on the Land with Native vegetation usually dominant and flourishing.

Scattered dandelion plants (*Taraxicum officinale*) were recorded on the Land during the survey conducted by Tasmanian Land Conservancy Inc. in 2023 but they are a low priority for control and can be hand pulled.

- The Owner will make annual inspections of the Land and must control and (if possible) eradicate infestations of environmental weeds (such as, gorse, Spanish heath and broom).
- Particular attention should be paid to the margins of roads and tracks and to any recently disturbed sites.
- Only herbicides that are registered in Tasmania for the control of the target species are to be applied (see product label and/or contact the Department for advice). The Owner will apply and dispose of herbicides in accordance with the manufacturer's recommendations.
- When using herbicides for weed control on the Land, the Owner must comply with product labels. If the weed species is not listed on the product label, the Owner must comply with relevant off-label permits for Tasmania (see <https://nre.tas.gov.au/invasive-species/weeds/weed-publications-and-resources/weed-links-and-resources>).
- The Owner will inform the Minister of any weed infestations or species that do not respond to standard control methods.
- If spraying Exotic plants with herbicide, then the spray-drift must avoid native species or it should be minimised.

6.13 Control of Exotic (feral) animal species

Feral deer and cats are likely to occur on the Land. Deer are a potential threat to soft wet soils, cushion plants and threatened species habitat.

- The Owner is responsible for the control or eradication (if feasible) of feral animals (including feral cats, deer, goats, rabbits and hares) on the Land.
- Control of feral animals on the Land must be by shooting or trapping in accordance with current Codes of Practice, legal permits and conditions.
- The use of pesticides – including ‘1080’ poison – for feral animal control is not permitted on the Land unless otherwise authorised by the Minister.
- The Owner must inform the Minister of any feral animal population that does not respond to standard control methods.
- The Owner must keep Fallow Deer numbers on the Land at a level that minimises their impact on the Natural Values. The taking of deer is currently controlled under the *Nature Conservation (Wildlife) Regulations 2021*.

Recommendation: The Owner must not, where other reasonable alternatives are available, lay poisons adjacent to the Land.

✓ 6.14 Control of Native animals

For the purpose of this Plan, ‘Native species’ means species occurring naturally on the Land or its immediate surrounds prior to the year 1788.

- Control of Native animals on the Land cannot be undertaken without the authorisation of the Minister in writing and is also subject to permits and regulations under the *Nature Conservation Act 2002* and *Nature Conservation (Wildlife) Regulations 2021*.

Recommendation: Where and when necessary, Native animal control should occur outside the Land.

✓ 6.15 Exotic (non-Native) flora or fauna species

For the purposes of this Plan ‘Exotic species’ means all species not occurring naturally on the Land or its immediate surrounds prior to the year 1788.

Authorisation: Dogs may enter upon the Land for recreation. Dogs must remain under the effective control of their owner at all times and must not cause harm to Native animals or their habitat.

- No other Exotic species may be deliberately established on the Land, with the exception of biological control organisms (as listed on the *Biological Control Act 1986*) that are specifically for the control of target weed and/or pest species that are present on or adjacent to the Land.

✓ 6.16 Native flora and fauna species

- No Native flora and/or fauna species are to be deliberately introduced to the Land unless approved in writing by the Minister (for example, as part of a rehabilitation, revegetation or translocation strategy). ✓

6.17 Natural flow of water

- The taking of water from the Land is not permitted.
- Changes to the natural flow of water (for example, dams and waterholes) are not permitted unless authorised in writing by the Minister.

Recommendation: Wherever possible, the Owner must also ensure that changes to the natural flow of water on land adjacent to the Land will not impact on the Land.

6.18 Effluent and irrigation

- The discharge of effluent of any kind is prohibited on the Land.
- The use of irrigation water must not be undertaken on the Land except for the management of Natural Values as authorised in writing by the Minister.

Recommendation: Wherever possible, the Owner must also ensure that the use of irrigation water and/or effluent of any kind on land adjacent to the Land will not impact on the Land.

6.19 Vehicle use and tracks

There are no tracks on the Land, and none is required. The dominant vegetation is grassland/sedgeland and there is no need for formal tracks and permanent walking tracks are unsuitable for wet areas.

Vehicle use must not be undertaken on the Land except for emergency purposes or as authorised by the Minister for the purpose of constructing or maintaining fences (see 6.6 Fences). Vehicle use is also unsuitable for wet areas and must not occur where cushion plants occur. If fences are required, the Owner must consult with the Department and obtain authorisation from the Minister to ensure that associated off road vehicle use does not disturb (unless unavoidable) wet areas, areas of threatened vegetation communities or areas where cushion plants occur.

If walking tracks are required in the future, the Owner must consult with the Department

to ensure the location of tracks does not have an adverse impact on areas with important Natural Values such as threatened species, or areas where cushion plants grow.

6.20 Recreational use

- Recreational activities that are not considered deleterious to the Natural Values (including bushwalking, bird watching) are permitted on the Land.
- No recreational activities (including but not confined to, trail bike riding, shooting and horse riding which are or may be considered deleterious to the Natural Values are permitted on the Land unless approved in writing by the Minister.

6.21 Deleterious activities

- No activities (including, but not confined to, removal of natural resources, dumping of rubbish, general disturbance, etc) which are or may be considered deleterious to the Natural Values are permitted on the Land unless approved in writing by the Minister.
- The Owner must notify the Minister of any proposed changes in land use on land adjacent to the Land in case any management issues need to be addressed.

6.22 Disease control – *Phytophthora cinnamomi*

Phytophthora cinnamomi is a deadly plant pathogen that causes root-rot in a wide range of Native species, but heath species (*Epacridaceae*) and *Xanthorrhoea australis* are particularly susceptible. The fungus is spread from root to root by spores that move through the soil. Once established in an area it is important to limit the spread of the disease by limiting the movement of infected material (soil and plants).

While there have been no records of *Phytophthora cinnamomi* on the Land, the Owner should monitor the Land for signs of *Phytophthora cinnamomi* and must take the *Phytophthora cinnamomi* threat into consideration whilst undertaking management activities on the Land. Machinery and equipment used on the Land for authorised activities must be cleaned prior to entering the Land to prevent the establishment or entrenchment of weeds or pathogens such as root-rot.

For further information see "Washdown Guidelines for Weed and Disease Control – Edition 1" (see <https://nre.tas.gov.au/Documents/Washdown-Guidelines-Edition-1.pdf>) and "Keeping it clean – a Tasmanian field hygiene manual to prevent the spread of freshwater pests and pathogens" (see <https://nre.tas.gov.au/invasive-species/weeds/weed-hygiene/keeping-it-clean-a-tasmanian-field-hygiene-manual>.)

6.23 Monitoring, reporting and review

- The Owner must notify the Minister of any actions by a third party that affect the Natural Values on the Land.
- The Owner and the Minister will advise each other of any proposed action that could adversely affect the Natural Values.
- The Minister and the Owner will respond promptly to all communications from each other relating to this Plan.
- Monitoring by the Department will continue as required so that management practices can be modified as necessary to achieve the conservation objectives.
- The Department may establish monitoring plots on the Land and revisit these sites from time to time.
- The Minister may undertake site inspections and will periodically contact the landowner to discuss the outcomes of any activities, or other issues affecting the Land and its Natural Values.

6.24 Additional issues:

Infrastructure:

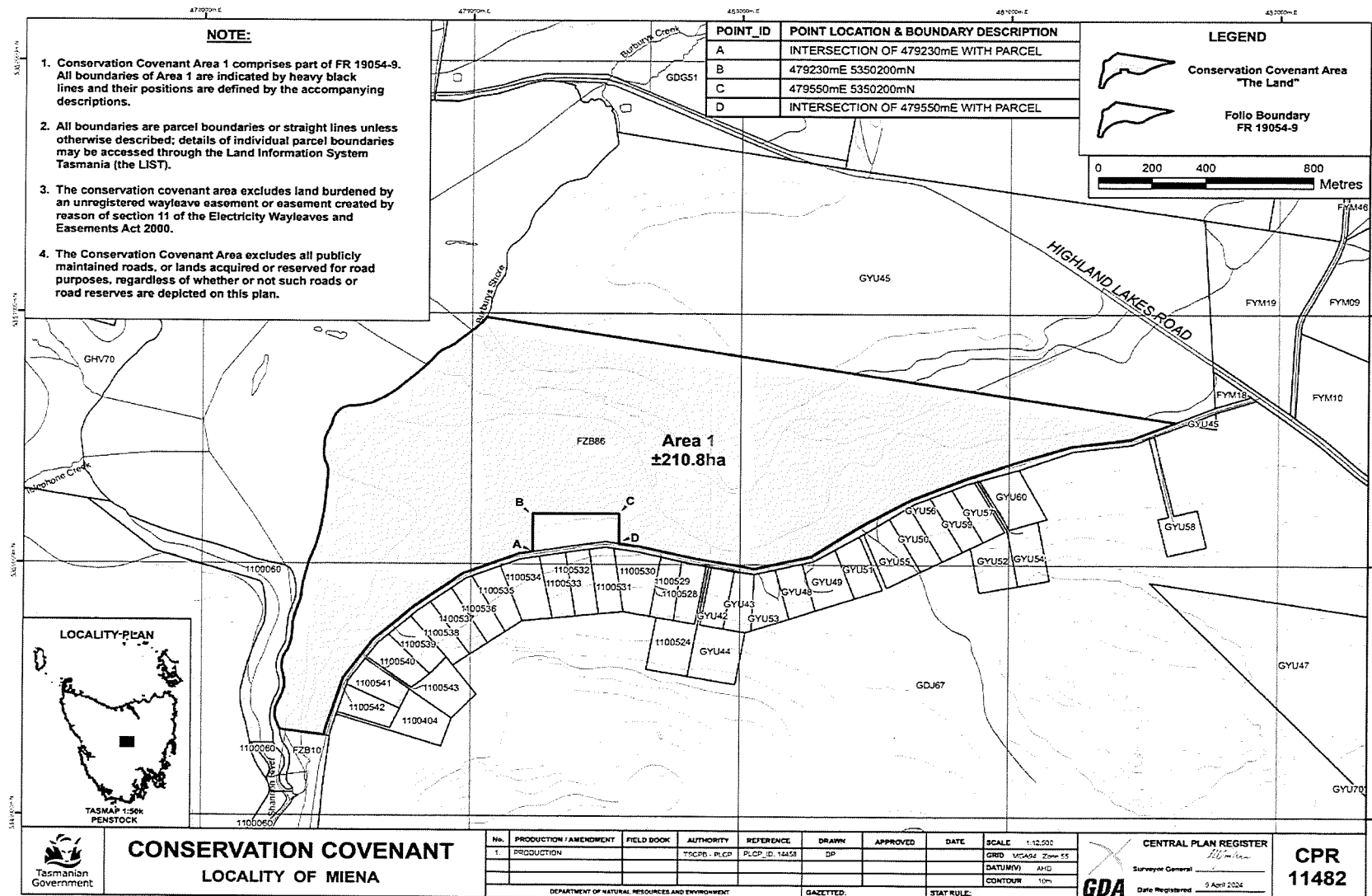
Is this the wrong heading?
Should be 'New proposed
Infrastructure'?

Authorisation: The Owner may establish minor infrastructure - a picnic shelter - on the Land subject to the following conditions.

- The final location of the infrastructure being first approved by the Minister in writing.
- This infrastructure is permitted on the Land where its establishment and use will not jeopardise the values for which the Covenant was established to protect.
- ✓ A picnic shelter must be no greater than 3 metres x 3 metres and must not be located in threatened vegetation communities, areas where cushion plants grow, or wet areas. The only suitable sites are likely to be on higher ground in heathland and woodland.
- Construction of approved infrastructure should be undertaken in a manner that minimises the risk of *Phytophthora cinnamomi* becoming established on the Land.
- Deliberate vegetation clearance and soil disturbance should only be undertaken where essential for establishment and safe use of the infrastructure.

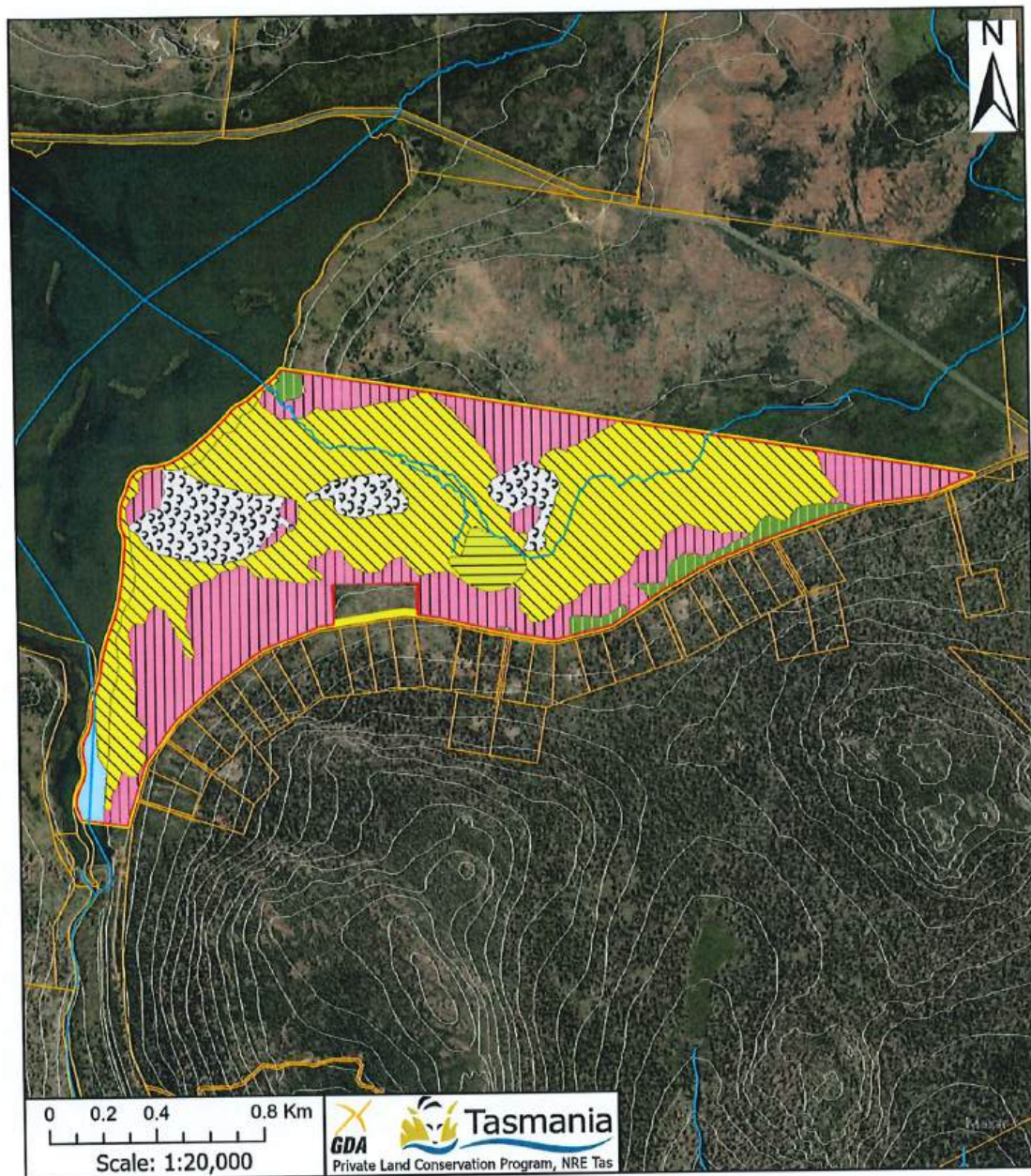
Where is heading 'Foreign Materials'?

Additional issues - no additional issues.



Map 2: The Land

Vegetation Map

**Conservation Covenant Vegetation Map**

Property: Barren Plains, Barren Plains Rd, Miena

Title Ref: 19054/9

Database ID: 14458

File No: 24/1197

Mapsheets: MIENA, 4635

Data Sources: LIST, PLCP & Tas Land Conservancy Inc.

Map Date: 6/03/2024

Imagery: ESRI World Imagery Service

BOUNDARIES

Covenant boundary

Property boundary

Title boundaries

VEGETATION COMMUNITIES

(DPD) Eucalyptus pauciflora forest and woodland

(GPH) Highland Poa grassland

(HHE) Eastern alpine heathland

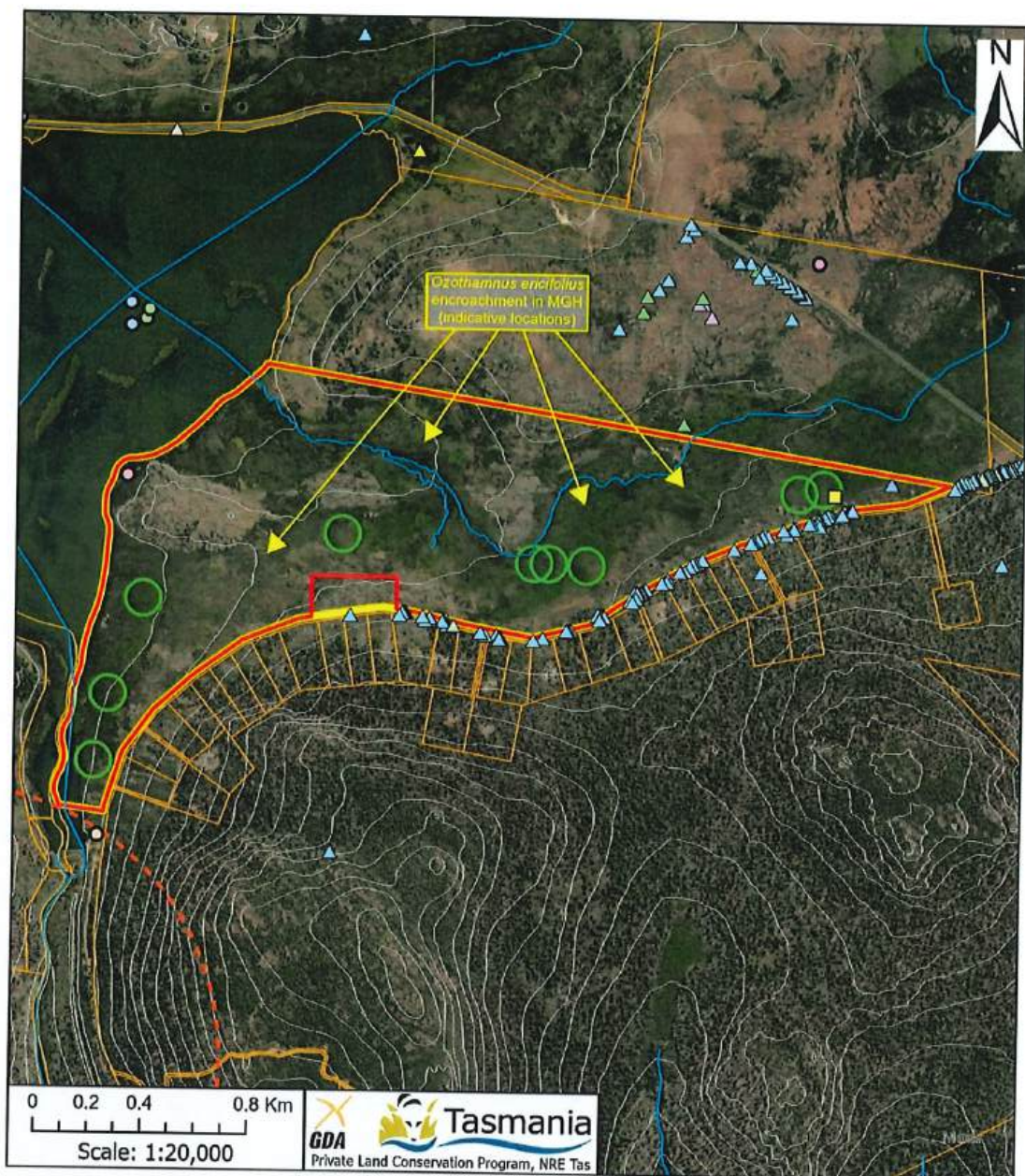
(MGH) Highland grassy sedgeland

(OAQ) Water, sea

(ORO) Lichen lithosere

Map 3: Vegetation Map

Management Map

**Conservation Covenant Management Map**

Property: Barren Plains, Barren Plains Rd, Miena

Title Ref: 19054/9

Database ID: 14458

File No: 24/1197

Mapsheets: MIENA, 4635

Data Sources: LIST, PLCP & Tas Land Conservancy Inc.

Map Date: 8/4/2024

Imagery: ESRI World Imagery Service

BOUNDARIES

- Covenant boundary
- Property boundary
- Title boundaries

WATERWAYS

- Watercourse

THREATENED FAUNA

- amphipod (great lake)
- Great lake galaxias
- Isopod (great lake & shannon lagoon)
- Isopod (great lake)
- Miena jewel beetle
- plunarra brown butterfly
- Shannon galaxias
- ▲ Wedge-tailed Eagle Nest
- Eagle Nest Management Zone

WEEDS

- dandelion
- english broom
- gorse
- great mullein

THREATENED FLORA


- ▲ crowded look-orchid
- ▲ Liawence greenhood
- ▲ matted lignum
- ▲ Miena cider gum
- ▲ milky beautyheads
- ▲ mountain purplepea
- ▲ plain quillwort
- ▲ prickly woodruff
- cushion plant (indicative locations)

Map 4: Management Map

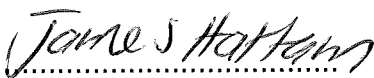
This Nature Conservation Plan has been signed as follows on the _____ of _____
2024

SIGNED by JOANNA CRISP as a duly authorised)
agent of the Minister administering the Nature)
Conservation Act 2002 to indicate approval of the)
terms of this Nature Conservation Plan)
)

SIGNED on behalf of TASMANIAN LAND)
CONSERVANCY INC.)
being the current owner of the abovementioned)
property to indicate that the terms of this)
Nature Conservation Plan have been read,)
understood and accepted)


.....

Authorised Officer


.....

Name


.....

Position

TASMANIAN LAND TITLES OFFICE
Instrument Creating
Restrictive Covenants in Gross
Section 102 Land Titles Act 1980.
Section 34 Nature Conservation Act 2002.



E371735

DESCRIPTION OF LAND			
Servient Folio/s of the Register			
Volume	Folio	Volume	Folio
19054 part – being the land marked “Covenant Area 1” on the plan attached hereto	9		

We TASMANIAN LAND CONSERVANCY INC. of 183 Macquarie Street, Hobart in Tasmania being the registered proprietor of the land comprised in the above folio of the Register (the servient land) covenant/s with the HONOURABLE NICHOLAS DUIGAN being and as the Minister administering the *Nature Conservation Act 2002* (the Minister) in accordance with Section 34 of the *Nature Conservation Act 2002* to the intent that the burden of the covenant/s runs with and binds each and every part of the servient land and that the benefit is created in favour of the Minister to observe the stipulations set out in the attached annexure pages.

In witness I/We TASMANIAN LAND CONSERVANCY INC.
and the Minister have this day set our hands and seals.

Date: 4th May 2024

SIGNED SEALED and DELIVERED by)
JOANNA JULIE CRISP being the General Manager)
Environment, Department of Natural Resources and)
Environment Tasmania pursuant to an Instrument of)
Delegation under Section 75 of the *Nature Conservation)
Act 2002* dated 4th December 2020 in the presence of:)
presence of: 23rd April 2024 Akeg...
Favourable Land Conservation Program

Witness (to sign)

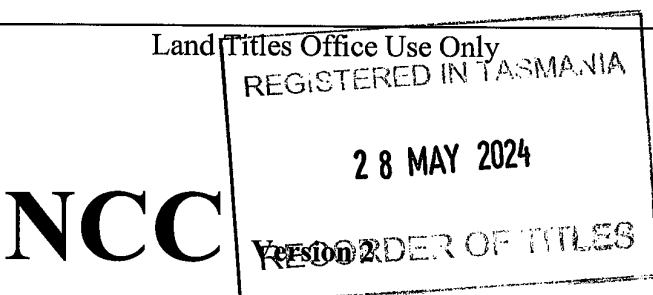
Susan Helmer

Name (print)

cf 184 Macquarie St, Hobart

Address

Page 2 of 2



Stamp Duty

THE BACK OF THIS FORM MUST NOT BE USED

The SEAL of TASMANIAN LAND CONSERVANCY INC.)
was hereunto affixed in)
in the presence of:)



.....
Authorised signatory

James Heitman
.....

Print name

CEO
.....

Office/position

Land Titles Office Use Only

NCC Version 2

Stamp Duty

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FORM TO THE INSTRUMENT

ANNEXURE PAGE

Page 3 of 14 Pages
Vol. 19054 Fol. 9

TERMS OF COVENANT

1. OBJECTIVES:

- 1.1 The purpose of the covenant is to protect the Natural Values of the Land.
- 1.2 This Covenant will bind the current registered proprietor of the Land (that is the Owner who is a party to this Covenant) and all future registered proprietors of the Land.

2. LOCATION

This Covenant applies to the Land, being:

Folio of the Register Volume 19054 Folio 9 - The area at Miena in the Municipality of Central Highlands comprising about 210.8 ha (area) marked Conservation Covenant Area Number 1 shown shaded on Plan No. 11482 in the Central Plan Register, a reduced copy of which is attached, by way of illustration only, in the First Schedule of this Covenant.

3. DEFINITIONS AND INTERPRETATION

- 3.1 In this Covenant unless the contrary intention appears:

"Business Day" means any day on which banks as defined in the *Banking Act 1959 (Commonwealth)* are open for business in Hobart;

"Clearance of Native Vegetation" means the clearing, cutting, pushing over, destroying or otherwise removing of Native Vegetation in any way;

"Covenant" means this Instrument including all Schedules;

"Crown" means the Crown in Right of Tasmania;

"Exotic Species" means any plant or animal species not Native to the Land or its immediate surrounds;


"Foreign Material" means any material from outside the boundaries of the Land and includes rubbish, soil, gravel, mulch and compost;

"Land" means the lands described in clause 2;

"Legislative Requirement" means Acts, Ordinances, regulations, by-laws, orders, awards and proclamations of the Commonwealth or State;

NOTE:- Every annexed page shall be signed by the parties to the dealing, or where the party is a corporate body, be signed by the persons who have attested the affixing of the seal of that body to the dealing.

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ANNEXURE PAGE

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“Minister” means the Minister administering the *Nature Conservation Act 2002*;

“Native” means species occurring naturally in the Land or its immediate surrounds prior to the year 1788;

“Native Vegetation” means all plants, including fallen dead wood and litter, Native to the Land or its immediate surrounds;

“Natural Values” means the variety of all life-forms that are Native to the Land, including plants, animals and micro-organisms, the genes they contain, and the ecosystems of which they are a part (including soils, water and landforms) and the processes which maintain them;

“Owner” means the registered proprietor of the Land and includes any successor in title of that person;

“Subdivision” means subdivision under the *Local Government (Building & Miscellaneous Provisions) Act 1993*;

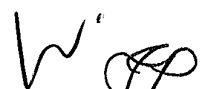
“Writing” and words of like import include typing lithography photography and other modes of representing or reproducing words in a tangible and visible form and **“written”** has a corresponding meaning.

3.2 In this Covenant unless the contrary intention appears:

- (a) a reference to a clause or schedule is a reference to a clause of, or schedule to, this Covenant and a reference to this Covenant includes a recital or schedule;
- (b) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (c) a word importing the singular includes the plural and vice versa; a word importing a gender includes each other gender and a reference to a person includes an individual, firm, body corporate, association (whether incorporated or not) government, governmental or semi-governmental body, local authority or agency;
- (d) a reference to a person includes the person's executors, administrators, successors, substitutes (including persons taking by novation), transferees and assigns;

NOTE:- Every annexed page shall be signed by the parties to the dealing, or where the party is a corporate body, be signed by the persons who have attested the affixing of the seal of that body to the dealing.

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ANNEXURE PAGE

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- (e) a reference to an act, matter or thing, includes the whole, or any part of that act, matter or thing and a reference to a group of acts, matters, things, or persons includes each act, matter, thing or person in that group;
- (f) if under this Covenant or anything done under it, the day on, or by, which any act, matter or thing is to be done, is not a Business Day, then that act, matter or thing may be done on the immediately following Business Day;
- (g) the verb "include" (in all its parts, tenses and variants) is not used as, nor is it to be interpreted as, a word of limitation;
- (h) headings are inserted for convenience and do not affect the interpretation of this Covenant;
- (i) if any terms are added to a schedule, then it is agreed that those terms will form part of this Covenant;
- (j) a reference to an obligation of two or more parties binds all of them jointly and each of them severally.

GENERAL COVENANTS

- 4.1 The Owner agrees not to undertake activities on, or in relation to, the Land which will cause damage to, or degradation of, the Natural Values.
- 4.2 Without limiting the operation of clause 4.1 the parties agree that the following activities will cause damage to, or degradation of, the Natural Values and must not be undertaken on, or in relation to, the Land:
 - (a) use of fertiliser;
 - (b) Subdivision of the Land;
 - (c) introduction of Foreign Material except materials for the maintenance and construction of infrastructure, or fences as authorised in writing by the Minister;
 - (d) off-road use of vehicles except for emergency purposes or as authorised by the Minister for assisting the maintenance or construction of fences;
 - (e) irrigation except for the purpose of management of the Natural Values as authorised in writing by the Minister;
 - (f) lighting of fires except for the purposes of fire hazard reduction or management of the Natural Values as authorised in writing by the Minister;

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- (g) control of Native wildlife except for the purpose of protection of the Natural Values as authorised in writing by the Minister;
- (h) use of herbicides and other chemicals except for registered herbicides or pesticides for the purpose of controlling Exotic Species that threaten the Natural Values as authorised in writing by the Minister;
- (i) removal or disturbance of soil, rock or other mineral resources except for the purposes of maintenance and construction of fences, or infrastructure and for revegetation activities;
- (j) planting of any plants except the use of Native seeds or plants for the purpose of revegetation as authorised in writing by the Minister;
- (k) building or placement of infrastructure or fences except:
 - (i) for the purposes of fencing to protect the Land from activities on adjoining land or to meet property boundary fencing commitments to adjoining landowners;
 - (ii) for the purposes of constructing additional fences or infrastructure as authorised in writing by the Minister;
- (l) taking of water except as authorised in writing by the Minister;
- (m) interference with the natural flow of water except minor interference associated with the maintenance of existing infrastructure or the construction of infrastructure as authorised in writing by the Minister;
- (n) Clearance of Native Vegetation except:
 - (i) for the purposes of fire hazard reduction, fire fighting purposes, or the creation and maintenance of firebreaks if authorised by Tasmania Fire Service or as authorised in writing by the Minister;
 - (ii) for the purposes of maintenance of carriageways, rights of ways and easements in accordance with all Legislative Requirements;
 - (iii) for the purposes of maintenance of infrastructure or fences as authorised in writing by the Minister;
 - (iv) for the purpose of constructing fences or infrastructure as authorised in writing by the Minister;
 - (v) for the purposes of a recovery strategy, seed collection or management of the Natural Values, as authorised in writing by the Minister.
- (o) introduction of Native fauna species except as authorised in writing by the Minister;
- (p) introduction of Exotic Species except:
 - (i) declared biological control (agent) organisms under the *Biological Control Act 1986* for the purpose of controlling declared target organisms under the *Biological Control Act 1986*;

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- (ii) dogs for the purposes of recreation as authorised in writing by the Minister.

4.3 The Owner agrees:

- (a) to use best endeavours to ensure that Exotic Species that threaten the Natural Values of the Land do not become established;
- (b) to use best endeavours to eliminate or control established Exotic Species that threaten the Natural Values of the Land by observing the weed management prescriptions and feral animal control prescriptions issued for the Land by the Minister;
- (c) to observe any reasonable fire management practices prescribed for the Land by the Minister;
- (d) to maintain fences if those fences are necessary to protect the Natural Values of the Land;
- (e) to observe any threatened species or Natural Values management prescriptions issued for the Land by the Minister;
- (f) to observe any prescriptions limiting off-road vehicle use issued for the Land by the Minister; and
- (g) to use best endeavours to protect the Natural Values of the Land.

5. WAIVER OF RIGHTS OF RECOVERY

The Owner waives all present and future rights to claim against the Minister or the Crown for:

- (a) personal injury to, or death of, the Owner;
- (b) either or both loss of, or damage to, any of the Owner's property; and
- (c) financial loss to the Owner,

arising from or attributable to, the Owner carrying out any obligations or activities required or authorised under this Covenant. This waiver does not operate to release the Minister or the Crown from liability arising from, or attributable to, a wrongful (including negligent) act or omission of the Minister or the Crown.

6. CHANGE OF OWNERSHIP

- 6.1** The Owner must notify the Minister in writing of any agreement entered into by the Owner to effect any change of ownership or control of the Land and that

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notice must detail the name and address of all parties to the agreement and the nature of the change of ownership or control.

- 6.2 The Owner must notify the Minister in writing of any change of ownership or control of any portion of the Land and that notice must detail the name and address of the new owner, lessee or licensee.
- 6.3 The Owner must provide a copy of this Covenant, and all authorisations given by the Minister under the terms of this Covenant to all prospective purchasers, lessees or licensees of the Land.
- 6.4 Despite any other provision of this Covenant, a person will not be liable for any breach of the terms of this Covenant which has been committed after that person has ceased to be a registered proprietor of the Land.

7. RIGHT TO INSPECT AND CONDUCT WORKS

- 7.1 The Owner will, after having been given reasonable notice by the Minister, allow the Minister or any person who is authorised by the Minister to enter upon the Land in order to:
- (a) inspect the condition of the Land; or
 - (b) conduct any works (including research) which are required to preserve or prevent degradation of the Natural Values.
- 7.2 If an access route is agreed to in writing by the parties, then the method of access to the Land is to be in accordance with the agreement except in the case of an emergency or where, in the circumstances, the Minister considers that method of access would be unreasonable.
- 7.3 The Minister will keep the Owner indemnified against any loss, damage or legal liability arising from entry to the Land and attributable to any act or omission of the Minister or an authorised person in respect of:
- (a) personal injury to, or death of, any person; or
 - (b) damage to property on the Land;
- 7.4 Clause 7.3 of this Covenant does not apply to loss or damage which may arise in respect of works required to be done to preserve or prevent degradation of the Natural Values and which have been properly done.

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8. DISPUTE

- 8.1 If a dispute arises between the parties under this Covenant, then (except in the case of action required to be taken under statute) the parties undertake in good faith to use all reasonable endeavours to resolve the dispute between them by negotiation.
- 8.2 If a dispute arises requiring resolution, a party must serve a notice on the other specifying the nature and subject matter of the dispute.
- 8.3 If one party has given a written notice of dispute to the other party and the parties are unable to resolve the dispute by means of a meeting or meetings held between them within twenty (20) Business Days after receipt of the notice, then the dispute must be submitted for resolution under the following sub-clauses.
- 8.4 The matter in dispute must be referred for resolution by a person of appropriate qualifications and experience, as agreed between the parties, who will act as mediator and conduct a mediation concerning the matter in dispute.
- 8.5 The costs of all mediation under this clause are to be shared equally between the parties.
- 8.6 The parties agree to use their best endeavours to resolve the dispute by mediation.
- 8.7 If a dispute cannot be settled within forty (40) Business Days (or such other period as the parties agree) of one party serving a notice of that dispute in accordance with Clause 8.2, the dispute must be determined under the provisions of the *Commercial Arbitration Act 2011*.

9. NOTIFICATION OF MATTERS ADVERSELY AFFECTING NATURAL VALUES

The Owner will advise the Minister of any proposed actions or events which have had, or may have, adverse affects upon the Natural Values.

10. REVIEW OF AUTHORISATIONS

- 10.1 Unless otherwise agreed by the parties, and confirmed in writing by the Minister, all authorisations given by the Minister under Clause 4.2, may be reviewed by the Minister and the Owner at any time, but at intervals no longer than 10 years.
- 10.2 Any authorisation reviewed under clause 10.1 may be amended by the Minister pursuant to that review.

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11. COMPLIANCE WITH THE LAW

- 11.1 Despite any other provision of this Covenant, the parties must comply with all laws and Legislative Requirements which are relevant to this Covenant.
- 11.2 Nothing contained within this Covenant should be taken to mean or imply that local government planning approval or any other approval has been or will be granted for activities which require such approval. It is the Owner's responsibility to obtain the relevant approvals and permissions and the Owner warrants that it will do so prior to undertaking any activities.

12. NOTICES

- 12.1 A notice or other communication to be given or made under this Covenant must be in writing and addressed to the party to which the notice is required to be given at the following addresses.
- 12.2 A notice or other communication given or made under this Covenant must be in writing and addressed, as the case may be, as follows:

THE MINISTER	C/- Secretary Department of Natural Resources & Environment Tasmania Environment Heritage & Land Division Private Land Conservation Program GPO Box 44 HOBART TAS 7001
--------------	--

THE OWNER	Tasmanian Land Conservancy Inc. PO Box 4558 HOBART TAS 7000
-----------	---

or as otherwise advised in writing.

- 12.3 A notice or other communication is taken to have been duly served:
- (a) in the case of hand delivery - when delivered;
 - (b) if sent by prepaid post - on the third (3) Business Day after the date of posting;
 - (c) if sent by facsimile transmission (only if the sending facsimile machine produces a print out of the time, date and uninterrupted transmission record of the sending of the notice) - upon completion of sending if completion is within ordinary business hours in the place where the

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recipient's facsimile machine is located, but if not, then at 9.00 a.m. on the next Business Day in that place.

- 12.4 A notice or other communication given or made under this Covenant is sufficient if:
- (a) in the case of the Minister, it is under the hand of the Minister or a duly authorised officer of the Minister or the Minister's solicitors;
 - (b) in the case of the Owner, it is under the hand of the Owner or the Owner's solicitors.
- 12.5 A printed or copied signature is sufficient for the purposes of sending any demand, written consent or other communication by facsimile transmission.

13. OBLIGATIONS OF THE MINISTER

In consideration of the Owner's agreements in this Covenant the Minister agrees:

- (a) to arrange for the provision of such assistance and technical advice to the Owner as the Minister considers reasonable to provide for the protection and preservation of the Natural Values within the Land; and
- (b) to bear the cost of preparation and registration of this Covenant but not including any legal or other costs incurred by the Owner.

14. SEVERANCE

If any provision of this Covenant or its application to any person or circumstance is or becomes void, invalid, illegal or unenforceable, then so far as possible, the provision will be read down to the extent necessary to ensure that it is not illegal, invalid or unenforceable. If any provision, or part of it, cannot be so read down, then the provision, or part of it, will be taken to be void and severable and the remaining provisions of this Covenant will not be affected or impaired in any way.

15. GOODS AND SERVICES TAX

- 15.1 Subject to any other provision of this Covenant expressing a contrary intention, if GST is imposed on a supply made under it, then the party paying for the supply must pay the amount of the GST to the party making the supply, at the same time as, and in addition to, the amount payable for the supply.
- 15.2 A party making a taxable supply under this Covenant must give the recipient a tax invoice for the taxable supply when that supply is made.

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- 15.3 In this clause "GST" refers to goods and services tax under *A New Tax System (Goods and Services) Act 1999* ("GST Act") and the terms used have the meaning as defined in the GST Act.

16. MINISTER'S RIGHT TO DELEGATE OR AUTHORISE

- 16.1 The Minister may authorise, or delegate the right to, another person to perform or exercise any of the Minister's functions, powers, duties or responsibilities specified under this Covenant.
- 16.2 Any act or thing done by a duly appointed delegate, or authorised person described in Clause 16.1, while acting in the exercise of his or her delegation or authorisation (whichever is the case) will have the same force and effect as if that act or thing had been done by the Minister.

17. SPECIAL PROVISIONS

The special provisions in the Second Schedule are part of this Covenant and bind the parties according to their tenor.

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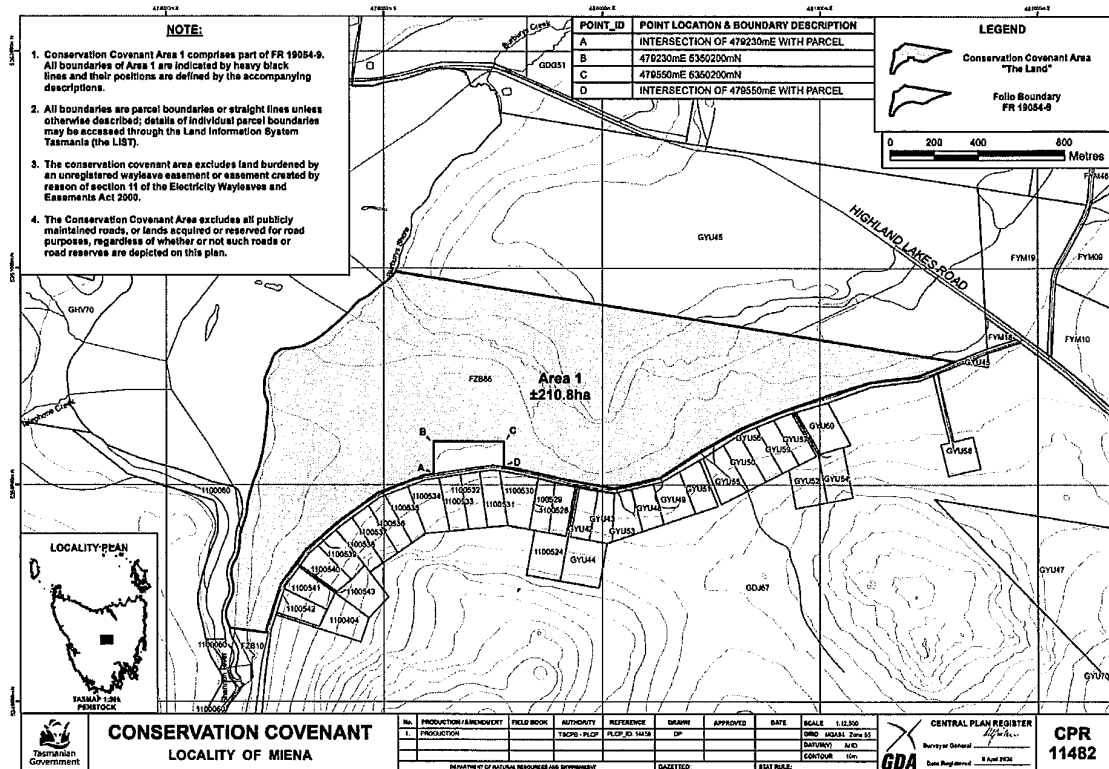


ANNEXURE PAGE
PLAN OF THE LAND

FIRST SCHEDULE

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Note: (the attached plan is a reduced copy of the Central Plan Register plan held at Land Titles Office, Hobart.



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FIRST SCHEDULE

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SECOND SCHEDULE

Part 1. WAIVER OF RIGHT OF COMPENSATION

The Owner waives all rights to recover any statutory or other compensation from the Minister or the Crown in relation to the protection of the Natural Values of the Land under this Covenant including rights provided by Section 45 of the *Threatened Species Protection Act 1995* or Part 5 of the *Nature Conservation Act 2002* for any loss or damage suffered of whatsoever nature.

Part 2. CARBON SEQUESTRATION RIGHTS

The Minister agrees that all future carbon trading rights arising at law in respect of the Land will vest in the Owner and that the Crown will not seek to claim any interest in relation to those rights.



Sent: Tuesday, 3 June 2025 12:08 PM
To: development
Subject: DA 2025/26 CT 19054/9 Representation

Dear Louisa,

1. Thank you to council for the opportunity to submit representations.
2. It cannot be overlooked that Tas Land Conservancy, while well intentioned and highly successful purpose-driven organisation, an organisation I am in strong support of in principle, seem to operating outside the law, ignored processes and operated in an unethical manner when it comes to releasing this block from a previously identified as reserved. There was no similar DA-type notice to owners of neighbouring properties when this significantly impactful subdivision was proposed. When I purchased my block in 2024, the selling point was that "Tas Land Conservancy acquire land to preserve it, and there is no way that there will be development on that side of the road, down to the lagoon, will be allowed into the future". It was discourteous and disingenuous to not engage local land owners on fundamental change to the reservation on Barren Plains Rd. The question also has to be asked of council, and their approval of the site without neighbour consultation.
3. Overall, the owner and architect have submitted a modest and appropriate plan for the site, keeping at one story high. Of particular positive note is the inclusion of the rock facade on the road facing side of the main building which is a striking, but tasteful way to soften the structure into the surrounding area. This is a very clever and impressive detail.
4. A request I have on the grounds of impact to the visual appeal of the surrounding landscape is the shed that sits in between the dwelling and the road. If there was a similar approach taken to use natural elements to soften this visual impact of this metal box, that would be appreciated and welcomed - be it hard scape or soft landscaping, e.g trees and bushes.
5. I look forward to meeting the neighbours, understanding the role of the centre in studying the local environment, and an ongoing positive relationship into the future.

Kind regards,

Sent: Monday, 2 June 2025 1:34 PM
To: development
Subject: RESPONSE TO LOUISA BROWN LETTER DATED 16 MAY 2025

URGENT

**The Head
Central Highlands Council**

Attn: The Planning Officer Louisa Brown

Dear Madam,

I have your letter dated 16 May 2025 received in Singapore only on 2 June 2025.

I am conveying that no part of my land or the boundaries to my land and its surroundings should be affected in any way by the planning application conveyed as coming from my neighbour.

I also put on record that the deadline of 3 June 2025 is impossible to respond to adequately. I confirm that my neighbour has never sent me any details or drawings in any form. In short, I am reserving my rights and placing on the record my notification that the planning consideration do not infringe or affect my land in any way. I also confirm that there were no such notifications also from Green Design Architects. May I expect that the Planning Department which includes yourself will ensure that the historical boundaries and my land are not affected.

Subject as above, my neighbour is free to do as he wishes on his land.

Regards,

cc

Sent: Tuesday, 3 June 2025 1:53 PM
To: development
Subject: Re: RESPONSE TO LOUISA BROWN LETTER DATED 16 MAY 2025

URGENT

**The Head
Central Highlands Council**

Attn: The Planning Officer Louisa Brown

Dear Madam,

We have downloaded the Development Application mentioned in your letter of 16 May 2025.

My husband and I are currently away and will review your documents when we get back to Singapore later this month.

We reserve our rights.

Regards,



CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please ensure you have read and understand the Program Guidelines prior to completing this form. Please enclose your group/club's current financial statement.

1. APPLICATION & ORGANISATION DETAILS

Name of Project: *Campdraft Tas state finals Dinner*

Amount of Grant Requested: *\$300*

Estimated Total Project Cost:

Applicant Organisation:

Contact Person's Name: *Lynne Lucas*

Contact Details
Address:

Phone: (Business hours)

Mob:

Fax:

Email: *ollk.lucas@netspace.net.au*

Signature

Name *Kasey Morris*

Position in Organisation

Date *28-4-25*

What is the overall aim/purpose of the applying organisation?

Sponsorship

What is the membership of the organisation?

President *Redenack Kefave*

Secretary *Lynne Lucas*

Treasurer *Reanna O'Rourke*

Public Officer/s



2. ELIGIBILITY (see *Community Grant Program Guidelines*)

Is the organisation:

- ☐ Representative of the interests of the Central Highlands Community
- ☐ Incorporated
- ☐ Not for Profit
- ☐ Unincorporated
- ☐ A Hall Committee

OR

- ☐ An individual community member

Have you previously received funding from the Central Highlands Council? (Please attached additional pages if required)

If yes;

Name of Project: *campdraft finals 23'24*

Date Grant received:

Amount of Grant: *\$300*

3. PROJECT DETAILS

Project Start Date: *5/6 April*
Dinner & Awards
June 14th

Project Completion Date:

Project Objectives:

4. COMMUNITY SUPPORT

What level of community support is there for this project?

Spectators, Food Sales

Does the project involve the community in the delivery of the project?

Yes

How will the project benefit the community or provide a community resource?

Business more people in Town

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure.

If yes, please give details.

NO

Are you requesting participation by Councillors or Council Staff?

If yes, please give details.

NO

If your application is successful, how do you plan to acknowledge Council's contribution?

Advertisements of Sponsorship

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in future years?

Yes.

How will you monitor/evaluate the success of this project?

7. PROJECT BUDGET

Note: Amount from Council must not exceed half the project cost

Please provide a breakdown of the project expenditure and income:			
Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	
Refurbishment		Government Grants	
Equipment		Trust/Foundations	
Premises		Donations from Business	
Vehicles		Special Funding	
Other:		Gifts in Kind	
Other:		Other:	
Subtotal		Other	
		Subtotal	
Revenue		Anticipated	
Salaries (including super)		Government Grants	
Short-term contract fees		Central Highlands Grant	
Running costs		Trust/Foundations	
Production of information PR materials		Donations from Businesses	
Training staff/volunteers		Special Fundraising	
Travel		Gifts in kind (details)	
Rent		Cash Reserves	
Reference materials		Other:	
Other:			
Subtotal		Subtotal	
TOTAL		TOTAL	

President Roderick Le Fevre PO Box 324 BRIGHTON 7030 0400 449941 lefevreequine@gmail.com	Snr Vice President Georgie Burbury 1418 Barton Rd CAMPBELLTOWN 7302 0409 166321 georgie@eastfieldlamb.com.au	2nd Vice President Christine Worthington 269 Uxbridge Rd BUSHY PARK 7140 0438 836909 c.worthington1967@gmail.com		Secretary Lynne Lucas 9 Clifton Beach Rd SANDFORD 7020 0458 489231 glklucas@netspace.net.au	Treasurer Reanna O'Rourke 49 Elizabeth St BRACKNELL 7302 0499 409999 annie_12_2@hotmail.com
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FINALS Awards Dinner SATURDAY June 14th 2025

Date	Event	Time
RSVP 6th June 25	Please RSVP Numbers to Lynne & PAY CLUB FOR AWARDS DINNER Westpac BSB 037001 Acc 825185 Indicate "Name + Dinner" please	
		\$40 pperson. Under 12's \$20
Dinner Accommodation	"Ratho" Bothwell Spit Roast + Dessert Ph Jo at "Ratho" 0427503381 & state Booking is for Campdrafting Dinner. Updated room prices \$149 single or double; \$250 for 2 bedroom units (x3) Don't miss out.....	5.30 for 6.00

◆◆◆ INVITATION to our OUR ANNUAL AWARDS DINNER ON JUNE 14th

SEASON AWARDS & PRIZES PRESENTED ~ Please join us

"Ratho" Atrium Drinks 5.30 pm for dinner at 6.00 pm

❖ PRIZES AWARDED TO TOP 2 FINALISTS in each event. Incl Embroidered Trophy Rugs & Metal Art Cut Out from JGM Metal Art for Champions.

❖ PERPETUAL TROPHIES presented :

◆ CAMPDRAFTING Tasmania Inc Bronze ~ MAIDEN CHAMPION

◆ CAMPDRAFTING Tasmania Inc Bronze ~ OPEN CHAMPION

◆ RODERICK LE FEVRE EQUINE SERVICES NOVICE TROPHY

◆ STUART HIRST LADIES TROPHY ~ LADIES CHAMPION

Incorporating **CLUB HI-POINT AWARDS**—An embroidered Dolly's Dream Trophy Saddle Cloth

◆ JUNIOR HI POINT Proudly sponsored by BOTHWELL GARAGE

◆ JUVENILE HI POINT Proudly sponsored by [AWN RURAL](#)

◆ CHALLENGE HI POINT Proudly sponsored by WINGUL HAMPSHIRE

◆ NOVICE HI POINT Proudly sponsored by D & K MONKS P/L

◆ LADIES HI POINT Proudly sponsored by S.G.&V.J. HIRST

◆ MENS HI POINT Proudly sponsored by MIDLANDS TRACTORS

◆ RESTRICTED OPEN HI POINT Proudly sponsored by [CRESSY CHAFFCUTTERS](#)

◆ OPEN HI POINT Proudly sponsored by CLEVELAND PASTORAL ESTATE

BREED AWARDS ~

SEASON HI POINT AQH - STQHA PERPETUAL TROPHY & Trophy Photo & Rug

Top Score AQH Run on the Day— Sash and prize donated by GA & AT WOOLBUYERS

BEST PERFORMED ASH Awarded to the Hi-Point ASH for the Season Shirley Sherwood Perpetual Trophy, Sash & Prize

Presented by the AUSTRALIAN STOCK HORSE SOCIETY (Tas Branch) & STRATHROY PASTORAL

HIGHEST SCORING RUNS OF THE FINALS Sashes & Prizes—Australian Stock Horse Assoc (Tas Branch) & STRATHROY PASTORAL

Top Score ASH Mare, Gelding, Junior & Juvenile Rider

Top Score Stationbred Sash & Prize

CLUB PERPETUAL TROPHIES

◆ SILVER SPOON AWARD—Hi Point Junior/Senior Team—Perpetual Trophy & Prize kindly donated by Lenah Game Meats

◆ MASTERS TROPHY:Top Score in LADIES/MENS EVENTS by a MASTERS RIDER (50+) PerpTrophy & Prize kindly donated by S&H Morris

◆ MOST CONSISTENT RIDER BUCKLE—Sponsored by TG Performance

◆ RYAN CONTRACTING P/L MOST IMPROVED HORSE & RIDER OVERALL Perpetual Trophy & Framed Photo

◆ RYAN CONTRACTING P/L MOST CONSISTENT HORSE & RIDER OVERALL Perpetual Trophy & Framed Photo

◆ CLUB ENCOURAGEMENT AWARD

◆ "REDSIDE MERINOS" BEST FINALS RUN - CLUB MEDALLION, Trophy Photo & Rug

◆ TASMANIAN HORSE TRANSPORT "CHAMPION OF CHAMPIONS" Trophy Rug & prize provided by Tasmanian Horse Transport

◆ PRESENTATION OF CLUB HONORARY MEMBERSHIP AWARD 2025 kindly supported by Central Highlands Council.

Awarded for more than 10 years continuous and dedicated service.



CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please ensure you have read and understand the Program Guidelines prior to completing this form. Please enclose your group/club's current financial statement.

1. APPLICATION & ORGANISATION DETAILS

Name of Project: *Playgroup Storage*
Amount of Grant Requested: ~~XXXX~~ *\$1679.*
Estimated Total Project Cost: *\$2000*
Applicant Organisation: *Playgroup Tasmania*
Contact Person's Name: *Amy Branch*

Contact Person's
Address

Phone: (Business hours) ?

Mobile

Fax:

Email

Signature

Name

Position in Organisation

Date

What is the overall aim/purpose of the applying organisation?

Storage for playgroup equipment at Town Hall

What is the membership of the organisation?

President

Secretary

Treasurer

Public Officer/s

Incorporated.

2. ELIGIBILITY (see Community Grant Program Guidelines)

Is the organisation:

- ☒ Representative of the interests of the Central Highlands Community
- ☒ Incorporated
- ☐ Not for Profit
- ☐ Unincorporated
- ☐ A Hall Committee

OR

- ☐ An individual community member

Have you previously received funding from the Central Highlands Council? (Please attached additional pages if required)

If yes;

NO

Name of Project:

Date Grant received:

Amount of Grant:

3. PROJECT DETAILS

Project Start Date:

24.06.2025.

Project Completion Date:

24.06.2026.

Project Objectives:

To provide storage for
Playgroup at Bothwell Hall.

4. COMMUNITY SUPPORT

What level of community support is there for this project?

Playgroup is well supported by
the local community.

Does the project involve the community in the delivery of the project?

How will the project benefit the community or provide a community resource?

The storage will allow for playgroup items to be set up + packed away quickly and to be stored neatly.

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure.

If yes, please give details.

Curboards to be placed in function room of Bothwell Hall.

Are you requesting participation by Councillors or Council Staff?

If yes, please give details.

If your application is successful, how do you plan to acknowledge Council's contribution?

Facebook thankyou.

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in future years?

No

How will you monitor/evaluate the success of this project?

Images to be sent to Council.

7. PROJECT BUDGET

Note: Amount from Council must not exceed half the project cost

Please provide a breakdown of the project expenditure and income:			
Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	
Refurbishment		Government Grants	
Equipment	\$1679.	Trust/Foundations	
Premises		Donations from Business	
Vehicles		Special Funding	
Other:		Gifts in Kind	
2x PINNACLE 910x 180x840xL 1x ROCK-71 900x 910x 600mm > Bunnings.			
Other:		Other:	
Subtotal		Other	
		Subtotal	
Revenue		Anticipated	
Salaries (including super)		Government Grants	
Short-term contract fees		Central Highlands Grant	
Running costs		Trust/Foundations	
Production of information PR materials		Donations from Businesses	
Training staff/volunteers		Special Fundraising	
Travel		Gifts in kind (details)	
Rent		Cash Reserves	
Reference materials		Other:	
Other:			
Subtotal		Subtotal	
TOTAL		TOTAL	



[Pinnacle Hardware](#)

Pinnacle 910 x 1600 x 540mm XL Top Storage Unit

★★★★★ 5 (5)

I/N: 0484536

\$687

Add to Cart



afterpay

4 payments of \$171.75

PayPal

4 payments of \$171.75

ZIP

From \$10 a

How to purchase

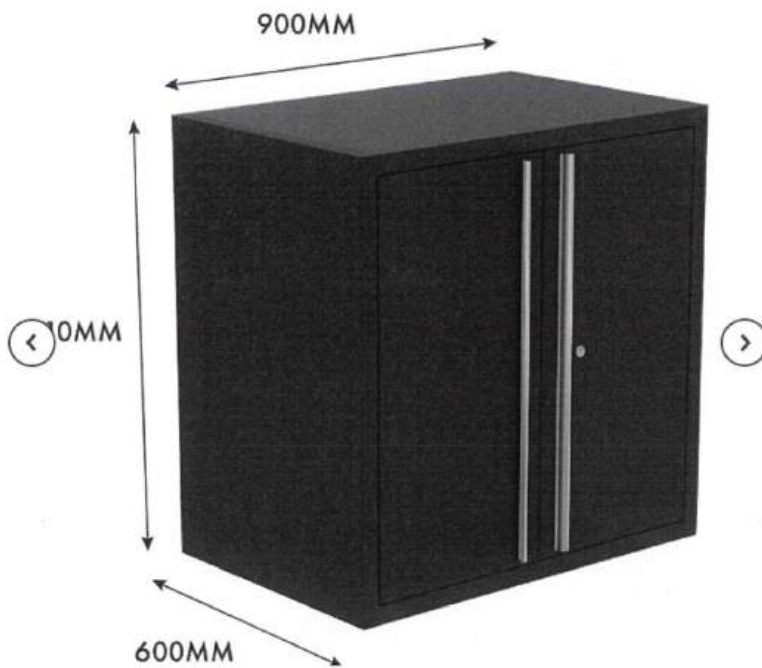
Store: [Glenorchy](#)

OnePass

Express Click & Collect and 5x Flybuys points

Ready to collect in 2 hours. Available to members only.

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Rack It

Rack It 900 x 910 x 600mm PRO 2 Door Cabinet

★★★★☆ 3 (0)

IN: 0027426

\$305

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4 payments of \$76.25

PayPal

4 payments of \$76.25

ZIP

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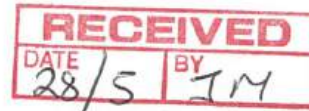
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CENTRAL HIGHLANDS COUNCIL COMMUNITY DONATIONS PROGRAM APPLICATION FORM

Please ensure you have read and understand the Program Guidelines prior to completing this form.

1. APPLICANT DETAILS

Applicant's Name : Bronte Jones

Contact Detail

Phone: (Business hours)

Mob:

Fax:

Email:

Signature

Amount Applied for \$300
(Maximum as per Guidelines)

2. INTERSTATE OR INTERNATIONAL REPRESENTATION

Where are you competing/attending? Brendale, Queensland

What sport/activity are you competing in, and at what level?

School Sports Australia football Championships

If you are a sports competitor, are you competing as an amateur?

What dates are you competing/participating?

26th July - 2nd August 2025

Please provide details to support your application

Acceptance Letter (See attached)

3. MEDICAL ASSISTANCE

What type of medical/rehabilitation treatment will you be receiving?

Where will the treatment be administered?

Please provide any additional information to support your request.



Friday 23rd May 2025

To whom it may concern,

This letter serves as confirmation that Bronte Jones has been selected to represent Tasmania in the 2025 Australian Football 15 Years and Under Championships.

The team has been recently announced and will undergo training over the coming months in preparation for the School Sport Australia Australian Football Championships, scheduled to take place from July 26th to August 2nd, 2025, at the South Pine Sports Complex in Brendale, Queensland.

A player levy of \$1200 (GST inclusive) is required from each participant to contribute to the central costs associated with attending these championships. Please note that this levy does not include flights or accommodation, which will be additional costs.

Any support provided to assist Tasmania's young footballers in participating in this exciting opportunity would be greatly appreciated.

Yours sincerely,

Gray Coleman

School Sport Australia - Tasmanian Australian Football Advisor

E: gray.coleman@education.tas.gov.au

M: 0428 267 031





CENTRAL HIGHLANDS COUNCIL

BUDGET ESTIMATES

2025-2026

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Comprehensive Income Statement Estimates 2025-2026

Revenues From Continuing Activities	Budget 2024-2025	Estimated Actual	Budget 2025-2026
Rates Charges	\$4,682,233	\$4,717,569	\$4,940,273
User Fees	\$494,250	\$498,325	\$501,651
Grants - Operating	\$3,236,515	\$3,355,680	\$4,428,454
Other Revenue	\$704,366	\$862,724	\$776,217
Total Revenues	\$9,117,364	\$9,434,298	\$10,646,596
Expenditure			
Employee Benefits	\$2,584,261	\$2,923,274	\$2,941,952
Materials and Services	\$2,447,768	\$2,471,199	\$3,490,109
Other Expenses	\$1,892,738	\$1,799,085	\$2,116,449
Total Expenditure	\$6,924,767	\$7,193,558	\$8,548,509
Profit / (Loss) before Depreciation	\$2,192,596	\$2,240,740	\$2,098,087
Depreciation and Amortisation	\$2,327,800	\$2,327,800	\$2,397,634
Operating Surplus / (Loss)	(135,204)	(87,060)	(299,547)
Capital Grants	\$2,424,996	\$2,100,996	\$1,375,067
Surplus / (Loss)	2,289,792	2,013,936	1,075,520
Capital Expenditure	\$5,112,085	\$5,112,085	\$3,517,247

Operating Revenue

	Dept	Estimates Category	Budget	Estimated Actual	DRAFT Budget
			2024-2025	2024-2025	2025-2026
Corporate & Financial Services					
Rates Certificates	ADMIN	USER	47,295	47,295	49,721
FAG Grants	ADMIN	GRANT	3,206,515	3,325,680	3,445,404
Rates Penalties and Interest	ADMIN	OTHER	35,734	48,977	37,567
Grants Capital - State Gov	ADMIN	GRANT	135,000	135,000	-
Grants Capital - Fed Gov	ADMIN	GRANT	1,253,128	929,128	432,460
Other Grants - Operating	ADMIN	GRANT	30,000	30,000	983,050
Roads to Recovery (Capital)	ADMIN	GRANT	1,036,868	1,036,868	942,607
Bank Interest	ADMIN	OTHER	210,200	210,200	220,983
Miscellaneous Income	ADMIN	OTHER	42,040	80,056	44,197
Miscellaneous Reimbursements	ADMIN	OTHER	36,785	37,639	38,672
Sale Plant	ADMIN	OTHER	47,295	134,213	49,721
Rates	ADMIN	RATES	3,631,670	3,668,438	3,817,975
Fire Levy	ADMIN	RATES	262,922	245,031	269,311
Garbage Collection	ADMIN	RATES	787,641	804,100	852,988
Bushfest	ADMIN	OTHER	25,000	51,547	62,000
Total Corporate & Financial Service			10,788,093	10,784,172	11,246,656
	Dept	Estimates Category	Budget	Estimated Actual	DRAFT Budget
			2024-2025	2024-2025	2025-2026
Development & Environment Services					
Dog Licences	DES	USER	14,189	18,000	14,917
Licences/Fees	DES	USER	6,306	1,000	6,629
Planning/Subdivision	DES	USER	350,000	350,000	350,000
Building Fees	DES	USER	10,510	10,272	11,049
Swimming Pool	DES	USER	2,102	2,102	2,210
Septic Tanks/Special Con. Fees	DES	USER	15,765	13,632	16,574
Tip Fees	DES	USER	2,628	2,628	2,763
W.T.S. Contributions	DES	USER	15,765	15,765	16,574
Total Development & Environmental Services			417,265	413,399	420,716
	Dept	Estimates Category	Budget	Estimated Actual	DRAFT Budget
			2024-2025	2024-2025	2025-2026
Works & Services					

Operating Revenue

Cemetery	WORKS	USER	7,357	6,491	7,734
Camping Grounds	WORKS	USER	21,020	29,433	22,098
Hall Hire	WORKS	USER	788	1,181	828
Independent Living Units ILU	WORKS	OTHER	89,335	89,335	93,918
Rental - Ambulance Tas	WORKS	OTHER	19,969	18,204	20,993
Rental Library	WORKS	OTHER	4,414	4,161	4,640
Private Works	WORKS	OTHER	63,060	63,060	66,295
Rec/Reserves	WORKS	USER	526	526	553
T/Toll & Heavy Vehicle Reg.	WORKS	OTHER	23,332	23,332	24,529
TasWater	WORKS	OTHER	107,202	102,000	112,701
Total Works and Services			337,003	337,723	354,291
Total Revenue					
Total Corporate & Financial Service			10,788,093	10,784,172	11,246,656
Total Development & Environmental Services			417,265	413,399	420,716
Total Works and Services			337,003	337,723	354,291
Total Consolidated Revenue			11,542,361	11,535,294	12,021,663

Operating Expenditure

CORPORATE AND FINANCIAL SERVICES	BUDGET 2024/2025	Forecast Update 31/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026
ADMIN HAMILTON (1ADMH)	1,870,264	1,954,118	1,438,508	2,017,673
ELECTED MEMBERS EXPENDITURE (1MEM)	256,040	265,658	199,243	281,916
MEDICAL CENTRES (1MED)	127,141	126,057	94,925	132,191
STREET LIGHTING (1STLIGHT)	34,357	38,255	25,504	43,994
ONCOSTS (STAFF)	(498,049)	(424,633)	(387,331)	(470,879)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS (CDR+EDEV)	440,791	612,295	465,526	672,822
TOTAL OPERATING EXPENDITURE - CORPORATE & FINANCIAL SERVICES	2,230,544	2,571,750	1,836,375	2,677,718
DEVELOPMENT & ENVIRONMENTAL SERVICES (DES)	BUDGET 2024/2025	Forecast Update 31/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026
ADMIN BOTHWELL	321,446	305,964	231,088	327,017
ENVIRON HEALTH SERVICES (EHS)	33,455	29,059	21,794	38,628
ANIMAL CONTROL(AC)	11,375	14,180	10,612	18,421
PLUMBING/BUILDING CONTROL (BPC)	182,083	155,552	115,572	188,191
SWIMMING POOLS (POOL)	30,241	37,823	34,641	32,572
DEVELOPMENT CONTROL (DEV)	351,850	263,767	197,825	247,000
WASTE SERVICES	928,956	963,878	681,537	968,939
ENVIRONMENT PROTECTION (EP)	41,357	11,355	1,016	1,024,442
TOTAL OPERATING EXPENDITURE DES	1,900,763	1,781,577	1,294,087	2,845,209

Operating Expenditure

WORKS & SERVICES	BUDGET 2024/2025	Forecast Update 31/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026
PUBLIC CONVENIENCES (PC)	287,145	158,501	125,150	290,284
CEMETERY (CEM)	16,732	15,148	11,611	17,161
HALLS (HALL)	69,722	106,295	86,950	74,349
PARKS AND GARDENS (PG)	97,057	135,440	107,880	100,524
REC. & RESERVES (Recreation+Tennis)	119,900	109,748	90,757	130,679
TOWN MOWING / TREES / STREETSCAPES (MOW)	193,285	204,537	153,403	236,008
HOUSING (HOU)	116,424	124,108	110,266	160,753
CAMPING GROUNDS (CPARK)	18,884	15,985	14,753	14,801
LIBRARY (LIB)	2,346	1,687	1,687	2,640
ROAD MAINTENANCE (ROAD)	1,056,382	1,036,775	788,871	1,086,345
FOOTPATHS / KERBS / GUTTERS (FKG)	13,813	21,309	15,982	23,316
BRIDGE MAINTENANCE (BRI)	23,026	7,804	5,853	23,388
PRIVATE WORKS (PW)	50,743	18,899	14,174	51,372
SUPER. & I/D OVERHEADS (SUPER)	812,468	876,279	673,425	869,041
QUARRY / GRAVEL (QUARRY)	(181,998)	8,589	7,980	(181,988)
NATURAL RESOURCE MANAGEMENT (NRM)	128,847	109,889	84,276	179,936
SES (SES)	2,000	406	305	2,000
PLANT M'TCE & OPERATING COSTS (PLANT)	(116,000)	(199,202)	(293,443)	(140,000)
DRAINAGE (DRAIN)	42,124	52,387	39,290	43,130
OTHER COMMUNITY AMENITIES (OCA)	40,559	29,451	25,075	41,842
WASTE COLLECTION & ASSOC SERVICES (WAS)	-	6,197	4,648	-
TOTAL OPERATING EXPENDITURE - WORKS & SERVICES	2,793,461	2,840,231	2,068,892	3,025,582
	BUDGET 2024/2025	Forecast Update 31/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026
GRANT TOTAL - Corporate & Financial Services	2,230,544	2,571,750	1,836,375	2,677,718
GRAND TOTAL - Development & Environmental Services	1,900,763	1,781,577	1,294,087	2,845,209
GRAND TOTAL - Works & Services	2,793,461	2,840,231	2,068,892	3,025,582
GRAND TOTAL - ALL DEPARTMENTS	6,924,767	7,193,558	5,199,353	8,548,509

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
	CORPORATE AND FINANCIAL SERVICES					
1ADMHAM	ADMIN HAMILTON					
71005	Salaries	\$510,103	\$594,923	\$446,192	\$618,720	\$108,617
71010	Oncosts	\$306,062	\$287,417	\$215,563	\$371,232	\$65,170
72040	Internal Plant Hire	\$40,623	\$43,488	\$32,616	\$44,836	\$4,213
73010	Materials	\$30,926	\$18,019	\$13,514	\$18,578	(\$12,348)
72005	Contractors	\$41,728	\$80,966	\$60,725	\$83,476	\$41,748
73005	(consultants)	\$160,000	\$35,307	\$26,480	\$50,000	(\$110,000)
74070	Conferences/Seminars/Workshops	\$2,045	\$1,950	\$1,462	\$2,010	(\$35)
74075	Training	\$3,000	\$0	\$0	\$3,000	\$0
71020	Corporate Uniforms	\$1,682	\$1,813	\$1,360	\$1,869	\$187
74045	Insurance	\$147,581	\$128,399	\$128,399	\$147,658	\$77
74140	Stationery	\$2,918	\$7,965	\$5,974	\$8,212	\$5,294
74085	Postage	\$0	\$2,158	\$1,619	\$2,225	\$2,225
74055	Tel and Comms	\$26,225	\$23,616	\$17,712	\$24,349	(\$1,876)
74035	Aurora	\$6,081	\$6,078	\$4,559	\$6,267	\$186
71065	Mileage	\$910	\$1,857	\$1,393	\$1,915	\$1,005
74150	Bank Fees, Rate Commission, EFT Costs	\$22,452	\$22,139	\$16,605	\$22,826	\$374
73020	PML - Rates printing, stationery, posting and inserts	\$16,881	\$18,995	\$14,246	\$19,584	\$2,703
73025	Audit Panel Expenses	\$5,155	\$0	\$0	\$5,315	\$160
74050	Valuation Fees	\$6,248	\$6,400	\$4,800	\$6,598	\$350
74120	Subscriptions/Membership Fees	\$481	\$544	\$408	\$561	\$80
73030	Pest Control	\$619	\$660	\$495	\$680	\$61
74005	Audit Fees	\$38,000	\$26,200	\$26,200	\$40,000	\$2,000
73070	Meetings and other expenses etc.	\$1,249	\$574	\$431	\$592	(\$657)
74135	Legal Fees	\$20,000	\$34,963	\$26,222	\$30,000	\$10,000
74125	LGAT & STCA Subscriptions	\$27,921	\$31,255	\$23,441	\$32,224	\$4,303
74130	Advertising	\$4,274	\$1,167	\$875	\$1,203	(\$3,071)
73035	Equipment & Computer Maintenance	\$93,008	\$108,392	\$81,294	\$111,752	\$18,744
73040	Copier Maintenance	\$17,873	\$8,619	\$6,464	\$8,886	(\$8,987)
74030	Fire Service Levy	\$262,922	\$262,922	\$131,461	\$269,311	\$6,389
71025	Workers Comp Leave Salaries	\$1,000	\$117,026	\$87,769	\$1,000	\$0
74065	Land Tax	\$62,472	\$71,456	\$53,592	\$73,671	\$11,199
74160	Council Rates & Taswater	\$2,506	\$2,438	\$1,828	\$2,513	\$7
74110	Rate Remissions	\$7,320	\$6,411	\$4,808	\$6,610	(\$710)
	TOTAL	\$1,870,265	\$1,954,118	\$1,438,508	\$2,017,673	\$147,408

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
1MEM	ELECTED MEMBERS EXPENDITURE					
74010	Mayor's Allowance	\$38,074	\$38,484	\$28,863	\$39,677	\$1,603
74015	Deputy Mayor's Allowance	\$22,989	\$23,325	\$17,494	\$24,048	\$1,059
74020	Councillors Allowances	\$78,045	\$79,504	\$59,628	\$81,969	\$3,924
74025	Councillors Expenses & Mileage claims	\$23,610	\$34,224	\$25,668	\$35,285	\$11,675
72005	Contractors & Consultants	\$40,000	\$53,744	\$40,308	\$55,411	\$15,411
74055	Tel and Comms	\$5,391	\$2,224	\$1,668	\$2,293	(\$3,098)
73070	Catering for Meetings	\$7,912	\$9,596	\$7,197	\$9,893	\$1,981
73010	Materials/Maintenance/Sundry	\$3,813	\$2,324	\$1,743	\$2,396	(\$1,417)
73015	Election Costs/Roll Maintenance	\$2,536	\$0	\$0	\$2,536	\$0
74045	Insurance	\$2,530	\$0	\$0	\$2,910	\$380
74130	Advertising	\$0			\$1,500	
74070	Annual Conference	\$0	\$600	\$450	\$1,000	\$1,000
74075	Training & Development	\$16,140	\$1,531	\$1,148	\$3,000	(\$13,140)
74135	Legal Fees	\$15,000	\$20,103	\$15,077	\$20,000	\$5,000
	TOTAL	\$256,039	\$265,658	\$199,243	\$281,916	\$24,376
1MED	MEDICAL CENTRES					
71005	Salaries	\$5,612	\$6,328	\$4,746	\$5,836	\$224
71010	Oncosts	\$3,367	\$3,357	\$2,518	\$3,502	\$135
72005	Contractors	\$100,000	\$103,056	\$77,292	\$105,000	\$5,000
72015	Buidling Maintenance	\$500	\$519	\$0	\$500	\$0
73010	Materials	\$3,500	\$782	\$586	\$3,500	\$0
73030	Pest Control	\$300	\$265	\$270	\$300	\$0
74035	Aurora Bothwell Drs	\$4,503	\$3,472	\$2,604	\$3,579	(\$924)
74045	Insurance	\$2,735	\$2,801	\$2,801	\$3,222	\$487
74055	Telephones	\$2,500	\$2,087	\$1,565	\$2,500	\$0
74160	Council Rates & Taswater	\$4,124	\$3,389	\$2,542	\$4,252	\$128
	TOTAL	\$127,141	\$126,057	\$94,925	\$132,191	\$5,050
1STLIGHT	STREET LIGHTING					
74040	Aurora	\$34,357	\$38,255	\$25,504	\$43,994	\$9,637

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
	TOTAL	\$34,357	\$38,255	\$25,504	\$43,994	\$9,637
1ONC	ONCOSTS (ACTUAL)(ONCOSTS)					
71040	Long Service Leave	\$54,391	\$53,333	\$40,000	\$60,434	\$6,043
71035	Annual Leave	\$97,903	\$96,000	\$72,000	\$108,781	\$10,878
71055	Annual Leave Loading	\$11,422	\$12,800	\$9,600	\$14,504	\$3,082
71030	Statutory Holidays	\$22,701	\$20,034	\$20,034	\$22,701	(\$0)
71045	Sick Leave	\$35,898	\$35,200	\$26,400	\$39,887	\$3,989
71015	Superannuation	\$261,813	\$287,813	\$197,515	\$327,763	\$65,950
71025	W/Compensation Leave & Expenses)	\$15,332	\$15,034	\$11,275	\$17,035	\$1,703
71070	FBT	\$11,425	\$10,083	\$10,083	\$11,425	
71080	W/Compensation Insurance	\$147,108	\$167,644	\$167,644	\$192,791	\$45,683
71050	Compassionate Leave	\$0	\$0	\$0	\$0	\$0
71075	Payroll Tax	\$76,828	\$110,297	\$82,723	\$124,982	\$48,154
71100	Via ON Costing	(\$1,232,870)	(\$1,232,870)	(\$1,024,605)	(\$1,391,182)	(\$158,312)
	TOTAL	(\$498,048)	(\$424,633)	(\$387,331)	(\$470,879)	\$27,170
1COMM	COMMUNITY & ECONOMIC DEVELOPMENT (COMM & EDEV)					
71005	Salaries	\$105,939	\$150,044	\$112,533	\$156,049	\$50,110
71010	Oncosts	\$63,563	\$65,161	\$48,871	\$93,629	\$30,066
72005	Contractors	\$10,000	\$92,849	\$69,637	\$20,000	\$10,000
72040	Internal Plant Hire	\$4,087	\$30,027	\$22,520	\$30,957	\$26,870
74055	Telephones & Comms	\$2,196	\$2,842	\$2,131	\$2,930	\$734
74060	Hamilton Show Ground	\$5,000	\$17,538	\$17,538	\$5,000	\$0
74060	Community & Economic Development Support & Donations	\$157,100	\$36,918	\$27,689	\$141,600	(\$15,500)
74075	Training & Licences	\$293	\$316	\$237	\$326	\$33
74145	Council Publications/Brochures	\$6,486	\$6,990	\$5,243	\$7,207	\$721
74035	Aurora - Library	\$8,285	\$5,940	\$4,455	\$6,125	(\$2,160)
74055	Central Highlands Council Website plus New Residents Guide	\$8,000	\$0	\$0	\$25,000	\$17,000
73010	Community Event Support(Bushfest)	\$85,000	\$195,986	\$146,989	\$175,000	\$90,000
74120	Destination Southern Tasmania membership	\$9,085	\$7,684	\$7,684	\$9,000	(\$85)
74160	Council Rates, Water & Sewerage	\$907	\$0	\$0	\$0	(\$907)

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
	TOTAL	\$465,941	\$612,295	\$465,526	\$672,822	\$206,881
	TOTAL OPERATING EXPENDITURE - Administration	\$2,255,695	\$2,571,750	\$1,836,375	\$2,677,718	\$420,522
	DEVELOPMENT & ENVIRONMENTAL SERVICES					
3ADMBO	ADMIN STAFF COSTS - DES					
71005	Salaries	\$142,906	\$146,334	\$109,750	\$148,622	\$5,716
71010	Oncosts	\$85,744	\$84,986	\$63,739	\$89,173	\$3,429
72015	Building Maintenance	\$4,000	\$2,290	\$1,718	\$4,000	\$0
73010	Sundry Purchases/Minor Equipment	\$5,000	\$3,150	\$2,363	\$5,000	\$0
74075	Training	\$1,000	\$1,333	\$1,000	\$1,000	\$0
71020	Uniforms	\$1,200	\$1,200	\$2,516	\$1,200	\$0
73010	Materials	\$0	\$0	\$0	\$0	\$0
73030	Pest Control	\$360	\$400	\$300	\$360	\$0
74045	Insurance	\$15,937	\$18,141	\$13,605	\$20,862	\$4,925
74140	Stationery	\$8,000	\$2,906	\$2,180	\$8,000	\$0
74080	Insight GIS Local Govt. Access	\$37,500	\$25,720	\$19,290	\$27,500	(\$10,000)
74085	Postage	\$4,500	\$1,800	\$1,350	\$4,500	\$0
74055	Telephones	\$3,000	\$2,922	\$2,191	\$3,000	\$0
74035	Aurora	\$5,000	\$5,828	\$4,371	\$5,000	\$0
73040	Equip. Hire & Maintenance	\$4,500	\$6,048	\$4,536	\$6,000	\$1,500
74160	Council Rates & Taswater	\$2,800	\$2,906	\$2,180	\$2,800	\$0
	TOTAL	\$321,446	\$305,964	\$231,088	\$327,017	\$5,570
3EHS	ENVIRON HEALTH SERVICES					
71005	Salaries	\$18,316	\$16,759	\$12,570	\$19,049	\$733
71010	Oncosts	\$10,989	\$10,825	\$8,119	\$11,429	\$440
72040	Internal Plant Hire	\$0	\$0	\$0	\$0	\$0
71065	Mileage	\$1,000	\$1,022	\$767	\$1,000	\$0
74070	Conferences/Seminars/Workshops	\$250	\$0	\$0	\$250	\$0
74055	Tel and Comms	\$1,500	\$452	\$339	\$1,500	\$0
73050	Analysis Costs	\$0	\$0	\$0	\$4,000	\$4,000
74130	Advertising	\$200	\$0	\$0	\$200	\$0

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
74120	Subscriptions/Membership Fees	\$200	\$0	\$0	\$200	\$0
73045	Immunisations/Materials & Contracts/legal	\$1,000	\$0	\$0	\$1,000	\$0
	TOTAL	\$33,455	\$29,059	\$21,794	\$38,628	\$5,173
3AC	ANIMAL CONTROL					
71005	Salaries	\$734	\$93	\$47	\$763	\$29
71010	Oncosts	\$441	\$325	\$244	\$458	\$17
72040	Internal Plant Hire	\$200	\$60	\$45	\$200	\$0
73010	Materials	\$2,000	\$750	\$563	\$4,000	\$2,000
72005	Contractors	\$7,000	\$12,952	\$9,714	\$10,000	\$3,000
73010	Sundry/Legal Fees/Signage	\$1,000	\$0	\$0	\$3,000	\$2,000
	TOTAL	\$11,375	\$14,180	\$10,612	\$18,421	\$7,046
3BUILD	PLUMBING/BUILDING CONTROL					
71005	Salaries	\$95,427	\$88,457	\$66,343	\$99,244	\$3,817
71010	Oncosts	\$57,256	\$51,139	\$38,354	\$59,546	\$2,290
73005	Consultant Building Surveyor	\$2,000	\$0	\$0	\$2,000	\$0
72040	Internal Plant Hire	\$20,000	\$13,500	\$10,125	\$20,000	\$0
72005	Contractors	\$3,000	\$0	\$0	\$3,000	\$0
74055	Telephone & Comms	\$1,500	\$456	\$342	\$1,500	\$0
74070	Conferences/Seminars/Workshops	\$0	\$0	\$0	\$0	\$0
71020	Uniforms	\$400	\$0	\$0	\$400	\$0
74135	Legal Fees, Insurance, Adverts	\$1,000	\$1,000	\$0	\$1,000	\$0
74120	Standards, BCA, membership fees etc.	\$1,000	\$1,000	\$408	\$1,000	\$0
74075	Training	\$500	\$0	\$0	\$500	\$0
	TOTAL	\$182,083	\$155,552	\$115,572	\$188,191	\$6,108
3POOL	SWIMMING POOL					
71005	Salaries	\$11,268	\$8,986	\$14,869	\$11,719	\$451
71010	Oncosts	\$6,761	\$5,348	\$6,603	\$7,031	\$270
71065	Mileage	\$0	\$5,996	\$0	\$0	\$0
73010	Other Maintenance/materials & contracts	\$8,000	\$13,234	\$9,925	\$8,000	\$0
72040	Internal Plant Hire	\$300	\$0	\$0	\$300	\$0

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
74055	Telephone	\$0	\$0	\$0	\$0	\$0
73050	Analysis Costs	\$400	\$175	\$131	\$400	\$0
74045	General Insurance	\$3,012	\$3,584	\$2,688	\$4,122	\$1,110
74075	Training (Bronze Medallion)	\$500	\$500	\$425	\$1,000	\$500
	TOTAL	\$30,241	\$37,823	\$34,641	\$32,572	\$2,331
3DEV	DEVELOPMENT CONTROL					
72005	Contractors	\$229,850	\$149,417	\$112,063	\$120,000	(\$109,850)
73005	Consultants	\$45,000	\$40,872	\$30,654	\$50,000	\$5,000
74130	Advertising DA's/Scheme Amendments	\$17,000	\$11,871	\$8,903	\$17,000	\$0
74135	Legal Fees	\$60,000	\$61,607	\$46,205	\$60,000	\$0
	TOTAL	\$351,850	\$263,767	\$197,825	\$247,000	(\$104,850)
3WASTE	WASTE SERVICES					
71005	Salaries	\$149,305	\$182,108	\$136,581	\$155,277	\$5,972
71010	Oncosts	\$89,583	\$107,203	\$80,402	\$93,166	\$3,583
72020	Plant & Equipment Maintenance	\$1,800	\$0	\$29	\$1,800	\$0
72040	Internal Plant Hire	\$30,336	\$4,700	\$3,525	\$4,700	(\$25,636)
73010	Materials	\$9,000	\$3,731	\$2,799	\$9,000	\$0
73010	Materials (TIP REHABILITATION PROVISION INCREASE)	\$10,000	\$50,000	\$0	\$10,000	\$0
72005	Contractors	\$34,000	\$23,615	\$17,711	\$34,000	\$0
71020	Work clothes PPE	\$1,400	\$297	\$223	\$1,400	\$0
74045	Insurance	\$4,747	\$5,404	\$4,053	\$6,214	\$1,467
73060	State Waste Levy	\$45,000	\$47,435	\$35,576	\$91,680	\$46,680
74055	Tel and Comms	\$3,400	\$2,165	\$1,624	\$3,400	\$0
74035	Aurora	\$400	\$0	\$0	\$400	\$0
74120	Subs & STRGA membership	\$5,200	\$5,200	\$0	\$5,200	\$0
73030	Pest control	\$500	\$496	\$372	\$500	\$0

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
74090	Licence Fees	\$3,200	\$0	\$0	\$3,200	\$0
74135	Legal Fees	\$1,000	\$0	\$0	\$1,000	\$0
72010	Waste Management Contract	\$540,084	\$531,524	\$398,643	\$548,001	\$7,917
	TOTAL	\$928,955	\$963,878	\$681,537	\$968,939	\$39,984
3EP	ENVIRONMENT PROTECTION					
71005	Salaries	\$536	\$822	\$616	\$557	\$21
71010	Oncosts	\$321	\$533	\$400	\$334	\$13
74130	Fire Abatement Advertising	\$300	\$0	\$0	\$300	\$0
72005	Contractors	\$0	\$0	\$0	\$983,050	\$0
73010	Emergency Management (future disaster prevention)	\$30,000	\$0	\$0	\$30,000	\$0
73005	Consultants	\$10,000	\$10,000	\$0	\$10,000	\$0
73010	Drummaster	\$200	\$0	\$0	\$200	\$0
	TOTAL	\$41,357	\$11,355	\$1,016	\$1,024,442	\$35
	TOTAL OPERATING EXPENDITURE DES	\$1,900,762	\$1,781,577	\$1,294,087	\$2,845,209	(\$38,604)
	WORKS & SERVICES					
2PC	PUBLIC CONVENIENCES					
71005	Salaries	\$89,215	\$45,940	\$34,455	\$92,784	\$3,569
71010	Oncosts	\$53,529	\$27,039	\$20,280	\$55,670	\$2,141
72040	Internal Plant Hire	\$8,000	\$6,060	\$4,545	\$8,000	\$0
73010	Materials inc. Sanitary Service	\$48,000	\$19,371	\$14,528	\$48,000	\$0
73055	Gravel	\$600	\$201	\$151	\$600	\$0
72005	Contractors	\$40,000	\$22,290	\$16,718	\$40,000	\$0
73065	Leases & Licences	\$0	\$0	\$0	\$0	\$0
72015	Building Maintenance	\$8,800	\$2,142	\$1,606	\$8,800	\$0
74035	Aurora	\$8,000	\$9,608	\$7,206	\$8,000	\$0
74045	Insurance	\$10,391	\$10,645	\$10,645	\$12,242	\$1,851
73030	Pest Control	\$1,000	\$753	\$565	\$1,000	\$0
74160	Council Rates & Taswater	\$19,610	\$14,451	\$14,451	\$15,188	(\$4,422)
	TOTAL	\$287,145	\$158,501	\$125,150	\$290,284	\$3,139

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
2CEM	CEMETERY					
71005	Salaries	\$5,474	\$6,984	\$5,238	\$5,693	\$219
71010	Oncosts	\$3,285	\$3,716	\$2,787	\$3,416	\$131
72040	Internal Plant Hire	\$3,000	\$983	\$738	\$3,000	\$0
73010	Materials	\$1,500	\$109	\$82	\$1,500	\$0
72005	Contractors	\$2,500	\$2,355	\$1,766	\$2,500	\$0
74160	Council Rates & Taswater	\$973	\$1,001	\$1,001	\$1,052	\$79
	TOTAL	\$16,732	\$15,148	\$11,611	\$17,161	\$429
2HALLS	HALLS					
71005	Salaries	\$4,183	\$4,958	\$3,718	\$4,350	\$167
71010	Oncosts	\$2,510	\$2,949	\$2,212	\$2,610	\$100
72040	Internal Plant Hire	\$500	\$140	\$105	\$500	\$0
74045	Insurance	\$24,610	\$25,212	\$25,212	\$28,994	\$4,384
73010	Materials	\$4,000	\$7,605	\$5,704	\$4,000	\$0
72005	Contractors	\$5,000	\$24,562	\$18,421	\$5,000	\$0
72015	Building Maintenance	\$6,500	\$9,594	\$7,195	\$6,500	\$0
74035	Aurora	\$15,500	\$24,543	\$18,407	\$15,500	\$0
73030	Pest Control	\$3,000	\$3,027	\$2,270	\$3,000	\$0
74160	Council Rates & Taswater	\$3,919	\$3,706	\$3,706	\$3,895	(\$24)
	TOTAL	\$69,722	\$106,295	\$86,950	\$74,349	\$4,627
2PARKS	PARKS AND GARDENS					
71005	Salaries	\$29,226	\$47,091	\$35,318	\$30,395	\$1,169
71010	Oncosts	\$17,536	\$26,242	\$19,681	\$18,237	\$701
72040	Internal Plant Hire	\$7,000	\$2,990	\$2,243	\$7,000	\$0
72005	Contractors	\$6,000	\$20,541	\$15,406	\$6,000	\$0
73010	Materials	\$8,000	\$10,255	\$7,691	\$8,000	\$0
73055	Gravel	\$100	\$752	\$564	\$100	\$0
74035	Aurora	\$3,300	\$2,369	\$1,776	\$3,300	\$0
74045	Insurance	\$9,920	\$10,162	\$10,162	\$11,687	\$1,767
71065	Mileage	\$0	\$0	\$0	\$0	\$0
74160	Council Rates & Taswater	\$15,975	\$15,038	\$15,038	\$15,805	(\$170)
	TOTAL	\$97,057	\$135,440	\$107,880	\$100,524	\$3,467
2REC	REC. & RESERVES (Rec + tennis)					
71005	Salaries	\$17,185	\$20,318	\$15,239	\$17,872	\$687

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
71010	Oncosts	\$10,311	\$10,448	\$7,836	\$10,723	\$412
72040	Internal Plant Hire	\$5,000	\$1,463	\$1,098	\$5,000	\$0
74035	Aurora	\$12,000	\$11,416	\$8,562	\$12,000	\$0
74055	Telephone	\$816	\$0	\$0	\$816	\$0
73010	Materials	\$21,000	\$5,201	\$3,901	\$21,000	\$0
72005	Contractors	\$20,000	\$23,178	\$17,383	\$20,000	\$0
72015	Building maintenance	\$3,000	\$2,806	\$2,105	\$3,000	\$0
73055	Gravel	\$2,700	\$94	\$70	\$2,700	\$0
74045	Insurance	\$9,303	\$9,530	\$9,530	\$10,960	\$1,657
74060	Support / Donations	\$0	\$0	\$0	\$0	\$0
74090	Licence Fees	\$800	\$1,040	\$780	\$800	\$0
74160	Council Rates & Taswater	\$16,285	\$23,128	\$23,128	\$24,307	\$8,022
73030	Pest Control	\$1,500	\$1,125	\$1,125	\$1,500	\$0
	TOTAL	\$119,900	\$109,748	\$90,757	\$130,679	\$10,779
2MOW	TOWN MOWING / TREES / STREETSCAPES					
71005	Salaries	\$83,303	\$105,072	\$78,804	\$109,273	\$25,970
71010	Oncosts	\$49,982	\$58,244	\$43,683	\$65,564	\$15,582
72005	Contractors	\$20,000	\$27,398	\$20,549	\$21,170	\$1,170
72040	Internal Plant Hire	\$40,000	\$13,823	\$10,368	\$40,000	\$0
	TOTAL	\$193,285	\$204,537	\$153,403	\$236,008	\$42,723
2HOU	HOUSING - Residences, Independents Living Units					
71005	Salaries	\$2,504	\$2,049	\$1,537	\$2,604	\$100
71010	Oncosts	\$1,503	\$961	\$721	\$1,562	\$59
72040	Internal Plant Hire	\$1,500	\$230	\$173	\$1,500	\$0
73010	Materials	\$3,000	\$4,051	\$3,038	\$3,000	\$0
72005	Contractors	\$3,000	\$20,789	\$15,591	\$30,000	\$27,000
73055	Gravel	\$100	\$0	\$0	\$100	\$0
74045	Insurance	\$46,750	\$47,892	\$47,892	\$55,076	\$8,326
74035	Aurora	\$9,000	\$8,485	\$6,364	\$9,000	\$0
73030	Pest Control	\$1,000	\$3,587	\$2,690	\$1,000	\$0
72015	Building Maintenance	\$35,000	\$15,218	\$11,414	\$35,000	\$0
74160	Council Rates & Taswater	\$13,067	\$20,847	\$20,847	\$21,910	\$8,843
	TOTAL	\$116,424	\$124,108	\$110,266	\$160,753	\$44,329

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
2CAMP	CAMPING GROUNDS					
71005	Salaries	\$229	\$870	\$652	\$238	\$9
71010	Oncosts	\$138	\$631	\$473	\$143	\$5
72040	Internal Plant Hire	\$500	\$407	\$305	\$500	\$0
72005	Contractors	\$500	\$1,210	\$908	\$500	\$0
73010	Materials/utilities	\$1,000	\$809	\$607	\$1,000	\$0
74035	Aurora	\$800	\$1,002	\$751	\$800	\$0
74160	Council Rates & Taswater	\$15,717	\$11,057	\$11,057	\$11,620	(\$4,097)
	TOTAL	\$18,884	\$15,985	\$14,753	\$14,801	(\$4,083)
2LIB	LIBRARY					
72015	Building Maintenance	\$500	\$0	\$0	\$500	\$0
74045	Insurance	\$1,646	\$1,687	\$1,687	\$1,940	\$294
73030	Pest Control	\$200	\$0	\$0	\$200	\$0
	TOTAL	\$2,346	\$1,687	\$1,687	\$2,640	\$294
	ROAD MAINTENANCE					
2ROAD SR	Sealed					
71005	Salaries	\$38,989	\$43,161	\$32,370	\$40,549	\$1,560
71010	Oncosts	\$23,394	\$216,939	\$162,704	\$24,329	\$935
72040	Internal Plant Hire	\$15,000	\$8,483	\$6,363	\$15,000	\$0
73010	Materials	\$15,000	\$10,640	\$7,980	\$15,000	\$0
73055	Gravel	\$800	\$583	\$437	\$800	\$0
72005	Contractors	\$95,000	\$122,474	\$91,855	\$105,000	\$10,000
74105	Minor Plant / Tools / Equipment	\$0	\$0	\$0	\$0	\$0
2ROAD UR	Unsealed					
71005	Salaries	\$272,937	\$294,017	\$220,513	\$283,854	\$10,917
71010	Oncosts	\$163,762	\$0	\$0	\$170,313	\$6,551
72040	Internal Plant Hire	\$250,000	\$220,563	\$165,423	\$250,000	\$0
72025	Fuel	\$1,500	\$0	\$0	\$1,500	\$0
73055	Gravel	\$20,000	\$37,896	\$28,422	\$20,000	\$0
73010	Materials	\$40,000	\$11,056	\$8,292	\$40,000	\$0
72005	Contractors	\$120,000	\$70,963	\$64,512	\$120,000	\$0
74105	Minor Plant / Tools / Equipment	\$0	\$0	\$0	\$0	\$0

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
	TOTAL - ROADS	\$1,056,382	\$1,036,775	\$788,871	\$1,086,345	\$29,963
2FKG	FOOTPATHS / KERBS / GUTTERS					
71005	Salaries	\$2,696	\$8,304	\$6,228	\$8,635	\$5,939
71010	Oncosts	\$1,618	\$5,269	\$3,952	\$5,181	\$3,563
72040	Internal Plant Hire	\$3,000	\$3,703	\$2,778	\$3,000	\$0
72005	Contractors	\$6,000	\$4,033	\$3,025	\$6,000	\$0
73010	Materials	\$500	\$0	\$0	\$500	\$0
	TOTAL	\$13,814	\$21,309	\$15,982	\$23,316	\$9,502
2BRI	BRIDGE MAINTENANCE					
71005	Salaries	\$299	\$253	\$189	\$311	\$12
71010	Oncosts	\$179	\$25	\$19	\$187	\$8
72040	Internal Plant Hire	\$1,500	\$0	\$0	\$1,500	\$0
72005	Contractors	\$0	\$7,526	\$5,645	\$0	
73010	Materials	\$10,000	\$0	\$0	\$10,000	\$0
74130	Advertising	\$0	\$0	\$0	\$0	\$0
73005	TasSpan Asset Inspections (Consultants)	\$11,048	\$0	\$0	\$11,390	\$342
	TOTAL	\$23,026	\$7,804	\$5,853	\$23,388	\$362
2PW	PRIVATE WORKS					
71005	Salaries	\$9,839	\$3,077	\$2,308	\$10,233	\$394
71010	Oncosts	\$5,903	\$1,988	\$1,491	\$6,140	\$237
72040	Internal Plant Hire	\$10,000	\$2,073	\$1,555	\$10,000	\$0
72005	Contractors	\$0	\$0	\$0	\$0	\$0
73055	Gravel	\$25,000	\$11,761	\$8,821	\$25,000	\$0
	TOTAL	\$50,742	\$18,899	\$14,174	\$51,372	\$630
2SUPER	SUPER. & I/D OVERHEADS (SUPER)					
71005	Salaries	\$409,042	\$329,886	\$247,414	\$425,404	\$16,362
71010	Oncosts	\$245,425	\$294,169	\$220,627	\$255,242	\$9,817
72040	Internal Plant Hire	\$20,000	\$113,219	\$84,914	\$20,000	\$0
73010	Materials	\$18,000	\$32,199	\$24,149	\$18,000	\$0
72005	Contractors	\$15,000	\$17,632	\$13,224	\$15,000	\$0
72015	Building Maintenance	\$1,500	\$0	\$0	\$1,500	\$0
72020	Plant & Equipment Maintenance	\$1,000	\$1,331	\$998	\$1,000	\$0
74075	Training	\$5,000	\$1,000	\$1,000	\$30,000	\$25,000

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
71020	Protective Clothing/Equipment & Uniform	\$12,000	\$18,310	\$18,310	\$12,000	\$0
74045	Insurance	\$33,908	\$36,736	\$36,736	\$42,246	\$8,338
74055	Telephones	\$5,200	\$4,955	\$3,716	\$5,200	\$0
74035	Aurora	\$8,500	\$7,890	\$5,918	\$8,500	\$0
74070	Seminars/Conferences	\$1,000	\$30	\$23	\$1,000	\$0
74120	Subs/Membership	\$650	\$807	\$605	\$650	\$0
74080	Insight GIS (Spectrum Spatial setup)	\$15,612	\$0	\$0	\$15,612	\$0
74090	Radio Licences and Licence Fees	\$600	\$331	\$331	\$600	\$0
73065	Cylinder Rental	\$6,500	\$5,028	\$3,771	\$6,500	\$0
73055	Gravel	\$0	\$995	\$746	\$0	\$0
74130	Advertising	\$1,500	\$3,274	\$2,456	\$1,500	\$0
73030	Pest Control	\$900	\$840	\$840	\$900	\$0
74140	Stationery	\$150	\$0	\$0	\$150	\$0
74160	Council Rates & Taswater	\$10,982	\$7,647	\$7,647	\$8,037	(\$2,945)
	TOTAL	\$812,468	\$876,279	\$673,425	\$869,041	\$56,572
2QUARRY	QUARRY/GRAVEL					
71005	Salaries	\$0	\$0	\$0	\$0	\$0
72040	Internal Plant Hire	\$0	\$0	\$0	\$0	\$0
72005	Contractors	\$12,000	\$25,267	\$18,950	\$12,000	\$0
73055	Hamilton Quarry (Gravel)	(\$200,000)	(\$22,832)	(\$17,124)	(\$200,000)	\$0
74090	Licence Fees	\$5,800	\$5,952	\$5,952	\$5,800	\$0
74160	Council Rates & Taswater	\$202	\$202	\$202	\$212	\$10
	TOTAL	(\$181,998)	\$8,589	\$7,980	(\$181,988)	\$10
2SES	STATE EMERGENCY SERVICES (SES)					
72040	Internal Plant Hire/Comms/Materials	\$2,000	\$406	\$305	\$2,000	\$0
	TOTAL	\$2,000	\$406	\$305	\$2,000	\$0
2PLANT	PLANT MAINTENANCE & OPERATING COSTS - Includes fuel, registrations, repairs, tyres					
71005	Salaries	\$22,230	\$22,132	\$16,599	\$23,119	\$889
71010	Oncosts	\$13,338	\$13,149	\$9,862	\$13,872	\$534
72040	Internal Plant Hire	\$10,000	\$8,493	\$8,493	\$10,000	\$0
72005	Contractors	\$4,000	\$6,344	\$4,758	\$4,000	\$0
72025	Fuel	\$290,000	\$234,863	\$176,147	\$290,000	\$0
74045	Insurance	\$61,002	\$64,387	\$64,387	\$74,045	\$13,043
73010	Materials	\$20,000	\$18,609	\$18,609	\$20,000	\$0

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
72035	Registration	\$65,000	\$65,000	\$682	\$65,000	\$0
72030	Tyres	\$35,000	\$22,195	\$16,646	\$35,000	\$0
72020	Repairs & Maintenance	\$120,000	\$127,029	\$95,272	\$120,000	\$0
	TOTAL	\$640,570	\$582,201	\$411,456	\$655,036	\$14,466
2PLANT	PLANT INCOME					
72100	Via Hire Charges	(\$720,571)	(\$720,571)	(\$659,275)	(\$735,036)	(\$14,465)
72045	Fuel Tax Credits	(\$36,000)	(\$60,832)	(\$45,624)	(\$60,000)	(\$24,000)
	TOTAL	(\$756,571)	(\$781,403)	(\$704,899)	(\$795,036)	(\$38,465)
2DRAIN	DRAINAGE					
71005	Salaries	\$15,703	\$13,813	\$10,360	\$16,331	\$628
71010	Oncosts	\$9,422	\$7,538	\$5,654	\$9,799	\$377
72040	Internal Plant Hire	\$4,000	\$3,150	\$2,363	\$4,000	\$0
72005	Contractors	\$10,000	\$23,247	\$17,436	\$10,000	\$0
73010	Materials	\$3,000	\$4,638	\$3,478	\$3,000	\$0
	TOTAL	\$42,125	\$52,387	\$39,290	\$43,130	\$1,005
2OCA	OTHER COMMUNITY AMENITIES - Golf Museum, Old School (Headmasters)House, Ash Cottage, Online Access, Old Hamilton School					
71005	Salaries	\$3,553	\$5,373	\$4,029	\$3,695	\$142
71010	Oncosts	\$2,132	\$2,632	\$1,974	\$2,217	\$85
72040	Internal Plant Hire	\$1,000	\$613	\$460	\$1,000	\$0
72005	Contractors	\$4,500	\$1,145	\$859	\$4,500	\$0
74035	Aurora	\$5,700	\$6,066	\$4,549	\$5,700	\$0
74045	Insurance	\$6,563	\$6,723	\$6,723	\$7,732	\$1,169
73010	Materials & Building Maintenance	\$10,000	\$1,674	\$1,255	\$10,000	\$0
73030	Pest Control	\$2,500	\$945	\$945	\$2,500	\$0
74160	Council Rates & Taswater	\$4,611	\$4,280	\$4,280	\$4,498	(\$113)
	TOTAL	\$40,559	\$29,451	\$25,075	\$41,842	\$1,283
	NATURAL RESOURCE MANAGEMENT (NRM)					
2AG	AG SERVICES - NRM (Derwent Catchment Project)					
71005	Salaries	\$8,030	\$26,404	\$19,803	\$27,460	\$19,430
71010	Oncosts	\$4,818	\$15,540	\$11,655	\$16,476	\$11,658

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
72040	Internal Plant Hire	\$5,000	\$3,830	\$3,830	\$5,000	\$0
73010	Materials and Contracts	\$6,000	\$3,608	\$3,608	\$6,000	\$0
72005	Contractors	\$105,000	\$60,507	\$45,380	\$125,000	\$20,000
	TOTAL	\$128,848	\$109,889	\$84,276	\$179,936	\$51,088
2WWASTE	WASTE COLLECTIONS & ASSOC SERVICES					
71005	Salaries	\$0	\$0		\$0	\$0
71010	Oncosts	\$0	\$0		\$0	\$0
72040	Internal Plant Hire	\$0	\$5,260	\$3,945	\$0	\$0
73010	Materials/Energy	\$0	\$937	\$703	\$0	\$0
	TOTAL	\$0	\$6,197	\$4,648	\$0	\$0
	TOTAL OPERATING EXPENDITURE - Works and Services	\$2,793,462	\$2,840,231	\$2,068,892	\$3,025,582	\$232,121
	WASTE MANAGEMENT	BUDGET 2024/2025	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
	SOLID WASTE EXPENDITURE					
	WASTE SERVICES	\$928,955	\$963,878	\$681,537	\$968,939	\$39,984
	WASTE COLLECTION & ASSOC SERVICES	\$0	\$6,197	\$4,648	\$0	\$0
		\$928,955	\$970,074	\$686,185	\$968,939	\$39,984
	SOLID WASTE REVENUE					
	TIP & WASTE TRANSFER STATIONS FEES	(\$18,393)	(\$8,681)	(\$8,681)	(\$19,337)	(\$944)
	SOLID WASTE RATES CHARGES	(\$760,930)	(\$804,100)	(\$804,100)	(\$852,988)	(\$92,058)
		(\$779,323)	(\$812,781)	(\$812,781)	(\$872,325)	(\$93,002)
	NET SOLID WASTE (SUPLUS)/LOSS	\$149,632	\$157,293	(\$126,597)	\$96,614	(\$53,018)
	DEPARTMENTAL TOTALS					
	CORPORATE SERVICES	\$2,255,695	\$2,571,750	\$1,836,375	\$2,677,718	\$420,522
	DEV. & ENVIRONMENTAL SERV.	\$1,900,762	\$1,781,577	\$1,294,087	\$2,845,209	(\$38,604)

Detailed Expenditure

		BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 31/03/2025	DRAFT BUDGET 2025/2026	Budget Change
G/L #						
	WORKS & SERVICES	\$2,793,462	\$2,840,231	\$2,068,892	\$3,025,582	\$232,121
	GRAND TOTAL ALL DEPARTMENTS	\$6,949,918	\$7,193,558	\$5,199,353	\$8,548,509	\$614,040

Capital Works Expenditure 2025-2026

Project Code		BUDGET 2024/25	Actual at 31/03/2025	BUDGET 2025/26
	CAPITAL EXPENDITURE - Administration			
	COMPUTER PURCHASES			
CB004	Software Upgrades	\$0	\$4,430	
CF063	Active Tasmania Equipment	\$0	\$721	
CB035	PC's & Laptops Purchases	\$2,500	\$2,220	\$2,500
NEW	CouncilWise Program Upgrade	\$30,000	\$21,000	
CB063	Hardware Upgrades	\$9,000	\$7,584	
	Video & Audio Recording System for Council Meetings		\$0	\$5,148
	TOTAL - Computers and Software	\$41,500	\$35,955	\$7,648
	OFFICE EQUIPMENT CAPITAL			
CF003	Lockable Storage Cabinets / Filing Cabinets /Cupboards	\$5,000		\$6,000
	TOTAL - OFFICE EQUIPMENT	\$5,000	\$0	\$6,000
	MISCELLANEOUS			
	Municipal Revaluation	\$0	\$0	\$0
	Road Revaluation	\$0	\$0	\$0
NEW	Evacuation Storage			\$2,000
New	Media Campaign for new Settlers	\$0	\$0	
CC018	Honour Board - War Veterans	\$5,000	\$0	
	TOTAL MISCELLANEOUS	\$5,000	\$0	\$2,000
	TOTAL CAPITAL - Administration	\$51,500	\$35,955	\$15,648
	CAPITAL EXPENDITURE - Development Services			
	BOTHWELL SWIMMING POOL			
SP002	Kiosk Improvements	\$5,000	\$1,870	
CF004	Non Slip Painting & Matting	\$0		\$0
	TOTAL - Bothwell Swimming Pool	\$5,000	\$1,870	\$0
	WASTE TRANSFER STATIONS			
		\$0	\$0	\$0
	TOTAL - Waste Transfer Stations	\$0	\$0	\$0
	TOTAL CAPITAL - Development Services	\$5,000	\$1,870	\$0
	CAPITAL EXPENDITURE - Works & Services			
	HALLS - CAPITAL			
CC020	Wayatinah Hall Roof and Squash Court floor	\$0		\$0
CC021	Recoat floors Bothwell & Hamilton	\$0		\$0
CC022	Paint Bothwell Hall complex	\$0		\$0
CC023	Hall of Industries - Hamilton Showground	\$60,000		\$0
CF005	Ouse Hall Automatic door, landing & ramp	\$0	\$11,754	\$0
	TOTAL - Halls	\$60,000	\$11,754	\$0
	Buildings			
CC024	Archive store shed Bothwell (Internal Fixtures)	\$80,000	\$18,287	
CC025	MPS recovery building	\$0		
CB044	ILU Ellendale - purchase land and construct unit	\$0		
CB045	Re-roof Hamilton Office	\$0		
CB046	Repair cracks and paint Hamilton Office	\$0		
CF049	Hamilton office LED lighting install	\$0		
CC027	NRM/Hamilton School - outside toilets	\$0		
CC028	Old School House Bothwell- Shed Replacement	\$20,000	\$6,093	\$25,500

Capital Works Expenditure 2025-2026

NEW	Contstruction of the Independent Living Units at Bothwell	\$0	\$0	\$25,000
CF006	Wayatinah Sports & Golf Club Building	\$100,000	\$4,297	\$50,000
CF007	Ouse ILU - Carport Screens	\$0		
CF008	Hamilton School House - heating	\$0		
CF009	Ash Cottage upgrade	\$0		
CF053	Ash Cottage roof replacement	\$0		
CF054	2 Cumberland St Hamilton roof replacement	\$0		
CC048	Wayatinah Playground & New Toilets	\$219,000	\$162,101	
	Hamilton Amenities Building & BBQ shelter (privacy screens)	\$0	\$0	
	New Storage Shed at Visitors Centre & Old Headmasters House	\$0	\$0	
	New Roof & Guttering for Osterley Church	\$0	\$0	\$35,000
	Online Access Centre, Ouse - improvements	\$30,000	\$0	\$40,000
	TOTAL - Buildings Works	\$449,000	\$190,778	\$175,500
	BRIDGE CAPITAL			
CC029	Wentworth Bridge, 14 Mile Road	\$0	\$14,870	
CF010	Green Valley Road Bridge Replacement	\$0		\$0
	TOTAL - Bridges	\$0	\$14,870	\$0
	PLANT PURCHASES			
NEW	UTE Replacement (Hamilton Depot)Replace 824	\$0		\$60,000
NEW	New Road Broon Unit	\$0		
NEW	Second Hand Loader to Replace old Komatsu Loader	\$0		\$150,000
NEW	UTE Replacement (Hamilton Depot)PM815	\$0		\$60,000
PM845	Replaced Western Star Truck at Bothwell PM687	\$385,000	\$390,783	
NEW	Replaced Adam Wilson Car			\$60,000
NEW	Replaced Graham Roger vehicle 267,000km in 3 years			\$60,000
CF014	Bothwell Toro Mower PM751	\$0		
CF015	Bothwell Grader Triton Ute dual cab 4x4	\$0		
CF016	Bothwell Backhoe ute Xtra cab 4wd PM783	\$0		
CF017	1.8 tonne Excavator with trailer and attachments	\$0		
CB048	Replace 2017 Outlander GM vehicle	\$0		
CF018	Replace Mayor's Vehicle	\$40,000		
PM676	13 Tonne Excarvator - New Tracks	\$25,000	\$18,776	
NEW	New Ute for Hamilton Works Depot	\$0	\$0	
NEW	New Backhoe at Hamilton Works Depot	\$250,000	\$0	
PM863	Toyota Hilux Ute - Works Supervisor	\$60,000	\$57,654	
	TOTAL - Plant	\$760,000	\$467,213	\$390,000
	CAMPING GROUNDS			
	TOTAL Camping Grounds	\$0	\$0	\$0
	CEMETERIES			
	TOTAL CEMETERIES	\$0	\$0	\$0
	FOOTPATHS / KERBS / GUTTERS			
CF019	High St Bothwell asphalt footpath and new kerb	\$0		
CF020	Footpath front of Queens Park	\$0	\$0	
NEW	Footpath Ellendale	\$0		\$130,000
NEW	Sewer Line Replacement Hamilton Office	\$0		\$25,000
CF022	Franklin Place, Hamilton footpath & kerb replacement	\$0		
CC008	Ouse Walkway Lighting Upgrade	\$40,000	\$0	\$40,000
NEW	Completion of Curb & Guttering at Hamilton	\$0		\$0
NEW	Curbs & Gutter at Ellendale	\$0	\$0	\$50,000
NEW	Main Street, Ouse upgrade	\$0	\$0	
NEW	George Street, Bothwell upgrade	\$0	\$0	
	TOTAL - Footpaths, Kerbs and Guttering	\$40,000	\$0	\$245,000
	PUBLIC CONVENIENCES			
CC038	Ellendale toilets	\$0		

Capital Works Expenditure 2025-2026

NEW	Ouse picnic/Playground to Bridge Road(Pedistrian Gate)			
CF023	Ouse Toilet Replacement	\$150,000		
CB014	Bronte Toilets water connection	\$0		
	New Playground and Public Toilets at Miena Dam Wall	\$0	\$0	
	TOTAL - Public Conveniences	\$150,000	\$0	\$0
	ROAD CONSTRUCTION			
CF024	Old Mans Head improve line of site (Black Spot Funding)	\$138,000	\$108,587	
CF025	Thousand Acre Lane reconstruction - Further 2km	\$1,620,000	\$267,742	\$814,439
CF027	Stabalisation Ellendale Road 1km	\$0		
NEW	Waddamana Road 200m Plus 700M Bashan Road	\$0		\$258,060
CF028	Stabalisation Cook Street 121m x 6m	\$0		
NEW	Tor Hill Road 400m Plus 5.4 kmn South -west of Meadsfield Road	\$0		\$225,600
CF029	Stabalisation Arthurs Lake Road 530m 6m	\$0		
CF030	Stock grid replacement (Green Valley Rd)	\$25,000	\$0	
New	Seal Street in Bothwell			\$0
NEW	Berry Drive and Thiessen Crescent Culvert and Drainage	\$0		\$25,000
CF032	Boom Gates Arthur Crescent for flooding	\$0	\$0	
NEW	Sealing Marlborough Road			\$5,000
CF033	Theisen Crescent - junction upgrades	\$0	\$0	
CC049	Cramps Bay - Junction apron	\$45,000	\$33,200	
CC50	Patrick Street, Bothwell asphalt works on verges	\$90,000	\$76,000	
CF067	River Street, Hamilton - Design & Survey only	\$20,000	\$7,960	
CF026	Hollow Tree Road - stabilisation	\$190,000	\$196,827	\$160,000
	New Public Open Space at Wilberville - road re-establishment	\$0	\$0	
	Road Re-Sealing			\$400,000
CF034	Wayatinha streets 1.5km	\$150,000	\$14,704	
CF035	Arthurs Lake Road 2km	\$150,000	\$0	
CF036	Bothwell town streets 1.5km	\$100,000	\$43,888	
CAPRSHT	Resheeting of Gravel Roads	\$390,000	\$278,503	
	TOTAL - Roads	\$2,918,000	\$1,027,411	\$1,888,099
	DRAINAGE / STORMWATER			
CC044	Bothwell Stormwater Stage 1B	\$0	\$0	
NEW	Wentworth Bridge, 14 Mile Road			\$25,000
CC52	Drainage Channel, 14 Mile Road	\$20,000	\$4,897	\$55,000
NEW	Jones Road Frontage	\$0	\$0	\$144,000
	TOTAL - Drainage	\$20,000	\$4,897	\$224,000
	RECREATION GROUNDS			
CF038	Hamilton Show Ground power upgrade	\$210,000	\$248,917	
CF039	Bothwell Rec Ground lighting upgrade concept design	\$0		
CF040	Bothwell Rec Ground basketball / tennis court complex	\$0	\$0	\$100,000
CF041	Gretna Cricket Club Changerooms Upgrades	\$330,000	\$53,502	\$302,000
NEW	Gretna Cricket Club facilities upgrades	\$20,000	\$0	\$
CF042	Ouse Rec ground upgrade	\$0		
	Hamilton Campground Overflow Area & Improvements	\$5,000	\$0	
	TOTAL - REC GROUNDS	\$565,000	\$302,419	\$402,000
	PARKS AND GARDENS			
CF043	Seating Ellendale Park	\$0	\$0	
New	Caravan Park expansion			\$50,000
CF044	Platypus Walk Upgrade - Land Purchase	\$0	\$0	
	Memorial Structure in Croakers Alley or Queens Park (S Bowden)	\$0	\$0	
	Platypus Walk Upgrades	\$6,440	\$0	\$22,000
NEW	Stone Arch at Hamilton - Repoint	\$5,000	\$0	
	TOTAL - Parks and Gardens	\$11,440	\$0	\$72,000

Capital Works Expenditure 2025-2026

	INFRASTRUCTURE			
CB056	Mobile phone infrastructure	\$50,000	\$0	
New	Second Fire Detection system, Blue Hill			\$90,000
CB057	Hamilton truck wash bay	\$0		
	Bus Shed Hamilton			\$15,000
CF045	Shipping Container	\$0		
CF046	Fence - Patrick & George St, Bothwell	\$8,000	\$8,345	
CF047	Investigation into Solar Panel installation	\$0	\$0	
CC51	Derwent Catchment Project - Nursery Expansion	\$24,145	\$15,347	
	TOTAL - Infrastructure	\$82,145	\$23,692	\$105,000
	TOTAL CAPITAL - Works and Services	\$5,055,585	\$2,043,034	\$3,501,599
	Overall Total Capital Expenditure			
	Corporate Services	51,500	35,955	15,648
	Development Services	5,000	1,870	-
	Works	5,055,585	2,043,034	3,501,599
	GRAND TOTAL	5,112,085	2,080,859	3,517,247
				1,375,067
				2,142,180
	Total Depreciation = \$2,397,634			

Summarised Receipts

SUMMARISED RECEIPTS 2025-2026				Percentage Increase	5.13%
	Budget 2024-2025	FORECAST ACTUAL	Actual at 30/3/2025	Budget 2025-2026	Movement
Other Operating Grants	\$30,000	\$30,000	\$450	\$983,050	\$953,050
Capital Grants - State	\$135,000	\$135,000	\$96,854		(\$135,000)
Capital Grants - Federal	\$1,253,128	\$929,128	\$753,196	\$432,460	(\$820,668)
Capital Grant - Roads to Recovery	\$1,036,868	\$1,036,868	\$675,099	\$942,607	(\$94,261)
FAG Grants	\$3,206,515	\$3,325,680	\$3,189,820	\$3,445,404	\$238,889
Administration (Rates Certificates)	\$47,295	\$47,295	\$33,985	\$49,721	\$2,426
Dog Licences, fees & fines	\$14,189	\$18,000	\$15,371	\$14,917	\$728
Licences / Fees	\$6,306	\$1,000	(\$529)	\$6,629	\$323
Bushfest Income	\$25,000	\$51,547	\$51,547	\$62,000	\$37,000
Misc. Income	\$42,040	\$80,056	\$28,509	\$44,197	\$2,157
Planning/Subdivision fees	\$350,000	\$350,000	\$148,089	\$350,000	\$0
Building Fees	\$10,510	\$10,272	\$4,299	\$11,049	\$539
Septic Tanks/Special Con. Fees	\$15,765	\$13,632	\$8,892	\$16,574	\$809
Camping Grounds	\$21,020	\$29,433	\$29,433	\$22,098	\$1,078
Cemetery	\$7,357	\$6,491	\$2,508	\$7,734	\$377
Hall Hire fees	\$788	\$1,181	\$1,181	\$828	\$40
Recreation/Reserves hire fees	\$526	\$526	\$36	\$553	\$27
Swimming Pool	\$2,102	\$2,102	\$1,832	\$2,210	\$108
T/Toll & Heavy Vehicle Reg.	\$23,332	\$23,332	\$0	\$24,529	\$1,197
Bank Interest	\$210,200	\$210,200	\$188,005	\$220,983	\$10,783
Miscellaneous Reimbursements	\$36,785	\$37,639	\$37,639	\$38,672	\$1,887
Rates	\$3,631,670	\$3,668,438	\$3,668,438	\$3,817,975	\$186,305
Fire Levy	\$262,922	\$245,031	\$245,031	\$269,311	\$6,389
Garbage Collection	\$787,641	\$804,100	\$804,100	\$852,988	\$65,347
Private Works	\$63,060	\$63,060	\$53,054	\$66,295	\$3,235
Tip Fees	\$2,628	\$2,628	\$539	\$2,763	\$135
WTS Fees	\$15,765	\$15,765	\$8,142	\$16,574	\$809
ALL Independent Living Units ILU - Ouse and Bothwell	\$89,335	\$89,335	\$59,216	\$93,918	\$4,583
Rental - Ambulance Tas at Ouse	\$19,969	\$18,204	\$10,616	\$20,993	\$1,024
Rental - Bothwell Library	\$4,414	\$4,161	\$4,161	\$4,640	\$226
TasWater dividends	\$107,202	\$102,000	\$76,500	\$112,701	\$5,499
Sale of Plant	\$47,295	\$134,213	\$134,213	\$49,721	\$2,426
Rates Penalties and Interest	\$35,734	\$48,977	\$48,977	\$37,567	\$1,833
TOTAL	\$11,542,361	\$11,535,294	\$10,379,203	\$12,021,663	\$479,302

	Budget 2024/2025	Forecast Actual 2024/2025	DRAFT Estimates 2025/2026
CASH FLOWS FROM OPERATING ACTIVITIES			
RECEIPTS			
Operating Receipts	9,117,363	9,300,085	10,646,596
PAYMENTS			
Operating payments	6,924,768	7,193,558	8,548,509
NET CASH FROM OPERATING	2,192,596	2,106,527	2,098,087
CASH FLOWS FROM INVESTING ACTIVITIES			
RECEIPTS			
Proceeds from sale of Plant & Equipment	47,295	134,213	49,721
PAYMENTS			
Payment for property, plant and equipment	5,112,085	5,112,085	3,517,247
NET CASH FROM INVESTING ACTIVITIES	(5,064,790)	(4,977,872)	(3,467,526)
CASH FLOWS FROM FINANCING ACTIVITIES			
RECEIPTS			
Capital Grants	2,424,996	2,100,996	1,375,067
PAYMENTS			
Nil	-	-	-
NET CASH FROM FINANCING ACTIVITIES	2,424,996	2,100,996	1,375,067
NET INCREASE (DECREASE) IN CASH HELD	(447,197)	(770,349)	5,628
CASH AT BEGINNING OF YEAR	7,543,106	6,334,096	5,563,746
CASH AT END OF PERIOD	7,095,909	5,563,746	5,569,375

Reserves

BALANCE SHEET AND RESERVES		2025-26		
FUNDING				
ESTIMATED RECEIPTS				\$12,021,663
ESTIMATED OPERATING + CAPITAL EXPENDITURE				\$12,065,756
DIFFERENCE				-\$44,093
	From Unrestricted Cash Reserve			-\$44,093
	Total From CASH Reserves			-\$44,093
BALANCE				
	RESERVES 30/6/24	EXPECTED RESERVES 30/6/2025	EXPECTED RESERVES 30/6/2026	
L.S.L.	\$400,875	\$400,875		\$416,910
PERSONAL LEAVE (Old EBA Provision)	\$0	\$0		\$0
REG. REFUSE SITE	\$150,000	\$200,000		\$200,000
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		\$0
PUBLIC OPEN SPACE	\$20,505	\$20,505		\$20,505
TOTAL	\$1,611,542	\$1,661,542		\$1,597,577
EXPECTED CASH BALANCE 30/6/2025				5,563,746
ADD ESTIMATED RECEIPTS 2025-2026				12,071,385
LESS ESTIMATED EXPENDITURE 2025-2026				12,065,756
ESTIMATED CASH BALANCE 30 JUNE 2026				5,569,375

Community Economic Development

Community & Economic Development 2025/2026 Budget

	BUDGET 2024/25	Forecast Update 30/06/2025	Actual to 30.03.2025	BUDGET 2025/26	Change in Budget
Strategic Project- Whole of Community					
Community & Economic Development Support	\$5,000	\$5,000	\$1,068	\$10,000	\$5,000
Health & Wellbeing Plan (2020-2025) Implementation	\$5,000	\$5,000	\$0	\$5,000	\$0
Suicide Prevention Program	\$2,000	\$2,000	\$0	\$0	(\$2,000)
Economic and Tourism Development Strategic Project	\$0	\$0		\$5,000	
Youth and Children Strategic Projects					
New- Family Day Care Seeding Fund Bothwell	\$0	\$0		\$5,000	\$5,000
New- Ouse Family Day Care Support	\$0	\$0		\$5,000	\$5,000
Youth Service & Activities	\$5,000	\$5,000	\$0	\$5,000	\$0
Children's Services and Activities	\$0	\$0	\$0	\$5,000	\$5,000
Bothwell High School Breakfast Club	\$0	\$0		\$2,000	\$2,000
Glenora School Breakfast Club	\$0	\$0		\$1,000	\$1,000
Westerway School Breakfast Club	\$0	\$0		\$1,000	\$1,000
New-Bothwell Playgroup Support	\$0	\$0		\$1,000	\$1,000
Community & Donation and Financial Assistance					
Community Grants	\$15,000	\$15,000		\$15,000	\$0
Community Support & Donations	\$10,000	\$10,000	\$1,655	\$10,000	\$0
Church Grants	\$5,000	\$5,000		\$5,000	\$0
Further Education Bursaries	\$1,800	\$1,800	\$1,000	\$1,400	(\$400)
School Awards				\$400	
Central Highlands School Support	\$3,000	\$3,000	\$0	\$3,000	\$0
Community Event	\$0	\$0	\$0		\$0
ANZAC Day	\$6,000	\$6,000		\$12,000	\$6,000
Australia Day	\$2,500	\$3,503	\$3,503	\$4,000	\$1,500
Community Event eg Volunteer week				\$5,000	
Community Partnerships	\$0	\$0	\$0		\$0
Highlands Digest Support	\$0	\$0	\$0	\$15,800	\$15,800
Australasian Golf Museum contribution to power	\$5,000	\$0	\$0	\$5,000	\$0
Visitors Centre Contribution to Power	\$5,000	\$0	\$0	\$5,000	\$0
Royal Flying Doctor Service	\$1,000	\$1,000	\$0	\$0	(\$1,000)
	\$0	\$0			\$0
		\$0			\$0
Design/Concept Contractors - Grants	\$25,000	\$0		\$0	(\$25,000)
Healthy Connect Project	\$10,000	\$0		\$10,000	\$0
Highlands Digest Support	\$15,800	\$14,479	\$10,859		(\$15,800)
Children's Services and Activities	\$5,500	\$0			(\$5,500)
Contribution Children's Services	\$5,500	\$5,500	\$5,000	\$0	(\$5,500)
				\$0	\$0
Brighton Family Day Care				\$5,000	\$5,000
Other Support & Donation		\$0			
Anglers Alliance Sponsorship	\$3,000	\$3,000	\$0	\$0	
South - Central Region Projects	\$5,000	\$5,000	\$0	\$0	
200 Years of Hamilton Celebration	\$20,000	\$20,000	\$0	\$0	
Vietnam Veterans Support	\$1,500	\$1,500	\$0	\$0	
Total Community & Economic Development Support & Donations	\$162,600	\$82,282	\$23,085	\$141,600	(\$1,900)

Report

REPORT TO:	STRWA LOCAL GOVERNMENT FORUM
PREPARED BY:	PAUL JACKSON CEO
SUBJECT:	QUARTERLY REPORT – PERIOD ENDED 31 MARCH 2025
DATE:	10 JUNE 2025

Summary

The Rules of the STRWA provides:

13 Quarterly reporting

13.1 The STRWA must provide a report to Members as soon as practicable after the end of March, June, September and December in each year.

13.2 The quarterly report must include:

- (a) A statement of the STRWA's general performance; and
- (b) A statement of the STRWA's financial performance.

General Performance

Funding of TasWaste South

The current funding agreement from the State Government for TasWaste South ends on 30 June 2025. Addressing the funding beyond 30 June is obviously a significant priority and work has occurred in conjunction with the other two regional bodies in this regard. The current proposal involves funding the regional bodies for a 5 year period until 2030, to align with the next iteration of the Tasmanian Waste and Resource Recovery Strategy.

The current proposal is being considered by the Tasmanian Waste and Resource Recovery Board with a resolution intended to be achieved prior to 30 June.

Implementation of the Strategic Plan

The TasWaste South team has progressed a number of our key strategic projects over this period. An update on these is included below.

Litter Management Plan (LMP)

The LMP is complete and available on TasWaste South's website. Significant consultation was undertaken during its development with stakeholders, including council officers as the primary stakeholder group. The focus will now shift to implementation and work will be undertaken with council officers in that regard. Additionally, discussions are occurring with the EPA to ensure a coordinated approach where appropriate.

Bin Audit

TasWaste South undertook a regional bin audit in February. The findings were presented to the Local Government Forum in April, and the detailed outcomes will be communicated with councils through the Officer Network.

High Priority Infrastructure Grant

TasWaste South, in partnership with Kingborough Council was successful in securing a High Priority Infrastructure Grant from the Tasmanian Waste and Resource Recovery Board on behalf of all 12 southern councils

This grant is to enable construction of a Hazardous Household Waste Collection, Sorting, and Storage Facility at Kingborough Council's Baretta Waste and Recycling Centre. This facility will provide for the safe handling of greater volumes and wider varieties of hazardous household waste, ensuring that these materials are diverted from landfill.

Construction of the facility is currently underway and work with Kingborough Council continues in relation to the operation of the facility. The site's operation will be coordinated with other councils to ensure that it operates as a regional facility.

Infrastructure Plan

A key initiative in TasWaste South's Strategic Plan is to develop an infrastructure plan for the southern region. MRA Consulting has been appointed to deliver this project following the procurement process undertaken with representatives from Glenorchy, City of Hobart and Clarence. The specifications were developed following input from all owner councils.

The infrastructure plan will enable identification of the critical infrastructure required into the future, allow for a coordinated regional approach and be aligned with work on community behavioural change. TasWaste South anticipates this will be our guiding document to identify infrastructure priorities within the region and secure funding.

Significant involvement of councils in this project will be critical to its success.

Hazardous Waste Collection

TasWaste South conducted a hazardous household waste collection weekend as a trial for the region in March. This was aligned to similar processes undertaken in the North and North-West of the State. The weekend collection resulted in approximately 3.5 tonnes of hazardous material being collected, ensuring safe disposal and preventing improper handling. There were over 120 participants in attendance.

There are opportunities to align the collection with the other regions in future years subject to current contractual arrangements.

Circular Economy Procurement

TasWaste South engaged Urban EP to review and compile relevant existing circular economy guidance material for local government procurement and tendering.

The current TasWaste South Strategic Plan: 2024-2027 has four strategic pillars, including Coordinating Activities, Building Relationships, Changing Waste Behaviours and Leading Change.

The latter, Leading Change, seeks to achieve the following outcomes:

- Minimisation of waste to landfill and increase in appropriate diversion of materials into further productive use (e.g. circular economy).
- Contributions to waste policy settings at the State and Federal level.
- Council procurement policies and mechanisms drive waste minimisation and diversion from landfill.

Taken further, the focus on council procurement policies and mechanisms, is expressed through the following Strategic Action (Action 3.1) for the 2025FY:

- Provide guidance on the circular economy within procurement and tendering for Local Government.

The above Strategic Action is the genesis for the proposed project. In seeking to provide procurement and tendering guidance to members, TasWaste South is seeking a report which:

- Investigates, reviews and compiles existing guidance material aimed at supporting local government circular economy procurement practices
- Enables TasWaste South (and members) to gain improved understanding and access to existing guidance materials
- Informs TasWaste South as to potential future activities supporting member councils' procurement practices to drive circular economy outcomes.

The intention is to leverage and maximise potential benefit from existing circular economy guidance material that has been developed for and/or applied by local governments through procurement and tendering roles. In compiling existing guidance material, the project seeks to present a set of reference material that may be utilised by TasWaste South and member councils in furthering the role of procurement in driving circular economy outcomes.

Emerging Strategic Issues and Strategic Projects

Rethink Waste

As previously advised, the three regional bodies have been undertaking work to coordinate the activities of Rethink Waste. This resulted in a funding proposal being considered by the Tasmanian Waste and Resource Recovery Board, which was approved in December 2024. Finalisation of a grant deed is proceeding.

A Rethink Waste Coordinator, Fiona Harding, is employed by TasWaste South but works across the State to ensure that Rethink Waste is providing valuable education and awareness. The Coordinator position is to be supported by three regional engagement officers and the recruitment of the southern engagement officer is currently underway.

Container Refund Scheme

With the commencement of the CRS on 1 May 2025, the implications for councils through the MRF Protocol are being addressed. This includes consideration of the sampling approach to determining the quantum of refunds payable to councils for containers collected through the MRF. Councils will be kept informed as this progresses. TasWaste South has clearly conveyed our disappointment over the timing of this work noting that it should have been progressed prior to the Scheme actually commencing.

Cleanaway Contract

Discussions with council GMs and CEOs have occurred regarding the contract with Cleanaway for the operation of the MRF. Ensuring value for councils from this contract is the focus of management approaches.

Officer Network

This group continues to meet regularly in-person as well as communicating out of session via email, providing a critical link between TasWaste South and member councils.

The Officer Network meets approximately quarterly and deals with a range of operational and strategic issues. In recent months, the network has provided a range of information and input on various key projects that TasWaste South is progressing. The importance of this group to the success of TasWaste South's agenda can't be understated. While there is capacity within TasWaste South to progress initiatives on a regional basis (and this will increase over time) without the knowledge and input from this group, that won't be possible.

The network participants are thanked for their active engagement.

Other Matters

Garage Sale Trail

TasWaste South intends to support participation by member councils in the 2025 Garage Sale Trail. Nine member councils participated in the program in 2024 indicating the demand for this within the region. Shortly the CEO will write to councils with further information.

UTas Sustainability Placement Experience

TasWaste South hosted a student for semester 1 as part of this program. Vivek Jolly spent the semester reviewing website content for Rethink Waste which will assist in the creation of an updated, new website for Rethink Waste.

Local Government Forum Dates for 2025

7 August

27 November (AGM)

Financial Matters

Profit and Loss Statement – 31 March 2025

Account	Jul 2024-Mar 2025
Trading Income	
Brighton	3,000.00
Central Highlands	500.00
Clarence City	10,500.00
Derwent Valley	2,000.00
Glamorgan Spring Bay	1,000.00
Glenorchy City	8,500.00
Hobart City	10,000.00
Huon Valley	3,000.00
Kingborough	7,000.00
Sorell	3,000.00
Southern Midlands	1,000.00
State Government - Grants	102,000.00
Tasman	500.00
Tasmanian Waste & Resource Recovery Board - Grants	720,882.00
Total Trading Income	872,882.00
Gross Profit	872,882.00
Operating Expenses	
Accounting and Auditing Costs	18,371.50
Administration Support	15,397.50
Advertising	1,481.82
Banks Fees	977.42
Bin Audit Program	19,425.52
Board Expenses	2,578.71
Board Fees	35,558.24
Board Member Expenses	1,137.88
Communications and Marketing	25,807.38
Computer & IT Equipment	4,123.41
Conferences & Seminars	15,841.87
Consultants	18,310.00
Corporate Memberships	169.55
Depreciation	2,580.18
FBT Expenses	13,171.05
Garage Sale Trail	6,000.00
Graphic Design & Website	13,712.00
Hazardous Waste Collection Program	66,010.25
Hazardous Waste Facility	31,666.00
Insurance Costs	13,269.85
Legal Costs	1,680.07
Litter Management Plan	21,435.50
Local Government Forum	614.24
Motor Vehicle Costs	1,871.90
MRF	3,100.00
Office Equipment (2030-05)	379.36
Office Rental	15,402.49
Officer Network	613.18
Other	4,184.71
Other Employee Expenses	(4,000.00)
Printing & Stationary	1,180.61
Procurement for Local Government	8,250.00
Professional Development and Training	4,000.00
Regional Infrastructure Plan	11,200.00

Register of Contracts	4,545.45
Rethink Waste Tasmania	18,682.57
Salaries & Wages	245,999.74
Subscriptions & Licences	8,333.05
Sundry Office Expenses	3,175.62
Superannuation	31,981.38
Telephone & Internet	1,536.13
Travel & Accommodation	5,768.39
Uniforms	346.33
Total Operating Expenses	695,870.85
Net Profit	177,011.15

The current noted in the P&L arises from timing issues associated with receiving revenue in advance of the expenditure occurring.

Conclusion

The above report highlights the activities of TasWaste South for the quarter ending 31 March 2025.

central highlands COUNCIL



**ANNUAL PLAN
2025/2026**

CURRENT COUNCILLORS ON 30 JUNE 2025



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Deputy Mayor
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PREFACE

The 2025-2026 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 2025-2026 Budget Estimates at the Ordinary Council Meeting held at Bothwell on **Tuesday, 17 June 2025**.

Council has increased the General Rate by **5.13%** as well as all Fees and Charges.

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 1 July 2025:
- 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 1 July 2025.
- You must occupy the property as your principal place of residence on or before the 1 July 2025.

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 2025-2026 financial year will need to be completed on or before the **31 March 2026**.

SUMMARY OF BUDGET ESTIMATES 2025-2026

Estimated Revenue of Council –	\$10,646,596
Estimated Capital Income of Council –	\$1,375,067
Estimated Expenditure of Council –	\$10,946,143
Estimated New Borrowings of Council –	N/A
Estimated Capital Works Program for Council -	\$3,517,247
Estimated Operating Surplus (Deficit)	(\$299,547)

**Budget Estimates may be altered during the financial year because of decisions of Council or amendments.*

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 Wellbeing – 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 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. In the 2021–22 financial year the Valuer General provided fresh valuations of all Central Highlands properties. These valuations were effective for rating purposes from July 1, 2022.

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 **\$348** will be levied on each household that has available the Garbage and Recycling Collection Service and applicable businesses will be charged **\$654**.

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 **\$216** 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 **\$110** for vacant properties and a charge of **\$623** for commercial properties.

Council has budgeted for an **5.13%** increase overall in the General Rate with 50% of the total General Rate Revenue being spread evenly over all ratepayers (**\$494.76 each**) and the remaining 50% General Rate has been calculated at 2.75853 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 **\$50** will apply to all rateable properties.

Upon application and prior to the 31 March 2026, 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 AS PER STRATEGIC PLAN

Goal 1 Community Wellbeing

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 levels 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.

2025-2026 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 local schools to assist with their programs for school children.
- Provide annual bursaries for a child at each local school continuing further education and annual citizenship awards.
- Continue to allocate funds and support for the provision of medical services to Bothwell and advocate for the reopening of services at Ouse.
- 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 with implementation and support the priorities listed in the Central Highlands Health & Wellbeing Plan 2020-2025.
- Continue to support and participate as a member of the Health Action Team Central Highlands (HATCH).
- Develop, in partnership with community organisations and members, to provide annual events in the Municipality like the Hamilton Show and Bushfest.

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.

2025-2026 Initiatives

- Allocated appropriate funds to ensure that existing services and assets are maintained effectively.
- Annually review the 10-year Asset Management Plan to include all classes of assets.
- Complete as many Capital Works Projects within the Annual Budget Estimates 2025-2026.

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 maximisation of resources to provide efficient and consistent delivery of services.
- 3.2 Review annually, Council's Long-Term Financial Management Plan and 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 where possible.
- 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.

2025-2026 Initiatives

- Identify appropriate grant funding to leverage Council funding for projects.
- Continually review, update Council policies regularly and Council's Risk Register.
- Continue participation in Council Shared Services and South Central Sub-Region Group, and identify other services that can be resource shared.

- Provide financial management reports to Council on a monthly basis.
- Ensure Annual Financial Statements are completed within the legal statutory timeframe.
- Ensure that staff are provided with continual training opportunities especially in Council's new 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.

2025-2026 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.
- Undertake roadside weed eradication.
- Monitor the usage of Council waste transfer stations, roadside bins 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.
- Actively participate as a member of the Southern Tasmanian Regional Waste Authority.
- Introduce practices to accurately measure waste deposited at the Hamilton Landfill Site to determine the state waste levy to be paid.

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 Irrigation Schemes.
- 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.

2025-2026 Initiatives

- Continue as a member of Destination Southern Tasmania.
- Continue as a member of Southern Tasmanian Councils Association (STCA) and Local Government Association of Tasmania (LGAT).
- Continue to support the annual Highlands Bushfest event and Hamilton Show.
- 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 disbursement 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.
- Work with the South Central Sub-Region Group through the South Central Workforce Network to provide training for jobseekers and connecting job seekers with relevant local employers

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 the 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.

2025-2026 Initiatives

- Annually review Council's Long-Term Financial Plan and Strategy, as well as all the 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 information to our community and ratepayers via newsletters, Council's article in the Highland Digest, our website and our Facebook page.
- Continually review Council policies and update as required.
- Participate in the Future of Local Government Review.

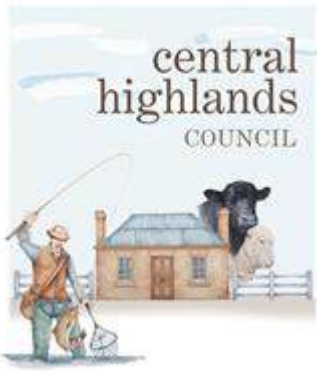
PUBLIC HEALTH STATEMENT

Council will:

- Ensure that Council complies with Public Health requirements.
- 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.
- Provide staff and Councillors with Influenza vaccinations if desired.

ANNUAL BUDGET ESTIMATES 2025 - 2026

Annual Budget Estimates Summary document forms Appendix A of this document.



Policy No. 2022 - 63

**Climate Change Adaptation
and Mitigation Policy**

Document:	Start Date: 17 June 2025	Page Reference:
Climate Change Adaptation and Mitigation Policy	Review Date: 30 June 2029	Page 1 of 5

BACKGROUND

Across Australia there is an increasing awareness and understanding of the economic, environmental and social impacts of climate change and that the impacts of climate on communities are continuing to increase.

While the impacts of greenhouse gas emissions are worldwide, the effects of changes in climate and extreme weather events have local impacts. The vulnerability of a local area and its capacity to implement adaptation and mitigation strategies are influenced by environmental, social and economic factors. Local government plays a vital role in preparing local communities for our changing climate.

Since Council adopted its Climate Change Adaptation and Mitigation Policy in 2022, Council has undertaken or worked in partnership on the following projects: Bothwell flood mapping; upgrade to the Bothwell stormwater infrastructure; Ouse EV charging station and Great Lake Community Green House.

The Derwent Catchment Project has continued to assist Council to build climate resilience by implementing actions from the Derwent Catchment Biosecurity Plan and the Central Highlands Weed Management Plan, undertaking ongoing river restoration works on the Tyenna and Ouse rivers, and working with agricultural producers.

Council recognises that climate change is a complex issue that impacts on Council’s role, functions and processes. Through the Southern Tasmanian Council’s Association’s climate program, a Climate Change Risk Assessment and Climate Change Adaptation Plan 2024 was prepared.

Council must continue to take reasonable and practical measures to reduce its carbon footprint and increase by preparing for and adapting to changing climatic conditions.

As a small rural Council with limited resources, the cost to changes in infrastructure can be overwhelming, however by taking advantage of some of the programs and subsidies available from State and Australian governments in the short term, and by recouping savings through a reduction in energy consumption over a longer period, there are opportunities to offset some of these costs.

Council also recognises the important role it can play in building community awareness, helping the community reduce its carbon and environmental footprint and fostering community resilience.

This climate change policy will provide Council with direction on how to take action to adapt to and mitigate the current and potential impacts of climate change.

PURPOSE

This policy will support Council with the preparation and delivery of climate change adaptation and mitigation planning, actions and programs. The policy also aims to ensure that Council lead the community by example, taking reasonable and practical measures to reduce carbon emissions and increase climate change resilience in its operations, and by increasing community understanding of climate change, and promoting preparedness.

Document:	Start Date: 17 June 2025	Page Reference:
Climate Change Adaptation and Mitigation Policy	Review Date: 30 June 2029	Page 2 of 5

SCOPE

This policy applies across all Council services and activities that are undertaken by Council, contractors and external consultants on behalf of the Council.

OBJECTIVES

- To reduce the greenhouse gas emissions across Council operations;
- To ensure the impacts of climate change on Council operations, functions and processes are considered;
- To support Council to promote initiatives and partnerships that support climate change adaptation and mitigation;
- To outline Council's role in engaging and leading the community to reduce carbon emissions and build climate change resilience across the region.

KEY DEFINITIONS

Adaptation

Adaptation is the process of adjustment to actual or expected climate change and its effects eg minimising risks of damage by relocating critical infrastructure.

Mitigation

Mitigation is the process of intervention to reduce the causes of climate change eg reducing emissions, retrofitting old buildings to make them more energy-efficient, planting trees and preserving forests to store carbon.

POLICY

Council is committed to addressing climate change issues and broader sustainability objectives. Council recognises the importance of allocating appropriate resources to implementing effective climate change actions and strategies that

- assist the Council and the community to reduce carbon footprints, prepare for and adapt to climate change impacts; and
- increase awareness and understanding of climate change within Council and across the community.

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Council Operations

Council will ensure that climate impacts are considered by:

1. Providing leadership within Council to drive climate change adaptation and mitigation.
2. Taking all reasonable and practical measures to increase climate change resilience and reduce greenhouse gas emissions across all Council assets, functions, services and programs, and prioritising actions that also contribute to mitigation and adaptation.
3. Consider setting a target for the reduction of greenhouse gas emissions and to increase energy efficiency across council operations.
4. Consider implementing the Central Highlands Climate Adaptation Plan 2024.
5. Undertaking and/or supporting initiatives that will increase the understanding of future climate impacts across the Central Highlands municipality, and sharing this information with other stakeholders.
6. Seeking opportunities and/or continuing to collaborate on climate change adaptation and mitigation actions with key stakeholders and all levels of Government.
7. Being flexible and timely in its response to climate impacts, risks and hazards.
8. Developing cooperative partnerships to secure support for better climate planning.
9. Implementing flood resilience, biodiversity, carbon and biosecurity projects and programs that mitigate risks and build climate resilience.
10. Developing clear criteria relating to climate change and natural hazards to ensure decision making is based on the best available scientific data, including making sure planning scheme overlays are updated to reflect new information.
11. Ensuring that Council keeps up to date with all relevant law and the relevant information and facts are known and understood to minimise exposure of Council to potential liability for decisions made, or not made, now or in the future.

Community Leadership

Council will engage with community and provide leadership by undertaking the following:

1. Providing effective and strong leadership on climate change to increase sustainability to its communities.
2. Continuing to develop and implement actions and strategies that assist communities to reduce carbon footprints, adapt to climate change impacts and increase their awareness and understanding of climate change.
3. Promoting opportunities for community and businesses to access programs and services to assist in the transition to alternative energy options, improve the energy efficiency of homes and businesses.

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4. Ensuring that Council plans for and manages adaptation to the impacts of climate change, particularly where these impacts represent a threat to people and property.
5. Ensuring up to date information on potential on climate change risks and hazards risks is available to property owners, residents, businesses and community groups to assist them manage impacts on private property, business and on community assets and services
6. Increasing the resilience of communities, enabling better preparedness, response and recovery from inevitable climate change impacts and increased frequency and intensity of natural hazards, through targeted programs, services and appropriate management of the Council assets and other relevant resources.
7. Promoting the important roles biodiversity and ecosystem services play in building climate resilience.

LEGISLATION AND REFERENCES:

Climate Change (State Action Act) 2008

Local Government Act (Tas) 1993

Local Government Order (Content of Plans and Strategies) 2014

Climate Action 21: Tasmania's Climate Change Action Plan 2017 - 2021

Central Highlands Council Strategic Plan 2015 - 2024

CHC Risk Management Policy & Strategy Policy No 2015 - 41

Land Use and Planning Approvals Act 1993

Central Highlands Interim Planning Scheme 2015

Central Highlands Council Risk Register

Regional Climate Change Adaptation Program (RCCAP)

Regional Climate Change Initiative Background (RCCI)

Regional Council Climate Resilience Strategy Southern Tasmania 2013 - 2017

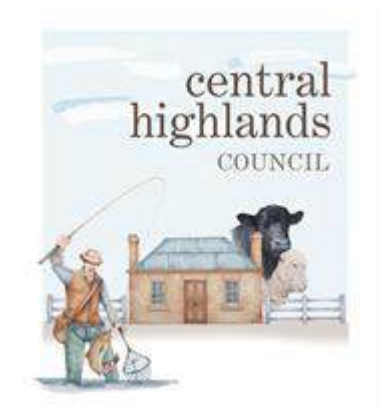
Graham, K., Green, G., Heyward, O. 2013 *Regional Councils Climate Change Adaptation Strategy, Southern Tasmania*, Southern Tasmanian Councils Authority.

Southern Tasmanian Council's Authority, 2019, *Central Highlands Council Community Energy Use and Greenhouse Gas Footprint Summary Report May 2019* – Regional Climate Change Initiative

Gorse, Michael - Antarctic Climate & Ecosystems Cooperative Research Centre - Local Climate Profile – Central Highlands Municipality - Regional Councils Climate Adaptation Project using material from the technical reports of the Climate Future for Tasmania project. Central Highlands Council Climate Change Information For Decision Making 2020

OECD (2023), "Climate adaptation: Why local governments cannot do it alone", *OECD Environment Policy Papers*, No. 38, OECD Publishing, Paris, <https://doi.org/10.1787/be90ac30-en>.

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Policy No. 2015- 37

Information Management (Recordkeeping) Policy

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1. INTRODUCTION

The purpose of this policy is to provide an effective framework for Council's recordkeeping practices and document management procedures. It covers the creation of records, and their maintenance, storage, accessibility and retention, along with the individual responsibilities of Councillor's and staff with regard to their records management obligations.

Council is committed to establishing and maintaining records management practices that meet its business needs, are in accordance with stakeholder expectations, meet legislative and statutory obligations and are designed to mitigate risk to the Council.

The benefits of compliance with the policy will be trusted information which is accurately described, stored in known locations with appropriate security, which is easily retrieved when needed.

2. OBJECTIVE

To ensure that the Council complies with its obligations in recording, maintaining and disposing of corporate records in accordance with the Archives Act 1983.

3. SCOPE

This policy applies to the management and maintenance of records through their lifecycle from creation, receipt or capture, to preservation and disposal under the provision of the Archives Act 1983. It applies to records in any format including, but not limited to paper documents, electronic documents, emails, web-pages, information in databases, photographs, film, charts, and information on social media.

This policy covers the work practices of staff, Councillors and consultants who:

- Create information;
- Access information;
- Have responsibility for information including storage, retrieval, dissemination and disposal;
- Have management responsibilities for officers engaged in any of these activities; and
- Manage or have design input into information technology infrastructure

The Information Management Policy will:

- Align with the Council's operating environment, strategic direction, policy framework and recordkeeping program;
- Ensure compliance with legislative and statutory obligations;
- Promote a corporate culture of sound recordkeeping practices;
- Provide protection of information for an important part of the local cultural heritage;
- Reduce the risk associated with the loss or destruction of essential information; and

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- Increase the capture and retention of corporate history, knowledge and expertise within Council.

4. POLICY

Responsibilities for records management

Every Councillor and staff member of Council has an individual obligation to register and maintain their corporate records as defined in the Archives Act 1983 and in accordance with the Policy.

It is a requirement that each individual ensures that they have an appropriate level of awareness about these responsibilities under the Policy and are sufficiently trained in creating and maintaining corporate records in the Council's electronic document management system.

Creation and maintenance of records

Corporate records must provide a reliable and accurate account of business dealings, decisions and actions. Therefore, when creating corporate records it is important to include all necessary information including the names, company details, dates and times, and other key information needed to capture the business context.

Corporate records can be documents and data created in any format, e.g. scanned, email, paper or completed electronic forms, received or maintained as evidence and information of requests of Council, work done for, or on behalf of, the Council, business transactions or evidence of decisions. Examples of Council's corporate records include, but are not limited to:

- Agendas, minutes and papers;
- Complaint correspondence;
- Contracts and agreements;
- Correspondence received from members of the public, private and public sector organisations that require action or decision;
- Documents related to events organised with or for external organisations;
- Facilities hire forms and documentation;
- Tax invoices and supporting information to support payments and reimbursements;
- Media releases and articles;
- Personnel information;
- Policies and guidelines;
- Recruitment and appointment documentation;
- Reports and submissions;
- Risk management registers and documentation;
- Social media;
- Training program documentation: and
- WorkCover documents and files.

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An overarching business rule is that if a transaction or request comes into the Council from an external party, the information is to be captured by the recipient as a business transaction. Equally each time the Council communicates with a company or individual outside of the Council, this too is a corporate record, and the individual charged with communicating with the external party is required to capture the dealing.

Ultimately, if the record contains a business transaction or evidence of any decision that has been made on behalf of the Council it must be kept for the required time.

Records that do not have to be kept

Some records do not belong in the Council's recordkeeping system on the basis that they are not corporate records and have no long term value in being retained. These records include:

- External advertising material;
- Externally published newsletters that do not contain material created by or referencing the Council;
- Internal e-mails received by "carbon copy" (cc) or "blind carbon copy" (bcc);
- Junk e-mail;
- Personal correspondence including e-mail;
- Rough notes, working papers and calculations used solely to assist in the preparation of other records such as correspondence, non-auditable reports and statistical tabulations;
- Copies of any external documents, preserved solely for reference;
- Published external material preserved solely for reference;
- Working documents that do not show how a decision or a calculation was made;
- Work in Progress documents whereby it is unclear if a document will be submitted for approval and therefore become a corporate record.

Documents of this nature may be destroyed, as defined by the Tasmanian Archive & Heritage Office Retention and Disposal Schedule for short-term value records.

Systems used to maintain corporate records

Records generated within the Council in the course of normal business practice or received from an external source are to be registered and captured within Council server computers as these are subject to backup daily.

Corporate records must not be maintained in email folders, shared folders, personal drives or external storage media as these are not approved records management systems and they lack the necessary functionality to protect business information and records over time. Records created when using social media applications or mobile devices may need to be captured into an endorsed system.

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Access to records (Internal)

Information is a corporate resource which all staff should have access to, except where the nature of the information is sensitive and requires a higher level of protection because of its confidentiality.

Therefore, access restrictions to corporate records should not be imposed unnecessarily. Information which is requested to be secured will be required to meet one of the following categories or be endorsed by the General Manager or an appropriate Manager:

- Council business that might affect its capacity to make decisions or operate, public confidence or the stability of the marketplace;
- Personal information about an individual;
- Commercial interests, whose compromise could significantly affect the competitive process by providing unfair advantage;
 - ◆ Legal professional privilege;
 - ◆ Law enforcement operations whose compromise could adversely affect investigations, legal proceedings or adversely affect personal safety;
 - ◆ Personal information which is required to be safeguarded under the Personal Information Protection Act 2004 (Tas), or other legislation.

Access to Information (Public)

One of the overarching principles of the Council's information management framework is that information should be freely available, easily discoverable accessible and published in ways that allow its reuse in accordance with State and Federal governments open data commitments.

In accordance with our obligations under the Right to Information Act 2009 access to publicly available information will be provided on Council's website. The public have legislative rights to apply for access to information held by our organisation under the Right to Information Act 2009.

This applies to all information held by the Council, whether in officially endorsed records management systems or in personal stores such as email folders or shared and personal drives.

Responses to applications for access under Right to Information legislation are the responsibility of the General Manager or Delegated Officer/s.

Retention and disposal of records

Council records are destroyed when they reach the end of their required retention period set out in the Records Retention and Disposal Schedules, issued by the Tasmanian Archive and Heritage Office. Retention periods in disposal schedules take into account all business, legal and government requirements for the records.

Council uses a number of general and Council-specific schedules to determine retention, transfer and destruction actions for its records. Records cannot be disposed of other than in

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accordance with all relevant Retention and Disposal Schedules and Destruction Authorities authorised by the State Archivist.

In addition to this, records cannot be disposed of without the approval of either the General Manager or Delegated Officer under the Archives Act (TAS) 1983. Some records can be destroyed in the normal course of business. These are records of a short-term, facilitative or transitory value that are destroyed as short term value records such as rough working notes and drafts not needed for future use.

Central to the Council's accountability process is the requirement it maintains a Register of Records Destroyed. This is the Council's formal evidential record of destruction and must be retained permanently by the Council. The Register must be clearly identified as the Register of Records Destroyed under Section 20(2)(b) of the Archives Act 1983.

Records identified as having 'permanent' status in an authorised retention & disposal schedule should be transferred to Tasmanian Archive and Heritage Office after business use ceases. Council may make application to Tasmanian Archive and Heritage Office for earlier transfer of particular groups of records and Tasmanian Archive and Heritage Office may also initiate an earlier transfer arrangement (for example permanent records that are at risk or records of agencies or parts of agencies that have been privatised).

Monitoring the records management program

The records management program will be monitored for breaches of this Policy by the Deputy General Manager. Day-to-day and periodic records management audit activities will be coordinated by the Executive Assistant who will facilitate training as required.

5. LEGISLATION

Archives Act (TAS) 1983
Audit Act 2008
Building Act (TAS) 2016
Criminal Code Act (TAS) 1924
Electronic Transactions Act (TAS) 2000
Evidence Act (TAS) 2001
Financial Management Act 2016
Financial Transaction Reports Act (CTH) 1988
Freedom of Information Act (CTH) 1982
Income Tax Assessment Act 1997
Limitations Act (TAS) 1974
Local Government Act (TAS) 1993
Personal Information Protection Act (TAS) 2004
Right to Information Act (TAS) 2009

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6. RELATED DOCUMENTS

Office of the State Archivist - Information Management Framework – Tier 1 – Policies

- ❖ Tasmanian Government Cloud Policy
- ❖ Open Data Policy
- ❖ Cybersecurity Policy, and
- ❖ Tasmanian Information Acquisition Policy

Office of the State Archivist – Information Management Framework – Tier 2 – Standards

Classification and Retention Schedules in Content Manager (CM) Guideline GL-CBS-IM-010

Scanning Standards for Content Manager (CM) Guideline GL-CBS-IM-008

Security and User Permissions in Content Manager (CM) Guideline GL-CBS-IM-009

Record Number 18/13/425 - Register of Records Destroyed under Section 20(2)(b) of the Archives Act 1983

Policy No.2016- 42 Code of Conduct

Policy No.2018- 55 Code of Conduct for Members of the Audit Panel

Policy No.2017- 51 Staff Code of Conduct Policy

7. RESPONSIBILITIES

Parties or Persons	Responsibilities
General Manager	The Act places on the General Manager a duty to ensure that the Council complies with its requirements, and with those of any relevant Regulations.
Deputy General Manager	Responsibility for monitoring compliance and suitability of this policy. Planning, leading and managing the overall information management function for the Council.
Executive Assistant	Duties associated with the day to day implementation of the records management program <ul style="list-style-type: none">• Implementation of the policy and practices and ensuring information security• Notify the Coordinator Information Management of any problems or breaches that may occur• Training and mentoring of staff in relation to information management systems and procedures
Councillors	Councillors have an individual obligation to create and maintain corporate records with regard to their actions and decisions.
Individual Staff	Every staff member has an obligation to create and maintain corporate records in accordance with this Policy

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Policy No. 2013- 07

Council Camping Ground Facilities Policy

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Introduction

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

Use of Camping Facilities

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

Bothwell Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.
Hamilton Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.
Bethune Park Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.

Longer Term Stays will not be permitted

Self Contained Recreational Vehicle Overflow Area (No Facilities)

As determined by Council's Works and Service Manager the overflow area at the Hamilton weir and lower paddock will be open to self contained recreational vehicles for stays no more than seven (7) nights (be they consecutive or not) in any calendar year.

Fees

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

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

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

Terms and Conditions for Use of Camping Facilities

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

Duly Authorised Council Officer

The Development & Environmental Services Manager is the duly authorised Council Officer with the powers of eviction.

Review

This policy will be reviewed every 4 years.

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APPENDIX A

TERMS AND CONDITIONS FOR USE OF COUNCIL CAMPING FACILITIES

Payment of Fees

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

Fees are payable at the following places:

- | | | |
|----------|---|--|
| Bothwell | - | Council Offices, 19 Alexander Street, Bothwell
(during normal business hours) |
| | - | Bothwell Garage, 16 Patrick Street, Bothwell
(after hours and weekends) |
| Hamilton | - | Council Offices, 6 Tarleton Street, Hamilton
(during normal business hours) |
| | - | By deposit into receptacle near public conveniences |

Duration of Stays

Bothwell Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.
Hamilton Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.
Bethune Park Camping Facility:	No more than seven (7) nights (be they consecutive or not) in any calendar-year.

Noise/Behaviour

To enable all campers to enjoy their stay:

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

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Fire Safety

Fires are strictly prohibited at Council camping facilities

Rubbish

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

Amenities/Ablutions

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

Camp Kitchen Facilities

Available at the Hamilton Camping Ground.

Laundry Facilities

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

- Bothwell Camping Ground – a key is provided when you pay your fee;
- Hamilton Camping Ground

No washing of animal bedding /toys /outfits in the washing machines.

Discharge of Liquid

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

Pets

Pets are allowed but must be on a lead at all times. Pet owners are to ensure that all faeces from the pet is removed and disposed of responsibly.

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Other

- No washing of vehicles, motorhomes or caravans is permitted at camping sites
- No washing of pets or their bedding / toys / outfits is allowed in the amenities block

Use of Laundry and Shower Facilities by Non-Campers

Laundry and shower facilities may be used by non-campers on the following conditions:

Bothwell Camping Ground:

- Key to be picked up from the Bothwell Council Office
- Refundable bond required for key
- Payment required to use the laundry facilities
- Payment required to use the shower facilities
- Key to be returned promptly to the Bothwell Office

Hamilton Camping Ground

- Laundry & showers are coin operated

No washing of animal bedding /toys /outfits in the washing machines or in the amenities block.

Self Contained Recreational Vehicle Overflow Area (No Facilities)

The following conditions apply:

- Open to self contained recreational vehicles for stays no more than seven (7) nights (be they consecutive or not) in any calendar year;
- All recreational vehicles have their own on board toilet and shower facilities.
- All waste and grey water is to be retained in the vehicle for disposal at Hamilton dump point.
- No clothing is to be hung outside to dry.
- Follow 'leave no trace' principles.
- Sites can not be reserved.
- Use waste and recycling facilities provided.
- Tents, camper trailers, mini vans, back packer vans or the like are not permitted.
- No fires permitted.
- No amplified music is permitted.
- All campers must follow reasonable directions from Council Officers.
- Pets are allowed but must be on a lead at all times.
- Pet owners are to ensure that all faeces from the pet is removed and disposed of responsibly.
- Portable generators are not permitted.

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Breach of Terms & Conditions

Without prejudice to any other rights that Council may have, if you contravene any of the Terms & Conditions as outlined in Appendix A, Council or an Authorised Person may:

- (i) Refuse you entry to the camping grounds;
- (ii) Eject you from the camping grounds

Council reserves the right to take legal action for recovery of costs for any damage to Council property.

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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
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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	3	2	6	Regular visual inspections and Form 46 inspections required by property owner and form issued by building surveyor	4	Mgr. DES	15/06/12	Inspection conducted annually
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	6	Mgr. DES	15/06/12	Continual Training for Officer. Response time guided by severity of case. Service provided under shared services with SMC
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, plus pumping out of some toilets as per contract schedule
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
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	All Mgrs.	13/05/13	W & S Manager - yes through Safe Work Methods & 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
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1.10.1			3	5	15	Are all environmental risks considered and documented, including: - Habitat - Flora and Fauna? Endangered species? - Aboriginal 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	All Mgrs.	13/05/13	W & S Manager - yes where applicable
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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

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.	2	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.	4	Mgr. DES, Mgr. W&S	13/05/13	Inspection conducted annually. Consider closure of facility
3.1.2		No inspections. Risk to Council and Public.	1	4	4	Annual inspections carried out in accordance with the Building Act.	2	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 and Hamilton daily, all other public 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 - employee trained in playground inspections
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	Monitored through Daily Log Sheets submitted by Pool Attendant

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
3.5.2		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 compliance. 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 out 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	2	Mgr. W&S	15/06/12	Relevant employees have been instructed in appropriate methods - spraying around headstones
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	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	3	3	9	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 Staments 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	6	Mgr. DES	15/06/12	Continual Training for Officer & update equipment if necessary - service provided under shared services with SMC
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 equirement	4	Mgr. DES, EHO	15/06/12	Notice or Order Issued for compliance of systems & inspection of repairs
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	All Mgrs.	15/06/12	All electrical devices are tested and tagged annually with certificate provided by contractor.
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	Undertaken as part of regular road maintenace

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
3.22	Using earthworking machines within municipal area, Machinery, Plant & Vehicle interaction Across the worksite and including public roadway.	Plant and site traffic operating close to other traffic or personnel, spotters or others out side machinery operators view; Causing: • Crushing • Striking • Hitting • Serious Injury • Fatality • Vehicle / Plant Collision • Confusion Striking of other personnel (ground) • Striking of other plant, equipment & light vehicles; • Crushing of personnel undertaking maintenance • Access and egress • Stockpile collapse • Plant rollover • Engulfment • Slips trips falls from machinery and also around machinery • Crushing • Striking • Hitting • Major Injury • Fatality • Confusion • Fall from machine Plant not maintained leading to injury 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. Workers competent to operate plant Procedures SWMS Supervision Risk Assessment (Plant Assessor) Service and Maintenance Replacement Program Plant Replacement Plan (include in annual budgets) Risk Management Policy	4	Mgr. W&S	28/02/22	Traffic management used, signs used, operators licenced, fencing only where applicable, Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
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	3	9	conduct and record monthly inspections	4	Mgr. W&S	15/06/12	Bothwell and Hamilton Undertaken quarterly by W & S Manager
3.25	Working around assets -Overhead Powerlines and underground assets	Overhead power contact-electrocution/fatality Contact with: - - Gas - lines - Underground cables - Telecommunication cables, - water, drainage lines etc- • Fatality • Electrocution • Loss of service	3	4	12	Procedures SWMS Supervision (Spotters) DBYD Use of qualified contractors (if required) Use of location services Liaise with Asset Owners in planning phase Laser height measurement of services Use of signage Training	6	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.26	Lifting materials and equipment	Risk of materials or equipment falling when being lifted and resulting in death or injury to a person and/or property damage	3	3	9	Lifting gear inspection as per manufacturer requirements Procedures SWMS Training	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.27	Confined Space (Working in Pits etc)	Asphyxiation from: • Exhaust fumes, • Contaminated soils, • Use or introduction of hazardous substances • Lack of oxygen	3	4	12	Training Provision of rescue equipment Procedures SWMS Supervision	6	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.28	Manual Handling	Lower back injury, Sprains and strains high force, carrying, materials/ Tools plant and equipment/ using bars etc use of hand or power tools • Occupational Over use syndrome	3	3	9	Training Provision of mechanical aids Manual Task SOP Supervision	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.29	Sun Protection ultra violet radiation	Skin Cancer	4	2	8	Sun Protection Policy Encourage staff to undertake biennial skin checks with their GP's	2	All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.3	Hazardous substances / Dangerous Substances	Misuse, Inhale, ingest toxic substances. Fire or explosion from interaction with materials that should not be stored together or ignition sources. Spills	3	4	12	Safety Data Sheets at each depot Chemical Handling SOP Provision of PPE Gradual reduction of spray areas over time Minimisation of use of chemicals Use of qualified contractors (if required) Use of signage Training	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.31	Needlestick injury / infection	Injury/ Illness/infection, psychological effects on employee	4	2	8	Handling Sharps SOP	4	DGM, All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers

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3.32	Harassment/Discrimination / Bullying	Stress, lack of sleep/fatigue, accident, injury, psychological damage	4	2	8	Disciplinary procedure Training Anti Discrimination and Harrassment Policy Grievance Procedure Employee Assistance Program	4	DGM, All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.33	Fatigue	Accidents,Serious injury, illness, unable to function	4	2	8	Fitness for work Monitor work hours Active management of leave balances Rostered Day Off (RDO)	4	DGM, All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.34	Ergonomics (includes working from home) and Sedentary Work	body strain, soft tissue injury, eye strain, cardiovascular, diabetes, obesity and other illnesses and conditions due to prolonged periods of sitting at computers or work stations	2	2	4	Training Work From Home Self Assessment Form Home Based Work Guidelines Provision of sit/stand desks Opportunities for activities during work time Workers encouraged to walk around	2	DGM, All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.35	Remote or Isolated Work Activities	Break down, injury/accident	3	3	9	Remote & Isolated Procedure Condiser installation of devices (Spot Tracker, Fall Alert, EPIRB)	4	DGM, All Mgrs.	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.36	Contractors engaged for works	Workplace accident, injury, Plant damage, injury to member of public or damage to member of public vehicle. Not competent, no Safety Management systems, Plant not maintained or safe	4	2	8	Contractor Management Plan WHS Inspections Internal Audits Procedure prompts on purchase order books Contractor register Contractor induction program	4	DGM, All Mgrs.	28/02/22	Site meetings undertaken by W & S Manager
3.37	Lack of Competency	Workplace accident or injury	4	2	8	Verificaiton of Competency (VOC) Assessments Training budget Performance reviews Relevant qualifications identified at recruitment stage Position descriptions reviewed annually	4	DGM, All Mgrs.	28/02/22	Reviewed by all Managers during PRD process with staff members.
3.38	Hot Work (Welding/cutting/grinding)	Burns, Welding flash, fire, explosion	3	3	9	SWMS Fire Extinguisher Training	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.39	Excavation/Penetrations Roading, Asphalt, Pit work, Tipface	Unstable soil conditions Static and dynamic loading, eg Machinery to close to excavation, vibration etc Ground water and unstable soil or rock type; faults and bedding planes Possibility of flooding from water sources, drains; surface run off, swamp, dam, reservoir or lake; rivers Working to close to old disturbed ground Manholes and other shafts; bends; Spoil collapse, placed too close to excavation Trench Collapse	3	3	9	SWMS Excavation SOP Mobile Plant SOP Working near Overhead Assets SOP Underground Assets SOP Asphalt SOP Confined Space SOP Training Verificaton of Competency (VOC) Assessments	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.4	Work at Height	Falls into excavations Falls from ladders Falls into voids and penetrations Falls into trenches, drill holes Falls from mobile equipment: Falls from Scaffolds	3	3	9	Training/Competency Ladder Use SOP SWMS	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.41	Use of Power saws concrete cutters, angle grinders, drills, jackhammers, compressors or similar	Amputation of fingers hands toes feet Severe laceration Eye injuries Sparks Crushing Shearing Struck by Vibration Exposure to pressure from burst hoses, detached hoses Cuts and contusions Exposure to noise Hazardous Substances Manual handling/back injury Respiratory issues	3	3	9	Training/Competency Small Tools and Equipment SOP SWMS	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.
3.42	Noise Induced Hearing Loss	long term hearing impairment	3	3	9	Hearing Tests/bi annually Provision of hearing protection	4	Mgr. W&S	28/02/22	Toolbox meetings with staff members undertaken by Managers
3.43	Housekeeping including adequate lighting	Workplace accident due to inadequate lighting for task or storage of materials in designated footpaths	2	2	4	Maintenance of premises/facilities Audit of site	2	Mgr. W&S	28/02/22	Toolbox meetings with staff members undertaken by Managers

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3.44	First Aid	No first aiders on site, injuries not given first aid could end up more serious. People aiding injured person may not have the knowledge and make condition worse.	2	2	4	All outdoor workers trained in 1st Aid Some indoor workers trained in 1st Aid 1st Aid kits provided in all vehicles and facilities	2	DGM, All Mgrs.	28/02/22	Training program for staff members
3.45	Workplace Facilities	Hygiene not adequate, illness, Lost time	2	2	4	Main office cleaned by council cleaner Depots are cleaned by Council workers	2	DGM, All Mgrs.	28/02/22	Cleaning program inplace
3.46	Procurement (including Contractor Management)	Projects may not be delivered either on time or on budget or both. Contractors cause a workplace accident, injury, plant damage, injury to member of public or damage to member of public vehicle due to a lack of competency , no safety management systems, plant not maintained or safe	3	3	9	Project planning Project management techniques Officer training Procedures Purchasing guide Purchasing prompts on purchase order books Code of tendering and contracts WHS Inspections Internal Audits	4	GM & Audit Panel DGM, All Mgrs.	28/02/22	Process reviewed by General Manager and Audit Panel
3.47	Traffic Management	Serious injury or fatality to member of public or council employees. Traffic accident vehicle or plant damage.	3	3	9	Workers trained in Traffic Management Approved traffic management plans SWMS	4	Mgr. W&S	28/02/22	Safe Work Method Staments available for high risk tasks - training provided where necessary and required prior to undertaking task.

4. Corporate										
4.1	Asset Values	failure to maintain real value of council assets	3	2	6	Ensure that a Long Term Financial Asset Plan is introduced to allocate funding to renewal of assets	2	DGM	15/06/12	Long term Asset management Plan adopted by Council, and regular reviews undertaken during each budget process
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	2	6	Ensure that Council's Audit committees review and develop documents necessary to ensure that operations are handled efficiently and within audit requirements	2	DGM, Audit Committee	15/06/12	Internal Compliance Plan and Authorisation Matrix developed October 2020. Audits undertaken by third party organisation.
4.3	Records Management	Failure to adequately record, save, store and dispose of records as required by legislation	3	3	9	Provision of archive training for records officer and internal training to administration staff on saving of records	4	DGM	15/06/12	Upgrade of Council Magiq software as per licence agreement. Arrangements made for current staff to undertake Magiq training - March 2022
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. Investment of Surplus Funds Policy adopted
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	3	9	Develop an internal control procedure to ensure that financial monitoring is adequately resourced to enhance the security of financial information	4	DGM, Audit Committee	15/06/12	Internal Compliance Plan and Authorisation Matrix developed October 2020, SOP's developed. Audits undertaken by third party organisation.
4.6	Workplace Health & Safety	Non-compliance of WHS and Workplace safety legislation can result in fines being received	3	3	9	Ensure that Managers receive training in legislative requirements and that Council provides funding to implement all safety measures	4	GM, All Mgrs.	15/06/12	Training previously undertaken
4.7	Workplace Health & Safety	Non compliance with WHS and Workplace safety legislation can result in injury/death to employees	3	3	9	Ensure that Managers and employees are aware of legislative requirements and employees obligations for a safe work place	4	GM, 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	GM, 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	GM, All Mgrs.	15/06/12	Staff have undertaken first aid training. Defibulator purchase for both Bothwell and Hamilton. Refresher Courses undertaken when required. Refresher course held in Feb 2025
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.
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	4	GM Mgr. DES, All Mgrs.	15/06/12	Councils Emergency management Coordinator has had training and Deputy Coordinator advises he has had some. EMP reviewed , monthly meetings conducted SRMCC.

Central Highlands Council Risk Register

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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 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	3	9	Daily backup and weekly backup of server with backups being recorded	4	DGM	15/06/12	Daily & Weekly backups are undertaken - server is backups automatically into the cloud.
4.14	Fraud	funds being embezzled by council employee	1	5	5	Segregation of duties and keep good documentation	4	DGM	15/06/12	Duties are segregated as much as possible for a small office and number of staff. Authorisation Matrix introduced October 2020. New form to authorise invoices. Duties segregated for creditor control.
4.15	Incorrect Creditor payments	Incorrect authorisations may result in incorrect accounts being paid to creditors	3	3	9	Develop a procedure for accounts payable authorisation and payment	4	DGM	15/06/12	Purchasing and Payments Control Policy inplace and reviewed every four years or as required. SOP implemented
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	2	2	4	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	2	DGM	15/06/12	Investments reviewed upon maturity & reinvested at the best rate of return for Council by Sharee Nichols. Investment of Surplus Funds Policy
4.18	Financial Reporting and risks associated with material misstatements in financial statements	Non compliance with financial reporting requirments can lead to financial reporting and material misstatements in the financial reports	3	4	12	Follow Council's procedures for financial report	2	DGM	5/02/24	Accountant is to ensure Council is up to date with legistrative and accounting standards each financial year. Accountant to attend Audit Department workshops

5. Legislation										
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	

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
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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, All Mgrs.	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, All Mgrs.	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, All Mgrs.	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, All Mgrs.	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, All Mgrs.	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.	4	DGM, All Mgrs.	13/05/13	Employees have undertaken fire training
7.1.1			4	3	12	Ensure that fire drills are conducted regularly - at least annually.	4	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.	4	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.	4	DGM, Mgr. DES	13/05/13	Monitored through Inspections
7.1.4			4	3	12	Ensure that fire plans and evacuation plans are displayed, adequate, current and approved by regulators as appropriate.	4	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. Asbestos Policy inplace
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

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
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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.
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.	4	GM, Mgr. DES	13/05/13	
9.1.1			3	2	6	Provide and comply with any Certificates and requirements. Annual Maintenance Statement undertaken	4	GM, Mgr. DES	13/05/13	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	GM, All Mgrs.	13/05/13	W & S Manager - Yes
10.1.1			4	2	8	Have Places of Assembly Certificates been obtained and displayed appropriately?	4	GM, All Mgrs.	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	GM, All Mgrs.	13/05/13	Yes, smokefree. Signage in place.
10.1.3			4	2	8	If there are special requirements, are these adequately addressed?	4	GM, All Mgrs.	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.	3	2	6	Are applicable buildings alarmed, monitored?	4	All Mgrs.	13/05/13	Both Office buildings are monitored by chubb
11.1.1			3	2	6	Are security contacts appointed, trained and aware of responsibilities?	4	All Mgrs.	13/05/13	Security contacts provided to chubb and kept updated
11.1.2			3	2	6	Have policies and procedures been developed, approved and appropriately issued to and discussed with staff?	4	All Mgrs.	13/05/13	
11.1.3			3	2	6	Do the policies and procedures include - Break-ins? - Alarm Systems? - Armed hold-ups? - Cash in Transit? - 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	All Mgrs.	13/05/13	Security procedure provided to office staff and W & S Manager & L/Hand

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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.	3	2	6	Has a Safety Committee been established?	2	All Mgrs.	13/05/13	Safety Committee not requested by staff. EB includes a Staff Consultative Committee
12.1.1			3	2	6	Does the composition of the Safety Committee appear to be adequate (and does it comply to statutory requirements)?	2	DGM	13/05/13	Review by W & S Manager
12.1.2			3	2	6	Have Safety Representatives been nominated, voted on, appointed, inducted and trained?	2	DGM	13/05/13	Review by W & S Manager
12.1.3			3	2	6	Are safety checklists established, approved and utilised at appropriate intervals?	2	All Mgrs.	13/05/13	W & S Manager organises safety checks at both Depots on a quarterly basis.
12.1.4			3	2	6	Are findings on safety inspections reported on acted upon?	2	DGM	13/05/13	Review by W & S Manager
12.1.5			3	2	6	Are the safety checklists regularly reviewed to ascertain whether amendments are required?	2	All Mgrs.	13/05/13	Review by W & S Manager
12.1.6			3	2	6	Does the Safety Committee meet regularly?	2	DGM	13/05/13	Review by W & S Manager
12.1.7			3	2	6	Do the Agendas for Safety Meetings appear to be appropriate?	2	DGM	13/05/13	Review by W & S Manager
12.1.8			3	2	6	Are Minutes of Safety Meetings recorded, approved, signed and distributed appropriately?	2	DGM	13/05/13	Review by W & S Manager
12.1.9			3	2	6	Are the Safety Meeting Minutes presented to the General Council Meeting for discussion, review and endorsement?	2	DGM	13/05/13	Reviewed by W & S Manager

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 anti-discrimination practices and incidents.	3	2	6	Ensure that an Anti-Discrimination policy is available and is current (reviewed and approved within the last 12 months).	2	DGM	13/05/13	Policy 2015-34 Harassment & Discrimination Policy adopted.
13.1.1			3	2	6	Are there plans to review, amend and approve this policy at least every 12 month?	2	DGM	13/05/13	Policy reviewed and is available at both offices and depots
13.1.2			3	2	6	Has the policy been presented at a tool-box meeting or seminar/presentation to all staff within the last 12 months?	2	DGM	13/05/13	All staff were given copies. Copy of policy available in the Policy register at both offices and depots
13.1.3			3	2	6	Have all staff signed an attendance record acknowledging that they have attended Anti-Discrimination training?	2	DGM	13/05/13	Yes
13.1.4			3	2	6	Has a staff member been nominated as responsible for the policy?	2	DGM	13/05/13	DGM
13.1.5			3	2	6	Have staff been appointed as Anti-Discrimination Contact Officers?	2	DGM	13/05/13	DGM
13.1.6			3	2	6	Have staff been appointed as Anti-Discrimination Investigation Officers?	2	DGM	13/05/13	Investigation by outside organisation

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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	2	6	Have requirements for Policies and procedures been adequately identified?	2	GM, Audit Committee	13/05/13	Policies are reviewed regularly - ongoing. Policy index gives date policy adopted and a review date
14.1.1			3	2	6	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?	2	GM, 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	2	6	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	All Mgrs.	13/05/13	Yes where needed
15.1.1			3	2	6	Has a Training Register been maintained for each employee (check on currency and adequacy)?	3	All Mgrs.	13/05/13	On employee records file
15.1.2			3	2	6	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	All Mgrs.	13/05/13	copies of certificates and licences on employee file
15.1.3			3	2	6	Are these licences, permits, certificates, etc. current?	3	All Mgrs.	13/05/13	
15.1.4			3	2	6	Have employees been informed that they must inform Management if any circumstances change (e.g. if drivers licence is suspended, etc.)?	3	All Mgrs.	13/05/13	
15.1.5			3	2 3	6	Are these training records reviewed on a regular basis (at least annually)?	3	All Mgrs.	13/05/13	Training requirements assessed through performance appraisals

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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	3	9	Nominate an employee who will be responsible for identifying all applicable Codes of Conduct, Standards, Industry Best Practices, etc.	4	All Mgrs.	13/05/13	
16.1.1			3	3	9	This employee will also be responsible for identifying all changes and amendments to Codes of Conduct, Standards, Industry Best Practices, etc.	4	All Mgrs.	13/05/13	
16.1.2			3	3	9	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	All Mgrs.	13/05/13	
16.1.3			3	3	9	To assist in this process, a service facility may be utilised.	4	All Mgrs.	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	2	6	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?	2	DGM, All Mgrs.	13/05/13	PPE is required for all tasks by outdoor workforce
17.1.1			3	2	6	Have personal issues of PPE to employees been recorded in a PPE Register on an individual basis?	2	DGM, All Mgrs.	13/05/13	Yes by W & S manager
17.1.2			3	2	6	Has a formal assessment/identification process been undertaken to determine the correct PPE required for the job, task or operation?	2	DGM, All Mgrs.	13/05/13	Tick & flick through safe work method
17.1.3			3	2	6	Is there any evidence that appropriate PPE has been made available?	2	DGM, All Mgrs.	13/05/13	Yes W & S Manager has list & signatures
17.1.4			3	2	6	Is there any evidence that the correct method of using the PPE has been determined and explained to the employees involved?	2	DGM, All Mgrs.	13/05/13	Tool Box Meetings
17.1.5			3	2	6	Has there been any inspections conducted by Responsible Officers to ensure that PPE is utilised appropriately as and when required?	2	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.	3	3	9	Unless there are exceptional circumstances, gifts, benefits and commissions are disallowed.	2	DGM	13/05/13	Policy adopted, all staff have had integrity training. Policy in Policy register at both offices and depots. Both the Staff Code of Conduct and Councillors Code of Conduct cover gifts, benefits and donations.
18.1.1			3	3	9	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.	2	DGM	13/05/13	See above policy
18.1.2			3	3	9	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.	2	DGM	13/05/13	Gifts & Benefits Register is updated monthly and placed on Councils website.

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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.	3	3	9	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. Staff and Council Codes of Conduct cover these matters as well.
19.1.1			3	3	9	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	Purchasing & Payments Control Policy adopted by Council. National Procurement Network (NPN) used if possible

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	Signed copyright licence in safe at Hamilton
20.1.1			3	2	6	Copies of copyright provisions to be displayed on all photocopies and printers.	2	DGM	13/05/13	Signed copyright licence in safe at Hamilton
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, All Mgrs.	13/05/13	Provision contained in all new contracts of employment. Also included in Staff Code of Conduct Policy
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, All Mgrs.	13/05/13	
21.1.2			3	2	6	- Is this Register reviewed and endorsed on a regular basis?	2	DGM, All Mgrs.	13/05/13	

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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	2	6	Is there a current policy regarding private use of Council's resources?	4	DGM, All Mgrs.	13/05/13	Private use of Vehicle Policy for staff with vehicle use. Other use is by private works & accounts issued.
22.1.1			3	2	6	Does this policy generally refuse the private use of Council's resources unless authorised in writing by the General Manager?	4	DGM, All Mgrs.	13/05/13	Private Works authorised by W & S Manager
22.1.2			3	2	6	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?	4	DGM, All Mgrs.	13/05/13	Vehicle use as per vehicle policy & contractual agreements.
22.1.3			3	2	6	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?	4	DGM, All Mgrs.	13/05/13	Purchasing & Payments Control Policy covers this.
22.1.4			3	2	6	The use of Council's resources by staff or the public for private commercial gain is prohibited.	4	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.	3	3	9	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.	4	Mayor, General Manager, All Mgrs.	13/05/13	Follow Council's policies. Related Party declarations completed annually by Councillors and senior staff (Key Management Personnel)
23.1.1			3	3	9	Council employees are not to engage in private commercial capacities in opposition to Council activities.	4	DGM, All Mgrs.	13/05/13	
23.1.2			3	3	9	Employees engaged in a second or subsequent job must apply for and receive endorsement from the General Manager.	4	DGM, All Mgrs.	13/05/13	
23.1.3			3	3	9	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.	4	DGM, All Mgrs.	13/05/13	Included in Staff Code of Conduct Policy and Councillors Code of Conduct policy
23.1.4			3	3	9	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.	4	DGM, All Mgrs.	13/05/13	

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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.	4	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.	4	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
24.1.2			4	3	12	Discuss and explain how the risks and hazards are managed, bearing in mind the following areas which should be considered: - 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.	4	General Manager, DGM, Mgr W&S, Leading Hand W&S, HSR, All Operators.	15/08/13	

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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.	2	3	6	Document legislative requirements and best practices.	4	General Manager, All Mgrs, F&A Staff.	15/08/13	Training where applicable
25.1.1			2	3	6	Develop Policies and Procedures in relation to record keeping and disposals.	4	General Manager, All Mgrs, F&A Staff.	15/08/13	Policy & procedure developed for Magi Records management. One staff member responsible for archiving and subsequent recording and disposal of records as per Archives Tasmania
25.1.2			2	3	6	Train staff in how to comply with records filing, retention and archiving disposal techniques and requirements.	4	General Manager, All Mgrs, F&A Staff.	15/08/13	Those having access to records software have undertaken training
25.1.3			2	3	6	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.	4	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										
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.	4	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?	4	General Manager, DGM, All Mgrs.	15/08/13	

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26.1.2			4	2	8	Explain how the following are addressed and controlled: - 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.	4	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: - 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	2	8	Promotion of, awareness to and compliance to Code of Practice CP118 - Managing Noise and Preventing Hearing Loss at Work.	4	General Manager, DGM, All Mgrs, All Employees.	15/08/13	Training, Tool Box Meetings.. Staff Hearing tests undertaken every three years. Hearing protection is provided to all outdoor staff.
27.1.1			4	2	8	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.	4	General Manager, DGM, All Mgrs, All Employees.	15/08/13	Training, PPE Gear, Tool Box Meetings
27.1.2			4	2	8	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?	4	General Manager, DGM, All Mgrs, All Employees.	15/08/13	All employees have had a hearing tests conducted and advised of outcomes.

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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.	4	General Manager, DGM, All Mgrs.	15/08/13	Integrity Commission have provided training to staff and councillors. Ethics is included in Staff Code of Conduct Policy
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.	4	General Manager, DGM, All Mgrs.	15/08/13	

29 Fraud										
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.	4	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting. Fraud policy adopted by Council and training provided to staff
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.	4	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting.
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.	4	General Manager, DGM, All Mgrs.	15/08/13	Training in Fraud Awareness has been presented to staff at toolbox meeting

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30 COVID-19

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.	Low, 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.	Mgr. DES and EHO	18/05/2020	Ongoing to match government guidelines. Council has developed its Covid Safe Plan which is maintained by our EHO and revises as state requirements change.
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.	Low, 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.	Hand sanitiser units	Mgr. DES and EHO	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.	Low, 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. <i>Clear signage</i>	Mgr. DES and EHO	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 and EHO	18/05/2020	
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 and EHO	18/05/2020	

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31 Climate Change

					Risk rating in light of increasing climate change threats (primary risk category)			Existing Controls		Risk Treatment Options				
Risk ID	DRAFT Risk Statement	Primary business area impacted	Primary risk category	Secondary risk category	Likelihood	Consequence	Risk rating	Controls & treatments (existing)	Control effectiveness for 2050 period	Proposed additional treatments - draft adaptation actions	Target risk level 2050	Responsibility	Timeframe	Key External Stakeholder
Rainfall and Flooding														
1	Increasing prevalence of intense rainfall and unprecedented flooding events resulting in infrastructure damage or failure (eg road surfaces and bridges).	Infrastructure & Works	financial	service delivery	Possible	Moderate	Medium	Infrastructure improvements and upgrades. Moving vulnerable infrastructure e.g. at Ouse. Clyde River flood study.	Partially effective	Plan for infrastructure upgrades to cope with flood events in a prioritised manner based upon asset risk analysis and new information. Roads that require attention to upgrade surfaces are: Waddamana Road, Bashan Road, Denison Road.	Low	Infrastructure and Works	Ongoing	
2	Increasing prevalence of intense rainfall and unprecedented flooding events meaning that developments near waterways could be in harms way, opening up potential for future litigation.	Development & Environmental Services	financial	public safety	Unlikely	Minor	Low	Ensure that prescriptions in the planning scheme are adhered to when making decisions and document the criteria for decision making.		Familiarise with new information in the Clyde River study and entrench within the planning scheme. Ensure that developers are required to mitigate any flooding exacerbation as part of development approval.	Low	Manager Development & Environmental Services	Ongoing	
3	Increase in the frequency and magnitude of flood events leading to road inundation and increased call on resources to ensure affected council roads are signed and closed.	Infrastructure & Works	public safety	financial	Rare	Minor	Low	Deploy signage on effected roads - resource sharing with neighboring councils.	Substantially effective	Greater vigilance and promptness in deploying signage at the start of flood events. Continue resource sharing arrangements to maximise efficiency.	Low	Infrastructure and Works	Ongoing	Other councils
4	Increasing prevalence of intense rainfall events resulting in greater likelihood that stormwater infrastructure will fail resulting in localised flooding caused by the infrastructure.	Infrastructure & Works	service delivery	financial	Unlikely	Minor	Low	Stormwater Management Plan for Bothwell. Prioritise infrastructure upgrades in hot spot areas that are prone to flooding. Significant upgrades have been made in Bothwell	Partially effective	Clyde River study proposed actions? Upgrade pipe sizes where appropriate. Engage hydraulic studies where appropriate.	Low	Infrastructure and Works	Immediate	
5	Increasing intensity of heavy rainfall events resulting in damage to Council's ageing building stock.	Infrastructure & Works	service delivery	financial	Unlikely	Minor	Low	Reactive, repair on a needs basis		Regular inspections of buildings- prioritise building upgrades, review 10 year plan for buildings.	Low	Infrastructure and Works	Immediate	
6	Increasing potential for landslip affecting council infrastructure, particularly roads, due to loss of vegetation cover through fire or drought followed by a heavy rainfall event,	Infrastructure & Works	service delivery	financial	Rare	Major	Low	Reactive clean up and repair			Low	Infrastructure and Works		
Temperature														
7	Changes to mean temperature, increasing hot days and heatwaves will result in local biodiversity loss and favour introduced weed species having implications for council's NRM resources & priorities.	NRM	environmental	financial	Possible	Minor	Medium	Involvement in the Derwent Catchment program to address these issues on a sub-regional basis. Program includes tree planting, biodiversity protection support initiatives and a weed management program	Partially effective	Continue to resource contribution to the Derwent Catchment NRM Program.	Low	NRM	ongoing	Derwent Catchmant Program
8	Changes to mean temperature and increasing 'heat days' and heatwaves will result in greater instances of material degradation, particularly road surfaces having consequences for budgets.	Infrastructure & Works	financial	service delivery	Possible	Moderate	Medium	Reactive repair and resurfacing	Largely ineffective	Advocate for, and adopt, road surface materials that can withstand greater exposure to heat. Requires more attention to detail and to make sure contractor's work is compliant and meets expectations. Ensure design and specifications are appropaite and work with contractors who do the best work.	Low	Infrastructure and Works	Immediate	contractors

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Bushfire														
9	Increased call on council's emergency response team in the face of the threat of unprecedented fire emergencies resulting in increasing pressure to ensure evacuation centres are fit for purpose and procedures are regularly reviewed.	Emergency Management	public safety	community & lifestyle	Unlikely	Minor	Low	Regular review of the Emergency Management Plan	Partially effective	Continuation of current treatments	Low	Emergency management Committee	Immediate	Tas Fire Service
10	Increasing frequency and intensity of bushfires exacerbating the potential for evacuation and access issues on roads in remote bushland settings.	Infrastructure & Works	public safety	financial	Unlikely	Minor	Low	All new single-way roads are constructed to standard with a passing area every 30 m.		Communication planning is key so that all residents in vulnerable locations are aware of the hazard and have a plan, and council can play a role in this.	Low	Infrastructure and Works	Immediate	Tas Fire Service
11	Increasing frequency and intensity of bushfires will result in increasing likelihood of damage to infrastructure and assets such as community halls, toilets and bridges that provide public services, having consequences for budgets and 'insurability'.	Infrastructure & Works	financial	community & lifestyle	Unlikely	Minor	Low	Replace timber bridges with concrete bridges - bridges have been damaged by fire in th past.	Largely ineffective	Ensure flammable vegetation is removed from the proximity of infrastructure and that mechanisms to minimise implications of ember attack are implemented (eg gutter guard). Roadside vegetation management where possible.	Low	Infrastructure and Works	Ongoing	Tas Fire Service

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UPDATED 23 MAY 2016 BY GM
UPDATED 25 MAY 2016 BY DES MANAGER
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