

# **AGENDA ATTACHMENTS**

19 OCTOBER 2021

ORDINARY COUNCIL MEETING

## Table of Contents

<b>Draft Minutes of Ordinary Meeting of Council 21 September 2021</b> .....	<b>3</b>
AGENDA ITEM 11.1	
<b>Report Derwent Catchment Project</b> .....	<b>22</b>
AGENDA ITEM 13.1	
<b>Central Highlands Council Long Term Financial Plan and Strategy</b> .....	<b>27</b>
AGENDA ITEM 14.1	
<b>Central Highlands Council Buildings Asset Management Plan</b> .....	<b>43</b>
AGENDA ITEM 14.1	
<b>Central Highlands Council Roads and Bridges Asset Management Plan</b> .....	<b>75</b>
AGENDA ITEM 14.1	
<b>Ellendale Subdivision Plan – Proposed ILU</b> .....	<b>104</b>
AGENDA ITEM 15.1	
<b>Policy No. 2015-32 Fire Abatement Policy</b> .....	<b>105</b>
AGENDA ITEM 15.3	
<b>Bush Watch, Westerway request – Fentonbury War Memorial</b> .....	<b>112</b>
AGENDA ITEM 16.1	
<b>655 Komatsu Grader Repairs/Disposal</b> .....	<b>113</b>
AGENDA ITEM 16.2	
<b>Electronic Scoreboard – Bothwell Football Club</b> .....	<b>116</b>
AGENDA ITEM 16.3	
<b>2020-2021 Central Highlands Council Annual Report - Draft</b> .....	<b>124</b>
AGENDA ITEM 17.2	
<b>Renew of Lease Independent Living Units - Ouse</b> .....	<b>170</b>
AGENDA ITEM 17.3	
<b>Community Grant Application – Ouse Community Country Club</b> .....	<b>201</b>
AGENDA ITEM 17.4	
<b>Aussie Backyard Bird Count</b> .....	<b>208</b>
AGENDA ITEM 17.5	
<b>Disability Sports Australia – National Referral Hub Partnership</b> .....	<b>226</b>
AGENDA ITEM 17.7	
<b>Recreational Fishing &amp; Camping Facilities Program – Second Round Grant Program</b> .....	<b>231</b>
AGENDA ITEM 17.8	
<b>Rotary Club of Hobart Funding Support 2021 Annual Magic Show</b> .....	<b>246</b>
AGENDA ITEM 17.9	
<b>Work Group Correspondence – Community Event Hamilton 4<sup>th</sup> December</b> .....	<b>247</b>
AGENDA ITEM 17.10	



## MINUTES – ORDINARY MEETING – 21 September 2021

Minutes of an Ordinary Meeting of Central Highlands Council scheduled held at the Hamilton Town Hall, Hamilton, on Tuesday 21<sup>st</sup> September 2021, commencing at 9am.

### 1.0 OPENING

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

### 2.0 ACKNOWLEDGEMENT OF COUNTRY

### 3.0 PRESENT

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

### 3.1 IN ATTENDANCE

Mrs Lyn Eyles (General Manager) Mr Adam Wilson (Deputy General Manager), Mrs Janet Monks (Minute Secretary)

### 4.0 APOLOGIES

### 5.0 PECUNIARY INTEREST DECLARATIONS

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

*Mayor L Triffitt – Item 17.11 - Community Grant Application – Bothwell CWA*

*Deputy Mayor J Allwright – Item 16.2 - Christmas Carols and Twilight Gift Market in the Park*

*Cllr J Poore – Item 17.20 - Junior Golf Clinics – Bothwell Golf Club*

*Mr Adam Wilson – Item 17.20 - Junior Golf Clinics – Bothwell Golf Club*

## 6.0 CLOSED SESSION OF THE MEETING

Regulation 15 (1) of the *Local Government (Meeting Procedures) Regulations 2015* states that at a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in sub-regulation (2).

As per *Regulation 15 (1) of the Local Government (Meeting Procedures) Regulations 2015*, this motion requires an absolute majority

**Moved:** Clr J Honner

**Seconded:** Clr A Bailey

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

Item Number	Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i>
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 17 August 2021	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
2	Personnel Matters	Regulation 15 (2)(a) personnel matters, including complaints against an employee of the council and industrial relations matters
3	Confidential Correspondence	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
4	Consideration of Matters for Disclosure to the Public	Regulation 15 (8) - While in a closed meeting, the Council, or Council Committee, is to consider whether any discussions, decisions, reports, or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues

**CARRIED**

### **FOR the Motion**

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

## 6.1 MOTION OUT OF CLOSED SESSION

**Moved:** Clr J Honner

**Seconded:** Clr R Cassidy

**THAT** the Council:

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

Item Number	Matter	Outcome
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 17 August 2021	Minutes of the Closed Session of the Ordinary Meeting of Council held on 17 August 2021 were confirmed
2	Personnel Matters	The information was noted by Councillors
3	Confidential Correspondence	The information was noted by Councillors and correspondence to be sent
4	Legal Advice	Council noted the advice and granted permission as requested
5	Confidential Correspondence	Council noted the correspondence and resolved not to proceed.
6	Consideration of Matters for Disclosure to the Public	Matters were considered

**CARRIED**

**FOR the Motion**

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

**OPEN MEETING TO PUBLIC**

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

**7.0 DEPUTATIONS**

10.00 – 10.15 Dr Josie Kelman Derwent Catchment Project - apology

**7.1 PUBLIC QUESTION TIME**

Mrs Phil Smithurst attended the meeting at 10.35 and enquired on developments with the local GP service at Ouse. Mayor Triffitt read the correspondence received from Minister Rockcliffe. Mayor Triffitt advised that Council will be writing to the Minister requesting support including financial to secure a GP service at Ouse.

Mrs Smithurst advised that there were a few minor repairs required at the public toilet block Hamilton.

Mrs Smithurst left the meeting at 10.46

*Mr G Rogers (Manager DES) attended the meeting at 10.36*

## 8.0 MAYORAL COMMITMENTS

11 August 2021	Ratepayer calls x4
12 August 2021	Meeting with General Manager
15 August 2021	Mayor's Round Table Meeting - Hobart
16 August 2021	STCA Meeting – Hobart
16 August 2021	Rate Payer meetings x2
17 August 2021	Business of Council – Bothwell
17 August 2021	Ordinary Council Meeting, Bothwell
17 August 2021	Ordinary Council Meeting, Bothwell
17 August 2021	Rate Payer meetings x2
18 August 2021	Business of Council – Bothwell Council Chamber
18 August 2021	Rate Payer meetings x2 Hamilton
19 August 2021	Citizenship Ceremony x2 Hamilton Town Hall
19 August 2021	Business of Council
20 August 2021	Business of Council
21 August 2021	Meeting with Rate Payer
23 August 2021	Planning Scheme Workshop, Bothwell
24 August 2021	Business of Council
26 August 2021	Business of Council
30 August 2021	South Central Councils Meeting
31 August 2021	Business of Council
31 August 2021	Meeting with General Manager
1 September 2021	Business of Council
2 September 2021	Business of Council
2 September 2021	Meeting with Rate Payer x2
3 September 2021	Business of Council
4 September 2021	Business of Council
6 September 2021	Business of Council
8 September 2021	Plant Committee Meeting - Bothwell
8 September 2021	Bothwell Bicentenary Workforce Group Meeting - Bothwell
9 September 2021	Business of Council
10 September 2021	Councillor Tele meeting
13 September 2021	Business of Council

## 8.1 COUNCILLOR COMMITMENTS

### ***Deputy Mayor J Allwright***

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

### ***Clr A Bailey***

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

### ***Clr A Campbell***

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

### ***Clr R Cassidy***

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

**Clr J Honner**

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

**STATUS REPORT COUNCILLORS - completed****8.2 GENERAL MANAGER'S COMMITMENTS**

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

**8.3 DEPUTY GENERAL MANAGER'S COMMITMENTS**

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

**9.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD**

23 August 2021 – Planning Local Provisions Workshop

**9.1 FUTURE WORKSHOPS**

Workshop to discuss future projects for funding and review the LT Asset Management Plans and LT Financial Plan – tentative dates 11am on 5<sup>th</sup> or 12<sup>th</sup> October, at Bothwell, depending on availability of David Doyle (Accountant). General Manager will confirm date and time with Councillors.

**10.0 MAYORAL ANNOUNCEMENTS**

Mayor Triffitt read out correspondence received from Minister Jacque Petrusma, Minister for Police, Fire and Emergency Management, in response to Council's concerns with speeding vehicles through Bronte Park. The correspondence highlighted actions have been taken to increase police presence.

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## 11.0 MINUTES

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### 11.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

**Moved:** Clr J Poore

**Seconded:** Clr J Honner

**THAT** the Draft Minutes of the Open Council Meeting of Council held on Tuesday 17<sup>th</sup> August 2021 be received.

**CARRIED**

**FOR the Motion**

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

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### 11.2 CONFIRMATION OF MINUTES ORDINARY MEETING

**Moved:** Clr A Campbell

**Seconded:** Clr J Poore

**THAT** the Minutes of the Open Council Meeting of Council held on Tuesday 17<sup>th</sup> August 2021 be confirmed.

**CARRIED**

**FOR the Motion**

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

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### 11.3 RECEIVAL DRAFT MINUTES OF THE PLANT COMMITTEE MEETING

**Moved:** Clr A Bailey

**Seconded:** Clr R Cassidy

**THAT** the Draft Minutes of the Plant Committee Meeting held on 8<sup>th</sup> September be received.

**CARRIED**

**FOR the Motion**

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

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### 11.4 RECEIVAL DRAFT MINUTES OF THE AUDIT PANEL MEETING

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** the Draft Minutes of the Audit Panel Meeting held on 13<sup>th</sup> September be received.

**CARRIED**

**FOR the Motion**

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

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## 12.0 BUSINESS ARISING:

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

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## 13.0 DERWENT CATCHMENT PROJECT REPORT

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr J Poore

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

**CARRIED**

**FOR the Motion**

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

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## 14.0 FINANCE REPORT

**Moved:** Clr R Cassidy

**Seconded:** Clr J Honner

**THAT** the Finance Reports be received.

**CARRIED**

**FOR the Motion**

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

## 15.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

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

**Moved:** Clr J Honner

**Seconded:** Clr A Bailey

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

**CARRIED**

### **FOR the Motion**

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

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## 15.1 ROAD NAMING – WILBURVILLE

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

**THAT** the name 'Tea Tree Bay Road' be submitted through Placenames Tasmania for consideration by the Nomenclature Board.

**CARRIED**

### **FOR the Motion**

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

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*Mr J Branch (Manager Works & Services) attended the meeting at 11.32*

*Mrs K Brazendale (Community Relations Officer) attended the meeting at 11.33*

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## 15.2 OUSE HALL – PROGRESS UPDATE

**Moved:** Clr J Honner

**Seconded:** Clr J Poore

### **THAT**

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

**CARRIED**

### **FOR the Motion**

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

### 15.3 EHO ANNUAL REPORT FOR 2021

NOTED

### 15.4 CENTRAL HIGHLANDS DRAFT LOCAL PROVISIONS SCHEDULE – COMMUNITY INFORMATION DROP-IN SESSIONS

The 60 day public exhibition of the Central Highlands Draft Local Provisions Schedule (LPS) commenced on 23<sup>rd</sup> August 2021 and concludes on 22 October 2021.

At this time two of the three (3) community information “drop-in” sessions have been held with the final session being held tonight (Thursday 16<sup>th</sup> September 2021). A review will be undertaken with Council’s Planning Consultant, Damian Mackey, to see if further drop-in session would be beneficial.

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr A Bailey

**THAT** authorisation be given for further community information drop-in sessions be held if required.

**CARRIED**

#### **FOR the Motion**

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

### 15.5 DES BRIEFING REPORT

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

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

#### **NO PERMIT REQUIRED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00067	Apogee Design	9 Trout Crescent, MIENA	Dwelling

#### **PERMITTED**

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

#### **DISCRETIONARY**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00058	Longview Design & Drafting	70 Quinns Road, Ellendale	Dwelling and Outbuilding

2021 / 00060	B J Harback	34 High Street, Bothwell	Outbuilding & Carport
2021 / 00064	K Bischoff	Lot 1 Marlborough Road, Little Pine Lagoon	Outbuilding
2021 / 00068	Telstra Corporation	Highland Lakes Road, Reynolds Neck (CT 14823/1)	Utility Upgrade

## ANIMAL CONTROL

### IMPOUNDED DOGS

No dogs have been impounded over the past months.

### STATISTICS AS OF 10 August 2021

#### **Registrations**

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

2021/2022 renewal have been issued.

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

#### **Kennel Licences**

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

2021/2022 Renewal have been Issued.

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

## 15.6 EPURON – INFORMATION SESSION FOR COUNCIL

Mieke Matimba Senior Stakeholder Engagement Consultant, with ERA Planning and Environment have been engaged by Epuron. Mieke contacted Council staff requesting an opportunity to meet with Council to provide an overview of the planning and environment activities undertaken to date.

**RESOLVED THAT** Mieke Matimba be invited to address Council on either the 5<sup>th</sup> or 12<sup>th</sup> of October – date to be confirmed

## 15.7 ITEM 17.9

**Moved:** Clr A Campbell

**Seconded:** Clr J Honner

**THAT** Council moves to item 17.9 on the Agenda

**CARRIED**

### **FOR the Motion**

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

## 17.9 PROPOSAL TO INSTALL ARTWORK AT THE GRETNA WAR MEMORIAL

**Moved:** Clr A Campbell

**Seconded:** Clr J Honner

THAT Council

1. Approve the installation of the artwork at the entrance to the Gretna War Memorial
2. Incorporate signage highlighting the site (with input from Mr Colin Cunningham)
3. Apply for the required planning permits

**CARRIED**

### **FOR the Motion**

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

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*Mr G Rogers (Manager DES) left the meeting at 11.42*

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## 17.5 UPDATE ON BUSHFEST – 20-21 NOVEMBER 2021 – REPORT

Report by Mrs Katrina Brazendale (Community Relations Officer)

Currently:

- Attendance numbers – 1000 on site at any one time, have applied for numbers to be increased to 2,000 to be on site at any one time.
- Sponsorship - \$16,000 which includes \$10,000 from the Federal Governments National Recovery & Resilience Agency
- Stalls – 39 confirmed – 5 pending
- Activities – Tas Reptilia, Sheepdog Trials, Face painting, Animal Nursery, Woodchopping, Shearing display, Music and Tas Fire Service.
- Liquor licence submitted – waiting on approval
- Signage – on Brooker Highway and Tasman Highway has been approved
- COVID regulations - to comply additional staff will be required over the weekend

### **Motion 1**

**Moved:** Clr A Campbell

**Seconded:** Deputy Mayor J Allwright

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

**CARRIED**

### **FOR the Motion**

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

### **Motion 2**

**Moved:** Clr J Poore

**Seconded:** Clr R Cassidy

THAT Council do not proceed with the 2021 Highlands Bushfest.

**LOST 3/6**

**FOR the Motion**

Clr A Campbell, Clr R Cassidy, Clr J Poore

**AGAINST the Motion**

Mayor L Triffitt, Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr S Bowden, Clr J Honner

**Motion 3**

**Moved:** Deputy Mayor J Allwright

**Seconded:** Clr A Bailey

**THAT** the Bothwell Community Centre is allocated as the designated area for alcohol sales.

**CARRIED 8/1**

**FOR the Motion**

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

**AGAINST the Motion**

Clr R Cassidy

*Mrs K Brazendale (Community Relations Officer) left the meeting at 12.01*

**16.0 WORKS & SERVICES**

**Moved:** Clr A Campbell

**Seconded:** Clr R Cassidy

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

**CARRIED**

**FOR the Motion**

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

**16.1 IMPROVE THE PLAYING FIELD GRANTS PROGRAM – GRETNA CRICKET CLUB**

**Moved:** Clr A Bailey

**Seconded:** Deputy Mayor J Allwright

**THAT**

1. If the Gretna Cricket Club are successful in their 'Improve The Playing Field' Grant Submission that Council make a commitment of \$60,000 to the project
2. The Works & Services Manager write to the Derwent Valley Council requesting a financial contribution and a letter of support for the grant application.

**CARRIED 8/1**

**FOR the Motion**

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

**AGAINST the Motion**

Clr A Archer

## 16.2 CHRISTMAS CAROLS AND TWILIGHT GIFT MARKET IN THE PARK

*Deputy Mayor J Allwright declared an interest in this item and moved away from the table.*

**Moved:** Clr S Bowden

**Seconded:** Clr R Cassidy

**THAT** Council approves the Work Group application to use the NRM site (old Hamilton School Grounds) for a community event on the 4<sup>th</sup> December.

**CARRIED**

### **FOR the Motion**

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

## 16.3 HOLLOW TREE ROAD & ELLENDALE ROAD – ADDITIONAL FUNDS FOR REMEDIAL WORKS

**Moved:** Clr A Bailey

**Seconded:** Clr A Campbell

**THAT** Council allocate an additional \$65,000 to the Works & Services Department for required remedial works on the Hollow Tree Road and the Ellendale Road.

**CARRIED**

### **FOR the Motion**

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

## 16.4 HAMILTON SHOWGROUNDS – REPORT ON PROGRESS WITH LAND TRANSFER

**RESOLVED THAT** the Manager DES prepare a report for the next Council meeting on progress with negotiations between the landowner and Council in relation to land transfers.

*Mr J Branch (Manager Works & Services) left the meeting at 12.26*

## 17.0 ADMINISTRATION

### 17.1 VACANT LAND, ELLENDALE ROAD

**Moved:** Clr J Poore

**Seconded:** Clr A Bailey

**THAT** Council advertise for sale the vacant parcel of land at Lot 1 Ellendale Road, Ellendale, in accordance with requirements under the Local Government Act and advise that it was once a waste transfer site.

**CARRIED BY ABSOLUTE MAJORITY**

### **FOR the Motion**

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

## 17.2 AUDIT PANEL ANNUAL REPORT TO COUNCIL

**Moved:** Clr J Honner

**Seconded:** Deputy Mayor J Allwright

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

**CARRIED**

**FOR the Motion**

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

## 17.3 GREENHOUSE GAS SERVICES – BRIGHTON COUNCIL

**Moved:** Clr R Cassidy

**Seconded:** Clr J Honner

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

**LOST 3/6**

**FOR the Motion**

Mayor L Triffitt, Clr R Cassidy, Clr J Honner

**AGAINST the Motion**

Deputy Mayor J Allwright, Clr A Archer, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr J Poore

## 17.4 REMISSION UNDER DELEGATION

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

03-0237-04042	\$24.14	Penalty
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**Moved:** Clr

**Seconded:** Clr

**THAT** the remission under delegation be noted.

**CARRIED**

**FOR the Motion**

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

## 17.5 UPDATE ON BUSHFEST – 20-21 NOVEMBER 2021

*Dealt with earlier in the Agenda*

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**17.6 REQUEST FOR RATES REMISSION - MRS WEBB, LOWER MARSHES, APSLEY****Moved:** Clr A Campbell**Seconded:** Clr A Bailey**THAT** Council remit rates of \$648.76 on property No. 02-0103-01320 .**CARRIED****FOR the Motion**

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

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**17.7 REQUEST FOR RATES REMISSION - WELLINGTON SKI & OUTDOOR CLUB INC****Moved:** Clr J Honner**Seconded:** Clr R Cassidy**THAT** Council remit \$373.11 on property 01-0805-02805 being 50% of the general rate plus the solid waste charge.**CARRIED****FOR the Motion**

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

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**17.8 DRAFT NATURE CONSERVATION (WILDLIFE) REGULATIONS 2021 AND DRAFT NATURE CONSERVATION (DEER FARMING) REGULATIONS 2021 (DRAFT REGULATIONS)****Moved:** Clr A Archer**Seconded:** Clr A Bailey**THAT** comments on the Draft Nature Conservation (Wildlife) Regulations 2021 and Draft Nature Conservation (Deer Farming) Regulations 2021 (Draft Regulations) be forwarded to the Deputy General Manager by Wednesday 22 September 2021.**CARRIED****FOR the Motion**

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

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**17.9 PROPOSAL TO INSTALL ARTWORK AT THE GRETNA WAR MEMORIAL***dealt with earlier in Agenda*

**17.10 UPGRADE OF iPad'S****Moved:** Clr J Poore**Seconded:** Clr S Bowden**THAT** Council purchase new iPads for all Councillors.**CARRIED 8/1****FOR the Motion**

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

**AGAINST the Motion**

Clr R Cassidy,

*Mayor L Triffitt declared an interest in item 17.10 and vacated the chair*

Deputy Mayor J Allwright took the chair

**17.11 COMMUNITY GRANT APPLICATION – BOTHWELL CWA****Moved:** Clr J Honner**Seconded:** Clr A Campbell**THAT** Council approve the community grant application for the Bothwell CWA and provide a donation of \$250.00 grant towards helping the Cancer Council of Tasmania**CARRIED****FOR the Motion**

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

*Mayor Triffitt resumed the chair**The meeting was suspended for lunch at 12.50 and resumed at 1.30**Clr A Campbell left the meeting at 1.20***17.12 DRAFT TASMANIAN WILDERNESS WORLD HERITAGE AREA FIRE MANAGEMENT PLAN****Moved:** Clr J Honner**Seconded:** Clr R Cassidy**THAT** comments on the Draft Tasmanian Wilderness World Heritage Area Fire Management Plan be forwarded to the Deputy General Manager by Friday 8 October 2021.**CARRIED****FOR the Motion**

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

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**17.13 MOTION FROM AUDIT PANEL – LONG TERM FINANCIAL PLAN & STRATEGY****Moved:** Deputy Mayor J Allwright**Seconded:** Clr J Poore

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

**CARRIED****FOR the Motion**

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

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**17.14 POLICY NO. 2013-05 USE OF COUNCIL VEHICLES****Moved:** Clr J Honner**Seconded:** Clr R Cassidy

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

**CARRIED****FOR the Motion**

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

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**17.15 POLICY NO. 2013-10 REIMBURSEMENT OF COUNCILLORS LEGAL EXPENSES POLICY****Moved:** Clr J Poore**Seconded:** Deputy Mayor J Allwright

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

**CARRIED****FOR the Motion**

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

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**17.16 POLICY NO. 2013-14 MANUAL HANDLING POLICY****Moved:** Clr A Bailey**Seconded:** Clr J Honner

**THAT** Council adopt Policy No 2013-14 Manual Handling Policy

**CARRIED****FOR the Motion**

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

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**17.17 POLICY NO. 2013-19 ASBESTOS POLICY****Moved:** Clr J Honner**Seconded:** Clr A Bailey**THAT**

1. Council adopt Policy No 2013-19 Asbestos Policy
2. The Deputy General Manager follow up on Council's register in particular to ascertain if old Meter Boards are included and report at the next meeting of Council.

**CARRIED****FOR the Motion**

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

**17.18 POLICY NO. 2014-24 WORK HEALTH & SAFETY POLICY****Moved:** Clr J Honner**Seconded:** Clr R Cassidy**THAT** Council adopt Policy No 2014-24 Work Health & Safety Policy.**CARRIED****FOR the Motion**

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

**17.19 POLICY NO. 2015-41 RISK MANAGEMENT POLCY AND STRATEGY****Moved:** Clr R Cassidy**Seconded:** Clr J Honner**THAT** Council adopt Policy No 2015-40 Risk Management Policy and Strategy.**CARRIED****FOR the Motion**

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

*Clr J Poore declared an interest and left the meeting at 1.35*

*Mr Adam Wilson (Deputy General Manager) declared an interest and left the meeting at 1.35*

**17.20 JUNIOR GOLF CLINICS – BOTHWELL GOLF CLUB****Moved:** Clr A Archer**Seconded:** Deputy Mayor J Allwright**THAT** Council continue to support the School Golf Clinics at the Bothwell Golf Club subject to:

1. The organisers to approach school bus operators to provide transport of children from the school to Ratho at no charge
2. The club to submit a community grant application
3. The Deputy General Manager be available if he wishes to volunteer his time.

**CARRIED**

**FOR the Motion**

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

*Clr J Poore returned to the meeting 1.43*

*Mr Adam Wilson (Deputy General Manager) returned to the meeting 1.43*

**17.21 STORAGE AT THE BOTHWELL FOOTBALL CLUB AND COMMUNITY CENTRE**

**Moved:** Clr R Cassidy

**Seconded:** Clr A Archer

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

**CARRIED**

**FOR the Motion**

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

**18.0 SUPPLEMENTARY AGENDA ITEMS**

**Moved:** Clr J Poore

**Seconded:** Clr A Archer

**THAT** Council consider the matters on the Supplementary Agenda.

**CARRIED**

**FOR the Motion**

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

**18.1 OUR HEALTHCARE FUTURE REFORMS****FOR INFORMATION****18.2 FAMILY DAY CARE CENTRE BOTHWELL – PROGRESS**

**Moved** Clr A Archer

**Seconded:** Clr R Cassidy

**THAT** the Deputy General Manager meet with the Julia Batchelor the previous operator of the Bothwell Family Day Care Centre and the Manager of the Brighton Family Day Care Centre as a matter of urgency and report to the next meeting of Council on the prospects of the service being reinstated at Bothwell.

**CARRIED**

**FOR the Motion**

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

**19.0 CLOSURE**

The meeting was closed at 1.50



# The Derwent Catchment Project

Increasing Productivity. Restoring Landscapes

## Derwent Catchment Project Monthly Report for Central Highlands Council

October 2021

### General Business

*The Derwent Catchment Project AGM at Curringa Farm Function Centre:* Our AGM is scheduled for Friday 29<sup>th</sup> October starting at 5:30pm. All Councillors and staff are invited to attend. The meeting will be followed by a meal catered by Will Chapman, please RSVP to [secretary@derwentcatchment.org](mailto:secretary@derwentcatchment.org).

*The Future Drought Fund's Adoption and Innovation Hub for Tasmania:* Eve has attended meetings and workshops run by TIA that are aiming to develop a strategic and operational plan for the Tasmanian Hub. The process so far has been turbulent with many of the Hub's partners concerned about a lack of appropriate governance and meaningful collaboration to date. Pam Allen has just recently been appointed as the Independent Chair of the Hub's Steering Committee and has scheduled a meeting for 20<sup>th</sup> October in Launceston to reset the process and work out a way forward that satisfies all the partners.

*Brighton Council to join NRM program:* Brighton Council are supporting the Derwent Catchment NRM program as a trial for 12 months with potential for future investment. The DCP will develop an NRM plan for the Council and a weed management program. Brighton Council will also contribute facilitation funding for one day a week.

### Weed Management Program

*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.*

This spring we continue our mission to control weeds that threaten important natural values and agricultural industries in the region. As temperatures warm up, weeds start actively growing which is a great time to control them as they are responsive to treatments. This means for our on-ground works team the weed control season will soon be in full swing.

Our on-ground works team have begun targeted infrastructure spraying in townships in the region to assist council with asset management. This will be ongoing throughout the season and is in addition to the team's roadside spraying program.

This month we held a weed management workshop with interested residents at Miena. This workshop focused on English broom and lupins that have been spreading in the area. We showed participants how to identify and control these weeds. Additionally, we informed residents about the weed management plan for the region, gave away native plants and provided advice on what to plant in the area. We ended the workshop with visits to resident's land to discuss any weed management issues they had. This workshop was funded by Hydro Tasmania.



Weed workshop with Miena residents

**Weed Management Plan for the Central Highlands**

The new 5-year Central Highlands Weed Management Plan is in its final draft stages and will be implemented for the coming spray season. This plan builds on the progress of the previous 5 years and will increase the weed free buffer around high value agricultural and natural assets.

**Ouse River Recovery Program – Landcare Action Grant funded by DPIPW through the TFGA**

We continue our work to control weeds and re-establish native vegetation along the banks of the River Ouse. This project aims to remove weeds and rehabilitate areas of the Ouse River as part of our Landcare Action Grant.

This month we planted 164 native trees along the riverbank at Ouse.

**Platypus Walk**

As part of our ongoing maintenance work on Platypus walk on the Clyde River this month we continued our efforts revegetating the area.



Revegetation along the Platypus Walk

We assessed the progress of previously planted trees and added an additional 133 trees to the site.

**Meadowbank**

This month we continued working to improve the environment at the Council run Meadowbank campsite.

Our on-ground works team carried out maintenance and native planting at the Meadowbank dam. More revegetation of the area is planned in the coming season.

## Agri best Practice

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

### **Derwent Pasture Network – funded by NRM South through the Australian Government’s National Landcare Program**

The Derwent Pasture Network, our dryland focused ag program, continues to work alongside pastoralists to tackle the challenges of grazing in the semi-arid regions of the catchment.

The program taps into local knowledge, supported by our pasture expert Peter Ball, to overcome the challenges of improving productivity and reducing erosion in the rugged low-rainfall environments that we have throughout the Derwent region.

#### Pasture courses

Peter continues to roll out the second series of our dry land grazing time course delivering a session this month at Hollow Tree. This session continued the theme from the last session, assessing pasture condition, identifying, understanding and managing pasture species and condition change.

During this session participants visited 3 pasture sites, undertook biomass assessments of different pasture species and compared pasture productivity.

#### Demonstration sites

In our pursuit to provide best practice pasture methodologies to pastoralists, we have established numerous trial sites in the region. Trial sites are investigating variations in pasture species success and the impact of nutrients on pasture productivity.

Last month we established new species persistence trial sites at Westerway on north facing slopes. These trials aim to determine which pasture species do best in these conditions. These sites are currently being monitored for variations in survival and growth in different pasture species.

This month we commenced a spring assessment of two existing sites comparing cultivars of cocksfoot and phalaris. These sites are entering their second year and are providing us valuable information about plant persistence over time and comparisons of biomass between the species.

We have been monitoring the effect of fertilizer on cocksfoot and ryegrass at a previously established pasture trial site. Preliminary results show a significant growth in clover in response to phosphorous and potassium, dramatically improving pasture productivity and quality. This trial demonstrates the importance of addressing nutrient limits in the right combination for increased pasture productivity.

Additionally, we have started case studies investigating the role of sub clover in pastures and its role in productive and sustainable grazing systems. These case studies are being developed in response to questions raised during our grazing course sessions. Specifically, there was interest as to whether the potential benefit of growing sub clover is worth the management effort in a low rainfall dryland pasture. We plan to find out!



Fi Hume Arundel amongst the prolific clover growth at our fertilizer trial site

### **Pasture Condition Score Tool – funded by DPIPWE**

We have developed a pasture condition guide to help graziers assess and manipulate pasture condition on farms (better pasture = increased productivity and reduced erosion).

Following the completion of our Pasture Condition Tool we are looking forward to launching the tool later this month at the Derwent Catchment Project's AGM.

## **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.*

### **Miena cider gum post fire program– funded by DPIPWE**

The Miena cider gum is an iconic species which is endemic to the Central Highlands of Tasmania. Miena cider gums are struggling from impacts of drought and bushfire that have caused many of the older trees to die. We have been working on implementing actions to aid the recovery of and improve resilience of Miena cider gums to improve their future outlook.

In winter this year we successfully installed browsing protection around surviving trees at St. Patricks Plains and Rainbow Point. Our team has been regularly checking the area to make sure that there have been no animals getting into the fenced areas or that there has been any damage to the structures. These measures are essential to ensure that the browsing protection is doing its job.

## Grant applications and progress

*Smart Farms Soils Extension Project – Farmer-led soil monitoring and testing hubs- facilitating farmer-led capacity and knowledge building in soils across Australian regions (lead Soils for Life, DCP as Tasmanian partner)  
\$225,000 over 2 years*

Many landholders are unsure what soil tests they need, how to sample, and how to interpret results to support soil health decisions and/or carbon farming. This project will create local support networks that will encourage scientific collection of key soil information at a farm level that also contributes to larger regional information e.g., moisture, depth, season, groundcover etc. The project will initiate and support soil testing hubs among landholders and soil practitioners to embed ongoing collaboration, innovation, learning and peer-support to increase soil testing and monitoring knowledge, centered around local soil demonstration sites.

*Cattle Hill Community Grants – Central Highlands Community Weed Management Program \$120,000 (\$60,000 a year for 2 years)*

This project will fill a much-needed gap in providing support to small land holders and community through awareness and education about weed management and will support those most in need of coordinated assistance to undertake control in areas that have been prioritised by the Central Highlands Weed Management Program through accessing grant opportunities. Community working bees and 'how to' sessions will also be held in key regional locations to support the development of awareness, skills and knowledge about local weed threats, harnessing community good will and offering social connection whilst working on creating positive change in the local landscape.

Please don't hesitate to call us if you have any queries about our programs.

Yours Sincerely,

Josie Kelman, Executive Officer, The Derwent Catchment Project 0427 044 700

Eve Lazarus, NRM Co-ordinator, The Derwent Catchment Project 0429 170 048

# CENTRAL HIGHLANDS COUNCIL



## Long Term Financial Plan and Strategy 2021/22 to 2030/31

<b>Table of Contents – Long Term Financial Plan</b>	<b>Page</b>
<b>EXECUTIVE SUMMARY</b>	<b>3</b>
Introduction	3
Vision	3
Mission	3
Goals	4
Key Statistics	4
<b>STRATEGIC PLANNING FRAMEWORK</b>	<b>4</b>
<b>CURRENT FINANCIAL PERFORMANCE AND POSITION</b>	<b>5</b>
<b>LONG TERM ASSET MANAGEMENT PLAN</b>	<b>5</b>
<b>LONG TERM FINANCIAL OVERVIEW</b>	<b>5</b>
<b>PLANNING ASSUMPTIONS</b>	<b>5</b>
Operating Revenues	6
Rates and Levies	6
User Charges and Statutory Fees	6
Grants-Operating	7
Other Revenue	7
Interest and Dividends	7
Grants-Capital	7
Non-Cash Contributions and net Gain from Sale of Assets	8
Operating Expenditure	8
Depreciation	8
Employee Costs	8
Materials and Contracts, Other Expenses	9
Levies to State Government	9
<b>ANALYSIS OF ESTIMATED CASH FLOW</b>	<b>9</b>
<b>ANALYSIS OF ESTIMATED FINANCIAL POSITION</b>	<b>10</b>
<b>KEY FINANCIAL INDICATORS</b>	<b>11</b>
Underlying Surplus Ratio	11
Net Financial Liabilities	11
Net Financial Liabilities Ratio	11
Asset Renewal Funding Ratio	12
<b>SENSITIVITY ANALYSIS</b>	<b>12</b>
Materials & Contracts	12
<b>APPENDIX</b>	
A – Statement of Comprehensive income	13
B - Statement of Financial Position	14
C – Statement of Cash Flows	15

## Executive Summary

### Introduction:

The Central Highlands of Tasmania is one of the most beautiful and unique natural areas in the world. It covers a total area of 8,010 square kilometres (11.6% of the State) and makes a significant and increasing contribution to the economic wealth of Tasmania. Our region supports a large and diverse agriculture industry and a significant livestock industry including meat and dairy production and contains in excess of 15% of the states sheep and lambs. Our horticulture sector produces grapes, stone fruit and berries, and together with the forest industry, power production, trout fishing, tourism and recreation makes our area a diverse rural location.

The Financial Plan 2021/22 to 2030/31 is a 10 year rolling plan for the management of council's finances from 2021 to 2031. It is not intended to be static, but will be reviewed annually as part of the annual planning process and updated to reflect changing circumstances.

The Financial Plan has been developed to assist council in adopting a budget within a longer term prudent financial framework. The key objective of council's financial plan is financial sustainability in the medium to long term, while linking to council's objectives as specified in its Strategic Management Plan. The Plan is a guideline for future action and encourages council to take into consideration the future impact that decisions made today may have on council's long-term sustainability.

### Vision:

Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

### Mission:

Our mission is to provide the leadership; management and action needed to ensure local government and other services are provided to meet the social, economic and environmental needs of the present day community, whilst trying to ensure the best possible outcomes for future generations.

### Goals:

Our goals are:

- To promote and facilitate the long term, sustainable use and protection of the area’s valuable heritage, natural resources and environment in balance with the need for a vibrant economy generating local employment opportunities.
- All Central Highlands residents and ratepayers to have access to a road network and other essential property and community services that meet the reasonable economic, health and social needs of the community.
- Local government services and facilities to represent value for money and the optimum use and performance of Council’s assets and resources.
- Effective consultation with local residents and business operators and representation of their needs to appropriate authorities.

**Key Statistics:**

The following table provides a snapshot of the Central Highlands Council:

Area (sq. km)	8010
Population (est.)	2144
Number of Electors	2582
Number of Residential Properties	2420
Total Rates Levied	3,760,915
Total Recurrent Income (2020/21)	7,124,439
Number of FTE’s	27

**Strategic Planning Framework:**

The LTFP is an important part of Council’s overall financial management framework. The following table illustrates how Council’s LTFP fits into Council’s overall financial management framework.





## **Current Financial Performance and Position:**

Council is in a stable financial position and has now attained six years of positive results from 2015/16 to 2020/21 allowing council to adequately fund capital expenditure and maintain and replace existing community assets.

Based on current service levels, Council is intending to maintain a positive result or minor negative result into the future.

Council is now able to increase capital spending on new and upgraded assets and is developing and integrating long-term infrastructure and asset management plans with the LTFP to provide for the continued investment in maintenance, renewal, new, upgrade and replacement of asset stock.

## **Long Term Asset Management Plan:**

Infrastructure and Asset Management Plans have been developed to ensure that Council continues to provide effective and comprehensive management of its infrastructure asset portfolios. The Asset Management Plans are separate documents to the LTFP.

The asset management plans indicate that over the next 10 years Council should be spending between \$2.1M and \$2.3M per annum on asset capital renewal. An annual capital works program of around \$2.2M would maintain Council's current infrastructure at a good standard. The projected level of capital expenditure for the renewal and rehabilitation of infrastructure assets is consistent with Council's 10 year capital works program.

## **Long Term Financial Plan Overview:**

Council's underlying operating surplus before capital related income is estimated to improve from a budgeted deficit of \$19k in 2021/22 to an underlying surplus of \$33k in 2030/21.

## **Planning Assumptions:**

The base for the preparation of the LTFP is the Annual Estimates for 2021/22 with one off or non-recurring events adjusted for.

The planning assumptions used in the development of the LTFP are summarised below:

Inflation has not been factored into any future amounts.

Revenue Category	Comments
Rates and Levies	Increase of 2% above inflation for 2022/23 and 1% above inflation for 2 years 2024/25. Then in line with CPI
Rates Growth	Annual increase of 0.2%
User charges	To be increased in line with CPI

### Operating Revenues:

This section analyses projected revenues of Council from 2021/22 to 2030/31. The table shows summarised movements in Council's key revenue streams over the ten year period.

Revenue Type	2021/22 '000	2025/26 '000	2030/31 '000
Rates and Levies	\$3,874	\$4,021	\$4,053
User Charges & Statutory Fees	\$337	\$337	\$337
Grants Operating	\$2,511	\$2,511	\$2,511
Other Revenue	\$192	\$192	\$192
Interest & Dividends	\$162	\$137	\$146
<b>Total Operating Revenue</b>	<b>\$7,076</b>	<b>\$7,198</b>	<b>\$7,239</b>
Grants - Capital	\$861	\$589	\$589
<b>Total Revenue</b>	<b>\$7,937</b>	<b>\$7,787</b>	<b>\$7,828</b>

### Rates and Levies:

The LTFP assumes the general rate will increase of 2% above inflation for 2022/23, 1% above inflation for 2 years 2023/24 to 2024/25. Then in line with CPI.

The LTFP assumes a 0.2% annual increase in rate revenue through growth and development resulting in an increase in rateable properties. The number of new lots being created from subdivisions increases steadily most years and it is felt that a 0.2% increase in rates through growth is reasonable.

Garbage collection and recycling charges are estimated to also increase at CPI.

The fire levy that Council collects on behalf of the Tasmanian Fire Commission is offset by an identical increase in the related expenditure payment.

### User Charges and Statutory Fees:

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services. These include the hire of halls, recreation ground hire, pool fees, cemetery charges etc. The key principle in setting user fees has been to ensure that increases approximate CPI increase or market levels.

Statutory fees and fines relate mainly to those levied in accordance with legislative requirements. They include building fees, planning fees, health related fees and dog registrations.

The LTFP assumes an increase in user charges and statutory fees consistent with the CPI.

### **Grants – Operating:**

Operating Grants are funds received from both the State and Federal Government for the purpose of delivering Council services.

The main source of grant revenue is from the State Grants Commission (SGC) in the form of Financial Assistance Grants (FAG). Council has little control over the level of FAG's received with changes likely to occur as a result of a change in population or distribution methodologies.

It is unlikely that there will be any increase in grants, or provision of new grants above CPI.

### **Other Revenue:**

Other Council revenue includes:

- Government rate remission reimbursements
- Private works income
- Motor tax reimbursement
- Salary and other reimbursements

### **Interest and Dividends:**

Estimated interest income over the ten year period is derived from Council's expected cash position at the end of each financial year using an estimated market rate of 0.5%.

As part owner of the Tasmanian Water and Sewerage Corporation, Council is entitled to a dividend after priority dividends, in proportion to its contributed assets. It is expected that the level of dividends will increase steadily over the life of this plan.

### **Grants Capital:**

Capital Grants include all monies received from State, Federal and Community sources for the purposes of funding the capital works program. The LTFP reflects the Commonwealth's Roads to Recovery funding.

Any additional capital funding will not impact on the underlying operating result as the funds will be expended on new capital projects.

### **Non Cash Contributions and Net Gain from Sale of Assets:**

Non Cash contributions are made up of assets donated to Council from property developers in the form of infrastructure (roads etc.) where at the completion of the development Council assumes responsibility for maintaining and replacing the infrastructure. As developer contributions are non-cash and capital in nature they do not affect the underlying operating result and have therefore been excluded from the LTFP.

Should Council dispose of any property during the ten year period, this would be considered as additional revenue.

### **Operating Expenditure:**

This section analyses the expected expenditure of Council from 2021/22 to 2030/31. The table summarises the movements in Council's key expenditure items over the ten year period.

<b>Expenditure Type</b>	<b>2021/22 '000</b>	<b>2025/26 '000</b>	<b>2030/31 '000</b>
Depreciation	\$2,134	\$2,227	\$2,261
Employee Costs	\$1,993	\$1,993	\$1,993
Materials and Contracts	\$1,380	\$1,372	\$1,362
Other Expenses	\$1,589	\$1,589	\$1,589
<b>Total Operating Expenditure</b>	<b>\$7,096</b>	<b>\$7,181</b>	<b>\$7,205</b>

### **Depreciation:**

Depreciation is an accounting measure which allocates the value of assets over their useful lives.

Council's infrastructure assets are held at depreciated replacement cost to ensure adequate provision for renewal of existing infrastructure through depreciation expense. The amount to be spent on asset renewal in any given year is determined by Councils long term asset management plan.

### **Employee Costs:**

Employee costs include all salaries and wages and all employment related expenses including payroll tax, employer superannuation, leave entitlements, fringe benefit tax,

workers compensation insurance and professional development. These costs are expected to increase in line with CPI.

The LTFP assumes that staff numbers are maintained at the 2021/22 levels.

#### **Materials and Contracts, Other Expenses:**

Materials and contracts include the purchase of consumables, payments to contractors for the provision of services, insurances and utility costs. Utility costs relate to telecommunications, water, sewerage, and electricity.

Council aims to maintain the level of growth in materials and contracts expenditure to CPI increases.

The 0.2 percent growth in rates through increased rateable properties is not expected to have a significant impact on expenditure. It is reasonable to assume that new subdivisions would require minimal maintenance over the period of this LTFP.

#### **Levies to State Government:**

Levies to state government include land tax and state fire levies. State fire levies are collected on behalf of the State Fire Commission. These funds are paid directly to the State Fire Commission and Council has no control over the levies.

#### **Analysis of Estimated Cash Flow:**

This section analyses the projected cash flows from the operating, investing and financing activities of Council from 2021/22 to 2030/31. The cash flow from operating activities is a key factor in determining the level of capital expenditure that can be sustained without using existing cash reserves.

The analysis is based on the three main categories of cash flows:

1. Operating activities – refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works.
2. Investing activities – refers to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
3. Financing activities – refers to cash generated or used in the financing of Council functions and includes borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

	<b>2021/22 '000</b>	<b>2025/26 '000</b>	<b>2030/31 '000</b>
Net Cash Flow from Operating Activities	\$2,114	\$2,244	\$2,295
Net Cash Flow used in Investing Activities	(\$3,076)	(\$1,713)	(\$3,698)
Net (Decrease)/Increase in Cash Held	(\$961)	\$530	(\$1,404)
Cash at End of Year	\$9,243	\$7,409	\$7,313

### **Analysis of Estimated Financial Position:**

This section analyses the projected movements in assets, liabilities and equity from 2021/22 to 2030/31.

	<b>2021/22 '000</b>	<b>2025/26 '000</b>	<b>2030/31 '000</b>
Total Current Assets	\$9,553	\$7,188	\$7,313
Total Non-Current Assets	\$99,633	\$105,350	108,523
Total Current Liabilities	\$1,967	\$1,967	\$1,967
Total non-Current Liabilities	\$203	\$203	\$203
Net Assets	\$107,016	\$110,368	\$113,976

### **Current Assets and Non-Current Assets:**

Current assets comprise cash, investments and receivables. Current assets are estimated to reduce from \$9,553k in 2021/22 to \$7,313k in 2030/31. The decrease in cash can be attributed to purchase of new assets identified in the long-term asset management plans.

Non-Current assets primarily include Land and Buildings, Plant and Vehicles, Furniture and Equipment, Infrastructure, Computers and Intangibles.

### **Current Liabilities and Non-Current Liabilities:**

Liabilities include creditors, employee provisions and other liabilities.

The balance of payables is difficult to predict due to the timing of capital works. It has been predicted that the level of staffing will remain reasonably static and that leave balances will remain relatively constant.

All other liabilities are expected to remain stable.

## Key Financial Indicators:

### Underlying Surplus Ratio:

The underlying Surplus ratio expresses operating revenue over operating expenditure as a percentage. A result greater than 1% indicates a surplus, the larger the surplus the stronger the result and therefore stronger assessment of sustainability. A negative result indicates a deficit which cannot be sustained in the long term.

As evident from the table below, the underlying surplus ratio is currently below the benchmark of 1% which indicates that Council is not fully funding its depreciation expense at present but will be in the future.

	2021/22 '000	2025/26 '000	2030/31 '000
Total Operating Revenue	\$7,077	\$7,198	\$7,239
Total Operating Expenditure	\$7,096	\$7,182	\$7,206
Ratio	(0.3)	0.2	0.5

### Net Financial Liabilities:

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed to fund the shortfall. Council is well positioned due to cash reserves.

	2021/22 '000	2025/26 '000	2030/31 '000
Liquid Assets	\$9,553	\$7,131	\$7,565
Total Liabilities	\$2,170	\$2,170	\$2,170
Net Financial Liabilities	\$7,324	\$4,961	\$5,395

### Net Financial Liabilities Ratio:

This ratio indicates the net financial obligations of Council compared to its recurrent income. Target is 0% to (50%). Council is well above target due to cash reserves.

	2021/22 '000	2025/26 '000	2030/31 '000
Net Financial Liabilities	\$7,324	\$4,961	\$5,395
Recurrent Income	\$7,077	\$7,197	\$7,239
Ratio	104%	69%	75%

### Asset Renewal Funding Ratio:

This ratio is calculated in relation to each asset class included in the long-term strategic asset management plan of Council.

<b>Roads and Bridges</b>	<b>2021/22 '000</b>	<b>2025/26 '000</b>	<b>2030/31 '000</b>
Projected capital funding outlays	\$1,739	\$1,941	\$3,926
Projected capital expenditure funding	\$1,739	\$1,941	\$3,926
Ratio	100%	100%	100%

Projected capital funding outlays are the value of projected funding outlays for an asset identified in Council's long-term financial plan.

Projected capital expenditure funding is the value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

### Sensitivity Analysis:

The assumptions related to revenue streams and expenditure line items may have a significant impact on the long term forecast result of Council.

### Materials & Contracts:

The level of Materials & Contracts expenditure is likely be the most subjective and have the greatest potential to impact on the LTFP.

The analysis below demonstrates the impact of changing annual increase in materials & contracts assumption in the LTFP by 1% above inflation.

	<b>2021/22 '000</b>	<b>2025/26 '000</b>	<b>2030/31 '000</b>
Annual Variance	\$14	\$14	\$14
Accum Variance	\$14	\$69	\$137

Over a 10 year period the Council would have generated \$137k less cash as a result of a 1.0% increase in materials & contracts above inflation.

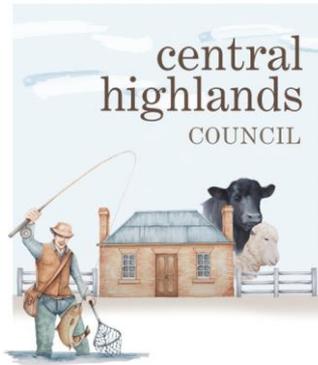
<b>APPENDIX A - STATEMENT OF COMPREHENSIVE INCOME</b>											
	Actual 2020/21	Budget 2021/22	LTFP 2022/23	LTFP 2023/24	LTFP 2024/25	LTFP 2025/26	LTFP 2026/27	LTFP 2027/28	LTFP 2028/29	LTFP 2029/30	LTFP 2030/31
<b>Revenue</b>											
Rates	2,909,658	3,012,953	3,079,238	3,116,189	3,153,583	3,159,890	3,166,210	3,172,542	3,178,888	3,185,245	3,191,616
Waste Management	625,764	634,949	634,949	634,949	634,949	634,949	634,949	634,949	634,949	634,949	634,949
Fire Service Levies	225,493	226,604	226,604	226,604	226,604	226,604	226,604	226,604	226,604	226,604	226,604
<b>Total Rates &amp; Fire Levies</b>	<b>3,760,915</b>	<b>3,874,506</b>	<b>3,940,791</b>	<b>3,977,742</b>	<b>4,015,136</b>	<b>4,021,443</b>	<b>4,027,763</b>	<b>4,034,095</b>	<b>4,040,441</b>	<b>4,046,798</b>	<b>4,053,169</b>
Grants	2,668,666	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640
User Charges	279,289	337,250	337,250	337,250	337,250	337,250	337,250	337,250	337,250	337,250	337,250
Interest Earned	45,552	60,000	46,213	34,380	37,653	34,394	37,045	36,161	39,914	39,728	43,583
Dividends TasWater	51,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
Other Reimbursements/Revenue	319,017	192,200	192,200	192,200	192,200	192,200	192,200	192,200	192,200	192,200	192,200
<b>Total Revenue</b>	<b>7,124,439</b>	<b>7,076,596</b>	<b>7,129,094</b>	<b>7,154,212</b>	<b>7,194,879</b>	<b>7,197,927</b>	<b>7,206,898</b>	<b>7,212,346</b>	<b>7,222,445</b>	<b>7,228,616</b>	<b>7,238,841</b>
<b>Expenses</b>											
Materials & Contracts	1,424,287	1,379,666	1,377,666	1,375,666	1,373,666	1,371,666	1,369,666	1,367,666	1,365,666	1,363,666	1,361,666
Employee Costs	1,893,449	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657	1,993,657
Other	1,350,103	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983	1,588,983
<b>Total Expenses</b>	<b>4,667,839</b>	<b>4,962,306</b>	<b>4,960,306</b>	<b>4,958,306</b>	<b>4,956,306</b>	<b>4,954,306</b>	<b>4,952,306</b>	<b>4,950,306</b>	<b>4,948,306</b>	<b>4,946,306</b>	<b>4,944,306</b>
<b>Net Operating Surplus (Deficit) before Dep'n &amp; Finance Costs</b>	<b>2,456,600</b>	<b>2,114,290</b>	<b>2,168,788</b>	<b>2,195,906</b>	<b>2,238,573</b>	<b>2,243,621</b>	<b>2,254,592</b>	<b>2,262,040</b>	<b>2,274,139</b>	<b>2,282,310</b>	<b>2,294,535</b>
Depreciation & Amortisation	2,100,532	2,134,000	2,180,956	2,224,756	2,208,556	2,227,356	2,241,156	2,244,956	2,243,756	2,277,556	2,261,356
<b>Net Operating Surplus (Deficit)</b>	<b>356,068</b>	<b>(-19,710)</b>	<b>(-12,168)</b>	<b>(-28,850)</b>	<b>30,017</b>	<b>16,265</b>	<b>13,436</b>	<b>17,085</b>	<b>30,383</b>	<b>4,755</b>	<b>33,180</b>
Capital Grants and Other	1,464,328	861,250	589,126	589,126	589,126	589,126	589,126	589,126	589,126	589,126	589,126
<b>NET SURPLUS (DEFICIT)</b>	<b>1,820,396</b>	<b>841,540</b>	<b>576,958</b>	<b>560,276</b>	<b>619,143</b>	<b>605,391</b>	<b>602,562</b>	<b>606,211</b>	<b>619,509</b>	<b>593,881</b>	<b>622,306</b>

<b>APPENDIX B - STATEMENT OF FINANCIAL POSITION</b>											
	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>LTFP 2022/23</b>	<b>LTFP 2023/24</b>	<b>LTFP 2024/25</b>	<b>LTFP 2025/26</b>	<b>LTFP 2026/27</b>	<b>LTFP 2027/28</b>	<b>LTFP 2028/29</b>	<b>LTFP 2029/30</b>	<b>LTFP 2030/31</b>
<b>Current Assets</b>											
Cash & Investments	10,204,128	9,242,589	6,876,003	7,530,534	7,530,534	6,878,733	7,232,197	7,982,864	7,945,628	8,716,565	7,312,726
Receivables	251,909	251,909	251,909	251,909	251,909	251,909	251,909	251,909	251,909	251,909	251,909
Other	58,228	58,228	58,228	58,228	58,228	58,228	58,228	58,228	58,228	58,228	58,228
<b>Total Current Assets</b>	<b>10,514,265</b>	<b>9,552,726</b>	<b>7,186,140</b>	<b>7,840,671</b>	<b>7,840,671</b>	<b>7,188,870</b>	<b>7,542,334</b>	<b>8,293,001</b>	<b>8,255,765</b>	<b>9,026,702</b>	<b>7,622,863</b>
<b>Non-Current Assets</b>											
Land & Buildings	9,555,191	9,491,245	10,144,745	11,261,995	11,164,245	11,081,495	10,998,745	10,900,995	10,818,245	10,735,495	10,637,745
Plant & Equipment	2,235,343	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843	2,233,843
Infrastructure	77,681,787	80,342,739	81,588,239	82,821,739	83,255,239	84,468,739	84,872,239	86,075,739	86,479,239	87,682,739	88,086,239
Tas Water	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445	7,565,445
<b>Total Non-Current Assets</b>	<b>97,037,766</b>	<b>99,633,272</b>	<b>101,532,272</b>	<b>103,883,022</b>	<b>104,218,772</b>	<b>105,349,522</b>	<b>105,670,272</b>	<b>106,776,022</b>	<b>107,096,772</b>	<b>108,217,522</b>	<b>108,523,272</b>
<b>TOTAL ASSETS</b>	<b>107,552,031</b>	<b>109,185,998</b>	<b>108,718,412</b>	<b>111,723,693</b>	<b>112,059,443</b>	<b>112,538,392</b>	<b>113,212,606</b>	<b>115,069,023</b>	<b>115,352,537</b>	<b>117,244,224</b>	<b>116,146,135</b>
<b>Current Liabilities</b>											
Creditors	849,597	849,597	849,597	849,597	849,597	849,597	849,597	849,597	849,597	849,597	849,597
Provisions	871,408	871,408	871,408	871,408	871,408	871,408	871,408	871,408	871,408	871,408	871,408
Other	245,627	245,627	245,627	245,627	245,627	245,627	245,627	245,627	245,627	245,627	245,627
<b>Total Current Liabilities</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>	<b>1,966,632</b>
<b>Non-Current Liabilities</b>											
Provisions	203,417	203,417	203,417	203,417	203,417	203,417	203,417	203,417	203,417	203,417	203,417
<b>Total Non-Current Liabilities</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>	<b>203,417</b>
<b>TOTAL LIABILITIES</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>	<b>2,170,049</b>
<b>NET ASSETS</b>	<b>105,381,982</b>	<b>107,015,949</b>	<b>106,548,363</b>	<b>109,553,644</b>	<b>109,889,394</b>	<b>110,368,343</b>	<b>111,042,557</b>	<b>112,898,974</b>	<b>113,182,488</b>	<b>115,074,175</b>	<b>113,976,086</b>
<b>EQUITY</b>											
Asset Revaluation Reserves	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374	69,023,374
Other Reserves	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729	1,653,729
Accumulated Surplus	34,704,879	36,338,846	35,871,260	38,876,541	39,212,291	39,691,240	40,365,454	42,221,871	42,505,385	44,397,072	43,298,983
<b>TOTAL EQUITY</b>	<b>105,381,982</b>	<b>107,015,949</b>	<b>106,548,363</b>	<b>109,553,644</b>	<b>109,889,394</b>	<b>110,368,343</b>	<b>111,042,557</b>	<b>112,898,974</b>	<b>113,182,488</b>	<b>115,074,175</b>	<b>113,976,086</b>

<b>APPENDIX C - STATEMENT OF CASH FLOWS</b>											
	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>LTFP 2022/23</b>	<b>LTFP 2023/24</b>	<b>LTFP 2024/25</b>	<b>LTFP 2025/26</b>	<b>LTFP 2026/27</b>	<b>LTFP 2027/28</b>	<b>LTFP 2028/29</b>	<b>LTFP 2029/30</b>	<b>LTFP 2030/31</b>
<b>CASH FLOWS FROM OPERATING</b>											
Receipts from ratepayers & Users	4,688,126	4,403,956	4,470,241	4,507,192	4,544,586	4,550,893	4,557,213	4,563,545	4,569,891	4,576,248	4,582,619
Payments to Suppliers & Staff	(4,741,319)	(4,962,306)	(4,960,306)	(4,958,306)	(4,956,306)	(4,954,306)	(4,952,306)	(4,950,306)	(4,948,306)	(4,946,306)	(4,944,306)
Receipts from Government- Operating	2,575,737	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640	2,510,640
Interest	49,939	60,000	46,213	34,380	37,653	34,394	37,045	36,161	39,914	39,728	43,583
TasWater Dividends	51,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000	102,000
<b>Net Cash Flow from Operating Activities</b>	<b>2,623,483</b>	<b>2,114,290</b>	<b>2,168,788</b>	<b>2,195,906</b>	<b>2,238,573</b>	<b>2,243,621</b>	<b>2,254,592</b>	<b>2,262,040</b>	<b>2,274,139</b>	<b>2,282,310</b>	<b>2,294,535</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
Receipts from Government - Capital	1,661,592	816,250	589,126	589,126	589,126	589,126	589,126	589,126	589,126	589,126	589,126
Proceeds from Sale of Assets	73,636	143,000	143,000	143,000	143,000	143,000	143,000	143,000	143,000	143,000	143,000
Purchase/construction of Assets	(5,376,587)	(4,428,000)	(5,267,500)	(2,273,500)	(3,622,500)	(2,445,500)	(3,163,500)	(2,243,500)	(3,043,500)	(2,243,500)	(4,430,500)
Budget assets constructed prior year		392,922									
<b>Net Cash Flow used in Investing Activities</b>	<b>(3,641,359)</b>	<b>(3,075,828)</b>	<b>(4,535,374)</b>	<b>(1,541,374)</b>	<b>(2,890,374)</b>	<b>(1,713,374)</b>	<b>(2,431,374)</b>	<b>(1,511,374)</b>	<b>(2,311,374)</b>	<b>(1,511,374)</b>	<b>(3,698,374)</b>
<b>NET (DECREASE) /INCREASE IN CASH HELD</b>	<b>(1,017,876)</b>	<b>(961,538)</b>	<b>(2,366,586)</b>	<b>654,532</b>	<b>(651,801)</b>	<b>530,247</b>	<b>(176,782)</b>	<b>750,666</b>	<b>(37,235)</b>	<b>770,936</b>	<b>(1,403,839)</b>
Cash at the Beginning of the Year	11,222,003	10,204,127	9,242,589	6,876,003	7,530,534	6,878,733	7,408,980	7,232,197	7,982,864	7,945,628	8,716,565
Less FAGs received in advance											
<b>CASH AT END OF YEAR</b>	<b>10,204,127</b>	<b>9,242,589</b>	<b>6,876,003</b>	<b>7,530,534</b>	<b>6,878,733</b>	<b>7,408,980</b>	<b>7,232,197</b>	<b>7,982,864</b>	<b>7,945,628</b>	<b>8,716,565</b>	<b>7,312,726</b>
Reserves (Restricted funds)	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634	1,530,634
<b>UNRESTRICTED CASH AT YEAR END</b>	<b>8,673,493</b>	<b>7,711,955</b>	<b>5,345,369</b>	<b>5,999,900</b>	<b>5,348,099</b>	<b>5,878,346</b>	<b>5,701,563</b>	<b>6,452,230</b>	<b>6,414,994</b>	<b>7,185,931</b>	<b>5,782,092</b>

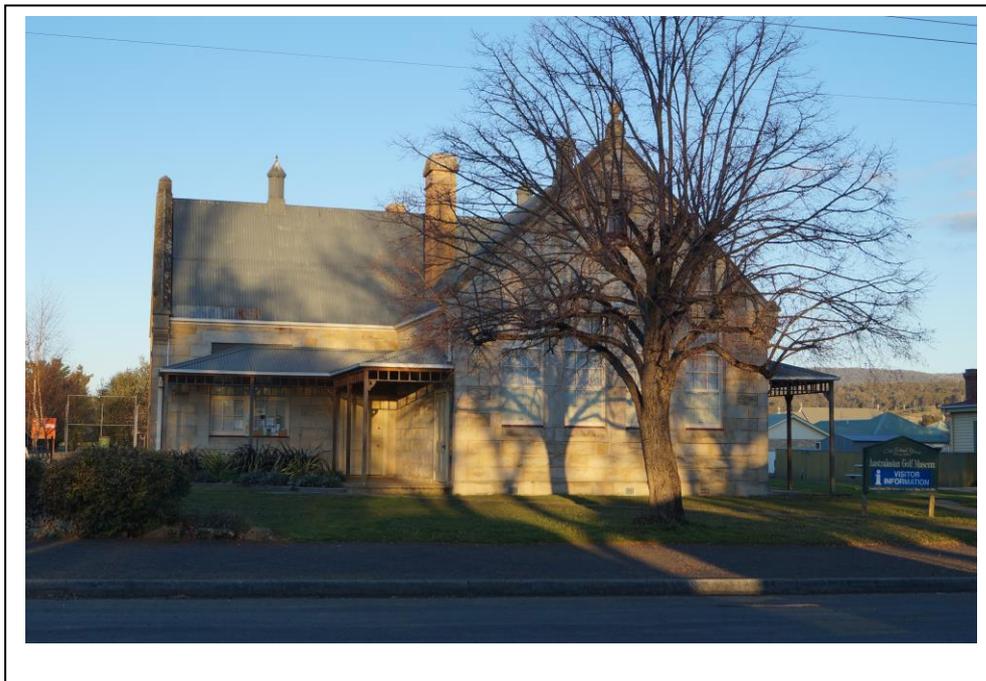
<b>APPENDIX D - ASSET RENEWAL/NEW</b>											
	Actual	Budget	LTFP								
Capex	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Roads - renewal	1,765,475	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000	1,739,000
Roads- new	2,100,824	530,000	800,000	-	800,000	-	800,000	-	800,000	-	800,000
Bridges	209,937	-	854,000		569,000	202,000					1,387,000
Land & Buildings	60,132	777,500	1,250,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Stormwater, Drainage - new	765,568	50,000									
P&E	187,907	780,000	459,000	319,000	319,000	319,000	319,000	319,000	319,000	319,000	319,000
F&F, Computers	14,250	46,500	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
Other Infrastructure	206,215	385,000	117,500	117,500	97,500	87,500	87,500	87,500	87,500	87,500	87,500
Municipal Reval	-	120,000					120,000				
<b>Total Capex</b>	<b>5,310,308</b>	<b>4,428,000</b>	<b>5,267,500</b>	<b>2,273,500</b>	<b>3,622,500</b>	<b>2,445,500</b>	<b>3,163,500</b>	<b>2,243,500</b>	<b>3,043,500</b>	<b>2,243,500</b>	<b>4,430,500</b>
<b>Depreciation</b>											
Roads- renewal	1,337,835	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500	1,335,500
Roads - New	-	-	12,050	30,850	29,650	48,450	47,250	66,050	64,850	83,650	82,450
Bridges	212,040	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000
Land & Buildings	124,078	124,000	132,750	147,750	132,750	132,750	147,750	132,750	132,750	147,750	132,750
Stormwater, Drainage	16,301	16,000	24,156	24,156	24,156	24,156	24,156	24,156	24,156	24,156	24,156
P&E	309,454	309,000	309,000	319,000	319,000	319,000	319,000	319,000	319,000	319,000	319,000
F&F, Computers	47,989	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
Other Infrastructure	73,727	73,000	87,500	87,500	87,500	87,500	87,500	87,500	87,500	87,500	87,500
Municipal Reval amortisatio	-	16,500	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>Total Deprteciation</b>	<b>2,121,424</b>	<b>2,134,000</b>	<b>2,180,956</b>	<b>2,224,756</b>	<b>2,208,556</b>	<b>2,227,356</b>	<b>2,241,156</b>	<b>2,244,956</b>	<b>2,243,756</b>	<b>2,277,556</b>	<b>2,261,356</b>

# Central Highlands Council



## Buildings

# Asset Management Plan



Version 6

October 2021



Institute of  
Public Works  
Engineering  
Australia  
AM4SRRC

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**Asset Management for Small, Rural or Remote Communities Practice Note**

The Institute of Public Works Engineering Australia.

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## TABLE OF CONTENTS

1. EXECUTIVE SUMMARY .....	iii
2. INTRODUCTION.....	1
2.1 Background .....	1
2.2 Goals and Objectives of Asset Management .....	2
2.3 Plan Framework .....	3
2.4 Core and Advanced Asset Management.....	5
2.5 Community Consultation .....	5
3. LEVELS OF SERVICE .....	6
3.1 Customer Research and Expectations.....	6
3.2 Legislative Requirements .....	7
3.3 Current Levels of Service.....	7
3.4 Desired Levels of Service.....	8
4. FUTURE DEMAND .....	9
4.1 Demand Forecast .....	9
4.2 Demand Management Plan .....	9
4.3 New Assets from Growth .....	10
5. LIFECYCLE MANAGEMENT PLAN .....	11
5.1 Background Data .....	11
5.2 Risk Management Plan.....	12
5.3 Routine Maintenance Plan.....	12
5.4 Renewal/Replacement Plan .....	13
5.5 Creation/Acquisition/Upgrade Plan .....	13
5.6 Disposal Plan .....	13
6. FINANCIAL SUMMARY .....	13
6.1 Financial Statements and Projections .....	13
6.2 Funding Strategy .....	15
6.3 Valuation Forecasts.....	15
6.4 Key Assumptions made in Financial Forecasts.....	15
7. ASSET MANAGEMENT PRACTICES .....	15
7.1 Accounting/Financial Systems.....	16
7.2 Asset Management Systems .....	16
7.3 Information Flow Requirements and Processes .....	16
8. PLAN IMPROVEMENT AND MONITORING .....	17
8.1 Performance Measures.....	18
8.2 Improvement Plan.....	18
8.3 Monitoring and Review Procedures.....	18
REFERENCES.....	19
APPENDICES.....	20
Appendix A Abbreviations .....	21
Appendix B Glossary.....	22

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## 1. EXECUTIVE SUMMARY

### Context

Council delivers services to the community by providing clean, safe buildings, available for use and fit for intended purpose.

Major issues are the increasing age of assets, the need for planned maintenance strategies, demand on public toilets and sporting facilities, vandalism and asbestos management.

### The Building Service

The Building network comprises:

- Administration and Depot Buildings
- Public Halls
- Community and Sporting Group Buildings
- Toilet Blocks
- Housing – including Independent Living Units

These infrastructure assets have a replacement value of \$5,818,043.

### What does it Cost?

The projected cost to provide the services covered by this Asset Management Plan includes operations, maintenance, renewal and upgrade of existing assets over the 10 year planning period is \$1,100,000 or \$110,000 per year.

Council does not foresee any material capital expenditure required for its building in the medium term.

Accordingly, this asset management plan has been modified to accommodate both materiality levels, and the lower demand required for additional buildings due to lower than average forecast growth.

### What we will do

Council plans to provide building services for the following (including operation, maintenance, renewal and upgrade of):

- public halls, public toilets, sporting facilities, history and visitor information centres, council administration and works buildings to be able to meet the service levels set by council in annual budgets.

### What we cannot do

Council does not have enough funding to provide all services at the desired service levels or provide new services. Works and services that cannot be provided under present funding levels are:

- Any additional projects that are not within Council's 10Yr plan.

### Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified the major risk is to do with WH&S requirements.

### The Next Steps

The actions resulting from this asset management plan are to:

- Maintain the assets in a safe condition.
- Maintain service levels - continuously assessing conditions.
- Define maintenance standards and service levels that can be delivered at various funding levels.
- Improve the analysis of options so that an informed discussion can be had with the community about priorities and future levels of service and funding

## **Questions you may have**

### **What is this plan about?**

The Central Highland's council provides a Building network in partnership with rate payers and members of the public to enable provision for use of public buildings.

### **What is an Asset Management Plan?**

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

An asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner. The Plan defines the services to be provided, how the services are provided and what funds are required to provide the services.

## 2. INTRODUCTION

### 2.1 Background

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service.

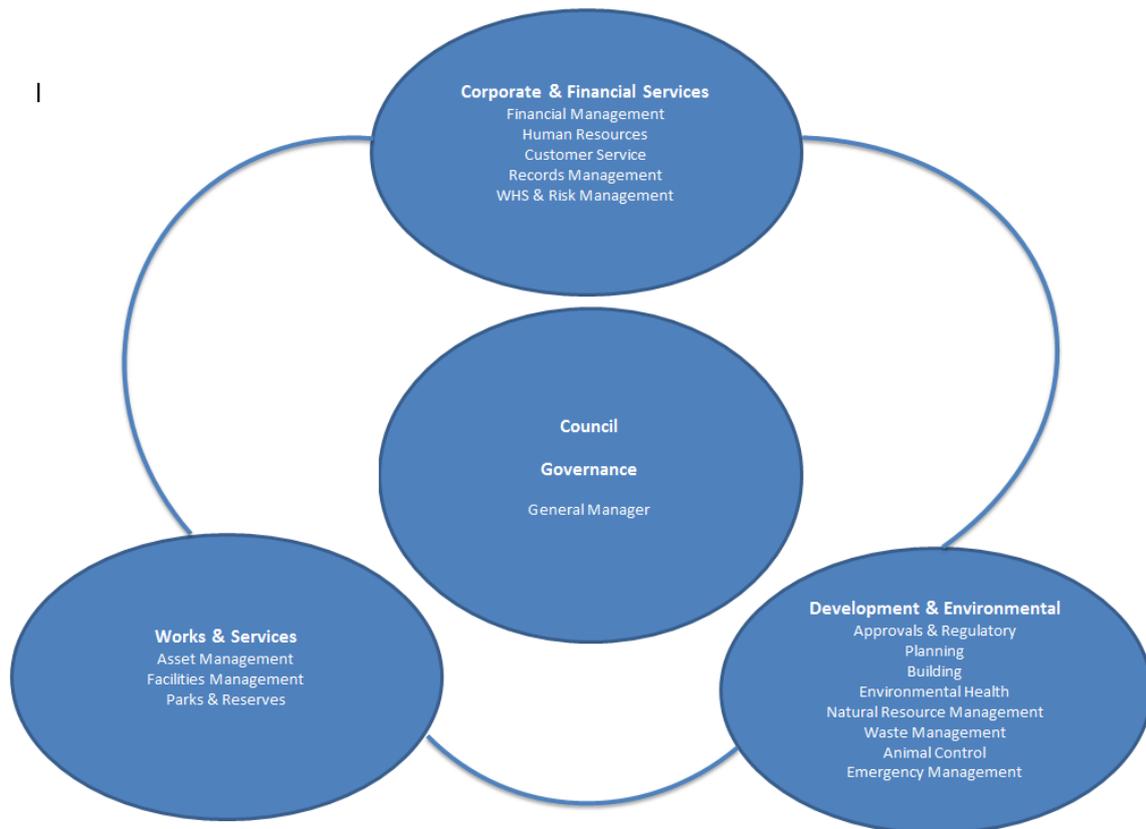
The asset management plan is to be read with Council’s Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Strategic Plan
- Asset Register

**Table 2.1.1: Key Stakeholders in the Asset Management Plan**

Key Stakeholder	Role in Asset Management Plan
Councillors	<ul style="list-style-type: none"> <li>• Represent the needs of the Community,</li> <li>• Allocate resources to meet Council’s objectives in providing services while managing risks, and</li> <li>• Ensuring the Councils’ is financial sustainability.</li> </ul>
Senior Management	<ul style="list-style-type: none"> <li>• Endorse the development of asset management plans and provide the resources required to complete this task.</li> <li>• Set high level priorities for asset management development in Council and raise the awareness of this function among Council staff and contractors.</li> <li>• Support the implementation of actions resulting from this plan and be prepared to make changes to a better way of managing assets and delivering services.</li> <li>• Provide support for an asset management driven budget and Long term Financial Plan</li> </ul>
Corporate & Financial Services	<ul style="list-style-type: none"> <li>• Consolidate the asset register and ensure the asset valuations are accurate.</li> <li>• Develop supporting policies such as capitalisation and depreciation.</li> <li>• Prepare asset sustainability and financial reports; incorporating asset depreciation in compliance with current Australian accounting standards.</li> </ul>
Works and Services	<ul style="list-style-type: none"> <li>• Asset Management and support and admin.</li> </ul>
Works and Services / Development & Environmental Services Staff	<ul style="list-style-type: none"> <li>• Provide local knowledge - level detail on all building / facility assets. Verifying the size, location and condition of all assets.</li> <li>• They can also describe the maintenance standards deployed and Council’s ability to meet technical and customer levels of service.</li> </ul>

Council's organisational structure for service delivery from infrastructure assets are detailed below:



## 2.2 Goals and Objectives of Asset Management

The Council exists to provide services to its community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', by contract, construction by council staff and by donation of assets constructed by developers and others to meet increased levels of service.

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical resources,
- Continuous improvement in asset management practices.<sup>1</sup>

The goal of this asset management plan is to:

- Document the services / service levels to be provided and the costs of providing the service,
- Communicate the consequences for service levels and risk, where desired funding is not available, and
- Provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

<sup>1</sup> IPWEA, 2006, *IIMM* Sec 1.1.3, p 1.3.

This asset management plan is prepared under the direction of Council’s vision, mission, goals and objectives.

Council’s vision is:

***Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.***

Council’s mission is:

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

Relevant goals and objectives and how these are addressed in this asset management plan are shown in Table 2.2.

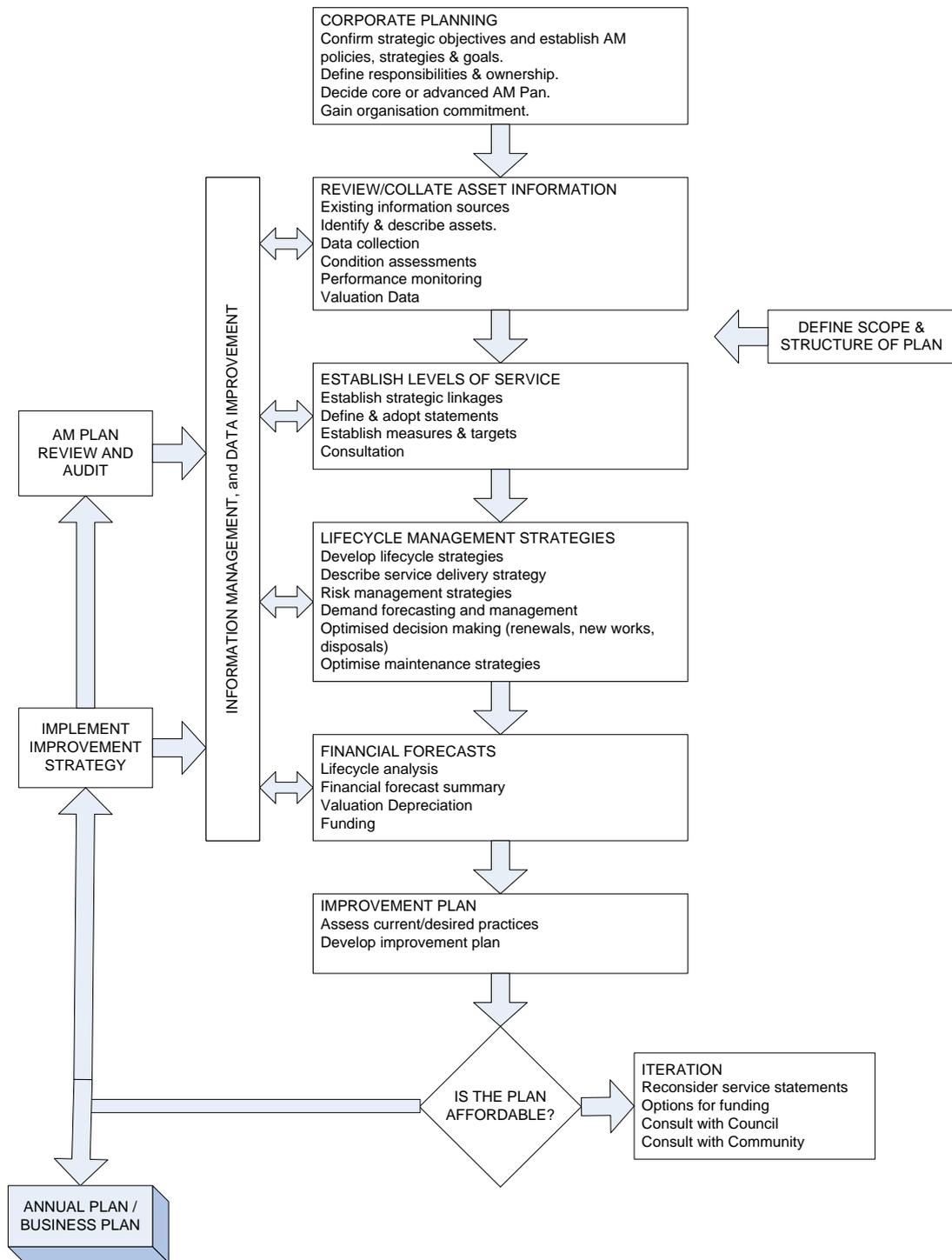
**Table 2.2: Organisation Goals and how these are addressed in this Plan**

Strategic Objective	How Goal and Objectives are addressed in AMP
To ensure building maintenance receive a relevant funding priority	Establish 10 year plans and realistic annual budgets that adequately meet the resource demands of future building requirements.
To ensure that the standard of existing services and assets are maintained and comply with relevant statutory requirements	Implement sound asset management systems and reporting practices.
To develop programs to address the upgrading and maintenance of infrastructure assets	Implement sound asset management systems and reporting processes

### **2.3 Plan Framework**

Key elements of the plan are

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation’s objectives.
- Asset management improvement plan



## **2.4 Core and Advanced Asset Management**

This asset management plan is prepared as a first cut 'core' asset management plan in accordance with the International Infrastructure Management Manual<sup>2</sup>. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

Future revisions of this asset management plan will move towards 'advanced' asset management using a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels.

## **2.5 Community Consultation**

This 'core' asset management plan is prepared to facilitate community consultation initially through feedback on public display of draft asset management plans prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability to pay for the service.

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<sup>2</sup> IPWEA, 2006.

### 3. LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

Council has not carried out any research on customer expectations. This will be investigated for future updates of the asset management plan. Specific projects include specific community feedback and input with relation to service needs.

#### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the organisation’s vision, mission, goals and objectives.

Our vision is:

***Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.***

Our mission is:

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

Relevant organisation goals and objectives and how these are addressed in this asset management plan are:

**Table 3.2: Organisation Goals and how these are addressed in this Plan**

Key Result Area	Goal	Strategy	How Goal and Objectives are addressed in Asset Management Plan
<b>Community Building</b>	Build capacity to improve community spirit and enhance a sense of well being	Plan for and support access to quality services, facilities, health, education and information that meet the needs of all age groups and communities particularly youth, people with disabilities and our ageing population	Maintenance and upgrade of building assets
<b>Environment and Planning</b>	Ensure sustainable management of natural and built resources is respectful to our unique location	Improve service levels and environmental responsibility of building / facility maintenance practices	Maintenance and upgrade of buildings / facilities
<b>Economic Development</b>	Achieve sustainable economic development	Develop and implement initiatives to attract people to live, work and invest in the Council area	Maintenance and upgrade of Buildings, Facilities, Public Recreation and other assets
<b>Asset Management</b>	Ensure the efficient and effective provision of appropriate community assets	Provide a strategic framework for Council to manage, maintain, enhance and develop open space and associated public realm areas for the benefit of residents and visitors	Maintenance and upgrade of Public Recreation and other assets
<b>Asset Management</b>	Ensure the efficient and effective provision of appropriate community assets	Develop and implement a 10 year asset management plan for all classes of assets that includes:- <ul style="list-style-type: none"> <li>• Capital works program</li> <li>• Maintenance program</li> </ul>	Implement the Plan for maintenance and upgrade of assets

The Council will exercise its duty of care to ensure public safety in accordance with the infrastructure risk management plan prepared in conjunction with this Asset Management Plan. Management of infrastructure risks is covered in Section 5.2

### 3.3 Legislative Requirements

Council must meet many legislative requirements including Australian and State legislation and State regulations. Relevant legislation is shown in Table 3.3.

**Table 3.3: Legislative Requirements**

Legislation	Requirement
Local Government Act 1992	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Local Government (Building & Miscellaneous Provisions) Act 1993	To provide for matter relating to buildings and for miscellaneous matters relating to local government.
National Construction Code	To provide the health and safety of persons employed in, engaged in or affected by industry, to provide for the safety of persons using amusement structures and temporary public and to repeal certain enactments
Building Act 2000	To regulate the construction and maintenance of buildings and building and plumbing matters and to provide for permits, enforcement matters and resolution of disputes.
Regulations under Workplace Health & Safety Act 1995	To a person's death, injury or illness being caused by a workplace area, by work activities, or by plant or substances for use at relevant place.

### 3.4 Current Levels of Service

Council has defined service levels in two terms.

**Community Levels of Service** relate to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

**Technical Levels of Service** - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing frequency, mowing frequency, etc.
- Maintenance – the activities necessary to retain an asset as near as practicable to its original condition (eg road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (eg frequency and cost of road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),
- Upgrade – the activities to provide a higher level of service (eg widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (eg a new library).

Council's current service levels are detailed in Table 3.4.

**Table 3.4: Current and Desired Service Levels**

Key Performance Measure	Level of Service Objective	Performance Measure Process	Current Level of Service	Optimal Level of Service
<b>COMMUNITY LEVELS OF SERVICE</b>				
Quality	Provide well maintained buildings	Customer requests relating to building maintenance	Minimal	No maintenance requests outstanding for an agreed period of time
Function	Service provided by Council facilities	No. of customer requests	Minimal	No reasonable requests outside of the plan are outstanding for a period of time
Capacity/ Utilisation	Buildings are appropriate for usage	Anecdotal feedback	Most Public facilities meet community and user groups expectations	All Public facilities meet community and user groups expectations
<b>TECHNICAL LEVELS OF SERVICE</b>				
Operations	Building facilities meet user's needs	Condition inspections Defect inspections	Every 5 years Annually	Reviewed annually
Maintenance	Buildings are suitable for purpose	Reactive service requests completed within reasonable timeframes	Minimal	Community satisfaction
Renewal	Building facilities meet user's needs	Condition of building Disability access	80% of building assets > 3	Regulatory requirements met
Upgrade/New	Public toilets are suitable for all users	Public toilet compliance with DDA	Anecdotal feedback	Community feedback

### 3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents' feedback to Councillors and staff, service requests and correspondence.

## 4. FUTURE DEMAND

### 4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness, etc.

Demand factor trends and impacts on service delivery are summarised in Table 4.1.

**Table 4.1: Demand Drivers, Projections and Impact on Services**

Demand drivers	Present position	Projection	Impact on services
Population	2,144 (CHC Website)	3000(est. 2030, ABS-2013)	These factors will have little or no impact on service currently provided by Council.
Demographics	The median age of people in the Central Highlands was 50. 23.8% of the population is 65 and older (ABS 2016).	The ABS predicts a net increase of older Tasmanians to be around 35% of the population by 2046. The same ABS study projects a 15% decrease in 0-15 year olds by 2046.	These factors will have little or no impact on the services provided by council, but may result in further development of community facilities provided by council to cater for the increasing age group.
Public Halls	Subject to changing community demands.	No plans for material replacement..	Periodic review
Asbestos management	Risk Register Maintained	Building Risk Register maintained as part of Risk Register	Regular review
Tourism	Visitor information infrastructure suitable for needs	Anecdotal feedback	General feedback

### 4.2 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Non-asset solutions focus on providing the required service without the need for the council to own the assets. Examples of non-asset solutions include providing services from existing infrastructure such as aquatic centres and libraries that may be in another council area or public toilets provided in commercial premises.

Opportunities identified to date for demand management are shown in Table 4.2. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.2: Demand Management Plan Summary**

Demand Driver	Impact on Services	Demand Management Plan
Increased community expectations	Increased capacity required or decreased service level	Prioritised through Municipal Management Planning Planned Asset replacement / upgrade program
Increase in Energy and Operational Costs	Increasing operational costs	Analysis of existing assets for renewable energy sources and retro-fitting existing facilities with energy efficient technologies
Meeting Community expectation with relation to condition of assets	Increasing reactive/planned maintenance costs	Develop long term cost effective works program and programmed maintenance inspections.
Meeting Community expectation with relation to accessible facilities	Increasing demand for compliant fully accessible public facilities	Annual review
Meeting User group expectations	Increasing demand for public facilities	Annual review of existing assets and development of 10 year asset replacement and renewal program.

### **4.3 New Assets for Growth**

No new assets are required, due to minimal growth being forecast

## 5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

Council owned public buildings are assessed on the current usage versus current condition. Public halls in small towns have little use however have high maintenance costs.

Amenity buildings are assessed annually under the same principles and programmed through the 10 year toilet replacement program. Higher use public facilities have shorter life cycles with high ongoing planned and reactive maintenance costs. Budget allocation is provided on an annual basis to ensure that high use facilities are replaced / upgraded to meet community expectations and compliance with the Disability Discrimination Act 1992.

#### 5.1.2 Asset capacity and performance

Council's services are generally provided to meet design standards where these are available.

#### 5.1.3 Asset condition

Asset condition information is not currently available.

#### 5.1.4 Asset valuations

The value of assets recorded in the asset register as at 30<sup>th</sup> June 2021 covered by this asset management plan is shown below.

Current Replacement Cost	\$5,818,043
Depreciable Amount	\$5,818,043
Depreciated Replacement Cost	\$5,042,251
Annual Depreciation Expense	\$121,218

Council's sustainability reporting reports the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion.

Asset Consumption (Depreciated replacement cost/Current replacement cost)	87.7% (Average for past two years)
Asset renewal (Capital renewal exp/Annual Depreciation)	29.4% (Average for past two years)

To provide services in a financially sustainable manner, Council will need to ensure that it is renewing assets at the rate they are being consumed over the medium-long term and funding the life cycle costs for all new assets and services in its long term financial plan.

#### 5.1.5 Asset hierarchy

Council does not believe that an asset hierarchy is required for the complexity in this asset class.

## 5.2 Risk Management Plan

Building risks are incorporated into Council's holistic risk management policy. The current risk management policy adopted by Council is Policy 2015-41.

## 5.3 Routine Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity e.g. Preventative maintenance, painting and cleaning etc.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

The Manager of Development and Environment Services conducts maintenance plans at least annually.

### 5.3.1 Maintenance plan

Operations activities affect service levels including quality and function through ongoing preventative maintenance programs, cleaning frequency and opening hours of building and other facilities.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating, reactive, planned and specific maintenance work activities. Reactive maintenance is unplanned repair work carried out in response to service requests and management / supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components / sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past maintenance expenditure is shown in Table 5.3.1.

**Table 5.3.1: Maintenance Expenditure Trends**

Year	Maintenance Expenditure
FY2019	\$66,651
FY2020	\$63,155
FY2021	\$41,230

Planned maintenance work as a % of total maintenance expenditure is not identified.

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that will result in a lesser level of service, the service consequences and service risks have been identified and service consequences highlighted in this Asset Management Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and prioritisation of reactive maintenance is undertaken by the organisation's staff using experience and judgement.

### 5.3.2 Standards and specifications

Maintenance work is carried out in accordance with the following Standards and Specifications.

- Building Act 2000
- National Construction Code
- Tasmanian Plumbing Code
- Occupational Licencing Act 2007

### 5.3.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock.

Deferred maintenance, ie works that are identified for maintenance and unable to be funded are to be included in the risk assessment process in the infrastructure risk management plan.

Maintenance is funded from the operating budget and grants where available.

## 5.4 Renewal / Replacement Plan

No major work is anticipated to be required for building works. An annual allowance of \$50,000 per annum has been made for renewal and maintenance of building infrastructure.

## 5.5 Creation / Acquisition / Upgrade Plan

No new works are planned in the medium term.

## 5.6 Disposal Plan

No disposals are planned in the medium term.

# 6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

## 6.1 Financial Statements and Projections

### 6.1.1 Financial sustainability in service delivery

There are three key indicators for financial sustainability that have been considered in the analysis of the services provided by this asset category, these being long term life cycle costs / expenditures and medium term projected/budgeted expenditures over 5 and 10 years of the planning period.

#### *Long term - Life Cycle Cost*

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is \$184,000 per year (operations and maintenance expenditure plus depreciation expense in year 1).

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operations, maintenance and capital renewal expenditure in year 1. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is \$110,000 (operations and maintenance expenditure plus budgeted capital renewal expenditure in year 1).

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap.

The life cycle gap for services covered by this asset management plan is \$74,000 per year (negative = gap, positive = surplus).

Life cycle expenditure is 96.3% of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

***Medium term – 10 year financial planning period***

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$196,375 per year.

***Medium Term – 5 year financial planning period***

The projected operations, maintenance and capital renewal expenditure required over the first 5 years of the planning period is \$194,000 per year.

***Financial Sustainability Indicators***

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and funding to achieve a financial sustainability indicator of 1.0 for the first years of the asset management plan and ideally over the 10 year life of the Asset Management Plan.

Providing services in a sustainable manner will require matching of projected asset renewals to meet agreed service levels with planned capital works programs and available revenue.

### 6.1.2 Expenditure projections for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in current (non-inflated) values. Disposals are shown as net expenditures (revenues are negative).

**Table 6.1.2: Expenditure Projections for Long Term Financial Plan (\$000)**

Year	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)
2022	\$60	\$50	\$700
2023	\$60	\$50	\$1,200
2024	\$60	\$50	0
2025	\$60	\$50	0
2026	\$60	\$50	0
2027	\$60	\$50	0
2028	\$60	\$50	0
2029	\$60	\$50	0
2030	\$60	\$50	0
2031	\$60	\$50	0

*Note: All projected expenditures are in 2022 dollar values.*

## 6.2 Funding Strategy

Projected expenditure identified in Section 6.1 is to be funded from future operating and capital budgets. The funding strategy is detailed in the organisation's 10 year long term financial plan.

## 6.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated to Council.

The depreciated replacement cost (current replacement cost less accumulated depreciation) will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. The effect of contributed and new assets on the depreciated replacement cost is shown in the darker colour.

## 6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

Key Assumptions	Risks of Change to Assumptions
Use of the existing inventory data	Medium Risk
Use of existing valuations, useful lives and remaining lives	Medium Risk
Use of current expenditure information as best as this can be determined	Medium Risk

## **7. ASSET MANAGEMENT PRACTICES**

### **7.1 Accounting / Financial Systems**

#### **7.1.1 Accounting and financial systems**

Council uses Navision financial software and the General Ledger module is the relevant component.

#### **7.1.2 Accountabilities for financial systems**

Deputy General Manager and Finance Manager/Accountant have accountability for financial systems.

#### **7.1.3 Accounting standards and regulations**

Council's financial reports comply with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), and the Local Government Act 1993 (LGA1993) (as amended).

#### **7.1.4 Capital / maintenance threshold**

##### **Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed over-heads.

Costs with a value greater than \$5,000 is used as a threshold for capitalising expenditure that has a useful life greater than twelve months.

### **7.2 Asset Management Systems**

#### **7.2.1 Asset management system**

Asset data is maintained in asset registers within Navision and also Excel.

#### **7.2.2 Asset registers**

- ✓ Excel
- ✓ Dynamics Navision
- ✓ Valuer General's Valuation report

#### **7.2.3 Linkage from asset management to financial system**

Asset data is maintained in Navision, and posts into the general ledger.

#### **7.2.4 Accountabilities for asset management system and data**

Accountability for the Asset Management System rests with the Contract Accountant, under the supervision of the General Manager.

### **7.3 Information Flow Requirements and Processes**

The key information flows *into* this asset management plan are:

- Council strategic and operational plans,
- Service requests from the community,
- Network assets information,

- Current levels of service, expenditures, service deficiencies and service risks,
- Projections of various factors affecting future demand for services and new assets acquired by Council,
- Future capital works programs,
- Financial asset values.

The key information flows *from* this asset management plan are:

- The projected Works Program and trends,
- The resulting budget and long term financial plan expenditure projections,
- Financial sustainability indicators.

These will impact the Long Term Financial Plan, Strategic Longer-Term Plan, annual budget and departmental business plans and budgets.

## 8. PLAN IMPROVEMENT AND MONITORING

### 8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into the organisation’s long term financial plan and Community / Strategic Planning processes and documents,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the ‘global’ works program trends provided by the asset management plan;

### 8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task No	Task	Responsibility	Resources Required	Timeline
1	Continuously improve record and reporting on expenditures, with separate costs for operations, maintenance and capture capital expenditures as renewal or upgrade/new	Corporate (Technical & Financial)	Staff time	Ongoing
2	Continue with the development of the corporate asset register, in which financial calculations including calculation of annual depreciation are undertaken by Council	Corporate (Technical & Financial)	Staff time	Ongoing
3	Review the accuracy and currency of asset data	Corporate (Technical & Financial)	Staff time	Ongoing
4	Review procedures for maintaining the Asset and Financial Registers	Corporate (Technical & Financial)	Staff Time	Ongoing
5	Maintenance response levels is understood and adopted	Technical Services	Staff time	Ongoing
6	Development of 10 year asset management replacement programs for Renewals/Upgrades	Technical Services	Staff time	Ongoing

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and / or resources available to provide those services as a result of the budget decision process.

The Plan has a life of three years and is due for revision accordingly within that time period.

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## **APPENDICES**

Appendix A      Abbreviations

Appendix B      Glossary

## **Appendix A Abbreviations**

<b>AAAC</b>	Average annual asset consumption
<b>AMP</b>	Asset management plan
<b>ARI</b>	Average recurrence interval
<b>BOD</b>	Biochemical (biological) oxygen demand
<b>CRC</b>	Current replacement cost
<b>CWMS</b>	Community wastewater management systems
<b>DA</b>	Depreciable amount
<b>EF</b>	Earthworks / formation
<b>IRMP</b>	Infrastructure risk management plan
<b>LCC</b>	Life Cycle cost
<b>LCE</b>	Life cycle expenditure
<b>MMS</b>	Maintenance management system
<b>PCI</b>	Pavement condition index
<b>RV</b>	Residual value
<b>SS</b>	Suspended solids
<b>vph</b>	Vehicles per hour

## Appendix B Glossary

### Annual service cost (ASC)

- 1) Reporting actual cost  
The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.
- 2) For investment analysis and budgeting  
An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

### Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

### Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

### Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

### Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

### Average annual asset consumption (AAAC)\*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

### Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

### Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

### Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, eg. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

### Capital expenditure - new

Expenditure which creates a new asset providing a new service / output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

### Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, eg. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

**Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

**Capital funding**

Funding to pay for capital expenditure.

**Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

**Capital investment expenditure**

See capital expenditure definition

**Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

**Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

**Class of assets**

See asset class definition

**Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

**Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

**Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

**Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.

**Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

**Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

**Economic life**

See useful life definition.

**Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital.

**Fair value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms length transaction.

**Funding gap**

A funding gap exists whenever an entity has insufficient capacity to fund asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current funding gap means service levels have already or are currently falling. A projected funding gap if not addressed will result in a future diminution of existing service levels.

### **Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

### **Impairment Loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.

### **Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

### **Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:

- (a) use in the production or supply of goods or services or for administrative purposes; or
- (b) sale in the ordinary course of business.

### **Key performance indicator**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

### **Level of service**

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

### **Life Cycle Cost**

1. **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
2. **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual operations, maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

### **Life Cycle Expenditure**

The Life Cycle Expenditure (LCE) is the actual or planned annual operations, maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of life cycle sustainability.

### **Loans / borrowings**

See borrowings.

### **Maintenance**

All actions necessary for retaining an asset as near as practicable to its original condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

#### • **Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

#### • **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/supervisory directions.

#### • **Significant maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

#### • **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

### **Maintenance and renewal gap**

Difference between estimated budgets and projected required expenditures for maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

### **Maintenance and renewal sustainability index**

Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (eg 5, 10 and 15 years).

### **Maintenance expenditure**

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

### **Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

### **Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

### **Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

### **Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

### **Operations expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

### **Operating expense**

The gross outflow of economic benefits, being cash and non cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

### **Pavement management system**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

### **PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

### **Rate of annual asset consumption**

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.

### **Rate of annual asset renewal**

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

### **Rate of annual asset upgrade**

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

### **Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

### **Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

**Recurrent funding**

Funding to pay for recurrent expenditure.

**Rehabilitation**

See capital renewal expenditure definition above.

**Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

**Renewal**

See capital renewal expenditure definition above.

**Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Section or segment**

A self-contained part or piece of an infrastructure asset.

**Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

**Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

**Strategic Longer-Term Plan**

A plan covering the term of office of councillors (4 years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

**Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, cycle, replacement of air conditioning equipment, etc. This work generally falls below the capital/maintenance threshold and needs to be identified in a specific maintenance budget allocation.

**Sub-component**

Smaller individual parts that make up a component part.

**Useful life**

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

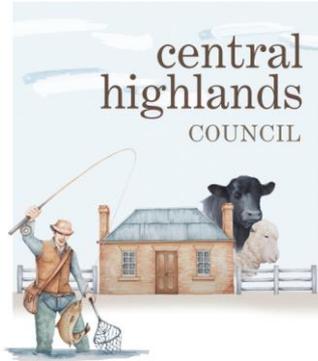
It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council.

**Value in Use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary

# Central Highlands Council



## Roads and Bridges

# Asset Management Plan



Version 4

October 2021



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**Asset Management for Small, Rural or Remote Communities Practice Note**

The Institute of Public Works Engineering Australia.

[www.ipwea.org.au/AM4SRRC](http://www.ipwea.org.au/AM4SRRC)

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## TABLE OF CONTENTS

1. EXECUTIVE SUMMARY .....	ii
2. INTRODUCTION .....	1
2.1 Background .....	1
2.2 Goals and Objectives of Asset Management .....	1
2.3 Plan Framework .....	2
2.4 Core and Advanced Asset Management.....	2
3. LEVELS OF SERVICE.....	3
3.1 Customer Research and Expectations .....	3
3.2 Legislative Requirements .....	3
3.3 Current Levels of Service.....	3
3.4 Desired Levels of Service.....	4
4. FUTURE DEMAND .....	4
4.1 Demand Forecast .....	4
4.2 Changes in Technology .....	5
4.3 Demand Management Plan .....	5
4.4 New Assets for Growth .....	5
5. LIFECYCLE MANAGEMENT PLAN.....	6
5.1 Background Data.....	6
5.2 Risk Management Plan .....	7
5.3 Routine Maintenance Plan.....	8
5.4 Renewal/Replacement Plan .....	9
5.5 Creation/Acquisition/Upgrade Plan.....	10
5.6 Disposal Plan .....	11
6. FINANCIAL SUMMARY.....	11
6.1 Financial Statements and Projections.....	11
6.2 Funding Strategy .....	13
6.3 Key Assumptions made in Financial Forecasts.....	13
7. ASSET MANAGEMENT PRACTICES .....	14
7.1 Accounting/Financial Systems .....	14
7.2 Asset Management Systems .....	14
7.3 Information Flow Requirements and Processes .....	14
7.4 Standards and Guidelines .....	15
8. PLAN IMPROVEMENT AND MONITORING .....	16
8.1 Performance Measures.....	16
8.2 Improvement Plan .....	16
8.3 Monitoring and Review Procedures .....	16
REFERENCES .....	17
APPENDICES .....	17
Appendix A Abbreviations.....	18
Appendix B Glossary.....	19

## 1. EXECUTIVE SUMMARY

### Context

Council provides a roads and bridges network with the funding assistance from the Australian government to enable the network to be maintained in a 'fit for purpose' condition

The issues confronting Council in maintaining this network include a small revenue and population base coupled with a large, sparsely populated area and extreme diverse climatic conditions.

### The Roads and Bridges Service

The Roads and Bridges network comprises:

- Sealed Roads
- Unsealed Roads
- Kerb & Channel
- Footpaths
- Bridges

These infrastructure assets have a replacement value of \$97,455,789

### What does it Cost?

The projected cost to provide the services covered by this Asset Management Plan includes operations, maintenance, renewal and upgrade of existing assets over the 10 year planning period is \$25,725,690 or \$2,572,569 per year.

Councils' present funding levels are sufficient to continue to provide existing services at current levels in the long term.

### What we will do

Council plans to provide and maintain Roads, Bridges and Footpaths services to achieve the following objectives:

- Ensure that the road network is maintained at a safe and functional standard in accordance with annual budgets.
- Ensure that the road network is affordable/sustainable for the ratepayer and the broader community.
- Ensure that the road network services the needs of the community.
- Continuing renewal and replacement under current funding levels

### Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified major risks as:

- Loss of all weather access
- Reduction of load limits on bridges
- Reduced service levels

We will endeavour to manage these risks within available funding by:

- Improved maintenance programming
- Improved condition reporting
- Improved allocation of funding

### The Next Steps

The actions resulting from this asset management plan are:

- Update the Sealed Road hierarchy to assist in the prioritising of future works
- Update the Unsealed Road hierarchy to maximize quality all weather access
- Update the condition report for all roads

## **Questions you may have**

### **What is this plan about?**

This asset management plan covers the infrastructure assets that serve the Central Highlands Community's Roads and Bridges needs. These assets include Roads, Bridges and Footpaths throughout the Council area that enable people to move around the community.

### **What is an Asset Management Plan?**

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

An asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner. The Plan defines the services to be provided, how the services are provided and what funds are required to provide the services.

Councils' present funding levels are sufficient to continue to provide existing services at current levels in the medium to long term.

## 2. INTRODUCTION

### 2.1 Background

This asset management plan is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service.

The asset management plan is to be read with Council's Asset Management Policy, Asset Management Strategy and the following associated planning documents:

- Strategic Plan
- AusSpan BMS Reports
- Moloney Asset Management Systems

Its purpose is to demonstrate Council's responsive management of assets, compliance with regulatory requirements and to communicate funding required needed to provide the level of service.

This infrastructure management plan covers the road assets, including bridges and culverts, in the road reservation managed by Council's Works and Services Department and are shown in Table 2.1.

**Table 2.1: Assets covered by this Plan**

Asset category	Dimension	Replacement Value
Sealed Roads	118,626 sqm	\$29,847,322
Unsealed Roads	620,956 sqm	\$46,054,745
Bridges	4,414 m2	\$16,184,436
Footpaths Kerbs and Guttering	23,084 lm	\$2,825,080
<b>TOTAL</b>		<b>\$94,911,582</b>

### 2.2 Goals and Objectives of Asset Management

The Council exists to provide services to its community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by 'purchase', by contract, construction by council staff and by donation of assets constructed by developers and others to meet increased levels of service.

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Taking a life cycle approach,
- Developing cost-effective management strategies for the long term,
- Providing a defined level of service and monitoring performance,
- Understanding and meeting the demands of growth through demand management and infrastructure investment,
- Managing risks associated with asset failures,
- Sustainable use of physical resources,
- Continuous improvement in asset management practices.<sup>1</sup>

The goal of this asset management plan is to:

- Document the services/service levels to be provided and the costs of providing the service,
- Communicate the consequences for service levels and risk, where desired funding is not available, and provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

<sup>1</sup> IPWEA, 2006, *IIMM* Sec 1.1.3, p 1.3.

This asset management plan is prepared under the direction of Council’s vision, mission, goals and objectives.

Council’s vision is:

***Our vision is for the Central Highlands to provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.***

Council’s mission is:

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

Relevant goals and objectives and how these are addressed in this asset management plan are shown in Table 2.2.

**Table 2.2: Organisation Goals and how these are addressed in this Plan**

Strategic Objective	How Goal and Objectives are addressed in AMP
To ensure road maintenance and reconstruction works receive a high funding priority	Establish 10 year plans and realistic annual budgets that adequately meet the resource demands of future road network requirements.
To ensure that the standard of existing services and assets are maintained and comply with relevant statutory requirements	Implement sound asset management systems and reporting practices.
To develop programs to address the upgrading and maintenance of infrastructure assets	Implement sound asset management systems and reporting processes

### 2.3 Plan Framework

Key elements of the plan are

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation’s objectives.
- Asset management improvement plan

### 2.4 Core and Advanced Asset Management

This asset management plan is prepared as a first cut ‘core’ asset management plan in accordance with the International Infrastructure Management Manual<sup>2</sup>. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a ‘top down’ approach where analysis is applied at the ‘system’ or ‘network’ level.

<sup>2</sup> IPWEA, 2006.

### 3. LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

Council has not carried out any research on customer expectations. This will be investigated for future updates of the asset management plan.

#### 3.2 Legislative Requirements

Council has to meet many legislative requirements including Australian and State legislation and State regulations. Some of the relevant legislation is shown in Table 3.2.

**Table 3.2: Legislative Requirements**

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Local Government (Highways) Act 1982	Consolidates certain enactments relating to the functions of Councils in respect of highways etc.
Financial Management Audit Act 1990	Management of finances consistent with contemporary accounting standards and practices.
Roads and Jetties Act 1935	Defines State controlled highways in the municipal area etc.

#### 3.3 Current Levels of Service

Council has defined service levels in two terms.

**Community Levels of Service** relate to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community levels of service measures used in the asset management plan are:

Quality	How good is the service?
Function	Does it meet users' needs?
Safety	Is the service safe?

**Technical Levels of Service** - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the council undertakes to best achieve the desired community outcomes.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as opening hours, cleansing frequency, mowing frequency, etc.
- Maintenance – the activities necessary to retain an assets as near as practicable to its original condition (eg road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (eg frequency and cost of road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),
- Upgrade – the activities to provide a higher level of service (eg widening a road, sealing an unsealed road, replacing a pipe with a larger size) or a new service that did not exist previously (eg a new library).

Council's current service levels need to develop further and are detailed in Table 3.3.

**Table 3.3: Current Service Levels**

Key Performance Measure	Level of Service Objective	Performance Measure Process	Desired Level of Service	Current Level of Service
<b>COMMUNITY LEVELS OF SERVICE</b>				
Quality	To provide road and bridge infrastructure that is “fit for purpose”	AARB Condition ratings for all road components	Infrastructure at condition 1,2 and 3 at three yearly assessment periods	
Function	To provide a road network that delivers appropriate mobility and access for users	Customer service requests relating to functionality		
Safety	To provide a safe road network	Number of reported incidents/accidents		
<b>TECHNICAL LEVELS OF SERVICE</b>				
Operations and Maintenance		Budget \$885,000		
Renewal		Budget \$1,739,000		
Upgrade/New		Budget \$530,000		

### 3.4 Desired Levels of Service

At present, indications of desired levels of service are obtained from various sources including residents’ feedback to Councillors and staff, service requests and correspondence. Council has yet to quantify desired levels of service. This will be done in conjunction with future revisions of this asset management plan.

## 4. FUTURE DEMAND

### 4.1 Demand Forecast

Factors affecting demand include population change, changes in demographics, seasonal factors, vehicle ownership, consumer preferences and expectations, economic factors, agricultural practices, environmental awareness, etc.

Demand factor trends and impacts on service delivery are summarised in Table 4.1.

**Table 4.1: Demand Factors, Projections and Impact on Services**

Demand factor	Present position	Projection	Impact on services
Population	2,144 (CHC Website)	3000(est. 2030, ABS-2013)	Minimal
Demographics	The median age of people in the Central Highlands is 50. 23.8% of the population is 65 and older (ABS 2016).	The ABS predicts a net increase of older Tasmanians to be around 35% of the population by 2046. The same ABS study projects a 15% decrease in 0-15 year olds by 2046.	Increased demand for footpaths/walkways
Forestry	Transition/IGA	Reduced forestry activity	Reduced traffic impact on local roads

#### 4.2 Changes in Technology

Technology changes are forecast to have little effect on the delivery of services covered by this plan.

#### 4.3 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.3: Demand Management Plan Summary**

<b>Service Activity</b>	<b>Demand Management Plan</b>
Sealing of Roads	Limited by availability of funding & cash reserves and need to maintain existing assets
Capital Works Plan	Ongoing updates of the 10 year Capital Works Plan

#### 4.4 New Assets for Growth

The new assets required to meet growth will be acquired free of cost from land developments and constructed/acquired by Council.

Acquiring these new assets will commit council to fund ongoing operations and maintenance costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations and maintenance costs.

## 5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 2.1.

Topography and geographic location has a major influence on the maintenance of infrastructure in the Central Highlands with extreme variances in climatic conditions and availability of road making materials.

Age profile information is not currently available. An age profile will be developed in future revisions of the asset management plan.

#### 5.1.2 Asset capacity and performance

Council's services are generally provided to meet design standards where these are available.

Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Hollow Tree Road	Pavement failure due to heavy vehicles
Ellendale Road	Pavement failure due to heavy vehicles
Victoria Valley Road	Pavement failure due to heavy vehicles
Fourteen Mile Road	Pavement failure due to heavy vehicles and weather conditions

The above service deficiencies were identified from discussions with Works and Services Manager.

#### 5.1.3 Asset condition

Asset condition information is not currently available

Condition will be measured using a 1 – 5 rating system<sup>3</sup> as detailed in Table 5.1.3.

**Table 5.1.3: IIMM Description of Condition**

Condition Rating	Description
1	Excellent condition: Only planned maintenance required.
2	Very good: Minor maintenance required plus planned maintenance.
3	Good: Significant maintenance required.
4	Fair: Significant renewal/upgrade required.
5	Poor: Unserviceable.

#### 5.1.4 Asset valuations

<sup>3</sup> IIMM 2006, Appendix B, p B:1-3 ('cyclic' modified to 'planned', 'average' changed to 'fair')

The value of assets recorded in the asset register as at 30<sup>th</sup> June 2021 covered by this asset management plan is shown below.

Current Replacement Cost	\$94,911,582
Written Down Value	\$72,448,804
Annual Depreciation Expense	\$1,551,100

Council’s sustainability reporting reports the rate of annual asset consumption and compares this to asset renewal and asset upgrade and expansion.

Asset Consumption (Depreciated replacement cost/Current replacement cost)	83.1%
Asset sustainability ratio (Capital renewal exp/Annual Depreciation)	107.1%

To provide services in a financially sustainable manner, Council will need to ensure that it is renewing assets at the rate they are being consumed over the medium-long term and funding the life cycle costs for all new assets and services in its long term financial plan.

#### 5.1.5 Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

Council’s service hierarchy is shown in Table 5.1.5

**Table 5.1.5: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective
Collector Sealed Roads	Provide safe, smooth and all weather access
Local Sealed Road	Provide safe, smooth and all weather access
Collector Unsealed	Provide safe, smooth and all weather access
Local Unsealed	Provide safe access

## 5.2 Risk Management Plan

An assessment of risks<sup>4</sup> associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’ to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as ‘Very High’ - requiring immediate corrective action and ‘High’ – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan are summarised in Table 5.2.

**Table 5.2: Critical Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Associated Costs
Urban Streets and Rural roads ( Sealed and Unsealed )	Poor ride quality, continuous patching of potholes, high pavement failure rate	H	Identify and prioritise based on risk and within budget ( increased resealing frequency )	
Unsealed Rural roads	Reduced ride quality due to potholing, corrugations and poorer gravels	H	Compare existing intervention levels and work processes with alternatives – match to available funds	
Timber Bridges	Road closures/ imposition of load limits	H	Review bridge capacity/condition and load limits	

### 5.3 Routine Maintenance Plan

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

#### 5.3.1 Maintenance plan

Maintenance includes reactive, planned and specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management / supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components / sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital / maintenance threshold but may require a specific budget allocation.

Actual past maintenance expenditure is shown in Table 5.3.1.

**Table 5.3.1: Maintenance Expenditure Trends**

Year	Maintenance Expenditure
2020/21	\$1,064,000
2019/20	\$1,010,000
2018/19	\$893,000

Current maintenance expenditure levels are considered to be adequate to meet required service levels. Future revision of this asset management plan will include linking required maintenance expenditures with required service levels.

Assessment and prioritisation of reactive maintenance is undertaken by operational staff using experience and judgement.

### 5.3.2 Standards and specifications

Maintenance work is carried out in accordance with the following Standards and Specifications.

- Australian Standards
- Central Highlands General Specifications and Standards
- Standard Contract Documentation and Specifications

### 5.3.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock.

Deferred maintenance, ie works that are identified for maintenance and unable to be funded are to be included in the risk assessment process in the infrastructure risk management plan.

Maintenance is funded from the operating budget and grants where available. This is further discussed in Section 6.2.

## 5.4 Renewal / Replacement Plan

Renewal expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade / expansion or new works expenditure.

### 5.4.1 Renewal plan

Assets requiring renewal are identified from one of three methods provided in the ‘Expenditure Template’.

- Method 1 uses Asset Register data to project the renewal costs for renewal years using acquisition year and useful life, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the ‘Expenditure template’.

Method 1 was used for this asset management plan.

A Draft ranking criteria that could be used to determine priority of identified renewal proposals is detailed in Table 5.4.1.

**Table 5.4.1: Renewal Priority Ranking Criteria**

Criteria	Weighting
Fit with strategic longer – term objectives	30%
Percentage of useful life	25%
Traffic and pedestrian use	25%
Number of service requests	20%
<b>Total</b>	<b>100%</b>

Renewal will be undertaken using ‘low-cost’ renewal methods where practical. The aim of ‘low-cost’ renewals is to restore the service potential or future economic benefits of the asset by renewing the assets at a cost less than replacement cost.

Examples of low cost renewal include;

- Crack Sealing
- Cement / lime and Chemical stabilisation
- Spray seals
- Asphalt instead of Concrete footpaths

**5.4.2 Renewal standards**

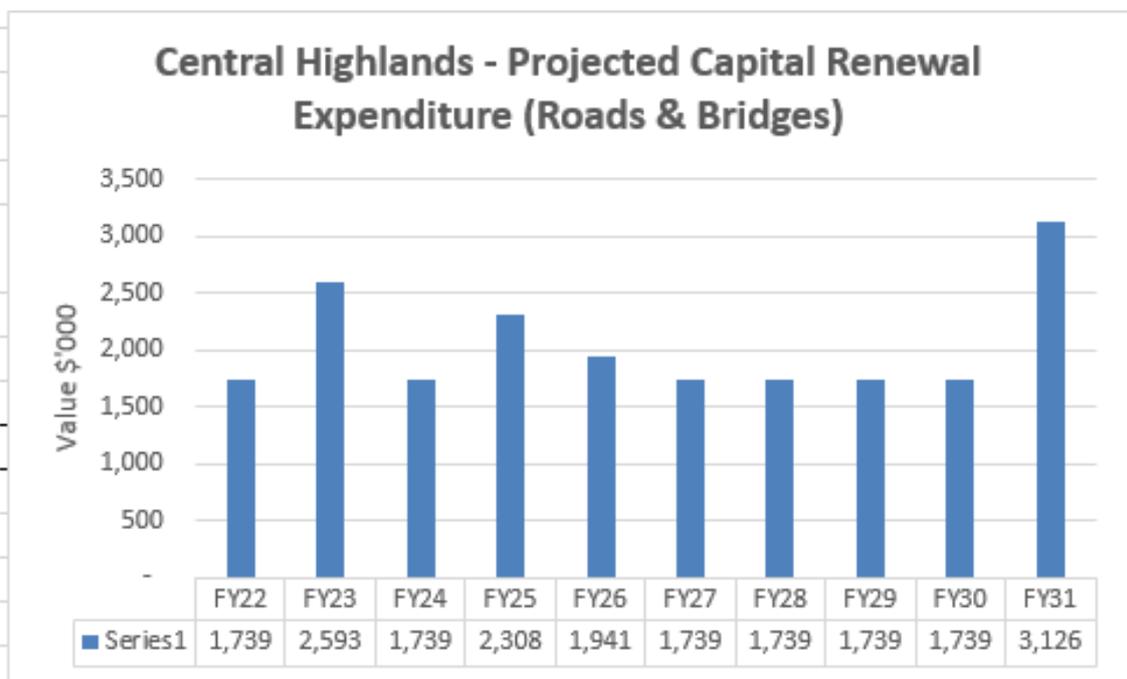
Renewal work is carried out in accordance with the following Standards and Specifications.

- Australian Standards
- Central Highlands Council general Specifications and Standard Drawings
- Standard Contract documentation and Drawings

**5.4.3 Summary of projected renewal expenditure**

Projected future renewal expenditures are forecast to increase over time as the asset stock ages. The costs are summarised in Figure 5. Note that all costs are shown in 2020/21 dollar values.

**Figure 5: Projected Capital Renewal Expenditure**



Deferred renewal, ie those assets identified for renewal and not scheduled for renewal in capital works programs are to be included in the risk assessment process in the risk management plan.

Renewals are to be funded from capital works programs and grants where available. This is further discussed in Section 6.2.

**5.5 Creation / Acquisition / Upgrade Plan**

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets

may also be acquired at no cost to the Council from land development. These assets from growth are considered in Section 4.4.

### 5.5.1 Selection criteria

New assets and upgrade / expansion of existing assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary estimate.

Council is to develop a New Assets priority ranking criteria system.

This system will verified proposals that are ranked by priority and available funds and scheduled in future works programmes. The draft priority ranking criteria is detailed in Table 5.5.1.

**Table 5.5.1: Draft Upgrade / New Assets Priority Ranking Criteria**

Criteria	Weighting
Fit with strategic longer-term plan objectives	30%
Percentage of useful life	25%
Traffic and pedestrian Use	25%
Number of Service Requests	20%
<b>Total</b>	<b>100%</b>

### 5.5.2 Standards and specifications

Standards and specifications for new assets and for upgrade / expansion of existing assets are the same as those for renewal shown in Section 5.4.2.

### 5.5.3 Summary of projected upgrade/new assets expenditure

New assets and services are to be funded from capital works program and grants where available. This is further discussed in Section 6.2.

## 5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation.

These assets would be reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

Where cashflow projections from asset disposals are not available, these will be developed in future revisions of this asset management plan.

## 6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

### 6.1 Financial Statements and Projections

#### 6.1 Financial sustainability in service delivery

There are three key indicators for financial sustainability that have been considered in the analysis of the services provided by this asset category, these being long term life cycle costs / expenditures and medium term projected / budgeted expenditures over 5 and 10 years of the planning period.

### ***Long term - Life Cycle Cost***

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is \$2,380,000 per year (operations and maintenance expenditure plus depreciation expense in year 1).

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operations, maintenance and capital renewal expenditure in year 1. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is \$2,383,000 (operations and maintenance expenditure plus budgeted capital renewal expenditure in year 1).

If there is a shortfall between life cycle cost and life cycle expenditure then there is a life cycle gap.

For services covered by this asset management plan life cycle expenditure exceeds life cycle costs by \$3,000 per year

Life cycle expenditure is 100% of life cycle cost.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays would need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

### ***Medium term – 10 year financial planning period***

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding surplus. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$3,040,200 per year.

### ***Medium Term – 5 year financial planning period***

The projected operations, maintenance and capital renewal expenditure required over the first 5 years of the planning period is \$3,064,000 per year.

### ***Financial Sustainability Indicators***

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and funding to achieve a financial sustainability indicator of 1.0 for the first years of the asset management plan and ideally over the 10 year life of the AM Plan.

Providing services in a sustainable manner will require matching of projected asset renewals to meet agreed service levels with planned capital works programs and available revenue.

A gap between projected asset renewals, planned asset renewals and funding indicates that further work is required to manage required service levels and funding to eliminate any funding gap.

We will manage the ‘gap’ by developing this asset management plan to provide guidance on future service levels and resources required to provide these services, and review future services, service levels and costs with the community.

### 6.1.2 Expenditure projections for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in current (non-inflated) values. Disposals are shown as net expenditures (revenues are negative).

**Table 6.1.2: Expenditure Projections for Long Term Financial Plan (\$000)**

Year	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)
2022	\$1,000	\$1,739	\$0
2023	\$1,000	\$2,593	\$800
2024	\$1,000	\$1,739	\$0
2025	\$1,000	\$2,308	\$800
2026	\$1,000	\$1,941	\$0
2027	\$1,000	\$1,739	\$800
2028	\$1,000	\$1,739	\$0
2029	\$1,000	\$1,739	\$800
2030	\$1,000	\$1,739	\$0
2031	\$1,000	\$3,126	\$800

*Note: All projected expenditures are in 2021/22 values*

## 6.2 Funding Strategy

Projected expenditure identified in Section 6.1 is to be funded from future operating and capital budgets. The funding strategy is detailed in the organisation’s 10 year long term financial plan.

## 6.3 Key Assumptions made in Financial Forecasts

Key assumptions made in this asset management plan are:

- Asset values as per Revaluation Reports
- Useful lives of assets is similar to other Councils
- Current Replacement Cost (CRC) is based on Fair Value
- Present service levels will remain constant for life of AM Plan

## **7. ASSET MANAGEMENT PRACTICES**

### **7.1 Accounting / Financial Systems**

#### **7.1.1 Accounting and financial systems**

- Navision Accounting System
- Accounting practices comply with the Australian Accounting Standards
- Compliance with the Local government Act 1993.

#### **7.1.2 Accountabilities for financial systems**

Accountability for the financial management of Council's financial system rests with the Deputy General Manager.

#### **7.1.3 Capital / maintenance threshold**

Capital / maintenance threshold policy needs to be developed

#### **7.1.4 Required changes to accounting financial systems arising from this AM Plan**

A review needs to be undertaken to ensure the correct allocation of costs between maintenance, renewal and capital expenditure and that this is reflected in the Chart of Accounts.

### **7.2 Asset Management Systems**

#### **7.2.1 Asset management system**

Council currently does not have an integrated asset management system.

#### **7.2.4 Accountabilities for asset management system and data**

Accountabilities for the Asset Management System rest with the Deputy General Manager and the Works & Services Manager.

#### **7.2.5 Required changes to asset management system arising from this AM Plan**

Commissioning of a full conditioning report for roads needs to be undertaken to improve the accuracy of data.

### **7.3 Information Flow Requirements and Processes**

The key information flows *into* this asset management plan are:

- Council strategic and operational plans,
- Service requests from the community,
- Network assets information,
- The unit rates for categories of work / materials,
- Current levels of service, expenditures, service deficiencies and service risks,
- Projections of various factors affecting future demand for services and new assets acquired by Council,
- Future capital works programs,
- Financial asset values.

The key information flows *from* this asset management plan are:

- The projected Works Program and trends,
- The resulting budget and long term financial plan expenditure projections,
- Financial sustainability indicators.

These will impact the Long Term Financial Plan, Strategic Longer-Term Plan, annual budget and departmental business plans and budgets.

#### **7.4 Standards and Guidelines**

Standards, guidelines and policy documents referenced in this asset management plan are:

- Australian Accounting Standards
- Central Highlands Council Asset Management Policy
- IIMA Manual, Association of Local Government Engineering
- Australian Infrastructure financial Management Guidelines IPWEA 2009

## 8. PLAN IMPROVEMENT AND MONITORING

### 8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into the organisation's long term financial plan and Community / Strategic Planning processes and documents,
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan;

### 8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task No	Task	Responsibility	Resources Required	Timeline
1	Maintain a 10 year capital works program	Corporate & Finance Services	Deputy General Manager	Ongoing
2	Set response levels of service for reactive maintenance	Works and Services	Works & Services Manager	Ongoing
3	Update full condition report on all roads every 3 years	Works & Services	Works & Services Manager	Next due 2022/23
4	Develop a sealed road hierarchy to assist in prioritising of future works	Works & Services	Works & Services Manager	2022
5	Develop an unsealed road hierarchy to maximise quality all weather access	Works & Services	Works & Services Manager	2022
6	Develop services levels for each road	Works & Services	Works & Services Manager	2022
7	Ensure the correct allocation of costs between maintenance, renewal and capital expenditure to ensure this is reflected accurately in the chart of accounts	Corporate & Finance Services	Deputy General Manager	Ongoing

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget preparation and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of the budget decision process.

The Plan has a life of 3 years and is due for revision and updating within one year of each Council election.

## REFERENCES

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## APPENDICES

Appendix A      Abbreviations

Appendix B      Glossary

## **Appendix A Abbreviations**

<b>AAAC</b>	Average annual asset consumption
<b>AMP</b>	Asset management plan
<b>ARI</b>	Average recurrence interval
<b>ASC</b>	Annual Service Cost
<b>CRC</b>	Current replacement cost
<b>DA</b>	Depreciable amount
<b>DRC</b>	Depreciated Replacement Cost
<b>EF</b>	Earthworks / formation
<b>IRMP</b>	Infrastructure risk management plan
<b>LCC</b>	Life Cycle cost
<b>LCE</b>	Life cycle expenditure
<b>MMS</b>	Maintenance management system
<b>PCI</b>	Pavement condition index
<b>RV</b>	Residual value
<b>vph</b>	Vehicles per hour

## Appendix B Glossary

### Annual service cost (ASC)

- 1) Reporting actual cost  
The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.
- 2) For investment analysis and budgeting  
An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

### Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

### Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

### Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

### Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

### Average annual asset consumption (AAAC)\*

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits / service potential) and totalled for each and every asset in an asset category or class.

### Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

### Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and / or upgrade expenditures, the total project cost needs to be allocated accordingly.

### Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

### Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

**Capital expenditure - renewal**

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

**Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

**Capital funding**

Funding to pay for capital expenditure.

**Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

**Capital investment expenditure**

See capital expenditure definition

**Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

**Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

**Class of assets**

See asset class definition

**Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

**Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

**Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

**Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.

**Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

**Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

**Economic life**

See useful life definition.

**Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital.

**Fair value**

The amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties, in an arm's length transaction.

**Funding gap**

A funding gap exists whenever an entity has insufficient capacity to fund asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current funding gap means service levels have already or are currently falling. A projected funding gap if not addressed will result in a future diminution of existing service levels.

**Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

**Impairment Loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.

**Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, e.g. roads, drainage, footpaths and cycle ways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

**Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:

- (a) use in the production or supply of goods or services or for administrative purposes; or
- (b) sale in the ordinary course of business.

**Key performance indicator**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

**Level of service**

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

**Life Cycle Cost**

1. **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
2. **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual operations, maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

### **Life Cycle Expenditure**

The Life Cycle Expenditure (LCE) is the actual or planned annual operations, maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of life cycle sustainability.

### **Loans / borrowings**

See borrowings.

### **Maintenance**

All actions necessary for retaining an asset as near as practicable to its original condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**  
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown criteria / experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Reactive maintenance**  
Unplanned repair work that is carried out in response to service requests and management/supervisory directions.
- **Significant maintenance**  
Maintenance work to repair components or replace sub-components that need to be identified as a specific maintenance item in the maintenance budget.
- **Unplanned maintenance**  
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

### **Maintenance and renewal gap**

Difference between estimated budgets and projected required expenditures for maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

### **Maintenance and renewal sustainability index**

Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

### **Maintenance expenditure**

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

### **Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

### **Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques.

**Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from e.g. the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

**Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, e.g. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

**Operations expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, e.g. power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

**Operating expense**

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

**Pavement management system**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

**PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

**Rate of annual asset consumption**

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.

**Rate of annual asset renewal**

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

**Rate of annual asset upgrade**

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

**Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

**Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

**Recurrent funding**

Funding to pay for recurrent expenditure.

**Rehabilitation**

See capital renewal expenditure definition above.

**Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

**Renewal**

See capital renewal expenditure definition above.

**Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, e.g. public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Section or segment**

A self-contained part or piece of an infrastructure asset.

**Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

**Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

**Strategic Longer-Term Plan**

A plan covering the term of office of councillors (4 years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

**Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, cycle, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

**Sub-component**

Smaller individual parts that make up a component part.

**Useful life**

Either:

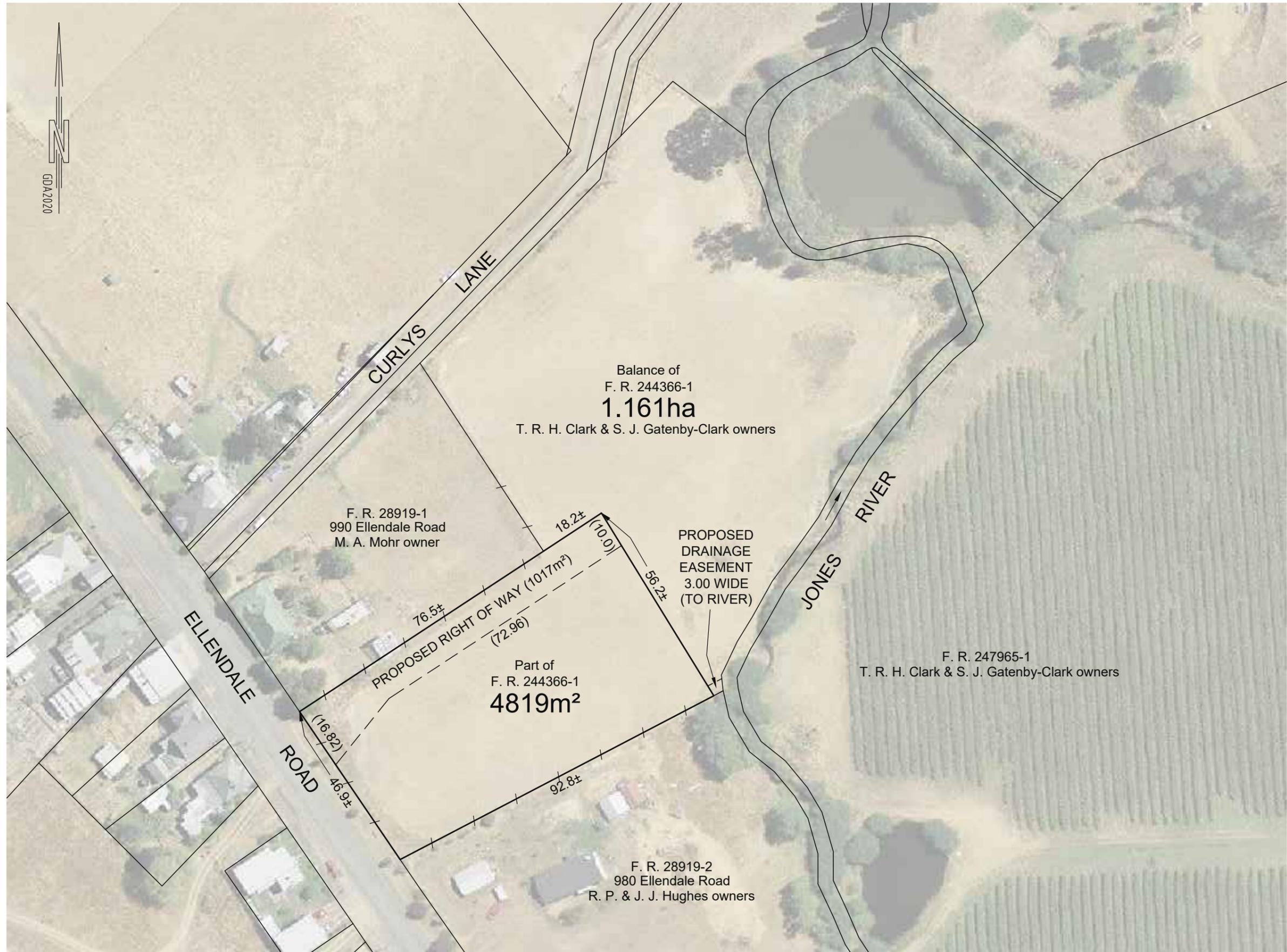
- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council.

**Value in Use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary



**LEGEND**

	Proposed lot boundary
	Proposed easement
	Adjoining boundary
	Fence

**NOTES**

Date of survey: 23<sup>rd</sup> September 2021

Horizontal datum is GDA2020 per GNSS observations.

This plan has been prepared by PDA Surveyors for the exclusive use of Central Highlands Council in accordance with instructions from Mr. Jim Allwright. PDA Surveyors accept no responsibility for the use or manipulation of this data.

No attempt has been made to locate services or features on this site. Prior to any final design, demolition, excavation or construction on this site, a comprehensive site investigation should be undertaken by the relevant engineers and/or authorities to locate all above and underground service infrastructure.

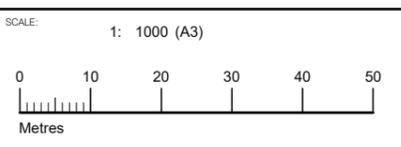
Title boundaries and dimensions shown on this plan are compiled from LISTmap and, as such, are indicative only. Background imagery is per LISTmap.

Dimensions of proposed boundaries are subject to final survey. A full remark survey should be undertaken if any works are to take place on or near the title boundary shown on the plan.

These notes form an integral part of the plan/computer file. As such, the plan/computer file should not be copied unless these notes are included.

GDA2020

E				
D				
C				
B				
A	DRAINAGE EASEMENT ADDED	SR	12-10-21	CMT
REV	AMENDMENTS	DRAWN	DATE	APPR.



SURVEYOR	SR	GEOCIVIL	48366CT
DRAWN	SR	CHECKED	CMT
DATE	5th October 2021		

**SITE PLAN**  
**PROPOSED SUBDIVISION OF F. R. 244366-1**  
**FOR CENTRAL HIGHLANDS COUNCIL**

**PDA Surveyors** Incorporating WALTER SURVEYS  
 Surveying, Engineering & Planning  
 127 Bathurst Street  
 Hobart, Tasmania, 7000  
 www.pda.com.au  
 Also at: Kingston, Launceston,  
 Devonport & Burnie  
 PHONE: +61 03 6234 3217  
 EMAIL: pda.hbt@pda.com.au

SCALE	PAPER
1:1000	(A3)
JOB NUMBER	DRAWING
48366CT-1A	



## **Policy No. 2015- 32**

# **Fire Abatement Policy**

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page 1 of 7

<b>CONTENTS:</b>		<b>Page No.</b>
1.	Purpose	3
2.	Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines	4
3.	Glossary of Terms	4
4.	Guidelines	5
5.	Fire Hazard Abatement – Frequently Asked Questions	5 - 6

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page <b>2</b> of <b>7</b>

## 1. Purpose

The purpose of this Policy is to state the Council's position in regard to dealing with fire abatement issues as they relate to nuisance provisions within the Local Government Act.

Fire hazard reduction is the lowering of the percentage of a serious fire threat to a manageable level and timeframe within which a Fire Service could attend and contain the threat.

Council recognises that wildfire is a natural hazard in our environment and that it is the responsibility of all landowners to help minimise that on-going risk to their own and other property. Council has two roles to play in meeting this objective: that of a significant property land owner within the Central Highlands; and that of an organisation with the capacity to ensure that members of the municipality meet their statutory obligations regarding fire hazards.

This policy outlines the measures that Council will adopt to reduce fire risk and demonstrates Council's commitment to ensuring that fire hazards on land under its control are abated. It will also provide direction to Council staff and landowners as to the measures that should be adopted to minimise the risk of the escape of a fire to adjacent properties.

Whilst Council has statutory powers to ensure that fire hazards are abated, it recognises that different fire risks exist on individual properties depending upon the location of the land, its terrain, vegetation cover, availability of services, etc. For this reason, this policy is in the form of guidelines that give general direction and measures that should be adopted in the absence of compelling reasons to vary them.

Except where there is a direct threat to their personal safety, landowners can play an important part in the early intervention where fire occurs on their property and to monitor their property when regional fire threats are present or imminent.

As the landowners of vacant land are frequently not present when these fire events occur, they have an increased responsibility to ensure that there are appropriate measures in place to mitigate the spread of fire. This policy applies to land in residential areas.

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page 3 of 7

## 2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.

This policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines. These include but are not limited to:

- The Local Government Act - particularly Part 12, Division 6 - Nuisances; including Sections 199 to 204.
- Penalty Units and Other Penalties Act
- Code of Conduct Policies;
- Risk Management Policy and Strategy;
- Duty Statements (Job Descriptions, etc.);
- Fraud Policies and Procedures;
- Delegations of Authority;
- Australian Standard 8001-2008 – Fraud and Corruption Control.

## 3. Glossary of Terms

### 3.1. This Policy

2015-32 Fire Abatement Policy

### 3.2. Council

Central Highlands Council.

### 3.3. Contractor

A contractor is defined as a person or organisation, external to Council, engaged under a contract for service (other than as an employee) to provide specified services to Council. A contractor generally works under the supervision of a Council Manager to provide services which are not readily available in the Council.

## 4. Guidelines

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page 4 of 7

Council has varied land ownership throughout the Central Highlands, including local parks and playgrounds, roads and roadside reservations and reserves. It is committed to actively inspect and maintain those properties so as to minimise fire hazards. This will include the periodic slashing of roadside verges, the mowing of parks, ovals grounds, etc., the establishment and maintenance of fire breaks and the development of fire management plans for significant reserves.

Council does not provide a comprehensive property inspection service, but will promptly respond to community concerns of potential fire hazards. In addition it will provide guidance to landowners seeking advice as to measures they may implement to reduce fire risk on, or to, their property.

Council’s authorised officers have the training and authority to inspect properties on which fire hazards are thought to exist and to require the landowner to abate an identified fire hazard within a specified period of time.

Where a Fire Hazard Abatement Notice has been issued and not complied with, Council will arrange for a contractor to undertake the works at the owner’s expense and may issue an infringement notice for the failure to comply with the Notice.

It is the responsibility of the landowner to confirm whether or not any permits are required for vegetation removal prior to implementation of fire hazard abatement measures.

## **5. Fire Hazard Abatement – Frequently Asked Questions**

### **5.1 Why do Councils issue fire hazard notices?**

All councils in Tasmania are required by law to issue a Hazard Abatement Notice when an inspection shows that there is, or is likely to be, a direct fire hazard on private property that presents an immediate risk to life or property on adjoining land within their council area. This legislation, The Local Government Act 1993, also assigns councils with the responsibility to clear a hazard at the owner’s expense if the owner does not do so inside a specified time.

### **5.2 It’s my property, why can’t I decide what is a fire risk and what isn’t?**

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page 5 of 7

Property owners may determine for themselves how to manage their properties up to the point where it becomes a clear risk to their neighbours. Council’s Inspectors are trained to recognise fire hazards and to determine the most practical way to manage the hazard.

**5.3 So, how do Fire Hazard Abatement Notices work?**

If a fire hazard is located, a hazard Abatement Notice is sent to the property owner. This notice describes the hazard and sets the deadline for clearing it. If the hazard has not been properly cleared by the due date, a “Failure to Comply” letter is sent. This gives the property owner notice that the deadline has passed and that Council is now compelled to clear the hazard on the owner’s behalf.

Shortly after this, either a crew from Council or a Contractor engaged by Council enters the property and completes the required work. An invoice for the work is then posted to the owner.

**5.4 Can you recommend anyone to do the work for me?**

Council does not provide recommendations of suitable private contractors for hazard clearing works. The Yellow Pages contain a listing under Land Clearing &/or Firebreak Contractors and another under Lawn Mowing and Maintenance.

**5.5 What is it going to cost me if Council or a Council appointed contractor clears the hazard on my property?**

Costs vary depending on the size and type of hazard, the time required to clear the hazard and the equipment and resources required.

**5.6 I worked to clear the hazard and you sent me a “Failure to Comply” letter. Why?**

The terms of the Hazard Abatement Notice must be met in full to provide an adequate level of fire protection. It is also a standard requirement of the notice to keep the hazard clear until the end of the fire season, so ongoing maintenance may be required to prevent the hazard from growing back.

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page 6 of 7

**5.7 I have received a Fire Abatement Notice but do not agree that my property constitutes a fire hazard. What can I do?**

A person served with, or specified in, an abatement notice may appeal to a magistrate within 14 days after service of the notice on any one or more of the following grounds:

- (a) that a nuisance does not exist;
- (b) that an action required by the abatement notice is unreasonable;
- (c) That the period stated in the abatement notice is unreasonable.

A magistrate may:

- (a) order that the person is to comply with the abatement notice; or
- (b) modify the abatement notice and order that the person and the council are to comply with the modified notice; or
- (c) order that the council withdraw the abatement notice.

Document:	Start Date: 19 October 2021	Page Reference:
Fire Abatement Policy	Review Date: 31 Dec 2024	Page <b>7</b> of <b>7</b>

*Agenda item*

**BUSH WATCH 131 444**



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Bush Watch Westerway and  
Upper Derwent Valley  
C/- Post Office  
Westerway 7140

Phone 0409881427

Lyn Eyles  
General Manager  
Central Highlands Council  
Hamilton Tas 7140

27<sup>th</sup> September 2021

Re: Fentonbury War Memorial.

Dear Lyn,

First of all, thank you for the work the Council has done at the Fentonbury War Memorial. It's the best it has ever looked!

At our last Bush Watch meeting a flagpole and flag was discussed. I have been asking the public for their response of the flag pole idea, everyone said yes to the idea, but maybe

1. Aboriginal Flag for the First Owners of the Land.
2. Tasmania Flag for being Tasmanians.
3. Australian Flag for being in the Australian Defence Force.
4. Someone mentioned they fought and died under the British Flag, but I pointed out the Union Jack is in the corner of the Australian Flag.

Bush Watch is hoping that the Central Highlands Council would be able to help us with our request, with one or two Flag Poles and Flags, Aboriginal and Australian please.

Thank You  
Sincerely

Stefan Frazik  
Bush Watch Coordinator

**Customer:**

**CENTRAL HIGHLANDS COUNCIL**  
**Central Highlands Council Chambers**  
**19 Alexander Street**  
**BOTHWELL TAS 7030**  
**Australia**

**Service Quotation # Q002324338-3**

Site: 070S-HOBRT  
 Komatsu Contact: AARON CONNOR  
 Email: aconnor@komatsu.com.au  
 Phone:  
 Model: GD655-3A  
 Serial No: 11023  
 Plant No: 000126457  
 Eng Serial No:  
 SMR: 12,366

Inquiry Date: 27.09.2021  
 Quotation Date: 27.09.2021  
 Target Completion Date: 27.09.2021  
 Purchase Order No: Central Highlands GD655-3A Quotation  
 for replacement Trans

**Contact Name:**

**Contact No:**

**Contact Email:**

**Description of Work:**  
 Remove Transmission  
 Split case For diagnosis found Broken shaft on IM Set  
 Obtain and split second hand case for inspection  
 Reseal and assemble  
 Install into machine  
 Fill with oil flush and fill again  
 Testing

LABOUR	HOURS	DESCRIPTION	LABOUR RATE	AMOUNT	
	94.00	Labour total includes time spent to date	\$112.00	\$10,528.00	
				<b>\$10,528.00</b>	
ITEM	QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
	45.00	SUPERCOOLANT	Komatsu coolant premix	\$5.57	\$250.65
	110.00	TO10	Komatsu 10w powertrain oil	\$4.41	\$485.10
	800.00	Freight	Freight	\$1.00	\$800.00
					<b>\$1,535.75</b>
OTHER	QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
	1.00	Consumables	Consumables	\$789.60	\$789.60
	1.00	Environmental Levy	Environmental levy	\$300.00	\$300.00
	1.00	Consumables	Used transmission 714-23-1114	\$9,501.64	\$9,501.64
					<b>\$10,591.24</b>
				<b>Total Exc GST</b>	<b>\$22,654.99</b>
				<b>GST</b>	<b>\$2,265.50</b>
				<b>TOTAL (AUD)</b>	<b>\$24,920.49</b>

**Work Authorisation**

I have read and understand the above mentioned quotation and accept the costs contained within.

I would like to have all the replaced parts back with the machine / component.



**Name:**

**Purchase Order:**

**Signed:**

**Date:**

**Please note:**

Confirmation of quotation may be subject to final inspection. You will be notified of any additional charges or findings prior to completion of the job. All cash sale accounts must be paid in full prior to collection of the machine/component. Account customers exceeding their credit limit must make prior payment arrangements before machine/component can be released.

The quotation is valid for thirty (30) days subject to availability.

**KOMATSU AUSTRALIA  
TERMS & CONDITIONS – PARTS AND SERVICE**

**1. DEFINITIONS**

"**Agreement**" means the agreement between Komatsu and the Purchaser for the supply of the Goods and/or Services, comprising the relevant order and these Conditions.  
"**Claim**" means any claim made (whether in the form of an allegation, demand, suit, action or other proceeding of any kind) under or in connection with this Contract or its subject matter, whether arising under contract (including under any warranty or indemnity or any other breach, actual or anticipatory), in equity, in restitution, negligence or any other tort, strict liability, under statute or otherwise at all.  
"**Conditions**" means these terms and conditions, as amended from time to time.  
"**Consequential Loss**" means all loss of actual or anticipated profit, loss of use, loss of productivity, loss of revenue, business interruption of any nature, loss of contracts, loss of opportunity, increased costs and expenses, wasted expenditure, loss arising from delay, loss by reason of shutdown or non-operation or increased cost of borrowing capital or financing, loss of business reputation or goodwill and all special, indirect and consequential losses whether caused by or contributed to by a breach of contract or statute, breach of warranty (express or implied), tort, strict liability or any other cause whatsoever.  
"**Delivery**" means when the Goods are picked up by a carrier or otherwise leave Komatsu's premises or as agreed in writing.  
"**Exchange**" means the exchange of the Purchaser's own used part for a new, remanufactured (Reman, Komponent Exchange, Service Exchange) or used part supplied by Komatsu.  
"**Goods**" or "**Services**" (or both) collectively and severally means the parts, components, fluids, oils or other parts or services described in the attached quotation or invoice for purposes of supply by Komatsu to Purchaser.  
"**IP**" means all industrial and intellectual property rights whether protectable by statute, common law or equity including without limitation, all copyright in the goods and all materials provided in connection with the goods, rights in relation to inventions (including all patents and patent applications), trade secrets and know-how, design rights (registrable or not), trade mark rights (registered or not), circuit layout design rights and excluding non-assignable moral rights.  
"**Komatsu**" means Komatsu Australia Pty Ltd ABN 71 143 476 626.  
"**Price**" means the total monetary amount for the sale of the Goods or Services (excluding GST).  
"**Purchaser**" means the entity placing an order for Goods or Services.  
"**Related Bodies Corporate**" means related bodies corporate as defined in the *Corporations Act 2001* (Cth).  
"**Services**" means any service or repair of specified equipment supplied under a Komatsu service quotation or invoice.

**2. APPLICATION OF CONDITIONS**

2.1 Goods and Services are supplied or Exchanged, solely on the basis of these Conditions, any terms put forward by the buyer are rejected.  
2.2 Terms of contract, conditions or offer in any specification, purchase order or other document submitted by the Purchaser are excluded.  
2.3 Variations or additions to these Conditions are effective only if agreed in writing by Komatsu.  
2.4 The Purchaser's request to buy Goods or Services or submission by the Purchaser of a purchase order for the Goods or Services is deemed to be an offer to purchase the Goods or Services (order) subject to these Conditions. Komatsu may accept or reject an order in its sole discretion.  
2.5 An order to purchase Goods or Services is only accepted when it is acknowledged by Komatsu either orally or in writing or by Delivery.  
2.6 Komatsu may vary these Conditions from time to time and will provide the Purchaser with replacement Conditions. The subsequent placing of an order by the Purchaser is deemed as acceptance of these Conditions.  
2.7 Unless stated otherwise by Komatsu, the Price for the Goods and Services is firm for 30 days from its original date unless sooner withdrawn by Komatsu.

**3. PRICE**

3.1 Unless otherwise stated by Komatsu: (a) Prices exclude GST, customs duty, levies, tariffs, delivery costs and any export packing or special packing if required, taxes whether present or future, direct or indirect (except for taxes levied on Komatsu's income); and (b) Goods pricing will be invoiced and payable in accordance with Komatsu's standard price list applying at the date of order of the Goods.

**4. DELIVERY**

4.1 Delivery and availability dates are indicative only. Komatsu will use reasonable efforts to deliver the Goods by the delivery date specified by it.  
4.2 Komatsu (including its Related Bodies Corporate) is not liable for any damage or loss, including Consequential Loss, to the Purchaser resulting from any delay in delivery of Goods or Services.

**5. PAYMENT**

5.1 The Purchaser must pay the Price without deduction or set-off within 30 days of an order or on or before Delivery whichever occurs first. Time is of the essence for payment.  
5.2 Where the Purchaser is approved by Komatsu for trading on credit terms, payment is due for all Goods and Services provided, within 30 days from the end of the month of invoicing. All other sales are on a cash on delivery basis.  
5.3 The Purchaser indemnifies Komatsu for any losses, costs or fees incurred or arising in connection with recovery of any overdue payment.  
5.4 The Goods remain Komatsu's property until the Price is paid in full. The Purchaser must: (a) keep the Goods in its possession and control; (b) keep the Goods in good repair and condition, excluding fair wear and tear; (c) keep the Goods stored separately and marked so that the Goods are clearly and easily identifiable as Komatsu's property and if requested, promptly inform Komatsu of the location of the Goods; and (d) not sell, assign or lease the Goods or any interest in them, or permit any Security Interest, charge, pledge, lien or other encumbrance to be created in relation to them.  
5.5 If the Purchaser fails to pay to Komatsu all monies due under this Agreement by the due date, Komatsu has the right and irrevocable licence from the Purchaser, to, at any time and without notice, via its representatives, enter the Purchaser's premises and to repossess the Goods or any part of them.  
**6. PERSONAL PROPERTY SECURITIES ACT 2009 (Cth) ("PPSA")**  
6.1 The retention of title in clause 5.4 gives rise to a Purchase Money Security Interest under the PPSA in favour of Komatsu in respect of the Goods and their proceeds.  
6.2 If the Purchaser defaults on any monies due under this Agreement, Komatsu has the irrevocable right to seize the Goods without notice and deal with the Goods as Komatsu sees fit.  
6.3 To the maximum extent permitted by law, the following provisions of the PPSA do not apply to the enforcement by Komatsu of its security interest in the Goods: sections 95, 118, 121(4), 125, 130, 132(3)(d), 132(4), 135, 142 and 143. The Purchaser waives its rights to receive any verification statements under Section 157 of the PPSA.  
6.4 In clauses 5 and 6 "proceeds", "Purchase Money Security Interest" and "Security Interest" have the meanings given in the PPSA.

**7. RISK AND INSURANCE**

7.1 Risk in the Goods passes to the Purchaser upon Delivery. The Purchaser must fully insure the Goods, and hold the benefit of any claim on trust for Komatsu, from the time risk in the Goods passes to the Purchaser until title in the Goods passes from Komatsu to the Purchaser.

**8. WARRANTIES AND EXCLUSIONS**

8.1 Unless Komatsu states otherwise, the Goods or Services are warranted in accordance with the applicable warranty relevant at the date of supply listed at: <https://www.komatsu.com.au/pages/terms-conditions>  
8.2 All other conditions and warranties of any type in relation to the Goods or Services are excluded to the maximum extent allowed by the law. Nothing in these Conditions limit those provisions of the *Competition and Consumer Act 2010* (Cth) nor any other statutes, rules or regulations from time to time in force in Australia which imply or guarantee certain conditions or warranties or impose obligations on Komatsu which conditions, warranties and obligations cannot, or cannot except to a limited extent be excluded, restricted or modified. If any such statutory provisions apply, then to the extent to which Komatsu is entitled to do so, its liability is limited at its option to:  
(a) in the case of Goods: (i) the replacement of Goods or the supply of equivalent Goods; or (ii) the payment of the cost of replacing the Goods or of acquiring equivalent Goods; or (iii) the payment of the cost of having the Goods repaired; or (iv) the repair of the Goods; and  
(b) in the case of Services: (i) the supply of the Services again; or (ii) the payment of the cost of having the Services supplied again.  
8.3 The Purchaser, in connection with the Goods or Services, indemnifies and keeps indemnified Komatsu, its Related Bodies Corporate, its officers, agents, employees, subcontractors, vendors and other contractors (Indemnitees) against all claims, demands, losses, costs, liabilities and expenses arising directly or indirectly out of: (a) injury to or death of any person (including Indemnitees) to the extent not caused by Komatsu; (b) damage to or destruction of any property (including that of Indemnitees), to the extent not caused by Komatsu; and (c) any modification, alteration or use of the Goods that is not in accordance with (without limitation) any applicable law or the Goods manufacturer's recommendations or Komatsu's instructions or the manuals relating to the Goods.  
8.4 Notwithstanding anything to the contrary in these Conditions or elsewhere and to the full extent permitted by law, Komatsu (including its Related Bodies Corporate) is not liable to the Purchaser under contract, at law or otherwise for any Consequential Loss, liquidated damages, delay penalties or any performance guarantees.  
8.5 Notwithstanding anything to the contrary in these Conditions or elsewhere and to the full extent permitted by law, Komatsu's total cumulative liability to the Purchaser for all liabilities, damages, losses, costs and expenses suffered or incurred under or in connection with this Agreement by the Purchaser, for all Claims in the aggregate, is limited to the amount paid by the Purchaser to Komatsu for the Goods and Services the subject of the Claim.

**9. DEFAULT**

9.1 The Purchaser must pay Komatsu interest (at the ANZ Bank Indicator Lending Rate effective from time to time plus 2% p.a.) on any amount not paid by the due date until payment in full is received by Komatsu.  
9.2 Komatsu may by written notice to the Purchaser immediately end this Agreement or otherwise refuse to supply Goods or Services if:  
(a) the Purchaser fails to perform any of its obligations under this Agreement;  
(b) the Purchaser dies or becomes incapacitated, or ceases, or indicates that it is about to cease, to carry on business;  
(c) anything happens that indicates that there is a significant risk that the Purchaser is or will become unable to pay debts as they fall due; or  
(d) a step is taken to have a receiver, receiver and manager, provisional liquidator, liquidator or administrator appointed to the Purchaser or any of its assets.  
9.3 The rights and remedies provided in these Conditions will not affect any other rights or remedies available to Komatsu.

**10. EXCHANGE**

10.1 If the Purchaser requests the Exchange of its used part, Komatsu may, in its sole and absolute discretion decide whether it will accept the Purchaser's Exchange used part and if so on what terms. If Komatsu accepts the Purchaser's Exchange used part, Komatsu will invoice the Purchaser ("Exchange Invoice") on the basis that the Purchaser's Exchange used part is provided to Komatsu within 10 business days of receipt by the Purchaser of Komatsu's Exchange part and the Purchaser's Exchange used part meets Komatsu's minimum condition requirements as notified by Komatsu from time to time ("Core Return Criteria"). If Komatsu determines within 10 business days of receipt of the Purchaser's Exchange used part that it does not meet the Core Return Criteria then Komatsu may charge the Purchaser an amount required to bring the Purchaser's Exchange used part up to the standard of the Core Return Criteria. If Komatsu determines that the Purchaser's Exchange used part is beyond economic repair, Komatsu will invoice the Purchaser, at Komatsu's list price of a corresponding new part less the Exchange Invoice amount. If the Purchaser's Exchange used part is not provided to Komatsu within 10 business days of receipt by the Purchaser of Komatsu's Exchange part (or such later date as may be agreed by Komatsu in writing) then Komatsu will invoice the Purchaser, at Komatsu's list price of a corresponding new part less the Exchange Invoice amount.  
10.2 The Purchaser warrants that it has or will have unencumbered title to any used part provided by it to Komatsu for the purposes of an Exchange.  
10.3 The Purchaser authorises Komatsu to pay any monies given to it for the purposes of removing any encumbrance on any used part provided by the Purchaser to Komatsu in connection with an Exchange.  
**11. FORCE MAJEURE**  
11.1 A party is not liable for failure to perform, or delay in performing, an obligation, except an obligation to pay money, if the failure or delay arose from a cause beyond the reasonable control of that party.

**12. MISCELLANEOUS**

12.1 Komatsu retains all right, title, interest and ownership in all IP rights in any Goods or Services provided to the Purchaser under this Agreement.  
12.2 An order may only be cancelled with Komatsu's written consent.  
12.3 The Purchaser grants to Komatsu and its personnel, a non-exclusive and irrevocable licence to access the Goods, and to enter premises, at no cost, to enable Komatsu to perform data retrieval functions for the purpose of monitoring component life, service intervals or machine availability of Goods.  
12.4 Komatsu will only accept return of any Goods in accordance with its then current return policy which is available from Komatsu upon request.  
12.5 If GST is imposed on any supply made in accordance with this Agreement, the recipient must pay an additional amount equal to the GST payable in connection with that supply promptly following receipt of a tax invoice. Expressions used in this condition which are defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning when used in this Agreement.  
12.6 The Vienna Convention on the Sale of International Goods (and any enabling legislation in any State or Territory) is excluded from this Agreement.  
12.7 This Agreement is governed by the laws of New South Wales.

**QUOTATION**

19/8/2021

QUOTATION / ESTIMATE NUMBER: BM05797



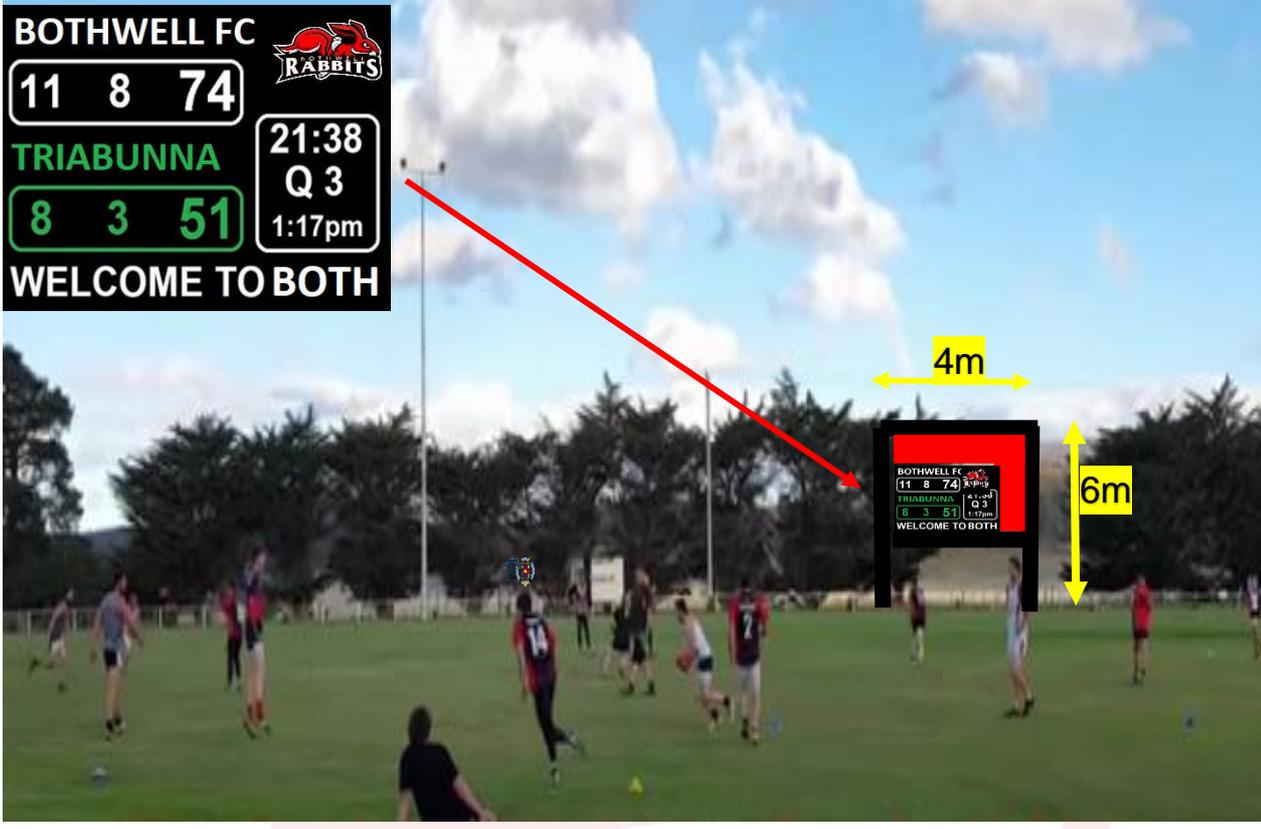
To: Bothwell FC  
Bothwell Football ground, Bothwell, Tasmania. 7030



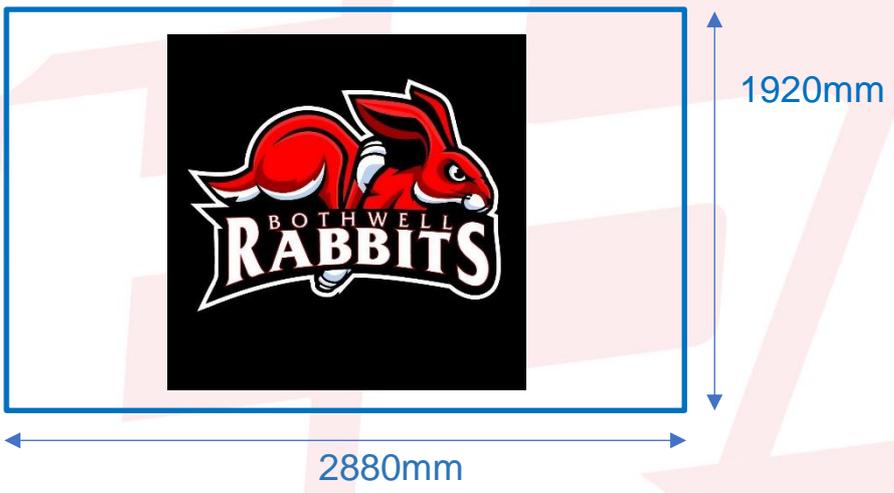
	<b>DESCRIPTION</b>	<b>TOTALS</b>
<b>LED Video Board (2880mm w X 1920mm h) with a 10mm pitch</b>	Full Colour LED Video Board 2880mm wide X 1920mm high with a 10mm pitch	\$17,920.00
<b>Laptop &amp; sender box + wireless connectivity</b>	Laptop & sender box for scoreboard control + wireless connectivity up to 1km	\$3,850.00
<b>Steel Structure 6m h x 4m w</b>	Steel structure to engineer's specification (galvanised and 2 pack painted) <b>Note: Scoreboard will be 3m above ground ESA to provide specs for 4m x 3m</b>	\$8,800.00
<b>Installation (Electrical NOT included)</b>	Please see page 3 for installation requirements and page 4 for detailed electrical and data work	\$11,825.00
<b>Electrical</b>	Electrical & Data requirements are located on page 4.	To be completed by Club
<b>Engineering certification</b>	Engineering certification for footings/steel structure	\$900.00
<b>Commissioning</b>	Commissioning and training	Included
<b>Delivery</b>	Delivery of scoreboard to Bothwell	\$600.00
	Subtotal	\$43,895.00
	GST 10%	\$4,389.50
	<b>TOTAL</b>	<b>\$48,284.50</b>

Our quote is provided on a best endeavors basis and the customer agrees to meet the cost of any additional work, services or materials that are required to address any event or situation which arises during the works that was unexpected or was not known or disclosed by the customer at the time of the quote being prepared.





**Video Board size 2880mm X 1920mm (Pitch 10mm)**



**A screen with a  
 10mm pitch has  
 a pixel density of  
 10,000 dots/m<sup>2</sup>**

### Video Board Inclusions:

- Laptop controller
- Electronic Signage Australia scoring software for AFL including:
  - Screen 1 – Gameplay mode**
  - Screen 2 – Sponsor display**
  - Screen 3 – Player display**
  - Screen 4 – Full screen mode**
- Electronic Signage Australia scoring software for cricket
- Video board compatibility for **MyCricket – score directly from your iPad, iPhone or Tablet**
- Ability for users to input any message or content required (club/sponsor videos, etc.)
- Electronic Signage Australia 3D Animations (automatically played following a goal in AFL and following a 4, 6, wicket or duck in cricket).
- Scoreboard setup (includes calibration with control system)
- One day's on-site training and operator instruction manual
- Ability to '**Remote Access**' from anywhere in Australia

### Servicing:

- On-call support (phone and email)
- 24-month warranty on all equipment supplied and works performed by ESA
- Inspections for repairs to be attended to within 1-3 business days of first call-out
- Repairs to be performed within 3-5 business days of first inspection
- Cost of replacement LED panels depends on size of area needing replacement

### Installation Requirements:

*The following is what is needed for installation of the scoreboard and is included in the installation price shown on page 1 of the quotation:*

- Soil test at proposed scoreboard location
- Building Permit
- Engineering certification and documentation for steel structure
- Excavation for and concreting of footings

**Note: Price dependent on soil test results and engineer specifications for certification.**

**Extra charges will apply for excavation and removal of rock.**

- HD Bolts (provided by ESA) installation into footings
- Installation of steel structure and video board
- Crane truck & boom lift hire
- Temporary fencing to be positioned around worksite
- Labour



Electronic Signage Australia

P.O. Box 368,  
Nunawading LPO, Vic, 3131

Unit 10, 56 Norcal Road,  
Nunawading, Vic, 3131

(03) 9894 1963

www.esignsaus.com • info@esignsaus.com

### Electrical & Data Requirements:

The following electrical and data works required are **not** included in the **Installation** and can be priced on request by our registered electrical contractor:

- Any works required to upgrade the power at the source of supply
- Running of power and data from the proposed scoreboard location to the source of power
- Electrical and data works at scoring location, that is where the scoreboard will be operated from
- Supply and fitting of power distribution box and comms box on scoreboard structure
- Fitting off and connecting power and data to video board once installed

**Note: This scoreboard size requires 25 amps upon in-rush (start-up for 3m x 2m) and D-Curve circuit breakers to allow for start-up current. Steel frame is designed to suit a 4m x 3m size board which requires 50amps on in-rush. A certificate of electrical safety must be provided upon completion of all electrical works.**

### Terms

- This quotation is valid for a period of 30 days and is subject to our trading Terms and Conditions as displayed on our website ([www.esignsaus.com](http://www.esignsaus.com))
- Payment terms are 50% deposit required upon order / 40% required once scoreboard is received by ESA / 10% required upon commissioning

**PREFERRED SUPPLIER OF**

Kind Regards

Paul Hudson  
National Sales Manager  
[paul@esignsaus.com](mailto:paul@esignsaus.com)  
0413 797 412



**QUOTATION**

19/8/2021

QUOTATION / ESTIMATE NUMBER: BM05798

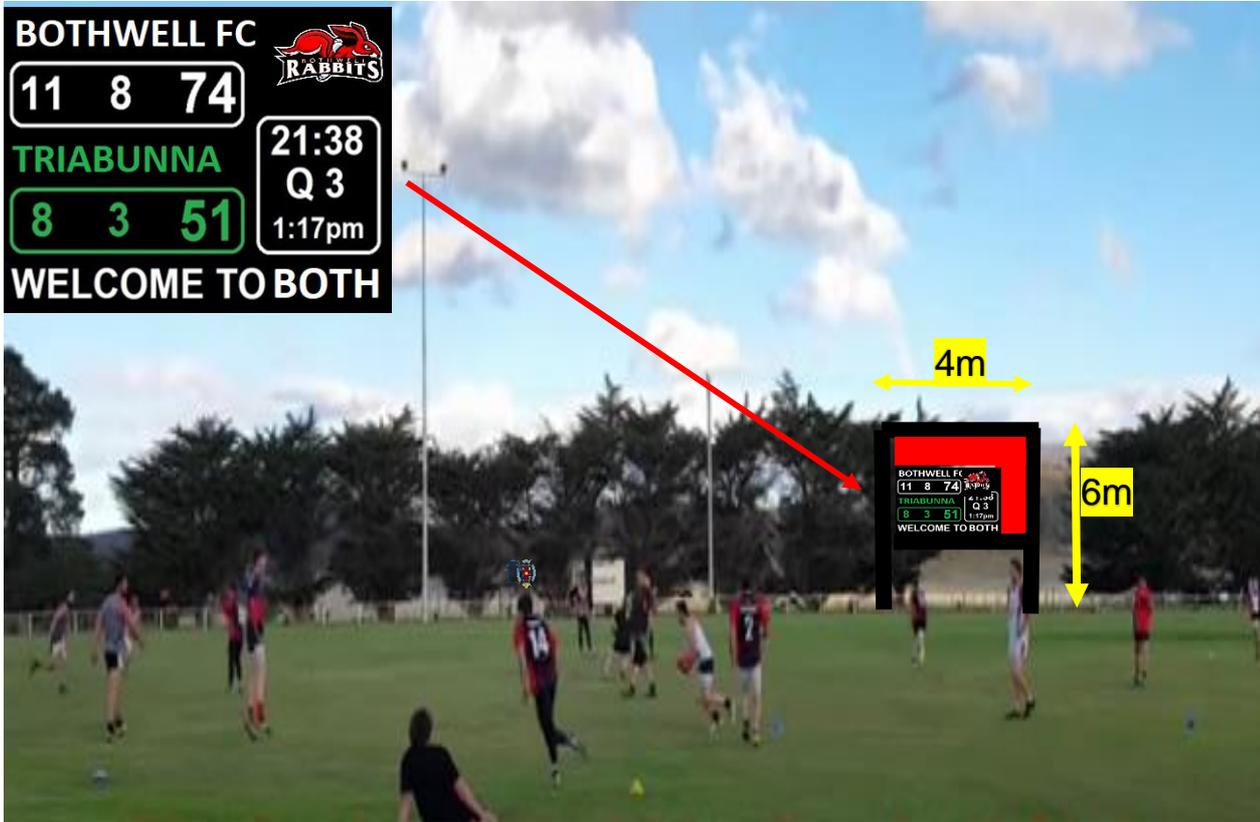


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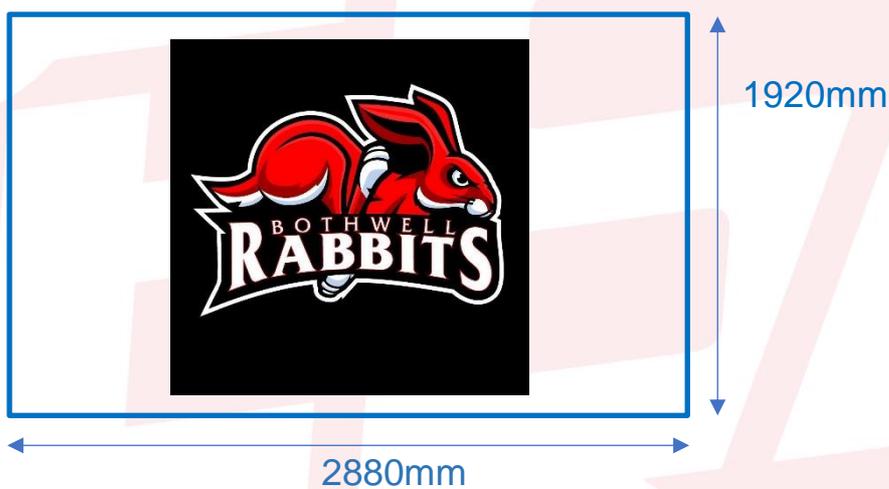
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<b>Installation (Electrical NOT included)</b>	Please see page 3 for installation requirements and page 4 for detailed electrical and data work	Club OR Council to complete
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<b>Engineering certification</b>	Engineering certification for footings/steel structure	\$900.00
<b>Commissioning</b>	Commissioning and training	Included
<b>Delivery</b>	Delivery of scoreboard to Bothwell	\$600.00
	Subtotal	\$23,270.00
	GST 10%	\$2,327.00
	<b>TOTAL</b>	<b>\$25,597.00</b>

Our quote is provided on a best endeavors basis and the customer agrees to meet the cost of any additional work, services or materials that are required to address any event or situation which arises during the works that was unexpected or was not known or disclosed by the customer at the time of the quote being prepared.





**Video Board size 2880mm X 1920mm (Pitch 10mm)**



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- This quotation is valid for a period of 30 days and is subject to our trading Terms and Conditions as displayed on our website ([www.esignsaus.com](http://www.esignsaus.com))
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**PREFERRED SUPPLIER OF**

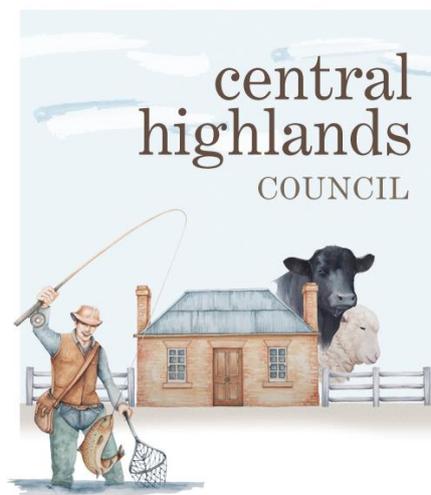
Kind Regards

Paul Hudson  
National Sales Manager  
[paul@esignsaus.com](mailto:paul@esignsaus.com)  
0413 797 412





# **CENTRAL HIGHLANDS COUNCIL ANNUAL REPORT 2020 / 2021**





## Contact Information

### Administration & Works & Services

Address: 6 Tarleton Street, Hamilton TAS 7140

Phone: (03) 6286 3202

Email: [council@centralhighlands.tas.gov.au](mailto:council@centralhighlands.tas.gov.au)

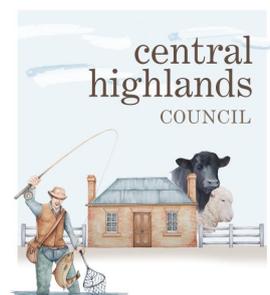
Website: [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

### Development & Environmental Services

Address: 19 Alexander Street, Bothwell TAS 7030

Phone: (03) 6259 5503

Fax: (03) 6259 5722



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

### **Population**

Male 1,141      Female 998      Total 2141

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

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

### **Employment**

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

Of the employed people in Central Highlands, 19.9% worked in sheep and beef cattle farming, 3.5% worked in accommodation and 3.9% in local government administration.

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

### **Education**

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

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

### **Families**

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

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

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

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

### **Dwellings**

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

## Introduction

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

This includes the annual corporate planning and reporting cycle of the Central Highlands Council each year. This report covers the period of the 2020/2021 financial year.

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

- a summary of the annual plan for the preceding financial year;
- a statement of its goals and objectives in relation to public health for the preceding year;
- a statement of the Council's activities and its performance in respect of goals and objectives set for the preceding financial year;
- a statement of the number of code of conduct complaints that were received and the number that were upheld either wholly or in part during the preceding financial year;
- the total costs met by the council during the preceding financial year in respect to all code of conduct complaints dealt with under Division 3A of part 3 during the preceding financial year;
- the financial statements for the preceding financial year;
- a statement of the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the council during the preceding financial year together with a statement of revenue associated with that activity;
- a statement of the activities and performance of the Council in relation to any activity taken pursuant to Section 21 as compared with its objectives for the preceding financial year;
- a statement of the total allowances and expenses paid to the Mayor, Deputy Mayor and Councillors;
- a statement detailing the attendance of each Councillor at meetings of the Council and any Council Committee during the preceding financial year
- a statement in accordance with Subsection 4 relating to the total remuneration paid to employees of Council who are key management personnel;
- a copy of the audit opinion for the preceding financial year;
- a statement specifying details of any land donated by the Council under Section 177, including the name of the recipient, the reasons for the donation, and the value of the land;
- any other prescribed matter.

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

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

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

Central Highlands Council values the input of the community. Members of the community are invited to make submissions on the Annual Report for discussion at Council's Annual General Meeting, which will be held at 8.45am on Tuesday 7 December 2021. Any person wishing to make a submission should do so by close of business Tuesday 30 November 2021.

## **Corporate Vision**

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

## **Corporate Mission**

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

## **Strategic Plan**

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

## Mayor's Report



Welcome to the Mayor's Report for the Central Highlands Council financial year 2020/2021.

Even though this report is a statutory requirement of Council, I provide this report as a continuation of my commitment to true transparency of the Central Highlands Council commitments, behaviour and actions over the previous 12 months.

I am pleased that, as a Council, we have provided well managed and responsible budgets over the years. Due to the CoVid-19 pandemic, Council did not increase rates or fees and charges during 2020/21, however for Council to continue to provide essential services to our community there must be a rate increase for the 2021/22 financial year.

I welcome new residents who have chosen to join us in the beautiful Central Highlands. Our Council has approximately 798,241 hectares of land, including national parks and world recognised wilderness heritage areas. We have some of the best fly and trout fishing across the world and ever-increasing interest in our tourism opportunities, including Council being approached regarding future tourism opportunities yet to be defined.

Tourism is certainly an ongoing and developing area across our Central Highlands, and I am always looking for opportunities for existing and new developments to provide employment of local people as well as the use of locally grown food on menus and other catering opportunities. We proudly promote the distilleries who also support local employment.

We are well renowned for our bushwalking opportunities as well as our ever strong agricultural and horticultural industries.

### **Coronavirus (COVID-19)**

The Coronavirus or also known as COVID-19 has been the most stressful and challenging period of our Council, the wider community, and all countries across the globe.

There have been many changes for the council and the wider community to adapt to during this current crisis focusing on an effort to 'Stop the Spread' of COVID-19 in Tasmania.

We as a Council must abide by the stringent health guidelines and State Government advice provided continuously to enforce changes as they arise.

The Central Highlands Council's Emergency Management Officers keep me updated on emergency management changes and Councillors and Council employees continue to participate in temperature checks, hand sanitiser, social distancing, and the check in TAS app. I commend Councillors and employees who continue working together to minimise any possible spread of the coronavirus.

We must all continue to do the right thing to reduce the risk of any outbreaks in our State. Let's all keep up the good work.

## **Professional and Personal Development Opportunities**

I strongly believe that Council employees and our elected Councillors should continue on a path of both professional and personal development. I have ensured a number of opportunities that have been presented to elected Councillors and have noted that these opportunities can assist in a more informed and understanding of Council. Attendance at workshops and training focused on understanding financial statements and reports, the role and responsibilities of elected Councillors and included the governance and operational processes and functions of Council.

I deemed that a number of workshops were compulsory for Councillors, and thus the attendance and engagement was crucial in development of skills and enabling a thorough understanding of Council reiterating how we, the elected arm and employee/administrative arm, are expected to work together, with myself as a conduit working closely with our General Manager.

Councillors and I are representatives on many committees including:

- The Bothwell Football Club and Community Centre Committee
- Independent Living Units Committee
- Bothwell Swimming Pool Committee
- Australia Day Committee
- Audit Panel
- Plant Committee
- Bothwell Cemetery Committee
- Central Highlands Visitor Centre Management Committee
- Central Highlands Tourism Committee

I thank those Councillors who put in their time and their effort.

There have been additional opportunities for me in attending the elected members Local Government Association of Tasmania (LGAT) meetings and conferences, Southern Tasmanian Councils Authority (STCA) and Mayors Round-table regular meetings. I personally find the Mayors Round-table meetings valuable and that I am able to hear, and share, some issues that overlap local government, as well as some specific to only one, two or three Councils.

My continuing relationship with other Mayors at our roundtable meetings has been to talk and listen regarding issues and possible solutions to providing and retaining services to local communities.

Council, when conducting business as the Planning Authority need to remain unbiased and are guided by the Central Highlands Interim Planning Scheme and the Land Use Planning and Approvals Act 1993.

## **New Planning Scheme**

As part of the State Government's goal to create a single planning scheme covering all of Tasmania, the Government is working with each Council to create the local parts particular to each council. This is essentially what the Local Provisions Schedule is.

Almost all of the written parts of the scheme have already been determined by the State and not open to change as part of this exhibition process. The map overlays have also been established as has much of the zone mapping, most of which must be the same as it currently is. However, the zoning of rural areas has been reworked and was very much open for comment as part of the public notification process. Council considers this as a particularly important issue and in fact the proposed zoning of many rural areas, as it appears in the Draft Local Provision Schedule maps, is not in accordance with Council's wishes.

Public Consultation was open for the new planning scheme and members of the community with an interest in the future planning scheme provisions that apply to rural land were therefore encouraged to take an interest in the Draft Local Provisions Schedule, and if so inclined, to lodge a submission.

There are a number of other areas of dispute between Council and the Commission including how the issues of around Lake Meadowbank are dealt with, and how some of the Clyde Water Trust assets are zoned, along with other issues.

Council held a series of information sessions for members of the public to call-in and speak directly to Council Officers.

Written submissions closed on Friday, 22 October 2021.

### **Bushfire Season**

We have been fortunate that the recent fire season was not threatening like the past fire season. As Central Highlands Council and community await this coming bushfire season, we acknowledge the previous support provided by State Government departments including Tasmania Police, State Emergency Services, Parks & Wildlife Services, Sustainable Timber Tasmania, our Council employees, volunteers, local farmers, businesses, and residents in protecting our community in emergency circumstances.

### **Infrastructure**

Our roads and bridges are crucial infrastructure and so that Council can keep the road safe for all users, Council continues to identify further areas across the whole of the Central Highlands that may need strengthening and/or redevelopment, or maintenance. As always, I appreciate hearing from our Central Highlands community in regard to infrastructure issues which need to be put forward to receive council's attention.

A number of capital works have been completed in 2020/2021 some of which include:

#### **Road Construction**

- Pelham Stage 6 1.7km
- Pelham Stage 5 1.45km
- Pelham stage 4 1.1km - \$500,000
- Ellendale Stabilization 2.4km - \$350,000
- Flintstone Drive Stabilization Works - \$80,000
- Hot mix gravel area across at William Street Bothwell - \$15,000
- Drainage and road winding Pelham Road - \$20,000

### **Road Re-Sealing**

- Dennistoun Road \$140,000
- Franklin Street \$15,000
- Mary Street \$10,000
- James Street \$15,000
- Mark Tree Road \$110,000

### **Bridge Replacement**

- Black Snake Lane \$160,000

### **Parks and Gardens**

- Gretna Play Equipment - \$45,000
- Tennis Court Hamilton Upgrade - \$25,000
- War Memorial Fentonbury - \$20,000

### **Kerb**

- Replace 82 metres half culvert pipes Alexander Street Bothwell - \$25,000

### **Other Capital Works**

- Replacement of three work utes with Toyota Hilux
- Signage review and upgrade of Ellendale Road
- Installation of safety barrier in two locations on Ellendale Road
- Signage upgrade and installation of Hollow Tree Road
- Safety barrier installed Hollow Tree Road
- Stormwater Water Bothwell - \$600,000

## **Medical Practices**

### ***General Practice Bothwell***

The Bothwell Doctors Medical Centre, managed by Dr Mary Lumsden, continues to be a thriving centre with doctors available for our Central Highlands community.

Dr Mary has a kind and caring personality, and our community are very fond of her. Thank you to our doctors and their staff for their effort.

### ***Central Highlands General Practice Ouse***

Following the formal announcement regarding the mandatory vaccination requirements for all health workers, the Central Highlands General Practice at Ouse in its current situation will not be allowed to continue.

Therefore, this practice will no longer be operated by the current doctors and staff from 31st October 2021.

The two main issues here are:

- Mandate by the Government (mandatory vaccinations)
- Personal choice of receiving the Vaccination. (freedom of choice)

This has left our community in a devastating position.

There are currently 1200 active patients who attend the practice. Dr Swart currently holds the pharmacy licence and dispensary. There are 1200 patients without anywhere to go to a GP or to a pharmacy to fill a script.

Patients travel to the practice from across the whole of the Central Highlands region, as far afield as Bronte Park and Derwent Bridge. I have been speaking to and listening to numerous worried and anxious members of our community. The media has been in constant contact, and I have voiced my community's concerns on tv and radio. I immediately contacted Minister for Health, Deputy Premier Jeremy Rockliff and we have been in constant contact by meetings, emails and texts etc. Also, many Government Ministers have contacted me.

Central Highlands Council's General Manager and I have had many telephone meetings with relevant organisations in the search for a provider to take over the Ouse practice. On Thursday 23rd September myself, Cllr Anita Campbell, General Manager, and Dr Swart met with an interested party to provide information and discuss the possibility of the practice being taken over by new GP providers.

Following the meeting I gave the interested party a tour of Ouse, visiting the available residence for locums and encouraging them to come and enjoy life in this beautiful part of Tasmania.

Council supports the Central Highlands General Practice by providing a residence, a vehicle and \$20,000 per annum. Understanding how anxious my community are, I can assure you that I will and with Council's support, continue to search for continuing GP Services in Ouse.

I continue to stand strong in my belief that our Central Highlands people should not be placed at a disadvantage based purely on the fact of our geographical location. Dedication and determination are paramount in achieving a successful outcome.

Whilst writing this report I can share the very latest good news:

Moreton Group Medical Services have been negotiating with the Central Highlands General Practice, Central Highlands Council and the Tasmanian Government since the announcement of the closure of the practice. These negotiations have been entered into with open and frank conversations about what each party can bring to health care in our region.

Morton Group Medical Services are completing their due diligence to ensure that they will be in the best position to support provision of primary healthcare from the township of Ouse.

We hope that these negotiations are completed by the end of October.

Regardless, should these negotiations be ongoing after this date, Moreton Group Medical Services have agreed to ensure primary health care continuity and will provide general practice services from 1st November 2021 from the township of Ouse.

This is wonderful news for our Central Highlands community and beyond to have continuing GP services.

### **Upcoming Community Events**

Unfortunately, due to COVID-19, it was necessary for the cancellation of two of Central Highlands major events. The Hamilton Show, an annual event which has been running for years, had to be cancelled as well as Central Highlands annual Bushfest weekend that is always held in Bothwell.

The organisation of Bushfest 2021 in November is underway noting that we will have to comply with all Covid requirements for this event. Council's Community Relations Officer provided Council with an update on the progress for this event.

Council thanked our officer for the ongoing dedication and effort in organising this event. This is an opportune time for me to thank all volunteers across the Central Highlands who give so much of their time for the many different activities throughout the year. Without our volunteers many of our festivals, community events and other events simply wouldn't be possible.

So I say thank you all, for your time and effort in helping across various roles throughout the year.

For the past year that we have completed, thank you to my fellow elected Councillors and our administrative arm, the employees of the Central Highlands Council.

As Mayor, I continue to appreciate the support and respect given to the position of Mayor and I look forward to the year ahead and working to continue to provide further opportunities and support across our Central Highlands.

The working relationship between myself as Mayor and our General Manager remains strong and will, no doubt, continue to be an asset of Council in the year ahead.

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

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

Loueen (Lou) Triffitt  
Mayor Central Highlands Council

**Current Councillors as at 30 June 2021**



Loueen Triffitt  
**Mayor**  
0409 269 702



Jim Allwright  
**Councillor**  
0448 297 689



Anthony Archer  
**Councillor**  
0427 215 558



Tony Bailey  
**Councillor**  
0418 863 284



Scott Bowden  
**Councillor**  
0419 595 542



Anita Campbell  
**Councillor**  
0427 538 744



Robert Cassidy  
**Councillor**  
0458 737 747



Julie Honner  
**Councillor**  
0417 168 339



Jim Poore  
**Councillor**  
0412 733 617

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

	Meeting Attendance (including Annual Meeting & Special meetings)			
	Full	Part	Absent	Possible
Mayor Loueen Triffitt	13			<b>13</b>
Deputy Mayor James Allwright	12	1		<b>13</b>
Clr Anthony Archer	9	3		<b>13</b>
Clr Anthony Bailey	13			<b>13</b>
Clr Scott Bowden	12	1		<b>13</b>
Clr Anita Campbell	12	1		<b>13</b>
Clr Robert Cassidy	10	1	1	<b>13</b>
Clr Julie Honner	13			<b>13</b>
Clr Jim Poore	11	1	1	<b>13</b>

Councillor attendance is recorded as part where the Councillor was recorded as arriving or leaving the meeting for a period in excess of 15 minutes, but does not include leaving the meeting following a declaration of pecuniary interest or conflict of interest.

## Councillor Attendance at Committee Meetings & Workshops

	Meeting Attendance at Council Committee & Audit Panel Meetings as members				Meeting Attendance at Council Workshops			
	Full	Part	Absent	Possible	Full	Part	Absent	Possible
Mayor Loueen M Triffitt	6		1	<b>7</b>	6		1	<b>7</b>
Deputy Mayor James Allwright	8			<b>8</b>	7			<b>7</b>
Clr Anthony Archer	1			<b>1</b>	4		3	<b>7</b>
Clr Anthony W Bailey	3		1	<b>4</b>	6		1	<b>7</b>
Clr Scott Bowden	2			<b>2</b>	5	1	1	<b>7</b>
Clr Anita Campbell	7			<b>7</b>	7			<b>7</b>
Clr Robert Cassidy	4		1	<b>5</b>	7			<b>7</b>
Clr Julie Honner	4			<b>4</b>	7			<b>7</b>
Clr Jim Poore	7		2	<b>9</b>	6		1	<b>7</b>

## Current Council Committee Representation as at 30 June 2021

### **Bothwell Swimming Pool Committee**

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

### **Plant Committee**

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

### **Audit Panel**

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

### **Planning Committee**

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

### **Australia Day Committee**

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

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

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

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

Clr J Honner (Chair)  
Clr R Cassidy  
Mayor L Triffitt (proxy)

### **Bothwell Cemetery Committee**

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

### **Independent Living Units Committee**

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

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

Clr A Bailey  
Clr A Campbell  
Clr A Campbell

### **Highlands Tasmania Tourism Committee**

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

### **Waste Committee**

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

## **External Committee Representation**

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

Mayor L Triffitt  
Clr J Honner (proxy)

### **Australasian Golf Museum**

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

### **Southern Tasmanian Waste Group**

Deputy Mayor J Allwright  
Clr S Bowden (Proxy)

### **The Derwent Catchment Project**

Clr A Bailey

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

Mayor L M Triffitt  
Clr J Honner (Proxy)

### **TasWater Owners Representative**

Deputy Mayor J Allwright  
Clr A Archer (deputy rep)

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

Clr J Poore

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

Clr A Campbell  
Clr A Bailey (Proxy)

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

Clr A W Bailey  
Deputy Mayor J Allwright (Proxy)

## Overview & Highlights

### Anzac Day Services

Anzac Day Services were conducted by Council this year with the following services held:

Dawn Service at Gretna  
11.00am Service at Bothwell  
11.00am Service at Hamilton

Following the restoration of the Fentonbury War Memorial, local community members gathered for a service at the site.



### South Central Sub-Group Grant – Workforce Development Project

The Tasmanian Community Fund has granted \$395,000 to the South Central Sub-Region (SCS), made up of the Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils, for its Workforce Development Project.

The project essentially is the engagement of a Workforce Development Coordinator for three years to directly connect employers and job seekers whilst ensuring they acquire the necessary training and education.

The Coordinator has engaged with potential employers and employees, and also other organisations such as schools, Skills Tasmania, TasCOSS, the local PCYCs, local government, TasTAFE, the TCBITB and numerous educational and training initiatives such as 26TEN.

As at 30 June 2021 the Workforce Co-ordinator has:

- Had 393 Industry and Employer meetings
- Filled 199 roles
- Made 11 referrals to Partner organisation
- Obtained 17 traineeships/apprenticeships for new workers
- Has attended 28 industry, career awareness and/or employer tours
- Has organised 21 training courses
- Has sent out 249 resumes to employers

### **Australia Day Awards**

On 26<sup>th</sup> January 2021, a morning tea was held at the Ouse Country Club to present our annual citizenship awards.

The Central Highlands Australia Day Citizen of the Year was awarded to Nathan Ransley.

Nathan joined the Ellendale Fire Brigade at the age of 16 and the Ambulance Service as a volunteer in 2013 and is a member of the First Response Team. Nathan received a Life Membership Badge in the Tas Fire Service and a Certificate of Achievement as a volunteer advanced bush fire fighter in October 2013. Nathan is a dedicated volunteer and a great asset for the Central Highlands.

The Central Highlands Young Citizen of the year was awarded to Bailey Mayne.

Bailey is a competent young cricketer having been selected for the Under 15 Tasmanian Premier League Team and represented Tasmania at an Under 13 Level and was a member of the Under 15 Hurricanes Youth Academy Squad for 2020/21. Bailey is an impeccable sportsperson and displays great pride and shows great sportsmanship, which are wonderful attributes to have.

The Australia Day Community Event of the Year was awarded to the Bothwell CWA

The CWA organised the Party in the Park which was held in Bothwell in November 2020. The event was organised as a fun day out for the community with all funds raised being donated to the Cancer Council of Tasmania.

Council also issued Appreciation Awards to the Ouse On-Line Committee for keeping the community up to date with events through the Highland Digest; to Robyn Lewis from the Central Highlands Tasmania Wildlife Group and Jenny Dobson from Bronte Park for their care of orphaned and injured wildlife.

### **NRM Program – The Derwent Catchment Project**

The Central Highlands and Derwent Valley Councils support a shared NRM program across the municipalities, delivered by the Derwent Catchment Project, a local Landcare group.

This year, \$160,000 of combined funding from Central Highlands and Derwent Valley Councils has allowed the Derwent Catchment Project to bring in just over **one million dollars** into the region.

Major programs this year include:

- Continuation of a cross-tenure weed management program which controls priority weed infestations around high value agricultural and natural areas;
- development and delivery of courses and resources to support farmers in best practice dryland grazing through our Pasture Network program funded by NRM South through the Australian Government's National Landcare Program;
- development of a 'Pasture Condition Tool' for pastoralists to assess the health and productivity of their pasture supported by the State Government's Agrigrowth; and
- completion of the Strategic Plan for Sustainable Development in Tourism and Agriculture funded by the Australian Government's Building Better Regions and Central Highlands Council;
- establishment of a working group with stakeholders from the regions agricultural and tourism sectors to identify the greatest biosecurity threats to the region in a changing climate funded by the Tasmanian Climate Change Office (and which was an action of the Strategic Plan for Sustainable Development in Tourism and Agriculture).

Additionally, over the last year progress has been made restoring the region's rivers and protecting threatened species. The Tyenna River Restoration Program continues working with volunteers, the Willow Warriors, and landholders to tackle willows on the Tyenna River. A post-fire recovery program has implemented measures to conserve endangered Miena cider gums after many were affected by fires in 2019.

As part of the NRM role, the Derwent Catchment Project continues to provide revegetation and species selection advice to landholders across the catchment as well as ad hoc support for rate payers with land management queries.

### **Electric Car Charger at Derwent Bridge**

A 50 kW fast car electric charger is now available at the rest area at Derwent Bridge



*Electric Fast Car Charger at Derwent Bridge*

## Key Focus Areas

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

#### Strategies

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

#### Initiatives

<p><b>Continue support of local organisations and groups</b></p>	<p>Council continue to support local organisations and groups by way of in-kind support such as provision of plant and labour, photocopying, and free or subsidised use of Council premises, to name a few.</p> <p><b>Groups to benefit were:</b></p> <ul style="list-style-type: none"> <li>➤ Bothwell Exercise Group – waive hall hire fees Bothwell Hall for exercise classes</li> <li>➤ Ouse On-Line Access Centre – lease of premises no charge</li> <li>➤ Great Lake Community Centre Inc. – lease of premises no charge</li> <li>➤ The Derwent Catchment Project – use of premises no charge</li> <li>➤ Ellendale Hall Committee – use of Ellendale Hall no charge</li> <li>➤ Contribute to electrical repairs Bothwell CWA - \$959.36</li> <li>➤ Allocation of \$3,000 to Anglers Alliance for lakes cameras</li> </ul>
<p><b>Continue the support of community groups and clubs through in-kind assistance as well as through Council’s Community Grants Program</b></p>	<p>Council provided assistance through the Community Grants Program to the following:</p> <ul style="list-style-type: none"> <li>➤ Ellendale Hall Committee Community Donation for fridge repairs \$1,551.00</li> <li>➤ Donation of \$250 towards the Diabetes Tasmania Pollie pedal 2020</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Donation of \$300 to Campdrafting Tas Inc. towards championships</li> <li>➤ Donation of \$750 to Bothwell Golf Club to cover schoolchildren's gold lessons</li> <li>➤ Donation of \$180 to Rotary Club Annual Magic Show</li> <li>➤ Donation of \$500 to the Children's Tumour Foundation Fundraiser by Ouse School</li> <li>➤ \$500 donation to Reptile Rescue</li> <li>➤ \$250 donation CWA cancer fundraiser</li> <li>➤ \$1,204.51 to CWA cover electrical repairs</li> <li>➤ \$218.18 donation to Immune Deficiencies Foundation Australia</li> <li>➤ Donation \$374 Ellendale Hall Committee</li> <li>➤ Donation of \$500 to Central Highlands Community Men's Shed</li> <li>➤ Donation of \$2,000 to Rural Alive &amp; Well</li> </ul>
<b>Continue the annual allocation to schools to assist with their programs for school children</b>	Council makes an annual allocation of \$1,000 to Bothwell District High School, Ouse Primary School, Westerway Primary School & Glenora District High School.
<b>Provide annual bursaries for a child at each school continuing further education and Annual citizenship awards</b>	Council provide annual bursaries to Central Highlands Year 10 students at Bothwell District High School, Glenora District High School and New Norfolk High School to further their education whilst also providing annual citizenship awards to students at Bothwell, Ouse, Glenora and Westerway Schools.
<b>Provide assistance to continue the home day care facility at Bothwell</b>	Council allocates \$5000 per year towards the Family Day Care Facility at Bothwell. This facility closed in June 2021.
<b>Continue to allocate funds to the provision of medical services to Ouse and Bothwell</b>	Council makes an annual allocation to the Central Highlands General Practice and Bothwell Doctors to support the provision of medical services to our community. Council also purchased an ECG Machine for the Central Highlands General Practice.
<b>Support programs and activities that promote the health and wellbeing of our community</b>	<p>Council continues to work with HATCH to deliver programs and activities that promote health.</p> <p>Council has provided a breakfast program one day a week at Bothwell District High School and provides supplies towards the Ouse Primary School breakfast program.</p> <p>Council ran junior golf sessions for students from Bothwell District High School and thank the Bothwell Golf Club for volunteering their time to assist tutoring students.</p> <p>A Playgroup has been established in Bothwell and has been well received.</p>
<b>Continue to support regional groups</b>	Council is a member of the following regional groups:

<b>of benefit to Central Highlands residents</b>	<ul style="list-style-type: none"> <li>➤ STCA</li> <li>➤ Destination Southern Tasmania</li> <li>➤ South Central Sub-Region Group</li> <li>➤ LGAT</li> </ul>
<b>Advocate on behalf of our community on regional, state and national issues</b>	Council continues to advocate for the best outcomes for the Central Highlands.
<b>Continue review of the New Residents Kit to ensure that the information is still relevant and accurate</b>	Staff update the New Residents Kit as required. The New Residents Kit is forwarded to new residents and is available on Council’s website.
<b>Begin implementation of the priorities listed in the Central Highlands Health &amp; Wellbeing Plan</b>	Council has begun implementing the priorities of the Health & Wellbeing Plan. A staff member has been appointed as our Community Relations Officer and is working through the Plan.
<b>Continue to support and participate as a member of the Health Action Team Central Highlands (HATCH)</b>	Council continues to support HATCH and has membership on the Group. Council is a partner with HATCH for funding applications.



*Picture: Resurfaced Hamilton Tennis Courts*

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

**Strategies**

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

**Initiatives**

<b>Allocate funds to ensure that existing services and assets are maintained</b>	Council budgets sufficient funds to ensure that its assets and services are maintained.
<b>Expand the 10 year asset management plan to include all classes of assets</b>	Council has a Long Term Asset Management Plan for roads, bridges and buildings.
<b>Replace the Croakers Alley Bridge at Bothwell</b>	This Bridge was not completed and will be completed during 2021/22.
<b>Replace 3 work vehicles and repair one dog trailer</b>	Three works vehicles were replaced and repairs were undertaken to the dog trailer.



*Picture: New Play Equipment Gretna*

<p><b>Prepare a design to form the basis of work to be undertaken to provide water and power to grassed area at Bothwell Caravan Park, new signage and BBQ</b></p>	<p>A concept plan was prepared and presented to Council which increased the number of powered sites available.</p> <p>Council has not made a decision on whether to implement these changes.</p>
<p><b>Replace the bridge on Black Snake Lane</b></p>	<p>BridgePro Engineering won the tender and the Bridge has been replaced at a cost of \$163,130.</p>



*Picture: Black Snake Lane Bridge*

<p><b>Undertake the construction of the new public conveniences at Bronte Park</b></p>	<p>The public conveniences have been completed. A covered BBQ area has been provided together with a carpark.</p>
<p><b>Reseal:</b>  <b>Dennistoun Road</b> <b>Franklin Street</b> <b>Mary Street</b></p>	<p>All reseal works have been completed.</p>

<p><b>James Street Marked Tree Road</b></p> <p><b>Hot Mix parking area William Street, Bothwell</b></p> <p><b>Stabilise sections of Flintstone Drive and Ellendale Road</b></p> <p><b>Construct and Seal 1km Pelham Road and undertake widening and drainage where required on the road</b></p>	<p>The parking area has been hot-mixed.</p> <p>Andrew Walter Construction Pty Ltd has completed stabilisation works on these roads.</p> <p>Andrew Walter Constructions Pty Ltd was the successful tenderer for this section of Pelham Road (Stage 4).</p> <p>Council received additional funding under the Local Roads and Community Infrastructure Program to widen, construct and seal 1.1kms of Pelham Road (Stage 5). This work has been completed.</p> <p>Council also received addition funding under Phase 2 of this Program to widen, construct and seal a further 1.7 kms of Pelham Road. The road has been widened and constructed and will be sealed in early 2021/22 financial year.</p>
<p><b>Undertake works on the facia and gutters Bothwell Town Hall</b></p>	<p>These works have been undertaken and are completed.</p>
<p><b>Undertake Stage 1 of the stormwater upgrade at Bothwell</b></p>	<p>MMS Tas Civil won the tender to undertake this upgrade. The upgrade has been completed.</p>
<p><b>Install a sliding door at the Bothwell Town Hall</b></p>	<p>Installation of the automatic sliding door at the Bothwell Hall has been completed allowing easy disabled access.</p>
<p><b>Install non slip coating around Bothwell Swimming Pool</b></p>	<p>This work was completed prior to the opening of the swimming pool in December 2020.</p>
<p><b>Install a heat pump at the Old Headmasters House Bothwell and also at the Bothwell Football Club and Community Centre</b></p>	<p>Heat Pumps have been installed.</p>
<p><b>Replace half culvert pipes, Alexander Street, Bothwell (82 metres)</b></p>	<p>This work has been completed.</p>
<p><b>Investigate repairs to Wayatinah Hall</b></p>	<p>Investigations had been carried out. Council has</p>

<b>roof and squash court</b>	closed the hall until works can be undertaken.
<b>Repair the Ouse Hall floor</b>	Investigations revealed that major works are required for repairing the floor. The Hall is closed until Council undertakes this work.
<b>Replace old play equipment, Gretna Park</b>	Removal of old play equipment and installation of new play equipment from Island Recreation has been completed.
<b>Install liner at the Hamilton Refuse Site</b>	Completed.
<b>Upgrade the kitchen at Council's residence, High Street, Bothwell</b>	Not completed. The kitchen upgrade has been carried forward in to the 2021/22 budget.
<b>Upgrade the tennis court at Hamilton</b>	The playing surface of the tennis court was upgraded and community members are now using the courts.
<b>Install a picnic table at Platypus Walk</b>	This has been deferred to the 2021/22 budget.
<b>Undertake work on the restoration of the Fentonbury War Memorial</b>	The Fentonbury War Memorial has been restored and a parking area provided. An Anzac Day Service was held at the site in April this year.
<b>Undertake mould investigations and works at the Council Offices, Bothwell</b>	The investigation has been undertaken and actions taken to resolve the mould problem.
<b>Repoint the sandstone at the Hamilton History Room</b>	This has been deferred to 2021/22 for completion.
<b>Paint the exterior of the old Hamilton School used by Derwent Catchment Project</b>	This has been deferred to 2021/22 for completion.



*Picture: Road upgrades Stage 4 and Stage 5 on Pelham Road*

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

#### **Strategies**

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

## Initiatives

<p><b>Identify appropriate grant funding to leverage Council funding for projects</b></p>	<p>Council received:</p> <ul style="list-style-type: none"> <li>➤ Financial Assistance Grants from the State Grants Commission</li> <li>➤ Federal Road to Recovery Grant \$589,128</li> <li>➤ Local Roads &amp; Community Infrastructure Grant Phase 1 of \$589,128</li> <li>➤ Local Roads &amp; Community Infrastructure Grant Phase 2 of \$448,743</li> <li>➤ Safer Rural Roads Program - \$100,000</li> <li>➤ Recreational Fishing &amp; Camping Facilities Program - \$72,628</li> <li>➤ Event Ready Grant - \$4,750</li> <li>➤ Bridges Renewal Grants program - \$92,500</li> <li>➤ Regional Tourism Projects Grant - \$5,000</li> </ul>
<p><b>Continually review and update policies and Council's risk register</b></p>	<p>Council's risk register and policies are updated by staff as required and reviewed at each Audit Panel Meeting.</p>
<p><b>Continue participation in the Local Government Shared Services and South Central Sub-Region Group and identify other services that can be resource shared</b></p>	<p>Council is a member of the Local Government Shared Services (LGSS) to access resource sharing opportunities. Council currently use this service for the provision of a planner and dog control officer.</p> <p>The South Central Sub-Region (SCS) was formalised in early 2016 with the Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils endorsing an intent to work together as much as possible on matters of common interest or where benefits can be achieved by working collaboratively. The SCS meets approximately every two months with the Mayor and General Manager of each Council attending.</p> <p>The SCS was successfully in obtaining a grant of \$395,000 from the Tasmanian Community Fund for its Workforce Development Project.</p> <p>From September 2020 to 30 June 2021, 119 positions have been filled, 17 new traineeships/apprenticeships have been obtained and 21 training courses have been held.</p>
<p><b>Provide financial management reports to Council monthly</b></p>	<p>Financial reports are prepared by Council's accountant monthly and placed on the Ordinary Council Meeting Agenda each month.</p>
<p><b>Ensure Annual Financial Statements are completed within the statutory timeframe</b></p>	<p>Council's Annual Financial Statements were completed and lodged on time.</p>

<p><b>Ensure that staff are provided with continual training in Council’s financial software and records management systems</b></p>	<p>Council staff are provided with training on an as required basis.</p> <p>Records training is being provided in 2021/22 due to staff changes over recent months.</p>
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**Goal 4 Natural Environment – Encourage responsible management of the natural resources and assets in the Central Highlands**

**Strategies**

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

**Initiatives**

<p><b>Allocate funds to continue our support of the Derwent Catchment Project to implement on ground projects and provide a link between Council and the community on natural resource management issues</b></p>	<p>Council continues to fund natural resource management through funding to the Derwent Catchment Project of \$40,000 per year. Additional funds are provided to support grant applications of benefit to the Central Highlands.</p>
<p><b>Work with other stakeholders, land managers and government agencies to ensure strategic weed control</b></p>	<p>Council works with the Derwent Catchment Project to implement its weed strategy and allocated funds to carry out weed management.</p>
<p><b>Monitor the usage of Council waste transfer stations and refuse site to ensure that the facilities meet the needs of our ratepayers and are maintained at an acceptable standard</b></p>	<p>Council operates one controlled refuse site at Hamilton which has available a DrumMUSTER facility. A DrumMUSTER compound has now been provided at the Bothwell Waste Transfer Station.</p> <p>Manned waste transfer sites are available at Bothwell, Miena and Bronte Park.</p>

	<p>A Refuse Disposal site is located at Hamilton.</p> <p>A Bulky Waste Collection is provided throughout the municipal area which is designed to allow residents to place items out for collection that are too bulky or unsuitable for the door to door collection.</p> <p>Council provided a relatively comprehensive kerbside collection service for waste &amp; recycling to the residents of Bothwell, Ellendale, Fentonbury, Gretna, Hamilton, Ouse, Osterley, Wayatinah and Westerway. Thorpe Waste currently holds the contract. All waste is taken to the Hamilton Refuse Disposal Site and the recyclables taken to Hobart for processing.</p> <p>Roadside stand alone bins have been placed at Reynolds Neck, Brandum Bay, Jillet Road, Doctors Point, Haulage Hill, Interlaken, Cramps Bay, Wilburville, Arthurs Lake and Derwent Bridge. The bins are designed to accept domestic waste only, can be accessed 24/7 and have proved to be very successful in most areas.</p> <p>All waste and recycling collected is reported to the DPIPWE annually.</p>
<p><b>Provide education and encouragement of recycling within the Municipality to expand the life of the Hamilton Refuse Site</b></p>	<p>Council provides recycling facilities throughout the municipal area and have a fortnightly door to door recycling collection throughout our towns.</p> <p>Council engage a contractor, Thorp Recycling, to collect recycling from static sites and ensure that sites are clean. Thorp Recycling improved the way that recyclable material is managed at the sites by installing 25m skip bins for the collection of scrap steel which is then taken to Hobart for processing. This has been very successful.</p>
<p><b>Facilitate regular meetings of the Central Highlands Emergency Management Committee and ensure that the Central Highlands Emergency Management Plan is reviewed and remains current</b></p>	<p>Due to the COVID-19 pandemic restrictions, no meetings were held.</p> <p>A review of the Central Highlands Municipal Emergency Management Plan has been completed with the final document approved and signed by Commissioner Darren Hines on 15<sup>th</sup> July 2021.</p>
<p><b>Continue as a member of the Southern Tasmania Waste Group</b></p>	<p>Council continued its memberships of this committee.</p>

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

### Strategies

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

### Initiatives

<b>Continue as a member of Destination Southern Tasmania</b>	Council is a current member of Destination Southern Tasmania.
<b>Continue as a member of STCA and LGAT</b>	Council continues its membership and participation in the STCA and LGAT.
<b>Complete the installation of the public toilets at Bronte Park</b>	The public toilets at Bronte Park has been completed. Council has also installed a covered barbecue area and designated parking area.



*Picture: Completed Bronte Park Facilities*

<p><b>Continue to support local events that encourage visitation to the Central Highlands</b></p>	<p>Both the Hamilton Agricultural Show and Highlands Bushfest were cancelled due to Covid 19.</p>
<p><b>Continue with providing the tourism brochure through the Brochure Exchange facility, Brooke Street Pier, Spirit of Tasmania and other visitor centres</b></p>	<p>Council’s “Journey to the Centre of the Earth” brochure is placed at the Hobart Airport, Brooke Street Pier and on both Spirit of Tasmania vessels which is maintained by the Tourism Brochure Exchange.</p>
<p><b>Continue the roll out of the Highlands Tasmania Touring Map</b></p>	<p>The Highlands Tasmania Touring Map is placed in businesses throughout the Central Highlands and state-wide.</p>
<p><b>Engage and strengthen the community by supporting community events and local</b></p>	<p>Council provides funding and in-kind support to community groups providing events in the Central Highlands.</p>

<b>initiatives that enhance visitation to the Central Highlands</b>	Due to Covid 19 many events were cancelled.
<b>Promotion of Central Highlands through production of material and via Council's website and Council's Facebook page</b>	Council's website and Facebook page is updated regularly by staff. Council's brochure and maps are distributed widely throughout the State.
<b>Continue support of the Highland Digest to enable it to provide community information to residents</b>	Council provide an allocation of \$10,800 to Centralinc to assist with the production of the Highland Digest which provides a valuable avenue for dissemination of information about the Central Highlands.
<b>Continue to support the Central Highlands Visitor Management Committee to optimise the use of the Centre and the dispersement of information to tourists and visitors to the Central Highlands and provide funding for the purchase of goods for sale that promote the Central Highlands</b>	<p>The Central Highlands Visitor Management Committee meets regularly throughout the year.</p> <p>The Centre is manned by a committed group of volunteers. Displays are changed regularly.</p> <p>The centre has items for sale that promotes the Central Highlands and sells local goods on consignment.</p>

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

**Strategies**

- Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
- Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities
- Ensure appropriate management of risk associated with Council's operations and activities
- Provide a supportive culture that promotes the well-being of staff and encourages staff development and continuous learning
- Provide advocacy on behalf of the community and actively engage government and other organisations in the pursuit of community priorities
- Consider Council's strategic direction in relation to resource sharing with neighbouring councils and opportunities for mutual benefit
- Support and encourage community participation and engagement

- Ensure that customers receive quality responses that are prompt, accurate and fair
- Council decision making will be always made in open council except where legislative or legal requirements determine otherwise

## Initiatives

<p><b>Annually review Council’s Long Term Financial Plan and Strategy and Long Term Asset Management Plans</b></p>	<p>Council’s Asset Management Plan was adopted by Council in March 2018.</p> <p>Council’s Long Term Financial Management Plan and Strategy was updated in April 2021.</p> <p>Council’s Audit Panel reviewed the Asset Management Plan in 2020.</p>
<p><b>Continually monitor and review Council’s financial situation and report findings to Council in a clear and transparent format on a monthly basis</b></p>	<p>Council engage a consultant accountant who provides regular updates and reports to Council at monthly Council meetings and to Audit Panel Meetings.</p>
<p><b>Encourage staff to undertake training to further develop their skills</b></p>	<p>Council encourage staff to undertake any training they may require.</p> <p>The following training was provided in 2020/21:</p> <ul style="list-style-type: none"> <li>➤ First Aid training all staff</li> <li>➤ Load/Unload Plant Training – two employees</li> <li>➤ Certificate IV in Leadership and Management – 3 employees</li> <li>➤ Cert III Civil Operations – 2 employees</li> <li>➤ In house training COVID-19 SWMS and safety plan – all employees</li> <li>➤ Monthly Toolbox Meetings</li> </ul>
<p><b>Support Elected Members to take advantage of seminars, training and workshops that assist them in their position as a Councillor and their duty to engage in ongoing professional development</b></p>	<p>Information regarding seminars, training etc. is disseminated to Councillors.</p> <p>Several workshops held throughout the year provided the opportunity for informed learning e.g. planning, emergency management, cat management, climate change and biosecurity.</p>
<p><b>Review the risk register at each Audit Panel Meeting</b></p>	<p>Council’s risk register is updated regularly and presented at each Audit Panel Meeting.</p>
<p><b>Ensure ongoing compliance with all legislation, regulations and codes of practice which impact upon Council</b></p>	<p>Council endeavours to ensure that it complies with the requirements of all legislation, regulations and codes of practice applicable to Local Government.</p>

**Continue to provide information to our community and ratepayers via newsletters, Mayor's article in the Highland Digest, our website and our facebook page to all ratepayers**

Council sends out a newsletter with rates instalment notices as required.

Council's Mayor provides a column monthly for the Highland Digest.

Additional information is posted to Council's facebook page and website.

## Public Health

Council will:

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

## Environmental and Public Health Report

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

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

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

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

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

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

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

- 61 Food Business Registrations, 1 Mobile Food Van. Inspections were limited, Food Safety assessments were sent out to all premises and Food Licences issued on returned assessment. Council has I'm Alert Food Safety Training free of charge to the community as a Food Safety Initiative All Food premises now have at least one person trained in Food Safety. As of the 30<sup>th</sup> June the site continues to be used by any new employees to food businesses.
- Participating in the Health Departments Food Surveillance Program.
- Distribution as well as using Council's website and Facebook for Posters and Pamphlets relating to Health Education and Promotion.
- Investigation of notifiable diseases
- A DrumMUSTER collection facility continues to operate at the Hamilton Regional Disposal and Recycling Site and the Bothwell site is operational and will provide an ongoing service with one employee trained as a DrumMUSTER inspector.
- Waste Management and monitoring including current EPN for Hamilton Landfill.
- Monitoring of EPN's issued by Council.
- Council has an ongoing silage and ag pipe recycling point at the Hamilton Landfill, and this service is free of charge to both residents and Council and has been extended to include Bothwell Waste Transfer Station.
- School immunisation was carried out in accordance with the National Health and Medical Research Council Immunisation Schedule and was conducted by Council's Medical Officer of Health at the Bothwell District High School and Bothwell Medical Centre.
- Council has a current Covid 19 Safety Plan which is updated when restrictions change.
- All Council public buildings have a QR Code and Covid Safety Plan for these included in the Council Safety Plan.
- Events are managed in our facilities by requiring the event manager to have a Covid Safety plan based on the Workplace Safe Event Safety Assessment.
- "Free" infant immunisation continues to be offered by appointment at the Ouse Medical Centre and Bothwell Medical Centre as per the national immunisation schedule.
- Recreational Water quality monitoring, lakes and rivers, including Bothwell Public Swimming Pool. Once yearly sampling has been approved.
- Annual Reporting done by the 30<sup>th</sup> September each year for Recreational Water monitoring, Private Water Licences, Food Premises and Waste Reporting.

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

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

The main functions in environmental management are:

- Environmental water and air quality monitoring and remediation
- The assessment and issuing of special plumbing permits for on-site wastewater management systems

- Monitoring and response to environmentally relevant activities including level 1 Activities
- Assessment of existing developments and new applications for development
- Response to environmental nuisances.

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

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

- Environmental Nuisances / complaints (15) are followed up by inspections and may require the issue of abatement notices, Environmental Protection Notices and / or infringement notices.
- Issuing of Environmental Protection Notices when required and follow up and monitoring of conditions of Notices.
- Septic tank installation assessments and permits. Monitoring and recording services for 44 Aerated Wastewater Treatment Systems
- Monitoring of Private Sewage Treatment systems.
- Environmental Assessment of potentially harmful activities (e.g. composting, fish farms, sewage treatment plants and private water plants).

**REPORTING REQUIREMENTS**

***Annual***

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

**Covid 19**

Council has abided by all Covid 19 requirements, Council has a Covid 19 Safety Plan which is updated on a regular basis. Signage has been installed where required and all public building have a QR Code.

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

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

## Development Statistics

	2016-17	2017-18	2018-19	2019-20	2020-21
Total No Applications	56	60	80	84	114
No. Permitted	11	5	10	12	28
No. Discretionary	39	40	39	33	47
Subdivision Applications	2	2	11	9	5
No. Lots	3	3	32	5	4
Planning Scheme Amendments	0	0	0	0	0
No Permit Required	4	13	20	30	39

## Building Statistics

	2016-17	2017-18	2018-19	2019-20	2020-21
Total No. Buildings	44	53	65	61	65
Permit Work	-	-	23	21	21
Notifiable Work	-	-	36	33	29
Low Risk Work	-	-	6	7	15
Total No. Plumblings	36	36	32	34	45
Permit Work	-	-	21	20	23
Notifiable Work	-	-	6	10	15
Low Risk Work	-	-	5	4	7

### Pool Attendance Statistics

Season Passes	2016-17	2017-18	2018-19	2019-20	2020/21
Family	2	1	3	0	2
Junior	3	0	0	0	0
Adult				1	0
<b>Daily Attendance</b>					
Junior	1316	802	935	559	694
Adult	387	187	107	90	174

### Dog Control Statistics

	2016-17	2017-18	2018-19	2019-20	2020/21
Dogs Registered	1067	1044	995	1005	983
Kennel Licenses	36	33	30	43	29
Infringement Notices	14	16	21	7	8
Impounded Dogs	12	10	8	6	6
Declared Dangerous Dogs	0	0	1	1	1

### Remissions and Small Debt Write Offs

Small Debt Write Off	15.07	03-0252-00897	20.93
01-0864-03495	33.10	01-0823-02438	13.87
03-0238-01794	14.50	01-0812-02020	12.69
01-0852-03418	59.60	01-0823-04010	39.23
01-0805-03947	25.12	03-0224-01148	16.79
03-0221-01042	20.70	01-0805-02638	24.11
03-0221-01042	20.52	03-0246-00405	19.53
03-0221-00993	14.00	03-0226-01309	19.64
04-0011-03963	620.47	03-0241-01937	18.65
01-0805-02781	40.20	03-0243-01248	20.52
01-0847-03263	1,000.00	01-0893-04030	15.33
01-0848-04015	14.50	01-0821-03811	25.30
01-0808-03110	19.30	01-0805-02805	364.17
03-0252-00897	20.80	04-0017-03967	541.39
01-0805-03946	1,000.00	03-0252-03999	13.79
10-0400-03595	160.00	03-0201-03706	423.05
03-0218-03961	603.47	02-0103-01320	632.21
01-0838-02982	263.00		
<b>TOTAL \$6,165.55</b>			

### Remissions given on Building, Plumbing & Development applications 2020 / 2021:

Nil

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

Total Remuneration Bracket	No Of Senior Employees
\$101,001 - \$120,000	2
\$140,001 - \$170,000	2

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

Total allowances, expenses and reimbursements paid to the Mayor, Deputy Mayor and Councillors were \$132,576.

### Donation of Land Statement S177 Local Government Act 1993

Section 177 of the Local Government Act requires Council to report on any land donated by Council during the year. It is reported that no land was donated during the 2020/21 financial year.

### Public Interest Disclosures Statement

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

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

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

## Code of Conduct Complaint Information

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

No complaints were lodged with the Code of Conduct Panel

## Enterprise Powers Statement

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

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

Description	Period of Contract	Value inc GST	Successful Contractor	Business Address of Successful Contractor
Services for Supply, Installation and Maintenance of Waste Bins & Collection of Waste	1/9/2017 to 30/6/2022	\$195,638.02	JJ Richards & Sons Pty Ltd	3 Grant Street Cleveland Queensland 4163
Kerbside Domestic Garbage & Recycling Collection Service	Two year extension to Contract from 1/7/2020 to 30/6/2022	\$146,730.46	Thorp Waste	24 Glen Lea Road, Brighton 7030
Stabilisation & Seal, Ellendale Road	August 2020 to 30 June 2021	\$332,506.90	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont
Stabilisation & Seal Flintstone Drive	August 2020 to 30 June 2021	\$133,014.42	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont

Replacement of Black Snake Lane Bridge	February 2021 to 30 June 2021	\$163,130	Bridge Pro Engineering	PO Box 3253, Ulverstone
Construction and Sealing Pelham Road Stage 4	November 2020 to 30 June 2021	\$632,913.50	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont
Construction and Sealing Pelham Road Stage 5	November 2020 to 30 June 2021	\$750,501.35	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont
Upgrading Bothwell Township Stormwater System Stage 1	December 2020 to 30 June 2021	\$682,041.69	MMS Tas Civil Pty Ltd	PO Box 470, Sorell
Stabilisation & Seal Pelham Road Stage 6	April 2021 to December 2021	\$526,598.27	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont

### **Non Application of Public Tender Process**

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

The public tender process has been applied in all instances.

## Financial Performance Indicators

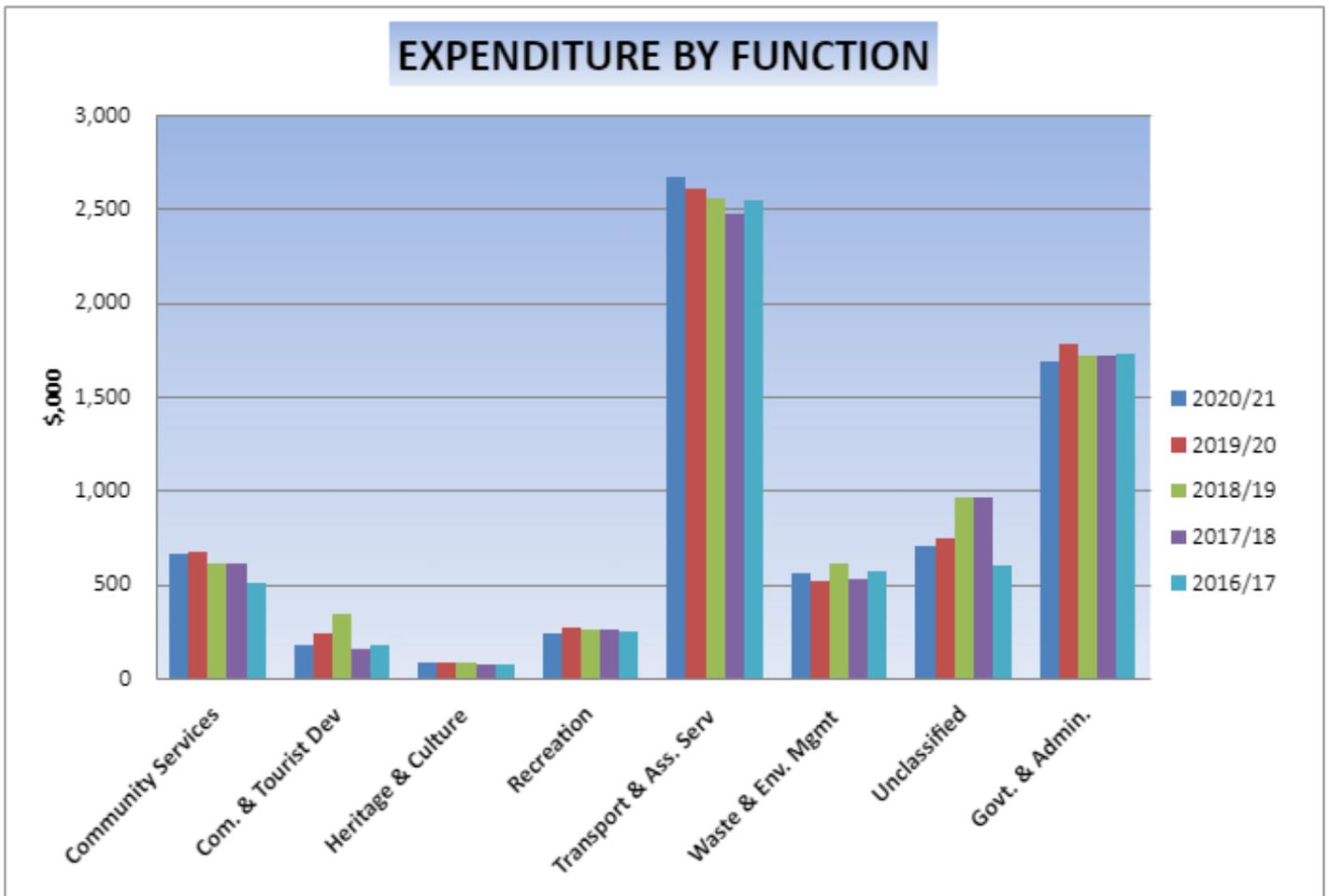
Comparative Financial Performance Indicators are provided for the current and previous seven years.

Indicator	2021 %	2020 %	2019 %	2018 %	2017 %	2016 %	2015 %	2014 %
Rate Revenue Analysis Rate Income : <b>Total Revenue</b>	52.80	52.5	50.1	50.7	50.3	49.8	48	48
Working Capital Ratio Current Assets: <b>Current Liabilities</b>	18.70	16.03	13.41	14.10	12.13	14.39	15.58	15.36
Debt Ratio Total Liabilities: <b>Total Assets</b>	2.02	2.00	1.60	1.53	1.28	1.11	1.32	0.7

## Expenditure by Function

	2020/21 '000	2019/20 '000	2018/19 '000	2017/18 '000	2016/17 '000	2015/16 '000	2014/15 '000
<b>Community Services</b>	664	675	609	612	502	420	532
<b>Com. &amp; Tourist Dev</b>	176	235	343	151	173	162	190
<b>Heritage &amp; Culture</b>	84	86	77	67	72	76	70
<b>Recreation</b>	235	263	253	255	242	219	196
<b>Transport &amp; Ass. Serv</b>	2,672	2,604	2,560	2,478	2,549	2,552	2,573
<b>Waste &amp; Env. Mgmt</b>	554	519	613	527	566	539	532
<b>Unclassified</b>	698	748	966	960	597	743	836
<b>Govt. &amp; Admin.</b>	1,686	1,784	1,713	1,717	1,728	1,542	1,785

## EXPENDITURE BY FUNCTION



## Reserves

Reserves	\$'000 2021	\$'000 2020	\$'000 2019	\$'000 2018	\$'000 2017	\$,000 2016	\$,000 2015	\$,000 2014
Plant Replacement	453	453	453	453	453	453	453	453
Bridges	377	377	377	377	377	377	377	377
Sundry	147	145	242	143	143	196	297	121
Long Service Leave	417	444	404	354	371	351	335	298
Regional Refuse Site	80	80	80	80	80	80	80	80
Quarry Reserve	180	180	80	80	80	80	80	80
Grants	0	0	9	44	170	54	0	0
<b>Total</b>	<b>1,654</b>	<b>1,679</b>	<b>1,645</b>	<b>1,531</b>	<b>1,674</b>	<b>1,591</b>	<b>1,622</b>	<b>1,409</b>

## Non - Current Assets

Non-Current Asset	30-Jun-21 Asset value \$'000	30-Jun-20 Asset value \$'000	Increase/ (Decrease) \$'000
Land	3,402	3,402	0
Buildings	5,042	5,163	(121)
Plant, Machinery & Equipment	2,037	2,180	(143)
Office Equipment	165	171	(6)
Computer Equipment	33	53	(20)
Infrastructure	746	785	(39)
Roads	63,042	60,551	2,491
Drainage Systems	989	1,005	(16)
Bridges	8,214	8,218	(4)
Footpaths, Kerbs & Gutters	1,192	934	258
Works in Progress	3,499	558	2,941)
Investment in Southern Water	7,565	7,071	494
Land Under Roads	1,111	1,111	0
<b>TOTALS</b>	<b>97,037</b>	<b>91,202</b>	<b>5,835</b>



## Lease of Premises

(Ouse Independent Living Units)

---

The Honourable Jeremy Page Rockliff MP  
**(Lessor)**

and

Central Highlands Council **(Lessee)**

THE CROWN SOLICITOR OF TASMANIA  
Level 14  
111 Macquarie Street  
Hobart Tasmania 7000  
Phone: (03) 6165 3650  
Fax: (03) 6173 0265

# Contents

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<b>Details .....</b>	<b>1</b>
<b>Information Table .....</b>	<b>2</b>
<b>1 Definitions and interpretation.....</b>	<b>4</b>
1.1 Definitions.....	4
1.2 Interpretation .....	6
<b>2 Grant of Lease .....</b>	<b>7</b>
2.1 Lease.....	7
2.2 Further term.....	7
2.3 Number of options .....	7
<b>3 Rent.....</b>	<b>7</b>
3.1 Rent.....	7
3.2 Rent Subsidy .....	7
3.3 Adjustment of Rent .....	7
3.4 Payment of new Rent .....	8
<b>4 Goods and Services Tax .....</b>	<b>8</b>
4.1 Liability for GST .....	8
4.2 Tax invoice .....	8
4.3 Terms defined in GST Act .....	8
<b>5 Lessee's covenants .....</b>	<b>8</b>
5.1 Covenants .....	8
5.2 Lessee to comply with Building Legislation.....	11
5.3 Determination of Lease.....	11
5.4 Things remaining on the Premises .....	12
5.5 Notice to repair .....	12
5.6 Lessor may recover costs.....	12
<b>6 Premises rules .....</b>	<b>12</b>
<b>7 Lessor's covenants .....</b>	<b>12</b>
<b>8 Special provisions.....</b>	<b>13</b>
<b>9 Lessee's indemnities and waiver .....</b>	<b>13</b>
9.1 Lessee indemnifies Lessor for third party risk.....	13
9.2 Waiver of rights of recovery from the Lessor .....	13
9.3 Nature of indemnities and waiver .....	13
<b>10 Insurance.....</b>	<b>14</b>
10.1 Lessee to insure .....	14
10.2 Crown to be insured .....	14
10.3 Lessee to notify Lessor.....	14
10.4 Evidence of insurance .....	15
10.5 Lessor may insure .....	15
10.6 Lessee not to prejudice insurance .....	15

<b>11</b>	<b>Damage to Premises .....</b>	<b>15</b>
11.1	Damage .....	15
11.2	Termination after damage or destruction .....	16
<b>12</b>	<b>Termination of Lease .....</b>	<b>16</b>
12.1	Acts of default .....	16
12.2	Lessor's rights on default .....	16
12.3	Damages on termination .....	17
<b>13</b>	<b>Holding over .....</b>	<b>17</b>
<b>14</b>	<b>No representation or warranty as to fitness for use .....</b>	<b>17</b>
14.1	No representation about suitability .....	17
14.2	Suitability of Premises for Permitted Purpose .....	17
14.3	No representation about zoning .....	18
<b>15</b>	<b>Notices .....</b>	<b>18</b>
15.1	How to give a notice .....	18
15.2	How to serve a notice .....	18
15.3	Who can sign a notice .....	18
15.4	Signatures .....	18
<b>16</b>	<b>Dispute resolution .....</b>	<b>19</b>
16.1	Management level discussions .....	19
16.2	Committee to resolve disputes .....	19
16.3	Arbitration .....	19
<b>17</b>	<b>Personal Information protection .....</b>	<b>19</b>
17.1	Application of clause .....	19
17.2	Personal Information Custodian .....	19
17.3	Breach of PIP Act .....	19
17.4	Terms defined in PIP Act .....	20
<b>18</b>	<b>Car Parking .....</b>	<b>20</b>
18.1	Lessor grants licence .....	20
18.2	Lessor may terminate licence .....	20
18.3	Lessor may substitute parking bays .....	20
18.4	Further car parking conditions .....	20
<b>19</b>	<b>Miscellaneous .....</b>	<b>20</b>
19.1	Governing law .....	20
19.2	Dispute jurisdiction .....	20
19.3	Entire agreements clause .....	20
19.4	Liability .....	21
19.5	Benefit .....	21
19.6	Compliance with obligations .....	21
19.7	Severance .....	21
19.8	Counterparts .....	21
19.9	Execution of Lease .....	21
19.10	Further assurance .....	22
19.11	Business Days .....	22
19.12	No partnership or agency .....	22

19.13 Legal costs .....	22
19.14 Amendment .....	22
19.15 Waiver .....	22
19.16 Successors and assigns .....	23
19.17 Disclosure.....	23
19.18 Consent and approvals.....	23
19.19 Doctrine of merger.....	23
19.20 Lessor or State of Tasmania expressed to be party .....	23
19.21 No interference with executive duties or powers .....	24
19.22 Surviving provisions and termination .....	24
<b>Appendix A .....</b>	<b>25</b>
<b>Attachment A.....</b>	<b>26</b>
Plan of Premises .....	26
<b>Signing page.....</b>	<b>27</b>

## Details

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<b>Parties</b>	<b>Lessor, Lessee</b>	
<b>Lessor</b>	Name	<b>The Honourable Jeremy Page Rockliff MP</b> being and as the Minister for the time being for the State of Tasmania administering the Department of Health ( <b>Lessor</b> )
	Address	Level 6, 22 Elizabeth Street, Hobart Tasmania 7000
	Attention	Manager, Accommodation Planning
<b>Lessee</b>	Name	The person or organisation referred to in Item 1 of the Information Table ( <b>Lessee</b> )
<b>Recitals</b>	<b>A</b>	Pursuant to the provisions of the Act the Minister may lease other portfolio land to any person on such terms as the Minister considers appropriate.
	<b>B</b>	The Premises are under the control and management of the Department of Health and Human Services and are <i>other portfolio land</i> within the meaning of the Act.
	<b>C</b>	The Lessor, acting under the powers conferred by the Act, has agreed to grant the Lessee a lease of the Premises upon the following terms.
	<b>D</b>	The Lessee has agreed to accept a lease of the Premises upon the following terms.
<b>Date of agreement</b>	See Signing page	

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# Information Table

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<b>Item 1 (clause 1.1) Lessee</b>	
Name:	Central Highlands Council
ABN:	30 472 494 899
Notice details:	Attention: General Manager 6 Tarleton Street Hamilton 7140

<b>Item 2 (clause 1.1): Commencement Date</b>
1 November 2021

<b>Item 3 (clause 1.1): Premises</b>
That part of the Land situated at 6896 Lyell Highway in Tasmania and more full comprised in Folio of Register Volume 158077 Folio 3 and Volume 158082 Folio 1 of which the Premises forms part including all buildings, structures, plant and equipment and grounds on the Land comprising approximately four (4) Independent Living Units shown in blue on the plan annexed to this Lease in Attachment 'A'.

<b>Item 4 (clause 1.1): Term</b>
Three (3) years

<b>Item 5 (clause 2.2): Further Term</b>
N/A

<b>Item 6 (clause 3.1): Rent</b>
\$36 400 per annum (exclusive of GST)

<b>Item 7 (clause 3.3): Rent Adjustment Date</b>
N/A

<b>Item 8 (clause 15): Address for Notices</b>
Lessor: C/- The Manager Accommodation Planning Department of Health and Human Services Level 6, 22 Elizabeth Street HOBART TAS 7000

Lessee:  
General Manager  
Central Highlands Council  
6 Tarleton Street  
Hamilton 7140

**Item 9 (clause 1.1): Rent Subsidy**

Despite clause 3.2, the Rent will be reduced by the amount of \$36 400 per annum (exclusive of GST) during the Term if the Lessee is using the Premises for the Permitted Purpose. The Rent Subsidy will not apply at any time during which the Lessee is in breach of any of the Lessee covenants provided for in this Lease.

**Item 10 (clause 1.1): Specified Personnel**

Central Highlands Council

**Item 11 (clause 5.1(b)): Outgoings payable by Lessee**

Applicable

**Item 12 (clause 18): Car parking bays**

Not applicable

**Item 13 (clause 8): Special provisions**

The following special terms and conditions apply to this Lease:

**1. Subletting**

The Organisation may sublet the individual residential units that comprise the Premises to persons under the Permitted Purpose. Subletting must be consistent with and comply with the provisions of the *Residential Tenancy Act 1997*.

# General terms

---

## 1 Definitions and interpretation

### 1.1 Definitions

In this Lease unless the contrary is expressed or the context requires otherwise:

**Act** means the *Crown Lands Act 1976*;

**Building Legislation** means any applicable Law relating to the design, construction, use or occupation of a building and for the time being includes:

- (a) the *Building Act 2016* (Tas);
- (b) the *Building Regulations 2016* (Tas); and
- (c) the *Building Code of Australia*.

**Business Day** means a day that is not a Saturday, a Sunday, Easter Tuesday or a statutory holiday (as defined in the *Statutory Holidays Act 2000* (Tas)) generally observed in Hobart.

**Commencement Date** means the date set out at Item 2 of the Information Table;

**Consumer Price Index** means:

- (a) the Consumer Price Index for Hobart (All Groups) published by the Australian Bureau of Statistics;
- (b) if the publication of the index referred to in paragraph (a) is discontinued or suspended, the published index which is officially substituted for that index and any index from time to time which replaces an officially substituted index; and
- (c) if the publication of the index referred in paragraph (a) is discontinued or suspended and there is no index for the purposes of paragraph (b), an index (which most nearly reflects changes in the cost of living for Launceston) selected by an independent expert in economics appointed by the President of the Law Society of Tasmania.

**Current CPI** means in respect of a Rent Adjustment Date, the Consumer Price Index number last published immediately before that Rent Adjustment Date.

**Insolvent** means:

- (a) in respect of a natural person, that person:
  - (i) committing an act of bankruptcy;
  - (ii) being made bankrupt; or
  - (iii) being subject to an arrangement under Part IV of the *Bankruptcy Act 1966* (Cwth); and
- (b) in respect of a corporation, that corporation:
  - (i) being wound up (other than for the purpose of restructure);

- (ii) coming under external administration under the *Corporations Act 2001* (Cwlth);
- (iii) being subject to an order for winding up or reconstruction; or
- (iv) having a receiver, a receiver and manager, an agent in possession, a trustee or a guardian appointed to the property of the corporation.

**Interest Rate** means the rate prescribed for the purposes of section 36(a)(ii) of the *Crown Lands Act 1976*;

**Last CPI** means in respect of the Rent Adjustment Date, the Consumer Price Index number last published immediately before the previous Rent Adjustment Date. In respect of the first Rent Adjustment Date, the Last CPI is the Consumer Price Index number last published before the Commencement Date.

**Lease** or **this Lease** means this lease granted under, and subject to, the provisions of the Act;

**Legislative Requirements** means acts, ordinances, regulations, by-laws, orders, awards and proclamations of the Commonwealth, the State or the applicable Local Government applicable to the Services or the Premises;

**Lessee** includes the Lessee's invitees, servants, agents and contractors;

**Outgoings** means all land tax (on a single holding basis), rates, water and sewerage fixed and volumetric charges and other statutory charges levied against the Premises;

**Permitted Purpose** means the use of the Premises for undertaking and provision of the Services and reasonably necessary ancillary purposes;

**Premises** means the land described in Item 3 of the Information Table;

**Rent** means the Rent referred to in clause 3;

**Rent Adjustment Date** means each date set out in Item 7.

**Rent Subsidy** means the subsidy of Rent or a portion thereof as set out in Item 9 of the Information Table or calculated pursuant to the formula contained in Item 9 of the Information Table;

**Service Outputs** means the outputs described in Appendix A;

**Services** means the Services described in Appendix A;

**Specified Personnel** means the personnel described as key personnel in Item 10 of the Information Table;

**Term** means:

- (a) the period set out in Item 4 of the Information Table from the Commencement Date; and
- (b) when applicable, includes the period of each further lease granted under this Lease;

**Valuer** means:

- (a) a person who is qualified to practice as a land valuer under section 4 of the *Land Valuers Act 2001*(Tas); or
- (b) the person appointed as the Valuer-General under the *Valuation of Land Act 2001* (Tas) or his or her nominees.

## **1.2 Interpretation**

In this instrument, unless the context precludes it:

- (a) the singular includes plural and the plural includes the singular;
- (b) a reference to a gender includes reference to each other gender;
- (c) a reference to a person includes a reference to a firm, corporation or other corporate body;
- (d) its recitals, schedules, appendices and annexures are to be construed as part of it;
- (e) a reference to a statute, regulation or provision of a statute or regulation (statutory regulation) includes a reference to:
  - (i) that statutory provision as amended or re-enacted from time to time; and
  - (ii) a statute, regulation or provision enacted in replacement of that statutory provision;
- (f) the verb include (in all its parts, tenses and variants) is not used as, nor is it to be interpreted as, a word of limitation;
- (g) a reference to anything includes a part of it;
- (h) a reference to writing includes a reference to printing, typing and each other method of producing words, figures or symbols in visible form.
- (i) where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have corresponding meanings;
- (j) headings are for convenience only and are to be ignored in construing it;
- (k) if a party consists of more than one person, then this agreement binds all or any two or more of them jointly, and each of them severally;
- (l) it binds, in addition to the parties, their respective legal personal representatives and successors;
- (m) if a day appointed for the payment of money or the performance of an act, falls on a day which is not a Business Day, then the day for the payment of that money or the performance of that act will, instead, be the Business Day immediately following the appointed day;

- (n) if a provision in a schedule or annexure is inconsistent with any clause after and including clause 2 of the General terms, then the provisions in the schedule or annexure will take precedence.

---

## **2 Grant of Lease**

### **2.1 Lease**

The Lessor grants to the Lessee, and the Lessee accepts, a lease of the Premises for the Term from the Commencement Date.

### **2.2 Further term**

At the absolute discretion of the Lessor, the Lessor may:

- (a) on the written request of the Lessee made not less than three (3) calendar months before the expiration of this Lease; and
- (b) if there is not, at the time of the request, an existing breach of any of the Lessee's covenants;

grant to the Lessee a further term as set out at Item 5 of the Information Table at a rent to be determined in accordance with Item 7 of the Information Table and adjusted in accordance with clause 3.3.

### **2.3 Number of options**

The number of new leases that may be created under clause 2.2 is limited to the number specified in Item 5 and clause 2.2 must be excluded from the final lease entered into as a result of the application of that clause.

---

## **3 Rent**

### **3.1 Rent**

The Lessee must pay Rent on the Premises at the rate and in the manner set out at Item 6 of the Information Table with the first payment to be made on the Commencement Date.

### **3.2 Rent Subsidy**

The Lessor may in the Lessor's absolute discretion reduce the Rent payable at any time or from time to time during the Term by application of the Rent Subsidy at Item 9 of the Information Table. The Rent Subsidy will not apply at any time during which the Lessee is in breach of any of the Lessee covenants provided for in this Lease.

### **3.3 Adjustment of Rent**

- (a) On each Rent Adjustment Date specified in Item 7, the Rent will be adjusted to the amount which is the Rent immediately before the Rent Adjustment Date multiplied by the Current CPI divided by the Last CPI.

- (b) If the reference base of the Consumer Price Index changes during the Term, the Lessor may recalculate the updated reference base so as to preserve the continuity of the use of the Consumer Price Index in this clause.
- (c) Any adjustment to the method of calculating the Consumer Price Index made for the purposes of taking account of changes in consumer demand or economic circumstances does not invalidate the use of the Consumer Price Index in calculations under this clause.
- (d) Notwithstanding anything else in this clause 3.3, the new Rent arising from any rent adjustment cannot be fixed at an amount that is less than that for the previous period.

### **3.4 Payment of new Rent**

Any new Rent resulting from an adjustment must be paid from the relevant anniversary of the Commencement Date.

---

## **4 Goods and Services Tax**

### **4.1 Liability for GST**

Subject to any other provision of this agreement expressing a contrary intention, if GST is imposed on a supply made under it, then the party paying for the supply must pay the amount of the GST to the party making the supply, at the same time as, and in addition to, the amount payable for the supply.

### **4.2 Tax invoice**

A party making a taxable supply under this agreement must give the recipient a tax invoice for the taxable supply when that supply is made.

### **4.3 Terms defined in GST Act**

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

---

## **5 Lessee's covenants**

### **5.1 Covenants**

The Lessee covenants with the Lessor as follows:

- (a) to pay the Rent as required by clause 3;
- (b) to pay the Outgoings (or a just proportion thereof) if shown as applicable in Item 11 of the Information Table;
- (c) to pay the cost of all services used by the Lessee at the Premises including electricity, telephone and ad valorem charges for water and sewerage;

- (d) to use the Premises only for the Permitted Purpose;
- (e) to undertake and deliver the Services with due care and skill and to a reasonable standard complying with all Legislative Requirements;
- (f) to achieve the Service Outputs at all times during the Term;
- (g) to ensure that the Services are undertaken by either the Specified Personnel or by such other persons approved in writing by the Lessor;
- (h) to provide to the Lessor such reports and other information with respect to the Services and achievement of the Service Outputs as the Lessor reasonably requires during the Term;
- (i) not to undertake any commercial activity within the Premises nor advertise a product or service within the Premises that is not authorised under the Services described in Appendix A;
- (j) to punctually comply with the requirements of all notices received from the Lessor, or the Lessor's duly authorised agents, relating to the Lessee's obligations under this Lease;
- (k) to punctually comply with all Legislative Requirements including:
  - (i) all notices received from any health, police, municipal, fire, or other authority with respect to the Premises;
  - (ii) all necessary licences and permits required for the Permitted Purpose; and
  - (iii) all laws, by-laws, regulations and other requirements of Federal, State, or local authority which affect the Premises in any way including but not limited to the *Work Health and Safety Act 2012*;
- (l) to keep and maintain the Premises including all other buildings, structures, facilities, plant, equipment and services or other improvements on the Premises:
  - (i) in a clean and tidy condition (it being acknowledged that the Lessee will be responsible for the cleaning of the Premises to an appropriate level of cleanliness including upkeep and maintenance of the gardens and grounds);
  - (ii) in a safe state and condition for everyone who enters onto the Premises or uses the facilities on the Premises or both;

in such a manner so as to ensure all relevant obligations under the Building Legislation are met in respect of the Premises it being acknowledged by the parties that the Lessee is responsible for the maintenance and repair of all Improvements, buildings, structures improvements facilities plant equipment and services on the Premises and all costs associated therewith during the Term and it being acknowledged that the Lessor is responsible for major repairs and structural works;

- (iii) maintained, installed and repaired in accordance with all Legislative Requirements, Building Legislation, good industry practice and any directions given by the Lessor (including being responsible for costs

associated with any necessary major repairs and structural works where the need for such structural works became necessary due to any act or omission of the Lessee);

- (m) to replace all damaged or non-operative electrical light globes, bulbs, fluorescent light tubes and starters on the Premises;
- (n) to give the Lessor immediate written notice of any damage or defect to the Premises;
- (o) to permit the Lessor or the Lessor's agents, with or without workmen, to enter upon the Premises at all reasonable times to view their condition and state of repair;
- (p) to keep the Premises free from vermin, noxious weeds and fire hazards;
- (q) not to make any alterations, or erect buildings or structures on the Premises without obtaining the Lessor's prior written consent. In seeking the approval of the Lessor, the Lessee must provide detailed plans of the proposed alteration, building or structure including development plan and construction management plan for the Lessor's consideration;
- (r) not to do, or permit to be done, on the Premises anything which, in the Lessor's opinion, is or may become a nuisance or annoyance to an occupier of an adjoining property;
- (s) not to permit any activity on the Premises that is not authorised under this Lease without obtaining the Lessor's prior written consent;
- (t) not to mortgage, charge, encumber, assign, sub-let, or part with possession of the Premises without obtaining the Lessor's prior written consent;
- (u) not to keep any explosive or combustible substances in or about the Premises (other than as may be required to undertake the Permitted Purpose);
- (v) not to fit any plate or sign on the Premises, except of a size and pattern and in a position, which is approved of in writing by the Lessor;
- (w) at the expiration or sooner determination of this Lease, to remove from the Premises all signs, names, advertisements or notices erected, painted or exhibited upon or within the Premises and make good any damage caused by reason of their removal;
- (x) the Lessee must:
  - (i) not use, or permit to be used, or stored on the Premises any radioactive, toxic or hazardous chemicals, wastes or substances, except in concentrations and quantities:
    - (A) permitted by the relevant statutory authorities; and
    - (B) in accordance with any licences, permits or authorisations required by law; and

- (C) in accordance with the conditions imposed by the relevant statutory authorities or under their permission;
- (ii) not permit any petroleum product, oil, grease or any noxious dangerous or poisonous chemical or substance to be discharged through the pipes of the water or sewerage service at the Premises or into any nearby stream or river or into or under the soil and to discharge them only as:
  - (A) permitted by the relevant statutory authorities;
  - (B) required by law; and
  - (C) in accordance with any conditions imposed by the relevant statutory authorities;
- (iii) control and restrict the emission of smoke, dust or odours at and from the Premises in accordance with the applicable legislation, regulations and the requirements of statutory authorities;
- (iv) comply with all demands, notices and requirements of the regulatory authorities in respect of contamination of the Premises, caused by the Lessee or by occupiers of the Premises;
- (v) notify the Lessor within ten (10) Business Days after receiving any demand or notice from a regulatory authority in respect of contamination of the Premises;

## **5.2 Lessee to comply with Building Legislation**

The Lessee, as the occupier of the Premises, must ensure compliance of the Premises with all requirements of the Building Legislation (to the maximum extent such can be placed on the Lessee) at all times during the Term, including:

- (a) ensuring the Premises is used and maintained in accordance with the Building Legislation;
- (b) ensuring a schedule of maintenance for the Premises is prepared, approved, reviewed and complied with in accordance with the Building Legislation;
- (c) ensuring appropriate records in relation to maintenance as required by the Building Legislation are kept; and
- (d) to otherwise act co-operatively with the Lessor and provide all reasonable assistance requested by the Lessor in respect of compliance with the Building Legislation.

## **5.3 Determination of Lease**

On the expiration or sooner determination of this Lease the Lessee must cease to exercise the rights conferred under this Lease and leave the Premises in a condition consistent with the Lessee's obligations under this Lease, it being acknowledged by the parties that immediately before the expiration or sooner determination of this Lease the Lessee must:

- (a) remove all the Lessee's personal property from the Premises;

- (b) remove all the Lessee's improvements and all of the Lessee's buildings, structures, facilities, plant and equipment or other improvements from the Premises unless otherwise notified in writing by the Lessor; and
- (c) make good all damage caused by removal in accordance with clauses 5.3(a) and 5.3(b) to the Lessor's satisfaction.

#### **5.4 Things remaining on the Premises**

The Lessee acknowledges that any of the Improvements or any of the Lessee's personal property, buildings, structures, facilities, plant and equipment or other improvements remaining on the Premises after the expiration or sooner determination of this Lease without the Lessor's consent may at the Lessor's discretion either:

- (a) become the property of the Lessor without compensation to the Lessee (unless compensation is required to be paid under the Act); or
- (b) be removed from the Premises at the Lessee's cost and disposed of by the Lessor without reference or liability to the Lessee with all damage to the Premises caused by such removal to be made good at the Lessee's expense.

#### **5.5 Notice to repair**

Upon receipt of notice from the Lessor or any Federal, State, or local authority, the Lessee must repair, or otherwise make good, all defects and lack of repair that are the Lessee's responsibility under this Lease. If the Lessee fails to comply with a notice given under this sub-clause, then the Lessor, or the Lessor's agents, may, but are not bound to, undertake the required repairs.

#### **5.6 Lessor may recover costs**

The Lessee must pay to the Lessor on demand, all moneys expended by the Lessor to undertake any works, maintenance, repair and make good that are the Lessee's responsibility under this Lease, together with interest, at the Interest Rate, from the date of expenditure by the Lessor to the date of payment by the Lessee.

## **6 Premises rules**

The Lessee must comply with the Premises rules set out in Appendix B at all times during the Term. The Lessor reserves the right to change the Premises rules from time to time but:

- (a) must give reasonable notice of any change in the Premises rules to the Lessee before implementation of that change; and
- (b) the Premises rules must not be inconsistent with any other term or condition of this Lease.

## **7 Lessor's covenants**

The Lessor covenants with the Lessee that, if the Lessee pays the Rent and observes and performs all the covenants, stipulations, agreements and conditions on the Lessee's part contained in this Lease, then the Lessor will permit the Lessee to quietly and exclusively

use and enjoy the Premises during the Term without any disturbance by the Lessor or any person claiming through the Lessor.

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## **8 Special provisions**

The special provisions at Item 13 of the Information Table are part of this Lease and bind the parties according to their tenor. In the event of any inconsistency between the special provisions at Item 13 of the Information Table and any clause in this Lease then the special provisions at Item 13 of the Information Table prevail.

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## **9 Lessee's indemnities and waiver**

### **9.1 Lessee indemnifies Lessor for third party risk**

The Lessee indemnifies the Lessor against all present and future legal liability, claims, or proceedings for:

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

arising from, or attributable to, the Lessee's occupation or use of the Premises.

### **9.2 Waiver of rights of recovery from the Lessor**

The Lessee waives all present and future rights to claim against the Lessor for:

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

arising from, or attributable to, the Lessee's occupation or use of the Premises.

### **9.3 Nature of indemnities and waiver**

The indemnities and waiver in this clause 9:

- (a) do not extend to liability caused by the Lessor's wrongful (including negligent) act or omission;
- (b) are continuing obligations of the Lessee, separate and independent from any other obligations; and
- (c) survive the termination of this Lease.

---

## **10 Insurance**

### **10.1 Lessee to insure**

The Lessee must take out and keep current throughout the Term and for as long as the Lessee occupies the Premises, contracts of insurance with a reputable insurer lawfully carrying on insurance business in Australia, indemnifying:

- (a) the Lessor's and the Lessee's respective liability for:
  - (i) personal injury to, or death of, any party; and
  - (ii) either or both loss of, or damage to, the property of any party;for not less than Twenty Million Dollars (\$20,000,000) for each individual claim or series of claims arising out of a single occurrence, or for such other amount as the Lessor reasonably determines; and
- (b) the Lessee's liability for damage to the contents of the Premises including all fixtures and fittings against loss or damage for their full reinstatement and replacement value except to the extent that the loss or damage is caused by a wrongful (including negligent) act or omission on the part of the Lessor;
- (c) the Lessee's liability for workers' compensation insurance against any liability imposed by statute; and
- (d) any other risks that the Lessor reasonably requires the Lessee to insure against, for the amount stipulated by the Lessor, to the extent that the claim for indemnity is not caused by the Lessor's wrongful (including negligent) act or omission.

The liability to be insured against under paragraph (a) is liability arising from, or attributable to, the Lessee's occupation or use of the Premises, to the extent that the injury, death, damage or loss is caused by a wrongful (including negligent) act or omission of the Lessee or the Lessee's employees or agents.

### **10.2 Crown to be insured**

A policy of insurance taken out under:

- (a) clause 10.1(a); or
- (b) clause 10.1(b), if the Lessor requires this clause to apply to it;

must cover the Crown in right of Tasmania as principal under the insurance contract, but only to the extent required under this Lease.

### **10.3 Lessee to notify Lessor**

The Lessee must notify the Lessor in writing in accordance with clause 15 as soon as practicable:

- (a) if an insurance contract taken out under clause 10.1, lapses or is cancelled; or
- (b) if an insurance contract taken out under clause 10.1, is materially altered; or

- (c) if the Lessee claims, or becomes entitled to claim, under such an insurance contract.

#### **10.4 Evidence of insurance**

The Lessee must give the Lessor evidence of:

- (a) the terms of; and
  - (b) payment of the premium for;
- each insurance contract taken out under clause 10.1,
- (c) before the Lessee exercises rights under the Lease; and
  - (d) before each due date for renewal of each such insurance contract.

#### **10.5 Lessor may insure**

If the Lessee fails to take out or renew each insurance contract required to be taken out under clause 10.1, then without being obliged to do so, the Lessor may:

- (a) take out or renew each such insurance contract that the Lessee has not taken out or renewed; and
- (b) pay any unpaid premium.

The Lessee must pay to the Lessor, on demand, all money that the Lessor expends for this purpose, together with interest on it, at the Interest Rate from the date of expenditure to the date of payment.

#### **10.6 Lessee not to prejudice insurance**

The Lessee must neither do anything, nor permit nor suffer anything to be done as a result of which:

- (a) an insurance contract taken out under clause 10.1, or any part of it, becomes invalid or is rendered unenforceable; or
- (b) any rate or premiums under any such insurance contract are liable to be increased; or
- (c) the Lessor is put at risk.

---

## **11 Damage to Premises**

### **11.1 Damage**

If, at any time during the Term:

- (a) a natural disaster or other event occurs which is beyond the reasonable control of the Lessee; and
- (b) as a result, the Premises are wholly or partly destroyed or damaged,; and

- (c) as a result of the destruction or damage, the Lessee is not able to conduct its business on the Premises in a reasonable manner;

then the Lessee's obligations under clause 3 to pay Rent and clause 5.1(b) to pay the Outgoings will abate to an extent proportional to the effect on the Lessee's use of the Premises until the Premises are reconstructed or restored to a condition in which the Lessee is able to conduct its business on the Premises in a reasonable manner.

## **11.2 Termination after damage or destruction**

If, one month after damage or destruction referred to in clause 11.1 has occurred, the Premises have not been reconstructed or restored to a condition reasonably suitable for use for the Permitted Purpose, then either the Lessor or the Lessee may give written notice to the other party of their intention to terminate this Lease. This Lease will then terminate one month after the date the notice is given

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## **12 Termination of Lease**

### **12.1 Acts of default**

The Lessee commits an act of default if:

- (a) the Rent, or any part of it, is in arrears for a period of one month after it has become due, whether formal demand has been made or not; or
- (b) within ten (10) Business Days of being given notice by the Lessor to rectify, or commence to rectify, a breach of the Lessee's covenants contained or implied in this Lease, the Lessee fails to comply with the notice; or
- (c) the Lessee becomes Insolvent; or
- (d) the Lessee is convicted of an offence in relation to the Permitted Purpose or if the business conducted on the Premises is closed down by an authority; or
- (e) distress or execution is levied or issued against any of the Lessee's property and not paid out within fifteen (15) Business Days; or
- (f) the Lessee ceases or threatens to cease to carry on the business or to dispose of the whole of a substantial part of its undertakings.

### **12.2 Lessor's rights on default**

When the Lessee commits an act of default, the Lessor may either:

- (a) terminate this Lease by written notice, in which case the Term will cease when the Lessee receives the notice, but without prejudice to any action, suit or other remedy of the Lessor for arrears of Rent, or any other money owing, or in respect of any other antecedent breach of covenant; or
- (b) proceed by appropriate court action or actions to enforce performance by the Lessee of the applicable covenants and terms of this Lease, or to recover damages for the breach.

### **12.3 Damages on termination**

If this Lease is terminated or forfeited for the Lessee's breach of any of the Lessee's obligations, that breach is taken to be a breach of an essential term of this Lease, and entitles the Lessor to recover from the Lessee any damage flowing from the breach or from the termination or forfeiture, including damages for loss of the Rent for the remainder of the Term, and damages for the loss of the benefits conferred on the Lessor under this Lease.

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## **13 Holding over**

If the Lessee, with the Lessor's consent, continues to use the Premises after the Term expires, then the Lessee will use the Premises:

- (a) as a lessee on a monthly lease;
- (b) at the Rent that is payable immediately prior to the expiration of this Lease and adjusted in accordance with Item 7 of the Information Table on a monthly basis or any other Rent which is agreed by the parties from time to time;
- (c) with the Rent to be paid in advance;
- (d) on the terms and conditions of this Lease so far as they are applicable to a three monthly lease.

Such lease may be determined by either party giving to the other not less than three months written notice expiring at any time.

---

## **14 No representation or warranty as to fitness for use**

### **14.1 No representation about suitability**

The Lessor does not represent or warrant:

- (a) that the Premises are suitable to be used for the Permitted Purpose, or for any business or other activity undertaken on the Premises;
- (b) that the fittings, accessories or services available on the Premises are suitable to be used for the Permitted Purpose, or for any business or other activity undertaken on the Premises; or
- (c) that the Premises may lawfully be used for the Permitted Purpose, or for any business or other activity undertaken on the Premises.

### **14.2 Suitability of Premises for Permitted Purpose**

All costs, management, undertakings and actions associated with any approvals, alterations, additions, modifications or improvements required to make the Premises suitable for the Permitted Purpose or to deliver the Services are to be fully borne, undertaken and paid for by the Lessee.

### **14.3 No representation about zoning**

Without affecting the generality of clause 14.1, the Lessor does not represent or warrant that the zoning of the Premises will allow the Premises to be used for the Permitted Purpose whether with the approval or permission of the relevant planning authority or otherwise. It is the Lessee's responsibility to make enquiries about zoning and the Lessee warrants that before executing this Lease the Lessee has done so to its own satisfaction.

---

## **15 Notices**

### **15.1 How to give a notice**

A notice, claim, consent or other communication to be given or made under this Lease is taken to have been duly given or made when:

- (a) hand delivered in writing; or
- (b) sent by prepaid post; or
- (c) sent by facsimile transmission from a facsimile machine which produces a print out of the time, date and uninterrupted transmission record of the sending notice (to the listed facsimile number);

to the party to which the notice, claim or consent is required or permitted to be given or made under this Lease, at the addresses set out at Item 8 of the Information Table.

### **15.2 How to serve a notice**

A notice, demand, consent or other communication is taken to have been duly served:

- (a) if hand delivered, - when delivered;
- (b) if sent by prepaid post, - on the third Business Day after the date of posting;
- (c) if sent by facsimile transmission - upon completion of sending, if completion is within ordinary business hours in the place where the recipient's facsimile machine is located, but if not, then at 9.00 am. on the next Business Day in that place.

### **15.3 Who can sign a notice**

A notice, demand, consent or other communication given or made under this Lease is sufficient if:

- (a) in the case of the Lessor, it is under the hand of the Lessor, the Lessor's authorised agent or solicitor;
- (b) in the case of the Lessee, it is under the hand of the Lessee or its agents or solicitors.

### **15.4 Signatures**

A printed or copied signature is sufficient for the purposes of sending a notice, demand, consent or other communication by facsimile machine.

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## **16 Dispute resolution**

### **16.1 Management level discussions**

If a dispute arises about any clauses, or the rights and obligations under this Lease of either party, then the parties must use all reasonable endeavours to settle the matter in dispute within five (5) Business Days of both parties becoming aware of the dispute. For the purpose of this clause, to assist in resolving a dispute at first instance, the matter in dispute must be discussed at management level.

### **16.2 Committee to resolve disputes**

Failing satisfactory resolution of a dispute under clause 21.1, a committee consisting of:

- (a) a representative of the Lessor;
- (b) a representative of the Lessee; and
- (c) an independent third person appointed, at the request of either party, by the President of the Law Society of Tasmania (or its successor body) to act as mediator,

must be established to try to resolve the dispute.

### **16.3 Arbitration**

If the parties fail to resolve a dispute under the terms of sub-clause 21.2, then the matter must be referred to arbitration in accordance with the provisions of the *Commercial Arbitration Act 1986*.

---

## **17 Personal Information protection**

### **17.1 Application of clause**

This clause 17 applies only if the Lessee deals with Personal Information in the course of delivering the Services.

### **17.2 Personal Information Custodian**

If the Lessee is a Personal Information Custodian then the Lessee must:

- (a) notify the Lessor immediately if the Lessee becomes aware of a breach, or possible breach, of the PIP Act; and
- (b) ensure that the Lessee's employees, agents or subcontractors who are required to deal with Personal Information in the course of delivering the Contracted Services are aware of, and comply with, the Lessee's obligations under this clause.

### **17.3 Breach of PIP Act**

A breach of the PIP Act by the Lessee is a breach of this Lease that entitles the Lessor to terminate it under clause 12.2.

## **17.4 Terms defined in PIP Act**

In this clause, Personal Information and Personal Information Custodian have the same meanings as in the *Personal Information Protection Act 2004* (Tas) (PIP Act).

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## **18 Car Parking**

### **18.1 Lessor grants licence**

The Lessor grants to the Lessee a licence to use at all times the number of car parking bays (if any) set out in Item 12 of the Information Table and shown on the plan in Attachment B together with unrestricted access to and egress from those bays.

### **18.2 Lessor may terminate licence**

The Lessor may at any time, upon giving no less than twenty (20) Business Days notice to the Lessee terminate the licence to use of any or all of the car parking bays.

### **18.3 Lessor may substitute parking bays**

The Lessor may at any time, upon giving no less than 20 Business Days notice to the Lessee, substitute the parking bays used by the Lessee.

### **18.4 Further car parking conditions**

- (a) The Lessee must not use any of the car parking bays for servicing or repair or any motor vehicles except in the case of an emergency.
- (b) The Lessee must pay all costs associated with any repair of damage to the car parking bays or surrounded areas caused by the Lessee.
- (c) All the provisions of this Lease where applicable apply to this licence of the car parking bays.

---

## **19 Miscellaneous**

### **19.1 Governing law**

This Lease is governed by the Laws applying in Tasmania.

### **19.2 Dispute jurisdiction**

The parties submit to the non-exclusive jurisdiction of courts with jurisdiction in Tasmania, and any courts that may hear appeals from those courts, in respect of any proceedings in connection with this Lease.

### **19.3 Entire agreements clause**

This Lease forms the entire agreement of the parties in respect of its subject matter. The only enforceable obligations of the parties in relation to the subject matter of this Lease are those that arise out of the provisions contained in this Lease. All prior agreements in relation to the subject matter of this Lease are merged in and superseded by this Lease unless expressly incorporated in this Lease as an annexure, an appendix, an attachment or by reference.

#### **19.4 Liability**

An obligation of, or a representation, a warranty or an indemnity by, two or more parties (including where two or more persons are included in the same defined term) under or in respect of this Lease, binds them jointly and each of them severally.

#### **19.5 Benefit**

An obligation, a representation, a warranty or an indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and each of them severally.

#### **19.6 Compliance with obligations**

- (a) A party must ensure that its officers, employees, volunteers, authorised contractors, agents and advisers involved in the performance by that party of its obligations under this Lease:
  - (i) comply with the provisions of this Lease related to that performance; and
  - (ii) do not conduct themselves in a way that would result in the party being in breach of this Lease or that, if the conduct was undertaken by the party, would result in the party being in breach of this Lease.
- (b) If a party is prohibited from doing anything under this Lease, that party must not knowingly assist, authorise or allow any other person to do that thing.

#### **19.7 Severance**

If a provision of this Lease is or at any time becomes illegal, prohibited, void or unenforceable for any reason, that provision is severed from this Lease and the remaining provisions of this Lease:

- (a) continue to be enforceable; and
- (b) are to be construed with such additions, deletions and modifications of language as are necessary to give effect to the remaining provisions of this Lease.

#### **19.8 Counterparts**

- (a) This Lease may be entered into in any number of counterparts.
- (b) A party may execute this Lease by signing any counterpart.
- (c) All counterparts, taken together, constitute one instrument.
- (d) This Lease is not to take effect against a party until it has been signed by all parties and delivered, unless it is a deed poll or is intended to take effect immediately when delivered by one or more parties.

#### **19.9 Execution of Lease**

If this Lease is not executed prior to or on the Commencement Date and the Lessee uses the Premises from the Commencement Date, then the parties will, from the Commencement Date until this Lease is executed, be in all respects bound by the terms contained in this Lease as if this Lease had been duly and fully completed and executed by the Lessor and the Lessee prior to or on the Commencement Date.

### **19.10 Further assurance**

The parties agree to do or cause to be done all such acts, matters and things (including, as applicable, passing resolutions and executing documents) as are necessary or reasonably required to give full force and effect to this Lease.

### **19.11 Business Days**

If the day on or by which an act, matter or thing is to be done under this Lease is not a Business Day, that act, matter or thing must be done by no later than the next Business Day.

### **19.12 No partnership or agency**

Unless stated to the contrary in this Lease:

- (a) nothing contained or implied in this Lease will:
  - (i) constitute, or be taken to constitute, a party to be the partner, agent or legal representative of another party for any purpose;
  - (ii) create, or be taken to create, a partnership or joint venture; or
  - (iii) create, or be taken to create, an agency or trust; and
- (b) a party must not represent or hold itself out to be a partner, joint venturer, agent or representative of another party.

### **19.13 Legal costs**

- (a) Each party must bear its own costs of and incidental to the negotiation, settlement, preparation and execution of this Lease.
- (b) The Lessee must pay the Lessor, on demand, all the costs of the Lessor on a full indemnity basis, in relation and incidental to:
  - (i) any consent, approval, waiver or amendment made under or to this Lease;
  - (ii) any assignment or sub-letting made under this Lease;
  - (iii) any surrender or termination of this Lease otherwise than by effluxion of time; and
  - (iv) the actual or contemplated enforcement of, or the actual or contemplated exercise of, any rights or powers of the Lessor following a default or breach of any covenant of this Lease.

### **19.14 Amendment**

This Lease may only be amended or supplemented in writing signed by the parties.

### **19.15 Waiver**

- (a) A failure or delay in exercising a Right does not operate as a waiver of that Right.
- (b) A single or partial exercise of a Right does not preclude any other exercise of that Right or the exercise of any other Right.

- (c) A Right may only be waived in writing, signed by the party to be bound by the waiver. Unless expressly stated otherwise, a waiver of a Right is effective only in the specific instance and for the specific purpose for which it was given.

#### **19.16 Successors and assigns**

This Lease is binding on and benefits each party and, unless repugnant to the sense or context, their respective administrators, personal representatives, successors and permitted assigns.

#### **19.17 Disclosure**

- (a) Despite any confidentiality or intellectual property right subsisting in this Lease, a party may publish all or any part of this Lease without reference to another party.
- (b) Nothing in this clause derogates from a party's obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth).

#### **19.18 Consent and approvals**

- (a) This clause applies to any consent or approval which a party must obtain from another party in accordance with this Lease. For the avoidance of doubt, this clause does not apply to any consent or approval to be given under any legislation.
- (b) A request for consent or approval must be made in writing.
- (c) A consent or approval for the purposes of this Lease is not effective unless given in writing.
- (d) Except as otherwise stated, a party whose consent or approval is required must not unreasonably withhold or delay that consent or approval.
- (e) A consent or approval may be given subject to reasonable conditions.
- (f) A party receiving a consent or approval must comply with any conditions subject to which the consent or approval is given. To the extent that the party receiving the consent or approval fails to comply with the condition, that failure is taken to be a breach of this Lease.

#### **19.19 Doctrine of merger**

The doctrine or principle of merger does not apply to this Lease or to anything done under or in connection with this Lease. Accordingly, no Right or obligation of a party is merged in any thing done pursuant to this Lease.

#### **19.20 Lessor or State of Tasmania expressed to be party**

- (a) If a Lessor of the Crown (acting in that capacity) is expressed to be a party to this Lease, then unless an applicable Law provides otherwise:
  - (i) the Lessor enters into this Lease on behalf of the Crown;
  - (ii) the Rights, obligations and liabilities expressed to be those of the Lessor are Rights, obligations and liabilities of the Crown; and
  - (iii) each reference in this Lease to the Lessor will be taken to include a reference to the Crown.

- (b) For the avoidance of doubt, if the State of Tasmania is expressed to be a party to this Lease, the Rights, obligations and liabilities of the State of Tasmania are Rights, obligations and liabilities of the Crown.

#### **19.21 No interference with executive duties or powers**

Nothing in this Lease is intended to prevent, is to be taken to prevent, or prevents, the free exercise by the Governor, by any member of the Executive Council, or by any Lessor of the Crown, of any duties or authorities of his or her office. Any provision of this Lease that is inconsistent with this clause is of no legal effect to the extent of the inconsistency.

#### **19.22 Surviving provisions and termination**

- (a) The termination of this Lease does not affect or limit the operation or effect of clauses or parts of this Lease:
  - (i) that are expressed to survive the termination of this Lease;
  - (ii) that, at Law, survive the termination of this Lease; or
  - (iii) that are necessary to survive the termination of this Lease:
    - (A) to give full force and effect to the parties' respective Rights, obligations and liabilities on or after the termination of this Lease;
    - (B) to enable a party to make, enforce or defend any claims related to this Lease; or
    - (C) to give full force and effect to the operation of clause 19.22(b) or clause 19.22(c).
- (b) The termination of this Lease does not affect any claims related to, or any Rights, releases, obligations or liabilities accrued or incurred under, this Lease before the date on which this Lease is terminated.
- (c) Nothing in this clause 19.22 affects or limits the operation of another provision of this Lease which gives a party Rights, or imposes obligations on a party, on or after the termination of this Lease.

**Executed** as a Lease.

# Appendix A

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## 1. Statement of Services

The provisions contained in the Statement of Services as described in Appendix A are deemed to be included in this Lease and the parties agree that any non-observance or unsatisfactory compliance of any provisions of the Statement of Services will be deemed to be a breach of this Lease and the parties further agree that this Lease will expire or be terminated upon any expiration or sooner termination of the provisions contained in the Statement of Services.

## 2. Services

### Independent Living Units Accommodation

The Lessee to provide affordable accessible living units for the benefit of persons living in the Central Highlands community who meet the following eligibility criteria:

- Be a natural person of at least 18 years old
- Be a resident of the Central Highlands Municipality
- Be an aged person or a person with a disability
- Be in receipt of Centrelink support or DVA pension
- Be able to live independently and be capable of maintaining the residence in a safe and clean condition.

All rent and other moneys received or collected from the Premises or arising out of the management of the Premises in accordance with this Lease in providing the Services belongs to the Lessee.

## 3. Occupation

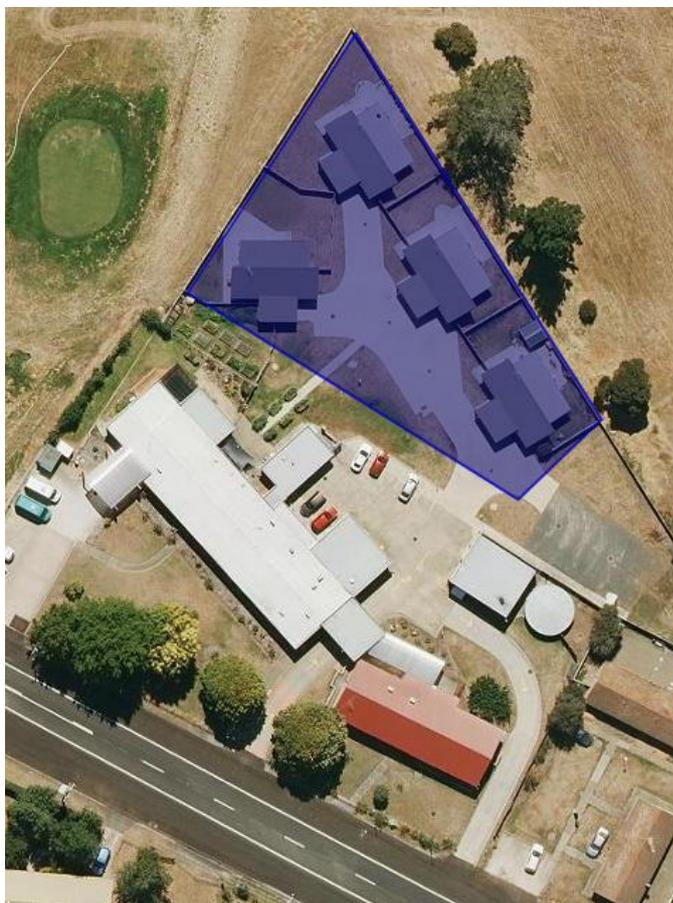
### Consistent occupation during the Term

The Lessee must ensure that the Premises are consistently occupied during the Term.

# Attachment A

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## Plan of Premises



# Signing page

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**Dated:**

2021

## Signing by Lessor

**Signed by** )  
pursuant to an Instrument of )  
Delegation under Section 71A of the )  
*Crown Lands Act 1976* in the ) .....  
presence of : )

..... )  
Signature of witness

.....  
Name of witness (block letters)

.....  
Address of witness

.....  
Occupation

## Signing by Lessee

**The Common Seal of Central Highlands** )  
**Council** (ABN 30 472 494 899) was )  
affixed pursuant to a Resolution of the said )  
Council in the presence of: )

.....  
Signature

.....  
Signature

.....  
Print Name

.....  
Print name

.....  
Office held

.....  
Office held



## CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

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

### 1. APPLICATION & ORGANISATION DETAILS

Name of Project: REVIEW COUNCIL RATES CHARGES WITH  
VIEW OF PROVIDING SOME RELIEF.

Amount of Grant Requested: NOT SPECIFIC

Estimated Total Project Cost: NOT SPECIFIC

Applicant Organisation: OUSE COMMUNITY COUNTRY CLUB

Contact Person's Name: BRIAN BURGESS

#### Contact Details

Address: 7 HAMPSHIRE ROAD  
SANDY BAY TAS 7005

Phone: (Business hours) 0429 021 031

Mobile: 0429 021 031

Fax:

Email: brianjburgess1@gmail.com.

Signature 

Name

Position in Organisation TREASURER

Date 26 SEP 21

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

FINANCE RELIEF. FOLLOWING COVID RESTRICTIONS

What is the membership of the organisation?

President GARRATH JOHNSTON

Secretary BRIAN BURGESS

Treasurer BRIAN BURGESS

Public Officer/s DANIEL GETGEN

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

Is the organisation:

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

OR

- An individual community member

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

If yes;

Name of Project:

Date Grant received:

Amount of Grant:

**3. PROJECT DETAILS**

Project Start Date:

NEXT RATE CHANGE FOLLOWING APPROVAL.

Project Completion Date:

NOT SPECIFIC - COUNCIL DISCRETION

Project Objectives:

IMPROVE OUSE CCC FINANCIAL POSITION FOLLOWING COVID.

**4. COMMUNITY SUPPORT**

What level of community support is there for this project?

N/A

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

IT BENEFITS THE COMMUNITY INDIRECTLY  
IN THE BOWLS AND GOLF AREA

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

ASSIST THE OUSE CCE TO MAINTAIN  
BOWLS AND GOLF FACILITIES TO  
HIGH STANDARD DESPITE COVID  
AND SUPPORT REPRESENTATIVE  
TEAMS FROM OUSE AND VISITORS.

#### **5. COUNCIL SUPPORT**

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

**If yes, please give details.**

NO

**Are you requesting participation by Councillors or Council Staff?**

**If yes, please give details.**

NO

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

IT WILL ALLOW OUSE CCE TO  
ALLOCATE FUNDS TO OTHER AREAS  
WHERE COUNCIL CAN BE INVOLVED

#### **6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT**

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

OUSE CCE IS GOING TO APPLY FOR  
FUNDING TO ASSIST IN HOLDING A "KIDS  
CHRISTMAS PARTY" AT THE CLUB GROUNDS  
IN DECEMBER 2021.

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

THE CLUB WILL INCLUDE ALL COST SAVINGS IN BUDGETS TO IMPROVE GREENS AND MAINTAIN REPRESENTATIVE TEAMS THAT THE COMMUNITY CAN BE PROUD OF DESPITE COVID RESTRICTIONS

**7. PROJECT BUDGET**

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

**Please provide a breakdown of the project expenditure and income:**

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

**OUSE COMMUNITY COUNTRY CLUB  
OPERATIONAL FINANCE STATEMENT**

**1 February 2021 to 29 August 2021**

	<b>OPERATIONAL EQUITY 1 FEB 21</b>	<b>\$19,651.38</b>
	General Account Bank Balance 1Feb21	13,812.73
Add	Bar Income	35670.78
	Membership	3560.00
	Social Activity	8991.42
	Bowls	2966.00
	Green Fees	1620.00
	Kids Christmas	1000.00
		53808.20
Less	Bar Purchases	25728.21
	Fuel	701.40
	Social Activity	8704.56
	Security	794.96
	Administration	1450.15
	Green Maint	4815.91
	Council Rates	1776.16
	Electricity	3261.94
	Business Regis	634.80
	Insurance	6404.49
	New Tractor	4524.47
	Water	322.96
	Credit Card Fees	677.43
		59797.44
		(5989.24)
	General Account Bank Balance 29 Aug 21	7,823.49
	Bar Float	800.00
	Stock on Hand	6,455.00
	<b>OPERATIONAL EQUITY 29 AUG 21</b>	<b>\$15,078.49</b>

# CENTRAL HIGHLANDS COUNCIL

Hamilton Office: Tarleton Street,  
Hamilton, 7140.  
Telephone: (03) 6286 3202

Bothwell Office: Alexander Street,  
Bothwell, 7030.  
Telephone: (03) 6259 5503  
Fax: (03) 6259 5722

council@centralhighlands.tas.gov.au

council@centralhighlands.tas.gov.au

**HAMILTON OFFICE HOURS**  
Monday to Friday 7.30 am - 4.30 pm

**BOTHWELL OFFICE HOURS**  
Monday to Friday 8.00 am - 5.00 pm

**CASHIER HOURS**  
Monday to Friday 8.00 am - 4.30 pm

## NOTICE OF RATES & CHARGES FOR 2021/2022

ABN: 30 472 494 899

  
 3.445 054  
**Ouse Country Club Inc.**  
**The Secretary**  
**PO Box 48**  
**OUSE TAS 7140**

DTX: 9745016  
 Date of Valuation: 22/12/2014  
 Date of Issue: 02/07/2021  
 Overdue & Payable Now: \$0.00

Issued under the provisions of the Local Government Act 1993 and Amendments for the year ending 30 June 2022

PROPERTY DETAILS				
Ouse Golf Course & Shed 9 Tor Hill Road Ouse			BOWLS GREEN & CLUBHOUS	
Capital Value	Land Value	Adjusted A.A.V.	Land Area	Property ID
300000	41000	12000	0.6368 ha	3086591
Rate Type	Rate / Charge Component			Value
Garbage Fire Lévy	General Rate Fixed Charge	3.520923 cents * \$12,000 (Adj AAV) = \$422.51		
		1 charge @ \$394.06 = \$394.06		\$816.57
	Commercial	1 charge @ \$501.00 = \$501.00		\$501.00
	Other Land	0.3891 cents * \$12,000 (Adj AAV) = \$46.69		\$46.69
Total Current Rates				\$1,364.26
Balance Brought Forward				\$0.00
Less Pension Remission/Credits				\$0.00
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$1,364.26</b>

50% General rate

Instalment 1 Due 31 August 2021	\$341.26
Instalment 2 Due 30 November 2021	\$341.00
Instalment 3 Due 28 February 2022	\$341.00
Instalment 4 Due 29 April 2022	\$341.00

**Please Note: a 10% penalty will be added to each instalment or part thereof not paid by the due date.**

L.M. Eyles, GENERAL MANAGER

PLEASE SEE OVER FOR ADDITIONAL PAYMENT METHODS & IMPORTANT INFORMATION

### CENTRAL HIGHLANDS COUNCIL - RATES PAYMENT

INSTALMENT NUMBER 1  
 NAME Ouse Country Club Inc. AMOUNT \$341.26  
 CUSTOMER REFERENCE NUMBER 01-0810-03938 DATE PAID \_\_\_\_\_

TELEPHONE & INTERNET PAYMENT REFERENCE NUMBER


 Billpay Code: 8200  
 Ref: **2832 9745016 69**



\*443 2832 9745016 69

INTERNET BANKING - BPAY®


 Biller Code: 262469  
 Ref: **97450167**

BPAY® this payment via Internet or phone banking.  
 BPAY View® - View and pay this bill using internet banking.  
 BPAY View Registration No.: 97450167

IF A RECEIPT IS REQUIRED PLEASE TICK

# CENTRAL HIGHLANDS COUNCIL

Hamilton Office: Tarleton Street,  
Hamilton, 7140.  
Telephone: (03) 6286 3202

Bothwell Office: Alexander Street,  
Bothwell, 7030.  
Telephone: (03) 6259 5503  
Fax: (03) 6259 5722

council@centralhighlands.tas.gov.au

council@centralhighlands.tas.gov.au

**HAMILTON OFFICE HOURS**  
Monday to Friday 7.30 am - 4.30 pm

**BOTHWELL OFFICE HOURS**  
Monday to Friday 8.00 am - 5.00 pm

**CASHIER HOURS**  
Monday to Friday 8.00 am - 4.30 pm

## NOTICE OF RATES & CHARGES FOR 2021/2022

ABN: 30 472 494 899

  
 3.328 054  
**Ouse Country Club Inc.**  
**The Secretary**  
**PO Box 48**  
**OUSE TAS 7140**

DTX: 9546577  
 Date of Valuation: 22/12/2014  
 Date of Issue: 02/07/2021  
 Overdue & Payable Now: \$0.00

Issued under the provisions of the Local Government Act 1993 and Amendments for the year ending 30 June 2022

PROPERTY DETAILS				
Ouse Golf Course & Shed 9 Tor Hill Road Ouse			GOLF COURSE & SHED	
Capital Value	Land Value	Adjusted A.A.V.	Land Area	Property ID
310000	200000	12400	24 ha	3086583
Rate Type	Rate / Charge Component			Value
Garbage Fire Levy	General Rate Fixed Charge	3.520923 cents * \$12,400 (Adj AAV) = \$436.59		
		1 charge @ \$394.06 = \$394.06		\$830.65
	Solid Waste Domestic	1 charge @ \$162.00 = \$162.00		\$162.00
	Other Land	0.3891 cents * \$12,400 (Adj AAV) = \$48.25		\$48.25
Total Current Rates				\$1,040.90
Balance Brought Forward				\$0.00
Less Pension Remission/Credits				\$0.00
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$1,040.90</b>

Instalment 1 Due 31 August 2021 **\$260.90**  
 Instalment 2 Due 30 November 2021 **\$260.00**  
 Instalment 3 Due 28 February 2022 **\$260.00**  
 Instalment 4 Due 29 April 2022 **\$260.00**

**Please Note: a 10% penalty will be added to each instalment or part thereof not paid by the due date.**

L.M. Eyles, GENERAL MANAGER

PLEASE SEE OVER FOR ADDITIONAL PAYMENT METHODS & IMPORTANT INFORMATION

**CENTRAL HIGHLANDS COUNCIL - RATES PAYMENT**

INSTALMENT NUMBER 1

NAME Ouse Country Club Inc.

AMOUNT **\$260.90**

CUSTOMER REFERENCE NUMBER 01-0805-03937

DATE PAID \_\_\_\_\_

TELEPHONE & INTERNET PAYMENT REFERENCE NUMBER


 Billpay Code: 8200  
 Ref: 2832 9546577 86



\*443 2832 9546577 86

INTERNET BANKING - BPAY®


 Biller Code: 262469  
 Ref: 95465779

BPAY® this payment via Internet or phone banking.  
 BPAY View® - View and pay this bill using internet banking.  
 BPAY View Registration No.: 95465779

IF A RECEIPT IS REQUIRED PLEASE TICK

*50% General vat*

THE  
AUSSIE BACKYARD  
**BIRD**  
COUNT  
IS BACK

**Council Packages 2021**

To discuss any of the council packages or  
for more information, please contact:

Joanna Feely  
National Engagement Coordinator  
0403 950 331  
[joanna.feely@birdlife.org.au](mailto:joanna.feely@birdlife.org.au)



**Can we count  
you in?**



# HELLO



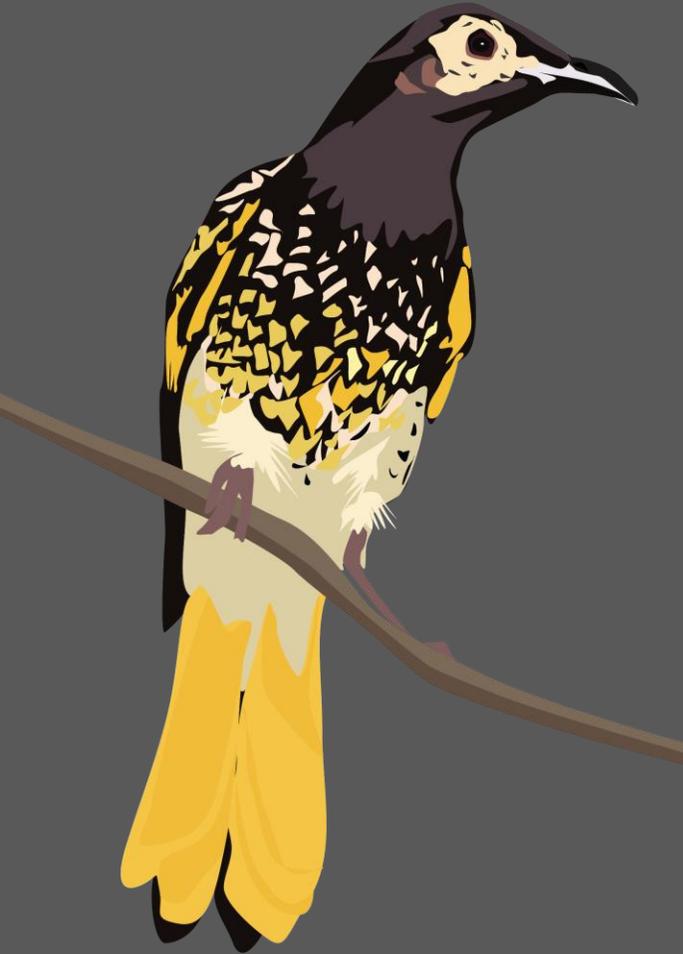
## Welcome to the 2021 Aussie Backyard Bird Count

Run by **Australia's national bird conservation charity**, the Aussie Backyard Bird Count is Australia's largest citizen science event. It runs annually during Bird Week in October.

The Aussie Backyard Bird Count asks **everyday Aussies across the country to count how many birds they see within a 20-minute period in their backyard, local park or any other outdoor area**, and **record this data using the Aussie Backyard Bird Count app or website**. This provides a snapshot of Australian birds at the same time each year, which allows us to look at the trends in our bird communities over time.

Now in its 8th year, **the Aussie Backyard Bird Count has proven hugely popular and is growing year on year**. People enjoy learning about the birds in their area, spending time outdoors and connecting with nature. Families enjoy counting together, introducing their children to the marvels of the earth they will inherit. **Participants report an improved sense of well-being and lowered stress levels**.

**We'd like to invite your local government area to be part of this event**, which attracts tens of thousands of families across the nation.



## How can councils get involved?

The Aussie Backyard Bird Count (ABBC) Council Packages offer **tailor-made results** from the Aussie Backyard Bird Count for councils to use as they require. For 2021, we have **two packages available** at different levels of commitment. **The more promotion and participation your council provides within your LGA, the more data that you will receive.**

Data and results are not only valuable in terms of effective communication of trends and **species distributions and numbers** but are also useful to councils to **track their biodiversity management successes** and communicate this with their constituents. As a result, participants who are likely to be interested in survey results for their region can **see specific results for their area** and can see how their contribution to the survey compares with the overall results.

Furthermore, inclusion of such results in council publications can act as a promotion for the Aussie Backyard Bird Count for the following year, with participants seeing direct results of their contributions.

## How could the data benefit your council?

Examples of how the data from the ABBC could benefit your council:

- **Good local birding spots** – using the bird data within your council region, key birding sites could be identified and promoted as part of your eco-tourism plan
- **Quantifying on-ground management** – use the bird data to see if your local park rehabilitation has been having a positive effect on biodiversity
- **Urban impact** – how have birds adapted to developments in your council region

## Two packages are available

As you know, BirdLife Australia is a not-for-profit conservation charity dedicated to preventing extinctions of Australia's most vulnerable bird species. Being a charity, our resources are limited and sometimes we need to make hard decisions about how we can best use the resources we have available.

In order to continue to provide our reports for participating councils, we can no longer provide the Robin package free of charge. The new price will allow us to continue providing these extremely popular reports and support the continuation of the Aussie Backyard Bird Count event.

You might also remember that in previous years, we offered 3 council packages. Due to low uptake of the Cockatoo package, we have streamlined our report types to reduce complexity and deliver the best value in generating these reports. Therefore, for 2021, we will only be offering Robin and Brolga packages.



### ROBIN

**\$200 + GST**

- Marketing materials
- Your council's logo and event listing on the ABBC website
- Report of initial findings for your council's LGA, covering:
  - list of species
  - species count
  - total number of observers



### BROLGA

**\$800 + GST**

- Marketing materials
- Your council's logo and event listing on the ABBC website
- Report of initial findings for your council's LGA, covering:
  - list of species
  - species count
  - total number of observers
- **Plus the raw data** for your council's LGA
- **Plus a detailed report**
- **Additional add-ons available**



## ROBIN

**\$200 + GST**

- Digital marketing materials
- Your council's logo and event listing on the ABBC website
- Report of initial findings for your council's LGA, covering:
  - list of species
  - species count
  - total number of observers

## Robin Package (\$200 + GST)

### Marketing materials

**A digital marketing pack** to help promote the ABBC in your local area will be provided free of charge. Materials include A3 posters, postcards, and stickers, along with blurbs and suggested social media posts. A physical marketing pack can also be purchased for cost price.

### Your logo on the ABBC website

As a supporter of the ABBC we will list your council's logo under the 'supporter' section of the ABBC website, linking back to your website.

### Event listing on the ABBC website

If you are holding an event for the ABBC, we will happily list your event on our ABBC Event Calendar.

**PLEASE NOTE:** We are not able to organise an event for you and it is not compulsory to run an event.

### Initial findings from the ABBC for your LGA

You will receive a table consisting of

- a list of species,
- the species count, and
- the number of observers participating in the ABBC from your region.

After you have received this initial data, if you wish to explore the data further you can get in touch to upgrade your package.



## BROLGA

**\$800 + GST**

- Marketing materials
- Your council's logo and event listing on the ABBC website
- Report of initial findings for your council's LGA, covering:
  - list of species
  - species count
  - total number of observers
- **Plus the raw data** for your council's LGA
- **Plus a detailed report**

## Brolga Package (\$800 + GST)

**In addition to the ROBIN inclusions you will also receive a detailed report including:**

- User statistics
- Bird statistics
- Top recorded bird species
- Introduced species
- Threatened species

### **User statistics**

The Brolga Package will include statistics regarding the number of users submitting checklists within the council boundaries, as well as the number of checklists users are submitting, and the amount of time users spend surveying. Statistics relating to where surveys are being conducted can expose areas within the council's boundaries that aren't being represented in surveys. Councils can match this data to population data to determine if unsurveyed areas are uninhabited or due to non-participation. If due to non-participation, councils will have the ability to decide if future promotion in these areas is required. Numbers of users within council boundaries can signify how many people within the community are interested in this event and may provide an indication of the willingness of community involvement in other bird-related or environmental projects.

### **Bird statistics**

Statistics relating to the bird species located within the council boundaries including a comprehensive table providing a complete species list with associated count numbers and reporting rates while indicating which species are introduced or threatened. A distribution map will accompany this table displaying the combined bird observations recorded within the council's LGA (Figure 1 – next page).

## Brolga Package, cont'd



**Figure 1:** Example of a distribution map depicting all bird observations within the City of Parramatta boundaries. Bird observations that were recorded in a single survey overlap due to having the same GPS co-ordinates

### Top recorded bird species

Graphs representing the top ten bird species within a council's boundaries will be produced to allow council members to easily ascertain the most commonly recorded species within their LGA. Introduced species will be highlighted so readers can easily determine native from introduced species. Findings will be compared to the top species counted both nationally and within the state the council is from.

### Introduced species

Distributional information for recorded introduced species within the council boundaries will be reported on. This includes both introduced species from other countries and introduced species from other parts of Australia that have become naturalised to the region. A distributional map will also be provided for these species so that councils can see which regions the individuals have been sighted in; this can then be investigated further or used in future management decisions and actions. Further statistics regarding introduced species will be provided including bird count, number of surveys detected in and the proportion of the total count that each introduced species represents.

### Threatened species

Distributional information for observed threatened species within the council boundaries will be reported on. A distributional map will also be provided for species of conservation concern so that councils can see where individuals have been sighted; this can then be investigated further or used in future management decisions and actions. Where BirdLife Australia has projects within the area, these projects will be outlined in the report.



## **BROLGA ADD ONS**

**\$300 + GST each**

- **Species-specific results** – councils can nominate up to 3 bird species for which they would like specific in-depth results
- **Comparative results** – get a year-on-year comparison for birds counted in your LGA

## **Brolga package – optional add-ons - \$300 + GST each**

### **Species-specific results (Brolga Package Only)**

Councils will be given the opportunity to nominate up to 3 bird species which they would like specific in-depth results for. Any additional species councils would like detailed information on will attract a \$100 fee per species. Distribution maps of the target species, either individually or combined, are provided showing the spread and abundance of the species within the council boundaries. Councils can incorporate this information into their urban planning and management strategies and decision-making. Species of interest may include threatened or rare species, introduced species, pest species, or species that are being actively managed in some form.

### **Comparative results (Brolga Package Only)**

Comparative results are available for the Brolga Package only and offers comparative results from 2017, 2018 and 2019, 2020 — including user statistics, bird statistics and reporting rate.

For further data comparisons not currently specified, including spatial mapping, please contact Joanna Feely ([joanna.feely@birdlife.org.au](mailto:joanna.feely@birdlife.org.au)) to arrange a quote.



## 2020 ABBC Key Performance Statistics



**47% INCREASE IN OBSERVERS**

2019: 88,000  
2020: 108,207



**26% INCREASE IN CHECKLISTS SUBMITTED**

2019: 105,000 checklists  
2020: 155,617



**22% INCREASE IN COUNCIL PARTICIPATION**

2019: 95  
2020: 116



**123% INCREASE IN SCHOOL PARTICIPATION**

2019: 659  
2020: 1616



**62% MORE INDIVIDUALS SUBMITTED SURVEYS**

2019: 40,000  
2020: 65,009



**36% INCREASE IN BIRDS COUNTED**

2019: 3.38 million  
2020: 4.6 million

## How the ABBC works

Through independent research we know that **over 4 million adults in Australia have a love of nature and over 1 million Australian adults enjoy learning more about birds.** We know that many would like to learn more about the birds around them but are too busy or feel they don't know where to start.

With this in mind, we've kept it simple:



**1** Spend **20 minutes** in your backyard, local park, schoolyard or other favourite outdoor space



**2** Use the Aussie Backyard Bird Count app, or the form on our website to **record the types of birds you see and how many**



**3** Not sure about a bird? Don't worry, there is a **field guide with a 'bird finder' built into the app and on the website** to help you identify them



**4** **Submit as many counts as you want.** You can participate by yourself or in a group — you might join in with other participants at **local events**

Once you've submitted your bird count information through the app or website, it will be added to the information from thousands of other Australians. **You will instantly be able to see live statistics on the number of people taking part and the number of birds and species counted right across Australia**

## Terms and Conditions



### Costs

Robin Package	\$200 (+ GST)
Brolga Package	\$800 (+ GST)
Brolga Package Add-ons	\$300 ea (+ GST)

**Invoices are to be paid within 30 days from the issue date and must be paid before the final report can be released to the council.**

### Timing of delivery for reports

Your report will be available to you from March 2022 **providing payment has been received**. The data shall remain exclusive to BirdLife Australia for a period of 4 months after the conclusion of the event.

### Conditions

In receiving data from the 2021 Aussie Backyard Bird Count, the Purchaser agrees to be bound by all of the following conditions. In these conditions, "data analysis and report" means information collected, compiled and vetted by BirdLife Australia.

1. The Purchaser agrees to pay BirdLife Australia the fee outlined for the extraction of the data and the license to use the data analysis and report in accordance with the terms and conditions. Payment must be received **prior** to the release of the final report. If payment is not made in accordance with these terms, BirdLife Australia may cancel this agreement without prejudice to any rights it has under this agreement or at law.
2. The Purchaser accepts that all Intellectual Property rights connected with the data analysis and report shall always remain the property of BirdLife Australia and the person(s) who collected the data.
3. The Purchaser will give proper acknowledgment to BirdLife Australia as being the source of the raw data, data analysis and report in all publications in which the Purchaser makes use of the data, data analysis and report.

4. BirdLife Australia makes no representation whatsoever about the correctness of the data used in the analysis or the use to which they may be put, and the Purchaser agrees that it has not made this application in reliance upon any such representation.
5. Any rights granted to the Purchaser to use the data analysis and report will be personal to it and will not be able to be assigned to any third party without the consent of BirdLife Australia first being obtained.
6. Raw data provided by BirdLife Australia to the Purchaser must **not be** published by the Purchaser, their associates or any third parties in any form within the public domain (i.e. on a website or in a library as reference material).
7. Due to privacy, BirdLife Australia will exclude all personal identifying information from the raw data file provided to the Purchaser in association with the Brolga Package.
8. Suggested speakers for council run events for events organised by the Purchaser may charge their own fees.
9. Requests for package upgrades must be received by BirdLife Australia within one month from the date the Purchaser receives their final report.
10. If the Purchaser fails to comply with any of these conditions, its right to continue to use the raw data, data analysis and report will be withdrawn.
11. This document will constitute the whole of the agreement reached between the parties and shall be governed by the laws of the State of Victoria, Australia.



## Registration

If you would like to sign your council up to take part in the 2021 Aussie Backyard Bird Count, you can fill out the form to [register here](#).

You will be emailed a copy of your registration details upon completion of the form. We'll be in touch to confirm your registration and next steps shortly .

[REGISTER](#)





## More about BirdLife Australia

BirdLife Australia is the country's largest organisation devoted to the future of our native birdlife. It is an independent, not-for-profit organisation with a single aim: to prevent bird extinctions.

The organisation undertakes various activities including:

- scientific research
- conservation projects
- community engagement
- public education and awareness-raising of threats to Australia's birds

BirdLife Australia also plays a strong advocacy role and provides significant input into conservation decisions of programs at different levels of government.

The Birdlife Australia network is made up of local branches, special interest groups, reserves and observatories, and over 200,000 members, supporters and volunteers. BirdLife Australia currently employs over 60 staff across three offices; the main office is based in Carlton.

## Recent BirdLife Australia achievements

- Our Beach-nesting Birds project has overseen a **400% increase in breeding success of Hooded Plovers** on selected Victorian beaches
- We fenced off **1,500 hectares of vital breeding habitat near Perth for Carnaby's Black-Cockatoos** so that they can breed without disruption
- We successfully lobbied for a UNESCO World Heritage listing for intertidal areas of the Yellow Sea and Gulf of Bohai, **protecting vital roosting sites for hundreds of thousands of migratory shorebirds** making their epic journeys.
- We coordinated the **planting of 28,000 trees** in just one year **to revegetate Red-tailed Black-Cockatoo habitat** in western Victoria and south-eastern South Australia
- Through translocation of Victorian birds, **we restored the South Australian population of Mallee Emu-wrens** after disastrous wildfires wiped them out.
- We've **implemented artificial roosting sites** off the coast of Korea, where traditional roosts have been eradicated due to coastal development and climate change. These inexpensive, low-impact adaptations **provide a safe resting spots for hundreds of thousands of migratory shorebirds** as they travel to Siberia and Alaska.
- Our lobbying efforts helped **save Christmas Island's precious flora and fauna - including seven threatened bird species**, like the Abbott's Booby, found nowhere else in the world - from being destroyed by mining



## Thank you

Thank you for taking the time to read our council package offering for 2021.

We're excited about the opportunities that this partnership presents, and we look forward to working with you. If you have any questions at all, please don't hesitate to get in touch.

**Contact:**

Joanna Feely  
National Engagement Coordinator  
[joanna.feely@birdlife.org.au](mailto:joanna.feely@birdlife.org.au)



## Adam Wilson

---

**From:** Joanna Feely <joanna.feely@birdlife.org.au>  
**Sent:** Monday, 11 October 2021 1:33 PM  
**Subject:** It's not too late to sign up for the 2021 Aussie Backyard Bird Count!

Hi councils,

I'm emailing today because I have received reports that some councils did not receive my original email that I sent in July, and I suspect you may have been one of the councils affected. It seems that unfortunately some mailbox filters diverted it to spam, but I wanted to let you know that if you want to sign up for the 2021 Aussie Backyard Bird Count, you still can!

**For more information about our Council Packages, including how to register, please visit <https://bit.ly/ABBC2021-EL>**

In the meantime, I'm also including a link to our 2021 digital marketing pack for you now in case you want to get started promoting the count to your constituents ASAP.

The digital marketing pack, which [you can find here](#), consists of:

- **About the Aussie Backyard Bird Count**
  - 200-word article - this is a base article that can be edited/updated as needed if you want to feature the count in a newsletter or similar, but don't have capacity to write something from scratch
  - 2021 ABBC Presentation – this PowerPoint presentation can be used if you want to share the word about the Aussie Backyard Bird Count at events, with schools, or anywhere else you might find keen beans to get on board for the count
- **Banner images**
  - We've provided 3 banner images – one sized for Twitter, one sized for Facebook, and a general banner that can be used for email headers, hero banners, etc. You are welcome to slightly crop or resize these banners if you need them to fit a certain space.
- **Photos and images**
  - A collection of photos of birds, birdwatchers, and related images to use as needed in newsletters, promos, etc.
- **Printable files**
  - A3 Poster
  - Postcards
  - Colouring-in pages – three different A4 colouring-in designs that can be shared online for folks to print at home, or printed and provided to kids at schools, libraries, etc.
  - Colouring-in bookmarks – Similar to the A4 pages, these are shareable, printable colouring designs to get kids (and colouring enthusiasts) excited about the count! There are 4 printable bookmarks on one A4 page.
- **Social Media tiles**

These aren't just for social media, but we've made them square as these look best when shared on Facebook, Twitter, Instagram, etc. The tiles are divided into 4 sub-folders:

  - Customisable – these are blank so that orgs can share their own bird count messaging, such as about events, schools, etc.
  - Countdowns – these can be shared in the 3 days leading up to the bird count
  - General – there are 2 “general tiles” advertising the event, as well as a “Count starts TODAY” tile and a “Last day to count” tile.

- How-to tiles – these 4 tiles should be shared together as they cover a brief “how to do the bird count”

I’m so sorry about this mix-up. Fortunately, BirdLife Australia is currently going through an internal digital upgrade that will be complete well ahead of next year’s count, so I won’t have to rely on the external email tool that caused this again!

Please get in touch if you have any questions.

Kind regards,

**Joanna Feely** | National Engagement Coordinator  
Part time: Mon, Tue, Wed, Thur

**BirdLife Australia**  
Suite 2-05, 60 Leicester Street, Carlton VIC 3053  
T 03 9347 0757 | F 03 9347 9323  
[joanna.feely@birdlife.org.au](mailto:joanna.feely@birdlife.org.au) | [birdlife.org.au](http://birdlife.org.au)  
ABN 75 149 124 774



birds are in our nature



BirdLife Australia acknowledges the Traditional Owners of the Country on which we live and work, and we pay our respects to their Elders past and present. We recognise and are grateful for the immense contribution of Indigenous people to the knowledge and conservation of Australia's birds.



## **CHANGING LIVES THROUGH SPORT**

### **Australian LGA Preferred Partnership offer:**

Dear Mayor,

Disability Sports Australia (DSA) will launch our newest initiative, off the back of an extremely successful Tokyo Paralympic Games. Tokyo 2020 saw outstanding coverage by channel seven only matched by the extraordinary viewing numbers by Australians.

The National Referral Hub is the perfect opportunity for all Australian Councils to partner with Disability Sports Australia to achieve the following goals within LGA communities relating to social inclusion, physical and mental wellbeing for all Australians with a physical, sensory and intellectual disability. Please also see attached a flyer around National Referral Hub which is supported by Sport Australia, National healthcare bodies and NDIS agencies.

### **Overview of LGA partnership benefits (\$495 per year):**

- **DSA to consult with community and recreation LGA team for Council's Disability Inclusion Action Plan (DIAP) – This includes multiple webinars, learning sessions with LGA staff from Paralympic legends including Louise Sauvage OAM. Ryley Batt and others**
- **Access to Activate Inclusion Sports Days for LGA schools and students with disabilities, this is the largest National inclusion school program in Australia.**
- **Full preferred provider status listing on the National Referral Hub with full logo, disability specific activity offerings in your LGA, web and social links.**
- **Local Community Sporting Clubs receive a 50% discount to the Sport Australia endorsed DSA Adaption and Inclusion Community Sports Club certification course.**
- **Greater community consultation across disability with Health, Education, Community, Sport and NDIS Disability specific agencies to the LGA.**
- **2 Free conference tickets to the 2022 Disability Sports Australia national convention.**

There is currently a gap in the collaboration loop for councils, related to people with disabilities being active members of communities. Leverage the DSA staff's expertise in closing this gap and providing equality of opportunity for residents coming out of Covid-19. This will be a crucial time for your staff and residents, partner with DSA to create a more inclusive and collaborative LGA. Please go to the link to become a partner today or contact myself for more information.

Regards

Murray Elbourn

CEO – Disability Sports Australia

Phone – Text: 0427186734 / Email: [murray@sports.org.au](mailto:murray@sports.org.au) / Web: [www.sports.org.au](http://www.sports.org.au)

**DISABILITY SPORTS AUSTRALIA**  
ABN 96 104 461 814

PO Box 4083, Homebush South NSW 2140



+61 2 8736 1221  
[info@sports.org.au](mailto:info@sports.org.au)  
[www.sports.org.au](http://www.sports.org.au)

Government Partner

**SPORTAUS**

*Enabling more Australians with a disability to be more active, more often.*

## Adam Wilson

---

**From:** Lyn Eyles  
**Sent:** Monday, 11 October 2021 11:36 AM  
**To:** Adam Wilson  
**Subject:** FW: ATTN: Mayor - Disability Sports Australia, National Referral Hub Partnership Opportunity  
**Attachments:** NRH flyer\_.pdf; DSA and LGA Partnership letter - National Referral Hub - 2021.docx

For agenda?

---

**From:** Katrina Brazendale <[kbrazendale@centralhighlands.tas.gov.au](mailto:kbrazendale@centralhighlands.tas.gov.au)>  
**Sent:** Monday, 11 October 2021 9:57 AM  
**To:** Lyn Eyles <[leyles@centralhighlands.tas.gov.au](mailto:leyles@centralhighlands.tas.gov.au)>  
**Subject:** FW: ATTN: Mayor - Disability Sports Australia, National Referral Hub Partnership Opportunity

---

**From:** AISD <[aisd@sportnsw.com.au](mailto:aisd@sportnsw.com.au)>  
**Sent:** Monday, 11 October 2021 9:35 AM  
**Subject:** ATTN: Mayor - Disability Sports Australia, National Referral Hub Partnership Opportunity

Good morning,

Disability Sports Australia is inviting your council to be a part of our ground breaking program The National Referral Hub. This program will service 600,000 participants with a disability and connect them with services and opportunities in their local communities.

Please see the attached partnership letter and flyer for more information.

Kind regards,  
Kristy

**Kristy Rohrer**  
National Program Manager - Activate Inclusion Sports Days

**Disability Sports Australia**  
[Level 2, Quad 1, 8 Parkview Drive, Sydney Olympic Park NSW 2127](#)  
0426 507 995  
[www.sports.org.au](http://www.sports.org.au)



**FREE, FUN AND INCLUSIVE  
SPORTS DAYS FOR STUDENTS  
WITH DISABILITIES!**

Learn more about how to participate, click below!

[LEARN MORE](#)





DISABILITY  
SPORTS  
AUSTRALIA



# National Referral Hub

## What is the National Referral Hub (NRH)?

This ground breaking program will close the gap around interagency collaboration with Disability, Health, Education, Sport, Community and Government. It's an easy to use referral and self service hub with community activity opporutnites for people looking for adaptive and inclusive options. The hub refers people with lived experiences to community sports clubs and social recreation programs across regions which will include NDIS delivery agencies.

A dedicated team of health professionals will action each referral through the hub. All health professionals and teachers will be able to utilise the hub in referring participants to get more active, more often across Australia. Disability Sports Australia certification will be available to Community Sports Clubs and Social Recreation programs which will allow them to list their activities on the NRH.

## Benefits

**NDSP**  
MAJOR SPONSOR PLAN MANAGERS



Individualised support from our trained NRH team



Backed by healthcare and community members



Supported by NDIS delivery agencies



Supported by Australian Physiotherapy Australia, Occupational Therapy Australia, Sports Medicine Australia and Exercise Sports Science Australia



Single source of resources, education with certification and volunteering opportunities

# DSA programs



## Activate Inclusion Sports Days (AISD)

The largest multisport program for students aged 5 - 18 with a disability, giving them the opportunity to try multiple adaptive and inclusive activities in their local area. Open to students with physical, sensory or intellectual disability, also those with learning or behavioural diagnosis and mental health. AISD is only the first step in the journey! DSA will help those interested in participating beyond the day.

## Active Inclusion Communities (AIC)

Supported by the NSW State Government, AIC is a multi-week adaptive and inclusive activity program that focuses on improving balance, coordination, motor skills, confidence and game play understanding. AIC is the next step after an AISD program to further engage with students and to ensure a sustainable sporting environment.

## Sports Incubator

The DSA Sports Incubator provides expertise and support to national sporting organisations and recreation program providers to initiate, develop and grow new sport and social active recreation opportunities for people with a disability.



## About Us

Disability Sports Australia are Australia's peak sporting body for people with a disability. DSA aims to get more Australian's with disability more active, more often by providing programs, information and connection to sport and active recreation. DSA deliver a number of programs and initiatives to make Australians with a disability more active. Some of these are listed here. DSA aims to change lives through sport.



SCAN QR CODE  
FOR MORE

## Adam Wilson

---

**From:** Lyn Eyles  
**Sent:** Thursday, 7 October 2021 10:56 AM  
**To:** Adam Wilson  
**Subject:** FW: Letter from the Minister for Local Government and Planning - Invitation for second round Recreational Fishing and Camping Facilities Program applications  
**Attachments:** Letter from the Minister for Local Government and Planning - Invitation for second round Recreational Fishing and Camping Facilities Program applications.pdf; Recreational Fishing and Camping Facilities Program Guidelines.pdf

For agenda.

Lyn

---

**From:** Jaensch, Minister <Minister.Jaensch@dpac.tas.gov.au>  
**Sent:** Thursday, 7 October 2021 10:49 AM  
**Subject:** Letter from the Minister for Local Government and Planning - Invitation for second round Recreational Fishing and Camping Facilities Program applications

Good morning

Please see attached correspondence sent on behalf of the Minister for Local Government and Planning, the Hon Roger Jaensch MP.

Thank you

Departmental Liaison Officer  
Office of the Hon Roger Jaensch MP  
Minister for State Growth  
Minister for Environment  
Minister for Climate Change  
Minister for Local Government and Planning  
Minister for Aboriginal Affairs  
Minister for Heritage

Level 9, Executive Building  
15 Murray Street  
HOBART TAS 7000  
Phone: (03) 6165 7670

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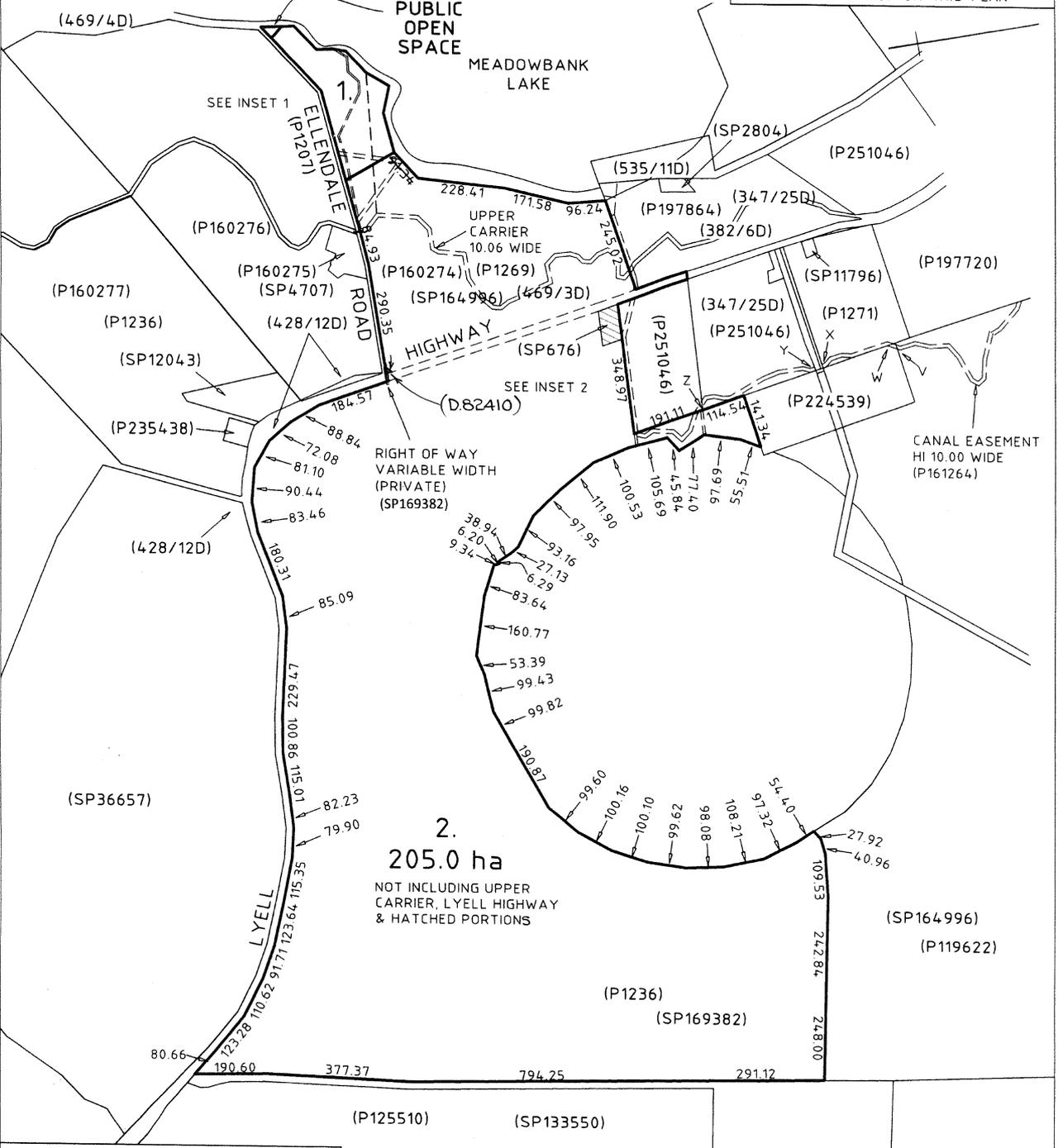
OWNER: ~~T R Brown~~  
ASGARD HOLDINGS AUSTRALIA  
PTY. LIMITED  
FOLIO REFERENCE: C.T.164996/4, C.T.169382/1  
  
GRANTEE: Part of 20,939A.0R.17P gtd to The  
Closer Settlement Board

**PLAN OF SURVEY**  
  
BY SURVEYOR: N.M.CREESE  
  
LOCATION:  
Land District of CUMBERLAND  
Parish of LAWRENNY  
  
SCALE 1:10,000      LENGTHS IN METRES

REGISTERED NUMBER  
**SP178925**  
  
APPROVED  
EFFECTIVE FROM - 6 AUG. 2020  
  
*Ren*  
Recorder of Titles

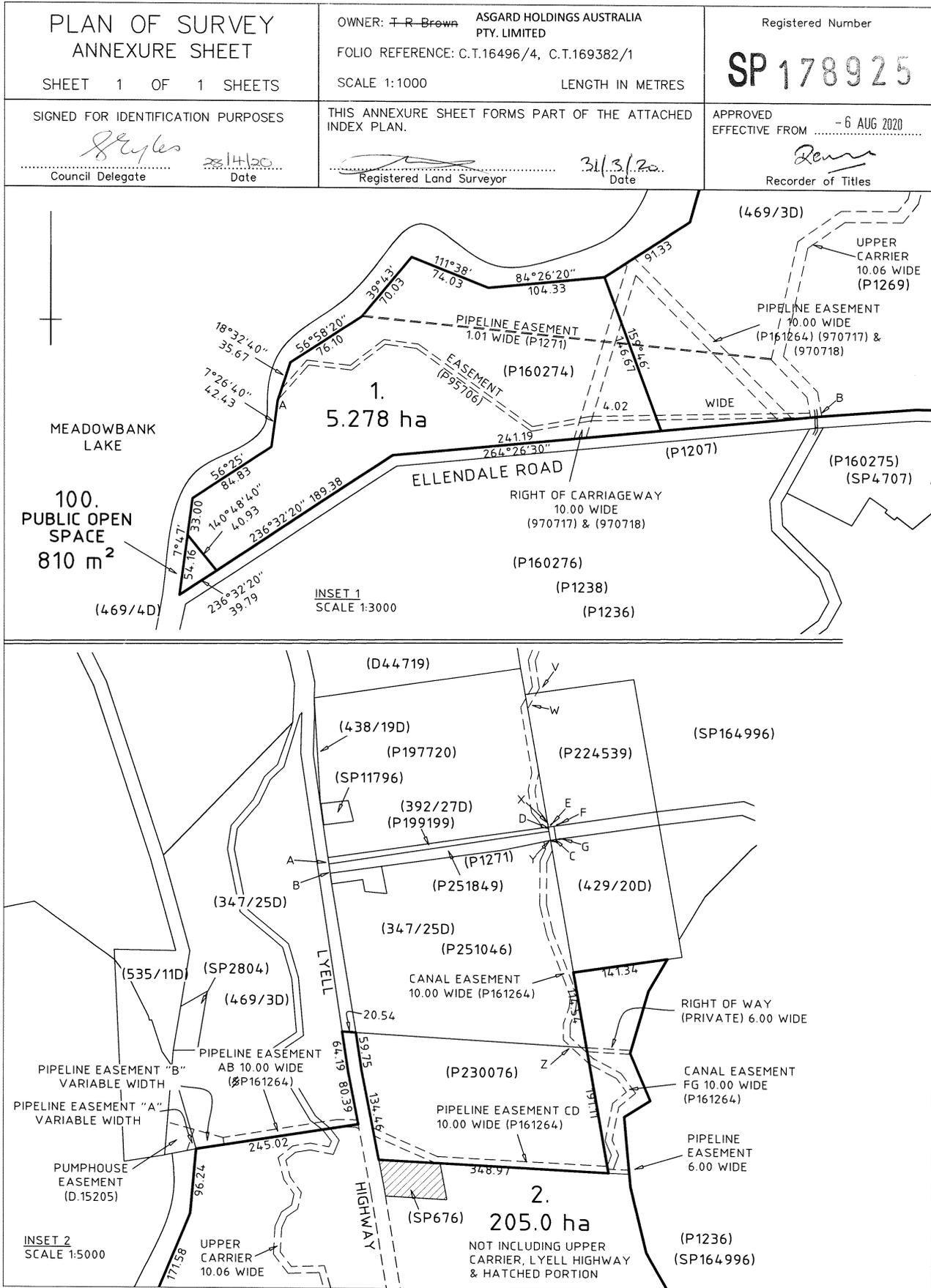
LOT 2 IS COMPILED FROM C.T.164996/4,  
C.T.169382/1 AND THIS SURVEY

ALL EXISTING SURVEY NUMBERS TO BE  
CROSS REFERENCED ON THIS PLAN



*[Signature]*  
Registered Land Surveyor  
Date: 31/3/20

*[Signature]*  
Council Delegate  
Date: 23/4/20



SEARCH OF TORRENS TITLE

VOLUME 178925	FOLIO 100
EDITION 1	DATE OF ISSUE 06-Aug-2020

SEARCH DATE : 11-Oct-2021

SEARCH TIME : 03.56 PM

DESCRIPTION OF LAND

Parish of LAWRENNY Land District of CUMBERLAND  
 Lot 100 on Sealed Plan 178925  
 Derivation : Part of 20,903A-0R-17P Gtd. to the Closer  
 Settlement Board  
 Prior CT 164996/4

SCHEDULE 1

E197402 TRANSFER to CENTRAL HIGHLANDS COUNCIL Registered  
 06-Aug-2020 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
 SP178925 FENCING COVENANT in Schedule of Easements  
 SP164996 FENCING COVENANT in Schedule of Easements

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

Minister for State Growth  
Minister for Climate Change  
Minister for Environment  
Minister for Local Government and Planning  
Minister for Aboriginal Affairs  
Minister for Heritage



Level 9, 15 Murray Street, HOBART TAS 7000  
GPO Box 123 HOBART TAS 7001  
Ph: +61 3 6165 7670  
Email: [minister.jaensch@dpac.tas.gov.au](mailto:minister.jaensch@dpac.tas.gov.au)

- 7 OCT 2021

Dear Mayor

I write to invite your council to apply for the second round of the Recreational Fishing and Camping Facilities Program, which will provide a further \$800,000 in grants to support Tasmanian councils to deliver new or renewed camping, fishing, and boating infrastructure for the benefit of Tasmanians and visitors. The Program is funded by the Australian Government and administered by the Tasmanian Government.

The second Program round is taking a complementary approach to the expressions interest process from earlier this year. Through a competitive grants process, the second Program round is intended to support fewer, more impactful projects through larger individual grants. I invite you to propose one such project in your application, and provide estimates and supporting information for the projected usage of the infrastructure, and how it will benefit those users.

Grants of between \$50,000 and \$200,000 are available, and co-funding on the part of councils will be advantageous to your application. Applications have opened now, and will close at **5pm on 19 November 2021**.

I enclose the Grant Program Guidelines, which provides additional information about the application and selection process, grants criteria to address in your applications, and key timeframes.

I would encourage all councils to pursue this opportunity to develop new and renewed fishing, boating, and camping infrastructure for their communities.

I further wish to provide important information in relation to the first Program round grants awarded earlier this year. For councils in receipt of those grants, the following key messages have been approved by the Australian Government Assistant Minister for Forestry and Fisheries for your council's communications:

- [Project name] is funded under the Australian Government's Recreational Fishing and Camping Facilities Program in partnership with the Tasmanian Government and delivered by [council name].
- The program provides funding for local councils to deliver new and renewed fishing, boating and camping infrastructure.

Please use these messages in any future communications to your communities in respect of first Program round grants. The requirements specified in the respective grants deeds in respect of substantial advance notice of any events or announcements related to those projects still apply.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'R. Jaensch', with a long horizontal flourish extending to the right.

Hon Roger Jaensch MP  
**Minister for Local Government and Planning**

CC: General Manager

Attachment: Recreational Fishing and Camping Facilities Program Second Round Grant Program Guidelines

PROPERTY ID: 9853160

PROPERTY ADDRESS: Lot 100 ELLENDALE ROAD  
OUSE TAS 7140

CONSTRUCTION YEAR: 1970



# PREMIUM PROPERTY Information Report

## PROPERTY DETAILS - Lot 100 ELLENDALE RD OUSE

<b>Property Name:</b>			
<b>Land Use:</b>	Other - PARK,RECREATION AREA AUTHORITY (valuation purposes only)		
<b>Improvements:</b>	PICNIC HUT AND PUBLIC TOILET		
<b>Improvement Sizes (Top 3 by Size):</b>	<b>Improvement:</b>	<b>Area:</b>	
	SHELTER SHED	40.0 square metres	
	TOILET BLOCK	30.0 square metres	
<b>Number of Bedrooms:</b>			
<b>Construction Year of Main Building:</b>	1970		
<b>Roof Material:</b>	Galvanised Iron		
<b>Wall Material:</b>	Concrete Block		
<b>Land Area:</b>	0.081 hectares		
<b>Title References:</b>	178925/100		
<b>Municipality:</b>	CENTRAL HIGHLANDS <a href="#">View Municipality Information Report</a>		
<b>Title owner:</b>	178925/100 : CENTRAL HIGHLANDS COUNCIL		
<b>Interested parties:</b>	CENTRAL HIGHLANDS COUNCIL		
<b>Postal address: (Interested Parties)</b>	6 TARLETON ST HAMILTON TAS 7140		

## OWNERSHIP HISTORY - Lot 100 ELLENDALE RD OUSE

TYPE	NAME	ADDRESS	FROM	TO
Ownership	CENTRAL HIGHLANDS COUNCIL	6 TARLETON ST HAMILTON TAS 7140	01/04/2020	
Ownership	ASGARD HOLDINGS PTY LIMITED	AUSTRALIAPO BOX 16170 COLLINS STREET WEST VIC 8007	01/11/2019	01/04/2020

## SALES STATISTICS - (Other - PARK,RECREATION AREA AUTHORITY) - OUSE (Last 12 Months)

<b>Number of Sales:</b>	0
<b>Highest Sales Price:</b>	
<b>Median Sales Price:</b>	
<b>Mean Sales Price:</b>	
<b>Lowest Sales Price:</b>	

# PREMIUM PROPERTY Information Report

LAST 5 SALES - (Other) - OUSE [View in LISTmap](#)

ADDRESS	CONTRACT DATE	SALE PRICE
---------	---------------	------------

PROPERTY VALUATIONS - Lot 100 ELLENDALE RD OUSE

DATE INSPECTED	LEVELS AT	LAND	CAPITAL	AAV	REASON
22/09/2020	01/07/2014	\$30,000	\$49,000	\$1,960	SPLIT FROM CANCELLED PID 3214223

AERIAL IMAGERY



# PREMIUM PROPERTY Information Report

## Explanation of Terms

<b>Property ID</b>	A unique number used for Valuation purposes.
<b>Date Inspected</b>	The date the property was inspected for the valuation.
<b>Levels At</b>	Levels At - or Levels of Valuation Date means the date at which values of properties are determined for all valuations in a Municipal Area.
<b>Land Value</b>	Land Value is the value of the property including drainage, excavation, filling, reclamation, clearing and any other invisible improvements made to the land. It excludes all visible improvements such as buildings, structures, fixtures, roads, standings, dams, channels, artificially established trees and pastures and other like improvements.
<b>Capital Value</b>	Capital Value is the total value of the property (including the land value), excluding plant and machinery.
<b>AAV</b>	Assessed Annual Value. AAV is the gross annual rental value of the property excluding GST, municipal rates, land tax and fixed water and sewerage, but cannot be less than 4% of the capital value.
<b>Interested Parties</b>	This is a list of persons who have been recorded by the Valuer-General as having interest in the property (ie owner or Government agency).
<b>Postal Address</b>	This is the last advised postal address for the interested parties.
<b>Multiple Tenancies</b>	Properties that have multiple tenants are assessed for separate AAV's. e.g. a house and flat.
<b>Similar Criteria</b>	Properties in the same locality with a Capital Value within a range of 10% of the property.

**No information obtained from the LIST may be used for direct marketing purposes.**

Much of this data is derived from the Valuation Rolls maintained by the Valuer-General under the provisions of the Valuation of Land Act 2001. The values shown on this report are as at the Levels At date.

While all reasonable care has been taken in collecting and recording the information shown above, this Department assumes no liability resulting from any errors or omissions in this information or from its use in any way.

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# **Recreational Fishing and Camping Facilities Program Second Round Grant Program Guidelines**

The Recreational Fishing and Camping Facilities Program (the Program) will provide funds to councils for new or renewed infrastructure for fishing, boating and camping. The Australian Government is providing funds to the Tasmanian Government for the administration of the program.

The second Program round is seeking to fund fewer, larger, and more impactful proposals, compared to the first expressions of interest round, and will be undertaken through a competitive grants process.

## **Purpose**

The provision by councils of new or renewed boat ramps; marine rescue facilities; toilet blocks; fish cleaning stations; camping facilities; or other infrastructure or facilities directly associated with recreational fishing, boating or camping.

## **Eligibility**

All of Tasmania's 29 councils are eligible to apply for the Program.

## **Eligible projects**

Councils may each make one application to the Program for a single project (which may encompass multiple sites).

The project/s must be the construction or improvement of

- boat ramps;
- marine rescue facilities;
- toilet blocks;
- fish cleaning stations;
- camping facilities; or
- other infrastructure or facilities directly associated with recreational fishing, boating or camping.

Projects must be for public use.

Projects must result in new or renewed infrastructure (ie minor asset maintenance cannot be funded under the Program).

Projects must be constructed on/over council land or leased/licenced Crown Land, with evidence of landowner support provided with the application.

Projects must predominantly benefit persons undertaking recreational fishing, boating, or camping.

Projects must be delivered by 31 August 2023.

Projects must be consistent with the applicant council's Strategic Plan and asset management plans.

Applications received for projects inconsistent with Department of Primary Industries, Parks, Water and Environment or Marine and Safety Tasmania infrastructure planning will be deemed ineligible.

### **Selection process and criteria**

It is intended that the second round of the Program will fund fewer, larger, and more impactful proposals than the previous expressions of interest round. Funds will be implemented through a competitive grant making process.

Submitted projects will be evaluated on the basis of:

- Evidence of estimated usage of proposed new or renewed recreational fishing, boating or camping infrastructure (quantitative) and expected public benefit (qualitative) (50%);
- Evidence of council capacity to deliver the infrastructure within 18 months of funding receipt (30%);
- Financial co-contributions to proposed projects, if any (20%);

If proposed projects are ranked equally per these criteria, consideration may be given to regional spread and achieving a mix of fishing-, boating-, and camping-related projects in the funded proposals.

### **Funding**

Up to approximately \$800,000 in total is available in the second round of the Program.

Grants of between \$50,000 and \$200,000 are available to individual councils.

Applications must include an estimation of the cost of the works for each project (with the funding request equal to or less than the estimated cost of the works).

In recommending a quantum of funding, the selection panel will have regard to enabling the delivery of the project and the co-funding proposed, if any.

Partial funding may be offered.

### **Funding conditions**

Successful applicants will be required to enter into a grant agreement, which will outline funding conditions. Major conditions include that:

- All funding must only be used for the projects outlined in the application and included in the subsequent grant agreement. Any changes to the purposes of the funding must be approved by the Department of Premier and Cabinet in writing;
- A financial acquittal of the grant must be provided to the Department of Premier and Cabinet;
- The General Manager must attest to the completion of the works for which funding was provided, and provide the Certificate of Completion, where applicable;
- Underspent funds may be required to be returned to the Department of Premier and Cabinet;
- Recipients must consult the Local Government Division **prior to any announcements, events, or distribution of promotional material related to funded projects**. As Program funds are provided by the Australian Government,

the Department of Premier and Cabinet will confirm arrangements. Acknowledgement of the Tasmanian Government and the Australian Government will be required;

- Councils must ensure that their project or activities will be undertaken by appropriately qualified and experienced people who have appropriate insurance cover, where needed;
- Councils must ensure compliance with all relevant legislative, planning, building, and environmental requirements;
- Projects must be delivered by 31 August 2023.

## **Guide to applicants**

Please read these guidelines carefully before you complete your application.

Applicants must submit an application providing a response to each selection criteria and supporting evidence.

Written applications and supporting documentation should be no more than eight A4 pages or equivalent (design drawings, diagrams, or maps etc. excepted). Longer supporting documents (eg. existing council strategic plans) may be referenced in the text, or provided with the application if unpublished.

Electronic submission of applications via email to [localgovernment@dpac.tas.gov.au](mailto:localgovernment@dpac.tas.gov.au) is preferred.

Hard copies can be mailed to:

Recreational Fishing and Camping Facilities Program  
Local Government Division  
Department of Premier and Cabinet  
GPO Box 123  
Hobart TAS 7001

Applications open on 7 October 2021 must be received by **5pm on 19 November 2021**. **No late applications will be accepted.**

Contact [localgovernment@dpac.tas.gov.au](mailto:localgovernment@dpac.tas.gov.au) or call 03 6232 7022 if you require an additional copy of the application form or if you have questions regarding the application process.

Applications will be acknowledged within two business days. If you do not receive acknowledgement of your application within this time, please contact [localgovernment@dpac.tas.gov.au](mailto:localgovernment@dpac.tas.gov.au).

## **Goods and Services Tax (GST)**

Grants will be paid with an additional GST amount as councils are registered for GST.

Please contact the Australian Taxation Office on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) if you require any clarification on GST.

## **Critical timeframes**

Applications must be received by **5pm on 19 November 2021**.

It is expected that offers of funding will be advised in writing by **COB on 17 December 2021**.

Successful applicants will be required to enter into a grant agreement outlining the funding terms and conditions. This is expected to occur in early 2022.

Projects must be delivered by 31 August 2023.

### **Reporting**

Councils receiving funding through the Program will be required to provide the General Manager's attestation to the completion of works and a financial acquittal demonstrating that all funds were used in accordance with the application and the agreed purpose of funding.

Where applicable, the Certificate of Completion of the works must be provided.

Funded councils may be required to participate in an audit of the Program, including site visits.

### **Personal information**

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from the Department of Premier and Cabinet.

### **Right to Information**

Information provided to the Department of Premier and Cabinet is subject to the provisions of the *Right to Information Act 2009*. To find out more about this Act and what it means, go to [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au). You can view the Act in full on the Tasmanian Legislation website: [www.legislation.tas.gov.au](http://www.legislation.tas.gov.au).

# 2021 Rotary Club of Hobart Annual Magic Show

To: Lyn Eyles

*Agenda item*

Company: Central Highlands Council Hamilton

Date: 30 Sep 2021

Ph: 1800 614 708 Fax: 1800 550 440

Please reply to: Gerri

Email: hobartrotary@sponsorship.net.au

**Rotary Club of Hobart Inc**

**ABN: 78 756 549 140**

Thank you for your interest in our Annual Magic Show, we are so proud to announce this is our 30th year. 2020 saw a fantastic live and online streamed show, all thanks to the wonderful generosity of the Southern Tasmania business community.

Featuring wonderful Australian performers, we will be streaming a specially filmed Magic Show for ticket recipients this year if COVID makes it unsafe or impractical to attend a live show. We hope that we will be able to provide a live show for all ticket holders in November, but the streamed show ensures that nobody needs to miss out should a live show not proceed during these uncertain times.

This year, with your help, we are aiming to get as many disabled and disadvantaged young and adult Tasmanians, their carers and families involved.

Funds raised last year went towards the Rotary club's support of **Rotary's End Polio program, Save the Dignity, AMWU Women's Forum, Bicycle Network Tasmania, Homely retreats, West Moonah Community Centre, Rostrum, RHH Playground and the Food Plant Solutions program.** This year the club will support similar programs benefitting local, national, and international causes.

If you have supported the Magic Show in the past, we thank you. Your support has enabled many thousands of disabled and disadvantaged Tasmanians and their families to enjoy the annual 'magic' of the show. At the same time, you have helped our club raise valuable funds, all of which are spent in our local and national communities. Your continued patronage is greatly appreciated.

Please find our short preview at the following address <https://vimeo.com/584832724/9c9d970884>

Sponsorship this year is \$120.00 (including GST) for a 'show pass', which entitles a child and their carer access to the event. A single ticket can be sponsored at \$60 (including GST). We have a lot of children who are hoping to see the Magic Show and have some groups for you to consider:

6 Tickets = \$360      5 Tickets = \$300      4 Tickets = \$240

Thank you for your kind consideration this year, your generosity will truly make a difference.

*David Berechree*, President 2021

**Credit Card:** please return fax to 1800 550 440 or email [hobartrotary@sponsorship.net.au](mailto:hobartrotary@sponsorship.net.au)

Credit Card:     -     -     -

Card Type:  **VISA**   Expiry Date:   /   Payment \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

I confirm that this information is true and correct and I authorise the debit of my credit card for the amount stated above.

**Note:** This transaction will appear on your credit card statement as "Rotary Club of Hobart."

**Direct Deposit** can be made online to our account:

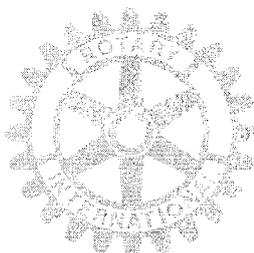
Rotary Club of Hobart Inc

Bank: **CBA**

BSB: **067-002** Account: **1017-5148**

Please use reference: 3293

**Cheques** can be posted to **GPO BOX 1833, Hobart 7001** and made payable to: **Rotary Club of Hobart Inc**, please use reference: 3293



## Budget for Christmas Carols and Market Hamilton

	in kind	amount	actual
<b>Expenses</b>			
Insurance	in kind		
portaloos by 3			
gifts for children		\$200	
printing costs		\$100	
web page			
prizes	in kind	\$100	
administration		\$50	
phone		\$120	
childrens activities	in kind		
first aid kit		\$75	
raffle prizes	in kind		
Entertainment		\$350	
<b>Sub total</b>		<b>\$995</b>	
<b>Income</b>			
Gold coin entry		100	
parade entry \$2x30		\$60	
vehicle entry \$5x10		\$50	
Raffle		\$350	
Grant funding		\$1,500	
Sponser 1			
Sponser 2			
Sponser 3			
<b>Sub total</b>		<b>\$2,060</b>	

# Layout of Hamilton Christmas Twilight Market and Carols: 4/12/21

Set up 2pm; 4pm start; 5pm children's parade; 5.30pm decorated vehicles judged; 6pm Carols and closing 7pm.

NRM Building to the left; Fire Station above and Men's Shed to the right with nursery above

Children's play area and story time at Tennis court and surrounds

Staging area on rise and officials' area

Area for decorated vehicles  
Must be in before 4pm



Coffee Van  
Food and beverage

Audience for Christmas carols area and children's parade area

Porta Loo area

Sign in and Covid registration

ENTRY & EXIT

Stall holder's area, facing centre of oval in orange

Bar area



Lyn Eyles – General Manager  
Central Highlands Council  
5<sup>th</sup> October 2021

**Re: Grant to assist with the Twilight Market and Carols – 4<sup>th</sup> December 2021**

Our working group have at the last meeting (1/10/2021) requested that a letter be submitted for a grant to assist us with evidence attached to ensure the best event will be organized for the local community.

We are at present putting together raffles and organising prizes and gifts, whilst organising the actual event; there will be some costs which will be difficult for us to fundraise for. We are looking to request a grant of \$1500 which we would leave with the council and on production of valid Tax invoices / receipts request payments. As we are a working group and are not incorporated, we feel this is our best and most transparent option.

Many of the activities and support are in kind from our generous community and our budget is completed but open to change given this is a new event. Forecasting can be difficult with a new event, once we have completed the event there will be clear lines for budgeting in the future and we will also next year have more time for fundraising.

Documents included in this correspondence:

- ✓ The budget to date
- ✓ Risk assessment and analysis
- ✓ A safety plan, inclusive of Covid 19
- ✓ The marketing plan
- ✓ Layout of the event

Again, we appreciate any assistance that is available to make this to be an annual community event that is successful and on-going into the future.

Kind regards

Jannie Fahey on behalf of the working group

# **Safety Policies and Procedures for the Event**

**(To be displayed in Office Stall at event)**

1. To ensure all equipment on site is safe, in good working order and appropriately signed posted, with training of specific users and assisting the public where needed.
2. Movement of vehicles is monitored and stopped prior to event opening.
3. Behaviour of Volunteers and the public is polite, free from discrimination and or any bullying and harassment.
4. Children are supervised by parents and or Volunteers throughout the event.
5. Market Stalls are erected in a safe way in their appropriate positions.
6. First aid will be available in the office stall near the entertainment. There are 2 qualified First Aid Officers.
7. Volunteers will have an induction on the day before (3<sup>rd</sup>) of the Event 4th December 2021 at 5pm prior to the start of the event.
8. Volunteers will be easily identifiable for any assistance requirement. (Hi vis vests)
9. Food safety measures will be checked for compliance to food safety standards.
10. Clear direction will be given throughout the event by Volunteers.
11. Any and or all electrical connections and cables are safe and reliable.
12. One entry will be used to ensure all are signed in to Covid 19 requirements with appropriate signage.
15. Hand sanitizer and signage reminding all to physically distance will be located throughout site.
16. There are 3 other exits apart from the entry in case of emergency around the site.
17. Alcohol will be served in a specific cordoned off area.
18. Suitable bins for general rubbish and recycling are allocated and clearly marked.
19. Any incident or accident needs to be reported (logged) at the office stall near entertainment. (Major issue dial 000)

## COVID 19 Specific Information

Due to the on-going infection rates in Australia, we must be very flexible and prepared to adapt to new measures to ensure safety of all. This may even mean cancellation if lockdown occurs. We could reschedule if opened again on the 11<sup>th</sup> or 18<sup>th</sup> December 2021 with council approval.

Signage, hand sanitizer and sign/check in through one entry to ensure compliance is in place, all stall holders will also have hand sanitizer available, whilst always encouraging physical distancing.

## Risk Assessment and Analysis

Date 1/10/2021 this document needs to be reviewed at every annual general meeting. Approved Meeting 1/10/2021

Risk	Consequences	Very Likely	Likely	Unlikely	Highly Unlikely	Comments
Slip / fall	Minor Injury to Fatality	MEDIUM	MEDIUM	HIGH	MEDIUM	Put in procedures to prevent, keep pathways clear and level
Cuts / blisters to hands	Minor Injury	HIGH	HIGH	MEDIUM	MEDIUM	Report to First aid
Puncture wounds/splinters	Minor Injury	HIGH	MEDIUM	MEDIUM	LOW	As above
Allergy Food, Pollen or skin contact	Hives Breathing difficulties Could be fatal	MEDIUM	MEDIUM	LOW	LOW	First Aid  Antihistamines  Individual Suitable Puffer  EpiPens
Particle in eye	Minor to serious	LOW	LOW	LOW	LOW	Eye wash available
Back / muscle strain	Moderate injury can take a long time to recover	LOW	LOW	MEDIUM	MEDIUM	Use correct techniques for reaching down and carrying
Sunburn	Can be serious	LOW	LOW	LOW	LOW	Sunscreen available in office stall and Hats encouraged  (Evening event)
Heat stress/stroke	Moderate injury	LOW	LOW	MEDIUM	HIGH	Water available and encouraging wearing hats

All care needs to be taken by everybody. Safety is a responsibility of all.

<b>Risk</b>	<b>Counter measures in place</b>	Effective 100%	Approx 75%	Approx 50%	Approx 25%	Comments
Slip / fall	Keep pathways clear and level					Accidents do happen all need to be reported in book and appropriate first aid administered
Cuts / blisters to hands	Good well stocked first aid kit and Officer					As above
Puncture wounds/splinters	Good well stocked first aid kit and Officer					As above
Allergy Food, Pollen, or skin contact	Ensure food outlets sign post allergens, First Aid and gloves worn when needed					Encourage all with issues to ensure medication is available and wearing gloves when needed
Particle in eye	Eye wash available and eye wash cup					First aid kit will have eye wash
Back / muscle strain	Encourage safe lifting technique and use 2 man lift if in doubt					As above
Sunburn	Encouraging sunscreen and Hats					It is later in the day and early evening event
Heat stress/stroke	Encourage wearing of hats and drinking water and sitting in shade					Chairs, water and shade under trees and stalls always available

Any major injury/illness should be referred to 000 – other injuries and incidents need to be recorded in Office Stall near entertainment