

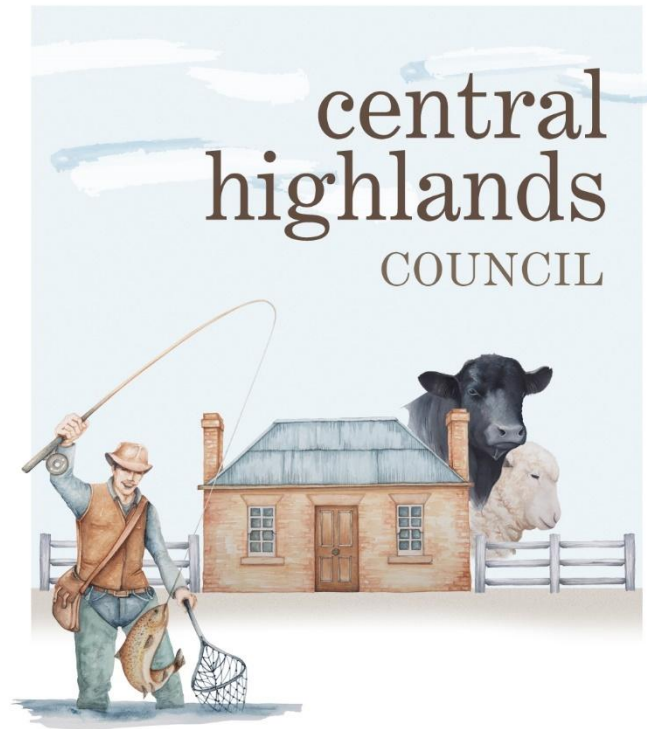
# **Agenda Attachments**

19 May 2026

Ordinary Council Meeting  
Hamilton Council Chambers

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# **Council Meeting Minutes**

**21<sup>st</sup> April 2026**

**Bothwell Council Chambers**

## Notice of Meeting of Council – Tuesday 21<sup>st</sup> April 2026

To Councillors,

In accordance with the Local Government (Meeting Procedures) Regulations 2025, Notice is hereby given, that an Ordinary Meeting of Central Highlands Council is scheduled to be held in the Council Chamber, **Bothwell** on **Tuesday 21<sup>st</sup> April 2026**, 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 2025 Part 2, Division 1, a notice of the meeting was published on the Council website on 10 April 2026.

### 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 **16<sup>th</sup>** day of **April 2026**.



Stephen Mackey  
**General Manager**

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The meeting commenced at 9.00 a.m.

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### **AUDIO RECORDING DISCLAIMER**

As per *Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025*, 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.

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### **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.

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### **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.

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## **1. PRESENT**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer (attended the meeting at 9.05 a.m.); Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett.

### **1.1 IN ATTENDANCE**

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

### **1.2 APOLOGIES**

Cr D Meacheam

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## **2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

Nil

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

### **PURPOSE**

In accordance with the requirements of Part 2 Regulation 10 of the Local Government (Meeting Procedures) Regulations 2025, the chairperson of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest or conflict of interest in any item on the Agenda.

*Stephen Mackey – Closed Meeting 5.3 General Manager Performance Review Panel – Terms of Reference*

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## 4. MINUTES

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### 4.1 CONFIRMATION OF ORDINARY COUNCIL MEETING MINUTES – 17 MARCH 2026

#### RESOLUTION 01/04.2026/C

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

**THAT** the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 17 March 2026 be confirmed.

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

[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.

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### 4.2 RECEIVAL OF FINANCE COMMITTEE MEETING MINUTES – 17 MARCH 2026

#### RESOLUTION 02/04.2026/C

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr J Hall

**THAT** the Draft Minutes of the Finance Committee Meeting of Council held on Tuesday 17 March 2026 be received.

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

[Attachment – Draft Minutes](#)

#### PURPOSE

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

**5. BUSINESS ARISING – MARCH 2026 COUNCIL MEETING****RESOLUTION 03/04.2026/C****Moved:** Cr J Honner**Seconded:** Cr R Cassidy**THAT** the information be received.**CARRIED****For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

12.9	NOTICE OF MOTION – Cr D Meacheam THAT the special committee established to improve Telstra services on the Central Plateau have its remit extended to July 2026	Progressing
16.3	BOTHWELL GOLF CLUB HIGHLAND LASSIES AND HIGHLAND GOLF CHAMPIONSHIPS 2026 - THAT Council allocate \$2,000 financial assistance to the Bothwell Golf Club to support the delivery of the 2026 Highland Lassies event and the 2026 Highland Golf Championships.	Paid on 26 <sup>th</sup> March 2026
16.4	ANZAC DAY ARRANGEMENTS	Progressing
21.4	OMBUDSMAN TASMANIA RIGHT TO INFORMATION –  <b>THAT</b> the Deputy General Manager:  a) document and implement procedures which mandate additional checking of the information intended to be released under the Right to Information Act 2009 when this contains personal information assessed as being exempt under s36 of that Act.  b) develop a written guidance document to inform staff that administrate Right to Information requests on how to respond to the inadvertent release of personal information identified as exempt under s36 of the Right to Information Act 2009; and  c) review Council's redaction methods and naming conventions regarding documents to be	Progressing

	released under the Right to Information Act 2009 to ensure that these are effective and that personal information is not inadvertently released.	
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### Matters still progressing from the November 2025 Council Meeting

8.3	NOTICE OF MOTION – CR D MEACHEAM THAT Council establish a working group to progress the improvement of phone and internet services on the Central Plateau; THAT the group established has a ‘sunset’ date of March 2026; and THAT via our Facebook page and website, 2 interested community group members be invited to membership	Progressing
17.4	DEVELOPMENT ASSESSMENT PANEL (DAP) CONSULTATION	Progressing

**REPORT BY** Katrina Brazendale, Executive Assistant

#### PURPOSE

This report aims to provide an overview of the actions undertaken from the previous minutes.

*Cr A Archer attended the meeting at 9.05 a.m.*

## 6. NOTIFICATION OF COUNCIL WORKSHOP(S) HELD

In accordance with the requirements of the Local Government (Meeting Procedures) Regulations 2025, the Agenda is to include details of any Council workshop held since the last meeting.

One workshop has been held since the last Ordinary Meeting. The workshop was held on the 31<sup>st</sup> March 2026 at the Council Chambers, Bothwell commencing at 9.00 a.m.

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

**Also in Attendance:** Stephen Mackey (General Manager), Katrina Brazendale (Executive Assistant), and Zeeshan Tauqeer (Accountant).

**Apologies:** Nil

The workshop focussed on the following items for discussion:

- 2026/2027 Budget
- Presentation – Brett Geeves Northern Magpies

The workshop concluded at 1.30 p.m.

## 7. 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.

- 5<sup>th</sup> May 2026 – Budget (Hamilton) due to power outage at Bothwell
  - 2<sup>nd</sup> June 2026 – Budget
  - 12<sup>th</sup> May 2026
  - 9<sup>th</sup> June 2026
- 

## 8. PUBLIC QUESTION TIME

In accordance with the *Local Government (Meeting Procedures) Regulations 2025*, the Council conducts questions by member of the public to enable members of the public to ask question on Council related matters.

### Questions by member of the public

- (1) The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
- (2) A question asked by a member of the public under regulation 37 or 38 , and the answer given to that question, is not to be debated at the ordinary council meeting.
- (3) A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.

### Questions without notice by member of the public

- (1) A member of the public may, on invitation by the chairperson of an ordinary council meeting, ask a question without notice at the meeting.
- (2) A public question without notice must relate to the activities of the council.
- (3) The chairperson of an ordinary council meeting may require a public question without notice to be –
  - a) put on notice in writing; and
  - b) answered at a later ordinary council meeting.

### Questions on notice by member of the public

- (1) A member of the public may, at least 7 days before an ordinary council meeting, give written notice to the general manager of a question to which the member of the public seeks an answer at the meeting.
- (2) A public question on notice must relate to the activities of the council.
- (3) The chairperson of an ordinary council meeting may address a public question on notice.
- (4) The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include –
  - a) the day on which notice is given under that subregulation; or
  - b) the day of the ordinary council meeting.

Four members were in the gallery during the meeting, Damian Bester, Ray Dabbs, Stephen Loring and Deirdre Loring.

The following questions were raised during Question Time

**Stephen Loring**

1. 'who can be on the General Manager Roll' – A reply was received by Stephen Mackey (General Manager) explaining that there is 2 rolls, house of assembly for those that live and own property in the Municipality and the General Managers Roll for those don't live here but own a property in the Municipality (shack owners). There is a process to be on the General Managers roll which an application form is to be completed.
2. Spoke about the holding meetings at Miena during the year after the upcoming elections.

**Damian Bester**

1. ANZAC Day - any photos of the services throughout the Municipality would be appreciated
2. Damian has been a Defibrillator trainer and explained the difference between a battery that has expired and a battery that is not working.

## **9. PETITIONS / DEPUTATIONS / PRESENTATIONS**

### **9.1 PETITIONS**

Nil

### **9.2 DEPUTATIONS**

10.15 a.m. Nadine Cove & Alex Heroys

### **9.3 PRESENTATIONS**

Nil

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## **10. NOTICE OF MOTIONS**

### **PURPOSE**

Under Regulation 19 of the Local Government (Meeting Procedures) Regulations 2025 relating to Motions on Notice. It states the following:

- (1) *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, for the inclusion of the motion on the next meeting.*

Nil

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## **11. 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

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## **12. ORDINARY COUNCIL MEETING RESUMED**

**NOT REQUIRED**

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**13. MONTHLY MAYORAL AND ELECTED MEMBERS ACTIVITY****RESOLUTION 04/04.2026/C****Moved:** Cr J Honner**Seconded:** Cr R Cassidy**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 R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.2 Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities
<b>Council Policy</b>	Councillor Code of Conduct Policy
<b>Legislative Context</b>	Local Government Act 1993 Local Government (General) Regulations 2025 Local Government (Model Code of Conduct) Order 2024
<b>Consultation</b>	The community and stakeholders.
<b>Impact on Budget/Resources</b>	Not applicable.
<b>Risk</b>	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**

14 March 2026 Hamilton Show (Hamilton)  
 17 March 2026 Ordinary Council Meeting (Hamilton)  
 24 March 2026 Derwent Valley / Central Highlands Autumn Festival  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 9 April 2026 Mayor's Workshop – LGAT (Devonport)  
 10 April 2026 LGAT General Meeting (Devonport)  
 14 April 2026 Tarraleah Road Trip Tour

- Business of Council - **12**
- Ratepayer and community members – communications - **6**
- Elected Members - communications - **19**
- Council Management communications - **4**
- Tas Networks communication - **3**

**Deputy Mayor J Allwright**

17 March 2026 Ordinary Council Meeting (Hamilton)  
 20 March 2026 Meeting Josh Willie and Labour Party (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 9 April 2026 Deputy Mayor's Workshop – LGAT (Devonport)  
 10 April 2026 LGAT General Meeting (Devonport)  
 14 April 2026 Tarraleah Road Trip Tour  
 5 April 2026 Tas Waste briefing (Glenorchy)

**Cr A Archer**

17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 14 April 2026 Tarraleah Road Trip Tour

**Cr R Cassidy**

17 March 2026 Ordinary Council Meeting (Hamilton)  
 17 March 2026 MP Rebecca White's staff (Bothwell)  
 28 March 2026 Tourism Night (Great Lake)  
 31 March 2026 Budget Workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 14 April 2026 Tarraleah Road Trip Tour

**Cr J Hall**

14 March 2026 Hamilton Show (Hamilton)  
 17 March 2026 Finance Committee Meeting (Hamilton)  
 17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 28 March 2026 Tourism Night (Great Lake)  
 14 April 2026 Tarraleah Road Trip Tour

**Cr J Honner**

17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 15 April 2026 Peter Birchall Memorial and BBQ (Bothwell)

**Cr D Meacheam**

17 March 2026 Finance Committee Meeting (Hamilton)  
 17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 18 March 2026 LGAT Learning and Development Sub-Committee Meeting, Online

**Cr Y Miller**

14 March 2026 Hamilton Show (Hamilton)  
 17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)

**Cr S Triffett**

14 March 2026 Hamilton Show (Hamilton)  
 17 March 2026 Ordinary Council Meeting (Hamilton)  
 31 March 2026 Budget workshop (Bothwell)  
 31 March 2026 Northern Magpie's Cricket Club Brett Geeves (Bothwell)  
 14 April 2026 Tarraleah Road Trip Tour

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## 14.1 MAYORAL GOVERNMENT DEPARTMENTS, GOVERNMENT AGENCIES AND PARLIAMENTARY MEMBERS LETTERS AND ANNOUNCEMENTS

**RESOLUTION 05/04.2026/C****Moved:** Cr R Cassidy**Seconded:** Cr J Hall**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 R Cassidy; Cr J Hall; Cr J Honner;  
 Cr Y Miller and Cr S Triffett

**REPORT BY** Katrina Brazendale, Executive Assistant



27 March 2026

Tasmanian Redistribution  
Australian Electoral Commission  
Locked Bag 4007  
Canberra ACT 2601  
FedRedistribution-tas@aec.gov.au

Dear Sir/Madam

**Submission on Boundary adjustments to the Federal Electoral district of Lyons in Tasmania**

The Central Highlands Council has assessed the proposed changes to the federal electoral district of Lyons in Tasmania and which to make the following submission.

**Draft Redistribution – Tasmania**

This submission is made in response to the Australian Electoral Commission's proposed redistribution of federal electoral boundaries in Tasmania. It specifically addresses the proposed inclusion of Glenorchy City Council within the Division of Lyons.

Central Highlands Council is a rural local government area with distinct economic, demographic, and geographic characteristics. It is submitted that the proposed changes would adversely affect the effective representation of rural communities within Lyons.

**Position**

It is strongly submitted that the proposed redistribution should not proceed in its current form. The inclusion of Glenorchy introduces a substantial urban population into what is presently a predominantly rural electorate, resulting in structural changes that undermine the representation and advocacy of rural communities.

**1. Dilution of Rural Representation**

The Division of Lyons has historically functioned as a predominantly rural and regional electorate.

The inclusion of Glenorchy, a large urban centre, would materially alter the demographic composition of the electorate. Given the size of Glenorchy's population relative to smaller rural communities, there is a significant risk that electoral outcomes will increasingly reflect urban priorities.

Administration & Works & Services  
Tarleton Street Tel: (03) 6286 3202  
Hamilton, Tasmania 7140

Development & Environmental Services  
Alexander Street Tel: (03) 6259 5503  
Bothwell, Tasmania 7030 Fax: (03) 6259 5722

website [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

This shift has practical consequences. Rural issues such as agricultural sustainability, regional infrastructure, access to health services, and local economic development may receive reduced attention. Over time, this may lead to diminished advocacy for the needs of smaller councils, including Central Highlands Council.

## **2. Reduced Marginality of the Electorate**

The proposed redistribution may reduce the marginality of the Division of Lyons. Marginal electorates typically attract a higher degree of political attention, funding commitments, and policy focus. A reduction in marginality risks diminishing this attention, particularly for rural and regional concerns.

For councils such as Central Highlands, which rely on strong federal engagement to secure funding and support for infrastructure and services, this change presents a tangible disadvantage.

## **3. Impact on Rural and Regional Councils**

Local government areas within Lyons, including Central Highlands Council, depend on effective federal representation to advocate for community needs. These include road infrastructure, telecommunications, healthcare access, and economic development initiatives.

The introduction of a dominant urban population centre may result in competing priorities that disadvantage rural communities. In practical terms, this may manifest as reduced visibility of rural issues and decreased access to targeted funding opportunities.

## **4. Community of Interest Considerations**

A core principle of electoral redistribution is the preservation of communities of interest. Glenorchy, as an urban municipality, differs significantly from the rural and regional communities that comprise much of Lyons.

These differences extend to economic structure, service delivery needs, population density, and lifestyle. The proposed amalgamation risks creating an electorate that lacks cohesion and does not adequately reflect shared interests.

## **5. Increased Complexity in Representation**

The Division of Lyons is already geographically large and diverse. The addition of Glenorchy would increase both the population size and complexity of the electorate.


This creates practical challenges for effective representation. Members of Parliament may face competing demands that make it more difficult to adequately represent smaller, more remote communities.

**Conclusion**

For the reasons outlined above, it is respectfully submitted that the proposed inclusion of Glenorchy within the Division of Lyons should not proceed.

The proposal risks undermining rural representation, reducing political attention to regional issues, and weakening the coherence of the electorate. Consideration should instead be given to maintaining an electoral structure that preserves the integrity and effective representation of rural and regional communities.

Submitted on behalf of Central Highlands Council.



Stephen Mackey  
General Manager

Minister for Housing and Planning  
Minister for Infrastructure and Transport  
Minister for Local Government

Level 10, 15 Murray Street, HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Email: Minister.Vincent@dpac.tas.gov.au



17 APR 2026

Councillor Lou Triffitt  
Mayor  
Central Highlands Council

mayor@centralhighlands.tas.gov.au

Dear Councillor <sup>Lou</sup>~~Triffitt~~

Thank you for your letter of Wednesday, 5 March 2026 regarding Highland Lakes Road and its capacity to support over-dimension vehicle movements associated with future renewable energy project.

The Department of State Growth has advised me that several safety and improvement works have been delivered on Highland Lakes Road in recent years. These include upgrades funded under the Australian Government's Black Spot Program, safety improvements around Bothwell, and work delivered under the Freight Capacity Upgrade Program. Further improvements have also been completed through Tasmanian Government initiatives to improve surface condition, road alignment and overall network reliability.

Maintenance works at Den Hill were completed in early 2025 to address pavement deformation linked to underlying ground movement. These works included pavement stabilisation and resurfacing and form part of a broader program delivered at this location since 2018.

To ensure safety settings remain appropriate, an inspection of Den Hill was conducted on Thursday, 12 March 2026. This inspection did not identify any issues and confirmed that the current surface condition is performing as expected.

I understand the proposed wind farm developments are expected to increase heavy-vehicle use on Highland Lakes Road, which may place additional pressure on areas such as Den Hill. To maintain safe and reliable travel, the Department will increase monitoring so that any emerging issues can be identified and addressed promptly. Highland Lakes Road has previously supported the transport of large turbine components for the Cattle Hill wind farm development.

The Department will contact the Central Highlands Council to arrange a meeting to discuss transport requirements for the upcoming wind farm projects, including any learnings or issues from the Cattle Hill transport task, to ensure any concerns are considered early in planning for over-dimension vehicle movements.

Thank you again for raising these matters. I trust this information is of assistance to you.

Yours sincerely

A handwritten signature in black ink, appearing to be 'KV', followed by a horizontal line extending to the right.

Hon Kerry Vincent MLC  
**Minister for Infrastructure and Transport**

*Kat Cullen (Community Development Officer) attended the meeting at 9.23 a.m.*

**14.2 GENERAL MANAGERS ACTIVITIES FOR APRIL 2026****RESOLUTION 06/04.2026/C****Moved:** Cr J Honner**Seconded:** Cr Y Miller**THAT** the Information be received.**CARRIED****For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Stephen Mackey, General Manager

14 March 2026	St Micael and All Angles Meeting
16 March 2026	Insurance Policy Renewal Meeting
20 March 2026	Meeting Childcare Ouse with the Education Department
23 March 2026	Budget Meeting
24 March 2026	Meeting Eftsure re Contract electronic fraud protection
25 March 2026	State Grants Commission Hearing
26 March 2026	Meeting with Solicitors regarding letter to Telstra
26 March 2026	Meeting Special Circumstances Grant Childcare
27 March 2028	LGAT Fuel availability meeting
27 March 2026	Meeting with THRIVE re Bothwell Child Care
31 March 2026	Budget Meeting
31 March 2026	Meeting Glenorchy Cricket Club
1 April 2026	Meeting re Ouse River Bridge
8 April 2026	Meeting with Federal Assistant Minister for Age Care staff
14 April 2026	Tour of Tarraleah to view proposed works by Hydro Tasmania
16 April 2026	Child Care Meeting Ouse with Education Department

## 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 07/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Cr Y Miller

**THAT** the Health and Wellbeing monthly report for March 2026 be received.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffitt

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	1.5 Provide support to community organisations and groups
<b>Council Policy</b>	Health & Wellbeing Plan 2020-2025
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	As required
<b>Impact on Budget/Resources</b>	As per Council's approved budget

<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.
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**REPORT BY** Kat Cullen, Community Development Officer

<b>COUNCIL PROJECTS AND ACTIVITIES</b>	
<b>External Grants</b>	<p>Tas Active Infrastructure Grants (DPAC): - \$500,000 for Gretna Cricket Ground changerooms.</p> <ul style="list-style-type: none"> <li>• Deed has been signed and funds received.</li> <li>• Planning application has been approved.</li> <li>• Tender being advertised.</li> </ul>
<b>TICT award submission</b>	<p>Coordination of Bothwell's entry into Tourism Industry Council Tourism's Tiny Tourism Towns awards for 2026. Bothwell has been named a finalist in Tassie's Top Tourism Towns Awards for 2026. Community voting is currently underway. Category winners progress to represent Tasmania at the national awards level, with benefits including a major marketing and interstate advertising package valued at over \$20,000</p> <p>Voting page: <a href="https://tict.com.au/tourism-awards-programs/tassies-top-tourism-towns/vote-now/">https://tict.com.au/tourism-awards-programs/tassies-top-tourism-towns/vote-now/</a></p>
<b>GP access at Central Highlands Community Health Centre Ouse.</b>	Engagement with Director of GP Practice to develop business case, and to look at where critical support and action is needed, for them to offer locum service at CHCH.
<b>Childcare Project</b>	<p><u>Family Day Care Ouse</u> - Commence Federal grant application, in collaboration with Ouse Family Daycare and DECYP to obtain funding for private rental in Ouse.</p> <p><u>Thrive Group Childcare</u> – working to establish interim facility in Bothwell prior to launch of childcare at Bothwell School in 2028.</p>
<b>Community Grants</b>	Coordination of community grants programs and review and update of grants documents.
<b>Recfit Community Benefits Fund</b>	Contributing to MOU & Community Benefits Fund aims and focus areas.
<b>ANZAC Day</b>	Preparation for ANZAC Day 2026.
<b>Council House Ouse</b>	Liaise with Ambulance Tas for 3 Victoria Valley Rd, re new lease.

<b>REPRESENTATION MEETINGS and EVENTS</b>	
	<ul style="list-style-type: none"> <li>• Meeting with Tourism Industry Council, local tourism operators regarding tourism award submission for Bothwell</li> <li>• Meetings with DECYP facilities management group regarding Ouse School and relocation of Family Daycare.</li> <li>• Council Budget meeting</li> </ul>
<b>COMMUNITY DEVELOPMENT AND ENGAGEMENT</b>	
<b>School Holidays programs</b>	Support for school holiday programs in 2026 to be run through Action Crew Central Highlands. Next event: Ouse Park Party 28 April, followed by Hamilton Hall children's photography exhibition 1-2 May.
<b>Ouse Hall Hire</b>	Liaising with Ouse Table Tennis club and HATCH Exercise classes around long-term lease arrangements, co-use, third-party use, cleaning and improvements at Ouse Hall.
<b>RSA courses</b>	Engaging with SW Jobs Hub for local training.
<b>Westerway Picnic Area</b>	Engagement with community regarding request for BBQ shelter on Bridge Road, for consideration in 26/27 budget.
<b>Ouse Park Party</b>	Collaboration with HATCH Action Crew, Playgroup, Communities for Children for Children for Families fun day at Ouse recreation Ground 28 April 11:00am – 2:00pm.
<b>Circus Quirkus</b>	Liaise with local organisations and schools to ensure local children benefit from council-sponsored event tickets.
<b>Central Highlands Rural Youth</b>	Support for first community event of relaunched chapter – easter egg hunt and BBQ in the park at Ellendale.
<b>Homelessness and social disadvantage</b>	Support, linking in with services, information
<b>Exercise &amp; dance classes</b>	Working towards establishing new classes in Bothwell and Hamilton
<b>COMMUNICATION and MEDIA</b>	
<b>Residents guide</b>	Finalisation of community information and layout for printing.
<b>Website</b>	Uploading content new website.

<p><b>Council social media</b></p>	<p>Facebook followers: 2.9K. Profile posts – Fuel supply and free public transport information; Tasmanian Autumn Festival; lost dog; ANZAC Day; Bothwell Volunteer Ambulance; Central Highlands Rural Youth easter gg vent, bulky waste collection, swimming pool season close,</p>
<p><b>Highland Digest</b></p>	<p>Provision of relevant council and community content.</p>



*Easter Egg Hunt and BBQ – hosted by Central Highlands Rural Youth.  
 Council work crews prepared for the event through lopping of dangerous and low tree limbs and giving the park a thorough maintain.  
 Activities included egg and spoon race, sack races, easter egg hunt, and community BBQ.*

## 15.2 COUNCIL SUPPORT – DEFIBRILLATOR SERVICING FOR DERWENT BRIDGE AND BRONTE PARK

### RESOLUTION 08/04.2026/C

**Moved:** Cr S Triffett

**Seconded:** Cr J Hall

**THAT** Council approve a community request for Council to replace batteries and pads for public Defibrillators located at Bronte Park and Derwent Bridge.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Kat Cullen, Community Development Officer

#### **BACKGROUND**

Council has received a request from Beth Hart of Bronte Park to replace the expired batteries and pads for the community-access Defibrillator located at Derwent Bridge (Hungry Wombat) and Bronte Park (Store).

Beth Hart, who previously was the local volunteer ambulance officer obtained Council funding, upon her retirement in 2019, for Defibrillators to be installed at Bronte Park, Derwent Bridge, and Brady's Lake

The Brady's Lake Defibrillator is monitored and updated by the Brady's Lake Fire Brigade, and Beth has continued to monitor the Bronte and Derwent Bridge Defibrillators. Beth has removed the Bronte Park Defibrillator as both the battery and pads have expired, and the Derwent Bridge is also due for battery and pads replacement.

The approximate cost for replacement of both pads and batteries, pending finalised quote from St Johns is estimated to be \$924.

It is proposed that this expenditure be made against the Community Support and Donations project within the Community and Economic Development Budget, which has \$8,338 remaining for this financial year.

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*Kat Cullen (Community Development Officer) left the meeting at 9.44 a.m.*

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

<b>Manage Council’s physical assets in an efficient and effective manner</b>	
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

**16.1 WORKS & SERVICES MONTHLY REPORT – MARCH 2026**

**RESOLUTION 09/04.2026/C**

**Moved:** Cr J Honner

**Seconded:** Deputy Mayor J Allwright

**THAT** the Works & Services monthly report for March 2026 be received.

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Jason Branch, - Works & Services Manager

**BACKGROUND**

The following activities were performed during **March 2026** by Works & Services –

<b>Grading &amp; Sheeting</b>	14 Mile Road
<b>Maintenance Grading</b>	Mark Tree Road, Sections of Dennistoun Road, Corrugated corners on Victoria Valley road, Corrugated corners on Strickland Road
<b>Potholing / shouldering</b>	Green Valley Road, Humbie Road, Wetheron Road, Meadsfield Road, Nant Lane, 14 Mile Road
<b>Spraying:</b>	
<b>Culverts / Drainage:</b>	Drainage outlets Bothwell stormwater, Culvert installation and drainage Berry Drive, Drainage Theissen Crescent, Drainage Jones Road, Clean culverts Weasel plains
<b>Occupational Health and safety</b>	Monthly Toolbox Meetings Day to day JSA and daily prestart check lists completed. Monthly workplace inspections completed. Playground inspections Traffic management diary

	Undertake 4 x basic chainsaw courses Undertake 1 x load and unload plant course Lifting chains tested
<b>Bridges:</b>	Councils Bridge report received
<b>Refuse / recycling sites:</b>	Cover Hamilton Tip twice weekly
<b>Other:</b>	Concrete and construction of footpath Ellendale Pruning of trees Ellendale Park Repair water break Hamilton Recreation Ground Completion of Thousand Acre Lane construction Resealing of Councils reseal sites Mill and Fills of Councils reseal sites. Replace sign Bothwell WTS Widen corner and approach on 14 Mile Road Replace bolts in play equipment Hamilton Landfill works Remove fallen tree 14 Mile Repair give way sign Ellendale Road
<b>Slashing:</b>	Pelham Road, Clarendon Road, Mark tree Road and Meadowbank Road
<b>Municipal Town Maintenance:</b>	Collection of town rubbish twice weekly Maintenance of parks, cemetery, recreation ground and Caravan Park. Cleaning of public toilets, gutters, drains and footpaths. Collection of rubbish twice weekly Cleaning of toilets and public facilities General maintenance Mowing of towns and parks Town Drainage
<b>Buildings:</b>	
<b>Plant:</b>	PM720 Dog trailer new brakes and wheel bearings PM726 repairs to slasher head PM772 Hino Tipper serviced PM815 Triton ute new brakes PM863 Triton ute serviced PM794 JCB Backhoe repair oil leak and new turbo PM748 Puncture Repair
<b>Private Works:</b>	Side arm slasher hire Pandari Farm Gravel purchase Hamilton Inn Gravel Delivery David Drysdale Concrete premix Joey Triffett Thorpe Estate gravel Potholing London Lakes Dry hire Jake Datlen John Deer mower
<b>Casuals</b>	Toilets, rubbish and Hobart Hamilton general duties Mowing and brush cutting Gardening
<b>Program for next 4 weeks</b>	Completion of Ellendale footpath Installation Hamilton Bus Shelters Dig Out Tor Hill Road ANZAC Day preparations

## 16.2 COUNCIL'S VACANT LAND

**Moved:** Cr Y Miller

**Seconded:** Deputy Mayor J Allwright

**THAT** Council consider advertising locally and leasing these areas for grazing

### **RESOLUTION 10/04.2026/C**

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr J Hall

**THAT** Council suspend standing orders

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

### **RESOLUTION 11/04.2026/C**

**Moved:** Cr Y Miller

**Seconded:** Deputy Mayor J Allwright

**THAT** Council resume standing orders

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

### **AMENDMENT TO THE MOTION**

**Moved:** Cr R Cassidy

**Seconded:** Cr A Archer

**THAT** Council consider advertising by EOI for these areas

### **RESOLUTION 12/04.2026/C**

**Moved:** Cr R Cassidy

**Seconded:** Cr A Archer

**THAT** Council consider advertising by EOI for these areas

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY Jason Branch - Works & Services Manager****BACKGROUND**

Councils vacant land that lies behind the Police Station in Bothwell that joins the River Side Reserve, and also the Wetlands at Ouse have for many years had local residents grazing stock in these locations.

Currently the residents have ceased grazing stock in these areas, and I don't believe that there were any lease agreements in place.

Without stock in these areas, they will become fire threats to the surrounding district due to the vegetation growth, the areas can not be mowed because of the steep and rough terrain.

There is also a vacant block in Patrick Street Bothwell next to the Catholic Church Council does undertake mowing in this area and this is only unutilized for the overflow caravan park during Bush Fest.

**Block behind Police Station- 1 Barrack Street Bothwell**

Area does flood-lessee responsible to move stock to high ground before flood events, lessee also responsible for standing fences up after flooding, fences must be stock proof to avoid stock going through into dog exercise area in Riverside reserve, possibility of weed management, these items to be taken into account when Council consider a lease amount if any.

**Ouse Wetlands- 3 Bridge Road Ouse**

Area does flood-lessee responsible to move stock to high ground before flood events, lessee also responsible for standing fences up after flooding, fences must be stock proof to avoid stock going through into dog exercise area in Riverside reserve, possibility of weed management, these items to be taken into account when Council consider a lease amount if any.

**Vacant Land Patrick Street Bothwell- 19 Patrick Street Bothwell**

Maintain fences, possibility of weed management, stock to be moved the Monday before Bush Fest and can be returned Monday after Bush Fest, this block is on town water supply so lessee to pay water usage that is required by stock, Council consider lease amount if any

**Vacant Land Platypus Walk Hamilton- 34 River Street Hamilton**

Maintain fences, possibility of weed management, Council consider lease amount if any

### 1 Barrack Street, Bothwell

Land Size - 1.613 ha



### 3 Bridge Hotel Road, Ouse

Land Size - 2.2114 ha



### 19 Patrick Street, Bothwell

Land Size - 0.4718 ha



**34 River Street, Hamilton**

**Land Size – 0.3313ha**



## 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, Councils 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 31 MARCH 2026

#### RESOLUTION 13/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Cr J Hall

**THAT** the Monthly Finance Report to 31 March 2026 be received.

**CARRIED**

#### For the Motion

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services
<b>Council Policy</b>	Not applicable
<b>Legislative Context</b>	The council's decision-making is under the provisions of the Local Government Act 1993, and the report details the basis for the recommendation
<b>Consultation</b>	The financial statements form part of the public record within the Council minutes
<b>Impact on Budget/Resources</b>	As attached
<b>Risk</b>	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 31 March 2026

**Rates Reconciliation as at 31 March 2026**

	2025	2026
<b>Rates in Debit 30th June</b>	\$196,877.36	\$217,826.72
<b>Rates in Credit 30th June</b>	\$145,341.00	-\$150,792.81
<b>Balance 30th June</b>	\$51,536.36	\$67,033.91
Rates Raised	\$4,729,920.23	\$4,971,230.43
Penalties Raised	\$48,976.76	\$47,288.61
Supplementaries/Debit Adjustments	\$26,839.42	\$37,691.19
Total Raised	\$4,805,736.41	\$5,056,210.23
<b>Less:</b>		
Receipts to Date	\$3,896,348.56	\$4,084,290.80
Credit Journals	\$19,728.23	\$18,725.80
Pensioner Rate Remissions	\$130,435.03	\$135,893.36
Remissions/Supplementary Credits	\$10,566.41	\$27,872.01
<b>Balance</b>	<b>\$800,194.54</b>	<b>\$856,462.17</b>

**Bank Reconciliation as at 31 March 2026**

	2024	2025
Balance Brought Forward	\$5,162,118.65	\$5,206,243.79
Receipts for month	\$1,341,550.89	\$2,099,586.37
Expenditure for month	\$1,479,634.34	\$1,743,978.75
	<hr/>	<hr/>
<b>Balance</b>	<b>\$5,024,035.20</b>	<b>\$5,561,851.41</b>
	<hr/>	<hr/>
<b>Represented By:</b>		
Balance Commonwealth Bank	\$1,565,462.62	\$1,697,395.95
Balance Westpac Bank	\$287,038.70	\$90,288.30
CBA Credit Card	-\$309.90	\$46.67
Investments(Council Reserves + St Michael's Church)	\$3,171,843.98	\$3,774,120.49
Petty Cash & Floats	\$0.00	
	<hr/>	<hr/>
	\$5,024,035.40	\$5,561,851.41
Plus Unbanked Money		
	<hr/>	<hr/>
	\$5,024,035.40	\$5,561,851.41
Less Unpresented Cheques	\$0.00	
Unreceipted amounts on bank statements	\$0.00	
	<hr/>	<hr/>
	\$5,024,035.40	\$5,561,851.41
	<hr/>	<hr/>

**BANK ACCOUNT BALANCES AS AT 31 March 2026**

No.	Bank Accounts	Investment Period	Current Interest		Due Date	BALANCE
			Rate %			2026
<b>11100 Cash at Bank and on Hand</b>						
11105	Bank 01 - Commonwealth - General Trading Account					\$ 1,697,395.95
11106	Bank 02 - Westpac - Direct Deposit Account					\$ 90,288.30
	1118 CBA Credit Card					\$ 46.67
11199	<b>TOTAL CASH AT BANK AND ON HAND</b>					\$ 1,787,730.92
<b>11200 Investments</b>						
11207	Bank 6		0	0.00		\$ -
11207	Bank 5		60	4.35	4/05/2026	\$ 506,875.86
11206	Bank 04	30 Days				
11115	Bank 04		59	4.21%	2/04/2026	\$ 510,060.26
11110	Tascorp( St Michael and All Angels' Church, Bothwell)	At CALL (29/07/2025)		4.10%		\$ 90,397.85
11115	Bank 16		90	4.28%	28/04/2026	\$ 2,666,786.52
11299	<b>TOTAL INVESTMENTS</b>					\$ 3,774,120.49
<b>TOTAL BANK ACCOUNTS AND CASH ON HAND</b>						<b>\$ 5,561,851.41</b>

	Council Reserve					\$ 3,683,722.64
	Tascorp (St Michael and All Angels' Church, Bothwell)					\$ 90,397.85
	FAG& RATES&FEES					\$ 1,281,400.81
	Capital Grants (Gretna War Memorial Oval)					\$ 500,000.00
	Community Grants					\$ 6,330.11
						\$ 5,561,851.41

## Comprehensive Income Statement

31/03/2026

Recurrent Income	Budget 2024-2025	Actual to date prior year	Actual to Date	Budget 2025-2026
Rates Charges	\$4,682,233	\$4,717,569	\$4,943,026	\$4,940,273
User Fees	\$494,250	\$328,068	\$292,435	\$501,651
Grants - Operating	\$3,236,515	\$340,402	\$1,828,424	\$4,428,454
Other Revenue	\$704,366	\$490,220	\$486,335	\$776,217
Grants received in Advance	\$0	\$2,918,101	\$1,746,506	
<b>Total Revenues</b>	<b>\$9,117,364</b>	<b>\$8,794,360</b>	<b>\$9,296,725</b>	<b>\$10,646,595</b>
<b>Expenditure</b>				
Employee Benefits	\$2,584,261	\$2,092,941	\$2,158,434	\$2,941,952
Materials and Services	\$2,447,768	\$2,047,597	\$2,493,294	\$3,490,109
Other Expenses	\$1,892,738	\$1,321,623	\$1,240,835	\$2,116,449
Depreciation and Amortisation	\$2,327,800	\$1,894,306	\$2,035,816	\$2,397,634
<b>Total Expenditure</b>	<b>\$9,252,567</b>	<b>7,356,467</b>	<b>7,928,379</b>	<b>10,946,144</b>
<b>Operating Surplus(Deficit)</b>	<b>(135,203)</b>	<b>1,437,893</b>	<b>1,368,346</b>	<b>(299,549)</b>
Capital Grants & Other	\$2,424,996	\$1,525,149	\$1,865,931	\$1,415,067
<b>Surplus(Deficit)</b>	<b>2,289,793</b>	<b>2,963,042</b>	<b>3,234,277</b>	<b>1,115,518</b>
<b>Capital Expenditure</b>	<b>\$5,122,085</b>	<b>\$2,130,000</b>	<b>\$1,332,234</b>	<b>\$3,561,414</b>

	BUDGET 2025/26	ACTUAL TO 31-Mar-25	ACTUAL TO 31-Mar-26	% OF BUDGET SPENT	BALANCE OF BUDGET
<b>CORPORATE AND FINANCIAL SERVICES</b>					
ADMIN HAMILTON	\$2,017,673	\$1,484,935	\$1,461,928	72.46%	\$555,745
ELECTED MEMBERS EXPENDITURE(AMEH)	\$281,916	\$204,432	\$217,180	77.04%	\$64,736
MEDICAL CENTRES(MED)	\$132,191	\$95,413	\$91,012	68.85%	\$41,179
STREET LIGHTING(STLIGHT)	\$43,994	\$24,516	\$22,215	50.50%	\$21,779
ONCOSTS	(\$470,879)	(\$536,004)	(\$346,916)	73.67%	(\$123,963)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(COR+EDEV)	\$672,822	\$461,477	\$457,495	68.00%	\$215,327
<b>TOTAL CORPORATE &amp; FINANCIAL SERVICES</b>	<b>\$2,677,717</b>	<b>\$1,734,769</b>	<b>\$1,902,916</b>	<b>71.06%</b>	<b>\$774,801</b>
<b>DEVELOPMENT AND ENVIRONMENTAL SERVICES</b>					
ADMIN BOTHWELL	\$327,017	\$259,949	\$276,203	84.46%	\$50,814
ENVIRON HEALTH SERVICES (EHS)	\$38,628	\$22,997	\$21,041	54.47%	\$17,587
ANIMAL CONTROL(AC)	\$18,421	\$11,828	\$12,835	69.68%	\$5,586
PLUMBING/BUILDING CONTROL (BPC)	\$188,191	\$120,142	\$42,980	22.84%	\$145,211
SWIMMING POOLS (POOL)	\$32,572	\$39,873	\$43,256	132.80%	(\$10,684)
DEVELOPMENT CONTROL (DEV)	\$247,000	\$204,670	\$124,540	50.42%	\$122,460
WASTE SERVICES	\$968,939	\$733,657	\$774,731	79.96%	\$194,208
ENVIRONMENT PROTECTION (EP)	\$1,024,442	\$2,349	\$493,372	48.16%	\$531,070
<b>TOTAL DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>	<b>\$2,845,210</b>	<b>\$1,395,465</b>	<b>\$1,788,959</b>	<b>62.88%</b>	<b>\$1,056,251</b>
<b>WORKS AND SERVICES</b>					
PUBLIC CONVENIENCES (PC)	\$290,284	\$126,035	\$168,505	58.05%	\$121,779
CEMETERY (CEM)	\$17,161	\$11,611	\$21,034	122.57%	(\$3,873)
HALLS (HALL)	\$74,349	\$88,085	\$42,494	57.16%	\$31,855
PARKS AND GARDENS(PG)	\$100,524	\$111,713	\$92,704	92.22%	\$7,820
REC. & RESERVES(Rec+Resrvis)	\$130,679	\$91,867	\$85,609	65.51%	\$45,070
TOWN MOWING/TREES/STREETSCAPES(MOW)	\$236,008	\$154,777	\$179,142	75.91%	\$56,866
HOUSING (HOU)	\$160,753	\$110,266	\$68,943	42.89%	\$91,810
CAMPING GROUNDS (CPARK)	\$14,801	\$14,753	\$16,601	112.16%	(\$1,800)
LIBRARY (LIB)	\$2,640	\$1,687	\$0	0.00%	\$2,640
ROAD MAINTENANCE (ROAD)	\$1,086,345	\$794,961	\$762,076	70.15%	\$324,269
FOOTPATHS/KERBS/GUTTERS (FKG)	\$23,316	\$16,382	\$5,843	25.06%	\$17,473
BRIDGE MAINTENANCE (BRI)	\$23,388	\$5,853	\$17,579	75.16%	\$5,809
PRIVATE WORKS (PW)	\$51,372	\$14,174	\$25,451	49.54%	\$25,921
2TD-Traffic Data	\$25,000	\$0	\$11,043	44.17%	\$13,957
SUPER. & UD OVERHEADS (SUPER)	\$844,041	\$891,178	\$602,890	71.43%	\$241,151
QUARRY/GRAVEL (QUARRY)	(\$181,988)	(\$65,393)	(\$98,656)	54.21%	(\$83,332)
NATURAL RESOURCE MANAGEMENT(NRM)	\$179,936	\$84,485	\$136,138	75.66%	\$43,798
SES (SES)	\$2,000	\$305	\$975	48.73%	\$1,025
PLANT MITCE & OPERATING COSTS (PLANT)	\$655,036	\$436,587	\$437,796	66.84%	\$217,240
PLANT INCOME	(\$795,036)	(\$705,225)	(\$327,875)	41.24%	(\$467,161)
DRAINAGE (DRAIN)	\$43,130	\$39,644	\$18,554	43.02%	\$24,576
OTHER COMMUNITY AMENITIES (OCA)	\$41,842	\$25,075	\$20,892	49.93%	\$20,950
WASTE COLLECTION & ASSOC SERVICES (WAS)	\$0	\$4,648	\$8,792		(\$8,792)
FLOOD REPAIRS		\$0	\$0		
<b>TOTAL WORKS &amp; SERVICES</b>	<b>\$3,025,581</b>	<b>\$2,253,468</b>	<b>\$2,296,529</b>	<b>75.90%</b>	<b>\$729,052</b>
<b>DEPARTMENT TOTALS OPERATING EXPENSES</b>					
Corporate Services	\$2,677,717	\$1,734,769	\$1,902,916	71.06%	\$774,801
Dev. & Environmental Services	\$2,845,210	\$1,395,465	\$1,788,959	62.88%	\$1,056,251
Works & Services	\$3,025,581	\$2,253,468	\$2,296,529	75.90%	\$729,052
<b>Total All Operating</b>	<b>\$8,548,508</b>	<b>\$5,383,702</b>	<b>\$6,004,761</b>	<b>70.24%</b>	<b>\$2,560,103</b>

	BUDGET 2025/26	ACTUAL TO 31-Mar-25	ACTUAL TO 31-Mar-26	% OF BUDGET SPENT	BALANCE OF BUDGET
<b>CAPITAL EXPENDITURE</b>					
<b>CORPORATE AND FINANCIAL SERVICES</b>					
Computer Purchases	\$7,648	\$35,955	\$0	0.00%	\$7,648
Equipment	\$6,000	\$0	\$0	0.00%	\$6,000
Miscellaneous	\$2,000	\$0	\$0	0.00%	\$2,000
	<b>\$15,648</b>	<b>\$35,955</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$15,648</b>
<b>DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>					
Swimming Pool	\$0	\$1,870	\$0	0.00%	\$0
	<b>\$0</b>	<b>\$1,870</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,870)</b>
<b>WORKS &amp; SERVICES</b>					
Plant Purchases	\$170,000	\$467,215	\$52,317	30.77%	\$117,683
Camping Grounds	\$0	\$0	\$0	0.00%	\$0
Public Conveniences	\$0	\$0	\$0	0.00%	\$0
Bridges	\$55,000	\$18,065	\$75,411	137.11%	(\$20,411)
Road Construction & Reseals	\$2,196,099	\$1,040,385	\$1,044,215	47.55%	\$1,151,884
Drainage	\$169,000	\$4,898	\$6,792	4.02%	\$162,208
Parks & Gardens Capital	\$72,000	\$239	\$0	0.00%	\$72,000
Infrastructure	\$105,000	\$28,235	\$3,402	3.24%	\$101,598
Footpaths, Kerbs & Gutters	\$245,000	\$28,185	\$48,378	19.75%	\$196,622
Rec Grounds	\$402,000	\$302,419	\$32,602	8.11%	\$369,398
Halls	\$0	\$11,755	\$15,971	0.00%	(\$15,971)
Buildings	\$131,667	\$190,779	\$53,146	40.36%	\$78,521
	<b>\$3,545,766</b>	<b>\$2,092,175</b>	<b>\$1,332,234</b>	<b>37.57%</b>	<b>\$2,213,532</b>
<b>TOTAL CAPITAL WORKS</b>					
Corporate Services	\$15,648	\$35,955	\$0	0.00%	\$15,648
Dev. & Environmental Services	\$0	\$1,870	\$0	0.00%	\$0
Works & Services	\$3,545,766	\$2,092,175	\$1,332,234	37.57%	\$2,213,532
	<b>\$3,561,414</b>	<b>\$2,130,000</b>	<b>\$1,332,234</b>	<b>37.41%</b>	<b>\$2,229,180</b>

**Community & Economic Development****2025/2026 Budget**

	<b>BUDGET 2025/26</b>	<b>Actual to Date 31/03/2026</b>	<b>Remaining Balance</b>
<b>Strategic Project- Whole of Community</b>			
Community & Economic Development Support	\$10,000	\$4,469	\$5,531
Health & Wellbeing Plan (2020-2025) Implementation	\$5,000		\$5,000
Economic and Tourism Development Strategic Project	\$5,000	\$5,176	(\$176)
<b>Youth and Children Strategic Projects</b>			\$0
New- Family Day Care Seeding Fund Bothwell	\$5,000	\$349	\$4,651
New- Ouse Family Day Care Support	\$5,000	\$2,070	\$2,930
Youth Service & Activities	\$5,000	\$1,227	\$3,773
Children's Services and Activities	\$5,000	\$100	\$4,900
Bothwell High School Breakfast Club	\$2,000	\$2,000	\$0
Glenora School Breakfast Club	\$1,000	\$1,000	\$0
Westerway School Breakfast Club	\$1,000	\$0	\$1,000
New-Bothwell Playproup Support	\$1,000	\$0	\$1,000
<b>Community &amp; Donation and Financial Assistance</b>			\$0
Community Grants	\$15,000	\$11,663	\$3,337
Community Support & Donations	\$10,000	\$1,662	\$8,338
Church Grants	\$5,000	\$0	\$5,000
Further Education Bursaries	\$1,400	\$350	\$1,050
School Awards	\$400	\$455	(\$55)
Central Highlands School Support	\$3,000	\$0	\$3,000
<b>Community Event</b>			\$0
ANZAC Day	\$12,000	\$1,184	\$10,816
Australia Day	\$4,000	\$3,187	\$813
Community Event.eg Volunteer week	\$5,000	\$0	\$5,000
<b>Community Partnerships</b>			\$0
Highlands Digest Support	\$15,800	\$14,364	\$1,436
Australasian Golf Museum contribution to power	\$5,000	\$0	\$5,000
Visitors Centre Contribution to Power	\$5,000	\$0	\$5,000
Healthy Connect Project	\$10,000		\$10,000
Brighton Family Day Care	\$5,000	\$5,000	\$0
<b>Total Community &amp; Economic Development Support &amp; Donations</b>	<b>\$141,600</b>	<b>\$54,256</b>	<b>\$87,344</b>

**17.2 DOG REGISTRATION SCHEDULE OF FEES****RESOLUTION 14/04.2026/C****Moved:** Cr J Honner**Seconded:** Cr Y Miller**THAT** Council adopt the following Dog Registration Schedule of Fees for 2026/2027.**CARRIED****For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

Description	Paid by 31 July 2026	Paid after 31 July 2027
Domestic Dog (Desexed)	\$27.00	\$53.00
Domestic Dog (not Desexed)	\$53.00	\$91.00
Pensioner (1 <sup>st</sup> dog only)	\$16.00	\$27.00
Working Dog (used for the purpose of working)	\$16.00	\$27.00
Hunting Dog (used to flush game)	\$16.00	\$27.00
Greyhound (TGRA registered)	\$16.00	\$27.00
Registered Breeding Dog (TCA Registered & Special Assistance Dog (Guide Dog / Hearing	\$16.00	\$27.00
Declared Dangerous Dog	Nil	Nil
Kennel Licence Application Fee	\$1,807.00	\$1,807.00
Kennel Licence Renewal Fee	\$65.00	
Impounding Reclaim Fee (First Offence)	\$41.00	
Impounding Reclaim Fee (Subsequent Offences)	\$27.00	
Pound Maintenance Fee	\$53.00	
Replacement Tag (Metal Lifetime Tag)	\$16.00 per day	
Dog Surrender Fee	\$8.00	
Formal Notice of Complaint Fee	\$127.00	
	\$63.00 (Refundable)	

**Report By** Kathy Bradburn - Senior Administrative Officer**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 5.60% increase (rounded to the nearest dollar) to the fees for 2026/2027 as follows:

	<b>Paid by 31 July</b>		<b>Paid after 31 July</b>	
	<b>Current 2025/26</b>	<b>Proposed 2026/27</b>	<b>Current 2025/26</b>	<b>Proposed 2026/27</b>
Domestic Dog (Desexed)	\$26.00	\$27.00	\$50.00	\$53.00
Domestic Dog (not Desexed)	\$50.00	\$53.00	\$86.00	\$91.00
Pensioner (1 <sup>st</sup> dog only)	\$15.00	\$16.00	\$26.00	\$27.00
Working Dog (used for the purpose of working farm stock)	\$15.00	\$16.00	\$26.00	\$27.00
Hunting Dog (used to flush game)	\$15.00	\$16.00	\$26.00	\$27.00
Greyhound (TGRA registered)	\$15.00	\$16.00	\$26.00	\$27.00
Registered Breeding Dog (TCA Registered & Dog Owner holding current membership of the TCA)	\$15.00	\$16.00	\$26.00	\$27.00
Special Assistance Dog (Guide Dog / Hearing Dog)	Nil	Nil	Nil	Nil
Declared Dangerous Dog	\$1,711.00	\$1,807.00	\$1,711.00	\$1,807.00

	<b>Current 2025/26</b>	<b>Proposed 2026/27</b>
Kennel Licence Application Fee	\$62.00	\$65.00
Kennel Licence Renewal Fee	\$39.00	\$41.00
Impounding Reclaim Fee (First Offence)	\$26.00	\$27.00
Impounding Reclaim Fee (Subsequent Offences)	\$50.00	\$53.00
Pound Maintenance Fee	\$15.00 per day	\$16.00 per day
Replacement Tag (Metal Lifetime Tag)	\$7.00	\$8.00
Dog Surrender Fee	\$120.00	\$127.00
Formal Notice of Complaint Fee	\$60.00 (Refundable)	\$63.00 (Refundable)

## 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

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### 18.1 DERWENT CATCHMENT PROJECT

#### **RESOLUTION 15/04.2026/C**

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr J Hall

**THAT** the Derwent Catchment Project Report be received.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett



## Monthly Report for Central Highlands Council

05 March 2026 – 14 April 2026

### *General business*

The Boyer depot and office site has now come to life, with DCP moving equipment and operational gear onto the site and beginning to use it as a central base for field activities. A lot has happened in a short time, with the building receiving a fresh coat of paint, the gardens being tidied up, carpet tiles laid, and plants from the Hamilton nursery going in around the site. It is already proving to be a fantastic base for the team, well located with plenty of room to support day-to-day operations and store new machinery coming on board through the Nature Repair Pilot.

We have also been really pleased to welcome Jen Sanger to DCP to support communications. Jen brings a strong background in science communication, along with a broad mix of skills and energy that make her a great fit for the team. She also has a longstanding personal connection to the Central Highlands and DCP's work, having completed her honours research on drought stress in Miena cider gums some years ago.

Another exciting addition is a new administration team member, who will soon be joining DCP and working from the Boyer depot four days a week. This role will provide valuable support across the growing program, helping with the day-to-day coordination that sits behind field delivery as well as governance, WHS, finance and compliance systems. We are especially pleased to have someone local to the catchment coming on board, which adds to the strong local connection that continues to underpin the program.

## Strategic Planning

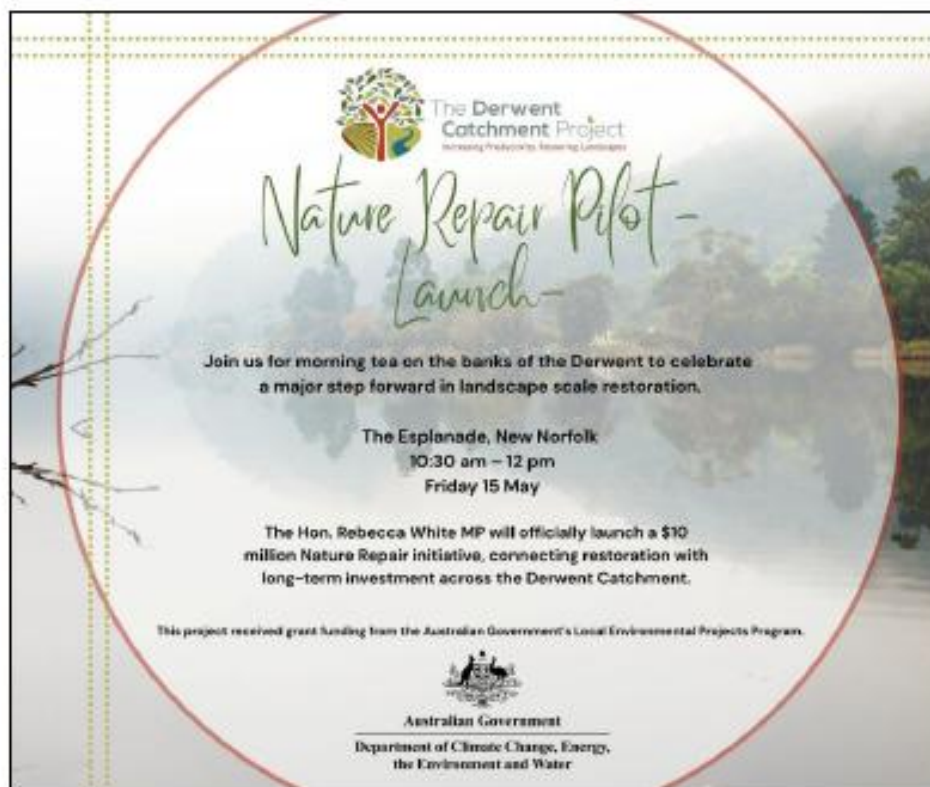
*Strategic Actions: 4.1 Continue to fund and support the Derwent Catchment Project and 4.7 Support and assist practical programs that address existing environmental problems and improve the environment.*

### **Nature Repair Plan Pilot – funded by the Australian Government’s Local Environmental Projects Program.**

This project will identify and prioritise a portfolio of projects including river restoration, biosecurity, threatened species conservation and climate adaptation initiatives. A coordinated Ranger Program will also be established to support delivery and build regional employment opportunities. Projects identified through the Plan will form the foundation of the investment portfolio and will be seed funded through the \$10 million grant allocation from the Australian Government.

We are currently progressing the first phase of the Pilot. This includes development of a stakeholder engagement and communications framework to guide how we build participation, align partners and attract long-term investment. GIS analysis is also underway to identify and prioritise restoration opportunities, which will inform the project portfolio.

A formal launch event, to be attended by the Hon. Rebecca White MP, will be held on 15 May from 10:30am to 12:00pm on the Esplanade at New Norfolk. Councillors are warmly invited to attend for morning tea. Please RSVP to [eve@derwentcatchment.org](mailto:eve@derwentcatchment.org) if you would like to join us.



## *Agri-best practice programs*

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

### **Climate Smart Farming**

DCP presented a workshop session at Hamilton addressing the critical assessment of feed supply and demand and carrying capacity. The elements of a feed budget were introduced by Peter Ball, using an MLA feed planning and budgeting tool as a template. Some of the traps or pitfalls of seasonal budgeting were also addressed, as was access to usable information. Veterinary consultant Dr. Bruce Jackson illustrated the potential dynamics of feed demand using the ewe from joining to weaning and then lamb turnoff as an example. The implications for grazing systems and stocking rate were discussed, leading into discussion of carrying capacity. An examination of stocking rate impacts and critically assessing carrying capacity is a theme DCP hope to develop. Stocking rate is a key tool to realise production and profit but equally can constrain or reduce both if carrying capacity is exceeded. In the face of changes to both the grazing systems being managed and the pasture growth environment, the relevance of carrying capacity review and adaption or improvement is worth serious reflection.



Figure 1. Hamilton workshop

DCP and NRM South have conducted a new round of insect trapping to support an Integrated Pest Management workshop to be delivered by experts Paul Horne and Rebecca Addison of IPM Technologies in the Westerway Hall. This workshop will be delivered on April 16 and will feature a paddock walk with Tom and Sarah Clark.

A DCP, TIA and NRM South pasture update session will also be presented on May 20, featuring current trial observations and an update on TIA pasture research. DCP pasture network articles are printed monthly in the New Norfolk and Derwent Valley News. Carrying capacity features in the current edition.

### *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.*

#### **Clyde River Flood Resilience Project**

Primary willow removal and woody weed control at Croakers Alley North have been successfully completed, along with general site clean-up. Selected large logs have been retained on site to provide habitat features and enhance site amenity. Revegetation of this area is planned over the next month.



Figure 2. Keeping things tidy at Croakers South



*Figure 3. Native revegetation coming soon!*

Community response has been overwhelmingly positive, with feedback highlighting the significant visual improvement, enhanced aesthetics, and optimism for the future condition of the site and river corridor.

Willow removal works have commenced between the Croakers Alley footbridge and Andrews Bridge (Croakers South), with all willows in this section scheduled for removal and treatment.

The quarterly grant report has been completed and submitted.

#### **Hamilton native plant nursery updates**

A display garden has now been established along the verge outside the nursery, improving the presentation of the site while also helping clients visualise how different species will look once established on their properties or in their gardens. Work is also underway to improve signage and visibility.

With the planting season now approaching, a large numbers of plants ready to go as soon as seasonal soil moisture conditions improve. Several large-scale planting and revegetation projects on local farms have now been locked in and are due to commence in May. It is an exciting time for the nursery as plants begin moving from production into on-ground outcomes, with planting already underway at Glen Dhu and works about to commence at Croakers and Poatina Intake.



Figure 4. Planting out the verge at the nursery, with Wasabi in the foreground keeping a close eye on progress.

### Poatina intake restoration

Earthworks commenced this month at Poatina Intake on Yingina / Great Lake for Hydro Tasmania, where restoration works are underway in response to ongoing illegal camping and degradation of previously cleared but naturally regenerating sites. Initial earthworks focused on making these areas less accessible and less appealing for informal camping, using locally sourced materials such as large rocks, boulders and logs, along with trenching to restrict vehicle access and protect regenerating vegetation. We subcontracted local excavator operators from down the road to undertake the earth works to minimise any biosecurity risks associated with transporting a machinery around the state and were happy with the results.

Now that machinery works are complete, we will move on to installing coir matting, brush matting, and planting out the treated areas with native species propagated through the nursery. Together, these works will help stabilise the site, discourage further disturbance, and support long-term restoration of native vegetation.



Figure 5. Left: the site being used for camping before. Right: Following earthworks, with locally sourced boulders distributed throughout site to discourage campers, ready to be planted out and brush matted this week.

### Ouse follow-up willow control

Willow regrowth control has now commenced on the Ouse River supported through Minderoo Foundation grant funding via NRM North. This project is focused on follow-up control in areas where extensive regrowth has occurred following earlier treatment works delivered under the ALRS funding in the aftermath of the 2016 floods. This follow-up work is an important part of holding on to the gains made at these sites and preventing willow from re-establishing.

However, the nature of the regrowth has made treatment more complex. Much of the willow regrowth is now multi-stemmed and difficult to manage, with river sediments and rocks having built up around the bases of trees over time, making access and treatment more challenging than in the initial control phase. In response, the team has been exploring a broader range of treatment methods rather than relying solely on manual cut-and-paste control. This has included investigating alternative herbicide options that may be suitable for later season spraying and appropriate for use around waterways, allowing the project to make use of the full range of available control tools.

Works to date have been focused at both Corinyah and within the Ouse township area around the bridge.



Figure 6. Before and after control of willow regrowth in the Ouse township.

### *Weed management programs*

*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.*

Spraying operations this month were focused at Tarraleah, where the team treated predominantly broom infestations, along with a small number of foxglove outbreaks. A considerable amount of regrowth, emergent seedlings, and previously missed patches were addressed during this season's work, representing an important step in consolidating earlier

control efforts. As treatment in this area progresses, attention is beginning to shift toward the large volume of dead broom material remaining on site. It is likely that next season will involve exploring options for mechanical follow-up, such as the use of a mulcher, to remove dead shrub skeletons. This would help reduce fire risk, improve visual amenity, and decrease competition for native species, supporting broader site recovery outcomes.

Overall, this marks another strong year of progress at one of the sites the program is most proud of. Supported by contributions from Sustainable Timber Tasmania, Hydro Tasmania and TasNetworks, work at Tarraleah remains a strong example of how tenure-blind partnership between stakeholders can deliver coordinated and ongoing weed control outcomes.



*Figure 7. Early intervention at Tarraleah, targeting broom regrowth and emerging seedlings before infestations become re-established. While this level of regrowth can appear minor, timely treatment at this stage helps avoid a far more difficult and resource-intensive control task in future years... see below for example!*



*Figure 8. Dense mature broom infestation at Tarraleah treated this month, illustrating the importance of early intervention. Once infestations reach this stage, treatment becomes significantly more difficult and costly, with crews in some areas previously required to cut access paths with chainsaws before spraying could be carried out.*

A further highlight for the month was the continued involvement of a local farmer who contributed to large-scale gorse treatment across his property for the second year in a row. The property has a substantial gorse burden, and after making significant progress last season, this year's work again covered a massive footprint. The landholder was highly encouraged by the scale of treatment achieved and the visible progress made to date. Importantly, the property is located at the junction of council-managed roads, State Growth-managed roads, and surrounding productive farmland, making this a strategically valuable site for control efforts. The farmer's ongoing participation is making a strong contribution not only to reducing the weed burden on his own land, but also to supporting broader landscape-level outcomes for neighbouring properties and roadside corridors.

Treatment was completed along the Lyell Highway, focusing on the first 5 km from Ouse towards Black Bobs. Work along this section largely targeted gorse, briar rose and broom infestations, continuing efforts to reduce weed pressure along this important roadside corridor. Some more sensitive cut-and-paste treatment was also required around a eucalyptus planting along the roadside, where broom was emerging among the young trees.



Figure 9. Sprayed gorse along the Lyell Highway.

Finally, roadside surveying also progressed throughout the month across the Central Highlands region, including the Gretna, Pelham and Hollow Tree areas. This work is helping to build a clearer picture of weed distribution and treatment priorities across the municipality, and will directly inform the next iteration of the Central Highlands Weed Management Plan.

## Community engagement

### Festivals and shows

We took two stalls to the Hamilton Show this month. The nursery ran a plant stall and a weed management stall was also pulled together at short notice to fill in for another exhibitor who had to withdraw. Both gave staff a good opportunity to talk with lots of community members about DCP's work, hand out information, and connect community members with other services available through the DCP.

The nursery was also represented at the Derwent Valley Autumn Festival. Despite cold, wet weather and current economic pressures, the stall did well and provided another valuable chance to promote the nursery and talk to people about the broader work happening across the valley. We received lots of positive feedback, especially about the quality of plants for sale and the work being delivered on the ground.



Figure 10. Left: our weed management stall at the Hamilton show, where we also had a plant stall, and right: Karen at our stall at Derwent Valley Autumnfest.

Yours sincerely,

The Derwent Catchment Team

*Key Contacts:*

Josie Kelman (CEO) 0427 044 700

Eve Lazarus (Deputy CEO) 0429 170 048

Todd Holliday (Works Manager) 0428 192 728

Karen Phillips (Nursery Manager) 0400 039 303

Ella Weston (Weed program coordinator/NRM facilitator) 0400 953 220

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## 18.2 LGAT REPRESENTATIVE ON THE THREATENED SPECIES COMMUNITY REVIEW COMMITTEE

### RESOLUTION 16/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Cr J Honner

**THAT** Council nominate Eve Lazarus for the Local Government Representative on the Threatened Species Community Review Committee

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**Attachments** – Schedule 2 Members and Meetings of Scientific Advisory Committee and Community Review Committee

**REPORT BY** Stephen Mackey – General Manager

### **DISCUSSION**

LGAT is seeking nominations for a local government representative to the Threatened Species Community Review Committee (CRC) – either officer or councillor.

We seek a range of nominees, genders, with technical expertise required across areas such as conservation, biodiversity or natural resource management. The term of appointment is 3 years and is made by the Minister for Environment.

The functions of the CRC under Threatened Species Protection Act 1995 (Section 9 (3))

Are:

- a. to receive and consider draft recovery plans and listing statements.
- b. in respect of private land, to assist in, and make recommendations to the Minister on the preparation of land management plans and land management agreements.
- c. to provide for conciliation as may be required in any matter arising from a land management agreement or for the purposes of making any such agreement.
- d. to consider the social and economic impact of the implementation of land management agreements.
- e. to advise the Minister on the effect of interim protection orders.
- f. to consider, and advise on, such other matters as may be referred to it by the Minister.

The terms of reference for the CRC are provided in Schedule 2 of the Threatened Species Protection Act 1995, We understand that the CRC meets 3-4 times a year

Nominations are to include:

- The Curriculum Vitae of the nominee
- Completed nomination form – included statement, two referees and signed acknowledgement by GM/CEO and nominee

Please provide nominations to [ben.morris@lgat.tas.gov.au](mailto:ben.morris@lgat.tas.gov.au) by COB Friday 1 May 2026, 3.00pm

## 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 17/04.2026/C

**Moved:** Cr J Honner

**Seconded:** Cr R Cassidy

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

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Kathy Bradburn - Senior Administration Officer

#### **PLANNING PERMITS ISSUED UNDER DELEGATION**

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

#### **DISCRETIONARY**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2026/08	Wilkin Design & Drafting	10221 Highland Lakes Road, Brandum	Outbuilding
2026/04	S Goulmy	30 High Street, Bothwell	Outbuilding
2026/10	T J Medhurst	37 Cider Gum Road, Miena	Outbuilding

2026/19	Systembuilt Homes	46 Dolerite Crescent, Flintstone	Dwelling & Outbuilding
2026/09	Design Intent Architecture & Management	10 Arthurs Lake Road, Wilburville	Multiple Dwellings
2026/17	N N Barsoum	3 Last Street, Bothwell	Outbuilding
2026/20	C P Aherne	473 Rockmount Road, Ellendale	Outbuilding

### **NO PERMIT REQUIRED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2026/14	Tasbuilt Homes And Cabins	19 Wigrams Way, London Lakes	Dwelling
2026/16	A D Sculthorpe	15 Lochiel Drive, Miena	Outbuilding
2026/21	M Langmaid	3989 Victoria Valley Road, Dee	Outbuilding

### **ANIMAL CONTROL**

#### **Statistics**

Total Number of Dogs Registered in 2024/2025 Financial Year – 966

Total Number of Kennel Licences Issued for 2024/2025 Financial Year – 52

2025/2026 Dog Registration Renewal have been issued and were due by 31 July 2025.

<b>Statistics as of 15 April 2026</b>	
Number of Dogs Impounded during last month	0
Number of Dogs Currently Registered	940
Number of Dogs Pending Re-Registration	6
Number of Kennel Licence Renewals Issued	35

## 19.2 DRAFT ABORIGINAL HERITAGE BILL 2026

### RESOLUTION 18/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Deputy Mayor J Allwright

**THAT** all comments on the Draft Aboriginal Heritage Bill 2026 be forwarded to Council's Planning Officer by **Tuesday 23<sup>rd</sup> June 2026**.

**Attachments** - Aboriginal Heritage Bill – Consultation Draft and Aboriginal Heritage Bill 2026 – Explanatory Clause Notes

**REPORT BY** Kathy Bradburn - Senior Administration Officer

#### DETAILS

The Department of Natural Resources and Environment is seeking feedback on the draft Aboriginal Heritage Bill 2026 which provides for the recognition, protection and management of Aboriginal heritage, to establish the Aboriginal Heritage Council and repeal the *Aboriginal Heritage Act 1975*.

The draft Bill responds to the findings of the legislative review in 2019-20.

The draft Bill provides for Regulations, Guidelines and other instruments to provide detailed guidance on how the Act will operate. For example, the proposed Regulations will:

- Outline the process for registering Aboriginal Heritage – including new nomination processes where appropriate
- Set thresholds for activities that require Management Plans
- Specify decisions, other than those set out in the Act itself, that will be appealable
- Set regulatory fees
- Set penalties for Infringement Notices

Written submissions on the draft Bill close at 5pm Monday, **6 July 2026**.

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## 19.3 DRAFT LAND USE PLANNING AND APPROVALS (MISCELLANEOUS AMENDMENTS) BILL 2026

### RESOLUTION 19/04.2026/C

**Moved:** Cr J Honner

**Seconded:** Cr R Cassidy

**THAT** all comments on the Draft Land Use Planning and Approvals (Miscellaneous Amendments) Bill 2026 be forwarded to Council's Planning Officer by **Tuesday 5<sup>th</sup> May 2026**.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

## **Attachments - Draft Land Use Planning and Approvals Bill and Background Report**

**REPORT BY** Kathy Bradburn - Senior Administration Officer

### **DETAILS**

The Minister for Housing and Planning, the Hon Kerry John Vincent MLC, has released the draft Land Use Planning and Approvals (Miscellaneous Amendments) Bill 2026 (the draft Bill) for a 6 week consultation period.

The draft Bill proposes amendments to the *Land Use Planning and Approvals Act 1993* and the *Local Government (Building and Miscellaneous Provisions) Act 1993*.

The proposed amendments broaden the scope for making State Planning Provisions (SPPs) amendments and introduce fairer processes for Local Provisions Schedules (LPS) and LPS amendment assessments, specifically for when the Tasmanian Planning Policies (TPPs) and new regional land use strategies (RLUSs) come into effect. It also clarifies the development application assessment timeframes and the management of long-term leases in the planning system for renewable energy and other utility infrastructure.

The draft Bill and a Background Report for Consultation have been included in the attachments or can be viewed and downloaded on the State Planning Office's [Planning in Tasmania website](#).

Written submissions on the draft Bill close at **5pm Monday, 11 May 2026**.

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*The meeting was suspended for morning tea at 10.17 a.m. for a 15-minute break.*

*The meeting resumed at 10.36 a.m.*

*Nadine Cove & Alex Heroys attended the meeting to discuss Bushfest and Tasmanian Events, Nadine and Alex left the meeting at 11.23 a.m.*

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## 19.4 PREVENTING DELAYS IN DEVELOPMENT ASSESSMENT TIMEFRAMES POSITION PAPER

### RESOLUTION 20/04.2026/C

**Moved:** Cr A Archer

**Seconded:** Cr R Cassidy

**THAT** all comments on the Position Paper be forwarded to Council's Planning Officer by **Tuesday 5<sup>th</sup> May 2026**.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

#### **Attachments-** Preventing delays in development assessment timeframes

**REPORT BY** Kathy Bradburn, Senior Administration Officer

#### **DETAILS**

On behalf of the Minister, the State Planning Office has released a position paper titled – Preventing delays on development assessment timeframes, for a 2 month consultation period.

The Tasmanian Government is committed to delivering an improved planning system. It is actively considering ways to reduce unnecessary delays for decisions on development applications.

The Land Use Planning and Approvals Act 1993 has statutory timeframes for various processes in the assessment and determination of development applications by councils. The position paper outlines the existing legislative framework around these processes.

The purpose of the Position Paper is to explore the issues and identify potential options to improve the process for managing additional information requests, to avoid unnecessary delays. The Position Paper considers all development applications, not just those related to housing, to better understand the range of issues that may contribute to slowing the development assessment process. This will allow tailored improvements to be made to the planning system.

Written submissions on the draft Bill close at 5pm Friday, 8 May 2026

## 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.

### 20.1 SOUTHERN TASMANIA COUNCIL NETWORK

#### **RESOLUTION 21/04.2026/C**

**Moved:** Cr J Honner

**Seconded:** Deputy Mayor J Allwright

**THAT** pursuant to Regulation 17 (1) of the Local Government (Meeting Procedures) That Council authorise the General Manager to sign and seal the Service Agreement for the Southern Tasmania Councils Network with Regional Development Australia Tasmania for the administration of the STCN.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Stephen Mackey, General Manager

#### **DISCUSSION**

Council has been involved and contributes to the Southern Tasmania Councils Authority which involves the participation of the Mayors and General Managers of most Southern Council at meetings on a quarterly basis.

In recent times it became apparent that changes were needed and, on that basis, It was resolved to disband this association with the view of all Southern Councils joining a new group called the Southern Tasmanian Council Network. To facilitate this, steps have now been taken to formally close the STCA and put in place an agreement with the RDAT to administer the new entity.

The STCN is meeting on a 6-weekly basis with all General Managers from Southern Councils. There will also be several joint meetings involving the Mayors and General Manager during the year.

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## 20.2 POLICY NO 2013-19 ASBESTOS

### RESOLUTION 22/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Cr J Honner

**THAT** Council defer this policy and other policies on the agenda to a workshop including the Economic Development and Community Development Special Committees.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**Attachments** Policy No 2013-19 Asbestos Policy (DRAFT)

**REPORT BY** Jason Branch, Works and Service Manager

#### **BACKGROUND**

The previous asbestos policy was approved by Council in December 2024.

This policy applies to all workers of the Central Highlands Council (Council) and has been put in place to ensure Council provides a safe place of work and a safe environment for all workers and others from the harmful effects of asbestos fibres, through the provision of regular building inspections and safe work procedures.

Council is committed to ensuring that asbestos containing material in Council owned facilities and buildings are managed and controlled to protect the health and wellbeing of workers, contractors and the community.

This policy provides a structure for the on-going management of asbestos-related risks within Council.

## **20.3 ECONOMIC DEVELOPMENT AND COMMUNITY DEVELOPMENT SPECIAL COMMITTEE MEMBERSHIP**

### **ITEM DEFERRED TO A WORKSHOP**

**Moved:** Cr

**Seconded:** Cr

**THAT** Council nominate the following person to be member of the Economic Development and Community Development Special Committees.

#### **Economic Development Special Committee**

1. Mr John Stephenson
2. Mr James Johns
3. Mr Howard Hanson
4. Mr Richard Hallett

#### **Community Development Special Committee**

1. Mr Steve Loring
2. Mrs Susan Dabbs
3. Mrs Christine Ferguson
- 4.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Stephen Mackey, General Manager

#### **DISCUSSION**

Council has resolved set up the Economic development and Community Development Special committees with four community members on each of these. Council in December advertised for community members to nominate to members of these committees. At the close of nominations only Mr John Stephenson had advised of his interest in being on the Economic development committee. Council Members will be included in these committees and hold the Chairperson position.

## 20.4 CENTRAL HIGHLANDS COUNCIL STRATEGIC PLAN 2025-2030

### RESOLUTION 23/04.2026/C

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr R Cassidy

**THAT** Council

- a) after formally advertising and receiving comments adopt the Central; Highlands Council Strategic Plan 2025 to 2030 without amendments;
- b) write advising those who made representation that council has adopted the strategic plan without amendment and thanking them for their submission; and
- c) further review the Strategic Plan after the council elections later this, be undertaken to ensure the plan aligns with the views of the new council and the community.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

#### **Attachments** [Central Highlands Council Strategic Plan 2025-2030](#)

**REPORT BY** Stephen Mackey – General Manager

#### **DISCUSSIONS**

Council advertised the review of the Strategic Plan in the Mercury on the asking for feedback on the plan by the

At the close council received only one detailed response (some 35 pages) and a summary of comments from this response are detailed below.

This document is a review of the Central Highlands Council's Strategic Plan 2025–2030, analysing its structure, evidence base, strengths, and weaknesses.

#### **Overview of Central Highlands Council Strategic Plan 2025–2030+**

The plan provides a comprehensive framework for sustainable growth, community wellbeing, and environmental management over five years, emphasizing clear objectives, evidence-based strategies, and accountable governance.

#### **Strategic Clarity and Coherence in Planning**

The plan is well-structured, dividing analysis and implementation, with four interdependent objectives: community leadership, environment, economy, and participation.

- Clear layout linking context, goals, and actions
- Community needs and aspirations inform strategy
- Four strategic objectives serve as decision guides

- Priorities focus on emerging opportunities like renewables, agriculture, and tourism
- Strategy is integrated and mutually supportive, creating positive feedback loops
- Strengths include accessible language, explicit community engagement, and alignment with other plans
- Weaknesses involve lack of specific timelines, milestones, and detailed feedback mechanisms

### **Evidence Base and Assumptions Underpinning Strategy**

The plan relies on demographic, economic, and community data, with projections for job growth and population trends, supported by ABS Census 2021 and other studies.

- Uses ABS Census 2021 data: population 2,585, median age 49, 38% with health conditions
- Recognizes undercounting of seasonal workers and visitors
- Assumptions include 237 permanent jobs from renewable energy and 75 from horticulture by 2030
- Tourism jobs increased by 20%
- Informed by community engagement and other planning documents
- Strengths: credible data, local insights, and trend analysis
- Gaps: lack of explicit population or housing targets, assumptions about legislative success, and environmental management reliance on external laws

### **Strategic Priorities and Trade-offs**

Priorities focus on converting investments into population growth, improving services, land use planning, housing, and resilience.

- Five main priorities: job-to-resident conversion, service enhancement, land zoning, housing solutions, integrated planning
- Emphasizes mutually supportive strategies balancing economic, social, and environmental goals
- Recognizes trade-offs, such as regional vs. local benefits and infrastructure investments
- Gaps include unclear prioritization, sequencing, and resource allocation decisions
- Community concerns about neglecting high-growth areas like Miena and infrastructure delays

### **Governance, Delivery, and Accountability**

The plan emphasizes transparent governance, community engagement, and performance measurement.

- Focus on legislative compliance, community trust, and risk management

- Links roles and responsibilities to strategic objectives with KPIs
- Promises regular community consultation and transparent reporting
- Strengths: ethical leadership, participatory approach, and alignment with best practices
- Weaknesses: lack of detailed reporting processes, community oversight structures, and explicit feedback incorporation
- Gaps include absence of a formal community engagement framework and interim progress updates

### **Financial Sustainability and Asset Management**

The plan aims for fiscal health through revenue growth, cost management, and asset optimisation.

- Advocates for legislative changes to secure rates or PILOR from Hydro Tasmania and renewables
- Emphasizes prudent expenditure, cost-benefit analysis, and efficiency improvements
- Uses external funding, grants, and managed debt levels
- Asset management focuses on maintaining relevant assets and disposing of outdated ones
- Roads are a primary focus, with collaboration with state agencies
- Recognizes that some assets are no longer fit for purpose, requiring evaluation and adjustment

### **Financial and Asset Strategies Strengths and Weaknesses**

The Plan demonstrates a robust, forward-looking financial and asset management approach, with strengths in equity, benefit-cost analysis, and lifecycle planning, but faces challenges in transparency, regional equity, and immediate funding clarity.

- The Plan emphasizes equitable revenue mechanisms, notably PILOR from Hydro and wind farms, to address long-standing revenue imbalances. - Uses benefit-cost analysis for evidence-driven decision-making, ensuring long-term sustainability. - Plans for annual updates to adapt to changing strategies, avoiding static forecasts. - Focuses on cost control through productivity and resource sharing. - Recognizes the importance of asset lifecycle management, planning for maintenance and disposal. - Seeks grants and co-investment to leverage local funds for infrastructure and recreation upgrades. - Incorporates equity as a key metric in financial performance, linking revenue and social fairness. - Community perceives disparities in infrastructure spending, especially in high-growth areas like Miena. - The Plan lacks detailed regional spending breakdowns and project prioritization criteria. - Immediate funding for new initiatives is unclear; budget delays until 2026/27. - Reliance on external revenue sources (e.g., PILOR, grants) without fallback plans if they fall short. - Transparency gaps include justifications for projects and regional investment principles.

### **Community Wellbeing and Place-Based Outcomes**

The Plan aims to enhance community wellbeing by addressing determinants like housing, health, environment, and social participation, with strengths in holistic, place-specific strategies but weaknesses in implementation and inclusivity.

- Connects wellbeing to tangible factors: housing, employment, education, health, connectivity, environment, and civic participation.
- Prioritizes health services, emergency response, and housing for all life stages, especially seniors.
- Emphasizes protecting natural environment, outdoor culture, and community identity as core wellbeing components.
- Supports environmental stewardship, water quality, climate adaptation, and cultural events.
- Recognizes outdoor recreation and natural beauty as economic and social assets.
- Values community-informed decision-making to foster empowerment and satisfaction.
- Community highlights exclusion of growing communities like Miena from land use and development plans.
- Current plans lack specific timelines for health, education, and service improvements.
- Geographic inequities may arise if high-growth areas like Great Lake are not prioritized.
- No formal mechanisms for ongoing community participation in wellbeing initiatives.
- Needs clearer action plans and timelines to translate wellbeing goals into tangible outcomes.

### **Land Use Planning and Growth Management**

The Plan advocates for strategic land use changes and growth management, focusing on targeted towns and flexible zoning, but faces gaps in including emerging areas and detailed implementation timelines.

- Supports rezoning in towns like Bothwell, Hamilton, Ouse, and Ellendale for residential growth.
- Defines precincts for tourism, horticulture, and renewable energy to guide development.
- Promotes adaptable, integrated land use policies acknowledging overlapping activities.
- Aims to align growth with infrastructure, roads, stormwater, and hazard management.
- Focuses on economic diversification through value-adding industries around renewables and agriculture.
- Structure plans for all communities are planned to enable place-based outcomes.
- Community perceives omission of growth areas like Miena, Bronte Park, and Derwent Bridge.
- Lacks specific timelines for rezoning, structure plans, and infrastructure upgrades.
- Resourcing and capacity constraints for implementing multiple planning initiatives are not addressed.
- Needs to clarify how land use policies will adapt to actual growth patterns and environmental considerations.

### **Implementation Risks and Mitigation Strategies**

The Plan emphasizes resilience, diversification, and external collaboration to mitigate risks, but lacks concrete contingency plans and detailed risk management actions.

- Focuses on economic diversification to reduce reliance on a single industry, mitigating boom-bust cycles.

- Addresses climate risks with plans for impact evaluation and adaptation strategies.
- Maintains financial buffers through surpluses and prudent debt ratios.
- Uses KPIs and continuous improvement to monitor strategy effectiveness.
- Collaborates with state agencies, neighbouring councils, and industry to share risks.
- Recognizes vulnerabilities like critical infrastructure (e.g., Shannon Bridge, Marlborough Highway) but lacks timelines or interim measures.
- Emergency management plans for bushfires and floods are underdeveloped, with no firm funding or schedules.
- Reliance on external actors (Telstra, state agencies) poses risks if commitments are not met.
- Gaps include lack of public risk monitoring, contingency plans, and clear communication on climate and emergency risks.
- Recommends establishing regular progress reports, community engagement, and explicit risk mitigation actions to improve credibility and responsiveness.

## 20.5 POLICY 2013 – 18 EMPLOYMENT AND RECRUITMENT POLICY

### ITEM DEFERRED TO A WORKSHOP

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy No. 2013 – 18 Employment and Recruitment Policy.

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Adam Wilson, Deputy General Manager

**Attachments** - Policy No. 2013 – 18 Employment and Recruitment Policy (DRAFT)

### **BACKGROUND**

The draft policy has been reviewed to ensuring recruitment and selection of prospective employees is in accordance with the *Local Government Act* 1993 and any other relevant employment legislation.

Council is committed to a fair, effective and professional method of selecting employees. The Council aims to attract and appoint highly skilled, suitably qualified and motivated employees who will aim to meet agreed objectives behavioural and work performance improvement goals.

To provide clear guidance to the Council on the values and application of this policy to all employees. To articulate that Council is commitment to ensure all applicants receive fair and equitable treatment without unlawful discrimination; and all employees are appointed and promoted according to merit without unlawful discrimination.

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## 20.6 POLICY 2015 - 37 INFORMATION MANAGEMENT (RECORDKEEPING)

### ITEM DEFERRED TO A WORKSHOP

**Moved:** Cr

**Seconded:** Cr

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

**CARRIED**

**For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Adam Wilson, Deputy General Manager

## **Attachments - Policy No. 2015 – 37 Information Management (Recordkeeping) Policy (DRAFT)**

### **BACKGROUND**

The draft policy has been modified from the current policy approved by Council in line with current legislation and is like the policies used by Burnie City Council, Break O’Day Council, and Sorell Council.

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.

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## **20.7 POLICY 2017 - 51 STAFF CODE OF CONDUCT POLICY**

### **ITEM DEFERRED TO A WORKSHOP**

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2017 – 51 Staff Code of Conduct Policy.

**CARRIED**

### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Adam Wilson, Deputy General Manager

## **Attachments - Draft Policy 2017 – 51 Staff Code of Conduct Policy (DRAFT)**

### **BACKGROUND**

The draft policy has been modified from the current policy approved by Council in line with current legislation, with the removal of the reference of the Human Rights and Equal Opportunity Commission Act 1986 and replace it with the Australian Human Rights Commission Act 1986. The Equal Opportunity Act 1995 (which is a Victorian statute) has been replaced with the Anti-Discrimination Act 1998. Other Council’s policies were also reviewed including Southern Midlands Council, Break O’Day Council, Devonport City Council and Glamorgan Spring Bay Council.

The purpose of the Staff Code of Conduct Policy is to clearly state the standards of responsibility and behaviours expected by those representing or working for Central Highlands Council. Maintaining professional and ethical conduct always is the responsibility of every employee (permanent, temporary, part-time and casual employees) as well as volunteers, contractors working on-site, and work experience students – every person, every day.

The Staff Code of Conduct is designed to assist employees to understand how to undertake their duties and behave according to the values held at Council, reducing the risk of real or

perceived conflicts between private and public interests, personal gain or unacceptable and/or unlawful behaviours.

The Code is shaped by the Council's statutory obligations, its principles of good governance and its corporate values. Fraud, corruption, dishonest acts and conflicts of interest are clearly not acceptable conduct, and they are moreover illegal acts. However, as well as avoiding breaches of legislation, the Council wants a workplace where individuals act with integrity and with respect for others, show courage when it is needed and aim for excellence in performing their duties. It is hoped that this Staff Code of Conduct will provide workers the principles and information which will allow them to make good judgements in difficult circumstances, as well as follow procedures and comply with legislation.

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## 20.8 POLICY NO. 2025-67 SOCIAL MEDIA POLICY

### ITEM DEFERRED TO A WORKSHOP

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy No. 2025-67 Social Media Policy.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Adam Wilson, Deputy General Manager

**Attachments** - [Policy No. 2025-67 Social Media Policy \(DRAFT\)](#)

#### **BACKGROUND**

The draft policy has been modified from the current policy approved by Council in line with current legislation, with the removal of the reference of the *Criminal Law Consolidation Act 1995* and the *Criminal Code Act 1995* has been included. The *Fair Trading Act 1990* has been replaced by the *Australian Consumer Law Act 2010*.

The purpose of this policy is to provide understanding and guidance for the appropriate use of social media and applies to Councillors, employees, contractors, agents and volunteers of Council when acting in an official capacity and/or representing Council on social media platforms and in digital spaces.

This policy applies to the use of social media for:

- the purpose of conducting council business and when representing Council; and
- personal use where reference is made to Councillors, staff, policies and services, suppliers or other stakeholders or council-related issues.

The intent of this policy is to provide guidance on the appropriate use of social media platforms and tools in order to enable and encourage its use by Councillors, employees, contractors, agents and volunteers for the purpose of conducting council business.

The policy aims to:

- Promote effective and productive community engagement through social media;
- Provide guidance about the appropriate use of social media tools;
- Reduce the likelihood of miscommunication or inappropriate communications;
- Help manage new challenges associated with social media such as speed and immediacy, record keeping, artificial intelligence (AI), privacy and security; and
- Provide clarity about roles and responsibilities in relation to use, approval and monitoring.

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## 20.9 POLICY 2025 - 68 PRIVATE WORKS POLICY

### ITEM DEFERRED TO A WORKSHOP

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2025 - 68 Private Works Policy.

**CARRIED**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr A Archer; Cr R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**REPORT BY** Adam Wilson, Deputy General Manager

**Attachments** - [Policy 2025 - 68 Private Works Policy \(DRAFT\)](#)

#### **BACKGROUND**

The draft policy has been modified from the current policy approved by Council in line with current legislation, with the removal of the reference of the *Trade Practices Act 1974* and is like the policies used by Glamorgan Spring Bay Council, Brighton Council, Sorell Council, Circular Head Council, King Island Council and Kingborough Council.

This policy applies to all private works undertaken by Council on behalf of any applicant. Works may include the supply of labour, materials, plant and services.

The policy provides a framework for performing private works that is applicable to everyone, transparent, objective and consistent. To undertake private works at market prices ensuring an acceptable profit margin to Council that is consistent with anti-competitive requirements and the no advantage requirements of the *Local Government Act 1993*.

## 20.10 MEMORANDUM OF UNDERSTANDING WITH TASMANIA POLICE CLOSED CIRCUIT TELEVISION SYSTEMS

### RESOLUTION 24/04.2026/C

**Moved:** Cr R Cassidy

**Seconded:** Cr J Honner

**THAT** Council approve the General Manager to sign the Closed Circuit Television System - Memorandum of Understanding between Tasmania Police and Central Highlands Council.

**CARRIED 5/3**

#### **For the Motion**

Mayor L Triffitt; Deputy Mayor J Allwright; Cr R Cassidy; Cr J Honner and Cr Y Miller

#### **Against the Motion**

Cr A Archer; Cr J Hall and Cr S Triffett

#### **IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services.
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	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** [CCTV - Memorandum of Understanding between Tasmania Police and Central Highlands Council \(DRAFT\)](#)

#### **BACKGROUND**

The purpose of this Closed Circuit Television System (CCTV) - Memorandum of Understanding between Tasmania Police and Council is to detail the agreed understanding between both parties for the operation, management, and use of the public safety camera system within the municipality.

This Memorandum of Understanding is based upon a template developed by Local Government Association of Tasmania and Tasmania Police.

This Memorandum of Understanding relates to the operation and management of the council's CCTV systems intended to manage public safety.

The objective of the CCTV network is to enhance people and property safety. It also provides Tasmania Police and Council with access to an integrated, standardised, efficient, managed CCTV platform.

The parties' use of the CCTV network in accordance with the following principles:

- people are entitled to a reasonable expectation of privacy when in public places;
- the parties, as users of the CCTV systems, should act responsibly and consider the reasonable expectations of an individual's privacy;
- all reasonable steps must be taken to protect information gathered through public place CCTV network from misuse or inappropriate disclosure; and
- the parties, as users of the CCTV systems, are accountable for its proper use.

The parties will co-operate to achieve the highest standards applicable for the appropriate use of the CCTV network and ensure:

- the purpose of this Memorandum of Understanding is fulfilled;
- their joint objectives are achieved;
- the governing principles above are respected; and
- the public interest is protected.

Within the Memorandum of Understanding Council is responsible for:

- installing, maintaining, repairing, and replacing all infrastructure associated with the CCTV network, including the hardware and software needed to operate, monitor, and maintain the CCTV network in accordance with its asset management policies, standards (or similar);
- the provision of any base milestone software licensing required for the use of the images, footage or recordings generated by, or captured on, the CCTV network by Tasmania Police for the purpose of this Memorandum of Understanding;
- deciding final CCTV camera locations;
- consulting with Tasmania Police on new or changed locations of CCTV cameras in public spaces;
- taking reasonable steps to inform people of the use of CCTV cameras, including contact details, a link to the Council's CCTV policy and the purpose of the CCTV cameras;
- responding to requests for CCTV system maintenance in a timely manner; and

developing CCTV procedures (based on Local Government Association of Tasmania's template Public Safety Camera Policy) in coordination with Tasmanian Police, in accordance with any applicable policy and procedural standards.

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## **21. CONSIDERATION OF SUPPLEMENTARY AGENDA ITEMS TO THE AGENDA**

Nil

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**22. CLOSURE OF THE MEETING TO THE PUBLIC****RESOLUTION 25/04.2026/C****Moved:** Cr R Cassidy**Seconded:** Cr Y Miller

**THAT** pursuant to Regulation 17 (1) of the Local Government (Meeting Procedures) Regulations 2025, Council, by an absolute majority, close the meeting to the public to consider the following matters in Closed Session:

<b>Item Number</b>	<b>Matter</b>	
<b>2.1</b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 17 March 2026.</i>	<i>Regulation 17 (2)(H) of the Local Government (Meeting Procedures) Regulations 2025 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
<b>5.1</b>	<i>Black Spot Funding Waddamana Road</i>	<i>Regulation 17 (2)(E) of the Local Government (Meeting Procedures) Regulations 2025 – contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.</i>
<b>5.2</b>	<i>Memorandum of Understanding With Tasmania Racing Integrity Commissioner Information Exchange</i>	<i>Regulation 17 (2)(H) of the Local Government (Meeting Procedures) Regulations 2025 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
<b>5.3</b>	<i>General Manager Performance Review Panel – Terms of Reference</i>	<i>Regulation 17 (2)(H) of the Local Government (Meeting Procedures) Regulations 2025 – 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 R Cassidy; Cr J Hall; Cr J Honner; Cr Y Miller and Cr S Triffett

**PURPOSE**

Under Regulation 17 (1) of the *Local Government (Meeting Procedures) Regulations 2025* 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 17 (1) of the Local Government (Meeting Procedures) Regulations 2025*, this motion requires an absolute majority.

**MEETING CLOSED** to the public at 11.41 a.m.

### 23. RE-OPEN MEETING TO THE PUBLIC

The meeting re-opened to the public at 12.05 p.m.

### 24. PUBLIC RELEASE ANNOUNCEMENT(S)

The Chairperson announced that pursuant to Regulation 17(6)(7) of the Local Government (Meeting Procedures) Regulations 2025 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:

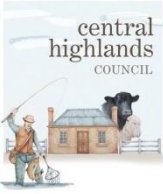
<b>Item Number</b>	<b>Matter</b>	<b>Decision</b>
<b>2.1</b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 17 March 2026.</i>	<i>THAT the Minutes of the Closed Session of the Ordinary Meeting of Council held on 17 March 2026 be confirmed</i>
<b>5.1</b>	<i>Black Spot Funding Waddamana Road</i>	<i>THAT Council accepted the tender of Statewide Earthworks</i>
<b>5.2</b>	<i>Memorandum of Understanding With Tasmania Racing Integrity Commissioner Information Exchange</i>	THAT Council approve the General Manager to sign the Memorandum of Understanding - Information Exchange between Tasmania Racing Integrity Commissioner and Central Highlands Council
<b>5.3</b>	<i>General Manager Performance Review Panel – Terms of Reference</i>	<i>THAT the terms of reference were confirmed</i>

### 25. CLOSURE

Mayor Triffitt thanked everyone for their contribution and declared the meeting closed at 12.06 p.m.

**Mayor L Triffitt**

**Dated:** 19 May 2026



# Central Highlands Council

## MINUTES AUDIT PANEL MEETING – 12 MAY 2026

Notice is hereby given that a meeting of the Central Highlands Council Audit Panel will be held at the Bothwell Council Chambers, Bothwell on Tuesday 12 May 2026 commencing 9.00am.

### MINUTES

#### 1.0 OPENING

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#### 2.0 PRESENT

Ian McMichael (Chair), Deputy Mayor J Allwright and Cr J Hall

**In Attendance:** Stephen Mackey (Acting General Manager), Adam Wilsopn (Deputy General Manager) and Zeeshan Tauqeer (Accountant).

**Via Teams 9.30am to 9.41am** Mr M Farrington and Ms H Jones Tasmanian Audit Office

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#### 3.0 APOLOGIES

Nil

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#### 4.0 CONFIRMATION OF MINUTES

### RESOLUTION

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr J Hall

Minutes of the previous Audit Panel Meeting held on Monday 16 February 2026 to be confirmed.

**CARRIED**

**For the Motion:** Mr I McMichael (Chair); Deputy Mayor J Allwright and Cr J Hall

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## 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

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## 6.0 BUSINESS ARISING

### 6.1 Related Party Declarations – any amendments.

Noted

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## 7.0 STANDING ITEMS

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

### 7.1 Draft Policy 2015 – 06 Code for Tenders and Contracts Policy

The purpose of this report is to seek the Audit Panel's endorsement of the revised Code for Tenders and Contracts Policy following the Audit Panel's direction at the 16 February 2026 Audit Panel Meeting.

*“That the Deputy General Manager undertake a review of other Councils Tendering and Procurement policies across the State, update Council Policy 2015 – 06 Tendering and Procurement Policy and table the draft policy at the next Audit Panel Meeting in May 2026.”*

A review has been undertaken to ensure the policy remain current, compliant with legislation, and aligned with contemporary local government practice and operational requirements. The *Local Government Act 1993* requires Councils to maintain a Code relating to tenders and contracts that is consistent with the *Local Government Act 1993* and *Local Government (General) Regulations 2025*. This governs how a Council is to procure goods and services including the need to obtain quotes or tenders.

## **BACKGROUND**

As part the Audit Panel's ongoing commitment to good governance, continuous improvement, and legislative compliance, a review has been undertaken of Policy No. 2015 – 06 Tendering and Procurement Policy.

The review assessed the policies' relevance, clarity, usability and alignment with current legislation including the *Local Government Act 1993* and *Local Government (General) Regulations 2025*.

The revisions made to the policy are primarily in nature and include:

- clarification of responsibilities and procedural steps;
- improved alignment with contemporary governance standards;
- removal of outdated references;
- consolidation of duplicated information;
- updates to review dates and administrative details; and
- improved formatting to enhance readability.

## **POLICY IMPLICATIONS**

Regular, structured reviews of Council policies is essential to ensure they remain contemporary, relevant, compliant with legislation and supportive of robust governance practices.

Endorsement of the revised policy will ensure that Council's operational and procurement processes continue to be guided by clear, current and effective policy frameworks.

## **STATUTORY REQUIREMENTS**

The following legislation are relevant to this policy:

- *Local Government Act 1993*;
- *Local Government (General) Regulations 2025*; The revised policy continues to meet

statutory obligations. **FINANCIAL IMPLICATIONS**

Any financial implications associated with implementing this policy can be met within Council's existing budget allocations. Improved procurement procedures are expected to reduce exposure to financial loss and achieve best value outcomes in procurement activities.

## **RISK ISSUES**

Regularly reviewing and updating Council policies is essential to maintaining an effective governance framework and mitigating organisational risk. The adoption of the revised Code for Tenders and Contracts Policy, will assist in reducing the likelihood of non-compliance with legislative and regulatory obligations. Ensuring the policy remain current also provides greater clarity regarding roles, responsibilities, and procedural expectations across the organisation.

Updating the policy strengthen transparency and accountability in procurement, thereby reducing Council's exposure to operational, financial, and reputational risks. A clear contemporary policy supports consistent organisational practice and promotes informed decision making. These improvements contribute to building and maintaining community confidence in Council's governance and organisational integrity.

Conversely, failure to update this policy would increase the potential for outdated, inconsistent, or unclear practices, which may lead to governance deficiencies, reduced transparency, and elevated risk exposure. Keeping the policy current ensures that Council continues to operate in a responsible, defensible, and compliant manner.

## **OPTIONS FOR AUDIT PANEL TO CONSIDER**

Audit Panel has the following options to consider:

- Endorse the amended Code for Tenders and Contracts Policy as presented;
- Request further amendments to the policy; or
- Reject the proposed amendments and retain the current version of the policy.

## **OFFICER'S COMMENTS / CONCLUSION**

As part of Council's ongoing commitment to good governance and continuous improvement, a review was undertaken of Council's Policy 2015 – 06 Tendering and Procurement Policy.

The review considered the policy's relevance, clarity, and alignment with current legislative requirements, industry standards, and operational practices. The proposed amendments are the result of this review, ensuring that the policy remains current, transparent, and consistent with legislative obligations and best practice.

Key updates include:

- Updated tendering and procurement thresholds.
- Strengthened probity, transparency, and reporting requirements.
- Inclusion of procurement principles to support efficient procurement practices.

These amendments demonstrate Council's commitment to effective governance, responsible resource management, and maintaining community confidence in Council decision making.

It is therefore recommended that the Audit Panel consider and endorse the proposed amendments and additions in the attached policy document.

## RECOMMENDATION

**THAT** Council endorse Policy No. 2015 – 06 Code for Tenders and Contracts Policy.

### RESOLUTION

**Moved:** Cr J Hall

**Seconded:** Deputy Mayor J Allwright

That Policy No. 2015 – 06 Code for Tenders and Contracts be included in the workshop with other policies. .

**CARRIED**

**For the Motion:** Mr I McMichael (Chair); Deputy Mayor J Allwright and Cr J Hall

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## 8.0 NEW BUSINESS

- 8.1 Draft Budget 2026 – 2027. – Will be finalised at the 16<sup>th</sup> June 2026 Council Meeting
- 8.2 Tasmanian Audit Office to present the Financial Audit Strategy

Mr. M Farrington and Ms. H Jones joined the meeting via Teams at 9.30 a.m. to provide an overview of the Financial Audit Strategy and they left the meeting at 9.41 a.m.

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## 9.0 OTHER BUSINESS

Do we need to review the procedures and processes of the Audit Panel to ensure that our Risk Management is fit for purpose and that we are complying with all requirements.

Ian McMichael suggested the possibility of him attending further budget workshops to get a better understanding of the budget prior to being listed at the Audit Panel meeting.

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10.0 NEXT MEETING – 11<sup>th</sup> August 2026 commencing at 9.00am at the Bothwell Office

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11.0 CLOSURE – The meeting closed at 10.00 a.m.

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INTERNATIONAL DARK-SKY ASSOCIATION

# PLAYBOOK: INTERNATIONAL DARK SKY PLACES





# CONTENTS

PROGRAM OVERVIEW

IDSP FLOWCHART

IDSP AND ADVOCACY

IDSP AND POLICY

OUTREACH EVENTS

DARK SKY MEASUREMENTS

LIGHTING INVENTORY

# INTERNATIONAL DARK SKY PLACES

CONSERVING DARK SKIES

**18** COUNTRIES **120** DESIGNATIONS **90911** SQUARE KILOMETERS

## PROGRAM OVERVIEW

The International Dark Sky Places (IDSP) Program recognizes and promotes stewardship of natural darkness and responsible lighting choices. Dark sky places are real world examples of how light pollution is mitigated, and provide a tangible example of what preserving and protecting our natural nighttime environment looks like.

## TYPES OF PLACES

Consult the IDA website for detailed guidelines on each place type

- International Dark Sky Park
- International Dark Sky Reserve
- International Dark Sky Sanctuary
- International Dark Sky Community
- Urban Night Sky Place
- [learn more at darksky.org/IDSP](https://darksky.org/IDSP)

## TESTIMONIAL

“For Dead Horse Point State Park, becoming an International Dark Sky Park was huge. We needed a way to attract people to the park during a time which was often slow. It really helped draw in people to share the beauty of the night sky and kick started a dark sky conservation movement in Moab, Utah.”

- Crystal White

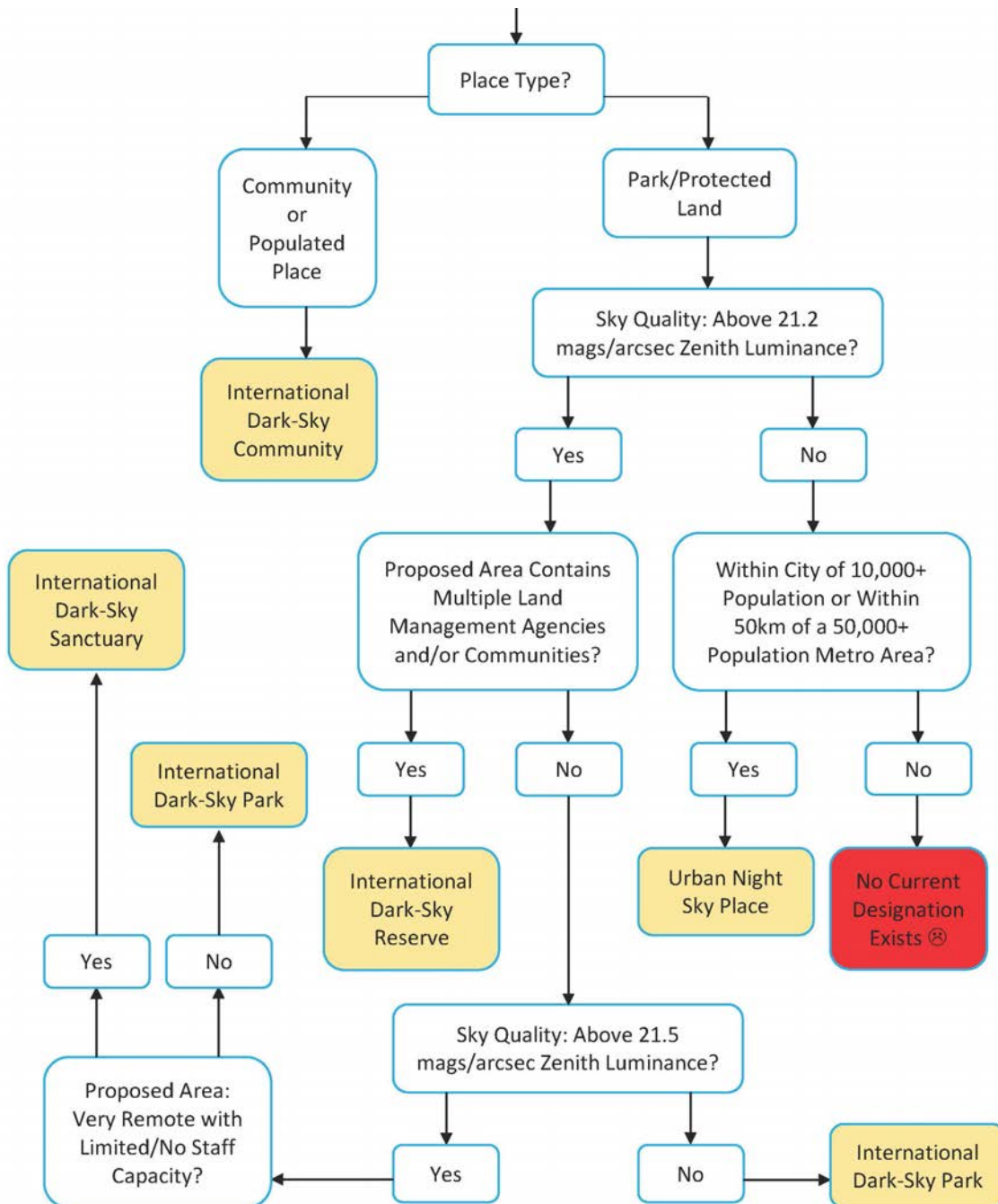
## WHAT ADVOCATES CAN DO

- Identify new potential IDSP sites
- Write IDA nominating letter
- Lead dark sky groups to support the designation
- Perform community outreach
- Assist with IDSP application writing
- Execute lighting inventories
- Establish lighting policies
- Gather letters of support
- Host dark sky events

# INTERNATIONAL DARK SKY PLACES

## DESIGNATION FLOWCHART

There are five different categories for designation. Each category has its own set of guidelines for certification based on land management, sky quality, and size. Follow this flowchart to see where your place fits.



# INTERNATIONAL DARK SKY PLACES AND ADVOCACY

It's not just about designation! Dark sky places are receive accreditation through a thorough and expansive process. There are many ways you can be involved depending on your interest and availability. Here are a few novel ways our advocates have supported International Dark Sky Places.

## CEDAR BREAKS NATIONAL MONUMENT INTERNATIONAL DARK SKY PARK



### Library Telescope Program

In 2017, advocates from Cedar Breaks National Monument launched a Library Telescope Program in partnership with public libraries in Iron and Washington Counties, Grand Canyon-Parashant National Monument and the Zion National Park Forever Project. This program provides 11 telescopes at 10 public libraries (every public library in Iron and Washington Counties) allowing patrons check-out a telescope from their local library just like they would a book. These library telescopes extend the reach of the dark sky message and make the dark skies of Southern Utah accessible to everyone with a library card, including many people who do not, or cannot, attend astronomy programs at Cedar Breaks.

### Master Astronomer Program

The Master Astronomer Program (MAP) is a 40-hour workshop developed and taught by advocates at Cedar Breaks National Monument which trains local residents as stewards of dark night skies. A total of 35 individuals participated in three Master Astronomer Workshops offered in 2017, the inaugural year of the program, and ten participated in the Fall 2018 workshop offered in conjunction with Southern Utah University's Community Education Program.

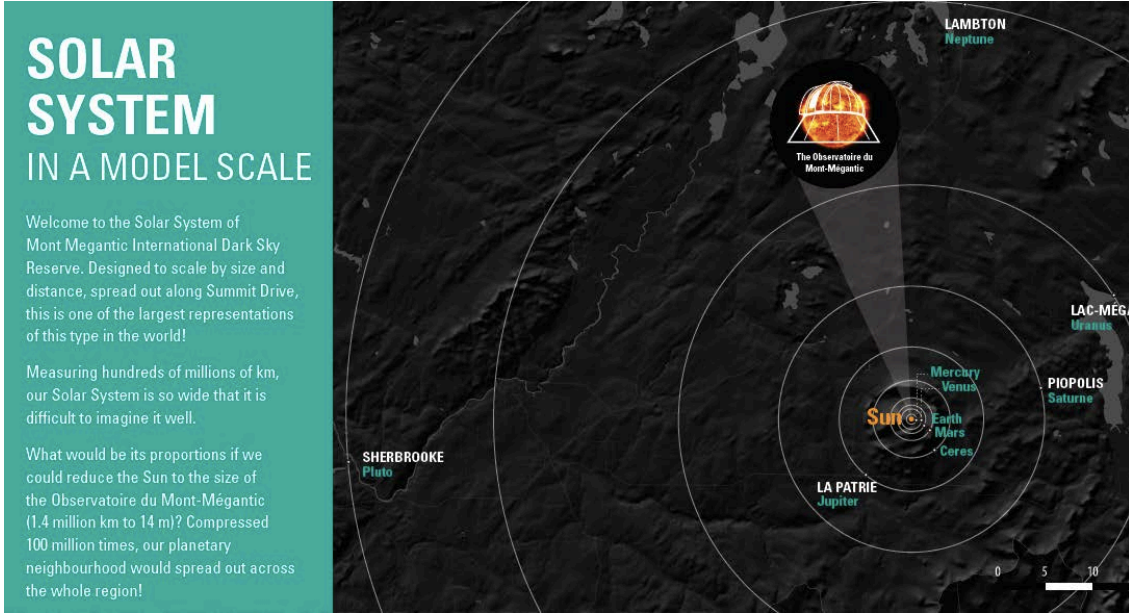
Master Astronomer Program graduates have recorded 786 hours of volunteer service (as of Aug 2018) in the name of dark sky outreach in Southern Utah and beyond. Many have become involved with local astronomy clubs, and several have become regular volunteers at Cedar Breaks. Several program graduates have also been hired as rangers at other International Dark Sky Parks, such as Glacier NP, Canyonlands NP and Black Canyon of the Gunnison NP.



# MONT MEGANTIC INTERNATIONAL DARK SKY RESERVE

## Solar System Model

Building a Solar system to scale has always been a challenge. Most of them choose to show either the size of the planets or the distance between them. The immense difference between the scales of the solar system bodies and their orbits makes it really difficult to show both characteristics at the same time.



### SOLAR SYSTEM IN A MODEL SCALE

Welcome to the Solar System of Mont Megantic International Dark Sky Reserve. Designed to scale by size and distance, spread out along Summit Drive, this is one of the largest representations of this type in the world!

Measuring hundreds of millions of km, our Solar System is so wide that it is difficult to imagine it well.

What would be its proportions if we could reduce the Sun to the size of the Observatoire du Mont-Mégantic (1.4 million km to 14 m)? Compressed 100 million times, our planetary neighbourhood would spread out across the whole region!

Using the large size of the Mont-Mégantic IDSR (still IDA's largest Dark Sky Reserve) and the Mont-Mégantic Observatory, advocates built a solar system respecting both scales! By shrinking the Sun to the size of the Mont-Mégantic Observatory (100 millions : 1) and



using it as the center of the scaled solar system, advocates installed interpretation panels for each planet, including dwarf-planets Pluto and Ceres, inside the national park and in many of the IDSR's cities. Each panel has its own scaled celestial body (a polished metal sphere or a metal ring for the biggest planets) and display information to help understand the size of the solar system. When possible, the sites were chosen so that the Observatory would be visible on the horizon. This installation is part of the efforts made for the visibility of the Mont-Mégantic IDSR and to continue building the identity of the region.

### “On Préserve la Réserve” (“We Preserve the Reserve”)

Advocates started a program to help residents and different officials surrounding the reserve to protect dark skies. The project started with a large press conference. A presentation was given to city officials, inspectors, and electricians to help them better understand and respect the light pollution regulations. Pamphlets about the reserve are distributed, lists of available luminaires can be found on the municipalities websites, and astronomy activities are held on different occasions throughout region. By approaching many sides at the same time (residents, electricians, city officials, etc.), the project hopes to reduce the potential installations of bad fixtures and promote dark skies throughout the region.

# ADVOCATE IDSP POLICY SUPPORT



## Advocates Engage Policy

For all IDSP designations, a thorough light pollution policy must be enacted. Policies and procedures for dark sky protections have only ever been successful with the support of grassroots advocates. Your work to help support each place enact dark sky friendly policies is not trivial! As advocates for IDA, you have the skills and leadership to use your coalition of dark sky supporters to enact policies that will truly darken our skies and preserve the natural nighttime environment.



## Dark Sky Reserve Policy Example

IDA Advocates are necessary to spread awareness and rally communities to create dark sky friendly policies for IDSP designations. For example, an IDA advocate was involved in the process of going village by village through Westhavelland and Rhön in Germany for their respective International Dark Sky Reserve nominations to get all of them on board with the lighting policy changes. This was no small task, the amount of villages for Westhavelland was around 50, and for Rhön in the ballpark of 90! Each community was not required to comply with the requested lighting policies, but did so because of the outreach work of IDA grassroots advocates.

## Sedona International Dark Sky Community Lighting Ordinance Ripple Effect

An IDA Advocate in Sedona, Arizona led the charge to make changes to Sedona's code in order to qualify for International Dark Sky Community designation. She was successful not only in Sedona; positive recognition of Sedona's designation and ordinance spurred other communities nearby to also make changes. Yavapai County and the Town of Camp Verde, Arizona were inspired to also create dark sky ordinances for their own IDSC nominations. Advocates work in policy to support International Dark Sky Place designations can have a ripple effect! You never know who will look to your work as an example and want to emulate it in their own community.

# OUTREACH EVENTS

## Advocates Host Outreach Events for IDSP's

All IDSP designations require dark sky outreach events each year to fulfill their designation requirements. Chances are, if you are an IDA Advocate, you know how to host an outreach event that will help the IDSP near you! The term dark sky is not taken lightly! Simply hosting star parties is not considered a dark sky event, unless dark skies are addressed! Looking through telescopes is great, but what makes the IDSP program stand out is that the people who look through those telescopes will also know how dark skies and light pollution affect their view of the night sky, and what they can do to make a difference.



Outreach events are not limited to star parties! There are so many examples of how advocates have helped host outreach events for IDSP's that go beyond a typical star party. Here are a few!

### North Fork Park International Dark Sky Park Nocturnal Wildlife Wanders

IDA Advocates from the Utah Chapter of the IDA help support North Fork Park by hosting various nocturnal wildlife excursions after dark. Participants learn about how dark skies affect the nighttime environment, and get to experience and view firsthand the wonders of nocturnal wildlife.

### Torrey, Utah International Dark Sky Community Citizen Science Monitoring

IDA Advocates in Torrey, Utah have been sponsoring a citizen science sky-brightness monitoring program since 2015. This event occurs two times each year, in April and in September. The all-volunteer team visits five locations in and around Torrey and measures the darkness with Unihedron Sky Quality meters, which they then map and provide to IDA for their annual report. This activity is a great example of public education and outreach. When local citizens can be involved in understanding the quality of their night skies, they are more likely to be concerned about protecting them.



# DARK SKY MEASUREMENTS

## Advocates Monitor Dark Skies

A thorough sky quality survey is essential to a successful application to the International Dark Sky Places Program. There are a variety of ways to approach making a survey. These include a sky quality meter survey, bortle scale interpretation, and photographic evidence.

The Unihedron Sky Quality Meter (SQM) is the most widely used device for taking scientific-quality measurements of sky brightness. This small, battery-powered device is available directly from the manufacturer.

The SQM is easy to use: simply hold the device above your head, pointing the photometer at zenith, and click the button. The screen will then display the sky brightness at that point in 'astronomer' units (magnitudes per square arcsecond). This unit is somewhat counterintuitive in that the higher the number, the darker the sky is. Take at least six measurements per location per visit, discarding the first measurement. Report all of the measurements.

Never take a measurement directly underneath a light source or anything that might block the clear sky. Always take measurements with clear open sky, cloudless, to prevent any sky glow measurements that will deter the accuracy of the device. Also, always take measurements on clear nights when the moon is below the horizon. Measurements taken while the moon is visible will not accurately reflect the natural darkness of your location.

Similarly, keep in mind the impact of twilight on your measurements. Only take readings under conditions of 'astronomical

darkness', meaning that the Sun is at least  $18^\circ$  below the local horizon. Good sources of information for times of the end and beginning of astronomical twilight at your location on any given night can be found online.

Using this device a "grid" of the locations may be made. It is essential to include areas that will be the darkest and the brightest to achieve a comprehensive survey of the location. Include measurements of the borders, active areas, and presumed darkest areas of the park.



# BORTLE SCALE

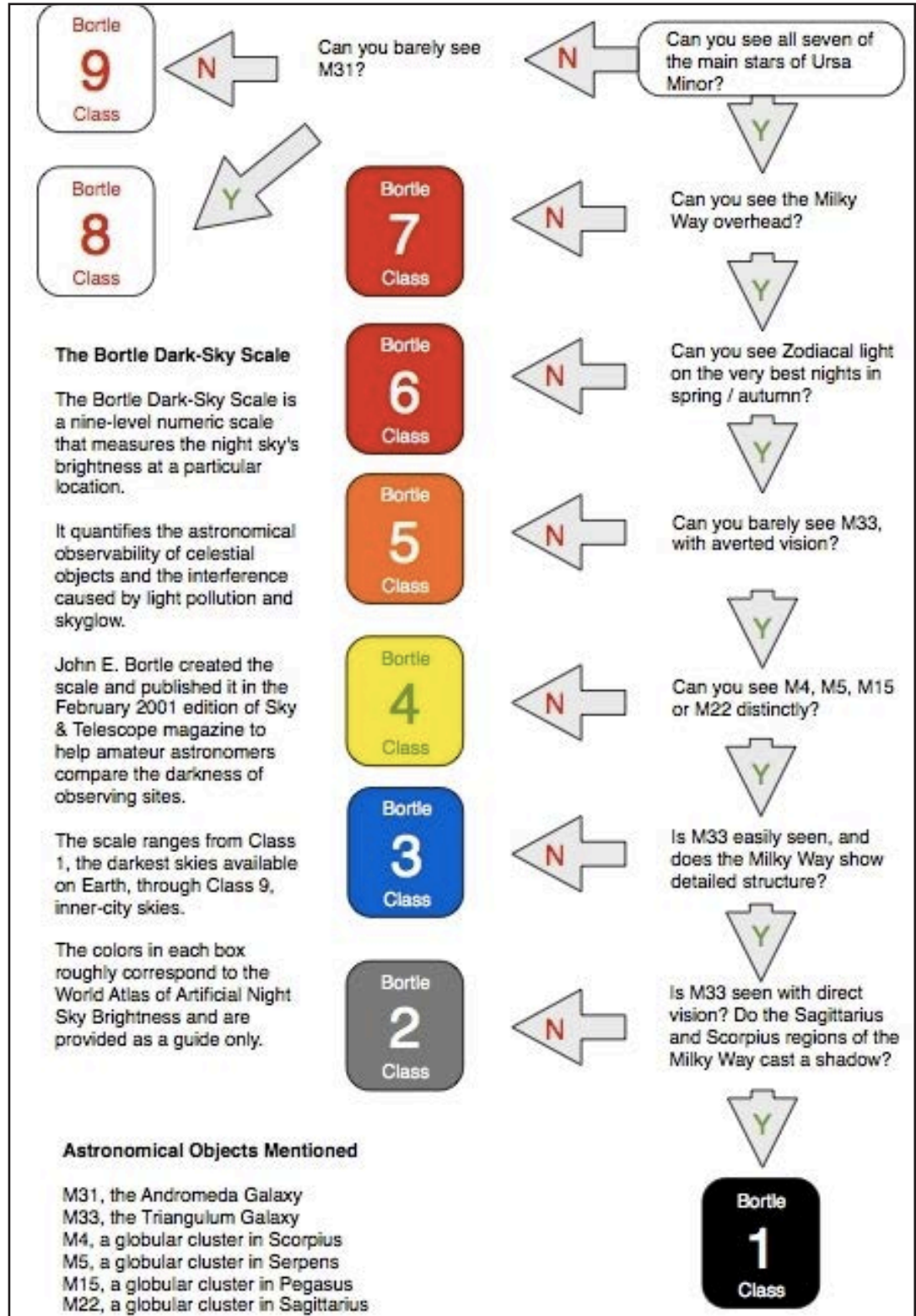
The Bortle Scale works to estimate sky brightness and interpret how light pollution is affecting your view of night sky phenomenon. The easiest way to interpret the Bortle Scale is an easy flow chart. Follow the questions to reveal what Bortle Class your skies fall under. This may need to be done at different locations if sky brightness varies. For instance, you may have a Bortle Class between 3 and 4. The lower the number is, the better sky quality.

This method is less quantitative than the SQM measurement. An application using only the Bortle Scale method to document sky quality is not as strong as an application using the SQM method or using two or more methods.

Have little to no experience stargazing? No problem. Visit Sky and Telescope's article "How to Start Right in Astronomy" to learn more about picking up amateur astronomy skills.

Also see Sky & Telescope's easy guides "Getting Started in Astronomy" for the northern and southern hemispheres for star maps and other information on how to proceed.

We also recommend looking for advice and help from local amateur astronomers. Find local astronomy clubs near you hosted by NASA's Night Sky Network (USA only).



Steve Owens

# PHOTOGRAPHIC EVIDENCE

Like the Bortle Scale method this method is less quantitative than the SQM measurement. An application using only this method to document sky quality is not as strong as an application using the SQM method or using two or more methods.

However, it can be very useful to support the Bortle Scale method and document specific nighttime phenomenon. For example, imaging the Milky Way, the Zodiacal light, and the Gegenschein make for a much stronger use of the Bortle Scale.

When including images also include a breakdown of the camera details used to take it, i.e. exposure time, focal length, ISO, etc... See the example below.












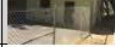
Photographer:	Ameé Hennig
Location:	Cerro Pachón, near SOAR Telescope in Chile (GPS location if available)
Phenomenon Shown:	Milky Way, Large Magellanic Cloud
Camera:	NIKON D3000
Exposure:	17.5 sec (1/0)
Aperture:	f/3.5
Focal Length:	18 mm
ISO Speed:	1600
Special Editing:	None

Also take context images of the horizon showing light domes from cities or other sources of light that impact the proposed IDSP.

This method, along with others, have proven successful. If you have additional questions, please contact the Dark Sky Places Program Manager.

# LIGHTING INVENTORY

## LIGHTING INVENTORY TEMPLATE

Fixture ID	Location	Function	No. of Fixtures	Lamps per Fixture	Fixture Type	Lamp Type	Color Temp (K)	Lumens	Hazards	Shielding State	Operable?	Adaptive Controls?	LMP Compliant?	Closeup Photo	Context Photo	Notes
1	Restroom Building at parking lot of Visitor Center	Building egress	8	1	Can	Par16 Amber lamp, 3W	1800	120	None	Fully	Yes	None	Yes			Some additional shielding provided by the building eaves
2	Path near Visitor Center	Wayfinding	22	1	Post	8 5W Amber A-lamp; 4 yellow LED or CFL "bug lites"	<2700	200	Uneven surface	Partially	Yes	None	8 Yes / 14 No			To be replaced with fully-shielded bollards in 2018
3	Administration Building	Building approach	1	2	Spot	8W Par30 Amber LED	1800	320	Steps	Eave	Yes; only one socket in use	Motion sensor	Yes			
4	Laboratory Building	Building egress	1	1	Jelly jar	3W Par16 Amber LED	1800	320	None	Unshielded	No	None	No			Rarely used; will be disconnected from utility power
5	Staff housing	Building egress	1	1	Wallpack	7W Amber LED	1800	280	Step	Fully	Yes	None	Yes			

Lighting inventories are an integral piece of any IDSP application. You have to know what lights you have in order to manage them! Here are descriptions of what to include in the columns listed in the sample lighting inventory above.

**Fixture ID:** Any unique identifier for the fixture or group of fixtures. This usually takes the form of some running number (e.g., 1, 2, 3, ...) but could include letters or other location-specific information. For example, a set of fixtures at a visitor center could be identified as VC1, VC2, ..., etc. Ideally the Fixture ID is sufficiently specific to identify individual fixtures among a group.

**Location:** A short description of where the lighting is located; e.g., "Campground restrooms", "Staff housing", "Administration building". If no location is otherwise available, give GPS coordinates (latitude/longitude).

**Function:** The nominal purpose of the lighting, whether or not such lighting is warranted according to the park's lighting plan. "Function" should indicate why the lighting exists at the location. If the function is not evident, enter "Unknown". Examples include: **Area** (illuminates a large area of ground), **Decorative** (serves no safety or task performance purpose, but is installed for aesthetic reasons), **Egress** (as from a structure), **Pathway** (to prevent tripping or to point out a drop-off), **Parking, Roadway, Safety** (to point out specific safety hazards), **Security** (intended to discourage or prevent the incidence of property or violent crime; note that this is NOT a valid reason for lighting in an International Dark Sky Park/Reserve/Sanctuary), **Sign**, and **Wayfinding** (safe transit between points, marking, e.g., the edges of a trail).

**Number of Fixtures:** If more than one identical fixture is present at a discrete location, group these together. For example, a restroom building might have several identical fixtures on its various sides.

**Lamps per Fixture:** The number of discrete lamps per individual fixture, regardless of the number of fixtures at a site. The total number of lamps at a site = number of fixtures × lamps per fixture.

# LIGHTING INVENTORY CONT.

**Fixture Type:** The variety of fixture, usually relating to its function. Examples include:



Barn



Bollard



Can



Ceiling



Emergency



Flood



Phone Booth



Pole



Spot



String



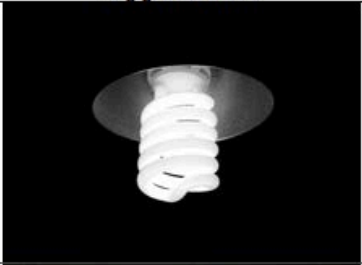

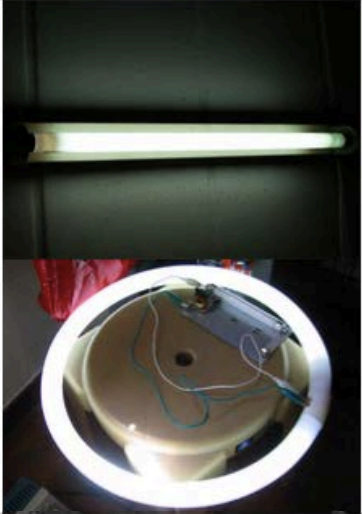





Vending Machine








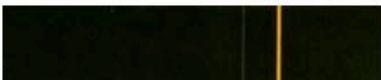

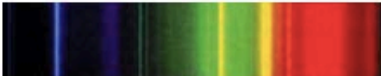
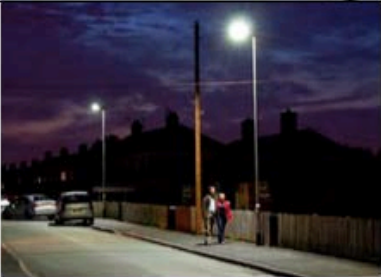



Wallpack

# LIGHTING INVENTORY CONT.

Lamp Type: The source of light. Examples include:

Type	Appearance	Spectrum
CFL		
Fluorescent Tube		
Halogen		
HPS		

# LIGHTING INVENTORY CONT.

<p>Incandescent</p>		
<p>LED (left: 'cool white'; right 'warm white;')</p>		
<p>LPS</p>		
<p>Mercury Vapor</p>		
<p>Metal Halide</p>		
<p>Neon</p>		

# LIGHTING INVENTORY CONT.

**Color Temp (K):** The Correlated Color Temperature (CCT) of the lamp, expressed in Kelvins. This information is obtainable from the product packaging of new lighting, or from manufacturer data sheets. It can also be determined in the field using specialized measurement instruments. If the CCT cannot be determined, enter “Unknown”.

**Lumens:** The number of lumens of light emitted by a given lamp. This information is obtainable from the product packaging of new lighting, or from manufacturer data sheets. It cannot be readily determined in the field.

**Hazards:** What safety hazard is the lighting intended to mitigate? If no hazards are evident, enter “None”. If hazards cannot be determined, enter “Unknown”.

**Examples:**

- Curb
- Pathway
- Stairs (indicating multiple steps)
- Uneven surface
- Water

**Shielding State:** To what extent is the fixture shielded? Response should be one of the following:

- **Fully** (shielded in such a way that no light can be seen above a horizontal plane passing through the lowest light-emitting part of the fixture with respect to the illuminated surface)
- **Partially** (some shielding, usually of the fixture top, but not meeting the definition of ‘fully shielded’)
- **Unshielded** (shielding is not a part of the design, with light emitted or diffused from all surfaces other than the mounting point)
- **Other** (some other arrangement not captured by ‘fully shielded’, ‘partially shielded’, or ‘unshielded’)
- **Unknown** (unable to determine in the field)

# LIGHTING INVENTORY CONT.

**Operable?:** Can the fixture be operated according to the manufacturer’s instructions? Response should be “Operable”, “Inoperable”, or “Unknown”. Lights are typically inoperable because they are fully disconnected from a power supply, and are thus considered LMP-compliant by nature. Note that a light with a broken switch or missing lamp is not considered “inoperable”.

**Adaptive Controls:** Any electronic or mechanical device attached to a light intended to dynamically control the duration, intensity, or area illuminated by the lighting.

Examples:

- Automatic switch
- Motion sensor
- Timer

**LMP Compliant?:** Does the light meet all of the requirements of the park’s lighting plan?

**Closeup Photo:** An image of the light in place, taken sufficiently close to reveal some details about it.

**Context Photo:** An image of the light in place, taken from further away to illustrate the function or other contextual information about it.

**Notes:** Any additional details not captured by the other columns in the table.







# Road Cycle Race Application

Pursuant to Section 56A Vehicle & Traffic Act 1999  
& Section 49AB Police Offences Act 1935

(This application form should be completed in conjunction with consultation of the guidelines for road cycle events)

## EVENT DETAILS

Race name

Bothwell Highlands Road Race

Race location

Bothwell

Race Type

New  Established

Race Class

1  2  3

Race date/s

13/6/26

Race start time

12pm

Race finish time

3pm

Race setup start time

10am

Race pack-down finish time

4pm

Has race course been previously granted a permit

Yes  No (if yes, provide details)

Have other permits / permission been granted in relation to this race, i.e. (local council, state government, private property owner)

Yes  No (if yes, provide evidence of permission)

Public liability insurance certificate provided (Ensure coverage level is suitable for your event)

Yes (must be provided prior to police permit being granted)

Number of participants

60

Age range of participants

13-65

## CONTACT NAMES

1. Organiser / Race Coordinator (to whom permit will be issued)

Andrew Daly

Address

1 Lowrie Place

Suburb

Glenorchy

State

Tas

Postcode

7010

Phone

0499834015

Fax

Mobile

0499834015

Email

andrew.daly09@gmail.com

2. Race management company/ organisation/ club name (if applicable)

Hobart Wheelers Cycling Club

Phone

0499834015

Fax

Mobile

0499834015

Email

andrew.daly09@gmail.com

3. Race Traffic Management Company & Commissaire/ Contact Person

Adam Christopher

Mobile

0429908730

Email

adamchristopher@bigpond.com

**FULL DESCRIPTION OF THE RACE AND PURPOSE**

**Please outline a description of the race and stipulate if any road closures are required.**

If a road/s require closure, a Traffic Management Plan is required. A map / description of the proposed route is also required.

As a club we have been racing on the Bothwell course for over 20 years with zero traffic incidents. A triangular course, incorporating the gravel road of Nant Lane. No road closures required.

**TRAFFIC AND TRANSPORT MANAGEMENT**

Route or location

Traffic Management – plan attached

Not required – state reason very low traffic volume

Extra Parking Requirements

Parking organised – details attached (i.e. Cenotaph)

Parking not required – state reason sufficient parking at the park off of main street

Impact on public transport

Yes (if yes, state action to be taken, i.e. Metro to be contacted by organiser)

No

Traffic management requirements unique to this race

Yes (if yes, please state i.e. Closure of Tasman Bridge)

No

**MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES**

Access for residents, businesses, hospitals, and emergency vehicles

Actions to minimise impact on non-event community attached i.e. (resident/ business notification)

This event does not impact the non-event community on the main route (or location) or detour routes

**REQUIRED PUBLIC NOTICE TO LOCAL NEWSPAPER**

Further to any advertising of the race by the race organiser/s, a Public Notice must be published in The Mercury/ Examiner newspaper seven (7) days prior to the event where road closures are required. This will be managed by Tasmania Police at a cost to the organisation. A draft copy of the media release must be attached to this application.

Yes, draft copy attached       No

## REQUIRED NOTIFICATION TO MEDIA OUTLETS (BY ORGANISATION)

- All Events must be publicised in a News/Media Release, seven days prior to Race**  
Irrespective of Class/Criterium, all Races must be publicised (by the Organisation) in a News/Media Release to local media outlets, at least seven days prior to the Race. This Release must include all Race particulars, including: date/s, time/s, potential interruption/s to communities and/or residents, anticipated traffic delay/s and the anticipated length of each delay/interruption. A draft copy of the News/Media Release must accompany the Application when submitted.
- Class 1 Races must be publicised in a local newspaper Public Notice, seven days prior**  
In addition to publicising the Race in a News/Media Release to local media outlets, Class 1 Races must also be publicised in a Public Notice in the local newspaper (by the Organisation), at least seven days prior to the Race.

## SAFETY RELATED STRATEGIES

(i.e. Marshals / Paramedics / Signage / Road closures / Ambulance / First Aid)

Marshals provided, road signage to all course intersections and turn points, St John's Ambulance in attendance . Lead and follow cars provided, with appropriate flashing lights and signage. on course commissaire vehicle with lights and signage. Radio contact between all vehicles. Electronic timing chip on each rider for both timing and safety purposes.

## OTHER NECESSARY INFORMATION

## TRAFFIC CONTROL PLAN

Police traffic control required

No  Yes (details on plan)

Motorcycle marshals

No  Yes (details on plan)

Lead vehicle

No  Yes (details on plan)

Rear vehicle

No  Yes (details on plan)

## Attach map of event route/track. (Compulsory)

Course/ Route/ Track Map – attached

## APPLICATION APPROVED FOR SUBMISSION TO TASMANIA POLICE

Approved by (Name of applicant – Name that will appear on the permit)

Andrew Daly

Date

16/1/26

## RETURN THE COMPLETED FORM TO:

Southern District

Email to [southern.traffic@police.tas.gov.au](mailto:southern.traffic@police.tas.gov.au) (Preferred Method)

Post to Tasmania Police

PO Box 21

HOBART TAS 7000

Northern District

Email to [nthn.dss.admin@police.tas.gov.au](mailto:nthn.dss.admin@police.tas.gov.au) (Preferred Method)

Post to Tasmania Police

PO Box 45

LAUNCESTON TAS 7250

Western District

Email to [western.district.administration@police.tas.gov.au](mailto:western.district.administration@police.tas.gov.au) (Preferred Method)

Post to Tasmania Police

PO Box 19

BURNIE TAS 7320

# Event Management Plan – Road (Club Level)



# Event Management Plan – Road (Club Level)

**This Event Management Plan has been prepared by the hosting AusCycling affiliated club to support a Tasmanian Police Road event permit application.**

**The event is a club-level road cycling race conducted for participation and competition purposes under AusCycling rules and regulations.**

## 1. Event Overview

**Event Name: Bothwell Road Race**  
**Location: BOTHWELL TAS**  
**Event Date(s): June 13 2026**  
**Hosting Club: Hobart Wheelers Cycling Club**

This event is delivered by an AusCycling affiliated club in accordance with AusCycling rules and regulations and in alignment with Tasmanian Police permit requirements.

AusCycling, as the governing body, provides oversight of course design, safety planning and compliance requirements to support safe and consistent delivery of road events.

This Event Management Plan aligns with AusCycling national event management and risk management frameworks and has been adapted for club-level delivery.

### Event Classification

This event is conducted as a club-level road event on open roads, delivered by a volunteer workforce, with traffic management measures proportionate to risk.

This Event Management Plan has been prepared for submission to Tasmania Police to support the event permit application.

## 2. Event Contacts

Event Organiser  
Name: Andrew Daly  
Phone: 0499 834 015  
Email: andrew.daly09@gmail.com

Race Director  
Name: Andrew Daly  
Phone: 0499 834 015  
Email: Andrew.daly09@gmail.com



Chief Commissaire  
Name: Adam Christopher  
Phone: 0429 908 730  
Email: adamchristopher@bigpond.com

First Aid / Medical Contact  
Name: St Johns Ambulance  
Phone: attendees confirmed prior  
Email:

Traffic Management Contact (if applicable)

AusCycling Contact  
Name: Phillip Leslie  
Email: phillip.leslie@auscycling.org.au  
Phone: 03 8566 1019

The Event Organiser is the primary contact for all event operations and permit-related matters.

### 3. Event Schedule

The event schedule outlines the key operational timings for the delivery of the event. This schedule is subject to change and will be finalised prior to the event.

Time	Activity	Location
10am	Course Setup	Course as laid out
10:45am	Registration / Sign on	Alexander st
11:45	Rider Briefing	Alexander St
12pm	Racing Commences	Alexander St
2:30pm	Racing Concludes	Alexander St
3:00pm	Pack down	AS ABOVE

Road usage and traffic control measures will align with the timing of racing activities outlined above.

### 4. Course & Traffic Environment

#### Course Description (for Permit Assessment)

A written course description must be provided, listing all roads in sequence, including start/finish locations, turning points and direction of travel.

#### Course Description (Road Sequence)

Alexander St → Dennistoun Rd C528 → Nant Lane --- Highland Lakes Rd A5

#### Course Details:

The event is conducted as a Triangular course in an anti clockwise direction x6 laps.

#### Start Location

In front of the Bothwell Municipal building – Alexander St



### **Finish Location**

Alexander St

### **Course Map**

x Attached

### **Road Conditions and Environment:**

Smooth bitumen surface with generally narrow rural road widths. Low traffic volumes expected. Some sections include undulating terrain and limited shoulder width. Key intersections and turning points will be managed by marshals. Nant Lane is gravel and not surfaced. Highland Lakes road is a wider well surfaced road.

### **Traffic Interaction:**

The event is conducted on open roads. Riders will remain on the left-hand side of the road and comply with all road rules at all times. Intersections and turning points will be managed by marshals, with riders required to give way to public traffic where applicable.

### **Traffic Control Overview (Club-Level Events)**

Traffic control for this event will be managed through a combination of:

- Pre-event signage in accordance with relevant standards
- Positioned course marshals at key locations (e.g. intersections, turns, high-risk areas)
- Rider briefings outlining road rules and expected behaviours
- Compliance with all road rules by participants and event officials

## **5. Course Approval & Oversight**

### **Course Status**

Existing Course (previously approved and used)

~~New or Modified Course~~

### **Existing Course**

Where the course has been previously used and there are no significant changes:

x Course has been previously approved and used for permitted events

x No significant changes to route, traffic conditions, or delivery

### **Pre-event review completed:**

x Event Management Plan reviewed and updated

x Course map confirmed

x Key risks and controls reviewed

x Previous permit conditions considered (if applicable)

### **New or Modified Course**

New or modified courses are required to be submitted for review prior to permit application.

**Submission to:** State Operations Manager – Tasmania (& Road Technical Delegate)

**Timeframe:** Minimum 4 months prior to event date



**Documentation required:**

- x Course map
- x Event Management Plan
- x Traffic management approach (TGS if applicable)

**AusCycling Review Outcome**

- x Approved to proceed to permit application
- Further information required

**Comments:**

... Reviewed by AusCycling State Operations Manager –  
 Tasmania.....  
 .....

## 6. Traffic Management

### Traffic Management Approach

This event will be conducted on open roads with low traffic volumes. All riders and event officials are required to comply with the Australian Road Rules at all times.

Traffic interaction will be managed through the following controls:

- Clearly defined course route and rider briefing
- Placement of warning signage at key locations
- Deployment of trained marshals (or briefed volunteers) at intersections and identified risk areas
- Communication protocols between officials and marshals

Where traffic volumes, road conditions or event scale require a higher level of control, Tasmania Police may request a Traffic Management Plan (TMP) prepared by an accredited provider.

### Traffic Conditions

**Describe expected traffic conditions during the event:** Low traffic volumes expected on rural roads, with predominantly local vehicle movements and minimal heavy vehicle interaction. The event is scheduled outside of peak traffic periods.

### Impact on Community and Road Users

The event has minimal impact on residents and road users. Access for residents, businesses and emergency services will be maintained at all times.

### Traffic Control Measures

- x Open roads (standard club delivery)
- x Managed intersections (marshals)
- Rolling closures (if applicable)



### **Traffic Guidance Scheme**

Not required

Attached (to be provided)

A Traffic Guidance Scheme (TGS) is being prepared by Spectran and will be provided to support the application.

Traffic control measures have been selected to ensure safety while minimising disruption to other road users.

Where a Traffic Management Plan is not required, the event is conducted on open roads with low traffic volumes and managed through marshal deployment, rider compliance with road rules, and pre-event briefing of all participants and officials.

### **Statement of Compliance**

Traffic management will be implemented in accordance with Tasmanian Police permit requirements. Traffic management approach is proportionate to the level of risk and course conditions.

## **7. Risk Management**

The event organiser will identify, assess and manage risks associated with the delivery of the event.

Risk management planning aligns with AusCycling national frameworks and is proportionate to the scale and nature of the event.

### **Risk Assessment**

Key risks associated with the event have been considered, including:

- Interaction with public traffic
- Road and surface conditions
- Rider behaviour and skill level
- Environmental conditions (weather, visibility, fire conditions)
- Wildlife interactions (where applicable)
- Event operations (marshalling, course setup, vehicle movement)

### **Risk Control Measures**

Appropriate control measures will be implemented to reduce risk, including:

- Pre-event course inspection
- Clear communication of course conditions and risks to riders
- Use of appointed marshals at key locations
- Compliance with road rules for all riders and event personnel
- Traffic management measures aligned to event risk
- Emergency and incident response procedures in place

### **Risk Documentation**

Risk Register attached (if required)

Key risks and controls incorporated within this Event Management Plan

A separate risk register can be provided if required.



This Event Management Plan is supported by AusCycling's national Risk Management Framework. Event organisers may utilise the AusCycling Risk Register template to identify and manage event-specific risks. [Risk Register Template](#)

## 8. Emergency management & Incident response

The event organiser will ensure appropriate procedures are in place to respond to incidents and emergencies during the event.

Event delivery will prioritise the safety of participants, officials and the public at all times. The event may be modified, delayed or cancelled where conditions present an unacceptable safety risk.

### Emergency Contacts

Emergency Services: 000

Event Emergency Contact (Event Organiser):  
Andrew Daly: 0499 834 015

First Aid / Medical Contact  
Name: St Johns Ambulance  
Phone: Confirmed prior to event (on-site contact available at event control)

### Incident Response

In the event of an incident:

- Immediate hazards will be controlled where safe to do so
- Emergency services will be contacted where required
- First aid will be provided by qualified personnel
- The event may be neutralised or stopped if required
- Event officials will manage the safety of riders and the public

### Communication

Event officials and marshals will be briefed on:

- Emergency procedures
- Key contact points
- Incident escalation process

Communication during the event will be managed via:

- x Mobile phone
- x Radio (if applicable)

### Incident Reporting

All incidents will be recorded and reported in accordance with AusCycling incident reporting requirements following the event.

## 9. Medical & First Aid



Appropriate first aid and medical support will be in place for the duration of the event.

### **Medical Provision**

- x First aid qualified personnel in attendance
- x External medical provider engaged (if applicable) – St John's First Aid engaged.

Provider / Contact: St Johns Ambulance Hobart

### **First Aid Location**

First aid located at the start/finish area, with mobile support available on course.

### **Access for Emergency Services**

All sections of the course are accessible by standard emergency service vehicles.

### **Medical Response**

In the event of an incident:

- First aid will be provided by qualified personnel
- Emergency services will be contacted where required
- Event officials will assist in managing access and safety

### **Communication**

Medical personnel and event officials will be able to communicate via:

- X Mobile phone
- X Radio (if applicable)

Medical provision is appropriate to the scale and nature of the event.

## **10. Workforce**

### **Workforce (Volunteer Delivery)**

This event is delivered by volunteers from the hosting AusCycling affiliated club, supported by appointed event officials.

A pre-event briefing will be conducted for riders and event personnel, outlining course conditions, safety considerations, and event procedures.

### **Key Roles**

The following roles will be in place to support event delivery:

- Event Organiser
- Race Director
- Chief Commissaire
- Marshals (appointed to key locations)
- First Aid / Medical personnel
- Traffic management personnel (if applicable)
- Electronic Timing – entrant monitoring.



## **Roles and Responsibilities**

Event personnel will be briefed on their roles and responsibilities prior to the event, including:

- Course layout and key locations
- Traffic management approach
- Emergency procedures
- Communication protocols

## **Marshal Deployment**

Marshals will be positioned at key locations to:

- Support safe rider movement
- Assist in managing intersections and hazards
- Provide guidance to participants and road users

## **Communication**

Event personnel will maintain communication throughout the event via:

- X Mobile phone
- X Radio (if applicable)

Workforce resourcing is appropriate to the scale and nature of the event.

# **11. Permits & Approvals**

## **Permits & Approvals**

The event organiser is responsible for obtaining all required permits and approvals prior to the event.

### **Tasmanian Police Permit**

- X Road event permit application submitted
- Permit approved prior to event

### **Local Government Authority (LGA)**

- X Relevant Local Government Authority notified (if applicable)
- Any additional requirements addressed

### **Road Authority / Land Manager (if applicable)**

- X Approval obtained from relevant road authority or land manager (if required)

## **Documentation Provided**

This Event Management Plan includes:

- Event overview and operational details
- Course information and map
- Traffic management approach (and Traffic Control Plan where required)
- Risk management approach
- Emergency and medical planning

## **Media Notification**

A media release will be issued prior to the event in accordance with Tasmanian Police requirements.



### **Supporting Documentation (if required)**

The following documents may be provided in support of this Event Management Plan:

- Course map (visual representation of route)
- Written course description (road sequence)
- Traffic Management Plan (TMP), where required by Tasmania Police
- Risk Register (where additional detail is required)

# Risk Register - AusCycling Road Cycling Events Template

## Background

The Risk Register is a template of for all the risks identified with road cycling events.

It includes details of a number of identified **risks**, the **risk treatment responses** which aim to reduce the risks, and the most appropriate person responsible for implementing the response. As each identified risk will vary in priority between events, it also allows the opportunity for organisers to **prioritise** risks for their event based on their **likelihood** and **consequences** using the 'Risk Classification – Reference Tables' provided.

The Risk Register has been developed to assist event organisers in the planning process. It is a valuable checklist that can also be used as the framework to developing an event specific Risk Management Plan.

The Risk Register is not a static document and it is recognised that new risks can be introduced, evolve or arise, and levels of risk can change over time this template should be customised for the circumstances of each event organiser..

## How to Use the Risk Register

**Step 1:** Identify the risks that apply to your event

**Step 2:** The likelihood and consequence of the risk will vary for each event. Rate the risk for your event (refer to the following 'Risk Classification – Reference Tables') prior to treatment controls being implemented and enter into the relevant columns of the risk register:

## Risk Classification - Reference Tables

### Measures of Likelihood

Descriptor	Description
Rare	The event or hazard: <ul style="list-style-type: none"> <li>may occur only in exceptional circumstances</li> <li>will probably occur less than once in 15 years</li> </ul>
Unlikely	The event or hazard: <ul style="list-style-type: none"> <li>could occur at some time</li> <li>will probably occur with a frequency of at least once in 10 years.</li> </ul>
Possible	The event or hazard: <ul style="list-style-type: none"> <li>should occur at some time</li> <li>will probably occur with a frequency of once in three years</li> </ul>
Likely	The event or hazard: <ul style="list-style-type: none"> <li>will probably occur in most circumstances</li> <li>will probably occur with a frequency of at least once a year.</li> </ul>
Almost certain	The event or hazard: <ul style="list-style-type: none"> <li>is expected to occur in most circumstances</li> <li>will probably occur with a frequency of more than once a year.</li> </ul>

### Measures of Consequence or Impact

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	<b>Insignificant</b> (no measurable operational impact)	< \$1000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	<b>Minor</b> (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr – 1 day	First aid treatment	Substantiated, low news profile	Minor damage	Minimal damage
3	<b>Moderate</b> (Substantial degradation of service, multiple service impact, managed by substantial management/intervention/outside assistance)	\$10 000 – \$50 000	1 day – 1 week	Medical treatment	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget
4	<b>Major</b> (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50 000 – \$150 000	1 week – 1 month	Extensive injuries	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify

5	<b>Catastrophic</b> (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150 000	> 1 month	Death, multiple deaths or permanent disablements	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify
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**Definitions:**

People = staff and the public

Property = Plant, equipment, buildings, intellectual property

**Risk Rating - 'Level of Risk'**

Consideration of both the **likelihood** and **consequence**

Consequence/Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Rare</b>	Low	Low	Low	Medium	Medium
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Possible</b>	Low	Low	Medium	High	High
<b>Likely</b>	Low	Medium	High	High	Extreme
<b>Almost certain</b>	Medium	Medium	High	Extreme	Extreme

**Step 3:** Prioritise the risks for your event on the basis of the Risk Rating

**Step 4:** Review the risk treatments in the 'Risk Response' column and confirm:

- The current controls in place for your event
- Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived)

**Step 5:** Nominate the person responsible for actioning each risk response

**Step 6:** Re-evaluate the likelihood and consequences of the risk after the treatment of risk and assign a risk rating (refer to the 'Risk Classification – Reference Tables' above). Enter into the relevant columns of the risk register. This 'Residual Risk Rating' will determine your management approach based on following table:

Residual Risk Rating	Required Treatment
Extreme risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
High risk	High priority, Event Organiser and Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
Moderate risk	Medium Risk, standard event practices endorsed subject to review by Event Organiser and Commissaire prior to implementation.
Low risk	Managed in accordance with the AusCycling Technical Regulations and normal event management practices.

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**Note:** It is recognised that the 'Risk Register' may not contain a complete list of all the risks and risk responses associated with road cycling events. It has been compiled as a central resource to assist in the identification and treatment of risks and is accessible to event organisers, officials and administrators. Event organisers should always conduct their own risk assessment involving a process of communication and consultation with all relevant stakeholders to ensure they have identified and managed all the risks associated with their event. Additional risks and risk responses identified (not included in the Risk Register) should be part of a final risk management plan.

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## Risk Register

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Likelihood	Consequence	Level of Risk			Likelihood	Consequence	Level of Risk
<b>Environment and Climate</b>								
Wet weather conditions prior to the event day pose a safety risk to participants	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Conduct course inspection prior to event and identify potential hazards (minimising if possible)</li> <li>- Provide instruction to event participants on potential hazards and safe riding techniques</li> <li>- If conditions warrant it, delay, postpone or cancel the event.</li> </ul>	Event Organiser  Chief Commissaire	Unlikely	Minor	Low
Wet weather on the event day creating a safety hazard and causing a disruption to the event	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- Provide shelter for competitors and officials</li> <li>- Provide instruction to event participants about safe riding techniques in adverse weather conditions.</li> <li>- All electrical equipment securely covered</li> <li>- Cancellation contingency for wet weather</li> <li>- Communication strategy to notify the competitors and public of any impacts on event programme</li> </ul>	Event Organiser  Chief Commissaire	Possible	Moderate	Medium
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- All infrastructure correctly weighted</li> <li>- All signage affixed to objects likely to shift from wind effect must be secured or weighted appropriately</li> <li>- Develop contingency plan for dismantling infrastructure that may be unsafe</li> <li>- Provide instruction to event participants about safe riding techniques in adverse weather conditions</li> <li>- Communication strategy to notify the public of any impacts on event programme</li> <li>- If conditions warrant it, delay, postpone or cancel the event</li> </ul>	Event Organiser  Chief Commissaire	Possible	Moderate	Medium
Excessive heat leads to heat stress and heat illness	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- AC Extreme Weather Policy in place for all events</li> </ul>	Event Organiser Chief Commissaire	Unlikely	Moderate	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Poor visibility creating a safety risk for participants and event personnel (e.g. fog, poor light)	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Event conducted during daylight hours</li> <li>- Conduct course inspection prior to event and identify potential hazards</li> <li>- Event personnel to wear fluorescent vests</li> <li>- Participants are required to have front and rear lights</li> <li>- All support vehicles to have headlights on</li> <li>- Provide instruction to event participants about safe riding techniques in poor visibility conditions</li> <li>- Lighting provided for outdoor evening events</li> <li>- If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event</li> </ul>	Event Organiser Chief Commissaire	Unlikely	Minor	Low
Bush fire creating a safety hazard and impacting on event	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Event scheduled during low risk bush fire season</li> <li>- Bush fire contingency plan developed for event in consultation with the relevant fire service and Police</li> <li>- Consultation with the relevant fire service and Police in case of potential impacting fire</li> <li>- First Aid officers on site at the event will have asthma inhalers</li> <li>- Fire extinguisher available and compliant to AS 1851</li> <li>- If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event</li> </ul>	Event Organiser Chief Commissaire	Unlikely	Minor	Low
Extreme weather creating a safety risk and causing a disruption to the event	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- Contingency plan developed for extreme weather</li> </ul>	Event Organiser Chief Commissaire	Unlikely	Minor	Low
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	Rare	Minor	Low	<ul style="list-style-type: none"> <li>- Conduct thorough site inspection and identify any potential hazards in risk assessment</li> <li>- Appoint a site manager for start and finish areas and feed stations</li> <li>- Supervise contractors during bump in and out</li> <li>- Brief Contractors as they come on site</li> <li>- Fence off areas where possible</li> <li>- Choose hard surfaces for parking areas where possible</li> <li>- Assess suitability of grassed parking areas after or during wet weather</li> </ul>	Event Organiser	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Inadequate waste management resulting in damage to reputation and/or injury	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Develop a waste management plan for start, finish areas, spectator areas and feed stations consistent with event scale and participant behaviour in liaison with waste contractor</li> <li>- Position bins for easy access during the event</li> <li>- All cable ties, damaged signage and other litter to be removed after use</li> <li>- Course and site inspections conducted before vacating event site</li> </ul>	Event Organiser	Rare	Insignificant	Low
Excessive noise resulting in public complaint and/or damage to reputation	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- Notification of event provided to local traders and residents</li> <li>- Speakers directed away from residential areas</li> <li>- PA communication restricted to necessary communication before 7am</li> </ul>	Event Organiser	Rare	Insignificant	Low
<b>Health and Safety</b>								
Cyclist has a serious health problem (e.g. heart attack, stroke, asthma attack)	Rare	Major	Medium	<ul style="list-style-type: none"> <li>- AC members must declare they are medically and physically fit to participate in cycling events and disclose any pre-existing medical or other condition as a condition of membership</li> <li>- First Aid Officers on site and contactable and accessible throughout the event</li> <li>- Emergency Response Plan in place</li> </ul>	Event Organiser	Rare	Minor	Low
Event Traffic Management personnel being hit by vehicles during setting up and dismantling of traffic management	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>- Traffic Management Company contracted to provide service</li> <li>- Shadow vehicle used to protect personnel</li> <li>- Staff to wear fluorescent vests</li> </ul>	Traffic Management Providers	Rare	Minor	Low
Event Personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>- Shadow vehicle with flashing amber light used to protect personnel</li> <li>- Event Personnel to wear fluorescent vests</li> <li>- Safe Work Method statement developed and briefing provided to personnel</li> <li>- Commence set up of infrastructure and signage after road closure or traffic control implemented</li> </ul>	Event Organiser	Unlikely	Minor	Low
Vehicles and event participants conflicting in car parking areas or at start and finish locations	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Parking plan developed for start and finish areas to minimize potential conflict between event vehicles and riders before and after the event</li> <li>- Rider Information Booklet requests event participants do not ride in vehicle parking bays</li> </ul>	Event Organiser	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Major	Medium			Unlikely	Minor	Low
Public vehicles and event participants conflict on course resulting in injury to participants				<ul style="list-style-type: none"> <li>- Consultation with event stakeholders including Police, the relevant road authority and the Chief Commissaire during event planning process</li> <li>- Traffic Management Plan (TMP) prepared by accredited traffic control contractor</li> <li>- Road closed to public traffic</li> <li>- Rolling road closure implemented by Police</li> <li>- Traffic controlled on the event course by accredited traffic controllers in accordance with the TMP</li> <li>- Ensure approved TMP is implemented</li> <li>- Courses open to traffic are selected with the goal of minimising the impact of traffic e.g. low traffic volumes roads, good visibility, wide roads, predominantly left hand turns etc.</li> <li>- Event warning signs displayed during the event</li> <li>- Signed lead and follow vehicles provide a warning to approaching traffic and protection for riders</li> <li>- Event warning signage erected in advance of event</li> <li>- Advance notification of event dates related by VMS units</li> <li>- Provide briefing and instruction to event participants on permit conditions and safe racing requirements</li> </ul>	Event Organiser Commissaire Traffic Management Contractor			
Event support vehicles conflicting with competitors resulting in injury				<ul style="list-style-type: none"> <li>- Event support vehicles under the direction of the Commissaire via radio contact</li> <li>- Police motorbikes to accompany the movement of vehicles within the race convoy</li> <li>- Rider feeding and service from moving vehicles is not permitted</li> <li>- Vehicles are required to adhere to road rules unless under the direction of the Police</li> <li>- All Follow vehicles must be less than 1.6m in height</li> <li>- Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist'</li> <li>- All convoy vehicle drivers briefed prior to event</li> <li>- Drivers are asked to remain a sufficient distance (4-10 car lengths) behind riders</li> <li>- All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy</li> </ul>	Event Organiser Chief Commissaire			

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Major	Medium			Rare	Minor	Low
Support vehicles conflicting with other vehicles or members of the public	Possible	Major	Medium	<ul style="list-style-type: none"> <li>- Event support vehicles under the direction of the Commissaire via radio contact</li> <li>- Police motorbikes to accompany the movement of vehicles within the race convoy</li> <li>- Support vehicles fitted with signage and flashing amber light</li> <li>- Support vehicles to remain in front or behind competitors only (unless in case of emergency)</li> <li>- Support vehicles to give way to moving traffic</li> <li>- Vehicles are to apply caution when approaching 'blind' corners and to choose safe sections of road and alert riders when overtaking</li> <li>- Vehicles are required to adhere to road rules unless under the direction of the Police</li> <li>- All Follow vehicles must be less than 1.6m in height</li> <li>- Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist'</li> <li>- All convoy vehicle drivers briefed prior to event</li> <li>- All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy</li> </ul>	Event Organiser Chief Commissaire	Rare	Minor	Low
Event participants injuring themselves by falling off their bicycles or crashing into each other	Possible	Major	Medium	<ul style="list-style-type: none"> <li>- Riders are graded or grouped appropriately in relation to skill and ability</li> <li>- Course approved by the relevant level Commissaire</li> <li>- Commissaire appointed to each grade/category</li> <li>- Riders responsibility to be familiar with the rules of racing (available on the AusCycling websites)</li> <li>- Provide briefing and instruction to event participants about safe riding techniques</li> <li>- Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint</li> <li>- Ensure appropriate length of road beyond the finish line for rider stopping</li> </ul>	Commissaire Handicapper Event Organiser	Possible	Moderate	Medium

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Moderate	Medium			Unlikely	Minor	Low
Event Participants crashing as a result of hazards or obstacles on the course	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Course approved by relevant level Commissaire</li> <li>- Course inspection to identify all hazards and obstacles and minimize where possible (e.g. sweep debris, indicate potholes etc.)</li> <li>- Safety signage deployed (where possible) to indicate hazards</li> <li>- Provide briefing to riders on potential hazards and obstacles</li> <li>- If warranted, race can be neutralised through areas of potential hazard</li> </ul>	Event Organiser Commissaire	Unlikely	Minor	Low
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc.	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Rider Information booklet and/or event website advises participants that it is their responsibility to ensure that their bike is kept in good working order</li> <li>- Bike check conducted prior to the event</li> </ul>	Event Organiser Commissaire	Possible	Moderate	Low
Participants suffering injury as a result of using illegal equipment	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Riders responsibility to be aware of the rules of competition (available on the AusCycling)</li> <li>- Rules enforced by Commissaires</li> <li>- Bike and helmet checks conducted by officials</li> </ul>	Commissaire	Rare	Minor	Low
Grade or group of participants is too large for the course / venue increasing the risk of crashes	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Course approved by relevant level Commissaire</li> <li>- Reduce or limit participant numbers per grade or group as appropriate for the event course</li> </ul>	Chief Commissaire, Handicapper	Unlikely	Minor	Low
Skill, age or fitness level of participants too low for the course or conditions causing participant to be a risk to themselves or others	Rare	Moderate	Medium	<ul style="list-style-type: none"> <li>- Courses are approved by the appropriate level Commissaire in relation to the level of event</li> <li>- AusCycling junior distance restrictions will apply</li> <li>- Provide briefing to riders on safe riding practices in relation to course conditions</li> <li>- New riders are identified and assessed prior to event</li> <li>- If conditions warrant it, modify the course (subject to modifications meeting permit conditions) or delay, postpone or cancel the event</li> </ul>	Commissaire Handicapper	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Moderate	Medium			Rare	Minor	Low
Skill, age or fitness level of participant not comparable with their nominated Grade or Group causing participant to be a risk to themselves or others	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Riders are required to be AusCycling Members.</li> <li>- Events are graded or handicapped by a club/State/Territory handicapper</li> <li>- AusCycling junior distance restrictions will apply</li> <li>- New riders are identified and assessed prior to event.</li> </ul>	Commissaire Handicapper	Rare	Minor	Low
Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications	Possible	Major	Medium	<ul style="list-style-type: none"> <li>- Riders responsibility to be familiar with the rules of racing</li> <li>- Riders are distinguished by a racing number</li> <li>- Race rules detailed on website and Rider Information booklet</li> <li>- Pre-race briefing details race rules and conditions</li> <li>- Non-compliant competitors face warning, disqualification and/or fine issued by race officials</li> <li>- Racing stopped in cases of ongoing offenders</li> </ul>	Event Organiser  Commissaire	Unlikely	Minor	Low
Support vehicles not complying with event rules and requirements resulting in accident, injury, damage to reputation, financial and/or legal implications	Unlikely	Major	Medium	<ul style="list-style-type: none"> <li>- Rules and requirements established in consultation with Chief Commissaire, Police and other relevant authorities</li> <li>- All convoy vehicle drivers briefed prior to event</li> <li>- Registration numbers of official vehicles provided to Police</li> <li>- Instructions for rider support vehicles provided in Rider Booklet</li> <li>- All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy</li> <li>- Commissaires in radio contact with convoy vehicles</li> <li>- Offending vehicles can be removed from event convoy</li> <li>- Riders associated with offending vehicles can face warning, disqualification and/or fine issued by race officials</li> </ul>	Event Organiser  Chief Commissaire	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Unexpected adverse traffic conditions (which may vary during the event) pose a safety risk to participants	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Chief Commissaire and Race Director able to be contacted by radio and/or mobile phone</li> <li>- Consult with traffic management provider</li> <li>- Modify the course distance (subject to modifications still meeting with approvals from relevant authorities) or neutralize the relevant section of the event</li> <li>- If conditions warrant it, delay, postpone or cancel the event.</li> </ul>	Commissaire Race Director	Rare	Minor	Low
Grades or categories of riders merge, overlap or overtake each other causing riders to crash or conflict with vehicles	Possible	Major	Medium	<ul style="list-style-type: none"> <li>- Commence graded races in order of fastest to slowest when completing the same course</li> <li>- Apply a time gap between grades or categories to minimise risk of groups overlapping</li> <li>- Limit group sizes in accordance with the nature of the course</li> <li>- Should the situation of merging grades or categories occur, plan to neutralize the slower moving group until the faster group has passed</li> <li>- Ensure appropriate traffic management has been implemented to cater for the possibility of a large group on the road</li> </ul>	Event Organiser Commissaire	Possible	Minor	Low
Individual riders or teams in a time trial event merge causing riders to crash or conflict with vehicles	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>- Drafting not permitted in individual and team time trials</li> <li>- Provide briefing and instruction to event participants on drafting and overtaking rules</li> <li>- Officials on course to police drafting rule</li> <li>- Riders are seeded from the fastest to the slowest and started in reverse order</li> <li>- Time gaps between starts for riders are applied to minimise the likelihood of passing</li> </ul>	Event Organiser Chief Commissaire	Rare	Minor	Low
Riders take advantage from, or contribute to, another grade or race category potentially creating a safety risk and/or affecting the outcome of the race	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Riders are not permitted to join another grade or race category and briefing provided</li> <li>- Grades and categories distinguished by different colour numbers or range of numbering</li> <li>- Commissaire appointed to each race category or grade</li> </ul>	Commissaire Event Organiser	Rare	Insignificant	Low
Participant going the wrong way on the course or venue causing risk to others or risk of getting lost	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Event course made available to all participants pre-race.</li> <li>- Provide concise pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity</li> <li>- Ensure lead vehicle driver is aware of the course</li> </ul>	Event Organiser  Commissaire	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Feed stations positioned inappropriately causing participants to crash	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Ensure that feed station location is situated on a flat or uphill section with high visibility, and sufficient width and length for participants to manoeuvre</li> <li>- Ensure all rider feeding is conducted on the left hand side of the road</li> </ul>	Event Organiser	Rare	Insignificant	Low
Feed station staff or rider feeders conflict with event participants causing injury	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Ensure that feeders remain on the left hand side of the road behind the white line</li> <li>- Feed station staff briefed on rider feeding procedures</li> <li>- Feeding instructions detailed in the Rider Information Booklet</li> </ul>	Event Organiser	Rare	Insignificant	Low
Participants are left stranded on the course	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Event finishers are checked against starting list</li> <li>- All riders are briefed on handing their numbers in to the Commissaire if they abandon the event</li> <li>- All riders have electronic transponders on their bike for timing and recording purposes</li> <li>- Ensure that the driver of the sweep vehicle (if available) is briefed on remaining behind the last rider in the race and they pick up any participants (or advise of their location) who are unable to complete the event</li> <li>- Sweep vehicle in communication contact with Commissaire and Event Organiser</li> <li>- Additional vehicles available to transport stranded riders</li> </ul>	Event Organiser  Commissaire	Rare	Insignificant	Low
Volunteers are left stranded on the course	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Event marshals in contact by two way radio</li> <li>- Volunteers provided with transport to and from remote sites</li> <li>- Sweep Vehicle to drive course and advise marshals that last rider has passed their station</li> <li>- Volunteers required to check in with Event Manager when returned from event duty</li> </ul>	Event Organiser	Rare	Insignificant	Low
First Aid inadequate for the event	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider</li> <li>- First Aid Officers in contact by two way radio</li> </ul>	Event Organiser	Rare	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Delayed or inappropriate response to medical emergency results in serious injury/death	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Event Accident/Incident (Emergency) Plan in place</li> <li>- First Aid Officers on site and in contact by two way radio</li> <li>- Local hospital made aware of the event</li> <li>- Event marshals briefed on procedure if Emergency Vehicles need to access site</li> </ul>	Event Organiser	Unlikely	Minor	Low
Emergency vehicle access restricted or difficult	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Emergency services made aware of the event and road closure schedules</li> <li>- Routine emergency services routes identified</li> <li>- Alternate Emergency Service vehicle access identified in Traffic Management Plan</li> <li>- Adequate communication system in place to alert event staff and participants of emergency vehicle access</li> <li>- Procedure in place to remove/restore barriers for emergency vehicle access</li> </ul>	Event Organiser	Rare	Insignificant	Low
Cyclists conflicting with dogs or other animals causing injury or distress	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Seek approval to conduct event with local Council</li> <li>- Advise Council Ranger (if relevant)</li> <li>- Advise local residents of event and request that dogs be contained</li> <li>- Dogs sighted to be not on leads reported to Event Organiser</li> <li>- Lead vehicle to report animals on road to Chief Commissaire</li> <li>- Chief Commissaire to neutralise race, if necessary</li> </ul>	Event Organiser Chief Commissaire	Unlikely	Minor	Low
Exposure to the sun results in sunburn to competitors, spectators or staff	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>- Provide UV protection, hats and shaded areas</li> <li>- Volunteers given sunscreen, water and advised to wear sunglasses and a hat</li> <li>- Provide adequate supply of drinking water</li> <li>- Competitors and event staff briefed on protection from the sun</li> <li>- All event staff to undergo OH&amp;S induction briefing</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Participants crashing when attending spares vehicles are blocking the road	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- All riders are briefed on the procedure (hand in the air, dropping to the rear of the field and stopping on the left hand side of the road) if they suffer a puncture and require a spare wheel from the Spares Vehicle.</li> <li>- Ensure that the Spares Vehicle drivers and support have read the 'Lead and Follow Vehicle Procedures Checklist' and have been briefed on their role.</li> </ul>	Commissaire Race Director	Rare	Insignificant	Low
Vehicles crashing into riders, oncoming vehicles or being forced off the road in the process of attempting to pass riders and official follow vehicles on open roads.	Possible	Catastrophic	Medium	<ul style="list-style-type: none"> <li>- 'Rider Information Booklet' contains details on rider support vehicle procedures (approved by police).</li> <li>- Commissaire vehicle to warn riders of vehicles overtaking from behind</li> <li>- Vehicles to follow directions of Police when overtaking event convoy</li> <li>- Provide deviations for support vehicles (where possible)</li> </ul>	Event Organiser  Commissaire	Unlikely	Minor	Low
Riders crashing as a result of outrider motorbikes converging into race when they have insufficient room to pass when manoeuvring up and down the peloton	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>- Motor bike riders are briefed on their role and asked to select safe stretches of road and alert riders of their presence when intending to ride beside the peloton</li> <li>- Riders are briefed on remaining to the left when they are alerted by the motorbikes</li> </ul>	Commissaire Race Director	Rare	Insignificant	Low
Motorbike pillion passengers (e.g. camera operators) suffering injury as a result of falling from the motorbike	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Pillion passengers briefed on safety procedures</li> <li>- Any motor cycle carrying a pillion passenger facing rearwards for the purpose of filming the event shall: <ul style="list-style-type: none"> <li>• Be fitted with special sitting apparatus to accommodate the camera operator</li> <li>• Have the motor cycle and apparatus inspected and approved by the state/territory department for Roads with a permit issued</li> <li>• Carry a copy of the permit to be produced to any member of the Police Service on request.</li> <li>• Use a permit that has been granted for this particular event only</li> </ul> </li> </ul>	Contractors Event Organiser	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Rare	Moderate	Low			Rare	Insignificant	Low
Riders conflicting with support vehicles when sprinting for the finish line.	Rare	Moderate	Low	- All vehicles are diverted away from the finishing straight in accordance with the Traffic Management Plan.	Event Organiser	Rare	Insignificant	Low
Riders crashing into spectators or members of the public	Possible	Major	Medium	<ul style="list-style-type: none"> <li>- Barrier fencing provided in areas of increased spectators before and after the finish line (at least 75m before and 50m after for cat 2 events and above)</li> <li>- Designated pedestrian crossing points to be manned by event staff briefed in crossing procedure</li> <li>- Directional signage leading to crossing points</li> <li>- Event commentator advises spectators of approaching riders</li> <li>- Security and/or Police in place to restrain crowd</li> <li>- Avoid distributing sponsor advertising material that could impede riders e.g. clapping hands</li> </ul>	Event Organiser	Unlikely	Minor	Low
Riders crashing into event signage or barriers causing injury	Rare	Minor	Low	<ul style="list-style-type: none"> <li>- Ensure event signage and barriers are positioned in accordance with site and signage plans</li> <li>- Ensure signage on course is located off the side of the road</li> <li>- Ensure signage and barriers do not have sharp protrusions</li> <li>- Ensure that barriers and signage is secured</li> <li>- Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint</li> </ul>	Event Organiser	Rare	Insignificant	Low
Participants are physically distressed as a result of the demands of the course	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>- Course map and profile are provided prior to the event for participants.</li> <li>- Riders advised to have support crew for the event</li> <li>- CA Heat Policy in place for all events</li> <li>- Sweep/follow vehicle is available to pick up participants who are unable to complete the event.</li> <li>- First Aid Officers available at the event</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Minor	Low			Unlikely	Minor	Low
Participants become dehydrated or do not have enough nutrition during the event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Competitors advised to carry adequate fluid and nutrition (event website, Rider Information Booklet and pre-race briefing)</li> <li>- CA Heat Policy in place for all events</li> <li>- Feed and drink stations provided at nominated locations</li> <li>- Neutral water stations provided at nominated locations</li> <li>- Mobile motorbikes to provide nutrition and water at nominated locations</li> </ul>	Event Organiser	Unlikely	Minor	Low
Officials, event staff or volunteers become dehydrated or do not have enough nutrition for the event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Ensure that water is available for officials, event staff and volunteers</li> <li>- Ensure that all official event vehicles are stocked with water and nutrients</li> <li>- Ensure food is available for event duties exceeding 3 hours</li> <li>- CA Heat Policy in place for all events</li> </ul>	Event Organiser	Unlikely	Minor	Low
Broken glass or dangerous containers provide a hazard to riders, vehicles, spectators and supporters	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Glass or any other dangerous containers are prohibited for rider feeding (Event Website, Rider Information Booklet)</li> </ul>	Event Organiser	Unlikely	Minor	Low
Pedestrians or cyclists conflicting with vehicles when accessing course causing injury	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Select access to course that does not involve potentially dangerous road crossings</li> <li>- If the event parking or base is a long way from the course, the route should be clearly indicated by suitable signs or maps (information sheets or programs)</li> <li>- Major road crossings should be manned by event marshals in fluorescent vests</li> <li>- Traffic controllers or police can be used in exceptional circumstances</li> </ul>	Event Organiser	Unlikely	Minor	Low
Lifting excessive or awkward loads resulting in musculo-skeletal injury	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Set Up Crew briefed on manual handling techniques</li> <li>- Use appropriate number of crew to lift object</li> <li>- Use trolleys or wheeled cases to transport heavy equipment</li> </ul>	Event Organiser Event Staff	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Exposure to live electrical leads or switches resulting in electrocution	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- All outlets to be considered live unless disproved</li> <li>- Live points to be isolated and lockout tagged and standard checks undertaken before making equipment live</li> <li>- No equipment to be used that appears badly maintained or damaged</li> <li>- All leads laid on the ground to be protected with matting</li> <li>- All portable electrical equipment already tested and tagged and current in accordance with AS 3760</li> <li>- Power cords to be removed from the live supply prior to location, relocation or extraction</li> </ul>	Event Organiser Event Staff	Unlikely	Minor	Low
Use of generators creates risk of electrocution, burns, fire or injury	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- All portable electrical equipment already tested and tagged and current in accordance with AS 3760</li> <li>- Event generators to be protected by suitable barriers</li> <li>- No hot refuelling of generators to take place</li> <li>- No spare fuel to be stored in the proximity of the generator</li> <li>- Power cords to be removed from the live supply prior to location, relocation or extraction</li> </ul>	Event Organiser	Unlikely	Insignificant	Low
Electrical leads causing a trip hazard	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- All leads laid on the ground to be protected with matting</li> <li>- Leads to be located in areas away from pedestrian traffic (wherever possible)</li> </ul>	Event Organiser	Unlikely	Minor	Low
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- Establish participant numbers and expected attendance numbers</li> <li>- Ensure appropriate number of accessible toilets</li> <li>- Monitor, clean and re-stock toilets on the day</li> </ul>	Event Organiser	Rare	Insignificant	Low
Emergency evacuation causing disruption or cancellation of event, damage to reputation, financial impact or legal impact	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Emergency Response Plan in place</li> <li>- Establish evacuation plan for each site with Police</li> </ul>	Event Organiser	Rare	Insignificant	Low
Barriers being moved resulting in injury or damage of property or equipment	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Traffic barriers installed by traffic management company</li> <li>- Water barriers filled by water truck</li> <li>- Security and/or Police on site</li> </ul>	Contractors Event Organiser	Rare	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Patrons or event personnel under the influence of alcohol or drugs exhibit behaviours that damage the reputation of the event, damage property or cause injury	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Alcohol only served in compounds managed by event approved licenced contractors</li> <li>- Security monitoring crowd behaviour</li> <li>- No event staff, volunteers or contractors to be under the influence of alcohol or drugs while working</li> <li>- Shuttle bus service provided</li> <li>- Public transport services available</li> </ul>	Event Organiser	Rare	Insignificant	Low
<b>Production and Infrastructure</b>								
Podium stage collapsing resulting in injury or damage of equipment	Rare	Insignificant	Low	-Set up crew check stage to ensure that it can support people and equipment	Contractor	Rare	Insignificant	Low
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- Ensure that barriers, signage and gantry are secured</li> <li>- Use sand bags as an alternative rigging method</li> <li>- Ensure gantry is erected by a qualified event staff or contractors</li> </ul>	Event Organiser Contractors Event Staff	Rare	Insignificant	Low
Signage difficult to read or understand	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Safety signage to be an appropriate size and clarity to be easily understood</li> <li>- Signage to be erected in a location with clear visibility for approaching traffic and/or event patrons</li> </ul>	Contractors Event Organiser	Rare	Insignificant	Low
Timing equipment malfunction	Possible	Insignificant	Low	<ul style="list-style-type: none"> <li>- Test timing system prior to event day</li> <li>- Ensure power supply in place for timing equipment and laptop computer</li> <li>- Ensure that back up stopwatches are in place</li> </ul>	Event Organiser	Unlikely	Insignificant	Low
Inadequate bump in time results in risks and hazards not being addressed	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Prepare 'run sheet' for event detailing the tasks, timeline and person responsible</li> <li>- Organise enough time for bump in and briefing of crew</li> </ul>	Event Organiser	Unlikely	Minor	Low
Road closure/opening implemented late impacting on the event and damaging reputation	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Schedule of road closures and reopening agreed upon by key stakeholders and adhered to</li> <li>- Traffic controllers to enforce total road closures and isolation of car parks for peloton and race progress</li> </ul>	Contractors	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Unlikely	Moderate	Low			Unlikely	Minor	Low
Insufficient or incorrectly positioned signage on course	Unlikely	Moderate	Low	<ul style="list-style-type: none"> <li>- Adequate informational and safety signage deployed to satisfy operational needs and identified hazards</li> <li>- Traffic Management plan and signage plan approved by local Shire, Main Roads and Police</li> <li>- Copy of plans provided to event set up personnel and available at event control centre</li> <li>- Pre-event course inspection conducted</li> <li>- Event marshals in contact by two way radio</li> <li>- Theft or damage of deployed signage to be reported immediately to the Event Organiser</li> </ul>	Event Organiser	Unlikely	Minor	Low
Existing signage contradicted on course	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Standing municipal signage to be covered or removed where contradicted by event signage for the duration of the event</li> <li>- Incorrect or contradictory signage to be reported and replaced immediately</li> </ul>	Contractors Event Organiser	Rare	Insignificant	Low
Event signage and devices being lost or stolen as a result of being left on course resulting in financial implications and/or affecting future operations	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- Event personnel assigned to collect signage</li> <li>- Audit of event signage conducted at the conclusion of the event</li> <li>- Post event course inspection conducted for forgotten infrastructure</li> <li>- Theft or damage of deployed signage to be reported immediately to the Event Organiser</li> </ul>	Event Organiser	Rare	Insignificant	Low
Event support vehicle breaks down impacting on the event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Ensure all vehicles have sufficient fuel for the duration of the event</li> <li>- All vehicles in communication contact with the Commissaire</li> <li>- Use reliable vehicles wherever possible</li> <li>- Develop contingency plan</li> <li>- Vehicles equipped with sets of triangle signs which shall be displayed in the event of breakdowns</li> </ul>	Event Organiser	Unlikely	Minor	Low
Insufficient power access to meet the demands of the event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Confirm location and the number of power supply outlets for event site/s</li> <li>- Obtain requirements from contractors and staff</li> <li>- Provide details of requirements to local council</li> <li>- Provide portable generators (if required)</li> <li>- Ensure that the appropriate length extension cords are available</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Communications breakdown due to phone or radio network failure	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Test the strength of radio and phone networks prior to event</li> <li>- Signal relays in place to ensure signal coverage</li> <li>- Use of satellite phones where required</li> <li>- Spare batteries and headsets ordered</li> <li>- Correct radio communication protocols explained to all radio users at briefing</li> <li>- Establish responsibilities and chain of command</li> <li>- Develop contingency plan</li> </ul>	Event Organiser	Unlikely	Minor	Low
Two way radio channel list is not communicated to event personnel	Rare	Minor	Low	<ul style="list-style-type: none"> <li>- Channel listing issued to all radio users</li> </ul>	Event Organiser	Rare	Insignificant	Low
Insufficient two way radios for key stakeholders	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Two way radio requirements calculated and provided to radio supplier in advance</li> <li>- List of radio allocation and distribution to be kept</li> <li>- Event radios made available to emergency services contacts, first aid and other key external stakeholders</li> </ul>	Event Organiser	Unlikely	Minor	Low
Complaints by local residents are damaging to reputation of the event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Notification of event to be provided to local residents prior to event</li> <li>- Event notification signage to be erected at least two (2) weeks prior to event</li> <li>- Details of event and road closure given to local media prior to event</li> <li>- Advance notification of road closures and special event dates related by VMS units placed in advance of event</li> </ul>	Event Organiser	Unlikely	Insignificant	Low
Complaints by the general public are damaging to the reputation of the event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Riders are prohibited from urinating in public areas, littering and using foul language</li> <li>- Rider information booklet details the penalties for offenders</li> <li>- Ensure adequate amenities and waste bins are in place</li> <li>- Riders are required to wear a helmet, at all times, when riding on the road and offenders will face penalties</li> </ul>	Event Organiser Commissaires	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Authorities and cycling organisations engaged in the planning process for the event</li> <li>- New hazards that arise during the event will be subject to risk assessment and incorporated into the risk management plan</li> <li>- De-brief meeting conducted with event stakeholders</li> <li>- Event Report completed by Event Manager within 14 days of event</li> <li>- Commissaires Report completed by Chief Commissaire within 14 days of event</li> </ul>	Event Organiser  Chief Commissaire	Rare	Insignificant	Low
External emergency impacts on event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Adequate communication systems in place to allow alarm to be raised by an outside source</li> <li>- Emergency Services aware of event</li> <li>- Event Organisers in constant communication with Emergency Service Providers</li> </ul>	Event Organiser	Unlikely	Minor	Low
Road works impact on event leading to disruption of event or injury	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>- Local council and/or State/Territory road authority consulted in planning process</li> <li>- Course inspection conducted prior to event</li> <li>- Impact of ongoing road works assessed in relation to event</li> <li>- Riders briefed on potential hazards or obstacles</li> <li>- Support vehicles advised of potential hazards or obstacles</li> <li>- Safety or warning signage deployed where required</li> <li>- If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event</li> </ul>	Event Organiser	Unlikely	Minor	Low
Course invasion by spectators impacts on event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Crowd control barriers provided in areas of high spectator numbers e.g. start and finish areas, KOM/QOM points</li> <li>- Police presence at event</li> <li>- Security to monitor crowd behaviour</li> <li>- Alcohol served in event approved venues by qualified staff</li> </ul>	Event Organiser	Unlikely	Minor	Low
Hazards placed on course by members of the public impacts on the event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Course inspection conducted prior to event</li> <li>- Communication strategy in place</li> <li>- Vehicles available to transport stranded riders</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Car parking over-crowding causes distress, damages reputation and/or impacts on event	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>- Designated parking provided for event officials and VIP's</li> <li>- Parking plan developed for event site</li> <li>- Separate car parking for spectators with overflow areas agreed</li> <li>- Separate parking for event contractors and heavy vehicles</li> <li>- Advance warning signage indicates closure of parking bays for event</li> <li>- Illegally parked cars reported to council</li> <li>- Shuttle bus service organised to transport event patrons</li> <li>- Public transport services advertised</li> </ul>	Event Organiser	Rare	Insignificant	Low
Traffic Management plan not implemented before start or arrival of riders and impacting on event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Schedule for implementation of traffic management plan developed and adhered to</li> <li>- Confirmation sought from providers prior to start or arrival of event</li> <li>- If necessary, delay, postpone or cancel the event</li> </ul>	Event Organiser Contractors Chief Commissaire	Unlikely	Minor	Low
Inadequate facilities for people with disabilities damages reputation of event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Allocate close parking facilities for disabled patrons</li> <li>- Ensure specifically designed toilets available</li> <li>- Ensure provision of ramps where required</li> </ul>	Event Organiser	Unlikely	Minor	Low
Lost child/adult leading to distress, panic or injury	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Develop procedure for dealing with a lost person and include in Event Management Plan and staff briefings</li> <li>- Establish 'lost child' location on site</li> <li>- Allocated event staff to have current Working With Children (WWC) card or equivalent</li> <li>- Temporary lighting provided at conclusion of outdoor evening events</li> </ul>	Event Organiser	Unlikely	Minor	Low
Police, State/Territory Department for Roads or local council express concerns about the operation of the event on the day damages reputation	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- All relevant authorities engaged in the planning process</li> <li>- Copies of all permits available at the event</li> <li>- All requirements contained in the permits are adhered to</li> <li>- Contact number for event organiser provided to authorities</li> </ul>	Event Organiser	Unlikely	Minor	Low
Inappropriate or uninformed comments to media and/or authorities damages reputation of the event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Event spokesperson nominated</li> <li>- All media and authority enquiries to be directed through spokesperson</li> <li>- All event staff and volunteers advised of protocol</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
<b>Security</b>								
Security issue resulting in disruption of event, damage to equipment/infrastructure or injury	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Develop security plan in consultation with Police</li> <li>- Establish secure area for valuable equipment</li> <li>- Security contractor on site to monitor crowd behaviour and protect equipment</li> </ul>	Event Organiser	Rare	Insignificant	Low
Loss of property resulting in damage to reputation, legal implications or financial implications	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Establish secure area for valuable equipment including wheels in spares vehicles</li> <li>- Appoint site manager for start and finish areas and feed stations</li> <li>- Receipt ticket provided for spare wheels (used to reclaim wheels)</li> <li>- Note made of riders receiving spare wheels during race</li> <li>- Security and/or Police on site</li> </ul>	Event Organiser	Unlikely	Minor	Low
Inadequate crowd management leading to disruption of event or injury	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Develop crowd management plan in consultation with security contractor and Police</li> <li>- Security to monitor the crowd behaviour and secure areas</li> <li>- Barrier fencing erected in crowded areas e.g. start and finish areas</li> <li>- Event warning signs displayed on public thoroughfare at entry to site</li> <li>- Pre-event communication to public on site conditions of entry e.g. no BYO alcohol</li> </ul>	Event Organiser	Rare	Insignificant	Low
Theft of cash	Rare	Insignificant	Low	<ul style="list-style-type: none"> <li>- Event personnel handling cash are not located alone</li> <li>- Remove cash periodically to a more secure area</li> <li>- Radios or mobile phones allocated to personnel handling cash</li> <li>- Utilize electronic entry systems</li> <li>- Security on site</li> </ul>	Event Organiser	Rare	Insignificant	Low
<b>Financial</b>								
Budget blow out damaging to reputation and resulting in need to downscale event	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Regular budget review at planning meetings</li> <li>- Agreed budget established in advance</li> <li>- Contingency confirmed in budget</li> <li>- Confirmed costing's in writing</li> </ul>	Event Organiser	Unlikely	Minor	Low
Sponsor fails to meet sponsor obligations resulting in damage to reputation and financial impact	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Develop sponsor agreement letter signed by both parties</li> <li>- Maintain regular contact with sponsors in planning stages</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event Organiser fails to meet obligations for sponsors resulting in damage to reputation, legal and financial impact	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Develop sponsor agreement letter signed by both parties</li> <li>- Maintain regular contact with sponsors in planning stages</li> <li>- Contractual obligation reflected in site plans and run sheets</li> <li>- Ensure all event personnel and volunteers are briefed on sponsor rights at the event</li> </ul>	Event Organiser	Unlikely	Minor	Low
Ambush marketing resulting in damage to reputation and financial loss to sponsors	Choose an item.	Choose an item.	Choose an item.	<ul style="list-style-type: none"> <li>- Event Manager on site to confirm what is officially endorsed sponsorship on site</li> <li>- Security officer on site</li> <li>- Police on site</li> </ul>	Event Organiser	Choose an item.	Choose an item.	Choose an item.
Riders using performance enhancing drugs damage the reputation of the event	Choose an item.	Choose an item.	Choose an item.	<ul style="list-style-type: none"> <li>- Event conducted under the auspices of AusCycling</li> <li>- AusCycling promotes a 'zero tolerance' to doping</li> <li>- AusCycling has its own anti-doping policy consistent with the World Anti-Doping Agency (WADA)</li> <li>- Asthma and therapeutic use exemption policies in place</li> <li>- Riders responsible for their own fluid and nutrition</li> <li>- All riders can be subject to testing</li> </ul>	AusCycling	Choose an item.	Choose an item.	Choose an item.
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>- Event Approvals attained from relevant authorities e.g. police, local council, main roads department</li> <li>- Event sanctioned by AusCycling</li> <li>- Certificate of currency obtained from AusCycling</li> <li>- All competitors are AusCycling members</li> <li>- Officials, convoy drivers, and event organising committee are all current members of AusCycling</li> </ul>	Event Organiser	Unlikely	Minor	Low
Key stakeholders and contractors do not have appropriate insurance cover leading to legal/financial implications and damage to reputation	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- All key stakeholders and contractors to have acceptable levels of effective public liability and Workcover insurance in place and on record</li> <li>- All contractors employing sub-contractors are responsible for ensuring that their sub-contractors have relevant insurance and OHS documentation in place</li> </ul>	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event coincides with another major cycling event or event of a similar nature affecting entry numbers	Choose an item.	Choose an item.	Choose an item.	<ul style="list-style-type: none"> <li>- Review event calendars on AusCycling website</li> <li>- Select date that does not conflict with major events</li> <li>- Confirm with local shire that date is free from other major events</li> </ul>	Event Organiser	Choose an item.	Choose an item.	Choose an item.
<b>Human Resources</b>								
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	Choose an item.	Choose an item.	Choose an item.	<ul style="list-style-type: none"> <li>- Establish roles and responsibilities for event staff and volunteer positions</li> <li>- Assign personnel to each position</li> <li>- Distribute event documentation (e.g. event management plan, run sheets, site maps etc.) to relevant staff</li> </ul>	Event Organiser	Choose an item.	Choose an item.	Choose an item.
Volunteers and staff unaware of event responsibilities or do not have sufficient training or experience	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Volunteers and event staff assigned to positions on the basis of skill and experience</li> <li>- Volunteers and event staff supervised by Event Manager</li> <li>- Briefing and instruction provided on roles and responsibilities</li> <li>- Volunteers not to be engaged in high risk work</li> <li>- Volunteers not to be rostered for excessive hours</li> </ul>	Event Organiser	Unlikely	Minor	Low
Volunteers fail to attend the event	Possible	Minor	Low	<ul style="list-style-type: none"> <li>- Volunteers engaged throughout event planning process</li> <li>- Contingency Plan in place</li> </ul>	Event Organiser	Unlikely	Minor	Low
<b>Traffic and Transport</b>								
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Local residents/businesses notified of road closures</li> <li>- Traffic Management Plan developed by accredited traffic management company in liaison with stakeholders</li> <li>- Traffic controllers provided at critical points and times</li> <li>- Police escort to provide rolling road closure</li> <li>- Liaison with public transport providers in planning stages</li> <li>- Advise freight companies that may be affected by event</li> </ul>	Event Organiser	Unlikely	Minor	Choose an item.



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Public transport providers, taxi's and/or bus services unaware of event impacting on event and damaging reputation	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Consult with public transport and taxi operators in traffic management plan preparation</li> <li>- Advise all public transport providers, bus services and taxi services likely to be affected by the staging of the event at least two weeks prior to the event</li> <li>- Event notification signage erected at least two weeks prior to the event</li> </ul>	Event Organiser	Rare	Insignificant	Low

**PRINT: A3**

# Traffic Diagram - Bothwell Road Race - Cycling event

Ref: 8377 - Bothwell

## Legend

-  Cycle Route - 6 Laps
-  Marshall Locations

- NOTES:**
- Affiliated/ aligned with AusCycling rules and regulations.
  - Event vehicles to display 'vehicle mounted, flashing lights'
  - Approx. 50 Starters.
  - Groups of approx. 10 cyclists at a time.
  - Approx. 11km per loop.
  - From 13-65 years of age.
  - Start/ Finish outside Council Chambers in Alexander Street

**Lead/ Tail Vehicle Notes:**

- Ensure that the Yellow Flashing Light are turned on and working.
- The display of approved "Caution Cyclists Following" Signage
- Means of Communicating throughout the race with Commissaires.
- Traffic laws are to be obeyed at all times


**Lead Vehicle Notes:**

- Carry a "Red Flag" to neutralise the event in case of hazards or obstacles
- The lead distance to be ideally 50-100 metres in front of the lead rider of the Race/Grade
- This distance is to be increased on the approach to corners, roundabouts or steep descents as riders do not slow down through corners and speed up significantly when going downhill.
- At an intersection, if for some reason there are cars on the course blocking your passage, do not attempt to pull around traffic unless it can be done without impeding the flow of the Peloton. If necessary, pull towards the centre of the road and leave sufficient space on the side of the road for riders to pass
- If the Race/Grade that you are leading is caught by a faster race/grade drive further ahead of the Combined group. Once there is sufficient gap between the 2, pull off to the side of the road and wait for the faster race/grade to pass before moving back into position in the lead of your allocated race/grade.
- Increase your speed approaching the Finish Line, as riders will generally be sprinting
- Drive well beyond the Finish Line before slowing the vehicle and pulling over to the side of the road at the end of the event.

**Tail Vehicle Notes:**

- Vehicle should be a minimum distance that allows for your re-action (usually 7/10th of a second) plus the vehicles safe braking ability behind your allocated group (App 4-10 car lengths)
- The Tail Vehicle of the race must always stay behind the last Bunch, not rider. Once a rider drops more than 100 metres behind the bunch, pull up alongside, ask are they OK, if Yes, explain that they are now on their Own, but take note of their number so that they can be accounted for at the finish.
- The distance between the Lead/Breakaway and the Scratch/Peloton should be checked regularly.
- Blatant breaches of the Traffic Act e.g. intentional riding across double white lines.
- In case of accident, ensure riders have First Aid attention before continuing

**1** Placed 50m prior to Alexander Street




Market Place

**2** Placed 200m prior to Nant Lane



Highland Lake Road

**3** Eight (8) Locations



**4** Four (4) Locations

**CYCLISTS**

**TURN**

**AHEAD**



**5** Three (3) Locations

**CYCLISTS**

**KEEP**


**LEFT**



**3. Event Schedule**

The event schedule outlines the key operational timings for the delivery of the event. This schedule is subject to change and will be finalised prior to the event.

Time	Activity	Location
10am	Course Setup	Course as laid out
10:45am	Registration / Sign on	Alexander st
11:45am	Junior Race Start	Alexander St
12pm	Senior Race Start	Alexander St
2:30pm	Racing Concludes	Alexander St
3:00pm	Pack down	AS ABOVE



**TRAFFIC MANAGEMENT FOR :- Cycling Event**

Type of Control: Motorist Awareness Signage

Traffic Diagram


Prepared By: David Smith

Cert. No. 0899

**CONTACT DETAILS:**

- Andrew Daly

- 0499 834 015



hobart wheelers  
dirt devils inc.  
cycling club

**Traffic Guidance Obtained From:** AS1742.3-2019 & AGTMM Part 10 (Also Part 3) - NON STATIC EVENT



## **TRAFFIC DISRUPTION**

On Saturday 13<sup>th</sup> of June 2026 the Hobart Wheelers Cycling Club “Bothwell Road Race” will take place. To facilitate the event, and in accordance with section 56A of the Vehicle and Traffic Act 1999, Tasmania Police have approved use of the following roads between 11:00am and 3:30pm:

- Alexander St – Dennistoun Rd – Nant Lane – Highland Lakes Rd – anti clockwise direction for x6 laps.

There will be minimum disruption to vehicular traffic with no road closures required.

Any queries should be directed to organiser and President Andrew Daly on 0499 834 015 or email: [president@hobartwheelers.com.au](mailto:president@hobartwheelers.com.au)

**10 October 2025**GPO Box 1229  
MELBOURNE VIC 3001  
Tel 1300 130 373  
Email [sport@marsh.com](mailto:sport@marsh.com)

## CERTIFICATE OF CURRENCY

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<b>INSURED</b>	AusCycling Limited (Including Hobart Wheelers Dirt Devils Cycling Club Inc)
<b>INSURANCE CLASS</b>	Public and Products Liability
<b>TERRITORIAL LIMITS</b>	Worldwide, excluding operations domiciled in the United States of America and/or Canada
<b>PERIOD OF INSURANCE</b>	From: 30 September 2025 at 4pm Local Time (VIC) To: 30 September 2026 at 4pm Local Time (VIC)
<b>INTEREST INSURED</b>	Legally liable to pay as compensation for Personal Injury or Property Damage in connection with the Insured's Business
<b>LIMITS OF LIABILITY</b>	Public Liability \$20,000,000 each and every occurrence Products Liability \$20,000,000 in the aggregate Errors & Omissions \$20,000,000 in the aggregate
<b>DEDUCTIBLE/EXCESS</b>	\$1,000 each and every occurrence
<b>INSURER(S)</b>	Sompo Japan Australia, HDI Global and Convex
<b>POLICY NUMBER(S)</b>	B0509BOWCI2350436



Marsh Pty Ltd

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

<b>Event:</b>	Highlands BushFest						
<b>Venue:</b>	Bothwell Recreation Reserve						
<b>Dates:</b>	16-23 November 2026						
<b>Times:</b>	09:00 - 16:00						
	09:00 - 15:00						
<b>Created by:</b>	Nadine			<b>Date Created:</b>			
<b>Modified by:</b>				<b>Date Modified:</b>			
<b>Saved:</b>							
<b>INCOME</b>							
<b>Description</b>	<b>Code</b>	<b>Budget</b>	<b>Revised Forecast</b>	<b>Actual</b>	<b>Variance</b>	<b>Supplier</b>	<b>Notes</b>
<b>Income Detail</b>							
Entry Fee - Gold Coin Donation		\$ 8,000.00		\$ -	\$ (8,000.00)		
Sponsorship		\$ 28,000.00		\$ -	\$ (28,000.00)		Made up of Events Tas Grant Funding and general sponsorship
Vendor Site Fees		\$ 12,000.00		\$ -	\$ (12,000.00)		
Merchandise sales		\$ 800.00		\$ -	\$ (800.00)		
<b>INCOME TOTAL</b>		<b>\$ 48,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (48,800.00)</b>		
<b>EXPENSES</b>							
<b>Description</b>	<b>Code</b>	<b>Budget</b>	<b>Revised Forecast</b>	<b>Actual</b>	<b>Variance</b>	<b>Supplier</b>	<b>Notes</b>
<b>Expense Detail</b>							
Toilets, internal plant hire, plant hire, rubbish, logistics		\$ 9,500.00		\$ -	\$ (9,500.00)		
Hire Equipment		\$ 23,500.00		\$ -	\$ (23,500.00)		
Printing/Signage		\$ 8,650.00		\$ -	\$ (8,650.00)		
Marketing		\$ 15,500.00		\$ -	\$ (15,500.00)		Includes TV, print, radio and paid social media
AV		\$ 4,200.00		\$ -	\$ (4,200.00)		On ground PA system, plus microphone and technical support for all the presentations
Staffing		\$ 67,500.00		\$ -	\$ (67,500.00)		This is the total per annum figure for 22 Council staff including the event coordinator for coordination, operation and delivery including on-costs
Programming/Entertainment		\$ 48,500.00		\$ -	\$ (48,500.00)		Includes more than 20 paid theme appropriate activations/entertainment/ers
Permits		\$ 200.00		\$ -	\$ (200.00)		
Accommodation/travel		\$ 900.00		\$ -	\$ (900.00)		
Security		\$ 5,500.00		\$ -	\$ (5,500.00)		
First aid		\$ 1,200.00		\$ -	\$ (1,200.00)		
Merchandise		\$ 2,500.00		\$ -	\$ (2,500.00)		
Misc		\$ 550.00		\$ -	\$ (550.00)		
<b>EXPENSES TOTAL</b>		<b>\$ 188,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (188,200.00)</b>		
Contingency 10%		\$ 18,820	\$ -	\$ -	-\$ 18,820		
<b>Total Net Position (Income minus Expenses)</b>		<b>\$ 139,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-\$ 139,400.00</b>		