



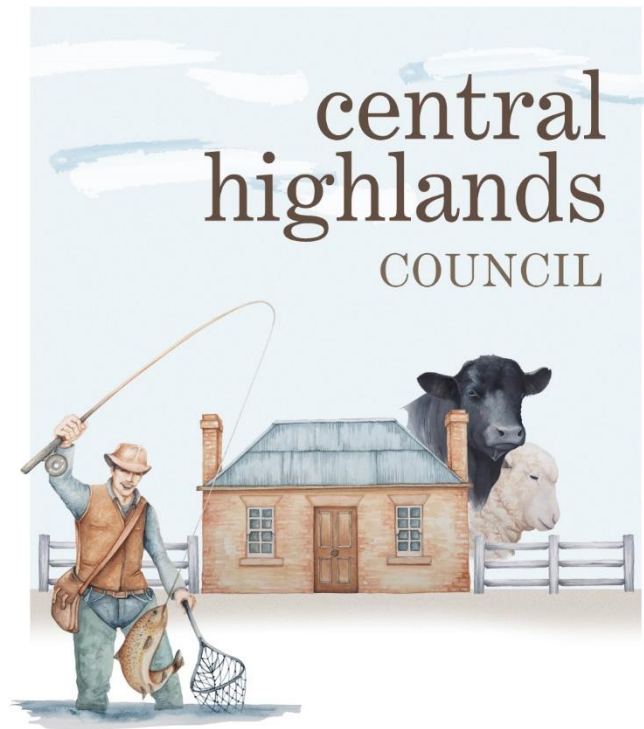
Agenda Attachments

19 August 2025

Ordinary Council Meeting
Bothwell Council Chambers

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Council Meeting Minutes

15th July 2025

Hamilton Council Chambers

Notice of Meeting of Council – Tuesday 15th July 2025

To Councillors,

In accordance with the Local Government (Meeting Procedures) Regulations 2015, Notice is hereby given, that an Ordinary Meeting of Central Highlands Council is scheduled to be held in the Council Chamber, **Hamilton** on **Tuesday 15th July 2025**, commencing at **9.00am** with the business of the meeting to be in accordance with the following agenda paper.

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

General Manager's Certification

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

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

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

Dated at Hamilton this **10th** day of **July 2025**.



Stephen Mackey
Acting General Manager

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The meeting commenced at 9.00 a.m.

AUDIO RECORDING DISCLAIMER

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

The Mayor advises the meeting and members of the public that Council Meetings, not including Closed Sessions, are audio recorded and published on Council's Website in accordance with Council's Policy 2017-50.

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

ACKNOWLEDGEMENT OF COUNTRY

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

CONDUCT OF COUNCIL MEETING

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

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

A minute silence was held for the passing of Cr Tony Bailey

1. PRESENT

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

1.1 IN ATTENDANCE

Mr Stephen Mackey (Acting General Manager), Damian Mackey (Planning Consultant), Louisa Brown (Planning Consultant) and Mrs Katrina Brazendale (Minute Secretary).

1.2 APOLOGIES

Cr Y Miller

2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Nil

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

PURPOSE

In accordance with the requirements of Part 2 Regulation 8 of the Local Government (Meeting Procedures) Regulations 2015, the chairperson of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest or conflict of interest in any item on the Agenda.

The following declarations were recorded:

Stephen Mackey (Acting General Manager) – Item 4.2 Closed Meeting

Cr John Hall – Item 9.1 Development Application (DA-2024/44) for Solar Farm Development Weasel Plains, Submitted by Cogency Australia Pty Ltd. Obo Weasel Solar Farm Pty Ltd and Item 14.2 Rate Relief Request – Ouse Community Country Club

Cr Anthony Archer – Item 9.1 Development Application (DA-2024/44) for Solar Farm Development Weasel Plains, Submitted by Cogency Australia Pty Ltd. Obo Weasel Solar Farm Pty Ltd and Item 15.1 Derwent Catchment Project

Katrina Brazendale (Executive Assistant) – Item 12.2 Community Grant Request – Bothwell Golf Club Highlands Golf Championships and Item 12.4 Community Donation Request – Reptile Rescue.

4. MINUTES

4.1 CONFIRMATION OF DRAFT ORDINARY COUNCIL MEETING MINUTES – 17 JUNE 2025

RESOLUTION 01/07.2025/C

Moved: Cr J Honner

Seconded: Cr R Cassidy

THAT the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 17 June 2025 be confirmed.

CARRIED

For the Motion

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

[Attachment – Draft Minutes](#)

PURPOSE

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

5. NOTIFICATION OF COUNCIL WORKSHOP(S) HELD

Nil

5.1 FUTURE WORKSHOP(S)

PURPOSE

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

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

TBC

6. PUBLIC QUESTION TIME

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

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

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

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

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

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

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

RESOLUTION 02/07.2025/C**Moved:** Cr R Cassidy**Seconded:** Cr D Meacheam

THAT Council move to Item 16

CARRIED**For the Motion**

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

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ECONOMIC DEVELOPMENT)**Encourage economic viability within the municipality**

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

16.1 DEVELOPMENT & ENVIRONMENTAL SERVICES**RESOLUTION 03/07.2025/C****Moved:** Cr J Honner**Seconded:** Cr D Meacheam**THAT** the Development & Environmental Services Report be received.**CARRIED****For the Motion**

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

REPORT BY Kathy Bradburn, Senior Administration

PLANNING PERMITS ISSUED UNDER DELEGATION

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

NO PERMIT REQUIRED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/00032	B J Banks	10 Nielsen Crescent, Morass Bay	Outbuilding
2025/00033	D H Raffaele	11 Ruby Road, Miena	Outbuilding

PERMITTED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/00031	D Bluett	728 Arthurs Lake Road, Arthurs Lake	Change of Use to Visitor Accommodation

DISCRETIONARY

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/00027	Goldwind Australia Pty Ltd	1839 Bashan Road, Waddamana	Meteorological Mast

ANIMAL CONTROL

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

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

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

Statistics as of 04 July 2025	
Number of Dogs Impounded during last month	0
Number of Dogs Currently Registered	164
Number of Dogs Pending Re-Registration	771
Number of Kennel Licence Renewals Issued	6

16.2 TOWNSHIP STRUCTURE PLANNING PROJECT – FINAL STRUCTURE PLANS

Moved: Cr R Cassidy

Seconded: Cr D Meacheam

THAT the Final Structure Plans for Bothwell, Hamilton and Ouse as attached be endorsed.

RESOLUTION 04/07.2025/C

Moved: Deputy Mayor J Allwright

Seconded: Cr A Archer

THAT Council suspend standing orders

CARRIED

For the Motion

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

RESOLUTION 05/07.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT Council resume standing orders

CARRIED

For the Motion

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

RESOLUTION 06/07.2025/C

Moved: Cr R Cassidy

Seconded: Cr D Meacheam

THAT the Final Structure Plans for Bothwell, Hamilton and Ouse as attached be endorsed.

CARRIED

For the Motion

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

REPORT BY Damian Mackey, Planning Consultant

Attachment – Bothwell, Hamilton and Ouse Final Structure Plans

PURPOSE

The purpose of this report is to present the final township Structure Plans for Bothwell, Hamilton and Ouse for endorsement by Council.

BACKGROUND

The project to develop Structure Plans for the townships of Bothwell, Hamilton and Ouse has progressed to the final stage in which endorsement from full Council is now sought.

This work has been ongoing since early 2024 and has involved a number of Councillor workshops and community consultation phases.

Community consultation initially included online surveys, intercept surveys, interviews with key stakeholders, infrastructure providers & community groups and a 'community workshop' held in each town.

By October 2024, drafts of the three plans had been developed to the stage where Council endorsed them for the next phase of community consultation. This started in November 2024 and was initially scheduled to end prior to the Christmas break. However, due to increasing levels of community awareness and interest, Council extended this community consultation phase to the end of February 2025, which in practice further extended into March with submissions still being received in that month.

In May 2025, a Council workshop was held to consider all the points made in the submissions, in conjunction with the project consultants. The various issues had been analysed in a briefing paper and Council was able to resolve its position on each of them. It should be noted that a number of issues were challenging to resolve, as some were complex and various community members expressed different, sometimes opposing, viewpoints.

The consultant team, led by Niche Studio and including Entura and Urban Enterprise, conducted extensive research and data analysis, and produced a Background Report and an Economic Report. The latter was supplemented with a municipality-wide, future-oriented report 'Socio-Economic Futures: A Strategic, Dynamic Analysis & Directions', by Creating Preferred Futures. These, together with the various community consultation reports, formed the foundations of the Structure Plans.

The outcomes of the May Council workshop have now been synthesised into the structure plans and final versions have been produced for Council endorsement.

WHAT WILL ENDORSING THE STRUCTURE PLANS MEAN?

Structure Plans are 'strategic plans' developed by Councils in consultation with local communities, with the assistance of professional external planning consultants and with input from key stakeholders and infrastructure providers. They inform Council decisions going forward on a range of matters. These pertain to planning scheme amendments, Council's operational plans and budgets, the way Council works with community groups, desirable upgrades to community infrastructure and new community infrastructure projects, economic development initiatives that fall within Council's purview and Council's lobbying efforts to higher levels of Government.

Within the Tasmanian Planning System, 'Structure Plans' have no statutory weight. For example, structure plans may identify desirable planning scheme zone changes, however the local Council will still need to make a determination (as statutory planning authority under the *Land Use Planning & Approvals Act 1993*) to initiate the usual planning scheme amendment process, undertake the statutory public notification, assess any submissions received, and then pass the matter over to the Tasmanian Planning Commission for the normal public hearing

and final determination process. The fact that a proposed planning scheme amendment is supported by a Structure Plan endorsed by the local Council will carry substantial weight, but it will not automatically mean that the Planning Commission will approve the planning scheme amendment.

Similarly, when Council is determining its next budget and operational plans, the endorsed Structure Plans will provide strong direction. Whether a particular project is funded and undertaken in a particular year will be up to the Council at the time.

Overall, the most beneficial aspect of Structure Plans developed in close consultation with the community is that their 'vision' and final recommendations represent the collective wishes of the community, tempered by the reality of financial and infrastructure constraints. The process of their development is an important mechanism through which these things are captured and any competing or opposing points of view are resolved by the democratically elected representatives of the people, with independent expert advice.

THE DRAFT STRUCTURE PLANS

The three final Structure Plans are enclosed for Councillor's consideration.

The appendices, (the supporting reports and community consultation analyses), have previously been provided.

For each town the Structure Plans include a vision, opportunities & constraints, land use values & hazards, infrastructure and infrastructure constraints, existing and desirable community facilities, heritage values, and implementation strategies.

They represent the end product of an 18-month project which has involved extensive community consultation and several Councillor workshops at critical junctures.

The resolution of the various issues and suggestions raised during the most recent community consultation, as resolved at the May 2025 Councillor workshop, have been incorporated into the documents. The three Structure Plans are considered suitable for Council endorsement.

Damian Mackey (Planning Consultant) left the meeting at 9.31 a.m.

RESOLUTION 07/07.2025/C

Moved: Cr R Cassidy

Seconded: Cr D Meacheam

THAT Council move to Item 9

CARRIED

For the Motion

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

Cr A Archer and Cr J Hall declared a meeting and left the meeting at 9.33 a.m.

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

RESOLUTION 08/07.2025/C

Moved: Cr J Honner

Seconded: Cr D Meacher

THAT 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:

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr R Cassidy; Cr J Honner and Cr D Meacheam.

9.1 DEVELOPMENT APPLICATION (DA-2025/14) FOR SOLAR FARM DEVELOPMENT WEASEL PLAINS, SUBMITTED BY COGENCY AUSTRALIA PTY LTD. OBO WEASEL SOLAR FARM PTY LTD

RESOLUTION 09/07.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council suspend standing orders

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright; Cr R Cassidy; Cr J Honner and Cr D Meacheam.

RESOLUTION 10/07.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council resume standing orders

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr R Cassidy; Cr J Honner and Cr D Meacheam.

RESOLUTION 11/07.2025/C**Moved:** Cr R Cassidy**Seconded:** Cr D Meacheam

THAT, in accordance with the provisions of the Tasmanian Planning Scheme – *Central Highlands* and section 57 of the *Land Use Planning & Approvals Act 1993*, Council APPROVE the Development Application (DA2025/14) for Solar Farm Development and associated infrastructure & facilities at land described as Weasel Plains and that a permit be issued with the following conditions:

**PERMIT
CONDITIONS**

General

1. The use or development must be substantially in accordance with the documents and drawings that comprise the Development Application No. DA 2025/14, except where modified below.
2. This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this permit unless, as the applicant and the only person with a right of appeal, you notify Council in writing that you propose to commence the use or development before this date, in accordance with Section 53 of the *Land Use Planning and Approvals Act 1993*.

Lighting

3. Except in the case of an emergency, no external lighting of infrastructure associated with the facility, other than low level security lighting may be installed or operated without the further written consent of the General Manager.

Covenants

4. Covenants or other similar restrictive controls that conflict with any provisions or seek to prohibit any use provided within the planning scheme must not be included or otherwise imposed on the titles to the lots created by this permit, either by transfer, inclusion of such covenants in a Schedule of Easements or registration of any instrument creating such covenants with the Recorder of Titles, unless such covenants or controls are expressly authorised by the terms of this permit or the consent in writing of the Council's General Manager.

Traffic Management Plan

5. Prior to the development commencing a Pre-Construction Traffic Management Plan is to be submitted to Council for approval by the Department of State Growth and Council's Manager Works and Service. The Traffic Management Plan is to include:
 - An assessment from an Independent Engineer acceptable to the Central Highlands Council and the applicant of the condition and wear of roads, bridge and weir structures for transportation routes,
 - Details of any road closures,
 - Management of upgrades to infrastructure,
 - Traffic sign removal and reinstatement,
 - Speed limits, transport times and other restrictions during transport,
 - Management for the use of escorts for over-dimensional vehicles,
 - A public contact plan,

- Procedures for incident management,
 - Details of permits required;
 - A maintenance program for affected roads; and
 - During construction the roads shall be maintained to their pre-construction standard to the Council's Manager Works and Service satisfaction.
6. The Design Report, Construction Environmental Management Plan, and Operational Environmental Management Plan, as required by the EPA, and/or outlined in the Development Proposal and Environmental Management Plan submitted with the application are to be submitted to Council's Manager Works and Service for approval prior to the commencement of works.

Roadworks

7. Works within the road reservation must be in accordance with the requirements of the Department of State Growth, and consistent with the following conditions:
- a The proposed access points Weasel Plains Road – Primary Access, Construction and Emergency Access A, Construction and Emergency Access B and Tertiary and Emergency Access C are to be widened to suit the swept path of the largest vehicle expected to access the site (indicated as 19.0m semi-trailer and B-double trucks) and in accordance with TSD-R05-v3 (truck access to rural properties 'type A'). At Weasel Plains Road – Primary Access, extend the existing longitudinal culvert to suit widening.
 - b The proposed access points Weasel Plains Road – Primary Access, Construction and Emergency Access A, Construction and Emergency Access B, and Tertiary and Emergency Access C are to be upgraded and sealed from the edge of the State Road for a minimum of 30m.
 - c The existing transverse culvert opposite Weasel Plains Road – Primary Access is to be lengthened by 2 metres and backfilled to resolve narrowing of the unsealed shoulder at the junction.
 - d Install W5-22 Trucks entering or crossing sign with W8-17-1 NEXT 6km on Highland Lakes Road, 150 metres south of Access B, facing northbound traffic for the duration of the construction period.
 - e Install W5-22 Trucks entering or crossing sign with W8-17-1 NEXT 6km on Highland Lakes Road, 150 metres north of Access A, facing southbound traffic for the duration of the construction period.
 - f Reposition existing 'fingerboard' signage at Highland Lakes Road / Waddamana Road intersection. Signs to be relocated closer to fence line to prevent obstructing sight lines of vehicles exiting proposed Construction and Emergency Access A. Signs are to be erected at the same height as the existing signs and on the same number of posts (50mm NB posts with minimum footings of 450 x 650mm). New posts may be required as the existing posts are likely set directly into concrete footings and will need to be cut off at ground level and as such, will be too short to be reused.
8. The internal access roads and areas set-aside for parking and associated access and turning must be designed, constructed and maintained to avoid dust or mud generation, erosion and sediment transfer off site or de-stabilisation of the soil on site or on adjacent properties to the standard required by Council's Manager Works and Service.

9. The developer must pay the cost of any alterations, damages and/or reinstatement to Road Authority's Road assets, Council infrastructure, existing services or private property incurred as a result of the development. Any work required is to be to Road Authority or Council's specifications and undertaken by the authority concerned.
10. Upon practical completion the developer in conjunction with Road Authority must undertake a post construction condition assessment of roads, bridge and weir structures for transportation routes for submission to Council's Manager Works and Service. Any damage or wear and tear, which may be attributed to the development is to be made good at the developer's expense to the satisfaction of the Council's Manager Works and Service. A minimum of 200 tonnes per KLM at the end of project would be needed to meet this condition that the gravel be an acceptable size and standard to the Central Highlands Council.

Engineering drawings

11. Prior to the commencement of works, engineering design drawings prepared by a suitably qualified person, must be submitted for approval by Council's Manager Works and Service. Engineering design drawings must be prepared in accordance with *Australian Standard AS1100* and show;
 - a. All road works and accesses required by this permit;
 - b. All existing and proposed services required or associated with this permit;
 - c. All storm water management and disposal works demonstrating how storm water from all new hard surfaces and access tracks will be disposed;
 - d. All proposed stormwater treatment including water sensitive urban design
 - e. Sight distance at road junctions and accesses demonstrating compliance with the minimum requirements of the road authority;
 - f. All vegetation to be retained and removed;
 - g. Cut, fill and retaining walls
 - h. All other work required by this permit.

The final layout and footprint of works should be determined with the consultation of Aboriginal Heritage Tasmania to minimise the risk of disturbance on a site recognised by the *Aboriginal Heritage Act 1975*.

The engineering plans and specifications must be prepared and certified by a professional Civil Engineer approved by Council's Manager Works and Service. The engineer must supervise the construction works.

12. Approved Engineering Plans will remain valid for a period of 2 years from the original date of approval.

ADVICE NOTES

The following advice applies to this permit:

- A. This planning approval shall lapse at the expiration of two (2) years from the date of the commencement of planning approval unless the development for which the approval was given has been substantially commenced or extension of time has been granted. Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development may be treated as a new application.

- B. The issue of this permit does not ensure compliance with the provisions of the *Aboriginal Heritage Act 1975*. If any aboriginal sites or relics are discovered on the land, stop work and immediately contact the Tasmanian Aboriginal Land Council and Aboriginal Heritage Unit of the Department of Tourism, Arts and the Environment. Further work may not be permitted until a permit is issued in accordance with the *Aboriginal Heritage Act 1975*.
- C. All roads and footpaths adjoining the construction site shall be kept clear of all construction materials and debris during the construction period.
- Any mud tracked onto the roadway or footpath during construction shall be properly cleaned off at least by the end of the relevant working day to council approval. Failure to do so may result in Council's Works Department undertaking the clean-up works, with all costs, plus overheads being invoiced directly to the applicant.
- D. This permit does not take effect until all other approvals required for the use or development to which the permit relates have been granted.
- E. This permit does not imply that any other approval required under any other legislation or by-law has been granted.

REPORT BY Trent Henderson, Principal Planner (*RED SEAL Urban & Regional PLANNING*)

Attachments: Development Application Documents

Planning Report prepared by Red Seal Urban & Regional Planning
Appendix A - Planning Authority Review of issues Raised in representations
received during public consultation period.

Cr A Archer and Cr J Hall returned to the meeting at 9.55 a.m.

10. ORDINARY COUNCIL MEETING RESUMED

RESOLUTION 12/07.2025/C

Moved: Cr J Honner

Seconded: Cr R Cassidy

THAT Council no longer act as a Planning Authority and resume the Ordinary Council Meeting.

CARRIED

For the Motion

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

RESOLUTION 13/07.2025/C**Moved:** Cr R Cassidy**Seconded:** Cr J Honner**THAT** Council move back to Item 7.**CARRIED****For the Motion**

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

Council suspended the meeting at 9.58 am for morning tea

Council resumed the meeting at 10.22 a.m.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS**7.1 PETITIONS**

Nil

7.2 DEPUTATIONS

Nil

7.3 PRESENTATIONS

Nil

8. NOTICE OF MOTIONS**PURPOSE**

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

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

8.1 NOTICE OF MOTION – CR D MEACHEAM

RESOLUTION 14/07.2025/C

Moved: Cr D Meacheam

Seconded: Cr R Cassidy

THAT Council cost the installation (if any cost) of a TasWater drinking water fountain to be installed at Bothwell.

THAT council write to TasWater to install drinking water stations at Bothwell, Hamilton and Ouse

CARRIED

For the Motion

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

NOTICE OF MOTION

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



Date of Meeting:	July 15, 2025
Councillor Name:	David Meacheam
Proposed Motion:	That Council cost the installation (if any cost) of a TasWater drinking water fountain to be installed at Bothwell.
Background Details:	<p>On 23/6/25 I attended online the Taswater AGM. In question time I asked when the fluoridation of the Bothwell water supply might progress. The answer was 'mid 2026', suggesting that it will happen before the end of the 25/26 financial year. The annual report otherwise presented gave a dazzling number of performance indicators, and forward estimates. I'm happy to respond to any questions in relation to the AGM and can forward a copy of the presentation made to the meeting.</p> <p>What caught my attention toward the end of the session was advice of the use of free water bottle refill stations over the State. The inference was that Taswater installs these stations gratis, as a PR measure. This motion is to verify any cost to CHC. If free I would move to have a station installed on the park edge, opposite the Bothwell caravan park. If there would be a cost to CHC, I'll make it subject to a budget proposal in 2026.</p>
Signature:	<i>David Meacheam</i>
Date:	23/6/25



8.2 NOTICE OF MOTION – CR D MEACHEAM

RESOLUTION 15/07.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council endorse Cr D Meacheam as a representative to the proposed LGAT Learning and Development subcommittee.

CARRIED 4/3

For the Motion

Deputy Mayor J Allwright, Cr A Archer; Cr J Hall and Cr D Meacheam.

Against the Motion

Mayor L Triffitt, Cr R Cassidy and Cr J Honner

NOTICE OF MOTION

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

Date of Meeting:	July 15, 2025
Councillor Name:	David Meacheam
Proposed Motion:	That Council endorse me as a representative to the proposed LGAT Learning and Development subcommittee.
Background Details:	As all Councillors have been advised, the responsibility for supporting learning by councillors across the State has shifted from the Office of Local Government to LGAT. Ben Morris of LGAT has advised me that LGAT will soon initiate a learning and development sub committee to oversee the program. I ask for endorsement by Council to be a representative to this committee. If this nomination is successful my intention would be to, wherever possible, attend meetings via Zoom.
Signature:	<i>David Meacheam</i>
Date:	4/7/25

8.3 NOTICE OF MOTION – CR J HALL

RESOLUTION 16/07.2025/C

Moved: Cr J Hall

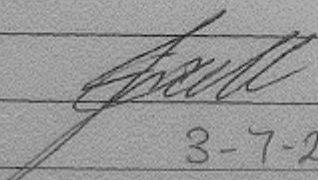
Seconded: Cr J Honner

THAT Council discuss the facilities at the Gretna Cricket Ground.

CARRIED

For the Motion

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

NOTICE OF MOTION	
Under Division 2 – Motions, Section 16 (5) of the Local Government (Meeting Procedures) Regulations 2015, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.	
Date of Meeting:	16-7-2025
Councillor Name:	JOHN HALL
Proposed Motion:	GREYNA CRICKET GROUND CHANGE ROOMS MALE & FEMALE.
Background Details:	FOR SOME TIME, THE CRICKET GROUND has had NINE TEAMS OF PLAYERS. I CAN UNDERSTAND THEIR FRUSTRATION, WE HAVE ONLY TWO ACTIVE SPORTS FIELDS IN THE CENTRAL HIGHLANDS MUNICIPALITY, AND THEY HAVE ALSO BEEN UNSUCCESSFUL WITH GRANT FUNDING. IF UNSUCCESSFUL AGAIN, I BELIEVE WE MAY HAVE TO SUPPORT THEM AND GET IT BUILT.
Signature:	
Date:	3-7-2024

8.4 NOTICE OF MOTION – CR R CASSIDY**RESOLUTION 17/07.2025/C****Moved:** Cr R Cassidy**Seconded:** Cr J Hall

THAT Council write to the Minister of Local Government, Director of Local Government and President/CEO of LGAT to inform them that the Local Government Learning Modules should be conducted in a collegial, social, supportive environment, as during regular Council Workshops, where learning would be most effective and efficient use of a Councillor's time. Learning theory and practical application, though intertwined, is very different, in practice.

LOST 2/5**For the Motion**

Mayor L Triffitt and Cr R Cassidy

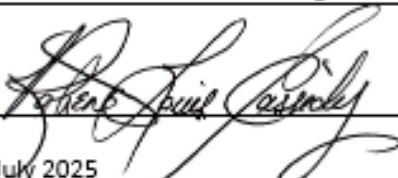
Against the Motion

Deputy Mayor J Allwright; Cr A Archer, Cr J Hall; Cr J Honner and Cr D Meacheam.



NOTICE OF MOTION

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

Date of Meeting:	15 July 2025
Councillor Name:	Robert L. Cassidy
Proposed Motion:	<ul style="list-style-type: none"> • That Council write to the Minister of Local Government, Director of Local Government and President/CEO of LGAT to inform them that the Local Government Learning Modules should be conducted in a collegial, social, supportive environment, as during regular Council Workshops, where learning would be most effective and efficient use of a Councillor's time. Learning theory and practical application, though intertwined, is very different, in practice.
Background Details:	<p>Consider the following points:</p> <ul style="list-style-type: none"> • Of the approximately 300 Councillors among 29 Councils, across Tasmania, how many have an up-to-date home computer with the latest Operating System and web browsers or even a reliable and stable internet connection? • Of the approximately 300 Councillors among 29 Councils, across Tasmania, how many have sufficient computer or IT skills to use a computer, know how to troubleshoot a stalled web browser or have an alternative web browser? • Of the approximately 300 Councillors among 29 Councils, across Tasmania, how many have the additional time required to dedicate to sitting in front of their home computer to do the courses, followed by an examination. • Would attending a mandatory Council Workshop to cover the subjects of the Learning Modules serve the same purpose, where Councillors can ask questions and discuss to training? • Consider the state's budget deficit, why would it even consider employing additional personnel to manage the Local Government Learning Modules, purchase or create the software, set up a specific website, maintain internet servers, and provide client support, when it transfers it to LGAT to manage?
Signature:	
Date:	7 July 2025

11. MONTHLY MAYORAL AND ELECTED MEMBERS ACTIVITY

RESOLUTION 18/07.2025/C

Moved: Cr J Honner

Seconded: Cr D Meacheam

THAT the Council notes the Mayoral and Elected Members Activities.

CARRIED

For the Motion

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

IMPLICATIONS AND FINANCIALS

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

PURPOSE

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

BACKGROUND

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

DISCUSSION

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

Mayor Loueen Triffitt

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function (Bothwell)

- Business of Council **9**
- Elected Members - communications **14**
- Council Management communications **3**

Deputy Mayor J Allwright

17 June 2025 Ordinary Council Meeting (Bothwell)
 1 July 2025 Discussions with Alex Simpson (Bothwell)

Cr A Archer

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)

Cr A Bailey

1 July 2025 Discussions with Alex Simpson (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)

Cr R Cassidy

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)
 1 July 2025 Discussions with Alex Simpson (Bothwell)

Cr J Hall

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)
 1 July 2025 Discussions with Alex Simpson (Bothwell)

Cr J Honner

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)

Cr D Meacheam

17 June 2025 Ordinary Council Meeting (Bothwell)
 23 June 2025 TasWater Annual General Meeting (Zoom)
 1 July 2025 Discussions with Alex Simpson (Bothwell)

Cr Y Miller

17 June 2025 Ordinary Council Meeting (Bothwell)
 24 June 2025 Council Function – Staff Farewell (Bothwell)

11.1 MAYORAL ANNOUNCEMENT

The Mayor provided an update with regard to the Neighbourhood House at Ash Cottage Ouse and a letter received from the Liberal Party.

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

Build capacity to enhance community spirit and sense of wellbeing

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

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

RESOLUTION 19/07.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT the Health and Wellbeing report be received.

CARRIED

For the Motion

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

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

The following activities were performed during **June 2025**.

IMPLICATIONS AND FINANCIALS

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

Risk	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.
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COUNCIL PROJECTS AND ACTIVITIES	
External Grants applications	Received first payment: Disaster Ready Fund (DPAC) Clyde River Flood Resilience partnership with Derwent Catchment Project.
	Awaiting response: Tas Active Infrastructure Grants (DPAC) Gretna Oval application. Response expected late August.
	Awaiting response (new); Tas Drought Ready Fund – application for funding childcare solutions Options Paper for Bothwell. Response expected late July.
	Associated discussions / meetings: DPAC, Cr Allwright, Council staff, DCP, TasFarmers, Tas Farm Innovation Hub, community.
	In development: Share the Dignity free period products dispensers, for Bothwell, as raised by Cr Meacheam
Council website upgrade	Planning for updates to website. Information about costing, and website models to go to Councillors once available.
Council strategic Plan	Workshop for draft of Strategic Plan.
Community Grants Program	Community Grant applications - Miena Seisun, Bothwell Golf Club. Processing and communication for approved grants for Campdraft Tasmania, Playgroup Bothwell, school supports grants, and sports rep grant.
Child Safety Policy update	Working with Deputy General Manager and LGAT to review Child Safety Standards compliance and update relevant policies.
ANZAC Day 2026	Forward planning for bugle player for ANZAC day 2026.
COMMUNITY DEVELOPMENT	
Action Crew Roving Reporter project	Children's Voices in Action - Popcorn Assembly at Westerway Primary School. Following on from the Action Crew Roving reporter project. Film created by local young people at Bush Fest last year was launched at Westerway Primary School 18 June. Action Crew are aiming to work with local young people to continue film making over coming year.

Daycare Bothwell	Working with Bothwell community to identify extent of need for long-daycare in Community.
Central Highlands Community Health Centre — Innovative Model of Care project	<p><u>Update</u> following restart of project with change in Primary Health Tasmania (PHT) project manager:</p> <ul style="list-style-type: none"> • PHT is engaging with service providers to look at options for Primary Health in Ouse – including Derwent Valley Medical Centre, Bothwell Doctors, Oatlands and Brighton Doctors. • Tas Department of Health considering funding opportunity for Ouse. PHT have expressed interest in collaboration. • PHT remain interested in involving Council in the local project officer position and aims to define the role collaboratively.
RACT driver training	<p>RACT learner driver training, funded to Council through Cattle Hill Wind Farm Grant round 2, continues to be delivered to community.</p> <p>10 lessons to be delivered to Ouse, Ellendale, Hamilton residents 15 & 24 July. Final round to be delivered later in year to Bothwell.</p>
School holiday programs	Support for school holiday activities Ouse Online access centre. Meetings with Kids in the Valley to look at events for upcoming school holidays, with focus on Ellendale and Hamilton.
South Central Workforce	Supporting job networking event to be held Hamilton Hall 17 July.
Rural Business Tasmania	Supporting re-launch of rural financial counselling service being run out of Bothwell Council offices once a fortnight. Commencing 9 July, 30 July and 13 August. 10am to 4:30pm.
Additional meetings	Local Government Health and Wellbeing Network; Communities for Children Working Group; Osterley Church for a possible Christmas Service
COMMUNICATION	
Rate notice annual newsletter	Development of rates newsletter for 25-26
New noticeboard Ellendale	Support for activation, and communication with community.
Journey to the Centre of the earth brochure	Update, edit, and reprint for Tourism Brochure exchange
Residents guide	Finalisation of community information and layout for printing.

Council social media	Facebook account– 01-30 June net increase 10. Audience: 2,716. Posts: voting for Bothwell in top tourism town award, Ellendale noticeboard, Job vacancy: Hamilton Refuse disposal site caretaker, SWN jobs event, Bushfest.
Market Place Noticeboard	Working to update tourism contents of noticeboard opposite Visitors Centre, Bothwell.
Highland Digest	Liaising with Digest to include relevant council and community content monthly.

Katrina Brazendale (Executive Assistant) declared an interest and left the meeting at 11.17 a.m.

12.2 COMMUNITY GRANT REQUEST – BOTHWELL GOLF CLUB HIGHLANDS GOLF CHAMPIONSHIPS

RESOLUTION 20/07.2025/C

Moved: Cr R Cassidy

Seconded: Cr J Honner

THAT Council allocate \$1,900 to Bothwell Golf Club and provide in-kind support for their annual Highland Championship event in July 2025.

CARRIED

For the Motion

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

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

The Bothwell Golf Club has submitted a Community Grant request for \$1,900 for their annual Highland Championship event in July 2025. The event will see up to 120 players attend a one-day event at the Bothwell Golf Course. In addition to providing opportunities for locals and non-local to gather for a social and sporting event, the Highland Golf Championship is a major fundraiser for the Bothwell Golf Club, allowing the club to continue running throughout the year.

Council has provided funding for this event in previous years. In 2024, a Community Grant of \$900 was provided for the event.

In addition to financial support, the Bothwell Golf Club are requesting the following in-kind support: **supply of six wheelie bins for collection of garbage and recycling.** This support has been offered in previous years.

There is currently \$15,000 remaining in the Community Grants budget for 25-26 financial year.

Katrina Brazendale (Executive Assistant) returned to the meeting at 11.19 a.m.

12.3 COMMUNITY GRANT REQUEST – FOLK FEDERATION TASMANIA MIENA SEISIUN

RESOLUTION 21/07.2025/C

Moved: Cr J Honner

Seconded: Cr D Meacheam

THAT Council allocate \$2,000 to Miena Seisiún, a subgroup of the Folk Federation of Tasmania Inc for their annual music event at Miena in February 2026.

CARRIED

For the Motion

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

REPORT BY Kat Cullen, Community Development Officer

Attachment - Redacted grant application, including support letters from Great Lake Fire Brigade, Great Lake Community Centre and Session Players Tasmania and Media article for 2025 Miena Seisiún

BACKGROUND

The Miena Seisiún (Irish word for session) committee has submitted a Community Grant request for costs associated with their annual event at the Great Lake Community Centre in February 2026.

The aim of the event is to provide an opportunity for players of traditional Celtic music from across Tasmania to meet and play together; and to provide an enjoyable concert and dance experience for the local community.

Miena Seisiún group was formed in 2023 with aim of conducting an annual event, which was sponsored by the Great Lake Hotel and originally formed part of the Tasmanian Highlands Gathering program. In 2025, after consultation with the musical participants, the coordinators decided to hold this as a stand-alone event, to be held in February. The event committee at this stage became a sub-committee of the Folk Federation of Tasmania.

The group are actively applying for additional grants for the remainder of the costs for the event.

Free tickets will be offered to any local young people who wish to attend.

There is currently \$15,000 remaining in the Community Grants budget for 25-26 financial year.

Katrina Brazendale (Executive Assistant) declared an interest and left the meeting at 11.23 a.m.

12.4 COMMUNITY DONATION REQUEST – REPTILE RESCUE

RESOLUTION 22/07.2025/C

Moved: Cr D Meacheam

Seconded: Deputy Mayor J Allwright

THAT Council provide a donation of \$500 to Reptile Rescue Inc subject to 10 free call outs for the Central Highlands Municipal region.

LOST 3/4

For the Motion

Deputy Mayor J Allwright, Cr A Archer, and Cr D Meacheam.

Against the Motion

Mayor L Triffitt, Cr J Hall, Cr R Cassidy and Cr J Honner

REPORT BY Kat Cullen, Community Development Officer

Attachment - Letter requesting support from Reptile Rescue Inc

BACKGROUND

Reptile Rescue Inc. is an incorporated, not for profit group that has been operating in Tasmania since 1999. It coordinates the removal of errant snakes in every municipality in Tasmania, relying on a network of trained and approved independent volunteer rangers.

In order that this service can function, they are requesting for financial assistance from every council throughout Tasmania.

Reptile Rescue receives approximately 8,000 calls per year. In the Central Highlands in the last summer season, there were approximately 10 calls outs, in an area covered by 5 local volunteer rangers.

The Community Grants budget currently has \$15,000 allocation available.

Katrina Brazendale (Executive Assistant) returned to the meeting at 11.30 a.m.

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

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

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

13.1 WORKS & SERVICES MONTHLY REPORT – JUNE 2025

RESOLUTION 23/07.2025/C

Moved: Cr J Honner

Seconded: Cr J Hall

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

CARRIED

For the Motion

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

REPORT BY Jason Branch, Works & Services Manager

BACKGROUND

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

Grading & Sheeting	Interlaken Road, Meadsfield Road, Green Valley Road, Waddamana Road, Victoria Valley Road, Bashan Road
Maintenance Grading	Norley Road, Woodmoor Road, Lanes Tier Road, Bethune Park Road, Montford Road
Potholing / shouldering	Weasel Plains Road, Rotherwood Road, Waddamana Road, Interlaken Road, Todds Corner Road, Green Valley Road, 14 Mile Road, Victoria Valley Road, Strickland Road, Meadowbank Road, Gully Road, Bridge Road, Tor Hill Road, Langloh Road
Spraying:	
Culverts / Drainage:	Clean culverts Waddamana Road Clean culverts Victoria Valley Road Clean culverts McGuires Marsh Road

Occupational Health and safety	Monthly Toolbox Meetings Day to day JSA and daily prestart check lists completed Monthly workplace inspections completed Playground inspections Traffic control training for all staff Recognition for prior learning on some plant ticket
Bridges:	
Refuse / recycling sites:	Cover Hamilton Tip twice weekly
Other:	2 x drum musters Repair Park gates Hamilton Remove graffiti from BBQ area Ellendale Park Replace Bannister Road street Sign Replace Wayatinah Street blade sign Cold mix holes Ellendale Road Repair defect Ellendale Road Remove carpet and furniture from Ouse housing unit 1 Pick up roadside rubbish Hollow Tree Road Pick up roadside litter Dawson Road Clean truck wash Repair cattle ramp Interlaken Road Repair roadside rubbish bins Lake Crescent. Coldmix holes Wayatinah Road Sign maintenance Torhill Road Install gate Ouse Park Clean drains Ellendale Clean drains Gretna
Slashing:	Pelham Road Mark tree Road Sonners Road
Municipal Town Maintenance:	Collection of town rubbish twice weekly Maintenance of parks, cemetery, recreation ground and Caravan Park Cleaning of public toilets, gutters, drains and footpaths Collection of rubbish twice weekly Cleaning of toilets and public facilities General maintenance Mowing of towns and parks Town Drainage
Buildings:	Paint inside of housing unit number 1 at Ouse, new locks and front door Repair taps Bothwell recreation ground Install rail and blind Bothwell medical centre
Plant:	PM726 John Deer tractor and slasher new bolts PM840 Toyota Hilux new tyres

	PM845 Kenworth service PM756 Kenworth service and new turbo PM794 JCB Backhoe new slides PM848 Ford Ranger serviced PM863 Triton new tyres PM864 JCB Backhoe service
Private Works:	Backhoe and truck hire Michael Brooks Gravel Rothermay Pastrol
Casuals	Toilets, rubbish and Hobart Hamilton general duties
Program for next 4 weeks	Sheeting and grading of Municipal Roads Cleaning of culverts Municipal Roads Cattle grid installation Green Valley Road Repair water leak Bothwell public showers

13.2 COMMON SEAL ON GRANT DEED 2025-26 BLACK SPOT PROGRAM TOR HILL ROAD

RESOLUTION 24/07.2025/C

Moved: Cr J Honner

Seconded: Cr D Meacheam

THAT Council authorise the Acting General Manager to use the Common seal for the signing of the Grant Deed Black Spot Funding for Tor Hill Road, Southwest Junction with Mansfield Road, West of Bothwell.

CARRIED

For the Motion

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

REPORT BY Stephen Mackey, Acting General Manager

DISCUSSION

Councils Works and Services Manager made application under the 2025-26 Black Spot Funding Program for \$200,000.00 to assist council to undertake works on a 400- metre-long section of the Tor Hill Road, south-west of the junction with Meadsfield Road, west of Bothwell.

The work will be delivered in accordance with the Black Spot Program Project brief including any recommendations contained in the Project Brief. The estimated cost of this project is \$225,600.00

This grant deed was countersigned by the Acting General Manager of State Roads on the 11th June

13.3 COMMON SEAL ON GRANT DEED 2025-26 BLACK SPOT PROGRAM WADDAMANA ROAD

RESOLUTION 25/07.2025/C

Moved: Cr J Honner

Seconded: Cr J Hall

THAT Council authorise the Acting General Manager to use the Common seal for the signing of the Grant Deed Black Spot Funding for a section of the Waddamana Road south of Waddamana.

CARRIED

For the Motion

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

REPORT BY Stephen Mackey, Acting General Manager

DISCUSSION

Councils Works and Services Manager made application under the 2025-26 Black Spot Funding Program for \$232,460.00 to assist council to undertake works on a 200- metre-long section of the Waddamana Road south of Waddamana.

The work will be delivered in accordance with the Black Spot Program Project brief including any recommendations contained in the Project Brief. The estimated cost of this project is \$258,060.00

This grant deed was countersigned by the Acting General Manager of State Roads on the 11th June 2025.

13.4 COMMON SEAL ON GRANT DEED - ISOLATED COMMUNITIES RESILIENCE STREAM 2 AND 3

RESOLUTION 26/07.2025/C

Moved: Cr R Cassidy

Seconded: Cr J Honner

THAT Council authorise the Acting General Manager to use the Common seal for the signing of the two Grant Deeds for the Isolated Communities Resilience Stream 2 and 3.

CARRIED

For the Motion

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

REPORT BY Katrina Brazendale, Executive Assistant

DISCUSSION

Council has been successful in receiving funding through the Isolated Communities Resilience Grant Program Stream 2 and 3 for a total amount of \$54,192.60. This funding has already been received by Council.

This funding is to be used for equipment and resources that can be used in the evacuation facilities, the larger items that have already been ordered are 2 x Portable Shower and Toilet Facilities along with Portable Fencing with blocks and brackets.

These items are to be made available for other Council's in any emergency situation, but as Central Highlands Council retains the ownership of the items, we will always get priority use.

There was however a shortfall of approximately \$2,000 for the freight costs associated with delivery, the amount will come from the budget allocation for recovery expenses.

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

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

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

14.1 MONTHLY FINANCE REPORT TO 30 JUNE 2025

No monthly finance report will be provided for 30 June 2023. All monthly figures cannot be finalised at this time due to end of financial year processing and auditing.

Cr J Hall declared an interest and left the meeting at 11.36 a.m.

14.2 RATE RELIEF REQUEST – OUSE COMMUNITY COUNTRY CLUB

RESOLUTION 27/07.2025/C

Moved: Cr J Honner

Seconded: Cr D Meacheam

THAT Council remit 100% of the general rate on property 01-0810-03938 and 01-0805-03937 for the Ouse Community Country Club, being a total of 1079.57 and 963.71.

CARRIED

For the Motion

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

REPORT BY Kat Cullen, Community Development Officer

BACKGROUND

Council have received a rate relief request from Ouse Community Country Club for their two properties comprising the clubhouse, bowls green, and golf course.

Council has previously assisted the Club with a 50% reduction in rates for both properties, and full rebate for garbage rates at the golf course property in the following financial years: 2011, 2014, 2016, 2018, 2019, 2023 and 2025.

Ouse Community Country Club is a volunteer-run organisation. Providing relief for rates will allow the organisation to continue to serve the local community and provide a valuable sporting and social facility in the town.

Ouse Community Club house; the other being Golf Course and Sheds. The current rates and suggested rates relief are as follows:

Rates, levies and rebate calculation – Ouse Country Club			
			Rebate
Bowls Green & Club House PID 01-0810-03938	General Rate:	\$1079.57	\$539.79 (50%)
	Garbage Rate:	\$654.00	
	Fire Levy Rate:	\$62.14	
	Subtotal	\$1795.71	\$539.79
Golf Course & Sheds PID 01-0805-03937	General Rate:	\$963.71	\$481.86 (50%)
	Garbage Rate:	\$216.00	\$216.00 (100%)
	Fire Levy Rate:	\$50.00	
	Subtotal	\$1229.71	\$697.86
	Total	\$3025.42	\$1237.65

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – NATURAL ENVIRONMENT)

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

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

Cr J Hall returned to the meeting and Cr A Archer left the meeting at 11.36 a.m.

15.1 DERWENT CATCHMENT PROJECT

RESOLUTION 28/07.2025/C

Moved: Deputy Mayor J Allwright

Seconded: Cr J Honner

THAT the Derwent Catchment Project Report for June 2025 and the Chairmans report for 2024/2025 (included in the attachments) be received and Derwent Catchment be asked to attend the next council meeting to provide an update.

CARRIED

For the Motion

Mayor L Triffitt, Deputy Mayor J Allwright, Cr R Cassidy; Cr J Hall; Cr J Honner and Cr D Meacheam

Attachment – [Chairmans report for 2024/2025](#)



Derwent Catchment Project Council Report June-July 2025

General business

We have confirmed our AGM will be in the Derwent Valley this year (as last year it was held in the Central Highlands). The AGM will be held at Derwent Estate wines on September the 26th at 5pm. Please come along. We will update you with details closer to the event.

Nature Repair Plan Pilot

The inception meeting with representatives from the Australian Government's Biodiversity Division at the Department of Climate Change, Energy, the Environment and Water to progress the Nature Repair Pilot project was held in late June. The next step in the process is to prepare a grant application (although) its non-competitive to define the project and funding milestones. There are 31 environmental projects across Australia that have received funding through election commitments that fall within this funding stream. The portal for applications will open in August with the intent that funds will begin to flow in this calendar year.

Agri-best practice programs

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

Carbon outreach program – Workshop on Emissions reporting, Carbon & Biodiversity

This workshop explored the intersection of agriculture, climate change, and emerging environmental markets. It covered:

- The growing importance of emissions reporting in agriculture, driven by market and regulatory pressures.
- Key greenhouse gases from farming and how measuring a farm's carbon footprint can help farmers reduce emissions intensity and meet supply chain expectations.
- Overview of carbon farming opportunities in Australia, including reforestation, plantation forestry, and soil carbon projects, highlighting eligibility, costs, and potential benefits.

- Introduction to nature and biodiversity markets, explaining concepts like natural capital and the Nature Repair Market, and outlining how farmers might earn income from conservation and restoration activities.
- Practical guidance on using carbon calculators, setting baselines, and identifying actions to reduce on-farm emissions before considering offsets.
- Emphasis on integrating stewardship with revenue by viewing natural assets as part of farm business strategy.

Overall, the session aimed to demystify carbon and biodiversity markets, encourage proactive emissions tracking, and help land managers prepare for future market opportunities and compliance requirements.

Pasture Network

June was a busy month for the Pasture Network, carrying out a range of activities:

- A trial site assessment
- Field walk at Westerway,
- Presentation on the results of previous work at Hamilton with a meet and greet BBQ
- Development of four pasture management factsheets
- Development and delivery of native pasture workshop content
- Finalisation of a baseline report collating farmer feedback informing future activities and demonstrations.

The trial walk at Westerway and results presentation at Hamilton addressed the key observations based on the assessments of Phalaris and cocksfoot pasture species that were affected by the corbie grub damage in October 2024. Phalaris plots experienced little grub impact, whilst all cocksfoot cultivars experienced significant damage and subsequent loss of plant density. Currently, only Uplands cocksfoot appears to be recovering from the corbie damage. The phalaris plots have continued to improve, largely unaffected.

To help deliver this information, we created four fact sheets about corbie grub damage, highlighting the interaction between sowing success and site preparation across five direct-drilled trial sites, assessing pasture condition, and understanding the limiting factors. These have been further developed for publication as part of our Climate Smart agriculture project being delivered for NRM South. Farmer interviews conducted for this project have been collated to guide future activities, identify topics of interest and value, and scope appropriate management practices suitable for practical demonstration trials. One topic raised has been the management of native and naturalised pastures. Workshop content has been developed and was delivered at a workshop with NRM North in Campbell Town/Ross. We will apply this content within local network activity.

Weed Management Programs

Central Highlands Weed Management Plan

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

The team has been working hard to complete reports (see attached) and get final approval for this year's programs, while making sure all the required data is uploaded to the state database. Now that these programs are finished, we're turning our focus to next year. We're starting conversations with our stakeholders to look at what's been achieved, talk about what's needed next, and work together to create a plan for the year ahead.

Restoration and Conservation

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

Hamilton Native Plant Nursery

More plants continue to be delivered to our river restoration sites, helping to support ongoing revegetation efforts. Karen has been working alongside new staff, providing valuable training on how to set out plantings and what to consider when choosing suitable locations for each species. Large-scale orders are also still being prepared and dispatched to meet current demand. Final preparations for the remaining components of the nursery expansion are being finalised to support future growth. Additionally, discussions have begun with TAFE and other local nurseries to plan seed collection activities for the spring.

Rivers

Tyenna River Recovery

We've recently wrapped up a review of the willow treatment program, which has helped shape a new plan for the 2025–26 season. The plan builds on what's been done so far and aims to tackle willows over a wider area. Plantings are lined up for three key sites, and machine works are expected to kick off in Westerway once winter is over. We're also casting the net wider to find and treat willows on private land further from the river, helping to reduce the chance of them coming back.

Clyde River – Flood Resilience Project

We are currently in the initial planning phases undertaking a GIS analysis using LIDAR data to ensure we have a good understanding of choke points and high risk erosion sites.

Grant applications

Tasmanian Regional Drought Resilience – Quick Wins Grants Program 2025. The project, titled "**Voices of Resilience**," seeks to collect and share stories of drought, climate change, and adaptation from farmers and community members in Tasmania's Central Highlands and Derwent Valley. Outputs include a podcast series distributed online and via local radio, and a community BBQ to encourage further dialogue and connection.

The total amount requested for the project was **\$13,000**. (Pending)

Yours Sincerely,
The Derwent Catchment Team

Key Contacts:

Josie Kelman (CEO) 0427044700

Eve Lazarus (Deputy CEO) 0429170048

Morgan McPherson (Operations Manager) 0418 667 426

Karen Phillips (Nursery Manager) 0400 039 303

Cr A Archer returned to the meeting at 11.37 a.m.

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

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

- 6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
- 6.2 Ensure that Council members have the resources and skills development opportunities to effectively fulfil their responsibilities
- 6.3 Ensure appropriate management of risk associated with Council's operations and activities
- 6.4 Provide a supportive culture that promotes the well-being of staff and encourages staff development and continuous learning
- 6.5 Provide advocacy on behalf of the community and actively engage government and other organisations in the pursuit of community priorities
- 6.6 Consider Council's strategic direction in relation to resource sharing with neighbouring councils and opportunities for mutual benefit
- 6.7 Support and encourage community participation and engagement
- 6.8 Ensure that customers receive quality responses that are prompt, accurate and fair
- 6.9 Council decision making will be always made in open council except where legislative or legal requirements determine otherwise.

17.1 COLLABORATIVE NETWORKS OF SOUTHERN TASMANIAN COUNCILS

RESOLUTION 29/07.2025/C

Moved: Cr R Cassidy

Seconded: Cr J Hall

THAT Council:

1. Endorse the Collaborative Network of Southern Tasmanian Councils, which would be delivered through Regional Development Australia (Tasmania) and replace the regional collaboration role previously provided by the Southern Tasmanian Councils Authority.
2. Request the Southern Tasmanian Council Authority Board to commence a wind up process in accordance with the rules of the Joint Authority.

CARRIED

For the Motion

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

REPORT BY Stephen Mackey, Acting General Manager

Attachment – Potential Population Based Fee Schedule additional information December 2024 and RDAT Proposal to STCA Dec 24

Report Summary and Key Issue

- 2.1. The purpose of this report is for the Council to consider its support for a new operating model to facilitate Local Government collaboration within the Southern region.

BACKGROUND AND DISCUSSION

2.2. The Southern Tasmanian Councils Authority (STCA) was established in 2006 to enable the 12 Southern Councils to work together to facilitate and coordinate agreed regional development strategies and actions for the Southern Region.

2.3. The STCA initially comprised the twelve (12) Councils included: Brighton, Central Highlands, Clarence City, Derwent Valley, Glamorgan/Spring Bay, Glenorchy City, Hobart City, Huon Valley, Kingborough, Sorell, Southern Midlands and Tasman.

2.3.1. The Board of the STCA comprises the Mayor of each member or an elected representative of that member as the Mayor's nominee. The General Manager/CEO of each member may attend Board meetings and act in place of the Mayor or nominee of their council if the Mayor or the nominee is absent from a Board meeting.

2.3.2. The Authority is auspiced by City of Hobart for the provision of employment and accounting services.

2.4. The membership of the STCA has been in decline over many years with Glenorchy, Kingborough and Clarence having previously withdrawn and Glamorgan Spring Bay and Derwent Valley Councils withdrawing last year.

2.5. Given the withdrawal of the above Councils it means that the STCA is now only representing only seven (7) of the twelve (12) Southern Council areas, which includes around 40% of the population of the Southern Tasmania

2.6. The withdrawal of the Derwent Valley Council last year occurred at the same time of the resignation on the former STCA Executive Officer, and this series of events culminated in the members appointing Regional Development Australia (RDA) (Tasmania) to deliver executive support to the authority to facilitate a full review of STCA in 2024.

2.7. The review has explored a variety of options for delivering a workable regional collaboration model for southern Tasmania, however, it is important not to simply follow the mistakes of the past.

2.8. The primary reason that the STCA has been subjected to such a 'rocky' history is the fact that the region has been asking too much of it as an organisation. It has been expected to provide a regional development service that can reasonably meet the needs and demands of the numerous City Councils, while also meeting the needs and demands of the regional Councils, which vary in size, needs and capacity. History has demonstrated that this is not achievable as a majority of the City Councils have withdrawn their membership as they have

identified that their needs are vastly different to those of the majority of STCA members and they believe that membership in the STCA is detrimental to their respective interests.

2.9. There is an ongoing need for the southern Council to engage closely particularly in respect to the southern regional land use strategy and other regional priority areas.

2.10. Accordingly, an alternative approach to regional engagement between the southern Councils is required in which the needs of regional Councils can be balanced against the needs of the Metropolitan Councils, and the regional projects such as the Southern Regional Land Use Strategy (and others), can continue to be regionally managed.

2.11. The review has identified that RDA (Tasmania) is ideally placed to support the development of a regional collaboration model in Southern Tasmania as it is consistent with the overall purpose and mission of the organisation. RDA is well versed in managing conflicting interests in their advocacy and engagement work and, given that it is an existing organisation, would prevent the need to establish a new regional organisation.

2.12. At its meeting on 16 December 2024, the STCA Board unanimously supported the formation and funding of a proposed Southern Tasmanian Council Network which would be supported by RDA Tasmania.

2.13. As previously mentioned, RDA (Tasmania) has been successfully supporting the STCA, through secretariat support, over the last twelve months and has provided a proposal to support a collaborative network of Southern Tasmanian councils in lieu of a formal STCA model, which is attached.

2.14. The collaborative network would aim to foster quarterly collaboration forums and joint policy setting focused on data and insights as well as managing shared service opportunities and regional project collaboration on an as needs basis.

2.15. The Southern Tasmanian councils share overlapping priorities and challenges, including economic development, infrastructure, community well-being, and sustainable growth.

2.15.1. A coordinated approach is crucial to maximise resources, improve efficiencies, and address shared challenges effectively as well as more effective advocacy for shared priorities.

2.16. RDA Tasmania, with its expertise in regional collaboration, strategic planning, and data-driven decision-making is well positioned to support this initiative.

2.17. The objectives of the collaborative network would be to:

- Facilitate collaboration by providing a structured platform for councils to exchange knowledge, align priorities, and foster partnerships
- Leverage data and insights to enable evidence-based decision-making by sharing regional data, analytics, and trends
- Encourage efficiency by identifying shared service opportunities and streamline resource allocation
- Drive strategic projects by supporting collaborative projects that address regional challenges and opportunities

- Enhance governance by providing administrative and logistical support to ensure forums are effective and outcomes focused
- Regional communication by providing a point of contact for stakeholders to engage at a southern scale.

2.18. The governance structure for the new model would include the Chief Executive Officer/General Manager or delegate from each Southern Tasmanian council with the role of chairperson rotating amongst the councils and supported by RDA Tasmania.

2.19. Elected Members would be engaged in the business of the Network via their respective CEO's/General Managers and ultimately would be responsible for making decisions in respect to their respective Councils involvement and/or expenditure on regional collaboration initiatives.

2.20. It is proposed to hold regional Elected Member forums periodically to consider matters of regional importance with a **Council of Mayors** (or elected delegate) to be held once a year in conjunction with the CEO's/General Managers..

2.21. RDA Tasmania would provide secretariat support for the network and working groups would be formed on an ad-hoc basis for specific initiative or projects.

2.22. Terms of reference would be developed to underpin the network and include annual reporting and financial statements.

2.23. The benefits of the network include:

- Stronger regional collaboration and shared vision
- Enhanced capacity for data-driven decision-making
- Cost savings through shared services and coordinated efforts
- Increased success in securing funding for joint projects
- A unified voice in advocating for regional priorities
- Efficiency of using existing NFP entity and regional capacity.

2.24. The proposal being presented by RDA Tasmania is for a two-year commitment, with an annual review with a view to the network becoming self supporting subsequently.

3. Legal, Risk and Legislative Considerations

3.1. Support of the recommendation would signal to the STCA Board that the Joint Authority is to be wound up.

3.2. As the STCA is a joint authority established under the Local Government Act 1993, section 37 of the Act states that:

(2) A joint authority may be wound up –

(b) on the decision of the majority of participating councils

(3) The winding-up of a single authority or joint authority is to be notified in the Gazette by the council or one of the participating councils.

3.3. Furthermore, the STCA Rules provides for the distribution of any assets or moneys remaining after payment of the expenses of the Authority, between the Members.

Strategic Planning and Policy Considerations

3.4. The City of Hobart's Strategic Plan provides for the following outcome which is consistent with the proposed new network:

- Ensure the needs of the community are well represented through effective advocacy and strong collaborative partnerships with key stakeholders and all levels of government (8.1.2).

Financial and Economic Considerations

Financial Considerations:

	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000
Revenue				
Existing Revenue				
Additional Revenue				
Total Revenue				
Expenditure				
Operating		9,500	9,500	
Capital				
Total Expenditure		9,500	9,500	
Net Cost				
FTE Impact				
	2024-25	2025-26	2026-27	2027-28

Change in FTE

Detail the change in the level of full-time equivalents within the group should the requested level of additional funding be required.

3.4.2. The proposed annual budget for the collaborative network is \$75,500 with additional project funding and grants being pursued on an agreed and case-by-case basis.

3.4.3. The total cost would be shared across the Southern councils and would be based on population and range from \$3,000 to \$9,500.

3.5. Consultants

3.5.1. As advised above, the proposed annual budget for the collaborative network is \$75,500 with additional project funding and grants being pursued on an agreed and case-by-case basis which may include the engagement of consultants.

Implementation and Communications Plan

If the Council resolves to support the new collaborative network across the Southern councils, advice will be provided to RDA Tasmania and the matter considered at a future STCA Board meeting. *As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*

18. CONSIDERATION OF SUPPLEMENTARY AGENDA ITEMS TO THE AGENDA

Nil

19. CLOSURE OF THE MEETING TO THE PUBLIC

RESOLUTION 30/07.2025/C

Moved: Cr D Meacheam

Seconded: Cr J Honner

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

Item Number	Matter	Outcome
2.1	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 17 June 2025</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
4.1	<i>Rates Remission</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential</i>
4.2	<i>Update – General Manager</i>	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential</i>

4.3	Recruitment Options – General Manager	<i>Regulation 15 (2)(G) of the Local Government (Meeting Procedures) Regulations 2015 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential</i>
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PURPOSE

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

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

MEETING CLOSED to the public at 11.47 am

20. RE-OPEN MEETING TO THE PUBLIC

The meeting re-opened to the public at 1.13 p.m.

21. PUBLIC RELEASE ANNOUNCEMENT(S)

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

Item Number	Matter	Decision
2.1	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 17 June 2025</i>	<i>THAT the Minutes of the Closed Session of the Ordinary Meeting of Council held on 17 June 2025 be confirmed</i>
4.1	<i>Rates Remission</i>	<i>THAT the remission was granted</i>
4.2	<i>Update – General Manager</i>	<i>THAT the information be received</i>
4.3	<i>Recruitment Options – General Manager</i>	<i>THAT the information be received.</i>

22. CLOSURE

Mayor L Triffitt thanked everyone for their contribution and declared the meeting closed at 1.15 p.m.

Mayor L Triffitt

Dated: 19th August 2025



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: Westerway Community Hall Shelter

Amount of Grant Requested: \$2000

Estimated Total Project Cost: \$7747

Applicant Organisation: Westerway Community Hall Association Inc.

Contact Person's Name: Rob Clark

Contact Details

[Redacted Address]

Westerway 7140

Mobile: 0 [Redacted]

Fax: N/A

Email: [Redacted]

Signature

Rob Clark
Public Officer
24/06/2025

[Redacted Signature]

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

To manage the Hall and encourage the community engagement of Westerway and Fentonbury residents and friends, through volunteering, community projects and social activities.

What is the membership of the organisation?

President	Patsy Clark
Vice President	Grant Joseph
Secretary	Heather Chaplin
Treasurer	Annette Itchins
Public Officer	Rob Clark

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

Is the organisation:

Yes Representative of the interests of the Central Highlands Community

Yes Incorporated

Yes Not for Profit

No Unincorporated

Yes A Hall Committee

OR

No An individual community member

Have you previously received funding from the Central Highlands Council? *(Please attached additional pages if required)* **Yes \$1500, 2024**

3. PROJECT DETAILS

Project Start Date: August 2025

Project Completion Date: October 2025

Project Objectives:

The previous 2024 project contributed \$1500 towards a \$11,352 project which has been successful in removing and replacing damaged, weathered and out-dated cladding on the Westerway Hall. This project will replace the shelter over the roadside door/exit which was removed during recladding, thereby providing weather protection to the entry and shelter for residents of Westerway/Fentonbury while entering the Hall or waiting for school and community buses. The design of the shelter will have a colorbond roof, be open on each end and involves two panel modwood and steel panel screens, the same as on the public toilet. This will be “in-keeping” with the new cladding and public toilet design and will provide shelter while being a safe, open space for the public.

Over recent years many new residents have moved into the Westerway/Fentonbury area, young families have increased in number while many older residents have moved away. There is a general lack of opportunity for locals to enjoy a sense of community and “get to know” each other. To a varying extent this has resulted in a lack of pride in the area, a lack of connection to community and concerning antisocial behavior. Past volunteer efforts of the Hall Committee along with fund raising, grants and donations, the Hall is once again starting to be seen as a valued community resource.

Recent community activities in the Hall include:

School Holiday – Kids in the Valley functions, Westerway Day Out for children and parents, DFAT Film Evenings, Flood Recovery Sessions, community gatherings and BBQs, Westerway Parties 2024, National Boot Sales Event and Westerway/Fentonbury Community ANZAC Breakfasts.

4. COMMUNITY SUPPORT

What level of community support is there for this project?

The project is fully supported by the Westerway Community Hall Committee Executive and Members. The Committee (WCHC) is the proponent for this project and was established and incorporated in 2019/20 to take ownership of the Westerway Hall and associated assets with the purpose of re-developing the Hall as a community facility/hub around which to build and focus wider community engagement of families and friends of residents of Westerway and Fentonbury.

For these reasons the WCHC and community are supportive of this project. The WCHC members represent a broad cross section of the local community, including those with interests in local business, hospitality, agriculture, agritourism, accommodation, forestry, natural resource management, local government, Bush Watch and outdoor recreation. Notably, the WCHC is made up of approximately equal membership from the DCV and CHC with the President, Vice President, Treasurer and Public Officer – all rate payers in the CHC. The WCHC recommends this project to the CHC.

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

The project involves the community through the WCHC and its members – during planning and delivery. Community members have contributed very significant in-kind/volunteer effort in past projects and will again provide volunteer support to the building works. Already a professional building contractor has provided design drawings and offered to supervise fabrication and on-site construction at no cost to the project. Community volunteers will assist in erecting and finishing the shelter - estimated 4 people for 8hrs each (32 hours). The WCHC has experience in project management and will manage this project.

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

This project will complete the renovation of the “road facing and western facing” external walls and will add value to the Hall by providing a community shelter for residents while waiting for the community bus and the Ellendale to Hobart school bus.

As a community hub the Hall is already beginning to strengthen community connectiveness, sense of community ownership and increased pride in the area. This is being achieved by direct community involvement in the project, as well as locals observing progress and hearing increased positive feedback.

5. COUNCIL SUPPORT

Are you requesting other Council support? E.g. parks, halls, telephones, fax, photocopying, computers, office accommodation, cleaning facilities, street closure. No

Are you requesting participation by Councillors or Council Staff?

As usual Councillors and Council Staff will be invited and welcomed to community activities at the Hall.

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

Through local press, social media, attendance of CHC elected members and staff to functions with associated acknowledgement and where appropriate, signage.

6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT

Do you anticipate the organisation will apply for funding in the future: YES contributions to ANZAC Breakfasts and where appropriate community gatherings

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

In the short term the project which is the subject of this application, will be monitored and evaluated by the timely addition of the shelter to the Hall and the involvement of volunteers and community in the delivery.

In the longer term, evidence of the value of the Hall as a community asset will be assessed through continued community ownership and use of the facility by residents, families, friends and visitors to the area.

7. PROJECT BUDGET

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

Please provide a breakdown of the project expenditure and income:			
Expenditure	Amount \$	Income	Amount \$
Capital		Guaranteed	
Replacement of Shelter Including powder coated frames, roofing, flashings, modwood screens and clear polycarbonate screen backing	\$4997	Government Grants	
Equipment		Trust/Foundations	
Premises		Donations	
"Solutions in Steel" travel expenses	\$250	Special Funding – Hall Cash Reserves	\$1997
Other: Design and supervision of fabrication and construction (In-Kind)	\$2500	In-Kind J Rolph, "Solutions in Steel" – design and supervision of fabrication and construction Donations from Lanoma Estate for "Solutions in Steel" travel costs	\$2500 \$250
Other:		Other:	
Subtotal	\$7497	Other	
		Subtotal	\$4747
Revenue		Anticipated	
Salaries (including super)			
Community Grants		Central Highlands Council Grant Derwent Valley Council Grant	\$2000 \$1000
Running costs		Trust/Foundations	
Production of information PR materials			
Training staff/volunteers		Special Fundraising	
Travel			

Rent		Cash Reserves	
Reference materials		Other:	
Other:			
Subtotal		Subtotal	
TOTAL	\$7747	TOTAL	\$7747

NB The Derwent Valley Council currently fund ;

- Cleaning, consumables and maintenance of the Hall Toilets
 - Variable costs for power and water and contribute \$1000 towards insurance
- And have previously funded the building of the public toilet, complete renovation of the kitchen and renovation of the car park (~\$300k +)

This Agreement is made on

BETWEEN

Electrona Pty Ltd (CAN 653 115 550) of 132 Augusta Road Lenah Valley in Tasmania (Electrona)

AND

Central Highlands Council, 6 Tarleton Street, Hamilton 7140 in Tasmania (CHC)

RECITALS

- (a) CHC is the owner of land described in Schedule A (Land).
- (b) Electrona provides electric vehicle charging stations in various locations in Tasmania.
- (c) CHC and Electrona have agreed that Electrona will provide one or more electric vehicle charging stations on the Land.
- (d) The parties have entered into this Agreement to set out the roles and responsibilities of each of the parties with respect to the installation and maintenance of the electric vehicle charging stations.

OPERATIVE PART

1 Licensed Area to be provided

- 1.1 CHC agrees to provide and Electrona agrees to take a license over that portion of the Land as identified in Schedule A (Licensed Area), to allow Electrona to supply and install equipment for the operation of Electric Vehicle Charging facilities on the Licensed Area.
- 1.2 This Agreement does not grant exclusive use to Electrona to use the Licensed Area for any purpose. This Agreement grants the use of the Licensed Area for the specific purpose of providing Electric Vehicle Charging Facilities to members of the general public and/or other user groups..
- 1.3 Electrona will retain ownership over all Electric Vehicle Charging Facilities within the Licenced area.
- 1.4 Public use of the Licensed Area by users will be for the specific purpose of electric vehicle charging.
- 1.5 CHC will not in parallel, grant permits or allow use of the Licensed Area to any particular group or general members of the public for purposes other than the agreed purpose of Electric Vehicle Charging.
- 1.6 CHC agrees that no additional licenses to other parties will be provided for the Licenced Area.
- 1.7 CHC agrees that Electrona may operate and provide Electric Vehicle Charging Facilities and services to users every day and at all times of the day including on all weekends, public holidays and during the night without restriction from CHC.

2 Signage

- 2.1 The Licensed Area will have signage installed to designate that the Licensed Area is an EV charging station.
- 2.2 CHC will permit appropriate signage to be erected by Electrona to identify that the Licensed Area is allocated for EV charging.
- 2.3 Signage messages are to be agreed by both parties in writing, prior to installation.
- 2.4 CHC will be responsible for enforcement of these controls, as required.

3 Infrastructure plans

- 3.1 An infrastructure plan will be developed by Electrona in consultation with CHC to show:
 - (a) location of the chargers and designated parking spaces to accommodate EVs while charging;
 - (b) location of all fittings and ancillary services (protective kerbs and bollards, power feeds, control boards, CCTV security camera, signs, lighting, etc.);
 - (c) expansion spaces that will be developed if there is strong enough demand to warrant it, including all the factors listed above for the expanded site.
- 3.2 Electrona will amend the plan as required to reflect modifications and changes to the site.
- 3.3 Electrona will ensure that current plans are maintained and provided to CHC outlining the location of all of the infrastructure for the Electric Vehicle Charging Facilities.

4 Provision of additional area

- 4.1 Access to additional parking bays will be based on utilisation of the Electric Vehicle Charging Facilities in the initial Licensed Area.
- 4.2 The operation of the Electric Vehicle Charging Facilities will be regularly monitored by Electrona for the use and frequency of use.
- 4.3 Should Electrona wish to add to the Licensed Area, evidence to support the need for additional area will be provided to CHC.
- 4.4 Provision of additional area for the Licensed Area will be at the discretion of CHC. CHC will consider established usage patterns for the charging station in assessing a request for additional area.
- 4.5 CHC acknowledge that if additional area is to be provided for the Licensed Area then there will be the need for additional infrastructure to be provided by Electrona. Accordingly any additional area will need to include space for the additional chargers, expanded switchboards, power supplies and batteries. Additional amenities may be provided if mutually agreed.

5 Duration of the Agreement

- 5.1 The Term will be five years. Electrona will be provided access to the Licensed Area from the Commencement Date (as specified in Schedule A).
- 5.2 In addition, Electrona will be provided access to the Licensed Area for the purposes of establishing (constructing and installing) its Electric Vehicle Charging Facilities from the Agreement Date (being the date this Agreement is signed by both Parties).

6 Renewal

Offer of renewal

- 6.1 CHC offers a renewal of this Agreement to Electrona on the terms specified in this clause, which Electrona may only accept strictly in accordance with the provisions contained in this clause, otherwise this offer will lapse.
- 6.2 The renewal offer which Electrona may accept must be initiated by Electrona in writing to CHC no later than 90 days prior to the Expiry Date.

Binding CHC's successors and assigns

- 6.3 This offer binds CHC and CHC's successors and assigns being the lessors for the time being of the Licensed Area.

Parties who may renew

- 6.4 This offer may only be accepted by Electrona.

Conditions for acceptance

- 6.5 Electrona may only accept this offer if:
 - (a) there is no subsisting breach of any covenants by Electrona at the date of serving notice of acceptance and also at the date of expiry of this Agreement; and
 - (b) Electrona serves on CHC notice of acceptance within the period as is specified in Schedule A.

Conditions of renewal

- 6.6 The renewal which Electrona may accept under this clause is for the renewal of this Agreement for a further term of 5 years from the day after Expiry Date (being the date as specified in Schedule A), containing identical covenants to the covenants of this Agreement except this clause.

Execution of agreement for further term

- 6.7 After Electrona has effectively accepted the offer, CHC must submit for execution an agreement or a variation or extension of this Agreement incorporating the conditions for the further term, which must be executed promptly by CHC and Electrona.

7 Holding over after expiry of Agreement

- 7.1 After the expiry of the Term and when Electrona remains in occupation of the Licensed Area with the consent of the CHC, this Agreement continues as a monthly agreement:
 - (a) commencing on the day immediately following the last day of the Term;
 - (b) the Annual Fee being payable by monthly instalments on the first day of each month;
 - (c) on the terms contained in this Agreement, except those terms which are inapplicable to a monthly agreement;

- (d) terminable by either party on one month's written notice expiring at any time.

8 Fee and charges

- 8.1 Electrona will pay to CHC an Annual Fee as set out in attachment A.
- 8.2 Additional fees will be payable when Electrona requests permission to add additional parking bays and chargers in the Licensed area and adjusted over time as set out in this clause.
- 8.3 Payments are to be made annually as directed by the CHC on its tax invoice with each payment being paid in advance at the commencement of each year of the Term.
- 8.4 If the Licensed Area is added to once fees apply the Annual Fee will be increased per parking bay added.
- 8.5 The parties agree that users of the Electric Vehicle Charging Facilities will be deemed to have paid any parking fees due as long as they are connected and actively charging.
- 8.6 The Annual Fee must be reviewed on each anniversary of the Commencement Date (Review Date) and must be calculated in accordance with the following formula:

$$R = \frac{A \times C}{B}$$

Where:

R is the Annual Fee for the year immediately subsequent to the Review Date;

A is the Australian Statistician's Consumer Price Index All Groups Index Number for Hobart (CPI) for the published quarter immediately preceding the Review Date;

B is the CPI for the published quarter immediately preceding the date which is 12 months prior to the Review Date; and

C is the Annual Fee payable during the year immediately preceding the Review Date.

9 Goods and services tax (GST)

Interpretation

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

Annual Fee and other amounts inclusive of GST

- 9.2 It is agreed that the Annual Fee and all other amounts agreed to be paid by Electrona to CHC, being the consideration for the supply expressed in this Agreement, are inclusive of GST.

Electrona's obligation to reimburse CHC

- 9.3 Electrona agrees to pay to CHC, at the same time as any payment is made involving CHC in GST liability, the additional amount of GST, together with the payment to which it relates.

Tax invoice

- 9.4 In respect of each payment by Electrona, CHC agrees to deliver to Electrona, as required under the *GST Act*, tax invoices in a form which complies with the *GST Act* and the regulations, to enable Electrona to claim input tax credits in respect of the taxable supply.

10 Services

Electrona's liability for services and utilities

- 10.1 Electrona will pay throughout the Term for any electricity, power, fuel, gas, oil, water, telephone and other services or utilities where established or initiated by Electrona and provided by public local or other authorities or suppliers to the Licensed Area and charged separately in respect of the Licensed Area, to the supplier of the service or utility.

Installation of meters

- 10.2 Electrona will, if required by an authority supplying any such service or utility, permit the installation of meters required to measure the quantity of the service supplied to the Licensed Area.

11 Electrona obligations and responsibilities

- 11.1 Electrona will itself provide or contract providers to provide equipment, maintenance, billing and customer support for the provision of the Electric Vehicle Charging Facilities.
- 11.2 The Electric Vehicle Charging Facilities will be provided to EV users for a fee payable to Electrona to cover the cost of electricity, fixed overheads, amortisation of equipment costs and a modest return to capital and parking charges during applicable hours. Electrona will notify CHC of any contractors and agents for the installation, operation and maintenance of the Electric Vehicle Charging Facilities and associated equipment in accordance with this Agreement.
- 11.3 Electrona will ensure that the Electric Vehicle Charging Facilities will be maintained and updated in a reasonable timeframe based on Electrona's specialist knowledge of the market.
- 11.4 All operating costs of the Electric Vehicle Charging Facilities will be met by Electrona.
- 11.5 Maintenance, equipment insurance, and 24-hour customer support for customers will be provided by Electrona.
- 11.6 Electrona will pay all direct operating costs for equipment installed by Electrona where contracts for those operating costs were established by Electrona. Electrona will not be liable for any costs for any product or service not established or purchased by Electrona.

- 11.7 Electrona will be responsible for customer support and maintenance call-outs required to ensure dependable access by users.
- 11.8 Electrona will provide a summary of the use of the Electric Vehicle Charging Facilities upon request to CHC.
- 11.9 Electrona will be responsible for obtaining the necessary approvals for the development and operation of the Electric Vehicle Charging Facilities including any relevant CHC permits that CHC advises are necessary prior to installation of the Electric Vehicle Charging Facilities.
- 11.10 Electrona will ensure that all cabling and infrastructure for the Electric Charging Facilities are located in the Licensed Area. Electrona will be deemed compliant with this clause by documenting the cabling and infrastructure that forms part of the Electric Vehicle Charging Facilities in the Infrastructure Plan provided to CHC and updating it of any changes or omissions.

12 Central Highlands Council Responsibilities

- 12.1 CHC will not be required to make a financial contribution to the installation of the Electric Vehicle Charging Facilities. CHC may make in kind contributions to the preparation and upgrading of the existing site that benefits CHC parking areas and amenities at their discretion.
- 12.2 CHC will facilitate the connection of electricity to the Electric Vehicle Charging Facilities through supporting discussions with TasNetworks and Electrona.
- 12.3 CHC will be responsible for general site maintenance (clearing litter, maintaining landscaping, car park surface) of the site.
- 12.4 In the course of normal site maintenance, CHC will visually inspect the Electric Vehicle Charging Facilities and will advise Electrona of any visible defects or damage.
- 12.5 CHC will ensure access for EVs wishing to charge by not blocking the parking bay with stored materials or vehicles.
- 12.6 CHC will notify Electrona of any roadworks, disruptions, events or other activities that may affect access to the Electric Vehicle Charging Facilities, so that Electrona may advise users and seek to make alternative arrangements to provide service to users.

13 Insurance

- 13.1 Both parties will maintain appropriate insurance coverage associated with their respective roles and responsibilities.
- 13.2 CHC will maintain public liability insurance of \$20,000,000.00 and provide evidence of same annually to Electrona on the handover date.
- 13.3 Electrona must effect and maintain throughout the Term the following insurances:

Public risk

- (a) A public risk insurance policy:
 - (A) in the form of a standard public risk policy or in the form commonly used by Electrona's insurer and by some other reputable insurers;
 - (B) in the sum of \$20,000,000.00 in respect of any single event or accident or for such higher amount as CHC, acting reasonably and prudently, may require, during any year of the Term after the first year of the Term;

- (C) relating to Electrona's liability for death, personal injuries and property damage arising from Electrona's occupancy of the Licensed Area and operation of the Electric Vehicle Charging Facilities, in circumstances in which Electrona may incur liability for the injury, loss or damage; and
- (D) extended to include claims, risks and events covered under indemnities provided by Electrona to CHC.

Electrona's property

- (b) A comprehensive insurance policy for the full insurable and replacement value of the Electric Vehicle Charging Facilities and any associated infrastructure.

Workers' compensation

- (c) A workers' compensation insurance policy, providing unlimited cover in respect of Electrona's employees for workers' compensation, as required by law.

Insurer and conditions

- 13.4 These insurances must be effected with one or more insurance companies that are respectable, reputable and financially sound.

Joint insurances

- 13.5 Electrona's insurances must note CHC's interest in the Licensed Area.

Evidence of insurance

- 13.6 Electrona must forward to CHC when requested evidence of renewal of the insurance and payment by Electrona of the insurance premium.

14 Electrona 's indemnities to CHC

Indemnities

- 14.1 Except to the extent contributed to or caused by CHC, its agents or employees, Electrona agrees to indemnify CHC from and against any liability, loss, damage, expense or claim, which CHC may incur, including to a third party, during or after the Term, in respect of or arising from:

Breach of Agreement obligations

- (a) loss, damage or injury to property or persons occurring within the Licensed Area, caused or contributed to by Electrona's failure (including through Electrona's agents or employees) to comply with the obligations imposed under this Agreement;

Misuse of services or facilities

- (b) the negligent use or misuse by Electrona (and by Electrona's agents or employees) of any services or facilities in the Licensed Area;

Escape of substances

- (c) the overflow, leakage or escape of water, gas, electricity, fire, or other materials or substances in or from the Licensed Area, caused or contributed to by Electrona's and its agents' or employees' negligence;

Use of Licensed Area

- (d) loss, damage or injury to property or persons, caused or contributed to by Electrona's negligence, arising out of use of the Licensed Area;

Faulty installations

- (e) loss, damage or injury to property or persons, caused or contributed to by the defective installation of plant, fixtures and equipment in the Licensed Area by or on behalf of Electrona;

Failure to notify

- (f) Electrona's failure to notify CHC regarding any defect in the facilities or services in the Licensed Area.

Conditions and limitations

- 14.2 The indemnities under this clause include penalties, fines, legal and other costs incurred by CHC.

15 Exemption of CHC from liability**Licensed Area occupied at Electrona's risk**

- 15.1 Electrona agrees to use and occupy the Licensed Area throughout the Term at Electrona's risk as regards loss or damage to Electrona (except personal injury) and Electrona's property.

Exclusion of CHC's liability to Electrona

- 15.2 Except as provided for in clause 15.3, CHC is not liable to Electrona and is excluded from liability for damage to Electrona's plant, equipment and other property and for loss of profits whilst Electrona is using and occupying the Licensed Area, including through:
 - (a) any defect in the construction or condition of the Licensed Area;
 - (b) any defect in the construction or operation of facilities or services to the Licensed Area;
 - (c) fire, water or any other cause.
- 15.3 CHC will be liable to Electrona for damage to Electrona's plant, equipment and other property and for loss of profits whilst Electrona is using and occupying the Licensed Area, in the event of damage caused by:

- (a) impact to Electrona's property by CHC and be directly related to the negligent acts, errors or omission of CHC;
- (b) damage from release of water, explosion or fire damage from release of flammable or explosive liquids from CHC assets, fixed or mobile, in the vicinity of the Licensed Area.

16 Removal of Infrastructure

16.1 At the end of the Term Electrona will be responsible for all costs associated with:

- (a) the removal of Electric Vehicle Charging Facilities;
- (b) returning the surface of the disturbed areas of the Licensed Area to its pre-existing condition, unless the parties mutually agree on another standard of restoration.

ASSIGNMENT AND SUBLETTING

17 Prohibition against assignment, subletting and mortgaging

Prohibition of dealings

17.1 During the Term, in respect of the whole or part of this Agreement or the Licensed Area, Electrona must not without the prior written consent of CHC, such consent not to be unreasonably withheld:

- (a) assign, transfer, sublet, deal with, hold on trust, or grant any interest in, this Agreement;
- (b) mortgage, charge or encumber this Agreement;
- (c) part with possession of the whole or any part of the Licensed Area;
- (d) grant any licence, or share the right of occupation or possession, in respect of the whole or part of the Licensed Area;
grant any franchise or concession over Electrona's business conducted at the Licensed Area which would entitle any other person to use, occupy or trade from the whole or part of the Licensed Area

18 CHC's reservations and rights exercisable by successors and by others

18.1 The reservations and rights exercisable by CHC over the Licensed Area may be exercised by successors and assigns of CHC.

18.2 Persons other than CHC, when exercising reservations or rights in accordance with clause 18.1, must comply with any conditions or qualifications imposed under this Agreement on the exercise of such entitlements.

19 Electrona's obligation to yield up Licensed Area

19.1 Electrona agrees to cease operations immediately on the expiry or legally effective termination of this Agreement and within 14 days to yield up possession and control over the Licensed Area to CHC, in the condition and state of repair as required under this Agreement unless the parties agree otherwise.

20 Essential terms of Agreement

- 20.1 It is agreed that the following obligations by Electrona are essential terms of this Agreement:
- (a) the covenant to pay the Annual Fee throughout the Term at a date not later than 14 days after the due date for its payment;
 - (b) the covenant dealing with the use of the Licensed Area;
 - (c) the covenant dealing with assignment and subletting.

21 Force majeure events

- 21.1 In the case that a force majeure circumstance occurs that prevents Electrona from meeting any obligation within this Agreement, Electrona will notify CHC in writing with an explanation of the circumstances that caused the force majeure, the ramifications of the circumstances and a proposal for remedy.
- 21.2 CHC agrees to act in a manner that represents fairness and natural justice in managing circumstances relating to force majeure events and agrees to open and constructive resolution in cooperation with Electrona.
- 21.3 Electrona agrees to act with integrity and transparency in relation to force majeure events and agrees to open and constructive resolution and cooperation with CHC.

22 CHC's entitlements after Electrona vacates during Term

CHC's entitlements

- 22.1 If Electrona vacates or abandons the Licensed Area during the Term in breach of Electrona's obligations under this Agreement, CHC may:
- (a) renovate, restore and clean the Licensed Area
 - (b) take any action in paragraph (a) without CHC's conduct constituting:
 - (A) a re-entry or termination of this Agreement;
 - (B) the acceptance of a surrender of this Agreement.

Electrona's obligations continue

- 22.2 Electrona's obligation to pay the Annual Fee, to comply with other financial obligations under this Agreement and to comply with other obligations continues, notwithstanding that Electrona vacates or abandons the Licensed Area, until the Licensed Area has been renovated, restored and cleaned to the extent necessary for the Licensed Area to be again used by CHC as a parking bay, unless the parties agree otherwise.

23 CHC may remedy Electrona's default

Entitlement to remedy default

- 23.1 CHC may remedy defaults by Electrona under this Agreement without being required to do so:
- (a) when Electrona fails to pay any money due to someone other than CHC or to perform some obligation under this Agreement, but only

- (b) after CHC has given to Electrona notice in writing requiring Electrona to pay the money or to perform the obligation within 14 days and Electrona fails to comply with that notice.

Electrona's liability to reimburse CHC

- 23.2 Electrona is liable to reimburse CHC on demand the money paid by CHC and the reasonable costs and expenses incurred by CHC in remedying any default under this Agreement.

24 Waiver

Demand and acceptance of Annual Fee and other financial obligations

- 24.1 After Electrona is in default or breach under this Agreement, including in breach of an essential term of this Agreement, the demand or acceptance from Electrona by CHC of arrears or of any late payment of any financial obligations does not:
 - (a) preclude CHC from exercising any rights or remedies under this Agreement, including enforcing or terminating this Agreement;
 - (b) constitute a waiver of the essentiality of Electrona's obligation to make those payments;
 - (c) waive Electrona's continuing obligation to make those payments during the Term.

Failure to enforce obligation

- 24.2 CHC's failure to enforce any of Electrona's obligations under this Agreement, and to terminate this Agreement, does not waive CHC's entitlement to require Electrona to observe all obligations under this Agreement, to enforce Electrona's obligations and to terminate this Agreement.

Waiver of individual obligations

- 24.3 The waiver by CHC of performance of any of Electrona's obligation under this Agreement, temporarily or permanently, is not a waiver of any other or subsequent breach or default by Electrona.

Breaches before termination

- 24.4 The termination of this Agreement on any basis does not affect CHC's rights and remedies for earlier breaches by Electrona of the obligations under this Agreement, unless the parties agree otherwise.

25 Mediation

Dispute

- 25.1 If a dispute arises out of or relates to this Agreement (including any dispute as to the meaning, performance, validity, subject matter, breach or termination of this Agreement or as to any claim in tort, in equity or pursuant to any statute) (Dispute), any court or arbitration proceedings must not be commenced by or against CHC, Electrona, their successors or assigns, any guarantor, mortgagee, or other party bound by this Agreement, relating to the Dispute unless the parties to the Dispute

(Parties) have complied with this clause, except where a party seeks urgent interlocutory relief.

- 25.2 Each Party will endeavour to resolve the dispute in a timely manner.
- 25.3 A legal representative acting for either of the Parties may participate in the dispute resolution process.

Notice of dispute

- 25.4 A party claiming that a Dispute has arisen under or in relation to this Agreement must give written notice to the other Parties to the Dispute, specifying the nature of the Dispute.
- 25.5 Following the notification of a dispute the parties must together use their best efforts to resolve the dispute within 14 working days from the notice of the dispute being raised.

Mediation

- 25.6 The Parties agree to mediate the Dispute and and engage a mutually agreed expert to assist in the negotiating a resolution to the dispute to have the Dispute mediated within 7 days of the receipt of written notice of the Dispute.
- 25.7 The Parties agree that the President of the Law Society of Tasmania will select the mediator and determine the mediator's remuneration.
- 25.8 The Parties to the mediation will be jointly responsible for the fees of the mediation and each party must bear its own costs.
- 25.9 The Parties may, but are not required to, enter into a written agreement before mediating a Dispute.
- 25.10 The Parties agree to conduct the mediation in accordance with the requirements of the mediator whose decision regarding those requirements is final and binding on the Parties.
- 25.11 A legal representative acting for either of the Parties may participate in the mediation.

26 Damaged Licensed Area

Abatement of payments

The following provisions apply if the Licensed Area is damaged:

- 26.1 Electrona is not liable to pay that portion of the Annual Fee that is attributable to any period during which the Licensed Area cannot be used under this Agreement or is inaccessible due to that damage.
- 26.2 However clause 26.1 does not apply and CHC may recover damages from Electrona if Electrona:
 - (a) is responsible for the damage;
 - (b) contributed substantially to the damage other than in a nominal way;
 - (c) by an act or omission brought about a termination of CHC's insurance policy relating to the damage.

Termination of Agreement

- 26.3 If CHC fails to repair the damage for which it is responsible within a reasonable time after Electrona requests CHC in writing to do so, Electrona may terminate this Agreement by giving not less than 90 days' notice in writing of termination to CHC.

27 Termination of Agreement for default

Default

- 27.1 Provided that a force majeure event has not occurred, each of the following constitutes a default by Electrona under this Agreement:
- (a) the failure to pay to CHC the Annual Fee or comply with any other financial obligation under this Agreement, for a period in excess of 14 days after the due date for payment, whether or not a formal demand for payment has been made;
 - (b) the failure to comply with an essential term of this Agreement;
 - (c) any serious, persistent and continuing breach by Electrona of its covenants and obligations under this Agreement.
 - (d) the Electric Vehicle Charging Facilities being unable to be used due to an act or omission of Electrona for more than three months in a twelve month period; or
 - (e) the Electric Vehicle Charging Facilities, as assessed by a competent authority, being in an unsafe or dangerous condition and unprotected for more than 24 hours after that assessment has been received by Electrona and without any agreed temporary remediation within the licenced area, or otherwise agreed resolution to satisfy safety requirements; or
 - (f) in the event of bankruptcy or insolvency of Electrona.

Termination after default

- 27.2 CHC may terminate this Agreement, after a default by Electrona in accordance with clauses 27.1 and continuance of the default, after CHC must have served a legally effective notice of breach of covenant (if required) by: y:
- (a) serving on Electrona written notice terminating this Agreement;
 - (b) instituting proceedings for possession against Electrona;
 - (c) taking the actions in (a) or in (a) and (b).

28 CHC's entitlement to damages

Damages for breach or for repudiation

- 28.1 If Electrona's conduct (whether by an acts or omission) constitutes:
- (a) a repudiation of this Agreement (or of Electrona's obligations under this Agreement);
 - (b) a breach of any covenant;`
 - (c) a breach of an essential term of this Agreement;
- 28.2 Electrona agrees to compensate CHC for the loss or damage suffered by CHC as a consequence of the repudiation or breach, whether or not this agreement is terminated for the repudiation, breach or on any other ground.

- 28.3 CHC's entitlement to damages is in addition to any other remedy or entitlement, including termination of this Agreement.
- 28.4 CHC is entitled to seek to recover damages against Electrona in respect of the repudiation or breach of covenant or essential term for the loss suffered by CHC during the Term, including the periods before and after termination of this Agreement.
- 28.5 CHC's entitlement to recover damages is not affected or limited by any of the following:
- (a) if Electrona abandons or vacates the Licensed Area;
 - (b) if CHC elects to re-enter or to terminate this Agreement;
 - (c) if CHC accepts Electrona's repudiation;
 - (d) if the parties' conduct constitutes a surrender by operation of law.

Instituting proceedings

- 28.6 CHC is entitled to institute legal proceedings claiming damages against Electrona in respect of the entire Term, including the periods before and after Electrona vacates the Licensed Area, and before and after the abandonment, termination, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 27.4 whether the proceedings are instituted before or after such conduct.

Additional entitlements of CHC

- 28.7 CHC's entitlement to damages is in addition to:
- (a) the entitlement to recover the Annual Fee, and operating expenses until the date of expiry or termination of this Agreement;
 - (b) interest on late payments in accordance with this Agreement;
 - (c) costs of any breach or default, including the costs of termination.

29 Removal of Electrona's property

Electrona obligation to remove property

- 29.1 Electrona must remove all its property, including all components of the Electric Vehicle Charging Facilities, from the Licensed Area, before the expiry or termination of this agreement or, if it is terminated by CHC, within 14 days after this Agreement is terminated, unless otherwise agreed by the parties.
- 29.2 After CHC terminates this agreement, Electrona and its employees and agents may have access to the Licensed Area, whilst CHC has possession and control over the Licensed Area, for the next 14 days (excluding Sundays and public holidays), between 8am and 5pm, for the purposes of removing Electrona's property and cleaning, repairing or restoring the Licensed Area.
- 29.3 Electrona must not cause any damage to the Licensed Area whilst removing its property, must leave the Licensed Area clean and tidy after the removal and must be liable for the cost of repair of the damage caused by or during the removal.
- 29.4 If CHC terminates this agreement, Electrona will make the Licensed Area safe.
- 29.5 If this does not occur within 14 days, CHC may remove the Electric Vehicle Charging Facilities and make the Licensed Area safe, return the Electric Vehicle Charging

Facilities to Electrona and recover the cost of any activities under this clause from Electrona.

Electrona's failure to remove property

- 29.6 If Electrona fails to remove any of its property from the Licensed Area, CHC may:
- (a) have that property removed from the Licensed Area and stored, using reasonable care in removing and storing the property, but being exempted from any liability to Electrona for loss or damage to any of its property through the negligence of CHC, its employees or agents;
 - (b) sell or otherwise dispose of all or any of Electrona's property, with or without removing them from the Licensed Area, in the name of and as agent for Electrona.
- 29.7
- (a) In respect of all or any of Electrona's property that Electrona has failed to remove from the Licensed Area in accordance with clause 28.1, Electrona is deemed to have abandoned that property and CHC at its option acquires ownership of that property through abandonment.
 - (b) CHC is not obliged to account to Electrona for the value of any property whose ownership vests in CHC by abandonment.

Electrona's responsibility for damages and costs

- 29.8 Electrona is responsible for and indemnifies CHC in respect of:
- (a) any loss or damage caused by Electrona, its employees or agents during the removal of Electrona's property from the Licensed Area;
 - (b) the costs of removal, storage and sale of any of Electrona's property.

Electrona entitlement to terminate

- 29.9 Electrona can terminate this Agreement provided it provides Council with 90 days' notice in writing and Electrona removes all its equipment and infrastructure that form the Electric Vehicle Charging Facilities.

30 Legal costs

- 30.1 Each party will pay its own costs associated with its roles and responsibilities outlined in this Agreement, except where expressly provided otherwise.

MISCELLANEOUS

31 Service of notices

Notice

- 31.1 Any notice, document or demand (called Notice) under this Agreement must be served in accordance with this clause.

Signature of notice

- 31.2 The Notice must be in writing, signed by the party giving it, or by the party's duly authorised officer (if a corporation), agent or solicitor.

Service of notice

- 31.3 A Notice may be served on a party to this Agreement, including its successors, assigns, and guarantors:
- (a) By personal delivery to that party, or if more persons than one are the party to any one of them;
 - (b) by delivering the Notice to the party's address in this Agreement and leaving it with an employee of that party;
 - (c) by sending it, addressed to the party at that party's address shown in this Agreement, by prepaid security post or certified post;
 - (d) sent by email to the intended recipient's email address.

Additional or altered address

- 31.4 Either party may advise the other party of an additional or an altered address for the service of Notices, which is within Tasmania and is not a post office box or poste restante.

Time of service

- 31.5 A Notice is considered to have been served
- (a) at the time of delivery;
 - (b) on the fifth Business Day after the day on which it is posted, the first Business Day being the day of posting.

32 Interpretation

Terms

- 32.1 Words expressed in the singular include the plural and vice versa.
- 32.2 Words expressed in one gender include the other genders, as is appropriate in the context.
- 32.3 The reference to "person" includes a corporation.

Headings

- 32.4 Any headings or subheadings in this Agreement are inserted for guidance only and do not govern the meaning or construction of this Agreement or of any provision contained in this Agreement.

Statutes

- 32.5 References to statutes, regulations, ordinances and by-laws when contained in this Agreement include amendments, re-enactments or consolidations of any of them.

Covenants implied by statute

- 32.6 Covenants and powers implied by statute are excluded from this Agreement, unless any such covenant or power cannot be excluded by force of statute or is expressly incorporated in this Agreement.

CHC's Consent

- 32.7 When any provision contained in this Agreement requires CHC's consent or approval, then unless the provision expressly provides otherwise, CHC's consent
- (a) shall not be unreasonably delayed;
 - (b) is only effective when given in writing and signed by or on behalf of CHC; and
 - (c) will be at the sole discretion of CHC.

Covenant prohibiting conduct

- 32.8 When a covenant contained in this Agreement prohibits a party from doing anything, it also prohibits that party from authorising or allowing it to be done by any other person.

Compliance with notices on Business Day

- 32.9 If under the provisions of this Agreement or under any notice or demand anything is required to be done on a day which is not a Business Day, the day or the last day for compliance is deemed to be the immediately following Business Day.

Joint and several liability

- 32.10 If two or more persons are a party to this Agreement (including whilst the Agreement or the reversion is held by legal personal representatives, successors or assigns) each of the persons is jointly and severally liable to perform covenants and obligations of the party under this Agreement.
- 32.11 When two or more persons are a party to this Agreement, any conduct under or in respect of this Agreement, including the exercise of any entitlement or taking any action under this Agreement or a provision of this Agreement, shall be undertaken by all of the persons jointly, unless this Agreement expressly provides otherwise.

Severance

- 32.12 If any provision in this Agreement is or becomes legally ineffective, under the general law or by force of legislation, the ineffective provision shall be severed from this Agreement which otherwise continues to be valid and operative.

Governing law

- 32.13 This Agreement is governed and construed in accordance with the law of the State of Tasmania.

Agreement comprises entire agreement

- 32.14 It is agreed that this Agreement contains the whole of the agreement between CHC and Electrona relating to the Licensed Area and the operation of the Electric Vehicle Charging Facilities.
- 32.15 This Agreement does not include any other, collateral or implied, agreement or terms, which are not expressly included or incorporated in this Agreement, whether arising through representations preceding this Agreement or during negotiations relating to this Agreement.

33 Definitions

- 33.1 Land means the area described in Schedule A.
- 33.2 Licensed Area means the area described in Schedule A.
- 33.3 EV means electric vehicle designed to accept charging.
- 33.4 Electric Vehicle Charging Facilities means the facilities provided by Electrona for charging of EVs.
- 33.5 CHC includes its successors and assigns.
- 33.6 Electrona includes its successors and assigns.
- 33.7 Term means the duration of this Agreement as set out in clause 5.
- 33.8 Annual Fee means the fee payable by Electrona under this Agreement as set out in clause 8.
- 33.9 Schedule A means the schedule to this Agreement.
- 33.10 Business Day means a day which is not a Saturday, Sunday or public holiday in Southern Tasmania.
- 33.11 Agreement Date means the date this agreement is signed.
- 33.12 Commencement Date is the date as stated in Schedule A.
- 33.13 Expiry Date is the date as stated in Schedule A.
- 33.14 Whenever used, the terms "The Agreement", "the Agreement", "this Agreement" or "Agreement" refer to this Licence Agreement.
- 33.15 The term "Electric Vehicle Charging Facilities" refers to any and all facilities, infrastructure, devices, assets and components that are owned, controlled or managed by Electrona in order to provide the services of Electric Vehicle charging within the Licenced Area. Facilities and fittings for lighting, security, safety, management, communication or information also form part of Electric Vehicle Charging Facilities. Any items that are/were owned or managed by CHC do not form part of Electric Charging Facilities.

Executed as an agreement

Executed by Electrona Pty Ltd)
pursuant to Section 127(1) of the Corporations Act)
by the Directors)

.....
Director

.....
Director/Company Secretary

.....
Name (please print)

.....
Name (please print)

The Common Seal of the Central Highlands)
Council was affixed this day)
of 2025 for and on)
behalf of the Central Highlands Council)

Acting General Manager _____

SCHEDULE A

Land: CT 159235/1 'Queens Park' Patrick Street, Bothwell, Tasmania 7030

Licensed Area: as shown on site plan page 212

Number of parking bays (initial): 3 bays

Period

Commencement Date: 2 February 2026

Expiry Date: 2 February 2031

Acceptance period for renewal of Agreement: on or before 90 days prior to the Expiry Date

Annual Fee: Electrona to cover all electricity charges for the site including fixed charges and power used. The account will be in the name of Electrona, with all costs payable directly to the Electricity provider.

Parking controls:

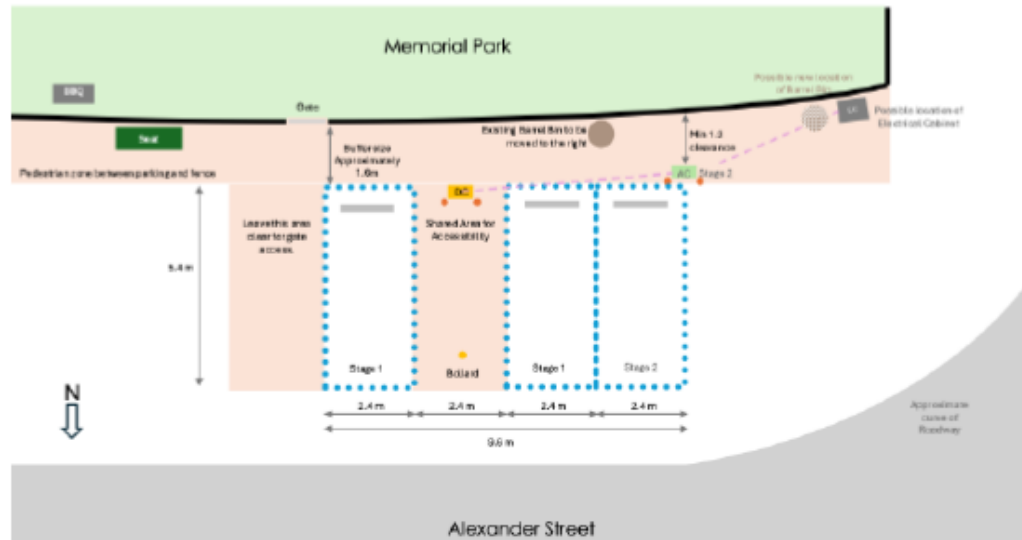
Parking will be controlled by the signage.

Central Highlands Council	Electric Highway Tasmania
Communication contacts: Contract issues: Acting General Manager 6286 3202 Operational issues: Manager, Works and Services 6286 3202	Customer support: 1300 38 3279 Equipment faults, maintenance: Contractual, routine operational:
Address for service of notices: Central Highlands Council 19 Alexander Street, Bothwell TAS 7030 council@centralhighland.tas.gov.au	Electrona Pty Ltd 132 Augusta Road Lenah Valley TAS 7008 admin@electrona.com.au

Site Configuration

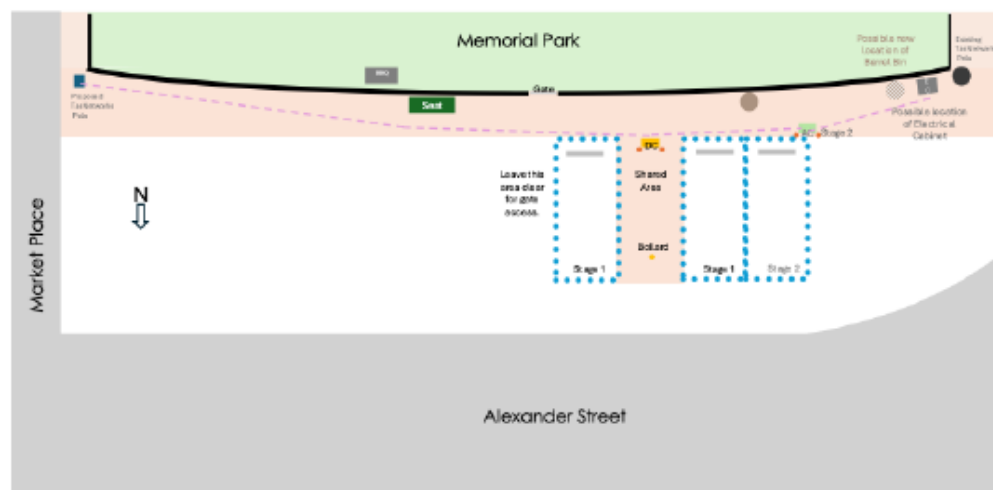
Bothwell Electrona EV Charging Station Parking Bay Configuration 3 Standard Bays and Shared Area for Accessibility

This layout was discussed onsite with council representatives. Not to accurate scale or position.
Used to illustrate configuration



Bothwell Electrona EV Charging Station Parking Bay Configuration Zoomed Out View

Zoomed out to show TasNetworks proposed crossover pole location near Market Place corner.
Not necessarily to correct scale or positioning. Configuration only.
Dashed line illustrates approximate location of new underground electricity conduit.



The Licenced includes all the parking bays, the location of the switchboard and all private underground infrastructure from the electricity connection point

Report

REPORT TO:	TasWaste South Local Government Forum
PREPARED BY:	PAUL JACKSON CEO
SUBJECT:	QUARTERLY REPORT – PERIOD ENDED 30 JUNE 2025
DATE:	30 JULY 2025

Summary

The Rules of the STRWA provides:

13 Quarterly reporting

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

13.1 The quarterly report must include:

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

General Performance

Funding of TasWaste South

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

This was approved by the Tasmanian Waste and Resource Recovery Board in May and feedback on a draft grant deed was provided. Unfortunately at that time, the State Election was called which has prevented the 5 year funding arrangement being finalised due to the Government being in caretaker mode.

In light of this, a 12 month grant deed has been negotiated in order to sustain the operation of TasWaste South. This will allow business as usual to continue, albeit with some minor changes with longer term projects and resourcing. The intent is to finalise the 5 year grant arrangements post the State Election.

Implementation of the Strategic Plan

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

Litter Management Plan (LMP)

The LMP is complete and available on TasWaste South's website. An initial meeting has been held with EPA litter management staff to discuss collaborative initiatives under the Litter Management Plan. Progress has been made on evaluating cost-sharing opportunities from the Container Refund Scheme through the MRF and work is underway to develop a Sustainable Events Policy solution in conjunction ReThink Waste – this will align where practicable with the zero waste Tasmania events guide.

Several other actions aligned with circular economy principles are currently being advanced. A comprehensive hard waste report was finalised and received in May, detailing various service delivery models and the associated challenges of hard waste collection in Tasmania.

Additionally, a proposal has been requested to support the operation and standardised layout of waste transfer facilities in accordance with better practice standards.

Bin Audit

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

High Priority Infrastructure Grant

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

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

Construction of the facility is almost complete with the team currently awaiting install of the wash station, water tank, lighting and fire reel. Work with Kingborough Council continues in relation to the operation of the facility. The site's operation will be coordinated with other councils to ensure that it operates as a regional facility.

Infrastructure Plan

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

The infrastructure plan will enable identification of the critical infrastructure required into the future, allow for a coordinated regional approach and be aligned with work on

community behavioural change. TasWaste South anticipates this will be our guiding document to identify infrastructure priorities within the region and secure funding.

Significant involvement of councils in this project will be critical to its success.

MRA will be in attendance at the Local Government Forum on 7 August to provide an introduction and update on the project.

Hazardous Waste Collection

TasWaste South conducted a hazardous household waste collection weekend as a trial for the region in March. This was aligned to similar processes undertaken in the North and North-West of the State. The weekend collection resulted in approximately 3.5 tonnes of hazardous material being collected, ensuring safe disposal and preventing improper handling. There were over 120 participants in attendance.

An additional catch-up day was held on Saturday 31 May which saw an additional 1.1 tonnes of hazardous material collected.

The day was attended by 35 participants, some of which returned multiple times throughout the day. The demographics of the catch-up day differed to the initial days held in March with 51% of participants aged between 31-50 (vs 18% in March) and largely consisted of people cleaning out product left behind at purchased homes. 30% of participants were aged 51-65 (vs 56% in March) and 10% were aged over 65 (vs 23% in March).

The types of materials also varied compared to the days in March with flammable liquids (e.g. fuel) being the most collected item just ahead of toxic substances (e.g. herbicides). Corrosive materials (e.g. acids and alkalis) were proportionally much higher than the totals collected at the days in March. The type and quantity of materials collected is reflective of the location with significantly more domestic/residential product collected compared to the days in March where the locations bordered agricultural land with materials and volumes reflecting this.

TasWaste South is working with the other regions for the next round of HHW collection days likely to be conducted from September through to November with a month in each region. The regions are working to a shared schedule with the collections being advertised through ReThink Waste as a shared calendar and regions to do their own advertising regionally as normal. The next collections will be procured via contract extensions and work will continue to establish longer term agreements once a longer-term grant deed is secured.

Rethink Waste

As previously advised, the three regional bodies have been undertaking work to coordinate the activities of Rethink Waste. This resulted in a funding proposal being considered by the Tasmanian Waste and Resource Recovery Board, which was approved in December 2024. Finalisation of a grant deed is proceeding.

A Rethink Waste Coordinator, Fiona Harding, is employed by TasWaste South but works across the State to ensure that Rethink Waste is providing valuable education and awareness. The Coordinator position is to be supported by three regional engagement officers and the recruitment of the southern engagement officer has been completed with Kimberley Eaton commencing at the beginning of July. The recruitment of the north-west engagement officer has also been completed with Saskia Beattie commencing in August and the recruitment of the northern engagement officer will commence shortly.

Rethink Waste will be an important aspect of TasWaste South's work going forward. As the additional resourcing is embedded, greater alignment and support to member councils will be able to be provided which will ensure greater coordination and consistency in the education and behaviour change space.

Emerging Strategic Issues and Strategic Projects

Container Refund Scheme

With the commencement of the CRS on 1 May 2025, the implications for councils through the MRF Protocol are being addressed. This includes consideration of the sampling approach to determining the quantum of refunds payable to councils for containers collected through the MRF. TasRecycle, which is the scheme administrator and oversees the sampling process, will be presenting at the Forum on 7 August.

Under the terms of the MRF Protocol it is necessary for councils to enter into a refund sharing agreement with the MRF operator in order to receive a refund for containers collected through the MRF. Preparation of an agreement is currently underway to facilitate payment of refunds to councils.

Councils will be kept informed as this progresses and the initial refunds begin to be processed.

Cleanaway Contract

Discussions with council GMs and CEOs have occurred regarding the contract with Cleanaway for the operation of the MRF. Ensuring value for councils from this contract is the focus of management approaches.

A legal review of the obligations under the contract has been undertaken and circulated to councils to ensure a consistent understanding of the operation of the contract. This review also identified a list of matters to resolve within the current contract and this is currently being pursued with Cleanaway. Indications from Cleanaway to-date have been positive in terms of resolving those matters.

Organics

Meetings were held in February 2025 and November 2024 regarding organics.

Since that time TasWater convened a roundtable of stakeholders in March 2025 to discuss the future of organics waste management in southern Tasmania. From that

roundtable, a working group was established from those organisations that expressed an interest to continue this work.

From these discussions, TasWater has indicated that it will be progressing master planning work in relation to its approach to organics and biosolids. It is likely that this work will be 6-12 months in duration and result in TasWater determining its proposed infrastructure requirements thereafter.

The Tasmanian Waste and Resource Recovery Board (WRRB) has a Ministerial priority to develop a Tasmania Organics Strategy, informed by current and future composting demands.

TasWater's current work presents an opportunity to the region to consider its requirements with respect to the handling of organics and influence the nature and scale of the infrastructure proposed. With the Government currently being in caretaker mode, discussions have occurred with the WRRB and TasWaste South has agreed to progress the development of an Organics Strategy using the southern region as the first stage of a Statewide approach.

The development of an organics strategy seeks to translate strategic insights from preexisting work into practical and staged implementation and will enable decision-making, policy activation and investment planning for organics recovery.

Procurement for a consultant to undertake this work is currently underway.

Officer Network

This group continues to meet regularly in-person as well as communicating out of session via email, providing a critical link between TasWaste South and member councils.

The Officer Network meets approximately quarterly and deals with a range of operational and strategic issues. In recent months, the network has provided a range of information and input on various key projects that TasWaste South is progressing. The importance of this group to the success of TasWaste South's agenda can't be understated. While there is capacity within TasWaste South to progress initiatives on a regional basis (and this will increase over time) without the knowledge and input from this group, that won't be possible.

The network participants are thanked for their active engagement.

Other Matters

Garage Sale Trail

TasWaste South has agreed to support participation by member councils in the 2025 Garage Sale Trail. Nine member councils participated in the program in 2024 indicating the demand for this within the region. Preparations are underway with the Garage Sale Trail team scheduling initial briefings for council officers.

TasWaste South Resourcing

In addition to Rethink Waste resourcing mentioned above, TasWaste South has recently recruited an Office Manager. Celeste Parremore commenced in this role at the beginning of June and is supporting the team at TasWaste South.

UTas Sustainability Placement Experience

TasWaste South is hosting a student for semester 2 as part of this program. Arif Hossain Khan Zihan will spend the semester investigating the use of an app by the community to access waste management and resource recovery information on a regional (or potentially statewide) basis. There are a number of 'off the shelf' apps available and these will be reviewed to identify possible options. There are already apps being used by some councils so their experience will also form part of the investigation.

Local Government Forum Dates for 2025

7 August

27 November (AGM)

Financial Matters

Profit and Loss Statement – 30 June 2025

Account	Jul 2024-Jun 2025
Trading Income	
Brighton	3,000.00
Central Highlands	500.00
Clarence City	10,500.00
Derwent Valley	2,000.00
Glamorgan Spring Bay	1,000.00
Glenorchy City	8,500.00
Hobart City	10,000.00
Huon Valley	3,000.00
Kingborough	7,000.00
Sorell	3,000.00
Southern Midlands	1,000.00
State Government - Grants	567,450.00
Tasman	500.00
Tasmanian Waste & Resource Recovery Board - Grants	720,882.00
Total Trading Income	1,338,332.00
Gross Profit	1,338,332.00
Operating Expenses	
Accounting and Auditing Costs	25,665.14
Administration Support	30,795.00
Advertising	1,691.67
Banks Fees	1,369.16
Bin Audit Program	47,940.02
Board Expenses	3,076.39
Board Fees	45,954.18
Board Member Expenses	2,768.83
Board Travel and Accommodation	999.32
Communications and Marketing	53,949.54
Conferences & Seminars	18,664.78
Consultants	68,810.00
Corporate Memberships	169.55
Depreciation	2,580.18
FBT Expenses	16,678.89
Garage Sale Trail	31,000.00
Graphic Design & Website	15,733.25
Hazardous Waste Collection Program	86,151.54
Hazardous Waste Facility	31,666.00
Insurance Costs	13,269.85
IT Expenses	14,661.41
Legal Costs	4,297.13
Litter Management Plan	21,435.50
Local Government Forum	979.51
Meeting Expenses	333.73
Motor Vehicle Costs	2,980.30
MRF	12,025.50
Office Equipment (2030-05)	7,103.50
Office Rental	21,721.32
Officer Network	613.18
Other	4,184.71
Other Employee Expenses	(4,000.00)
Parking	67.75

Printing & Stationary	1,908.54
Procurement for Local Government	24,750.00
Professional Development and Training	4,000.00
Regional Infrastructure Plan	34,867.00
Register of Contracts	4,545.45
Rethink Waste Tasmania	18,682.57
Salaries & Wages	362,114.79
Subscriptions & Licences	13,741.99
Sundry Office Expenses	9,020.33
Superannuation	46,220.74
Telephone & Internet	1,941.88
Travel & Accommodation	7,512.27
Uniforms	523.59
Total Operating Expenses	1,115,165.98
Net Profit	223,166.02

The P&L does not reflect any adjustments related to the EOFY preparation of financial statements, so may vary slightly once that process is completed.

It should be noted that the funding arrangement of Rethink Waste is that TasWaste South receives the full funding amount on behalf of all three regional waste organisations and then a proportion of that funding is paid to the other two regional bodies. An invoice was raised for payment of the funding by the State Government prior to 30 June but was not paid which meant that payments to the other regional bodies have also not yet been made. This results in the income being recognised but the expenditure not yet occurring which impacts the overall result given the quantum involved.

Conclusion

The above report highlights the activities of TasWaste South for the quarter ending 30 June 2025.



Policy No. 2014- 20

Media Policy

Document:	Start Date: 19 Aug 2025	Page Reference:
Media Policy	Review Date: 31 Dec 2029	Page 1 of 6

PURPOSE OF POLICY

The purpose of this Policy is to:

- Ensure all communication with the media is consistent, fact based, well informed, timely, professional and appropriate;
- Clearly identify authorised spokespersons of Council;
- Improve communication with the community, including a focus on the pillars of accessibility, inclusivity and respect;
- Establish consistent methods for managing (including initiation and response) and monitoring communication; and
- Managing media and communication during times of crises and emergencies.

SCOPE

This Policy applies to Councillors, staff, committee members, volunteers and contractors of Council, and applies when acting in an official capacity on behalf of Council or where association with the Council is referred to or implied in a personal capacity.

DEFINITIONS

Authorised Person – A person authorised to provide consent to speak to the media, or to speak to the media on behalf of Council. For Council's communication means the General Manager in relation to policy or operational matters.

Media – print, broadcast (television and radio), online and social media.

Media comment – A public statement, response, or communication made through various media channels. These comments typically address issues related to council policies, decisions, or events affecting the local community.

Media Release – An official written communication or announcement distributed to the media by a local government entity. Its primary purpose is to inform the public about significant actions, decisions, events, or developments related to local governance.

Official or Authorised Spokesperson – The Mayor is legislated as the official spokesperson of Council under the Local Government Act 1993. A Councillor, the General Manager or staff member may be authorised as a spokesperson in relation to specific matters. The General Manager and Mayor (or their delegates) must jointly consent to any staff member or Councillor to act under delegated authority as a spokesperson. Consent must be considered for each and every instance of communication with the media and is not to be assumed nor considered perpetual.

Document:	Start Date: 19 Aug 2025	Page Reference:
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Social Media – web-based technology, such as Facebook, Instagram, LinkedIn and YouTube, that allows for an exchange of dialogue between organisations, communities and individuals.

POLICY

1. Media Liaison

Section 27 of the Local Government Act 1993 details that the Mayor acts as the principal spokesperson of Council.

In the absence of the Mayor, the Deputy Mayor will be Council's official spokesperson (or a fellow Councillor if appropriate or the General Manager if the matter relates to policy or operational matters).

Councillors and staff must only disclose information that is publicly available, unless they have express approval to release the information (i.e. when new or exclusive information is approved for official dissemination, generally via a Media Release), and are not to disclose information that is confidential in nature.

Consultation with the General Manager should be undertaken to avoid any doubt as to whether the information is permitted to be communicated.

If Councillors or staff suspect an issue may result in a negative perception of Council, Councillors should discuss this concern with the General Manager, and staff with their immediate manager, who will escalate the issue to the attention of the General Manager.

2. Media Releases

Media releases are an effective way to inform the media and thereby community. Media releases may be used as a proactive method for communicating information or reactively in response to providing accuracy and clarification on Council matters.

A media release should not be issued quoting a Councillor or member of staff without that person's prior knowledge and approval. Staff with specialist knowledge may be quoted in media releases with the permission of the relevant authorised person.

3. Speaking to the Media (including Media Comment/Requests)

Council staff are encouraged to cooperate with media outlets subject to the guidelines of this Policy.

Staff, who have been authorised to liaise with the media, should avoid providing "off the record" comments or information during media interviews. It is best to assume that everything said or communicated to the media will be considered public information.

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Staff must ensure that they comply with both the Staff Code of Conduct Policy and this Policy at all times.

4. Responding to Criticism

Formal complaints about media content to media outlets should be made via the Mayor and General Manager.

Unless authorised staff should not write to media outlets (including editorial forums) in reply to published correspondence that is critical of Council, Council staff or Council policy, process or decisions.

5. Emergency Management

In the event of an emergency in the municipal area, Council staff will refer to the Emergency Management Plan, which outlines Council's communication responsibilities and methods of and timeframes for response. Councillors, staff and other Council officials must not provide comment or information to the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.

6. Social Media

Councillors must comply with the requirements of this Policy and the Social Media Policy when communicating via social media platforms.

Councillors are not authorised to speak on behalf of the Council unless explicitly directed by the Mayor.

When engaging in social media activity, Councillors must clearly state that any views expressed are their own, ensuring there is no confusion as to what capacity they are speaking in (and will only speak on behalf of Council were authorised).

Confidentiality must be maintained relating to any information obtained through their role that is not publicly available and not communicated via social media.

Councillors must also ensure that they comply with the provisions of the Local Government Act 1993, pertaining to the Model Code of Conduct when engaging on social media in their capacity as Councillor.

Council staff must ensure they comply with the requirements pertaining to social media use detailed in this policy, the Social Media Policy, the Staff Code of Conduct, and ensure matters of confidentiality are respected.

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Council staff must also be mindful when posting in their capacity as a private citizen, where their association with Council (via their employment) may imply that the post/comment etc relates to their role with Council and may be viewed as a “Council position” on a matter or subject.

7. Elected Members

Elected members have a right to engage in public debate, speak with, or appear in the media. However, elected members must not act as spokesperson for Council without written delegation from the Mayor.

Whenever speaking or appearing in the media, elected members must put Council’s position accurately when asked to comment on Council’s position on any matter, and when asked for their opinion on a matter and they put forward their personal view, they must clearly state that their opinion is personal and not the official position of Council. Personal opinions must not bring Council into disrepute.

When talking publicly about Council decisions, if a final decision of Council conflicts with the private view of an elected member, they should refrain from expressing a view that is contrary to the formal position of the Council. Expressing a view that opposes the agreed position of Council can lead to confusion and can lead the community to believe that Council is divided. Elected members have the opportunity to express their views in the lead-up to a decision and during debate.

8. Information Security and Accuracy

This Policy recognises that information:

- which has been made public through official channels, including committee papers and briefings, is open to media scrutiny and commentary.
- may be subject to disclosure controls and penalties under the Act, for example, matters dealt with in a Closed Meeting of Council, or subject to confidentiality undertakings, commercial and procurement practices, or other forms of control.

Where there is any doubt about the release of information that is not already in the public domain or is otherwise of a sensitive nature, permission to release or publish the information or provide comment is to be obtained from the Mayor or General Manager.

A person should not respond to a question that falls outside their area of expertise or knowledge. Advice from the appropriate area within the Council to develop a response should be sought via the General Manager.

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9. Non-Compliance

In respect of media liaison and general communication (including social media), Councillors must ensure they conduct themselves in line with Policy No. 2016 – 42 Model Code of Conduct and the expected behaviours of the role of Councillor.

Staff representing Council must conduct themselves at all times as a representative of Council and in accordance with other Council policies, including Policy No. 2017 – 51 Staff Code of Conduct.

LEGISLATION AND RELATED DOCUMENTS

Local Government Act 1993

Central Highlands Municipal Emergency Management Plan 2021

Policy No. 2016 – 42 Model Code of Conduct

Policy No. 2017 – 51 Staff Code of Conduct

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Policy No. 2025 - 67

Social Media Policy

Document:	Start Date: 19 August 2025	Page Reference:
Social Media Policy	Review Date: 31 Dec 2029	Page 1 of 12

1. Purpose

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

This policy applies to the use of social media for:

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

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

The policy aims to:

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

2. Scope

This policy applies to Councillors, employees, contractors, agents and volunteers of Council who purport to use social media on behalf of Council. This policy will also apply to agencies and individuals who provide services to Council and will be included in all relevant external supplier contracts.

The policy applies to all current and future social media tools and channels where people comment, view, contribute, create, forward, post, upload and share content, such as:

- Blogs, forums, discussion and bulletin boards, and citizen journalism and news sites which facilitate public comment;
- Social networking sites (Facebook, LinkedIn, Twitter, Instagram, Snapchat, Pinterest);
- Podcasts, video podcasts and video sharing sites (Flickr, YouTube, Vimeo);

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- Instant messaging tools (Facebook Messenger, WhatsApp);
- Online encyclopaedias (e.g. Wikipedia);
- Online and internal collaboration platforms (e.g. Yammer, Wiki, Slack);
- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to expressly refer to or list all specific sites or kinds of social media activity, the absence of a reference does not limit the application of this policy.

Limited personal use of social media is permitted during paid working hours provided it is incidental. Use must not affect the expected levels of performance and productivity, output and work responsibilities, and must comply with relevant policies.

3. Legislative and Policy Framework

Councillors and staff are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation which may be used as a guide is included in Appendix A.

This policy should be read in conjunction with other relevant policies and procedures of Council. Policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- 2014 - 20 Media Policy
- 2014 - 30 Privacy (Personal Information) Policy
- 2015 – 37 Information Management (Recordkeeping) Policy
- 2016 – 42 Model Code of Conduct
- 2017 – 51 Staff Code of Conduct Policy
- 2018 – 55 Code of Conduct for Members of the Audit Panel
- 2019 – 56 Cyber Security Policy
- 2024 – 64 Respectful Relationship Policy

4. Policy Statement

Council encourages the appropriate and professional use of social media to aid the efficient and effective conduct of Council business.

Social media is recognised as an important channel, used in conjunction with traditional methods, to communicate, listen to, engage and collaborate with the community and enhance the delivery of services.

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At all times, use of social media by Councillors and staff should be done in a professional manner, in accordance with relevant policies and legislation, and consistent with the values of Council.

5. Social Media Standards and Expectations

Staff will have access to Council social media platforms for business purposes as per responsibilities within their position descriptions or by approval of the General Manager.

When using social media, ensure that you:

- Adhere to Council's codes of conduct, policies and procedures;
- Behave with courtesy, honesty and respect;
- Comply with relevant laws and regulations;
- Reinforce the integrity, reputation and values of Council;
- Ensure communications are professional, accessible and demonstrate a standard of conduct and behaviour that is consistent with the code of conduct, relevant legislation, regulations and policies.

5.1. Use

Speak how you would like to be spoken to

- Be courteous, patient and respectful of others' opinions, including detractors;
- Use your own voice, but be mindful of language and expression;
- Don't make statements or forward, share or upload content that is malicious, defamatory or may negatively impact the reputation of another;
- Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

Refer to Appendix B for guidance on how to respond to social media comments.

Stick to the facts

- Only comment about matters within your area of expertise;
- Be accurate, constructive, helpful and informative, and correct any errors as soon as practicable;
- Only publish content and statements that you know are true, clear and not likely to mislead or deceive;
- If you make an error, be up front and correct it quickly.

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Keep your opinion, beliefs and political views separate from Council business

- Only publish content on Council's social media channels that is apolitical, in line with official Council positions and Council values, and free from personal opinions, beliefs and political views;
- Council staff using private social media channels outside of work hours to comment about Council-related matters should clearly identify their comments as their own personal opinions, be accurate and factual and not disparage Council, councillors, employees or contractors etc;
- Councillors should use social media in accordance with Policy No. 2016 – 42 Model Code of Conduct. All Councillors social media accounts should have a prominent statement that clearly identifies they are not speaking on behalf of Council. In expressing individual views, Councillors must do so in a way that does not undermine the community's trust or confidence in Council and maintains respectful relationship with fellow Councillors and staff.

Stay within your level of authorisation

- Only use social media channels in the manner for which you have been authorised and do not commit Council to actions or undertakings beyond your delegation;
- Leave formal statements and announcements to the official spokespeople and if you are unsure, check with your manager;
- Refer any media enquiries via social media or posts about potentially sensitive/political issues to the General Manager for a response in line with Council's Media Policy.

Be fair and transparent

- Be clear about your professional identity and any vested interests and refrain from covert, anonymous or deceitful representation including via a third party;
- Encourage open, honest and transparent engagement and feedback by the online community;
- Refrain from any behaviour which could be seen as biased, showing undue favour or in response to real or perceived compensation or reward.

Maintain confidentiality and respect the privacy and property of others

- Only discuss publicly available information and maintain the confidentiality of internal discussions, confidential decisions of Council, and personal or private information about Councillors, employees or third parties;

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- Seek permission from anyone who appears in any photographs, video or other footage before sharing via any form of social media and, if asked to remove materials, do so as soon as practicable;
- Only use or reproduce copyright material, or the intellectual property of others, including applications, sound recordings (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music if you have permission from the creator or owner and ensure they are acknowledged.

Be responsible, accessible and responsive

- Appropriately monitor any social media sites created and ensure they can be easily edited, improved or removed. Ensure that inappropriate content is removed in a timely manner;
- Specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Refer to Appendix B for guidance on how to respond to social media comments;
- Make it easy for audiences to reach Council via other methods by publishing Council's phone number, generic email, address and other social media contact methods
- Ensure information on social media meets government web standards for accessibility and/or is available in another form where practical;
- Do not use social media when inebriated, irritated, upset or tired;
- Protect your personal privacy and guard against identity theft.

Uphold acceptable content standards

Under no circumstances is the following content permitted on Council social media channels. If found, you must formally report, record and then delete it immediately:

- Abusive, profane or sexual language;
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender identity, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation;
- Illegal material or materials designed to encourage law breaking;
- Materials that could compromise council, employees or system safety;
- Materials which would breach applicable laws (defamation, privacy, trade practices, copyright, financial rules and regulations, fair use, trademarks);
- Confidential information about council or third parties;

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- Material that would offend contemporary standards of taste and decency;
- Material which would bring the council into disrepute;
- Personal details or references to Councillors, staff or third parties, which may be inconsistent with Policy No. 2014 - 30 Privacy (Personal Information) Policy;
- Spam, meaning the distribution of unsolicited bulk electronic messages;
- Statements which may be considered to be bullying or harassment.

If you have any doubt about applying the provisions of this policy, check with the General Manager before using social media to communicate. Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice in accordance with Policy No. 2013 - 11 Legal Opinions Policy.

5.2. Management

Approval

The establishment of new social media sites must be approved by the Department Manager. Approval of new social media sites should consider the identified business objective, audience, proposed use in line with this policy, resourcing requirements and ensure alignment with Council's branding and style guidelines.

Security

To protect from unauthorised use of Council's social media channels, login information should be kept secure and changed at regular intervals:

- Choose a strong password of at least 12 characters long, includes a mix of uppercase and lowercase letters, numbers, and special symbols, and is unique to each account. Avoid using easily guessable information like names or common words;
- Store login information in a secure location;
- It's recommended to change passwords every 60 to 90 days for standard user accounts, while highly privileged accounts may require more frequent changes;
- Remove administrator access to any Council social media channels immediately when the relevant staff member ceases employment with the organisation.

Monitoring

Council's social media channels should be regularly monitored and maintained to ensure appropriate use. Ensure that inappropriate content is removed in a timely manner. Where

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necessary keep formal records of social media activity in line with Policy No. 2015 – 37 Information Management (Recordkeeping) Policy.

Council and non-council social media channels should be monitored for information, research and insight into issues circulating in the community and/or matters that impact on the municipality, its operations or reputation.

Evaluation and continuous improvement

Use of council's social media channels should be reviewed at regular intervals to ensure they are achieving business objectives and to seek opportunities for further improvement. This includes review of qualitative (feedback, comments) and quantitative data (engagement, audience composition, click throughs to Council websites etc.).

6. Roles and responsibilities

Role	Responsibilities
Councillors	<ul style="list-style-type: none"> • Understand and comply with the provisions in this policy and Policy No. 2016 – 42 Model Code of Conduct; • Seek training and development for using social media; • Seek advice from the General Manager if unsure about applying the provisions of this policy; • Ensure appropriate records management practices are in line with Policy No. 2015 – 37 Information Management (Recordkeeping) Policy; • Seek approval before using any Council branding on social media; • Familiarise yourself with the End User Licence Agreements of any external social media tools being used.
General Manager	<ul style="list-style-type: none"> • Ensures that the Council's use of social media complies with the intent and requirements of this policy; • Educate councillors and staff about this policy and their responsibilities when using social media; • Seek legal advice as appropriate where an issue is likely to be contentious or may create legal risk for Council.
Managers	<ul style="list-style-type: none"> • Provide advice and assist with the development of communication strategies/plans using social media; • Approve any business strategies/plans which incorporates the use of social media; • Ensure staff consult and obtain appropriate approvals for their planned use of social media; • Ensure contractors are provided with a copy of the social media policy and access revoked at the cessation of the contract;

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	<ul style="list-style-type: none"> • Include social media responsibilities in staff position descriptions if relevant; • Offer training for staff using social media; • Monitor social media accounts/tools/sites registered for conducting Council business; • Ensure processes are in place to remove access to Council's social media channels for relevant staff at the end of their employment.
Staff, contractors and volunteers	<ul style="list-style-type: none"> • Seek approval from your manager for business strategy incorporating social media; • Seek authorisation from General Manager on using social media and developing a communications plan to support business strategy; • Seek approval before using any Council branding on social media; • Seek training and development for using social media; • Understand and comply with the provisions in this policy; • Ensure appropriate records management practices are in line with Policy No. 2015 – 37 Information Management (Recordkeeping) Policy; • Seek advice from Department Manager if unsure about applying the provisions of this policy; • Ensure contractors are provided with a copy of this policy; • Familiarise yourself with the End User Licence Agreements of any external social media tools being used.
IT Contractor	<ul style="list-style-type: none"> • Facilitate secure access to support delivery of Council business via social media; • Regularly back up and archive internally hosted social media sites;

7. Adherence to Policy

Council reserves the right, for legal compliance purposes, to monitor social media usage on its systems without advance notice and consistent with any applicable state, federal or international laws.

Council will actively monitor social media for relevant contributions that impact on the Council, its operations and reputation, and remove, where possible, content that violates this policy or any associated policies.

Any staff found breaching this policy may be subject to disciplinary action, performance management and/or review. Serious breaches may result in suspension or termination of employment or association in accordance with Council policies. Any content that breaches the policy guidelines will be recorded and kept on personnel records.

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For Councillors, breaching this policy may result in a code of conduct complaint.

If Councillors or staff become aware of any comments that breach these guidelines they should report them to the General Manager and include a link or reference to the offending material.

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Appendix A – Relevant Legislation

Councillors and staff are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies.

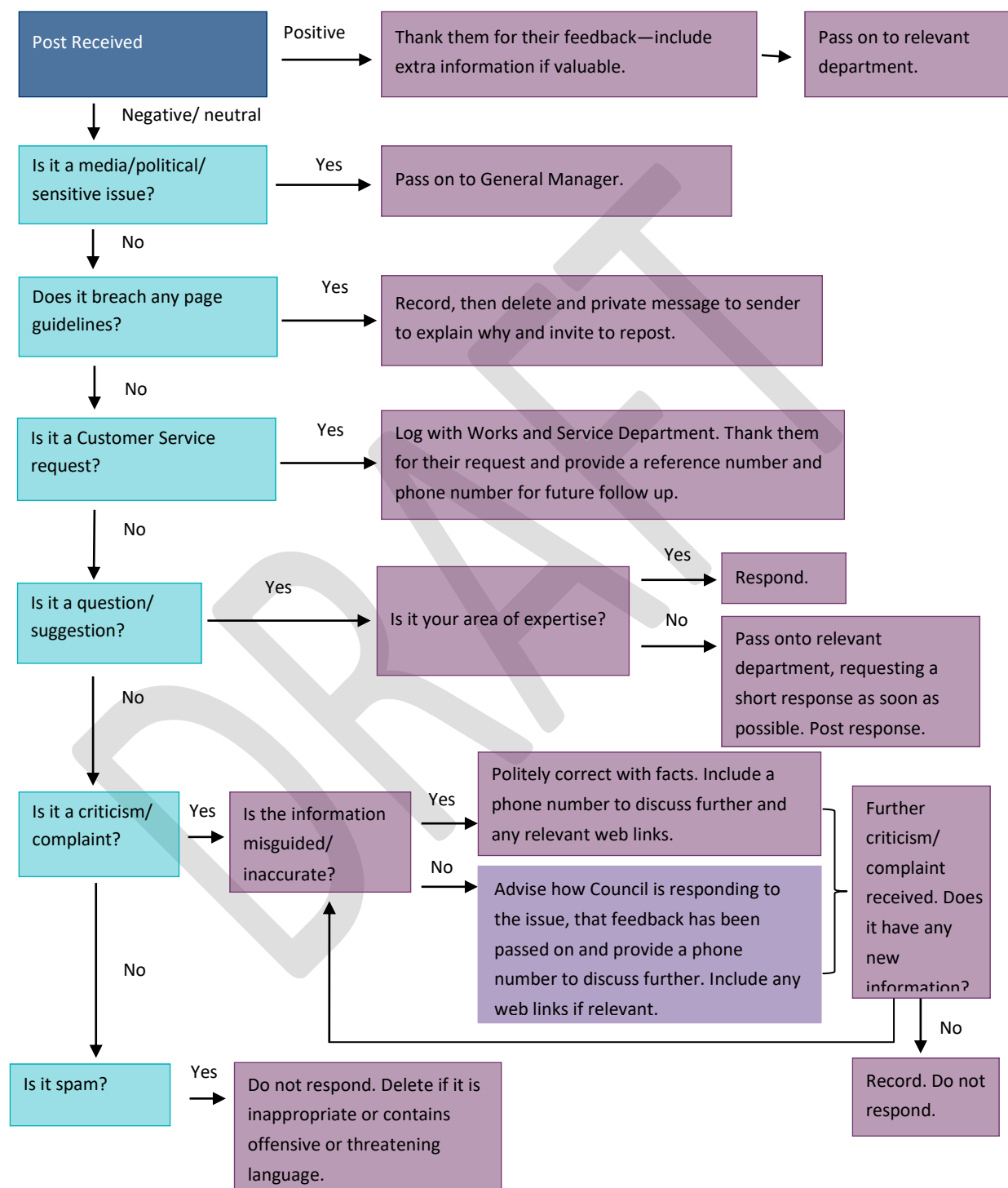
Relevant legislation includes, but is not limited to the following:

- Anti-Discrimination Act 1998
- Australian Human Rights Commission Act 1986 (Cth)
- Archives Act 1983
- Civil Liability Act 2002
- Copyright Act 1968 (Cth)
- Criminal Law Consolidation Act 1995
- Defamation Act 2005
- Disability Discrimination Act 1992
- Fair Trading Act 1990
- Fair Work Act 2009
- Local Government Act 1993
- Online Safety Act 2021
- Personal Information Protection Act 2004
- Privacy Act 1988 (Cth)
- Public Interest Disclosures Act 2002
- Right to Information Act 2009
- Spam Act 2003 (Cth)

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Appendix B – Response Guide

A guide for deciding which posts need a response and in what manner.



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